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EXECUTIVE CABINET

Day: Wednesday
Date: 8 February 2023
Time: 1.00 pm
Place: Committee Room 2, Tameside One, Market Square,
Ashton-Under-Lyne, OL6 6BH

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 OF EXECUTIVE CABINET To consider the Minutes of Executive Cabinet held on 25 January 2023.	1 - 8
4.	JOINT OVERVIEW/EXECUTIVE CABINET ITEMS	
a)	SCRUTINY UPDATE To consider the attached report of the Chief Executive.	9 - 18
b)	SCRUTINY ACTIVITY 2022/23 To consider the attached report of the Chief Executive.	19 - 28
c)	SCRUTINY REVIEW OF CHILDREN'S WORKFORCE STRATEGY - SOCIAL WORKER RECRUITMENT AND RETENTION To consider the attached report of the Chair to Children's Services Scrutiny Panel / First Deputy (Finance, Resources and Transformation) / Deputy Executive Leader (Children and Families).	29 - 42
5.	2023/24 BUDGET REPORT To consider the attached report of the First Deputy (Finance, Resources and Transformation)/Director of Finance.	43 - 248
6.	MONTH 9 FINANCE REPORT To consider the attached report of the First Deputy (Finance, Resources and Transformation)/Director of Finance.	249 - 258

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
7.	COUNCIL TAX SUPPORT FUND 2023-2024 To consider the attached report of the First Deputy (Finance, Resources and Transformation)/Assistant Director (Exchequer).	259 - 266
8.	CORPORATE PERFORMANCE UPDATE, JANUARY 2023 To consider the attached report of the Executive Leader/Chief Executive.	267 - 276
9.	EQUALITY STRATEGY 2023-27 To consider the attached report of the Executive Member (Education, Achievement and Transformation)/Head of Policy, Performance and Intelligence.	277 - 338
10.	INEQUALITIES REFERENCE GROUP (IRG) - ANNUAL REPORT 2022 To consider the attached report of the Executive Member (Education, Achievement and Equalities)/Head of Policy, Performance and Intelligence.	339 - 348
11.	CAR PARKING REVIEW To consider the attached report of the Executive Member (Planning, Transport and Connectivity)/Assistant Director (Operations and Neighbourhoods).	349 - 364
12.	AWARD OF PRE-PLACEMENT AGREEMENT FOR CARE HOMES (WITH OR WITHOUT NURSING) IN TAMESIDE To consider the attached report of the Executive Member (Adult Social Care, Homelessness and Inclusivity)/Director of Adult Services.	365 - 372
13.	SCHOOL ADMISSION ARRANGEMENTS AND SCHOOL PLACE PLANNING To consider the attached report of the Executive Member (Education, Achievement and Equalities)/Director of Children's Services.	373 - 424
14.	UK SHARED PROSPERITY FUND (SME WORKSPACE) To consider the attached report of the Executive Member (Inclusive Growth, Business and Employment)/Director of Place.	425 - 436
15.	DATE OF NEXT MEETING To note that the next meeting of the Executive Cabinet is scheduled to take place on Wednesday 29 March 2023.	
16.	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 January 2023

Commenced: 1.00pm

Terminated: 1 35pm

Present: Councillors Fairfoull (in the Chair), Choksi, Feeley, North, Taylor, Ward and Wills

In Attendance:

Sandra Stewart	Chief Executive
Stuart Fair	Interim Director of Finance
Alison Stathers-Tracey	Director of Children's Services
Julian Jackson	Director of Place
James Mallion	Assistant Director of Population Health
Ilys Cookson	Assistant Director, Exchequer Services
Tracey Harrison	Assistant Director, Adults Services
Caroline Barlow	Assistant Director of Finance

Apologies for absence: Councillors Cooney, Kitchen (ex officio) and Sweeton

101. DECLARATIONS OF INTEREST

There were no declarations of interest submitted by Cabinet Members.

102. MINUTES OF EXECUTIVE CABINET

RESOLVED

That the Minutes of the meeting of Executive Cabinet held on 14 December 2022 be approved as a correct record.

103. CONSOLIDATED 2022/23 REVENUE MONITORING STATEMENT AT 30 NOVEMBER 2022

Consideration was given to a report of the First Deputy, Finance, Resources and Transformation / Director of Finance, which reflected actual expenditure to 30 November 2022.

It was explained that, from a healthcare commissioning perspective the report looked at 9 months of expenditure based on indicative ICB plans (for the period 1 July 2022 to 31 March 2023). Month 8 was the fifth month in which the ICB had been operational. Locality delegated budgets were in the process of being formally signed off, but in the meantime the report presented indicative locality budgets. Plans for Tameside assumed delivery of a £595k surplus in 22/23. At Month 8 it was assumed that the plan would be delivered with a further surplus of £208k being forecast.

As highlighted previously, the Council was facing significant and growing inflationary pressures across a number of areas, combined with demand pressures in Adults and Children's services, resulting in a significant forecast overspend by 31 March 2023 of (£3,352k). This represented a small improvement of £197k since Month 7 due to an increase in the level of investment interest.

Significant work was still required to balance the financial position in 2022/23. Work was in progress to identify mitigating savings to reduce the forecast overspend on Council budgets, and address the forecast budget gap for 2023/24 and beyond. This was being done in the context of growing inflationary pressures, including significant energy cost and pay inflation.

Further details on the financial position were appended to the report.

Detailed monitoring reports at period 3 and 6 had reported planned and approved use of reserves during 2022/23. Appendix 2 to the report provided a summary of commitments from earmarked funds and reserves, and the forecast balances at 31 March 2023.

RESOLVED

That the forecast outturn position and associated risks for 2022/23 as set out in Appendix 1 to the report, be noted.

104. COUNCIL TAX BASE 2023/24

The First Deputy, Finance, Resources and Transformation / Assistant Director, Exchequer Services submitted a report, which explained that the law required that the calculation of the Council Tax Base for tax setting must be made between 1 December 2022 and 31 January 2023.

Members were advised that the calculated tax base was used to determine the level of Council Tax income that the Council could raise in the upcoming financial year, subject to agreement of the amount of Council Tax to be charged for each dwelling. Failure to set the Council Tax Base for 2023/24 would prevent the Council from setting its budget for the 2023/24 financial year.

The report summarised that the calculation of the authority Tax Base for Council Tax setting purposes gave an estimated Band D equivalent of 65,836.8 properties. There were no Ministry of Defence properties in Tameside. An estimated collection rate of 96.5% gave a Council Tax Base of 63,532.5 properties.

The calculation of the Mossley Parish Tax Base for Council Tax setting purposes gave an estimated Band D equivalent of 3,579.9 properties. There were no Ministry of Defence properties in Mossley. An estimated collection rate of 96.5% gives a Council Tax Base of 3,454.6 properties.

RESOLVED

It be agreed that, pursuant to the figures set out in the report of the Assistant Director, Exchequer Services and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:

- (i) The amount calculated by Tameside Metropolitan Borough Council as its Council Tax Base for the year 2023/2024 shall be 63,532.5 properties; and**
- (ii) The amount calculated by Tameside Metropolitan Borough Council as the Tax Base for the Town Council of Mossley for the Year 2023/2024 shall be 3454.6 properties.**

105. LOCAL COUNCIL TAX SUPPORT SCHEME 2023/24

Consideration was given to a report of the First Deputy / Assistant Director, Exchequer Services, which set out the proposal for the continuation of the council tax reduction scheme for 2023/24 and recommended the approval of a hardship fund to be administered by Exchequer Services under the Section 13A policy.

As at the end of quarter two of 2022/2023 approximately 17,281 people claimed Council Tax Support. Of this number, there were approximately 7,254 (42%) people of pensionable age who would be guaranteed protection under the CTS scheme. Therefore approximately 10,027 (58%) claimants were of working age. Demand on the scheme was monitored on a quarterly basis and, the report gave details the decline in demand since the scheme was first introduced in April 2013.

The caseload continued to fall during 2022/2023 even though residents had more to pay in Council Tax due to the Council Tax rise in April 2022 and, despite the impact of the Coronavirus pandemic and the continuing impact of the Cost of Living increases; the decline appeared to follow the pattern from previous years.

The Local Government Ombudsman (LGO) in their report of August 2019 to Local Authorities titled "Council Tax Reduction – Guidance for Practitioners" helped Local Authorities manage complex Council Tax reduction enquiries and complaints, and made a number of recommendations to all Local Authorities. It was considered best practice to recognise the recommendations by the LGO and provide clarity within the scheme. No recommendations had been received which may have an impact on the 2023/2024 scheme.

It was reported that the Hardship Fund for 2022/2023 was £50k and this would remain the same for 2023/2024. Hardship funding was identified from existing budgets and was administered by Exchequer Services under the Section 13A Policy which was detailed at Appendix 2 to the report.

As at 7 December 2022, one application for Hardship Relief had been successful in 2022/23 for the total sum of £199.64. The circumstances of the claim did not suggest that any one equalities group had been adversely affected.

Members were advised that Tameside had been progressive in moving from paper forms to electronic digital alternatives. The application process for Council Tax Support was an on-line form which could be commenced, saved and completed at a later date prior to submission. Tameside's Poverty Strategy and the Poverty Truth Commission work undertaken in 2022/2023 had been considered, and in particular the concerns that there were a plethora of forms to be completed to access different forms of financial support. The DWP notified the Council of a claim for Universal Credit via their digital system and such notifications were known as the Universal Credit Digital Service (UCDS). It was proposed that for Universal Credit claimants the notification of their claim from the DWP, via UCDS, would be taken as the application for Council Tax Support purposes. This meant that Universal Credit claimants would not have to complete a separate claim form for Council Tax Support.

The proposed change was considered beneficial and therefore there would be no adverse effect on existing or new claimants, the scheme itself remained unchanged and in cases of minor and beneficial changes, full consultation was not required. The actual wording in the Council Tax Support scheme would need to be amended to reflect that notice via UCDS would be considered to be a claim for Council Tax Support purposes.

The report concluded that, in setting a Council Tax Support scheme for 2023/2024 it had been important to consider the current operation of the scheme in terms of demand, costs, equalities, support and risks. The scheme was operating as expected and therefore no changes were proposed to the scheme other than a change of wording in respect of the way the scheme was administered, as detailed above and in the report. Appendix 3 to the report detailed Tameside's Council Tax Support Scheme for 2023/2024

RESOLVED

It be RECOMMENDED that Council:

- (i) continues the Council Tax Reduction Scheme adapted for 2022/2023, known as the Council Tax Support Scheme, as set out in Appendix 3 to the report; save for the following:**
 - the annual benefit upratings which are not yet released by DWP;**
 - further guidance which may be released from The Department for Levelling Up, Housing and Communities; and**
 - the amendment to the wording in the scheme as detailed at section 4 of the report.**
- (ii) approves a £50,000 hardship fund be in place in order to assist severe cases of hardship funded from existing budgets, to be administered by Exchequer Services under the Section 13A Policy.**

106. JOINT CONTRACTS WITH OLDHAM MBC

Consideration was given to a report of the Executive Member, Adult Social Care, Homelessness and Inclusivity/ Director of Adult Services seeking agreement to collaborate with Oldham Council on the

procurement of a new contract for the supply and installation of Lifting and Hoisting Equipment, which Oldham Council would lead, and the procurement of a new Service and Maintenance Contract for old lifting and hoisting equipment, which Tameside MBC would lead.

It was explained that the maintenance contract would be for a period of 4 years, commencing 5 June 2023 until 4 June 2027, whilst Oldham Council had indicated they would procure the lifting and hoisting contract for 5 years (4 years with an option to extend by a further year), commencing 1 June 2023 until 31 May 2028.

RESOLVED

- (i) That approval be given to collaborate with Oldham Council for the procurement of a contract for lifting and hoisting equipment commencing 1 June 2023 until 31 May 2028;**
- (ii) That approval be given to procure a new service and maintenance contract in collaboration with Oldham Council where Tameside MBC will lead, commencing 5 June 2023 until 4 June 2027;**
- (iii) With regard to the lifting and hoisting equipment contract, to delegate authority to the Director of Adult Services, in consultation with the Executive Member for Adult Social Care, Homelessness & Inclusivity, to enter into agreements with Oldham to allow Tameside to call off works on the Lifting and Hoisting Contract; and**
- (iv) With regard to the service and maintenance contract, to delegate authority to the Director of Adult Services, in consultation with the Executive Member for Adult Social Care, Homelessness & Inclusivity, to approve the successful contractor.**

107. HS2 2B UPDATE

The Executive Leader / Chief Executive / Director of Place submitted a report providing an update on the objection of Tameside Metropolitan Borough Council (the Council) to the High Speed Rail (Crewe-Manchester) Bill.

Members were advised that, notwithstanding the Council's overall support for HS2, the Bill as currently drafted included provision for the full closure of the Metrolink Ashton Line for a circa two year period. The Council had therefore petitioned against the Bill and was seeking to secure the necessary changes to make appropriate provision of sustainable travel modes during the construction period.

It was explained that the Council's petition set out objections to the Bill for the following reasons. It was essential that the construction methodology for the HS2 infrastructure was focused on limiting disruption to Metrolink operations. The Bill, as currently drafted, included provision for the full closure of the Metrolink Ashton Line for a circa two year period. To address this, the Bill should be amended to enable the construction of a new depot at Ashton Moss to enable a tram shuttle service to operate between Ashton and New Islington instead of the full closure of the Ashton Line and the provision of ancillary works, to enable the Ashton Metrolink line to remain open throughout the construction of HS2 to avoid the economic impact that such closure would cause.

The Council required that the existing Metrolink Ashton Line should be kept connected to the remainder of the Metrolink network for as long as practicable during construction of the HS2 station and modified Metrolink infrastructure and, when the line had to be disconnected from Piccadilly, trams were able to operate as far into Manchester City Centre as possible, with bus services provided to bridge the gap. There would be a need for a number of enabling works to facilitate this approach, including a stabling and maintenance depot constructed on the Ashton Line, with a preferred location identified at Ashton Moss. In the Council's view, adequate provision had not yet been made for them within the Bill and it was essential that omissions were incorporated. It was the Council's position that any additional or modified powers needed to construct and operate the Metrolink enabling works must be obtained by HS2 Ltd. This meant that the Bill needed to be amended to include these powers.

In addition to the Council's petition, the three MPs representing Parliamentary Constituencies within Tameside petitioned against the Bill on the basis of the impacts on their constituents caused by the

severing of the Ashton Metrolink line.

In terms of next steps, it was reported that the objections within the Council petition would now be heard before a Select Committee of MPs, the membership of which was formally confirmed on 13 December 2022. Whilst formal confirmation on the programme and timescales for this stage was still awaited, it was considered likely that the Select Committee would start holding public meetings in/around mid-late January 2023. The Select Committee would then likely to be firming up its approach to preparing for evidence hearings (including potential site visits) and to taking evidence (including sequencing of different topics/issues) though January; challenge hearings may also be held from late January/early February 2023. The Council was continuing to work closely with GM Partners as part of the Select Committee stage; this would include provision of appropriate support to the Tameside MPs in respect of the challenges on their right to be heard.

To date expenditure in relation to the petition, including the relevant professional and technical advice, had been resourced through GMCA with no cost to the Council with the exception of £4,000 to date associated with Council specific legal advice. It was recommended that a further £46,000 of funding be allocated for Council specific legal advice in support of the Select Committee stage i.e. a total budget of up to £50,000. This would be financed via the Business Rates 100% retention reserve.

RESOLVED

- (i) That the progress in the Council's opposition to the High Speed Rail (Crewe to Manchester) Bill ("the Bill"), be noted; and**
- (ii) That a total budget be agreed of up to £50,000 to be allocated to support all related expenditure of the petition including any subsequent professional and technical advice that is required in advance of the Council's objection hearing before a select committee of MPs together with supporting any legal costs of any witnesses including advocacy and other costs required to support the case in favour of the council. The budget allocation will be financed via the Business Rates 100% retention reserve.**

108. ASHTON MOSS DEVELOPMENT FRAMEWORK: UPDATE

Consideration was given to a report of the Executive Member, Inclusive Growth, Business and Employment / Director of Place providing an update on the preparation of the Development Framework for the Ashton Moss strategic employment site and the ongoing work to facilitate its future development as Ashton Moss Innovation Park.

It was explained that the Ashton Moss Development Framework (the Framework) (as appended to the report at Appendix 1) had been prepared to consider collectively the AME and AMW areas; the combined site was referred to as 'Ashton Moss Innovation Park'. The Framework considered the site's background, context, planning status and ownership. An analysis of current market forces and potential for employment generation had informed the site's constraints and identified opportunities. The Framework would be used as an economic and planning tool to guide and enable the future development and master-planning of the site, in accordance with existing and proposed planning policies.

The strategic objectives for the Ashton Moss Innovation Park were detailed as follows:

- A Connected Employment Hub that maximised its strategic location and accommodated a multitude of potential future uses;
- An Outward Facing Offer that responded positively to the landscape setting of the site;
- An Active Environment that connected into the local pedestrian and cycle movement networks promoting movement within and around the site;
- A Good Neighbour with development that appreciated sensitive green edges, residential amenity, and the industrial and commercial settings;
- A Natural Place that understands its existing environmental assets and minimises its impacts and its footprint overall; and

- Forward Looking maximising the potential to offer employment for existing and future populations and creating opportunities for businesses of various scales to build in flexibility.

Additional non-recurrent revenue budget of £575,000 was allocated to the Place Directorate in 2020/21 and 2021/22 to support the further development of Ashton Moss. In addition, the Council had been successfully awarded Evergreen 2 grant funding via GMCA of £275,000 that must be expended by 31 March 2023. This provided a total budget of £850,000. A summary of the budget expended to date and commitments to 31 March 2023 was set out in Appendix 2 to the report. All services had been procured via STaR procurement to ensure value for money.

There was an estimated remaining budget available at 1 April 2023 after budget expended to date and commitments of £184,000. It was recommended that this remaining budget be utilised in 2023/24 to progress the delivery strategy work as set out in the report.

RESOLVED

- (i) **That the draft Ashton Moss Development Framework that will form the basis for the progression of the delivery strategy and ongoing engagement with land owners, be approved;**
- (ii) **That the ongoing work to support new development and investment at Ashton Moss Innovation Park, including examination hearings regarding Places for Everyone (PfE), be noted; and**
- (iii) **It be approved that the estimated remaining non-recurrent Council reserve balance of £184,000 (Appendix 2 refers), previously allocated to the Place Directorate to support the further development of Ashton Moss, be utilised for this purpose in 2023/24 to progress the delivery strategy subject to further governance setting out exactly what will be delivered within this budget envelope.**

109. WHITE RIBBON ACCREDITATION

A report was submitted by the Executive Member, Population Health and Wellbeing / Director of Population Health in respect of White Ribbon Accreditation.

It was explained that White Ribbon Accreditation was a nationally recognised programme for organisations who were committed to improving their workplace culture, progress gender equality and end violence against women and girls. The report outlined the Accreditation Framework that organisations were required to implement in order to achieve accreditation status and begin to raise awareness, inspire culture change and ensure people were aware of how to access support.

RESOLVED

That it be agreed that Tameside Council seek White Ribbon Accreditation, including an annual accreditation fee funded from the existing ring-fenced Domestic Abuse Transformation fund; and undertake the required actions set out in the report in order to gain White Ribbon accreditation.

110. STAYING PUT POLICY – CONSULTATION FEEDBACK

The Deputy Executive Leader, Children and Families / Assistant Director, Children's Social Care submitted a report, which provided an overview of the outcome of a consultation in respect of a revised Staying Put Policy and recommended changes to the policy in response to the consultation and an equality impact assessment.

The consultation process was outlined and consultation feedback on the policy was analysed. The most significant feedback was given regarding the financial package on offer to carers, with over half of respondents feeling the offer was poor or very poor. In response to this consultation, the weekly

Staying Put allowance was revisited to ensure it was set appropriately. Additional analysis of Staying Put rates in other local authorities was undertaken and confirmed that Tameside's newly proposed rate was the median value out of the authorities assessed. It was concluded that the proposed increased rate of £231.74 was set appropriately.

All other aspects of the policy were not as strongly commented on. Most comments requested clarity for specific situations including but not limited to, young people at college and single person's council tax deductions. These queries had been clarified in more detail in the policy.

The final proposed policy amended as outlined was appended to the report at Appendix 3.

It was further explained that the policy, if approved, would be implemented from 1 February 2023 for all new Staying Put arrangements and on a phased basis for pre-existing arrangements.

RESOLVED

- (i) That consultation feedback on the Staying Put Policy be noted;**
- (ii) That the new Staying Put Policy, as appended to the report, be agreed with effect from 1 February 2023;**
- (iii) It be agreed that a detailed implementation plan be developed to ensure the agreed Staying Put policy is implemented effectively;**
- (iv) It be agreed that improvements to the quality of data held about Staying Put carers and young people be implemented; and**
- (v) That Special Guardianship order policy be reviewed in 2023 with the intention of ensuring alignment with this policy.**

111. UK SHARED PROSPERITY FUND (COMMUNITIES AND PLACE, TAMESIDE)

Consideration was given to the Executive Member, Inclusive Growth, Business and Employment /n Director of Place providing an update on the successful bid by the Council to the UK Shared Prosperity Fund (UKSPF) for Tameside under the Communities and Place investment priority. Approval was sought to implement the programme of works, to formally accept the funding and to enter into the Grant Funding Agreement.

It was explained that the Council submitted bids in October 2022 of £1,979,141 and £1,700,000 for Tameside against the UKSPF Communities and Place and SME Workspace investment priorities. Both bids were designed to be an economic driver that delivered genuine levelling up opportunities across Tameside supporting national, GM and Tameside strategic policies.

In December 2022 GMCA received unconditional approval of the GM UKSPF Investment Plan and a draft MOU and grant determination letter. Following this approval, it had been confirmed that the Tameside Communities and Place submission had been successful and the associated funding would be awarded subject to a funding agreement.

Within the Communities and Place investment priority Tameside had been allocated £1,979,141 with set amounts to be utilised in specific timeframes, creating a challenging start and requiring projects that could be delivered without delay:

- 2022/23 : £542,613
- 2023/24 : £731,882
- 2024/25 : £704,646
- Total : £ 1,979,141

The communities and place funding would support the delivery of a range of borough wide projects against these interventions and a series of town centre specific projects focused on Stalybridge, Hyde and Ashton. The full scope of projects that would be supported by the UKSPF Communities and Place programme in Tameside, their associated costs and the timescales for delivery were set out in Appendix 1 to the report (the detail of projects within the programme remains subject to change as it

was developed further and formal agreements for receipt of funding were finalised).

In terms of next steps, Members were advised that the Council would need to agree and sign the grant funding agreement to enable the Council to deliver the UKSPF Communities and Place Programme for Tameside and drawdown associated funding.

Within the GM Investment Plan, funding had been made available to the Council to fully fund a UKSPF Project Manager on a 2.5 years Fixed Term Contract. The focus of the role would be to work closely with GMCA to implement and develop UKSPF across all Investment Priorities in Tameside during the delivery period from the start of 2023; this would include ensuring the delivery of outputs/outcomes and facilitating engagement with Members, representatives from partner organisations, and local stakeholders in the delivery programme. The role would evolve throughout the contract period to ensure that local priorities were represented and funding was well utilised locally, with demonstrable outputs/outcomes. The role would sit within the Place Directorate but would work cross Directorate throughout as required.

The delivery of the interventions supported by UKSPF would be progressed in alignment with the Council's wider Corporate Plan and Inclusive Growth Strategy and designed to deliver genuine levelling up opportunities supporting national, GM and Tameside strategic policies. Delivery would involve appropriate consultation and collaboration with partners to coordinate all interventions.

On-going performance and reporting would be provided via the appropriate governance routes, including the Strategic Planning and Capital Monitoring Panel where any interventions formed part of the Council's Capital Programme.

RESOLVED

- (i) That the successful bid by the Council to UKSPF be noted;**
- (ii) That delegation be given to the Director of Place, to approve entering into the formal agreements for the receipt of UKSPF funding subject to satisfactory approval by Legal and Finance for the projects set out in Appendix 1 to the report;**
- (iii) That approval be given for the Director of Place to manage the programme of works associated with the UKSPF Programme for Tameside and to drawdown and incur all UKSPF expenditure related to delivery;**
- (iv) That any variations to the programme be agreed by Councillor David Sweeton – Executive Member (Inclusive Growth, Business & Employment) in consultation with the First Deputy Finance, Resources and Transformation;**
- (v) Include the projects within the UKSPF Communities and Place programme for Tameside in the Council's Capital Programme to ensure quarterly monitoring by the Strategic Planning & Capital Monitoring Panel.**

112. URGENT ITEMS



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

113. DATE OF NEXT MEETING

RESOLVED

It be noted that the next meeting (joint meeting with Executive Cabinet and Overview Panel) is scheduled to take place on Wednesday 8 February 2023.

CHAIR

Report To:	JOINT MEETING EXECUTIVE CABINET / OVERVIEW PANEL
Date:	8 February 2023
Reporting Officer:	Sandra Stewart – Chief Executive
Subject:	SCRUTINY UPDATE
Report Summary:	To receive for information, a summary of the work undertaken by the Council's Scrutiny Panels for the period November 2022 to February 2023.
Recommendations:	That Overview Panel is asked to note the content of the report and summary of scrutiny activity. All related documents can be viewed within the appendices.
Links to Corporate Plan:	Scrutiny work programmes are linked to the Council's corporate priorities. Scrutiny activity seeks to support effective decision making and priorities across Tameside.
Policy Implications:	The work programmes comprise activity that seeks to check the effective implementation of policy and if appropriate make recommendations to the Executive with regard to development, performance monitoring, outcomes and value for money.
Financial Implications: (Authorised by the Section 151 Officer)	There are no direct financial implications arising from this report. Where Scrutiny activity and recommendations result in changes to policy or service delivery with financial implications, these changes will need to be subject to separate reports.
Legal Implications: (Authorised by the Borough Solicitor)	There are no immediate legal implications arising from this report. However, the Scrutiny work programme is a key element to provide Members with assurance in relation to the Council's performance and to continue the drive for excellence in service provisions and outcomes
Risk Management:	Regular updates to Overview Panel provide assurance that scrutiny is progressing with an effective work programme, supporting good decision making and service improvement.
Access to Information:	The background papers relating to this report can be inspected by contacting Paul Radcliffe, Policy and Strategy Lead by:  Telephone: 0161 342 2199  e-mail: paul.radcliffe@tameside.gov.uk

1. INTRODUCTION

- 1.1 The Scrutiny Update provides a platform for appropriate insight, activity, outcomes and proposals to be relayed. This method of reporting supports the improved responsiveness of scrutiny work and also prevents any delay in the communication of key messages.
- 1.2 The report, by nature, aims to provide members with a general summary of scrutiny activity and proposals. It remains that all reports produced by Scrutiny as a result of in-depth review will be tabled separately at the earliest opportunity.

2. SCRUTINY ACTIVITY

- 2.1 Scrutiny in practice remains mindful of the suitability and appropriateness of timings with regard to the impact and value of planned activity. This includes the selection and order of topics and updates to be received during the year. The annual work programmes and priorities were agreed at the June meetings and this coincides with consultation activity for which a valued response and input can be achieved. The tables below provide a summary and chronology of scrutiny activity.

Figure 1: Breakdown of activity at the formal Scrutiny Panel meetings

PLACE AND EXTERNAL RELATIONS SCRUTINY PANEL	
1 November 2022	10 January 2023
<ul style="list-style-type: none"> The Panel met Councillor John Taylor, Executive Member (Adult Social Care, Homelessness and Inclusivity); and Emma Varnam, Assistant Director, to receive an update on past scrutiny activity and recommendations on Homelessness and Housing. Received for information, a letter of the Scrutiny Chairs to Councillor Jacqueline North, First Deputy (Finance, Resources and Transformation), in response to the mid-year budget update sessions held on 3 October 2022. 	<ul style="list-style-type: none"> The Panel met Councillor Denise Ward, Executive Member (Climate Emergency & Environmental Services); and Lindsay Johnson, Interim Assistant Director, to receive a progress update on the delivery of identified environment and climate change projects. Received for information, a formal response of the Scrutiny Panel to the consultation on Ashton Market Square.

CHILDREN'S SERVICES SCRUTINY PANEL	
2 November 2022	11 January 2023
<ul style="list-style-type: none"> The Panel met Tony Decrop, Assistant Director; Susan Harris, Head of Service; and Adrian Rocks, Head of Commissioning, to receive an update on placement strategy and capacity across in-house and external provision, including fostering recruitment. Received for information, a letter of the Scrutiny Chairs to Councillor Jacqueline North, First Deputy (Finance, Resources and Transformation), in response to the 	<ul style="list-style-type: none"> The Panel met Councillor Bill Fairfoull, Deputy Executive Leader (Children and Families); Alison Stathers-Tracey, Director of Children's Services; Phil Davies, Divisional Commander for Tameside, GMP; and Paula Sumner, Assistant Director, to receive an update on local partnership arrangements and involvement directly linked to statutory guidance for local authorities and their partners to stop children going missing and to protect those who do. Reviewed progress against the Children's Social Care Improvement Plan.

mid-year budget update sessions held on 3 October 2022.	<ul style="list-style-type: none"> Received Children’s performance scorecard specific to Early Help and Social Care. Received for information, a report that concludes activity on a review of Children’s Workforce Strategy – Social Worker Recruitment and Retention.
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HEALTH AND ADULT SOCIAL CARE SCRUTINY PANEL	
3 November 2022	12 January 2023 **Meeting Postponed**
<ul style="list-style-type: none"> The Panel met Karen James OBE, Chief Executive, Tameside & Glossop Integrated Care NHS Foundation Trust, to receive an update on health system recovery, winter pressures and locality plans, including the planning and delivery of neighbourhood and community health care. Received for information, a letter of the Scrutiny Chairs to Councillor Jacqueline North, First Deputy (Finance, Resources and Transformation), in response to the mid-year budget update sessions held on 3 October 2022. 	<ul style="list-style-type: none"> The Panel met Dr Ashwin Ramachandra, Interim Clinical Lead; Martin Ashton, Assistant Director; and Tori O’Hare, Head of Primary Care, to receive an update on Primary Care access in Tameside.

Scrutiny reviews and working groups

2.2 Scrutiny has completed review activity in the following areas.

Place and External Relations Scrutiny Panel

- Town Centres – oversight and input to consultation on Phase 1 – Ashton public realm and market square. A response letter of the Scrutiny Chair sent to Councillor Vimal Choksi, Executive Member (Towns & Communities); and Julian Jackson, Director of Place, to be received as a formal response of Scrutiny for submission to the consultation, (**APPENDIX 1**).

Children’s Services Scrutiny Panel

- Children’s Workforce Strategy (Recruitment and Retention of Social Workers) – The final report with recommendations and response of the Executive, tabled as a separate item at the joint meeting of Executive Cabinet and Overview Panel on 8 February 2023.

Budget Consultation

- 2.3 All Scrutiny Panel members were invited to attend one of two annual budget briefing sessions held on 16 January 2023. This follows on from a mid-year budget position update received in September 2022.
- 2.4 The independence of Scrutiny enables members to seek assurances on budget planning, process and priorities for 2023/24 and beyond. It is also appropriate for budget priorities to inform future Scrutiny activity and work programmes.
- 2.5 A response letter of the Scrutiny Chairs sent to Councillor Jacqueline North, First Deputy (Finance, Resources and Transformation); and Stuart Fair, Interim Director of Finance (Section 151 Officer), (**APPENDIX 2**).

3. RECOMMENDATIONS

3.1 As set out on the front of the report.

Councillor Vimal Choksi
Executive Member
Towns & Communities

Julian Jackson
Director of Place

Chair of the Place and External Relations Scrutiny Panel

Councillor Yvonne Cartey

Tameside One
Market Place
Ashton-under-Lyne
OL6 6BH

Email: Yvonne.cartey@tameside.gov.uk
Phone: 0161 342 2199
Ask for: Paul Radcliffe
Date: 5 December 2022

Dear Councillor Choksi,

Ashton Market Square Consultation

I write on behalf of the Council's Place and External Relations Scrutiny Panel. At a meeting of the full Scrutiny Panel on 20 September 2022, members received an overview of the Tameside Town Centres Framework and wider investment proposals.

In line with priorities set within our work programme, a separate working group will carry out activity linked directly to Town Centres. Members will also take account of the delivery timetable and phases to determine the timeliness of such oversight. The working group met for the first time on 23 November 2022, with a session focused on the Ashton Market Square consultation.

The Scrutiny Panel wishes to submit a formal response to the consultation. This letter therefore aims to provide a summary of collective discussion points and to express any issues and concerns raised by panel members both at the meeting and from subsequent conversations. I would be extremely grateful if on receiving this letter you are able to take the appropriate action to record the collective response. I hope that a response of the Scrutiny Panel can be referenced in future reports and may support wider governance in terms of stakeholder engagement and feedback used to inform decision making in this area.

At a national level, town centres are facing a number of significant challenges. Notwithstanding, Tameside's town centres remain a crucial asset and component to the future economic, social and environmental wellbeing of the borough. It is therefore very pleasing to hear that Tameside Council is utilising £10.8 million of the national Levelling Up Fund (LUF) to redevelop Ashton's Market Square as part of the wider Public Realm Strategy.

The overarching Town Centre Framework can act as a strategic umbrella and identify common themes, subtle nuances, bespoke planning and direction for Tameside across all town centres. Creating a clear and tangible link between strategy and delivery is very important and Scrutiny asks that attention is placed on the pace of delivery over the next 2 years.

There is an ongoing and evolving need to understand the complexity of town centres and the potential for generating a diverse local offer for retail, housing, events and leisure. Building on Tameside's heritage and improved connectivity, the investment can act as a catalyst to rebrand Ashton Market Square as a resource to communities and visitors. A vibrant and active town centre can help breathe life into a place and its people.

I have listed some of the main points below, which are to be viewed as individual responses from members, under the collective of Tameside Council's Place and External Relations Scrutiny Panel.

- Investment and improvement in Ashton Market Square is welcome. Members are supportive of the consultation process and proposals to improve the outdoor market offer and public realm, including the creation of a flexible town square that will aim to enhance the area as a visitor destination in its own right.
- Creating an environment that is attractive, accessible, inclusive and safe remains of the utmost importance. Consultation responses can allow for greater understanding of what connects people to a place and identify any existing barriers.
- Ashton Market Square needs to be a modern and fit for purpose space that delivers a diverse mix of uses. The extent of adaptations is dependent on the future ambition, commitment and connection between the indoor and outdoor markets.
- While important to maintain local heritage of the site, members are keen to ensure that the Council's ambition for the project remains as bold as possible in supporting a wider pull factor. To create something that differentiates Ashton Market Square within the region.
- Members are keen to ensure that work is undertaken to understand what, in addition to the current offer and mix, will lead to greater use and footfall. Future functionality for parts of the space appear somewhat vague and it is hoped that significant attention can be placed on facilities, lighting and extended use of the square outside of trader and shop opening times.
- Ashton Market Square is a very large space and members feel that while future options for events and general greening of the area is welcome, this may not avoid potential infrequency or underutilisation of space for periods of the year.
- There is currently a large number of access points to the market square, outdoor and indoor markets. Potential to create a more structured approach to entry and exit that supports footfall to traders and businesses, whilst maintaining the ease of movement to wider public services and the college.
- That Ashton Market Square development seeks to maximise the use of environmentally friendly and sustainable methods, actively reducing the carbon footprint and for this to be an exemplar project in Tameside for materials and renewables.
- That continued and progressive methods of dialogue and engagement with key stakeholders is key to the success of the project. Potential option to establish - Ashton Market Square Advisory and Delivery Panel - for the duration. To include representatives of the Council, Elected Members, Market Traders, Businesses and the Town Team. To promote transparency and deliver key messages and updates at agreed intervals.
- The importance of effective costing, delivery timetables and transparency of communication throughout the length of the programme with key stakeholders. In order to work for all, the project needs to be informed by all.

- For future consideration regarding expansion of public realm and accessibility to the market square from all available public transport locations and car parks. To signpost the market square as a destination.
- That a future maintenance strategy and long-term financial commitment is needed for Town Centres, beyond LUF investment and one-off monies.
- Engagement with Scrutiny remains a priority as development phases emerge across Tameside's town centres.

Following completion of the consultation, I am keen to ensure the working group remains suitably updated on key findings. Moving into 2023, Scrutiny will seek assurances on how responses have fed into the final plans, to review progress and the potential for any learning to inform future consultation and delivery phases.

If further clarity is needed on any of the above points, please do not hesitate to contact me.

Yours sincerely,

Councillor Yvonne Cartey

Chair – Place and External Relations Scrutiny Panel

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Chairs of the Scrutiny Panels

Councillor Jacqueline North
First Deputy
Finance, Resources and Transformation

Mr Stuart Fair
Interim Director of Finance
Section 151 Officer

Tameside One
Market Place
Ashton-under-Lyne
OL6 6BH

email:	paul.radcliffe@tameside.gov.uk
Ask for	Paul Radcliffe
Direct Line	0161 342 2199
Date	19 January 2023

Dear Councillor North and Mr Fair,

Consultation with Scrutiny Panels regarding the 2023/24 Budget

We write in response to the budget consultation meetings held on 16 January 2023, at which Scrutiny members received an overview of the 2022/23 financial outturn and budget planning for 2023/24. In addition to the mid-year budget monitoring information presented to Scrutiny Panels in September 2022, the sessions enable members to seek assurances on the Council's approach to managing and mitigating financial risk and uncertainty.

In-year financial challenges have become increasingly hard to predict, when taking account of the pace and scale of economic and inflationary pressures faced by the Council, residents and businesses alike. Such pressures appear unlikely to diminish in the short-term, with service demand and costs having the potential to increase further due to the rise in living costs and the known economic and social vulnerability of residents and households in Tameside.

A single year financial settlement creates added complexity and limits foresight in the Council's ability to budget and plan accordingly. The overall sustainability of the budget beyond 2023/24 presents a genuine concern for members, with a forecasted budget gap before mitigations standing at almost £37 million for the financial year ahead.

This letter provides an account of discussions captured from the meetings and subsequent feedback received, with a request for consideration to the points raised prior to the budget report being finalised.

Members agree with key risk factors identified and overall budget fragility, with emerging pressures and limited options available to the Council when seeking to increase income beyond the rise in Council Tax. Members remain concerned about added financial pressures placed on vulnerable residents, including recent rises in food, fuel and household energy costs.

Discussion touched upon the in-year cost pressures that have resulted in the unplanned use of reserves to balance the budget for 2022/23. Members expressed thanks and appreciation to the challenging work undertaken to present a set of proposals that aim to deliver a balanced budget for the year ahead. The starting position for 2023/24 appears somewhat precarious, however it was reported that Tameside finds itself in a relatively healthy position, when compared to other authorities, regarding financial resilience.

It was pleasing to hear that attention has been placed on the assessment of viability and delivery, with a clear need to set achievable, rather than aspirational targets. Scrutiny has previously reported a need to reflect and learn from previous years with regard to setting overly ambitious

savings targets and members are keen to ensure future decisions are robustly costed, without jeopardising service quality or requiring late or unplanned financial adjustments.

The budget shows that there is now a significant reliance on the ability of directorates and individual services to absorb demand and cost pressures. This appears to be a new approach and use of terminology for 2023/24 and if interpreted correctly relates to the exposure and vulnerability to the economic climate and the knock-on effect this will have on service demand and inflated costs.

A total of £18.5m from the £33.8m proposals set to mitigate pressures fall within the following categories:

- Increase level of efficiency savings by 3%
- New budget reduction proposals
- Directorates to absorb a rise in service demand and cost increases

This does raise initial concern with aspects seeming partly aspirational. Members received limited detail or clarity as to how absorption figures are determined and questions touched on risks associated with the responsibility of services to plan and manage this alone. Reference was also made to the compensatory savings required should slippage occur. This may require reflection and exploration on the financial support mechanisms currently in place, particularly for our statutory and demand-led services, in order to deliver a more supportive and preventative model.

Effective budget monitoring must take precedence, with the aim to promote a transparent and honest culture for the reporting of in-year budget and savings difficulty. Reducing delay and ensuring issues are flagged at the earliest opportunity is now key to overall success. It is also felt that the role of finance may need to extend further in a more coherent and partnership role with services.

It was encouraging to hear of plans to increase rigor and oversight of savings delivery, with heightened budget monitoring across Executive Member portfolios. Members welcome the additional oversight and scrutiny that will aim to keep progress on track and therefore alleviate in-year pressures. The STAR Chamber approach is not new to this Council and it is very much hoped that a renewed focus will achieve the desired accountability and outcomes.

Further discussion touched upon details set within the budget, with a request of members that a final check is undertaken to identify any projects that may not achieve the required budget outcome within the 2023/24 financial year. Members also discussed possible methods to ensure income is maximised in relation to collection rates and the use of our existing estate and venues.

Improving outcomes for children and vulnerable residents remains in place as a budget pressure, with talks of associated costs with regard to external children's placements and the need to achieve greater permanence within parts of the workforce and exposure to external markets.



Scrutiny priorities remain aligned with the Council's Corporate Plan and members have continued to keep abreast of more strategic measures for the borough in relation to social and economic issues. Future activity will continue to review and support work of the Executive to improve outcomes for residents while at the same time consider the range of efficiency requirements and delivering value for money.

The information presented will help to inform work programme priorities where appropriate.

Yours sincerely,

Councillor Tafheen Sharif – Chair to Children's Services Scrutiny Panel

Councillor Yvonne Cartey - Chair to Place and External Relations Scrutiny Panel

Report To:	JOINT MEETING EXECUTIVE CABINET / OVERVIEW PANEL
Date:	8 February 2022
Reporting Officer:	Sandra Stewart – Chief Executive
Subject:	SCRUTINY ACTIVITY 2022/23
Report Summary:	To receive for information, a summary of the work undertaken by the Council's Scrutiny Panels for 2022/23.
Recommendations:	That Overview Panel is asked to note the content of the report and summary of scrutiny activity. All related documents can be viewed within the appendices.
Links to Corporate Plan:	Scrutiny work programmes are linked to the Council's corporate priorities. Scrutiny activity seeks to support effective decision making and priorities across Tameside.
Policy Implications:	The work programmes comprise activity that seeks to check the effective implementation of policy and if appropriate make recommendations to the Executive with regard to development, performance monitoring, outcomes and value for money.
Financial Implications: (Authorised by the Section 151 Officer)	There are no direct financial implications arising from this report. Where Scrutiny activity and recommendations result in changes to policy or service delivery with financial implications, these changes will need to be subject to separate reports.
Legal Implications: (Authorised by the Borough Solicitor)	<p>Overview and scrutiny committees were introduced in 2000 by sections 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011.</p> <p>They have statutory powers to scrutinise and make recommendations in relation decisions made and those to be made in order to prove continuing improvement.</p> <p>An effective scrutiny function is intended to:</p> <ul style="list-style-type: none">• provide constructive 'critical friend' challenge• amplify the voices and concerns of the public• be led by independent people who take responsibility for their role• drive improvement in public services• provide a valuable role in developing policy.
Risk Management:	Regular updates to Overview Panel provide assurance that scrutiny is progressing with an effective work programme, supporting good decision making and service improvement.
Access to Information:	The background papers relating to this report can be inspected by contacting Paul Radcliffe, Policy and Strategy Lead by:  Telephone: 0161 342 2199  e-mail: paul.radcliffe@tameside.gov.uk

1. INTRODUCTION

- 1.1 There is a range of options available to each Scrutiny Panel as to how activity is planned and undertaken. Scrutiny Chairs will work closely with panel members in order to adopt a combination of approaches to review service and performance updates, respond to formal consultations, focus reports of the Local Government and Social Care Ombudsman and areas in need of more in-depth review. This includes a responsibility for:
- Research and insight on a particular issue, including desktop reviews
 - Review of decisions and recommendations
 - Follow-up (from previous review / recommendations)
 - Engagement and consultation – to provide responses to pre-decision activity
 - Consideration of decisions and reports of the Ombudsman
 - Receive updates on key issues as they arise
 - Active monitoring of national and regional policy and substantive variation to services
- 1.2 Scrutiny activity will continue to be undertaken outside of the formal meetings and through working groups, with all findings and recommendations presented to the full panel for comment and approval. This flexibility can allow responsive and timely work to be undertaken, creating an enhanced opportunity to both influence and inform the impact of decisions. It is also necessary to monitor and evaluate outcomes from past activity and to review the implementation of recommendations.

2. SCRUTINY WORK PROGRAMMES AND ACTIVITY

- 2.1 At the start of the municipal year all panel members were provided with the opportunity to comment and contribute to the list of topics included within the annual work programmes. The programme of work for each panel covers a two-year rolling period to be reviewed, updated and agreed on an annual basis.
- 2.2 The table below provides a summary of activity undertaken by Scrutiny Panels for the period March 2022 to January 2023, with topics cited in Annual Work Programmes (**APPENDIX 1**).

Figure 2: Summary of Scrutiny activity and oversight (March 2022 to February 2023)

Place and External Relations Scrutiny Panel	Children's Services Scrutiny Panel	Health and Adult Social Care Scrutiny Panel
<ul style="list-style-type: none"> • Transport for Greater Manchester • Tameside town centres • Response to Ashton market square consultation • Follow up on review of Homelessness and Housing • Environment and climate change • Corporate performance scorecard • Mid-year budget update 	<ul style="list-style-type: none"> • Review of Children's Social Care Improvement Plan • Children's Self Evaluation Framework (SEF) • Children's placement sufficiency • Children missing from home or care • Assurance review of LGSCO focus report – Out of school, out of sight? Ensuring children out of school get a good education, published July 2022. 	<ul style="list-style-type: none"> • Adult social care reform White Paper • LGSCO learning report • Population Health • Tameside & Glossop Integrated Care NHS Foundation Trust • Learning Disability Health Checks • Corporate performance scorecard • Mid-year budget update

	<ul style="list-style-type: none"> • Children’s workforce strategy – social worker recruitment and retention • Scrutiny of children’s social care - benchmarking exercise with Manchester City Council • Children’s social care scorecard • Corporate performance scorecard • Mid-year budget update 	
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Budget Consultation

- 2.3 Scrutiny mid-year budget update received on 3 October 2022. The First Deputy (Finance, Resources and Transformation), received a formal response of the Scrutiny Chairs, capturing a range of points for consideration in supporting the Council’s ongoing work in this area. The letter was tabled in a report to the meeting of Overview Panel on 21 November 2022.
- 2.4 All Scrutiny Panel members were invited to attend one of two annual budget sessions held on 16 January 2023. The independence of Scrutiny enables members to seek assurances on budget planning, process and priorities for 2023/24 and beyond. It is appropriate for budget priorities to inform future Scrutiny activity and work programmes. A response letter of the Scrutiny Chairs has been sent to the First Deputy (Finance, Resources and Transformation); and Interim Director of Finance – Section 151 Officer. The letter is tabled in a separate report to the joint meeting of Executive Cabinet and Overview Panel on 8 February 2023.

Follow-up on past reviews

- 2.5 As detailed within the annual work programme, Scrutiny Panels will conduct follow-up activity in order to monitor and seek assurances against past recommendations. This work is a vital part of the review process and it is customary for follow-up activity to take place approximately 12 months following the initial review.
- 2.6 The Place and External Relations Scrutiny Panel has recently revisited the following review.
- Homelessness and Housing

Consultation and Engagement

- 2.7 Scrutiny will remain suitably informed of open consultations at a local, regional and national level. Responses include:
- Phase 1 – Ashton Market Square – December 2022
 - Submission tabled as part of the Scrutiny Update report to the joint meeting of Executive Cabinet and Overview Panel on 8 February 2023.

Local Government and Social Care Ombudsman (LGSCO)

- 2.8 Scrutiny Panels continue to review decisions and focus reports published by the ombudsman. The aim is to ensure learning opportunities be shared with services in a timely manner and for a formal response and/or position statement to be returned to the appropriate Scrutiny Panel within agreed timescales.
- 2.9 Scrutiny activity informed by recently published LGSCO focus reports include:
- Focus report – Unprecedented pressure: Learning from complaints about council and care provider actions during the Covid-19 pandemic (published February 2022).


- Report shared with the Executive Member for Adult Services and Director of Adult Services. The activity was reported to Overview Panel on 25 July 2022.
- Guidance report – Section 117 aftercare: guidance for practitioners (published April 2022).
 - Report shared for information and awareness with the Executive Member for Population Health and Wellbeing.
- Focus report – Out of school, out of sight? Ensuring children out of school get a good education (published July 2022).
 - Report shared with the Executive Member for Education & Achievement and Director of Education. The activity was reported to Overview Panel on 26 September 2022.

Training and Development

- 2.10 There is an ongoing commitment to ensure all scrutiny members receive a suitable level of training and guidance. In addition to online resources, it is important that new and existing members have access to external provision based on scrutiny principles, national guidance and expectations.
- 2.11 Detail below on training and development sessions delivered during the 2022/23 municipal year.
- **20 July 2022** - Chairs and Deputy Chairs of Scrutiny and Overview Panel invited to attend an afternoon training session delivered by the LGA and Councillor Bryony Rudkin (Political Peer).
 - **5 September 2022** - All Scrutiny Panel members invited to attend a training session delivered by the Centre for Governance and Scrutiny (CfGS) - Essentials of Effective Scrutiny.
 - **12 September 2022** - All members of the Children’s Scrutiny Panel invited to attend an online training session on Children’s Safeguarding, delivered by the Safeguarding and Quality Assurance Team within Tameside Children’s Services, to include scene setting delivered by the Assistant Director.
 - **14 September 2022** – All members of the Children’s Scrutiny Panel invited to a visit of Children’s Social Care Multi-Agency Safeguarding Hub (MASH) / Early Help access point.

3. RECOMMENDATIONS

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

Report To:	OVERVIEW PANEL
Date:	25 July 2022
Scrutiny Chair / Reporting Officer:	<p>Councillor Tafheen Sharif – Chair of Children’s Services Scrutiny Panel</p> <p>Councillor Naila Sharif – Chair of Health and Adult Social Care Scrutiny Panel</p> <p>Councillor Yvonne Cartey – Chair of Place and External Relations Scrutiny Panel</p> <p>Sarah Threlfall – Director of Transformation</p>
Subject:	SCRUTINY ANNUAL WORK PROGRAMMES
Report Summary:	To receive for information, the annual work programmes of the Council’s three Scrutiny Panels.
Recommendations:	That Overview Panel note the content of work programmes and planned activity of the Scrutiny Panels.
Links to Corporate Plan:	Topics included within the work programmes remain linked to the Council’s corporate priorities. Scrutiny activity seeks to support effective decision-making and to improve outcomes for residents and service users.
Policy Implications:	The work programmes comprise activity that seeks to check the effective implementation of council policies and if appropriate make recommendations to the Executive with regards to development, performance monitoring, outcomes and value for money.
Financial Implications: (Authorised by the Section 151 Officer)	There are no direct financial implications arising from this report. Any changes to policy or service delivery arising from scrutiny work programmes will need to be accommodated within existing budgets or subject to a separate report.
Legal Implications: (Authorised by the Borough Solicitor)	<p>The role of the scrutiny panels is a requirement under the Local Government Act 2000 requires councils to have scrutiny panels as set out in part 4(g) of the Scrutiny Procedure Rules set out in the Constitution.</p> <p>The intention behind the panels to ensure that there is balance to the executive structure as reinforced in the Localism Act 2011.</p> <p>The aim of the programme of works as set out in this report is to enable the panels to undertake this function.</p>
Risk Management:	The Chairs and Deputy Chairs of the Scrutiny Panels will be informed of the progress in implementing the work programmes.
Access to Information:	<p>The background papers relating to this report can be inspected by contacting Paul Radcliffe, Policy and Strategy Lead by:</p> <p> Telephone:0161 342 2199</p> <p> e-mail: paul.radcliffe@tameside.gov.uk</p>

1. INTRODUCTION

- 1.1 Tameside Scrutiny Panels are required to publish an Annual Work Programme of planned activity for the municipal year ahead. The programme of work will cover a two-year rolling period to be reviewed, updated and agreed on an annual basis.
- 1.2 Scrutiny activity aims to reflect priority issues across the Council and external partners. Work will continue to improve the flexibility, responsiveness and reporting methods of all scrutiny activity undertaken during 2022/23. Discussion from work programme sessions held in June 2022 has directly informed the list of topics and planned updates 'check and challenge', for the year ahead.
- 1.3 Each year a range of emerging topics and issues may require the attention of scrutiny. It is therefore important to ensure efforts are best placed to support and influence effective decision-making, with a focus on improving outcomes for residents and communities.

Scrutiny activity in Tameside

- 1.4 There is a range of options available to each Scrutiny Panel as to how activity is planned and undertaken. Scrutiny Chairs will work closely with panel members in order to adopt a combination of approaches to review service and performance updates, respond to formal consultations, focus reports of the Local Government and Social Care Ombudsman and areas in need of more in-depth review. This includes a responsibility for:
 - Research and insight on a particular issue, including desktop reviews
 - Review of decisions and recommendations
 - Follow-up (from previous review / recommendations)
 - Engagement and consultation – to provide responses to pre-decision activity
 - Consideration of decisions and reports of the Ombudsman
 - Receive updates on key issues as they arise
 - Active monitoring of national and regional policy and substantive variation to services
- 1.5 Scrutiny in practice will be mindful of the suitability and appropriateness of timings, with regard to the impact and value of planned activity. This includes the selection and order of topics and updates during the year. The work programme is ambitious and it is not expectation that all topics will be covered during the year, but more an agreed list from which to select work items.
- 1.6 In addition to the work programme, all panel members will continue to receive a monthly update email to inform of upcoming activity, access to scrutiny resources, engagement and consultation with regard to local, regional and national decision-making. This provides a direct opportunity for scrutiny members to contribute and respond to the range of activity taking place both within the Council and across partners.

2. WORK PROGRAMMES

- 2.1 Each Scrutiny Panel held a work programme session in June 2022, with all members provided with the opportunity to attend, comment and contribute to the list topics included in the annual work programmes.
- 2.2 Scrutiny activity will continue to be undertaken outside of the formal meetings and through working groups, with all findings and recommendations presented to the full panel for comment and approval. This flexibility can allow responsive and timely work to be undertaken, creating an enhanced opportunity to both influence and inform the impact of decisions. It is also necessary to monitor and evaluate outcomes from past activity and to review the implementation of recommendations.

2.3 Where deemed appropriate, the wider development of scrutiny may include project support and service development work undertaken at the request of the Executive as a critical friend.

Planned activity

2.4 In order to prevent delay, Scrutiny Panels have agreed the topics to be considered at the next round of public meetings in July, as detailed below.

Place and External Relations Scrutiny Panel – 26 July 2022

- Transport for Greater Manchester – delivery plans and supporting local issues (Invitation to the Executive Member for Planning, Transport and Connectivity)

Children’s Services Scrutiny Panel – 27 July 2022

- Scene setting regarding children’s social care and review of the improvement plan (Invitation to the Deputy Executive Leader – Children and Families)

Health and Adult Social Care Scrutiny Panel – 28 July 2022

- Adult Social Care White Paper and implications for Tameside (Invitation to the Executive Member for Adult Services)

2.5 The Scrutiny Panels will carry out in-depth activity and reviews through working groups, for which Scrutiny Chairs will aim to ensure that two reviews are running concurrently for each panel with topics selected from the annual work programme.

2.6 On occasion a topic may require the attention of both scrutiny panels in order to examine a range of impacts. At such a time, a decision will be made to assign a lead panel based on both remit and the subject matter. All aspects of activity will be made available to panel members to consider and respond.

3. SCRUTINY ANNUAL WORK PROGRAMMES – 2022 to 2024

3.1 The work programmes below capture the input and discussion of panel members from June 2022. The list of topics does not reflect the order in which activity will be selected or undertaken.

Place and External Relations Scrutiny Panel

3.2 The Scrutiny Panel recognises that topics specific to growth, investment and regeneration may be closely linked and best considered in conjunction with others.

Place and External Relations Scrutiny Panel
• Transport for Greater Manchester – regional strategy and local projects
• Programme and delivery of growth projects
• Delivery of environmental and climate change improvements
• Next steps for town centres and regeneration
• Investment and Levelling Up
• Poverty, vulnerability and cost of living crisis
• Improving the local environment and green space
• Local Procurement, STAR, contract monitoring
• The Panel to receive regular updates during the year regarding new and emerging areas
Follow-up on past activity
• Digital Offer and Delivery
• Crime and Disorder - Community Safety
• Asset Management
• Homelessness and Housing

Children's Services Scrutiny Panel

- 3.3 The Scrutiny Panel will undertake core assurance activity across improvement activity, to include:
- Children's Social Care – Self Evaluation Framework (SEF)
 - Improvement Plan
 - Safeguarding Partnership
 - Ofsted activity and reports

Children's Services Scrutiny Panel
<p>Areas of primary focus</p> <ul style="list-style-type: none"> • Children's Social Care <ul style="list-style-type: none"> - Improvement progress / challenges / benchmarking with 'Good' authorities in GM - Ofsted monitoring and self-evaluation - Safeguarding and child protection – including risk to exploitation / missing children - Transition services - support for care leavers - Placements and accommodation - Fostering and adoption - Health services for cared for children - Voice of the child in practice - Practice standards in social care - Signs of Safety - Access to support / working with parents and families to reduce risk and to prevent statutory intervention - Workforce stability – including recruitment and retention - Partnerships and effectiveness of multi-agency arrangements • Education SEND inspection - next steps and progress against Ofsted key findings <p>Other areas of focus</p> <ul style="list-style-type: none"> • Health Services for children and young people – including mental health support in schools • Schools White Paper – implications for Tameside / education investment areas • Provision of Youth Services and activities for young people – wider impact on outcomes • Youth unemployment • The Panel to receive regular updates during the year regarding new and emerging areas

Health and Adult Social Care Scrutiny Panel

- 3.4 The Scrutiny Panel will undertake core assurance activity, to include:
- Tameside & Glossop NHS Integrated Care Foundation Trust
 - NHS GM Integrated Care (incl. General Practice)
 - Pennine Care NHS Mental Health Foundation Trust

Health and Adult Social Care Scrutiny Panel
<ul style="list-style-type: none"> • Adult Social Care Reform White Paper implementation
<ul style="list-style-type: none"> • Tameside carers
<ul style="list-style-type: none"> • Next steps for health integration – GMICS <ul style="list-style-type: none"> - Tameside progress to date, performance and opportunity for local flexibility
<ul style="list-style-type: none"> • Health outcomes and inequality <ul style="list-style-type: none"> - population health prevention programmes, commissioning priorities and delivery
<ul style="list-style-type: none"> • Tameside & Glossop Integrated Care NHS Foundation Trust <ul style="list-style-type: none"> - Health system recovery and pressures (including workforce) - Community healthcare - Admission avoidance and discharge (including social care)
<ul style="list-style-type: none"> • The ongoing impacts of Covid 19 - access to health care, presentations and waiting lists <ul style="list-style-type: none"> - Primary and secondary care
<ul style="list-style-type: none"> • Digital Health services – across health and social care
<ul style="list-style-type: none"> • Learning disability services – journey, support and outcomes
<ul style="list-style-type: none"> • The Panel to receive regular updates during the year regarding new and emerging areas

Follow-up on past activity
• Mental Health (Access and Crisis)
• Domestic Abuse

In-year monitoring

3.5 Each Scrutiny Panel will plan and undertake additional oversight and in-year monitoring, to include the following activity



Additional in-year monitoring
• Budget updates – annual and mid-year
• Feedback and learning from complaints (LGSCO)
• Performance monitoring against corporate priorities

4. RECOMMENDATIONS

4.1 As set out on the front of the report.

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Agenda Item 4c

Report To:	JOINT MEETING EXECUTIVE CABINET / OVERVIEW PANEL
Date:	8 February 2023
Scrutiny Panel / Executive Members:	Councillor Tafheen Sharif – Chair to Children’s Services Scrutiny Panel Councillor Jacqueline North – First Deputy (Finance, Resources and Transformation) Councillor Bill Fairfoull – Deputy Executive Leader (Children and Families)
Subject:	SCRUTINY REVIEW ON CHILDREN’S WORKFORCE STRATEGY - SOCIAL WORKER RECRUITMENT AND RETENTION
Report Summary:	The Chair of the Children’s Services Scrutiny Panel to comment on the Executive Response (Appendix 1), and the report on Children’s Workforce Strategy – Social Worker Recruitment and Retention, with recommendations made to support future services (Appendix 2).
Recommendations:	To note the recommendations detailed in Section 5 of Appendix 2 .
Links to Corporate Plan:	Scrutiny activity seeks to support effective decision making and to improve outcomes for residents and service users.
Policy Implications:	The review itself has no specific policy implications. Should the Executive accept recommendations, all relevant services will need to assess the policy implication.
Financial Implications: (Authorised by the Section 151 Officer)	There are no direct financial implications arising from this report. Where Scrutiny activity and recommendations result in changes to policy or service delivery with financial implications, these changes will need to be subject to separate reports.
Legal Implications: (Authorised by the Borough Solicitor)	There are no immediate legal implications arising from this report.
Risk Management:	The Chairs and Deputy Chairs of the Scrutiny Panels will be informed of the progress in implementing the work programmes.
Access to Information:	The background papers relating to this report can be inspected by contacting Paul Radcliffe, Policy and Strategy Lead by:  Telephone:0161 342 2199  e-mail: paul.radcliffe@tameside.gov.uk

Scrutiny - Executive Response

In Respect of: Scrutiny Review on Children’s Workforce Strategy – Social Worker Recruitment and Retention

Date: 20 January 2023

Response of: Councillor Jacqueline North, First Deputy (Finance, Resources and Transformation)
Councillor Bill Fairfoull, Deputy Executive Leader (Children and Families)

Coordinating Officers: Tracy Brennand, Assistant Director, People and Workforce Development
Alison Stathers-Tracey, Director of Children’s Services

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Recommendations	Accepted/ Rejected	Executive Response	Officer Responsible	Action By (Date)
1. That the Council continues to support regional conversations and decision-making aimed at stabilising the recruitment market for children’s social workers.	Accepted	We continue to contribute to GM Workforce stability work stream led by the Bury on behalf of the 10 Local Authorities. This includes the consideration of a GM Pledge commitment to establishing a model for collaboration. We already have a MOU in place around us of standard Agency contract with REED.	Tony DeCrop / Tracy Brennand	Quarterly review
2. To review and consider any existing delays or barriers in the application and recruitment process for children’s social workers.	Accepted	The end to end process of recruitment and retention is a significant focus of the service. We will continue to look at current best practice to offer swift recruitment and on-boarding processes for recruitment including the use of personal and creative social media platforms.	Tony DeCrop / Tracy Brennand	February 2023

Recommendations	Accepted/ Rejected	Executive Response	Officer Responsible	Action By (Date)
3. That the Council introduces a standalone workforce strategy for children's social care that is underpinned and driven by a vision and ambition for workforce retention.	Accepted	Draft Strategy in place and reviewed by scrutiny in December, final version with agreed action plan due from May 2023 to be agreed by Children's Improvement Board.	Ali Stathers-Tracey / Tracy Brennand	May 2023
4. To strengthen the induction programme for staff joining the authority, that includes a minimum of two keeping in touch days for children's social workers at 3 to 4 weeks and 3 to 4 months. To consider options and induction needs of agency social workers joining the authority.	Accepted	<p>There is already a highly regarded new induction programme.</p> <p>Agency workers also are afforded the same induction support as permanent Social Workers.</p> <p>Current induction programme extends beyond proposed keeping in touch days currently. Also enhanced by staff sessions including meet the DCS and informal conversations with DCS.</p>	Tony DeCrop / Paula Sumner	January 2023
5. To complete exit interviews with all social workers leaving the authority, including agency.	Accepted	This is already current practice, we will continue to undertake exit interviews and learn lessons and messages from conversations captured.	Tony DeCrop / Paula Sumner / Louise Dillon	January 2023
6. To introduce an extended career development package for newly qualified social workers that extends beyond ASYE. To routinely evaluate the retention success of ASYE social workers.	Accepted	<p>Career development for ASYEs is already considered from day one of on-boarding with a dedicated ASYE coordinator and progression opportunities in respect of a career pathway.</p> <p>Redesign of Childrens Social Work and Early Help Services currently in development due to redesign development opportunities for advanced practice in advance of management roles to demonstrate commitment to the importance of experience staff in managing complex cases.</p>	Tony DeCrop / Louise Dillon	April 2023

Recommendations	Accepted/ Rejected	Executive Response	Officer Responsible	Action By (Date)
7. That Children's Services embed a learning culture and create a working environment where staff feel safe and confident to provide feedback at the earliest opportunity. To consider staff wellbeing surveys and a skills audit of the workforce and managers to inform training and development needs.	Accepted	<p>This culture of learning and review is built in to our new Quality Assurance Framework, it is implicit in the Signs of Safety Practice model and associated training and multi-agency review arrangements and practice week which extend from the most senior members of Childrens Services through to the front line. Practice weeks also include all agencies responsible for safeguarding children and the model is maturing with positive reflection and improvement reported in case work examples</p> <p>Further development of a coordinated engagement programme, including regular surveys which are reviewed and feedback/improvement suggestions are considered and acted upon.</p>	Ali Stathers-Tracey / Louise Dillon	January 2023 / ongoing review
8. That a review of the non-case holding Practice Manager role is undertaken, regarding the wider impact this has on workloads and complex case management.	Accepted	Service redesign and associated roles in Social Care and Early Help including the Front door in design phase.	Tony DeCrop / Paula Sumner	May 2023
9. To monitor the impact that workforce pressures and instability has on staff wellbeing and social worker absence and sickness rates within Children's Service.	Accepted	<p>Structured team and service reviews already in place with refreshed leadership team now established. Workforce stability and any improvement or decline in the experience of both absence and sickness routinely reported to Children's Leadership Team on a monthly basis</p> <p>Further development of a coordinated engagement programme, including regular surveys which are reviewed and feedback/improvement suggestions are acted upon would always be valuable.</p>	Tony DeCrop / Paula Sumner / Louise Dillon	January 2023 March 2023 survey introduced

1. BACKGROUND

- 1.1 It is essential that the local authority is able to employ a sufficient level of children's social workers, with the required level of experience and skills, in order to achieve confidence in the quality and effectiveness of the child protection system. Separate to this, there is an ongoing need to assess the effectiveness and responsiveness of multi-agency working arrangements, the role of professionals and developing successful partnership arrangements needed to keep children safe.
- 1.2 Children's Services continue to experience external workforce pressures, partly attributed to the pandemic and unfortunately a worsening national picture for the social work profession in general. Children's social work is a prominent occupation most recently reported with recruitment and retention difficulties.
- 1.3 The recruitment and retention of qualified children's social workers remains as a priority action within the social care improvement plan, with a varying degree of past success and sustainability. A significant amount of work on workforce recruitment and retention has taken place since the Ofsted inspection of 2016, with the aim to establish a more stable and permanent workforce. Key drivers include a need to attract high quality and experienced social workers, to address retention issues, to reduce vacancies, to reduce agency staff as a percentage of the workforce and to deliver improved leadership and support at all levels.
- 1.4 The Ofsted inspection of 2019 and subsequent focused visits have reported workforce related concerns and actions. These include:
- The need for a 'whole council' approach and commitment to improving quality and impact of services for children.
 - Children continuing to experience multiple changes of social worker.
 - Caseload levels and process for assessing the impact of training in improving practice.
 - A lack of pace and scale in actions taken to address capacity issues.
 - Ability of social workers to visit children more regularly and to reduce previous drift in progressing their plans.
 - The effectiveness of management oversight, including the frequency and quality of supervision for social workers. The challenge of poor social work practice that causes drift and delay.

2. SUMMARY

- 2.1 This report concludes activity undertaken by the Children's Services Scrutiny Panel into the workforce strategy for children's social worker recruitment and retention. A working group of the Scrutiny Panel was established to review current arrangements and with a view to support improvement priorities of the Executive. Activity took place from October to December 2022.
- 2.2 In addition to calendared meetings of the Children's Services Scrutiny Panel, associated activity includes:
- Scrutiny members receiving a scene setting update and breakdown of the children's social care workforce, service structures, demand, caseloads and wider governance arrangements for Children's Services.
 - Safeguarding training for Scrutiny members.
 - A meeting of the working group on 26 October 2022 received an overview on workforce strategy regarding the recruitment and retention of children's social workers, provided by Tracy Brennand, Assistant Director, People and Workforce Development.
 - A benchmarking visit to meet the Executive Member for Children's Services and Scrutiny Chair at Manchester City Council, on 29 November 2022.

- Desktop research into the recruitment and retention of children's social workers.

2.3 The report puts forward a number of recommendations to the Executive.

3. KEY FINDINGS

Workforce challenges

- 3.1 A rising demand for children's social workers has increased the competition for recruitment at a national and regional level. Councils are finding it more difficult to recruit and retain experienced social workers, with a visible shift in the workforce profile and newly qualified social workers accounting for the majority of new appointments. Such recruitment and retention challenges can contribute to instability and inconsistency across social care teams.
- 3.2 A report of Ofsted published in July 2022 examined the shortage of social workers. It found that more social workers were leaving local councils, with many moving into agency work or away from the profession. The report states that, "agencies often have appealing contracts, with greater flexibility and higher pay than local authorities can offer. As a result, agencies are outcompeting local authorities for staff from a limited pool of workers".
- 3.3 Leaders in Children's Services have also raised concerns about the cost, quality and profit extracted from agency work, as part of the Association of Directors of Children's Services latest safeguarding pressures report, issued in November 2022.
- 3.4 The LGA has highlighted uncertainty associated with the cost-of-living crisis and a likelihood that children currently at the edge of care may require support. This would undoubtedly challenge social care budgets, resources and capacity even further.
- 3.5 Detailed benchmarking has recently been undertaken across Greater Manchester (GM) to consider the current pay, reward and bespoke approaches used across Children's Services. GM and regional councils are working collaboratively to address national challenges in social work recruitment and retention.

Workforce summary – children's social workers

- 3.6 The recruitment and retention of children's social workers continues to be a key priority for Children's Services in Tameside. Achieving an experienced, stable and permanent workforce is important for the following reasons:
- The consistency and quality of practice
 - Stability of teams and caseloads
 - Social workers feeling supported and safe to work
 - Developing a skilled and supported workforce
 - Reducing the reliance on agency social workers
 - Promoting a strong workforce vision and culture
- 3.7 A sizeable proportion of the children's workforce consists of agency social workers. Agency social workers can be employed to cover vacancies, for which the authority seeks greater permanence, to cover short-term absences and increased demand pressures within the local social care system.
- 3.8 Most commonly adopted measures to tackle a shortage in social workers can be to offer a training and qualification programme, to 'grow your own' from the existing workforce, improve IT to aid efficiency, adapt policy to manage workloads and the provision of training and support to existing staff.

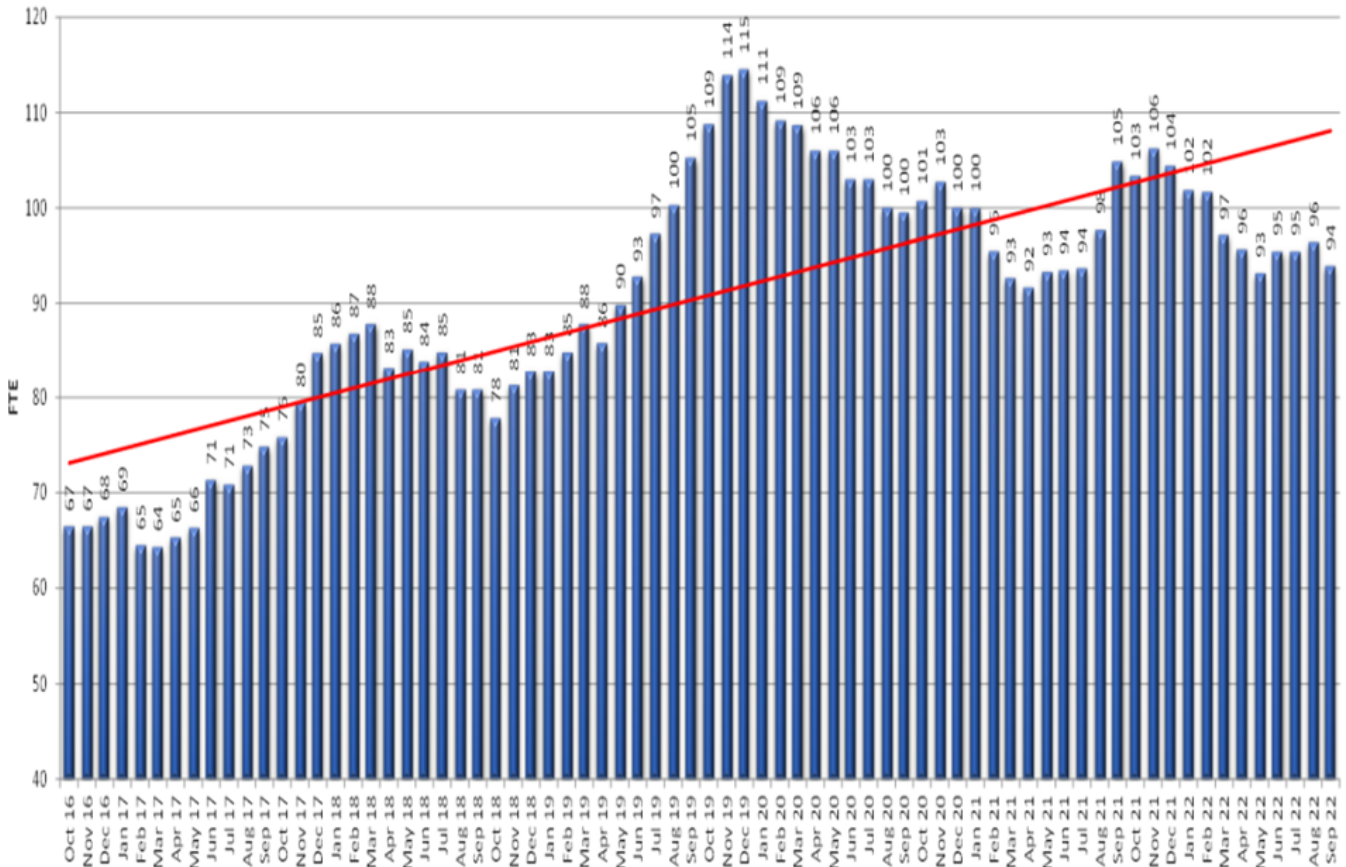
Table 1: Breakdown of children’s social workers in Tameside (September 2022)

A total of 136.0 FTE Children’s Social Workers		
Permanent	ASYE	AGENCY
94 FTE (69%)	39 FTE (29%) **	42 FTE (31 %)

** The 39 FTE ASYE Social Workers are included in the total of 94 FTE permanent Social Workers.

- 3.9 Table 1 above shows that 29% of children’s social workers in Tameside are ASYE, the assessed and supported year in employment programme that provides newly qualified social workers with extra support during their first year of employment.
- 3.10 The remaining 40% of permanent social workers therefore range in experience. This equates to 55 social workers against the 136 total. To separate this further, 81 social workers (60%) are a combination of ASYE and agency.
- 3.11 Prior to the pandemic the use of agency workers had reduced to the lowest level of around 10% of social workers. A peak for the authority was 62 FTE agency social workers in May 2018. Past data also shows that 42% of staff in the social work workforce have less than 2 years’ service with the Council. This compares to 32% across our statistical comparators at 30 September 2021.

Graph 1: Number of Children’s Permanent Social Workers (FTE)



- 3.12 Graph 1 above provides a breakdown of the total number of permanent children’s social workers, ranging from October 2016 to September 2022. With a peak of 115 FTE in December 2019, the number stands at 94 FTE in September 2022. The data shows that 94 FTE compares to that of June 2019.

Table 2: GM Pay Scales for ASYE Social Workers (October 2022)

Childrens Social Workers	ASYE					
	Working under Assessed and Supported Year of Employment with a protected caseload. Typically referred to as a Level 1 Social Worker.					
	SCP Min	SCP Max	Annual £	Hourly £	Annual £	Hourly £
Tameside	29	31	£33,486	£17.84	£35,336	£18.82
Wigan	29	34	£33,486	£17.36	£38,553	£19.98
Bolton	27	31	£31,895	£16.53	£35,336	£18.32
Trafford	26	29	£30,984	£16.32	£33,486	£17.63
Stockport	26	27	£30,984	£16.06	£31,895	£16.53
Manchester	25	25	£30,095	£16.49	£30,095	£16.49
Rochdale	25	25	£30,095	£15.60	£30,095	£15.60
Bury	24	27	£29,174	£15.12	£31,895	£16.53
Salford	23	26	£28,226	£15.04	£30,984	£16.51
Oldham	23	23	£28,226	£14.77	£28,226	£14.77

3.13 Table 2 above shows that when compared to other GM authorities, Tameside offers the joint highest entry pay for ASYE, Level 1 social workers (October 2022).

3.14 Table 3 below shows a shift in the Council's position regarding the entry pay for higher-level social workers, which remains fixed at SCP 29. In addition, it is also known that three authorities with higher starting salaries also offer additional enhancements/allowances for level 3 social workers.

Table 3: GM Pay Scales for Experienced/Senior Social Workers (October 2022)

Childrens Social Workers	Experienced / Senior Social Worker					
	Professional bar applies with progression to this level by portfolio and assessment. Usually more than 2 years' experience and typically referred to as a Level 3 Social Worker, and historically had progressed through the PQ awards.					
	SCP Min	SCP Max	Annual £	Hourly £	Annual £	Hourly £
Wigan	34	38	£38,553	£19.98	£42,614	£22.44
Manchester	31	35	£35,336	£19.36	£39,571	£21.68
Bolton	31	35	£35,336	£18.32	£39,571	£20.51
Bury	31	33	£35,336	£18.32	£37,568	£19.47
Rochdale	30	36	£34,373	£17.82	£40,578	£21.03
Salford	30	33	£34,373	£18.31	£37,568	£20.01
Trafford	30	32	£34,373	£18.10	£36,371	£19.15
Tameside	29	34	£33,486	£17.84	£38,553	£20.54
Oldham	29	32	£33,486	£17.52	£36,371	£19.03
Stockport	29	31	£33,486	£17.36	£35,336	£18.32

- 3.15 Table 4 below shows that Tameside resumes a higher position when reviewing the entry pay for more senior roles such as a Social Worker Team Manager. While recruitment and retention issues are much broader than pay, this does allow the authority to consider if pay and reward is in anyway a contributing factor when seeking to attract a wider mix of experience within the social care workforce.

Table 4: GM Pay Scales for Team Managers (October 2022)

Childrens Social Workers	Team Manager					
	Manages a team of social workers					
	SCP Min	SCP Max	Annual £	Hourly £	Annual £	Hourly £
Wigan	42	45	£46,662	£24.19	£49,669	£25.74
Tameside	40	43	£44,624	£23.77	£47,665	£25.39
Trafford	40	43	£44,624	£23.50	£47,665	£25.10
Oldham	40	43	£44,624	£23.34	£47,665	£24.94
Salford	40	42	£44,624	£23.77	£46,662	£24.86
Bolton	39	43	£43,570	£22.58	£47,665	£24.71
Rochdale	39	43	£43,570	£22.58	£47,665	£24.71
Bury	39	40	£44,863	£23.25	£45,859	£23.77
Manchester	36	40	£40,578	£22.23	£44,624	£24.45
Stockport	34	40	£38,553	£19.98	£43,857	£22.73

- 3.16 As part of GM benchmarking activity, the Council can review the impact of financial incentives such as a 'golden hello' payment to support recruitment or payments linked to retention. With recruitment challenges greater than a single authority, such schemes can destabilise the market for children's social workers at a local level. Whilst pay and terms and conditions are not within the legal remit of the scrutiny panel, and therefore we cannot make a recommendation in this regard, the view of the panel was that the Council avoids the use of financial incentives to attract social workers, with concerns that this may destabilise the workforce and generate unnecessary risk to the quality and consistency of practice.

Workforce support

- 3.17 A significant amount of work has taken place since the Ofsted inspection of 2016 and subsequent years to review and improve the local pay offer for social workers. It has become clear that methods to improve the recruitment and retention of children's social workers transcends that of pay and financial incentive alone.
- 3.18 In summary, Children's Services have receive the following support:
- Dedicated HR/OD Business Partner and recruitment lead
 - Targeted recruitment activity via social media campaigns - LinkedIn and greater.jobs
 - Rolling social worker adverts
 - Recruitment and payroll support to ensure quick turnaround for new starter checks
 - Grow Our Own – Social Work Pathways
 - Dedicated Induction – no caseload for two weeks
 - Exit Interviews & learning
 - Embracing new pay structure to incorporate professional grades and eliminate market supplement
 - Workforce Development Programme
 - Package and benefits

- 3.19 All managers across the Council and Children's Services have access to the dedicated STRIVE Leadership and Management Development Programme. The programme supports leaders to connect with other colleagues and to develop key skills in leadership and management. Additional manager sessions can support the one to one and supervision process, to ensure good quality conversations are taking place on a regular basis to support the development of a confident workforce.
- 3.20 Added focus on recruitment and workforce testimonials will be captured to create a 'Working for Tameside' video that will increase social media campaigns and allow potential candidates to see and hear from senior leaders within the service.
- 3.21 A range of further actions have been identified and include a focus on:
- High quality inductions including 90 day 'check in'
 - Increasing development offer for Y2 and Y3 social workers along with more experienced professional social workers to support retention
 - Development of Children's Workforce Strategy (expand development offer)
 - Increase engagement with STRIVE – leadership development programme.
 - Educate and engage around flexibility/hybrid working options
 - Explore with Reed extending notice period for agency staff
- 3.22 Regular employee engagement sessions help to promote transparency and communication across the children's social care workforce. The sessions are received positively by staff and provide an opportunity to enhance participation and for direct feedback to be captured. In addition to this, dedicated wellbeing and personal resilience sessions have been made available to staff.
- 3.23 An independent review of children's social care, published in May 2022, recommends the development of an 'Early Career Pathway' to cover the first five years in the profession, leading to a role of 'Expert Practitioner'. Only Expert Practitioners would be able to take decisions on child protection cases, which they would co-work with other social workers.
- 3.24 The Council has recognised that a review is needed around the Practice Manager role, with proposals to develop Advanced Practitioners that will hold a number of complex cases. The review is in line with practice across both Greater Manchester and the North West. At present, there is approximately 32 roles that do not hold cases that can be reasonably allocated.

Regional review

- 3.25 Greater Manchester and regional councils are working collaboratively to address the national challenges of social worker recruitment and retention. Part of this is to review and consider examples such as the London Pledge.
- 3.26 Councils within the London area have developed an agreed approach to the engagement of agency workers in order to address recruitment and retention challenges. The London Pledge adopts a similar approach to the agreed Greater Manchester agency contract, however this is further strengthened by a signed commitment by the Directors of Children's Services.
- 3.27 Regional review and action has expanded, with examples of co-operation across authorities in the South East, South West, East Midlands, West Midlands, Yorkshire and North East. Of the most recent agreements, a pay cap for agency workers is set and involves a pledge not to actively headhunt social workers from fellow signatory authorities.
- 3.28 The London and South East agreements involve pledges not to employ staff in an agency role for six months after leaving a permanent role in another signatory authority. Authorities in London have agreed not to employ social workers with less than two years' permanent experience as agency staff, while the West Midlands have pledged not to recruit those in their first year as locums.

- 3.29 The DCS group in GM is currently reviewing this approach along with the HR Directors group. Discussions have taken place with London colleagues to understand the impact of the pledge since implementation in June 2022 and to establish how our current approach to agency engagement can be modelled on a similar basis. This has potential to:
- Agree to pay agency workers no more than the rates set out in a schedule (maximum cap included).
 - Ensure consistency in role titles, duties and pay across the area.
 - To provide no additional allowances or supplements on top of the rates.

Available learning

- 3.30 Community Care is an organisation that helps social workers stay up-to-date with developments in practice and supports social work employers and leaders understand core strengths and risks within social worker wellbeing and retention.
- 3.31 Senior leaders in children's services remain concerned of the risks associated with social worker retention, which has led to Community Care developing a retention risk tool (RRT), to support authorities in actively monitoring and engaging with their workforce.
- 3.32 The following five principles show how a local authority is performing on areas such as the availability and quality of supervision, work/life balance and career development. The tool comprises of an organisational self-assessment, social worker survey and in-depth qualitative interviews.
1. I feel safe
 2. I feel supported
 3. I feel the organisation values social work
 4. I am able to develop my career
 5. I feel happy to go to work
- 3.33 An early adopter of the RRT was the London Borough of Merton. Whilst their children's services had been rated 'Good' by Ofsted in 2017, the service was experiencing almost a 26% annual turnover of social workers, higher than the then national average of 15 to 16%.
- 3.34 The RRT analysis identified three high-risk areas for social worker retention at Merton:
1. Overload
 2. Burnout
 3. The transparency of the organisation
- 3.35 A range of authorities rated from 'Outstanding' to 'Inadequate' have now completed the retention risk tool, with 50% using this to replace the Social Work Health Check, the traditional method used by authorities to assess the wellbeing of their social workers.

Workforce strategy

- 3.36 A number of local authorities have developed a dedicated and public facing workforce strategy for children's social care. This can help to set out a clear local offer and priorities for social worker recruitment, retention and development of a permanent, stable and motivated workforce.
- 3.37 Strategies of this nature provide an overarching vision setting out what an authority aspires to be, and how it will go about achieving this. A focus on retention requires an authority to shine a light on its own policies and practices with a need to build a culture of respect, value and support.
- 3.38 The children's social worker employment market is extremely competitive and it has become increasingly important for authorities to present a brand and market a clear workforce offer and package. Understanding the importance of workforce wellbeing is not only about supporting employees but also recognising it is key to the success.

- 3.39 Strategies identify key stakeholders and set clear objectives for leaders. Priorities aim to promote and develop a service that offers real employment opportunity and choice in order to achieve a fully resourced, permanent and highly qualified and competent Social Care workforce.
- 3.40 The success of a workforce strategy relies on the co-creation and ownership by the children's workforce as a whole. It is important to be bold, ambitious and reflective, in order to achieve the required culture change. This includes adding focus and attention on the approach to the following areas.
- 3.41 **Induction** - A comprehensive and compulsory induction programme for all social workers joining an authority can contribute towards a positive start to a new role and allow new staff to feel welcomed, valued and supported from the offset.
- 3.42 **Staff engagement and co-production** – Strong, clear communication and engagement supports a culture of openness and transparency, allowing employees to feel confident, empowered, valued and listened to.
- 3.43 **Exit interviews** – A process that can provide a key source of information about why people choose to leave an authority.
- 3.44 **Evaluation** – Establishing a set of tools and measures to monitor what success will look like, specifically around retention, vacancy, absence rate and annual turnover.

4. CONCLUSIONS

- 4.1 Tameside Children's Services continue to face challenges associated with the recruitment and retention of social workers.
- 4.2 Social worker recruitment is an extremely competitive market, with the Council competing with agency pay rates and other authorities to attract high quality practitioners.
- 4.3 The Children's Social Care Improvement Plan includes priority actions related to the social care workforce.
- 4.4 GM and regional councils are working collaboratively to address national challenges in social work recruitment and retention.
- 4.5 There is a need to increase experience within the workforce and in key roles, with almost one third of children's social workers in Tameside being newly qualified ASYE.
- 4.6 The Council's fixed pay scale within an equal pay requirement covering both newly qualified and experienced social workers may explain challenges in recruitment and retention of experienced social workers to permanent positions.
- 4.7 The stability of leadership and creation of an inclusive working environment that enables staff to feel valued and respected can start to achieve greater permanence and experience within the social care workforce.
- 4.8 Some authorities have chosen to introduce financial incentives such as a 'golden hello' payment, in order to attract and recruit children's social workers.
- 4.9 A range of further organisational support actions have been identified and will focus on addressing the supportive and development aspects of the local offer to social workers.
- 4.10 A national review has identified a growing need for authorities to introduce a more structured

and supportive pathway for newly qualified social workers, that goes beyond the 1 year ASYE.

- 4.11 First impressions count and the Council's induction programme for new starters can further support the retention of children's social workers.
- 4.12 To further support work on recruitment and retention, local authorities are introducing a dedicated workforce strategy for children's social care.

5. RECOMMENDATIONS


- 5.1 That the Council continues to support regional conversations and decision-making aimed at stabilising the recruitment market for children's social workers.
- 5.2 To review and consider any existing delays or barriers in the application and recruitment process for children's social workers.
- 5.3 That the Council introduces a standalone workforce strategy for children's social care that is underpinned and driven by a vision and ambition for workforce retention.
- 5.4 To strengthen the induction programme for staff joining the authority, that includes a minimum of two keeping in touch days for children's social workers at 3 to 4 weeks and 3 to 4 months. To consider options and induction needs of agency social workers joining the authority.
- 5.5 To complete exit interviews with all social workers leaving the authority, including agency.
- 5.6 To introduce an extended career development package for newly qualified social workers that extends beyond ASYE. To routinely evaluate the retention success of ASYE social workers.
- 5.7 That Children's Services embed a learning culture and create a working environment where staff feel safe and confident to provide feedback at the earliest opportunity. To consider staff wellbeing surveys and a skills audit of the workforce and managers to inform training and development needs.
- 5.8 That a review of the non-case holding Practice Manager role is undertaken, regarding the wider impact this has on workloads and complex case management.
- 5.9 To monitor the impact that workforce pressures and instability has on staff wellbeing and social worker absence and sickness rates within Children's Service.

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Agenda Item 5

Report to:	EXECUTIVE CABINET
Date:	8 February 2023
Cabinet Officer:	Deputy/Reporting Officer: Councillor Jacqueline North – First Deputy (Finance, Resources & Transformation) Stuart Fair – Interim Director Of Finance (Section 151 Officer)
Subject:	BUDGET 2023/24
Report Summary:	<p>The report sets out the detailed revenue budget proposals for 2023/24 and the Medium Term Financial Plan for the 5 year period 2023/24 to 2027/28, including the proposed council tax increase for 2023/24.</p> <p>The budget report proposes a balanced net budget of £221.397m for 2023/24, subject to the delivery of significant identified budget reductions on Council Budgets, and a maximum increase in Council Tax.</p> <p>Government has provided another one-year financial settlement for Local Government, including some increases in funding. Whilst the additional funding is welcome, growth in cost and demand pressures continues to significantly exceed funding levels. As a result the budget can only be balanced with further budget reductions and the maximum 2.99% increase in Council Tax plus 2% Adult Social Precept.</p> <p>Government has provided indicative funding levels for the two year period 2023/24 and 2024/25 through Departmental Spending Limits, but with only a detailed one year financial settlement for 2023/24, planning for the medium term remains difficult. There remain a number of significant financial risks for 2023/24 and beyond which the organisation will need to manage during the forthcoming years.</p>
Recommendations:	That the recommendations outlined in Section 14 of the report are approved.
Links to Community Strategy	The Budget aligns with the priorities of the Corporate Plan and Community Strategy.
Policy Implications	The budget reflects the policy choices that the Strategic Commission intends to pursue to support the Corporate Plan and Medium Term Financial Plan.
Financial Implications (Authorised by the Director of Finance)	These are the subject of the report.
Legal Implications: (Authorised by the Borough Solicitor)	As set out in section 13 .
Risk Management:	As set out in section 5 and Appendices 5 and 6 .
Access to Information :	Background papers relating to this report can be inspected by contacting: Caroline Barlow, Assistant Director of Finance,

Tameside Metropolitan Borough Council

 Telephone:0161 342 5609

 e-mail: Caroline.Barlow@tameside.gov.uk

LIST OF TABLES

Table 1: Strategic Commission 2022/23 Budget – Forecast
Outturn Summary Month 8/9

Table 2: Opening Budget Gap 2023/24

Table 3: Summary of additional cost pressures for 2023/24

Table 4: Summary of 2023/24 Net budget

Table 5: Analysis of Total Pressures 2023/24

Table 6: Budget Reductions and Additional Income 2023/24

Table 7: Budget reductions by Directorate

Table 8: Targeted Use of Reserves

Table 9: Five Year Council Budget Forecast

1. BACKGROUND

- 1.1. The Council set a balanced budget for 2022/23 in February 2022, but the process was yet again very challenging. This was achieved through the utilisation of one-off funding, very challenging budget reductions targets and an increase in Council Tax. The budget assumed limited pay inflation, no general inflation and funded known demographic and cost pressures in Adults and Children's Social Care, but with a challenging budget reductions target for Children's Services.
- 1.2. Since setting the Council Budget in early February 2022, the economic landscape has changed adversely, with significant inflationary pressures impacting both generally and in specific service areas. These changes present both cost pressures and challenges in delivering budget reductions and additional income targets, and, without a robust, proactive response, the Council is facing significant presenting risks to the delivery of a balanced position in 2022/23.
- 1.3. 2022/23 has been a year of significant change in the NHS, with the formation of Integrated Care Boards (ICB) which replaced Clinical Commissioning Groups (CCGs) from 1st July 2022. For Tameside registered patients, responsibilities have transferred to the Greater Manchester ICB. While commissioning responsibility for patients in Glossop has transferred to Derby & Derbyshire ICB, resulting in an alignment of healthcare commissioning footprints to those of the Local Authority, enabling more joined up health and social care services in the future.
- 1.4. During 2022/23, the Strategic Commission (Tameside Council and the Tameside locality of the Greater Manchester ICB) has continued to report on the financial position of the Tameside Health Economy as a whole in monthly Integrated Commissioning Fund (ICF) financial monitoring reports. As at the end of December 2022, the Strategic Commission is forecasting a net overspend of £1.958m due to significant inflationary pressures on utility costs and pay inflation, combined with ongoing demand pressures in Adults and Children's Social care services.

Table 1: Strategic Commission 2022/23 Budget – Forecast Outturn Month 9

Forecast Position £000's	Forecast Position (Net)			Net Variance	
	Budget	Forecast	Variance	Previous Month	Movement in Month
Adults	44,617	46,182	1,565	1,662	(97)
Children's Services	57,024	57,642	617	851	(234)
Education	7,200	8,057	858	1,066	(208)
Schools	0	0	0	0	0
Population Health	14,301	12,969	(1,332)	(1,366)	34
Place	28,438	34,791	6,352	6,476	(123)
Governance	9,614	9,452	(162)	(30)	(132)
Finance and IT	9,882	9,427	(455)	(356)	(99)
Quality and Safeguarding	106	97	(8)	0	(8)
Capital and Financing	4,513	2,525	(1,988)	(1,988)	0
Contingency	(2,959)	(5,937)	(2,978)	(2,978)	0
Corporate Costs	5,169	5,176	7	0	7
Levies	30,704	30,719	15	15	0
TMBC Expenditure	208,609	211,100	2,491	3,352	(861)

Forecast Position £000's	Forecast Position (Net)			Net Variance	
	Budget	Forecast	Variance	Previous Month	Movement in Month
Mental Health	6,912	6,510	(402)	(376)	(26)
Primary Care	36,097	36,108	11	58	(47)
Continuing Care	8,966	9,092	126	348	(222)
Community	27,076	27,412	336	356	(20)
NHS Estates	3,025	2,661	(364)	(364)	0
Efficiency Savings	240	0	(240)	(230)	(10)
ICB Expenditure	82,316	81,783	(533)	(208)	(325)
Strategic Commission	290,925	292,883	1,958	3,144	(1,186)

2. PURPOSE OF THIS REPORT

- 2.1. The purpose of this report is to set out and seek approval for the setting of a balanced budget for the Council for the financial year 2023/24, including a proposed Council Tax increase and an adult social care precept increase. This report also sets out forecasts for the years up to 2027/28.
- 2.2. Draft NHS allocations have been provided only at a Greater Manchester level and therefore the impact on Tameside cannot currently be fully assessed. The remainder of this report and the detailed appendices are focused purely on the Council Budgets.
- 2.3. The Council is required by law to set a balanced budget for the upcoming financial year. Provisional Council funding for 2023/24 was announced in the Provisional Local Government Finance Settlement in December 2022 and is expected to be confirmed in February 2023. The Council must set the budget and agree the level of Council Tax by 11 March 2023 at the latest.
- 2.4. The proposals set out in this report and the detailed appendices propose a balanced Council budget for 2023/24 subject to the delivery of identified budget reductions, and agreement of a proposed increase in Council Tax. **Appendix 1** provides a summary of the Council budget for 2023/24 and forecasts for future years. Budget summaries for each Directorate are included in **Appendices 7 to 13**.
- 2.5. Balancing the 2023/24 budget has only been possible through the agreement of challenging budget reductions, income generation and demand management. Demand and cost pressures are forecast to continue to increase during 2023/24 and as a result the Council still faces a significant budget gap in future years.
- 2.6. The delivery of a substantial programme of budget reductions in 2023/24 combined with significant financial pressures which may emerge from further demographic changes in Children's Social Care and Adults services means that delivery of the 2023/24 budget will be challenging, and will require an unrelenting and sustained focus on delivery of plans. The proposals do not, however, drawdown further on Council general fund reserves. This helps to protect the Council's overall reserves position during 2023/24.
- 2.7. This report makes reference to further detail in the appendices which cover the following areas:

Appendix 1) Revenue Budget and Medium Term Financial Plan Summaries

Appendix 2) Pressures and Growth

Appendix 3) Budget reductions and additional income

Appendix 4) Resourcing

Appendix 5) Section 151 Officer's Risk Assessment and Statement on the Robustness of the Budget Estimates

Appendix 6) Reserves Strategy and General Fund Minimum Balance

Appendix 7) Director of Adults

Appendix 8) Director of Children's Services

Appendix 9) Director of Population Health

Appendix 10) Director of Place

Appendix 11) Director of Governance

Appendix 12) Director of Finance and IT

Appendix 13) Corporate Budgets

Appendix 14) Corporate Charging Policy

Appendix 15) Fees and Charges 2023/24

Appendix 16) Budget Conversation

Appendix 17) Treasury Management Strategy 2023/24

Appendix 18) Capital Investment

Appendix 19) Capital Strategy 2023/24

Appendix 20) Pay Policy 2023/24

3. SUMMARY OF THE COUNCIL BUDGET PROPOSALS (APPENDIX 1)

- 3.1. The 2022/23 budget report included forecasts for 2023 to 2027 which identified a budget gap of £11.764m in 2023/24. This gap assumed that all budget reductions and additional income identified in the 2022/23 budget plans would be delivered, that expenditure in Adults and Children's Services would be contained within budget, and that budget reductions plans of £9m would be delivered.

Table 2: Opening Budget Gap 2023/24

	Staffing & Pay	Cost, Demand & Other	Budget Reductions & Efficiencies	Income & Grants	Budget resourcing	TOTAL
	£000s	£000s	£000s	£000s	£000s	£000s
Opening Budget Gap (Feb 22)	3,381	5,444	(2,891)	3,412	2,418	11,764

- 3.2. By early summer 2022, the rapid and adverse changes to the economic landscape had created additional budget pressures and was presenting major challenges to the delivery of planned budget reductions. Significant inflationary pressures, in particular on utility and fuel prices (£3.6m), presented a substantial additional cost to the Council with very limited options for mitigations in the short to medium term. The Local Government pay award for 2022/23 was also forecast to exceed the budget assumption by around £5m, resulting in further unavoidable cost pressures. The challenging economic environment meant that delivery of cost budget reductions and generation of additional income was increasingly difficult, resulting in a further negative impact on the budget of over £5m, reported at period 6.

- 3.3. Since the summer of 2022, there have been a number of changes to the budget gap for 2023/24. The key changes are summarised in table 3 below, with further information in this report and the detailed appendices.

Table 3: Summary of the additional cost pressures for 2023/24

	Staffing & Pay	Cost, Demand & Other	Budget Reductions & Efficiencies	Income & Grants	Budget resourcing	TOTAL
	£000s	£000s	£000s	£000s	£000s	£000s
Opening Budget Gap (Feb 22)	3,381	5,444	(2,891)	3,412	2,418	11,764
Total Economic Pressures	7,009	5,720				12,729
Directorate Demand Pressures	0	4,926	7,464			12,390

- 3.4. The significant budget pressures for 2023/24 have been mitigated through the identification of significant budget reductions, efficiencies, additional income and funding changes resulting from the LG finance settlement. Further detail is provided in Appendix 3 (Budget reductions and efficiencies) and Appendix 4 (Funding and resourcing).
- 3.5. This has resulted in a final proposed net budget of £221.397m including a 4.99% overall increase in Council Tax. The changes to the net budget are summarised in Table 4 below with further information on the changes in resources to fund the budget summarised in section 4 and Appendix 4.

Table 4: Summary of 2023/24 Net Budget

2022/23 Net Budget	208,609
Staffing related cost pressure	12,805
Demographic pressures	5,250
Inflationary pressures	15,220
Reduction in other fees/charges/income	990
Other service pressures	5,722
Total Cost, Demand & Other Pressures	27,182
TOTAL PRESSURES	39,987
Budget Reductions & Efficiencies	
Budget reductions	(10,554)
Budget resources redirected	(5,222)
Total Budget Reductions	(15,776)

Efficiency Factor	(3,814)
TOTAL BUDGET REDUCTIONS & EFFICIENCIES	(19,590)

Income & Grants	
New funding	(5,859)
Fees & charges	(1,750)
TOTAL INCOME AND GRANTS	(7,609)

2023/24 Net Budget	221,397
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3.6. Key assumptions underpinning the budget for 2023/24 include:

- 2.99% increase in general Council Tax
- 2% Adult Social Care Precept on Council Tax
- Council Tax collection rate reduced by 0.5%
- Growth in Council Tax base (Housing Growth)
- Pay inflation in 22/23 funded
- Utility cost inflation in 22/23 funded plus further allowance for increases in 23/24
- No general allowance for inflation
- All non-statutory charges to be increased at least 6.6% (reflecting increases in pay costs)
- Return of Levies and GMCA budgets of approximately £1.3m
- Existing budget reductions plans either delivered or mitigated with alternatives
- New budget reductions proposals delivered in 23/24 to mitigate demand and cost pressures

3.7. Key assumptions underpinning the future projections include:

- All budget reductions plans are delivered
- Demand in Children's Social Care is stabilised
- Demographic and cost pressures in Adults expected to increase in future years
- Limited allowance for care provider inflation
- Minimum 1.99% Council Tax increase each year
- Average amount of new housing growth
- Stable business rates base
- No further increases in government funding
- Any change to Local Government funding formula will not be detrimental

3.8. There remains a significant budget gap in 2024/25 of £13.993m, which increases to £37.465m by 2027/28. This forecast gap is predicated on the assumptions set out above and will continue to be reviewed and revised over the course of the year as future forecasts are refined.

