



# CHEL TENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Cabinet

Tuesday, 5 February 2013  
6.00 pm

Municipal Offices, Promenade, Cheltenham, GL50 9SA

<b>Membership</b>	
<b>Councillors:</b>	Steve Jordan, John Rawson, Rowena Hay, Peter Jeffries, Andrew McKinlay, Jon Walklett and Roger Whyborn

### Agenda

	<b>SECTION 1 : PROCEDURAL MATTERS</b>	
<b>1.</b>	<b>APOLOGIES</b>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>	<b>MINUTES OF THE LAST MEETING</b> Minutes of the meeting held on 15 January 2013	(Pages 1 - 6)
<b>4.</b>	<b>PUBLIC QUESTIONS AND PETITIONS</b>	
	<b>SECTION 2 :THE COUNCIL</b> <i>There are no matters referred to the Cabinet by the Council on this occasion</i>	
	<b>SECTION 3 : OVERVIEW AND SCRUTINY COMMITTEE</b>	
<b>5.</b>	<b>REPORT OF THE EVENT MANAGEMENT SCRUTINY TASK GROUP</b> Councillor Penny Hall, Chair of the Scrutiny Task Group, will present the report.	(Pages 7 - 42)
	<b>SECTION 4 : OTHER COMMITTEES</b> <i>There are no matters referred to the Cabinet by other Committees on this occasion</i>	
	<b>SECTION 5 : REPORTS FROM CABINET MEMBERS AND/OR OFFICERS</b>	
<b>6.</b>	<b>FINAL GENERAL FUND BUDGET PROPOSALS 2013/14 (INCLUDING SECTION 25 REPORT)</b>	(Pages 43 - 86)

		Joint report of the Cabinet Member Finance and the Director Resources.	
7.		<b>FINAL HOUSING REVENUE ACCOUNT REVENUE BUDGET 2013/14</b> Joint report of the Cabinet Member Finance and the Director Resources.	(Pages 87 - 100)
8.		<b>TREASURY MANAGEMENT AND ANNUAL INVESTMENT STRATEGY 2013/14</b> Report of the Director Resources.	(Pages 101 - 126)
9.		<b>REFRESH OF THE CHELTENHAM CHARTER</b> Report of the Leader of the Council	(Pages 127 - 140)
10.		<b>COMMUNITY PRIDE FUND</b> Report of the Leader of the Council	(Pages 141 - 160)
		<b>SECTION 6 : BRIEFING SESSION</b> <ul style="list-style-type: none"> <li>• Leader and Cabinet Members</li> </ul>	
11.		<b>BRIEFING FROM CABINET MEMBERS</b>	
		<b>SECTION 7 : DECISIONS OF CABINET MEMBERS AND OFFICERS</b> Member decisions taken since the last Cabinet meeting	
		<b>SECTION 9 : LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS</b>	
12.		<b>LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS</b> <b>The Cabinet is recommended to approve the following resolution:-</b>  “That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph ?, Part (1) Schedule (12A) Local Government Act 1972, namely:  Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
		<b>SECTION 8 : ANY OTHER ITEM(S) THAT THE LEADER DETERMINES TO BE URGENT AND REQUIRES A DECISION</b> Appropriation for Planning Purposes-Report on North Place and Portland Street	

14.		<b>CHELTENHAM BOROUGH HOMES - DEVELOPMENT          OPTIONS REVIEW</b> Report of the Cabinet Member Housing and Safety	(Pages 161 - 172)

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### Cabinet

**Tuesday, 15th January, 2013  
6.00 - 6.40 pm**

<b>Attendees</b>	
<b>Councillors:</b>	Steve Jordan (Leader of the Council), John Rawson (Cabinet Member Finance), Rowena Hay (Cabinet Member Sport and Culture), Peter Jeffries (Cabinet Member Housing and Safety), Andrew McKinlay (Cabinet Member Built Environment), Jon Walklett (Cabinet Member Corporate Services) and Roger Whyborn (Cabinet Member Sustainability)
<b>Also in attendance:</b>	Councillor Wendy Flynn

### Minutes

**1. APOLOGIES**

There were none.

**2. DECLARATIONS OF INTEREST**

There were none.