Budget pressures (Appendix 2)

3.9. The Council continues to face significant cost pressures from demographic growth and increased costs. The key cost pressures for 2023/24 have been reviewed and assumptions recalculated and are summarised in tables 4 and 5 below, with further detail in **Appendix 2**.

3.10. Budget pressures for 2023/24 and future years have been reviewed and revised, resulting in an overall net increase in pressures, particularly in Adults services. Provision has been made in future years for further growth and these estimates will be subject to review during 2023. This includes a commitment to implement the Real Living Wage funded from overall Council

resources including Adult Social Care precept. The following table illustrates the budget pressures by Directorate.

Table 5: Analysis of Total Pressures by Directorate 2023/24

	Adults	Children's	Population Health	Quality & Safeguarding	Place	Finance & IT	Governance	Corporate	Total
Staffing related cost pressure	3,760	1,841	52	16	1,801	594	815	3,926	12,805
Demographic Pressures	2,000	1,716	0	0	0	0	0	1,534	5,250
Inflationary Pressures	6,721	0	234	0	297	0	0	7,968	15,220
Other service pressures	0	2,174	0	0	2,165	17	0	1,366	5,722
Reduction in other fees/charges/income	0	0	0	0	990	0	0	0	990
Total	12,481	5,731	286	16	5,253	611	815	14,794	39,987

Budget reductions (Appendix 3)

- 3.11. The budget for 2023/24 includes a number of budget reductions and additional income, including the full year effect of budget reductions identified in previous years. The nature of budget reductions is summarised in Table 5 below with further information contained in **Appendix 3**.

Table 6: Budget reductions and Additional Income 2023/24

Budget Reductions and Additional Income	2023/24
Budget Reductions & Efficiencies	
Budget reductions (Appendix 3)	(10,554)
Budget resources redirected (Appendix 3)	(5,222)
Total Budget Reductions	(15,776)
Efficiency Factor	(3,814)
TOTAL BUDGET REDUCTIONS & EFFICIENCIES	(19,590)
Income & Grants	
New funding (Appendix 4)	(5,859)
Fees & charges	(1,750)
TOTAL INCOME AND GRANTS	(7,609)

- 3.12. **Budget reductions to be delivered by management of £10.554m** have been identified for 2023/24. Proposed budget reductions have been subject to robust review and challenge by Finance, Senior Officers and Members and this review process will continue to monitor the delivery of budget reductions and identify new budget reductions for future years. In addition, a number of budgets have been redirected to support cost pressures. When these 2 are combined, this results in total expenditure reductions of **£15.776m**. An increase in the efficiency factor of £3.814m, results in **total expenditure reductions and efficiencies of £19.590m**. Further analysis of budget reductions is set out in **Appendix 3**.
- 3.13. Further directorate budget reductions are being sought in relation to the better management of demand or increasing productivity, which will seek to absorb additional or emerging pressures.

- 3.14. Budget reductions identified across directorates are significant and will require a relentless focus on delivery. Progress on delivery will be reported through Star Chamber and on to Executive Board, with early action taken to ensure that the proposals remain on track. The lack of a multi-year settlement makes it difficult to provide detail for future years, however the full year effect of planned budget reductions has been factored in where possible, as set out in Table 7 below.

Table 7: Budget reductions by Directorate

Savings by Directorate	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000
Adults	2,550	1,101	500	100	0
Children's	4,234	(55)	(0)	0	0
Population Health	221	0	0	0	0
Quality & Safeguarding	0	0	0	0	0
Place	2,123	931	0	0	0
Finance & IT	100	0	0	0	0
Governance	161	(116)	0	0	0
Corporate	6,387	(1,650)	(100)	0	0
Total	15,776	211	400	100	0

- 3.15. The Council must continue to make efficiencies but cannot keep cutting at this scale over the longer-term. There is a need to continue to rescale underlying demand across high cost areas. This will require innovative and creative remodelling of services with the need to invest in transformation capacity and capability.

- 3.16. Some of the areas to be prioritised for this work include:

- Management of the cost and demand in Children's and Adults Services by ongoing reform and transformation
- Cross-organisational approach to developing accommodation and sustainable housing options
- Development of a recruitment and retention plan
- Digital transformation, investing in modern, fit-for-purpose technologies to transform services and achieve efficiencies
- Income optimisation to achieve corporate objectives
- Agile and focused approach to respond to, and maximise, funding opportunities
- One organisational approach to supporting our most vulnerable to positively address the challenges of complex dependency and poverty

4. RESOURCING CHANGES AND COUNCIL TAX (APPENDIX 4)

- 4.1. The Council identifies a 'Net' budget requirement which consists of the gross expenditure budgets, less the gross income budgets for service specific income including fees, charges and specific government grants. This net budget requirement is then financed from non-service specific income such as business rates, reserves, Council Tax and other resources (including general grants and other funding) which is referred to as 'resourcing'.

- 4.2. **Appendix 4** sets out the various funding sources and changes in funding since last year. Overall funding levels have increased, with additional income from business rates and Council Tax, an improved Collection Fund position and new funding in the Provisional Local Government Finance Settlement. The current Government expects Councils to increase Council Tax year on year, and the provisional Local Government Finance Settlement

assumes that the Council adopts an overall 4.99% increase in Council Tax for 2023/24. For 2023/24 there is a 2.99% referendum limit on general Council Tax increases, plus the ability to increase by a further 2% for the Adult Social Care precept

- 4.3. As set out in section 3 above and Appendix 2, the Council faces huge budget pressures due to demographic changes, increasing demand for services, and rising costs due to both pay and general inflation. Whilst the provisional Local Government Finance Settlement offers some welcome increases in funding levels, this does not match inflationary cost pressures, or the increasing level of demand, particularly in Adults and Children's Social Care Services.
- 4.4. After taking account of budget reductions, additional funding and income, the remaining budget gap will need to be closed with a 2.99% general increase in Council Tax and 2% Adult Social Care Precept.
- 4.5. The resourcing for 23/24 and future year forecasts is based on the following key assumptions:
 - The continuation of the 100% retention pilot for Business Rates income in 2023/24. No reduction in the business rates base and reduced allowance for losses on appeals. Top up grant and mandatory relief reimbursement grant is paid in line with the provisional local government finance settlement.
 - New Homes Bonus grant is paid in line with the provisional local government finance settlement.
 - The cumulative Council Tax collection rate has been reduced by 0.5% (from 97% to 96.5%) compared to previous year. This is due to the expected impact of the cost of living crisis on Council Tax Collection. Future housing growth is expected to continue in line with recent average growth.
 - The 23/24 budget is supported by the use of £2.5m general Local Authority Covid grant from reserves (as in 22/23 and planned for 23/24) and return of £2.4m of GMCA waste reserves (Giving a net benefit of £1.3m from GMCA sources).
 - New funding provided in 2023/24 is baselined in future years but with no general further growth.
 - No changes are anticipated to the Local Government Funding Formula before 2025/26.

Council Tax

- 4.6. After taking account of budget pressures, additional income and budget reductions identified for delivery in 2023/24, the total net budget requirement for the Council is £221.397m. Before any increase in Council tax levels, the resource available in 2023/24 is £216.155m, leaving a gap of £5.241m.
- 4.7. **Appendix 4** provides further detail on resourcing and Council Tax. This remaining budget gap of £5.241m can be closed with a 2.99% general increase in Council Tax (1.99% had previously been assumed in the MTFP) and a 2% Adult Social Care Precept.
- 4.8. For a typical band A property in Tameside a 4.99% increase in Council Tax on the Tameside element of the bill will equate to an increase of £54.96 per year, or £1.06 per week.

5. ROBUSTNESS OF THE BUDGET ESTIMATES (APPENDIX 5) AND RESERVES (APPENDIX 6)

- 5.1. The Council is required by law to set a balanced budget for the upcoming financial year. This balanced budget must be based on sound and sustainable assumptions about income and expenditure, the delivery of budget reductions and use of reserves.
- 5.2. Under Section 25 of the Local Government Act 2003, the Section 151 Officer is required to prepare a statement on the adequacy of the proposed financial reserves and the robustness of the budget estimates.

5.3. The Director of Finance (Section 151 Officer) statement on the robustness of the budget estimates is set out in **Appendix 5**.

5.4. The statement concludes that:

In the light of the risk assessment and the details of the budget as set out in this report, which are based on the best information available at the time, and the strength of the Council's Internal Control Systems, it is the opinion of the Section 151 Officer as the Director of Finance that the budget estimates for 2023/24 are robust, and the level of reserves adequate for the time being.

However, the Council faces a significant budget gap beyond 2023/24, and this budget gap will increase if planned budget reductions and efficiencies are not delivered in 2023/24. The Council must ensure a relentless focus on delivery of budget reductions, to have any chance of closing the gap in future years. The Council has made use of reserves over the last few years, to provide services with the time to improve, but this is not sustainable in the long run and the Council needs to ensure robust and transparent transformation of services, and reduction of demand, to ensure the delivery of the improvement plans in place.

This statement is in compliance with Section 25 of the Local Government Act 2003. This is not a guarantee that spending will be within every budget line but it is reasonable to believe that the expenditure can be contained within the overall resource envelope agreed by the Council.

5.5. Section 26 of the Local Government Act 2003, places a duty on the Section 151 Officer to ensure the Council has established a minimum level of reserves to be retained to cover any unforeseen demands that could not be reasonably defined within finalising the proposed budget. The Director of Finance is recommending a proposed minimum level of general fund balances from 1 April 2023 at £27.537m, which is an increase on the level assessed in 2022. The increase reflects the increase in the level of financial risk facing the Council in respect of cost inflation and delivery of an ambitious budget reduction programme. Further information is set out in the reserves strategy in **Appendix 6**.

Targeted use of reserves

5.6. Reserves are a finite resource and continued use is equivalent to a household running down its savings. They should therefore be used strategically and it is important that the Council holds a robust position on the level of reserves held. In 2023/24 there is only one area of investment which will continue to be financed from the targeted use of reserves. This targeted use of reserves is an investment in services which were agreed in previous years and built into our plans. Their use will enable developments to be brought forward and allow time for actions to be taken to stabilise budgets.

Table 8: Targeted Use of Reserves 2023/24

Targeted Use of Reserves	£000s
Place (Local Plan)	176
Total	176

6. CORPORATE CHARGING POLICY AND FEES & CHARGES 2023/24

6.1. **Appendix 14** is the Corporate Charging Policy which was adopted in February 2022. This Corporate Charging Policy establishes principles and a framework for setting and reviewing non-statutory fees and charges, and has been used to review fees and charges during the year. No changes have been made to the policy since adoption.

6.2. **Fees and charges** are reviewed annually to ensure that they are set at appropriate levels, seeking to ensure costs are recovered, and that they are comparable to similar authorities

across Greater Manchester. Fees and Charges are usually uplifted annually by a minimum percentage, unless there are indications that the market conditions require a greater or lesser increase. In addition, a number of fees and charges are set nationally and cannot be influenced by the Council.

Fees and charges 2023/24

- 6.3. For 2023/24 the default position has been to increase fees and charges by the average increase in staffing costs or by adopting a full cost recovery methodology, as appropriate to the circumstances and in line with the Corporate Charging Policy. Uplifts of more or less than this percentage are applied where this does not reflect increases in costs or where the market determines a greater or lesser percentage is appropriate. **Appendix 15** sets out the proposed fees and charges for 2023/24 and the proposed increase for 2023/24 where relevant.

7. BUDGET CONVERSATION (APPENDIX 16)

- 7.1. It is important that Tameside Council understands the priorities of the public – local residents, businesses, patients and service users. A public engagement exercise was launched between 14 December 2022 and 20 January 2023 to understand their priorities for spending within the context of the financial challenges facing public services.
- 7.2. Members of the public were encouraged to fill out the online survey to have their say on what they feel our spending priorities should be for 2023-24, as well as any ideas for making savings or efficiencies. The consultation was promoted on a number of different platforms:
- The Big Conversation, the authority's dedicated webpage where current consultation and engagement pieces are promoted based on relevance to the local community.
 - Through the Partnership Engagement Network (PEN) a network of frequently engaged members of the public, VCFSE groups, community representatives and professionals from public bodies.
 - Social media – the Council's Twitter and Facebook accounts have a combined followership of 50,000.
- 7.3. A total 35 responses were received on the online survey. Feedback identified spending priorities focused on Adults and Children's services, including preventative services and services for the elderly, waste collection, highways and the local environment, and investment and regeneration of the local area. Suggestions were made to reduce spending on staffing and buildings, and to generate growth by attracting more businesses to Tameside.
- 7.4. These suggestions have been considered as part of the Budget setting process and will continue to be considered as part of ongoing reviews of service delivery and spending.

Statutory Consultation.

- 7.5. The Council also has a statutory duty to consult with businesses and other representatives of non-domestic ratepayers on its annual spending proposals. Businesses have had an opportunity to take part in the budget conversation, and this is being supported by a further process of sharing the Executive Cabinet budget 2023/24 report when published with non-domestic ratepayers with a deadline of 16 February 2023 for them to provide any comments which can then be considered in the report to Full Council.

Council Scrutiny

- 7.6. Members of the Council's scrutiny panels were also invited to consider this year's budget position and the proposals set out in this report. Feedback has been collated and shared with the Director of Finance.

8. TREASURY MANAGEMENT STRATEGY 2023/24 (APPENDIX 17)

- 8.1. The Treasury Management service is an important part of the overall financial management of the Council's affairs. At 31 March 2022 the Council had £144m of investments which need to be safeguarded and £140m of long term debt, which has been accrued over the years to help to fund the Council's capital investment programmes. The significant size of these amounts requires careful management to ensure that the Council meets its balanced budget requirement under the Local Government Finance Act 1992. Generating good value for money is therefore essential, in terms of both minimising the cost of borrowing and maximising the return on investments.
- 8.2. Under the Local Government Act 2003, the Department for Communities and Local Government issued in March 2010 revised "Guidance on Local Government Investments". The 2003 Act requires an authority "to have regard" to this guidance. Part of this guidance is that "A local authority shall, before the start of each financial year, draw up an Annual Investment Strategy for the following financial year, which may vary at any time. The strategy and any variations are to be approved by the full Council and are to be made available to the public." This strategy is set out in **Appendix 17**.
- 8.3. The Treasury Management Strategy also sets out the estimated borrowing requirement for Tameside MBC, together with the strategy to be employed in managing the debt position. The costs of servicing the Council's long term debt balances, and the income earned on investment balances forms part of the Capital and Financing Budgets within Corporate Services.

9. CAPITAL INVESTMENT AND CAPITAL STRATEGY

- 9.1. On 29 September 2021, Executive Cabinet approved the allocation of the remaining capital reserves to immediate priorities. No further capital projects will be approved in the short term unless the schemes are fully funded from external sources. Any additional priority schemes that are put forward for consideration and that are not fully grant funded will need to be evaluated, costed and subject to separate Member approval. There will be a revenue cost for any new capital schemes that are not fully funded from alternative sources and the implications of this will need to be carefully considered, given the on-going pressures on the revenue budget. The current approved and earmarked programme is set out in **Appendix 18**.
- 9.2. The CIPFA Prudential Code (revised 2017) requires that the Council produces an annual Capital Strategy. The Strategy provides a long term context in which capital decisions are made, the approach for governance for those decisions, and also information on the Council's approach towards treasury management and other investments. The Capital Strategy for 2023/24 is attached at **Appendix 19**.
- 9.3. The Capital Strategy is the Council's framework for the allocation and management of capital resources within the authority, which takes account of the Council's key priorities in the Corporate Plan. It forms a key part of the Council's integrated revenue, capital, and balance sheet planning with a view towards deliverability, affordability, and risk.
- 9.4. The Capital Strategy identifies the current capital programme and the processes that are carried out to maintain an ongoing investment plan together with the links between its objectives and that of the Corporate Plan. It also gives an insight into how the strategy might develop in terms of achieving the priority outcomes in the next 5-10 years and beyond.

10. LOOKING FORWARD – THE FIVE YEAR PLAN

- 10.1. Whilst the budget proposals for 2023/24 present a balanced position (after Council Tax increases) the projected gap for 2024/25 and beyond is significant and relies on the delivery of all proposed budget reductions identified as part of this budget process. The gap is primarily driven by forecast demographic and other cost pressures, particularly in Adults services, along with continued pressures in Children's Social Care services, and general inflationary pressures on pay and utilities.

Table 9: Five Year Council Budget Forecast

Five Year Forecast	2023/24 '£000	2024/25 '£000	2025/26 '£000	2026/27 '£000	2027/28 '£000
Proposed total budget for year	221,397	231,872	243,005	254,442	265,863
Total resources	(221,397)	(217,879)	(220,231)	(224,156)	(228,398)
Imbalance (surplus)/deficit cumulative	0	13,993	22,774	30,286	37,465

Delivery of future budget reductions

- 10.2. The budget forecasts for 2024/25 and beyond assume that the £15.776m of budget reductions planned for 2023/24 are delivered in full or mitigated with alternative proposals. This budget reductions programme is ambitious and will require relentless focus on planning, project management and delivery.

11. EQUALITIES IMPACT ASSESSMENT

- 11.1. The Council is required to prepare a balanced budget for 2023/24. Wherever possible, the budget proposals seek to minimise costs and maximise efficiencies, whilst protecting public services. The Council has a specific equality duty to assess the likely impact of proposed policies and practices on protected groups under equality legislation to ensure that decisions are taken with due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- 11.2. The budget proposals include a number of budget reductions proposals across service areas which may have a direct or indirect impact on groups of people with protected equality characteristics. When submitting budget reductions proposals, service areas were required to submit a detailed template assessing the budget reductions proposal, including the anticipated impact of the budget reductions and whether an Equalities Impact Assessment was required. Services have or will undertake Equalities Impact Assessments where they have determined that the proposals will have an impact on service delivery.
- 11.3. The proposed increase in Council Tax will affect every household in the borough. Each year the Council aims to set a fair level of council tax as part of the balance between protecting public services within the resources available to finance the budget. The Council continues to operate a Council Tax support scheme for those on low incomes and we are satisfied that the potential negative impact of a Council Tax increase (section 4) is minimal and will continue to be monitored.

12. PAY POLICY STATEMENT (APPENDIX 20)

- 12.1. The Pay Policy Statement for 2023/24 is set out in **Appendix 20**. It sets out the Council's approach to pay policy in accordance within the requirements of Section 38 of the Localism Act 2011. This pay policy applies for the year 2023/24 unless replaced or varied by Full Council.

- 12.2. It does not cover teaching staff whose salaries and terms and conditions of employment are set by the Secretary of State. Academy Schools are an entirely separate legal entity from the Council and are covered by Academies Act 2010 and as a separate employer are responsible for setting salaries for their employees.
- 12.3. The purpose of the Pay Policy Statement is to ensure transparency and accountability with regard to the Council's approach to setting pay. The Pay Policy Statement has been approved by Council and is publicised on the Council's website in accordance with the requirements of the Localism Act 2011 in March each year.

13. LEGAL CONSIDERATIONS

- 13.1. The obligation to make a lawful budget each year is shared equally by each individual Member. In discharging that obligation, Members owe a fiduciary duty to the Council Taxpayer. The budget must not include expenditure on items which would fall outside the Council's powers. Expenditure on lawful items must be prudent, and any forecasts or assumptions such as rates of interest or inflation must themselves be rational. Power to spend money must be exercised bona fide for the purpose for which they were conferred and any ulterior motives risk a finding of illegality. In determining the Council's overall budget requirement, Members are bound to have regard to the level of Council Tax necessary to sustain it. Essentially the interests of the Council Taxpayer must be balanced against those of the various service recipients.
- 13.2. Within this overall framework, there is of course considerable scope for discretion. Members will bear in mind that in making the budget; commitments are being entered which will have an impact on future years. Some such commitments are susceptible to change in future years, such as staff numbers which are capable of upward or downward adjustment at any time. Other commitments however impose upon the Council future obligations which are binding and cannot be adjusted, such as loan charges to pay for capital schemes. Only relevant and lawful factors may be taken into account and irrelevant factors must be ignored.
- 13.3. Under the Member Code of Conduct members are required when reaching decisions to have regard to relevant advice from the statutory Chief Finance Officer, and the Monitoring Officer. Section 114 of the Local Government Finance Act 1988 obliges the Chief Financial Officer to prepare a report (to full Council) if it appears that the expenditure the Authority proposes to incur in a financial year is likely to exceed its resources available to meet that expenditure.
- 13.4. Similarly, the Council's Monitoring Officer is required to report to Full Council if it appears that a decision has been or is about to be taken which is or would be unlawful or would be likely to lead to maladministration. Under section 25 of the Local Government Act 2003 the Chief Financial Officer is now required to report to the authority on the robustness of the estimates made for the purposes of the calculations required to be made by the Council.
- 13.5. Section 91 of the Local Government Act 2000 provides that an External Auditor may issue an "Advisory Notice" if s/he has reason to believe that an Authority is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency. This power is to be used where the matter is significant either in amount or in principle or both. A local authority must budget so as to give a reasonable degree of certainty as to the maintenance of its services. In particular local authorities are required by section 32 of the Local Government Finance Act 1992 to calculate as part of their overall budget what amounts are appropriate for contingencies and reserves. The Council faces various contingent liabilities set out in the main budget report. Furthermore the Council must ensure sufficient flexibility to avoid going into deficit at any point during the financial year. In addition to advising on the robustness of the estimates as set out above, the Chief Financial Officer is also required to report on the robustness of the proposed financial reserves.

- 13.6. Apart from statutory duties relating to specific proposals the Council must consider its obligations under the Equality Act. In broad terms this means that the Council has a duty to have due regard to the need to eliminate discrimination and advance equality of opportunity between all irrespective of whether they fall into a protected category such as race, gender, religion, etc. Having due regard to these duties does not mean that the Council has an absolute obligation to eliminate discrimination but that it must consider how its decisions will contribute towards meeting the duties in the light of all other relevant circumstances such as economic and practical considerations. In carrying out the work to identify proposals for 2023/24 officers will have due regard to how the equality duty can be fulfilled in relation to the proposals overall. Detailed consultation processes and equality impact assessments will be carried out for specific proposals prior to final decisions being made where required.
- 13.7. The Localism Act and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 introduced “Disclosable Pecuniary Interests” and new rules on the grant of dispensations to allow Council Members to take part in or vote on matters in which they have a Disclosable Pecuniary Interest (“DPI”). Where a Member has a DPI, they cannot speak and/or vote on a matter in which they have such an interest, unless they have obtained a dispensation in accordance with the requirements of section 33 of the Localism Act. The grounds for the grant of a dispensation under section 33(2) of the Localism Act are, if, after having regard to all relevant circumstances, the Council considers that:
- Without the dispensation the number of Members prohibited from participating/voting in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business.
 - Without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.
 - The grant of the dispensation would be in the interests of the inhabitants of the borough.
 - Without the dispensation every Member of the Executive would have a DPI prohibiting them from participating/voting in any particular business to be transacted by the Executive.
 - It is otherwise appropriate to grant the dispensation.
- 13.8. At its meeting on 18 September 2012, the Council delegated to the Monitoring Officer the power to grant dispensations. Any grant of a dispensation must specify how long it lasts for, up to a maximum period of four years. Previously, the old “national” model Code of Conduct for Members specifically stated that Members would not have a prejudicial interest in certain circumstances that potentially affected the majority or a large number of Members. These general exemptions included an interest in any business of the Council which related to setting Council Tax or a precept under the Local Government Finance Act 1992. The new arrangements on DPIs introduced by the Localism Act do not reproduce any of the “general exemptions”.
- 13.9. All Members are likely to have a pecuniary interest in relation to the setting of the Council Tax through their ownership / occupation of property in Tameside in common with any resident of the Borough or indeed anyone who stands as a Councillor. In the Monitoring Officer’s opinion, the transaction of business relating to these matters would be impeded unless a dispensation was granted.
- 13.10. In these circumstances, the Monitoring Officer intends to grant dispensations to all members to allow members to participate in and vote on the setting of the Council Tax or a precept (and matters directly related to such decisions including the budget calculations). It will be necessary for all councillors to apply for dispensations to take part in the meeting at Full Council.

14. RECOMMENDATIONS

14.1. This report and the following recommendations will be considered by Executive Cabinet and Strategic Commissioning Board during February 2023, but will require approval by Full Council. Full Council are asked to:

- a) Note the significant financial challenges and risks set out in this report;
- b) **Approve** the budgeted net expenditure for the financial year 2023/24 of £221.397m as set out in section 3 and **Appendix 1**, noting the significant pressures outlined in **Appendix 2**;
- c) **Approve** the proposed budget reductions to be delivered by management outlined in section 3 and **Appendix 3**.
- d) **Approve** the uplifts to fees and charges as set out in **Appendix 15**;
- e) **Approve** the proposed resourcing of the budget as set out in **Appendix 4**;
- f) **Approve** a 2.99% increase to Council Tax and an increase of 2% in respect of the Adult Social Care precept for 2023/24;
- g) Note that the budget projections set out in section 6 assume a 1.99% per annum increase in general Council Tax from 2024/25 through to 2027/28. The budget projections also assume that there is no reduction to current levels of Government funding;
- h) **Accept** the Director of Finance's assessment of the robustness of the budget estimates and adequacy of reserves as set out in **Appendix 5**. Following this, determine that the estimates are robust for the purpose of setting the budget and that the proposed minimum General Fund Balance is adequate;
- i) **Approve** the proposed minimum General Fund Balance of £27m set out in **Appendix 6**;
- j) **Approve** the Reserves Strategy and note the projected reserves position as set out in **Appendix 6**;
- k) Note the position on the Capital Programme (Section 9 and **Appendix 18**) previously approved by Executive Cabinet, and the forecast future investment requirements;
- l) **Approve** the Pay Policy Statement for 2023/24 as set out in section 12 and **Appendix 20**;
- m) **Approve** the Treasury Management Strategy 2023/24, which includes the proposed borrowing strategy, Annual Investment Strategy and Minimum Revenue Provision Policy (**Appendix 17**);
- n) **Approve** the Capital Strategy 2023/24 (**Appendix 19**).
- o) **Approve** delegated authority to the Directors (in consultation with the Section 151 officer) to agree any uplifts required to other contractual rates from 1 April 2023 which Directorates will manage within their approved budgets for 2023/24.

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APPENDIX 1

MTFP AND BUDGET SUMMARY

Tameside MBC Budget 2023/24

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Appendix 1 Revenue Budget and MTFP Summaries

2023/24 Whole Council Revenue Budget

Directorate	Revenue Budget £	Spend Analysis	Revenue Budget £
Adults	41,532,443	Expenditure	
Children's Services	63,804,240	Employees	121,040,722
Population Health	14,230,977	Premises Related Expenditure	10,007,177
Quality and Safeguarding	99,950	Transport Related Expenditure	11,099,120
Place	29,244,729	Supplies and Services	86,423,334
Finance and IT	9,930,254	Transfer Payments	58,083,240
Governance	9,562,696	Recharge Expenses	28,931,768
Corporate Costs	52,991,675	Third Party Payments	169,721,158
Grand Total	221,396,964	Capital Items & Reserve Movements	(2,412,479)
		Capital Financing Costs	10,993,000
		Expenditure Total	493,887,040
		Income	
		Customer and Client Receipts	(39,153,809)
		Government Grant Income	(160,054,826)
		Interest Income	(6,426,700)
		Other Grants Reimbursements and Contributions	(79,540)
		Recharge Income	(52,246,657)
		Other Income	(14,528,544)
		Income Total	(272,490,076)
		Grand Total	221,396,964

2023/24 Whole Council Medium Term Financial Plan – Budget Requirement

	2023/24	2024/25	2025/26	2026/27	2027/28
	'£000	'£000	'£000	'£000	'£000
Previous Year's Net Budget	208,609	221,397	231,872	243,005	254,442
Service Pressures					
Staffing related cost pressure	12,805	6,187	6,377	6,692	6,939
Demographic pressures	5,250	4,221	2,382	1,979	1,879
Inflationary pressures	15,220	480	3,270	3,234	3,265
Reduction in other fees/charges/income	990	(100)	(100)	(100)	0
Other service pressures	5,722	659	225	395	0
Total service pressures	39,987	11,446	12,154	12,200	12,083
Budget reductions	(10,554)	(627)	(400)	(100)	0
Budget resources redirected	(5,222)	416	0	0	0
New funding	(5,859)	0	0	0	0
Fees & charges	(1,750)	(760)	(622)	(663)	(662)
Efficiency factor	(3,814)	0	0	0	0
Total service reductions	(27,199)	(971)	(1,021)	(763)	(662)
Net budget increase/(decrease)	12,787	10,475	11,133	11,437	11,421
Proposed total budget for year	221,397	231,872	243,005	254,442	265,863

2023/24 Whole Council Medium Term Financial Plan – Funding the Budget

	2023/24 '£000	2024/25 '£000	2025/26 '£000	2026/27 '£000	2027/28 '£000
Resources <i>(Assumes increase in Council Tax)</i>					
Revenue Support Grant	0	0	0	0	0
Business Rates	(102,358)	(103,071)	(104,468)	(105,885)	(107,321)
Council Tax (assumes minimum 1.99% increase in future years)	(110,234)	(112,849)	(115,529)	(118,271)	(121,077)
Collection Fund (surplus)/deficit	(3,453)	(1,750)	0	0	0
New Homes Bonus	(261)	0	0	0	0
Use of reserves	(2,676)	(209)	(234)	0	0
Other funding	(2,415)	0	0	0	0
Total resources	(221,397)	(217,879)	(220,231)	(224,156)	(228,398)
Imbalance (surplus)/deficit cumulative	(0)	13,993	22,774	30,286	37,465

2023/24 Forecast Specific Grant Income

Grant	2022/23 £000s	2023/24 £000s
Section 31 Business Rates Grant	9,094	16,110
New Homes Bonus	790	261
Lower Tier Services Grant	368	0
COVID-19 Income Compensation Grant	1,648	0
Services Grant	3,881	2,187
Social Care Support Grant	13,315	20,266
Better Care Fund (BCF)	12,977	14,675
Improved Better Care Fund (iBCF)	12,584	12,584
Local Reform and Community Voices Grant	209	209
Adult Social Care Market Sustainability Grant	877	2,702
Supporting /Troubled Families Grant	1,195	1,195
Youth Justice Grant	559	463
Social Workers in Schools Programme (SWIS)	200	148
Staying Put Grant	174	174
Staying Close Grant	0	454
SHiFT Programme Grant	0	370
Youth Offending Turnaround Programme Grant	0	141
Unaccompanied Asylum Seeking Children Grant	863	560
Holiday Activities Fund	1,261	1,202
Family Hubs Grant	0	660
Private Finance Initiative (PFI) Grant	14,196	14,196

2023/24 Forecast Specific Grant Income (continued)

Grant	2022/23 £000s	2023/24 £000s
Dedicated Schools Grant (including Teachers Pay and Pension Grant)	139,038	148,195
Schools Supplementary Grant	2,652	0
Mainstream Schools Additional Grant	0	3,207
Pupil Premium Grant	7,810	8,133
Universal Infant Free School Meals	1,377	1,397
PE & Sport Grant	888	868
Covid Recovery Premium	1,912	1,293
School Led Tutoring	768	774
School Improvement Grant	97	0
Virtual School Head Role Extension	149	149
Housing Benefits - Mandatory Rent Allowances: subsidy	54,944	53,767
Housing Benefits - Mandatory Rent Rebates outside HRA: subsidy	2,349	2,471
Housing Benefit Administration Grant	830	808
Housing Benefit DHP Grant	548	388
Community Safety Funding	354	354
A Bed Every Night	286	260
Rough Sleepers Initiative	435	371
Homelessness Prevention Fund	762	704
Domestic Abuse Grant	548	554
Substance Misuse Treatment and Recovery Grant	0	729
Total Grants	289,937	312,979

APPENDIX 1 - BUDGETED USE OF RESERVES

Directorate	Details of request	Reserve Name	Nature of Reserve	Transfer to/from reserves	Amount to be transferred £	Decision to approve / To be approved
Adults	Transfer of Reserve Funding to be utilised in 23/24 for Insulin Workforce Training Programme as per conditions - delay to start up in 22/23	Adults Services Transformation Reserve	Grants and Contributions	Transfer from	(20,600)	Full Council 28 February 2023, 2023/24 Budget Report.
Adults	Commissioning Transformation Programme - Corporate Reserve Funding to support agreed Savings Project in 23/24	Joint Investment Fund	Strategic Priorities	Transfer from	(63,960)	Executive Decision 13/10/21 - Mental Health Supported Accommodation Project
Adults	Contribution as part of Ageing Well to the Community Response Service in order to hire 2 community response workers to prevent falls at home	Adults Services Transformation Reserve	Grants and Contributions	Transfer from	(46,000)	Full Council 28 February 2023, 2023/24 Budget Report.
Adults	Transformation Reserve transfer to support Safeguarding Provision during 23/24	Adults Services Transformation Reserve	Grants and Contributions	Transfer from	(60,560)	Full Council 28 February 2023, 2023/24 Budget Report.
Adults	Commissioning Transformation Programme - Corporate Reserve Funding to support agreed Savings Project in 23/24	Joint Investment Fund	Strategic Priorities	Transfer from	(52,890)	Executive Decision 13/10/21 - Mental Health Supported Accommodation Project
Adults	Carers Scheme funding earmarked for 1 x Health & Wellbeing Advisor and 1 x activity coordinator	Population Health Investment Fund Reserve	Grants and Contributions	Transfer from	(30,220)	Full Council 28 February 2023, 2023/24 Budget Report.
Children's Services	Drawn down of reserves to support delivery of the supporting families programme	Children's Unspent Revenue Grant & Contribution Reserve	Grants and Contributions	Transfer from	(423,070)	Full Council 28 February 2023, 2023/24 Budget Report
Children's Services	Unspent Early Intervention Prevention Grant (EIPG) required in 2023/24	Children's Unspent Revenue Grant & Contribution Reserve	Grants and Contributions	Transfer from	(51,000)	Full Council 28 February 2023, 2023/24 Budget Report
Children's Services	Youth Offending Turnaround Programme Grant unspent grant from 2022/23	Children's Unspent Revenue Grant & Contribution Reserve	Grants and Contributions	Transfer from	(19,730)	Full Council 28 February 2023, 2023/24 Budget Report
Children's Services	Reserve draw down to support the Signs of Safety Team	Population Health Investment Fund	Grants and Contributions	Transfer from	(221,420)	Executive Decision Notice 10 November 2021
Children's Services	Additional fixed term posts required following Ofsted Focus Visit	Children's Social Care Staffing Investment	Strategic Priorities	Transfer from	(421,370)	Executive Cabinet report 23 June 2021, Item 6, Ofsted Focus Visit
Children's Services	Additional Capacity in the SEND Statutory Assessment Team	Education Reserve	Budget Resilience	Transfer from	(33,000)	Executive Cabinet report 28 July 2021, Item 18, SEND Capacity Recovery Proposal
Finance and IT	Expected use of IT investment reserve as per five year investment plan approved in February 2020. Further details of planned works in 2023/24	IT Investment Fund/Replacement	Strategic Priorities	Transfer from	(1,590,705)	Full Council 25 February 2020, 2020/21 Budget Report
Finance and IT	Expected contribution to Insurance reserves based on annual actuarial assessment of insurance provision and reserve requirements.	Insurance Reserves	Liabilities and Risk	Transfer to	154,820	Director of Finance
Finance and IT	Contribution to IT investment smoothing reserve to fund IT Investments.	IT Investment Fund/Replacement	Strategic Priorities	Transfer to	590,230	Full Council 25 February 2020, 2020/21 Budget Report

APPENDIX 1 - BUDGETED USE OF RESERVES

Directorate	Details of request	Reserve Name	Nature of Reserve	Transfer to/from reserves	Amount to be transferred £	Decision to approve / To be approved
Governance	Investment in Adults/Children's Social Care and Childrens Education IT systems report (Funding of 2 posts from Joint Commissioning Reserve)	Joint Investment Fund	Strategic Priorities	Transfer from	(86,423)	Executive Cabinet Report 24th August 2022 - Investment in Adults, Childrens Social Care and Childrens Education IT Systems
Governance	Funding to support the Council's transformation agenda	Transformation reserve	Strategic Priorities	Transfer from	(650,149)	Executive Cabinet, 23 March 2022
Governance	Exchequer staffing to address Covid related backlogs	COVID Support Grant	COVID-19	Transfer from	(123,855)	Director Of Finance
Place	We can provide support to homeowners facing repossession in the form of a loan which will then be repaid to the Council. Once repaid, the monies will be reused to support other homeowners. Occasionally though the outstanding debt has to be written off. In these instances, there is earmarked grant funding available in this reserve to cover the debt. The value required to be drawn down will be dependent on how much debt has been written off in year.	Community Services Unspent Revenue Grant & Cont Reserve	Grants and Contributions	Transfer from	(51,640)	Full Council 28 February 2023, 2023/24 Budget Report.
Place	The Arts and Events team have received funding in previous years to support the delivery of arts and events across Tameside. It is expected that in 23/24 some of these grants will be required to further support their activities. This value is dependent on if any further funding is received during the financial year that can be used instead but it is expected that these grants will be required to support the SMILE project, the lantern parade and Arts Awards.	Community Services Unspent Revenue Grant & Cont Reserve	Grants and Contributions	Transfer from	(64,020)	Full Council 28 February 2023, 2023/24 Budget Report.
Place	Annual transfer from the PFI Affordability Reserve to finance the related contractual unitary charge	BSF Affordability	Accounting	Transfer from	(1,343,690)	Director of Finance
Place	Annual transfer from the PFI Affordability Reserve to finance the related contractual unitary charge	Hattersley PFI Reserve	Accounting	Transfer from	(1,079,750)	Director of Finance
Place	To fund future crematorium refurbishments and repairs to enable continuity of a key service. The transfer is dependant on the financial	Crematorium Contingency Reserve	Budget Resilience	Transfer to	100,000	Executive Cabinet, 24 October 2018
Place	An element of the value recharged for vehicles is transferred into a reserve to ensure sufficient funding is in place to meet the maintenance costs over the expected useful life.	Fleet Maintenance Reserve	Budget Resilience	Transfer to	75,000	Director of Finance
Place	Annual transfer to the PFI affordability reserve to finance the related contractual costs over the remaining term of the contract.	BSF Affordability	Accounting	Transfer to	2,358,287	Director of Finance
Place	Annual transfer to the FM affordability reserve to finance the related contractual costs over the remaining term of the contract.	BSF FM Affordability Reserve	Accounting	Transfer to	56,100	Director of Finance
Place	Annual transfer to the PFI affordability reserve to finance the related contractual costs over the remaining term of the contract.	Hattersley PFI Reserve	Accounting	Transfer to	1,127,500	Director of Finance
Place	Transfer of service charges (Charlestown and Hattersley Industrial Units) to sinking fund reserve to finance future years industrial units annual maintenance costs	AIPM - Service Charge	Accounting	Transfer to	14,160	Director of Finance

APPENDIX 1 - BUDGETED USE OF RESERVES

Directorate	Details of request	Reserve Name	Nature of Reserve	Transfer to/from reserves	Amount to be transferred £	Decision to approve / To be approved
Population Health	Reserve Funding to pay for Smoking Midwife ICFT Contract element in 23/24 as agreed with ICB	Population Health Reserve	Strategic Priorities	Transfer from	(58,778)	Full Council 28 February 2023, 2023/24 Budget Report.
Population Health	Integrated Care Foundation Trust Element of the Early Attachment Service for 23/24, in order to pay for the Pennine Care contract value.	S75 NHS Risk Share arrangement	Strategic Priorities	Transfer from	(376,805)	Full Council 28 February 2023, 2023/24 Budget Report.
Population Health	Transfer of Children's Reserve Funding to fund a member of staff supporting the Mental Health Project 23/24	Children's Unspent Revenue Grant & Contribution Reserve	Grants and Contributions	Transfer from	(24,185)	Full Council 28 February 2023, 2023/24 Budget Report.
Population Health	Domestic Abuse Discretionary Reserve Allocation - IRIS Programme 23/24	Population Health Investment Fund Reserve	Grants and Contributions	Transfer from	(4,000)	Full Council 28 February 2023, 2023/24 Budget Report.
Resourcing	Use of prior year's council tax collection fund surplus to support the 2023/24 budget. Further detail is provided in Appendix 4 - Resourcing.	Collection Fund Reserve - Council Tax	Budget Resilience	Transfer from	(2,395,000)	Full Council 28 February 2023, 2023/24 Budget Report
Resourcing	Use of prior year's business rates collection fund surplus to support the 2023/24 budget. Further detail is provided in Appendix 4 - Resourcing.	Collection Fund Reserve - Business Rates	Budget Resilience	Transfer from	(1,058,000)	Full Council 28 February 2023, 2023/24 Budget Report
Resourcing	Use of COVID grant funding to support the 2023/24 budget.	COVID Support Grant	COVID-19	Transfer from	(2,500,000)	Full Council 22 February 2022, 2022/23 Budget Report
Resourcing	Use of reserve to fund Tameside's Local Plan. Every local authority is required by law to have an up to date development plan that sets out the vision and framework for future development of an area.	Business Rates Growth Pilot	Budget Resilience	Transfer from	(176,000)	Full Council 25 February 2020, 2020/21 Budget Report

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APPENDIX 2

BUDGET PRESSURES

Tameside MBC Budget 2023/24

Budget Pressures 23/24

Pressures by Directorate	£000s	Budget Detail
Adults	12,481	Appendix 7
Children's	5,731	Appendix 8
Population Health	286	Appendix 9
Quality & Safeguarding	16	
Place	5,253	Appendix 10
Finance & IT	611	Appendix 11
Governance	815	Appendix 12
Corporate	14,794	Appendix 13
Total	39,987	

The Council continues to face significant cost pressures from demographic growth and increased costs, including significant inflationary pressures in some areas and increases in staffing costs due to general pay inflation and a commitment to move to the real living wage. Many of these pressures are being managed and mitigated by budget reduction proposals which are summarised in **Appendix 3**.

	Adults	Children's	Population Health	Quality & Safeguarding	Place	Finance & IT	Governance	Corporate	Total
Staffing related cost pressure	3,760	1,841	52	16	1,801	594	815	3,926	12,805
Demographic Pressures	2,000	1,716	0	0	0	0	0	1,534	5,250
Inflationary Pressures	6,721	0	234	0	297	0	0	7,968	15,220
Other service pressures	0	2,174	0	0	2,165	17	0	1,366	5,722
Reduction in other fees/charges/income	0	0	0	0	990	0	0	0	990
Total	12,481	5,731	286	16	5,253	611	815	14,794	39,987

Budget Pressures 23/24

£12.481m Adults

Pressures reflect a combination of demographic changes resulting in increased demand for services, and cost increases in some areas. Key factors driving increased costs include:

- Increasing numbers and complexity of Adults clients, resulting in greater assessed hours and more expensive packages of care;
- Significant cost pressures facing external providers, resulting in increases in care home fees;
- Difficulties with workforce recruitment, sustainability and retention;
- Increases in national living wage, which disproportionately impact on the social care workforce;
- Commitment to move to the real living wage in 2023/24, funded from the Adult Social Care Precept; and
- Housing and accommodation pressures.

£5.253m Place

The 2022/23 Place budgets are forecasting significant overspends due to cost pressures and difficulties with the delivery of existing budget reduction plans. These pressures are presenting significant pressures for 23/24 which are being mitigated in part by alternative budget reduction proposals.

Other Directorate Budgets

Pressures reflect pay inflation forecasts of 2%.

£5.731m Children's Services

Children's social care services continue to face significant financial pressures due to the number and cost of placements for looked after children. The 2022/23 budget assumed a significant reduction in the cost and number of cared for children placements which has not been achievable, resulting in pressures for 23/24 which are being mitigated in part by new budget reduction proposals.

In Education, budgets are facing significant cost pressures on Home to School Transport due to a combination of rising cost and increased demand.

£14.794m Corporate

Pressures reflect significant risks facing the Council in respect of utility cost increases where inflation in excess of 100% has been experienced in 22/23 with further excess inflation forecast for 23/24. In addition, allowances are set aside for fuel and transport cost pressures on fleet, waste and winter gritting.

Included within Corporate budgets is a pressure on Treasury Management budgets due to the advance payment of pension contributions not being undertaken in 2023, offset by a significant and greater increase in investment income forecasts (reflected in Appendix 3).

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APPENDIX 3

BUDGET REDUCTIONS

Tameside MBC Budget 2023/24

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Budget reduction proposals 2023/24

Budget reduction proposals totalling £15.776m have been identified for 2023/24. This includes replacement or mitigating savings where original plans were not delivered in 22/23, together with new proposals to mitigate cost and demand pressures. Proposed savings have been subject to robust review and challenge by finance, Senior Officers and Members and this review process will continue to monitor delivery of savings and identify new savings for future years. All savings have been RAG rated and detailed delivery plans required.

Savings by Directorate	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000
Adults	2,550	1,101	500	100	0
Children's	4,234	(55)	(0)	0	0
Population Health	221	0	0	0	0
Quality & Safeguarding	0	0	0	0	0
Place	2,123	931	0	0	0
Finance & IT	100	0	0	0	0
Governance	161	(116)	0	0	0
Corporate	6,387	(1,650)	(100)	0	0
Total	15,776	211	400	100	0

Delivery - A relentless focus on project management and delivery will be essential to ensure the ambitious programme is achieved. The budget gap for 2024/25 remains significant and further budget reductions are likely to be required in future years, in addition to plans for 23/24.

Appendix 3

Directorate	Ref No.	Portfolio Holder	Responsible Officer	Budget Reduction Proposal	BUDGET REDUCTIONS - INCREMENTAL					Budget reductions/ redirection
					23/24 £000s	24/25 £000s	25/26 £000s	26/27 £000s	27/28 £000s	
Adults	AD1	Cllr John Taylor	Steph Butterworth	Non Residential Client Income – Realignment of Fees & Charges for Support at Home	550	0	0	0	0	Budget reductions
	AD2	Cllr John Taylor	Steph Butterworth	Review of Mental Health Placements out of borough	0	351	0	0	0	Budget reductions
	AD3	Cllr John Taylor	Steph Butterworth	Support individuals in a way that increases independence and reduces reliance on services	750	500	250	100	0	Budget reductions
	AD4	Cllr John Taylor	Steph Butterworth	Resi/Nursing Increase in Client contribution above expected budget level	1,250	250	250	0	0	Budget reductions
Total Adults					2,550	1,101	500	100	0	
Page 77	CH1	Cllr Feeley	Ali Stathers-Tracy	SEND Transport - Review Internal Fleet offer	83	0	0	0	0	Budget reductions
	CH3	Cllr Feeley	Ali Stathers-Tracy	SEND Transport - Review transport policy and thresholds where possible, consider transport when naming a school, link to GM strategy. Consider Personal Budgets for Post-16	50	0	0	0	0	Budget reductions
	CH5	Cllr Feeley	Ali Stathers-Tracy	Education Psychology - Contribution from Health	50	0	0	0	0	Budget reductions
	CH6	Cllr Feeley	Ali Stathers-Tracy	SEND - Neuro Development Pathway - Contribution from Health	135	0	0	0	0	Budget reductions
	CH7	Cllr Feeley	Ali Stathers-Tracy	Teachers Pensions - Cost reduction as numbers reduce	40	0	0	0	0	Budget resources redirected
	CH8	Cllr Feeley	Ali Stathers-Tracy	Education Psychology Service Redesign	-61	0	0	0	0	Budget resources redirected
	CH9	Cllr Feeley	Ali Stathers-Tracy	Education Welfare Traded Services expansion with 12m fixed term post	-15	0	0	0	0	Budget resources redirected
	CH10	Cllr Fairfoull	Ali Stathers-Tracy	A further reduction in the number of Children requiring Care of the Local Authority by delivering improved Family Help and Edge of Care support in localities	450	0	0	0	0	Budget reductions
	CH11	Cllr Fairfoull	Ali Stathers-Tracy	Remodelling of Early Help Offer	865	0	0	0	0	Budget reductions
	CH12	Cllr Fairfoull	Ali Stathers-Tracy	Review of Missing from Home Service	27	0	-0	0	0	Budget reductions

Appendix 3

Directorate	Ref No.	Portfolio Holder	Responsible Officer	Budget Reduction Proposal	BUDGET REDUCTIONS - INCREMENTAL					Budget reductions/ redirection
					23/24 £000s	24/25 £000s	25/26 £000s	26/27 £000s	27/28 £000s	
Children's	CH13	Cllr Fairfoull	Ali Stathers-Tracy	University Accommodation Review	23	45	0	0	0	Budget reductions
	CH14	Cllr Fairfoull	Ali Stathers-Tracy	Review of Allowances	120	0	0	0	0	Budget reductions
	CH15	Cllr Fairfoull	Ali Stathers-Tracy	Repurposing and opening St Lawrence Road	702	0	0	0	0	Budget reductions
	CH16	Cllr Fairfoull	Ali Stathers-Tracy	Family Drug and Alcohol Court	42	0	0	0	0	Budget reductions
	CH17	Cllr Fairfoull	Ali Stathers-Tracy	Partner contributions to complex cases	600	200	0	0	0	Budget reductions
	CH18	Cllr Fairfoull	Ali Stathers-Tracy	Youth Service to transfer in to Tameside Teenage Hub in Childrens Services	250	0	0	0	0	Budget reductions
	CH19	Cllr Fairfoull	Ali Stathers-Tracy	Family Hubs grant - Maximise use of external funding	100	0	0	0	0	Budget reductions
	CH20	Cllr Fairfoull	Ali Stathers-Tracy	Management Review	280	0	0	0	0	Budget reductions
	CH22	Cllr Fairfoull	Ali Stathers-Tracy	Supported Families review of commissioned activities	68	0	0	0	0	Budget reductions
	CH25	Cllr Fairfoull	Ali Stathers-Tracy	Review of Supplies, services and equipment expenditure	25	0	0	0	0	Budget reductions
	CH26	Cllr Fairfoull	Ali Stathers-Tracy	Review all Business Support functions	50	0	0	0	0	Budget reductions
	CH27	Cllr Fairfoull	Ali Stathers-Tracy	Maximise use of grant provided to support AYSE	50	0	0	0	0	Budget reductions
	CH28	Cllr Fairfoull	Ali Stathers-Tracy	Supported Families Grant Reserve - Maximise use of available reserve	300	-300	0	0	0	Budget resources redirected
Total Children's					4,234	-55	-0	0	0	
	CO1	Cllr North	Caroline Barlow	Manchester Airport Investments	-127	0	0	0	0	Budget resources redirected
	CO2	Cllr North	Caroline Barlow	Investment income	1,326	-1,650	-100	0	0	Budget reductions

Appendix 3

Directorate	Ref No.	Portfolio Holder	Responsible Officer	Budget Reduction Proposal	BUDGET REDUCTIONS - INCREMENTAL					Budget reductions/ redirection
					23/24 £000s	24/25 £000s	25/26 £000s	26/27 £000s	27/28 £000s	
Corporate	CO3	Cllr North	Ilys Cookson	Single Person Discount Review	450	0	0	0	0	Budget reductions
	CO5	Cllr North	Caroline Barlow	Release of contingency to fund 2022/23 pay award	4,410	0	0	0	0	Budget resources redirected
	CO6	Cllr North	Caroline Barlow	Budget reductions identified through review of non-pay budgets	328	0	0	0	0	Budget resources redirected
	CO7	Cllr North	Caroline Barlow	Revised financing schedule for Digital Tameside Investment Programme	100	0	0	0	0	Budget resources redirected
	CO8	Cllr North	Emily Drake	One-off savings due to secondments	116	-116	0	0	0	Budget resources redirected
	CO9	Cllr North	Emily Drake	Registrars income recurrently in excess of budget	20	0	0	0	0	Budget resources redirected
	CO10	Cllr North	Suzanne Antrobus	Legal Fee Income recurrently in excess of budget	25	0	0	0	0	Budget resources redirected
Total Corporate					6,648	-1,766	-100	0	0	
Page 79	PL2	Leader	Julian Jackson	Pre-Application Planning Fees	30	0	0	0	0	Budget reductions
	PL3	Cllr North	Julian Jackson	Estates Rationalisation	920	720	0	0	0	Budget reductions
	PL4	Cllr North	Julian Jackson	Corporate Building Room Hire Income Review	10	0	0	0	0	Budget reductions
	PL5	Cllr North	Julian Jackson	Increase land charges fees as of 1st January 2023	57	0	0	0	0	Budget reductions
	PL6	Cllr North	Julian Jackson	Industrial Estate Unit Rental / Change in Use - Plantatation Unit 7	130	0	0	0	0	Budget reductions
	PL7	Cllr North	Julian Jackson	FM / TAS Contract Review	320	0	0	0	0	Budget reductions
	PL8	Cllr Choksi	Julian Jackson	CCTV Connection to Dark Fibre	0	89	0	0	0	Budget reductions
	PL9	Cllr North	Julian Jackson	Commercial Income Target	0	100	0	0	0	Budget reductions
	PL10	Leader	Julian Jackson	Street Lighting - reduction in energy consumption (reduce brightness)	108	0	0	0	0	Budget reductions
	PL11	Cllr North	Julian Jackson	Markets - Full cost recovery on service charge to stall holders	67	0	0	0	0	Budget reductions
	PL12	Cllr North	Julian Jackson	Car parking review	52	0	0	0	0	Budget reductions
	PL13	Leader	Julian Jackson	Engineers Service redesign - increased income / reduction in external consultants	50	0	0	0	0	Budget reductions

Appendix 3

Directorate	Ref No.	Portfolio Holder	Responsible Officer	Budget Reduction Proposal	BUDGET REDUCTIONS - INCREMENTAL					Budget reductions/ redirection
					23/24 £000s	24/25 £000s	25/26 £000s	26/27 £000s	27/28 £000s	
	PL15	Cllr North	Julian Jackson	Reduction in parking enforcement contract costs based on reduced service specification	30	0	0	0	0	Budget reductions
	PL16	Cllr Ward	Julian Jackson	Street Cleansing and Greenspace	10	0	0	0	0	Budget reductions
	PL17	Cllr Ward	Julian Jackson	Public Protection staffing review - service redesign	121	0	0	0	0	Budget reductions
	PL18	Cllr Ward	Julian Jackson	Stop provision of caddy liners - from June 2023	108	22	0	0	0	Budget reductions
	PL19	Leader	Julian Jackson	ITU service redesign	20	0	0	0	0	Budget reductions
	PL20	Cllr Choksi	Julian Jackson	Community Safety service redesign	70	0	0	0	0	Budget reductions
	PL21	Cllr Choksi	Julian Jackson	MMR - additional £20k budget previously given as pressure not needed until MMR reopens	20	0	0	0	0	Budget resources redirected
Total Place					2,123	931	0	0	0	
Population Health	PH1	Cllr Eleanor Wills	James Mallion	Drug and Alcohol Services (CGL)	66	0	0	0	0	Budget resources redirected
	PH2	Cllr Eleanor Wills	James Mallion	Review of Population Health Staffing Structure following insourcing of service from Pennine Care	104	0	0	0	0	Budget reductions
	PH3	Cllr Eleanor Wills	James Mallion	Review of prescribing budget against expected demand and previous years trends	51	0	0	0	0	Budget reductions
Total Population Health					221	0	0	0	0	
Overall Total					15,776	211	400	100	0	

APPENDIX 4

RESOURCING

Tameside MBC Budget 2023/24

Resourcing assumptions and future risks

The Council's budget is funded from a combination of Council Tax, Business Rates, Fees and Charges, Specific Government Grants (which can only be spent on ring fenced areas) and General Government Grants (with no or very limited restrictions on use). The level of funding available through each of these sources is subject to change and different levels of risk.

Business Rates

The Council collects Business Rates for its area based on local rateable values provided by the Valuation Office Agency (VOA) multiplied by a uniform Business Rate set nationally by Central Government. The Council retains a proportion of the total collectible rates due. Since 2017/18, the Council has been part of the 100% retention pilot for Greater Manchester which means that the Council retains 99% of total collectible rates, with 1% distributed to the Greater Manchester Fire and Rescue Authority. The Council no longer receives any Revenue Support Grant or Public Health Grant from Central Government as a result.

The Business Rates regime, includes a number of reliefs such as Small Business Rate Relief, Charitable Occupation Relief, Retail Discount Relief and specific COVID related reliefs. Where mandatory reliefs are awarded by the Council, the loss in business rates revenues is reimbursed by Government through grant. The Council also receives a 'Top-Up Grant' for the difference between the level of business rates it is able to collect and the level that Government assesses the Council needs as part of the finance settlement.

The total forecast income from Business Rates and related grants reflects the business rates baseline and top up grant figures in the provisional local government finance settlement. The business rates income forecast for 23/24 cannot be finalised until the end of January and the actual position in year may differ to forecast. Any Business Rates income in excess of forecasts will be taken to reserves for future investment. If Business Rates income in 23/24 falls below forecasts, the deficit in year will need to be repaid from reserves in 2024/25.

Council Tax

Council Tax Base

The Council Tax Base reflects the number of properties in the borough, adjusted for all discounts and exemptions, and the assumed collection rate. The Council Tax Base calculation is a key part of the annual budget cycle. The Calculated Tax Base is used to determine the level of Council Tax income that the Council can raise in the upcoming financial year, subject to agreement of the amount of Council Tax to be charged for each dwelling. In December 2021, for the 2022/23 financial year, the forecast tax base for Tameside was based on 65,263.9 band D equivalent properties, with an estimated collection rate of 97% resulting in a Council Tax base of 63,306.0. This was an increase in the tax base compared to the prior year, due to an increase in the number of properties and a reduction in the number of discounts. The actual tax base in October 2022 was 65,353.4 band D equivalent properties, 90 properties in excess of the forecast.

For the 2023/24 financial year, the forecast number of properties in Tameside has again increased from 65,263.9 to 65,836.8 band D equivalent properties, based on forecast growth of 483 new band D equivalent properties. However, for the 2023/24 tax base, the assumed collection rate is to be reduced by 0.5% to 96.5% reflecting recent trends in Council Tax Collection rates. The assumed collection rate for the purposes of setting the tax base is based on the 6 year cumulative collection rate. Historically this has been comfortably in excess of 97%, but the current 6 year rate is now only just over 97% with collection for years 4 and 5 at 96%. Given the financial challenges facing residents due to current economic conditions, there is a risk that collection of Council Tax will become more difficult and therefore a reduced collection rate of 96.5% is to be assumed.

Setting Council Tax

The current Government expects Council's to increase Council Tax year on year, and this assumption is built into the Local Government Finance Settlement. For 2023/24 there is a 2.99% referendum limit on general Council Tax increases, plus the ability to increase by a further 2% for the Adult Social Care precept. In 2022/23 the Council increased Council Tax by 2.99% in total, 1.99% general increase plus 1% for the Adult Social Care precept.

Before raising tax, the Council takes steps to ensure that Council Tax income and collection is maximised. A review of Single Person Discounts was undertaken in 2016, 2019, and 2021, with a further review planned for early 2023. The Council is proactive in monitoring new build properties to ensure the forecast number of properties reflects expected increases during the year, and that Council Tax is billed promptly once due.

After taking account of budget pressures, additional income and savings identified for delivery in 2023/24, the total net budget requirement for the Council is £220.300m. Before any increase in Council tax levels, the resource available in 2022/23 is £215.063m, leaving a gap of £5.237m. **This remaining budget gap can be closed with a 2.99% general increase and a 2% Adult Social Care Precept on Council Tax.**

Appendix 4 Resourcing

Collection Fund Surplus

Prior to 2018/19, the assumed Council Tax collection rate for budget setting had been set at 96% or below, with actual cumulative collection rates between 97-98%, which resulted in a significant surplus on the Collection Fund. This surplus was then used to support the budget with £2.5m per annum over a five year period from 2018/19 through to 2022/23. Since the assumed collection rate was increased, the level of surplus generated on the Collection Fund is much reduced, and as a result the amount of additional surplus available to support the 2023/24 budget is lower than in previous years.

Changes to net budget resources since February 2022

Changes to resources and funding	Net Budget Resourcing				TOTAL
	Business Rates	Council Tax	Collection Fund	Other Resources	
<i>2023/24 Estimate in February 22</i>	<i>(94,700)</i>	<i>(107,112)</i>	<i>(1,703)</i>	<i>(2,676)</i>	<i>(206,192)</i>
Add back assumed 1.99% increase in CT		2,077			2,077
Changes:					0
100% retention benefit	(1,665)				(1,665)
Additional s31 grant & top up	(5,993)				(5,993)
Council Tax Base growth (before % increase)		(523)			(523)
Reduction in Council Tax Collection Rate		566			566
2.99% Council Tax increase		(3,138)			(3,138)
2% Adult Social Care Precept		(2,103)			(2,103)
Collection Fund Surplus			(1,750)		(1,750)
New Homes Bonus				(261)	(261)
GMCA return of reserves				(2,415)	(2,415)
Net (increase) / decrease in funding & resources	(7,658)	(3,121)	(1,750)	(2,676)	(15,205)
<i>2023/24 Budget amount</i>	<i>(102,358)</i>	<i>(110,234)</i>	<i>(3,453)</i>	<i>(5,352)</i>	<i>(221,397)</i>

Other Resources

Other changes to general resources in 2023/24 reflect a small allocation of the New Homes Bonus Grant and an increase in the level of reserves being returned from GMCA.

Funding changes within net service budgets

Changes to resources and funding	General Grants within Service Budgets		TOTAL
	Existing Funding	New Funding	
<i>2023/24 Estimate in February 22</i>	(20,699)	0	(20,699)
Changes:			
Better Care Fund Growth		(1,764)	(1,764)
Additional Social Care Grant		(7,677)	(7,677)
Removal of Covid related grants	3,198		3,198
Grants removed in LG settlement	3,086		3,086
ASC Market Sustainability Grant		(2,702)	(2,702)
			0
Net (increase) / decrease in funding & resources	6,284	(12,143)	(5,859)
<i>2023/24 Budget amount</i>	<i>(14,415)</i>	<i>(12,143)</i>	<i>(26,558)</i>

Existing Funding

The 2022/23 budget included significant use of one-off specific COVID grant funding which is no longer available to support the 2023/24 budget. £2.5m of general LA Covid Grant is still available from Council reserves and built into the 2023/24 budget.

The provisional Local Government Finance Settlement for 2023/24 proposes that a number of service specific grants are reduced or ceased and 'rolled in' to other general grants. This results in some of the additional funding for 2023/24 being a replacement for other service specific grants which are no longer available.

New Funding

The provisional Local Government Finance Settlement released in December 2022 provides for overall increases in grant funding to Local Government for 2023/24 in the form of additional Social Care Grant, additional Better Care Fund grant and the Adult Social Care Market Sustainability Grant. This translated into an additional £9.057m of funding for Tameside (£12.143m less £3.086m of grants ceased or reduced). This new funding is assumed to continue into future years, and whilst the increase is welcome, the level of additional funding is not sufficient to cover the significant demographic and cost pressures faced by the Council.

Appendix 4 Resourcing

Council Tax Requirement	2023/24 '£000
2022/23 Net Budget	208,609
Staffing related cost pressure	12,805
Demographic pressures	5,250
Inflationary pressures	15,220
Reduction in other fees/charges/income	990
Other Service Pressures	5,722
Budget Reductions	(10,554)
Budget resources redirected	(5,222)
New Funding	(5,859)
Fees & charges	(1,750)
Efficiency Factor	(3,814)
Proposed total net budget for 2023/24	221,397
Business Rates	(102,358)
Council Tax (before increase)	(104,992)
Collection Fund (surplus)/deficit	(3,453)
New Homes Bonus	(261)
Use of reserves	(2,676)
Other funding	(2,415)
Budget Gap without Council Tax Increase	5,241
2.99% Council Tax Increase	(3,138)
2% Adult Social Care Precept	(2,103)
Budget Gap after Council Tax Increase	0

Council Tax Requirement

As set out in appendix 2, the Council faces huge budget pressures due to demographic changes, increasing demand for services, and significant increases in costs due to both pay and general inflation. Whilst the provisional Local Government Finance Settlement offers some welcome increases in funding levels, this does not match the level of cost and demand pressures faced by the Council.

After taking account of budget reduction proposals, additional funding and income, and increased levels of business rates and Council Tax income, the Council still faces a budget gap of more than £5m.

This remaining budget gap will need to be closed with a 2.99% general increase and 2% Adult Social Care Precept on Council Tax.

APPENDIX 5

S151 RISK ASSESSMENT

Tameside MBC Budget 2023/24

Appendix 5 Statement on Robustness of the Budget Estimates

Director of Finance (Section 151 Officer) Statement on Robustness of the Budget Estimates

The Council is required by law to set a balanced budget for the upcoming financial year. This balanced budget must be based on sound and sustainable assumptions about income and expenditure, the delivery of savings and use of reserves. Under Section 25 of the Local Government Act 2003, the section 151 officer is required to prepare a statement on the adequacy of the proposed financial reserves and the robustness of the budget estimates.

Use of reserves and the General Fund balance

Appendix 6 considers the reserves and balances of the Council. Prior to 2021/22, previous budgets had approved the use of reserves to fund one-off initiatives and significant investments in the revenue budget. Whilst this use of reserves was necessary, with much of the investment to provide time for services to improve and reduce their spending overall, it was not sustainable. Such a level of funding from reserves to support services is unsustainable in the medium term, and cannot be continued into future years.

For 2023/24 the budget proposes the use of just £0.176m of general reserves which is a continuation of the investment approved as part of the 2020/21 budget. In addition £2.415m is being returned to districts from the Greater Manchester Combined Authority reserves and £2.000m of general COVID grant held in reserves will be drawn down to support the ongoing income loss pressures facing the Council following the COVID-19 pandemic

Section 26 of the Local Government Act 2003, places a duty on the Section 151 Officer to ensure the Council has established a minimum level of reserves to be retained to cover any unforeseen demands that could not be reasonably defined within finalising the proposed budget. The Director of Finance is recommending a proposed minimum general fund balance of £27.537m from 1 April 2023, which is a small increase on last year. Further information is set out in **Appendix 6**.

Monitoring and forecasting

The Council will continue to undertake robust monthly budget monitoring throughout the financial year. This will include specific assessment and monitoring of the delivery of planned savings, and regular review and updating of the MTFP to identify future financial risks at the earliest opportunity. Proposed savings have been subject to review and challenge by Finance, Senior Officers and Members and this review process will continue to monitor delivery of savings and identify new savings for future years.

Risk Assessment

The proposals set out in this report will enable the Council to balance the 2023/24 budget, but there remain a number of significant risks which could impact on 2023/24 and future years.

Adults

Increasing numbers and complexity of Adults clients is resulting in more assessed hours and more expensive packages of care. If this trend continues, further financial pressures may arise as a result. The sector faces increasing difficulties with workforce recruitment, sustainability and retention, and whilst increases in national living wage are beneficial for individuals and workforce retention, these increases disproportionately impact on the social care budgets. Housing and accommodation pressures continue throughout both Children's and Adults social care, making it more difficult to secure care packages.

The impact of COVID on service demand has meant that it is still very difficult to fully understand underlying trends. Further cost pressures in Adults have been factored into the MTFP in future years but the impact of the Social Care White Paper had assumed to be funded. Funding is built in to the 23/24 budget for the real living wage and fair cost of care but further pressures could materialise in 2023/24 and beyond.

Children's Social Care

The Council has faced significant increases in the cost and demand for Children's Social Care services over recent years. Numbers of looked after children have stabilised and the 2022/23 budget provided funding to the current level of spend. Built into the 2023/24 budget are significant levels of savings. Key risks for Children's Social care budgets include:

- Placement numbers – whilst numbers have been stable during 2022, there remains a significant risk of cost pressure arising from any increase in the number or complexity of placements.
- Placement prices – External providers will be facing inflationary cost pressures and increased staffing costs, which combined with demand for placements could result in additional costs.
- Budget Reductions – Delivery of £3.9m in 23/24 is an enormous and ambitious challenge, which will be complex to achieve.

Education

Home to School transport for children with Special Educational Needs continues to be a significant risk and pressure area for Education budgets. The number of pupils being assessed as eligible for support for home to school transport has almost doubled since 2017, and this has mirrored an increase in pupils supported with an Education Health and Care Plan. Continued increases in demand, combined with rising costs, means that significant budget pressures are likely in the area. In addition, Education budgets are also facing pressures due to forecast income shortfalls, particularly in respect of traded services where demand has dropped as schools convert to Academy status. If this trend continues, income shortfalls are likely to increase further.

Risk Assessment

The proposals set out in this report will enable the Council to balance the 2023/24 budget, but there remain a number of significant risks which could impact on 2023/24 and future years.

Income Generation

A number of pressures were emerging during 2019/20 due to under-recovery of income which was then made worse by the impacts of COVID-19 and have continued in consecutive years. Additional budget support through COVID funding is no longer available, increasing the risk of significant income pressures in areas including:

- Estates income, including future growth assumptions and proposals to generate additional income.

• Planning, building control and land charges income.

• Parking Services

• Markets

• Engineers income.

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Budget Reductions Delivery

The Council is on track to deliver the overall savings target for 2022/23 but with some delays to planned savings being mitigated with one-off actions. The original planned saving, or recurrent alternatives, will need to be delivered in 2023/24, alongside existing plans for additional 2023/24 savings and new savings proposals identified as part of this budget process.

Accommodation and Housing

In recent years, expenditure on temporary accommodation has increased significantly, resulting in increased costs where rent levels are not covered by Housing Benefit. Cost pressures are also evident in Children's and Adults Social Care due to insufficient appropriate accommodation in the borough. If demand continues to increase, then cost pressures associated with housing are likely to increase.

Future Local Government Funding

Government have committed to a review of Local Government funding but the timescales for that review remain unclear. The absence of a multi year finance settlement and no indication of how the funding model may change, mean it is very difficult to develop financial plans for the medium term. The MTFP, at this stage, assumes that Local Government Funding will be sustained at current levels, but that there will be no further increases in funding for future years. The continuing lack of certainty over the timing and outcome of the fair funding review, makes planning beyond 2023/24 extremely difficult.

Pay and price inflation

Significant provision is already included with the 2023/24 budget proposals for pay inflation, and cost pressures driven by both general inflation and pay inflation external to the Council, particularly on utility costs. CPI inflation for the 12 months to November 2022 was 9.3% and is forecast to continue at high levels during 2023, which could place further pressures on budgets.

Appendix 5 Statement on Robustness of the Budget Estimates

Education

The Dedicated Schools Grant (DSG) provides ring fenced revenue funding for allocation to education providers allocated in four blocks:

	2021-22	2022-23	Increase
Schools Block (includes Academies)	183.080m	190.743m	7.662m
High Needs Block	28.196m	32.843m	4.647m
Early Years Block	16.655m	17.304m	0.649m
Central Services Block	1.114m	1.182m	0.068m
Total	229.045m	242.071m	13.026m

Schools Block funding is allocated on a per pupil basis and has increased due to increased pupil numbers, increased funding per pupil rates from government and a new funding stream for 2022-23, the schools supplementary grant (£5.629m) intended to support schools in meeting the Health and Social Care Levy and wider costs in 2022-23.

The increase in High Needs Funding is also due to an increase in the amount of funding rates, growth in pupil numbers and includes an element of the new supplementary funding (£1.300m). The High Needs increase in funding for Tameside remains capped at the maximum increase the DfE will allow (11%). The DfE formula therefore acknowledges that Tameside should receive an additional £2.388m, but there is insufficient in the national budget to allow this, hence the cap.

The Early Years Block and Central Services Block (CSSB) both relate to an increases in the per pupil rate of funding but similar to High Needs Block the CSSB is a capped increase of 5.6% , without the cap a further £145k would have been allocated.

High Needs Pressures:

There continues to be a significant pressure on the high needs budget and this is impacting on the overall DSG budget position and ultimately the council budget. Although there is no immediate call on the Council to fund any deficit there is a requirement from the Department for Education (DfE) to produce a high needs deficit recovery plan and as a consequence Tameside has been invited to take part in the Departments Delivering Better Value Programme. Participation in this programme will be critical in understanding the options available to manage the high needs deficit recovery plan and create a future high needs system that meets demand in a way that is equitable and financially sustainable.

Appendix 5 Statement on Robustness of the Budget Estimates

Risk environment

The Council operates in an environment of uncertainty and risk. Throughout the budget preparation process, the impact and likelihood of identified risks has been assessed, to ensure that assumptions are sound and sustainable, and that the level of reserves held by the Council is considered to be prudent and appropriate. As set out in appendix 6, the maintenance of reserves is essential to mitigate against an increasing risk profile.

Conclusion

In the light of the risk assessment and the details of the budget as set out in this report, which are based on the best information available at the time, and the strength of the Council's Internal Control Systems, **it is the opinion of the Section 151 Officer as the Director of Finance that the budget estimates for 2023/24 are robust, and the level of reserves adequate for the time being.**

However, the Council faces a significant budget gap beyond 2023/24, and this budget gap will increase if planned savings and efficiencies are not delivered. The Council must ensure a relentless focus on delivery of savings, to have any chance of closing the gap in future years. The Council has made use of reserves over the last few years, to provide services with the time to improve, but this is not sustainable in the long run and the Council needs to ensure robust and transparent transformation of services, and reduction of demand, to ensure the delivery of the improvement plans in place.

This statement is in compliance with Section 25 of the Local Government Act 2003. This is not a guarantee that spending will be within every budget line but it is reasonable to believe that the expenditure can be contained within the overall resource envelope agreed by the Council.

Stuart Fair
Interim Director of Finance (Section 151 Officer)
February 2023

APPENDIX 6

RESERVES

Tameside MBC Budget 2023/24

Reserves Strategy

The requirement for financial reserves is acknowledged in statute. The Local Government Finance Act requires billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Local authorities may also set aside parts of the General Fund reserve for specific purposes; these are referred to as Earmarked Reserves.

There are a range of safeguards in place that help to prevent local authorities over-committing themselves financially. These include:

- the balanced budget requirement: sections 31A, 42A of the Local Government Finance Act 1992, as amended;
- The Section 151 Officers' duty to report on robustness of estimates and adequacy of reserves (under section 25 of the Local Government Act 2003) when the authority is considering its budget requirement;
- the legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs and that the proper officer (Director of Finance) has responsibility for the administration of those affairs section 151 of the Local Government Act 1972; and
- the requirements of the Prudential Code.

These requirements are reinforced by section 114 of the Local Government Finance Act 1988 which requires the Director of Finance in England and Wales to report to all the authority's councillors if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year.

Operating reserves and provisions are a vital element of prudent financial management arrangements for all councils, and may be held for a number of different purposes. They can be broadly categorised as three main types:

- A working balance which helps smooth cash flow operation and avoids the need to borrow temporarily (General Fund balances).
- A contingency to cushion the impact of future unexpected events and emergencies (an element within the base revenue budget or general reserves).
- A means of building up funds to meet expected future requirements or liabilities (earmarked reserves).

In addition, the Council maintains a number of technical accounting reserves (unusable reserves) which are required for the interaction of legislation and proper accounting practice. These reserves, which are generally not resource backed, cannot be used by the Council and are held for accounting purposes only.

Review of reserves

Recent changes to local authority funding have significantly increased the level of risk being managed by the Council. The Council is facing a number of significant budget pressures, risks and uncertainties, which combined with future funding uncertainty and general economic and political risk, means that the potential financial exposure of the Council continues to increase.

The Director of Finance has a fiduciary duty to local taxpayers, and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds. The level and utilisation of reserves will be determined formally by the Council, informed by the advice and judgement of the Director of Finance. To enable the Council to reach its decision, the Director of Finance should report the factors that influenced their judgement, and ensure that the advice given is recorded formally.

Section 26 of the Local Government Act 2003, places a duty on the Section 151 Officer to ensure the Council has established a minimum level of reserves to be retained to cover any unforeseen demands that could not be reasonably defined within finalising the proposed budget. The Director of Finance will therefore:

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- include in annual the budget report to Council, a statement setting out the proposed minimum level of General Fund Balances to be maintained for the coming financial year; and
 - undertake an annual review of the reserves alongside the preparation of the annual financial statements. This annual review will provide a statement on the purpose and levels of reserves held, and make recommendations for any changes to the level or allocation of reserves.

Use of reserves

Revenue balances can be used to meet the cost of emergencies, unexpected events or un-budgeted statutory items. The Director of Finance can authorise this type of expenditure but must report it to Executive Cabinet at the earliest opportunity.

Revenue balances may also be used to supplement un-budgeted but necessary expenditure that could impact on service delivery if not incurred. The Director of Finance can authorise this expenditure after consultation with the Chief Executive/Executive Leader. The Director of Finance must also ensure that such expenditure would not have a detrimental effect on the overall finances of the Council, and must report it to Executive Cabinet at the earliest opportunity.

Minimum level of general fund balances

Over time the risks facing an organisation can change and as such a more proactive risk based approach is required when setting a minimum level of reserves. In the context of the increasing pressures and risks facing the Council and Local Government in general, an analysis of financial risks is now undertaken as part of the budget setting process, to establish the required minimum level of general fund balances that should be set aside for the coming financial year.

The risk assessment for the minimum level of general fund balances has been reviewed and updated as part of the budget setting process for 2023/24. This assessment is set out on the following page. The proposed minimum level of general fund balances from 1 April 2023 is recommended at £27.537m, which is an increase on the level assessed in 2022. The increase reflects the increase in the level of financial risk facing the Council in respect of cost inflation and delivery of an ambitious budget reduction programme.

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Total Minimum General Fund Balance recommended from 1 April 2023

£27,537k

Appendix 6 Reserves Strategy

Risk assessed minimum level of general fund balances from 1 April 2023

Risk	£000s	Basis of Assessment
<u>Inflation</u>		
General Pay Awards exceed assumed increase by 2.5%	1,210	1% of Employee Costs
General price inflation exceeds current forecasts by 2.5%	2,762	1% of Budget for non-staffing costs
<u>Savings and Pressures</u>		
Non-delivery of savings identified for coming year	1,578	10% of savings target for 2022/23
Service specific pressures/investments exceed cost estimates	1,999	5% of Pressures identified for 2022/23
<u>Service Demand / Demographics</u>		
Forecast Demand and Demographics exceed current forecasts:		
Children's Services	3,190	5% of Children's Services net budget
Adult's Services	2,077	5% of Adult's net budget
<u>Income</u>		
Income forecasts fall short of current forecasts	2,247	2% of Budgeted Income
Unexpected reductions to Government Grant Income	3,201	2% of Government Grant Income
Unexpected decline in Business Rates Income	102	5% of Gap between forecast rates and safety net
<u>Reactive / responsive scenarios</u>		
Impact of major disaster or emergency	2,500	Director of Finance Assessment
<u>Capital</u>		
Capital Receipts not realised or delayed	750	5% of current forecast capital receipts
Capital Financing Costs exceed current estimates	550	5% of Capital Financing Budget
Capital Project delivery / Supply Chain Risk / costs exceed contingencies	5,372	5% of Total Capital Programme
Total Minimum General Fund Balance Required	27,537	

Appendix 6 Reserves Strategy

Categories of Reserve

Reserves can only be used for the purpose for which they were created. The Executive Cabinet can change the use of the earmarked reserve if it so wishes or move funds between reserves, providing this is not contrary to proper accounting practice. The Director of Finance will make recommendations to Executive Cabinet as part of the annual review of reserves. Reserves are categorised into one of the following, to aid understanding and decision making for reserves:

Category	Description	Approval Required to spend
Accounting reserves	This will include two sub categories: 1) Unusable reserves - those reserves required by proper accounting practice that are not resource backed. 2) General Accounting Reserves - reserves established as good accounting practice for specific accounting purposes (such as the PFI smoothing reserves and Leasing reserves)	Director of Finance
Grants and Contributions	Reserves to hold unspent grants and contributions received from external sources.	1) For the purposes intended by the original contribution - Director of Finance 2) For an alternative purpose - Executive Cabinet
Liabilities and Risk	Reserves held to mitigate against known and anticipated liabilities and risks. This will include for example self insurance reserves.	Director of Finance
Capital Reserves	Capital Receipts, Capital Grants and Reserves earmarked for capital purposes. These reserves are used to finance the capital programme.	Director of Finance
Schools Reserves	Reserves for Schools and Education expenditure, including the ring fenced schools balances.	Director of Finance
Budget Resilience Reserves	Reserves held for planned revenue investment in services, for example reserves set aside for planned investment in Children's Services, and to provide resilience for specific services not covered by general fund balances such as the waste levy reserve.	Executive Cabinet
Strategic Priorities Reserves	Reserves held for planned or intended investment in Strategic Priorities. This will include reserves such as the Care Together Reserve.	Executive Cabinet

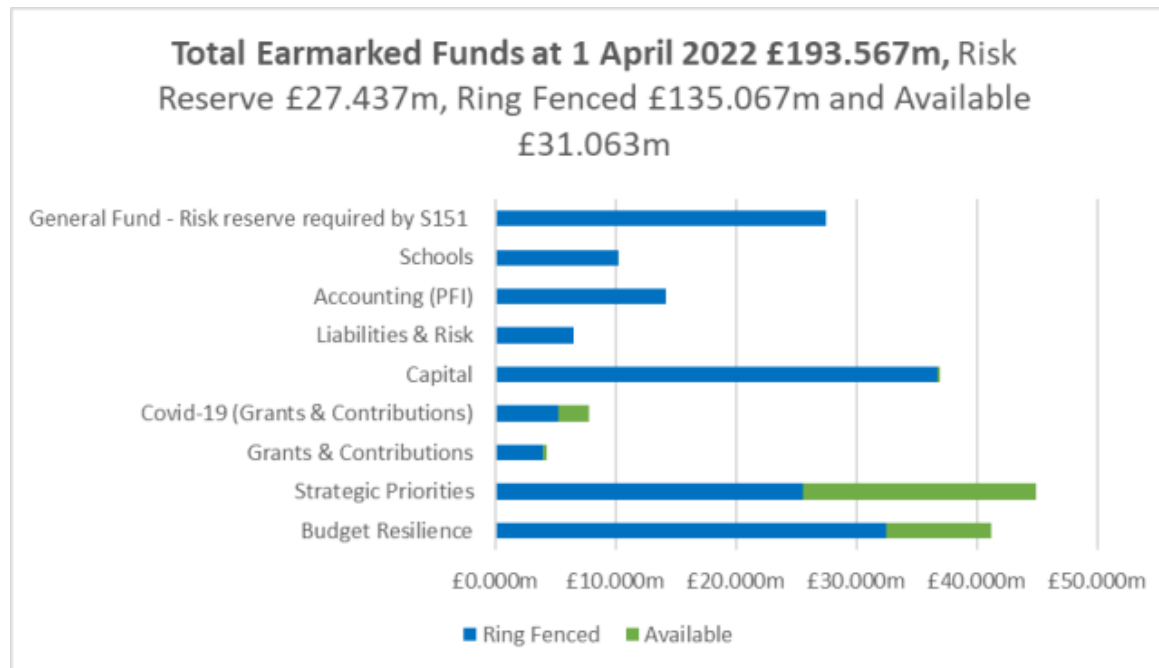
Appendix 6 Reserves Strategy

Categories of Reserve

Existing reserves are categorised in accordance with the reserves strategy which was approved by Council in February 2019. The categories and value of reserves at 31 March 2022 are summarised below. Whilst the overall level of reserves held by the Council remains strong, most of these reserves are committed, with only £31m not committed outside of the general fund balance of £27m.

- Many balances reflect timing issues and are required to meet future liabilities (eg. Self insurance and collection fund deficit funding).
- Existing commitments included in MTFP for future investment (Such as levelling up match funding)
- Significant reserve funding has been used in prior years for unexpected cost and demand pressure in Children's Social Care.
- Future budget gaps may require reserves in the absence of additional savings or funding.

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Adults Directorate

Budget 2023/24



Appendix 7 Director of Adults Budget Proposals

Purpose of the Directorate:

To ensure compliance with statutory duties as detailed in the Care Act 2014 and other legislation, and to ensure individuals are safeguarded and live great lives. The Directorate are responsible for delivering services within the available budget and for exploring opportunities to continually develop services to improve outcomes and efficiency.

Vision and key priorities:

To enable and empower people to live well at home, by improving or maintaining their well-being, as part of their local neighbourhood, for as long as possible:

- **The right person:** people who need support are identified and prioritised
- **The right time:** to maximise independence, increase resilience and prevent things getting worse
- **The right place:** at home wherever possible, in the community or in a specialist setting – according to need and what is most cost-effective
- **The right support:** just enough to keep people safe and prevent, reduce or delay the need for long term help, delivered by the right people with the right skills
- **The right partner:** working more effectively with individuals, their friends and families and in partnership with other organisations – to achieve more joined-up and cost-effective support.

The essence of ASC services is to support individuals and families to live fulfilled lives with great outcomes in their local neighbourhoods, and as such the services work to support all the Corporate Priorities. Services look to develop skills, build resilience and minimise the formal interventions needed to ensure good outcomes.

Service	Revenue Budget £
Adults Commissioning Service	36,048,790
Adults Neighbourhood Teams	4,805,732
Integrated Urgent Care Team	1,857,503
Long Term Support, Reablement & Shared Lives	12,782,221
Mental Health / Community Response Service	3,214,375
Senior Management	(19,911,253)
Safeguarding, Quality & Practice	825,997
Learning Disabilities, Autism & Mental Health	551,775
Integrated Care & Support	1,189,598
Commissioning & Homes for All	167,705
Grand Total	41,532,443

Spend Analysis	Revenue Budget £
Expenditure	
Employees	30,271,700
Premises Related Expenditure	1,509,079
Transport Related Expenditure	183,700
Supplies and Services	4,709,245
Third Party Payments	75,134,412
Transfer Payments	14,220
Recharge Expenses	22,207,948
Capital Items & Reserve Movements	(298,851)
Expenditure Total	133,731,453
Income	
Recharge Income	(21,206,767)
Customer and Client Receipts	(19,223,949)
Government Grant Income	(43,319,735)
Other Income	(8,448,559)
Income Total	(92,199,010)
Grand Total	41,532,443

Childrens Directorate

Budget 2023/24

Purpose of the Directorate:

The purpose and key functions for which the Directorate is responsible are set out in section 18(2) of the Children Act 2004. This includes (but is not limited to) responsibility for children and young people receiving education or children's social care services and all children looked after by the local authority or in custody.

The Directorate is responsible for securing the provision of services which address the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers through Early Help and Prevention. The Directorate is responsible for the performance of local authority functions relating to the education and social care of children and young people.

Our Social Care Service has the following core functions:

Management of Child in Need and Child Protection, Cared for Children and Care Leavers and Safeguarding & Quality Assurance of our practice.

Our Early Help and Partnerships has the following Core functions:

Family Help and Family Hubs, Youth Justice, Service Commissioning and support

Our Education Service has the following core functions:

Early Years, School , Place Planning & Admissions Special Educational Needs Alternative Provision, Virtual School and College Specialist Services and support to schools and governance.

Appendix 8 Director of Childrens Services Budget Proposals

Service	Revenue Budget £
Child Protection & Children In Need	8,202,660
Children's Social Care Safeguarding & Quality Assurance	2,095,170
Children's Social Care Senior Management	(7,457,510)
Early Help, Early Years & Neighbourhoods	3,758,100
Cared for Children	45,677,060
Commissioning	281,260
Access Services	5,309,360
Assistant Executive Director - Education	(144,130)
Education Improvement and Partnerships	432,010
Schools Centrally Managed	1,526,650
Special Educational Needs and Disabilities	1,613,550
Virtual School and College	5,830
Adolescent Services	2,504,230
Grand Total	63,804,240

Spend Analysis	Revenue Budget £
Expenditure	
Employees	36,367,505
Premises Related Expenditure	281,410
Transport Related Expenditure	5,071,570
Supplies and Services	6,037,730
Third Party Payments	57,240,989
Transfer Payments	640,990
Recharge Expenses	1,166,010
Capital Items & Reserve Movements	(1,169,590)
Expenditure Total	105,636,614
Income	
Recharge Income	(2,016,670)
Government Grant Income	(36,680,074)
Other Grants and Contributions	(21,900)
Other Income	(1,801,200)
Customer and Client Receipts	(1,312,530)
Income Total	(41,832,374)
Grand Total	63,804,240

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POPULATION HEALTH

Budget 2023/24

Appendix 9 Director of Population Health Budget Proposals

Purpose of the Directorate:

To improve and protect the health and wellbeing of people living and working in Tameside. We work closely across Directorates of the organisation and with partner organisations to understand and address the wider issues that influence people's health locally:

- Provide public health leadership, information, and advice to enable decisions that are based on needs and what is effective.
- Commissioning and monitoring key Public Health services.
- Using public health intelligence to survey and assess the population's health and wellbeing.
- Delivery of Health promotion, Health protection, healthcare public health, wider determinants, health communication.

Vision and key priorities:

- Support Tameside Starting Well priorities and development of CYP Plan, Family Hubs, integrated 0-19 services, Child Death Overview Panel process, breastfeeding, child health speech, language and communication needs and school readiness.
- Innovate to refresh the Health Improvement offer - increasing our focus on targeting of priority services to tackle inequalities
- Tackling Substance Misuse: increasing the number of people supported, particularly children and those in criminal justice, and a focus on learning from all drug-related deaths
- Improving sexual health outcomes: enhanced outreach offer to tackle inequalities, and closer working with primary care
- Taking a strategic lead in tackling Domestic Abuse across Tameside, ensuring duties of the DA Act are met, and leading on the recommissioning of support services for 24/25.
- Delivery of Sustainable Food Strategy and action plan.
- Delivery of Age Friendly Strategy; Ageing in Place programme.
- Improving Public Mental Health (suicide prevention strategy development and suicide audit)
- Provide leadership around health protection to ensure a strategic, system-wide approach to protecting the population from relevant health protection risks inc. Covid-19
- Reduce the health impact of poverty, air quality, climate change
- Provide specialist support to the wider health and social care system and GM ICS to embed a preventative approach.
- Developing an integrated approach to BI and health intelligence (inc. JSNA refresh)

Spend Analysis	Revenue Budget £
Expenditure	
Employees	2,010,543
Transport Related Expenditure	250
Supplies and Services	13,242,334
Recharge Expenses	846,560
Capital Items & Reserve Movements	(463,768)
Third Party Payments	319,028
Premises Related Expenditure	126,754
Expenditure Total	16,081,701
Income	
Other Income	(209,779)
Recharge Income	(50,000)
Other Grants Reimbursements and Contributions	(47,280)
Government Grant Income	(1,356,315)
Income Total	(1,663,374)
Grand Total	14,418,327

PLACE

Budget 2023/24



Appendix 10 Director of Place Budget Proposals

Purpose and Priorities

Deliver inclusive growth and regeneration for Tameside as well as the best possible strategic and frontline place based services for the public including many statutory services from refuse collection and Libraries to Planning and Highways maintenance for the residents, businesses and visitors to Tameside. Ensure the people of Tameside have a place they can be proud of now and in the future .

Key functions & Objectives

Operations and Neighbourhood: Services provide essential and statutory front-line services which affect every Tameside resident every day of their lives, thereby supporting the corporate priorities of Starting Well, Living Well and Ageing Well. We are central to Place Based delivery ensuring we provide a physical infrastructure to support economic growth. Services such as refuse, highways, engineering, regulatory services, culture, libraries, and local street scene enhance people's lives and health & wellbeing

Investment Development and Housing: Develop and deliver regeneration and inclusive growth for Tameside's people and businesses and attract inward investment into the Borough securing better jobs and housing opportunities for its communities.

Planning and Place Shaping: Deliver the Strategic and statutory planning function for the Council determining planning applications and appeals. The service also supports inclusive growth and regeneration across Tameside and Greater Manchester through Places for Everyone

Strategic Property: Management of the Council's Assets and Corporate estate to ensure it is compliant, offers value for money and supports service delivery. Leads on the delivery and implementation of the Council's Climate Change & Environment Strategy. Enables regeneration and income through capital receipts as well as overseeing major construction and smaller scale capital projects, including a new SEND Primary School (Hawthorns), and refurbishments of Stalybridge Civic Hall. Provides a range of professional surveying services; including acquisitions & disposals and management of the Council's investment estate.

Appendix 10 Director of Place Budget Proposals

Service Area	Revenue Budget £
Community Safety & Homelessness	4,480,234
Cultural & Customer Services	3,159,903
Engineers, Highways & Traffic Management	4,142,068
Management & Operations	(1,533,088)
Operations & Neighbourhoods Management	518,934
Operations & Greenspace	5,279,476
Public Protection & Car Parks	919,180
Waste & Fleet Management	4,030,384
Growth Management	112,320
Development & Investment	721,645
Economy, Employment & Skills	953,938
Infrastructure	101,050
Planning	619,853
Markets	(282,450)
BSF, PFI & Programme Delivery	0
Asset Management	332,126
Capital Programme	1,070,113
Corporate Landlord	5,082,690
Environmental Development	534,925
Estates	(989,378)
School Catering	(9,194)
Grand Total	29,244,729

Spend Analysis	Revenue Budget £
Expenditure	
Employees	29,209,903
Premises Related Expenditure	7,722,454
Transport Related Expenditure	5,602,830
Supplies and Services	37,137,891
Transfer Payments	2,185,030
Recharge Expenses	4,637,690
Capital Items & Reserve Movements	2,365,957
Third Party Payments	4,372,764
Expenditure Total	93,234,519
Income	
Recharge Income	(26,195,201)
Customer and Client Receipts	(15,376,237)
Government Grant Income	(19,213,330)
Other Grants Reimbursements and Contributions	(49,000)
Other Income	(2,550,322)
Interest Income	(605,700)
Income Total	(63,989,790)
Grand Total	29,244,729

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Finance and IT

Budget 2023/24



Purpose and Priorities

Information Technology underpins and supports the strategic objectives of the organisation and has a fundamental role to play in improving efficiency, streamlining business processes, enabling new delivery mechanisms and underpinning transformation change programmes. The service aims to provide pro-active advice and guidance, consistently high quality support and training, fit for purpose equipment and solutions, high speed, resilient connectivity, robust and secure infrastructure, full disaster recovery facilities for on-premise hosted systems, high quality accessible websites and effective Cyber Security.

Financial Management is responsible for making arrangements for the proper administration of the Council's financial affairs. Responsibilities include:

- To prepare the annual revenue budget and the Medium Term Financial Plan
- To prepare the Capital Programme
- Monthly Budget Monitoring and Forecasting
- To produce the statutory Annual Accounts

Cash, banking and Treasury Management activities

To contribute to sound governance controls including Internal Audit, Fraud, Risk, Insurance and Information Governance.

To provide consistently high quality financial advice to allow good decision-making and ensure value for money is achieved

To embed a culture of pro-active good governance to protect the Council's resources

To actively contribute to securing additional funds for the local authority such as lobbying, identifying and supporting bids for additional income and delivering income generation proposals

The objective of the internal audit service is to provide Council management and the Audit Panel/Greater Manchester Pension Fund Local Board with an independent assessment of the quality of their internal controls and administrative processes, and provide recommendations for continuous improvement.

The Council's risk management and business continuity strategies promote good risk mitigation practice across all Services. The Council's insurance programme ensures adequate cover is placed for the organisation's insurable assets and liabilities, and progresses insurance claims alongside our external claims handlers. The IG Team helps ensure staff compliance with the Information Governance framework, provides advice and training to Service colleagues on IG risks and UK GDPR regulations, and investigates data breach incidents to check whether to notify the regulator or consider data process improvements.

Appendix 11 Director of Finance and IT Budget Proposals

Spend Analysis	Revenue Budget £
Expenditure	
Employees	6,722,107
Premises Related Expenditure	350,370
Transport Related Expenditure	197,865
Supplies and Services	5,394,520
Recharge Expenses	17,005
Capital Items & Reserve Movements	(845,655)
Third Party Payments	234,005
Expenditure Total	12,070,217
Income	
Recharge Income	(1,423,615)
Customer and Client Receipts	(525,735)
Government Grant Income	(143,370)
Other Income	(47,243)
Income Total	(2,139,963)
Grand Total	9,930,254

Service Area	Revenue Budget £
Digital Tameside	4,738,360
Financial Management	3,488,920
Risk Management & Audit Services	1,702,974
Grand Total	9,930,254

Digital Tameside Investment Programme	22/23 Forecast £000s	2023/24 Budget £000s	2024/25 Estimate £000s
Systems	920	978	1,047
AOB Data Centre	200	252	250
Networks & Telephony	122	150	153
Cyber Security	145	145	127
ICT replacements & investments	303	941	856
AOL Data Centre	70	102	102
Device replacement	448	797	390
GRAND TOTAL	2,207	3,364	2,926

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Governance

Budget 2023/24

Purpose and Priorities

Responsibility for the council's corporate functions sits within the Governance & Pensions Directorate ensuring that all decisions made by the council are carried out in accordance with the council's governance framework.

The directorate provides business management, support and guidance to services within the council on legal, human resources, democratic and policy and communications issues. This internal support to frontline service ensures that they are able to deliver the aims of the Council's Corporate Plan.

The directorate also is responsible for the delivery Exchequer Services. This includes the provision of means tested benefits and Council Tax applications/recovery, in addition to Business Rates income and to collect all monies owed to the council .The delivery of the Registrars and Accounts Payable services are also part of this directorate as is the provision of the corporate mail distribution.

Service Area	Revenue Budget £
Exchequer	1,295,153
Governance	4,247,903
Policy, Performance and Communications	1,559,752
People and Workforce Dev Transformation	2,459,888 0
Grand Total	9,562,696

Spend Analysis	Revenue Budget £
Expenditure	
Employees	14,026,863
Premises Related Expenditure	15,420
Transport Related Expenditure	27,215
Supplies and Services	1,958,830
Transfer Payments	55,243,000
Recharge Expenses	50,775
Capital Items & Reserve Movements	(736,572)
Expenditure Total	70,585,531
Income	
Recharge Income	(1,033,584)
Customer and Client Receipts	(2,066,058)
Government Grant Income	(57,120,002)
Other Income	(803,191)
Income Total	(61,022,835)
Grand Total	9,562,696

CORPORATE BUDGETS

Budget 2023/24



Appendix 13 – CORPORATE BUDGETS

Service	Revenue Budget £
Corporate Costs	5,236,465
Capital and Financing	3,324,000
Contingency	10,996,480
Levies	31,795,580
Grand Total	51,352,525

Corporate Budgets relate to income and expenditure that is not directly attributable to service provision or enabling services, and includes contingency budgets where precise costs and budget have not yet been allocated to services. The main budget items include:

- Cost of the Chief Executive's Office and Members Allowances
- Contributions to AGMA
- Coroner's costs
- Levies payable to the Greater Manchester Combined Authority for Waste and Transport.
- Capital and financing costs including borrowing costs and provision for the repayment of debt used to fund capital investment in previous years.
- Income includes interest on cash balances invested under the Treasury Management Strategy.

Spend Analysis	Revenue Budget £
Expenditure	
Employees	2,192,521
Premises Related Expenditure	1,030
Transport Related Expenditure	16,220
Supplies and Services	17,931,084
Third Party Payments	32,578,080
Recharge Expenses	2,810
Capital Financing Costs	10,993,000
Capital Items & Reserve Movements	(1,264,000)
Expenditure Total	62,450,745
Income	
Customer and Client Receipts	(600,240)
Government Grant Income	(3,870,000)
Other Income	(550,980)
Interest Income	(5,821,000)
Recharge Income	(256,000)
Income Total	(11,098,220)
Grand Total	51,352,525

APPENDIX 14 - CORPORATE CHARGING POLICY

1. INTRODUCTION

- 1.1 Tameside Metropolitan Borough Council (The Council) has three main sources of income to support the delivery of its services: Government Grants, local taxation (Council Tax and Non-domestic rates) and fees and charges levied for services provided.
- 1.2 The Local Government Act 2003 gave local authorities the general power to charge for discretionary services which are not covered by any other legislation with the following restrictions:
- the income from charges for a service should not exceed the cost of providing that service (over a “reasonable” but unspecified period, e.g. 3 years);
 - the recipient of the service must have agreed to its provision and agreed to pay for it; and
 - different people and/or organisations may, where it is fair to do so, be charged different amounts.
- 1.3 The decision on whether to make a charge (and the amount to charge) is not always within the control of the Council, as some charges are set by central government. But where it is, it is important that the implications of the charging decisions being taken are fully understood and are being applied consistently.
- 1.4 Discretionary fees and charges represent an important source of revenue, providing finance for activity that is designed to achieve the Council’s objectives. However, there may be potential conflicts between raising additional income by increasing charges, and promoting access and usage of local services, particularly by vulnerable groups on low income. The appropriate fee structure will therefore depend on the overall intention for that service area as far as Council policy is concerned.
- 1.5 By setting charges at appropriate levels, the Council is exercising its stewardship role of public funds properly.
- 1.6 Where income is foregone, without good reason, the burden of funding will unfairly transfer to the taxpayer.**
- 1.7 A consistent and informed approach to charging across the different services of the Council will enable this conflict to be reconciled and managed in the interests of achieving the Council’s objectives. All discretionary charges will be covered by this policy.
- 1.8 All service departments will need to understand this policy document and ensure their processes and procedures are suitable to deliver the required outcomes for both the Council, residents within the Borough and customers.
- 1.9 Compliance with this Charging Policy is mandatory for all services, and compliance will be monitored by the officers responsible for the Council’s income and debt recovery (Financial Management and Exchequer).

2. POLICY OBJECTIVES

- 1.10 This policy sets out what the Council intends to achieve through the charges it makes and the criteria which it will use to determine the level of charge for individual services. The policy aims in particular to:
- Set out a broad framework within which to consider the setting and review of charges;
 - Ensure that the appropriateness of existing charges, both in terms of the extent of cost recovery and any wider contribution to Council objectives, is regularly reviewed;

- Identify opportunities to introduce new charges where cost-effective to do so and/or consistent with wider policy objectives;
- Strike a fair balance between addressing the financial needs of the Council through maximisation of income and the social needs of its customers;
- Promote consistency and fairness in the treatment of service users;
- Ensure officers are clear as to their responsibilities; and
- Ensure that charges reflect Council and service objectives, priorities and plans.

3. SCOPE OF POLICY

- 1.11 The Council relies on the generation and collection of income in order to deliver its services. The council raises income from statutory sources such as Council Tax and National Non Domestic Rates, but an increasingly significant contribution is made from the fees and charges that the Council makes for the delivery of its services. It is in the interest of all taxpayers and residents that the collection of income is undertaken in the most efficient way and that the amount of income uncollected is minimised.
- 1.12 This policy relates specifically to those areas where the Council has discretion in setting the level of fees and charges payable. It does not cover charges made under statute or determined by Government or other agencies, Council Tax, Business Rates, Housing Benefit overpayments or charges for Social Care (which are covered by the Council's Fairer Charging Policy for Social Care).

4. CORPORATE CHARGING POLICY – KEY PRINCIPLES

- 1.13 The corporate charging policy establishes the Council's key principles in relation to charging. These principles should be adhered to by all directorates, with any deviations from the charging principles set out requiring appropriate approval. Such principles are reflected in any local, service-based charging policies.
- 1.14 For some services, charges are mandatory, and the fee is set nationally, whilst for other services the Council is expressly prohibited from charging. Therefore, a basic assumption is that the Council will apply and collect statutory charges as appropriate and further consideration is therefore outside of the scope of this document.
- 1.15 This policy does not cover charging for Social Care – there are separate rules around this and the Council approach is covered in the Social Care Fairer Charging Policy.
- 1.16 The Corporate Charging Policy is designed to create a consistent approach to charging across Council services and each Director is responsible for ensuring the application of it:
- 1.17 When determining the level of charges to be levied for Council services, fees should be set so as to:
1. Contribute to the achievement of corporate and service objectives;
 2. Maximise potential income, to achieve financial objectives;
 3. Be capable of being justified, in comparison with other similar providers;
 4. Take account of the ability of different users to pay, through the use of discounts and concessions;
 5. Differentiate between differing levels of a service being provided e.g. faster turnaround;
 6. Take account of the views of and minimise the impact upon users, where new or significantly higher charges are proposed, and where this is possible;
 7. Maximise the ease of collection of charges and minimise the costs of collection;
 8. Be regularly reviewed on at least an annual basis, using the latest available market information, and revised where appropriate.
- 1.18 The rationale for each of these charging principles is set out in **Annex A**.

- 1.19 The standard principles that will be applied to all fees & charges set by the Council will be as follows:
- Fees & charges will be set to recover full cost unless there is an explicit policy decision to subsidise the service;
 - Where appropriate, payment will be sought in advance of the supply of goods or services using the most appropriate payment channels;
 - Customers will be encouraged to self-serve in both ordering and payment for goods or services;
 - Discounts and/or subsidies may be permitted and the basis for these will be explicitly set out;
 - The recovery of debts will take into account both ability to pay and the cost of recovery;
 - Benchmarking will be undertaken to ensure that the proposed level of fees & charges can be justified against other, similar providers;
 - Fees & charges will be subject to an annual review in accordance with the budget setting timetable, unless new or revised services are introduced;
 - The setting of fees & charges may take into account the ability of customers to pay and any relevant socio-economic factors;
 - Fees & charges will be subject to a local equalities impact assessment.
- 1.20 Where the setting of fees and charges deviates from these principles, a policy statement will be prepared, setting out the basis and reason for any such variations.
- 1.21 This Policy applies to the setting of fees and charges for Council services. All such fees and charges are subject to formal approval as part of the budget setting process. The policy does not apply to the setting of statutory charges, rents, service charges, charges for social care within the scope of the Fairer Charging Policy or other local taxation.

2 SETTING OF FEES AND CHARGES

- 5.1 Charges should be set using clear and transparent evidence and knowledge to support the level of charge. It may be appropriate to take into account some or all of the following (further considerations are set out in **Annex B**):
- Encouraging specific activities and use of certain services;
 - Discouraging some undesired activities;
 - Ensuring regulatory compliance;
 - Whether the Council wishes to act as a supplier of last resort;
 - Contributing to long-term sustainability of some activities or services;
 - Local market factors;
 - Consideration of charges for similar services raised by other local authorities or private sector competitors;
 - Whether in some cases reduced charges should be available to some groups to promote inclusion;
 - Whether discounts (for example age related charges) or promotion (for example seasonal charges) will be offered;
 - Whether scope exists to increase take-up through more effective marketing and publicity and the form that this might take.
- 5.2 The Council's fees and charges fall into 5 main categories:
- Charges set by statute law which are fully outside the Council's control;

- Charges set by statute law where the amount charged has to be within certain parameters;
- Charges that are applied by partners managing Council owned buildings and other assets;
- Services commissioned by the Council, where the Council may wish to exercise some control over these charges;
- Charges that are fully within the Council's control in determining the amount that should be charged.

5.3 The first step is to decide whether the Council should provide the service. Many of the services the Council charges for are required by statute. However, others are discretionary and consideration should be given to whether providing the service is the best way of meeting the Council's objectives, especially if the Council will not recover its costs.

5.4 Additional services may be provided where the Council has the discretion to charge for them, although equally, the Council may choose to provide services at no charge to some or all potential service users. The risk to the Council of making a loss must be considered when deciding whether the service should be provided.

5.5 The setting of each charge should be documented showing the rationale behind the level of each charge ensuring that the Council's charges reflect the Council's priorities and policies. In determining the charges, officers must abide by the Council's principles of decision making and take into account any appropriate legislative requirements.

5.6 Although the practice of charging for some discretionary services is well established, the Local Government Act 2003 includes an additional general power for authorities to charge for discretionary services and further guidance on the principles to be applied was issued in 2003. These principles require that taking one year with another, income from charges should not exceed the costs of service provision and charges may be set differently, such that different customers may be charged different amounts.

5.7 In accordance with the Local Government Act 2003 charges may recover costs; however charges may be set below full costs where:

- This is part of an approach to service delivery agreed with Members, such as where the use of a service by individuals or groups benefits the whole community e.g. health benefits; community activities;
- Full cost charges might have a detrimental effect on other Council services;
- A nominal charge only is considered appropriate so as not to discourage access but at the same time to discourage frivolous demands for a service;
- The application of economic charges would have a detrimental effect on a Council policy.

3 CHARGING FRAMEWORK

3.1 There are many elements to be considered when deciding whether to charge for a service and what the level of that charge should be. While decisions on the precise level and scope of charges are devolved to individual services, these need to be made within a corporate framework to maximise the contribution to overall Council objectives. At each stage, documented evidence must be retained to demonstrate the decision making process and rationale for charges. The following steps should be considered and documented (further guidance is included in **Annex C**):

- 1) Determine which services are / should be charged for;
- 2) Identify the objective of charging;

- 3) Consider the costs of service provision;
- 4) Consider information on service users;
- 5) Consider the Charging options available to deliver the objective;
- 6) Assess the impact;
- 7) Forecast demand and potential income;
- 8) Set the charge;
- 9) Monitor and review charges and their impact.

7 ADMINISTRATION OF CHARGES

- 3.2 The basic principles for administering fees and charges are:
- Charges should be simple to understand and administer;
 - Charges should be well promoted so that service users can clearly understand the charging structure and methods of payment before they become liable to pay;
 - Where possible methods of payment should be flexible, convenient and take into account the needs of disadvantaged/vulnerable groups in the community; wherever possible online payment should be encouraged;
 - Where possible and practicable payment should be made prior to the service being received or at the point of delivery;
 - Documentation should be retained to substantiate that the customer accepted liability of the charge to support any debt recovery action required should payment not be received.
- 7.2 The Council has a legal and fiduciary duty to all residents, and to businesses and other organisations that are active in the Borough, to ensure the prompt and cost effective billing, collection and recovery of all sums due to the Council. Delays in collection or non-recovery of debts can lead to higher administrative costs, and reduced resources available for the provision of essential services.

8. REVIEW OF CHARGES

- 8.1 The responsibility for the periodic reviewing of fees and charges falls within the scope of this policy and rests with the Director under the Council's scheme of delegation to officers. However it is essential that officers have regard to the general principles on exercising delegated powers set out in the Council's Constitution as follows:
- When exercising delegated powers an officer shall always have regard to the requirements of the Constitution, the financial, legal and human resource implications of the decision and shall consult with staff in another service area if the decision is likely to impact on the work of that service area.
 - Officers do not have to use their delegated powers: they can ask the body or person that delegated them to decide.
- 8.2 Officers must also have regard to what may constitute a Key Decision and act in accordance with the requirements set out in the Council's Constitution for taking Key Decisions. In the case of changes to fees and charges, a decision will be a Key Decision if its effect is to produce a net increase or decrease in income to the Council of £30,000 or more or would be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

- 8.3 Where a proposal exists to introduce a new discretionary service under the terms of the Local Government Act 2003 or to establish a new 'trading activity', then this should be a matter for consideration by the Cabinet in the first instance. In addition, where a proposal exists to introduce charges for an existing discretionary service or to remove discounts which currently exist officers should consider on a case by case basis, in consultation with the relevant Cabinet Lead Member, whether it is appropriate that the decision to do so should be made by the Cabinet rather than by officers under delegated powers.
- 8.4 None of the above is intended to compromise or conflict with any other specific officer delegation in respect of fees and charges set out within the scheme of delegations to specific officers.
- 8.5 An annual review will usually take place as part of the annual budgeting process but should not preclude a process of continuous monitoring and review. Where there is a strong case for amendment of charges in-year the Director should consult with the appropriate Lead Member prior to making any required changes. The timing of the review should take into account known or predicted changes in government legislation or guidance.
- 8.6 It is considered good practice, where possible, that a minimum of one month's notice should be given to service users before any new or revised charges are implemented.
- 8.7 The Council's charges will be reviewed regularly to ensure that they are fit for purpose, continue to contribute to the furtherance of its objectives and, where set to recover costs, continue to do so. Reviews will consider the following factors, plus any others relevant to particular charges:
- The income which is being collected at current charging levels and whether this is in line with budget forecasts;
 - The cost of service provision compared to the charges being made;
 - Whether a service being provided on the basis of charges being set to recover costs should continue to be provided in cases where costs appear likely to exceed the income which it can reasonably be expected to generate. This will especially apply where there is at least one alternative service provider, particularly from within the private sector;
 - The use being made of the service, both in absolute terms and by reference to classes of users and whether this shows all classes are using the service to the extent intended or if any are being deterred from using the service;
 - Are concessions being taken up by the people at whom they are targeted?
 - What is the impact, intended or unintended, of charges on local people?
 - In cases where charges are set to either encourage or deter activity, whether this is happening and the extent to which it is happening.
 - Whether any related benefits from the charging policy being deployed are being realised and the extent of realisation.
 - Comparisons with charges being made by neighbouring or similar councils or by other organisations providing similar services both as to the level of charges and the impact which charges have on changing behaviour

ANNEX A – CORPORATE CHARGING PRINCIPLES (Section 4)

There are 8 corporate charging principles which should be referred to when setting fees and charges. The following sections consider the interpretation of each of these principles in turn and provide a conclusion on management actions required to demonstrate each principle has been fully considered.

1) Contribute to the achievement of corporate and service objectives

- 1.1 Charges are clearly not an end in themselves, but should be used as a means to contribute towards the achievement of specific corporate and service objectives. Managers should therefore be able to identify whether or not a service can legally be charged for and, if so, clearly articulate how, through charging for the service and in the level and application of the charge, they are contributing towards these objectives.
- 1.2 There will be instances where charging is prohibited or restricted; however, even under such statutory frameworks, it is still good practice to make the link between the level of service provided e.g. basic, enhanced, and the policy objective being addressed.
- 1.3 A summary of the types of financial policy for charging that may be adopted and the policy objective that it is primarily intended to achieve has been summarised in the table below.

Charging Policy	Cost recovery methodology
Fair Charging	The Council seeks to maximise income, but subject to a defined policy constraint. This could include a commitment made to potential customers on an appropriate fee structure e.g. charges for car parking, hire of council premises. Alternatively, a full commercial rate may not be determinable or the Council may be a monopoly supplier of services.
Full Cost Recovery	The charges are set with the aim of recovering the full direct cost of the service, including a contribution to service and corporate overheads. Discounts may be available to particular groups of service users to ensure that disadvantaged or other groups have access to the service.
Subsidised	Users make a contribution to the costs of providing it but charges are not set to recover all costs in full. This might be to meet a service objective or allow competition with other providers. There may be a statutory element to the service and charges may relate only to the additional 'non-statutory' element of the service.
Nominal	The Council wishes the service to be fully available, but sets a charge to discourage frivolous usage e.g. fines for late returns of library items.
Free	The Council may choose to make the service available at no charge to the meet a service

	objective. The cost of the service will therefore be met by all local tax payers.
Statutory	Charges are determined in line with statutory requirements and directions.
Statutory Constraints	Charges are set within a national legal framework within which there is some, but not complete, discretion over the level of the charge.
Charges not permitted	Charges cannot be levied for statutory reasons e.g. core education services in schools.

Conclusion - Charging Principle 1

For each service area, the manager responsible for the service should summarise the legal basis, financial policy for charging, and relevant policy and service objective(s), to ensure that charges are in line with these objectives and that there is clarity over the purpose of the charge.

2) Maximise potential income, to achieve financial objectives, unless there is an explicit policy decision to subsidise the service

- 2.1 There will clearly be a need for charges to contribute towards the achievement of financial objectives, particularly in the context of the current financial climate (assuming that these do not conflict with the overall policy framework). If the legal powers exist to charge, managers will need to justify the reasons for any instances where charges are not being made or full cost recovery is not being sought
- 2.2 Generating/maximising income not only has financial benefits, but can also allow the service to develop capacity, deliver efficiency and sustain continuous service improvement. The example financial policies for charging/constraints set out in the table above should assist in identifying what financial objective is intended to be achieved from the charge and, as can be seen, there will be a range of circumstances where it is not appropriate to maximise potential income.
- 2.3 However, the key issue for the Council in financial terms is to ensure that managers do not inadvertently provide a subsidised service where there is no explicit policy objective to do so. This could take place for a number of reasons, such as:
- Not taking account of the full costs of service provision e.g. capital costs, overheads/recharges, costs of collection, as well as direct costs of provision
 - Simply rolling forward historic charges by inflation annually and not taking account of the increased costs of service provision e.g. where fuel costs increase significantly above inflation
 - Charging the same amount for different types of service user e.g. a commercial operator and a member of the public
 - Instances where the charge is set inappropriately low, resulting in over-use or abuse of the service
- 2.4 For charges to be set at an appropriate level, therefore, this will require managers to have a robust understanding of the full range of costs associated with the provision of the service.
- 2.5 In addition, when setting charges, managers will need to be aware of the relationship between the level of charge and the potential impact upon demand, in terms of optimum price sensitivity e.g. as a higher charge may not necessarily maximise total income, if usage decreases disproportionately.
- 2.6 The Council's agreed charges should be viewed as a maximum charge; but managers should have the flexibility to introduce "one off" discounted charges if they believe this will generate more overall income in the longer term. This approach, if it is to be adopted, should be set out and justified in the annual policy statement.

- 2.7 In certain service areas it may be appropriate and advantageous to identify a range of charges to maximise potential income, for example in relation to private and commercial hires. This should be set out and justified in the annual policy statement.

Conclusion - Charging Principle 2

The default position is that a charge should be made where legally permitted, any charge should take account of the full direct and indirect costs of service provision and is set at a level so as to maximise income, taking account of price against demand. This will also include setting charges at maximum levels/cost recovery where statutory constraints apply. Where there is an explicit policy objective to subsidise the service, and therefore to deviate from this principle, this reason should be clearly set out, together with the financial consequences of the subsidy, where identifiable.

3) Be capable of being justified, in comparison with other similar providers

- 3.1 Clearly, where Councils have discretion over the level of their charges, they are free to exercise local political and service choice, taking into account factors such as the type and quantity of chargeable services that they provide and therefore the level of charges and associated subsidy.
- 3.2 Charges often vary considerably, even between similar authorities, and there may be reasons why charges may vary in this manner e.g. the use of alternative models of service provision. However, there are equally areas for which authorities are unable to explain why their service charges (or even expenditure as a whole) differ so widely from other, similar providers and where they may not even be aware of such differences in the first instance.
- 3.3 There is therefore a need to compare charges, both with other authorities and with private sector providers, where there is an external market, and understand reasons for any differences. Such differences are not necessarily a cause for concern e.g. higher charges may have been levied as a result of a deliberate policy to provide a higher level of service, to seek to discourage excessive use etc., but should be capable of being validated.

Conclusion - Charging Principle 3

Where it is available, benchmarking information should be used by managers to compare their charges against other, similar authorities and private sector providers when setting charges annually. Where charges differ significantly from other such comparators, managers should be aware of and be able to explain the main reasons for such differences.

4) Take account of the ability of different users to pay, through the use of discounts and concessions

- 4.1 As identified previously, there will be a number of instances where it is appropriate for charges to be subsidised for different types of users. These could include, for example:
- To achieve a specific policy objective e.g. encouraging healthy living through subsidised use of leisure facilities
 - Structuring charges differently e.g. a lower rate per hour for car parking at off-peak times, to ration service use at peak times when demand exceeds supply
 - Where users have limited financial means e.g. as measured by receipt of certain types of benefit and/or reduced rates for children and older people
 - To encourage the use of a service by specific groups where take-up is underrepresented e.g. ethnic minorities, disabled people
 - Applying concessions for certain types of users e.g. free parking for local residents,
 - Discounts linked to loyalty/take-up of the service e.g. for frequent users
- 4.2 The Council may have a corporate policy on service user groups which receive subsidised access to all (or many) services e.g. children's and older people's

discounts. For certain services, such as social care, eligibility criteria for services will also be clearly established. In other cases, there may be a specific area where take-up is particularly low amongst certain groups and a service therefore wishes to increase use, e.g. hire of leisure centre halls by clubs encouraging participation from minority groups.

4.3 Key factors that the Council will need to take into account when considering the use of eligibility criteria/discounts/concessions include:

- The link between the discount/concession and the policy/service objective that the charge is intended to contribute towards
- The link between the discount/concession and the Council's diversity/equalities policies
- Whether a generic concession should be applied for all services e.g. those in receipt of means-tested benefits, or whether the concession should be targeted towards a specific user group, depending upon individual service issues
- How the discount/concession will be funded e.g. from other users of the same service, from Council Taxpayers more widely, and the financial implications of the subsidy
- The need to review the degree to which eligibility criteria/discounts/concessions remain appropriate over time e.g. as take-up increases by a previously under-represented group
- Minimising the burden upon those applying for discounts/concessions e.g. ensuring that they do not have to provide duplicate information to more than one Council directorate
- The link between take-up of benefits and maximising overall Council resources e.g. where benefit take-up contributes towards funding received from central government
- Whether the concession or discount is funded through cross subsidy by other service users through higher charges or whether it is funded corporately.

Conclusion - Charging Principle 4

Managers should:

- *Identify the nature of discounts/concessions that are in place for services where charges are made*
- *Identify the types of users intended to benefit in terms of the link between discounts/concessions and policy/service objectives*
- *Identify the level of subsidy provided/cost of the discount*
- *Review discounts/concessions to ensure that they remain appropriate.*

5) Differentiate between differing levels of a service being provided e.g. faster turnaround

5.1 Where the Council has discretion over the level of charge and also the level of service provided, it is important that the charge reflects the degree of usage of service resources and value added.

5.2 For example, charges for providing birth certificates where these are needed for a passport application may differ between the basic fee and the fee for a quicker return. Whilst the same level of staffing resources may be required for both, the service user is receiving higher added value under the latter option and therefore pays a premium for the service.

Conclusion - Charging Principle 5

Charges set should be differentiated so as to fairly reflect the differing demand placed upon service resources and the value provided to the service user.

6) Take account of the views of and minimise the impact upon users, where new or

significantly higher charges are proposed, and where this is possible

- 6.1 Where the Council is operating in a competitive environment, users have the freedom to use alternative providers if similar services are provided at lower cost. Consultation is most important, however, where the Council is in a monopoly position and needs to provide equity to service users.
- 6.2 Where charges are being regularly reviewed, there will be instances where the review identifies that higher service charges are required e.g. to take account of higher service costs. This may be even more of an issue where service charges have not been reviewed for some time, and have not therefore kept pace with increasing costs.
- 6.3 It is important that the impact upon service users of any proposed changes to charges is identified, both from an individual perspective e.g. affecting their ability to pay/use the service, and also from a Council-wide perspective e.g. affecting the extent to which policy objectives will now be achieved and the potential demand for, and therefore the level of income received for, the service.
- 6.4 This will be assisted by an understanding of the impact of previous changes in charges on levels of service use for different groups of service users; although, as such information may not be readily available, it will be important that this is collected in future, whenever such changes are made. In addition, consultations on services (and on Council finances more generally) should take account of user views on levels of charges and the perceived value for money received.

Conclusion - Charging Principle 6

Any significant proposed changes to charges should be consulted upon with key service users and groups. Managers should seek to ensure that they are aware of the potential impact upon differing service users of changes to charges, considering whether any such changes to pricing policies could potentially be phased in over time, if possible, where the impact is high.

7) Maximise the ease of collection of charges and minimise the costs of collection

- 7.1 The efficient collection of charges clearly has significant benefits in terms of minimising potential arrears levels i.e. the easier that it is made for charges to be paid, the more likely that payment will be made in practice.
- 7.2 In terms of administering charges, there are a number of areas which should be explicitly considered:
 - Service charges and the way in which they will be paid /collected should be transparent to users
 - The costs of collection should be taken into account against the actual level of income being collected
 - A range of alternative payment methods e.g. format, frequency, venues, should be offered to users, with potential incentives being considered for the most efficient payment methods e.g. electronic payment
 - Procedures for the collection of arrears and write-off of debts should be clearly set out and consistently followed for all service users
 - Where arrears have built up, this information should be reported to managers responsible for providing the service, in order that they are aware of service users experiencing difficulties in paying for the service or who are refusing to pay for the service

Conclusion - Charging Principle 7

Charges should be administered so as to maximise the ease of collection of charges and minimise the costs of collection, considering both the Council and service user perspective, in order to optimise the likelihood of payment.

8) Be reviewed on at least an annual basis, using the latest available market information, and revised where appropriate

- 8.1 As identified previously, service charges should be contributing to the achievement of defined policy, service and financial objectives and it is therefore vital that charges (and eligibility criteria/discounts/concessions) are reviewed on at least an annual basis to ensure that this continues to be the case.
- 8.2 The Council approves a schedule of fees & charges annually as part of its budget-setting process. As part of this process, managers should take into account any intelligence gathered on costs, demand and market intelligence. Reviews may take place outside this timetable, although these would generally be on an exceptional basis, unless new services are being introduced.
- 8.3 It is important that areas not currently charged for (but which could potentially be) are also considered. In terms of scope, all external charges should be considered, and it may also be appropriate to include charges made through external SLAs e.g. to schools.
- 8.4 For such review to be effective, managers will need to take into account relevant market information e.g. changes in legislation, patterns of service use, benchmarking data, price sensitivity, opportunities to introduce or extend charges etc.
- 8.5 This need not necessarily be a highly detailed exercise, but managers should at least be certain that charges are achieving their intended objective(s) and have been set appropriately. If this is not the case, clearly managers will need to amend charges accordingly e.g. increasing charges if the costs of provision have increased or amending discount/concession schemes if they are no longer relevant.

Conclusion - Charging Principle 8

Managers must review all charges for which they are responsible on at least an annual basis as part of the budget process and confirm that charges have been reviewed on a systematic basis. Heads of Service should ensure that their service area has completed an annual policy statement on charging, to be signed off by the relevant Lead Cabinet Member, prior to the completion of the Council's annual budget setting process.

ANNEX B – MATTERS TO BE CONSIDERED WHEN SETTING CHARGES (Section 5)

The cost of providing the service:

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

How much income is it desired to generate and why?

- Is the service providing a subsidy or aiming for break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

Comparison of charges made by neighbouring or similar councils or other providers of similar services

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high? Will that result in a greater loss of income overall?

Whose use of services is it desired to subsidise and by how much?

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result
- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?
- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

Whose behaviour is it desired to influence and in what ways?

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?

- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

How will charges help to improve value for money, equity and access to services?

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

Any other relevant factors

It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

ANNEX C – FRAMEWORK FOR SETTING CHARGES (Section 6)

Determine which services are / should be charged for

- The requirement to charge for a service, and what level that charge should be set at, is in some cases set in statute. Similarly, there are some services which cannot by law be charged for. When reviewing charges for a service, any legislation relating to the service must be considered, as it may rule out the need for any further work in setting or revising charges.
- Aside from those charges influenced by legislation or delivered to the majority of Council citizens, charges could, in theory, be set for all discretionary services provided by a local authority.

Identify the objective of charging

- Of the discretionary services, there may be existing charges set for the service(s) in question. If there are not, that does not mean that introducing a charge should be disregarded. Priorities for a service may have changed since charges for it were last considered and identifying what the current and future priorities are, and how charging can be used to contribute to the delivery of these wider service priorities, is paramount when setting charges.
- The objective of a charge may be more straightforward than this. A service which is being run at a loss could introduce or increase a charge to ensure that all costs are recovered. This can then mean resources are freed up to expand a service or can be reinvested elsewhere to improve service delivery. This could also be the case where the Council wishes to reduce the level of subsidy awarded to a service.
- Another potential charging objective could be to rationalise the use of a service, if there are more effective alternatives. The introduction of a nominal fee could be used to manage demand on the service. In addition, the introduction of a charge would mean that costs of delivering the service to those customers who still requested it would be partly met.
- It is essential that the reason for introducing the charge is clear. This will help when determining the level of the charge, and in advising service users of the rationale behind charging decisions.

Consider the costs of service provision

- Depending on the objective of charging, the costs for delivering a service will have to be considered. While it would be best practice for services to know the accurate recharge rate / unit cost for all the services they delivered, this is sometimes not the case. Where cost information cannot be clearly established, services wishing to recover costs will have to take into account the total cost of all inputs and break this back into a unit charge.
- The cost of collecting income for a service should also be identified, including, for example, an invoice having to be raised and sent to the customer. If it later transpires that demand for the service is below a certain point, it may not be cost-effective to levy a fee if the income generated is lower than the associated administrative cost. While the Council does not currently have a specific policy on a minimum invoice value, payment in advance, or at the point of delivery, should be used wherever practicable.

Consider information on service users

- The following questions need to be considered when determining charges for a service however each charge may have discrete issues which will also require consideration. Generic questions include:
 - Who are the service users?
 - How often is the service used?
 - When (days and times of day) is the service used? When is there excess demand for the service? When is there excess supply of the service?

- How have increases to an existing charge, the introduction of charging for a similar service, or the introduction of a charge by other councils or organisations for the same service affected customer demand for a service in the past?
 - How much do residents / businesses value the service and how much would they be willing to pay for it?
 - Are there other providers of the same or similar services which users could switch to?
- Where demand for services provided on a discretionary basis is very low, the provision of that service should be reviewed to establish if it is meeting the objective(s) for which it was introduced. Should a review find that an adjustment to, or cessation of, a service be recommended, the appropriate Member approval would be required.

Consider Charging options

- There may be several charging options available to deliver the same objective. The fees for the use of a service at busy times could be increased to discourage use at those times. Concessionary discounts could be applied to encourage particular groups of customers to use a service to achieve social objectives or provide equity of access.
- There are three broad pricing structures which can be applied either individually or in some combination when setting charges. These are: cost-based pricing, competition-based pricing and demand-based pricing. It is acknowledged, however, that there may be social pricing implications where community benefit may offset some of the actual costs – this is particularly relevant to high-cost services with people-centred outcomes.
- The basics of cost-based pricing were outlined in 2.3. Given the difficulties associated with identifying the unit cost of some services, charging in terms of units of input, rather than units of measured output, could be considered. Where an accurate unit cost is available, however, charges could be set according to output.
- Competition-based pricing involves benchmarking other providers' prices as a guide for setting the service's charge. It may not necessarily mean setting charges at an identical level to other organisations providing the same service, but rather that charges are set at a level which takes account of market conditions, comparisons with private providers of the same service or with an appropriate range of local authorities. The objective of the charge will again have some bearing on the level of charges being considered, as will the quality of the service being offered in comparison to that of other providers. The Best Value option will consider all of these elements.
- Setting charging levels based on demand for a service is largely concerned with the extent to which customers value a service and what they perceive to be value for money with regard to that service. Where a service is over-subscribed at certain times of the day or the week, while at other times there is excess supply (i.e. less demand than capacity available), and particularly where price is the central concern to potential or existing service users, introducing an off-peak discount, such as mid-week or day-time, should increase the demand for the service at that time and potentially divert some of the demand from the busier times.
- Once all potential options for charging have been identified, they should be appraised against a set of criteria which reflect the objective of the charging to determine which would achieve the desired outcome, bearing in mind the potential impact of charging on groups of customers.

Assess the impact

- The Equality Act 2010 sets out a general public sector equality duty which requires public authorities to pay due regard to the need to eliminate discrimination; advance equality; and foster good relations across a range of protected characteristics. These requirements apply across the 'protected characteristics' of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation. To ensure that the proposed charges will not have a detrimental effect on any particular individuals or groups, the service should carry out an Integrated Impact Assessment.
- If the assessment identifies that any adverse impact amounts to unlawful discrimination, the relevant provisions must be removed. The Council may consider taking action to address any other issues identified, wherever possible mitigating any negative impacts, and promoting and/or maximising positive benefits. It is important that this consideration is recorded as evidence that due regard has been paid to the general duty. In relation to disabled people this should include considering steps to take account of disability and it will not be unlawful if this results in more favourable treatment of disabled people. It is also important to recognise the cumulative impact of changes affecting particular user groups in any such assessment.
- The sustainability impact of any charging decisions must also be considered. Any potential social, environmental or economic impact that the introduction of a charge, or change to an existing charge, may have must be identified and any subsequent decisions must ensure that any negative or unfair impact is mitigated or removed. In instances where a negative impact is the objective of charging, e.g. a charging objective designed to reduce demand, this must be identified and managed through mitigating action where possible.

Forecast demand and potential income

- Depending on the objective of the proposed charge, the demand for the service and subsequent income received must be estimated to ensure charges will have the desired effect.
- Through having accurate and up-to-date user information, future demand and income can be more effectively forecast. For services which customers value highly, their sensitivity to price changes may be lower, and increases in charges will not necessarily lead to a huge drop in demand. Conversely, for services which are not valued so highly by customers, an increase in the cost of those services may result in a shift in demand away from the Council, towards alternative and cheaper providers.

Set the charge

- Informed by the results of the previous stages, the Council will be in a position to introduce a charge, increase/decrease an existing charge or introduce a concessionary scheme – whichever option is determined to be the most effective in meeting its objectives without detrimentally affecting any particular group of customers.

Monitor and review charges and their impact

- The extent to which charges are serving their purpose should be monitored on at least an annual basis. The income received from charges should be monitored as part of the service's own budget arrangements.
- Charges should also be reviewed at least annually as part of the budget-setting process. However, there may be other reasons why they should be reviewed more frequently or at other times of year, such as the service being subject to a Best Value review, or the charges not having the desired effect.

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APPENDIX 15 - FEES AND CHARGES SCHEDULE 2023/24

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
PLACE						
Libraries						
INTERNET – Library members for first hour	Non-Statutory	0.00	0.00	Inflation	0.0%	0.00
INTERNET – Library members per half hour thereafter	Non-Statutory	0.83	0.89	Inflation	7.2%	0.06
INTERNET – Non members per half hour	Non-Statutory	1.70	1.81	Inflation	6.3%	0.11
NON-INTERNET USE OF PCs	Non-Statutory	0.00	0.00	Inflation	0.0%	0.00
COMPACT DISCS - for 3 weeks	Non-Statutory	1.55	1.65	Inflation	6.5%	0.10
TALKING BOOKS - for 3 weeks	Non-Statutory	1.55	1.65	Inflation	6.5%	0.10
LANGUAGE COURSES - for 3 weeks	Non-Statutory	1.55	1.65	Inflation	6.5%	0.10
RESERVATIONS (IN STOCK)	Non-Statutory	0.00	0.00	Inflation	0.0%	0.00
ITEMS BORROWED FROM OUTSIDE TAMESIDE - per Item	Non-Statutory	5.70	6.08	Inflation	6.7%	0.38
OVERDUE CHARGES - Books per day	Non-Statutory	0.21	0.22	Inflation	4.8%	0.01
OVERDUE CHARGES - Books per day for concessions	Non-Statutory	0.10	0.11	Inflation	10.0%	0.01
OVERDUE CHARGES - Sound Recordings per day	Non-Statutory	0.21	0.22	Inflation	4.8%	0.01
OVERDUE CHARGES - Sound Recordings per day for concessions	Non-Statutory	0.10	0.11	Inflation	10.0%	0.01
ADMINISTRATION CHARGE – very overdue books - Adults	Non-Statutory	20.62	22.00	Inflation	6.7%	1.38
ADMINISTRATION CHARGE – very overdue books - Children	Non-Statutory	10.31	11.00	Inflation	6.7%	0.69
LOST KEY CARDS – replacement - Adults	Non-Statutory	2.17	2.32	Inflation	6.6%	0.14
LOST KEY CARDS – replacement - Children	Non-Statutory	1.08	1.15	Inflation	6.7%	0.07
PHOTOCOPYING - per A4 sheet black and white	Non-Statutory	0.12	0.14	Inflation	20.0%	0.02
PHOTOCOPYING - per A4 sheet colour	Non-Statutory	0.62	0.68	Inflation	9.6%	0.06
PHOTOCOPYING - per A3 sheet black and white	Non-Statutory	0.22	0.24	Inflation	11.1%	0.02
PHOTOCOPYING - per A3 sheet colour	Non-Statutory	1.24	1.32	Inflation	6.8%	0.08
PRINTING FROM THE COMPUTER - Black and White per A4 sheet	Non-Statutory	0.12	0.14	Inflation	20.0%	0.02
PRINTING FROM THE COMPUTER - Colour per A4 sheet	Non-Statutory	0.62	0.68	Inflation	9.6%	0.06
3D PRINTING - Per metre of filament used	Non-Statutory	1.10	1.18	Inflation	6.5%	0.07
3D PRINTING - per hour of printing time	Non-Statutory	0.54	0.58	Inflation	6.7%	0.04
Museums						
Education Workshop TMBC - per 2hr session	Non-Statutory	100.00	107.00	Inflation	7.0%	7.00
Education Workshop TMBC - per full day	Non-Statutory	200.00	213.00	Inflation	6.5%	13.00
Education Workshop (not TMBC) - per 2hr session	Non-Statutory	110.00	117.00	Inflation	6.4%	7.00
Education Workshop (not TMBC) - per 2 sessions	Non-Statutory	220.00	235.00	Inflation	6.8%	15.00
Loan Box Hire - Schools - per week	Non-Statutory	37.00	39.00	Inflation	5.4%	2.00
Loan Box Hire Community Groups - per day	Non-Statutory	6.00	7.00	Inflation	16.7%	1.00
Art Sale Commission - per art work	Non-Statutory			Inflation	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Adult study day - per day	Non-Statutory	38.00	41.00	Inflation	7.9%	3.00
Adult study day - per day for concessions	Non-Statutory	32.00	34.00	Inflation	6.3%	2.00
Outreach - per half day	Non-Statutory	165.00	176.00	Inflation	6.7%	11.00
Outreach - per full day	Non-Statutory	330.00	352.00	Inflation	6.7%	22.00
Teacher Inset Training Days - per training day per person (TBC)	Non-Statutory	57.00	61.00	Inflation	7.0%	4.00
Reminicence Sessions 1.5 hour session in TMBC	Non-Statutory	70.00	75.00	Inflation	7.1%	5.00
Reminicence Sessions 1.5 hour session not in TMBC	Non-Statutory	80.00	85.00	Inflation	6.3%	5.00
Off-Site Talks (Museum Of Manchester Regiment) - per talk	Non-Statutory	0.00	0.00	Inflation	0.0%	0.00
Craft Activities (drop in) - per child	Non-Statutory	1.25	1.30	Inflation	4.0%	0.05
Portland Basin Museum Christmas event	Non-Statutory	7.00	8.50	Full Cost Recovery	21.4%	1.50
Zoom workshop (30 minute session) with loan box	Non-Statutory	105.00	112.00	Inflation	6.7%	7.00
Zoom workshop - 30 minute session	Non-Statutory	75.00	80.00	Inflation	6.7%	5.00
Events						
LITTLE HANDS EVENT	Non-Statutory	2.50	2.70	Inflation	8.0%	0.20
SCHOOL OUTDOOR ACTIVITY SESSIONS CLASS 30 - FULL DAY	Non-Statutory	100.00	107.00	Inflation	7.0%	7.00
SCHOOL OUTDOOR ACTIVITY SESSIONS CLASS 60 - FULL DAY	Non-Statutory	200.00	213.00	Inflation	6.5%	13.00
SCHOOL OUTDOOR ACTIVITY SESSIONS CLASS FULL DAY 30 NOT TMBC	Non-Statutory	110.00	117.00	Inflation	6.4%	7.00
SCHOOL OUTDOOR ACTIVITY SESSIONS CLASS 60 FULL DAY NOT TMBC	Non-Statutory	220.00	235.00	Inflation	6.8%	15.00
ARTS AWARD DISCOVER PER LOG	Non-Statutory	4.33	4.60	Inflation	6.2%	0.27
ARTS AWARD EXPLORE PER LOG	Non-Statutory	9.28	10.00	Inflation	7.8%	0.72
Local Studies						
PHOTOCOPYING - per A4 sheet black and white	Non-Statutory	0.12	0.14	Inflation	20.0%	0.02
PHOTOCOPYING - per A4 sheet colour	Non-Statutory	0.62	0.68	Inflation	9.6%	0.06
PHOTOCOPYING - per A3 sheet black and white	Non-Statutory	0.22	0.24	Inflation	11.1%	0.02
PHOTOCOPYING - per A3 sheet colour	Non-Statutory	1.24	1.32	Inflation	6.8%	0.08
PRINTING FROM THE COMPUTER - Black and White per A4 sheet	Non-Statutory	0.12	0.14	Inflation	20.0%	0.02
PRINTING FROM THE COMPUTER - Colour per A4 sheet	Non-Statutory	0.62	0.68	Inflation	9.6%	0.06
Copies Microfilm or Microfiche - per A4 sheet	Non-Statutory	0.90	0.96	Inflation	6.7%	0.06
Enquiry basic Look Up inc 2 x A4 copies	Non-Statutory	6.48	6.96	Inflation	7.4%	0.48
Image Archive - per digital copy	Non-Statutory	2.58	2.76	Inflation	7.0%	0.18
Manchester Regiment Image Archive - per printed photo	Non-Statutory	13.20	14.40	Inflation	9.1%	1.20
Customer Contact						
Disabled Parking Blue Badges	Statutory	10.00	10.00	Statutory	0.0%	0.00
Operations & Greenspace						
Fairgrounds	Non-Statutory			Inflation	0.0%	
Grazing rights	Non-Statutory			Inflation	0.0%	
Football pitch hire - Senior Grade A pitch per season	Non-Statutory	549.00	585.00	Inflation	6.6%	36.00
Football pitch hire - Junior Grade A pitch per season	Non-Statutory	317.00	338.00	Inflation	6.6%	21.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Bowling Green hire for matches per season	Non-Statutory	37.00	40.00	Inflation	8.1%	3.00
Allotments	Non-Statutory	120.00	126.00	Inflation	5.0%	6.00
Arboricultural Services	Non-Statutory			Inflation	0.0%	
Grounds Maintenance Services	Non-Statutory			Inflation	0.0%	
Street Cleansing on private land	Non-Statutory			Inflation	0.0%	0.00
Waste Services						
<u>Commercial Waste Collections</u>						
1100 litre bin	Non-Statutory	969.00	1,033.00	Inflation	6.6%	64.00
770 litre bin	Non-Statutory	841.00	897.00	Inflation	6.7%	56.00
660 litre bin	Non-Statutory	741.00	790.00	Inflation	6.6%	49.00
500 litre bin	Non-Statutory	698.00	744.00	Inflation	6.6%	46.00
240 litre bin	Non-Statutory	375.00	400.00	Inflation	6.7%	25.00
1/2 hour waste removal	Non-Statutory	133.00	142.00	Inflation	6.8%	9.00
1 hour waste removal	Non-Statutory	265.00	282.00	Inflation	6.4%	17.00
Bulky Collection 5 items	Non-Statutory	33.50	36.00	Inflation	7.5%	2.50
Replacement Bin	Non-Statutory	26.50	29.00	Inflation	9.4%	2.50
Bereavement						
Exclusive Right of Burial (Resident)	Non-Statutory	1,005.00	1,070.00	Full cost recovery	6.5%	65.00
Exclusive Right of Burial (Non-Resident)	Non-Statutory	1,770.00	1,885.00	Full cost recovery	6.5%	115.00
Interment Fee (Resident) (18 & over)	Non-Statutory	955.00	1,015.00	Full cost recovery	6.3%	60.00
Interment Fee (Non-Resident) (18 & over)	Non-Statutory	1,780.00	1,840.00	Full cost recovery	3.4%	60.00
Widening of Grave	Non-Statutory	150.00	150.00	Full cost recovery	0.0%	0.00
Use of Chapel	Non-Statutory	130.00	140.00	Full cost recovery	7.7%	10.00
Interment of Cremated remains (Resident)	Non-Statutory	220.00	235.00	Full cost recovery	6.8%	15.00
Interment of Cremated remains (Non-Resident)	Non-Statutory	410.00	425.00	Full cost recovery	3.7%	15.00
Burial/Cremation of body parts or blocks & slides	Non-Statutory	75.00	75.00	Full cost recovery	0.0%	0.00
Double Chamber Vault	Non-Statutory	3,605.00	3,605.00	Full cost recovery	0.0%	0.00
Bricking of semi-vaults	Non-Statutory	620.00	620.00	Full cost recovery	0.0%	0.00
Timbering of graves	Non-Statutory	495.00	495.00	Full cost recovery	0.0%	0.00
Muslim Burial Chamber - New Facility	Non-Statutory	750.00	750.00	Full cost recovery	0.0%	0.00
Temporary Grave Marker for New Graves	Non-Statutory	95.00	95.00	Full cost recovery	0.0%	0.00
Right to erect a Headstone	Non-Statutory	180.00	180.00	Full cost recovery	0.0%	0.00
Inscription Fee (on headstone or kerbs)	Non-Statutory	55.00	55.00	Full cost recovery	0.0%	0.00
Foundation fee for Headstone	Non-Statutory	180.00	180.00	Full cost recovery	0.0%	0.00
Removal of kerbs for purpose of burial	Non-Statutory	85.00	85.00	Full cost recovery	0.0%	0.00
Right to retrofit kerbs to headstone	Non-Statutory	55.00	55.00	Full cost recovery	0.0%	0.00
Removal of Unauthorised railings/edgings etc for purpose of burial	Non-Statutory	85.00	85.00	Full cost recovery	0.0%	0.00
Right to place a vase	Non-Statutory	20.00	20.00	Full cost recovery	0.0%	0.00
Searching register per grave	Non-Statutory	25.00	25.00	Full cost recovery	0.0%	0.00
Wooden Casket for cremated remains	Non-Statutory	75.00	75.00	Full cost recovery	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Use of Organ	Non-Statutory	28.00	28.00	Full cost recovery	0.0%	0.00
Duplicate Grave Deed or Cremation Certificate	Non-Statutory	25.00	25.00	Full cost recovery	0.0%	0.00
Transfer of Ownership	Non-Statutory	85.00	85.00	Full cost recovery	0.0%	0.00
Selection of Grave /Bench	Non-Statutory	55.00	55.00	Full cost recovery	0.0%	0.00
Statutory Declaration of Ownership	Non-Statutory	80.00	80.00	Full cost recovery	0.0%	0.00
Weekend/Bank Holiday on cost (Out of Hours Interments)	Non-Statutory	525.00	525.00	Full cost recovery	0.0%	0.00
Renewal of plaques for 10 yr period	Non-Statutory	105.00	105.00	Full cost recovery	0.0%	0.00
Transfer plaque fee	Non-Statutory	40.00	40.00	Full cost recovery	0.0%	0.00
Cremation fee (18 yrs & over) inc Cremation, Med Ref Fee & Env Fee	Non-Statutory	780.00	825.00	Full cost recovery	5.8%	45.00
Direct Cremation Fee - Resident (18 yrs& over) (no mourners in attendance by choice)	Non-Statutory	550.00	580.00	Full cost recovery	5.5%	30.00
Additional fee for Out of district Cremation	Non-Statutory	45.00	45.00	Full cost recovery	0.0%	0.00
Cremation Fee (Municipal) inc Cremation, Med Ref Fee & Env Fee	Non-Statutory	745.00	790.00	Full cost recovery	6.0%	45.00
Special time (Additional Fee) 12 Noon 12.30, 13.00, 16.00	Non-Statutory	40.00	40.00	Full cost recovery	0.0%	0.00
Webcast of service	Non-Statutory	60.00	60.00	Full cost recovery	0.0%	0.00
Downloadable recording of service (NOT including Visual Tributes)	Non-Statutory	45.00	45.00	Full cost recovery	0.0%	0.00
Downloadable recording of service (including Visual Tributes)	Non-Statutory	0.00	55.00	Full cost recovery	0.0%	55.00
DVD or USB recording of Service (NOT including visual tributes)	Non-Statutory	0.00	60.00	Full cost recovery	0.0%	60.00
DVD or USB recording of service (including visual tributes)	Non-Statutory	0.00	70.00	Full cost recovery	0.0%	70.00
Book of Remembrance Entry or card 2 Line entry	Non-Statutory	170.00	170.00	Full cost recovery	0.0%	0.00
Book of Remembrance Entry or card 5 line entry	Non-Statutory	205.00	205.00	Full cost recovery	0.0%	0.00
Book of Remembrance Entry or card 8 line entry	Non-Statutory	250.00	250.00	Full cost recovery	0.0%	0.00
Book of Remembrance Entry or card 5 line entry with emblem or crest	Non-Statutory	305.00	305.00	Full cost recovery	0.0%	0.00
Book of Remembrance Entry or card 8 line entry with emblem or crest	Non-Statutory	335.00	335.00	Full cost recovery	0.0%	0.00
Perspex memorial plaque for 10 years	Non-Statutory	400.00	400.00	Full cost recovery	0.0%	0.00
Boutonnaire Plaques for 10 years	Non-Statutory	495.00	495.00	Full cost recovery	0.0%	0.00
Granite Vase & Plaque for 10 years	Non-Statutory	545.00	545.00	Full cost recovery	0.0%	0.00
Stone look commemorative plaques for 10 years	Non-Statutory	420.00	420.00	Full cost recovery	0.0%	0.00
Motif Black outline - Additional Fee	Non-Statutory	55.00	55.00	Full cost recovery	0.0%	0.00
Motif Coloured - Additional Fee	Non-Statutory	65.00	65.00	Full cost recovery	0.0%	0.00
Photograph	Non-Statutory	105.00	105.00	Full cost recovery	0.0%	0.00
Baby Memorial - Natural Stone	Non-Statutory	260.00	260.00	Full cost recovery	0.0%	0.00
Baby Memorial - Black Granite	Non-Statutory	390.00	390.00	Full cost recovery	0.0%	0.00
Motif on Baby memorial - Additional Fee	Non-Statutory	100.00	100.00	Full cost recovery	0.0%	0.00
Additional letters to be inscribed over 70 (per letter)	Non-Statutory	2.00	2.00	Full cost recovery	0.0%	0.00
Brass Plaques for 10 years	Non-Statutory	215.00	215.00	Full cost recovery	0.0%	0.00
Scatter remains (at Cemeteries apart from Dukinfield & those cremated elsewhere)	Non-Statutory	60.00	60.00	Full cost recovery	0.0%	0.00
Scatter Cremated remains at Dukinfield (if family to witness)	Non-Statutory	30.00	30.00	Full cost recovery	0.0%	0.00
Stone Tablet for Garden of Rest	Non-Statutory	310.00	310.00	Full cost recovery	0.0%	0.00
Additional fee for Granite Tablet	Non-Statutory	50.00	50.00	Full cost recovery	0.0%	0.00
Memorial Bench (inc one plaque & fixing)	Non-Statutory	670.00	745.00	Full cost recovery	11.2%	75.00
Additional plaque on bench	Non-Statutory	330.00	350.00	Full cost recovery	6.1%	20.00
Memorial Tree leaf for 5 year lease	Non-Statutory	0.00	275.00	Full cost recovery	0.0%	
Memorial Tree leaf Renewal for a further 5 years)	Non-Statutory	0.00	52.50	Full cost recovery	0.0%	
Columbarium at Dukinfield Crematorium (New Memorial Option)	Non-Statutory	650.00	660.00	Full cost recovery	1.5%	10.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Columbarium (Additional replacing of remains & new inscription)	Non-Statutory	360.00	360.00	Full cost recovery	0.0%	0.00
Sanctum (New Memorial Option)	Non-Statutory	895.00	895.00	Full cost recovery	0.0%	0.00
Sanctum (Additional replacing of remains & new inscription)	Non-Statutory	460.00	460.00	Full cost recovery	0.0%	0.00
Sanctum (Renewal fee for 20 years)	Non-Statutory	205.00	210.00	Full cost recovery	2.4%	5.00
Visual tribute to music (Dukinfield Crematorium only) Photos only up to max 20 photos	Non-Statutory	50.00	60.00	Full cost recovery	20.0%	10.00
Visual tribute/slideshow WITHOUT music (Dukinfield Crematorium only) Photos only up to max 25 photos	Non-Statutory	0.00	40.00	Full cost recovery	0.0%	40.00
For every additional 25 images	Non-Statutory	0.00	20.00	Full cost recovery	0.0%	20.00
Visual tribute (1 still photo or order of service displayed throughout)	Non-Statutory	25.00	25.00	Full cost recovery	0.0%	0.00
Family video file including 1 single still image	Non-Statutory	0.00	45.00	Full cost recovery	0.0%	45.00
Downloadable Video file of Tributes only	Non-Statutory	0.00	20.00	Full cost recovery	0.0%	20.00
DVD or USB of Tributes only	Non-Statutory	0.00	35.00	Full cost recovery	0.0%	35.00
URGENT SERVICE - Additional fee for Tribute requests received after 48 hr cut off period	Non-Statutory	75.00	100.00	Full cost recovery	33.3%	25.00
Storage fee for 'retained' Cremated remains at Crematorium (per week)	Non-Statutory	20.00	20.00	Full cost recovery	0.0%	0.00
Purchase of expired stone look plaque at end of lease term to take away	Non-Statutory	0.00	60.00	Full cost recovery		
<u>Following fees To be paid by the Government's Children's Funeral Fund for England</u>						
Interment fee (under 18 in a family grave) Resident	Non-Statutory	955.00	1,015.00	Full cost recovery	6.3%	60.00
Interment fee (under 18 in a family grave) Non Resident	Non-Statutory	1,780.00	1,840.00	Full cost recovery	3.4%	60.00
Interment fee (in baby section) Resident	Non-Statutory	220.00	235.00	Full cost recovery	6.8%	15.00
Interment fee (in baby section) Non Resident	Non-Statutory	220.00	235.00	Full cost recovery	6.8%	220.00
Cremation fee (under 18)	Non-Statutory	780.00	825.00	Full cost recovery	5.8%	45.00
Cremation (stillbirths)	Non-Statutory	220.00	235.00	Full cost recovery	6.8%	15.00
Pest Control						
Wasps	Non-Statutory	55.00	60.00	Full cost recovery	9.1%	5.00
Bedbugs	Non-Statutory	150.00	160.00	Full cost recovery	6.7%	10.00
Cockroaches	Non-Statutory	150.00	160.00	Full cost recovery	6.7%	10.00
Rats , Mice, & Squirrels stored product pests etc	Non-Statutory	130.00	150.00	Full cost recovery	15.4%	20.00
Feral Pigeon Treatment (Internal) Daytime	Non-Statutory	90.00	100.00	Full cost recovery	11.1%	10.00
Feral Pigeon Treatment (Internal) Evening	Non-Statutory	170.00	200.00	Full cost recovery	17.6%	30.00
Investigate roof space noise	Non-Statutory	150.00	160.00	Full cost recovery	6.7%	10.00
Commercial - Rodent Control Treatments 3 visits	Non-Statutory	180.00	200.00	Full cost recovery	11.1%	20.00
Commercial - Rodent Control Contracts 8 visits per annum	Non-Statutory	285.00	300.00	Full cost recovery	5.3%	15.00
Commercial - Insect treatments	Non-Statutory	180.00	200.00	Full cost recovery	11.1%	20.00
Commercial Feral Pigeon Treatments Daytime	Non-Statutory	180.00	200.00	Full cost recovery	11.1%	20.00
Commercial Feral Pigeon Treatments Evening	Non-Statutory	285.00	300.00	Full cost recovery	5.3%	15.00
Flies, Ants ,Fleas, Garden Pests & stored pest products	Non-Statutory	90.00	100.00	Full cost recovery	11.1%	10.00
Markets						
Market Grounds - Stalls and associated space per day	Non-Statutory		£10 - £50		0.0%	0.00
Concession Management Space – Market Grounds per week	Non-Statutory		£350-£500		0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Kiosks - Ashton Outdoor Market per sq metre	Non-Statutory	253.00	287.00	Inflation	13.4%	34.00
Public Liability Insurance – One day cover	Non-Statutory	5.20	5.60	Inflation	7.7%	0.40
Fairs	Non-Statutory	103.00	110.00	Inflation	6.8%	7.00
Ashton Market Hall - Rent per sq metre	Non-Statutory	264.00	298.80	Inflation	13.2%	34.80
Ashton Market Market Hall - Service Charge per sq metre	Non-Statutory	232.90	248.40	Inflation	6.7%	15.50
Electric per kwh	Non-Statutory	0.32	0.37	Inflation	14.8%	0.05
Hyde Market Hall - Lower - Rent per sq metre	Non-Statutory	126.25	140.00	Inflation	10.9%	13.75
Hyde Market Hall - Upper - Rent per sq metre	Non-Statutory	148.00	168.00	Inflation	13.5%	20.00
Hyde Market Market Hall - Service Charge per sq metre	Non-Statutory	182.67	195.00	Inflation	6.7%	12.33
Market Halls - Event Space	Non-Statutory	26.00	28.00	Inflation	7.7%	2.00
Market Halls - Concession Rides and Toy Dispencers - % of generated income	Non-Statutory	0.25	25%	Agreement	0.0%	0.00
Ashton Market Hall - Storage - Annual Fee per unit	Non-Statutory	1,237.00	1,319.00	Inflation	6.6%	82.00
Ashton Ice Cream Pitch - Annual Fee	Non-Statutory	3,217.00	3,429.00	Inflation	6.6%	212.00
Hyde Market Hall - Storage - Annual cost per sq metre	Non-Statutory	25.00	27.00	Inflation	8.0%	2.00
Ashton & Hyde Outdoor Markets electricity standing charge per day	Non-Statutory	5.00	5.40	Inflation	7.9%	0.40
Highways						
Skip Registration Fee	Non-Statutory	107.50	115.00	Full cost recovery	7.0%	7.50
Scaffolding Registration Fee	Non-Statutory	107.50	115.00	Full cost recovery	7.0%	7.50
Skip Non Permit Fee (Registered Companies)	Non-Statutory	70.50	75.00	Full cost recovery	6.4%	4.50
Skip Non Permit Fee (Unregistered Companies)	Non-Statutory	141.00	150.00	Full cost recovery	6.4%	9.00
Skips Placed in Restricted Areas	Non-Statutory	54.00	58.00	Full cost recovery	7.4%	4.00
Scaffolding Non Permit Fee (Registered Companies)	Non-Statutory	200.00	213.00	Full cost recovery	6.5%	13.00
Scaffolding Non Permit Fee (Unregistered Companies)	Non-Statutory	270.00	288.00	Full cost recovery	6.7%	18.00
Street Naming amendments(1 plots)	Non-Statutory	54.00	58.00	Full cost recovery	7.4%	4.00
Street Naming amendments(2-10)	Non-Statutory	89.00	95.00	Full cost recovery	6.7%	6.00
Street Naming amendments(11-49)	Non-Statutory	147.00	157.00	Full cost recovery	6.8%	10.00
Street Naming amendments(50+)	Non-Statutory	235.00	250.00	Full cost recovery	6.4%	15.00
Street Naming (confirmation address)	Non-Statutory	24.50	26.00	Full cost recovery	6.1%	1.50
Street Naming (+ re-naming process)	Non-Statutory	25.50	27.00	Full cost recovery	5.9%	1.50
Sending Info to Non-Statutory Organisations	Non-Statutory	22.00	24.00	Full cost recovery	9.1%	2.00
Skip Registration Fee	Non-Statutory	107.50	115.00	Full cost recovery	7.0%	7.50
Scaffolding Registration Fee	Non-Statutory	107.50	115.00	Full cost recovery	7.0%	7.50
Skip Non Permit Fee (Registered Companies)	Non-Statutory	70.50	75.00	Full cost recovery	6.4%	4.50
Skip Non Permit Fee (Unregistered Companies)	Non-Statutory	141.50	151.00	Full cost recovery	6.7%	9.50
Skips Placed in Restricted Areas	Non-Statutory	54.00	58.00	Full cost recovery	7.4%	4.00
Scaffolding Non Permit Fee (Registered Companies)	Non-Statutory	200.00	213.00	Full cost recovery	6.5%	13.00
Scaffolding Non Permit Fee (Unregistered Companies)	Non-Statutory	270.00	288.00	Full cost recovery	6.7%	18.00
Administration Charges (min hourly rate)	Non-Statutory	41.00	44.00	Full cost recovery	7.3%	3.00
Housing Development Signs Admin	Non-Statutory	77.50	83.00	Full cost recovery	7.1%	5.50
Highway Search Letter (Per Question)	Non-Statutory	11.50	13.00	Full cost recovery	13.0%	1.50
Highways & Transport						

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Transport - Class IV MOT Test	Non-Statutory	44.00	59.00	Full cost recovery	34.1%	15.00
Transport - Class IV MOT Test (Motorhome)	Non-Statutory	52.00	67.00	Full cost recovery	28.8%	15.00
Transport - Class V MOT Test	Non-Statutory	59.00	59.00	Full cost recovery	0.0%	0.00
Transport - LOLER test	Non-Statutory	62.40	80.40	Full cost recovery	28.8%	18.00
Transport - Workshop Hourly Rate (External)	Non-Statutory	68.40	91.20	Full cost recovery	33.3%	22.80
Transport - Workshop Hourly Rate (Partner / Warranty)	Non-Statutory	56.40	79.20	Full cost recovery	40.4%	22.80
Skip Scaffolding removal admin fee	Non-Statutory	60.00	64.00	Full cost recovery	6.7%	4.00
Cabin Permits - 4 Weeks	Non-Statutory	93.00	99.00	Full cost recovery	6.5%	6.00
Hoarding Permits - 4 Weeks	Non-Statutory	93.00	99.00	Full cost recovery	6.5%	6.00
High Access Apparatus Permits - 4 Weeks	Non-Statutory	93.00	99.00	Full cost recovery	6.5%	6.00
Building Materials on Highway - 4 Week permit	Non-Statutory	93.00	99.00	Full cost recovery	6.5%	6.00
Directional Signage (New)	Non-Statutory	361.00	385.00	Full cost recovery	6.6%	24.00
Directional Signage (Replacement)	Non-Statutory	155.00	165.00	Full cost recovery	6.5%	10.00
Highway Search Letter - Standard Letter Fee	Non-Statutory	0.00	0.00	Full cost recovery	0.0%	0.00
Private Builders / (Sct 50) (Sct 171) - Existing Apparatus	Non-Statutory	306.00	326.00	Full cost recovery	6.5%	20.00
Private Builders / (Sct 50) (Sct 171) - New Apparatus	Non-Statutory	548.00	584.00	Full cost recovery	6.6%	36.00
Fixed Penalty Notices (Sct 50) If started before 36 days	Non-Statutory	98.00	104.00	Full cost recovery	6.1%	6.00
Indirect Commercial Banners	Non-Statutory	159.00	170.00	Full cost recovery	6.9%	11.00
Commercial Banners	Non-Statutory	317.00	338.00	Full cost recovery	6.6%	21.00
Banner removal (if req'd per banner)	Non-Statutory	65.00	70.00	Full cost recovery	7.7%	5.00
Signs (Temp adverts)	Non-Statutory	160.00	171.00	Full cost recovery	6.9%	11.00
A board/Estate Agent Sign removal (if req'd per sign)	Non-Statutory	78.00	83.00	Full cost recovery	6.4%	5.00
Housing Development Signs (per sign)	Non-Statutory	30.00	32.00	Full cost recovery	6.7%	2.00
Removal of Non Compliant / Old Housing Development Signs (per sign)	Non-Statutory	70.00	75.00	Full cost recovery	7.1%	5.00
Flood & Water Management Act 2010	Non-Statutory	52.00	56.00	Full cost recovery	7.7%	4.00
Water Course Consent - National Fee	Non-Statutory	52.00	56.00	Full cost recovery	7.7%	4.00
Private Drainage (notice serving)	Non-Statutory	101.00	108.00	Full cost recovery	6.9%	7.00
Call Out Charges (minimum administration)	Non-Statutory	82.00	88.00	Full cost recovery	7.3%	6.00
Public Path Orders	Non-Statutory	2,046.00	2,181.00	Full cost recovery	6.6%	135.00
Public Path Orders (Objections withdrawn)	Non-Statutory	2,201.00	2,346.00	Full cost recovery	6.6%	145.00
Public Path Orders (Objections withdrawn but requires readvertising)	Non-Statutory	2,823.00	3,009.00	Full cost recovery	6.6%	186.00
Section 257 Extinguishments or Diversion	Non-Statutory	1,529.00	1,630.00	Full cost recovery	6.6%	101.00
Gating Order	Non-Statutory	709.00	756.00	Full cost recovery	6.6%	47.00
Road markings (H) bar	Non-Statutory	241.00	257.00	Full cost recovery	6.6%	16.00
Road markings (Advisory bays)	Non-Statutory	117.00	125.00	Full cost recovery	6.8%	8.00
Temporary Notices	Non-Statutory	528.00	563.00	Full cost recovery	6.6%	35.00
Temporary Orders	Non-Statutory	1,524.00	1,625.00	Full cost recovery	6.6%	101.00
Permanent Orders (typical example)	Non-Statutory	2,344.00	2,499.00	Full cost recovery	6.6%	155.00
Vehicle Crossing Construction (Stnd - new)	Non-Statutory	833.00	888.00	Full cost recovery	6.6%	55.00
NRASWA Sample inspection	Non-Statutory	52.00	56.00	Full cost recovery	7.7%	4.00
NRASWA Third Party Inspections	Non-Statutory	70.00	75.00	Full cost recovery	7.1%	5.00
NRASWA Defect inspection	Non-Statutory	49.00	52.00	Full cost recovery	6.1%	3.00
Make safe Iron works(non TMBC)	Non-Statutory	241.00	257.00	Full cost recovery	6.6%	16.00
Temporary pitches for highway slaes (pop up shops) Per Day upto 6 weeks	Non-Statutory	152.00	162.00	Full cost recovery	6.6%	10.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Temporary pitches for highway slaes (pop up shops) Per Day 6 weeks onwards	Non-Statutory	107.00	114.00	Full cost recovery	6.5%	7.00
Parking						
Contract Parking passes	Non-Statutory			Under Review	0.0%	
Residents Parking Permits			0.00		0.0%	0.00
Car Parks Pay and display	Non-Statutory			Under Review	0.0%	
Car Parks Excess Fee Notice	Statutory			Under Review	0.0%	
Bus Lane Enforcement notices	Statutory			Under Review	0.0%	
Henrietta Street, Church Street, Ashton Pool (Water Street), Mulberry Street, Old Cross Street. - Up to 1/2 hour	Non-Statutory	0.50	0.50	Under Review	0.0%	0.00
Henrietta Street, Church Street, Ashton Pool (Water Street), Mulberry Street, Old Cross Street. - Up to 3 hours	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Henrietta Street, Church Street, Ashton Pool (Water Street), Mulberry Street, Old Cross Street. - All day	Non-Statutory	2.00	2.00	Under Review	0.0%	0.00
Henrietta Street, Church Street, Ashton Pool (Water Street), Mulberry Street, Old Cross Street. - Evening charges: - 6pm - midnight	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Henrietta Street, Church Street, Ashton Pool (Water Street), Mulberry Street, Old Cross Street. - Sunday charges 8 am till 6pm	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Wimpole Street, Crown Street, Mill Lane, Union Street, Old Street, Burlington Street, Hodgson Street, Welbeck Street, Fleet Street, St Peters Street - Up to 1/2 hour	Non-Statutory	0.50	0.50	Under Review	0.0%	0.00
Wimpole Street, Crown Street, Mill Lane, Union Street, Old Street, Burlington Street, Hodgson Street, Welbeck Street, Fleet Street, St Peters Street - Up to 3 hours	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Wimpole Street, Crown Street, Mill Lane, Union Street, Old Street, Burlington Street, Hodgson Street, Welbeck Street, Fleet Street, St Peters Street - All day	Non-Statutory	2.00	2.00	Under Review	0.0%	0.00
Wimpole Street, Crown Street, Mill Lane, Union Street, Old Street, Burlington Street, Hodgson Street, Welbeck Street, Fleet Street, St Peters Street - Evening charges- 6pm - midnight	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
All car parks in Hyde, Denton and Stalybridge (excluding Rassbottom St.) - Up to 30 minutes	Non-Statutory	0.50	0.50	Under Review	0.0%	0.00
All car parks in Hyde, Denton and Stalybridge (excluding Rassbottom St.) - Up to 3 hours	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
All car parks in Hyde, Denton and Stalybridge (excluding Rassbottom St.) - All day	Non-Statutory	2.00	2.00	Under Review	0.0%	0.00
All car parks in Hyde, Denton and Stalybridge (excluding Rassbottom St.) - Evening charges: 6pm to midnight	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Dukinfield Town Hall, Rassbottom Street - Stalybridge, Castle St No 2 - Stalybridge, Market Street - Droylsden and Mossley - Up to 1 hour	Non-Statutory	0.20	0.20	Under Review	0.0%	0.00
Dukinfield Town Hall, Rassbottom Street - Stalybridge, Castle St No 2 - Stalybridge, Market Street - Droylsden and Mossley - Up to 4 hours	Non-Statutory	0.50	0.50	Under Review	0.0%	0.00
Dukinfield Town Hall, Rassbottom Street - Stalybridge, Castle St No 2 - Stalybridge, Market Street - Droylsden and Mossley - Over 4 hours	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Dukinfield Town Hall, Rassbottom Street - Stalybridge, Castle St No 2 - Stalybridge, Market Street - Droylsden and Mossley - Evening charges: 6pm to midnight	Non-Statutory	0.50	0.50	Under Review	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Darnton Road (Stamford Park) - Up to 3 hours	Non-Statutory	1.50	1.50	Under Review	0.0%	0.00
Darnton Road (Stamford Park) - All Day	Non-Statutory	3.00	3.00	Under Review	0.0%	0.00
Darnton Road (Stamford Park) - Evening charges: 6pm to midnight	Non-Statutory	1.00	1.00	Under Review	0.0%	0.00
Engineering Design						
Design Drawings / Schemes - Approval in Principle (AIP) Cat 0 Fee Level 1A	Non-Statutory	374.50	400.00	Full cost recovery	6.8%	25.50
Design Drawings / Schemes - Approval in Principle (AIP) Cat 1 Fee Level 1A	Non-Statutory	443.50	473.00	Full cost recovery	6.7%	29.50
Design Drawings / Schemes - Approval in Principle (AIP) Cat 2 Fee Level 1A	Non-Statutory	517.00	551.00	Full cost recovery	6.6%	34.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 2 Fee Level 1B (Minimum charge + price per job)	Non-Statutory	992.00	1,057.00	Full cost recovery	6.6%	65.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 0 Fee Level 2	Non-Statutory	719.00	766.00	Full cost recovery	6.5%	47.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 1 Fee Level 2	Non-Statutory	905.00	965.00	Full cost recovery	6.6%	60.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 2 Fee Level 2	Non-Statutory	1,593.00	1,698.00	Full cost recovery	6.6%	105.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 2 Fee Level 2 (+ departures)	Non-Statutory	2,035.00	2,169.00	Full cost recovery	6.6%	134.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 0 Fee Level 3	Non-Statutory	478.00	510.00	Full cost recovery	6.7%	32.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 1 & 2 Fee Level 3 (Minimum charge + price per job)	Non-Statutory	478.00	510.00	Full cost recovery	6.7%	32.00
Design Drawings / Schemes - Approval in Principle (AIP) Cat 3 Fee Levels 1A,1B,2,& 3 (Fees subject to agreement)	Non-Statutory	0.00	0.00	Full cost recovery	0.0%	0.00
Engineers projects works	Non-Statutory	0.00	0.00	Full cost recovery	0.0%	0.00
GM RAPS fee permit	Non-Statutory	0.00	0.00	Full cost recovery	0.0%	0.00
Environmental Protection						
HMO licence Fee	Non-Statutory	542.50	578.00	Inflation	6.5%	35.50
HMO licence fee - additional amount per habitable room	Non-Statutory	37.25	40.00	Inflation	7.4%	2.75
Housing Act 2004 Notice Charges (per notice)	Non-Statutory	456.00	486.00	Inflation	6.6%	30.00
Immigration Inspection - Normal Time	Non-Statutory	163.00	174.00	Inflation	6.7%	11.00
Immigration Inspection - Fast Tracked	Non-Statutory	201.00	214.00	Inflation	6.5%	13.00
CLS - Whether a property will be considered as Part 2a of the EPA 1990 in the future	Non-Statutory	43.50	47.00	Inflation	8.0%	3.50
Landfill search	Non-Statutory	74.50	80.00	Inflation	7.4%	5.50
General Environmental Search	Non-Statutory	120.00	128.00	Inflation	6.7%	8.00
CLS - Planning record information relating to contamination issues	Non-Statutory	74.50	80.00	Inflation	7.4%	5.50
CLS - Copies of contaminated land files and/or information relating to contaminated land conditions attached to planning consent	Non-Statutory	74.50	80.00	Inflation	7.4%	5.50
Section 80 EPA90 Abatement Notice & Covering letter - cost per	Non-Statutory	43.50	47.00	Inflation	8.0%	3.50
Failed Entry Letters, Info for Warrants, Warrants, Time in Court, Time Executing Warrant - per hour	Non-Statutory	74.50	80.00	Inflation	7.4%	5.50
Licencing						
Animal Boarding Premise Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Animal Boarding 1 Year Grant	Non-Statutory	230.00	245.00	Inflation	6.5%	15.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Animal Boarding 2 Year Grant	Non-Statutory	285.00	304.00	Inflation	6.7%	19.00
Animal Boarding 3 Year Grant	Non-Statutory	323.00	344.00	Inflation	6.5%	21.00
Home Boarding of Dogs (including Day Care) Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Home Boarding of Dogs (including Day Care) 1 Year Grant	Non-Statutory	192.00	205.00	Inflation	6.8%	13.00
Home Boarding of Dogs (including Day Care) 2 Year Grant	Non-Statutory	230.00	245.00	Inflation	6.5%	15.00
Home Boarding of Dogs (including Day Care) 3 Year Grant	Non-Statutory	267.00	285.00	Inflation	6.7%	18.00
Dangerous Wild Animals Premise Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Dog Breeding Premise Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Dog Breeding Licence 1 Year Grant	Non-Statutory	255.00	272.00	Inflation	6.7%	17.00
Dog Breeding Licence 2 Year Grant	Non-Statutory	300.00	320.00	Inflation	6.7%	20.00
Dog Breeding Licence 3 Year Grant	Non-Statutory	346.00	369.00	Inflation	6.6%	23.00
Hairdresser / Barber Premise Application	Non-Statutory	135.00	144.00	Inflation	6.7%	9.00
Marriage Act Premise	Non-Statutory	1,838.00	1,959.00	Inflation	6.6%	121.00
Marriage Act Renewal	Non-Statutory	632.00	674.00	Inflation	6.6%	42.00
Marriage Act/Civil Partnerships (non-profit or non-commercial organisations)	Non-Statutory	575.00	613.00	Inflation	6.6%	38.00
Marriage Act/Civil Partnerships (non-profit or non-commercial organisations) Renewal	Non-Statutory	576.00	614.00	Inflation	6.6%	38.00
Pavement Café Application (up to 5 tables)	Non-Statutory	221.00	236.00	Inflation	6.8%	15.00
Pavement Café Application (over 5 tables)	Non-Statutory	277.00	295.00	Inflation	6.5%	18.00
Selling Animals as Pets Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Selling Animals as Pets 1 Year Grant	Non-Statutory	207.00	221.00	Inflation	6.8%	14.00
Selling Animals as Pets 2 Year Grant	Non-Statutory	227.00	242.00	Inflation	6.6%	15.00
Selling Animals as Pets 3 Year Grant	Non-Statutory	246.00	262.00	Inflation	6.5%	16.00
Performing Animals Premise Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Performing Animals 3 Year Grant	Non-Statutory	192.00	205.00	Inflation	6.8%	13.00
Hiring out Horses Application	Non-Statutory	162.00	173.00	Inflation	6.8%	11.00
Hiring out Horses 1 Year Grant	Non-Statutory	266.00	284.00	Inflation	6.8%	18.00
Hiring out Horses 2 Year Grant	Non-Statutory	323.00	344.00	Inflation	6.5%	21.00
Hiring out Horses 3 Year Grant	Non-Statutory	379.00	404.00	Inflation	6.6%	25.00
Scrap Metal Dealer Application (Collector)	Non-Statutory	421.00	449.00	Inflation	6.7%	28.00
Scrap Metal Dealer Application (Site)	Non-Statutory	1,029.00	1,097.00	Inflation	6.6%	68.00
Sex Shop Premise Application	Non-Statutory	2,528.00	2,695.00	Inflation	6.6%	167.00
Skin Colouring/Piercing/Electrolysis/Acupuncture Premises Application	Non-Statutory	172.00	183.00	Inflation	6.4%	11.00
Skin Colouring/Piercing/Electrolysis/Acupuncture Personal Application	Non-Statutory	106.00	113.00	Inflation	6.6%	7.00
Street Trader Application	Non-Statutory	897.00	956.00	Inflation	6.6%	59.00
Street Trader Application (Day Rate)	Non-Statutory	92.00	98.00	Inflation	6.5%	6.00
New Application - Either Badge 1YR	Non-Statutory	265.00	265.00	N/A	0.0%	0.00
New Application - Either Badge 3YR Fee	Non-Statutory	422.00	422.00	N/A	0.0%	0.00
New Application - Both Badges 1YR	Non-Statutory	286.00	286.00	N/A	0.0%	0.00
New Application - Both Badges 3YR	Non-Statutory	443.00	443.00	N/A	0.0%	0.00
Renewal 1 Badge	Non-Statutory	112.00	112.00	N/A	0.0%	0.00
Renewal 1 Badge with DBS	Non-Statutory	160.00	160.00	N/A	0.0%	0.00
Renewal 2 Badges	Non-Statutory	133.00	133.00	N/A	0.0%	0.00
Renewal 1 Badge - 3 Yr	Non-Statutory	300.00	300.00	N/A	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Renewal 1 Badge with DBS	Non-Statutory	160.00	160.00	N/A	0.0%	0.00
Renewal 2 Badges - 3 Yr	Non-Statutory	321.00	321.00	N/A	0.0%	0.00
New Vehicle - Under 3 years old	Non-Statutory	282.00	282.00	N/A	0.0%	0.00
New Vehicle - Over 3 years old	Non-Statutory	189.00	189.00	N/A	0.0%	0.00
Renewal of Plate - Under 3 years old	Non-Statutory	265.00	265.00	N/A	0.0%	0.00
Renewal of plate - Over 3 years old	Non-Statutory	178.00	178.00	N/A	0.0%	0.00
Vehicle Compliance - Full Retest	Non-Statutory	49.00	49.00	N/A	0.0%	0.00
Vehicle Compliance - Retest (Up To 30 Minutes)	Non-Statutory	25.00	25.00	N/A	0.0%	0.00
Transfer Of Ownership	Non-Statutory	30.00	30.00	N/A	0.0%	0.00
Change Of Address	Non-Statutory	21.00	21.00	N/A	0.0%	0.00
Cherished Plate Transfer	Non-Statutory	73.00	73.00	N/A	0.0%	0.00
Operator 1-2 Vehicles	Non-Statutory	503.00	503.00	N/A	0.0%	0.00
Operator 3-10	Non-Statutory	570.00	570.00	N/A	0.0%	0.00
Operator 11-30	Non-Statutory	838.00	838.00	N/A	0.0%	0.00
Operator 31-49	Non-Statutory	1,136.00	1,136.00	N/A	0.0%	0.00
Operator 50-69	Non-Statutory	1,363.00	1,363.00	N/A	0.0%	0.00
Operator 70+	Non-Statutory	1,432.00	1,432.00	N/A	0.0%	0.00
Licensing Act						
Application Fee Band A	Statutory	100.00	100.00	N/A	0.0%	0.00
Annual Fee Band A	Statutory	70.00	70.00	N/A	0.0%	0.00
Application Fee Band B	Statutory	190.00	190.00	N/A	0.0%	0.00
Annual fee Band B	Statutory	180.00	180.00	N/A	0.0%	0.00
App fee Band C	Statutory	315.00	315.00	N/A	0.0%	0.00
annual fee C	Statutory	295.00	295.00	N/A	0.0%	0.00
app fee band D	Statutory	450.00	450.00	N/A	0.0%	0.00
annual fee D	Statutory	320.00	320.00	N/A	0.0%	0.00
App Fee E	Statutory	635.00	635.00	N/A	0.0%	0.00
annual fee E	Statutory	350.00	350.00	N/A	0.0%	0.00
Application for the grant or renewal of a personal licence	Statutory	37.00	37.00	N/A	0.0%	0.00
Temporary event notice	Statutory	21.00	21.00	N/A	0.0%	0.00
Theft, loss etc. of premises licence or summary	Statutory	10.00	10.00	N/A	0.0%	0.00
Application for a provisional statement (where premises are being built)	Statutory	315.00	315.00	N/A	0.0%	0.00
Notification of change of name or address	Statutory	10.50	10.50	N/A	0.0%	0.00
Application to vary licence to specify individual as premises supervisor	Statutory	23.00	23.00	N/A	0.0%	0.00
Application for transfer of premises licence	Statutory	23.00	23.00	N/A	0.0%	0.00
Interim authority notice following death etc. of licence holder	Statutory	23.00	23.00	N/A	0.0%	0.00
Theft, loss etc. of certificate or summary	Statutory	10.50	10.50	N/A	0.0%	0.00
Notice of change of name or alteration of rules of club	Statutory	10.50	10.50	N/A	0.0%	0.00
Change of relevant registered address of club	Statutory	10.50	10.50	N/A	0.0%	0.00
Theft, loss etc. of temporary event notice	Statutory	10.50	10.50	N/A	0.0%	0.00
Theft, loss etc. of personal licence	Statutory	10.50	10.50	N/A	0.0%	0.00
Duty to notify change of name or address	Statutory	10.50	10.50	N/A	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Right of freeholder etc. to be notified of licensing matters	Statutory	10.50	10.50	N/A	0.0%	0.00
Minor Variation	Statutory	89.00	89.00	N/A	0.0%	0.00
Gambling Act						
Adult Gaming Centre						
Application Fee: New Application	Statutory	2,000.00	2,000.00	N/A	0.0%	0.00
Annual/ Renewal Fee: Annual Fee	Statutory	1,000.00	1,000.00	N/A	0.0%	0.00
Application to vary	Statutory	1,000.00	1,000.00	N/A	0.0%	0.00
Application to transfer	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
Application for reinstatement of licence	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	2,000.00	2,000.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	1,076.00	1,076.00	N/A	0.0%	0.00
Licensed FECs (Cat C&D machines)						
Application Fee: New Application	Statutory	2,000.00	2,000.00	N/A	0.0%	0.00
Annual/Renewal Fee: Annual Fee	Statutory	750.00	750.00	N/A	0.0%	0.00
Application to vary	Statutory	1,000.00	1,000.00	N/A	0.0%	0.00
Application to transfer	Statutory	950.00	950.00	N/A	0.0%	0.00
Application for reinstatement of a licence	Statutory	950.00	950.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	2,000.00	2,000.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	950.00	950.00	N/A	0.0%	0.00
Betting Premises (other) (off-course i.e. Betting shops) (equiv. Betting Office Licence, Bookmakers Permits)						
Application Fee: New Application	Statutory	3,000.00	3,000.00	N/A	0.0%	0.00
Annual/Renewal Fee: Annual Fee	Statutory	600.00	600.00	N/A	0.0%	0.00
Application to vary	Statutory	1,500.00	1,500.00	N/A	0.0%	0.00
Application to transfer	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
Application for reinstatement of a licence	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	3,000.00	3,000.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
Betting Premises (tracks) (equiv. Bookmakers Permits)						
Application Fee: New Application	Statutory	2,500.00	2,500.00	N/A	0.0%	0.00
Annual/Renewal Fee: Annual Fee	Statutory	1,000.00	1,000.00	N/A	0.0%	0.00
Application to vary	Statutory	1,250.00	1,250.00	N/A	0.0%	0.00
Application to transfer	Statutory	950.00	950.00	N/A	0.0%	0.00
Application for reinstatement of a licence	Statutory	950.00	950.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	2,500.00	2,500.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	950.00	950.00	N/A	0.0%	0.00
Bingo Premises (Bingo Licence)						
Statutory prescribed maximum charge has been set. Only exception is the annual fee which is capped at £1,000.	Statutory	0.00	0.00	N/A	0.0%	0.00
Application Fee: New Application	Statutory	3,500.00	3,500.00	N/A	0.0%	0.00
Annual/Renewal Fee: Annual Fee	Statutory	1,000.00	1,000.00	N/A	0.0%	0.00
Application to vary	Statutory	1,750.00	1,750.00	N/A	0.0%	0.00
Application to transfer	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Application for reinstatement of a licence	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	3,500.00	3,500.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	1,200.00	1,200.00	N/A	0.0%	0.00
<u>New Casinos</u>					0.0%	0.00
<u>Regional Casino</u>					0.0%	0.00
Application Fee	Statutory	15,000.00	15,000.00	N/A	0.0%	0.00
Annual Fee	Statutory	15,000.00	15,000.00	N/A	0.0%	0.00
Application to vary	Statutory	7,500.00	7,500.00	N/A	0.0%	0.00
Application to transfer	Statutory	6,500.00	6,500.00	N/A	0.0%	0.00
Application for reinstatement of licence	Statutory	6,500.00	6,500.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	15,000.00	15,000.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	8,000.00	8,000.00	N/A	0.0%	0.00
<u>Large Casinos</u>					0.0%	0.00
Application Fee	Statutory	15,000.00	15,000.00	N/A	0.0%	0.00
Annual Fee	Statutory	15,000.00	15,000.00	N/A	0.0%	0.00
Application to vary	Statutory	7,500.00	7,500.00	N/A	0.0%	0.00
Application to transfer	Statutory	6,500.00	6,500.00	N/A	0.0%	0.00
Application for reinstatement of licence	Statutory	6,500.00	6,500.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	15,000.00	15,000.00	N/A	0.0%	0.00
Application for a premises licence already with provisional statement	Statutory	8,000.00	8,000.00	N/A	0.0%	0.00
Application Fee	Statutory	8,000.00	8,000.00	N/A	0.0%	0.00
Annual Fee	Statutory	5,000.00	5,000.00	N/A	0.0%	0.00
Application to vary	Statutory	4,000.00	4,000.00	N/A	0.0%	0.00
Application to transfer	Statutory	1,800.00	1,800.00	N/A	0.0%	0.00
Application for reinstatement of licence	Statutory	1,800.00	1,800.00	N/A	0.0%	0.00
Application for provisional statement	Statutory	8,000.00	8,000.00	N/A	0.0%	0.00
Application for a premises licence which already has a provisional statement	Statutory	3,000.00	3,000.00	N/A	0.0%	0.00
Application for FEC Gaming Machine Permit	Statutory	300.00	300.00	N/A	0.0%	0.00
Renewal Fee every 10 years	Statutory	300.00	300.00	N/A	0.0%	0.00
Fee for Change of Name	Statutory	25.00	25.00	N/A	0.0%	0.00
Fee for Copy of Permit	Statutory	15.00	15.00	N/A	0.0%	0.00
Temporary Use Notice	Statutory	470.00	470.00	N/A	0.0%	0.00
Replacement of Endorsed copy of Notice	Statutory	25.00	25.00	N/A	0.0%	0.00
Occasional Use Notice	Statutory	0.00	0.00	N/A	0.0%	0.00
Copy of the Premises Licence	Statutory	25.00	25.00	N/A	0.0%	0.00
Notification of change of circumstances for premises Licence	Statutory	50.00	50.00	N/A	0.0%	0.00
Application for Prize Gaming Permit	Statutory	300.00	300.00	N/A	0.0%	0.00
Application for Prize Gaming Permit (existing operator)	Statutory	100.00	100.00	N/A	0.0%	0.00
Renewal of Prize gaming Permit	Statutory	300.00	300.00	N/A	0.0%	0.00
Change of name on Prize Gaming Permit	Statutory	25.00	25.00	N/A	0.0%	0.00
Copy of Prize gaming Permit	Statutory	15.00	15.00	N/A	0.0%	0.00
Application for Club Gaming or Machine Permit	Statutory	200.00	200.00	N/A	0.0%	0.00
Application for Club Gaming or Machine Permit (existing holder)	Statutory	100.00	100.00	N/A	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Application for Club Gaming or Machine Permit (who holds a Club Premises Certificate under Licensing Act 2003)	Statutory	100.00	100.00	N/A	0.0%	0.00
Renewal of a Club Gaming or Machine Permit	Statutory	200.00	200.00	N/A	0.0%	0.00
Renewal of a Club Gaming or Machine Permit (who holds a Club Premises Certificate under Licensing Act 2003)	Statutory	100.00	100.00	N/A	0.0%	0.00
Annual fee for Club Gaming or Machine Permit	Statutory	50.00	50.00	N/A	0.0%	0.00
Application to vary club Gaming or Machine Permit	Statutory	100.00	100.00	N/A	0.0%	0.00
Copy of Club Gaming or Machine Permit	Statutory	15.00	15.00	N/A	0.0%	0.00
Notification of intention by licence holder to make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Statutory	50.00	50.00	N/A	0.0%	0.00
Application for a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence (existing holder of permit)	Statutory	100.00	100.00	N/A	0.0%	0.00
Application for a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence (new application)	Statutory	150.00	150.00	N/A	0.0%	0.00
Annual fee for a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence	Statutory	50.00	50.00	N/A	0.0%	0.00
Application to vary a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence	Statutory	100.00	100.00	N/A	0.0%	0.00
Application to transfer a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence	Statutory	25.00	25.00	N/A	0.0%	0.00
Change of name on a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence	Statutory	25.00	25.00	N/A	0.0%	0.00
Copy of a Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence	Statutory	15.00	15.00	N/A	0.0%	0.00
Registration	Statutory	40.00	40.00	N/A	0.0%	0.00
Renewal	Statutory	20.00	20.00	N/A	0.0%	0.00
Business Compliance						
Buy with Confidence - No. of Employees 1-5	Non-Statutory	107.00	114.00	Full cost recovery	6.5%	7.00
Buy with Confidence - No. of Employees 6-20	Non-Statutory	212.00	226.00	Full cost recovery	6.6%	14.00
Buy with Confidence - No. of Employees 21-49	Non-Statutory	318.00	339.00	Full cost recovery	6.6%	21.00
Export Certificates (per hour)	Non-Statutory	84.00	90.00	Full cost recovery	7.1%	6.00
Pre-Inspection	Non-Statutory	154.80	165.60	Full cost recovery	7.0%	10.80
FHRS Re-rating Inspection	Non-Statutory	181.00	193.00	Full cost recovery	6.6%	12.00
Food Safety Advice (per hour)	Non-Statutory	84.00	90.00	Full cost recovery	7.1%	6.00
Primary Authority Partnership (per hour)	Non-Statutory	98.00	104.00	Full cost recovery	6.1%	6.00
Food Safety and Health and Safety Training (per person)	Non-Statutory	47.00	50.00	Full cost recovery	6.4%	3.00
Weights and Measures Verification and Testing (per hour)	Non-Statutory	82.00	87.00	Full cost recovery	6.1%	5.00
Trading Standards Advice (per hour)	Non-Statutory	84.00	90.00	Full cost recovery	7.1%	6.00
Fixed Penalty Notices						
Dog Fouling Fixed Penalty Notice	Statutory	80.00	80.00	Statutory	0.0%	0.00
Dog Exclusion Fixed Penalty Notice	Statutory	80.00	80.00	Statutory	0.0%	0.00
Dog off Lead Fixed Penalty Notice	Statutory	80.00	80.00	Statutory	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Fly Tipping Fixed Penalty Notice	Statutory	80.00	80.00	Statutory	0.0%	0.00
Litter Fixed Penalty Notice	Statutory	80.00	80.00	Statutory	0.0%	0.00
Fly Tipping Fixed Penalty Notice	Statutory	400.00	400.00	Statutory	0.0%	0.00
Planning and Building Control						
Planning Decision Notices, Listed Building Approvals, Enforcement Notices. Order Copies and Pay Online.	Statutory	20.00	20.00	N/A	0.0%	0.00
Copies of Tree Preservation Orders - Whole Document. Order Copies and Pay Online.	Statutory	20.00	20.00	N/A	0.0%	0.00
Building Regulation Approval Notices and Completion Certificates. Order Copies and Pay Online.	Statutory	20.50	20.50	N/A	0.0%	0.00
We can supply photocopies of letters/reports etc. per page. However we cannot supply copies of submitted architects drawings or building plans. Nor can we supply copies of Ordnance Survey Plans. Both these items are the copyright property of the originator.	Statutory	1.20	1.20	N/A	0.0%	0.00
We can undertake an informal search of our records for your property and copy certain documents but there will be a charge for this service. You can Request a search of the Planning records or order a list of documents.	Statutory	21.60	21.60	N/A	0.0%	0.00
You can request a manual search of the Building Regulations records by using the Building Regulations Online Form or sending a written request to Building Control. This service will take approximately 1 week for a response to be returned.	Statutory	21.60	21.60	N/A	0.0%	0.00
For urgently required information a written application for information can be sent in, together with payment and a response will be provided within 3 working days from receipt of the request.	Statutory	37.20	37.20	N/A	0.0%	0.00
*For a more complicated search, multiple record searches or a written response to an enquiry with a professional opinion; these will be subject to a minimum charge of £46.80 and an additional hourly rate charge at the approved standard hourly rate depending on the complexity of the search.	Statutory	agreed on job by job basis	agreed on job by job basis		0.0%	
Provision of late completion inspections and issue of completion certificates – please refer to the restrictions on the main Building Control pages in respect of Completion Certification. Note: Completion Certificates were not and cannot be issued on projects prior to 1st January 2000.	Statutory	80.00	80.00	N/A	0.0%	0.00
Administration fee for building control refunds and adjustment of paperwork	Statutory	37.20	37.20	N/A	0.0%	0.00
Dangerous building callout rates as each case has an individual set of circumstances and actions taken - individual charges will be due based upon the amount of time spent on the callout. All costs incurred by the council and its contractors will be recovered off the building owner:	Statutory	based on time	based on time	N/A	0.0%	
minimum callout rate (allows for up to 1hr spent on the call out) and our standard hourly rate there - after. Additional charges for contractors used to make safe the situation will also be charged	Statutory	67.00	67.00	N/A	0.0%	0.00
Callout during normal working week hours Minimum callout rate (allows for up to 1hr spent on the callout) and our standard out of hours hourly rate there-after.				N/A		

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
out of hours callouts. Additional charges for contractors used to make safe the situation will also be charged	Statutory	133.00	133.00	N/A	0.0%	0.00
For the processing of Demolition Notices under Section 80 of the Building Act 1984	Statutory	80.00	80.00	N/A	0.0%	0.00
For providing letter of Confirmation of exemption status under Building Regulations for proposed works	Non-Statutory	44.40	46.80	Inflation	5.4%	2.40
Pre-planning application advice						
<u>DEVELOPMENT TEAM SERVICE</u>						
Over 9,999 square metres of commercial floorspace						
Over 49 dwellings						
1,000 - 2,500 square metres retail floorspace						
Major infrastructure projects						
Sites in excess of 1.5 hectares						
Drilling Operations and Wind Turbines						
Meeting and written advice	Non-Statutory	1,032.00	4,146.00	Full cost recovery	301.7%	3,114.00
Follow up meetings	Non-Statutory	516.00	619.20	Full cost recovery	20.0%	103.20
Written advice only	Non-Statutory	619.20	2,487.60	Full cost recovery	301.7%	1,868.40
<u>MAJOR DEVELOPMENT SERVICE</u>						
1,000 - 9,999 square metres of commercial floorspace						
100 - 999 square metres retail floorspace						
10 - 49 dwellings						
Sites between 1 - 1.5ha						
Meeting and written advice	Non-Statutory	774.00	4,146.00	Full cost recovery	435.7%	3,372.00
Follow up meetings	Non-Statutory	387.60	619.20	Full cost recovery	59.8%	231.60
Written advice only	Non-Statutory	412.80	2,487.60	Full cost recovery	502.6%	2,074.80
<u>MINOR ADVICE SERVICE</u>						
100 - 999 square metres of commercial floorspace						
Upto 100 square metres of retail floorspace						
1 - 9 dwellings						
Telecommunications developments						
s73 -Variation of conditions (excluding retail with floorspace over 1000 square metres)						
Public realm / engineering works						
Minerals, waste and energy projects (on sites up to 1 hectare)						
Small scale proposals not within above categories						
Meeting and written advice	Non-Statutory	258.00	1,940.40	Full cost recovery	652.1%	1,682.40
Follow up meetings	Non-Statutory	129.60	465.60	Full cost recovery	259.3%	336.00
Written advice only	Non-Statutory	154.80	1,164.00	Full cost recovery	651.9%	1,009.20

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Planning Performance Agreements						
Arranged on a bespoke basis when deemed appropriate with the agreement of developers with planning officer time charged at hourly rate of £103 for a Principal Planning Officer involvement.	Non-Statutory	103.20	110.40	Full cost recovery	7.0%	7.20
Where such agreements exist to recover costs of required external consultancy fees (such as Retail Impact Assessment specialists) plus an admin fee of 10%.		agreed on job by job basis	agreed on job by job basis			
Planning Applications						
Operations						
The erection of dwelling-houses (other than development in category 6):						
where the application is for outline planning permission and the site does not exceed 2.5 hectares, for each 0.1 hectare of the site area	Statutory	462.00	462.00	N/A	0.0%	0.00
where the application is for outline planning permission and the site area exceeds 2.5 hectares, additional 0.1 hectare in excess of 2.5 hectares subject to a maximum £125,000	Statutory	11,432.00	11,432.00	N/A	0.0%	0.00
In other cases where the number of dwelling-houses to be created by the development is 50 or fewer, for each dwelling house	Statutory	138.00	138.00	N/A	0.0%	0.00
In other cases where the number of dwelling-houses to be created by the development exceeds 50	Statutory	462.00	462.00	N/A	0.0%	0.00
additional for each dwelling house in excess of 50 dwelling house subject to a maximum total of £250k	Statutory	22,859.00	22,859.00	N/A	0.0%	0.00
The erection of buildings (other than buildings in categories 1,3,4,5 or 7):						
where the application is for outline planning permission, and the site area does not exceed 2.5 hectares, for each 0.1 hectare of the site area	Statutory	138.00	138.00	N/A	0.0%	0.00
where the application is for outline planning permission, and the site area exceeds 2.5 hectares, additional 0.1 hectare in excess of 2.5 hectares subject to a maximum £125,000	Statutory	462.00	462.00	N/A	0.0%	0.00
In other cases where no floor space is to be created by the development				N/A	0.0%	
In other cases where the area of gross floor space to be created by the development exceeds 40 sq metres	Statutory	234.00	234.00	N/A	0.0%	0.00
where the area of the gross floor space to be created by the development exceed 40 sq metres, but does not exceed 75 sq meters	Statutory	462.00	462.00	N/A	0.0%	0.00
where the area of the gross floor space to be created by the development exceed 75 sq metres, but does not exceed 3750 sq meters, for each 75 sq metres of that area	Statutory	462.00	462.00	N/A	0.0%	0.00
where the area of the gross floor space to be created by the development exceed 3750 sq metres	Statutory	22,859.00	22,859.00	N/A	0.0%	0.00
additional for each 75 square metres in excess of 3750 sq metres subject to a maximum in total of £250k	Statutory	138.00	138.00	N/A	0.0%	0.00
The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4):				N/A	0.0%	

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
where the application is for outline planning permission, and the site area does not exceed 2.5 hectares, for each 0.1 hectare of the site area	Statutory	462.00	462.00	N/A	0.0%	0.00
where the application is for outline planning permission, and the site area exceeds 2.5 hectares, additional for each additional 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125k	Statutory	11,432.00	11,432.00	N/A	0.0%	0.00
in other cases where the area of gross floor space to be created by the development does not exceed 465 sq metres	Statutory	138.00	138.00	N/A	0.0%	0.00
in other cases where the area of gross floor space to be created by the development does not exceed 465 sq metres does not exceed 540 sq metres	Statutory	96.00	96.00	N/A	0.0%	0.00
in other cases where the area of the gross floor space to be created by the development exceeds 540 sq metres but does not exceed 4215 sq metres, for the first 540 sq metres	Statutory	462.00	462.00	N/A	0.0%	0.00
additional 75 square metres in excess of 540 sq metres	Statutory	462.00	462.00	N/A	0.0%	0.00
in other cases where the area of gross floor space to be created by the development exceeds 4215 sq metres	Statutory	22,859.00	22,859.00	N/A	0.0%	0.00
additional for each 75 square metres in excess of 4215 sq metres subject to a maximum in total of £250k	Statutory	138.00	138.00	N/A	0.0%	0.00
The erection of glasshouses on land used for the purpose of agriculture:				N/A	0.0%	
where the area of gross floor space to be created by the development does not exceed 465 sq metres	Statutory	96.00	96.00	N/A	0.0%	0.00
where the area of gross floor space to be created by the development exceeds 465 sq metres	Statutory	2,580.00	2,580.00	N/A	0.0%	0.00
The erection, alteration or replacement of plant or machinery				N/A	0.0%	
where the site area does not exceed 5 hectares, for each 0.1 hectare of the site area	Statutory	462.00	462.00	N/A	0.0%	0.00
where the site area exceeds 5 hectares	Statutory	22,589.00	22,589.00	N/A	0.0%	0.00
additional for each 0.1 hectare in excess of 5 hectares subject to maximum in total of £250k	Statutory	138.00	138.00	N/A	0.0%	0.00
The enlargement, alteration or replacement of plant or machinery:	Statutory			N/A	0.0%	
where the site area does not exceed 5 hectares, 0.1 hectare of the site area	Statutory	462.00	462.00	N/A	0.0%	0.00
where the site exceeds 5 hectares	Statutory	22,859.00	22,859.00	N/A	0.0%	0.00
an additional for each 0.1 hectare in excess of 5 hectares subject to a maximum in total of £250k	Statutory	138.00	138.00	N/A	0.0%	0.00
The enlargement, improvement or other alteration of existing dwelling houses	Statutory			N/A	0.0%	
where the application relates to one dwelling-house	Statutory	206.00	206.00	N/A	0.0%	0.00
where the application relates to 2 or more dwelling houses	Statutory	407.00	407.00	N/A	0.0%	0.00
The enlargement, improvement or other alteration of existing dwelling houses:				N/A	0.0%	
the carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling-house for purposes ancillary to the enjoyment of the dwelling - house as such, the erection or construction of gates, fences, walls or other mean of enclosure along a boundary of the curtilage for an existing dwelling- house including construction of a new vehicular access to a dwelling house	Statutory	206.00	206.00	N/A	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Access, car park etc for existing uses:				N/A	0.0%	
the construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land (not householder)	Statutory	234.00	234.00	N/A	0.0%	0.00
The carrying out of any operations connected with explanatory drilling for oil or natural gas:				N/A	0.0%	
where the site area does not exceed 7.5 hectares, 0.1 hectare of the site area	Statutory	508.00	508.00	N/A	0.0%	0.00
where the site area exceeds 7.5 hectares	Statutory	38,070.00	38,070.00	N/A	0.0%	0.00
additional for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £250k	Statutory	151.00	151.00	N/A	0.0%	0.00
The carrying out of any operations not coming within any of the above categories:				N/A	0.0%	
in the case of the operations for the winning and working of minerals where the site area does not exceed 15 hectares for each 0.1 hectare of the site area	Statutory	257.00	257.00	N/A	0.0%	0.00
in the case of the operations for the winning and working of minerals where the site area exceeds 15 hectares	Statutory	38,520.00	38,520.00	N/A	0.0%	0.00
additional for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65k	Statutory	151.00	151.00	N/A	0.0%	0.00
in any other case for each 0.1 hectare of the site area, subject to a maximum of £1690	Statutory	234.00	234.00	N/A	0.0%	0.00
Uses of Land						
The change of use of a building to use as one or more separate dwelling - houses:						
where the change of use is from a previous use as a single dwelling-house to use as two or more single dwelling houses- where the change of use as 50 or fewer dwelling-houses	Statutory	462.00	462.00	N/A	0.0%	0.00
where the change of use is from a previous use as a single dwelling-house to use as two or more single dwelling houses- where the change of use is to use as more than 50 dwelling houses	Statutory	22,859.00	22,859.00	N/A	0.0%	0.00
additional for each dwelling house in excess of 50 dwelling house subject to a maximum total of £250k	Statutory	138.00	138.00	N/A	0.0%	0.00
In all other cases where the change of use is to use as 50 or fewer dwelling-houses- each dwelling house	Statutory	462.00	462.00	N/A	0.0%	0.00
In all other cases where the change of use is to use as more than 50 dwelling-houses	Statutory	22,859.00	22,859.00	N/A	0.0%	0.00
additional for each dwelling-house in excess of 50 dwelling-houses subject to a maximum in total of £250k	Statutory	138.00	138.00	N/A	0.0%	0.00
Waste disposal, and deposit and storage of minerals						
a) the use of land for the disposal of refuse or waste materials					0.0%	
b) the deposit of material remaining after minerals have been extracted from land; or						
c) the storage of minerals in the open:				N/A		
where the site area does not exceed 15 hectares each 0.1 hectare of the site area	Statutory	234.00	234.00	N/A	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
where the site area exceeds 15 hectares	Statutory	34,934.00	34,934.00	N/A	0.0%	0.00
additional for 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65k	Statutory	138.00	138.00	N/A	0.0%	0.00
The making of a material change in the use of building or land (other than a material change of use coming within any of the above categories)	Statutory	462.00	462.00	N/A	0.0%	0.00
ADVERTISEMENTS				N/A	0.0%	
a) advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters:						
i) the nature of the business or other activity carried on the premises	Statutory	132.00	132.00		0.0%	0.00
ii) the goods sold or the services provided on the premises						
iii) the name and qualifications of the person carrying on such business or activity or supplying such goods or services				N/A		
b) advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site	Statutory	132.00	132.00		0.0%	0.00
c) all other advertisements	Statutory	462.00	462.00	N/A	0.0%	0.00
ALL OTHER APPLICATIONS				N/A	0.0%	
Lawful Development Certificates				N/A	0.0%	
a) application relating to an existing use or development. The fee is the amount that would be payable in respect of an application for planning permission	Statutory	462.00	462.00	N/A	0.0%	0.00
b) application relating to a proposed use or development. Half the amount that would be payable in respect of an application for planning permission	Statutory	231.00	231.00	N/A	0.0%	0.00
c) application relating to failure to comply with any condition or limitation attached to a planning permission	Statutory	234.00	234.00	N/A	0.0%	0.00
d) where an existing use specified in an application (section 191(1)(a) is used as one or more dwellings. The fee payable shall be for each dwelling subject to a maximum of £250k	Statutory	462.00	462.00		0.0%	0.00
Prior Approval Applications:	Statutory			N/A	0.0%	
a) Part 3, change of use of buildings or land	Statutory	96.00	96.00	N/A	0.0%	0.00
b) part 6, agricultural buildings and operations	Statutory	96.00	96.00	N/A	0.0%	0.00
c) part 7, forestry buildings and operations	Statutory	96.00	96.00	N/A	0.0%	0.00
d) part 31, demolition of buildings	Statutory	96.00	96.00	N/A	0.0%	0.00
e) part 24, development by telecommunications code system operators	Statutory	462.00	462.00	N/A	0.0%	0.00
Variation of condition:	Statutory			N/A	0.0%	
application for removal or variation of a condition following grant of planning permission	Statutory	234.00	234.00		0.0%	0.00
Discharge of condition				N/A	0.0%	
request for confirmation that one or more planning confirmation that one or more planning conditions have been complied with -				N/A	0.0%	
householder application per request	Statutory	34.00	34.00	N/A	0.0%	0.00
other applications per request	Statutory	116.00	116.00	N/A	0.0%	0.00
Application for a non-material amendment following a grant of planning permission-				N/A	0.0%	