**3. MINUTES OF THE LAST MEETING**

The Cabinet Member proposed the following amendment, as a point of clarification, to the minutes of the meeting held on 11 December:  
That the second paragraph of agenda item 9 Joint Waste Committee be amended to read "The Cabinet Member Sustainability explained that the joint committee could achieve several million pounds worth of savings in the longer term, across the County including savings already being pursued through Ubico." The amendment was supported by Members.

**Resolved**

That the minutes (as amended) of the meeting held on 11 December and the minutes of the meeting held on 21 December be approved and signed as a correct record.

**4. PUBLIC QUESTIONS AND PETITIONS**

There were none.

**5. INTEGRATED TRANSPORT RETAINED ORGANISATION REVIEW**

The Cabinet Member Built Environment introduced the report and explained that Cheltenham Borough Council currently ran the enforcement of both on and off street parking, on street parking being undertaken via a Highways Agency Agreement with the County Council. However, on 1 April 2013, as part of a county wide contract, on street car parking would be run by a private contractor. As a consequence CBC would have to adjust the structure for its own car parking service.

The Cabinet Member emphasised that maintaining off street car parking in house was vital as this was a major income stream for the council. He highlighted that a number of strategic initiatives were ongoing in the town, for example the Cheltenham Development Task Force integrated transport plan for the "Boots Corner" proposals. It was important that CBC played a full role in this in order to fulfil public expectations and to ensure that proper information was put forward in terms of future design changes.

Members agreed that it was vital that the Council should continue to be accountable for running the off street car parking service. However they were disappointed that having achieved joint enforcement, which had benefited the town, the parking team would now be broken up. Members were also concerned how on street car parking would be enforced under a private contractor. They believed the Council still had a continued interest in transport related matters, which included general street scene issues. CBC would continue to work in partnership with the county and also with the Cheltenham development Task force and the CBC Urban Design Team.

**RESOLVED THAT**

- 1. the position as regards future on-street car parking enforcement being undertaken by a private contractor on behalf of Gloucestershire County Council be noted**
- 2. the Borough Council's off-street car parking service be retained in-house as set out in this report pending a review by the Executive Director of the Gloucestershire County Council's Framework Agreement within the next 15 months.**
- 3. the Executive Director in consultation with the Cabinet Member for Built Environment should ensure that adequate provisions are put in place to maintain a reasonable level of response to formal Gloucestershire County Council requests for information specifically in relation to Highways related matters.**

**6. PROPOSED LEASEHOLD DISPOSAL OF A PARCEL OF OPEN SPACE AT SANDY LANE RECREATION GROUND**

The Cabinet Member Finance introduced the report and explained that the proposal was in effect a technical requirement as the current use of the land designated as open space would not be changing. The current tenant (Old Patesians Sports and Social Club) at Sandy Lane Playing Field wished to enter into a new lease term of 30 years to enable access to grant funding from the Rugby Football Union and implement a series of improvements to the playing surface. He highlighted how Old Pats formed part of the fabric of the town.

Members supported the proposal.

**RESOLVED**

- 1. to declare surplus the parcel of open space land outlined in red on the attached plan (attached as Appendix A) and to authorise the placing of a Public Notice pursuant of Section 123(2a) of the Local Government Act 1972 in respect of the leasehold disposal of the parcel of open space land relating to the Clubhouse at Sandy Lane**

Playing Fields, Cheltenham, the location of which is outlined in red on the plan attached to this report.

2. That any objections and representations which might be received in response to the advertisement be considered by Cabinet before making a recommendation to the Cabinet Member for Finance for a final decision concerning the land.
3. That should no objections or representations be received in response to the advertisement, Cabinet declares the land surplus and the matter is referred to the Cabinet Member for Finance for a final decision concerning the grant of a lease extension to Old Patesians at Sandy Lane.

**7. REQUEST FOR LEASEHOLD DISPOSAL OF OPEN SPACE AT MONTPELLIER GARDENS**

The Cabinet Member Finance introduced the report which explained that the current tenant of the Proscenium Building, Montpellier Gardens, wished to enter into a further lease term of 25 years to enable access to grant funding to implement "green initiatives". He highlighted the fact that the Gardens Gallery was a very popular and thriving charity and provided an important service to the town.