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
a) if the application is a householder application	Statutory	34.00	34.00	N/A	0.0%	0.00
b) in any other case	Statutory	234.00	234.00	N/A	0.0%	0.00
Land Charges						
Con 29 Residential	Non-Statutory	103.20	106.80	Full cost recovery	3.5%	3.60
Con 29 Commercial	Non-Statutory	129.60	133.20	Full cost recovery	2.8%	3.60
Con 29 R Extra parcel of land	Non-Statutory	33.60	34.80	Full cost recovery	3.6%	1.20
Con 29 O Per Question (except Q22)	Non-Statutory	37.20	38.40	Full cost recovery	3.2%	1.20
Con 29 O Q22 only	Non-Statutory	15.60	16.80	Full cost recovery	7.7%	1.20
Building Control						
Plan Charge for - Single storey extension floor area not exceeding 10m2	Non-Statutory	390.00	415.20	Inflation	6.5%	25.20
Building Notice Charge for - Single storey extension floor area not exceeding 10m2	Non-Statutory	460.80	490.80	Inflation	6.5%	30.00
Plan Charge for - Single storey extension floor area exceeding 10m2 but not exceeding 40m2	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Inspection Charge for - Single storey extension floor area exceeding 10m2 but not exceeding 40m2	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Building Notice Charge for - Single storey extension floor area exceeding 10m2 but not exceeding 40m2	Non-Statutory	613.20	654.00	Inflation	6.7%	40.80
Plan Charge for - Single storey extension floor area exceeding 40m2 but not exceeding 80m2	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Inspection Charge for - Single storey extension floor area exceeding 40m2 but not exceeding 80m2	Non-Statutory	418.80	446.40	Inflation	6.6%	27.60
Building Notice Charge for - Single storey extension floor area exceeding 40m2 but not exceeding 80m2	Non-Statutory	697.20	742.80	Inflation	6.5%	45.60
Plan Charge for - Two storey extension floor area not exceeding 40m2	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Inspection Charge for - Two storey extension floor area not exceeding 40m2	Non-Statutory	418.80	446.40	Inflation	6.6%	27.60
Building Notice Charge for - Two storey extension floor area not exceeding 40m2	Non-Statutory	697.20	742.80	Inflation	6.5%	45.60
Plan Charge for - Two storey extension floor area exceeding 40m2 but not exceeding 100m2	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Inspection Charge for - Two storey extension floor area exceeding 40m2 but not exceeding 100m2	Non-Statutory	468.00	499.20	Inflation	6.7%	31.20
Building Notice Charge for - Two storey extension floor area exceeding 40m2 but not exceeding 100m2	Non-Statutory	746.40	795.60	Inflation	6.6%	49.20
Plan Charge for - Loft Conversion that does not include the construction of a dormer (max floor area 50m2)	Non-Statutory	418.80	446.40	Inflation	6.6%	27.60
Building Notice Charge for - Loft Conversion that does not include the construction of a dormer (max floor area 50m2)	Non-Statutory	460.80	490.80	Inflation	6.5%	30.00
Plan Charge for - Loft conversion that includes the construction of a dormer (max floor area 50m2)	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Inspection Charge for - Loft conversion that includes the construction of a dormer (max floor area 50m2)	Non-Statutory	228.00	243.60	Inflation	6.8%	15.60

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Building Notice Charge for - Loft conversion that includes the construction of a dormer (max floor area 50m2)	Non-Statutory	501.60	535.20	Inflation	6.7%	33.60
Plan Charge for - Erection of a non exempt attached single storey extension of a garage or carport up to 100m2	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Building Notice Charge for - Erection or extension of a non exempt detached garage or carport up to 100m2	Non-Statutory	292.80	312.00	Inflation	6.6%	19.20
Plan Charge for - Erection of a non exempt attached single storey extension of a garage or carport up to 100m2	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Building Notice Charge for - Erection of a non exempt attached single storey extension of a garage or carport up to 100m2	Non-Statutory	376.80	402.00	Inflation	6.7%	25.20
Plan Charge for - Attached Garage Conversion to a create a habitable room / kitchen or utility space	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Building Notice Charge for - Attached Garage Conversion to a create a habitable room / kitchen or utility space	Non-Statutory	292.80	312.00	Inflation	6.6%	19.20
Plan Charge for - Erection of a multi storey detached ancillary building upto 100m2 floor area	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Building Notice Charge for - Erection of a multi storey detached ancillary building upto 100m2 floor area	Non-Statutory	376.80	402.00	Inflation	6.7%	25.20
Plan Charge for - Creation of a Basement up to 100m2	Non-Statutory	378.00	403.20	Inflation	6.7%	25.20
Building Notice Charge for - Creation of a Basement up to 100m2	Non-Statutory	420.00	447.60	Inflation	6.6%	27.60
Plan Charge for - Domestic alterations to a single building: underpinning (up to 20 linear metres)	Non-Statutory	370.80	394.80	Inflation	6.5%	24.00
Building Notice Charge for - Domestic alterations to a single building: underpinning (up to 20 linear metres)	Non-Statutory	370.80	394.80	Inflation	6.5%	24.00
Plan Charge for - Domestic alterations to a single building:Renovation of a thermal element to a single dwelling	Non-Statutory	151.20	160.80	Inflation	6.3%	9.60
Building Notice Charge for - Domestic alterations to a single building:Renovation of a thermal element to a single dwelling	Non-Statutory	151.20	160.80	Inflation	6.3%	9.60
Plan Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost less than £2,000	Non-Statutory	214.80	229.20	Inflation	6.7%	14.40
Building Notice Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost less than £2,000	Non-Statutory	214.80	229.20	Inflation	6.7%	14.40
Plan Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost over £2,000 up to £5000	Non-Statutory	290.40	309.60	Inflation	6.6%	19.20
Building Notice Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost over £2,000 up to £5000	Non-Statutory	290.40	309.60	Inflation	6.6%	19.20
Plan Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £5,000 up to £25,000	Non-Statutory	357.60	381.60	Inflation	6.7%	24.00
Building Notice Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £5,000 up to £25,000	Non-Statutory	357.60	381.60	Inflation	6.7%	24.00
Plan Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £25,001 and up to £50,000	Non-Statutory	150.00	159.60	Inflation	6.4%	9.60
Inspection Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £25,001 and up to £50,000	Non-Statutory	326.40	348.00	Inflation	6.6%	21.60

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Building Notice Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £25,001 and up to £50,000	Non-Statutory	475.20	506.40	Inflation	6.6%	31.20
Plan Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £50,001 and up to £75,000	Non-Statutory	150.00	159.60	Inflation	6.4%	9.60
Inspection Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £50,001 and up to £75,000	Non-Statutory	445.20	474.00	Inflation	6.5%	28.80
Building Notice Charge for Alterations, installation of fittings (not electrical) and/or structural alterations - Estimated cost exceeding £50,001 and up to £75,000	Non-Statutory	595.20	634.80	Inflation	6.7%	39.60
Plan Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work. Carried out by an electrician not a member of a competent persons scheme, capable of demonstrating upto date qualifications and providing all design information, installation and test certification. - Any electrical works other than rewiring of a dwelling	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Building Notice Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work. Carried out by an electrician not a member of a competent persons scheme, capable of demonstrating upto date qualifications and providing all design information, installation and test certification. - Any electrical works other than rewiring of a dwelling	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Plan Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work. Carried out by an electrician not a member of a competent persons scheme, capable of demonstrating upto date qualifications and providing all design information, installation and test certification. - Rewiring or new installation in a dwelling	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Building Notice Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work. Carried out by an electrician not a member of a competent persons scheme, capable of demonstrating upto date qualifications and providing all design information, installation and test certification. - Rewiring or new installation in a dwelling	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Plan Charge for - Domestic Electrical Works: Additional charge for 'notifiable' electrical works carried out at the same time as the other work categories above. Carried out by an electrician not a member of a competent persons scheme, capable of demonstrating upto date qualifications and providing all design information, installation and test certification.	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Building Notice Charge for - Domestic Electrical Works: Additional charge for 'notifiable' electrical works carried out at the same time as the other work categories above. Carried out by an electrician not a member of a competent persons scheme, capable of demonstrating upto date qualifications and providing all design information, installation and test certification.	Non-Statutory	208.80	222.00	Inflation	6.3%	13.20
Plan Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work (carried out by a non qualified person) - Any electrical works other than rewiring of a dwelling	Non-Statutory	356.40	380.40	Inflation	6.7%	24.00
Building Notice Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work (carried out by a non qualified person) - Any electrical works other than rewiring of a dwelling	Non-Statutory	356.40	380.40	Inflation	6.7%	24.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Plan Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work (carried out by a non qualified person) - Rewiring or new installation in a dwelling	Non-Statutory	474.00	505.20	Inflation	6.6%	31.20
Building Notice Charge for - Domestic Electrical Works: Standalone electrical work not being carried out in conjunction with any other category of work (carried out by a non qualified person) - Rewiring or new installation in a dwelling	Non-Statutory	474.00	505.20	Inflation	6.6%	31.20
Plan Charge for - Domestic Electrical Works: Additional charge for 'notifiable' electrical works carried out at the same time as the other work categories above (carried out by a non qualified person) - Any electrical works other than rewiring of a dwelling	Non-Statutory	278.40	296.40	Inflation	6.5%	18.00
Building Notice Charge for - Domestic Electrical Works: Additional charge for 'notifiable' electrical works carried out at the same time as the other work categories above (carried out by a non qualified person) - Any electrical works other than rewiring of a dwelling	Non-Statutory	278.40	296.40	Inflation	6.5%	18.00
Plan Charge for - Solid fuel appliances: Installation of a solid fuel appliance by non- competent person scheme member e.g. not HETAS registered	Non-Statutory	166.80	177.60	Inflation	6.5%	10.80
Inspection Charge for - Solid fuel appliances: Installation of a solid fuel appliance by non-competent person scheme member e.g. not HETAS registered	Non-Statutory	386.40	411.60	Inflation	6.5%	25.20
Building Notice Charge for - Solid fuel appliances: Installation of a solid fuel appliance by non-competent person scheme member e.g. not HETAS registered	Non-Statutory	553.20	589.20	Inflation	6.5%	36.00
Plan Charge for - Domestic Window Replacements: Window replacements (non competent persons scheme member) - per installation up to 10 windows	Non-Statutory	126.00	134.40	Inflation	6.7%	8.40
Building Notice Charge for - Domestic Window Replacements: Window replacements (non competent persons scheme member) - per installation up to 10 windows	Non-Statutory	126.00	134.40	Inflation	6.7%	8.40
Plan Charge for - Domestic Window Replacements: Window replacements (non competent persons scheme member) - per installation upto 11 to 20 windows	Non-Statutory	237.60	253.20	Inflation	6.6%	15.60
Building Notice Charge for - Domestic Window Replacements: Window replacements (non competent persons scheme member) - per installation upto 11 to 20 windows	Non-Statutory	237.60	253.20	Inflation	6.6%	15.60
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings. - 1 dwelling	Non-Statutory	318.00	338.40	Inflation	6.4%	20.40
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings. - 1 dwelling	Non-Statutory	453.60	483.60	Inflation	6.6%	30.00
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 1 dwelling	Non-Statutory	938.40	1,000.80	Inflation	6.6%	62.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 2 dwellings	Non-Statutory	408.00	434.40	Inflation	6.5%	26.40
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 2 dwellings	Non-Statutory	634.80	676.80	Inflation	6.6%	42.00
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 2 dwellings	Non-Statutory	1,210.80	1,291.20	Inflation	6.6%	80.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 3 dwellings	Non-Statutory	499.20	531.60	Inflation	6.5%	32.40
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 3 dwellings	Non-Statutory	771.60	822.00	Inflation	6.5%	50.40
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 3 dwellings	Non-Statutory	1,436.40	1,531.20	Inflation	6.6%	94.80
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 4 dwellings	Non-Statutory	600.00	639.60	Inflation	6.6%	39.60

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 4 dwellings	Non-Statutory	907.20	967.20	Inflation	6.6%	60.00
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 4 dwellings	Non-Statutory	1,674.00	1,784.40	Inflation	6.6%	110.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 5 dwellings	Non-Statutory	680.40	724.80	Inflation	6.5%	44.40
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 5 dwellings	Non-Statutory	1,044.00	1,112.40	Inflation	6.6%	68.40
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 5 dwellings	Non-Statutory	1,891.20	2,016.00	Inflation	6.6%	124.80
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 6 dwellings	Non-Statutory	685.20	730.80	Inflation	6.7%	45.60
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 6 dwellings	Non-Statutory	1,219.20	1,299.60	Inflation	6.6%	80.40
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 6 dwellings	Non-Statutory	2,070.00	2,206.80	Inflation	6.6%	136.80
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 7 dwellings	Non-Statutory	687.60	733.20	Inflation	6.6%	45.60
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 7 dwellings	Non-Statutory	1,245.60	1,328.40	Inflation	6.6%	82.80
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 7 dwellings	Non-Statutory	2,101.20	2,240.40	Inflation	6.6%	139.20
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 8 dwellings	Non-Statutory	692.40	738.00	Inflation	6.6%	45.60
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 8 dwellings	Non-Statutory	1,431.60	1,526.40	Inflation	6.6%	94.80
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 8 dwellings	Non-Statutory	2,290.80	2,442.00	Inflation	6.6%	151.20
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 9 dwellings	Non-Statutory	696.00	741.60	Inflation	6.6%	45.60
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 9 dwellings	Non-Statutory	1,629.60	1,737.60	Inflation	6.6%	108.00
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 9 dwellings	Non-Statutory	2,493.60	2,658.00	Inflation	6.6%	164.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 10 dwellings	Non-Statutory	699.60	745.20	Inflation	6.5%	45.60
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 10 dwellings	Non-Statutory	1,814.40	1,934.40	Inflation	6.6%	120.00
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 10 dwellings	Non-Statutory	2,682.00	2,859.60	Inflation	6.6%	177.60
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 11 dwellings	Non-Statutory	705.60	752.40	Inflation	6.6%	46.80
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 11 dwellings	Non-Statutory	1,983.60	2,114.40	Inflation	6.6%	130.80
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 11 dwellings	Non-Statutory	2,856.00	3,044.40	Inflation	6.6%	188.40

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 12 dwellings	Non-Statutory	709.20	756.00	Inflation	6.6%	46.80
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 12 dwellings	Non-Statutory	2,160.00	2,302.80	Inflation	6.6%	142.80
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 12 dwellings	Non-Statutory	3,036.00	3,236.40	Inflation	6.6%	200.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings -13 dwellings	Non-Statutory	712.80	759.60	Inflation	6.6%	46.80
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings -13 dwellings	Non-Statutory	2,335.20	2,488.80	Inflation	6.6%	153.60
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings -13 dwellings	Non-Statutory	3,216.00	3,428.40	Inflation	6.6%	212.40
Plan Charge for -Standard Charges for the creation of, or conversion to Form New Dwellings - 14 dwellings	Non-Statutory	716.40	763.20	Inflation	6.5%	46.80
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 14 dwellings	Non-Statutory	2,510.40	2,676.00	Inflation	6.6%	165.60
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 14 dwellings	Non-Statutory	3,394.80	3,619.20	Inflation	6.6%	224.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 15 dwellings	Non-Statutory	721.20	769.20	Inflation	6.7%	48.00
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 15 dwellings	Non-Statutory	2,686.80	2,864.40	Inflation	6.6%	177.60
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 15 dwellings	Non-Statutory	3,574.80	3,811.20	Inflation	6.6%	236.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 16 dwellings	Non-Statutory	724.80	772.80	Inflation	6.6%	48.00
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 16 dwellings	Non-Statutory	2,862.00	3,050.40	Inflation	6.6%	188.40
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 16 dwellings	Non-Statutory	3,754.80	4,003.20	Inflation	6.6%	248.40
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 17 dwellings	Non-Statutory	729.60	777.60	Inflation	6.6%	48.00
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 17 dwellings	Non-Statutory	3,038.40	3,238.80	Inflation	6.6%	200.40
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 17 dwellings	Non-Statutory	3,934.80	4,194.00	Inflation	6.6%	259.20
Plan Charge for - andard Charges for the creation of, or conversion to Form New Dwellings - 18 dwellings	Non-Statutory	734.40	782.40	Inflation	6.5%	48.00
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 18 dwellings	Non-Statutory	3,213.60	3,426.00	Inflation	6.6%	212.40
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 18 dwellings	Non-Statutory	4,114.80	4,386.00	Inflation	6.6%	271.20
Plan Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 19 dwellings	Non-Statutory	738.00	787.20	Inflation	6.7%	49.20
Inspection Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 19 dwellings	Non-Statutory	3,390.00	3,613.20	Inflation	6.6%	223.20

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Building Notice Charge for - Standard Charges for the creation of, or conversion to Form New Dwellings - 19 dwellings	Non-Statutory	4,294.80	4,578.00	Inflation	6.6%	283.20
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - Other residential (institution and Other)	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - Other residential (institution and Other)	Non-Statutory	634.80	676.80	Inflation	6.6%	42.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - Assembly and Recreational use	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - Assembly and Recreational use	Non-Statutory	543.60	579.60	Inflation	6.6%	36.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - Industrial and storage usage	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - Industrial and storage usage	Non-Statutory	362.40	386.40	Inflation	6.6%	24.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - All other use classes	Non-Statutory	250.80	267.60	Inflation	6.7%	16.80
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area not exceeding 10m squared: - All other use classes	Non-Statutory	543.60	579.60	Inflation	6.6%	36.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 10m squared but not exceeding 40m squared: - other residential (institution and Other)	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 10m squared but not exceeding 40m squared: - other residential (institution and Other)	Non-Statutory	724.80	772.80	Inflation	6.6%	48.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for Floor area exceeding 10m squared but not exceeding 40m squared: -Assembly and Recreational use	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 10m squared but not exceeding 40m squared: -Assembly and Recreational use	Non-Statutory	634.80	676.80	Inflation	6.6%	42.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 10m squared but not exceeding 40m squared: -Industrial and storage usage	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 10m squared but not exceeding 40m squared: -Industrial and storage usage	Non-Statutory	453.60	483.60	Inflation	6.6%	30.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for -Floor area exceeding 10m squared but not exceeding 40m squared: -All other use classes	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 10m squared but not exceeding 40m squared: -All other use classes	Non-Statutory	634.80	676.80	Inflation	6.6%	42.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -other residential (institution and Other)	Non-Statutory	418.80	446.40	Inflation	6.6%	27.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -other residential (institution and Other)	Non-Statutory	817.20	871.20	Inflation	6.6%	54.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -Assembly and Recreational use	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -Assembly and Recreational use	Non-Statutory	724.80	772.80	Inflation	6.6%	48.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for -Floor area exceeding 40m squared but not exceeding 100m squared: -Industrial and storage usage	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -Industrial and storage usage	Non-Statutory	543.60	579.60	Inflation	6.6%	36.00
Plan Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -All other use classes	Non-Statutory	334.80	356.40	Inflation	6.5%	21.60
Inspection Charge: (All Other Non-Domestic Work - Extension & New Build) for - Floor area exceeding 40m squared but not exceeding 100m squared: -All other use classes	Non-Statutory	724.80	772.80	Inflation	6.6%	48.00
Plan Charge: (All Other Non-Domestic Work - Alterations) for - Underpinning: -estimated cost up to £50k	Non-Statutory	367.20	391.20	Inflation	6.5%	24.00
Plan Charge: (All Other Non-Domestic Work - Alterations) for - Underpinning: -estimated cost exceeding £50k and up to £100k	Non-Statutory	118.80	127.20	Inflation	7.1%	8.40
Inspection Charge: (All Other Non-Domestic Work - Alterations) for - Underpinning: -estimated cost exceeding £50k and up to £100k	Non-Statutory	356.40	380.40	Inflation	6.7%	24.00
Plan Charge: (All Other Non-Domestic Work - Alterations) for - Underpinning: -estimated cost exceeding £100k and up to £250k	Non-Statutory	178.80	190.80	Inflation	6.7%	12.00
Inspection Charge: (All Other Non-Domestic Work - Alterations) for - Underpinning: -estimated cost exceeding £100k and up to £250k	Non-Statutory	416.40	444.00	Inflation	6.6%	27.60
Plan Charge (All Other Non-Domestic Work - Alterations) Window replacement (non competent persons scheme) including shop fronts but excluding associated works. Per installation up to 20 windows	Non-Statutory	126.00	134.40	Inflation	6.7%	8.40
Plan Charge (All Other Non-Domestic Work - Alterations) Window replacement (non competent persons scheme) including shop fronts but excluding associated works. Per installation over 20 windows up to 50 windows	Non-Statutory	237.60	253.20	Inflation	6.6%	15.60
Plan Charge: (All Other Non-Domestic Work - Alterations) Renovation of a thermal element Estimated cost up to £50,000	Non-Statutory	202.80	216.00	Inflation	6.5%	13.20
Plan Charge: (All Other Non-Domestic Work - Alterations) Renovation of a thermal element Estimated cost exceeding £50,000 and up to £100,000	Non-Statutory	244.80	260.40	Inflation	6.4%	15.60
Plan Charge: (All Other Non-Domestic Work - Alterations) Renovation of a thermal element Estimated cost exceeding £100,000 and up to £250,000	Non-Statutory	356.40	380.40	Inflation	6.7%	24.00
Plan Charge : (All Other Non-Domestic Work - Alterations) - Alterations not described elsewhere including structural alterations and installation of controlled fittings estimated cost up to £5,000	Non-Statutory	181.20	193.20	Inflation	6.6%	12.00
Plan Charge : (All Other Non-Domestic Work - Alterations) - Alterations not described elsewhere including structural alterations and installation of controlled fittings estimated cost exceeding £5,000 and up to £25,000	Non-Statutory	244.80	260.40	Inflation	6.4%	15.60

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Plan Charge : (All Other Non-Domestic Work - Alterations) - Plan Charge - Alterations not described elsewhere including structural alterations and installation of controlled fittings estimated cost exceeding £25,000 and up to £50,000	Non-Statutory	202.80	216.00	Inflation	6.5%	13.20
Inspection Charge : (All Other Non-Domestic Work - Alterations) - Inspection Charge - Alterations not described elsewhere including structural alterations and installation of controlled fittings estimated cost exceeding £25,000 and up to £50,000	Non-Statutory	278.40	296.40	Inflation	6.5%	18.00
Plan Charge : (All Other Non-Domestic Work - Alterations) - Plan Charge - Alterations not described elsewhere including structural alterations and installation of controlled fittings estimated cost exceeding £50,000 and up to £100,000	Non-Statutory	202.80	216.00	Inflation	6.5%	13.20
Inspection Charge : (All Other Non-Domestic Work - Alterations) - Inspection Charge for - Alterations not described elsewhere including structural alterations and installation of controlled fittings -estimated cost exceeding £50k and up to £100k	Non-Statutory	370.80	394.80	Inflation	6.5%	24.00
Plan Charge : (All Other Non-Domestic Work - Alterations) - Plan Charge for - Alterations not described elsewhere including structural alterations and installation of controlled fittings - estimated cost exceeding £100k and up to £150k	Non-Statutory	202.80	216.00	Inflation	6.5%	13.20
Inspection Charge : (All Other Non-Domestic Work - Alterations) - Inspection Charge for - Alterations not described elsewhere including structural alterations and installation of controlled fittings -estimated cost exceeding £100k and up to £150k	Non-Statutory	518.40	553.20	Inflation	6.7%	34.80
Plan Charge: (All Other Non-Domestic Work - Alterations) for - Installation of Mezzanine floor up to 250m squared	Non-Statutory	315.60	336.00	Inflation	6.5%	20.40
Inspection Charge: (All Other Non-Domestic Work - Alterations) for - Installation of Mezzanine floor up to 250m squared	Non-Statutory	576.00	614.40	Inflation	6.7%	38.40
Plan Charge: (All Other Non-Domestic Work - Alterations) for - office or shop fit out up to 250m squared	Non-Statutory	202.80	216.00	Inflation	6.5%	13.20
Inspection Charge: (All Other Non-Domestic Work - Alterations) for - office or shop fit out up to 250m squared	Non-Statutory	399.60	426.00	Inflation	6.6%	26.40
Plan Charge: (All Other Non-Domestic Work - Alterations) for - office or shop fit out over 250m squared up to 2000m squared	Non-Statutory	342.00	364.80	Inflation	6.7%	22.80
Inspection Charge: (All Other Non-Domestic Work - Alterations) for - office or shop fit out over 250m squared up to 2000m squared	Non-Statutory	555.60	592.80	Inflation	6.7%	37.20
Additional charge for the change of use of a building (All Other Non-Domestic Work) (Fixed Price - All associated building work will be subject to the additional charges detailed above. This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings)	Non-Statutory	356.40	380.40	Inflation	6.7%	24.00
Greater Manchester Ecology Unit						
For the provision of ecological information an administrative charge is levied for any data search undertaken. There are exceptions for academic data searches and landowners or occupiers for SBI information that relates to their land.						
Charge for first hour	Non-Statutory	120.00	128.40	Inflation	7.0%	8.40
Charge for each hour after the first hour	Non-Statutory	60.00	63.60	Inflation	6.0%	3.60

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Housing Services/Adaptions						
Plan Drawing charge - Non Adaptation Housing Assistance - general improvement costing up to £10,000	Non-Statutory	216.00	230.40	Full cost recovery	6.7%	14.40
Plan Drawing charge - Non Adaptation Housing Assistance - general improvements costing over £10,000	Non-Statutory	936.00	997.20	Full cost recovery	6.5%	61.20
Corporate Landlord						
External Room Hire - Ashton Town Hall - Civic Hall - Weekday	Non-Statutory	47.00	0.00	Nil fee	-100.0%	-47.00
External Room Hire - Ashton Town Hall - Civic Hall - Evening/Saturday	Non-Statutory	62.00	0.00	Nil fee	-100.0%	-62.00
External Room Hire - Ashton Town Hall - Civic Hall - Sunday / Bank Holiday	Non-Statutory	83.00	0.00	Nil fee	-100.0%	-83.00
External Room Hire - Ashton Town Hall - Medlock Suite - Weekday	Non-Statutory	31.00	0.00	Nil fee	-100.0%	-31.00
External Room Hire - Ashton Town Hall - Medlock Suite - Evening/Saturday	Non-Statutory	52.00	0.00	Nil fee	-100.0%	-52.00
External Room Hire - Ashton Town Hall - Medlock Suite - Sunday / Bank Holiday	Non-Statutory	73.00	0.00	Nil fee	-100.0%	-73.00
External Room Hire - Ashton Town Hall - Etherow Lounge - Weekday	Non-Statutory	31.00	0.00	Nil fee	-100.0%	-31.00
External Room Hire - Ashton Town Hall - Etherow Lounge - Evening/Saturday	Non-Statutory	47.00	0.00	Nil fee	-100.0%	-47.00
External Room Hire - Ashton Town Hall - Etherow Lounge - Sunday / Bank Holiday	Non-Statutory	68.00	0.00	Nil fee	-100.0%	-68.00
External Room Hire - Denton Festival Hall - Main Hall - Weekday	Non-Statutory	37.00	37.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Main Hall - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Main Hall - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Community Room 6 - Weekday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Community Room 6 - Evening/Saturday	Non-Statutory	37.00	37.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Community Room 6 - Sunday / Bank Holiday	Non-Statutory	62.00	62.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Community Room 7 - Weekday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Community Room 7 - Evening/Saturday	Non-Statutory	37.00	37.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Community Room 7 - Sunday / Bank Holiday	Non-Statutory	62.00	62.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Pennine Lounge - Weekday	Non-Statutory	21.00	21.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Pennine Lounge - Evening/Saturday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Denton Festival Hall - Pennine Lounge - Sunday / Bank Holiday	Non-Statutory	62.00	62.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Jubilee Hall - Weekday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Jubilee Hall - Evening/Saturday	Non-Statutory	62.00	62.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Jubilee Hall - Sunday / Bank Holiday	Non-Statutory	83.00	83.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - George Hatton Hall - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - George Hatton Hall - Evening/Saturday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - George Hatton Hall - Sunday / Bank Holiday	Non-Statutory	73.00	73.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - both Lesser Halls (as a single venue) - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - both Lesser Halls (as a single venue) - Evening/Saturday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - both Lesser Halls (as a single venue) - Sunday / Bank Holiday	Non-Statutory	73.00	73.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Lesser Hall 1, Lesser Hall 2 - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Lesser Hall 1, Lesser Hall 2 - Weekday - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
External Room Hire - Dukinfield Town Hall - Lesser Hall 1, Lesser Hall 2 -- Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Conference Rooms - Weekday	Non-Statutory	16.00	16.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Conference Rooms - Evening/Saturday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Town Hall - Conference Rooms - Sunday / Bank Holiday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Park - Function Room - Weekday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Park - Function Room - Saturday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - Dukinfield Park - Function Room - Sunday / Bank Holiday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - George Lawton Hall - Main Hall - Weekday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - George Lawton Hall - Main Hall - Evening/Saturday	Non-Statutory	62.00	62.00	Under Review	0.0%	0.00
External Room Hire - George Lawton Hall - Main Hall - Sunday / Bank Holiday	Non-Statutory	83.00	83.00	Under Review	0.0%	0.00
External Room Hire - George Lawton Hall - Community Room - Weekday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - George Lawton Hall - Community Room - Evening/Saturday	Non-Statutory	37.00	37.00	Under Review	0.0%	0.00
External Room Hire - George Lawton Hall - Community Room - Sunday / Bank Holiday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Hyde Hall - Weekday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Hyde Hall - Evening/Saturday	Non-Statutory	57.00	57.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Hyde Hall - Sunday / Bank Holiday	Non-Statutory	78.00	78.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Rutherford Suite - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Rutherford Suite - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Rutherford Suite - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Newton Suite - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Newton Suite - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Hyde Town Hall - Newton Suite - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Ball Room - Weekday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Ball Room - Evening/Saturday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Ball Room - Sunday / Bank Holiday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Banquet Room - Weekday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Banquet Room - Evening/Saturday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Banquet Room - Sunday / Bank Holiday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Lounge - Weekday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Lounge - Evening/Saturday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Lounge - Sunday / Bank Holiday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Conference Room (ceremonies) - Weekday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Conference Room (ceremonies) - Evening/Saturday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Ryecroft Hall - Conference Room (ceremonies) - Sunday / Bank Holiday	Non-Statutory	52.00	52.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - District Assembly Room - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - District Assembly Room - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - District Assembly Room - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - both Community Rooms (as a single venue) - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - both Community Rooms (as a single venue) - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
External Room Hire - Stalybridge Civic Hall - both Community Rooms (as a single venue) - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Community Room 3 - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Community Room 3 - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Community Room 3 - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Community Room 4 - Weekday	Non-Statutory	31.00	31.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Community Room 4 - Evening/Saturday	Non-Statutory	47.00	47.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Community Room 4 - Sunday / Bank Holiday	Non-Statutory	68.00	68.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Victoria Market Hall - Weekday	Non-Statutory	42.00	42.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Victoria Market Hall - Evening/Saturday	Non-Statutory	57.00	57.00	Under Review	0.0%	0.00
External Room Hire - Stalybridge Civic Hall - Victoria Market Hall - Sunday / Bank Holiday	Non-Statutory	78.00	78.00	Under Review	0.0%	0.00
External Room Hire - Stamford Park - Function Room - Weekday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - Stamford Park - Function Room - Saturday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
External Room Hire - Stamford Park - Function Room - Sunday / Bank Holiday	Non-Statutory	26.00	26.00	Under Review	0.0%	0.00
GOVERNANCE						
Registrars						
Approved Premises Marriage fees	Non-Statutory	321.26	343.00	Inflation	6.8%	21.74
Private Citizenship ceremony	Non-Statutory	108.21	116.00	Inflation	7.2%	7.79
Postage	Non-Statutory	2.00	2.00	Statutory	0.0%	0.00
S38/S106/S278 Legal Fees	Statutory	0.00	0.00	Statutory	0.0%	0.00
SR certificate	Statutory	11.00	11.00	Statutory	0.0%	0.00
Registrar certificate	Statutory	11.00	11.00	Statutory	0.0%	0.00
Registrar certificate (after reg)	Statutory	11.00	11.00	Statutory	0.0%	0.00
SR fee attend housbound marriage notice	Statutory	47.00	47.00	Statutory	0.0%	0.00
SR notice of marriage	Statutory	35.00	35.00	Statutory	0.0%	0.00
SR notice for RG licence	Statutory	15.00	15.00	Statutory	0.0%	0.00
Attending marriage housbound	Statutory	84.00	84.00	Statutory	0.0%	0.00
Attending marriage by Registrar at housebound	Statutory	84.00	84.00	Statutory	0.0%	0.00
Attending marriage RO	Statutory	46.00	46.00	Statutory	0.0%	0.00
Attending marriage at registered building	Statutory	84.00	84.00	Statutory	0.0%	0.00
Certification of place of meeting for religious worship	Statutory	29.00	29.00	Statutory	0.0%	0.00
Registration of a building for the solemnization of marriages (man and woman)	Statutory	123.00	123.00	Statutory	0.0%	0.00
Registration of a building for the solemnization of marriages - building previously registered(same sex)	Statutory	64.00	64.00	Statutory	0.0%	0.00
Registration of a building for the solemnization of marriages of man and woman (building not previously registered for solemnization of marriage between same sex couples)	Statutory	123.00	123.00	Statutory	0.0%	0.00
Registration of a building for the solemnization of marriages of man and woman (building previously registered for solemnization of marriage between same sex couples)	Statutory	64.00	64.00	Statutory	0.0%	0.00
Consideration by SR of a divorce obtained outside of the British Isles	Statutory	50.00	50.00	Statutory	0.0%	0.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Consideration by RG of a divorce obtained outside of the British Isles (payable to GRO LA % triage fee)	Statutory	75.00	75.00	Statutory	0.0%	0.00
Conversion of a CP into a marriage completing declaration	Statutory	27.00	27.00	Statutory	0.0%	0.00
Conversion of a CP into a marriage in a religious building registered for the marriage of same sex couples	Statutory	91.00	91.00	Statutory	0.0%	0.00
Change forename added within 12 months of registration	Statutory	40.00	40.00	Statutory	0.0%	0.00
Consideration fee by Registrar/SR for a correction	Statutory	75.00	75.00	Statutory	0.0%	0.00
Consideration fee by RG for a correction payable to GRO LA % triage fee	Statutory	90.00	90.00	Statutory	0.0%	0.00
Legal Services						
Development Agreement (Please call legal services)	Non-Statutory	0.00	0.00		0.0%	0.00
Freehold sale – above the value of £10,000 (1.5% of sale price subject to a minimum of £1,000)	Non-Statutory	0.00	1,000.00	Full cost recovery	0.0%	1,000.00
Freehold Sale – garden/grazing land up to the value of £10,000	Non-Statutory	300.00	500.00	Full cost recovery	66.7%	200.00
Sale of Ground Rent – Sale of freehold to long leaseholder	Non-Statutory	300.00	500.00	Full cost recovery	66.7%	200.00
Freehold purchase (1.5% of sale price subject to a minimum of £1000)	Non-Statutory	0.00	0.00		0.0%	0.00
Agreement for Lease	Non-Statutory	600.00	1,000.00	Full cost recovery	66.7%	400.00
Lease (£1,000 Minimum)	Non-Statutory	900.00	1,000.00	Full cost recovery	11.1%	100.00
Licence to Assign	Non-Statutory	300.00	750.00	Full cost recovery	150.0%	450.00
Authorise Guarantee Agreement	Non-Statutory	250.00	250.00	Full cost recovery	0.0%	0.00
Licence to Sublet	Non-Statutory	600.00	750.00	Full cost recovery	25.0%	150.00
Licence for Alterations	Non-Statutory	300.00	475.00	Full cost recovery	58.3%	175.00
Licence to Occupy	Non-Statutory	300.00	475.00	Full cost recovery	58.3%	175.00
Agreement to extend or vary licence	Non-Statutory	150.00	300.00	Full cost recovery	100.0%	150.00
Deed of Release (From £750)	Non-Statutory	300.00	750.00	Full cost recovery	150.0%	450.00
Deed of Variation (From £750)	Non-Statutory	300.00	750.00	Full cost recovery	150.0%	450.00
Easement (From £750)	Non-Statutory	600.00	750.00	Full cost recovery	25.0%	150.00
Deed of Covenant (Surveyor Fee)	Non-Statutory	50.00	750.00	Full cost recovery	1400.0%	700.00
Deed of Surrender (From £750)	Non-Statutory	0.00	750.00	Full cost recovery	0.0%	750.00
Copy Lease	Non-Statutory	0.00	50.00	Full cost recovery	0.0%	50.00
Auction (Minimum £1500 or 1.5%)	Non-Statutory	0.00	1,500.00	Full cost recovery	0.0%	1,500.00
Crane licence	Non-Statutory	0.00	750.00	Full cost recovery	0.0%	750.00
Lease Renewal	Non-Statutory	0.00	750.00	Full cost recovery	0.0%	750.00
Contracting out (£105 in addition to lease fee)	Non-Statutory	0.00	105.00	Full cost recovery	0.0%	105.00
Licences – general	Non-Statutory	0.00	475.00	Full cost recovery	0.0%	475.00
Licence for site investigations	Non-Statutory	0.00	750.00	Full cost recovery	0.0%	750.00
Market lease - Legal Fee	Non-Statutory	0.00	75.00	Full cost recovery	0.0%	75.00
Market - Legal Fee Deed of Surrender	Non-Statutory	0.00	50.00	Full cost recovery	0.0%	50.00
Licence to underlet	Non-Statutory	0.00	750.00	Full cost recovery	0.0%	750.00
POS advert (£235 plus cost of advert)	Non-Statutory	0.00	235.00	Full cost recovery	0.0%	235.00
Wayleaves	Non-Statutory	0.00	350.00	Full cost recovery	0.0%	350.00
Overage Deed (From £1,059)	Non-Statutory	0.00	1,059.00	Full cost recovery	0.0%	1,059.00
Conditional contract/sale (Higher of £4,000 or 1% of premium)	Non-Statutory	0.00	4,000.00	Full cost recovery	0.0%	4,000.00
Garden Tenancy (£750 Minimum)	Non-Statutory	0.00	750.00	Full cost recovery	0.0%	750.00

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Notice of Assignment	Non-Statutory	0.00	125.00	Full cost recovery	0.0%	125.00
Exchequer						
Cost of Summons/Liability Order - CTAX	Non-Statutory	86.00	86.00	N/A	0.0%	0.00
Cost of Summons/Liability Order - NNDR	Non-Statutory	129.00	129.00	N/A	0.0%	0.00
FINANCE AND IT						
Digital Tameside						
Duct Access (Charge per Metre per year)	Non-Statutory	0.60	0.60	Market rate	0.0%	0.00
Rack in Ashton Old Baths Data Centre (Charge per Full Rack per year) plus power at cost	Non-Statutory	7,200.00	7,920.00	Inflation	10.0%	720.00
Rack in Mini-DX site (Charge per Full Rack per year) including power	Non-Statutory	1,800.00	1,980.00	Inflation	10.0%	180.00
Lamp Column Rental (Charge per column per year) First Year	Non-Statutory	100.00	110.00	Inflation	10.0%	10.00
Lamp Column Rental (Charge per column per year) Subsequent Years	Non-Statutory	50.00	55.00	Inflation	10.0%	5.00
Dark fibre rental (Charge per metre per year)	Non-Statutory	0.13	0.13	Market rate	0.0%	0.00
Client Finance						
Deputyship Fee (greater than 16k assets) - Set up fee	Statutory	775.00	775.00	Statutory	0.0%	0.00
Deputyship Fee (greater than 16k assets) - annual cost after year one	Statutory	650.00	650.00	Statutory	0.0%	0.00
Deputyship Fee - Office of the Public Guardian (OPG) annual report - one off if requested	Statutory	216.00	216.00	Statutory	0.0%	0.00
Deputyship Fee (less than 16k assets) cannot charge greater than 3.5% of net assets	Statutory	0.00	0.00	Statutory	0.0%	0.00
Appointeeship Fee - per week	Non-Statutory	10.60	11.50	Inflation	8.5%	0.90
Deferred Payment Admin Fee	Non-Statutory	768.75	769.00	Full cost recovery	0.0%	0.25
Annual self-funder fee for arranging non-residential care	Non-Statutory	0.00	95.00	Full cost recovery	0.0%	95.00
ADULTS SERVICES						
Day Care Meals - per day	Non-Statutory	3.42	3.70	Inflation	8.2%	0.28
Day Care Drinks - per day	Non-Statutory	1.06	1.15	Inflation	8.5%	0.09
Day Care Attendance - per day	Non-Statutory	2.78	3.00	Inflation	7.9%	0.22
Day Care Transport- per journey	Non-Statutory	1.95	2.10	Inflation	7.7%	0.15
Direct Payments - Personal Assistant - per hour	Non-Statutory	12.27	13.10	Inflation	6.8%	0.83
Direct Payments - Care Provider Rate - per hour	Non-Statutory	17.22	18.40	Inflation	6.9%	1.18
Direct Payments - sleep in	Non-Statutory	63.99	68.30	Inflation	6.7%	4.31
Direct Payments - night Sit	Non-Statutory	108.76	116.10	Inflation	6.7%	7.34
Direct Payments Care Provider Rate - sleep-in	Non-Statutory	114.06	121.70	Inflation	6.7%	7.64
Direct Payments Care Provider Rate - night sit	Non-Statutory	152.05	162.20	Inflation	6.7%	10.15
Direct Payments Managed Account - weekly	Non-Statutory	7.33	7.90	Inflation	7.8%	0.57
Direct Payments Hydrotherapy - session	Non-Statutory	46.44	49.60	Inflation	6.8%	3.16

Description of Fee	Statutory or Non-Statutory	2022/23 Total (inc VAT) £	2023/24 Total (inc VAT) £	Basis of 23/24 Increase	2023/24 % Changes (to 1 d.p.)	2023/24 £ Changes
Direct Payments Day Care - day rate	Non-Statutory	34.72	37.10	Inflation	6.9%	2.38
Direct Payments Day Care - additional hour	Non-Statutory	12.16	13.00	Inflation	6.9%	0.84
Direct Payments Respite - weekly rate	Non-Statutory	480.55	512.80	Inflation	6.7%	32.25
Community Alarm - per week	Non-Statutory	7.02	7.50	Inflation	6.8%	0.48
Respite Care – Cumberland St - nightly rate	Non-Statutory	13.02	14.30	RLW Inflation	9.8%	1.28
Support at home - per hour	Non-Statutory	15.58	16.60	Inflation	6.5%	1.02
Homecare - Off Framework - per hour	Non-Statutory	15.58	16.60	Inflation	6.5%	1.02
Homecare - sleep in	Non-Statutory	54.96	58.60	Inflation	6.6%	3.64
Homecare - night sit	Non-Statutory	93.45	99.70	Inflation	6.7%	6.25
Homecare - standard disregard	Non-Statutory	15.61	16.70	Inflation	7.0%	1.09
Extra care - per hour	Non-Statutory	15.58	17.20	RLW Inflation	10.4%	1.62
Supported accommodation - per hour	Non-Statutory	15.58	17.20	RLW Inflation	10.4%	1.62
Supported Accommodation- sleep in	Non-Statutory	54.96	60.50	RLW Inflation	10.1%	5.54
Supported Accommodation - Night Sit	Non-Statutory	93.45	102.90	RLW Inflation	10.1%	9.45
Maximum Charge - maximum weekly charge for non-residential services	Non-Statutory	488.75	521.50	Inflation	6.7%	32.75
Shared Lives - Respite - per night	Non-Statutory	32.07	34.20	Inflation	6.6%	2.13
Shared Lives - Long Term - per week	Non-Statutory	224.55	239.60	Inflation	6.7%	15.05
Shared Lives - Long Term Complex Needs - per week	Non-Statutory	487.81	520.50	Inflation	6.7%	32.69
Shared Lives - Day Support - per hour	Non-Statutory	6.69	7.20	Inflation	7.6%	0.51
Residential & Dementia - standard	Non-Statutory	580.00	N/A	N/A	0.0% N/A	
Residential & Dementia - enhanced	Non-Statutory	620.60	N/A	N/A	0.0% N/A	
Specialist dementia - standard	Non-Statutory	633.00	N/A	N/A	0.0% N/A	
Specialist dementia - enhanced	Non-Statutory	677.31	N/A	N/A	0.0% N/A	
Nursing - standard *	Non-Statutory	627.40	N/A	N/A	0.0% N/A	
Nursing - enhanced *	Non-Statutory	684.45	N/A	N/A	0.0% N/A	
Nursing & dementia - standard *	Non-Statutory	694.40	N/A	N/A	0.0% N/A	
Nursing & dementia - enhanced *	Non-Statutory	756.14	N/A	N/A	0.0% N/A	
All above replaced with the four categories of Residential and Nursing care following provider consultation						
Residential Placement	Non-Statutory	0.00	726.00	Provider Consultation	0.0% N/A	
Residential Placement with Dementia	Non-Statutory	0.00	741.00	Provider Consultation	0.0% N/A	
Nursing Placement *	Non-Statutory	0.00	685.00	Provider Consultation	0.0% N/A	
Nursing Placement with Dementia *	Non-Statutory	0.00	904.00	Provider Consultation	0.0% N/A	
* Rate excludes Funded Nursing Care (FNC) element funded by Health						

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BUDGET CONVERSATION



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BUDGET CONVERSATION



Tameside Council is responsible for the delivery of a range of services from residential and nursing care for the elderly, through to street cleaning and bin collections. The total amount of money spent by the Council each year is almost £600 million. Although this is a significant sum of money, that amount has reduced considerably over the last ten years due to cuts in funding from Central Government. The Council has therefore had to find increasingly new and innovative ways to provide the services local people want within our limited resources.

The coronavirus pandemic presented significant financial challenges for the Council, and this legacy continues to impact the financial position of the Council. These legacy issues are now combined with significant inflationary pressures, and the cost of living crisis. These pressures mean that our already challenging financial position is looking increasingly difficult in 2023/24 and beyond.

Over the next few pages we explain where the money we spend comes from, where we spend it and then ask for your views that will help us set our budget for 2023/24.



BUDGET CONVERSATION

2023
2024

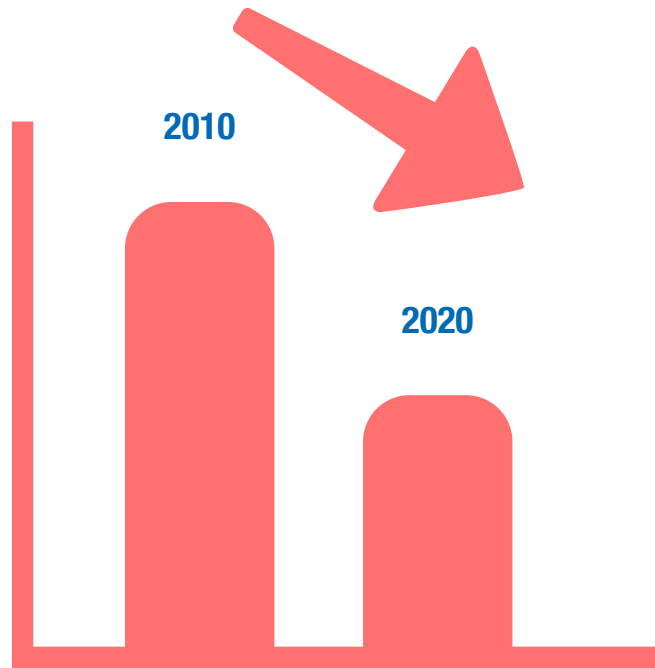
Over recent years the amount of money in real terms we have to spend on local service has decreased significantly. This is expected to continue in future years.

Since 2016 increases in 'Core Spending Power' (the Government's assessment of money available to local government), were due to increases in council tax rather than funding from central government. Local sources of income, including council tax, business rates, and sales, fees and charges have become increasingly important as a source of income to local government, forming an increasing proportion of their budget.

Tameside Council has had to save **more than £180 million**

since 2010. This is due to a combination of rising costs, increasing demand for service and cuts in funding from central government.

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Between 2010 and 2020 local government faced cuts to funding from central government of £18.6 billion in real terms.



We estimate that we may need to save **further £25 million** in 2023/24.

Inflation is placing significant pressures on our budgets, particularly in respect of energy costs for buildings and street lighting. The legacy impacts of Covid-19 also continue to limit the amount of income we can collect from business rates, council tax, fees and charges.

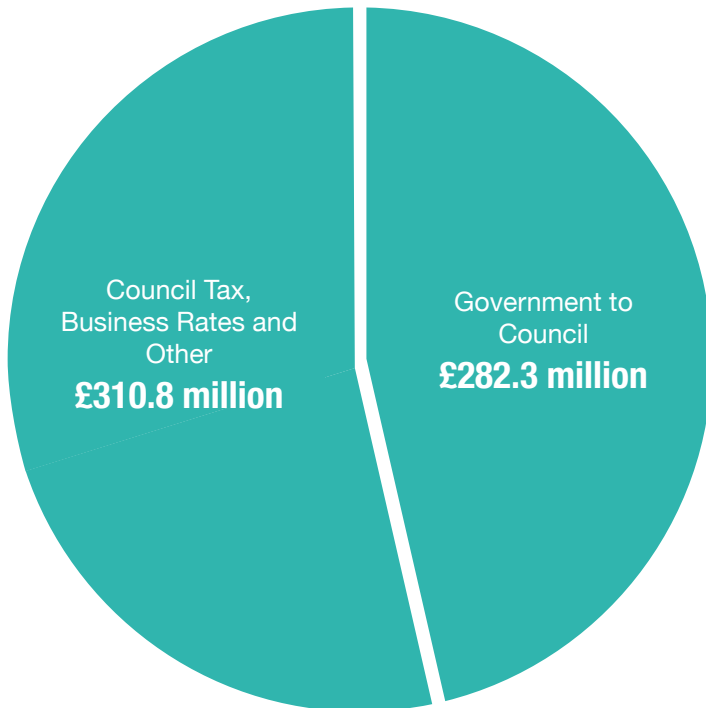
BUDGET CONVERSATION

2023
2024

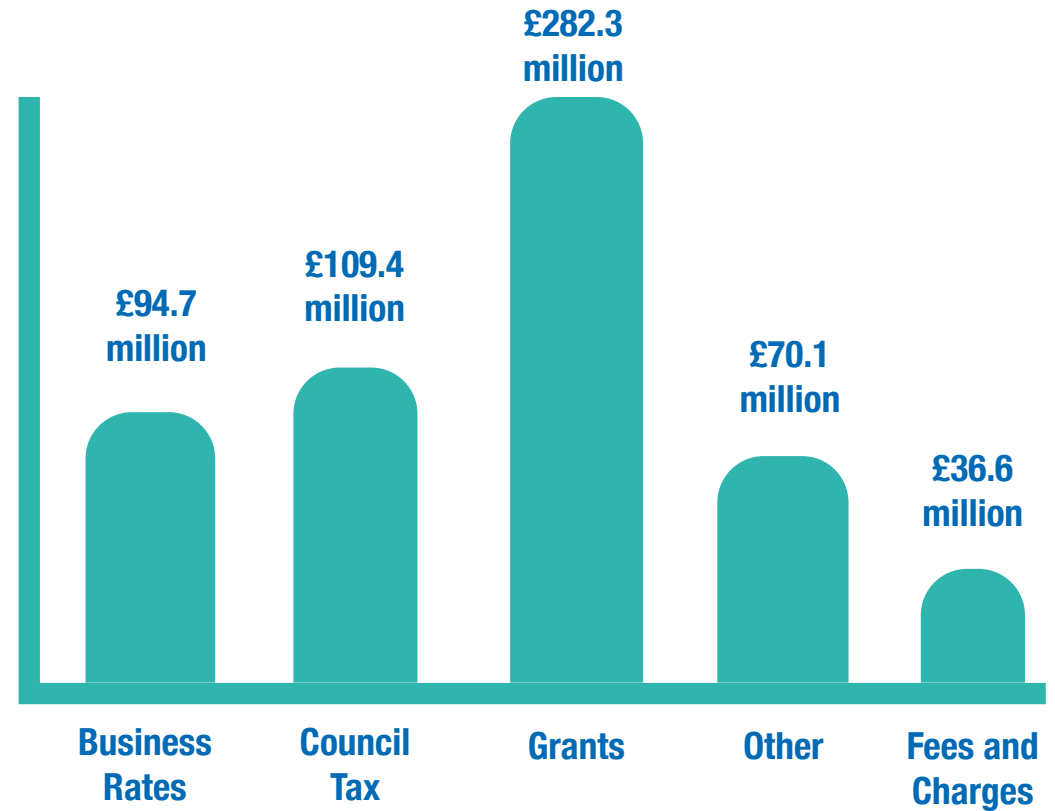
Where does our money come from?

Government Funding

The Government provides nearly half of the money we spend.



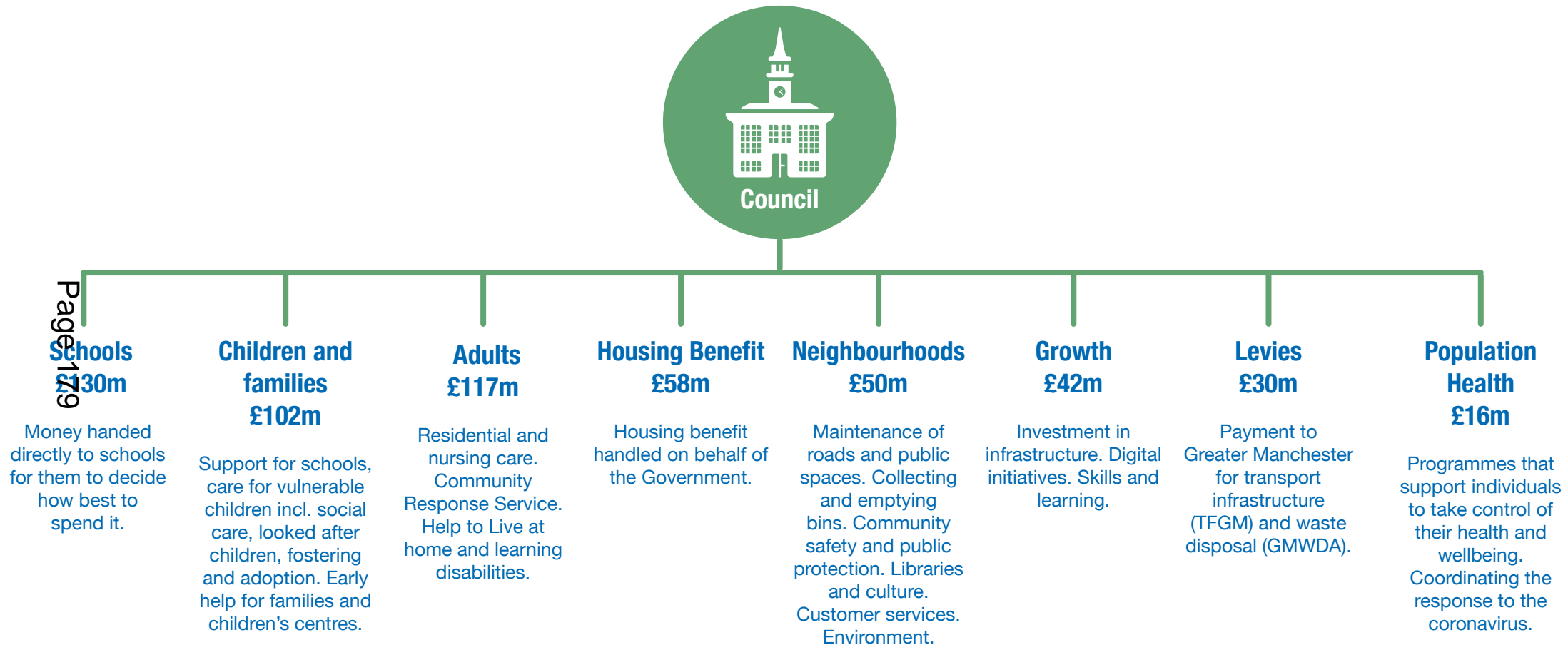
Council Tax, Business Rates, Grants, Fees/Charges and Other



BUDGET CONVERSATION

2023
2024

The main spending areas are:



The council has limited influence over some areas of spending such as schools and housing benefits as they are set by the government. As such savings to balance the budget have to be made from the other areas of spend.

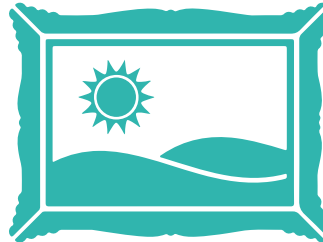
BUDGET CONVERSATION

2023
2024

Examples of services provided:



37,498 pupils
taught across
98 schools



Had **200,430** visits to our libraries last year
5,475 visits to our local studies and
archives centre
39,750 visits to Portland Basin museum
1,728 visits to Astley Cheetham Art Gallery
(note: covid restrictions impacted the museum and
gallery, with PB requiring bookings for some of the year)

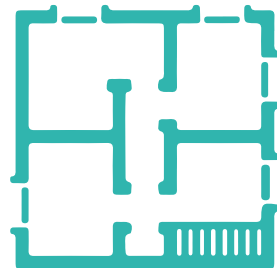


448,912 issues of physical and digital items
from the library service
327 physical and digital events in Culture
669,682 engagements with cultural
activities, events and venues both physically
and digitally.

Page 180



Maintain **26,000**
street lights, **48,000** road
drainage gullies, **1,155**
kilometers of pavements,
758 kilometers of
carriageways, **26** parks,
37 playgrounds and **15** Multi
Use Games Areas, **32** sports
pitches cut and marked out
and inspect **35,000** trees
on highways and green space



Dealt with
747
planning applications
772 Licensed Premises



Answered
78,459 calls and webchats
to the contact centre last year



11 million bins collected
75,000 tonnes of household waste for recycling,
composting and disposal
Empty **50,000 domestic bins**
and **200,000 recycling bins** per week
898 Street Litter Bins emptied at least twice per week
4,451 complaints received regarding dumped waste

BUDGET CONVERSATION

2023
2024

Examples of services provided:



160,000

metres of ducting installed for Digital Tameside



8,182

supported through Housing Advice



Transport

Over 700

vulnerable residents each day



150

Hackney Carriage Vehicles Licensed

617

Private Hire Vehicles Licensed

786 Licensed Drivers



Maintain and operate a fleet of over

200 vehicles and items of plant



2202

residents supported to claim

4.2 million

pounds of welfare benefits

81%

successful representation at benefits appeals



1130

households given emergency support through welfare rights

3,272

welfare and debt cases opened



350km

of carriageways treated during winter gritting operations

400 grit bins

270km of Public Rights of Way (public footpaths)

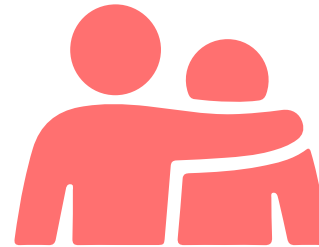
BUDGET CONVERSATION

2023
2024

Examples of services provided:



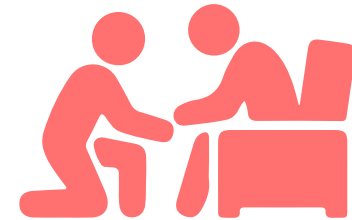
Commission care for
886 people
in residential or
nursing homes



Act as parent to
**Over 666 looked
after children**



We have visited or contacted
2,305 new mothers
to offer help and advice



Provide support to
2962 people
to live independently
and remain in their
own homes

We'd love to hear your views.



Please go onto our survey and answer a couple of questions in your own words.

- What do you think should be the spending priorities for Tameside Council for 2023/24 and future years?
- Do you have ideas or suggestions for how we might deliver services more efficiently, save money or raise revenue?



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APPENDIX 17 – TREASURY MANAGEMENT STRATEGY

1. INTRODUCTION

- 1.1 The Treasury Management service is an important part of the overall financial management of the Council's affairs. At 31 March 2022 the Council had £144m of investments which need to be safeguarded and £140m of long term debt, which has been accrued over the years to help to fund the Council's capital investment programmes. The significant size of these amounts requires careful management to ensure that the Council meets its balanced budget requirement under the Local Government Finance Act 1992. Generating good value for money is therefore essential, in terms of both minimising the cost of borrowing and maximising the return on investments.
- 1.2 Under the Local Government Act 2003, the Department for Communities and Local Government issued in March 2010 revised "Guidance on Local Government Investments". The 2003 Act requires an authority "to have regard" to this guidance. Part of this guidance is that "A local authority shall, before the start of each financial year, draw up an Annual Investment Strategy for the following financial year, which may vary at any time. The strategy and any variations are to be approved by the full Council and are to be made available to the public." This strategy is set out in **Appendix 17A**.
- 1.3 A revised edition of the CIPFA Prudential Code and CIPFA Treasury Management Code of Practice was produced in December 2021. The guidance arising from this Code has been incorporated within this report. The Codes require a Capital Strategy report to be produced in addition to the Treasury Management Strategy. The Capital Strategy (**Appendix 19**) is the Council's framework for the allocation and management of capital resources, taking into account the Council's Corporate Plan. It aims to provide a long term context in which capital decisions are made, the approach for governance for those decisions, and information on the Council's approach towards treasury management and other investments.
- 1.4 The Treasury Management Strategy also sets out the estimated borrowing requirement for the Council together with the strategy to be employed in managing the debt position.
- 1.5 The Local Government Act 2003 is the major legislation governing borrowing and investments by local authorities. The capital financing section of the Act says a Local Authority may borrow money:
- (a) For any purpose relevant to its functions under any enactment; or
 - (b) For the purposes of the prudent management of its financial affairs.
- 1.6 The Council is only permitted to borrow to finance its capital investment programme, and cannot borrow to fund on-going day to day expenditure, which must be funded from day to day income sources such as council tax, business rate income, government grant or reserves. If an authority does borrow for capital investment purposes it has a duty to ensure that its borrowing is affordable, sustainable and prudent, and must set its own limits on how much it may borrow. The method of doing this is set out in the Prudential Code for Capital Finance in Local Authorities.

- 1.7 The borrowing limits set by the Council are based on the possibility of borrowing in advance of need, should interest rates be such that it is advantageous to do so. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (as measured by the Capital Financing Requirement), has not been fully funded with loan debt as surplus cash balances have been utilised instead. Despite the rapidly rising interest rate environment, this strategy remains prudent as investment returns continue to be low in comparison to the rates charged on borrowing, thus creating a high cost of carry¹ for any borrowing taken up. The Council, along with its advisors, Link Group, will closely monitor rates and take up borrowing at the most advantageous time possible.
- 1.8 Against this background and the continuing risks within the economic forecast, caution will be adopted with the 2023/24 treasury operations. The Section 151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach in changing circumstances. Borrowing will be undertaken on an assessment of the situation at the time.

2. CODES OF PRACTICE

- 2.1 The Council's treasury activities are strictly regulated by statutory requirements, a professional code of practice (the CIPFA Code of Practice on Treasury Management – revised 2021) and the Prudential Code. The Council has adopted the CIPFA Code of Practice on Treasury Management. Part of this code is for the Council to set out Treasury Management Practices (TMPs). These are in place and are being adhered to.
- 2.2 The key objectives of the Prudential Code are to ensure, within a clear framework, that the capital plans of local authorities are affordable, prudent and sustainable and to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports these objectives.
- 2.3 To demonstrate that local authorities have fulfilled these objectives the Prudential Code sets out the indicators that should be used, and the factors that must be taken into account. The Code does not include suggested indicative limits or ratios as these are for the local authority to set itself. The Prudential Indicators required by the Code are designed to support local decision making and are not comparative indicators.
- 2.4 This report recommends specific indicators for approval and an affordable borrowing limit for 2023/24.
- 2.5 Where appropriate the Council may undertake borrowing for external organisations, and this will be on the basis that the revenue costs are fully reimbursed. This will be done purely for policy reasons.
- 2.6 Prudential Indicators have been set with regards to: affordability, prudence, sustainability, value for money, stewardship of assets, service objectives and practicality.
- 2.7 Local authorities are required to encompass all aspects of the Prudential Code that relate to affordability, sustainability and prudence. When making a decision to invest in capital assets, the Council must ensure that it can meet both the immediate and long-term costs to ensure the long-term sustainability of its assets.

¹ Cost of carry is the difference between the rate of interest paid on a loan against the rate of return received by investing that money. Therefore if a Council has cash balances already, and then takes some long term borrowing, the impact will be to increase the level of cash balances in the short term. For Tameside a 25 year loan would cost c4.7% but could only be invested at around 3.5% resulting in a cost of carry of 1.2% per annum. Whilst cash balances are high it is more prudent to utilise cash balances to fund capital schemes and delay the decision to borrow.

- 2.8 The Prudential Code requires local authorities to consider wider management processes i.e. option appraisal, asset management planning, strategic planning and achievability in accordance with good professional practice. The Strategic Planning and Capital Monitoring Panel and Executive Cabinet are responsible for these areas.

Setting of Prudential Indicators

- 2.9 The Prudential Indicators for 2023/24 and the following two years must be set before the beginning of the forthcoming year and requires approval by Council as part of the budget approval process. The Section 151 Officer is responsible for ensuring that all matters required to be taken into account are reported to the Council for consideration.
- 2.10 The system requires a process for controlling prudential borrowing to ensure that all council borrowing remains affordable. The Section 151 Officer is responsible for the centralised control and recommendations for borrowing. The Council is currently in an 'under-borrowed' position meaning that capital expenditure funded from borrowing exceeds the actual level of debt taken up. During 2019/20 £30m of additional prudential borrowing was taken up in accordance with the planned strategy. No further long-term borrowing has been taken up since this and none is planned in 2023/24, due to a combination of high market rates and the Council's relatively healthy cash position. The Council's current projected under-borrowed position is £57m, which provides an estimated annual saving of £0.7m in interest costs at prevailing rates. This is further detailed in paragraph 11.1.
- 2.11 No prudential borrowing is planned in 2023/24 but the Council will review its available resources on a regular basis throughout the year. The financing of the capital programme at the end of the financial year takes into account an assessment of the capital grants, contributions and capital receipts available at that time which may provide a more cost effective method of financing the Council's capital expenditure. The Council will endeavour to keep Prudential Borrowing and the associated costs to a minimum by utilising other available resources.

Required indicators

- 2.12 The required Prudential Indicators are set out in **Appendix 17E** together with the methodology used to calculate them. The Prudential Indicators have been based on the planned level of borrowing set out above.
- 2.13 A new "Liability Benchmark" Prudential Indicator has been included as per the requirements of the revised Codes. This is intended to support the financing risk management of the capital financing requirement in chart form.
- 2.13 The monitoring frequency for each Prudential Indicator is determined individually. Some are monitored daily as treasury management transactions take place and others less frequently. For some indicators e.g. net external borrowing, trigger points will be set within the monitoring process to highlight when the indicator limits could be breached and allow corrective action to be taken
- 2.14 The Section 151 Officer will report to Members on the performance of all Prudential Indicators quarterly as part of the Capital Programme monitoring process. Some of the Prudential Indicators may need to be revised during the year and these will require approval by the Audit Panel. The indicators will continually change due to factors other than the level of borrowing e.g. capital expenditure will change when additional grant resources are received.

3. NEED TO BORROW

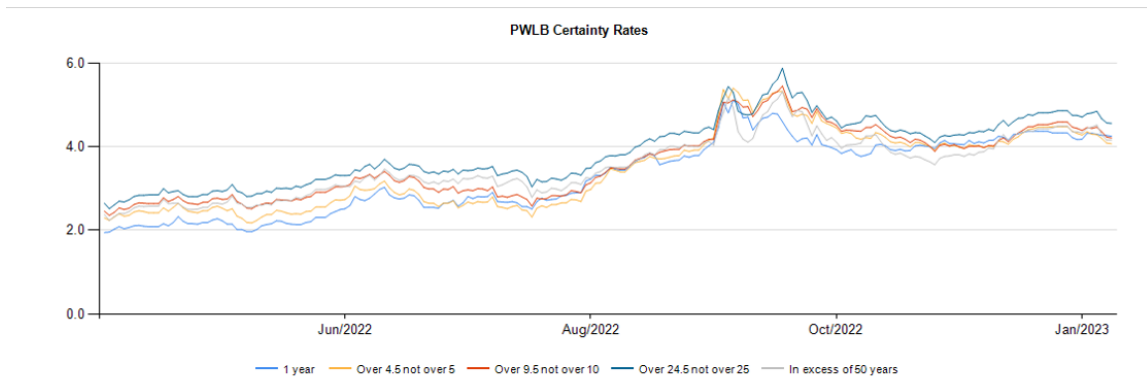
- 3.1 The Council's long term borrowing requirement in any year depends on the following factors:-
- (a) Existing loans which are due to mature during the year. These will include external loans, and any reduction of internal resources that are temporarily being used to finance capital expenditure.
 - (b) The amount of capital expenditure that the Council has determined should be financed by borrowing. Under the Prudential Code on Borrowing, the Council may determine its own levels of borrowing and this is set by the Council as part of the main budget process. The Council is able to borrow in advance of its requirements, when it is considered beneficial to do so.
 - (c) The amount of outstanding debt required to be repaid during the year, including the "Minimum Revenue Provision" (MRP) and additional voluntary MRP to repay prudential borrowing.
- 3.2 The Council has some flexibility to borrow funds for use in future years. The Section 151 Officer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints.
- 3.3 Any borrowing in advance undertaken will be made within the constraints of the Prudential Code. Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the annual reporting mechanism (the operational limit). The Council may also borrow on a short term basis to finance temporary shortfalls in cash flow.
- 3.4 In addition to this, the Council can fund capital expenditure by using internal cash balances. Although borrowing is not undertaken to meet this expenditure, it has the effect of reducing the Council's investments, and therefore changing the net interest payable.

4. TYPES AND DURATION OF LOANS

- 4.1 There are various types of loan available:-
- (a) *Short term fixed*
These are loans of less than one year duration where the interest rate is agreed at the start of the loan and remains the same until the loan matures. The duration may last from 1 day to 364 days.
 - (b) *Short term variable*
Less than one year, but the interest rate may change during the life of the loan, usually in line with the market.
 - (c) *Long term fixed*
As (a), but greater than one year (may be up to 50 years).
 - (d) *Long term variable*
As (b), but life normally between 1 and 10 years.
 - (e) *LOBOs (Lender's Option Borrower's Option)*
These are bank loans where the interest rate is fixed for a number of years (often with an automatic increase built in). At the end of this fixed rate period, the bank may (at pre-set anniversaries) take up an option to change the interest rate. The borrower (Tameside) then has the option to repay the loan if it does not want to pay the new

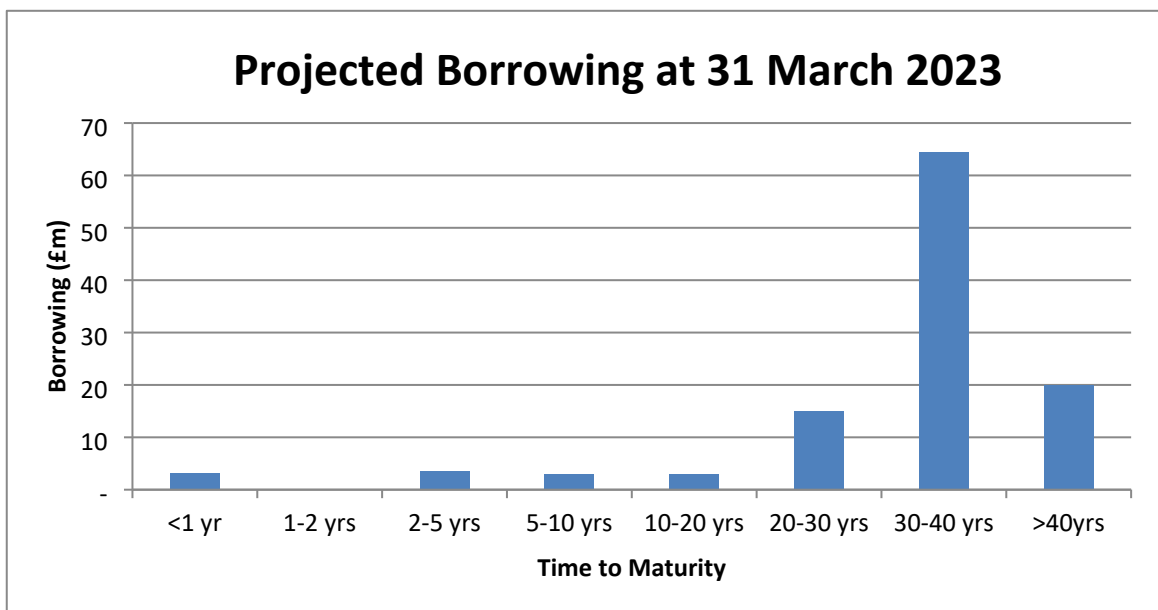
interest rate. The Council can only repay the loan prior to the maturity date without penalty if the lender has taken up their option.

4.2 Interest rates are continually changing and are determined by economic and market conditions. Short term variable rates tend to reflect the current Bank of England Minimum Lending Rate (Bank Rate), but can vary (sometimes by more than 1%) due to market conditions. The on-going uncertainty in the financial markets has caused considerable volatility, but the recent trend has been an increase in PWLB rates in line with increasing Gilt rates and the wider economic environment of increasing rates.



4.3 Long term fixed rates are based on Government Gilts (Bonds issued by the Government which pay a fixed rate of interest) and reflect the future expectations of base rates, inflation and risks within the general economy. They may be markedly different from short term rates, and they may also be volatile.

4.4 Tameside’s loan portfolio as at 31st March 2023, assuming no further borrowing is taken, will contain £99m of long term fixed loans from the PWLB, £10m long term fixed bank loans, and £30m of LOBOs. The following graph outlines the maturity profile, which shows that there is currently no refinancing risk borne by the Council, whereby it would have to repay any of its existing loans:



5. SOURCES OF BORROWING

- 5.1 Loans to fund the borrowing requirement may be raised from any source approved by the Local Government Act 2003.

The main sources currently available to Tameside are:-

- a. The Public Works Loan Board (PWLB) (£99m est. at 31st March 2023)
- b. Banks, Building Societies and other financial institutions (£40m est. at 31st March 2023)
- c. Other Local Authorities (est. nil at 31st March 2023)
- d. Internal cash funds and balances (£57m est. at 31st March 2023).

Of these, by far the greatest proportion of borrowing taken up is normally obtained from the PWLB.

- 5.2 The PWLB is, in effect, the Government, and loans raised from this source are generally the cheapest available for their type and duration. Although loans from the PWLB may be obtained at a variable rate of interest, Tameside has normally borrowed at fixed rates and holds no variable PWLB debt.
- 5.3 Borrowing for fixed periods means that the average rate payable is not subject to large year on year volatility which could occur if rates were linked to the base rate of interest.
- 5.4 Internal funds, such as the Insurance Fund, are paid interest in line with short term rates.
- 5.5 Traditionally the strategy employed by Tameside and most other Local Authorities is to borrow long term at fixed rates of interest.
- 5.6 Where appropriate the Council may undertake borrowing for external organisations for policy reasons, and this will be on the basis that the revenue costs are fully reimbursed. The Council has previously carried out such borrowing for Active Tameside.

6. RESCHEDULING OF LONG TERM DEBT

- 6.1 Rescheduling involves the early repayment and re-borrowing of different term PWLB loans, or converting fixed rate loans to variable and vice versa. This can involve paying a premium or receiving a discount, but is intended to reduce the overall interest burden, since the replacement loan (or reduction of investment) is normally borrowed at a lower interest rate.
- 6.2 The use of rescheduling has traditionally been a valuable tool for the Council, but its success depends on the frequent movement of interest rates, and therefore it cannot be easily estimated for. It will continue to be used when suitable opportunities arise, in consultation with our treasury management advisors, although such opportunities may not occur.
- 6.3 However, the changes made by the PWLB in 2010 to introduce separate rates for the premature repayment of debt and the increase in the cost of new PWLB borrowing by approximately 1%, has significantly reduced the ability to re-schedule debt. No re-scheduling has been undertaken by the Council since these changes occurred.
- 6.4 The PWLB has continued a scheme to allow a 0.20% reduction on the published borrowing rates, known as the "certainty rate", for Councils that provide indicative borrowing requirements for the next 3 years. The Council has provided this information and has therefore protected its eligibility for the certainty rate. This does not however commit the Council to a particular course of action.

- 6.5 With the current yield curve, debt restructuring is likely to focus on switching from longer term fixed rates to cheaper shorter term debt, although the Section 151 Officer and our treasury management advisors will monitor prevailing rates for any opportunities during the year.
- 6.6 Although a pro-active approach is taken to identify opportunities to re-schedule debt, no such an opportunities have arisen so far in 2022/23, or are foreseen in 2023/24 with the current interest rate climate.
- 6.7 Consideration will also be given to identify if there is any potential for making savings by utilising cash balances to repay debt prematurely, as short term rates on investments are likely to be lower than rates paid on current debt.

7. CURRENT POSITION – 2022/23

- 7.1 The original estimate of interest payable for the 2022/23 financial year was £5.854m. It is anticipated that the outturn position for the year will be £0.123m below this budget, as no additional borrowing has been taken up in year.

8. TAMESIDE MBC'S ESTIMATED NET DEBT POSITION AT 31 MARCH 2023

- 8.1 Following transactions and activity expected prior to the financial year end it is anticipated that at the end of the current financial year, the Council's net borrowing position will be:-

	£m
PWLB	99.227
Market Loans (incl. LOBOs)	<u>40.000</u>
Total External Borrowing	139.227
Less Active Tameside Debt	-0.202
Less Airport Debt	-0.550
Less Trust Funds, Contractor Deposits, etc.	-0.155
Less Investments (est.)	<u>-100.000</u>
Net Debt Outstanding	38.320

- 8.2 The estimated position assumes the Council will not take up any further borrowing during 2022/23, to meet the forecast outstanding borrowing requirement as at 31 March 2023 (£57m) and no advanced borrowing for 2023/24 or future years. By postponing borrowing and utilising cash balances, the Council reduces counterparty risk and reduces the cost of carry, as although investment returns have increased they remain lower than borrowing costs.
- 8.3 Prudential borrowing of £4.280m was taken up on 25 July 2008 from the PWLB on behalf of the Tameside Sports Trust (now Active Tameside), to enable facility improvements. The costs related to this borrowing are met by reducing the annual Council's grant paid to Active Tameside by an equal amount. The outstanding amount at 31 March 2023 will be £0.202m.
- 8.4 The Council's total estimated net debt is £38.320m

9. 2023/24 BORROWING REQUIREMENT

- 9.1 As stated earlier the authorised limits for debt under the Prudential Code allow for borrowing in advance. This will only be done if interest rates for longer term loans are advantageous

to the Council and the counterparty risk to the Council on investments is acceptable, or such borrowing will afford an opportunity for debt rescheduling.

9.2 During 2023/24 it is estimated that the following requirement will be needed in respect of the general fund:-

	£m
Capital expenditure (financed by loan)	2.056
Loans maturing	<u>3.202</u>
	5.258
Less MRP repayments	<u>-5.065</u>
Total potential borrowing requirement	<u>0.193</u>

9.3 Therefore the additional outstanding capital borrowing need of the Council will reduce by £0.193m (capital expenditure less provision for debt repayments) during 2023/34.

9.4 The budget for 2023/24 shows that loans and investments outstanding during the year will generate estimated gross interest charges of £5.854m. Under current Local Government accountancy rules no interest is payable in respect of the Council's capital receipts and revenue balances. This has no net effect on the overall finances of the Council.

10. BORROWING STRATEGY

10.1 The Council has the following anticipated borrowing requirement:-

	2022/23 £m	2023/24 £m
Opening CFR	199.265	194.975
Opening Outstanding Borrowing Requirement	59.759	56.691
Capital Expenditure Financed by Borrowing	0.711	2.056
Loans Maturing	1.222	3.202
Less: MRP	-5.001	-5.065
Annual Requirement	-3.068	0.193
New Borrowing in Year	0.000	0.000
Closing CFR	194.975	191.966
Closing Outstanding Requirement	56.691	56.884
Estimated Annual Cost*	0.680	0.683

*note: Estimated cost is the net of interest charges from PWLB less interest earned on cash balances. This is only incurred if borrowing is undertaken.

10.2 As shown above, the Council is currently maintaining an under-borrowed position estimated to be £57m at 31st March 2023. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash has been used. This strategy is prudent as investment returns are low and counterparty risk is high. The Council continues to have a high level of investments, and it is expected that these will continue during the next financial year. The Council will seek to maintain levels of external

debt as low as possible, consistent with a consideration of wider risks and benefits. As illustrated in the table above, the Council will save an estimated £0.680m in 2022/23 and £0.683m in 2023/24 as a result of not taking up this borrowing.

- 10.3 The uncertainty over future interest rates and concerns over counterparty credit worthiness increases the risks associated with treasury activity. The Section 151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach in changing circumstances. PWLB loans may be borrowed in order to reschedule debt or meet the outstanding borrowing need as is felt to be appropriate. The possibility of deferring borrowing until later years to reduce our level of investments and associated counterparty risk will be considered.
- 10.4 As a result the Council will take a cautious approach to its borrowing strategy and all opportunities explored in conjunction with our treasury management advisors. Borrowing decisions will be based on the circumstances prevailing at the time.
- 10.5 The Section 151 Officer, under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into account the risks outlined above. It is likely that shorter term fixed rates may provide lower cost opportunities in the short/medium term.
- 10.6 The borrowing rules for the PWLB mean that we are able to borrow our full requirement from them. However, if interest rates in respect of LOBOs, or other market loans are sufficiently attractive, these may be used for Tameside.

11. INTEREST RATES

- 11.1 The borrowing and investment strategy outlined in the report is based on the following central view forecast, provided by our treasury management advisors (Link Group), showing the movement in longer term interest rates for borrowing and movement in shorter term interest rates for investments.

Link Group Interest Rate View	19.12.22												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25
BANK RATE	3.50	4.25	4.50	4.50	4.50	4.00	3.75	3.50	3.25	3.00	2.75	2.50	2.50
3 month ave earnings	3.60	4.30	4.50	4.50	4.50	4.00	3.80	3.30	3.00	3.00	2.80	2.50	2.50
6 month ave earnings	4.20	4.50	4.60	4.50	4.20	4.10	3.90	3.40	3.10	3.00	2.90	2.60	2.60
12 month ave earnings	4.70	4.70	4.70	4.50	4.30	4.20	4.00	3.50	3.20	3.10	3.00	2.70	2.70
5 yr PWLB	4.20	4.20	4.20	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.20	3.10
10 yr PWLB	4.30	4.40	4.40	4.30	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.30
25 yr PWLB	4.60	4.60	4.60	4.50	4.40	4.20	4.10	4.00	3.90	3.70	3.60	3.50	3.50
50 yr PWLB	4.30	4.30	4.30	4.20	4.10	3.90	3.80	3.70	3.60	3.50	3.30	3.20	3.20

- 11.2 Link Group have also provided an economic update which is included in **Appendix 17F**.

12. INVESTMENTS

- 12.1 The primary objectives of the Council's investment strategy are safeguarding the repayment of the principal and interest of its investments on time, then ensuring adequate liquidity, with the investment rate of return being the final consideration. The current investment climate continues to have one over-riding risk, counterparty risk. As a result of these underlying concerns officers are implementing a risk averse operational investment strategy.
- 12.2 The CIPFA Treasury Management Code and the DCLG Investment Guidance requires the consideration and approval of security and liquidity benchmarks. Yield benchmarks are currently widely used to assess investment performance. Discrete security and liquidity benchmarks are a requirement to Member reporting, although the application of these is more subjective in nature. Additional background on the approach taken is attached at **Appendix 17C**.

12.3 These benchmarks are not limits and so may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy depending on any changes. Any breach of the benchmarks will be reported, with supporting reasons in the Annual Report.

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.05% historic risk of default when compared to the whole portfolio.

Liquidity – In respect of this area the Council seeks to maintain:

- Bank overdraft - £1.60m
- Liquid short term deposits of at least £5m available with a week's notice.

Yield - Local measures of yield benchmark is:

- Investments – Internal returns have previously been benchmarked against the 7 day LIBID rate. However, with the replacement of LIBOR/LIBID with SONIA, these are now benchmarked against the SONIA overnight rate
- And in addition that the security benchmark for each individual year is:

	1 year	2 years	3 years	4 years	5 years
Maximum	0.05%	0.14%	0.26%	0.37%	0.52%

Note: This benchmark is an average risk of default measure, and would not constitute an expectation of loss against a particular investment.

12.4 Normally when the Council has surplus cash, this is invested to try to ensure that interest earned is optimised with minimal risk of capital loss. Higher interest rates are earned by investing any large amounts on the London money markets, rather than by leaving such sums with the Council's own bank. The Investment Strategy sets out the type of institutions with which the Council may deposit funds for this purpose. The list has been compiled to reflect the creditworthiness of these banks and building societies, rather than the rates of interest payable, as the safety of the asset is the most important consideration. Nonetheless, the interest received from these institutions is competitive.

12.5 The ongoing financial uncertainty has reinforced the need for the Council to ensure it adopts a security based approach to investment strategy.

12.6 The policy allows strategic investments up to £30m for more than 12 months, as reported in **Appendix 17A**.

12.7 In recent years the Council has had a high level of investments and therefore the investment strategy has been aligned with our debt strategy. The strategy for repayment of debt has been dependent on the movement of long term interest rates, and in favourable circumstances this could mean the repayment of tranches of debt. Investments have therefore been managed in-house in order to finance any repayments if necessary. It is expected that this strategy will continue.

- 12.8 As established in the Mid-Year Treasury Management Activities Report, the Council applies the creditworthiness service provided by its advisors, Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:
- Credit watches and credit outlooks from credit rating agencies;
 - CDS spreads to give early warning of likely changes in credit ratings;
 - Sovereign ratings to select counterparties from only the most creditworthy countries.
- 12.9 The Council also holds investments in Money Market Funds (MMFs) which are AAA rated and act, in a similar way to unit trusts, to spread the risk of default across a number of underlying institutions. This type of fund is tightly regulated and viewed as a safe investment.
- 12.10 EU reform means that the current class of MMF used by the Council - Constant Net Asset Value (CNAV) - were replaced by a new Low Volatility Net Asset Value (LVNAV) class of fund from 21 January 2019. LVNAV funds operate under stricter conditions than the existing CNAV funds, meaning the underlying investments must be valued within a smaller "collar" than with CNAV funds, and also have shorter liquidity limits. This has had no impact on how the Council uses such funds, and no negative impact on their security.
- 12.11 The Council has a deposit account with the Government Debt Management Office (DMO). As this facility is underwritten by the government, the rates of interest offered by the DMO are substantially below the current market rates. This facility has not been used in 2022/23.
- 12.12 If concerns over counterparty risk reduce and market conditions are judged suitable, long term borrowing may be taken up by the Council in advance of when it is required for capital purposes. In these circumstances the excess cash will be invested in line with the Council's prudent investment objectives, with security of the asset the highest priority. However, the Council is not allowed to borrow for the express purpose of reinvesting this cash in money market investments to make a return.
- 12.13 Although security and liquidity are both given priority over yield, the Council still manages to achieve a healthy rate of return on its investments. In 2021/22 the Council achieved a return of 0.30% versus a LIBID/SONIA benchmark of 0.04%, a gain of £334k. In 2022/23 to December 31, a return of 1.43%% has been earned against a SONIA of 1.62%. In the current rising interest rate environment SONIA increased faster than interest returns due to the Council's portfolio involving fixed investments at lower than the prevailing rates. Once interest rates stabilise it is anticipated that returns should again exceed benchmark.

13 INVESTMENTS – PROPOSED CHANGES

- 13.1 There are no proposed changes to the Council's investment strategy for 2023/24.

14 TREASURY MANAGEMENT ADVISORS

- 14.1 The Council uses Link Group as its treasury management advisors. Link provides a range of services which include:
- Technical support on treasury matters and capital finance issues;
 - Economic and interest rate analysis;
 - Debt services which includes advice on the timing of borrowing;
 - Debt rescheduling advice surrounding the existing portfolio;
 - Generic investment advice on interest rates, timing and investment instruments; and
 - Credit ratings/market information service comprising the three main credit rating agencies.

14.2 Whilst the advisers provide support to the internal treasury function, under current market rules and the CIPFA Code of Practice, the final decision on treasury matters remains with the Council. This service is subject to regular review.

15 Greater Manchester Pension Fund

15.1 The Council also carries out treasury management activities on behalf of Greater Manchester Pension Fund (GMPF). GMPF holds cash in accordance with its strategic asset allocation as determined by the GMPF Management Panel which may be increased or decreased on a tactical basis by the external investment managers within risk parameters also set by the Panel. As at 31 December 2022 the Pension Fund cash totalled around £571m.

15.2 The GMPF counterparty list mirrors that of Tameside MBC, along with the following operating constraints:

- a) The maximum duration for an investment is 1 year.
- b) The maximum investment per counterparty is £75m

15.3 Along with these limits, further constraints are in place for the different categories of cash. The bulk of the fund managers' allocations must be available at short notice; therefore the following constraints are enforced:

- a) 35% must be available within one week
- b) 70% must be available within two weeks

15.4 Additionally, any strategic allocation to in-house cash must be kept entirely liquid and immediately available.

16. RECOMMENDATIONS

16.1 That the Treasury Management Strategy be noted and the proposed borrowing strategy be supported.

16.2 That the Annual Investment Strategy (Appendix 17A) be recommended for approval by the full Council

16.3 That the MRP policy (Appendix 17D) be recommended for approval by full Council.

APPENDIX 17A

ANNUAL INVESTMENT STRATEGY: FINANCIAL YEAR 2023/24

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, and then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.

Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

Investment Objectives:

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

All investments will be in sterling. The general policy objective for this Council is the prudent investment of its treasury balances. This includes monies borrowed for the purposes of expenditure in the reasonably near future (i.e. borrowed 12-18 months in advance of need). The Council's investment priorities are

- (a) the **security** of capital and
- (b) **liquidity** of its investments.
- (c) **optimum return** on its investments commensurate with (a) and (b).

The former Office of the Deputy Prime Minister regulations stated that the borrowing of monies purely to invest or on-lend and make a return is unlawful, and therefore this Council will not engage in such activity.

Creditworthiness policy

This Council applies the creditworthiness service provided by Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit Watches and credit Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years (UK Government debt or equivalent).
- Dark pink 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
- Light pink 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

The Link Group creditworthiness service uses a wider array of information than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalents) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored regularly. The Council is alerted to changes to ratings of all three agencies through its use of Link Group's creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Group. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on any external support for banks to help support its decision making process.

All institutions which meet the criteria may be included on our lending list at the discretion of the Section 151 Officer, although meeting the criteria does not guarantee this.

The criteria may only be changed by the Executive Cabinet.

Monitoring of credit ratings and other market information:

All credit ratings will be monitored regularly. The Council is alerted to changes to ratings of all three agencies through its use of Link Group's creditworthiness service.

If a counterparty or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria or other market information leads the concerns over the credit quality of that entity, then the further use of that counterparty/investment scheme as a new investment will be withdrawn immediately (however, existing fixed investments must remain in place until they mature).

If a counterparty is upgraded so that it fulfils the Council's criteria, its inclusion may be considered by the Section 151 Officer for approval.

Institutional Limits for Investments:

The Council has previously set limits on investments with individual institutions. These have been set for the Council and the Pension Fund combined. These limits (which will remain in force unless changed by the Executive Cabinet) are:

Currently the overall limit invested by Tameside and the GM Pension Fund in one institution should not exceed a combined amount of £90m. Of this £95m, a maximum of £75m may be invested by the Pension Fund, £15m by Tameside.

At any time the maximum should not exceed 20% of the total amount available for investment (at the time of the investment - individually for the Council and the Pension Fund), or the above limits, whichever is less. However, where total investments are less than £100m for the Pension Fund and £25m for Tameside, the upper limits will be £20m and £5m respectively.

The counterparty limit for UK Government bodies (e.g. local authorities and other similar bodies) is £50m. Any such investment would still be highly secure due to the Government-backed nature of these entities.

Investments defined as capital expenditure:

The acquisition of share capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investments will have to be funded out of capital or revenue resources and will be classified as 'non-specified investments'. The acquisition of loan capital in a body corporate has recently been relaxed so that it is not treated as capital expenditure and can be used for treasury management activities.

A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has made for policy reasons (e.g. to a registered social landlord for the construction/improvement of dwellings) or an investment for treasury management purposes. The latter will be governed by the framework set by the Council for 'specified' and 'non-specified' investments.

The Council provided a loan of £4.280m (funded by Prudential Borrowing) to Active Tameside in 2008/09, to invest in the refurbishment of three existing Leisure Centres within the Borough. This loan was for policy reasons and not for treasury management purposes. The Council also has an investment in Manchester Airport as outlined below. These investments were not part of the Treasury Management strategy.

During 2009/10, Manchester Airport re-negotiated the terms of its loan arrangement with the 10 Greater Manchester Districts; as a result of this agreement the 10 Districts have taken responsibility to service the former Manchester Airport share of the GMMDAF and Terminal 2 Loan Debt. The Airport pays the Districts an annual fixed interest of 12% on the outstanding balance at 9 February 2010. The Airport has agreed to repay the loan to the Council by the end of the agreement in 2055. The re-negotiated loan arrangement was not for treasury management purposes.

Manchester Airport

The Council has an historic 3.22% shareholding in Manchester Airport Group. This shareholding has been valued at £23.4m as at 31 March 2022. Prior to the COVID-19 pandemic, the Council was receiving significant dividend income from this investment (£6.4m in 2019) which was a key item in the Council's Medium Term Financial Strategy.

In recent years, further additional investment in Manchester Airport has been approved:

- A capital investment of £11.3m in Manchester Airport was approved by Executive Cabinet in February 2018. The investment takes the form of a shareholder loan which was funded from reserves. Interest will be paid at a rate of 10% per annum, which will generate a revenue stream for the Council of approximately £1m (after allowing for the loss of interest earned on cash used to fund the investment) which will support the revenue budget.
- In February 2019, Executive Cabinet approved an equity investment of £5.6m in Manchester Airport funded by prudential borrowing. The investment is expected to generate revenue income through returns of around 3.25% (after taking account of borrowing costs and debt repayment). It was originally envisaged that this income would begin to be received from 2021/21 onwards, although no amounts are yet assumed in the Medium Term Financial Plan (MTFP). The economic impact of COVID-19 is likely to mean that income from this investment will not be generated for a number of years and will be dependent on the speed and scale of recovery in the Aviation Sector
- In April 2020, Executive Cabinet approved a further investment of £9.7m in Manchester Airport in the form of an equity loan, which will be funded by prudential borrowing. The loan is intended to provide financial stability to Manchester Airport Group and ensure it is best-placed to react and rebuild business operations as Covid restrictions are lifted. The investment completed in June 2020 and will generate revenue income through interest earned of 10% per annum

The COVID-19 pandemic had a significant impact on the Aviation Industry, however 2022 saw sustained recovery, with growth trends expected to continue in 2023. Interest on loans and investments with MAG will continue to be accrued, however the annual dividend is not expected to be payable for a number of years

Provisions for Credit-related losses

If any of the Council's investments appeared at risk of loss due to default (i.e. a credit-related loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

Investment Strategy to be followed:

Based on its cash flow forecasts, the Council anticipates its fund balances in 2023/24 to range between £60m and £150m.

Use of investments for rescheduling purposes, or deferring borrowing could substantially reduce these holdings, whereas borrowing earlier than required could increase them.

The minimum percentage of its overall investments that the Council will hold in short-term investments is 50%.

The current financial climate provides operational difficulties. Ideally investments would be invested longer to secure better returns, however uncertainty over counterparty creditworthiness suggest shorter dated investments would provide better security.

The money market interest rates will be constantly monitored, and with the advice of our treasury advisors, the length of investments will be determined in accordance with our own views of future rate movements. In this way we would hope to optimise our investment returns.

Use of Specified and Non-Specified Investments during the Financial Year

There are a number of types of investments which the Council could use. These are outlined in the following tables

Specified investments:

All such investments shall be in sterling with a maximum maturity of 1 year with institutions of high credit quality.

	Minimum Credit Criteria
Term Deposits (including bank cancellable deposits and certificates of deposit) with credit – rated deposit takers (banks and building societies) *	Per Link Group
Term Deposits with the UK Government including Treasury Bills or other Local Authorities	N/A
Money Market Funds	AAA
Debt Management Agency Deposit Facility	N/A

*If forward deposits are made, these will be for a maximum of 1 year from the date of the deal.

Bank cancellable deposits cover a variety of bank deposits where the bank holding the deposit, has the option of repaying at pre-specified times. Such investments normally attract a higher original interest rate.

Non – Specified Investments:

A maximum of 50% (at the time the investments are made) will be held in aggregate in non – specified investments. The only types of non-specified investments, with high credit quality, that the Council may use during 2023/24 are:

	Minimum Credit Criteria
Term Deposits exceeding 1 year (including bank cancellable deposits) with credit – rated deposit takers (banks and building societies)	Per Link Group
Term Deposits with the UK Government or other Local Authorities exceeding 1 year	N/A
UK nationalised and part nationalised banks (currently Lloyds Banking Group and Royal Bank of Scotland Group) – investments will be limited to a maximum period of 12 months	N/A
The Council's own bankers if they fail to meet the basic credit criteria.	N/A
Alternative (asset backed) Investments	N/A

Investments of this nature will only be made with the approval of the Section 151 Officer and in line with our treasury management advisors' investment recommendations.

Alternative Investments

A new class of "alternative investments" was added to the Council's list of non-specified investment instruments.

The motivation for this is increased diversification from the current concentration of credit risk on financial institutions, along with the potential for increased returns in the current low interest rate environment whilst still meeting the DCLG requirements regarding security, liquidity, and yield.

A variety of products are available that are secured against real assets such as green energy, timber, leisure, commercial property and private real estate. Thorough due diligence will need to be undertaken on any such products before any investment is made.

The available products fall within two categories; asset backed securities and asset backed pooled investment funds.

Asset backed securities are typically bespoke structures and can be unrated. This increases the need for due diligence, which will likely involve legal advice and also that of external auditors. Asset backed pooled investment funds involve the purchase of shares in a pooled fund or "fund of funds". These are less bespoke and require less due diligence.

APPENDIX 17B

Credit and Counterparty Risk Management

Specified Investments:

All such investments will be sterling denominated, with maturities up to maximum of 1 year, meeting the minimum 'high' quality criteria where applicable.

Non-Specified Investments:

These are any investments which do not meet the specified investment criteria or exceeding one year, as outlined in the body of the report. A maximum of 50% will be held in aggregate in non-specified investment

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	Minimum credit criteria / colour band	Max. maturity period
DMADF – UK Government	N/A	6 months
UK Government gilts	UK sovereign rating	12 months
UK Government Treasury bills	UK sovereign rating	12 months
Bonds issued by multilateral development banks	AAA	6 months
Money market funds	AAA	Liquid
Enhanced money market funds with a credit score of 1.25	AAA	Liquid
Enhanced money market funds with a credit score of 1.5	AAA	Liquid
Local authorities	N/A	12 months (Specified) 5 years (Non Specified)
Term deposits with banks and building societies	Blue Orange Red Green No Colour	12 months 12 months 6 months 100 days Not for use
CDs or corporate bonds with banks and building societies	Blue Orange Red Green No Colour	12 months 12 months 6 months 100 days Not for use
Gilt funds	UK sovereign rating	

APPENDIX 17C

Security, Liquidity and Yield Benchmarking

These benchmarks are targets and so may be breached from time to time. Any breach will be reported, with supporting reasons in the Annual Treasury Report.

Yield – This benchmarks is currently widely used to assess investment performance.

- Investments – Internal returns have previously been benchmarked against the 7 day LIBID rate. However, with the replacement of LIBOR/LIBID with SONIA, this will be replaced with the equivalent SONIA rate

Security and liquidity benchmarks are already intrinsic to the approved treasury strategy through the counterparty selection criteria and some of the prudential indicators.

Liquidity – This is defined as “having adequate, though not excessive cash resources, borrowing arrangements, overdrafts or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives” (CIPFA Treasury Management Code of Practice). In respect of this area the Council seeks to maintain:

- Bank overdraft - £1.600m
- Liquid short term deposits of at least £5m available with a week’s notice.

Security of the investments – In context of benchmarking, assessing security is a much more subjective area to assess. Security is currently evidenced by the application of minimum credit quality criteria to investment counterparties, primarily through the use of credit ratings supplied by the three main credit rating agencies (Fitch, Moody’s and Standard and Poor’s). Whilst this approach embodies security considerations, benchmarking levels of risk is more problematic. One method to benchmark security risk is to assess the historic level of default against the minimum criteria used in the Council’s investment strategy. The table beneath shows average defaults for differing periods of investment grade products for each Fitch/Moody’s Standard and Poor’s long term rating category within each year according to the maturity of the investment.

Years	1	2	3	4	5
AAA	0.04%	0.09%	0.17%	0.25%	0.34%
AA	0.02%	0.04%	0.09%	0.16%	0.23%
A	0.05%	0.14%	0.25%	0.37%	0.52%

As set out earlier, the Council’s minimum long term rating will typically be “A-” meaning the average expectation of default for a one year investment in a counterparty with a “A” long term rating would be 0.05% of the total investment (e.g. for a £1m investment the average loss would be £500). This is only an average - any specific counterparty loss is likely to be higher - but these figures do act as a proxy benchmark for risk across the portfolio.

Minimum Revenue Position (MRP) Policy

The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary payments (Voluntary Revenue Provision - VRP).

Regulations require Full Council to approve an MRP Statement in advance of each year. The Council is recommended to approve the following MRP Statement. *Additions to the previous policy are in italics.*

Borrowing taken up prior to 1 April 2015 will be provided for using a straight-line method of calculating MRP. £185.215m will be provided for in equal instalments over 50 years, which will result in an annual charge of £3.704m. The debt will be extinguished in full by 31 March 2065. If the Council elects to make additional voluntary MRP then the annual charge will be adjusted accordingly.

For borrowing taken up on or after 1 April 2015, MRP is to be provided for based upon the average expected useful life of the assets funded by borrowing in the previous year. The debt will be repaid on a straight-line basis over the average useful life calculated, meaning the debt will be fully extinguished at the end of period. If the Council elects to make additional voluntary MRP then the annual charge will be adjusted accordingly.

For certain investment projects it may be deemed more prudent to use the asset life annuity method in order to calculate MRP. In this case the Council will use the annuity method, with the MRP based on the prevailing PWLB interest rate for a loan with a term equal to the estimated life of the project. If the Council uses capital receipts to repay borrowing for the year then the value of MRP which would have otherwise been set aside to repay borrowing will be reduced by this amount. The level of capital receipts to be applied to redeem borrowing will be determined annually by the Section 151 Officer, taking into account forecasts for future expenditure and the generation of further receipts.

For any leases and any on-balance sheet Public Finance Initiative (PFI) schemes, the MRP charge will be equal to the principle repayment during the year, calculated in accordance with proper practices. *In previous years only finance leases were on balance sheet and contributed towards the MRP. However, following the adoption of IFRS 16 in April 2024, all leases will fall on balance sheet and impact the MRP calculation. The full impact of this change is yet to be determined but updates will be provided as part of the regular Treasury Management reporting process.*

There will be no MRP charge for any cash backed Local Authority Mortgage Scheme (LAMS) that the Council operates. As for this type of scheme, any future debt liability would be met from the capital receipt arising from the deposit maturing after a five year period. Any repossession losses for this type of scheme would be charged to a LAMS reserve.

The Council has considered the Statutory Guidance, which recommends a 25 year repayment charge for loans to third parties, and concluded that this provision is not necessary where there is a realistic expectation that the loan will be repaid. The Council considers an MRP charge is not necessary in respect of any loans made to third parties as the debt liability is covered by the existence of a debtor; typically long term depending on the life of the loan. The only expenditure consequence of a loan for an authority is the interest on its cash shortfall whilst the loan is outstanding, so provision for the principal amount would be over-prudent until such time as the assumption has to be made that the loan will not be repaid.

For any Equity Investment or other investments not specified above, the Council will have regard to the MHCLG Statutory Guidance on Minimum Revenue Provision.

The revised MHCLG MRP Guidance provides a disclosure item for any revenue resources over and above of the required MRP applied to capital expenditure within the MRP Policy. The disclosure of the amounts applied allows some flexibility in financing future capital programmes and the implications on the budget. Revenue resources applied to 31 March 2022 as overpayments or VRP (voluntary revenue provision) were £119m.

APPENDIX 17E

Prudential Indicators

1. Ratio of Financing Costs to Net Revenue Stream

Limit/Indicator	2023/24 %	2024/25 %	2025/26 %
Ratio of financing costs to net revenue stream	4.5	4.5	4.6

This ratio represents the total of all financing costs e.g. interest payable and minimum revenue provision (MRP) that are charged to the revenue budget as a percentage of the amount to be met from Government grants and taxpayers (net revenue stream).

This ratio has been calculated based on the future year's level of borrowing.

2. Capital Financing Requirement (CFR)

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Core Capital Financing Requirement	194,637	191,628	186,421
Other long term liabilities (e.g. PFI and leases)	89,080	84,388	79,612
Total Capital Financing Requirement	283,718	276,017	266,033

The Capital Financing Requirement is aimed to represent the underlying need to borrow for a capital purpose and is calculated from the aggregate of specified items on the balance sheet. The opening balance at 1 April 2023 has been estimated together with the movement in the Capital Financing Requirement for future years.

Following accounting changes the Capital Financing Requirement now includes any other long term liabilities (e.g. PFI schemes and leases) brought onto the balance sheet. Whilst this increases the Capital Financing Requirement, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes.

From the 2024/25 financial year a new accounting standard on leases (IFRS16) is to be implemented. This will result in a number of leases that would previously have been classified as operating leases being moved on to the Council's balance sheet. This in turn will result in an increase in the level of other long term liabilities and the total CFR. As the Council is still in the data gathering stage of implementing this new standard the level of this increase is not yet know. This indicator will therefore be updated mid-year as part of the regular Capital and Treasury Management reporting process.

The CFR increases by the value of capital expenditure not immediately financed (i.e. borrowing) and is reduced by the annual MRP repayment.

3. Capital Expenditure

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Capital expenditure	50,252	12	0

This is the estimate of the total capital expenditure to be incurred (from all funding sources) for future years and recommended for approval.

This estimate will continue to be updated as part of the monitoring process as new resources are subsequently identified.

4. Incremental Impact of Capital Investment Decisions

Limit/indicator	2023/24 £	2024/25 £	2025/26 £
For the Band D Council Tax	0.27	1.05	1.05

This is the estimate of the net incremental impact of the capital investment decisions, based on the level of borrowing set out in the report and reflects the total cost of this additional borrowing (interest payments and minimum revenue provision), as a cost on Council Tax. The actual cost will depend on final funding. For every £1 increase on Band D properties, approximately £0.066m would be raised.

5. Operational Boundary and Authorised Limit on External Debt and Other Long Term Liabilities

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Operational Boundary for external debt	206,110	207,702	212,495
Authorised Limit for external debt	226,110	227,702	232,495

These limits include provision for borrowing in advance of our requirement for future capital expenditure. This may be carried out if it is thought to be financially advantageous to the Council.

The limits are made up as follows:

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Estimated 31 March 2023	139,227		
Previous year Operational Boundary		206,110	207,702
Add debt maturing in year	3,202	0	0
Add borrowing for 2023/24 and previous years' requirement not taken up	58,747		
Add borrowing in advance for 2024/25 and future years	10,000	10,000	10,000
Less already borrowed in advance for future years			
Less previous year maturing fall out		(3,202)	0
Less MRP	(5,065)	(5,207)	(5,207)
Operational Boundary - borrowing	206,110	207,702	212,495
Add allowances for cash flow etc.	20,000	20,000	20,000
Authorised Limit - borrowing	226,110	227,702	232,495

The allowance for cash flow is made up of 2 elements. (a). it is possible that a rescheduling exercise where we borrow prior to repayment could take place. We have allowed £10 million for this. (b). Normally the amount of investments that we currently hold would mean that there would be no need to borrow, however, an allowance of £10 million has been made for liquidity purposes.

We are also required to set operational boundaries and authorised limits for Other Long Term Liabilities (e.g. PFI schemes and finance leases), which are now shown on balance sheet, following recent accounting changes. The table below includes all current PFI schemes and finance leases in place, with an allowance of £1 million for any new agreements that may arise.

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Operational Boundary for other long term liabilities	89,080	84,388	79,612
Add allowance for new agreements	1,000	1,000	1,000
Authorised Limit for other long term liabilities	90,080	85,388	80,612

The total authorised limit of £226 million (including both external borrowing and other long term liabilities) should be set as the Council's affordable borrowing limit for 2023/24 as required under the provisions of the Local Government Act 2003.

6. Gross Debt and the Capital Financing Requirement.

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Core capital financing requirement	194,637	191,628	186,421
Gross borrowing	194,637	191,628	186,421

To ensure that medium term debt will only be for a capital purposes, the Council will ensure that the gross external borrowing does not, except in the short term, exceed the highest forecast capital financing requirement (CFR) in any one year.

7. Upper and lower limits on Interest Rate Exposures

Limit/indicator	2023/24 £000	2024/25 £000	2025/26 £000
Upper limit for fixed interest rate exposure	194,637	191,628	186,421
Upper limit for variable interest rate exposure	64,879	63,876	62,140

These limits are in respect of our exposure to the effects of changes in interest rates.

The limits reflect the net amounts of fixed/variable rate debt (i.e. fixed/variable loans less fixed/variable investments).

8. Maturity Structure of Borrowing for the Forthcoming Financial Year

These limits set out the amount of projected borrowing that is fixed rate maturing in each period expressed as a percentage of total projected borrowing that is fixed rate.

		Upper %	Lower %
Upper/lower limit for maturity structure	Under 12 months	15	0
	12 months and within 24 months	15	0
	24 months and within 5 years	30	0
	5 years and within 10 years	40	0
	10 years and above	100	50

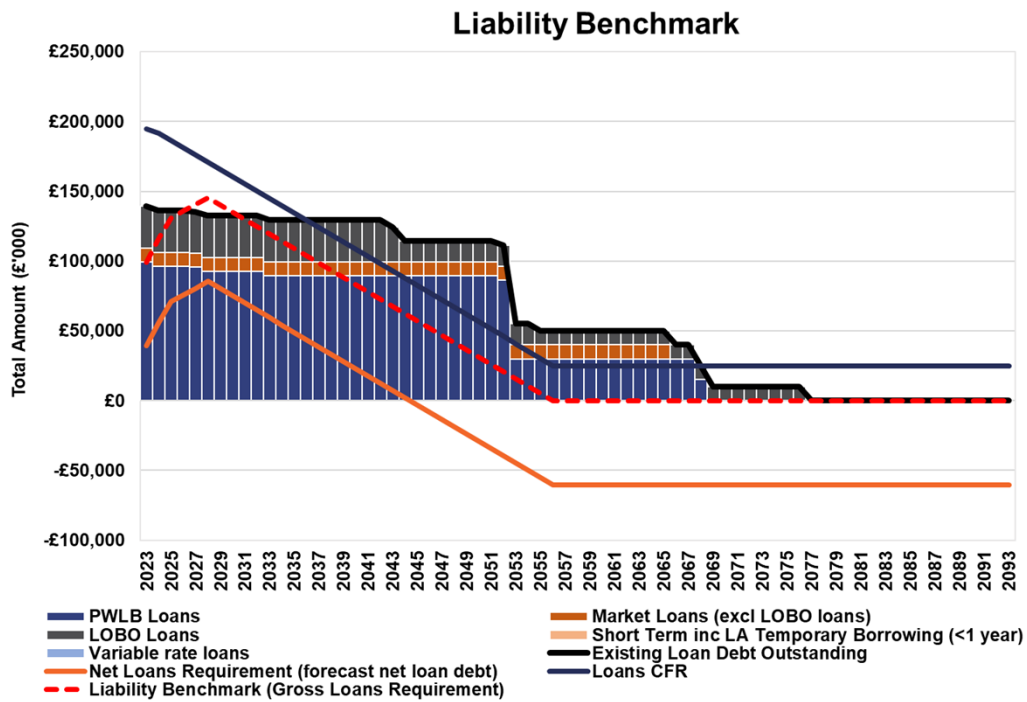
Future fixed rate borrowing will normally be for periods in excess of 10 years, although if longer term interest rates become excessive, shorter term borrowing may be used. Given the low current long term interest rates, we feel that it is acceptable to have a long maturity debt profile.

9. Limit for Total Principal Sums Invested for Periods Longer than 364 days

2023/24 £m	2024/25 £m	2025/26 £m
30	30	30

The Council can invest for periods greater than one year providing the counterparty is of sufficient credit quality as per the Link Group credit methodology. It is felt that the amounts shown above should be the limits maturing in future years.

10. Liability Benchmark



The liability benchmark is a new prudential indicator introduced for 2023/24. This gives a long term view of the Council's borrowing needs based on current commitments. This demonstrates that there is currently no borrowing need and the Council currently has a significant level of surplus cash which makes up its investment portfolio. If further schemes to be funded by borrowing are added to the Capital Programme in future then the benchmark will increase and more borrowing could potentially be required.

APPENDIX 17F

Economic Update

The below update has been provided by the Council's treasury management advisors, Link Group:

Our central forecast for interest rates was updated on 19 December and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by delivering a succession of rate increases. Bank Rate stands at 3.5% currently but is expected to reach a peak of 4.5% in H1 2023.

Further down the road, we anticipate the Bank of England will be keen to loosen monetary policy when the worst of the inflationary pressures are behind us – but that timing will be one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.

The CPI measure of inflation looks to have peaked at 11.1% in Q4 2022 (currently 10.7%). Despite the cost-of-living squeeze that is still taking shape, the Bank will want to see evidence that wages are not spiralling upwards in what is evidently a very tight labour market.

Regarding the plan to sell £10bn of gilts back into the market each quarter (Quantitative Tightening), this has started and will focus on the short, medium and longer end of the curve in equal measure, now that the short-lived effects of the Truss/Kwarteng unfunded dash for growth policy are firmly in the rear-view mirror.

In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but the on-going conflict between Russia and Ukraine. (More recently, the heightened tensions between China/Taiwan/US also have the potential to have a wider and negative economic impact.)

On the positive side, consumers are still estimated to be sitting on over £160bn of excess savings left over from the pandemic so that will cushion some of the impact of the above challenges. However, most of those are held by more affluent people whereas lower income families already spend nearly all their income on essentials such as food, energy and rent/mortgage payments.

PWLB RATES

- *The yield curve movements have become less volatile of late and PWLB 5 to 50 years Certainty Rates are, generally, in the range of 4.10% to 4.80%.*
- *We view the markets as having built in, already, nearly all the effects on gilt yields of the likely increases in Bank Rate and the elevated inflation outlook.*

The balance of risks to the UK economy: -

- *The overall balance of risks to economic growth in the UK is to the downside.*

Downside risks to current forecasts for UK gilt yields and PWLB rates include: -

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, rising gilt yields).
- **The Bank of England** acts too quickly, or too far, over the next year to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.

- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, China/Taiwan/US, Iran, North Korea and Middle Eastern countries, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly and for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project or even necessitates a further series of increases in Bank Rate.
- **The Government** acts too quickly to cut taxes and/or increases expenditure in light of the cost-of-living squeeze.
- **The pound weakens** because of a lack of confidence in the UK Government's fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer term **US treasury yields** rise strongly and pull gilt yields up higher than currently forecast.
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields consequently.

Glossary of Terms

Authorised Limit - This Prudential Indicator represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable. It is the expected maximum borrowing need, with some headroom for unexpected movements.

Bank Rate / Base Rate - The rate at which the Bank of England offers loans to the wholesale banks, thereby controlling general interest rates in the economy.

Capital Expenditure – The Council's spend on fixed assets, including investment in things such as buildings, infrastructure, and vehicles.

Capital Financing Requirement (CFR) - The CFR is aimed to represent the underlying need to borrow for a capital purposes and is calculated from the aggregate of specified items on the balance sheet. The CFR increases by the value of capital expenditure not immediately financed (i.e. borrowing) and is reduced by the annual MRP repayment.

Counterparty - one of the opposing parties involved in a borrowing or investment transaction.

Credit Rating - A qualified assessment and formal evaluation of an institution's (bank or building society) credit history and capability of repaying obligations. It measures the probability of the borrower defaulting on its financial obligations, and its ability to repay these fully and on time.

Discount - Where the prevailing interest rate is higher than the fixed rate of a longterm loan, which is being repaid early, the lender can refund the borrower a discount, the calculation being based on the difference between the two interest rates over the remaining years of the loan, discounted back to present value. The lender is able to offer the discount, as their investment will now earn more than when the original loan was taken out.

Fixed Rate - A fixed rate of interest throughout the duration of the loan or investment. The rate is fixed at the start and therefore does not affect the volatility of the portfolio, until the debt matures and requires replacing at the interest rates relevant at that time.

Gilts - The loan instruments by which the Government borrows. Interest rates will reflect the level of demand shown by investors when the Government auctions Gilts.

LIBID (London Interbank Bid Rate) - This is an average rate, calculated from the rates at which individual major banks in London are willing to borrow from other banks for a particular time period. For example, 6 month LIBID is the average rate at which banks are willing to pay to borrow for 6 months. This has recently been replaced with SONIA.

LIBOR (London Interbank Offer Rate) - This is an average rate, calculated from the rates which major banks in London estimate they would be charged if they borrowed from other banks for a particular time period. For example, 6 month LIBOR is the average rate which banks believe they will be charged for borrowing for 6 months. As with LIBID, this rate is no longer produced following the introduction of SONIA.

Liquidity - The ability of an asset to be converted into cash quickly and without any loss in value. The more liquid a business is, the better able it is to meet short-term financial obligations.

LOBO (Lender Option Borrower Option) - This is a type of loan where, at various periods known as call dates, the lender has the option to alter the interest rate on the loan. Should the lender exercise this option, the borrower has a corresponding option to repay the loan in full without penalty.

Market -The private sector institutions - Banks, Building Societies etc.

Maturity Profile/Structure - an illustration of when debts are due to mature, and either have to be renewed or money found to pay off the debt. A high concentration in one year will make the Council vulnerable to prevailing interest rates.

Minimum Revenue Provision (MRP) – MRP is the minimum amount which the Council must charge to its revenue budget each year, to set aside a provision for repaying borrowing. This is an annual revenue expense in a Council's budget.

Monetary Policy Committee (MPC) - the independent body that determines Bank of England Base Rate.

Money Market Funds (MMFs) - Investment instruments that invest in a variety of institutions, therefore diversifying the investment risk.

Operational Boundary – This Prudential Indicator is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around this boundary for short times during the year. It should act as an indicator to ensure the Authorised Limit is not breached.

Premium - Where the prevailing current interest rate is lower than the fixed rate of a long-term loan, which is being repaid early, the lender can charge the borrower a premium, the calculation being based on the difference between the two interest rates over the remaining years of the loan, discounted back to present value. The lender may charge the premium, as their investment will now earn less than when the original loan was taken out.

Prudential Code - The Local Government Act 2003 requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

Prudential Indicators – Indicators designed by CIPFA with the intention of demonstrating that the Council is operating in line with the Prudential Code. The Council sets its own limits and they are not intended to be an inter-authority comparative.

Public Works Loan Board (PWLB) - Part of the Government's Debt Management Office, which provides loans to public bodies at rates reflecting those at which the Government is able to sell Gilts.

Sterling Overnight Index Average (SONIA) - An interest rate benchmark which is based on actual transactions and reflects the average of the interest rates that banks pay to borrow sterling overnight from other financial institutions and other institutional investors.

Treasury Bills - These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low.

Variable Rate - The rate of interest either continually moves reflecting interest rates of the day, or can be tied to specific dates during the loan period. Rates may be updated on a monthly, quarterly or annual basis.

Volatility - The degree to which the debt or investment portfolio is affected by current interest rate movements. The more debt maturing within the coming year and needing replacement, and the more debt subject to variable interest rates, the greater the volatility.

Voluntary Revenue Provision (VRP) – This is where the Council charges more to reserves than the minimum required as MRP. This can have a similar effect to reducing debt and can result in a lower future MRP charge.

Yield Curve - A graph of the relationship of interest rates to the length of the loan. A normal yield curve will show interest rates relatively low for short-term loans compared to long-term loans. An inverted Yield Curve is the opposite of this.

APPENDIX 18

CAPITAL INVESTMENT

Tameside MBC Budget 2023/24

Capital Programme 2022-25

TOTAL APPROVED CAPITAL PROGRAMME- JANUARY 2023	2022/23 Budget (Approved)	2022/23 Budget (Earmarked)	Future Years Budget (Approved)	Total Budget
	£000	£000	£000	£000
Place: Property, Development and Planning				
Investment and Development	19,599	1,297	15,799	36,695
Corporate Landlord	4,182	103	0	4,285
Vision Tameside	263	0	0	263
Active Tameside	71	0	0	71
Place: Operations and Neighbourhoods				
Engineers	9,613	0	4,916	14,529
Environmental Services	1,657	0	80	1,737
Transport	542	0	446	988
Stronger Communities	16	0	0	16
Children's				
Education	11,914	0	23,225	35,139
Children	955	0	2,700	3,655
Finance				
Digital Tameside	65	500	260	825
Adults				
Adults	3,590	0	2,838	6,428
Other				
Other	0	2,800	0	2,800
Total	52,467	4,700	50,264	107,431

Appendix 18 Capital Investment

Capital Programme Financing 2022-25

CAPITAL PROGRAMME FINANCING - JANUARY 2023	Grants & Contributions	Revenue Contributions	Prudential Borrowing	Receipts & Reserves	Total
	£000	£000	£000	£000	£000
Place: Property, Development and Planning					
Investment and Development	30,535	259		5,901	36,695
Corporate Landlord	2,892	20		1,533	4,445
Vision Tameside				103	103
Active Tameside			31	40	71
Place: Operations and Neighbourhoods					
Engineers	8,257			6,272	14,529
Environmental Services	246			1,491	1,737
Transport		162	826		988
Stronger Communities				16	16
Children's					
Education	34,917	222			35,139
Children	1,688		1,600	367	3,655
Finance					
Digital Tameside			310	515	825
Adults					
Adults	6,428				6,428
Other					
Other				2,800	2,800
Total	84,963	663	2,767	19,038	107,431

Financing Capital Expenditure

The Council has limited resources available to fund Capital Expenditure. On 29 September 2021, Executive Cabinet approved the allocation of the remaining capital reserves to immediate priorities. No further capital projects will be approved in the short term unless the schemes are fully funded from external sources. Any additional priority schemes that are put forward for consideration and that are not fully grant funded will need to be evaluated, costed and subject to separate Member approval. There will be a revenue cost for any new capital schemes that are not fully funded from alternative sources and the implications of this will need to be carefully considered, given the on-going pressures on the revenue budget.

A number of schemes identified as priority for future investment include revenue generation or invest to save elements, where borrowing may be appropriate to facilitate investment. Borrowing to fund Capital Investment has revenue consequences as budget is required to fund interest and repayment of loans, and therefore any such schemes will need to be subject to full business cases. The Council will need a sustainable financial plan for the revenue budget before borrowing commitments are agreed

The current capital programme (2022 – 2025) includes £19.038m of schemes which will need to be funded from Capital Receipts and existing Capital Reserves; £14.338m is required for approved schemes and a further £4.700 for earmarked schemes. There is currently £4.887m available in Capital Reserves and therefore £14.151m is required in Capital Receipts to fund the current programme. Careful monitoring of progress in realising these capital receipts must be undertaken to ensure that there is timely and pro-active disposal of assets and that the actual receipts are in line with projections.

The remainder of the capital programme is largely funded external Grants (£84.123m) & Contributions (£0.840m), with internal Revenue Contributions (£0.663m) and Prudential Borrowing (£2.767) completing the funding position.

APPENDIX 19 – CAPITAL STRATEGY 2023-24

1 Introduction

- 1.1. The CIPFA Prudential Code (revised 2021) requires that the Council produces an annual Capital Strategy. The Strategy provides a long term context in which capital decisions are made, the approach for governance for those decisions, and also information on the Council's approach towards treasury management and other investments.
- 1.2. The Capital Strategy is the Council's framework for the allocation and management of capital resources within the authority, which takes account of the Council's key priorities in the Corporate Plan. It forms a key part of the Council's integrated revenue, capital, and balance sheet planning with a view towards deliverability, affordability, sustainability and risk.
- 1.3. The Capital Strategy identifies the current capital programme and the processes that are carried out to maintain an ongoing investment plan together with the links between its objectives and that of the Corporate Plan. It also gives an insight into how the strategy might develop in terms of achieving the priority outcomes in the next 5-10 years and beyond.

2 Capital Strategy Objectives

- 2.1. The main objectives of the Council's Capital Strategy are as follows:
 - Maintain and effectively monitor the capital programme.
 - Provide a clear process with which to evaluate proposals for new capital expenditure in line with the Council's priorities.
 - Maximise capital resources available to the Council and spend these in accordance with corporate objectives as outlined in the Corporate Plan.
 - Ensure the affordability of the approved capital programme.
 - Identify and bid for external resources of capital finance on a co-ordinated basis.
 - Determine transparent schemes of option appraisal to assess new internal bids and post contract evaluation.
 - Explore alternative procurement and financing options.
 - Maximise the efficient use of assets via the Asset Management Plan.
 - Identify and monitor benchmarking and performance measures for all aspects of the capital investment process.
 - Ensure that Prudential Guidelines are identified in determining the capital programme and these are kept under continuous review.
 - Utilise opportunities under the Prudential Guidelines regime to maximise capital development opportunities.
 - Ensure that the developments in capital processes keep pace with securing an unqualified value for money conclusion in the annual audit letter.
- 2.2. These objectives are kept under regular review and progress monitored by the Strategic Planning and Capital Monitoring Panel.

3 Council Key Objectives

- 3.1. The Council's Corporate Plan represents a long term vision for the borough and is based around the three themes of Starting Well, Living Well, and Ageing Well.

3.2. These themes are identified below along with the key priorities used to evaluate the Council's performance against them and some examples of projects within the current Capital Programme which support them

3.3. **Starting Well**

3.3.1. The Council wants to give residents the very best start in life by focusing resources on the following priorities:

- Ensuring children are ready to learn and encouraged to thrive and develop
- Creating aspiration and hope through learning
- Maintaining resilient families and support networks to protect and grow young people

3.3.2. Within this areas, some of the recently completed and current key capital projects include:

- St Anne's Primary School
- Alder Community High
- Rayner Stephens
- All Saints Academy
- Hawthorns Primary

3.4. **Living Well**

3.4.1. The Council believes Tameside is a great place to live and work and we will strive to make it even better by focusing resources on the following priorities:

- Generating opportunities for people to fulfil their potential through work, skills and enterprise
- Providing modern infrastructure and a sustainable environment that works for all current and future generations
- Nurturing our communities and having pride in our people, our place, and our shared heritage

3.4.2. Within these areas, some of the recently completed and current key capital projects include:

- Ashton Levelling Up Funding
- Stalybridge Heritage Action Zone
- Godley Garden Village
- Highways and Town Capital

3.5. **Ageing Well**

3.5.1. The Council aims to provide the best quality of life for older generations through the following priorities:

- Longer and healthier lives with good mental health through better choices and reduced inequalities
- Independence and activity in older age, and dignity and choice at end of life

3.5.2. Within this area, some of the recently completed and current key capital projects and proposals include:

- Disabled Facilities Grants – allowing people to live independently for longer
 - Disability Assessment Centre
- 3.6. In order to ensure that these priorities are met, the capital programme is co-ordinated by the corporate section within the Financial Management team. The team work closely with representatives from within the service areas of the Council, Project Managers and Sponsors, the Strategic Planning and Capital Monitoring Panel (SPCMP) and senior officers to ensure the planned capital programme is achieved through a programme of effective planning and monitoring. Responsibility for the achievement of the programme lies with Portfolio Holders and Directors together with Project Sponsors and Managers.
- 3.7. The Council has in place a solid platform for collating information on both the financial and physical progress of capital schemes. Detailed capital updates are submitted to Strategic Planning and Capital Monitoring Panel (SPCMP) by each Directorate and the minutes of these meetings are sent to Executive Cabinet for ratification. The updates include details of the progress of schemes, notification of new external funding allocations and requests for changes to the funding of capital schemes.
- 3.8. Monitoring of the Capital Programme, both in financial and physical terms, is reported 3 times a year in July, September and January, and also at year end when actual outturn figures are reported. The monitoring report goes through several stages of review and approval; firstly to Senior Leadership Team (SLT), then on to Executive Cabinet and Strategic Planning and Capital Monitoring Panel. The reports show details of actual expenditure against planned spend, a forecast of outturn figures and in the case of schemes with a projected variation above £100,000, more detailed information on progress and the scheme's current status. All changes to the Capital Programme and any necessary changes to the Prudential Indicator limits are approved through the Capital Monitoring reports.
- 3.9. Monitoring is supported by regular meetings between financial management staff, Executive Directors and Project Sponsors/Managers. Details of major variations are determined and reported on, as a minimum, at the corporate monitoring points. Individual Council officers will sometimes attend the SPCMP to help give Members an enhanced understanding of the progress of specific schemes and any related issues, as well as providing an opportunity for Members to ask questions about more complex projects.

4 Capital Programme and Resources

- 4.1. The Council maintains a three year Capital Programme which currently covers the period 2022/23 to 2024/25. This is updated annually during the budget process in February and quarterly during the year.
- 4.2. As of December 2022 the Programme has a total value of £107m including both fully approved and earmarked schemes. A summary of the Programme is included in this report as **Appendix 19A**.
- 4.3. A major source of capital funding available to the Council is via grants from Central Government. Such grants are often obtained alongside conditions that they are allocated to specific schemes or programmes.
- 4.4. The Council also actively seeks further investment to fund the capital programme, such as capital receipts from the sale of assets or joint funding opportunities on a wide range of projects.

4.5. The strategy is intended to consider all potential funding options available to the Council and maximise the available resources for capital investment in line with the priorities set out within.

4.6. The main areas of funding available are set out below:

4.6.1. **Borrowing** - Under the Prudential Guidelines the Council is able to determine its own level of unsupported borrowing provided it is affordable, prudent and sustainable. The majority of borrowing taken up is from the Public Works Loan Board (PWLB) which is, in effect, the government.

The additional cost of any prudential borrowing undertaken must be met through the Council's revenue budget, and therefore has a direct link to the local taxpayer. The impact of this must be considered when seeking approval for any schemes funded through borrowing. The Council can only normally borrow to fund capital expenditure.

The Council took up £30m of long term borrowing from the PWLB in August 2019 when rates were at favourable levels. The average interest rate across these two loans is 1.81%. In the intervening period the PWLB increased their margin over gilts (the basis for their interest rates) by 1%, but lowered this back to the previous margin in November 2020. Interest rates have since risen substantially and as of December 2022 the interest rate on loans of similar terms to those taken up in August 2019 is in excess of 4%.

The Council continues to monitor the borrowing requirement on a regular basis, alongside the movement in interest rates. In the short term, borrowing would only be taken up if interest rates were at a favourable level, which is unlikely given the current economic forecast.

4.6.2. **Grants** - Capital grants mainly come from a variety of government funded departments or agencies. Grants currently make up 82% (£84m) of the approved capital programme. Grants can be either ringfenced to particular areas or schemes, or non-ringfenced and therefore available for use on any project. The majority of Government grants are now non-ringfenced, although there is usually a bidding process to go through to obtain approval for capital grants and therefore an implicit ringfencing.

4.6.3. **Revenue Financing** – Revenue financing, paying for capital expenditure from the revenue budget, is not a major element of capital financing and due to ever increasing pressures on revenue budgets this has been reduced over time. In the current financial environment this is unlikely to increase.

4.6.4. **Capital Reserves** – Use of the Council's reserves will be determined by the Reserves Strategy. In 2017, an earmarked reserve of just under £70m was created to fund Capital Investment in the borough. Further use of reserves to fund Capital Investment will require approval in accordance with the reserves strategy. As of 2022/23, £1.5m of this reserve remains.

4.6.5. **Leasing** – Under the Prudential Guidelines the amount of leasing will depend on the cost compared to borrowing. In recent years it has often been more attractive to finance schemes using prudential borrowing rather than leasing. Where appropriate, appraisals will be undertaken in order to ensure the most appropriate funding source is used.

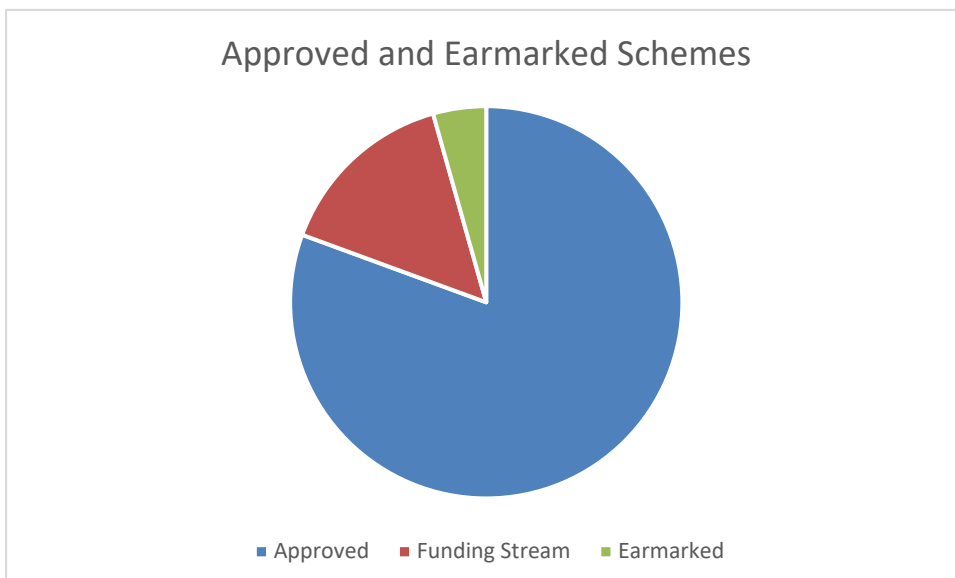
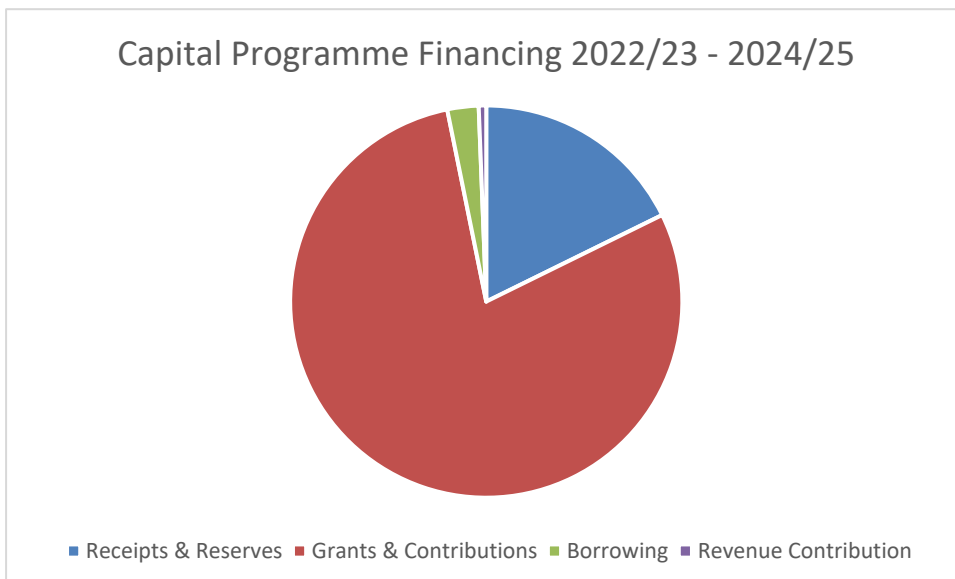
4.6.6. **Capital receipts** – Capital receipts are actively being pursued as the Council seeks to rationalise its asset base and encourage development in the borough. Receipts are earmarked as a corporate resource unless a case is made to reinvest them towards a

specific project. Capital receipts can only be used to fund capital expenditure, or the repayment of borrowing.

4.7. Schemes within the Capital Programme can be categories in 3 ways:

- **Approved** – Schemes which have been fully approved and are in the delivery phase
- **Earmarked** – Schemes for which funding has been identified and set aside but require further information before they are fully approved
- **Funding Streams** – Funding allocated to the Council for which schemes have not yet been identified and approved. Funding streams most commonly relate to annual grants from Central Government

4.8. The below graphs demonstrate the current three year programme split by funding source and also by approved and earmarked schemes:



- 4.9. A financing exercise is completed at the end of every year to determine the final allocation of funding. Generally grants and external contributions will be used first, before then considering the allocation of capital receipts, reserves, and prudential borrowing. This is, however, at the discretion of the Section 151 Officer.

5 Bidding Process for New Projects

- 5.1. The Council has limited resources available to fund Capital Expenditure and therefore has in place a thorough bidding process for the allocation of capital investment. In September 21, Executive Cabinet approved the allocation of the remaining capital reserves to immediate priorities. No further capital projects will be approved in the short term unless the schemes are fully funded from external sources. However, it is expected the process outlined below will be reinstated when further capital investment is available in future years.

- 5.2. The stages of the current process in place to bid for capital investment are as follows:

- **Application for Investment** – This is the first step and should be a brief outline of the project and its financing.
- **Business Case Brief** – This should be a two page outline of the required project with a summary business case
- **Scoping, Design, and Costing** – This stage will involve seeking external support and carrying out feasibility work.
- **Full Business Case** – This is a full case for the project including the strategic, economic, commercial, financial, and management cases for proceeding. Once approved this will be presented to SPCMP.
- **Project Delivery and Monitoring** – Following approval of the business case, key milestones should be identified and monitored.
- **Project Evaluation** – Following completion, a post implementation evaluation should be completed in order to assess the success of the project.

- 5.3. A flow chart illustrating this process can be seen in **Appendix 19B**.

6 Prioritisation of Allocation of Resources

- 6.1 A prioritisation process has been developed in order to aid the decision making process when new investment is required. For proposed schemes, officers will undertake an assessment against a number of criteria including:

- **Strategic Context** – What is the purpose of the scheme and how does it fit with the Council's priorities, the Budget Strategy and the local and national context.
- **Mandatory or discretionary investment** – Is the scheme intended to address Health and Safety, Legal or Statutory obligations? Is it a cost-avoidance or invest to save scheme? Is the planned scheme to address regeneration, improvement and development or transformation of services?
- **Objectives and benefits of the scheme** – What is the scheme expected to deliver for the Council, service users and residents?
- **Financial implications and options for delivery** – to consider whether alternative options can be considered, what financial investment is required and whether any external funding is available.

- 6.1 This prioritisation methodology is used to support future capital investment decisions and ensure that scarce capital resources are allocated in the most efficient, effective and sustainable way and thus ensuing value for money.

7 Future Years

- 7.1 In September 2021, Executive Cabinet approved the allocation of the remaining capital reserves to immediate priorities and agreed that no new capital investment would be agreed until the Council has a sustainable medium-term financial plan. Currently, no further capital projects will be approved in the short-term unless the schemes are fully funded from external sources.
- 7.2 Any additional priority schemes that are put forward for consideration and that are not fully funded from external sources will need to be evaluated and costed using the process outlined in Section 5 and will be subject to separate Member approval.

8 Asset Management

- 8.1. The Council maintains a fairly typical local authority property portfolio. As at 31 March 2022, and subject to audit, this consisted of:

Asset Class	£m
Land and Buildings	325
Vehicles, Plant and Equipment	16
Infrastructure	138
Community Assets	15
Surplus Assets	13
Assets Under Construction	3
Investment Properties	40
Total	550

- 8.2. The Council's land and property estate is its largest resource after its staff. Therefore it is crucial that this resource is managed, maintained, and used effectively and efficiently in order to obtain the greatest possible benefit in terms of meeting its aims and priorities for the borough. Due to the continued pressure on local authority finances there is more importance than ever placed on ensuring that there is a robust strategic approach and the correct decisions are made regarding the effective use and management of the Council's asset base.
- 8.3. It is vital that the Council's assets are fit for purpose, provide value for money, and help meet the needs of the borough and its residents. Decisions to invest in (or dispose of) assets should be based upon these factors and follow a robust and transparent process driven by the Council's statutory duties and corporate objectives.
- 8.4. The Council uses a corporate landlord approach and will endeavour, through its programme of capital investment to maintain its assets to such a standard that they remain fit for purpose and enable service delivery towards meeting Council priorities. Regular surveys of buildings and structures should be ongoing in order to determine their state of repair and inform decisions over what level of remedial works are required. Any service reviews across the organisation should also be taken into consideration,

with the service driving its asset needs. For example, new ways of working or service restructures could result in some assets becoming surplus to requirements.

- 8.5. It is therefore important that the Council's capital strategy considers the other corporate plans and strategies to ensure that its capital resources are appropriately deployed to enable the delivery of services.
- 8.6. As is outlined in section 4 of this report, capital receipts form a significant part of the Council's available funding for capital investments. Therefore opportunities for disposals should be investigated wherever possible. Assets should only be retained when they;
 - Support the objectives of the Corporate Plan
 - Contribute towards service delivery
 - Provide value for money (in terms of the above for operational properties, or in terms of income generation or growth of capital value for investment properties)
- 8.7. In addition to the above, the responsibilities of the estates and corporate landlord functions include:
 - Considering alternative property solutions for service delivery
 - Negotiating agreements for the occupation or purchase of property
 - Advising on proposals relating to property
 - Carrying out scheduled repairs and maintenance and also making business cases where appropriate for additional repairs and maintenance
 - Assisting with the rationalisation of the asset base
 - Appraising options for the portfolio
 - Managing the safety and security of the portfolio
 - Arranging and administer facilities management
 - Managing property related budgets
- 8.8. A key priority for 2023/24 is the implementation of the Strategic Asset Management Plan and associated estates strategy, which supports the delivery of investment. Through a more effective asset management plan the Council aims to deliver One Public Estate, generate income, realise recyclable capital receipts and provide a strategic approach to our capital programme and major projects, realising opportunities for economic growth, new housing and local jobs for local people.

9 Procurement Strategy

- 9.1. Procurement is a critical mechanism for delivering value for money and achieving sustainable outcomes for local communities. The Council recognises that effective procurement will assist in achieving its ambitions by realising value for money from the way it procures and delivers its services and uses its resources in an effective way. This allows savings to be redirected into front line services. It is essential that innovative methods to improve procurement practices and to deliver savings are adopted where appropriate.
- 9.2. The Council entered into a strategic partnering arrangement as part of the Building Schools for the Future programme in 2009. This partnering arrangement was delivered through a Local Education Partnership (LEP) which is a limited company. The original LEP arrangement ran for ten years with an option to extend by a further five years, up to February 2024. The majority of the Council's capital expenditure has been delivered by the LEP.

9.3. In September 2018, the Council formally joined the STAR procurement shared service, a partnership arrangement between Stockport, Trafford and Rochdale. This arrangement provides the Council with capacity and procurement expertise. The STAR Business Plan and STAR Procurement Strategy sets out five objectives that help to deliver a successful procurement service. These objectives are commercial, communities, collaboration, compliance and champions. Further detail can be found at www.star-procurement.gov.uk

10 Links to Partners

10.1. Tameside Council works with a wide range of partners to deliver the vision and priorities set out in the Council's Corporate Plan. Some of the ways we work together are listed below, along with links to the relevant web pages:

- Greater Manchester Integrated Care Partnership
[Home | Greater Manchester Integrated Care Partnership \(gmintegratedcare.org.uk\)](http://gmintegratedcare.org.uk)
- Greater Manchester Combined Authority
<https://www.greatermanchester-ca.gov.uk/>
- Tameside Health and Wellbeing Board -
<http://www.tameside.gov.uk/healthwellbeingboard>
- Tameside Safeguarding Children's Board -
<https://www.tamesidesafeguardingchildren.org.uk/>
- Tameside Adult Safeguarding Partnership Board -
<http://www.tameside.gov.uk/AdultServices/Tameside-Adults-Safeguarding-Partnership-Board>

10.2. Other partners that the Council works with include; Job Centre Plus, Stockport Foundation Trust, Pennine Care, Tameside College, Jigsaw Homes Tameside, to name but a few.

11 Investments and Liabilities

11.1. The Council's capital programme and balance sheet consists of investments made by the Council to support its strategic aims. A key part of the capital process is monitoring and reviewing such investments once they are made. Traditionally, the Council has focused the Capital Strategy on the delivery of capital schemes; however, with the increasing national focus on broader investment activities undertaken by local authorities, the Capital Strategy has been expanded in order to take a wider overview of other relevant investments and liabilities.

11.2. As at 31 March 2022, the Council had the following long term investments on its balance sheet:

	£000
Investment Properties	39,763
Long Term Debtors	41,000
Long Term Investments	35,592
Total	116,355

11.3. The long term debtors figure includes loan stock held by the Council in Inspiredspaces Tameside (Holdings 1) Ltd (£1.7m), loan stock held in Inspiredspaces Tameside

(Holdings 2) Ltd (£3.0m), the Council's share of loan debt to Manchester Airport (£29.6m), and loans to Active Tameside (£3.0m) along with some other minor amounts.

11.4. The long term investments held by the Council include investments in Manchester Airport Group (£23.4m) and Inspiredspaces (£9.1m) along with £3m of fixed term treasury management investments. These long term investments are valued on an annual basis.

11.5. The Council has an investment property portfolio of around 150 assets. These are revalued annually. The largest of these assets are Manchester Airport Land (£10.4m), Ashton Market Hall (£1.3m) and car parks based at the Tameside Hospital (£1.1m) and on Old Cross Street (£1.1m).

12 Treasury Management

12.1. Treasury Management is a key component of the Council's capital planning, largely as the Council has the ability to borrow in order to finance capital projects. A separate Treasury Management Strategy is produced annually, but what follows are some of the key issues.

12.2. At 31 March 2022 the Council had £144m of investments which need to be safeguarded, and £140m of long term debt, which has been accrued over the years to help to fund the Council's capital investment programmes.

12.3. The Council's treasury activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management – revised 2021) and the Prudential Code. The Council has adopted the CIPFA Code of Practice on Treasury Management. Part of this code is for the Council to set out Treasury Management Practices (TMPs). These are in place and are being adhered to.

12.4. The key objectives of the Prudential Code are to ensure, within a clear framework, that the capital plans of local authorities are affordable, prudent and sustainable and to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports these objectives.

12.5. The Council's long term borrowing requirement in any year depends on the following factors:-

- (a) Existing loans which are due to mature during the year. These will include external loans, and any reduction of internal resources that are temporarily being used to finance capital expenditure.
- (b) The amount of capital expenditure that the Council has determined should be financed by borrowing. Under the Prudential Code on Borrowing the Council may determine its own levels of borrowing and is set by the Council as part of the main budget process. The Council is able to borrow in advance of its requirements, when it is considered beneficial to do so.
- (c) The amount of outstanding debt required to be repaid during the year, including the Minimum Revenue Provision (MRP) and additional voluntary MRP to repay prudential borrowing.

12.6. The primary objectives of the Council's investment strategy are safeguarding the repayment of the principal and interest of its investments on time, ensuring adequate liquidity, with the investment rate of return being the final consideration. The current

investment climate continues to have one over-riding risk, counterparty risk; the risk that a borrower may default on a loan.

12.7. As a result of these underlying concerns officers are implementing a risk averse operational investment strategy. This is adhered to using the following benchmarks:

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.05% historic risk of default when compared to the whole portfolio.

Liquidity – In respect of this area the Council seeks to maintain:

- Bank overdraft - £1.60m
- Liquid short term deposits of at least £5m available with a week's notice.

Yield - Local measures of yield benchmark is:

- Investments – Internal returns above the SONIA benchmark rate
- And in addition that the security benchmark of counterparty default for each individual year is:

	1 year	2 years	3 years	4 years	5 years
Maximum	0.05%	0.14%	0.26%	0.37%	0.52%

Note: This benchmark is an average risk of default measure, and would not constitute an expectation of loss against a particular investment.

12.8. Normally when the Council has surplus cash, this is invested to try to ensure that interest earned is optimised with minimal risk of capital loss. Higher interest rates are earned by investing any large amounts on the London money markets, rather than by leaving such sums with the Council's own bank. The Investment Strategy sets out the type of institutions with which the Council may deposit funds for this purpose. The list has been compiled to reflect the creditworthiness of these banks and building societies, rather than the rates of interest payable, as the safety of the asset is the most important consideration. Nonetheless, the interest received from these institutions is competitive.

13 Risk

13.1. The Council faces a broad range of risks. Examples include:

- Financial risk – related to the Council's investments
- Credit and Counterparty risk – related to investments and loans
- Interest rate risk – the risk that interest rates move in a manner that is adverse to the Council's investments or borrowings.
- Reputational risk – that any adverse outcomes could affect the Council's reputation and public perception
- Environmental risks – due to the Council's investments or capital projects
- Asset condition risk – the need to continually invest in condition of property and highway estate
- Governance risks – ensuring that appropriate decision making procedures are adhered to

13.2. The Council has a low risk appetite, so as to safeguard taxpayer funds, and this is reflected in the Treasury Management Strategy and outlined above.

14 Skills and Knowledge

14.1. The Financial Management team responsible for Treasury Management and Capital contains several professionally qualified accountants with extensive relevant experience. The team regularly attend a variety of training courses in order to keep up to date with the latest developments. The Council also have a contract with Link Asset Services, who provide up to date specialist advice and technical services.

14.2. Capital investment proposals, the quarterly capital monitoring reports, and capital update papers, and their associated minutes, are submitted to a number of meetings including SLT, Executive Board and Cabinet, and SPCMP. In addition, officers from senior management and financial management meet regularly in order to support the effective prioritisation, management and monitoring of the Capital Programme.

14.3. In January 2018 a new treasury management directive, Markets in Financial Instruments Directive II (MiFID II) came into force. This required the Council to pass a number of qualitative and quantitative tests in order to maintain its status as a “professional” investor. Part of this involved demonstrating that the treasury management team had sufficient skills and experience to be classified in this fashion. Tameside successfully opted up to professional status with all counterparties that required it.

15 Summary

15.1. The Council in conjunction with its partners has identified a clear set of priorities. The Capital Strategy gives clear guidance as to where capital resources should be directed in achievement of those priorities over the length of the current capital programme and over the longer term.

15.2. The Strategy also demonstrates that the Council does and will continue to work closely with a variety of partners to obtain quality projects and maximise potential resources in the achievement of its aims. The Council also encourages the continued exploration of securing external funding, the examination of different forms of procurement and maintaining current levels of innovation.

15.3. The Council has a good framework in place to achieve its strategy and will strive to achieve continual improvement on a number of its processes as set out in its main objectives. This will be monitored and reviewed by the Strategic Planning and Capital Monitoring Panel.

15.4. The Capital Strategy will be reviewed on an ongoing basis and revised annually.

16 Recommendations

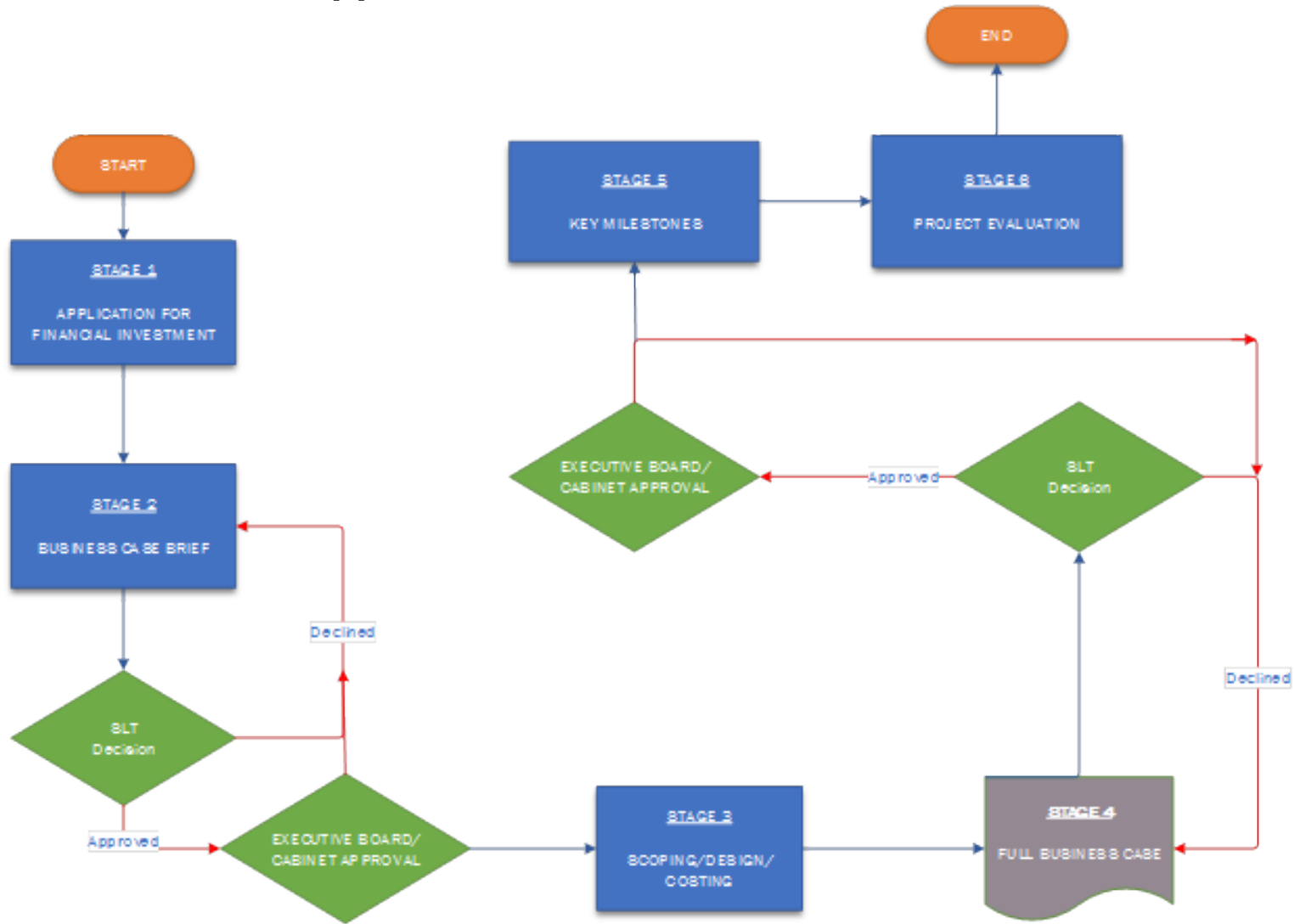
16.1. The Capital Strategy is approved and is reviewed and revised annually.

TOTAL CAPITAL PROGRAMME 2022/23 – 2024/25

TOTAL APPROVED CAPITAL PROGRAMME- JANUARY 2023	2022/23 Budget (Approved)	2022/23 Budget (Earmarked)	Future Years Budget (Approved)	Total Budget
	£000	£000	£000	£000
Place: Property, Development and Planning				
Investment and Development	19,599	1,297	15,799	36,695
Corporate Landlord	4,182	103	0	4,285
Vision Tameside	263	0	0	263
Active Tameside	71	0	0	71
Place: Operations and Neighbourhoods				
Engineers	9,613	0	4,916	14,529
Environmental Services	1,657	0	80	1,737
Transport	542	0	446	988
Stronger Communities	16	0	0	16
Children's				
Education	11,914	0	23,225	35,139
Children	955	0	2,700	3,655
Finance				
Digital Tameside	65	500	260	825
Adults				
Adults	3,590	0	2,838	6,428
Other				
Other	0	2,800	0	2,800
Total	52,467	4,700	50,264	107,431

Business Case Approval Process

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Appendix 20

PAY POLICY STATEMENT

Tameside MBC Budget 2023/24

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Pay Policy Statement 2023/24

Pay Policy Statement for the Year 2023/24

The Pay Policy Statement sets out the Council's approach to pay policy in accordance within the requirements of Section 38 of the Localism Act 2011. The Pay Policy Statement has also been revised to take into account the Council's approach to approval by Full Council for severance payments in excess of £95K in line with guidance received from the Department for Communities and Local Government (DCLG). This pay policy applies for the year 2023/24 unless replaced or varied by Full Council.

It does not cover teaching staff whose salaries and terms and conditions of employment are set by the Secretary of State. Academy Schools are an entirely separate legal entity from the Council and are covered by Academies Act 2010 and as a separate employer are responsible for setting salaries for their employees.

The purpose of the Pay Policy Statement is to ensure transparency and accountability with regard to the Council's approach to setting pay. The Pay Policy Statement has been approved by Council and is publicised on the Council's website in accordance with the requirements of the Localism Act 2011 in March each year.

Underlying Principles

The Council is committed to and supports the principle of equal pay for all our employees. Equal pay between men and women is a legal right under both United Kingdom and European Law. The Equality Act 2010 requires employers not to discriminate on grounds of the nine protected characteristics.

The Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment.

Appendix 20 Pay Policy Statement 2023/24

The Pay Policy Statement identifies:

- The method by which salaries and severance payment are determined.
- The detail and level of remuneration of the Council's most senior managers i.e. Chief Executive and Leadership Team, which accords with the requirements of the Localism Act 2011.
- The process for ensuring that the Pay Policy Statement is applied consistently, including the Staffing Panel which has delegated powers in relation to senior manager pay and employment.
- The detail and level of remuneration for the lowest level of employee.
- The ratio of pay of the top earner and that of the median earner.

It should be noted that the Pay Policy Statement does not include information relating to the pay of Teachers or Support Staff in schools who are outside the scope of the Localism Act 2011.

This Statement complies with all statutory and legal requirements.

In this policy we use the term "Senior Manager" to mean the same as "chief officer" as described in the Localism Act 2011. The Council already separately publishes information about pay and average pay, which is also set out here.

Highest Pay (per annum)	£186,692 p.a. (fte)
Average Pay (per annum)	£31,357.11 p.a. (fte) (based on mean) £29,439.00 p.a. (fte) (based on median)
Pay difference (between average & highest pay)	£155,334.89 (based on mean) £157,253.00 (based on median)
Pay Multiple (ratio between the average and the highest pay)	6:1 (based on mean) 6.3:1 (based on median)
Pay Multiple (ratio between the lowest and the highest pay)	9.1:1

1. Policy on the remuneration of its Senior Managers

Chief Executive and Chief Officers conditions of service are in line with the Joint Negotiating Committees for Chief Executives and Chief Officers. The pay levels for the Chief Executive and Directors are determined by the Council's Senior Staffing Panel on appointment, having regard to the Council's duty to ensure best value and after taking professional advice on pay levels, market conditions and other relevant employment factors.

Assistant Director pay is determined by a job evaluation process, which was undertaken in 2011. The scheme used was one designed by the Local Authority Employers Organisation, which advises Councils at a national and regional level on employment and pay issues.

The level of remuneration is determined as set out above. Other than allowable out of pocket expenses, the Council does not make other payments to Senior Managers in addition to basic salary for undertaking their core role. Overtime is not payable to Senior Managers.

Any remuneration package in excess of £100K will be determined by Council.

2. Policy on the remuneration of its lowest paid employees

In this policy, we use the definition of lowest paid employee as being those paid on spinal column point (SCP) 2 of the National Joint Council for Local Government Services, plus the Living Wage (LW) supplement payment where SCP 2 is below the LW rate, which was introduced within the Council pay structure in September 2016. We use this because it is the lowest substantive pay grade used for local authority employees.

Our policy is that an employee would normally only be paid at this rate if they were in the first year of appointment to a post which has been evaluated under the national scheme for evaluating local authority jobs. The Council uses the nationally agreed job evaluation scheme for employees of local authorities which is used by a large proportion of other local authorities.

Once someone has been in post a year they will, subject to satisfactory performance, move to the next increment in the pay scale. Increments are payable each year on 1 April, until the maximum point of the grade is reached.

The Council's pay structure is available on the website at <http://www.tameside.gov.uk/paystructure>

3. Policy on the relationship between -
(i) the remuneration of its Senior Managers, and
(ii) the remuneration of its employees who are not Senior Managers

The Council has no formal policy on the relationship between the remuneration of Senior Managers. The Hutton review entitled Fair Pay in the Public Sector considered the multiple should be no greater than 20 to 1 (lower is better) and based on the current situation the Council falls well below this threshold. The authority does not have a policy on maintaining or reaching a specific 'pay multiple', however, the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority. These pay rates may increase in accordance with any pay settlements which are reached through their respective national negotiating bodies.

At Tameside, the pay multiple between the Chief Executive's pay and the lowest paid employee in the organisation is 9.1:1 and is therefore well within this recommended range.

4. Policy relating to the remuneration of Senior Managers on recruitment

All posts are subject to the Council's recruitment and selection process for job appointments, including promotion. Appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied if it is necessary to secure the best candidate. When recruiting to all posts the Council will take full and proper account of all provisions of relevant local government, employment and equalities legislation.

On occasions, the Council may need to consider market forces supplements for employees, which might include Senior Management posts. Authorisation arrangements for market forces supplements would be subject to approval by the Senior Staffing Panel. No such supplements are currently in place.

The Council will ensure that before an offer of appointment is made, any salary package for any post that is in excess of £100,000 is considered by full Council.

5. Policy relating to increases and additions to remuneration for each Senior Manager

Senior Managers are paid at a spot rate salary. The majority of Council staff receive nationally agreed pay awards when they are applied. These do not automatically apply to Senior Managers at Assistant Director level and above. The Senior Staffing Panel make the determination as to whether and when there is to be an increase in the current spot rate salaries. The Senior Staffing Panel will take account of the national pay awards when making their determination. Senior Management salaries were increased by £1,925 in 2022/23 to reflect the national pay award.

6. Policy relating to the use of performance related pay for Senior Managers

The Council does not pay performance related pay to Senior Managers or any other member of the workforce. The Council believes that it has sufficiently strong performance management arrangements in place to ensure high performance. Any areas of under-performance would be addressed through the capability/disciplinary procedure as appropriate.

7. Policy relating to the use of bonuses for Senior Managers

The Council does not pay bonuses to Senior Managers or any other member of the workforce and does not intend to introduce any bonus schemes.

8. The approach to payment of Senior Managers on their ceasing to hold office under or to be employed by the Authority

The approach to payment of Senior Managers is the same as those which apply to all Council employees.

Currently, the Council operates a scheme where employees may apply for voluntary severance. Payments under the scheme are capped at a maximum of 30 weeks' pay for all employees, including Senior Managers. Any applications within this scheme are subject to approval by Director (Governance & Pensions). As indicated within the Voluntary Severance Scheme, the Director (Governance & Pensions) is authorised to consider any exceptions where a robust business case exists to do so in the interests of the organisation.

Employees who take severance under the scheme are advised that they do so on the basis that the Council will not re-employ them and they contractually commit to returning any severance costs should they apply for any jobs with the Council, including any Community School or Voluntary Controlled School, within 12 months of their leaving date.

Compensation payments for loss of office are considered in situations where an employee's post becomes at risk and/or the employment relationship is no longer tenable. A maximum payment of 12 weeks applies to all employees, including Senior Managers.

The Council's approach is to treat each case on its individual merits, taking professional advice on the appropriateness, and ensuring that all payments represent value for money to the taxpayer.

Employees who are 'at risk', having been displaced from their role, currently have a 4 week period from the date they are notified to access the Voluntary Severance Scheme, with the additional loss of office payment in some circumstances. If an employee does not choose to access the Voluntary Severance Scheme they will be supported in securing alternative employment. If the secured employment is at a grade lower than their previous post they will be assimilated to the new grade at the top spinal column point and receive pay protection up to their previous salary rate for a maximum period of 6 months.

No severance package will be made in excess of £95K. The components of any such package will be clearly set out and will include pay in lieu of notice, redundancy payment, pension release costs, settlement payments, holiday pay and any fees or allowances paid in line with the relevant legislation.

9. Transparency

The Council meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.

Senior Managers' pay is published on the Council's website each year. The current pay rates for senior managers are available at: <http://www.tameside.gov.uk/transparency>

10. Gender Pay Gap

From April 2017, gender pay legislation requires employers (public, private or voluntary sector) with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees.

There are two sets of regulations which impose the mandatory gender pay gap reporting obligations on employers:

- The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017
- The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

The legislation requires the following 6 measures to be reported:

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1	Mean gender pay gap	The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.
2	Median gender pay gap	The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
3	Mean bonus gap*	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
4	Median bonus gap*	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
5	Bonus proportions*	The proportions of male and female relevant employees who were paid bonus pay during the relevant period
6	Quartile pay bands	The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

**Measures 3, 4 and 5 are not reportable at Tameside Council as there are no bonus payments.*

Appendix 20 Pay Policy Statement 2023/24

As at 31 March 2022 a snapshot of the Council's workforce (including all employees, apprentices and casual staff in post) provides:

Mean gender pay gap	+1.07%			
Median gender pay gap	-4.68%			
Mean bonus gap	N/a			
Median bonus gap	N/a			
Bonus proportions	N/a			
Quartile Pay Bands	Quartile	Male	Female	Grand Total
	Lower	283 (41.1%)	389 (58.9%)	672 (100%)
	Lower Middle	240 (35.7%)	433 (64.3%)	673 (100%)
	Upper Middle	204 (30.3%)	469 (69.7%)	673 (100%)
	Upper	248 (36.8%)	425 (63.2%)	673 (100%)
	Grand Total	975 (36.2%)	1716 (63.8%)	2691 (100%)

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Tameside's mean gender pay gap is +1.07% meaning that overall females have lower pay than males. Whereas, Tameside's median gender pay gap is -4.68% meaning that overall females have higher pay than males.

The mean gender pay gap has decreased from 1.76% in the previous year, and the median gender pay gap has reduced from -6.12%.

Tameside's negative median gender pay gap shows that females are paid more than males, due to the high percentage of females in the middle quartiles. Over half (50%) of females are in the middle quartiles.

However, overall there is a slightly higher percentage of males in the highest paid jobs (25%), compared to 24% of females which results in a positive mean gender pay gap where men are paid more, with women earning 1.07% less per hour than their male counterparts.

The Council is committed to reducing the gender pay gap and will continue monitor and review recruitment and reward processes, develop career pathways to enable and support career progression and continue to support flexible working and family friendly policies to enable both men and women to progress within the workforce.

11-244 **Commitment to The Living Wage**

The Council is committed to becoming an accredited Living Wage Foundation Employer. The Living Wage is a rate of pay per hour, which is enough to make sure workers and their families can live free from poverty.

The Council implemented the Living Wage Foundation rate of pay in September 2016 for all employees (excluding apprentices, work placements and traineeships, which have been created to enable access to the work place training and job opportunities). This is paid by means of a supplement to Council employees whose hourly rate of pay falls below the nationally set rate, as required annually.

This rate will continue to be reviewed in line with the nationally negotiated NJC pay award.

The Council will encourage and promote all employers, both directly and through their subcontractors, to pay a Living Wage, and promote the Living Wage principles when there are opportunities to so do in the Borough.

The Council strives to make Tameside a better place and is of the view that payment of a Living Wage can have a positive impact on the delivery of services as well as economic and social benefits in the Borough.

The Council is committed to providing better quality value for money services and feels the payment of the Living Wage Foundation will contribute to this goal.

12. Pension Enhancement

The Council has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. It is not Council policy to apply the available discretions to award additional pension to any members of the pension scheme (regulation 31).

13. Re-employment of Staff

The Council is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post.

In recent years significant numbers of individuals have left the Council voluntarily on enhanced exit payments owing to the significant reduction in its budget. These exit payments have helped unlock substantial reductions in staff costs in the medium to longer term and have helped in meeting the challenge of reducing the deficit. However, given the scale of the costs associated with exit payments it is vital that they offer value for money to the taxpayer who funds them.

As it would be reputationally damaging to the Council to use public funds for employees to receive exit payments and then quickly returned to public sector roles, the Council has a policy that any employee who returns to the Tameside public sector or on public sector contracts or agency work within 12 months of exit are required to repay their exit payment. This is in line with government guidance to ensure that the taxpayer is not unduly compensating an individual for loss of employment only for them to return to the public sector after a short period of time hence getting a windfall. Employees who have received an enhanced exit package can accept employment with the Council but where they do this within 12 months of signing a compromise agreement they are will be obliged to repay their exit package.

If a candidate is a former employee in receipt of an LGPS pension or a redundancy payment this will not rule them out from being re-employed by the Council. Clearly where a former employee left the authority on redundancy terms then the old post has been deleted and the individual cannot return to the post as it will not exist.

The Council will also apply the provisions of the Statutory Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant and appropriate. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.

The authority will apply the provisions of the Recovery of Public Sector exit payments in accordance with any regulations made under The Enterprise Act 2016 and any other applicable legislation and guidance.

14. Policy Amendment

The Council may seek to change elements within the pay policy as part of any necessary efficiency review or as other circumstances dictate.

This policy statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

15. Pay Policy References

- Agency workers directive 2011
- Hutton Fair Pay in the Public Sector Final Report (March 2011)
- Joint Negotiating Committee for Local Authority Chief Executives
- Joint Negotiating Committee for Chief Officers of Local Authorities
- Local Government (Early Termination of Employment)(Discretionary Compensation) (England and Wales) Regulations 2006
- Local Government Pension Scheme (Benefits, Membership Contributions) Regulations 2007
- Localism Act 2011
- National Joint Council for Local Government Services
- Tameside Borough Council Scheme of Delegation
- The Accounts and Audit (England) Regulations (2011)
- The Equality Act 2010
- The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency
- Local Government Transparency Code 2014
- Statutory guidance on the making and disclosure of Special Severance Payment by local authorities in England

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Agenda Item 6

Report To:	EXECUTIVE CABINET
Date:	8 February 2023
Executive Member / Reporting Officer:	Cllr Jacqueline North –First Deputy (Finance, Resources & Transformation) Stuart Fair – Director of Finance
Subject:	STRATEGIC COMMISSION FINANCE REPORT CONSOLIDATED 2022/23 REVENUE MONITORING STATEMENT AT 31 DECEMBER 2022
Report Summary:	<p>This is the revenue financial monitoring report for the 2022/23 financial year, reflecting actual expenditure to 31 December 2022. Tameside Council (TMBC) forecasts are for a full 12 months, but only 9 months of budgets are included for the Tameside Locality of the Greater Manchester Integrated Care Board (ICB).</p> <p>Reporting for TMBC continues as usual, but the CCG position has been replaced by budgets delegated to the Tameside Locality by the Greater Manchester ICB. The report no longer includes any health spend relating to Glossop, where commissioning responsibility was transferred to Derbyshire.</p> <p>Month 9 is the sixth month in which the ICB has been operational. Locality delegated budgets are in the process of being formally signed off, but in the meantime this report presents indicative locality budgets. Plans for Tameside assumed delivery of a (£595k) surplus in 22/23. At M9 we assume that this plan will be delivered with a further surplus of (£533k) being forecast.</p> <p>As highlighted previously, the Council is facing significant and growing inflationary pressures across a number of areas, combined with demand pressures in Adults and Children’s services, resulting in a significant forecast overspend by 31 March 2023 of £2,491k. This represents an improvement of £861k since M8 due to updated staffing forecasts, where vacancies across a number of services remain open, resulting in an increase in the level of underspend on staffing budgets.</p> <p>Ongoing demand and cost pressures on Council budgets have implications for the 2023/24 budget and work continues at pace to deliver mitigations for 2022/23, whilst plans are developed to ensure a balanced budget can be delivered for 2023/24.</p>
Recommendations:	That Executive Cabinet be recommended to note the forecast outturn position and associated risks for 2022/23 as set out in Appendix 1 .
Policy Implications:	Budget is allocated in accordance with Council Policy
Financial Implications: (Authorised by the Section 151 Officer & Chief Finance Officer)	<p>This report provides the 2022/23 consolidated financial position statement at 31 December 2022 for the Strategic Commission and ICFT partner organisations.</p> <p>The Council set a balanced budget for 2022/23 in February 2022. This was achieved through the utilisation of one-off funding, very challenging savings targets and an increase in Council Tax. The budget assumed limited pay inflation, no general inflation and</p>

funded known demographic and cost pressures in Adults and Children's Social Care, but with a challenging savings target for Children's Services.

Since setting the Council Budget in early February 2022, the economic landscape has changed adversely, with significant inflationary pressures impacting both generally and in specific service areas. These changes present both cost pressures and challenges in delivering savings and additional income targets, presenting risks to the delivery of a balanced position in 2022/23.

2022/23 will be a year of significant change in the NHS, with the formation of Integrated Care Boards which replaced CCGs from 1st July. For Tameside registered patients, responsibilities have transferred to the Greater Manchester ICB. While commissioning responsibility for patients in Glossop has transferred to Derby & Derbyshire ICB, resulting in an alignment of healthcare commissioning footprints to those of the Local Authority, enabling more joined up health and social care services in the future. Due Diligence is still ongoing with colleagues in Derbyshire to ensure a safe transition of services, while calculating a true and fair split of resources between GM and Derbyshire in line with previously agreed principles.

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

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

As Members are aware The Local Government Act 1972 (Sec 151) states that "every local authority shall make arrangements for the proper administration of their financial affairs..." and critically the council has a statutory duty to deliver a balanced budget by the end of the financial year.

As such this revenue monitoring report is intended to track the council's progress in delivering this against the budget set at the start of the financial year and to provide Members with the opportunity to understand and probe the Council's financial position.

Members will note from the details in the appendix that the current forecast is predicting an over spend of £2.491m. This position has improved by £0.861m since month 8 but robust budget management will still be required on order to deliver a balanced budget.

Reserves cannot be relied upon to balance the budget as council has a statutory responsibility to ensure that it operates with sufficient reserves in place. The legislation does not stipulate what that level should be, rather that it is the responsibility of the council's 151 officer to review the level of reserves and confirm that the level is sufficient. Reserves by its very nature is finite and so should only be drawn down after very careful consideration as the reserves are unlikely to be increased in the short to medium term.

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 :

Caroline Barlow, Assistant Director of Finance, Tameside Metropolitan Borough Council

 e-mail: caroline.barlow@tameside.gov.uk

Amanda Fox, Deputy Chief Finance Officer, Tameside Health Locality

 Telephone:0161 342 5626

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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 economy.
- 1.2 The report includes the details of the Integrated Commissioning Fund (ICF) for all Council services and the Tameside Locality of the Greater Manchester Integrated Commissioning Board (ICB). The gross revenue budget value of the ICF for 2022/23 is reported at £675 million. This includes a full 12 month of expenditure for the Council, but only 9 months for the ICB.
- 1.3 Please note that any reference throughout this report to the Tameside economy refers to the three partner organisations namely:
 - Tameside and Glossop Integrated Care NHS Foundation Trust (ICFT)
 - Tameside Locality as part of GM ICB (ICB)
 - Tameside Metropolitan Borough Council (TMBC)

2. FINANCIAL SUMMARY (REVENUE BUDGETS)

- 2.1 This is the financial monitoring report reflecting actual expenditure to 31 December 2022. TMBC forecasts are for a full 12 months, but only 9 months of budgets are included for the ICB. Whilst still reporting an overspend on Council budgets, the scale of the overspend has reduced at month 9 to £2,491k, an improvement of £861k since month 8. ICB budgets for the Tameside locality are now forecasting an underspend of £533k, an increase in the level of underspend since M8 of £325k.
- 2.2 The improved forecast at M9 on Council budgets mainly reflects updated staffing forecasts, where vacancies across a number of services remain open, resulting in an increase in the level of underspend on staffing budgets. As reported in months 7 and 8, a number of mitigations have also been identified to offset against the non delivery of planned savings in year. The forecast outturn position assumes that these mitigations will be delivered before the end of the financial year.
- 2.3 Ongoing demand and cost pressures on Council budgets have implications for the 2023/24 budget and work continues at pace to deliver mitigations for 2022/23, whilst plans are developed to ensure a balanced budget can be delivered for 2023/24. The 2023/24 budget plans are now being finalised, with the budget proposals for next year due for consideration and approval at Full Council at the end of February 2023.
- 2.4 Plans for Tameside Locality were submitted for delivery of a £595k surplus in 22/23. At M9 we are forecasting to achieve the surplus plus a further £533k. The plan to deliver a surplus requires savings of £7.3m to be found, and whilst this has now been achieved, work continues to ensure that savings identified become recurrent.
- 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.

Tameside Strategic Commission

Finance Update Report
Financial Year 2022/23
Month 9 – 31st December 2022

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Stuart Fair
Asif Umarji

Period 9 Finance Report

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This report covers spend across the Tameside Strategic Commission (Delegated Tameside Locality budgets from Greater Manchester Integrated Care Board (ICB), and Tameside Metropolitan Borough Council (TMBC).

Forecasts reflect a full 12 months for TMBC, but only 9 months for the ICB for the period 1 July 2022 to 31 March 2023.

It does not incorporate financial data for Tameside & Glossop CCG, which ceased to exist on 30 June 2022. The CCG closedown position has been reported separately.

The report does not capture any health spend relating to Glossop, where commissioning responsibility was transferred to Derby & Derbyshire ICB from 1 July 2022.

Finance Update Report – Executive Summary

As we enter the final quarter of the financial year, the financial position at the end of Month 9 shows further signs of improvement. Whilst still reporting an overspend on Council budgets, the scale of the overspend has reduced at month 9 to **£2,491k**, an improvement of £861k since month 8. ICB budgets for the Tameside locality are now forecasting an underspend of £533k, an increase in the level of underspend since M8 of £325k.

The improved forecast at M9 on Council budgets mainly reflects updated staffing forecasts, where vacancies across a number of services remain open, resulting in an increase in the level of underspend on staffing budgets. As reported in months 7 and 8, a number of mitigations have also been identified to offset against the non delivery of planned savings in year. The forecast outturn position assumes that these mitigations will be delivered before the end of the financial year.

Ongoing demand and cost pressures on Council budgets have implications for the 2023/24 budget and work continues at pace to deliver mitigations for 2022/23, whilst plans are developed to ensure a balanced budget can be delivered for 2023/24. The 2023/24 budget plans are now being finalised, with the budget proposals for next year due for consideration and approval at Full Council at the end of February 2023.

Plans for Tameside Locality were submitted for delivery of a £595k surplus in 22/23. At M9 we are forecasting to achieve the surplus plus a further £533k. The plan to deliver a surplus requires savings of £7.3m to be found, and whilst this has now been achieved, work continues to ensure that savings identified become recurrent.

ICB Locality Position

Final delegated budgets are about to be signed off. As such indicative budgets have been reported, with an assumption that we will deliver a (£595k) surplus as per plan plus a further (£533k).

Council Financial Position

£2,491k

The forecast overspend on Council budgets has improved by £861k since M8. This assumes that a number of identified mitigations are delivered to offset pressures due to non delivery of planned savings.

ICFT Position

£5,274k

M9 forecast variance to plan, driven by continued pressures within Urgent and Emergency care, unfunded Pay Award and inflationary pressures and unachieved efficiency plans.

Forecast Position £000's	Forecast Position (Net)			Net Variance		Gross Budget (full year)	
	Budget	Forecast	Variance	Previous Month	Movement in Month	Expenditure Budget	Income Budget
ICB Expenditure	82,316	81,783	(533)	(208)	(325)	82,316	0
TMBC Expenditure	208,609	211,100	2,491	3,352	(861)	593,230	(384,621)
Integrated Commissioning Fund	290,925	292,883	1,958	3,144	(1,186)	675,546	(384,621)

Integrated Commissioning Fund – Council Budgets

Forecast Position £000's	Forecast Position (Net)			Net Variance		Gross Budget (full year)	
	Budget	Forecast	Variance	Previous Month	Movement in Month	Expenditure Budget	Income Budget
Adults	44,617	46,182	1,565	1,662	(97)	117,535	(72,918)
Children's Services	57,024	57,642	617	851	(234)	69,138	(12,114)
Education	7,200	8,057	858	1,066	(208)	33,755	(26,555)
Schools	0	0	0	0	0	130,343	(130,343)
Population Health	14,301	12,969	(1,332)	(1,366)	34	15,995	(1,694)
Place	28,438	34,791	6,352	6,476	(123)	93,232	(64,794)
Governance	9,614	9,452	(162)	(30)	(132)	72,057	(62,443)
Finance and IT	9,882	9,427	(455)	(356)	(99)	11,914	(2,033)
Quality and Safeguarding	106	97	(8)	0	(8)	349	(243)
Capital and Financing	4,513	2,525	(1,988)	(1,988)	0	8,680	(4,167)
Contingency	(2,959)	(5,937)	(2,978)	(2,978)	0	4,048	(7,007)
Corporate Costs	5,169	5,176	7	0	7	5,479	(310)
Levies	30,704	30,719	15	15	0	30,704	0
TIMBC Expenditure	208,609	211,100	2,491	3,352	(861)	593,230	(384,621)

The Month 9 forecast is for a significant net overspend by 31 March 2023 of £2,491k. This represents an improvement of £861k since M8 due an increase in the level of underspend on staffing budgets.

Council budgets continue to face significant pressures with continued challenges with the delivery of savings, combined with ongoing inflationary cost pressures around utilities and fuel costs, meaning that the forecast outturn position by March 2023 remains challenging.

Since month 8, the forecast expenditure on staffing budgets has been reduced due to vacancies across a number of services remaining open and not expected to be filled before the end of March. This accounts for the majority of movements across all Directorates since M8. Some additional income is now reflected in the forecast above due to additional ICB funding being received in quarter 3 which was not anticipated.

Integrated Commissioning Fund – ICB Locality Budgets

Forecast Position £000's	Forecast Position (Net)			Net Variance		Gross Budget (full year)	
	Budget	Forecast	Variance	Previous Month	Movement in Month	Expenditure Budget	Income Budget
Mental Health	6,912	6,510	(402)	(376)	(26)	6,912	0
Primary Care	36,097	36,108	11	58	(47)	36,097	0
Continuing Care	8,966	9,092	126	348	(222)	8,966	0
Community	27,076	27,412	336	356	(20)	27,076	0
NHS Estates	3,025	2,661	(364)	(364)	0	3,025	0
Efficiency Savings	240	0	(240)	(230)	(10)	240	0
ICB Expenditure	82,316	81,783	(533)	(208)	(325)	82,316	0

Tameside Locality

Month 9 is the sixth month in which the ICB has been operational. Plans for Tameside assumed delivery of a £595k surplus in 22/23. At M9 we assume that this plan will be delivered with a further surplus of £533k being forecast.

- **Mental Health – Forecast underspend £402k** - Underspend primarily due to lower than expected placements, costs are anticipated to increase over Jan – Mar, however this has been factored in.
- **Primary Care – Forecast overspend (£11k)** – Whilst slippage has been identified within GP budgets there continues to be pricing pressures within prescribing budgets.
- **Continuing Care – Forecast overspend (£126k)** - Whilst placements are lower than expected, there is a high-cost placement that has been reported within the M9 position, which has moved the overall position to a forecast overspend.
- **Community – Forecast overspend £336k** - The pressure within community budgets relates to both Termination of Pregnancy and Audiology services, due to increased activity levels within 2022/23.
- **NHS Estates – Forecast underspend £364k** - Following a reconciliation of void and subsidy payments an underspend has arisen from the Q1 actual activity.
- **Efficiency Savings – Forecast underspend £240k** - The updated savings target for Tameside is £7,325k. The original savings target was £7,800k, however this included savings now held at a GM level. At the present time we are expecting to overachieve the updated target by £240k, which has been generated from non-recurrent sources.

Greater Manchester Integrated Care

Overall, NHS GM is reporting being on plan delivering a surplus of £63.6m (FOT), including the impact of Q1 delivery in the 10 CCGs. Gross risk of £117.1m has been reported, with potential mitigations available which would bring this down to £40.1m, reflecting a £20m improvement from the net risk position reported at month 8. The main pressures within the financial position relate to higher than budgeted activity within the private sector and higher volumes and average cost per case than budgeted for mental health placements.

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Agenda Item 7

Report to:	EXECUTIVE CABINET
Date:	8 February 2023
Executive Member:	Councillor Jacqueline North, First Deputy (Finance, Resources and Transformation)
Reporting Officer:	Ilys Cookson – Assistant Director Exchequer Services
Subject:	COUNCIL TAX SUPPORT FUND
Report Summary:	The government has provisionally allocated £455,437 to Tameside to fund a Council Tax reduction by up to £25 for residents in receipt of Council Tax Support. Any remaining monies are to be used on a discretionary basis to support economically vulnerable households with council tax bills under Section 13A(1)(c) of the Local Government Act 1992.
Recommendations:	That Executive Cabinet approve the Council Tax Support Fund 2023/24 as detailed in Section 4 of this report.
Corporate Plan:	The report supports the ‘Nurturing our Communities’ and ‘Live Longer and Healthier Lives’ Corporate Plan priority themes.
Policy Implications:	The government has instructed local authorities to pay up to £25 towards Council Tax bills for claimants in receipt of Council Tax Support, and to administer the remainder to support economically vulnerable households with Council Tax bills in their area.
Financial Implications:	£25 Council Tax reduction
(Authorised by the statutory Section 151 Officer)	The Council has been provided with an allocation of £455,437 to fund a reduction in Council Tax for residents in receipt of Council Tax support of up to £25. Funding is based on the number of Council Tax Support Claimants. Section 3 of the report sets out the current numbers of claimants eligible for the reduction and the estimated total cost is £332k. It should be noted that not all claimants will have a Council Tax Liability in excess of £25 and claimant numbers will change, therefore the total actual cost of the scheme will likely be different to the current estimate.
	Discretionary Fund
	Based on the number of claimants estimated to be eligible for the Council Tax Reduction, it is estimated that a balance of around £123k will be available for a Discretionary Fund. It is proposed that this discretionary fund is utilised to support Council Tax payers in receipt of specific discounts and relief, and for hardship awards. Details of the proposed allocation of discretionary funds is set out in section 4 of this report.
	Administration, reconciliation and costs
	The Council must maintain records of all reductions applied and will be required to complete regular monitoring returns to Government. Adequate monitoring and reporting systems will be needed to ensure reconciliations can be completed appropriately and that the funding allocation for the discretionary scheme is not exceeded.
	New burdens funding has been promised by Government but as yet

no allocation of funding has been received. There is expected to be a significant administrative burden placed on the Council for the operation of this scheme, at a very busy time of year, and a risk that the cost of this administrative burden is not covered by any additional funding.

Legal Implications:

The legal implications are detailed in the main body of the report.

(Authorised by the Borough Solicitor)

Risk Management:

Risks are set out in section 5 of this report.

Access to Information:

Further information available: [16/2022: Council Tax information letter - 23 December 2022 - GOV.UK \(www.gov.uk\)](#)

[Council Tax Support Fund guidance - GOV.UK \(www.gov.uk\)](#)

Background Information:

The background papers relating to this report can be inspected by contacting Ilys Cookson Assistant Director Exchequer Services



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1. INTRODUCTION

- 1.1 Local authorities received notice and guidance from government on 23 December 2022 that funding was to be made available in the forthcoming financial year to support vulnerable households with Council Tax payments. Provisional amounts per authority were detailed with final allocations being confirmed in the Local Government Finance Settlement through a grant under section 31 of the Local Government Act 2003.
- 1.2 Similar funds have been made available by the government in 2020-21 and 2021-22 to support Council Tax Support claimants and other vulnerable households with their Council Tax payments.
- 1.3 The provisional funding allocated to Tameside is £455,437 based on the number of Council Tax Support claimants. The government expects local authorities to use the majority of their funding allocation to reduce bills for current working age and pension age local Council Tax Support claimants by up to £25. Local authorities can use any remaining allocation to support vulnerable households with Council Tax bills.
- 1.4 The Council Tax discount must be applied to eligible Council Tax Support claimants bills at the start of the financial year and so bills issued in March 2023 will detail the reduction. There will be no requirement for Council Tax Support claimants to apply for the reduction.

2. GUIDANCE

- 2.1 The guidance sets out eligibility, payments, fraud and risk management, communication, monitoring and reporting requirements. The full guidance is detailed here: [Council Tax Support Fund guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk).
- 2.2 The guidance makes clear that where a taxpayer's liability for 2023-24 is, following the application of Council Tax Support, greater than £25, a reduction of £25 will be applied. Where a taxpayer's liability for 2023-24 is, following the application of Council Tax Support, less than £25, then their liability would be reduced to nil. Where a taxpayer's liability for 2023-24 is nil, no reduction to the Council Tax bill will be available and those bills should not be credited.
- 2.3 The discount must be applied automatically to those with a Council Tax liability and in receipt of Council Tax Support at the start of the financial year, and local authorities must consider how to treat households that become eligible for Council Tax Support during the financial year.
- 2.4 Any discount applied has the effect of reducing the amount of Council Tax payable and local authorities must provide information to residents on the Council Tax Support Fund for example via information on web sites.
- 2.5 Any remaining monies after the award of up to £25 for Council Tax Support claimants must be awarded using discretionary powers contained in Section 13A (1)(c) of the Local Government Finance Act 1992 to support financially vulnerable households with a reduction in their Council Tax bill. The award of the Council Tax Support Fund via Section 13A awards may take place throughout 2023/24 or until all funding is used.
- 2.6 In terms of monitoring and reporting, local authorities must maintain records of spend of both the mandatory and discretionary elements of the fund and report data to the Department of Levelling Up, Housing and Communities as required.
- 2.7 New burdens monies will be made available to cover staffing and software costs however the amount available and timescale of availability are not detailed within the guidance.

3. ADMINISTRATION

- 3.1 The administration of the Council Tax Support Fund comes at the busiest period of the year within the service where over 150,000 bills and invoices go out at the start of the year. This is coupled with the Business Rates national revaluation and the administration of the Energy Bill Support Scheme, for which guidance has not yet been received, resources are expected to be considerably stretched.
- 3.2 In Tameside the number of Council Tax Support claimants is as follows: Working age 10,024 and pension age 7,208 as at January 2023. Some pension age claimants will have their Council Tax liability reduced to nil by the Council Tax Support award

Table 1: Estimated total Council Tax Support claimants to receive an automatic payment:

Council Tax Support claimants with a liability to pay Council Tax			
Working Age	Pension Age	Total to receive automatic reduction	Total £ cost @£25 per household
10,024	3,241	13,265	331,625

- 3.3 The above households will not have to apply for the reduction and the amount will automatically be credited to Council Tax bills commencing April, subject to software being available to support the programming and amendments to Council Tax bills.
- 3.4 The estimated Fund allocated to Tameside is £455,437, and after the award of the mandatory element to households in receipt of Council Tax Support with a Council Tax liability, remaining monies should be used on a discretionary basis as follows:

Table 2: Estimated spend on the mandatory scheme and remaining monies:

Funding	£
Total funding available	£455,437
Less mandatory awards	-£331,625
Remaining monies available	£123,812

4. DISCRETIONARY SCHEME

- 4.1 An estimated £123,812 will remain from the funding allocation for 2023/24. In previous years the government have provided similar funds to support Council Tax Support claimants and vulnerable households. In 2021/22 the amount provided by the government was £1.012m and a £50 automatic award to Council Tax Support recipients. In 2022/23 the government also provided £530,400 in respect of energy rebate payments of £150 for eligible households in property bands A to D and remaining discretionary monies were used to support residents in receipt of severely mentally impaired discount, care leavers discount, carers discount and student exemption as detailed in the report to Executive Cabinet on 24 August 2022, in addition to those households evidencing hardship regardless as to property band.
- 4.2 The Council Tax Service currently has a Discretionary Hardship Policy (Section 13A Policy) as detailed on the Councils website [Section-13A-Policy.pdf \(tameside.gov.uk\)](https://www.tameside.gov.uk/section-13a-policy) as must be in place in accordance with government guidance to support local Council Tax Support schemes. The Council's existing Section 13A Policy must be used as a basis to award monies from the remaining monies Council Tax Support Fund according to guidance received.
- 4.3 Current Section 13A awards are managed by the Council Tax Service which holds all Council Tax liability records and Council Tax Support records, and is therefore best placed to determine eligibility based on financial information held. It is not known exactly how much

monies will remain after all existing and new Council Tax Support claims are paid the automatic £25, however it is proposed that those households evidencing hardship are supported where possible. A household may receive an automatic payment of £25 and will also be able to apply under the Section 13A Policy if evidencing extreme hardship.

- 4.4 Specific conditions are as follows:
- Priority will be to award to new CTS claims
 - The maximum paid will not exceed the Council Tax Support liability for 2023/24
 - Consider on a case by case basis Council Tax payers evidencing experience of extreme hardship in terms of Council Tax payments in accordance with Section 13A Policy.

- 4.5 In addition to managing remaining funds within the Section 13A Policy, consideration may also be given to an automatic £25 reduction in Council Tax to those residents known to the service who are not in receipt of Council Tax Support, but are on a low income by virtue of the benefits received and Council Tax discounts/reliefs awarded as follows:

Table 3: Not in receipt of Council Tax Support but in receipt of a Council Tax discount:

Potential Council Tax Support Fund Recipients: Not In Receipt Of Council Tax Support and with a Council Tax Liability		
Council Tax Discount Awarded	Number	Total £ cost @£25 per household
Severely Mentally Impaired Discount	406	10,150
Care Leavers Discount	177	4,425
Carers Discount	122	3,050
Disabled Relief	406	10,150
Total	1,111	27,775

- 4.6 If a further £27,775 were used to support those households with an automatic award of £25 at year start, where the household is known to be vulnerable by the award of specific Discounts and Reliefs, as above, the remaining monies to be used to support households evidencing hardship would be as follows:

Table 4: Remaining Funds for Discretionary Scheme Administered under Section 13A Policy:

Funding	£
Total funding available	£455,437
Less mandatory awards of £25 to Council Tax Support claimants	-£331,625
Remaining monies available	£123,812
Less automatic award of £25 to households in receipt of specified Discounts and Reliefs	£27,775
Remaining monies available for discretionary awards	£96,037

- 4.7 Therefore, as in previous years, it is proposed that discretionary monies remaining, after the automatic award of £25 to Council Tax Support claimants with a Council Tax liability, is used to support households known to be vulnerable in terms of the discounts and reliefs awarded as detailed in paragraph 4.5.

- 4.8 Remaining monies of an estimated £96k to be used in accordance with the government guidance and priority given to new Council Tax Support claims and new claimants of applicable reliefs and discounts as detailed in Table 3. It is estimated that there may be 2,500 new Council Tax Support claims received and 370 awards of Severely Mentally Impaired Discount, Care Leavers Discount, Carers Discount, and Disabled Relief throughout the year and which will be automatically awarded £25. This is expected to further reduce discretionary monies by an estimated £71,750. In addition to specific automatic awards any household may apply under the Section 13A Policy where evidencing hardship and the discretionary

scheme to be administered between June 2023 and 31 March 2024 or until such time that funds are exhausted.

- 4.9 The proposal strikes the balance between benefitting existing and new Council Tax Support claimants and those on specific reliefs and those just above the threshold, and are experiencing significant financial hardship and unable to pay Council Tax, after taking into account factors detailed in Section 4.

5. RISKS

- 5.1 The risks associated with this are such that resources are expected to be significantly stretched from March to early May 2023 as during that period over 150,000 Council Tax bills, Business Rates bills and Sundry Debtor invoices are sent out, in addition to over 15,000 benefit notifications. Customer contact during this period is extremely busy.
- 5.2 The year start 2023/24 is expected to be busier than usual due to the additional work imposed on the service by government, with the administration of the Council Tax Support Fund as detailed in this report, but also in addressing the anticipated increased contact from businesses as a result of the national revaluation by the Valuation Office Agency whereby all non-domestic premises are revalued to ensure values are current and also the administration of the Energy Bill Support Scheme and Alternative Funding for which guidance has not yet been received.
- 5.3 It is clear that with such considerable additional workload the priority, in accordance with legislation, is to ensure that Council Tax and Business Rates bills are sent in a timely manner to support the Councils cash income requirements.
- 5.4 There is a risk that due to the cost of living crisis the available funding for the discretionary scheme is insufficient. The guidance states that *'Local authorities should revisit their discretionary approach at intervals during the financial year, in order to ensure expenditure for 2023-24 remains within their allocation'*. The guidance does not provide for an appeals process to be in place.

6. CONCLUSION

- 6.1 The government has allocated £455,437 as a Council Tax Support Fund to be used primarily to automatically award a £25 reduction to Council Tax Support claimants with a Council Tax liability. Any remaining monies are to be used to award reductions to Council Tax under a discretionary scheme.
- 6.2 A total of 13,265 Council Tax Support recipients will receive an automatic reduction on their year start Council Tax bill at an estimated cost of £331.6k, leaving £123.8k to fund a discretionary scheme. As in previous years a £25 reduction could be awarded to those not in receipt of Council Tax Support but known to have low incomes due to being in receipt of Severely Mentally Impaired Discounts, Care Leavers Discount, Carers Discount and Disabled Relief and which totals £27.7k. This would leave £96.0k to be administered via a Section 13A Policy award as detailed in the guidance upon evidence of hardship.
- 6.3 Applications for a Section 13A award would commence in June 2023 after year start billing activity slows to enable resource to be effectively deployed to support the administration of this. The discretionary scheme will operate from June 2023 to end of March 2024 or until such time that the Council Tax Support Fund is exhausted.

7. RECOMMENDATIONS

7.1 Recommendations are set out at the front of this report.

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Agenda Item 8

Report to :	EXECUTIVE CABINET
Date :	8 February 2023
Reporting Officers:	Councillor Gerald P Cooney – Executive Leader Sandra Stewart – Chief Executive
Subject :	CORPORATE PERFORMANCE SCORECARD
Report Summary :	<p>The corporate scorecard attached provides evidence to demonstrate progress towards achievement of the Corporate Plan and improving the services provided to residents, businesses and key stakeholders within the locality.</p> <p>The Corporate outcomes scorecard, attached at Appendix 1, contains long term outcome measures that track progress to improve the quality of life for local residents.</p> <p>A glossary providing more information about the indicators included in the Corporate Outcomes Scorecard is attached at Appendix 2.</p>
Recommendations :	That the contents of the report, scorecard Appendix 1 , and the glossary of indicators Appendix 2 are noted.
Links to Corporate Plan:	The report is relevant to all elements of the Corporate Plan as the scorecards provide data to help track progress towards achieving its aims and objectives.
Policy Implications :	The corporate scorecards provide the evidence for demonstrating the progress being made towards achievement of the Corporate Plan and improving the services provided to residents, businesses and key stakeholders within the locality. The thematic scorecards – which support the corporate scorecards - will enable services to monitor their own performance and their contribution to delivery of the Corporate Plan.
Financial Implications : (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>Whilst there are no direct financial implications arising from the recommendations in this report, the scorecard should assist Members in making decisions regarding the prioritisation of the Council's limited resources.</p> <p>The CIPFA Financial Management Code sets an expectation that to remain financially sustainable an authority must have timely information on both its financial and operational performance. Performance information should aid Members understanding as to whether spending decisions are achieving objectives, and enable informed decisions regarding the prioritisation of scarce resources in the face of significant financial challenges.</p>
Legal Implications : (Authorised by the Borough Solicitor)	Although there are no direct legal implications, the scorecard is one of the council's fiscal management tools to ensure prudent financial management especially in the current challenging economic climate.
Risk Management :	Effective use of data, including performance management through scorecards, helps to identify areas where improvement

activity is required thus avoiding the risk of service failure. Alongside this services have management information that is used to assess risk and drive improvement.

Access to Information :

The background papers relating to this report can be inspected by contacting Alec Milner, Policy Officer



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1. CORPORATE OUTCOMES SCORECARD

1.1 The Corporate Plan outcomes scorecard, **Appendix 1**, follows the structure of the Corporate Plan, and contains indicators focused on long term outcomes across the plan's priorities. There are a number of proxy indicators for issues related to the pandemic which will take significantly longer to be reflected in the regular long term measures.

Very Best Start

1.1.1 The number of 2 year olds in funded early education, measured as a percentage of our Department for Education-set target, was 90% in the Autumn term, up from 84% in the Autumn term of the previous year.

1.1.2 The proportion of pregnant women smoking at the time of delivery was 11.6% in Q2 of 2022/23, up slightly from 10.5% in the same quarter of the previous year.

Aspirations and Hope

1.1.3 The proportion of Key Stage 4 students going into or remaining in education was 86.1% in 2021, up from 84.2% the previous year.

1.1.4 The Office for National Statistics produces statistical measures of personal wellbeing, the 2021/22 release of which gives a mean rating for how worthwhile Tameside residents find their lives of 7.85, up from 7.79 for the previous year and higher than the national average of 7.78.

Resilient Families and Supportive Networks

1.1.5 The rate of first-time entrants into the Youth Justice system per 100,000 people aged 10 to 17 was 91.9 in Q3 2022/23, a significant increase from 64.3 per 100,000 in quarter 2.

1.1.6 The percentage of Children's Services audits which received a rating of 'Good' or 'Outstanding' in the year to December 2022 was 37%; up slightly from 35% in the same period in the previous year.

Work, Skills, and Enterprise

1.1.7 The median annual income of full-time workers in Tameside was £29,129 in 2022, an increase of 5.1% from the previous year. The national average full-time annual income was £33,208, 14% higher than the average income in Tameside. 52.8% of employed Tameside residents were employed in skilled employment (SOC 1, 2, 3, and 5) in 2021/22, up from 37.0% the previous year but less than the national average of 60.4%.

1.1.8 13.32% of businesses in Tameside in 2021 were new enterprises born that year, slightly more than the national average value of 12.51%.

1.1.9 The apprenticeship starts and achievements data for 2021/22 produced by the Department for Education have been updated; per 10,000 residents aged 16 to 64, 127.6 apprenticeships were started and 47.5 were completed with achievement in 2021/22, higher than the national rates of 99.1 starts and 39.0 achievements per 10,000 working-age adults.

Infrastructure and Environment

1.1.10 House building in Tameside in 2021/2022 was accelerated from the previous year, with 18.2 net additional homes and 4.63 new affordable homes built per 10,000 residents, up from 16.2 and 2.51 per 10,000 respectively in 2020/2021. The rate of house building in Tameside was a lot lower than the national average of 41.2 net new homes and 10.47 new affordable homes per 10,000 residents.

1.1.11 Network infrastructure for Tameside homes continues to improve, with the proportion of homes with gigabit-capable infrastructure reaching 80.8% in Q3 2022/2023, up from

76.3% in Q3 of the previous year. The proportion of homes with superfast-capable (30 Mbps) infrastructure is stable at 99.5%, meaning that effectively all Tameside households have the infrastructure required to access the internet with superfast speeds if desired.

Nurturing Communities

1.1.12 ONS wellbeing estimates show a slight increase in the average life satisfaction of Tameside residents, with the average rating of 7.62 in 2021/2022 slightly exceeding the average of 7.43 the year prior. Life satisfaction in Tameside is higher than on average across the country, where the average rating was 7.55.

1.1.13 The rate of public protection incidents for domestic violence per 1,000 residents was 24.8 in Q2 of 2022/2023, down slightly from 25.0 per 1,000 in Q2 of the previous year. The number of domestic abuse incidents reported to children's services, however, has increased: 364 incidents were reported in December 2022 compared to 296 in December of 2021.