Members were happy to support the recommendations which would enable the Gallery to fund energy efficient initiatives.

**RESOLVED THAT**

1. the parcel of open space land outlined in red on the attached plan (attached as Appendix A) be declared surplus and that the placing of a Public Notice pursuant of Section 123(2A) of the Local Government Act 1972 be authorised in respect of the leasehold disposal of the parcel of open space the land and Proscenium building at Montpellier Gardens, Cheltenham the location being outlined in red on the plan attached to this report.
2. Any objections and representations which might be received in response to the advertisement be considered by Cabinet before making a recommendation to the Cabinet Member for Finance for a final decision concerning the land.
3. Should no objections or representations be received in response to the advertisement, that Cabinet declare the land surplus and the matter is referred to the Cabinet Member for Finance for a final decision concerning the proposed new lease of the Proscenium Building.

**8. 3RD SECTOR APPLICATION FOR RETAIL PREMISES AT 12 ROWANFIELD EXCHANGE**

The Cabinet Member Finance explained that the Council had received a request from Hesters Way Neighbourhood Project that consideration be given to agreeing a rent subsidy for its Community Hub project at 12 Rowanfield

exchange. The project satisfied two of the Council's key objectives of its 3<sup>rd</sup> sector policy and, as a result, a rent reduction of 60 % was proposed.

The Leader noted that Appendices 2 and 3 were exempt and should Members wish to discuss them a resolution would have to be passed to exclude the press and public in accordance with the Local Government Act 1972 (exempt business).

Members welcomed the proposal and recognised that 12 Rowanfield exchange was a well used facility which provided a valuable drop-in service to the community.

The Leader of the Council said that this was a case of maximising the value of the Council's assets to the community as a whole.

#### **RESOLVED**

**That the recommendation of the 3<sup>rd</sup> Sector Panel be accepted and that the Director of Resources be authorised to administer a rent reduction of 60% against the rent of £4,000 pa associated with the lease dated 1<sup>st</sup> August 2010 between Hesters Way Neighbourhood Project and Cheltenham Borough Council**

**9. RELEASE OF RESTRICTIVE COVENANT-LAND FORMERLY OWNED AT LECKHAMPTON INDUSTRIAL ESTATE, 205 LECKHAMPTON ROAD, CHELTENHAM**

The Cabinet Member Finance introduced the report and explained that in 2009 Cheltenham Borough Council disposed of the freehold of a thin strip of land on the northern boundary of Leckhampton Industrial estate. This was sold subject to a covenant restricting its use to general industrial. The whole estate was now subject to potential redevelopment and the Council could benefit from the uplift in land value should it agree to modify the user covenant on this thin strip of land appropriately.

Members agreed that this was a sensible way forward.

#### **RESOLVED THAT**

1. a modification agreement be agreed which allows the council to benefit from any uplift in value, pertaining to a change of use from B2 General Industrial, in proportion to the area of land previously sold by the council (0.18ha).
2. the Head of Property and Asset Management be authorised, in consultation with the Cabinet Member Finance, to negotiate and conclude an Agreement with the owner of Leckhampton Industrial Estate granting that owner the right, within a period of 5 years from the date of the Agreement, to call for the variation of the Covenant restricting the use of the area of land described in the report upon payment of such sum determined by the Head of Property and Asset Management as being the market value for such variation.

**10. DRAFT POLICY ON MEASURES TO CONTROL STREET SCENE ACTIVITIES IN CHELTENHAM**



The Cabinet Member Housing and Safety, introduced the report which outlined the feedback from the consultation on the draft policy on measures to control street scene activities in Cheltenham, approved by Cabinet in April 2012. It also incorporated policy amendments.

He emphasised that this was a non statutory policy and encompassed all activities, such as street trading and A-boards which had an impact on the street scene in the town. He wished to thank officers for their hard work in drafting the policy.

When asked how many A boards there were currently in the town, the Cabinet Member Housing and Safety replied that a survey undertaken 2 years ago accounted for 200 A-boards in the town. Only a small proportion of these were actually licensed.