Longer and Healthier Lives

1.1.14 The mean happiness ratings, reported in the ONS wellbeing estimates, was 7.48 in 2021/2022, up from 7.13 the previous year and fractionally above the national average of 7.45.

1.1.15 The proportion of adults aged 18 years or older who smoke in Tameside has increased from 18.3% in 2020 to 19.2% in 2021, significantly higher than the national average of 13.0%.

Independence and Dignity in Older Age

1.1.16 The number of completed contacts made to adult social care in November 2022 was 768, 7.1% fewer than the same month in 2021. The number of open provisions, 4,557, was also 3.7% fewer than the number of provisions open in December 2021.

1.1.17 Of residents who use ASC services, 57.7% report finding it easy to find information about services when surveyed for 2021/2022. This is a decrease from the previous round of this survey, in 2019/2020, in which 70.6% found it easy to find information.

2 RECOMMENDATIONS

2.1 As set out at the front of the report.

Theme	Priority	Outcome	Metric Reference	Metric	Previous Position	Current Position	National Average	Period	Progress	Targets	
										Apr 2025	Apr 2030
Very Best Start		Reduce rate of smoking at time of delivery	V1	% Smoking at time of delivery	10.5% (Q2 21/22)	11.6%	9.1%	Q2 2022/2023	↑	10.50%	All expectant mothers to be supported to be smoke free at the time of delivery
		Improve school readiness	V2 (LUI) (GMM)	% achieving a 'good' level of development	65.7%	66.9%	71.80%	2019	↑	75%	All children start school ready to learn
			V3 (LUI)	% achieving expected level in Phonics decoding	79.0%	78.0%	82.00%	2019	↓		
		Children attending 'good' and 'outstanding' early years settings	V4	% 3 & 4 year olds at 'good' or 'outstanding' EY settings	88% (Spring 21/22)	91.9%	N/A	Autumn Term 2022/23	↑	98%	All children to attend good or outstanding early years settings
		Take up nursery at 2 Years	V5 (GMFT)	2 year olds in funded early education- % of DfE Target	84% (Autumn 21/22)	90%	N/A	Autumn Term 2022/23	↑	95%	All eligible 2 year olds benefit from funded early years education
		Childhood Obesity	V6 (LUI) (GMM) (LGI)	% of children in year 6 who are overweight or obese	36.2%	35.9%	35.2%	2020	↓	34%	All children to be a healthy weight at the end of Year 6
Aspirations & Hope (Educational Attainment Measures Suspended)		Reading / Writing / Maths at Key Stage 2	A1	% students achieving KS2 expected standard	63% (2019)	57%	59%	2022	↓	70%	All children to be provided with the opportunity to achieve their full educational potential
		Key Stage 4 attainment	A2	Average attainment 8 score	48 (2019)	45.1	48.8	2022	↓	50	
			A3	% achieving Grade 4 or above in English & Maths GCSEs	69.4% (2019)	64.9%	68.8%	2022	↓	70%	
		Young people going into higher education	A4 (LUI)	% Key Stage 4 going into/remaining in education	84.2%	86.1%	89.0%	2021	↑	90%	All young people going into/remaining in further education after KS4
		Children attending 'good' and 'outstanding' schools	A5 (LUI)	% Primary schools 'good' & 'outstanding'	90.8%	92.1%	89.9%	Ad Hoc	↑	95%	All children attending a good or outstanding primary school
			A6 (LUI)	% Secondary schools 'good' & 'outstanding'	66.7%	66.7%	80.8%	Ad Hoc	↔	80%	All children attending a good or outstanding secondary school
		Proportion of children with good reading skills	A7 (LUI)	% Key Stage 2 achieving expected reading standard	72% (2019)	75%	74%	2022	↑	80%	All children to be provided with the opportunity to achieve their full educational potential
		Promote a whole system approach and Improving wellbeing and resilience	A8 (LUI) (GMM) (LGI)	Secondary Fixed Term Exclusions	9.31%	24.34%	N/A	Autumn & Spring 2021/2022	↑		
			A9 (LUI)	Mean worthwhile ratings (adults 16+)	7.79	7.85	7.78	2021/2022	↑	8.5	All residents 16+ feel that the things they do in life are worthwhile
Resilient Families & Supportive Networks		Early Help Intervention	R1	Child and Family Assessments completed each quarter	973 (Q3 2021/22)	979	N/A	Q2 2022/2023	↑	To be developed	All vulnerable families receive the help they need
		Reduce the number of first time entrants into Youth Justice	R2	First Time Entrants into Youth Justice aged 10-17, rate per 100k	64.3	91.9	N/A	Q3 2022/2023	↑	212.9	No young people entering the youth justice system
		Increased levels of fostering and adoption	R3	% Cared for children adopted each quarter	1.68%	1.67%	N/A	Q3 2022/2023	↔	18.60%	All looked after children provided with the opportunity to be adopted, where its of benefit to the young person, within the year
		Improve the quality of social care practice	R4	Children's Services Audits Rated 'Good' & 'Outstanding', Year to Date	35% (Dec 21)	37%	N/A	Dec-22	↑	50%	All Children Social Care audits rated good or outstanding
Skills & Enterprise		Increase median resident earnings	W1 (LUI) (GMM)	Median Annual Income, Full-Time Workers	£27,706	£29,129	£33,208	2022	↑	£27,492	The median annual income to be in line with the England average
			W2 (LUI) (GMM)	Percentage in Employment (Rolling 12 Month Period)	74.2% (Jul 20-Jun 21)	75.8%	75.7%	Jul 21-Jun 22	↑	78%	All people who can work are in work
		Increase the working age population in employment	W3	Job Density (Ratio of Total Jobs to Residents Aged 16-64)	0.60	0.56	0.85	2020	↓		
			W4	Universal Credit Recipients	25,266 (Nov 2021)	26,158	N/A	Nov-22	↑		
		Increase the number of people earning above the Living Wage	W5 (LUI) (GMM)	Universal Credit Recipients in Employment	40.0% (Oct 2021)	39.0%	40.1%	Oct-22	↓		
			W6 (LGI)	New enterprises (percentage of total businesses)	12.27%	13.32%	12.51%	2021	↑	18.97%	Tameside is recognised as a vibrant economy where entrepreneurs are supported to start new businesses
		Increase number of enterprise / business start-ups	W7	Business Rate Taxbase: Total Rateable Value	£148,568,166 (Dec 2021)	£149,017,818	N/A	Dec-22	↑		

Theme	Priority	Outcome	Metric Reference	Metric	Previous Position	Current Position	National Average	Period	Progress	Targets		
										Apr 2025	Apr 2030	
Great Place & Vibrant Economy	Work Skills	Working age population with at least Level 3 skills	W8 (LUI)	Regional Gross Value Added Per Head (Balanced): NW Current Prices	£15,810.64	£15,617.50	N/A	2020	↓			
			W9 (LUI) (LGI)	Percentage of population with at least level 3 skills	48.6%	48.9%	61.3%	2021	↑	54.90%	Higher proportion of Tameside's population have Level 3 skills than the national average	
			W10 (LUI)	Proportion of employed residents in skilled employment (SOC 1-3, 5)	47.0%	52.8%	60.4%	2021/2022	↑			
			W11 (LUI)	Number of apprenticeships started per 10,000 residents aged 16-64	112.6 (1,590)	127.6 (1,800)	99.1 (349,190)	2021/2022	↑	2310	Apprenticeships are available to all that seek them	
			W12 (LUI)	Number of apprenticeship achievements per 10,000 residents aged 16-64	60.2 (850)	47.5 (670)	39.0 (137,220)	2021/2022	↓			
		Covid-19 Impact and Recovery		W13 (GMM)	Households Receiving Council Tax Support	17,705 (Dec 2021)	17,243	N/A	Dec-22	↓		
	Living Well	Infrastructure and Environment	Improve air quality	I1 (GMM)	Particulate Matter Pollution in the Air (PM2.5, ug/m^3)	7.60	7.67	7.35	2021	↑	6	Air quality to be good and at least be in line with the UK average
				I2 (GMM)	Territorial Carbon Dioxide Emissions (kilotonnes)	810.10	744.50	795.20	2020	↓		
			I3	Trees Planted Annually	15000	16095	N/A	2021/2022	↑			
			Increase the number of net additional dwellings	I4 (LUI)	Net Additional Dwellings per 10,000 Residents	16.2	18.2	41.2	2021/2022	↑	Targets to be agreed	
				I5 (LGI)	New Affordable Homes per 10,000 Residents	2.51	4.63	10.47	2021/2022	↑		
			Increase the number of affordable homes	I6	Maximum Mean Download Speed	88.2 (Q3 2021/22)	103.6	102.7	Q3 2022/2023	↑	41.5	All households to have access to high quality internet services
				I7 (GMFT)	Premises with Superfast-Capable (30Mbps) Network Infrastructure	99.5% (Q3 21/22)	99.5%	97.8%	Q3 2022/2023	↔		
Digital inclusion			I8 (LUI)	Premises with Gigabit-Capable Network Infrastructure	76.3% (Q3 21/22)	80.8%	73.6%	Q3 2022/2023	↑			
			I9 (LGI)	Percentage of household waste recycled	49.3%	47.2%	42.3%	2020/2021	↓	57.78%	All household waste recycled where possible	
Ageing Well			Nurturing Communities	Reduce tonnes of waste sent to landfill and increase the proportion recycled	I10 (LUI)	% population walking / cycling 3+ times a week	39.0%	34.3%	45.6%	2021 (Nov to Nov)	↓	47%
	N1	Rate of PPIs per 1000			25.0 (Q2 21/22)	24.8	N/A	Q2 2022/2023	↓	25.1	Tameside has low rates of domestic abuse	
Reduce the number of rough sleepers/homelessness	N2	Street counts & estimates of rough sleepers		0.13 per 10k Households	0.48 per 10k Households	0.97 per 10K Households	2021	↑	2	Nobody sleeping rough on the streets of Tameside		
	N3	Households owed a prevention or relief duty per 1,000 Dwellings		2.4 (Apr-Jun 21)	2.9	2.8	Apr - Jun 2022	↑				
Improve satisfaction with local community	N4 (LUI)	Mean life satisfaction ratings (adults 16+)		7.43	7.62	7.55	2021/2022	↑	8.5	Maintain mean life satisfaction at 8.5		
	N5 (GMFT) (GMM)	Mean GM life satisfaction score, Y10 Students			6.02	N/A	2021					
Victims of crime/fear of crime	N6 (GMM)	Crime Rate per 1,000 residents		10.7 (Sep 2021)	10.1	N/A	Sep-22	↓		Tameside is a low crime borough		
	N7	Deaths due to suicide- rate per 100,000		8.3	7.2	10.4	2019-2021	↓				
Increase access, choice, and control in emotional and mental self-care and wellbeing	N8	IAPT Referrals		2,335 (Q1 2021/22)	2,335	N/A	Q1 2022/2023	↔	12383.4	Everyone has access to good quality mental health services		
	N9	Food Bank Enquiries		60 (Dec 2021)	90	N/A	Dec-22	↑				
Covid-19 Impact and Recovery		N10 (GMM)	Placements in Emergency Temporary Accommodation	510	516	N/A	2021/2022	↑				

Theme	Priority	Outcome	Metric Reference	Metric	Previous Position	Current Position	National Average	Period	Progress	Targets		
										Apr 2025	Apr 2030	
Page 273	Longer & Healthier Lives		N11	Domestic Abuse Incidents reported to Children's Services	296 (Dec 21)	364	N/A	Dec-22	↑			
		Increase physical and mental healthy life expectancy	L1 (LUI)	Healthy Life Expectancy at birth	M- 61.9 years, F- 58.7 years	M- 61.6 years, F- 58.2 years	M- 63.1 years, F- 63.9 years	2018-2020	↓	Male - 61.2 years, Female - 62.3 years	Healthy life expectancy to be in line with the England average	
			L2 (LUI)	Under-75 mortality rate form cardiovascular diseases considered preventable	41.3	41.6	29.2	2020	↑			
		Improve the wellbeing of our population	L3 (LUI) (GMM)	Mean happiness ratings (adults 16+)	7.13	7.48	7.45	2021/2022	↑	7.52	Maintain mean happiness ratings above 8	
		Smoking prevalence	L4 (LUI) (GMM) (LGI)	Prevalence of smoking, 18+. Survey Data	18.3%	19.2%	13.0%	2021	↑	11%	Tameside and Glossop are smoke free areas	
		Increase levels of physical activity	L5 (LGI)	% of population 'inactive' (<30m exercise a week)	30.5% (Nov 2019 - 2020)	32.4%	27.2%	Nov 2020 - Nov 2021	↑	25.20%	All residents are physical active where possible	
			L6 (LUI) (GMM) (LGI)	% adults (18+) classified as overweight or obese	71.3%	70.3%	63.5%	2020/2021	↓			
		Good' and 'Outstanding' GPs practices	L7	CQC Audit Results: GP Practices % good or outstanding	100.0%	100.0%	N/A	Ad Hoc	↔	100%	All GP practices to be rated good or outstanding by CQC	
		Reduce drug and alcohol related harm	L8 (LGI)	Admission rate for alcohol related harm per 100k (Broad Definition)	2,178	1,820	1738	2020/2021	↓	2250	Alcohol harm rates are low and support is available	
	L9		Deaths from drug misuse per 100k	5.6	8.8	5	2018-2020	↑	4	Drug misuse rates and low and support is available		
	Independence & Dignity in Older Age	Increase the number of people helped to live at home	ID1	Funded Permanent 65+ in residential/nursing homes per 100k	144.3 (Q2 2021/22)	152.8	N/A	Q2 2022/23	↑	585.6	Only those in most in need access residential/nursing care at the right point for them	
			Reduce hospital admissions due to falls	ID2	Emergency admissions for falls 65+ per 100k	2073	2189	2023	2020/2021	↑	1875.57	Emergency falls in the 65+ age group are low
				ID3	% service users who find it easy to find information	70.6% (2019/20)	57.7%	64.6%	2021/2022	↓	78.6%	Tameside and Glossop is a place where people are supported to self care
			Good' and 'Outstanding' social care settings	ID4	CQC Audit Results: % care home beds good or outstanding	74.1%	73.4%	N/A	Ad Hoc	↓	80%	All residential/nursing settings are rated good or outstanding
			Prevention support outside the care system	ID5	Number of people supported outside the social care system with prevention based services	4139 (Q2 2021/22)	4355	N/A	Q2 2022/23	↑	7500	All people are supported to remain in the community
		Covid-19 Impact and Recovery	ID6	Contacts Made to ASC	827 (Nov 2021)	768	N/A	Nov-22	↓			
			ID7	Open ASC Provisions	4733 (Nov 2021)	4557	N/A	Nov-22	↓			

* Some health data is still provided at the Tameside & Glossop level. Data as at 11th January 2023

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Theme	Priority	Outcome	Metric Reference	Metric	Details
Starting Well	Very Best Start	Reduce rate of smoking at time of delivery	V1	% Smoking at time of delivery (CCG)	Percentage of pregnant women smoking at the time of delivery of their child
		Improve school readiness	V2 (LUI) (GMM)	% achieving a 'good' level of development	Percentage of children reaching a 'good' level of development before starting school
		Children attending 'good' and 'outstanding' early years settings	V3 (LUI)	% achieving expected level in Phonics decoding	Percentage of children reaching the expected standard in phonics decoding before starting school
		Take up nursery at 2 Years	V4	% 3 & 4 year olds at 'good' or 'outstanding' EY settings	Percentages of three and four year old children attending early years settings rated 'good' or 'outstanding'
		Childhood Obesity	V5 (GMFT)	2 year olds in funded early education- % of DfE Target	Percentage fulfillment of our Department for Education target for 2 year olds in funded early education
			V6 (LUI) (GMM) (LGI)	% of children in year 6 who are overweight or obese	Percentage of school children in year 6 with excess weight
	Aspirations & Hope	Reading / Writing / Maths at Key Stage 2	A1	% students achieving KS2 expected standard	Percentage of Key Stage 2 pupils achieving the expected standard in reading, writing, and mathematics
		Key Stage 4 attainment	A2	Average attainment 8 score	Average Attainment 8 score for Tameside's GCSE pupils- Attainment 8 is a measure of overall achievement across all a pupil's GCSE subjects
			A3	% achieving Grade 4 or above in English & Maths GCSEs	Pupils achieving grades 4 or higher, i.e. passing, their English and Maths GCSEs
		Young people going into higher education	A4 (LUI)	% Key Stage 4 going into/remaining in education	Percentage of Key Stage 4 pupils remaining in education or going onto further education, e.g. college, sixth forms
		Children attending 'good' and 'outstanding' schools	A5 (LUI)	% Primary schools 'good' & 'outstanding'	Percentage of Tameside primary schools rated 'good' or 'outstanding' in their most recent Ofsted inspection. This is updated with each scorecard report, whether any inspections have taken place or not.
			A6 (LUI)	% Secondary schools 'good' & 'outstanding'	Percentage of Tameside secondary schools rated 'good' or 'outstanding' in their most recent Ofsted inspection. This is updated with each scorecard report, whether any inspections have taken place or not.
		Proportion of children with good reading skills	A7 (LUI)	% Key Stage 2 achieving expected reading standard	Percentage of Key Stage 2 pupils achieving the expected standard for reading ability
Promote a whole system approach and Improving wellbeing and resilience		A8 (LUI) (GMM) (LGI)	Secondary Fixed Term Exclusions	The rate of fixed term exclusions from Tameside secondary schools per 100 pupils	
		A9 (LUI)	Mean worthwhile ratings (adults 16+)	A statistical measure of how worthwhile Tameside residents feel their lives are, taken from the ONS National Wellbeing Survey	
Resilient Families & Supportive Networks	Early Help Intervention	R1	Child and Family Assessments completed each quarter	Initial assessments carried out by Children's services, which may or may not lead to a service provision	
	Reduce the number of first time entrants into Youth Justice	R2	First Time Entrants into Youth Justice aged 10-17, rate per 100k	The rate of young people entering the youth justice system as first time entrants, i.e. children who receive a youth caution or a court conviction for the first time, reported quarterly	
	Increased levels of fostering and adoption	R3	% Cared for children adopted each quarter	The percentage of children who are looked after by the authority who are adopted in each quarter	
	Improve the quality of social care practice	R4	Children's Services Audits Rated 'Good' & 'Outstanding', YTD, End of Quarter	Audits of children's services settings that concluded with a rating of 'good' or 'outstanding'	
Work Skills & Enterprise	Increase median resident earnings	W1 (LUI) (GMM)	Median Annual Income	The median annual net income earned by Tameside residents in full-time employment	
		W2 (LUI) (GMM)	Percentage in Employment (Rolling 12 Month Period)	The percentage of Tameside residents in employment	
	Increase the working age population in employment	W3	Job Density (Ratio of Total Jobs to Residents Aged 16-64)	The total number of jobs in the borough divided by the total number of working age residents. This statistical measure shows the balance in the borough between a place to live and a place to work	
		W4	Universal Credit Recipients	The number of Tameside residents in receipt of universal credit, with or without conditions to work/look for work	
	Increase the number of people earning above the Living Wage	W5 (LUI) (GMM)	Universal Credit Recipients in Employment	The proportion of universal credit-receiving Tameside residents who are in employment while in receipt of UC, serving as an indicator of residents in low wage jobs	
		W6 (LGI)	New enterprises (percentage of total businesses)	The percentage of active enterprises in Tameside which were 'born' in the last financial year	
	Increase number of enterprise / business start-ups	W7	Business Rate Taxbase: Total Rateable Value	The total monetary value of business assets in Tameside which are subject to business rates (NDR)	
		W8 (LUI)	Regional Gross Value Added Per Head (Balanced): NW Current Prices	The gross value added per head from Tameside residents in current prices. Similar to GDP on the national scale, this can be seen as the size of Tameside's economy	
	Working age population with at least Level 3 skills	W9 (LUI) (LGI)	Percentage of population with at least level 3 skills	Proportion of Tameside residents with qualifications at NVQ level 3 (A Level or equivalent) or above	
		W10 (LUI)	Proportion of employed residents in skilled employment (SOC 1-3, 5)	Skilled employment is defined as jobs falling within standard occupational classifications 1 (managers, directors, and senior officials), 2 (professional occupations), 3 (associate professional occupations), or 5 (skilled trades occupations)	
	Increase the number of good quality apprenticeships delivered	W11 (LUI)	Number of apprenticeships started per 10,000 residents aged 16-64	The number of apprenticeships started by Tameside residents of working age per 10,000	
		W12 (LUI)	Number of apprenticeship achievements per 10,000 residents aged 16-64	The number of apprenticeships passed by Tameside residents of working age per 10,000	
	Covid-19 Impact and Recovery	W13 (GMM)	Households Receiving Council Tax Support	The number of households paying council tax in Tameside who receive help with their council tax payments from the council	
Infrastructure and Environment	Improve air quality	I1 (GMM)	Particulate Matter Pollution in the Air (PM2.5, ug/m^3)	Particulate matter smaller than 2.5 microns, which come from a range of sources including road vehicles, are a component of air pollution which impacts health. Concentrations are measured in micrograms of material per cubic metre of air	
		I2 (GMM)	Territorial Carbon Dioxide Emissions (kilotonnes)	Carbon dioxide emissions are a component of air pollution which contribute to climate change. This is measured as the total mass of CO2 emitted from within Tameside borders in thousands of metric tonnes	
		I3	Trees Planted Annually	The number of trees planted by the authority each year, both in green spaces and along roads. Planting season begins in October each year.	
	Increase the number of net additional dwellings	I4 (LUI)	Net Additional Dwellings per 10,000 Residents	The net number of additional dwellings completed within Tameside boundaries	
	Increase the number of affordable homes	I5 (LGI)	New Affordable Homes per 10,000 Residents	The total number of new affordable homes completed within Tameside boundaries	
		I6	Maximum Mean Download Speed	The average maximum broadband download speed received by Tameside households. This tracks the internet speeds experienced by residents and is impacted by the speeds people pay for from their internet service provider	
	Digital inclusion	I7 (GMFT)	Premises with Superfast-Capable (30Mbps) Network Infrastructure	The percentage of Tameside premises with network infrastructure capable of providing Superfast broadband. Not all of these premises may see these speeds if they don't have a superfast package with their internet service provider	
		I8 (LUI)	Premises with Gigabit-Capable Network Infrastructure	The percentage of Tameside premises with network infrastructure capable of providing Gigabit broadband. Not all of these premises may see these speeds if they don't have a gigabit package with their internet service provider	
	Reduce tonnes of waste sent to landfill and increase the proportion recycled	I9 (LGI)	Percentage of household waste recycled	The percentage of waste collected from Tameside households (or dropped off at a household waste recycling centre) which is sent for reuse, recycling, or composting	
	Increase journeys by sustainable transport/no car	I10 (LUI)	% population walking / cycling 3+ times a week	The proportion of Tameside residents who walk or cycle for any reason three or more times a week	
Living Well	Reduce victims of domestic abuse	N1	Rate of PPIs per 1000	Number of public protection incidents filed per 1,000 Tameside residents	
		N2	Street counts & estimates of rough sleepers	An estimate of the number of people sleeping rough in Tameside	
	Reduce the number of rough sleepers/homelessness	N3	Households owed a prevention or relief duty per 1,000 Households	The number of Tameside households owed a homelessness prevention or relief duty per 1,000 households	
		N4 (LUI)	Mean life satisfaction ratings (adults 16+)	A statistical measure of how satisfied Tameside residents are with their lives, taken from the ONS National Wellbeing Survey	

Theme	Priority	Outcome	Metric Reference	Metric	Details
Ageing Well	Nurturing Communities	Victims of crime/fear of crime	N5 (GMFT) (GMM)	Mean GM life satisfaction score, Y10 Students	A statistical measure of how satisfied year 10 pupils in Tameside are with their lives, taken from the GMCA BeeWell Survey
			N6 (GMM)	Crime Rate per 1,000 residents	The monthly number of crimes committed in Tameside known to Greater Manchester Police per 1,000 residents
		Increase access, choice, and control in emotional and mental self-care and wellbeing	N7	Deaths due to suicide- rate per 100,000	The rate of deaths due to suicide in Tameside residents per 100,000
			N8	IAPT Referrals	Referrals to mental health services through IAPT, Increasing Access to Psychological Therapies
	Covid-19 Impact and Recovery	N9	Food Bank Enquiries	The number of enquiries for food bank vouchers made to the council	
		N10 (GMM)	Placements in Emergency Temporary Accommodation	The number of people placed in emergency temporary accommodation in Tameside to avoid people sleeping rough	
		N11	Domestic Abuse Incidents reported to Children's Services	The number of incidents of domestic abuse which are reported to children's services	
	Longer & Healthier Lives	Increase physical and mental healthy life expectancy	L1 (LUI)	Healthy Life Expectancy at birth	The average amount of time that Tameside residents can expect to live in good health
			L2 (LUI)	Under-75 mortality rate from cardiovascular diseases considered preventable	The rate at which Tameside residents under the age of 75 died from cardiovascular diseases which were considered preventable
		Improve the wellbeing of our population	L3 (LUI) (GMM)	Mean happiness ratings (adults 16+)	A statistical measure of how happy Tameside residents are, taken from the ONS National Wellbeing Survey
			L4 (LUI) (GMM) (LGI)	Prevalence of smoking, 18+. Survey Data	The percentage of adult Tameside residents who smoke
Smoking prevalence		L5 (LGI)	% of population 'inactive' (<30m exercise a week)	The percentage of Tameside residents who do less than 30 minutes of exercise each week and are therefore classified as 'inactive'	
		L6 (LUI) (GMM) (LGI)	% adults (18+) classified as overweight or obese	Percentage of adults with excess weight	
Increase levels of physical activity		L7	CQC Audit Results: GP Practices % good or outstanding	Percentage of Tameside GP Practices which received a 'good' or 'outstanding' rating at their last CQC inspection. This is updated with each scorecard report, whether any inspections have taken place or not.	
		L8 (LGI)	Admission rate for alcohol related harm per 100k (Broad Definition)	The rate of admissions into hospital for alcohol related harm per 100,000 people. The broad definition includes a wider range of harms and scenarios where alcohol was a contributing factor	
Good' and 'Outstanding' GPs practices		L9	Deaths from drug misuse per 100k	The rate at which Tameside residents died from drug misuse per 100,000	
Independence & Dignity in Older Age	Increase the number of people helped to live at home	ID1	Funded Permanent 65+ in residential/nursing homes per 100k	The number of people aged 65+ in permanent residential or nursing care funded by the authority per 100,000	
		ID2	Emergency admissions for falls 65+ per 100k	The rate of emergency admissions to hospital due to falls for people aged 65+ per 100,000	
	Reduce hospital admissions due to falls	ID3	% service users who find it easy to find information	The percentage of all service users who report finding it easy to find information about services, taken from the Adult Social Care Survey, taken annually of a random selection of long-term care users	
		ID4	CQC Audit Results: % care home beds good or outstanding	Percentage of Tameside ASC beds in homes which received a 'good' or 'outstanding' rating at their last CQC inspection. This is updated with each scorecard report, whether any inspections have taken place or not.	
	Increase levels of self-care / social prescribing	ID5	Number of people supported outside the social care system with prevention based services	People supported by the community response team, health and wellbeing teams, and any new contacts which are signposted to voluntary agencies such as Age UK or who receive a small piece of equipment e.g. pick up stick, kettle tipper, etc.	
	Good' and 'Outstanding' social care settings	ID6	Contacts Made to ASC	The total number of initial contacts made to ASC, whether they lead to service provision or not	
Prevention support outside the care system	ID7	Open ASC Provisions	The total number of active service provisions of all types. A service user can have multiple open provisions at a time. This does not include community response, IUCT wraparound, reablement, or contacts		

Agenda Item 9

Report to:	EXECUTIVE CABINET
Date:	8 February 2023
Executive Member/ Reporting Officer:	Cllr Leanne Feeley – Executive Member for Education, Achievement and Equalities Simon Brunet – Head of Performance, Policy and Intelligence
Subject:	EQUALITY STRATEGY 2023 – 2027
Report Summary:	<p>This report seeks approval to adopt a new Equality Strategy following a final period of consultation.</p> <p>Under the Equality Act 2010 the Local Authority has a duty to publish one or more specific and measurable equality objectives, and subsequently at intervals of no more than four years.</p> <p>This strategy has been developed using an LGA self-assessment tool, advice from an independent review of our approach to equalities in Tameside Council, engagement with the Partnership Engagement Network, reports delivered through the Inequalities Reference Group and a review of equalities data.</p> <p>It is proposed that this strategy forms the basis of an action plan that is overseen by the Executive Member and delivered by all services of the council with support from an officer group. Delivery will be in partnership where appropriate including work with the Health and Wellbeing Board and the Inequalities Reference Group.</p>
Recommendations:	That the Equality Strategy 2023 – 2027 is agreed and published.
Corporate Plan:	The Equality Strategy 2023 – 2027 is relevant to all Corporate Plan priorities as it underpins work to improve outcomes through reducing inequalities and increasing participation across all communities.
Policy Implications:	The issues highlighted in the report directly relate to meeting the requirements set out in the Equality Act 2010, and aid compliance with legislative and performance management frameworks.
Financial Implications: (Authorised by the statutory Section 151 Officer)	There are no direct financial implications arising from this report. The action plan contained within the strategy may have some financial implications however the majority should be accommodated within existing revenue budgets. Where actions require additional investment over and above existing resources, separate decisions may be required.
Legal Implications: (Authorised by the Borough Solicitor)	The legal implications are set out in the main body of the report.
Risk Management:	This report fulfils the commitment for equalities issues to be monitored on a regular basis and meets our statutory obligations. It also ensures awareness of the agenda across the organisation as a key plank of improving outcomes and the Corporate Plan.

1.0 INTRODUCTION

- 1.1 Following a final period of consultation on a draft document, this report sets out a proposed response to our statutory duty to publish measurable equality objectives for the next four years in the form of an Equality Strategy. The strategy is attached at **Appendix 1**.

2.0 BACKGROUND

- 2.1 The public sector equality duty is laid out in section 149 of the Equality Act 2010. It came into force on 5 April 2011, and it states that a public authority must, in the exercise of its functions, have due regard to the need to:-

- a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Act;
- b) Advance equality of opportunity between people who share a protected characteristic and those who do not share it;
- c) Foster good relations between people who share a protected characteristic and those who do not share it.

- 2.2 The Equality Act (Specific Duties) Regulations 2011 stated that by January 2012, and annually thereafter, public bodies must publish information to demonstrate compliance with the general duty, including information about the protected characteristic status of employees, and other persons affected by our policies and practices. By April 2012, public bodies were also required to publish one or more specific and measurable equality objectives, and subsequently at intervals of no more than four years from the date of first publication. The 2011 Regulations were replaced by The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 in March 2017.

- 2.3 The previous iteration to meet this duty was the One Equality Scheme, which was a joint strategy of Tameside Council and NHS Tameside and Glossop Clinical Commissioning Group (CCG), and ran from 2018 - 2022. With the closure of CCGs this new strategy for the next four year period is for Tameside Council specifically (as the council has a statutory duty). Development and delivery of the strategy will continue to be through partnership working with other public bodies, the third sector and communities.

3.0 APPROACH TO EVIDENCE

- 3.1 The following activity was undertaken to inform the development of this strategy:

- Equality Framework for Local Government – A self-assessment tool benchmarking against good practice nationwide. We intend to repeat this process annually and explore the option of an independent assessment by the LGA;
- All Equals Charter – an independent assessment by Manchester Pride called the All Equals Charter where they looked at systems, paperwork and physical infrastructure we have in place. We achieved a ‘role model’ accreditation which is the highest they offer but they also identified a number of areas of development which we have incorporated into the strategy;
- Partnership Engagement Network (PEN) – On 26 July 2022 we held a PEN conference where we took the Equalities Strategy for discussion and were able to capture views of attendees on our approach to equalities and what else we need to do to address these issues;

- Inequalities Reference Group – another source of evidence for the strategy has been the work of this group and the various reports and recommendations that have been produced. Again, this has added further evidence and weight to the strategy;
- Data - We have a wealth of evidence around equalities. From information produced by services to all of the equalities data produced through the various consultations we undertake. It provides useful insight into how accessible and visible we are as a Council; and
- Consultation on the draft strategy – between 3 October and 28 November 2022 we published a draft document via The Big Conversation. We received 70 responses. As a result of the feedback from this and through other networks and partners the following changes were made to the document:
 - Refined and expanded on how the equalities dashboard would function;
 - Added a commitment to consider adopting Cared for Children and Care Leavers as a protected group under Equality Analysis;
 - Proposed that we attempt to better understand barriers that customers face when using our services;
 - Developed some new actions around improving representation of protected groups across the council; and
 - Expanded the ways in which we can celebrate diversity.

4.0 CHANGES TO THE STRATEGY FROM THE PREVIOUS VERSION

4.1 The key changes from the previous Strategy to this one include:

- The previous strategy was joint between Tameside Council and NHS Tameside and Glossop Clinical Commissioning Group (CCG);
- Incorporated the findings of an independent assessment of our approach and through the use of a self-assessment tool;
- Made a greater commitment to more robust monitoring of our performance in the relation to equalities than previously, including reviewing our approach to Equality Impact Assessments (EIAs);
- Go further in addressing barriers to accessing services than previously and meaningfully respond to the comments received through consultation and engagement about accessibility;
- Instill an enhanced organisational culture and practice of acceptance of different staff needs and requirements through a variety of mechanisms including celebrating diversity, staff community of interest groups and an equality network;
- A more detailed action plan published with the strategy; and
- Stronger links with the Health and Wellbeing Board and the Inequalities Reference Group (IRG).

5.0 NEXT STEPS

- 5.1 Following the adoption of the new Equality Strategy 2023 – 2027 by Executive Cabinet it will be published on the Tameside Council website, circulated to key partners and shared with all staff.
- 5.2 Delivery of the action plan will then commence, overseen by the Executive Member and led by the Policy and Workforce Development teams. Although it is important to note that delivery is required by all services across the council as the strategy and action plan are a collective organisational responsibility. That work will be supported by a group of departmental champions that will be established once the strategy is agreed.
- 5.3 The new strategy will also be shared with the Health & Wellbeing Board in March 2023 as part of the wider work linked to the Inequalities Reference Group and the Anti-Poverty Strategy.

6.0 RECOMMENDATIONS

- 6.1 As set out at the top of the report.

Equality Strategy 2023-27

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Foreword

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In developing Tameside Council’s Equalities Strategy 2023 – 2027, we have had to reflect on a tumultuous few years where, through the COVID-19 Pandemic, the inequalities in society have had been laid bare. This experience has stiffened our resolve to ensure we are better placed to help everyone thrive regardless of their background.

The new census data offers us a fresh window into the communities of Tameside that we have not had for over ten years. Understanding how many of our households do not speak English or that our population is ageing is extremely valuable information but will mean that we have to adapt how we deliver services to meet the needs of the population we serve.

There is an urgent need to improve the day-to-day lives of the most vulnerable and poorest residents whilst understanding the challenges disadvantaged communities face. This plan will help to ensure equality is considered at all levels of Council decision-making, policy, and service delivery.

We also want to acknowledge that there is more do to in tackling prejudice and hate with the recent Black Lives Matter and MeToo movements protests showing that we can never be complacent and recognise that these issues are still an ugly part of our society.

We recognise that all people are different and their needs complex. We are confident that this strategy sets out how we aspire to achieve real and lasting progress for diverse groups and individuals alongside everyone else in Tameside over the next few years.

Councillor Leanne Feeley
Executive Member for Education, Achievement, and Equalities

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1 Introduction and Scope

The world has changed significantly since the previous One Equality Scheme 2018-2022 was developed.

At the start of 2020, COVID-19 arrived in Britain on its global path of havoc. COVID-19 laid bare and exacerbated existing, entrenched inequalities. Mortality rates and severe illness caused by COVID-19 was especially high amongst the elderly and those classified as “clinically extremely vulnerable”, including people with disabilities.

Children and young people from socio-economically disadvantaged backgrounds were impacted to a greater detriment by disruptions to education. These are just a few of many important examples.

Amidst the COVID-19 pandemic, the killing of George Floyd by police in the United States catalysed global protests and conversations,

including in the UK, about racial and ethnic disparities in all walks of life, not just the criminal justice system. Black women are four times more likely to die during pregnancy and childbirth than white women. There were higher mortality rates from COVID-19 amongst Black and South Asian communities compared to their White British counterparts. It is important that racial and ethnic disparities such as these are addressed and not forgotten. Similarly the MeToo movement has shone a light on the experiences of women around sexual abuse and harassment.

Now, whilst learning to live with COVID-19, the “cost of living crisis” has erupted, with significant rises in energy bill costs and increasing costs of food. Many people and families are now struggling to make ends meet.

This tumultuous societal landscape means it is imperative that at Tameside Council there is an embedded approach and ethos in the organisation to addressing and alleviating inequalities throughout the borough. So, implementing this Equalities Strategy is the ethical and moral thing we should do as an organisation. This will ensure that addressing and alleviating inequalities orients and permeates throughout all strategies, policies, and services. If action is not taken and inactivity prevails then there is the danger of complicity in furthering existing inequalities. This goes against the mission to serve and deliver the best possible outcomes for all residents throughout Tameside.

Legal Duties

The Council has a legal duty under the Equality Act 2010 to produce and publish equality objectives every four years. These objectives should be specific and measurable. The approach to equality must account for all “protected characteristics”. These are attributes that can underlie a person’s or community’s marginalisation. There are nine such characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, including colour, nationality, ethnicity, and national origin
- Religion or belief
- Sex
- Sexual orientation¹

In Tameside, there are five further protected characteristics considered: current and former members of the armed forces, mental health, carers, breastfeeding and socio-economic disadvantage.

These legal duties, as well as the ethical imperative outlined above, underpin the development of this Equalities Strategy.


¹More information about our legal duties in terms of equalities can be found in Appendix Two.

This Strategy's Scope

This Strategy is about embedding an approach and ethos throughout the organisation that will orient and permeate all strategies, services, and operations. This will put us in a better position to address things like socio-economic inequalities. There are other strategies and policies that more directly address specific inequalities, such as the Poverty Strategy and the Inclusive Growth Strategy.

This strategy is for Tameside Council. The previous One Equality Scheme 2018-2022 was a joint strategy with NHS Tameside and Glossop Clinical Commissioning Group (NHS T&G CCG). The legal framework governing the commissioning and provision of healthcare services in Tameside and Glossop has changed in 2022. NHS T&G CCG has been disbanded. Healthcare services in Tameside have been incorporated into the newly formed Greater Manchester Integrated Care Partnership, which brings together healthcare commissioners and providers from across Greater Manchester to collectively plan and organise healthcare services to meet the needs of all local populations. In conjunction, healthcare services in Glossop have been incorporated into Joined Up Care Derbyshire. As a result, the Council is solely accountable for this strategy.

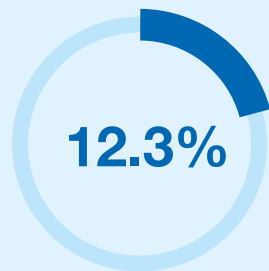
Nevertheless, work will continue to align with Greater Manchester Integrated Care (Tameside), the new body that oversees healthcare services in Tameside, considering especially the health inequalities that were brought to public attention during the COVID-19 pandemic.

The background image shows a canal scene with a tall brick chimney on the left, several multi-story brick buildings along the banks, and a red and blue narrowboat in the foreground. The scene is overlaid with a blue tint. A large yellow circle with a white center is positioned in the middle of the image, containing the text '2 Tameside Profile'.

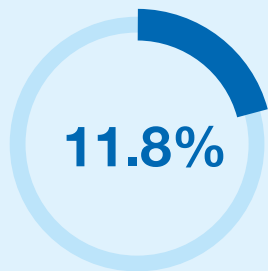
2 Tameside Profile

Age Groups in Tameside

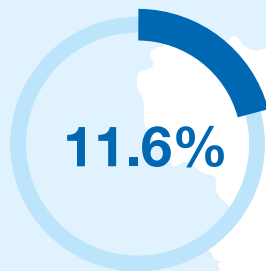
Source: 2021 Census



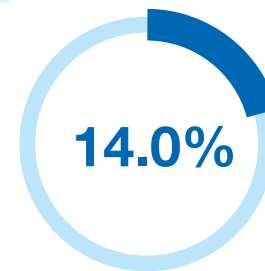
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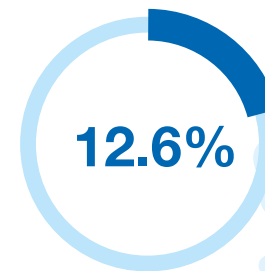
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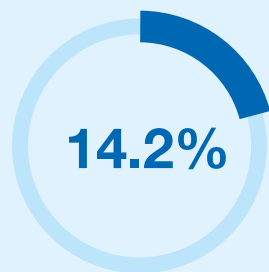
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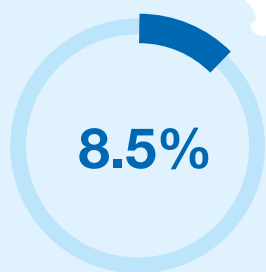
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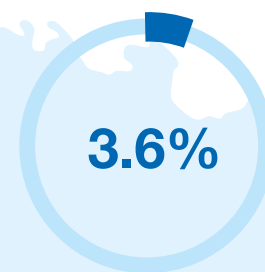
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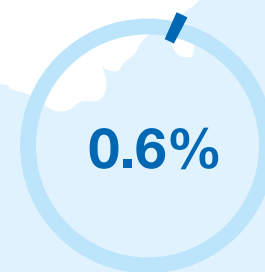
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Aged 70-79



Aged 80-89



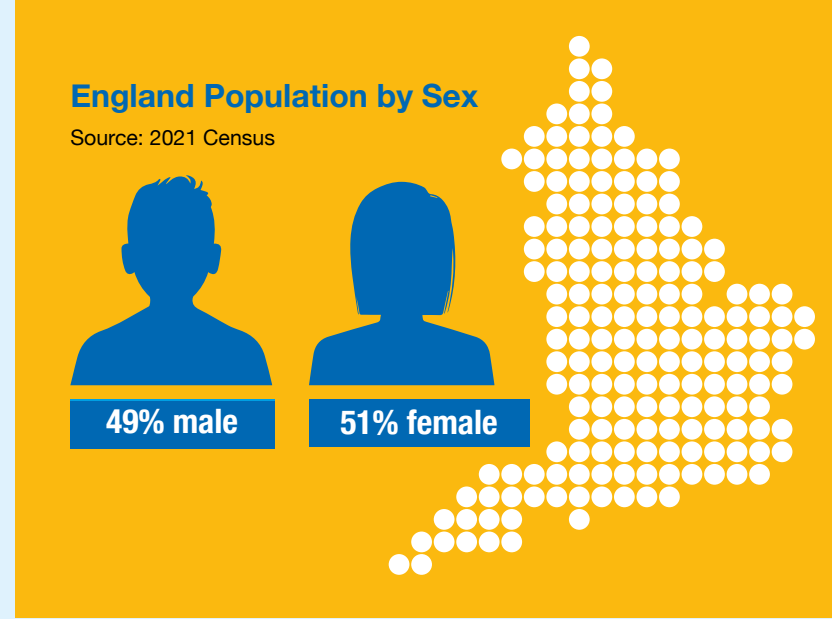
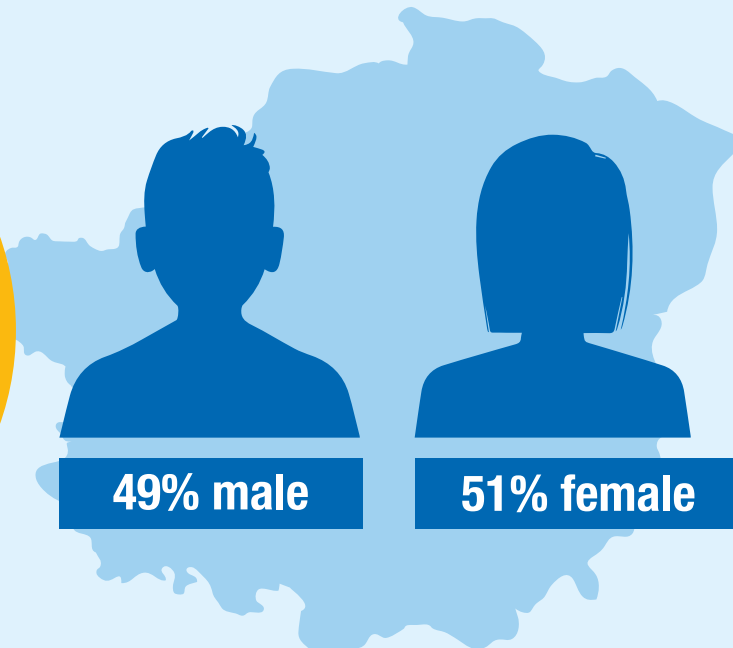
Aged 90+

Tameside has an ageing population. There was a 0% population change in those aged 0-49, whilst there was a 16% increase in those aged 50+.



Tameside Population by sex

Source: 2021 Census



Disability in Tameside

Source: 2021 Census

Tameside

Source: Census 2021



England

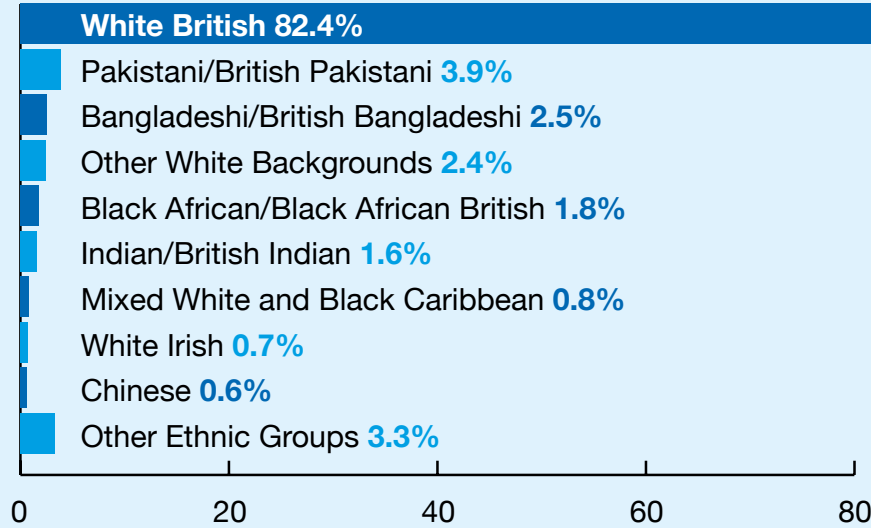
Source: Census 2021



Compared to England (7.3%), Tameside has a higher proportion of residents who are disabled and whose day-to-day activities are limited a lot (9.2%).

Ethnic Population in Tameside

Source: 2021 Census

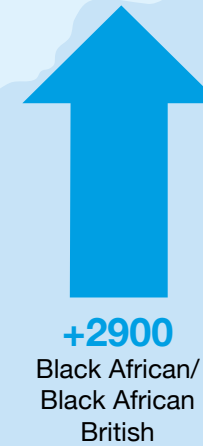
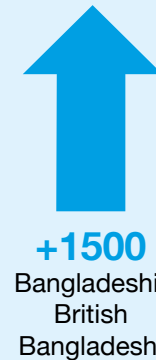


After those who identify as White British (82.4%), the next three ethnic groups who comprise the highest proportions of Tameside's population are Pakistani/British Pakistani (3.9%), Bangladeshi/British Bangladeshi (2.5%), and those from other white backgrounds (2.4%).

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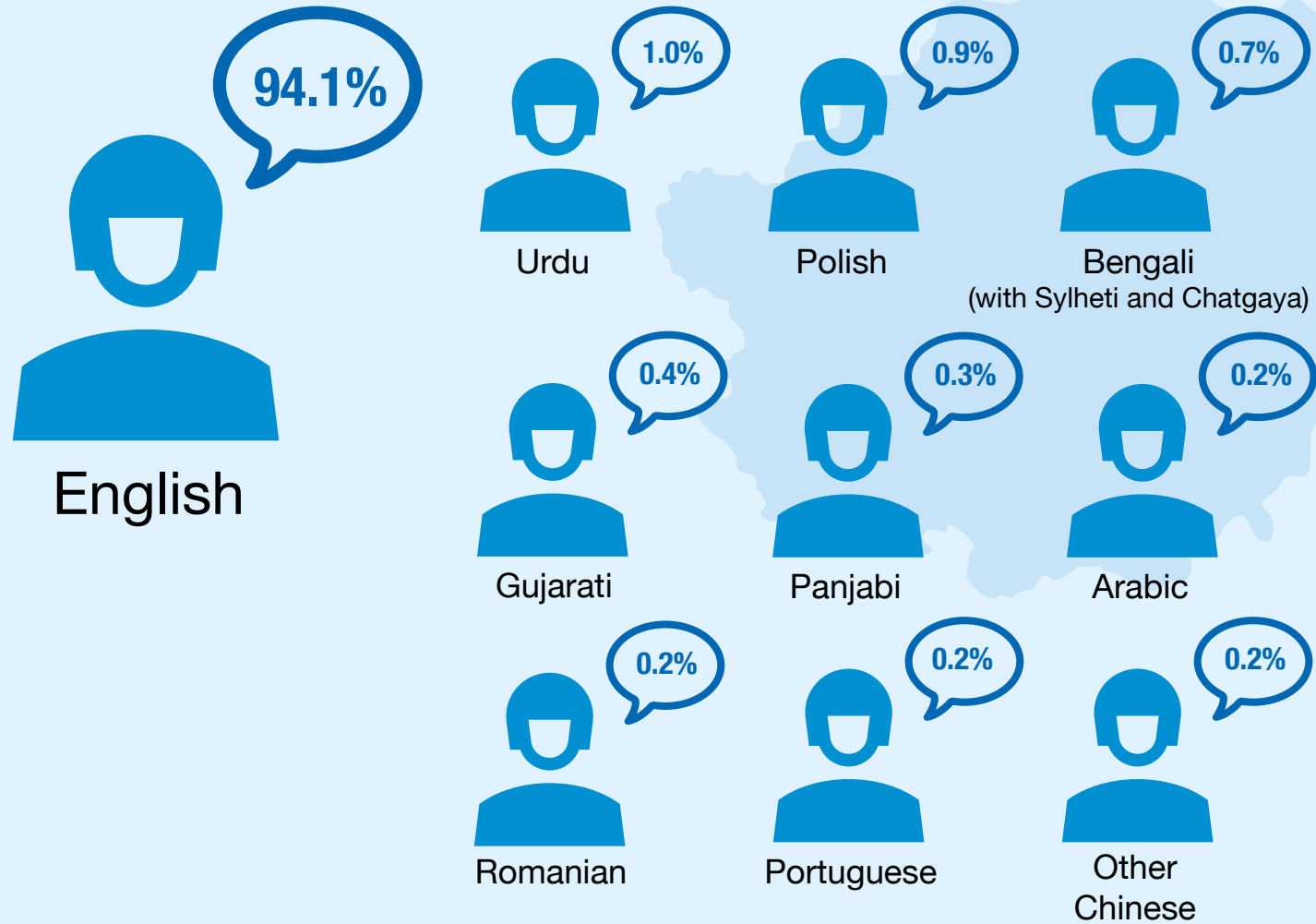
Tameside Population Increase

The largest population increases since the last census have occurred amongst Pakistani/British Pakistani (+4100), Black African/Black African British (+2900), those from other white backgrounds (+2000), and Bangladeshi/British Bangladeshi (+1500).



Main Language in Tameside

Source: 2021 Census



After English, the following languages had the highest proportion for first or preferred language amongst residents in Tameside: Urdu (1.0%), Polish (0.9%), Bengali (with Sylheti and Chatgaya) (0.7%), Gujarati (0.4%), and Panjabi (0.3%).

Proficiency in English

Source: 2021 Census



36.0%
Can speak English very well



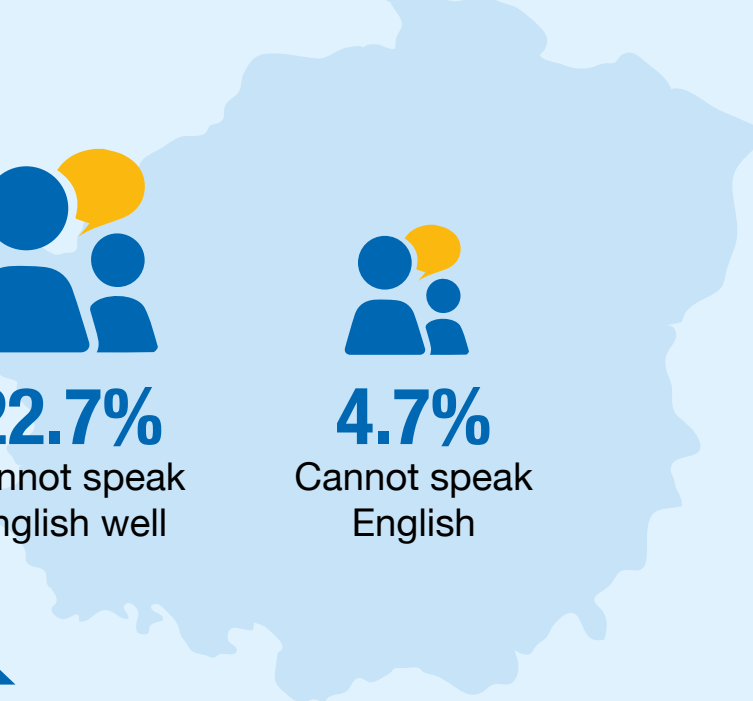
36.6%
Can speak English well



22.7%
Cannot speak English well



4.7%
Cannot speak English

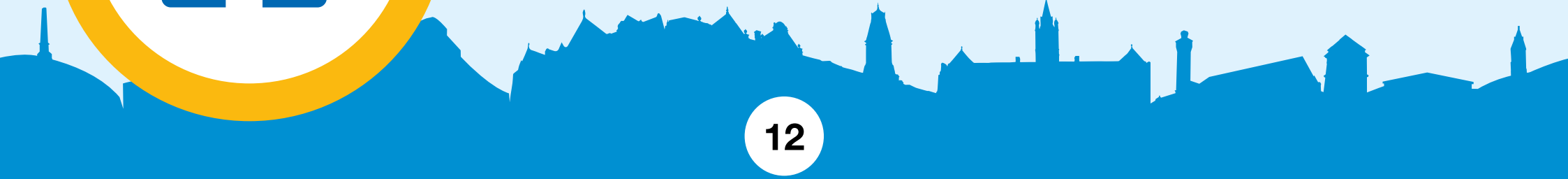


Of those whose main language is not English

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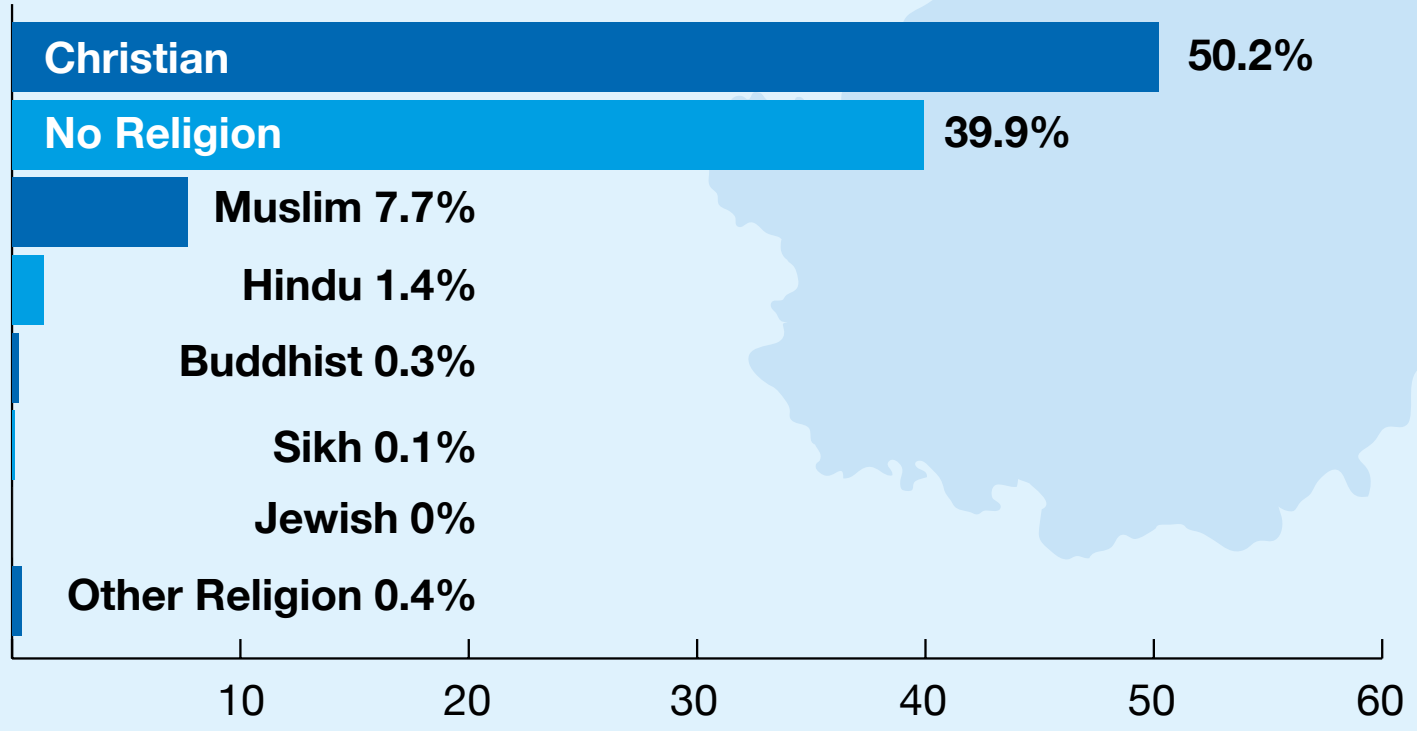


Also, there are 3000 households in Tameside in which no person speaks English as main language, with a further 900 households in which no adults speak English as a main language yet a child aged 3-15 speaks English as a main language.



Religious Denominations in Tameside

Source: 2021 Census

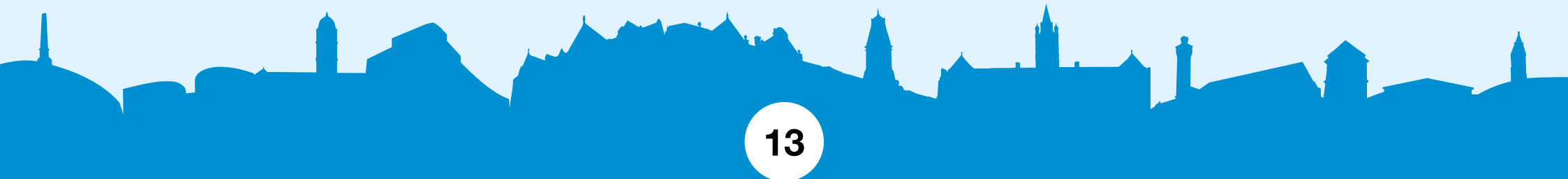


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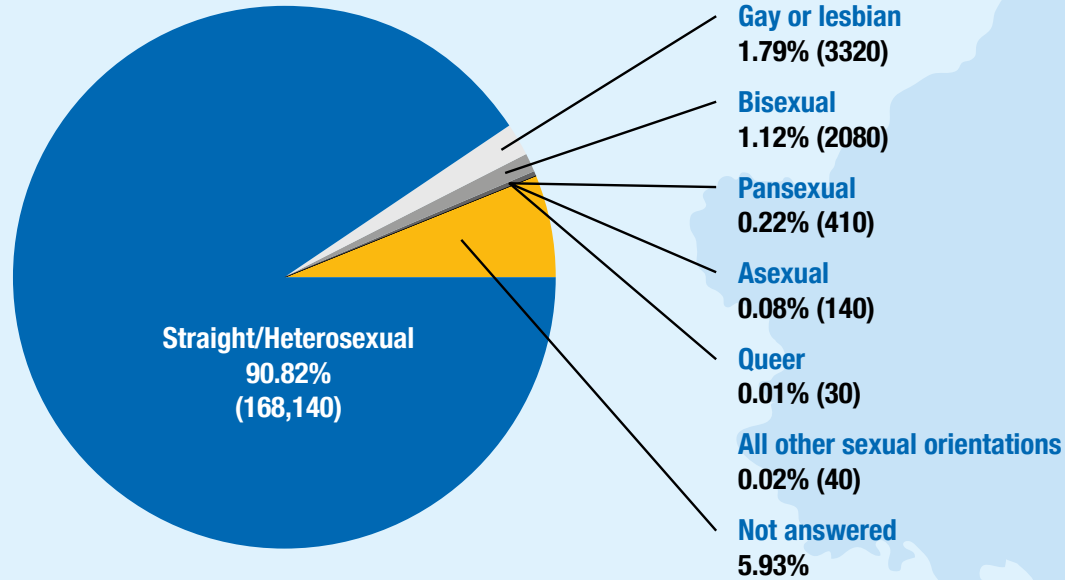
The religion with which most Tameside residents identify with is Christianity (50.2%), followed by those who state they have no religion (39.9%) and Islam (7.7%).

Nevertheless, since the last census, there has been a large decline in the number of residents who identify with Christianity (-29,800) and, conversely, an increase in those with no religion (+36,200) and those who identify with Islam (+7200).



Sexual Orientation in Tameside

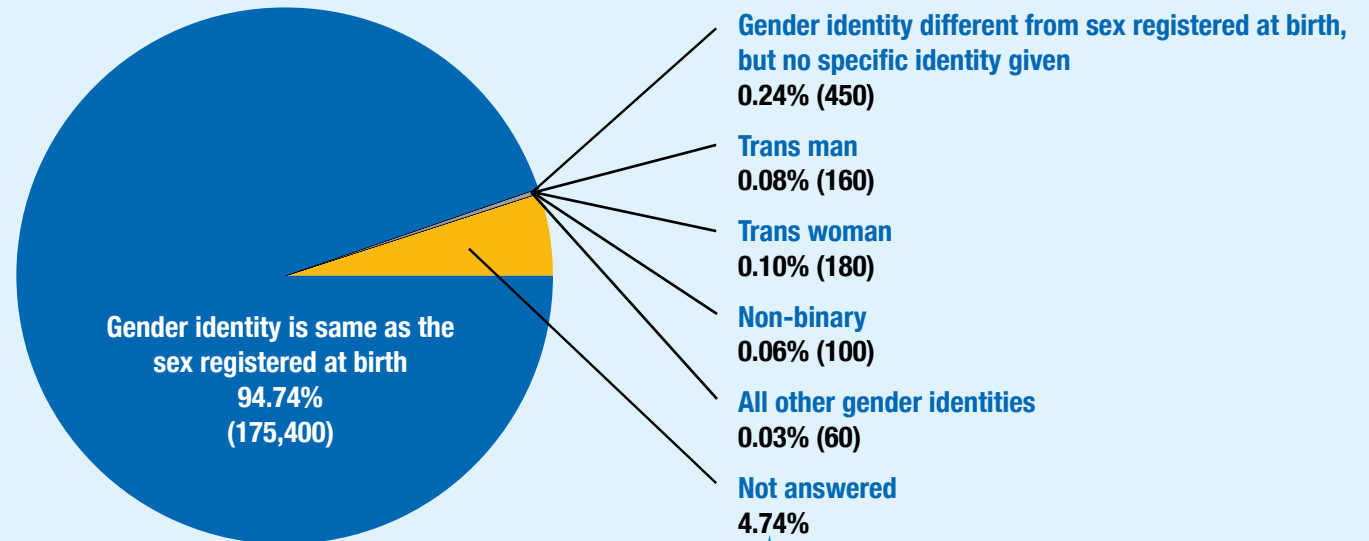
Source: 2021 Census



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Gender Identity in Tameside

Source: 2021 Census



Marital Status and Civil Partnerships in Tameside

Source: 2021 Census

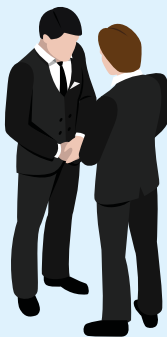
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Never married/never registered a civil partnership
40%



Married/civil partnership: Opposite Sex
40.4%



Married/civil partnership: Same Sex
0.4%



Separated
2.6%



Divorced/dissolved civil partnership
9.7%



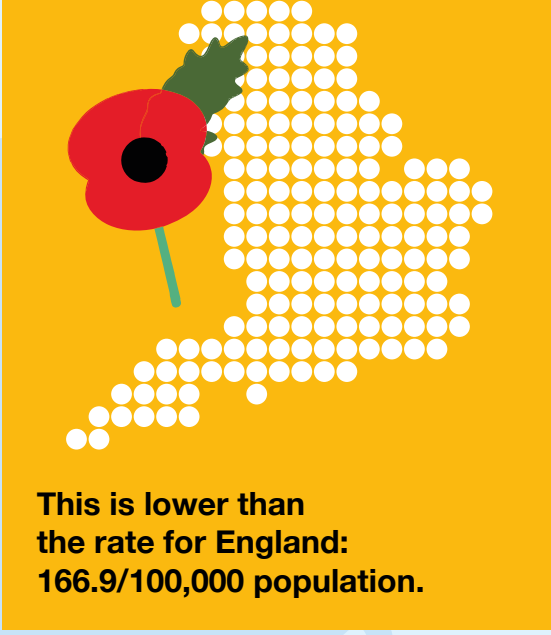
Widowed
6.7%

Armed Forces Veterans in Tameside

Source: 2021 Census



There are 154.7 armed forces veterans per 100,000 population in Tameside.



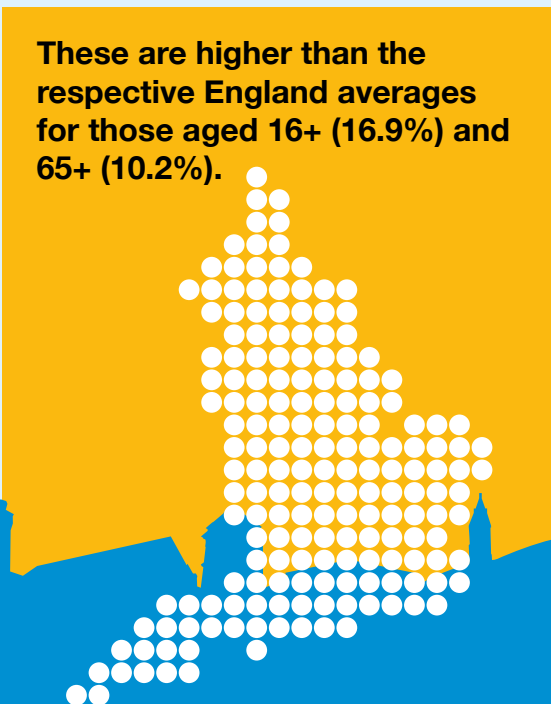
This is lower than the rate for England: 166.9/100,000 population.

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The estimated rate of common mental health disorders in Tameside

Mental Health in Tameside

Source: 2021 Census



These are higher than the respective England averages for those aged 16+ (16.9%) and 65+ (10.2%).



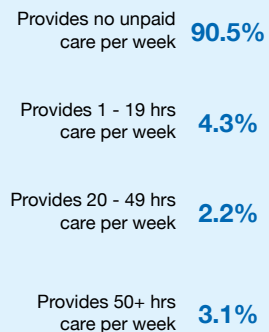
Provision of Unpaid care in Tameside

Source: 2021 Census



Provision of Unpaid Care in Tameside

Source: Census 2021



Provision of Unpaid Care in England

Source: Census 2021

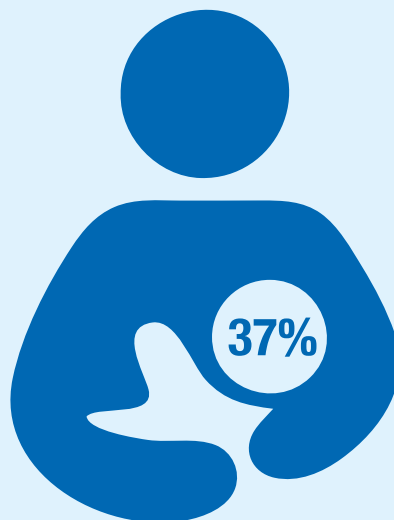


Tameside has a slightly higher proportion of residents who provide 20+ hours of unpaid care per week (5.3%) than England (4.4%).

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Pregnancy and Maternity (breastfeeding)

Source: Office for Health Improvement and Disparities Fingertips Profiles

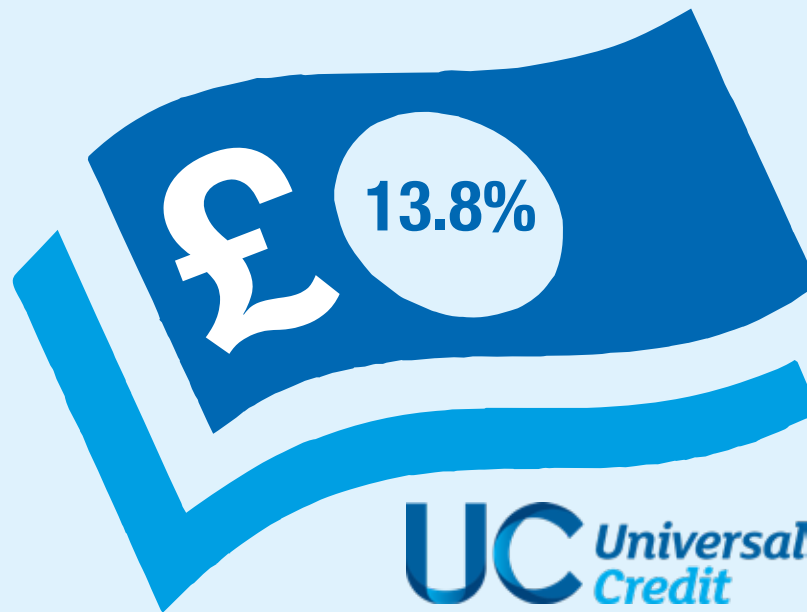


In 2021-22, at 6-8 weeks after birth, 37% of babies were being breastfed in Tameside, which is lower than the breastfeeding prevalence nationally (49%).



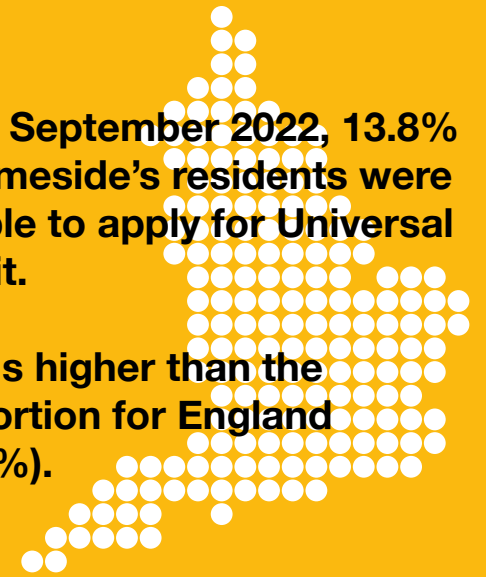
Socio-Economic Disadvantage

Source: Department for Work and Pensions Stat X-plore



As of September 2022, 13.8% of Tameside's residents were eligible to apply for Universal Credit.

This is higher than the proportion for England (10.7%).





3

Developing the Equalities Strategy

Engagement and Consultation

In identifying our objectives for the next five years a variety of public engagement, consultation, and self-assessment methodologies have been undertaken. This has helped us understand where our priorities are, the gaps in how we work with more diverse communities, and what must be done to address this.

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The Local Government Association Equality Framework (EFLG)²

The purpose of the Equality Framework for Local Government (EFLG) is to help Local Authorities review and improve their performance for people with characteristics protected by the Equality Act 2010.

The EFLG has four improvement modules:

- 1. Understanding and Working with Communities**
- 2. Leadership and Organisational Commitment**
- 3. Responsive Services and Customer Care**
- 4. Diverse and Engaged Workforce**

We used the findings from the self-assessment to develop the objectives set out below.

² Local Government Association (2021): “Equality Framework for Local Government”. Available at: [Equality Framework for Local Government \(EFLG\) 2021 | Local Government Association](#)

The Tameside Partnership Engagement Network

In July 2022, public engagement activity was undertaken with individuals, VCSE organisations and charities via the Tameside Partnership Engagement Network Conference.

A number of key local organisations participated in the engagement activity, including the below:

- **Action Together**
- **Ashton Pioneer Homes**
- **Diversity Matters**
- **Tameside Healthwatch**
- **Made By Mortals**
- **Stroke Association**
- **TOG Mind**

Key feedback from the event can be found from the PEN report here: [PEN Reports](#)

Tameside Inequalities Reference Group

The Tameside & Glossop Inequalities Reference Group (IRG) provides a forum to enable the sharing of ideas on responsibilities under the Equality Act 2010 and the Public Sector Equality Duty, with the ultimate aim of reducing inequality across Tameside. Whilst the group is not a decision making body, it makes recommendations for action via existing governance structures and steers action to address inequalities.

Membership of the group is made up of representatives from a range of public sector and VCSE organisations across the area. The group meet on a quarterly basis to share progress on inequalities work, discuss emerging issues and discuss chosen areas of focus.

The IRG developed a work plan and the group have established leads from within the local community to drive each work area. A number of work areas were delivered throughout 2022 detailed overleaf.

- 1. Digital Exclusion:** This work area looked at the prevalence of people in Tameside who struggle to access digital services, the drivers, and impact.
- 2. Social Isolation and Wellbeing:** Tameside MIND undertook a series of focus groups and surveys, online and paper based, across their local client base. They aimed to understand the impact of the COVID-19 pandemic on residents' mental health and emotional wellbeing.
- 3. Children and Young People:** The experiences of children and young people during the COVID-19 pandemic were focused on, particularly in terms of education. A series of recommendations have been made, all of which have been approved by the Tameside Youth Council.
- 4. Learning Disabilities:** People First Tameside were commissioned to examine the experiences of people with learning disabilities during the COVID-19 pandemic and how improvements can be made.
- 5. Community Cohesion:** This work stream reviewed local, regional, and national research to direct Tameside's community cohesion programme. A series of recommendations were made, including the publication of a new Community Cohesion Strategy.
- 6. Communication and Language Barriers:** Diversity Matters North West (DMNW) were commissioned by Tameside Council to provide an overview based on key local research and public engagement covering barriers faced by ethnic minority communities living in Tameside to accessing information, e.g. language barriers, inaccessible formats, etc.

All of the areas of focus have concluded with presentations and reports published on the Council's website. The Health & Wellbeing Board will be using these and future reports to inform their forward planning and their statutory role in addressing inequalities³.

³All reports published under the remit of the Tameside Inequalities Reference Group are available at: [Tameside & Glossop Inequalities Reference Group](#)

Manchester Pride - All Equals Charter⁴

Tameside Council and NHS Tameside and Glossop Clinical Commissioning Group (TGCCG) achieved high praise for their “exceptional” efforts to improve equality and inclusion and support diversity.

In 2022 both organisations achieved ‘Role Model’ accreditation from the All Equals Charter, Manchester Pride’s equality, diversity and inclusion programme. The All Equals Charter assists businesses and organisations in understanding, recognising and challenging any form of discrimination in the workplace. The charter aims to make the workplace inclusive, diverse and equal for marginalised people.

All Equals Charter members strive towards accreditation of various levels, beginning at Entry Level and ending with Role Model Level. The members are invited to follow a set of commitments and principles which they are regularly assessed on to ensure their services and company promotes equality and diversity for all members of marginalised communities.

Tameside Council and Tameside and Glossop CCG volunteered to become members of the All Equals Charter in 2019. Volunteering to take part in the All Equals Charter assures efforts to improve diversity in the work place and across local services are effective and support an inclusive environment. The feedback provided by the All Equals Charter facilitated us to develop an action plan to further improve equality in the work place and services for the LGBTQ+ and other marginalised communities. This has been incorporated into this Strategy. Work will continue throughout 2023 to deliver on recommendations made through the accreditation process and we remain members of the All Equals Charter group.

⁴More information on Manchester Pride’s All Equals Charter is available here: [All Equals Charter – Manchester Pride](#)

4

Our Equality Objectives

From the engagement, consultation, and self-assessments outlined above, we have identified six Equality Objectives. Through these objectives, we aim to embed an approach and ethos throughout our organisation that will centralise equality, ensuring that equalities concerns will orient and permeate through all our strategies, policies, and services.

These objectives are:

- 1. Continuous Effective Monitoring:** Improve our approach to monitoring performance in terms of equalities to enable transparency, accountability, and rigour.
- 2. Embedding Equalities in Service Change:** Embed equalities in service changes, strategy and policy development, and decision-making processes across the organisation through robust and rigorous Equality Analysis and Impact Assessments.
- 3. Cultivate Seldom Heard Voices in Engagement:** Expand and adapt our engagement and consultation approaches to increase the involvement of “seldom-heard groups” and ensure that their perspectives are central to strategy, policy, and service development.
- 4. Addressing Barriers to Information and Services:** Address and alleviate barriers to accessing Council information and services that protected groups encounter.
- 5. An Accepting Organisational Culture:** Instil an organisational culture and practice of acceptance of different staff needs and requirements to ensure that all staff, particularly those from protected groups, are valued.
- 6. Celebrating Diversity:** Promote and celebrate the value of diversity in Tameside, so that as an anchor institution, the Council can be a positive exemplar to the broader community.

5

Action Plan

Under each of the Equality Objectives defined, a series of actions have been identified that will enable our organisation to achieve each objective. These actions are set out in an action plan:

1. Continuous Effective Monitoring

Improve our approach to monitoring performance in terms of equalities to enable transparency, accountability, and rigour.

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Actions:

• Equalities Dashboard:

- Develop an Equalities Dashboard to present relevant data in a usable and trackable format
- Determine the equalities data to be contained in the Dashboard by consulting Census data, the Equalities and Human Rights Commission's Measurement Framework⁵, and Tameside Council's workforce data.
- Research whether our equalities measures can be benchmarked against other local authorities, particularly our GM and statistical neighbours, and national data to highlight inequalities that we need to address in Tameside.
- Monitor equalities data over time to assess the difference that Council policies and services make in addressing inequalities.
- Provide access to and promote the Equalities Dashboard via the Council's website and intranet.

• Monitoring of equalities by services:

- Conduct an audit to determine how/whether different services monitor equalities, examining what they monitor and what they use this information for.
- Develop processes to systematically monitor departmental commitments around equalities.
- Develop a mechanism that identifies issues of inequalities that particular protected groups may be experiencing in Tameside, so that these can be addressed through targeted interventions.

• Procurement:

- Conduct and audit contracts with service providers to determine if equalities are monitored.
- Introduce mandatory requirement that all contracts include equalities considerations and that equalities should be monitored.

⁵Equality and Human Rights Commission (2017): "Measurement Framework for Equality and Human Rights". Available at: [measurement-framework-interactive.pdf \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/wp-content/uploads/measurement-framework-interactive.pdf)

2. Embedding Equalities in Service Change

Embed equalities in service changes, strategy and policy development, and decision-making processes across the organisation through robust and rigorous Equality Analysis.

Actions:

- Conduct an internal review of Equality Analysis processes to determine how equalities are embedded across directorates via an EIA Audit and anonymous staff survey.
- Review EIA template – include space for data evidence and define the protected characteristics.
- Create an accessible Equalities toolkit to improve equalities practice across the organisation. Include best practice guidance on the completion of EIAs to ensure that EIAs are completed efficiently and effectively.
- Provide equalities training (including EIAs) to Elected Members and staff to instil best practice across the organisation.
- Develop performance indicators to track the quality of Equality Analysis.
- Publish EIAs in a centralised location on the Council's website.
- Establish cumulative Equality Analysis, i.e. monitor the cumulative impact of service changes and policy development on particular demographic groups through EIAs and other sources.
- Consider adopting Cared for Children and Care Leavers as a protected group under Equality Analysis.
- Conduct a review on the extra protected groups included in Equality Analysis beyond those prescribed in the Equality Act 2010.

3. Cultivate Seldom Heard Voices in Engagement

Expand and adapt our engagement and consultation approaches to increase the involvement of “seldom-heard groups” and ensure that their perspectives are central to strategy, policy, and service development.⁶

Actions:

- Improve our programme of reaching out to seldom-heard groups with a view to obtaining a better understanding of their concerns.
- Monitor the participation of protected groups in consultation and engagement compared to the demographic breakdown of Tameside’s population.
- Increase accessibility of consultations to seldom-heard groups, e.g. easy read format, paper versions, etc.
- Improve relationships with VCSE groups that work with and support protected groups.

⁶Healthwatch define “seldom-heard groups” as “under-represented people who use or might potentially use services and are less likely to be heard by these service professionals and decision-makers”.

Source: [20200727 How to coproduce with seldom heard groups.pdf \(healthwatch.co.uk\)](#)

4. Addressing Barriers to Information and Services

Address and alleviate barriers to accessing Council information and services that protected groups encounter.

Actions:

- Work with services to map barriers that protected groups may encounter when using their service.
- Develop inclusive and tailored communications approaches aimed at specific protected groups through varied communications methods (e.g. leaflets, visual graphics, videos), translated materials, and appropriate formats (e.g. Braille, Easy Improve Read).
- Promote the Council website's accessibility functions – translations (including audio translations), colour formatting, etc.
- Review cultural training for all staff, particularly those in customer-facing roles, to identify gaps in current training and how it can be improved.
- Provide refresher training on cultural sensitivity for all staff, particularly those in customer-facing roles.
- Conduct a review of all Council physical spaces to ensure that these are accessible for people with physical disabilities and visual/hearing impairments, as well as people who are neurodivergent and from an ethnic or cultural minority.

5. An Accepting Organisational Culture

Instil an organisational culture and practice of acceptance of different staff needs and requirements to ensure that all staff, particularly those from protected groups, are valued.

Actions:

- Advance on the EDI training that is already offered to staff – e.g. training to be offered on neurodiversity, trans- inclusion, and non-binary inclusion.
- Drive forward the establishment of staff network groups beyond REACH and the Neurodivergent Employee Network.
- Establish a staff survey to monitor wellbeing in the workplace and disaggregate the results of this by protected group.
- Develop organisational policies around coming out and transitioning.
- Include staff pronouns in email signatures.
- Review workspaces and working processes to ensure the Council is an inclusive working environment for all.
- Review recruitment processes for protected groups to improve the accessibility of recruitment and improve the representation of protected groups amongst the Council workforce.
- Review induction process so that that new recruits are able to discuss their preferred ways of working and reasonable adjustments, e.g. through the Health and Wellbeing Passport.
- Aim to increase representation amongst Council leadership, so that a broader array of lived experiences and viewpoints are present at the top levels of the Council.
- Promote the channels through which staff can provide feedback on barriers they are encountering in the workplace.

6. Celebrating Diversity

Promote and celebrate the value of diversity in Tameside, so that as an anchor institution, the Council can be a positive exemplar to the broader community.

Actions:

- Organise and promote important calendar periods and events (e.g. Black History Month, Pride Month, International Women's Day, Remembrance Day).
- Promote the Council's achievements in terms of equalities to show that our commitment to equalities is not tokenistic but rooted in action.
- Achieve the LGA Equality Excellence award through successful peer review.
- Continue to deliver events that celebrate diversity in Tameside.
- Promote and celebrate diversity through publications like Citizen and use of Social Media

The background of the page is a photograph of a canal scene. On the left, a tall, dark brick chimney stands against a blue sky with light clouds. The canal water is calm, reflecting the sky and the buildings. On the right, there are several multi-story brick buildings with many windows. In the foreground, a red and blue narrowboat is docked. The overall scene is a mix of industrial and residential architecture.

6

Implementing the Strategy

Corporate Governance

The Health & Wellbeing Board will hold a Delivery Group accountable for implementation of this Strategy. Their status as an independent body provides the appropriate degree of challenge.

Each year the council will produce an end-of-year progress report against plans for implementation, which will offer an opportunity to reflect on challenges and achievements and also inform our plans for the coming year.

The Inequalities Reference Group, which comprises Elected Members, Council and Health Colleagues as well as third sector Partners takes a wider look at inequality across the borough. It acts as a forum for the sharing of ideas and thoughts on carrying out responsibilities under the Equality Act 2010 and the Public Sector Equality Duty. As a further degree of oversight it can also request updates on implementation, delivery and monitoring of equalities data.

A Delivery Group comprising 'Champions' from each department will be responsible for implementation of this Strategy.

Monitoring Performance

The proposed Equalities Dashboard will provide the means for the Governing Groups to monitor the impact of the Strategy.

A further recommendation around services adding equalities data to existing dashboards should also provide some insight into take-up of services by protected characteristic and, again, provide clarity on progress.

Links to Corporate Plan

Inclusivity is at the heart of the Corporate Plan, providing a cross-cutting link to each of the eight priorities across the themes of 'Starting Well', 'Living Well' and 'Ageing Well'. As a Corporate priority the end-of-year progress report will therefore also go to Cabinet for consideration.

Strategic Context

Work in Greater Manchester (led by Greater Manchester Combined Authority) also contributes to the Equalities landscape in Tameside. Through Groups such as the GM Equality Officers Group and the seven Equality Panels we are able to share best practice and contribute ideas to regional solutions.

Appendix
ONE
Case Studies
of Good
Practice

Free school meal voucher scheme

With thousands of local families were facing unprecedented challenges during the COVID-19 pandemic and beyond there was a need to do everything possible to support them. A free school meal voucher scheme was launched to ensure no Tameside children went hungry during holiday periods. Families were able to apply for the vouchers at www.tameside.gov.uk/voucher. Around 9,000 children were eligible for income based free school meals across the borough.

Thousands of applications were sent in and verified, with vouchers being sent out. It was good to know those who needed support were getting it.

Free food vouchers to support struggling families

Thousands of Tameside families were facing unprecedented challenges during the COVID-19 pandemic. The Government's COVID-19 Winter Grant for a [package of measures](#) was used, which included free supermarket food vouchers for children eligible for free school meals, as well as for sixth form and college students from low income households. Care leavers also received vouchers and a limited number of vouchers were made available through the [Early Help Access Point](#) and [Welfare Rights](#).

The scheme was [recognised on Twitter by Marcus Rashford](#), who campaigned nationally for free school meals during the holidays for children living in poverty.



Marcus Rashford MBE @MarcusRashford · 16 Dec 2020

Tameside Council



Tameside Council @TamesideCouncil · 16 Dec 2020

Children eligible for free school meals will receive supermarket food vouchers to help ensure they don't go hungry over the Christmas & February holidays as part of our wider package of measures to support struggling households tameside.gov.uk/Newsroom/Schoo...

[Show this thread](#)

Read more: <http://www.tameside.gov.uk/Newsroom/School-holiday-food-vouchers-for-struggling-famili>

BILD Oliver McGowan Learning Disability and Autism Training

BILD Oliver McGowan Autism Training was carried out for Tameside Council's staff, which covers how best to support those with learning disabilities and autism amongst our workforce.

Tameside residents who are autistic or have a learning disability led the sessions. The training is named after Oliver McGowan, whose death shone a light on the need for health and social care staff to have better training

Hate Crime Awareness

As part of Hate Crime Awareness Week in 2021, a Hate Crime Small Grants fund was launched, in partnership with Action Together, where community groups bid for up to £1000 for projects that promoted hate crime awareness. There is more information on the newly refreshed [hate crime webpage](#). The Community Cohesion Officer, Terry Finn, offered online talks to community groups about hate crime and how to report it. Such talks are vital, as hate crime is hugely under-reported.

Half-Term Holiday Scheme

A half-term holiday scheme in February 2021 provided healthy activities for Tameside's vulnerable children and those of key workers. Active Tameside provided a host of COVID-safe activities that gave parents and carers a half-term break and much-needed respite for families of children with disability. The diverse range of activities included sports and life skills that would help children keep fit and healthy and boost their abilities.



Reaccreditation of Charters – Mindful Employer and Disability Confident



In 2021, The Council were reaccredited with **Mindful Employer** for 'Employers Positive about Mental Health'. This charter helps us as an organisation to be recognised as those employers who are working towards better mental health in the workplace, no matter where they are in their journey. It is clear that people experiencing mental ill health continue to report stigma and discrimination at work.

Through the 'Charter for Employers Positive about Mental Health' a commitment to creating a supportive and open culture, where colleagues feel able to talk about mental health confidently, and aspire to appropriately support the mental wellbeing of all staff.

This includes an on-going commitment to:

- Provide non-judgemental and proactive support to staff experiencing mental ill health.
- Not make assumptions about a person with a mental health condition and their ability to work.
- Be positive and enabling towards all employees and job applicants with a mental health condition.
- Support line managers in managing mental health in the workplace.
- Ensure we are fair in the recruitment of new staff in accordance with the Equality Act (2010).
- Make it clear that people who have experienced mental ill health will not be discriminated against, and that disclosure of a mental health problem will enable both the employee and employer to assess and provide the right level of support or adjustment.

The Council also been recently reaccredited with Disability Confident, which recognised how the organisation is thinking differently about disability and taking action to improve how recruitment, retention and training of disabled employees. Being Disability Confident is a unique opportunity to lead the way in our community, and you discover someone the business cannot do without!



As a **Disability Confident Employer** organisations must:

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people.

Tameside couple support LGBT+ Adoption & Fostering Week

A big thank you was given to our foster carers who were helping us to highlight New Family Social's annual LGBT+ Adoption and Fostering Week, which had a 'Build your Family' theme. People who foster for their local authority give local children the chance to experience a stable and loving family life and to remain within their local area. This means that local authority foster carers are helping children to stay close to friends and family, and to remain in the same schools, at what can otherwise be a very unsettling time in their lives. The Council needs foster carers from all backgrounds to look after children of all ages.

Mental Health Courses and Activities

Over the last few years, we have worked hard to change the conversation about mental health, by providing training courses and awareness sessions to staff, such as improving personal resilience, mental wellbeing in a hybrid workplace, and so on. This is in conjunction with the fantastic work that our Mental Health First Aiders, Health and Wellbeing Champions and of course our passionate individuals across the organisation making it a priority to talk about mental health.

New People Plan

The new [People Plan 2021 – 2024](#) launched in June 2021. It recognises that people drive success and enable the organisation to deliver on its vision, purpose, and priorities, and that people are our most important resource and asset. It sets out a charter for all people related matters, supporting the ambition to be an employer of choice, where employees feel valued, listened to, and know their contributions really matter. Following the challenges presented by the COVID-19 pandemic, it was important to re-evaluate the strategic aims for the workforce over the next few years, to ensure that we:

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- **Have a people offer that is robust**
- **Create and sustain a positive culture**
- **Continue to attract, develop and retain the best people**
- **Are ready and committed to embrace the opportunities and challenges presented to us by the pandemic and beyond**
- **Are able to capture and embed the positive aspects of our changed way of working, increasing flexibility and performance.**

To achieve the aims set out in our new People Plan, a number of the organisation's people offers have been refreshed, so that the organisation can continue to support and develop the workforce effectively.



Social media celebration for Armed Forces Day

Tameside might not have been able to celebrate Armed Forces Day with the usual events in Denton but there was still a great deal to recognise the borough's long and close relationship with the forces.

Libraries and Culture were posting on social media all week. There was something on Twitter every 30 minutes from 9am, and every hour on Facebook, culminating in the release of a short video at 4pm featuring some of the highlights from previous Victoria Park celebrations. Dukinfield Town Hall were floodlit in red, white and blue.

The Armed Forces Day flag was raised in Denton at the town hall and at the Tameside Armed Services Community (TASC) allotment. The allotment site at Rose Hill was completely transformed with a summer house, raised beds, a fruit cage and a polytunnel. Various crops and fruit trees were planted. It's available to all TASC members, whether they want to grow things or just meet up for a cup of tea and a chat.



Low Cost Food Scheme Opening to More Tameside families

It's great to be working with food surplus redistribution charity [The Bread and Butter Thing \(TBBT\)](#) to expand its innovative, affordable food service in the borough. A hub was already been operating in Hattersley since 2018 and now, thanks to external grant funding, the public health team commissioned a new hub at St Peter's Church in Ashton-under-Lyne next Wednesday (14 July). Two further hubs will open in subsequent weeks at Haughton Green Community Centre and Ridgehill BigLocal. Not only will it offer people on low incomes access to quality food at an affordable price, it also means that surplus food is being used and not wasted, so it was a great result all round.



Supporting Our Young People

Executive cabinet approved a new scheme to help a group of at-risk young people into employment, education, or training. The £280,000 scheme will focus on 46 young people identified as high risk of becoming NEET (not in education, employment or training) due to their attendance in education.

A multi-agency plan is in place to provide additional support including in education and pupil referral services. To further support the young people, the Youth Employment Scheme aspect of the Tameside Employment Fund has been reinstated to give the young people access to six months paid employment at local companies. This is a fantastic example of our commitment to ensuring vulnerable young people have the opportunities and support they need to succeed.

Active Tameside award for diversity and inclusion

The 'Everybody Can' service, run in partnership with Active Tameside, received the 'Diversity and Inclusion' Award for the second time at the national ukactive Awards. Everybody Can provides fully accessible and inclusive health, wellbeing, and social development support to thousands of residents with varying needs and abilities. It involves over 15,000 community-based sessions annually, attended by over 1200 young people and adults with a disability or additional needs, and includes adult social care and outreach support and activities such as sport, swimming, cooking and horticulture and essential respite services for parents and carers. This is much deserved recognition for this brilliant work, which is making a difference.



Black History Month

“PROUD to be” was the theme for [Black History Month](#) which took place throughout October. It’s a national celebration to honour the too-often unheralded accomplishments of black Britons throughout the country’s history.

In Tameside [Arthur Wharton](#), the world’s first black professional footballer who played for two local sides, Ashton North End and Stalybridge Rovers, at the end of the 19th century was honoured. There is a blue plaque in tribute to him at the Tameside Stadium in Ashton.

Local Studies and Archives hosted a talk by Michelle Haller, who recounted her experiences as an NHS community nurse, and Libraries put together a reading list which included “100 Great Black Britons” by Patrick Vernon and Angelina Osborne.



Poverty Truth Commission

2021 saw the launch of the Tameside Poverty Truth Commission at the 4C Centre in Ashton.

The guiding principle is simple but powerful; creating effective and lasting solutions to poverty is only possible when we understand the everyday reality of poverty. In order to achieve this, Poverty Truth Commissions bring together people with lived experience of poverty (“grassroots commissioners”) and local community, businesses and political leaders (“civic commissioners”).

By giving a voice to those who would otherwise remain on the margins of society the Poverty Truth Commission allows for the development of new initiatives to tackle poverty at a local level, rooted firmly in the experiences of grassroots commissioners and the expertise of civic commissioners. The Commission has continued to meet regularly since then and will be presenting its findings when it concludes in 2023.

Tameside Youth Summit

Mental wellbeing, confronting sexism and homophobia, disruption to education, and improving public transport were some of the subjects discussed by young people at the first ever Tameside Youth Summit.

Designed and run by the members of the Tameside Youth Council with representatives from a number of schools and colleges in the borough, the event gave young people in attendance the opportunity to share their experiences of the coronavirus pandemic and what is important to them as the borough looks to build back better, fairer and greener.

The afternoon session of the Youth Summit then saw a number of local leaders and decision makers join the event to discuss with our young people the issues that were raised earlier on in the day.

This culminated in the drafting of a “Pledge Card” by every adult in attendance stating what they would do, both personally and within their organisations, to improve the lives of all young people in Tameside. The Youth Council will contact everybody who made a pledge in six months’ time to see if they’ve succeeded in turning them into action.

Some of the potential solutions discussed by young people and local leaders and decision makers in attendance included providing better mental health support through teacher training, wellbeing activities and “safe spaces”, strengthening youth councils in schools so that young people feel like they have a voice in their own education, doing more to tackle sexist, homophobic, transphobic and racist bullying, especially on social media, and introducing more regular timetables for public transport.

Recognition for supporting Equality and Diversity in Tameside

Tameside Council received the 'Role Model' accreditation from the All Equals Charter - Manchester Pride's equality, diversity and inclusion programme. As an organisation, high praise was offered for "exceptional" efforts to improve equality and inclusion and support diversity.

The All Equals Charter is based on a set of commitments (as outlined below) which members pledge to follow;

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- Recognition of the Diversity of LGBT+ People.
- Challenging Prejudice and Discrimination
- Employing a diverse workforce through open and fair recruitment procedure
- Developing and providing services that can be used by a diverse range of LGBT+ people
- Develop and review specific policies to implement this Charter
- Working with Partners
- Progress Tracking and Reporting



LGBT+ History Month

The diversity and talent of our LGBTQ+ communities were celebrated. It was also about raising awareness of and combating the prejudice and discrimination faced by many LGBTQ+ people.

Clarendon College and Tameside College came together with the Council on Wednesday 16th February, celebrating LGBT History month as part of our weekly groups with young people.

Weekly LGBT+ support groups are run by Tameside Youth Service for young people aged 17+ and for those in Years 7-11. It includes a safe space for LGBT+ young people, including those who are gender fluid, and/or questioning their sexual orientation or gender identity, where young people can meet, socialise, talk about what matters to them, make new friends, and participate in activities and have fun.

Ending Period Poverty with Hey Girls

Period poverty is a silent problem across Tameside and 1 in 10 people in the UK still cannot access or afford basic hygiene products. Working with Hey Girls, Children's Centres across Tameside offer support for people who are experiencing period poverty by having a stock of hygiene products including sustainable products.

Active Tameside centres have also recently partnered with Hey Girls and now provide free sanitary products in all of their venues too. People who visit the centres can discretely ask for a bag of products at reception by asking for Vera (pads) or Violet (tampons).

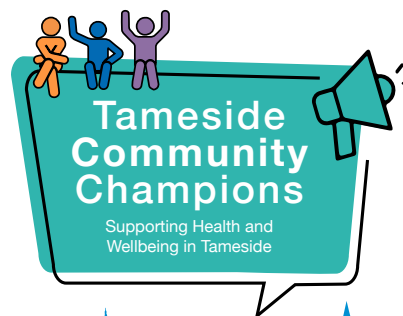
Alternatively, people can take from the available stock in all female, unisex or accessible toilets. These products are stocked up at the same time as toilet roll so they should always be available. It is important we work towards increasing access to free hygiene products. Thank you to services and organisations across Tameside for supporting people who cannot readily access these products.



Tameside Community Champions

Tameside recognised early on during the coronavirus pandemic that there are many people in communities who preferred to receive their information from those that they know and trust. It is for this reason that the "Community Champions" scheme was created. The Tameside Community Champions network is designed to empower residents and workforces with the information they need to lead the way in their community.

By bringing together existing networks and residents' groups together in one place, silos were broken down, a sense of collective spirit created, and a better relationship built between the council and residents. As well as sharing information and leading by example, Champions also play a valuable role in providing essential insight from diverse communities to the Council and partners. We are opening doors to have better relationships between council and residents and providing free training to support them in their roles.



Cost of Living Crisis & Poverty

In October 2022, the Council implemented the Socio Economic Duty, which provides a powerful new tool to understand, address and reduce socio-economic inequalities in our communities. This sits alongside and propels the work underway to tackle Poverty, underpinned by a new Poverty Strategy that will be launched early in 2023.

It also sits alongside the current work to address the Cost of Living crisis afflicting many in Tameside through campaigns like Helping Hand, which proactively directs people to the support they need at the moment.



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Supporting Men's Mental Health

We all know men do not often reach out even when in crisis, so a campaign to engage men more in local mental health services was launched. Partners came together to organise Tameside Men's Mental Health and Wellbeing Conference. The event aimed to raise awareness of mental health and wellbeing among men, foster conversations for mental health among men and to highlight the breadth of support available for men in Tameside and beyond.



Appendix
TWO
Legal Context

Equality Act 2010

The public sector equality duty is laid out in section 149 of the Equality Act 2010. It came into force on 5th April 2011, and it states that a public authority must, in the exercise of its functions, have due regard to the need to:-

- a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Act;
- b) Advance equality of opportunity between people who share a protected characteristic and those who do not share it;
- c) Foster good relations between people who share a protected characteristic and those who do not share it.

These are often referred to as the three 'arms' of the duty.

In short, this means that both Tameside Council and NHS T&G CCG must consider the impact our actions have on equality, and whether when delivering a particular service or function, or in our roles as employers, we are furthering the aims set out in law. The specific duties, detailed below, show the minimum amount of information we must publish in order to show that we are complying with the general duty.

This duty replaced the previous Public Sector Equality Duties that were in force covering race, sex and disability and expanded the scope of the previous duties to cover all 'protected characteristics' (although only the first 'arm' of the duty applies to marriage or civil partnership).

The Duty also applies to bodies that deliver services on our behalf, as in doing so they are exercising a public function. So for example, a private sector provider that is contracted to deliver a service in relation to adult social care would be required to consider the general duty and would be subject to its provisions. However, only the part of the organisation that is delivering the public service is subject to the duty; the organisation as a whole is not.

Having 'due regard' for advancing equality involves:

- a) Removing or minimising disadvantages suffered by people who share a relevant protected characteristic that are connected to that characteristic;
- b) Taking steps to meet the needs of people who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- c) Encouraging people who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

This means that when we are considering how our practices, policies and procedures impact upon equality we need to also be considering the ways in which we can mitigate any potentially negative impacts, and ensure that access to our services remains fair and equitable.

For example, the law requires us to make reasonable adjustments to the way in which services and public functions are delivered where a disabled service user may be placed at a substantial disadvantage.

In considering how a service is delivered or offered, we need to consider the potential barriers that a person with a disability may have to overcome in order to access it, and put in place reasonable adjustments to lessen these. Such adjustments may be physical, or they may involve providing an auxiliary aid, or altering the way in which the service is delivered

The Specific Duties

The specific duties are contained within the Equality Act 2010 (Specific Duties) Regulations 2011. They came into force from July 2011, and confirm the minimum steps that public bodies must take in relation to publishing information on equalities, such as workforce monitoring data and equality objectives. The 2011 Regulations were replaced by The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 in March 2017.

The regulations state annually, public authorities (with 150 or more employees) must publish information to demonstrate compliance with the general duty, including information about the protected characteristic status of employees, and other persons affected by our policies and practices.

The regulations also state that public authorities (with 150 or more employees) must publish one or more specific and measurable equality objectives, and subsequently at intervals of no more than four years from the date of first publication.

The information we publish must be in a manner that is accessible to the public, and may be contained within another published document. This in effect removes the requirement on public bodies to publish separate and specific equality schemes, as noted earlier.

Compliance with the Duty

Publication of the Equality Strategy ensures that we are adhering to the regulation stating that we must publish one or more specific and measurable equality objectives, and subsequently at intervals of no more than four years from the date of first publication.

The Equality Strategy contains our equality objectives and we have ensured that these are outcome focussed and are in alignment with other key strategic documents.

These sections also detail the processes and structures we have in place to ensure that appropriate consideration of equality issues is embedded in our decision making and day to day work.

Furthermore, it builds upon the work done as part of previous schemes and strategies of each of the organisations by including details of how we have engaged with our communities and ensured that those protected under legislation have been involved as part of influencing, developing and shaping the commissioning and delivery of services.

In providing the framework of how we approach equality in the area; it confirms a number of actions and processes that our services undertake in order to meet the general and specific duties. For example, the Equality Impact Assessment (EIA) process helps us ensure that the decisions we take have been properly considered for their impact on relevant protected characteristic groups, and are based on solid evidence, including feedback from consultation and engagement. We use the EIA process, and the principles embedded within it, to ensure that we are complying with the general public sector equality duty. Similarly, the EIA process is just one of the ways in which we satisfy the requirement of the specific duties by publishing information relating to individuals sharing a relevant protected characteristic who are affected by our policies and practices.

The EIAs produced to support individual policy changes and practices by Tameside Council and are available within the individual decision reports produced by the services. Equalities information relating to the Council's workforce is published online at:

www.tameside.gov.uk/workforceequalitydata

Protected Characteristics

The main provisions of the Equality Act 2010 came into force on 1st October 2010.

These provide the basic framework of protection against discrimination, harassment and victimisation, for the nine recognised 'protected characteristics' in employment, public functions and services, transport, premises, education, and associations.

The Act replaces all existing anti-discrimination laws with a single piece of legislation. The aim is to streamline previous laws and 'level up' protection across the protected characteristic groups.

The nine protected characteristics, and what is meant by them, are detailed below, as are details of the protection given by the Act.

The nine protected characteristics are:

- **Age**
- **Disability**
- **Race**
- **Sex**
- **Religion or Belief**
- **Sexual Orientation**
- **Gender Reassignment**
- **Pregnancy & Maternity**
- **Marriage & Civil Partnership**

In Tameside, we also include a further five protected characteristics:

- **Carers**
- **Military Veterans**
- **Breastfeeding**
- **Mental Health**
- **Socio-Economic Disadvantage**

Please note that this is intended as a general overview and introduction only, and does not constitute legal advice.

The Equality Act 2010 is a wide-ranging piece of legislation and will apply differently in certain situations and circumstances. There are, for example, areas where discrimination is lawful, such as where the provisions of another law demand it, or where an action can be justified as a proportionate means of achieving a legitimate aim. The level of protection afforded by the Act will depend on individual circumstances.



Age

This is defined as a reference to a person's age group. This can mean people of the same age, or a range of ages, for example 'under 18s' or 'over 50s', or a specific age group e.g. '25- 34 year olds'. People who share the protected characteristic of age are therefore in the same age group, although this can be broad as well as very specific. Age groups do not have to be defined numerically, they can be relative e.g. 'older than you/me'.

Disability

The Equality Act 2010 defines a disability as a physical or mental impairment which has a longterm and substantial adverse effect on a person's ability to carry out normal day to day activities. This includes sensory impairments such as those affecting sight or hearing, and also any impairment which consists of a severe disfigurement. Long term means that the impairment has lasted, or is likely to last, for at least 12 months or the rest of the affected person's life.

The Act has changed previous disability law, in that a person now no longer has to demonstrate that their disability affects a particular function such as mobility or speech. This used to be known as the 'list of capacities'.

Some illnesses, such as cancer, multiple sclerosis and HIV infection, are covered by the Act, from the point of diagnosis, under the protected characteristic of disability. Progressive conditions, and those with fluctuating or recurring conditions, will also be considered as disabilities in certain circumstances.

The Act strengthens the support given to people associated with someone with a disability, such as carers, by expanding the coverage of discrimination by association to cover disability.

It also introduces the concept of discrimination arising from a disability, where someone suffers unfavourable treatment as a consequence of something arising from their disability.

The Act also seeks to ensure that disabled people are given fair treatment when applying for positions of employment, in that it now bans the asking of pre-employment health questions, including sickness absence (other than in certain, specific circumstances).

For information as to what constitutes a disability under the Act, and where the Act applies, please consult the Statutory Codes of Practice or the information held on the Office for Disability Issues website.

Race

A person who is from a particular racial group will have the protected characteristic of race. A racial group is defined as a group of people who have, or share, a colour, nationality or ethnic or national origins. All racial groups are protected from unlawful discrimination under the Act, and an individual may fall into more than one racial group.

Sex

Sex refers to a man or woman of any age, or groups of men and/or boys, and women and/ or girls. The protected characteristic of sex does not include gender reassignment or sexual orientation. These are covered separately.

Religion or Belief

Religion or belief includes any religion and any religious or philosophical belief. This protected characteristic therefore includes the commonly recognised religions such as Christianity, Islam, Judaism, Sikhism and Buddhism for example. However, in order to be protected, a religion does not necessarily need to be mainstream or particularly well known, but it must have a clear structure and belief system. It also includes a lack of any religion or belief, for example philosophical beliefs such as Humanism and Atheism.

Sexual Orientation

Sexual orientation refers to a person's sexual orientation towards persons of the same sex (i.e. a gay man or a lesbian), persons of the opposite sex (i.e. heterosexual), and persons of either sex (i.e. bisexual). It also relates to how people feel, as well as their actions. Discrimination under this protected characteristic covers discrimination as a result of how someone's sexual orientation manifests itself i.e. in how that person presents themselves, or the places they choose to visit.

Gender Reassignment

Gender reassignment is the act of moving away from one's birth sex to the preferred gender, i.e. from male to female, or vice-versa. It covers anyone who is proposing to undergo, is undergoing, or has undergone the process (or part of the process) to reassign their sex.

The Act removes the requirement for the person proposing to undergo this change to be under medical supervision in order to be protected, recognising that it is a personal process and not necessarily a medical one.

Pregnancy and Maternity

Where a woman is pregnant or on maternity leave she is covered by this protected characteristic, as well as being covered by protection and rights afforded to her by other statutory rights such as time off for antenatal care and health and safety protection. In cases where an employer has to treat a pregnant employee more favourably than other workers, men cannot make a claim for sex discrimination based on this more favourable treatment.

Marriage and Civil Partnership

When the Equality Act 2010 was first introduced marriage referred to any formal union of a man and a woman which is legally recognised in the UK as a marriage.

Civil Partnership refers to a registered civil partnership under the Civil Partnership Act 2004, including those registered outside of the UK. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

However, following legal changes in 2014, same sex couples can now marry in civil ceremonies or religious ones where the religious organisation allows it throughout England, Scotland and Wales. Civil

partners who wish to convert their civil partnership into marriage are also able to do so. Additionally, married transgender men and women are now able to change their legal gender without having to end their marriage.

The status of being unmarried or single is not protected. Similarly, people who intend to marry or form a civil partnership but have not yet done so, or who are divorced or have had their civil partnership dissolved, are not protected by this characteristic.

Additional Locally Determined Characteristics

The additional local determined characteristics are defined as:

Carers

Anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support. This includes young carers who may be providing support to a parent.

Military Veterans

Those who have served in the British Armed Forces and since left them.

Breastfeeding

Those mothers who are feeding their infants.

Mental Health

Those with a condition related to their psychological and emotional well-being.

Socio-Economic Disadvantage

Local residents with low or no income, living in relative or absolute poverty, or experiencing any other form of socio-economic disadvantage.



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Report to :	EXECUTIVE CABINET
Date :	8 February 2023
Executive Member/ Reporting Officer	Councillor Leanne Feeley – Executive Member for Education, Achievement, and Equalities. Simon Brunet – Head of Policy, Performance, and Intelligence
Subject :	TAMESIDE INEQUALITIES REFERENCE GROUP ANNUAL REPORT 2022
Report Summary :	Tameside Inequalities Reference Group (IRG) was established in November 2020 and aims to reduce inequality in Tameside by providing advisory recommendations on tackling key issues within the community. When established, the group's terms of reference committed to the publication of an annual update. This report discharges that obligation and provides an overview of the group's activities in the last 12 months.
Recommendations :	That Executive Cabinet be note the content of the report and support the proposals for ensuring that recommendations emanating from the IRG are considered in the most appropriate forums.
Links to Corporate Plan:	Achieving the objectives and priorities of the Corporate Plan is dependent on effective service delivery which meets the needs of local residents, including tackling inequality. The work of the Inequalities Reference Group makes an important contribution to that aim.
Policy Implications :	There are no direct policy implications as a result of this report but the activity summarised and associated reports do outline a number of challenging recommendations. Should they be taken forward they will have policy implications and will need to be subject of further reports from the relevant lead areas.
financial Implications : (Authorised by the statutory Section 151 Officer)	There are no direct financial implications arising from this report. The recommendations from the activity and associated reports could have financial implications where policy or service delivery changes are implemented as a result. Any changes, and the associated financial implications, will need to be the subject of separate reports.
Legal Implications : (Authorised by the Borough Solicitor)	The work of this group is designed to compliment the council's objectives to comply with its statutory duties under The Equality Act 2010 and the Public Sector Equality Duty. These require the Council to have due regard to the need to eliminate discrimination and advance equality of opportunity between all irrespective of whether they fall into a protected category such as race, gender, religion, age, disability gender reassignment, marriage or civil partnership (in employment only) and pregnancy and maternity when discharging all of it's functions.
Risk Management :	The approach and activity outlined in the report ensures that a range of partners across Tameside work to address inequalities and thus meet their indirect obligations as part of the Equality Act

2010.

Access to Information :

The background papers relating to this report can be inspected by contacting Simon Brunet, Head of Policy and Performance.



Telephone:0161 342 3542



e-mail: simon.brunet@tameside.gov.uk

1 BACKGROUND

- 1.1 The Tameside Inequalities Reference Group (IRG) aims to reduce inequality in Tameside and help build back better and fairer from the COVID-19 pandemic. The group does this by providing a forum for the sharing of ideas and thoughts on carrying out responsibilities under the Equality Act 2010 and the Public Sector Equality Duty.
- 1.2 The IRG is chaired by Councillor Leanne Feeley in her role as Tameside Council Executive Member with lead responsibility for equalities. Membership of the group is drawn from (amongst others):
- Tameside Council elected members
 - NHS Greater Manchester Integrated Care Tameside (GMIC)
 - Tameside & Glossop Integrated Care NHS Foundation Trust (ICFT)
 - Voluntary, Community, Faith and Social Enterprise (VCSFE) sector
 - Tameside Independent Advisory Group
- A complete list of organisations and groups represented on the IRG can be found in **Appendix 1**.
- 1.3 While the group is not a decision-making body, it is able to make recommendations and steer overarching action to address inequalities, providing constructive challenge in an advisory role to providers – that being all bodies that provide public services. Delivery, achievement and management of inequality objectives lies with relevant organisations and services. Responsibility for noting and responding to the recommendations falls on all Partners, not just the Council.

2 ACTIVITIES IN 2022

- 2.1 In 2022 the group has met virtually on:
- 16 March 2022
 - 9 August 2022
 - 2 November 2022
 -
- 2.2 During these meetings, IRG members have received presentations on the final outputs from each strand of the work programme, as well as other work that is being conducted in the area of inequalities, such as the Tameside Poverty Truth Commission and Manchester Pride's All Equals Charter.
- 2.3 Members of the IRG also receive a monthly email that contains information and updates relevant to inequalities issues. Members are asked to disseminate this information where appropriate.

3 WORK PROGRAMME

- 3.1 The IRG developed a work programme centred on a number of areas of focus. These were selected based upon feedback received from members of the public across a range of engagement activities, and reflected the expertise that members of the group bring.
- 3.2 Work within each area of focus consisted of involving the voices of people with lived experience of the issue, the use of data and evidence, and benchmarking against other areas. This work has taken the form of assurance updates, rapid pieces of research, and in-depth reviews.
- 3.3 The areas of focus are detailed in Table 1 below.
Table 1: Current areas of focus within IRG work programme.

Area of focus	Lead(s)	Description
Barriers to accessing information	Rehana Begum (Diversity Matters North West)	Feedback from a range of engagement activity found that access to information for people without English as a first language was a large concern through the pandemic. Communications and services must be accessible for those with different language needs. Language barriers can be present in spoken and written language skills, so both must be being considered.
Community cohesion	Rev. Jo Farnworth (Tameside Independent Advisory Group)	Community cohesion is and will be important during and post Covid-19, particularly as the longer-term socio-economic impacts emerge. This area of focus links in closely with the work of the Tameside Independent Advisory Group.
Digital inclusion	Councillor Janet Cooper (TMBC)	It is widely understood that Covid-19 and the shift to digital services and communications has excluded those who do not have access to the internet or online services. Lack of access can be caused by economic factors, poor digital skills, or no availability of devices or connectivity. A focus must be placed on enabling people to gain access to services and information, through digital means or otherwise.
Voice of people with learning disabilities	Liz Wright (People First Tameside)	Insight gathered during the pandemic has indicated that the voices of people with learning disabilities have not been heard to the extent they should during the pandemic. More needs to be done to engage with this group in a meaningful way.
Young people	Aisling Bouketta (TMBC) / Gemma Whittaker (Infinity Initiatives) / Melissa Hopwood (TMBC)	Feedback throughout the pandemic has highlighted that young people want to participate more in discussions around the future beyond Covid-19. There needs to be a focus on what young people want and need post Covid-19.
Emotional Wellbeing – isolation / loneliness	Sobiya Ahmed, Tameside, Oldham & Glossop MIND	Covid-19 has led to large increases in reports of mental health and wellbeing issues, particularly around feelings of isolation and loneliness. People who have been instructed to shield have been particularly exposed to worsening mental wellbeing.

3.4 This work programme is now complete. All projects were presented in the quarterly meetings (2.1) and have produced outputs that are now published on Tameside Council's website.

4 OUTPUTS

4.1 All projects from the work programme have produced outputs. These outputs are reports published on Tameside Council's website. Each report details the background of the issue, the insight gathered, and provides a series of recommendations and challenges for organisations to take action on. These reports are summarised below:

Community Cohesion report (was also reported in the 2021 annual update):

4.2 The report begins by providing an overview of the concept of community cohesion in the UK, before detailing its development within Tameside. Insight and evidence of community cohesion issues – at a national, regional, and local scale – are explored. Current projects and work programmes that promote community cohesion in Tameside are then detailed, before best practice approaches to community cohesion in other local authority areas are issued.

The report provides a basis for the development of a community cohesion strategy in

Tameside, and outlines the need to gather more lived experience of community cohesion issues in the area. The full set of recommendations made in the report are:

- Commit to developing a 5 year Community Cohesion strategy
- Develop a set of local community cohesion indicators
- Ensure that insight and engagement work is conducted on an ongoing basis
- Establish and commit to a 'Charter of Belonging'
- Identify full scope of community cohesion work done by the VCSE sector
- Invest in and continue to develop the pioneering model of Independent Advisory Group (IAG) in Tameside
- Ensure that all groups, committees and networks that are led by the range of public sector partner organisations in Tameside are representative
- Use appropriate and consistent language when describing different groups.

The full report can be viewed [here](#)

Digital Inclusion report (was also reported in the 2021 annual update):

4.3 The report begins by exploring the scale of digital exclusion in the UK, and the factors that drive it. This is complemented by the inclusion of insight from people with lived experience, gathered through a range of engagement activities. An overview of the work currently being undertaken to tackle the issue in Tameside & Glossop is then provided, before the report examines the approaches taken in other local authorities. The report provides a basis for the implementation of a shared place-based Digital Inclusion strategy for the borough. The full set of recommendations made in the report are:

- Identify a Strategic Lead for Digital Exclusion in Tameside & Glossop and establish a digital exclusion working group
- Develop a place-based strategy and action plan to tackle digital exclusion
- Develop an investment plan
- Build a strong evidence base

The full report can be viewed [here](#)

Voice of People with Learning Disabilities report:

4.4 People First Tameside conducted research on the experiences of adults with learning disabilities in Tameside during the COVID-19 pandemic. Insights were obtained through surveys and interviews. The report explores the experiences of adults with learning disabilities in terms of their mental health, the impact of lockdowns, feelings regarding the COVID-19 vaccines, and the information that they received. The report made the following recommendations:

- Strengthen the voices of those with learning disabilities in the borough of Tameside through investing in self-advocacy and creating opportunities for people's voices to be heard, enabling people with learning disabilities to take control of their lives.
- Ensure organisations and services engage with people with learning disabilities at every stage co-designing instead of presenting people with a "done deal". This includes the design of housing, health plans, and support services.
- Build back the confidence of people with learning disabilities to re-enter an improved life after the pandemic. Ensure improved communication, that information is accessible, reasonable adjustments are made, and support services are available within Health, Social Care, Education, GPs, Policing, Social Workers, the VCSE sector, and other settings. Leave no-one behind.
- Develop good practice guidance which adheres statutory services to inclusion at every stage of service planning and development, and good practice to ensure measurable outcomes to address inequalities in service design and delivery.

This report is presented in an accessible format and is available [here](#)

Barriers to Accessing Information report:

4.5 Diversity Matters North West conducted research on the barriers that local ethnic minority communities faced when accessing information during the COVID-19 pandemic. They

devised a survey and conducted qualitative engagement.

The report starts by detailing the importance of accessing information, highlights research that has been conducted nationally on the barriers that people from ethnic minority communities faced during the COVID-19 pandemic. It subsequently highlights other local findings on barriers to information. The main part of the report discusses the research's methodology, findings, and conclusions. The report made the following recommendations:

- Improve digital accessibility.
- Improve accessibility of translation and language support.
- Develop more inclusive and/or tailored communication methods.
- Services need to be culturally sensitive and aware as to the barriers that people face when trying to access services.
- Public services need to develop and improve links with community organisations supporting those communities, and individuals who are seldom-heard and may struggle to access information.

The report is published and available [here](#)

Experiences of Children and Young People in the COVID-19 Pandemic report:

4.6 This report starts by describing the context of the experiences of children and young people during the COVID-19 pandemic. It subsequently describes the findings that were obtained through various channels of engagement: Tameside's Youth Summit, Children in Care Council and Care Leavers Survey, the Partnership Engagement Network, and the Make Your Mark Campaign. The report also highlights findings from research conducted at the national level. The report makes the following recommendations:

- Agree strategic approach to recognise the issues faced by young people as a result of missed education.
- Implement a joined up approach with existing digital exclusion work to focus on children and young people.
- Tailor important communications that affect children and young people in Tameside, so that they can be understood.
- Agree and implement a policy or set of guiding principles for meaningful and fair engagement with young people.
- Launch a one-stop webpage detailing the offer of mental health support, so that children and young people know exactly what support they can access.
- Domestic violence – link in with the Domestic Abuse Strategy Manager.
- Strengthen local support to asylum-seeking families/children in families with no recourse to public funds.
- Missed milestones – package to acknowledge that it has been difficult for young people who have missed key events whilst in lockdown or encourage schools to hold events to mark the milestones young people missed in lockdown.
- Inequality – pledge to listen to and recognise the concerns young people have about inequality that has come out the pandemic.

The report has been published and is available [here](#)

Mental Health and the Pandemic:

4.7 Tameside, Oldham, and Glossop Mind (TOG Mind) conducted research on the experiences of mental health service users during the COVID-19 pandemic in terms of their mental health and emotional wellbeing. A survey and focus groups were employed.

The report details the findings from the survey and focus groups, and makes the following recommendations:

- Maintain wellbeing services that were on offer throughout the COVID-19 pandemic, which were deemed as vital as therapeutic interventions.
- Keep the option of phone/Zoom services after the pandemic to ensure vulnerable and isolated individuals can continue to access therapies and wellbeing services.
- More or better promoted early interventions and preventative services, including drop-

in support and immediate walk-in provisions. Services that don't have waitlists or appointments with the capacity to meet the needs of those in crisis at the moment.

- Flexibility in service delivery hours – clients who work and are experiencing mental health difficulties find it harder to get support due to the sector's limited business hours.
- Transparency with funding – show the public where the money goes to and what differences it is making to mental health services in their area.

The report is published and is available [here](#)

5 FEEDBACK

5.1 The recommendations to reports have been circulated to relevant bodies, service leads, and organisations. Feedback is being sought against each recommendation from all partners. Below are some Tameside Council work-streams and activities that directly address some of the key recommendations:

- The Independent Advisory Group has now been developed with 37 members from every area and ethnicity in Tameside. A membership review took place in October 2022 to ensure coverage and representation.
- The Young Person's Independent Advisory Group is now established with its own independent chair.
- In August 2022 a Digital Inclusion Officer was appointed in Tameside Council's Employment and Skills Service to develop and deliver a two-year programme of activities to address digital exclusion and increase digital skills within the borough.
- Tameside Council have developed a Digital Inclusion Plan, which includes what projects we currently are working on, GM projects, mapping of digital provision in Tameside, key contacts and resources.
- Tameside Council and Voiceability are working closely to develop the Advocacy Service, including looking at developing opportunities for self-advocacy, the provision of training, and improving the existing communications and information on advocacy.
- Tameside Council Adult Social Care are hiring a Communications Officer to refresh information relating to local offer and services, ensuring that it will be easy to read, accessible, and meaningful.
- Tameside Council Adult Social Care are initiating an Information and Engagement Steering Group and will develop a co-production framework to actively engage with vulnerable people and their families/carers.
- Tameside Council's Equalities Strategy 2023-2027 (forthcoming) has pledged to address barriers to accessing information and services so that these are accessible to protected groups. This includes the development of inclusive and/or tailored communications methods.
- Tameside Council's Engagement Strategy 2023-2027 (forthcoming) has prospectively pledged to improve relationships with VCSE organisations that work with and support protected groups. There will be a focus on outreach and the maximisation of seldom-heard voices in engagement.
- Tameside Council's Poverty Strategy (forthcoming) has prospectively committed to ensuring that all council services access communication and interpretation services.
- Tameside Council's Engagement Strategy 2023-2027 (forthcoming) has pledged to implement a policy or set of guiding principles for meaningful and fair engagement with young people.
- Work is being undertaken to embed children and young people in Tameside's Domestic Abuse Strategy.

6 NEXT STEPS

6.1 In 2023 the Inequalities Reference Group intend to:

- Continue with capturing progress on all recommendations with all partners represented on the Health and Wellbeing Board, and others where appropriate.
- Formalise the relationship between the IRG and the Health and Wellbeing Board to ensure that future and existing reports have an appropriate platform and are promoted with key partners.
- Review the group and agree a further 4-5 projects to focus on for 2023 and into 2024.

7. RECOMMENDATIONS

7.1 As set out on the front of the report.

APPENDIX 1

List of organisations and groups invited to be part of the IRG.

Action Together
AGE UK
The Anthony Seddon Fund
Children in Care Council
Diversity Matters North West
Greater Manchester Poverty Action / Tameside Poverty Truth Commission
Infinity Initiatives
LGBT Foundation
NHS Greater Manchester Integrated Care Tameside
People First Tameside
Tameside & Glossop Integrated Care NHS Foundation Trust
Tameside & Glossop Maternity Voices Partnership
Tameside Council
Tameside Independent Advisory Group
Tameside Youth Council
Tameside, Oldham and Glossop MIND

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Report to:	EXECUTIVE CABINET
Date:	8 February 2023
Executive Member:	Councillor Jan Jackson, Executive Member for Planning, Transport & Connectivity
Reporting Officer:	Emma Varnam, Assistant Director of Operations & Neighbourhoods
Subject:	CAR PARKS REVIEW
Report Summary:	The purpose of this report is to provide an update regarding immediate and longer term changes in Tameside Council's car parks.
Recommendations:	<p>It is recommended that:</p> <ol style="list-style-type: none">i. Approval is granted to procure, update and install 27 pay and display machines in town centre car parks. The related cost (£71,450) to be financed via the Council's Vehicle Replacement reserve and repaid over a 4 year period as outlined in section 4.ii. Approval is granted to purchase new pay machine management software for the contactless payment system. The related year 1 cost (£4,606) to be to be financed via the Council's Vehicle Replacement reserve and repaid over a 4 year period as outlined in section 4. Future year annual costs to be financed via the Place Directorate revenue budget.iii. The phased approach of car park development is noted and that a further report will be received in May 2023 setting out an approach to proposed strategic developments of car parks and estate development.
Corporate Plan:	The proposals contained in this report will support the delivery of the Corporate Plan by providing a modern infrastructure and a sustainable environment.
Policy Implications:	None arising from this report.
Financial Implications: (Authorised by the statutory Section 151 Officer)	The proposals in this report outline a number of proposals which, when considered together will lead to improvements in the financial position of the service and contribute towards the Place Directorate improvement plan.

Improving Infrastructure & Operating Systems

The associated cost is £71,450. A compliant procurement route has been identified by STAR Procurement for the upgrading / replacement of these 27 machines. This is via an existing ESPO framework agreement for payment machines. It is envisaged that by having contactless payment options the Council will be able to maximise its parking related income. It is proposed that the purchase of new machines and upgrades of existing machines is funded by the Vehicle Replacement Reserve and repaid over a 4 year period as outlined in section 4, table 1.

In order to improve business intelligence and support contactless payment options, it is proposed that the Council purchase a software system called Mi Office. This will improve usage data quality and support future decisions on improvements to service provision. The software also provides functionality for tariffs to be remotely changed. The cost of the software is £4,606 per year. The year 1 cost is also proposed to be funded by the Vehicle Replacement Reserve and repaid over a 4 year period. Future year annual costs to be financed via the Place Directorate revenue budget.

Parking Strategy

Non recurrent funding has been awarded to the Council to procure specialist support for the creation of a Parking Strategy as outlined in Section 5.17. £40,000 has been secured from the UK Shared Prosperity Fund (UKSPF) and £30,000 from Homes England Resource Departmental Expenditure Limits (RDEL). The acceptance of both sources of funding is subject to separate reports.

Legal Implications : (Authorised by the Borough Solicitor)

This report sets out a number of proposals to review and update the current delivery of car parks by the council.

It is understood that the procurement of the new machines and management software will not only improve the service for residents (being able to pay by card) but also provide the necessary data to inform the strategic parking review which is also detailed in the report.

The project officers are engaging with STaR procurement to ensure that compliant procurement exercises are undertaken in relation to the machines, software and external support to develop the strategy.

Risk Management:

If the recommendations are not implemented the lack of investment in the infrastructure and consideration of the wider parking strategy will have a negative financial impact on the Authority and will mean the council risks being unable to effectively manage this service.

Background Information:

The background papers relating to this report can be inspected by contacting Emma Varnam, Assistant Director Operations and Neighbourhoods



Telephone: 0161 342 3777



e-mail: emma.varnam@tameside.gov.uk

1. INTRODUCTION

- 1.1 Car parks provide a critical infrastructure for residents and businesses in the borough. They should be safe, well-maintained, easy to use, accessible and convenient to both facilities and transport links. Action is required to improve the service and effective business management of Council owned car parks.
- 1.2 The Council operates 44 Car Parks across the borough all of which are Pay and Display Car Parks. The exceptions are Dale Street (which currently operates on a contract only basis) and Ward Street (which currently allows permit holders only to park). There are 53 Pay & Display machines in situ across the borough in car parks. All of the machines currently only accept cash. The details of car park locations are showing in **Appendix 1**.
- 1.3 Prior to the pandemic, car parks played an important role in the local economy and the vitality of town centres by providing access to shops and hospitality venues, such as cafes and restaurants. During the pandemic, the lockdown restrictions on movement, inevitably saw a significant drop in the use of car parks and on-street car-parking.
- 1.4 Use of town centres is now returning to pre-pandemic levels. However, our car parks have not kept up-to-date with the needs and expectations of residents and business users. In particular, it is not currently possible to pay for parking with either contactless payment cards or mobile phones. This poor customer experience has a detrimental effect on the Borough's reputation and our ability to run an effective business.
- 1.5 This document lays out the plan in three phases and requests permission to upgrade the existing infrastructure, changes to parking enforcement and a future parking strategy.

2. PHASE 1 – REVIEW PASSES AND CONTRACT PARKING

- 2.1 A report was agreed by the Executive Cabinet in October 2022, to reinstate the Council's staff and member car parking scheme and review contracts let to local organisations so there is cost recovery.
- 2.2 Charges for annual passes range from £120-£250. The charging arrangement for staff, elected members and public sector partners is now place. Individual arrangements for free parking passes have ceased. This first phase of the car parking improvement project is now complete.
- 2.3 It is recommended to include a broad-based review of passes and contract parking as part of the future strategy, with the aim of ensuring Tameside is an attractive place to do business and that the Council optimises its income.

3. PHASE 2 - IMPROVING INFRASTRUCTURE AND OPERATING SYSTEMS

- 3.1 There are 53 Pay & Display machines in situ across the borough in car parks. All of the machines currently only accept cash. Tameside Council is the only Greater Manchester authority that cannot accept card or mobile app payments. In view of the widespread move away from cash in all areas of life in recent years, this makes it less attractive to use our car parking facilities or to visit and do business in Tameside.
- 3.2 It is proposed to prioritise improvements in our town centre car parks for immediate action. This involves 27 machines, 17 of which can be upgraded and 10 of which will need to be replaced as they are too old to be upgraded. (See **Appendix 2** for a detailed breakdown).
- 3.3 It will still be possible to pay by cash at our machines.

- 3.4 The cost of these improvements would be £71,450. A compliant procurement route has been identified by STAR Procurement for the upgrading / replacement of these 27 machines. This is via an existing ESPO framework agreement for payment machines. See section 4 below for a breakdown of costs and offsets.
- 3.5 In order to accept card payments, the Council will need to use a Payment Services Provider (PSP) and will incur transaction fees as a result. There is currently a soft market testing exercise underway to investigate the options available to the Council for all its payment processing needs but it is expected that any transaction fees relating to new income will be covered by the additional income generated. For transaction fees relating to existing customers who are switching from cash to card payments, it is expected these will be covered by reductions in cash collection costs and potential increases in Pay & Display charges.
- 3.6 It is proposed to review the future of the remaining 26 machines in our car parks as part a wider strategic review for medium and longer-term developments. This enables the Council to make urgent high-priority improvements in the most cost-effective manner, and recognises the fact that more substantial changes in land usage may affect the future use of these 26 car parks.
- Purchase pay machine management software**
- 3.7 Currently there is no system to monitor of the usage and income of each individual car park. Data about patterns of usage will be essential for future decisions about changes to estates usage and town centre development.
- 3.8 It is proposed to purchase a software system called Mi Office, which provides:
- Remote gathering of usage data from new and upgraded machines;
 - Remote checking on the status of machines, to enable issues to be identified early;
 - Changing of applicable tariffs remotely.
- 3.9 The cost of this software is £4,606 per year. A compliant route has been identified by STAR Procurement to procure the Mi Office system via an existing ESPO framework agreement.

4. FINANCIAL IMPLICATIONS

- 4.1 The costs of the proposed improvements are £76,056 in 2022/23. It is proposed to fund the cost from the existing vehicle and equipment replacement reserve and to repay this in subsequent years. A detailed analysis is provided in table 1. This is based on the proposal to repay the reserve fund over 4 years.

Table 1

	22/23	23/24	24/25	25/26	26/27
Upgrading 17 newer machines	£ 31,450	£ -	£ -	£ -	£ -
Replacing 10 older machines	£ 40,000	£ -	£ -	£ -	£ -
Purchase of Mi Office software licences & support (27 machines, annual licence)	£ 4,606				
TOTAL from vehicle and equipment replacement reserve	£ 76,056	£ -	£ -	£ -	£ -

Purchase of Mi Office software licences & support (27 machines, annual licence)		£ 4,606	£ 4,606	£ 4,606	£ 4,606
Repayment to vehicle and equipment replacement reserve - over 4 year term		£ 19,014	£ 19,014	£ 19,014	£ 19,014
TOTAL funded by the Place Directorate revenue budget.		£ 23,620	£ 23,620	£ 23,620	£ 23,620
<u>Total cost of proposed improvements</u>	<u>£ 76,056</u>	<u>£ 23,620</u>	<u>£ 23,620</u>	<u>£ 23,620</u>	<u>£ 23,620</u>
(% of annual income at current level)	7%	2%	2%	2%	2%

5. PHASE 3 – LONGER TERM STRATEGY FOR DEVELOPING THE PARKING ESTATE

- 5.1 Tameside's position, with its proximity to key economic growth drivers, leisure and recreation offers makes the borough an ideal location for businesses. In particular, businesses looking for links and ease of access to markets and skills bases across the north, as well as for skilled workers wanting to live within commutable distance of Manchester and Leeds, whilst enjoying an excellent quality of life afforded by its close links with the Peak District.
- 5.2 Tameside Council recognises that its main town centres, Ashton-under-Lyne, Denton, Droylsden, Hattersley, Hyde, Mossley, and Stalybridge are crucial components to the economic, environmental and social wellbeing of the borough. Each town centre provides a unique but complementary offer, where Tameside's residents and visitors can easily access a range of facilities and services; and businesses can grow and reach their full potential.
- 5.3 The pandemic has further exacerbated the change in the way that people interact with their town centres. Out of town shopping centres, the growth in e-commerce and the changing shopping habits of people mean that town centres need to evolve to respond to meet the demands of the local communities that use the centres. There is a significant opportunity for Tameside's town centres to rebuild and reinvent themselves as the heart of their communities with an increased focus on heritage and built form, culture, health, education, housing, leisure, arts and retail.
- 5.4 It is proposed to develop a Car Parking Strategy to ensure parking services are an effective part of the wider developments underway in the borough. There is a two-way synergy between parking services and other areas of development, and this strategy will therefore address the ways in which car parking can change to optimise its own contribution to the Council; and the ways in which it needs to align with other developments.
- 5.5 The strategy will propose actions in the following areas:
- Opportunities for car park rationalisation and consider the role of multi-story/decked car parks in releasing land for potential development opportunities and capital receipts from Council owned sites.
 - Longer term policies regarding, tariff rates, charging for on-street and off-street parking, disabled and family parking.
 - Potential changes to parking management options and operating models.
 - Wayfinding in the borough.
 - Provision for alternative forms of transport and electric vehicle charging.

- 5.6 The strategy will be informed by several key inputs including:
- Details of existing and emerging masterplans in the
 - Parking surveys will be required where no data exists, such as for on-street parking and to provide additional information about the use of other car parks.
 - Analysis of policies, trends and opportunities relating to new modes of travel including electric vehicles.
- 5.7 It is proposed to procure external specialist support for the creation of the parking strategy via STAR Procurement. The budget for the strategy is £70,000 and will be funded through external grants from Homes England Resource Departmental Expenditure Limits (RDEL) and the UK Shared Prosperity Fund (UKSPF); providing a total budget of £70,000, which is believed to be adequate for the full strategy.
- 5.8 It is recommended to commence the phased procurement as soon as possible for the creation of this strategy.

6. NEXT STEPS

- 6.1 The Car Parking department and Improvement team have begun outlining the project plan for phase 2 and 3. Project initiation meetings have begun meeting with stakeholders and delivery partners. Once procurement process has commenced an updated timeline of progress, a communications plan and more detailed installation dates can be provided by the monthly reporting of improvement activity.
- 6.2 Project timeline

Action	Timeline
Upgrade of Machines agreed at Executive Cabinet	February 2023
Procurement commences	March 2023
Update on Car park Strategy	May 2023
Installation of new infrastructure	July/August 2023
Car Park strategy considered by Executive Cabinet	September 2023
Implementation of Phase 3	October 2023

7. RECOMMENDATIONS

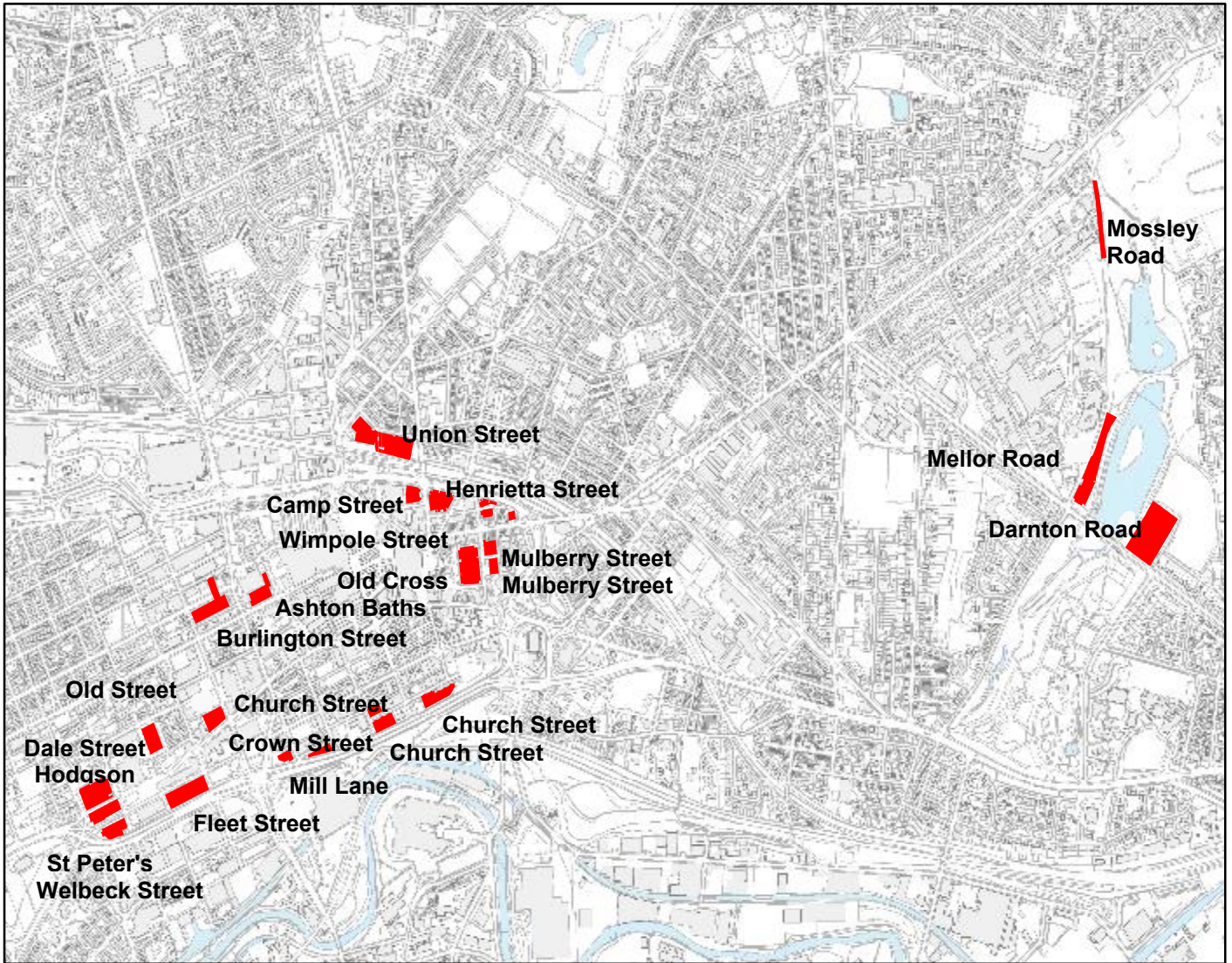
- 7.1 As set out at the front of the report.

APPENDIX 1

Location and maps of Car Parks

Car Park Location	AREA	Total no of Spaces	Disabled Spaces	Electric Bays
HENRIETTA STREET	ASHTON	72	4	2
CHURCH STREET (1)	ASHTON	70	5	
CHURCH STREET (2)	ASHTON	72	6	
CROWN STREET	ASHTON	21	2	
MILL LANE	ASHTON	42	0	
CAMP STREET	ASHTON	30	4	
UNION STREET	ASHTON	165	3	
WATER STREET	ASHTON	64	4	2
BURLINGTON STREET	ASHTON	98	0	
OLD STREET	ASHTON	63	1	
WELBECK STREET	ASHTON	60	0	
OLD CROSS STREET	ASHTON	149	10	
WIMPOLE STREET	ASHTON	41	3	
MULBERRY STREET	ASHTON	47	3	
FLEET STREET	ASHTON	131	7	
ST PETER'S STREET	ASHTON	80	0	
DALE STREET	ASHTON	198	0	
HODGSON STREET	ASHTON	60	3	
DARNTON ROAD	ASHTON	227	12	
MOSSLEY ROAD	ASHTON	30	2	
MELLOR ROAD	ASHTON	256	13	
WATERLOO ROAD	STALYBRIDGE	69	7	
RASSBOTTOM ST	STALYBRIDGE	34	0	1
CASTLE STREET	STALYBRIDGE	18	3	
CASTLE STREET No2	STALYBRIDGE	80	0	
HARROP STREET	STALYBRIDGE	42	0	
GRAFTON STREET	HYDE	27	2	
BEELEY STREET	HYDE	121	9	
CLARENDON STREET	HYDE	86	6	
WATER STREET	HYDE	40	4	
WARD STREET	HYDE	33	0	
UNION STREET	HYDE	46	2	
CHAPEL STREET	HYDE	38	3	
CROSS STREET	HYDE	14	2	
MARKET STREET	DROYLSDEN	27	0	
MARKET SQUARE	DROYLSDEN	49	0	
WELLNESS CENTRE	DENTON	98	6	
QUEEN STREET	DENTON	49	3	
DUKINFIELD TOWN	DUKINFIELD	122	6	2
MARKET GROUND	MOSSLEY	39	3	
MILL STREET	MOSSLEY	32	3	

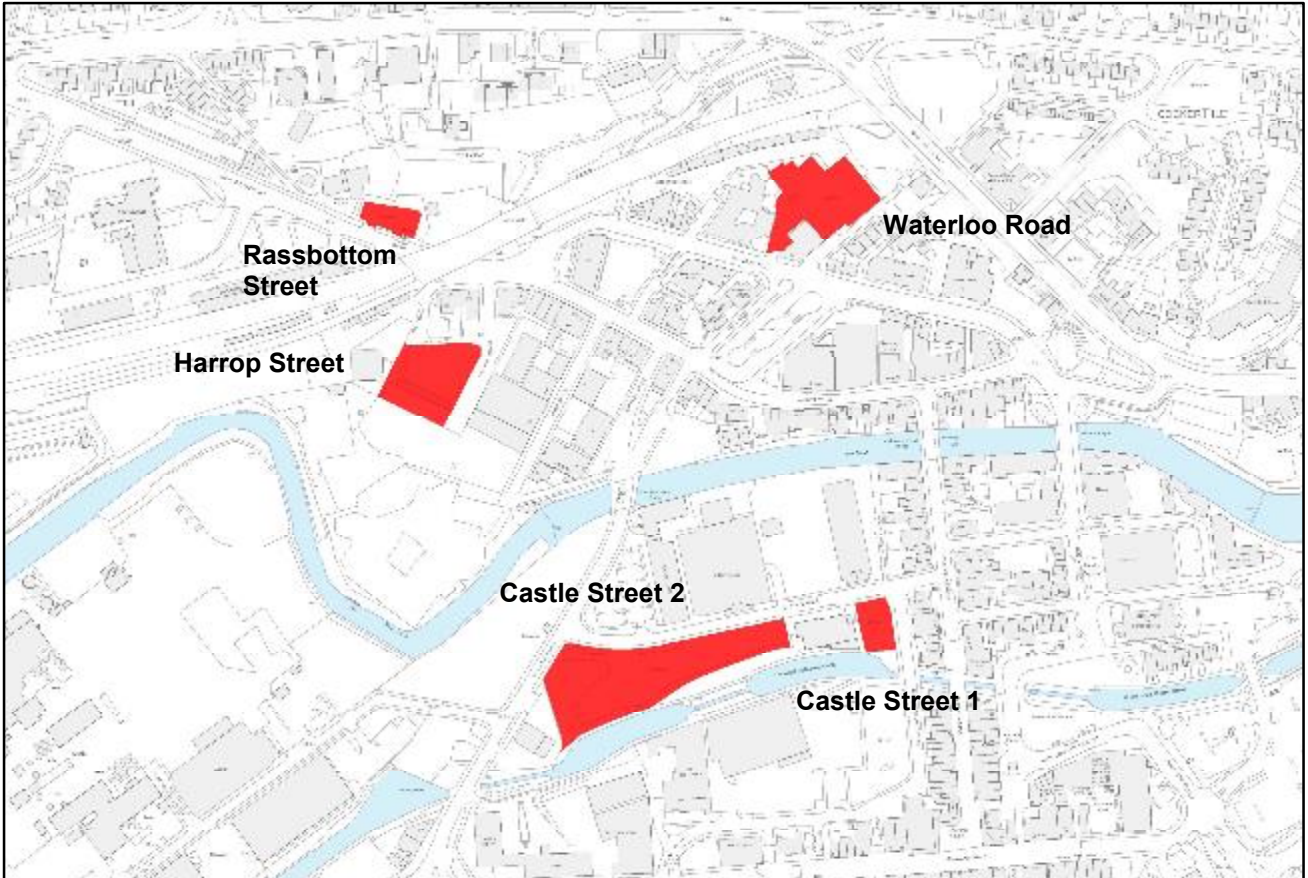
Ashton u Lyne



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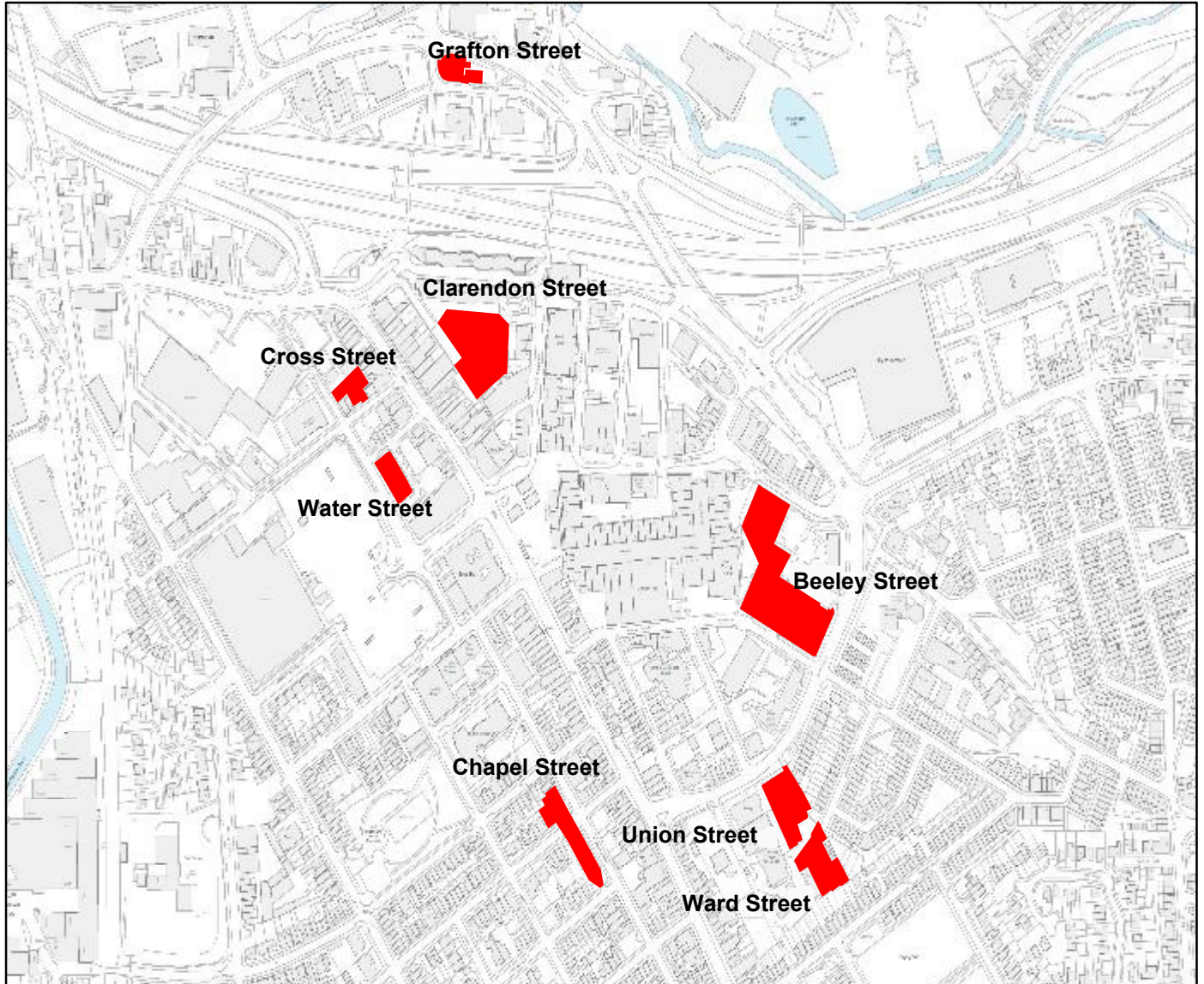
Stalybridge



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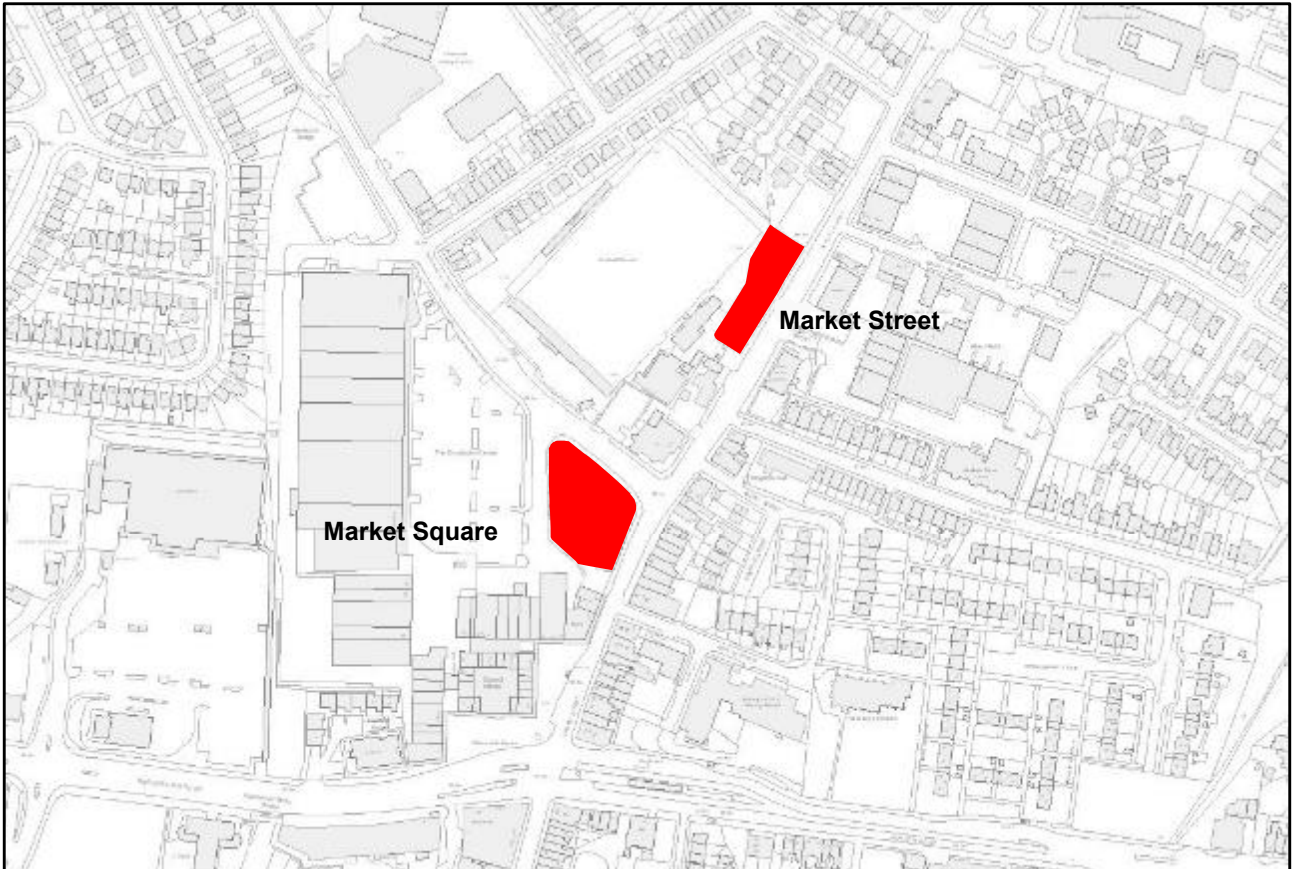
Hyde



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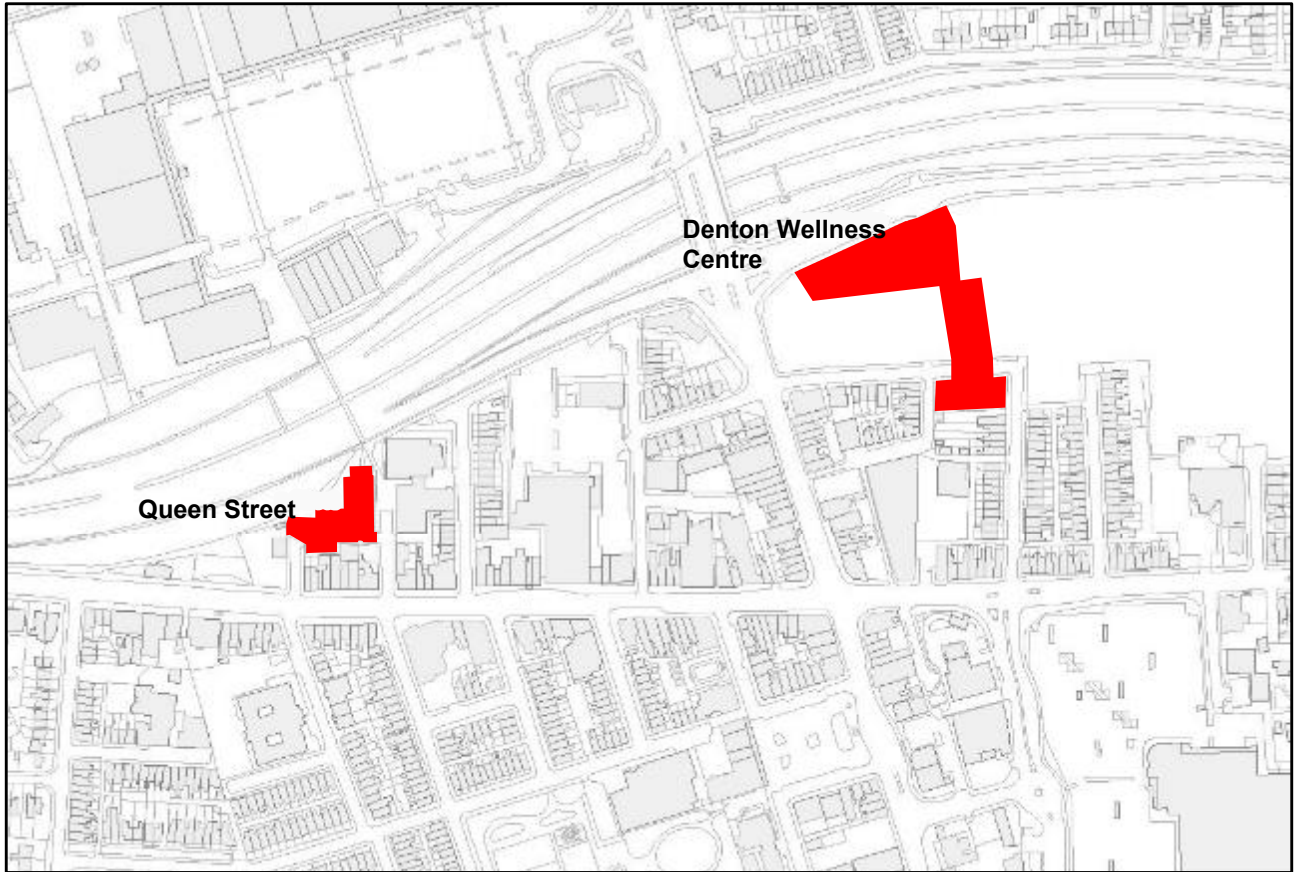
Droylsden



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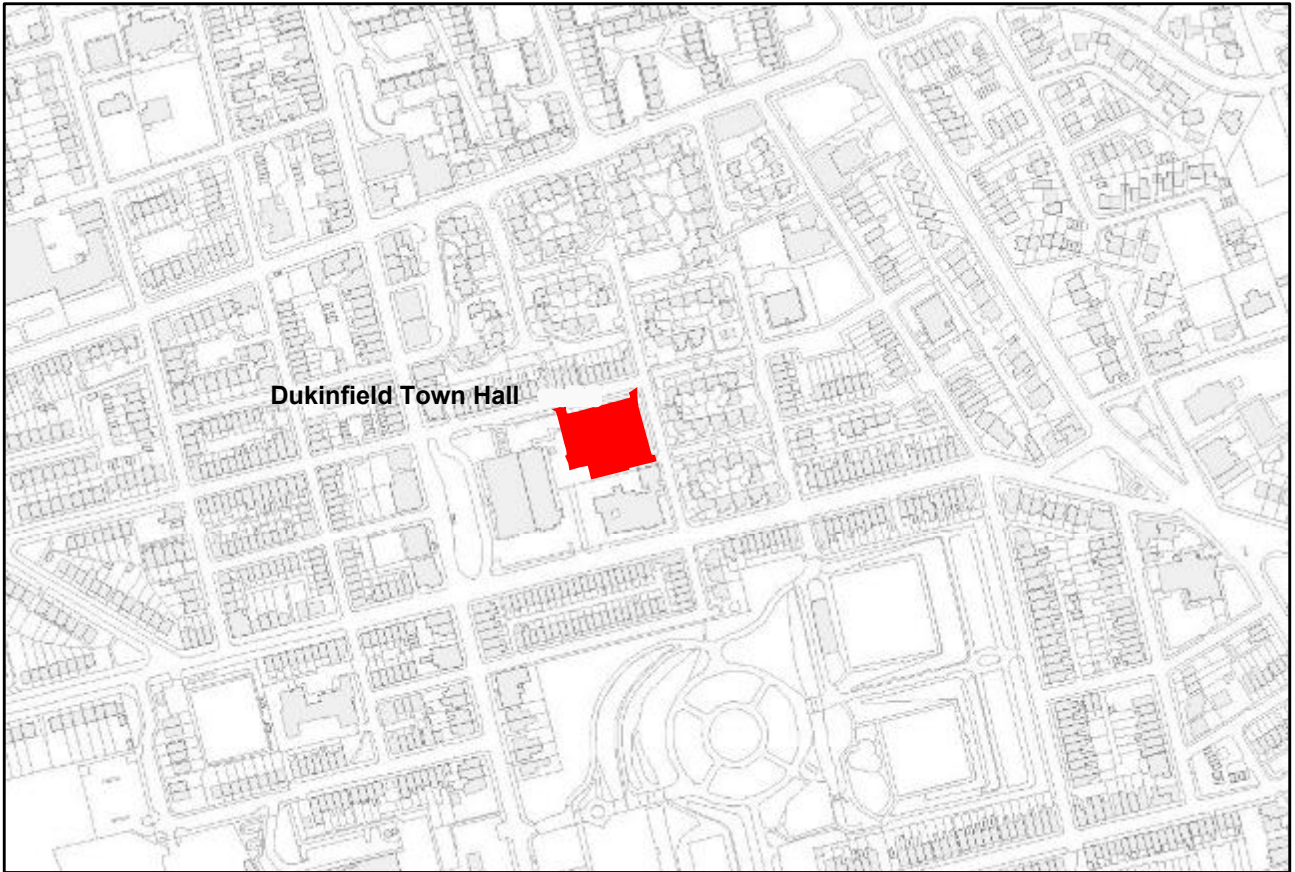
Denton



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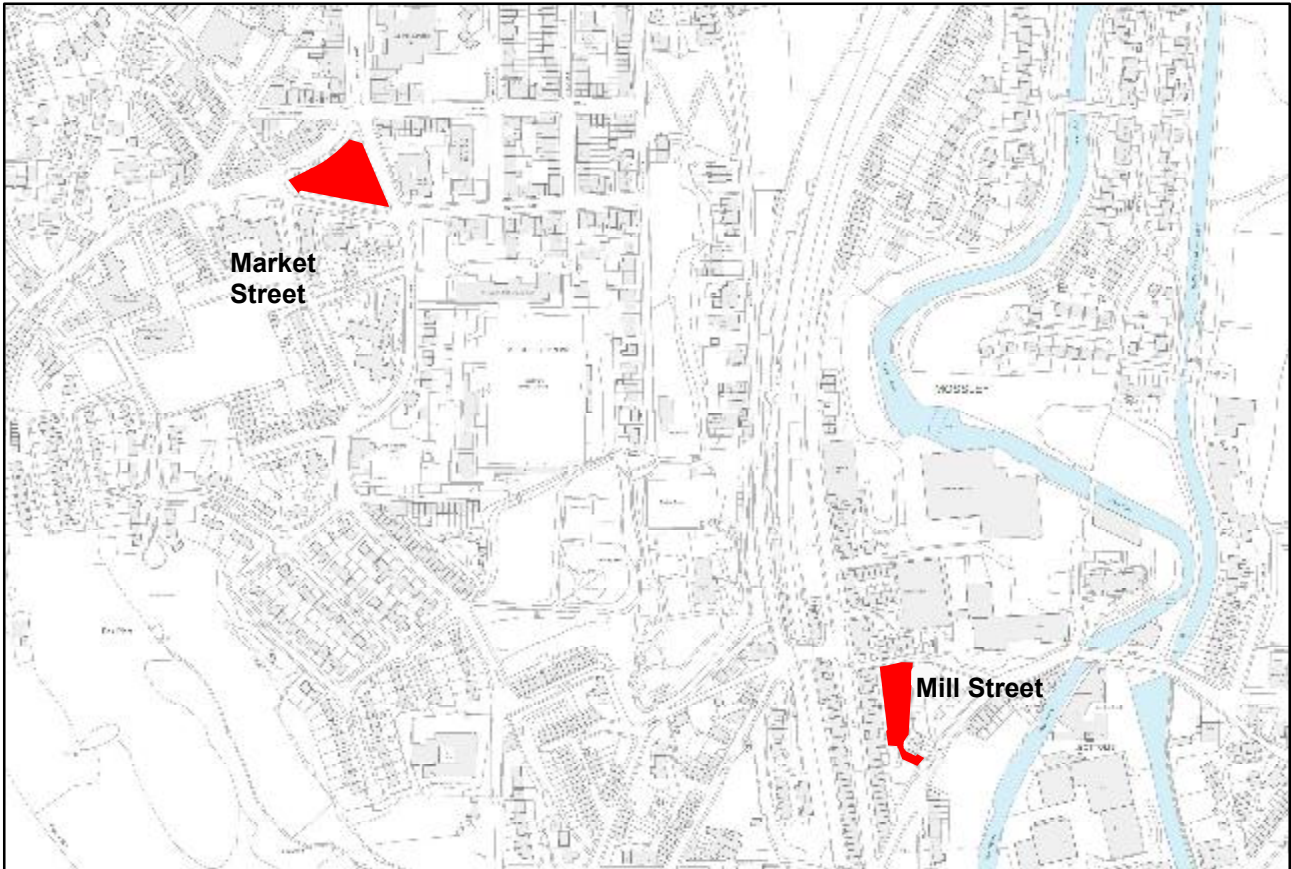


Dukinfield



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Mossley



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APPENDIX 2

Locations of Upgrade and Replacement Machines

Car Park Location	Area	New Machine/Upgrade	Amount of Machines
Henrietta Street	Ashton	New Machine	1
Ashton Baths, Water Street	Ashton	New Machine	1
Old Cross Street	Ashton	New Machine	2
Darnton Road	Ashton	New Machine	2
Old Street	Ashton	Upgrade	1
Camp Street	Ashton	Upgrade	1
Fleet Street 1	Ashton	Upgrade	1
Fleet Street 2	Ashton	Upgrade	1
Hodgson Street	Ashton	Upgrade	1
Darnton Road 2	Ashton	Upgrade	2
Darnton Road 3	Ashton	Upgrade	1
St Peter's Street	Ashton	Upgrade	1
Mellor Road	Ashton	Upgrade	1
Welbeck Street	Ashton	Upgrade	1
Denton Wellness Centre	Denton	Upgrade	3
Market Street	Droylsden	Upgrade	1
Beeley Street	Hyde	New Machine	3
Clarendon Street	Hyde	New Machine	1
Rassbottom Street	Stalybridge	Upgrade	1
Harrop Street	Stalybridge	Upgrade	1

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Agenda Item 12

Report to: EXECUTIVE CABINET

Date: 8 February 2023

Executive Member: Councillor John Taylor – Executive Member for Adult Social Care, Homelessness and Inclusivity

Reporting Officer: Stephanie Butterworth, Director of Adults Services

Subject: **AWARD OF PRE-PLACEMENT AGREEMENT FOR CARE HOMES**

Report Summary: On 27 October 2021 Strategic Commissioning Board initially approved a renegotiation of the current contract to commence within the next 12 months with a contract go live date on 1 April 2023 for the provision of a Pre-Placement Agreement for the provision of permanent, temporary or respite care for older people in a care home (with or without nursing)

Following a comprehensive procurement process, the successful providers have been identified and this report seeks approval by Executive Cabinet to award the contract as detailed in the report with a contract commencement date of 1 April 2023.

Recommendations: That Executive Cabinet be recommended to award the contract for the provision of a Pre-Placement Agreement for the provision of permanent, temporary or respite care for older people in a care home (with or without nursing) to the following

Provider A	Anchor Hanover Group
Provider B	Auden House
Provider C	Care UK Community Partnerships
Provider D	Cartwright Care Balmoral
Provider E	Devonshire Care
Provider F	Domain Care Limited
Provider G	Downshaw Lodge
Provider H	HC-One Limited
Provider I	Hurst Hall Care Home
Provider J	Hyde Nursing Home
Provider K	Laurel Bank Residential Care Home
Provider L	Moss Cottage Nursing Home
Provider M	Oakwood Care Centre
Provider N	Parkhill Nursing Home
Provider O	Polebank Hall Residential Care Home
Provider P	Sandtoft Care Home Ltd – Partnership Caring Ltd
Provider Q	St Lawrence's Lodge
Provider R	The Lakes Care Centre (R1) and Fairfield View (R2)
Provider S	The Vicarage Residential Care Home
Provider T	Tulsi Homes TA Clarkson House

Policy Implications: The proposals align with the Living Well, Working Well and Ageing Well programmes for action. The service also links into the Council's priorities :-

- Help people to live independent lifestyles supported by responsible communities.

- Improve the health and wellbeing of residents
- Protect the most vulnerable

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

The pre-placement agreement is for an open framework with care home providers. Under this framework individual service contracts are purchased by the council from the care home providers. This pre-placement agreement does not dictate the cost of the individual provision for each service user. The standard individual provision cost is communicated by the service to providers before the start of each financial year.

The pre-placement procurement exercise has been undertaken with STaR involvement to ensure that it delivers best value for money for the council.

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

The service has undertaken a procurement exercise as detailed in the main body of the report with the support of STaR procurement to ensure that there has been a compliant process which delivers best value for the council

Risk Management:

There will be a continued dialogue between commissioners and providers to ensure best value is delivered against the contract resource with a view to working towards service developments. These will be delivered through contract performance management and working in partnership with neighbourhood teams.

Access to Information:

The background papers relating to this report can be inspected by contacting Siobhan Gough



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e-mail: siobhan.gough@tameside.gov.uk

1. INTRODUCTION

- 1.1 On 27 October 2021 the Strategic Commissioning Board approved a renegotiation of the current contract for a Pre-Placement Agreement for the provision of permanent, temporary or respite care for older people in a care home (with or without nursing) to commence within the next 12 months. The current contract is due to expire on 31 March 2023.
- 1.2 The agreement will provide the framework of providers available in Tameside from which individual service contracts can be purchased. Placement on the agreement is not a guarantee that individual service contracts will be awarded to the provider.
- 1.3 The agreement is an open framework agreement to which new care home providers in Tameside can apply to be appointed to during its life.
- 1.4 The framework will provide the basis for any future call-off contracts during its life, which means that the Council can undertake mini tenders to award to any of the providers on the framework.
- 1.5 A closed tendering exercise supported by STaR Procurement commenced on 1 October 2022 and closed on 14 November 2022. The tender was completed fully in accordance with Tameside Metropolitan Borough Council Procurement Standing Orders and in conjunction with OJEU requirements via the CHEST (the North West procurement portal).
- 1.6 The intention is to award an agreement for a duration of five years commencing on 1 April 2023 with an expiry date of 31 March 2028 with no option to extend.

2. PRE-PLACEMENT AGREEMENT FOR CARE HOMES (WITH OR WITHOUT NURSING) IN TAMESIDE

- 2.1 The Council has been operating a Pre-Placement Agreement with care homes in Tameside since the Registered Homes Act 1984. This is a continual contractual relationship where the terms and conditions are reviewed on a regular basis. The contract was last renewed on 1 April 2018.
- 2.2 The agreement allows the Council and GM ICB (Tameside) to purchase placements as required through an individual service contract from the care homes on the framework.
- 2.3 The care homes provide 24 hour care and support to residents, ensuring an asset based approach is used to promote independence wherever possible and focus on achieving outcomes for individuals to ensure health and wellbeing is maintained. The care homes focus on community engagement and meaningful activities to ensure residents have purpose and stimulation. The care homes work as part of a Multi-Disciplinary Team (MDT) approach to ensure holistic care and support is maintained and people are supported to remain in the care home to reduce the number of hospital admissions.
- 2.4 All care homes on the framework are registered with the Care Quality Commission (CQC) and agree to work with commissioners to strive for continual quality improvement.
- 2.5 There are 34 operational care homes in Tameside for over 55's on the framework with access to 1084 residential beds and 394 nursing beds when all homes are operating at full capacity.
- 2.6 All care homes on the framework are committed to future developments and will work with commissioners to develop services to meet the growing demands of the sector.

3. DETAILS OF PROPOSED CONTRACTUAL ARRANGEMENTS

3.1 Tameside Adult Services in its role as lead commissioner is looking to award a five year contract, which is expected to commence on 1 April 2023 and expire on 31 March 2028.

4. PROCUREMENT APPROACH USED

4.1 Adult Services has worked closely with STAR Procurement to undertake an appraisal of the procurement options available and conducted a fair, open and transparent procurement process.

4.2 A closed tendering exercise commenced on 10 October 2022 and closed on 14 November 2022. The tender was completed fully in accordance with Tameside Metropolitan Borough Council Procurement Standing Orders and in conjunction with OJEU requirements via the CHEST (the North West procurement portal).

4.3 The approaches used to evaluate the responses included:

- Supplier Questionnaire – Each provider completed a supplier questionnaire to allow checks to be completed that will assess their viability to provide the service in the Borough. This includes questions in relation to: Insurance; Health and safety; Financial Standing; Grounds for exclusion and Modern Slavery. Providers were required to complete this in its entirety to ensure inclusion in the Framework.
- Cyber Security Questionnaire – Each provider was required to complete the questionnaire to demonstrate the level of security in place to receive and store information safely. Each provider will have a Data Protection Impact Assessment (DPIA) in place to ensure any improvements needed to their cyber security are achieved within an agreed timescale prior to contract commencement.
- Copy of Contract – Each provider has received a copy of the General Conditions, Service Conditions and Service Particulars that form the contract at procurement stage and have agreed in principle to its contents.

5. EVALUATION METHOD AND OUTCOME

5.1 Responses were received from 20 providers covering all 34 care homes in Tameside and these were evaluated by:

Shirella Simms - STAR Procurement Category Manager (People)
Siobhan Gough - Commissioning and Contracts Officer

5.2 The evaluated submissions were used to inform the due diligence completed by STAR Procurement. These documents are available for further scrutiny if required.

5.3 Under the Care Act 2014 we are obliged to facilitate choice and control for service users, therefore we are required to contract with all care homes within the borough and have done for a number of years. The Commissioning Team hold substantial quality data in relation to each home, as detailed in Section 5.4, therefore this was not required in the submission. As service users are already resident in each of the care homes we are required to ensure that each care home agrees to the terms and conditions and is able to provide relevant information to enable the due diligence checks to be completed. All care homes have agreed the Terms and Conditions and provided all relevant information.

5.4 In order to monitor the quality of the providers on the framework a number of mechanisms are in place.

- Contract Performance Monitoring - Two official visits take place annually which include one announced and one unannounced visit. Ongoing support is also provided as and when required.
- Monthly Quality Returns - Each provider completes monthly returns detailing activity in the home which is used to monitor any trends, themes or identify any concerns. Support and guidance is provided positively to enable growth within the sector.
- Quality Improvement Team – This is a dedicated team which provides intensive and ongoing support to the providers on the framework, when required, with the aim of working towards continual improvement and increased quality of care.
- Care Quality Commission – All providers are registered with the CQC and are subject to their regulation and inspection regime. Providers are rated from Inadequate to Outstanding.
- Accountability and Escalation Policy - This is a joint policy between TMBC Adult Services and GM ICB (Tameside) which is in place to ensure that all actions, processes and responsibilities of each stakeholder are clear in the event of a care concern being raised.
- Suspension and Termination clause - General Condition 16 (Suspension) gives the co-ordinating commissioner the right to suspend the service by written notice in part or in whole. Services can be reinstated once the co-ordinating commissioner is satisfied the provider is able to deliver the service to the expected standard. General Condition 17 (Termination), gives the co-ordinating commissioner the right to terminate the service by written notice.

6. CHECKS ON PROVIDERS

6.1 An evaluation of the submissions has been completed by STAR Procurement to ensure each provider is compliant and is able to confirm that they meet the pass criteria for Economic and Financial standing; Modern Slavery Statement; Health and Safety; Insurance and all grounds for exclusion. These documents are available for further scrutiny if required.

6.2 Credit checks have been completed by STAR Procurement using Company Watch. The Credit Risk Score thresholds are as follows:

- High: 25 or less
- Medium: 26-35
- Low: 36-100

The table below indicates the risk level identified by Company Watch and provides further information relating to the risk and how this is being managed.

Provider	Credit Score	Risk Level	Risk Information
Provider A	N/A	Medium	The credit check on Company Watch did not return sufficient information and therefore the financial accounts have been requested to complete due diligence.

			Provider A is part of a large corporation covering a number of areas.
Provider B	97	Low	No Concern
Provider C	41	Low	No Concern
Provider D	8	High	There is limited history on Company Watch as the provider was newly established in 2020. As a commissioner we are aware the care home has a high level of occupancy and remains economically viable. A copy of the accounts have also been requested.
Provider E	2	High	Provider E is a large organisation investing in a number of different fields and therefore the accounts would not provide a clear picture of the care home in Tameside so they have not been requested. However the provider in Tameside is a Care Home that is well occupied and open to further placements. The provider engages well with support to improve and maintain quality in order to remain economically viable.
Provider F	45	Low	No Concern
Provider G	20	Medium	This provider is currently in administration, the local authority remain in regular contact with the administrator to ensure the on-going care and support of the residents and to ensure the viability of the business while a buyer is sought. At present this care home is part of a wider provider but as a home remains economically viable.
Provider H	30	Medium	Provider H is a larger corporation with a number of provisions in the borough. They are investing heavily in future developments and maintain a good standard of care across their sites. They remain a strategic partner of Tameside and on the whole maintain a high level of occupancy across their homes.
Provider I	N/A	High	This is a newly registered provider and therefore is automatically classed as high risk due to the lack of financial records. The provider has several care homes across the country and a good structure of support. They maintain a high level of occupancy and provide good quality care.
Provider J	97	Low	No Concern
Provider K	55	Low	No Concern
Provider L	30	Medium	Provider L is part of a wider corporation The provider in Tameside is a successful care home that provides good quality care and operates at 100% occupancy most of the time. Any vacancies are filled quickly and the business remains economically viable.
Provider M	16	High	While Provider M remains a high risk the credit report does indicate a significant improvement since 2020 when it was taken over by new owners. The provider remains engaged with the Council and has been supported to improve the quality of the service which is now rated by the CQC "Good". They have a high level of occupancy and remain economically viable. As the care home is part of a wider group the

			accounts will not be reflective of the care home in Tameside and therefore accounts have not been requested,
Provider N	78	Low	No Concern
Provider O	36	Low	No Concern
Provider P	91	Low	No Concern
Provider Q	N/A	Medium	Provider Q is a sole trader and therefore does not have a company number in order to complete the checks on Company Watch. However, copies of the financial accounts have been requested in order to complete the due diligence.
Provider R	Provider R1 - 41 Provider R2 - 78	Low	Providers R1 and R2 are subsidiaries of the same organisation and are both in administration. The local authority remains in regular contact with the administrator to ensure the on-going care and support of the residents and is providing support to ensure the viability of the businesses whilst a buyer is sought. Provider R1 is suspended to new placements at present and is under occupancy. Support remains in place to improve quality in order to re-inspect and lift suspension. Provider R2 is suspended to new placements, however they remain economically viable. Support is in place to assist the provider to improve quality in order to re-inspect and lift suspension.
Provider S	91	Low	No Concern
Provider T	N/A	High	This is a newly registered provider and therefore automatically high risk due to lack of financial records. However, they have significantly increased occupancy and are investing in the improvement of the service. Due to this being a new provider only operating from September 2022 they do not have records available for us to request.

6.3 While some providers are deemed high risk due to their current financial status, the continual contractual agreement needs to remain in place due to service users already being resident in the care home. Under the Care Act 2014 the Council is obliged to facilitate choice and control to Tameside residents so the placements are required to continue. The table above highlights mitigating factors and concerns will be managed as identified in section 5.4 of the report.

6.4 In order to further mitigate the financial risk of contracting with high-risk providers, the Council will be changing the payment terms and will be paying in arrears as opposed to in advance as was previously the case.

7. CONCLUSION

7.1 A summary of the providers awarded a place on the framework is shown below. This also includes confirmation of the completion of each stage of the evaluation.



Provider	Supplier Questionnaire	Cyber Security Questionnaire	Contract Agreement
Provider A	Complete	Complete	Complete
Provider B	Complete	Complete	Complete

Provider C	Complete	Complete	Complete
Provider D	Complete	Complete	Complete
Provider E	Complete	Complete	Complete
Provider F	Complete	Complete	Complete
Provider G	Complete	Complete	Complete
Provider H	Complete	Complete	Complete
Provider I	Complete	Complete	Complete
Provider J	Complete	Complete	Complete
Provider K	Complete	Complete	Complete
Provider L	Complete	Complete	Complete
Provider M	Complete	Complete	Complete
Provider N	Complete	Complete	Complete
Provider O	Complete	Complete	Complete
Provider P	Complete	Complete	Complete
Provider Q	Complete	Complete	Complete
Provider R	Complete	Complete	Complete
Provider S	Complete	Complete	Complete
Provider T	Complete	Complete	Complete

8. RECOMMENDATIONS

8.1 As set out at the front of the report.

Report to:	EXECUTIVE CABINET
Date:	8 February 2023
Executive Member:	Councillor Leanne Feeley – Executive Member (Education, Achievement and Equalities)
Reporting Officer:	Ali Stathers-Tracey – Director, Children’s Services
Subject:	SCHOOL ADMISSION ARRANGEMENTS AND SCHOOL PLACE PLANNING
Report Summary:	<p>The report sets out the proposed admission arrangements for Tameside community, and voluntary controlled schools for admission in September 2024 following a public consultation exercise. There are proposed changes to the Published Admission Number at two community high schools and slight amendments to the wording of the school admission arrangements to comply with the School Admissions Code. The latest information on school place planning is presented which concludes that there are currently sufficient places to meet expected demand. The school place planning process must continue to be dynamic particularly in view of significant housing development that is predicted within the borough and the impact that will have on demand and travel to learn patterns. Consideration also needs to be given to predicted rising levels of surplus capacity in some areas of the borough and the need to consider reducing admission numbers in future years. The report concludes that there is a need to continue to develop capacity for specialist places given the predicted continuing rise in demand.</p> <p>The report also asks the Cabinet to consider approving capital spend to support the establishment of a new specialist resource base at Dane Bank Primary School.</p>
Recommendations:	<p>The Executive Cabinet be recommended to:</p> <ul style="list-style-type: none">(i) Approve the determination of admission arrangements for all Tameside community and voluntary controlled schools for 2024/25 as set out in Appendix 1 of the Report;(ii) Approve a reduction in the published admission number at Hyde Community College to 210 from September 2024(iii) Approve a reduction in the published admission number at Denton Community College to 270 from September 2024(iv) Approve a grant agreement for £63,066 with The CLIC Trust to create a safe outdoor space; a breakout space; a sensory room and remodel a current classroom to accommodate a new resource at Dane Bank Primary School. This will provide 10 resourced pupil places for children with communication and interaction needs for at least 10 years from Easter 2023.

Corporate Plan:	The proposals contained within this report will support the delivery of the Community Strategy, through the delivery of sufficient and suitable places in 2024/25
Policy Implications:	The amendments proposed in this report will enable Tameside Council to continue to operate within the School Admissions Code. The admission arrangements for 2024/25 academic year for all voluntary controlled and community schools are broadly similar to those for 2023/24 as determined on 26 January 2022.
Financial Implications: (Authorised by the statutory Section 151 Officer)	<p>All schools places are funded from the ring-fenced Dedicated Schools Grant which must be fully allocated to all schools and Academies in the borough.</p> <p>Mainstream Schools and Academies are funded on a per pupil basis, any schools with falling numbers of pupils on roll face financial pressures, which will need be managed.</p> <p>The continued demand for Specialist Provision is creating further financial pressures on the High Needs budget that is already significantly in deficit and subject to a deficit recovery plan. The Local Authority is working with the Department of Education as part of the Delivering Better Value Programme to seek to address the deficit.</p> <p>Specialist resource bases in mainstream school provide a good value for money proposal in terms of cost to the High Needs Block. Special Provision Capital Grant funding is available to support the £63k capital works required to establish the resource base places.</p>
Legal Implications: (Authorised by the Borough Solicitor)	<p>The legal implications for the School Admissions Code are set out in the main body of the report.</p> <p>With regards the grant agreement legal services will provide support to ensure that the agreement is appropriate and deliver the required outcomes.</p>
Risk Management:	Failure to determine admission arrangements and a coordinated admissions scheme by 15 March 2023 could result in the Secretary of State imposing admissions arrangements on the Council and lead to the displacement of children from community high schools.
Background Information:	<p>The background papers relating to this report can be inspected by contacting Catherine Moseley, Head of Access Services</p> <p> Telephone: 0161 342 3302</p> <p> e-mail: catherine.moseley@tameside.gov.uk</p>

1. INTRODUCTION

- 1.1 All admission authorities are required to consult on their coordinated admission scheme and on changes to admission arrangements. Where no changes are proposed to the coordinated admissions scheme or admission arrangements, there is no requirement to consult. Admission authorities must ensure that their determined admission arrangements comply with the mandatory requirements of the School Admissions Code 2021.
- 1.2 Admission authorities must consult once every seven years as a minimum.

2. CONSULTATION ON PROPOSED CHANGES TO THE ADMISSION ARRANGEMENTS AND ADMISSION NUMBERS IN COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

- 2.1 For entry to school in September 2024 a consultation took place on a change to published admission numbers (PAN) at Hyde High School and Denton Community School as outlined below. The proposed PAN change will only affect two community high schools and will not affect any academies, voluntary aided or free schools who are responsible for their own admission arrangements.
- 2.2 There was also a consultation on minor changes to the definition of the child's home address and to update all arrangements to improve alignment with the Admissions Code for the definition and procedure for admission outside of normal age range.

Proposed changes to published admission numbers

- 2.3 Since 2005, the birth rate in Tameside has been gradually increasing with births peaking in 2012. Due to the increase in the birth rates, this required an increase in school places to meet demand, firstly in the primary sector and subsequently in high schools as children moved from year 6 into secondary education.
- 2.4 Additional places were added at a number of high schools across the borough with a mix of temporary and permanent places. The peak of births has now passed and the birth rate has reduced and has sustained at lower levels over the last 2 years, with rates predicted to remain at these lower levels over the next few years. In light of this, there is a need to remove the additional places created to meet this higher demand and the council consulted on a reduction to the published admission number at two community high schools.
- 2.5 Following agreement with Hyde High School, it was agreed to consult on a reduction in the published admission number from 240 to 210.
- 2.6 Following agreement with Denton Community College, it was agreed to consult on a reduction in the published admission number from 330 to 270.

Proposed change to the wording of home address in the admission arrangements

- 2.7 To provide further clarity on the definition of wording on home address where parents have shared responsibility for a child, each for part of week, it was proposed to amend the wording to change from:
- 'Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week
- and amend the definition to:
- 'Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit'.
- 2.8 The following documents are proposed to be updated to reflect this change (**Appendix 1**):
- Admission Arrangements for Community and Voluntary Controlled Primary Schools
 - Admission Arrangements for Community High Schools
 - Coordinated Admissions for Schools in Tameside for 2024-25

- Admission Arrangements for Stalyhill Junior School

Admission outside Normal Age Group

- 2.9 The consultation proposed that this section of the admission arrangements be updated to improve the wording to align with the Admissions Code and to ensure further clarity on the example reasons a parent may seek a place for their child outside of their normal age group.
- 2.10 The following documents are proposed to be updated to reflect this change:
- Admission Arrangements for Community and Voluntary Controlled Primary Schools
 - Admission Arrangements for Community High Schools
 - Coordinated Admissions for Schools in Tameside for 2024-25

Consultation

- 2.11 On 3 November 2022, the Local Authority circulated the proposed published admission numbers and admission arrangements for community and voluntary controlled schools for consultation. The closing date for the consultation was 15 December 2022.
- 2.12 The following organisations were consulted:
- The Headteacher and Governors of all Tameside maintained schools;
 - Parents;
 - Derbyshire Local Authority;
 - Manchester Local Authority;
 - Oldham Local Authority;
 - Stockport Local Authority;
 - Tameside Local Authority;
 - Chester Diocese;
 - Manchester Diocese;
 - Salford Diocese;
 - Shrewsbury Diocese; and
 - Local MPs
- 2.13 A Public Notice was also published in the Tameside Reporter on 3 November 2022 in order to notify parents and other groups in the area of their rights to be consulted and the consultation was posted on the Tameside MBC website.
- 2.14 No responses were received to the consultation and it is recommended that the changes outlined above are implemented for September 2024.

3. SCHOOL PLACE PLANNING

- 3.1 School place planning in the borough is reviewed on an annual basis and forms part of the annual report on admission arrangements that is reported to Executive Cabinet in January. **Appendix 2** sets out the latest information.
- 3.2 All local authorities have a statutory duty to ensure that there are sufficient school places to meet demand in the area. These may be school places available at provision maintained by the local authority, academies, or other non-maintained schools. In order to carry out this statutory duty, Councils need to carry out school place planning and forecasting.
- 3.3 Planning for fluctuations in demand for school places is an important function which needs to be carried out at a local level and will differ depending on the phase of learning, for example, pupils will travel further to secondary schools than primary schools. The compact geography of the borough and the mix of types of school eg single sex means that place planning happens at a level higher than wards or towns.

- 3.4 School place planning is a complex process, that takes account a range of factors including the number of births in the borough, in year movement and cohort survival rates as well as parental preference and planned housing development. With rapid shifts in economic conditions for families and changing patterns of migration, planning for basic need for school places requires a proactive approach to best respond to both short and medium-term demand for places.
- 3.5 By being proactive and working in partnership with all our schools over a number of years, the Council has been able to meet the demand for places in spite of significant variations in pupil numbers.
- 3.6 After the sustained period of growth, data indicates the need to consider reducing levels of surplus that are predicted to increase in primary and secondary schools over the next few years.
- 3.7 There is a need to engage in dialogue with primary school leaders to begin to consider options to reduce projected levels of surplus capacity. Whilst levels of surplus in secondary schools are not expected to increase for a number of years, dialogue will begin to ensure that temporary places added to cope with the increase in pupils over recent year are removed first.
- 3.8 Whilst there are currently sufficient places to meet expected demand in mainstream provision, this is not the case for specialist places. The school place planning process must continue to be dynamic particularly in view of significant housing development and predicted increases in children and young people requiring support for their additional needs within the borough and the impact that will have on demand and travel to learn patterns.

4 ESTABLISH A 10 PLACE SPECIAL RESOURCE BASE FOR PRIMARY AGED CHILDREN AT DANE BANK PRIMARY SCHOOL

- 4.1 In line with the information presented in the School Place Planning Annual report, there is a current proposal to increase specialist resource provision at Dane Bank Primary School. Data projections indicate that over the next 10 years, Tameside will see growth of 260% in the number of Education, Health and Care Plans with Communication and Interaction as the primary area of need.
- 4.2 Dane Bank Primary School is an academy school in Denton and part of The Changing Lives in Collaboration (CLIC) Trust. The school expressed an interest in establishing a resource base and the Head of SEND has worked with the school to agree the proposal.
- 4.3 The resource base will be a 10 place unit for primary aged children with for communication and interaction needs from Easter 2023. The school has identified accommodation within the site that can be used for the resource base. The capital works will create a safe outdoor space; a breakout space; a sensory room and remodel a current classroom to accommodate the base.
- 4.4 The Dane Bank Primary School resource base proposal was considered by a meeting of the SEND Sufficiency Group on 2 December 2022, who determined that the proposed additional specialist places are in line with the Council's plan to increase specialist sufficiency across the borough and are required to address the projected growth in this area of need. The panel therefore recommended that the Council support the proposal.
- 4.5 The works will be commissioned by The CLIC Trust with oversight from the Council's Capital Projects Team and a grant agreement would be put in place to fund the project. Quotes have been received from the school and it is recommended that a grant agreement be agreed with The CLIC Trust for £63,066.33 to provide 10 places for at least 10 years. Ongoing monitoring of the project would be through the grant agreement and reported to the Strategic Planning

and Capital Monitoring Panel.

5 RECOMMENDATIONS

5.1 As set out at the front of the report.

**PROPOSED
ADMISSION ARRANGEMENTS FOR TAMESIDE COMMUNITY
AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS
2024/25 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children to Tameside community and voluntary controlled primary schools in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme. These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre;
- 1.2 Children in Tameside are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school until the start of the term after their fifth birthday. Parents may therefore request that their school place be deferred until later in the school year and if they do this the place will be held for the child. However, they cannot defer entry beyond the beginning of the term after the child's fifth birthday or for children born between 1st April and 31st August, not beyond the beginning of the final term of the school year for which the offer is made. Parents can also request that their child attend on a part time basis until the child reaches compulsory school age.
- 1.3 Parents of summer born children can request that their child is placed outside their age range if they feel that their child will not be ready for school. (See Section 6. Admission of Children outside their normal age group)
- 1.4 Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to the reception class; attendance at a nursery or co-located children's centre does not guarantee admission to the school.

2 APPLYING FOR A PLACE IN A TAMESIDE COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOL SEPTEMBER 2024

- 2.1 If you are a Tameside resident you must make your application online to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.
- 2.2 You should use your application to apply for any primary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the School Admissions Section at Tameside MBC. Starting Out will be available on Tameside's website. NB: Only one application may be submitted for each child.
- 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on the application to investigate further. If false or misleading information is given, Tameside local authority has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend a Tameside school. Applications must be returned in accordance with your own local authority's specific instructions and not to Tameside.

3 THE PROCESS

- 3.1 The application will invite parents to indicate a preference for up to 6 schools, and then to rank the schools in order of preference, parents will also be able to give reasons for each preference.

- 3.2 Your online application must be submitted by the closing date of **15 January 2024**, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 3.4 Changes to preferences, ranking order, or pupil details, will not be allowed after the closing date of **15 January 2024**, except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances, once information has been exchanged with other admission bodies because the allocations process has commenced. In the case of primary schools, this cut-off date is the **2 February 2024**.
- 3.5 Notification of offers of a single school place will be sent out to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 3.6 Parents will not receive multiple offers.

4 PUBLISHED ADMISSION NUMBERS FOR TAMESIDE COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

- 4.1 A list of all Tameside community and voluntary controlled primary schools, with their respective Published Admission Numbers, can be found here: <http://www.tameside.gov.uk/schools/admissions/2024>
- 4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS

- 5.1 Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription for community and voluntary controlled primary schools are:

- 1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- 2. Children and families with exceptional medical or social needs**

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

3. Sibling

This will apply where there are brothers or sisters attending the school or the linked junior school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Reception. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

4. All other applications on distance

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain

excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6 ADMISSION OUTSIDE NORMAL AGE GROUP

6.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

6.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

6.3 Summer Born (1st Entry to School), A parent who chooses not to send their summer born child (those born between 1st April and 31st August) to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

6.4 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

6.5 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

6.6 Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals where relevant, for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

6.7 Application process for Summer Born/Admission Outside Normal Age Group

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

6.8 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

6.9 Please note that one admission authority cannot be required to honour a decision made by another which means where multiple applications are being made to different schools, you may receive differing outcomes.

7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL

7.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and

a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

8 IN YEAR TRANSFERS

- 8.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the online School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: www.tameside.gov.uk/admissions
- 8.2 Forms should be fully completed and submitted electronically with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 8.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 8.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

9 IN YEAR FAIR ACCESS PROTOCOL

- 9.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short-term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

10 WAITING LISTS

- 10.1 If any school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents, who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change, (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or

change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

11 APPEALS

- 11.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care Plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).

- 11.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>

- 11.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;

- 11.4 The Local Authority will:
- give the appellant at least ten school days notice of the time and place of the hearing;

- 11.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.

- 11.6 The appeal shall be decided by a simple majority of the votes cast, the chair of the panel having a casting vote.

- 11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**PROPOSED
ADMISSION ARRANGEMENTS FOR
TAMESIDE COMMUNITY HIGH SCHOOLS
2024/25 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children to Tameside community high schools in the normal admissions round for the academic year 2024/25. Tameside will operate an equal preference scheme.

2 APPLYING FOR A PLACE IN A TAMESIDE COMMUNITY HIGH SCHOOL SEPTEMBER 2024

- 2.1 If you are a Tameside resident you must make your application to Tameside Local Authority, even if you wish your child to attend a school in another Local Authority area.
- 2.2 Tameside primary schools will forward details of children eligible to transfer to secondary school in September 2023 to the Local Authority Admissions Team, who will send out details of how to apply in September 2023. The pack will contain details of where to view Moving On and a letter explaining how to make your application. You should use your application to apply for any secondary school, whether this is in Tameside or in another Local Authority area. Application details may also be obtained from the Admissions Section at Tameside MBC. Moving On will be available on Tameside's website. NB: Only one application may be submitted for each child.
- 2.3 The local authority may verify information you provide on your application, which could involve contacting other departments of the local authority. In instances where the information provided is different from that held by them, they may use the information on this form to investigate further. If false or misleading information is given, Tameside local authority has the right to withdraw the offer of a school place.
- 2.4 If you are not a Tameside resident you must make your application to the Local Authority where you live, even if you wish your child to attend a Tameside school. Application forms must be returned in accordance with your own local authority's specific instructions and not to Tameside.

3 THE PROCESS

- 3.1 The application will invite all parents to indicate a preference for 6 schools, and to rank the schools in order of preference, giving reasons for each preference. In allocating places, Tameside will operate an equal preference scheme.
- 3.2 Your application must be submitted by the closing date of 31 October 2023, with any supporting information / evidence if appropriate.
- 3.3 The council will follow the timetable set out in the coordinated admissions scheme. Late applications will be dealt with as late and ranked after all applications submitted after the deadline.
- 3.4 Changes to preferences, ranking order or pupil details, will not be allowed after the closing date of 31 October 2023 except in exceptional circumstances, for example, if the family has recently moved address. Evidence must be provided to support the request. An intention to change address cannot be considered by the local authority until the move has actually taken place and proof is available, or parents may provide a solicitor's letter confirming an exchange of contracts on a property, or a tenancy agreement and proof of disposal of current property. No changes can be considered even where there are exceptional circumstances

once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of secondary schools this date is the 10 November 2023.

3.5 Notification of offers of a single school place will be sent out to parents on 1st March 2024. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.

3.6 Parents will not receive multiple offers.

4 PUBLISHED ADMISSION NUMBERS FOR TAMESIDE COMMUNITY HIGH SCHOOLS

4.1 A list of all Tameside community high schools, with their respective Published Admission Numbers, can be found here: <http://www.tameside.gov.uk/schools/admissions/2024>

4.2 Where applications for admission to any school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

5 CRITERIA FOR ALLOCATING PLACES TO OVERSUBSCRIBED SCHOOLS

5.1 Children with an Education Health and Care Plans where the school is named in the plan will be allocated places before the oversubscription criteria are applied. The criteria for oversubscription for community secondary schools are:

5. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

1. Children and families with exceptional medical or social needs

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

6. Sibling:

This will apply where there are brothers or sisters attending the school as at the closing date for applications, who will still be attending at the time of admission, i.e. in the September when the pupil is admitted to Year 7. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step

sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school. In cases where twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, are split when allocations take place, siblings will be offered a place at the same school which may not be a preference school named on the common application form.

7. Children attending the named partner primary school on the closing date for applications. Preference will be given to pupils living nearest to the school.

8. All other applications on distance

Preference will be given to pupils living nearest to the school.

5.2 Distance will also be used as a tiebreaker where oversubscription occurs within any of criteria 1 to 4. Preference will be given to pupils living nearest to the school.

5.3 Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.4 The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.

5.5 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

5.6 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6 ADMISSION OUTSIDE NORMAL AGE GROUP

6.1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals, where appropriate for example educational psychologist. Parents will be informed parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

6.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group

- 6.3 Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the School Admissions Team for further information.
- 6.4 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.
- 6.5 If a child was admitted to reception class outside age group and has continued on this basis throughout primary school, on application for secondary education, it is anticipated that the child will continue to be educated outside of age range. However please note a decision by Tameside MBC, does not bind another own admission authority school (VA's and Academies) and you may need to reapply or seek further permission.
- 6.6 Important Note: If your child has been taught out of year group, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations. However, young people are required to continue in education or training until their 18th birthday.

7. ADMISSION OF CHILDREN OF UK SERVICE PERSONNEL

- 7.1 The council acknowledges that service families are subject to movement within the UK and from abroad. Although the council is not able to reserve places for blocks of pupils we will consider requests, if accompanied by an official MOD letter declaring a relocation date and a Unit postal address or quartering area address. For in year admissions places will be allocated, subject to a place being available in the relevant year group, prior to moving. If we are unable to allocate a place at that time, parents will be offered the right to appeal.

8 IN YEAR TRANSFERS

- 8.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the online School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: www.tameside.gov.uk/admissions
- 8.2 Forms should be fully completed and submitted electronically with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 8.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 8.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 8.5 Where a child is currently being educated outside of age range, any previous decision is not

binding on another Admission Authority. Decisions on whether or not a child transferring schools is educated out of year group will be made by the admission authority of the school in question, e.g. Tameside MBC or via own admission authority schools e.g. Voluntary Aided Schools and Academies.

- 8.6 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

9 IN YEAR FAIR ACCESS PROTOCOL

- 9.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short-term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

10 WAITING LISTS

- 10.1 If any school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents, who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children, who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change, (e.g. they move house) they should inform the Council immediately and provide appropriate supporting evidence.
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

11 APPEALS

- 11.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).
- 11.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can

also be found on the School Admissions webpage
<http://www.tameside.gov.uk/schools/admissions>.

- 11.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;
- 11.4 The Local Authority will:
- give the appellant at least ten school days notice of the time and place of the hearing;
- 11.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.
- 11.6 The appeal shall be decided by a simple majority of the votes cast, the chair of the panel having a casting vote.
- 11.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**PROPOSED
ADMISSION ARRANGEMENTS FOR
STALYHILL JUNIOR SCHOOL 2024/25 ACADEMIC YEAR**

1 INTRODUCTION

- 1.1 These arrangements apply to the admission of children, currently attending an Infant School, to Stalyhill Junior School in the normal admissions round for the academic year 2024/25

2 PUBLISHED ADMISSION NUMBER FOR STALYHILL JUNIOR SCHOOL

- 2.1 The Published Admission Number for entry in September 2023 is 60.

3 APPLYING FOR A PLACE AT STALYHILL JUNIOR SCHOOL SEPTEMBER 2024

- 3.1 If your child attends Stalyhill Infant School, you will receive a letter in October 2023 from School Admissions advising you to apply online - using the online Application Form.
NB: Only one online application may be submitted for each child.
- 3.2 The Local Authority may verify information you provide on the form, which could involve contacting other departments of the Local Authority. In instances where the information provided is different from that held by them, they may use the information on this form to investigate further. If false or misleading information is given, Tameside Local Authority has the right to withdraw the offer of a school place.

4 THE PROCESS

- 4.1 The online application form will open from 1st November 2023 and will invite parents to indicate a preference for a place at Stalyhill Junior School, or at another Tameside primary school.
- 4.2 Forms must be submitted online by the closing date of 15 January 2024. Parents/carers are responsible for providing any supporting information / evidence if appropriate by the closing date.
- 4.3 Late applications will be dealt with as late and ranked after all applications received by the deadline.
- 4.4 Changes to pupil details, such as a change of address, cannot be considered after the closing date, 15 January 2024.
- 4.5 Decision letters in respect of places at Stalyhill Junior School will be sent out to parents on 16 April 2024. These letters will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 4.6 If parents indicate that they wish their child to be considered for a place at another Tameside primary school for September 2024, they will need to complete an online application on Tameside's website www.tameside.gov.uk/admissions from June 2024.

5 CRITERIA FOR ALLOCATING PLACES IF THE SCHOOL IS OVERSUBSCRIBED

- 5.1 Where applications for admission to the school exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. Children with an Education Health and Care Plan where the school is named will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription are:

- 9. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside**

of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2 Children who attend Stalyhill Infant School as at the closing date for applications.

3 Children and families with exceptional medical or social needs

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs – the information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. A panel of officers from Tameside MBC will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

4 Sibling:

This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Year 3. Preference will be given to pupils living nearest to the school.

The sibling criterion includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

5 All other applications on distance

Preference will be given to pupils living nearest to the school.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the Local Authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

- 5.2 Where oversubscription occurs in applying either criteria 1, 2, 3 or 4, priority will be given to those pupils living nearest the school, measured as a straight line (as above).
- 5.3 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 5.4 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using

walking distance as measured using the local authority's school admissions data mapping software.

In the event of two or more applications with distances, which are exactly the same competing for a final place, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place

- 5.5 An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 5.6 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6 IN YEAR TRANSFERS

- 6.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the online School Transfer Request Form. The School Transfer Request Form can be completed online from the Tameside Council website: www.tameside.gov.uk/admissions.
- 6.2 Forms should be fully completed and submitted electronically with any additional/supplementary documentation/evidence to the School Admissions Team to enable their application to be considered as quickly as possible.
- 6.3 If you want to transfer your child to a school in Tameside, you must apply through Tameside Council even if you live in another area. If you want to apply for a school in another area, you will need to contact that area for further details of what you need to do.
- 6.4 If a place is available in the requested year group, parents will normally be offered that place but there are some exceptions (see Fair Access Protocol section).
- 6.5 Parents will receive an offer of a school place through Tameside Council and this can take up to 15 school days.

7 IN YEAR FAIR ACCESS PROTOCOL

- 7.1 All local authorities have a Fair Access Protocol for in year transfers that ensures the speedy admission of pupils who may experience difficulty in being allocated a school place, for example, if they have been out of school for a long period of time. With specific short term exceptions, all schools in Tameside are participants in the protocol, which may result in schools admitting pupils over their published admission number. Full details of the In Year Fair Access Protocol can be found on the Council's website <http://www.tameside.gov.uk/schools/primarytransfers>

8 WAITING LIST

- 8.1 If the school is oversubscribed the Council will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children

who have been referred under the local authority's Fair Access protocol or who is the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (eg they move house) they should inform the Council immediately and provide appropriate supporting evidence.

- 8.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 8.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

9 APPEALS

- 9.1 Any parent who is refused admission to a preferred school has the right of appeal to an Independent Appeals Panel. For pupils with an Education Health and Care plan, an appeal can be made to the SEN and Disability Tribunal (details are included in the plan).
- 9.2 Parents, who wish to appeal against the decision of the local authority to refuse admission to a preferred school, should do so in writing, setting out clearly why your child should go to that particular school. Information about appeals will be sent out with the allocation letter and can also be found on the School Admissions webpage <http://www.tameside.gov.uk/schools/admissions..>
- 9.3 The Appeals Panel will:
- be independent of the school and the LA;
 - give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation;
- 9.4 The Local Authority will:
- give the appellant at least ten school days' notice of the time and place of the hearing;
- 9.5 The clerk will:
- send the appeal papers to the appellant at least seven working days before the hearing.
- 9.6 The appeal shall be decided by a simple majority of the votes cast, the chairman of the panel having a casting vote.
- 9.7 The decision of the Appeals Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant. That decision shall be binding on all parties. Subject to the above conditions, all matters of procedure shall be determined by the local authority.

**PROPOSED
CO-ORDINATED ADMISSIONS SCHEME FOR ADMISSION TO TAMESIDE SCHOOLS 2024/25**

1 INTRODUCTION

- 1.1 This scheme applies to arrangements in Tameside whereby children are to be admitted to primary and secondary schools in the normal admissions round for the academic year 2024/25. It also applies to in-year transfers outside of the normal admissions round, throughout the academic year 2024/25. Tameside will operate an equal preference scheme.

2 INTERPRETATION

- 2.1 In this scheme –
- 2.2 “admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- 2.3 “admission authority” in relation to a community school means the Local Authority and, in relation to a voluntary aided school or academy, means the governing body of that school;
- 2.4 “eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number;
- 2.5 “school” means a community, voluntary controlled or voluntary aided school (but not a special school) or an academy;
- 2.6 “nearest appropriate school” is defined by distance measured as a straight line from the child’s home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority’s school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the parent receives the child benefit.
- 2.7 “primary education” has the same meaning as in Part 1, Chapter 1, section 2(1) of the Education Act 1996;
- 2.8 “secondary education” has the same meaning as in Part 1, Chapter 1, section 2(2)(a) of the Education Act 1996;
- 2.9 “the Local Authority” means Tameside Metropolitan Borough Council acting in their capacity as local education authority;
- 2.10 “the Local Authority area” means the area in respect of which the Local Authority is the local education authority;
- 2.11 “the specified year” means the school year commencing with 1st August and ending with next 31 July;

3. THE SCHEME

- 3.1 The following admission authorities are covered by the scheme:

Primary

Admissions Authority	Number and Type of School
Tameside Local Authority	20 x community primary schools
Tameside Local Authority	1 x community junior school
Tameside Local Authority	6 x voluntary controlled Church of England primary schools
Individual Schools	7 x voluntary aided Church of England primary schools
Individual Schools	12 x voluntary aided Roman Catholic primary schools
Individual Schools	30 x Academy Primary schools

Secondary

Admissions Authority	Number and Type of Schools
Tameside Local Authority	4 x community high schools
Individual Schools	2 x Roman Catholic voluntary aided high schools
Individual Schools	10 x Academy schools

4 ADMISSION TO PRIMARY SCHOOLS

- 4.1 This part of the scheme (paragraphs 4 -10) applies to arrangements in Tameside whereby children are to be admitted to primary schools in the normal admissions round for the academic year 2024/25 (i.e. children who will be commencing primary education in Reception in September 2024).
- 4.2 The application must be used as a means of expressing up to six preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any primary school excluding independent schools.
- 4.3 The application will –
- invite the parent to express preferences for up to 6 schools;
 - invite the parent to rank the schools applied for in order of preference;
 - invite parents to give their reasons for each preference;
 - specify that all applications should be submitted by **15 January 2024**, the closing date.
- 4.4 The Local Authority will make appropriate arrangements to ensure:
- that parents can apply online;
 - that there is a written explanation of the coordinated admissions scheme; and
- 4.5 Parents are invited to register their child’s details at any time at any Tameside primary school. Parents may be asked to confirm their details in the spring term of the school year prior to application and schools will forward the details to the Local Authority Admissions Section. In order to identify children resident in Tameside, the Local Authority will request neighbouring authorities to provide details of children who are eligible to start Reception in September 2024, who are resident in Tameside and who have registered an interest with them. Tameside will in turn provide information to other Local Authorities about children resident in their areas who have registered their details at a Tameside school.
- 4.6 The Local Authority will send out details of how to apply for a primary school place in November 2023 including details of where to view the composite prospectus Starting Out. Starting Out will be available on Tameside’s website.
- 4.7 Parents applying for a place at a voluntary aided school, or a school in another Local Authority, may be required to provide additional information on a supplementary form and/or complete supplementary application details only where the additional information is required

for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.

- 4.8 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an Online Application and the school is listed as a preference.
- 4.9 Parents of children resident in other authorities must submit an application to the home authority on the form provided by that authority.
- 4.10 The closing date by which parents must submit their applications is **15 January 2024**.

5 PROCESSING OF APPLICATIONS

- 5.1 Parents who approach a voluntary aided school or academy directly about admissions, must be advised to complete and submit an online application.
- 5.2 The Local Authority will forward details of the application, together with any additional information provided by the parent, to all voluntary aided schools and academies where the school is a parental preference, and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.
- 5.3 All admission authorities will consider all applications for their schools regardless of the preference order, apply the school's oversubscription criteria and provide the Local Authority with a list of applicants ranked according to the school's oversubscription criteria. For those schools for which the Local Authority is the admission authority, it will apply the school's oversubscription criteria to produce a list of applicants ranked according to the oversubscription criteria.
- 5.4 The Local Authority will collate all information. Tameside Local Authority has agreed with other local education authorities to ensure, so far as is reasonably practicable, that a parent receives only one offer of a school place.
- 5.5 Tameside Local Authority will inform other local authorities whether or not a place can be offered at a Tameside school to pupils resident in their area. Where Tameside Local Authority has forwarded an application to another Local Authority, that authority will advise Tameside Local Authority whether or not a place could be offered at a school within its area.
- 5.6 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application. This may not be the first preference school. Where a school is oversubscribed and the Local Authority is not able to offer any of the parental preferences, the Local Authority will allocate a place at the nearest appropriate primary school to the child's home with a place available.
- 5.7 Tameside Local Authority will notify all Tameside schools of the names of children allocated places in their school.

6 CHANGE OF PREFERENCE

- 6.1 Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date of **15 January 2024** except in exceptional circumstances for example,

if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of primary schools this date is the **2 February 2024**.

7 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

7.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

7.2 School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

7.3 Summer Born (1st Entry to School), A parent who chooses not to send their summer born child (those born between 1st April and 31st August) to school until they have reached compulsory school age may request that their child is admitted outside their normal age group - to reception rather than year 1.

7.4 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

7.5 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

7.6 Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals where relevant, for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

7.7 Application process for Summer Born/Admission Outside Normal Age Group

Parents requesting their child to be admitted outside of the normal age range should submit reasons for the request together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child.

7.8 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

7.9 Please note that one admission authority cannot be required to honour a decision made by another which means where multiple applications are being made to different schools, you may receive differing outcomes.

8 NOTIFICATION OF DECISION TO PARENTS/CARERS

- 8.1 Notification of offers of a single school place will be sent to parents on **16 April 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 8.2 Parents will be asked to confirm within 10 working days whether they intend to accept the place.
- 8.3 Where parents are not offered their highest ranked school, they will be informed of the reasons for this decision in the offer letter, which will also inform them about their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 8.4 Parents/carers of pupils resident in other Local Authority areas who are allocated a place at a Tameside school will be informed of the offer by their home authority.
- 8.5 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

9 LATE APPLICATIONS

- 9.1 The closing date for applications in the normal admissions round is **15 January 2024**. Applications submitted after this date will be considered after all applications received on time have been processed. If there is a good reason why an application could not be submitted on time, such as moving into Tameside after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by **2 February 2024** together with evidence to support the reason for lateness with the application form. Each case will be decided on an individual basis based on the evidence provided.
- 9.2 Applications received after the closing date must be submitted to the Local Authority immediately. Where only the supplementary form is received the school must inform the Local Authority immediately so it can verify whether an online application has been received from the parent and, if not, the Local Authority will contact the parent and ask them to complete an application. The Local Authority will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

10 WAITING LISTS

- 10.1 If any school is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual schools). Parents who have expressed the school as a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).
- 10.2 A place from the waiting list will only be held for two school days. Tameside Council will use

the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.

- 10.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

11 TIMETABLE OF CO-ORDINATED PRIMARY ADMISSIONS SCHEME 2024/25

1 November 2023	Letters to be distributed to parents/ online application available
1 November 2023	Online Application system is available
15 January 2024	Closing date for applications to be submitted to the Local Authority and supplementary forms to be submitted to VA schools if required.
26 January 2024	Details of applications and any relevant supplementary forms to be sent to other Local Authorities, if a preference for one of their schools has been expressed.
2 February 2024	This is also the last date by which, exceptionally, changes to preferences or pupil details may be made.
9 February 2024	Local Authority provides voluntary aided schools with details of all those who have named the school as a preference.
1 March 2024	Voluntary aided schools provide the Local Authority with ranked lists of applicants.
Process	The Local Authority will match the ranked lists of all the schools and allocate places.
11 March 2024	Begin exchanging offer status.
25 March 2024	The Local Authority will notify other Local Authorities of its determination with regard to children living in their area.
15 April 2024	On this date the Local Authority will make available for schools to view which pupils have been allocated places at their schools
16 April 2024	Notification of offers sent to parents.
26 April 2024	Last date for acceptance by parents of offers.
From 30th April 2024	Any places that have become available are allocated to parents in priority order.
17 May 2024	Closing date for receipt of appeals.
12 July 2024	Last date for hearing of appeals.

12 ADMISSION TO SECONDARY SCHOOLS

- 12.1 This part of the scheme ([paragraphs 13 – 17) applies to arrangements in Tameside whereby children are to be admitted to secondary schools in the normal admissions round for the academic year 2024/25 (i.e. children who will be commencing secondary education in Year 7 September 2024).
- 12.2 The application must be used as a means of expressing up to six preferences for the purposes of section 86 of the School Standards and Framework Act 1998 (as amended), by parents wishing to express a preference for their child to be admitted to any secondary school excluding independent schools.

- 12.3 The application will –
- invite the parent to express preferences for up to 6 schools;
 - invite the parent to rank the schools applied for in order of preference;
 - invite parents to give their reasons for each preference;
 - specify that all applications should be submitted by **31 October 2023**, the closing date.
 - Invite all Tameside residents to apply for a school place regardless of the primary school attended
- 12.4 The Local Authority will make appropriate arrangements to ensure:
- that parents can apply online
 - that there is a written explanation of the coordinated admissions scheme
- 12.5 The Tameside composite prospectus 'Moving On' will be made available to parents/carers **early September 2023**. In order to identify all pupils resident in Tameside, the Local Authority will request neighbouring authorities to provide details of year 6 pupils resident in Tameside and attending their schools. Tameside will in turn provide information to other Local Authorities about pupils resident in Tameside attending schools in their areas. Moving On will be available on Tameside's web site.
- 12.6 Parents applying for a place at a voluntary aided school or academy, or a school in another Local Authority, may be required to provide additional information on a supplementary form and/or complete supplementary application details only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be submitted in accordance with school guidelines. Where applicable, supplementary forms can be obtained from the school or the Local Authority.
- 12.7 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application and the school is listed as a preference.
- 12.8 Parents of children resident in other authorities must submit an application to the home authority on the form provided by that authority.
- 12.9 The closing date by which parents must submit their applications is **31 October 2023**.

13 PROCESSING OF APPLICATIONS

- 13.1 Parents who approach a voluntary aided school or academy directly about admissions, must be advised to complete and submit an online application.
- 13.2 The Local Authority will forward details of the application, together with any additional information provided by the parent, to all voluntary aided schools and academies where the school is a parental preference, and to other local authorities if the parent has expressed a preference for a school in their area. All applications will be dealt with on an equal preference basis.
- 13.3 All admission authorities will consider all applications for their schools regardless of the preference order, apply the school's oversubscription criteria and provide the Local Authority with a list of applicants ranked according to the school's oversubscription criteria. For those schools for which the Local Authority is the admission authority, it will apply the school's oversubscription criteria to produce a list of applicants ranked according to the oversubscription criteria.
- 13.4 The Local Authority will collate all information. Tameside Local Authority has agreed with other local education authorities to ensure, so far as is reasonably practicable, that a parent receives only one offer of a school place.

- 13.5 Tameside Local Authority will inform other local authorities whether or not a place can be offered at a Tameside school to pupils resident in their area. Where Tameside Local Authority has forwarded an application to another Local Authority, that authority will advise Tameside Local Authority whether or not a place could be offered at a school within its area.
- 13.6 If a place can be allocated at only one of the schools named, that school will be offered. If a place can be allocated at more than one school, the offer will be for whichever school has been ranked highest on the application. This may not be the first preference school. Where a school is oversubscribed and the Local Authority is not able to offer any of the parental preferences, the Local Authority will allocate a place at the nearest appropriate primary school to the child's home with a place available.
- 13.7 Tameside Local Authority will notify all Tameside schools of the names of children allocated places in their school.

14 CHANGE OF PREFERENCE

- 14.1 Admission authorities will not allow preferences, ranking order or pupil details, to be changed after the closing date of **31 October 2023** except in exceptional circumstances; for example, if the family has recently moved address. Evidence must be provided to support the request. No changes can be considered even where there are exceptional circumstances once information has been exchanged with the other admission bodies by the Council, because the allocations process has commenced. In the case of secondary schools this date is the **10 November 2023**.

15 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

- 15.1 Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Admission authorities **must** make decisions on the basis of the circumstances of each case and on the basis of evidence provided from appropriate professionals, where appropriate for example educational psychologist. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.
- 15.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group
- 15.3 Parents requesting their child to be admitted outside age range should submit reasons for requesting admission for their child outside of the normal age range, together with their application. The online application provides space to do this and you should also submit views of medical professionals as necessary. A decision will be made taking account of parents' wishes, information about the child's academic, social and emotional development; and whether they have previously been educated outside their normal age group. Each request will be treated on an individual basis having regard to the views of an educational professional who will be involved in educating the child. Parents should complete the online application and include details of their request to defer entry for their child. They may also contact the School Admissions Team for further information.
- 15.4 Each request and the evidence provided will be considered by a panel of officers from Tameside MBC who will make a decision on the parental request, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date, officers of the Council will not ask for additional information. All information provided will be treated in the strictest confidence.

- 15.5 If a child was admitted to reception class outside age group and has continued on this basis throughout primary school, on application for secondary education, it is anticipated that the child will continue to be educated outside of age range. However please note a decision by Tameside MBC, does not bind another own admission authority school (VA's and Academies) and you may need to reapply or seek further permission.
- 15.6 Important Note: If your child has been taught out of year group, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations. However, young people are required to continue in education or training until their 18th birthday.

16 NOTIFICATION OF DECISION TO PARENTS/CARERS

- 16.1 Notification of offers of a single school place will be sent to parents on **1 March 2024**. These notifications will also inform parents of their right of appeal, and who to contact, if an application has not been successful.
- 16.2 Where parents are not offered their highest ranked school, they will be informed of the reasons for this decision in the offer letter, which will also inform them about their statutory right of appeal, who to contact to make an appeal, and about the operation of waiting lists.
- 16.4 Parents/carers of pupils resident in other Local Authority areas who are allocated a place at a Tameside school will be informed of the offer by their home authority in a letter posted on the same day.
- 16.5 Schools must not contact parents about the outcome of their application until after these offers have been received. Only the Local Authority can make an official offer.

17 LATE APPLICATIONS

- 17.1 The closing date for applications in the normal admissions round is **31 October 2023**. Applications submitted after this date will be considered after all applications received on time have been processed. If there is a good reason why an application could not be submitted on time, such as moving into Tameside after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by **10 November 2023** together with evidence to support the reason for lateness with the application form. Each case will be decided on an individual basis based on the evidence provided.
- 17.2 Applications received after the closing date must be submitted to the Local Authority immediately. Where only the supplementary form is received the school must inform the Local Authority immediately so it can verify whether an application has been received from the parent and, if not, the Local Authority will contact the parent and ask them to complete an application. The Local Authority will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the highest ranked school with a place available or, if this is not possible, at the nearest appropriate school with a place available.

18 WAITING LISTS

- 18.1 If any school is oversubscribed the admission authority will maintain a waiting list. The waiting list will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual schools). Parents who have expressed the school as

a preference and have not been offered a place at the school, or at a higher preference school, will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. When a place becomes available children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit will be given precedence over any other children on the waiting list. Then any places will be offered to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. If the circumstances of children on the waiting list change (e.g. they move house) they should inform the admission authority immediately and provide appropriate supporting evidence).

- 18.2 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 18.3 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

19 TIMETABLE OF CO-ORDINATED SECONDARY ADMISSIONS SCHEME 2023/24

1 September 2023	Letters to be distributed to parents/ online application available
1 September 2023	Online Application system is available
31 October 2023	Closing date for applications to be submitted to the Local Authority and supplementary forms to be submitted to VA schools if required.
10 November 2023	Details of applications and any relevant supplementary forms to be sent to other Local Authorities, if a preference for one of their schools has been expressed.
10 November 2023	This is also the last date by which, exceptionally, changes to preferences or pupil details may be made.
17 November 2023	Details of applications and any relevant supplementary forms to be sent to voluntary aided schools and academies.
8 December 2023	Voluntary aided schools and academies provide the Local Authority with ranked lists of applicants.
Process	The Local Authority will match the ranked lists of all the schools and allocate places.
12 January 2024	Begin exchanging offer status.
26 January 2024	The LA will notify other LAs of its determination with regard to children living in their area.
29 February 2024	The Local Authority will make available for schools to view which pupils have been allocated places at their schools.
1 March 2024	Notification of offers sent to parents.

11 March 2024	Last date for acceptance by parents of offers.
29 March 2024	Closing date for receipt of appeals.
From 1 April 2024	Any places that have become available from this date are allocated and notification sent to parents.
21 June 2024	Last date for hearing of appeals.

20 APPLYING FOR A PLACE OUTSIDE OF NORMAL TRANSFER TIMES

- 20.1 Parents wishing to apply for an in year transfer to a school in Tameside should apply using the School Transfer Request Form. The School Transfer Request Form can be obtained from the Headteacher of the school the child currently attends, if in Tameside or it can be downloaded from the Tameside Council website: www.tameside.gov.uk/admissions. Forms should be returned to the School Admissions Team for community and voluntary controlled schools or direct to voluntary aided schools and Academies. Parents should ensure that the form is completed in full and submitted with any additional/supplementary documentation/evidence to enable their application to be considered as quickly as possible.
- 20.2 The School Admissions Team, on request, will provide information to parents about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

21 APPLICATIONS FOR TRANSFERS TO COMMUNITY OR VOLUNTARY CONTROLLED SCHOOLS

- 21.1 Applications for a community or voluntary controlled school will be processed by the School Admissions Team within 20 school days.
- 21.2 A place will be allocated if there is a place available (unless paragraphs 3.8 to 3.15 of the School Admissions Code apply).
- 21.3 If there are more applications than places available, the local authority will apply the oversubscription criteria to determine which children will be allocated a place.

22 APPLICATIONS FOR TRANSFERS TO VOLUNTARY AIDED SCHOOLS AND ACADEMIES

- 22.1 Voluntary aided schools and academies should consider all applications without unnecessary delay. A place will be allocated if there is a place available (unless paragraphs 3.8 to 3.15 of the School Admissions Code apply). If there are more applications than places available governors are required to apply their oversubscription criteria.
- 22.2 If a parent applies to a voluntary aided school or academy, the school or academy must, on receipt of an in-year application, notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

23 WAITING LISTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

- 23.1 Waiting lists for community and voluntary controlled schools will operate until the end of the relevant school year (or longer if specified in the admission arrangements for individual

schools). Parents who have not been offered a place at a community and voluntary controlled school, will automatically be placed on the waiting list.

- 23.2 All pupils on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol (see below) or who are the subject of a direction by the local authority to admit must be given priority over any other children on the waiting list.
- 23.3 A place from the waiting list will only be held for two school days. Tameside Council will use the information provided on the original application to contact parents, it is the responsibility of parents to change their details with the School Admissions Team if they move house or change their phone number. If no response is received from a parent who has been offered a place from the waiting list within the 2 school day limit, it will be offered to the next child on the ranked list and so on until the place is filled.
- 23.4 If a parent is offered a place from the waiting list and rejects it or does not respond to requests by email or answerphone message to contact the School Admissions Team, they will be removed from that waiting list.

24 RIGHT OF APPEAL

- 24.1 Any parent who is refused a place at one of their preferred schools has the right to appeal to an independent appeal panel.

25 FAIR ACCESS PROTOCOL

- 25.1 Tameside local authority has a Fair Access protocol for in-year transfers which ensures the speedy admission and fair distribution throughout the borough of pupils with agreed additional needs. With specific short term exceptions, all schools in Tameside participate in the protocol, which may in some cases result in schools admitting pupils over their Published Admission Number. All applications will be scrutinised to determine whether or not they meet the criteria for consideration under the protocol.

26 CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

- 26.1 Applications for children with a current Education, Health and Care plan will be referred to the Inclusive Services Team of the local authority, which is responsible for arranging a school place.

27 PROVIDING INFORMATION ON PUPIL NUMBERS

- 27.1 All Tameside schools must forward migration reports, with a population analysis by year group, to the Admissions Team at the end of each calendar month. Primary schools must also send to the Admissions Team a breakdown of class organisation at the beginning of each school year.

TAMESIDE SCHOOL PLACE PLANNING ANNUAL REPORT JANUARY 2023

1. FUTURE SCHOOL PLACES REQUIREMENTS IN TAMESIDE

Context

- 1.1 All local authorities have a statutory duty to ensure that there are sufficient school places to meet demand in the area. These may be school places available at provision maintained by the local authority, academies, or other non-maintained schools. In order to carry out this statutory duty, Councils need to carry out school place planning and forecasting.
- 1.2 Planning for fluctuations in demand for school places is an important function which needs to be carried out at a local level and will differ depending on the phase of learning, for example, pupils will travel further to secondary schools than primary schools. The compact geography of the borough and the mix of types of school eg single sex means that place planning happens at a level higher than wards or towns.
- 1.3 School place planning is a complex process, that takes account a range of factors including the number of births in the borough, in year movement and cohort survival rates as well as parental preference and planned housing development. With rapid shifts in economic conditions for families and changing patterns of migration, planning for basic need for school places requires a proactive approach to best respond to both short and medium-term demand for places.

Strategic Planning

- 1.4 Planning school places is a dynamic process. Tameside Council has taken the view that, in the current situation of fluctuating demand for places, our strategy needs to be refreshed on a regular basis to be responsive to fluid and contemporaneous data. In order to do this, the Council's Executive Cabinet receives recommendations on an annual basis through the annual determination of admission arrangements process. The annual report highlights current issues and potential solutions in advance of the annual consultation on admission arrangements that includes consultation on changes to published admission numbers.

Factors affecting demand

- 1.5 The main factors affecting demand for school places are birth rates, in year movements within and without the borough, travel to learn patterns of pupils into schools in other local authorities, and equally pupils travelling to schools in Tameside from other boroughs, housing developments and availability of social housing and parental preference. Many of these are subject to quite short-term uncertainty and are difficult to plan for on a long-term basis.
- 1.6 In July 2022, the Department for Education published its latest national projections for the number of pupils in schools. The table below gives the headline figures for primary and secondary age children. Similar to the pattern in Tameside, the overall trend is down for primary age pupils but the rate of increase for secondary age pupils is slowing down.

	Actual population in 2022	Projection for 2028
Primary age children	4,597,370	4,064,902
Secondary age children	3,125,863	3,163,175
Source	DfE national pupil projections 2022	

Factors affecting supply

- 1.7 The main factors affecting the supply of school places are the availability of capital funding, land and premises. Expansion of existing schools is affected by the capacity of premises, the size of sites as well as wider considerations of their location. Establishing any new schools requires a longer lead in time through the competition framework. Equally, additional places

can be introduced into the system through expansion proposals by governing bodies or admission authorities that increase admission numbers into a school and the establishment of Free Schools that receive approval by central government.

Challenges affecting planning to meet demand

- 1.8 The main issues that can affect the Council's strategic plans are late applications and in-year admissions that complicate planning both at school and at local authority level. Previously well-understood trends are changing and are proving difficult to predict, including short term tenancies, mobile populations and other changes in the housing market. Patterns of parental preference are also difficult to predict.

Tameside track record

- 1.9 The Council has been proactive in tackling the issue of rising births over the last 15 years. The Published Admission Number (PAN) increased by almost 18% in primary and 14% in secondary schools to accommodate increased demand. The number of places available is now beginning to decrease as illustrated in the table below.

Tameside primary school places – total places for reception entry								
16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
3195	3175	3175	3160	3145	3140	3110	3065	3065
Tameside secondary school places - total places for Year 7 entry								
16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
2806	2818	3035	3080	3172	3269	3224	3199	3074

- 1.10 By being proactive, the Council has been able to meet its statutory duty to provide sufficient school places. This has been done whilst also managing to maintain high levels of meeting parental preference and usually, at a higher level than the national average.

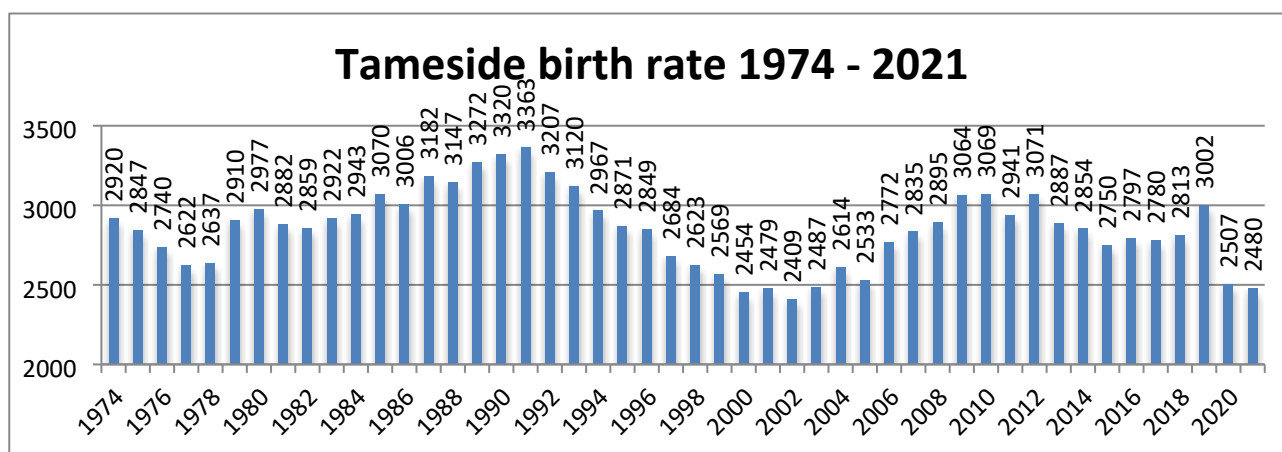
Preference allocations on national offer day	2018		2019		2020		2021		2022	
	SECONDARY SCHOOLS									
	T'side	Eng	T'side	Eng	T'side	Eng	T'side	Eng	T'side	Eng
% 1st preference	84.6%	82.1%	83.9%	80.9%	85.6%	82.2%	85.4%	81.1%	85.0%	83.5%
% any preference	96.6%	95.5%	95.8%	94.9%	96.9%	95.6%	95.8%	95.5%	95.7%	96.4%
PRIMARY SCHOOLS										
% 1st preference	93.5%	91.0%	91.5%	90.6%	91.5%	90.2%	94.3%	91.8%	93.3%	92.2%
% any preference	98.6%	98.1%	97.8%	98.0%	97.9%	97.8%	98.5%	98.5%	99.1%	98.5%

2 Current demand

- 2.1 In common with many areas of the country, Tameside experienced a surge in births between 2002 and 2012. The birth rate rose from a low of 2,409 in 2002 to a high of 3,071 in 2010, a 27% increase. The birth rate fell by 9% from 2010 to 2018 with a blip increase in 2019 but fell significantly again in 2020 and 2021 to 2480 births.

- 2.2 As can be seen from the graph below, over the last 47 years, the birth rate in the borough has followed a distinct cycle which appears to repeat over a 25 year period. The peak of births in the borough was reached in 1991 when 3,363 babies were born. The most recent peak was in 2012 with 3,071 babies born. There followed a relatively stable seven year period. Birth rates form the basis for any school place planning model. This led to a practice

of having a mix of permanent and temporary places when increases were needed to try and avoid significant levels of surplus places when the birth rate decreased.



2.3 A number of factors are used to predict how many year 7 places will be needed in the borough and to some extent planning to meet secondary needs is easier as pupils are in primary schools already. These include birth rates, the number of pupils in primary schools, in year pupil movement and planned housing developments. These factors give a range within which demand for school places need to be assessed. For many years, the Council has used an average of Year 6 numbers plus 5% to give an indication of demand; however, this increased to 6% for several years but has now fallen back to less than 4%.

In year transfers

2.4 The School Admissions Team in the Council deal with approximately 3,000 transfer movements every year. Around 2,000 are primary school movements and 1,000 are secondary. This is in common with most areas of the country where house moves are the commonest reason for moving schools. The tables below shows pupil numbers in each year group from 2004 onwards. As can be seen the number of children in Tameside primary schools reached a peak in 2018/19 but is now decreasing. Similarly, the overall number of children in secondary schools is increasing steadily as the numbers feed through from primary schools.

January census numbers								
	R	Y1	Y2	Y3	Y4	Y5	Y6	TOTAL
2009/10	2549	2589	2499	2411	2404	2461	2531	17444
2010/11	2681	2549	2600	2453	2414	2397	2473	17567
2011/12	2760	2690	2574	2581	2467	2420	2369	17861
2012/13	2908	2770	2701	2544	2544	2430	2394	18291
2013/14	2926	2953	2773	2699	2567	2581	2465	18964
2014/15	3104	2929	2931	2761	2692	2597	2580	19594
2015/16	3002	3128	2929	2942	2790	2725	2606	20122
2016/17	3066	3029	3127	2936	2951	2789	2727	20625
2017/18	2998	3089	3009	3118	2917	2926	2779	20836
2018/19	2873	3012	3094	3027	3110	2923	2938	20977
2019/20	2878	2894	2993	3088	3024	3127	2918	20922
2020/21	2787	2874	2896	2982	3073	3008	3119	20739
2021/22	2792	2804	2891	2901	2988	3062	3004	20442

2.5 The table below shows the percentage change in numbers due to in year transfers from one year to the next in Tameside. This shows that, despite the amount of in year transfers that occur each year, the numbers in each year group remain relatively stable as they progress through the year groups.

Change in numbers year to year									
	R	Y1	Y2	Y3	Y4	Y5	Y6	Overall R to Y6	Overall % change
2004/05									
2005/06		12	-12	-2	-3	-6	6		
2006/07		-1	-9	3	7	-4	-11		
2007/08		-22	33	-6	-18	21	6		
2008/09		10	16	-2	13	1	-2		
2009/10		3	36	11	-23	-9	-5		
2010/11		0	11	-46	3	-7	12	13	0.5%
2011/12		9	25	-19	14	6	-28	-28	-1.1%
2012/13		10	11	-30	-37	-37	-26	-12	-0.5%
2013/14		45	3	-2	23	37	35	12	0.5%
2014/15		3	-22	-12	-7	30	-1	-6	-0.3%
2015/16		24	0	11	29	33	9	57	2.4%
2016/17		27	-1	7	9	-1	2	46	1.9%
2017/18		23	-20	-9	-19	-25	-10	19	0.7%
2018/19		14	5	18	-8	6	12	30	1.2%
2019/20		21	-19	-6	-3	17	-5	-8	-0.3%
2020/21		-4	2	-11	-15	-16	-8	15	0.5%
2021/22		17	17	5	6	-11	-4	2	0.1%

2.6 For secondary schools, the overall pupils numbers are as follows:

January census numbers							
	Y6	Y7	Y8	Y9	Y10	Y11	TOTAL
2009/10	2531	2714	2705	2829	2830	2876	13954
2010/11	2473	2582	2712	2713	2813	2819	13639
2011/12	2369	2519	2582	2710	2721	2809	13341
2012/13	2394	2438	2504	2581	2697	2683	12903
2013/14	2465	2538	2445	2528	2580	2686	12777
2014/15	2580	2538	2553	2431	2513	2551	12586
2015/16	2606	2677	2552	2548	2429	2475	12681
2016/17	2727	2694	2701	2549	2517	2411	12872
2017/18	2779	2791	2680	2674	2506	2496	13147
2018/19	2938	2870	2778	2648	2646	2474	13416
2019/20	2918	2957	2888	2747	2620	2640	13852
2020/21	3119	2960	2949	2889	2724	2604	14126
2021/22	3004	3141	2957	2912	2850	2707	14567

2.7 The table below shows the percentage change in numbers due to in year transfers from one year to the next in secondary schools in Tameside. This shows that, again, even with high levels of in year transfers, the numbers in each year group decrease as they progress through the year groups.

Change in numbers year to year							
	Y7	Y8	Y9	Y10	Y11	Overall Year 7-11	Overall % change
2004/05							
2005/06	172	-7	-11	-28	-62		
2006/07	138	-3	-1	-25	-26		
2007/08	179	-7	-20	-27	-27		
2008/09	95	-13	0	6	-14	-49	-1.7%
2009/10	97	-7	-32	-21	-25	-42	-1.5%
2010/11	51	-2	8	-16	-11	-39	-1.4%
2011/12	46	0	-2	8	-4	-65	-2.3%
2012/13	69	-15	-1	-13	-38	-29	-1.1%
2013/14	144	7	24	-1	-11	-28	-1.0%
2014/15	73	15	-14	-15	-29	-31	-1.2%
2015/16	97	14	-5	-2	-38	-44	-1.8%
2016/17	88	24	-3	-31	-18	-27	-1.1%
2017/18	64	-14	-27	-43	-21	-42	-1.7%
2018/19	91	-13	-32	-28	-32	-64	-2.6%
2018/20	19	18	-31	-28	-6	-37	-1.4%
2020/21	42	-8	1	-23	-16	-90	-3.3%
2021/22	22	-3	-37	-39	-17	-84	-3.0%

2.8 The data in the tables shows that whilst there might be a large number of transfers in any given year, the overall change in pupil numbers is relatively small.

Cohort survival rate

2.9 When taken together, all of the above factors give a cohort survival rate. This is the ratio of the relationship of number of pupils from one point in time to another, for example, the birth rate number compared to the number of pupils allocated a place in Reception or the number of pupils in Year 6 in a Tameside school compared to the number of pupils allocated a place in Year 7.

2.10 In order to effectively plan for changes to school places in secondary schools, which starts two years in advance of entry into Year 7, a cohort survival rate based on year 4 numbers is also calculated. A five year rolling average of this ratio is the method used in Tameside to predict the number of places needed in any particular intake year.

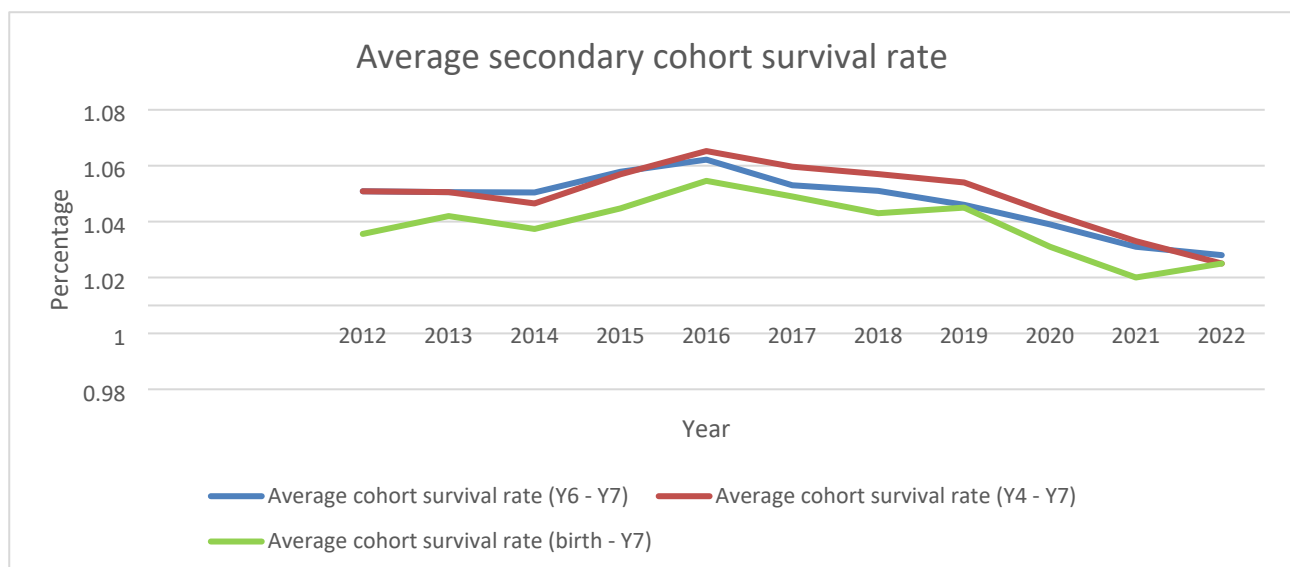
2.11 Planning for primary school places is somewhat harder than secondary school place planning as the only constant source of data are the ward level birth rate information. A five year rolling average of birth rates to primary intake is calculated but unlike secondary schools where seven years of data are available from primary schools, only two years of data are available prior to planning commencing.

2.12 The cohort survival rate for Year 7 is shown in the table below:

YEAR 7 ACTUALS						
	2017	2018	2019	2020	2021	2022
Total on time applications	2949	3008	3148	3173	3396	3231
Tameside schools 1st preferences inc SEN	2739	2613	2948	2982	3396	3231
Tameside resident out of borough 1st prefs	244	203	200	191	168	211
Out of borough 1st prefs for Tameside schools	327	340	304	318	309	293
Total allocated - Sept	3069	3125	3247	3260	3466	3392
Total allocated for Tameside schools - Sept	2824	2906	3001	3004	3190	3059
Total allocated to out of borough and independent	201	174	237	170	190	195
Primary school Year 6	2727	2779	2938	2918	3119	3004
Cohort survival rate (Y6 - Y7)	103.6%	104.6%	102.1%	102.9%	102.3%	101.8%
Primary school Year 4	2692	2790	2951	2917	3110	3024
Cohort survival rate (Y4 - Y7)	104.9%	104.2%	101.7%	103.0%	102.6%	101.2%
Birthrate	2772	2835	2895	3064	3069	2940
Cohort survival rate (birth - Y7)	101.9%	102.5%	103.7%	98.0%	103.9%	104.0%

2.13 The five-year rolling cohort survival rate for entry into secondary schools over the last six years can be seen to have declined to its present level of 103%. The decrease in the birth – Y7 cohort survival rate mirrors the in-year changes to primary numbers.

Five years rolling average to	2017	2018	2019	2020	2021	2022
Average cohort survival rate (Y6 - Y7)	105.3%	105.1%	104.6%	103.9%	103.1%	102.8%
Average cohort survival rate (Y4 - Y7)	106.0%	105.7%	105.4%	104.3%	103.3%	102.5%
Average cohort survival rate (birth - Y7)	104.9%	104.3%	104.5%	103.1%	102.0%	102.5%

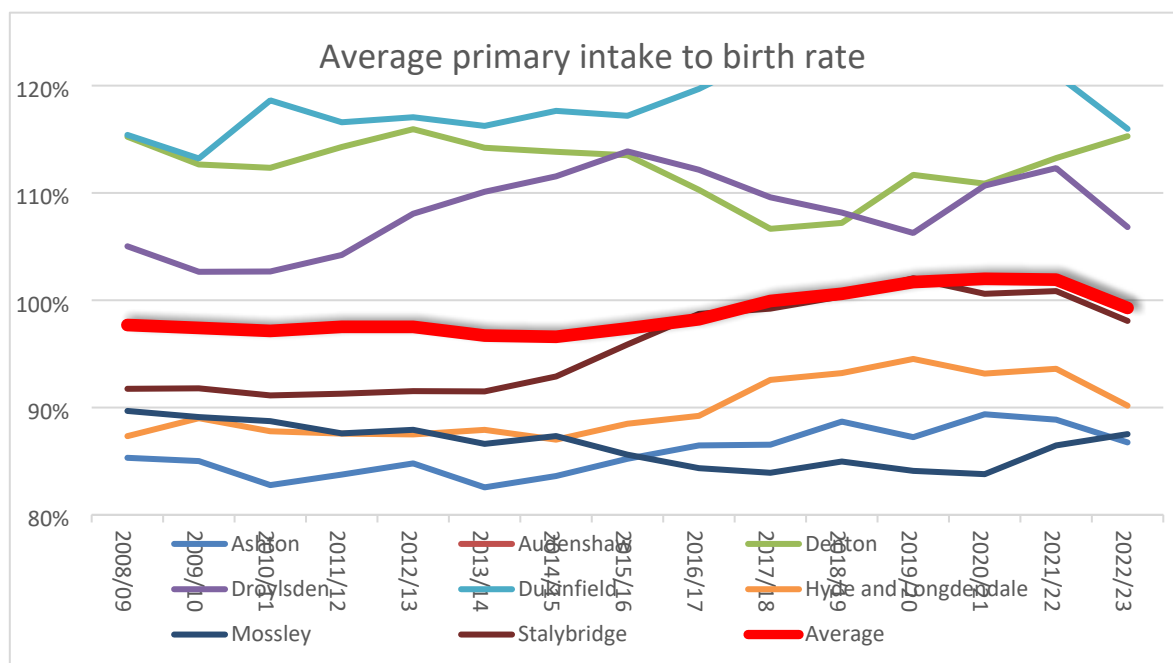


2.14 As can be seen from the graph above, the cohort survival rate is at its lowest level for ten years and is currently at 102.5%. Taking a five-year rolling average of the cohort survival

rate from Year 6 to Year 7; from Year 4 to Year 7 and from birth to Year 7 is very similar and so current secondary school place predictions are based on 104% of Year 4 pupils. The additional 1 - 2% gives some surplus capacity for in year transfers. This may need to be revised given the downward trend for the last six years.

2.15 The five-year rolling cohort survival rate for entry into primary schools over the last nine years can be seen to have fluctuated between 97% and 102%. It now appears to be on a downward trend. This pattern mirrors the changes in the birth rate nationally. As birth rates drop in Tameside and neighbouring boroughs, less non-Tameside resident applicants are being allocated places as they are able to secure places in their own boroughs.

Average Reception intake to birth rate	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Ashton	84%	85%	86%	87%	89%	87%	89%	89%	87%
Audenshaw	153%	152%	150%	158%	157%	145%	143%	146%	133%
Denton	114%	114%	110%	107%	107%	112%	111%	113%	115%
Droylsden	112%	114%	112%	110%	108%	106%	111%	112%	107%
Dukinfield	118%	117%	120%	123%	122%	127%	124%	121%	116%
Hyde and Longdendale	87%	88%	89%	93%	93%	95%	93%	94%	90%
Mossley	87%	86%	84%	84%	85%	84%	84%	86%	88%
Stalybridge	93%	96%	99%	99%	100%	102%	101%	101%	98%
Average	97%	97%	98%	100%	101%	102%	102%	102%	99%



Housing development

2.16 Another core factor in planning school places, is the amount of new housing development being planned in the borough. Tameside's Core Strategy is the key compulsory Local Development document. Every Local Development document is built on the principles set out in the Core Strategy, regarding the development and use of land in Tameside's planning area. The Core Strategy is currently being reviewed and it is predicted that an additional 8,000 houses, will be built in the borough, over the next 15 years.

- 2.17 The Council undertakes a housing yield analysis on a regular basis. The analysis looks at ten new development sites and matches new housing development postcodes to new pupil data from the annual school census together with housing information from the Land Registry and Royal Mail to give intelligence on house move statistics and geographical distribution of the population movement into new development postcodes.
- 2.18 The ten development sites have been categorised based upon the type of housing present at each location, with pupil yield statistics generated for each category. The categorisation is as follows:
- Category A: Market housing, mostly semi-detached and terraced properties
 - Category B: Market housing, larger proportion of detached properties
 - Category C: Social housing
- 2.19 The estimation of the number of pupils resulting from new housing developments is a key element of the school place planning process for Tameside Council. Over the next ten years, housing growth is anticipated in each of Tameside’s nineteen wards.
- 2.20 Planning for school places will also need to take account of significant areas of proposed new development including sites in Hyde South and Godley Green and work has been undertaken to determine the level of need for additional school places in these areas. Education is a statutory planning consultee and as such has submitted responses to the planning applications.
- 2.21 Using all of the above, pupil yield is anticipated to be:
- **Category A: Market housing, mostly semi-detached and terraced properties**
The school census data suggests a primary pupil yield of 0.15–0.36 per new home and a secondary pupil yield of 0.07–0.12 per new home. An estimated 44% of moves to these developments originate from outside Tameside.
 - **Category B: Market housing, larger proportion of detached properties**
The primary pupil yield averages 0.33 per new home. The secondary pupil yield averages 0.12 per new home. An estimated 45% of moves to these developments originate from outside Tameside.
 - **Category C: Social housing**
The school census data suggests a primary pupil yield of 0.41 – 0.60 per new home and a secondary pupil yield of 0.26 – 0.34 per new home. However, it is estimated that only 20% of moves to these new developments originate from outside Tameside.
- 2.22 As an overall model for calculating pupil yield and developer contributions, the Council uses a pupil yield per new home of 0.23 for primary aged pupils; 0.1 for secondary aged pupils and 0.01 for specialist places. This is predicted to lead to the following number of additional pupils:

	Housing numbers	Primary Places	Secondary Places	Specialist places
22/23	522	120	52	5
23/24	537	124	54	5
24/25	540	124	54	5
25/26	421	97	42	4
26/27	247	57	25	2
27/28	352	81	35	4
28/29	336	77	34	3
29/30	656	151	66	7

	Housing numbers	Primary Places	Secondary Places	Specialist places
30/31	513	118	51	5
31/32	336	77	34	3
32/33	189	43	19	2
33/34	198	46	20	2
34/35	301	69	30	3
35/36	552	127	55	6
36/37	409	94	41	4
TOTAL	6109	1405	611	61
			Source 2022 SHELAA	

2.23 Taking all the above into consideration, projected demand for places is shown in the tables below:

Primary school places

Primary school planning area		2021/22	2022/23	2023/24	2024/25	2025/26
357001 (Ashton, Droylsden, Mossley)						
Actual intake	Predicted intake	1017	929	1103	924	913
Places available		1170	1170	1140	1140	1140
357002 (Audenshaw/ Dukinfield / Stalybridge)						
Actual intake	Predicted intake	812	843	873	755	680
Places available		885	855	855	855	855
357003 (Denton / Hyde/ Longdendale)						
Actual intake	Predicted intake	982	959	1120	898	878
Places available		1085	1085	1070	1070	1070
Total						
Actual intake	Predicted intake	2811	2731	3096	2577	2471
Places available		3140	3110	3065	3065	3065
Surplus capacity			379	-31	488	594

Secondary school places

SECONDARY SCHOOL PREDICTIONS 4% COHORT SURVIVAL 2023 - 2032 (JAN 22 PUPIL CENSUS)										
	Sep-23	Sep-24	Sep-25	Sep-26	Sep-27	Sep-28	Sep-29	Sep-30	Sep-31	Sep-32
Primary numbers	3088	2993	2894	2878	2763	2792	2890	3107	2578	2489
Predicted intake	3212	3113	3010	2993	2874	2904	3006	3231	2681	2589
Places available	3199	3074	3074	3074	3074	3074	3074	3074	3074	3074
Balance of places	-13	-39	64	81	200	170	68	-157	393	485

3 SUPPLY

Primary places supply

3.1 The Council plans primary places using three geographical planning areas. The planning areas are based on linked towns, specific geography and travel to learn patterns. The

number of primary school places increased substantially through a mixture of permanent and temporary places to take account of increasing pupil numbers. However, as numbers coming into Reception have decreased over recent years, the number of places has reduced to avoid large levels of surplus capacity in some schools and to reduce the number of schools with mixed age classes.

- 3.2 As shown in 2.23 above, taking into account the demand for primary school places combined with a predicted declining birth rate there are sufficient school places for another 10 to 15 years. However, consideration also needs to be given to the increasing levels of surplus capacity in some areas of the borough and in particular to significant surplus predicted from 2024 onwards. The significant increase in births in 2019 that will come in to primary schools in 2023 makes reducing surplus capacity difficult as it will be needed for September 2023. Action needs to be taken to reduce admission numbers and therefore surplus capacity for September 2024.
- 3.3 As there is an increasing diversity of types of school in the borough, it is imperative that colleagues in Education begin to work with primary headteachers to identify opportunities to reduce Published Admission Numbers in the borough. Large amounts of surplus capacity will impact on the financial viability of schools and could lead to increased levels of deficit budgets for schools.
- 3.4 In 2022, there have been a number of awareness raising sessions with primary headteachers in the borough to alert them to the issues of rising levels of surplus places. Further support has been offered to geographical clusters to identify where surplus capacity can be reduced. As yet, no proposals to reduce admission numbers have come forward for consultation in future years. This will be kept under review annually through the report to Executive Cabinet.

Secondary places supply

- 3.5 The Council plans secondary school places in a single borough wide planning area. The demographics of the borough are complicated with 16 high schools of which:
- 12 out of 16 are voluntary aided or academies
 - 11 out of the 16 being on the outskirts of the borough leading to high levels of cross local authority area travel to learn patterns
 - three Roman Catholic high schools
 - two single sex boys schools
 - one single sex girls school
 - a free school
- 3.6 All of these factors mean that ensuring sufficient places for secondary schools is challenging.
- 3.7 Due to the rise in numbers of pupils in primary schools, the focus of increasing places over the last few years has been on the secondary phase. Tameside has used a mixture of permanent and temporary places in primary schools to accommodate the increase in population. Being proactive in discussions with secondary headteachers has resulted in an increased number of secondary places being available and has increased by 16% from its lowest point of 2796 in 2010 to 3239 in September 2021.
- 3.8 The peak of secondary school numbers was reached for September 2021. September 2023 is expected to be high numbers again but we expect there to be sufficient places. As at the closing date (31 October 2022), the School Admissions Team had received **** applications for places in Tameside schools with 3199 places available.
- 3.9 The increased places that have been determined and /or agreed with our secondary schools means that supply was able to meet predicted demand. However, similarly to the primary phase, schools and academy trusts are now beginning to look at removing the temporary surplus places that have been created to avoid schools facing financial pressures with falling numbers coming into schools.

- 3.10 For September 2023, the following reductions to Published Admission Numbers have been implemented which are a mix of temporary and permanent:

Published Admission Numbers	Previous PAN	PAN for Sept 23
Audenshaw School	240	210
Droylsden Academy	195	180
Laurus Ryecroft	220	210

- 3.11 For entry in September 2024, the following consultations have taken place in the Autumn Term of 2022 to reduce PANs permanently:

	Current PAN	Proposed PAN for Sept 24
Denton Community College	330	270
Hyde High School	240	210
All Saints Catholic College	180	160

- 3.12 Secondary place numbers will be kept under review annually through the report to Executive Cabinet.

4 SPECIALIST PROVISION

Outline of expected future growth in EHCPs

- 4.1 Tameside currently (as at end Nov 2022) maintains 2482 Education Health and Care Plans (EHCPs). The number of plans maintained has been rising steadily since 2017. The number of EHCPs in Tameside has more than tripled since 2017, when the Local Authority maintained 823 plans. Tameside is now more in line with our statistical neighbours, with EHCPs representing approximately 3.64% of the population.
- 4.2 The recent growth in EHCP's was appropriate and necessary. It has however, placed significant additional strain on specialist providers and resource bases across Tameside. The rapid rate of the growth in EHCPs in Tameside has been such that it was never going to be possible to plan and deliver provision sufficiency at the same rate. This has inevitably created pressure on placements for children with EHCPs, and particularly across the specialist sector, where all schools are currently oversubscribed. This is also true of our specialist resource bases.
- 4.3 Work to establish additional SEND capacity is underway, but recently acquired data demonstrates the ongoing imperative to create additional SEND provision in Tameside, in order to appropriately accommodate our most vulnerable learners in line with future growth.

SEND provision/ sufficiency planning

- 4.4 An over reliance on out of area provision, has undoubtedly contributed to current budget pressures. It is therefore vital that we take a strategic approach to planning provision driven by need, and invest available capital funding towards the creation of more local places, where necessary and appropriate.
- 4.5 Changing an established pattern of provision is a long-term process rather than a rapid change, given the importance of continuity for children and young people. We are therefore taking a strategic approach, by focusing on key areas of anticipated growth across SEND, and ensuring that appropriate local provision is available for these learners. Parents are a key partner in this work who will continue to be consulted and engaged throughout.

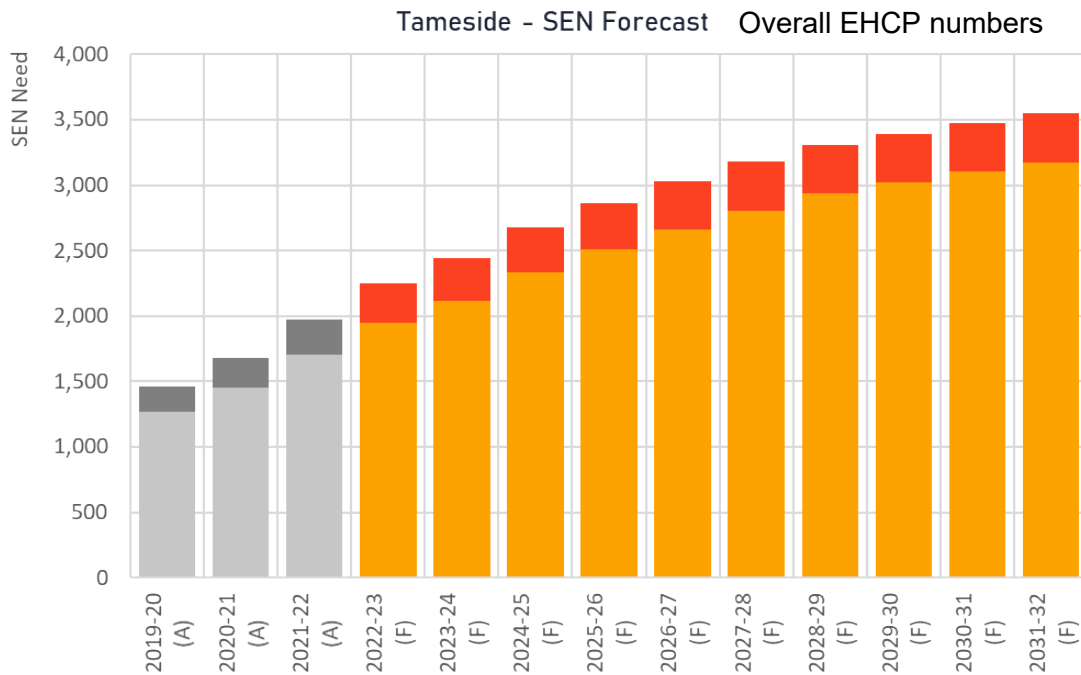
- 4.6 In response to the challenge this growth poses, and in order to ensure that we have appropriate quality provision for Tameside children and young people with SEND, we are now developing a comprehensive SEND Sufficiency Strategy 2021-2031. This strategy builds on key pieces of work (such as the SEND Forward Plan 2019-22) undertaken over the past 3 years and is written with the benefit of newly acquired data and intelligence commissioned from data-science company, Edge Analytics. Edge Analytics is a data science company, specialising in demographic data analysis; who combine demographic intelligence, technology, local relevant data and analytical models to provide forecasting data. This has provided us with reliable SEND data, regarding population growth, trends and patterns for the next 10 years.
- 4.7 In order to aid Tameside forecasting, the Edge Analytic SEND model used SEN pupil data for years Reception to Y14 from 2018 onwards. It used this data, along with housing information (from pupil projections information) and population estimates to project EHCP numbers for Reception to Y14 until 2030-31. Edge Analytics has calibrated its Edge-ucate SEN model for Tameside using the latest available evidence on pupils with special education needs (SEN) and the schools they attend, together with key evidence on demographic change and planned housing developments. Historical evidence on SEN pupils has been used to generate forecasts of future SEN need for Tameside (in total),
- 4.8 Breaking down this data by sector, age-range and areas of need and drilling down into these statistics, allows us to confidently plan SEND sufficiency across Tameside, and highlights priority areas for expanded capacity.

Key areas of growth

- 4.9 Recently acquired intelligence and data around SEND in Tameside provides us with the following growth projections: The data set below shows the anticipated percentage growth across all areas of need and sector between 2019 and 2032, in year groups R -14:

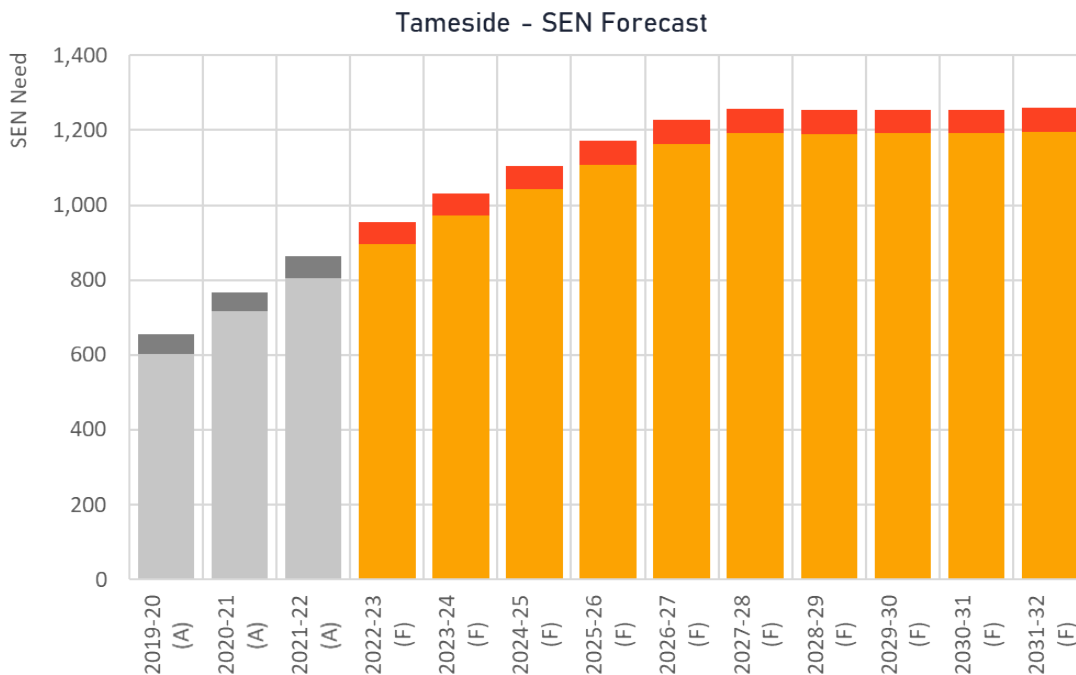
Percentage growth year on year

-2	-1	0	+1	+2	+3	+4	+5	+6	+7	+8	+9	+10
19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Actuals			Forecast									
-	14.5%	17.6%	14.2%	9.0%	10.2%	7.5%	6.2%	5.3%	4.6%	2.9%	2.7%	2.3%
-	19.5%	15.0%	12.2%	8.3%	5.6%	1.5%	4.9%	1.5%	-0.2%	0.6%	0.9%	-0.7%
-	15.2%	17.2%	13.9%	8.9%	9.5%	6.7%	6.0%	4.8%	4.0%	2.6%	2.5%	2.0%



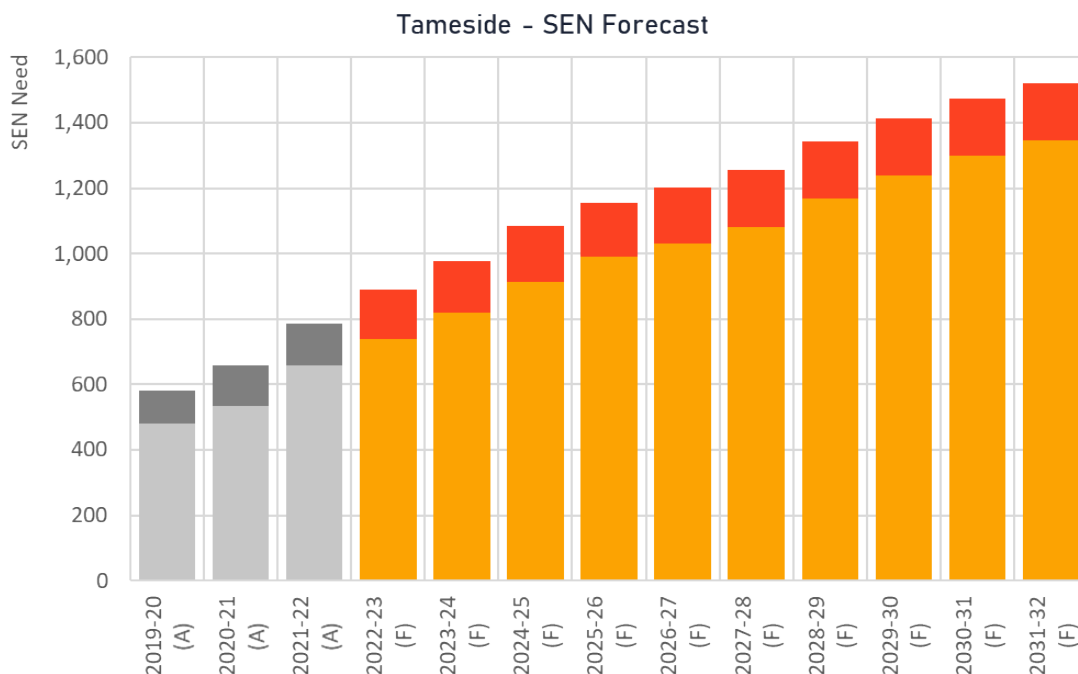
- 4.10 The Edge-ucate model projects that there will be over 1,500 more pupils with an EHCP in years R-14 by 2030-31. This averages out at more than 150 new EHCPs amongst R-14 (in and out of borough) a year.
- 4.11 The years 2022-23 and 2024-25 are projected to be the largest 2 years of growth with 274 (22-23) and 234 (24-25) places projected. Growth figures then decrease year on year. The projected % increase between 2021-22 and 2031-32 is 80%.
- 4.12 89% of these pupils are projected to be in Tameside settings (mainstream, specialist centres, specialist schools or other) compared to 86% now.

Primary age pupils



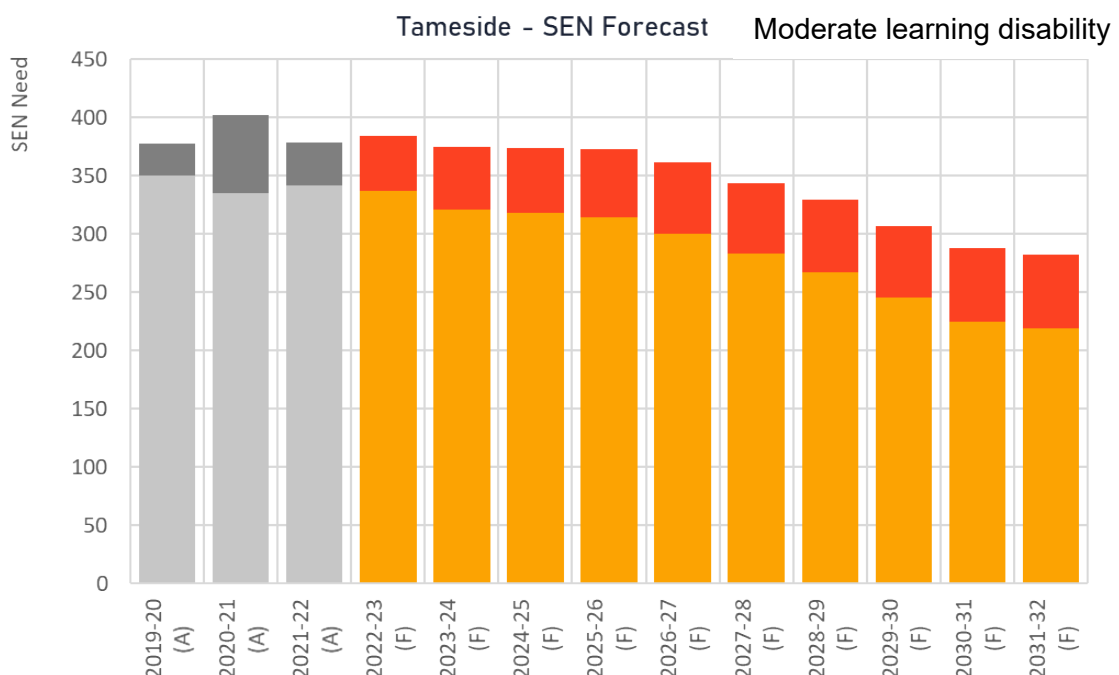
4.13 Between Reception and Year 6, Edge-ucate projects just under 400 additional pupils by 2031-32, an increase of 46% on 2021-22. The total number of pupils is projected to be 1260 from the current figure of 865, with growth predicted to be relatively stagnant from around 2028-29 onwards. 95% of these pupils are projected to be in Tameside settings (mainstream, specialist centres, specialist schools or other) compared to 93% now.

Secondary age pupils

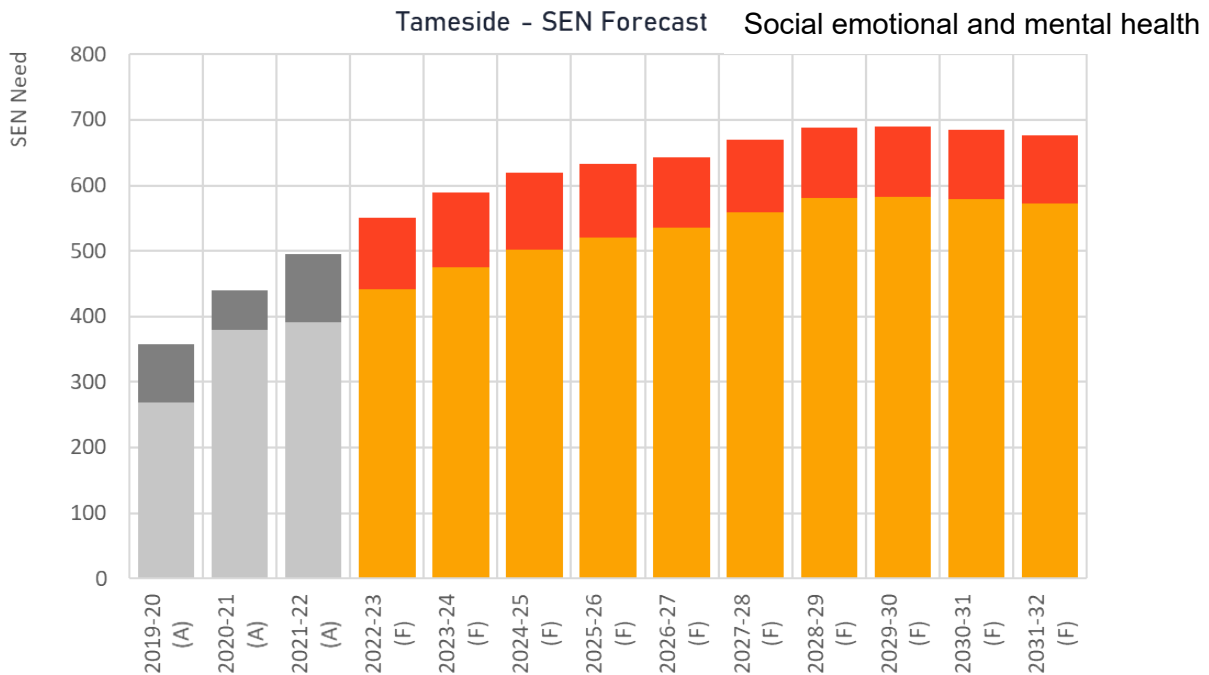


4.14 Between Years 7 and 11, Edge-ucate projects an additional 733 pupils by 2031-32, an increase of 93% on 2021-22. The number of pupils is projected to be 1519 from the current figure of 786, with growth predicted to decline from 2025-26 onwards. 89% of these pupils are projected to be in Tameside settings (mainstream, specialist centres, specialist schools or other) compared to 84% in 2021-22.

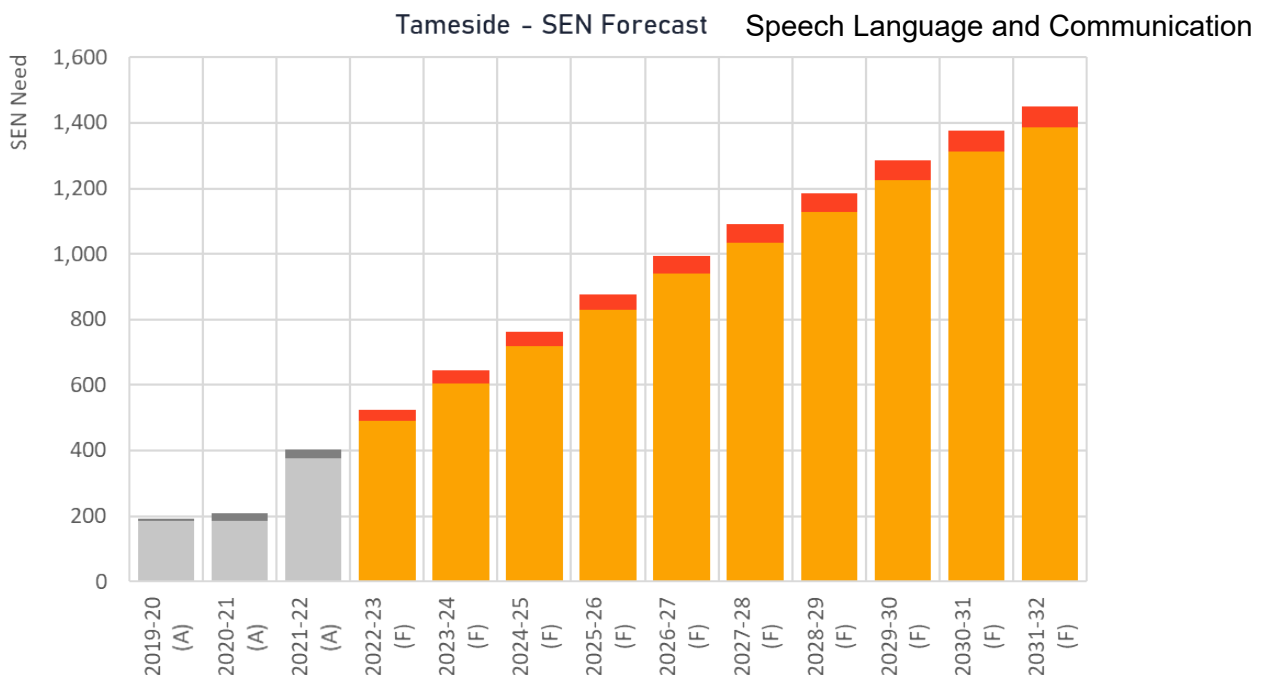
Learning needs



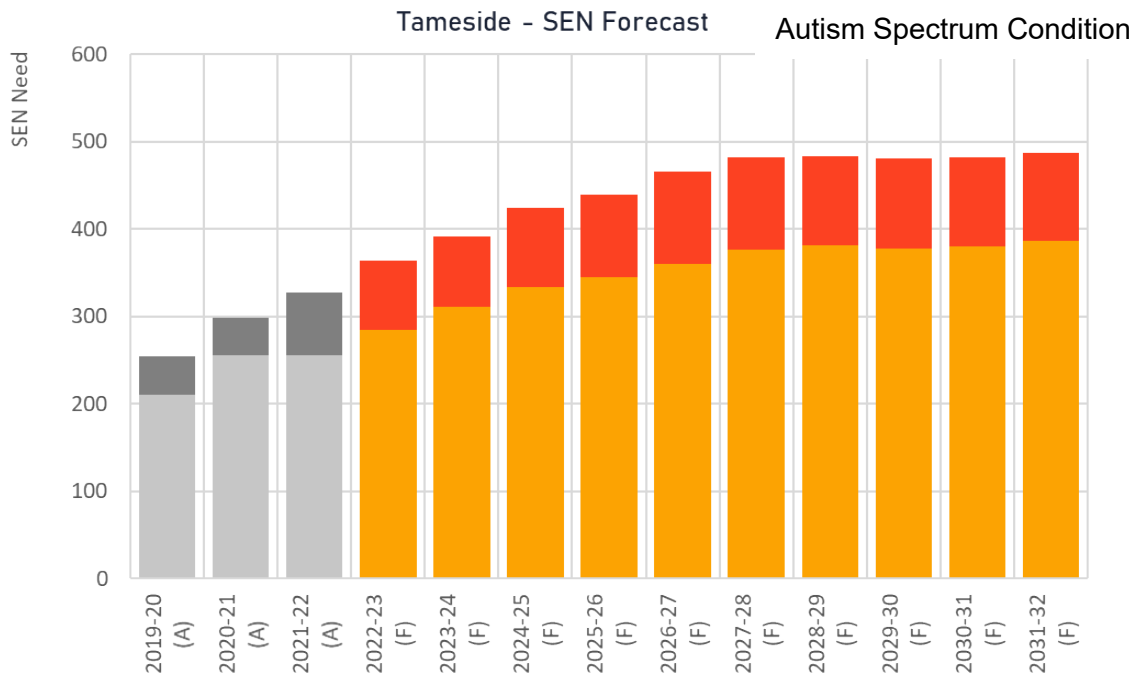
4.15 As shown in the graph above, the number of pupils with mild and/or moderate learning disability (MLD) as their primary need are projected to reduce by 25% between 2021-22 (379) and 2031-32 (283). These numbers are projected to decline from 2022-23 onwards. When broken down by setting type, numbers of MLD pupils are projected to decrease by 27% in mainstream schools and 26% in specialist schools and settings from 2021-22 to 2031-32.



4.16 As shown in the graph above, the number of pupils with Social, emotional and / or mental health (SEMh) needs as their primary need are projected to increase by 37% between 2021-22 (495) and 2031-32 (676). These numbers are projected to start to show a small decline from 2029-30 onwards. When broken down by setting type, numbers of SEMh pupils are projected to increase by 30% in mainstream schools and 32% in specialist schools and settings from 2021-22 to 2031-32.



4.17 As shown in the graph above, the number of pupils with speech, language and communication needs (SLCN) as their primary need are projected to increase by 260% between 2021-22 (403) and 2031-32 (1451). These numbers are projected to increase significantly between 2021-22 and 2026-27 with growth rates year on year starting at 29.9% and reducing year on year to 13.5%. The projected rate of increase reduces to below 10% in 2027-28 and continues to reduce to 2031-32 (5.5%). When broken down by setting type, numbers of SLCN pupils are projected to increase by 219% in mainstream schools and 305% in specialist schools and settings from 2021-22 to 2031-32.



4.18 As shown in the graph above, the number of pupils with autism spectrum condition (ASC) as their primary need are projected to increase by 49% between 2021-22 (327) and 2031-32 (488). The projected rate of increase remains relatively static between 2028-29 and 2031-32. When broken down by setting type, numbers of ASC pupils are projected to increase by 53% in mainstream schools and 47% in specialist schools and settings from 2021-22 to 2031-32.

4.19 The growth in EHCP numbers represents a significant financial risk to the Local Authority. Over reliance on out of area provision, is undoubtedly a contributing to current budget pressure. It is therefore vital that the Council takes a strategic approach to planning provision driven by need, and invest available capital funding towards the creation of more local places, where necessary and appropriate. Having access to this data gives a clear footing from which to plan. The SEND Sufficiency Strategy contains a range of proposals, which suggests ways that we can meet these needs and mitigate the risk of expensive out of borough placement.

4.20 In the last few years, there has been significant growth in the number of specialist places available in the borough to meet the needs of children and young people with an EHCP:

EHCPs in Special Schools & Resourced Units				
Special	Sep-18	Sep-22	Increase No's	Increase %
Hawthorns	106	194	88	83%
Thomas Ashton	56	92	36	64%
Cromwell	72	138	66	92%

EHCPs in Special Schools & Resourced Units				
Samuel Laycock	141	215	74	52%
Oakdale	117	148	31	26%
TPRS	18	36	18	100%
Totals	510	823	313	61%
Resourced places	Sep-18	Sep-22	Increase No's	Increase %
Corrie	0	9	9	0%
Greenside	0	16	16	0%
Hyde	1	5	4	400%
Linden Road	5	2	-3	-60%
Oakfield	9	17	8	89%
Rosehill	0	13	13	0%
Russell Scott	1	3	2	200%
St John Fisher	11	10	-1	-9%
St Thomas More	16	16	0	0%
Totals	43	91	48	112%

4.21 In spite of this, there is still more to do which will be overseen by the SEN Improvement Group and its SEN Sufficiency sub group. Further actions outlined in the SEN Sufficiency Strategy include:

- An escalation of the resource base development programme.
- Continue with the move to a new Hawthorns building creating a 220 place school
- Consider options, which would retain the original Hawthorns building as an additional specialist setting for primary-aged learners.
- Work with Thomas Ashton School to consider its role in supporting the increasing numbers of learners with SEMH difficulties.
- Explore options for the development of a Specialist Free School.
- Working in partnership with schools, invest and develop support to mainstream settings to promote ongoing inclusion of their SEND students.

4.22 These action will be subject to further governance reports.

5 CONCLUSION

5.1 School place planning is a complex process that requires almost constant review to ensure that the Council is able to meet its statutory duty to provide sufficient places.

5.2 By being proactive and working in partnership with all our schools over a number of years, the Council has been able to meet the demand for places in spite of significant variations in pupil numbers.

5.3 After the sustained period of growth, data indicates the need to consider reducing levels of surplus that are predicted to increase in primary and secondary schools over the next few years.

5.4 There is a need to engage in dialogue with primary school leaders to begin to consider options to reduce projected levels of surplus capacity. Whilst levels of surplus in secondary schools are not expected to increase for a number of years, dialogue will begin to ensure that

temporary places added to cope with the increase in pupils over recent year are removed first.

- 5.5 Whilst there are currently sufficient places to meet expected demand in mainstream provision, this is not the case for specialist places. The school place planning process must continue to be dynamic particularly in view of significant housing development and predicted increases in children and young people requiring support for their additional needs within the borough and the impact that will have on demand and travel to learn patterns.

Report to:	EXECUTIVE CABINET
Date:	8 February 2023
Executive Member:	Councillor David Sweeton (Inclusive Growth, Business & Employment)
Reporting Officer:	Julian Jackson – Director of Place
Subject:	UK SHARED PROSPERITY FUND, SME WORKSPACE (INTERVENTION E22) (TAMESIDE)
Report Summary:	The report provides an update on the successful bid by the Council to the UK Shared Prosperity Fund (UKSPF) for Tameside under the SME Workspace investment priority (Intervention E22). Approval is sought to implement the programme of works, to formally accept the funding and to enter into the Grant Funding Agreement.
Recommendations:	<p>That Executive Cabinet be recommended to:</p> <ul style="list-style-type: none">(i) Note the successful bid by the Council to UKSPF;(ii) Delegate to Director of Place, the approval for entering into the formal agreements for the receipt of UKSPF funding subject to satisfactory approval by Legal and Finance for the projects set out in Appendix 1.(iii) Approve the Director of Place to manage the programme of works associated with the UKSPF Programme for Tameside and to drawdown and incur all UKSPF expenditure related to delivery.(iv) Any variations to the programme to be agreed by Councillor David Sweeton – Executive Member (Inclusive Growth, Business & Employment) in consultation with the First Deputy Finance.(v) Include the projects within the UKSPF SME Workplace programme for Tameside in the Council's Capital Programme to ensure quarterly monitoring by the Strategic Planning & Capital Monitoring Panel.
Corporate Plan:	Key aims of the Corporate Plan are to provide opportunities for people to fulfil their potential through work, skills and enterprise and to ensure modern infrastructure and a sustainable environment that works for all generations and future generations. The interventions that will be supported by the UKSPF programme in Tameside will deliver against these aims in the areas of job creation, modern infrastructure and a sustainable environment
Policy Implications:	The interventions that will be supported by the UKSPF programme in Tameside will support delivery of the Borough's Inclusive Growth Strategy 2021, Tameside Climate Change & Environment Strategy, the Council's growth priorities agreed at Council February 2020 and the draft Greater Manchester Places for Everyone joint development strategy.

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

The report provides supporting details of the recently announced successful grant funding bid to the UK Shared Prosperity Fund (UKSPF) under the SME Workspace investment priority (Intervention E22). The grant award to the Council is £1,214,859.

Appendix 1 provides the profiled allocation of the grant award that has to be expended by 31 March 2025. It is noted that the expenditure will be a combination of revenue (£461,458) and capital (£753,401). Approval to include the related projects within the revenue budget and approved capital programme of the Place Directorate will be reported to Members via the existing governance approval processes as appropriate. Appendix 2 provides supporting details of the projects that will be financed via the grant.

In addition, the Council awaits the related grant funding agreement for the award, the acceptance of which will be subject to a separate decision.

Section 3.2 of the report refers to funding that has been made available to the Council (via the GM Investment Plan) to fully fund a UKSPF Project Manager on a 2.5 years fixed term contract. Details of the post grade or sum awarded are not contained within this report. It is therefore advised that the supporting details are included within the afore-referenced decision to formally accept the UKSPF award once the grant conditions are available.

All works and services that will be funded via the grant award are to be commissioned in accordance with the approved procurement procedures with advice sought via STaR as appropriate.

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

As outlined in the report, approval is sought to implement the programme of works funded by the UKSPF, to formally accept the funding and to enter into the Grant Funding Agreement with GMCA. The terms and conditions of the grant funding agreement with GMCA are not yet known. It is likely that it will set out specific monitoring requirements, any subsidy control implications and the circumstances under which the funding could be clawed back so further legal advice on its terms should be sought to ensure compliance.

Any commissioned works or services proposed under the programme should be procured in line with the Council's Contract Procedure Rules and appropriate advice sought from STaR Procurement.

Risk Management:

Risks associated with the project are set out at Section 4.

Background Information:

The background papers relating to this report can be inspected by contacting: Damien Cutting – Economic Growth Lead

Telephone: 07974 111 756

e-mail: damien.cutting@tameside.gov.uk

Or, Sarah Jamieson – Head of Economy, Employment and Skills

Telephone: 0161 342 3629

e-mail: sarah.jamieson@tameside.gov.uk

1. INTRODUCTION

- 1.1 The UK Shared Prosperity Fund (UKSPF) is a £2.6bn fund designed to succeed and improve upon EU structural funds. The definition, provided by Government, for E22: SME Workspace is an investment in enterprise infrastructure and employment / innovation site development projects.
- 1.2 Unlike the Communities and Place Intervention, no Greater Manchester authority has been allocated a specific amount. Districts were invited to bid to be evaluated and prioritised against other bids with a maximum of a single bid per district as it was anticipated that the total bid for grant by Districts would exceed the £15m available.
- 1.3 Devolved authorities are responsible for submitting implementation plans, working to set Government timescales. An overarching implementation plan was submitted by the Greater Manchester Combined Authority (GMCA) to Central Government in July 2022, followed by an Investment Plan in September 2022. Approval of the Investment Plan was received by GMCA from Central Government on 5 December 2022. Following this approval GMCA are now able to provide the relevant grant agreements to Greater Manchester (GM) Local Authorities (LA's), including Tameside.
- 1.4 The UKSPF funding in GM is split across Investment Priorities as shown in Table 1 below.

Table 1 Total UKSPF in GM across the Investment Priorities

Investment Priority	Year One 2022/23	Year Two 2023/24	Year Three 2024/25	Total
Communities & Place	£7,269,019	£10,038,086	£9,689,466	£26,996,571
SME Workspace (E22)	£2,000,000	£3,000,000	£10,000,000	£15,000,000
Local Business (E22)	£500,000	£6,500,000	£9,500,000	£16,500,000
People & Skills	£0	£0	£22,000,000	£22,000,000
Admin Fee 4% (Flat rate applied)	£407,020	£814,071	£2,132,934	£3,354,025
Total by Year	£10,176,039	£20,352,157	£53,322,400	£83,850,596

- 1.5 The GM UKSPF Investment Plan identified a limited number of cross cutting priorities that would be reflected across all UKSPF investment. It is suggested that all proposals for UKSPF will be asked to outline their approach to delivering and reporting on each of the cross-cutting priorities. These are:
- Contribution to GM's 2038 net zero ambitions,
 - Contribution to reducing inequalities, and:
 - Embedding social value.

2. TAMESIDE UKSPF PROGRAMME

- 2.1 The Council submitted bids in October 2022 of £1,979,141 and £1,700,000 for Tameside against the UKSPF Communities and Place and SME Workspace investment priorities. Both bids were designed to be an economic driver that delivers genuine levelling up opportunities across Tameside supporting national, GM and Tameside strategic policies.
- 2.2 In October 2022 the three Members of Parliament (MPs) with Parliamentary Constituencies covering Tameside were briefed on the UKSPF Communities and Place and SME Workspace investment priorities and gave their approval to the submissions.

2.3 In December 2022 GMCA received unconditional approval of the GM UKSPF Investment Plan and a draft MOU and grant determination letter. Following this approval, it has been confirmed that both the Tameside Communities and Place submissions have been successful and the associated funding will now be awarded subject to a funding agreement. The Communities and Place successful submission is subject to another report titled 'UK Shared Prosperity Fund, Communities and Place (Tameside)' currently being considered by the Council's Executive Cabinet.

SME Workspace, Ashton Old Baths, Tameside

2.4 All ten GM authorities submitted bids totalling £15,927,769. The agreed SME Fund allocation was £15m. Tameside's bid focused on Ashton Old Baths, Ashton Town Centre and comprised of the following:

- Creation of new SME workspace,
- Improvement works to the roof and brickwork of the historic building, and
- The appointment of a Business Support Officer to be based at Ashton Old Baths.

2.5 It was originally envisaged before running the competition that bids would be received well in excess of the £15m allocation and only a handful of the projects would be funded. Given the actual funding request, and in line with discussions with Directors of Place, it is proposed that the funding awarded to each project is 94.2% of the requested funding (which equates to £15m overall) meaning that all Local Authorities can receive funding through the SME Fund.

2.6 In terms of assessment and review, GMCA used a set of prioritisation criteria in order to assess proposals being put forward. These included:

- Deliverability
- Strategic Fit
- Demand
- Value for Money/Leverage
- Output and Additionally

2.7 The final criteria 'Output and Additionally' has two elements:

- Total m2 output in floor area in relation to grant ask
- £ per m2

2.8 Following assessment of the submissions, it is proposed that projects scoring over 50 should be approved in principle. Tameside's bid scored 54 and was particularly strong on the first three criteria above.

2.9 Overall, this funding will ensure that the Grade II* Listed Ashton Old Baths is futureproofed for years to come as an important incubation space for the DCT sector. AOB sits within the recently adopted Future St Petersfield Masterplan which is a key destination for new commercial, leisure and residential development. AOB is considered to be the catalyst for regeneration in this area which sits within an area of deprivation and has set the bar high in terms of good quality design and development in the area in order to trigger the step change required in the town. Specifically, some of the outputs and benefits include:

- An additional 250sqm of SME floorspace,
- c33 new jobs,
- Physical improvements to an important historical asset,
- Improved business support function.

2.10 The allocation of 94.2% (rounded up from c 94.175%) of the original funding ask equates to an agreed funding allocation of £1,214,859 with a Capital/Revenue split of £753,401/£461,458 respectively. As this is 5.8% below the original ask of £1,290,000, the proposed works will require value engineering to ensure they can be delivered within the

approved funding allocation. It is anticipated that the £75,141 can be reduced from the original bid without adversely impacting the project and outputs to be delivered. **Appendix 1** includes the expenditure profile and identifies where the proposed reductions will come from in the original bid.

- 2.11 Within the SME Workspace investment priority Tameside’s allocation (£1,214,859) with set amounts to be utilised in specific timeframes, creating a challenging start and requiring projects that can be delivered without delay.
- 2.12 The SME Workplace funding will support the delivery of a range of borough wide projects against these interventions and a series of town centre specific projects focused on Stalybridge, Hyde and Ashton. The full submission of the proposal that will be supported by the UKSPF SME Workspace programme in Tameside, their associated costs and the timescales for delivery are set out in **Appendix 2** (the detail of projects within the programme remains subject to change as it is developed further and formal agreements for receipt of funding are finalised).

3. NEXT STEPS

- 3.1 The Council will need to agree and sign the grant funding agreement to enable the Council to deliver the UKSPF SME Workplace Place Programme for Tameside and drawdown associated funding
- 3.2 Within the GM Investment Plan, funding has been made available to the Council to fully fund a UKSPF Project Manager on a 2.5 years Fixed Term Contract. The focus of this role will be to work closely with GMCA to implement and develop UKSPF across all Investment Priorities in Tameside during the delivery period from the start of 2023; this will include ensuring the delivery of outputs/outcomes and facilitating engagement with Members, representatives from partner organisations, and local stakeholders in the delivery programme. The role will evolve throughout the contract period to ensure that local priorities are represented and funding is well utilised locally, with demonstrable outputs/outcomes. The role will sit within the Place Directorate but will work cross Directorate throughout as required.
- 3.3 The delivery of the interventions supported by UKSPF will be progressed in alignment with the Council’s wider Corporate Plan and Inclusive Growth Strategy and designed to deliver genuine levelling up opportunities supporting national, GM and Tameside strategic policies. Delivery will involve appropriate consultation and collaboration with partners to coordinate all interventions.
- 3.4 On-going performance and reporting will be provided via the appropriate governance routes, including the Strategic Planning and Capital Monitoring Panel where any interventions form part of the Council’s Capital Programme.

4. RISK MANAGEMENT

- 4.1 The main project risks associated with delivery of the UKSPF Programme for Tameside have been identified in the table below.

Risk Area	Detail	RAG Rating	Mitigation	RAG Rating
Procurement	Lack of capacity in the consultancy sector to undertake the work.		Early engagement with STaR procurement to understand the most appropriate procurement routes.	

Financial	Conditions attached to funding agreement may not be acceptable.		Early engagement with GMCA in relation to terms and conditions.	
Financial	Insufficient budget to complete the scope of works required.		Early engagement with internal Council teams and external partners to clearly understand requirements.	
Financial	Underspend on expenditure for the SME Fund in the 1st year of the programme given the £75,340 allocation for Tameside in 22/23 needs to be spent by 31 March 2023.		Early engagement with internal Council teams and external partners to clearly understand requirements.	
Financial and Programme	Funding subject to annual confirmation of the grant from Central Government reflecting the terms of the MOU with GMCA.		Programme management and effective engagement with GMCA throughout to ensure all terms are complied with.	
Programme	Lack of resource capacity to undertake workstreams in line with expectations.		Apply adequate resource to the project to ensure programme adherence.	
Programme	As with all capital projects, there is a risk that projects will not be delivered until a planning consent is received and contractor appointed to undertake the necessary works. There is similarly a risk that during the construction and operating period there are unforeseen issues that arise that prevent the completion of the building or the provision of the anticipated outputs.		Early engagement with the Council's Planning Team about the proposed Listed Building consent will be vital.	

5. CONCLUSION

- 5.1 The interventions supported by the UKSPF programme for Tameside will support delivery of the Council's strategic priorities as set out in the Tameside Corporate Plan and Tameside Inclusive Growth Strategy.
- 5.2 The funding secured provides a significant financial contribution to the Council and provides a proactive approach to the delivery of future inclusive growth.

6. RECOMMENDATIONS

- 6.1 As set out at the front of the report.

APPENDIX 1

Expenditure Profile and Project Reductions Compared To Original Bid

Grant Award	Revenue	Capital	Total
	£	£	£
2022/23	18,835	56,505	75,340
2023/24	273,108	470,876	743,984
2024/25	169,515	226,020	395,535
Total	461,458	753,401	1,214,859

Original Bid	1,290,000
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Reduction	75,141
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Proposed Project Reductions Compared To Original Bid

Proposed Project Reduction	Total £	Revenue £	Capital £	Impact on overall delivery
Creation of SME Floorspace	30,000	30,000	n/a	None. It was originally anticipated that some architectural drawings would be required. This is no longer the case.
Business Support Officer	34,000	34,000	n/a	Proposed to retain post at Grade I. Cost saving secured from delay in recruitment until April 2023 and contingency in original bid.
Internal/External Brickwork and Roof Repairs	11,141	11,141	n/a	Some feasibility work already carried out by the Council.
Total	75,141			

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GENERAL SITE DETAILS		PLEASE EXPLAIN THE FOLLOWING				STAKEHOLDER ENGAGEMENT		PUBLIC SECTOR DUTY	SUBSIDY CONTROL	UKSPF OUTPUTS (see next tab)				UKSPF OUTCOMES (see next tab)		
Authority	Scheme Name	How your project will move Greater Manchester closer to its 2038 Net Zero Carbon target	How your project will reduce the inequalities that exist within GM, including as outlined in GMS	Where relevant, how your project will support digital inclusion.	How your project will deliver social value.	Please describe how you have engaged with local MPs, local stakeholders (public, private, HE/FE, civil society orgs as relevant etc.) in the development of your proposal	How you will consider the potential role of the VCSE sector in delivery of your proposals, in line with the GM Accord.	How will you deliver your public sector equality duty in implementing your proposal and specific projects?	Please confirm you have considered that as part of your proposal, your project will be in line with the Subsidy Control Act.	Amount of commercial space completed or improved	Amount of rehabilitated land	Number of enterprises receiving non-financial support	Number of potential entrepreneurs assisted to be enterprise ready	Jobs created as a result of support	Number of enterprises adopting new to the firm technologies or processes	Number of new enterprises created as a result of support

Tameside	Ashton Old Baths	Ashton Old Baths has been redeveloped with sustainability and low carbon measures in place. This project will include the installation of low carbon infrastructure in the form of photovoltaics on the roof which will generate electricity for the Data Centre and the SME businesses that operate from the building. Any surplus energy generated will be sold back to the grid or stored.	The project will support the following GMS Indicators: 2 Growth Locations Employment Space by creating additional space for SME's within the borough; 8 Innovation Assets & 9 Growing Sustainably by ensuring that the Business Support Officer role works on these priorities; 10 Better Jobs, Good Employment through the creation of additional jobs as a result of business growth; 11 Skills and Talent through the direction to AEB training for employees and through the encouragement of additional apprenticeship opportunities by the Business Support Officer; 13 Digital Inclusion by utilising our existing Digital Inclusion Officer to work with SME's and raise skill levels.	The Business Support Officer will work with our Digital Inclusion Officer to highlight opportunities and provide support to access digital skills for employees or business operations. The DID will track outcomes and follow up opportunities.	The Business Support Officer will work alongside the Social Value Officer (subject to funding being secured through UKSPF C&P) to support businesses to deliver any social value commitments within contracts and align this work with local priorities. Where appropriate, SME businesses will be able to access social value from others, for example through the Business Resilience Clinic Business Champion model operated via Tameside Council Economy, Employment & Skills team.	MP briefings and information is being provided via the Leader of Tameside Council and managed by his office to ensure clear communications. Stakeholder networks including the Inclusive Growth Board sub groups, Work & Skills Integration Board, Learner Provider Network and Careers Leads Network are utilised for communications with wider stakeholders and will be continued throughout the duration of UKSPF. The Energy Council and internal colleagues have been included in the discussions related to the retrofit and installation of low carbon infrastructure. Oxford innovation management agents of Ashton Old Baths - have assisted in the evidence relating to demand and supply and the creation of new SME space.	VCSE communications is managed in Tameside via Action Together. All opportunities to work with the VCSE sector will be managed through Action Together as a central point of contact.	Equality Impact Assessments are carried out as part of the planning for all projects delivered, this will be continued for projects carried out under UKSPF.	This has been considered, all projects will be delivered and planned in partnership with internal Legal, Finance & Audit colleagues to ensure that they are delivered in line with Subsidy Control, as well as being closely monitored throughout. Where appropriate external specialist advice has been sought to ensure that all projects are delivered in line with the requirements of the Subsidy Control Act.	240m2 newly created floorspace	Nil			33	3	6
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Tameside	Community sub-centre Town SME Space Hubs	n/a	The project will support the following GMS Indicators: 2 Growth Locations Employment Space by creating additional space for SME's within the borough; 8 Innovation Assets & 9 Growing Sustainably by ensuring that the Business Support Officer role works on these priorities; 10 Better Jobs, Good Employment through the creation of additional jobs as a result of business growth; 11 Skills and Talent through the direction to AEB training for employees and through the encouragement of additional apprenticeship opportunities by the Business Support Officer; 13 Digital Inclusion by utilising our existing Digital Inclusion Officer to work with SME's and raise skill levels.	The Business Support Officer and hub staff will work with our Digital Inclusion Officer to highlight opportunities and provide support to access digital skills for employees or business operations. The DID will track outcomes and follow up opportunities.	The Business Support Officer and hub staff will work alongside the Social Value Officer (subject to funding being secured through UKSPF C&P) to support businesses to deliver any social value commitments within contracts and align this work with local priorities. Where appropriate, SME businesses will be able to access social value from others, for example through the Business Resilience Clinic Business Champion model operated via Tameside Council Economy, Employment & Skills team.	MP briefings and information is being provided via the Leader of Tameside Council and managed by his office to ensure clear communications. Stakeholder networks including the Inclusive Growth Board sub groups, Work & Skills Integration Board, Learner Provider Network and Careers Leads Network are utilised for communications with wider stakeholders and will be continued throughout the duration of UKSPF.	VCSE communications is managed in Tameside via Action Together. All opportunities to work with the VCSE sector will be managed through Action Together as a central point of contact.	Equality Impact Assessments are carried out as part of the planning for all projects delivered, this will be continued for projects carried out under UKSPF.	This has been considered, all projects will be delivered and planned in partnership with internal Legal, Finance & Audit colleagues to ensure that they are delivered in line with Subsidy Control, as well as being closely monitored throughout. Where appropriate external specialist advice has been sought to ensure that all projects are delivered in line with the requirements of the Subsidy Control Act.	c300m2 across six town centres.	Nil					
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E22 OUTPUT DEFINITIONS / MINIMUM TARGETS WITHIN GM'S UKSPF INVESTMENT SUBMISSION

Updated Output Indicator for Reporting	Unit of Measurement	UK SPF Definition (DLUHC - July 2022)	Notes	Indicative E22 Minimum Target in GM's submitted UKSPF Investment Plan (as at August 2022)	Indicative Minimum Target across whole of GM's submitted UKSPF Investment Plan (as at August 2022)
Amount of commercial space completed or improved	Square metres (M2)	<p>The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.</p> <ul style="list-style-type: none"> - A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc. - A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation. - Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality. - Industrial space means space used for industrial processes, storage or distribution. - Other commercial space means non-public or community spaces that do not fall into the categories above. - Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list. - Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. 	Places should maintain an understanding of the individual contribution of different types of space (retail, hospitality, etc.) as well as 'completed' vs. 'improved' space where relevant, so that the indicator can be disaggregated if required.	2,577	7,577
Amount of rehabilitated land	Square metres (M2)	<p>The total square meterage of derelict land that has been rehabilitated.</p> <ul style="list-style-type: none"> - Derelict land means land that has become damaged by industrial or other development and is beyond beneficial use without treatment. - Rehabilitated means remediated to a point of beneficial use. 	NA	TBC	3,750
Number of enterprises receiving non-financial support	Number of enterprises	<p>Number of enterprises that have received non-financial support with the intention of improving performance.</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity - Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice. - Improved performance means reductions in costs or increases in turnover/profit. - Support may be ongoing. 	NA	1,000	3,004
Number of potential entrepreneurs assisted to be enterprise ready	Number of entrepreneurs	<p>Number of entrepreneurs having been assisted to be enterprise ready.</p> <ul style="list-style-type: none"> - Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business. - Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words it cannot be broadcasted advice. 	On "enterprise ready" - the unit of measurement is the individual (potential entrepreneur), not whether they actually go on to start a business.	TBC	839

E22 OUTCOME DEFINITIONS / MINIMUM TARGETS WITHIN GM'S UKSPF INVESTMENT SUBMISSION

Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes	Indicative E22 Minimum Target in GM's submitted UKSPF Investment Plan (as at August 2022)	Indicative Minimum Target across whole of GM's submitted UKSPF Investment Plan (as at August 2022)
Jobs created as a result of support	Number of Full time equivalent (FTE)	<p>The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.</p> <ul style="list-style-type: none"> - New means it should not have existed with that employer before the intervention. - Created jobs exclude those created solely to deliver the intervention (e.g. construction). - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employee's scheduled hours in relation to an employer's hours for a full time workweek. 	N/A	200	1,222
Number of enterprises adopting new to the firm technologies or processes	Number of enterprises	<p>The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible. - If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise. 	N/A	100	276
Number of new enterprises created as a result of support	Number of new enterprises	<p>A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. 	N/A	75	236

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