Members recognised that A boards was a difficult issue. They acknowledged that there were many small businesses which were out of site in the town. The policy aimed to tackle those unnecessary A boards but would permit A boards where it was sensible and safe to do so.

The Leader of the Council recognised that the policy was an attempt to achieve in a fair way the balance of making the town a good place to do business and a good place to be.

### **RESOLVED**

**To recommend to Council to:**

- 1. note the consultee comments submitted**
- 2. adopt the amended draft policy to take effect on the 1<sup>st</sup> of April 2013**

#### **11. AMENDMENTS TO CHELTENHAM CIVIC PRIDE URBAN DESIGN FRAMEWORK TECHNICAL APPENDIX ROYAL WELL DEVELOPMENT BRIEF**

The Cabinet Member Built Environment introduced the report which sought technical revisions to the Royal Well Development Brief. The Brief is a technical appendix to the Cheltenham Civic Pride Urban Design Framework Supplementary Planning Document. The revisions, listed in Appendix 2, arose from the need to correct inconsistencies between the Brief and the parent SPD in order to clarify the planning position when progressing the site to market.

The Cabinet Member explained that the aim of the draft revisions was to focus on wording changes to the Brief. The main aims of this were to make the wording around use less exclusive, reflecting the altered policy environment of the National Planning Policy Framework and the altered state of the market. It also established a consistency between the SPD and the Brief; and clarified the existence and role of the Municipal Offices Heritage Assessment September 2010; and allowed solutions to the bus interchange and traffic management issue to emerge in a more pragmatic manner.

### **RESOLVED**

**To recommend to Council the adoption for planning purposes of the schedule of revisions to the Royal Well Development Brief part of the Cheltenham Civic Pride Urban Design Framework Supplementary Planning Document as set out at Appendix 2 to this report.**

**12. COUNTER FRAUD, CORRUPTION AND BRIBERY POLICY AND PROCESS**

The Cabinet Member Corporate Services introduced the report and explained that the Council's Anti Fraud and Corruption policy was due for renewal. The policy was reviewed by Internal Audit and was considered by Audit Committee on 9 January 2013.

The Cabinet Member highlighted the minor changes which the Audit Committee had made and which were updated in the documents tabled.

**RESOLVED THAT**

- 1. The Counter Fraud and Corruption policy be approved, as amended.**
- 2. The Director of Resources be authorised to update the policy with any additional comments following the conclusion of the on-going consultation with the audit partnership.**

**13. BRIEFING FROM CABINET MEMBERS**

The Cabinet Member Built Environment referred to his concern and indeed public concern surrounding Highways Agency proposals regarding the A417 junction with the Air Balloon roundabout. These proposals would, in his view, have a significant impact on traffic flows and create congestion on approaches into Cheltenham. He intended to submit a motion to the next full council meeting to seek formal opposition to the proposals.

**14. DECISIONS OF CABINET MEMBERS AND OFFICERS**

The Cabinet Member Built Environment informed that he had taken a decision on 8 January to award a contract to Matrix Solutions UK Ltd to undertake repair works to Grosvenor Terrace car park. These works were particularly important in order to satisfy parking demand once North Place car park was vacated.

**Chairman**

## Cheltenham Borough Council

### Cabinet

**5 February 2013**

### Scrutiny Task Group – Event Submissions

### Report of the Overview and Scrutiny Committee

<b>Accountable member</b>	<b>Councillor Duncan Smith, Chair of Overview and Scrutiny Committee</b>
<b>Accountable officer</b>	<b>Grahame Lewis – Executive Director</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>Following a request from the Overview and Scrutiny Committee, a scrutiny task group was set up to investigate the council's current approach to dealing with large scale events and to recommend ways that this process could be improved.</p> <p>Following a number of meetings, the scrutiny task group identified a number of ways in which the current process can be improved and these improvements are contained in the task group's report attached as Appendix 2.</p> <p>The report of the scrutiny task group was considered by the Overview and Scrutiny Committee on 10 October 2012 but they asked for more work to be done before having it back in January to endorse the recommendations. In advance of this, they recommended that Council should have an opportunity to debate the report so that their views could be taken into account when Overview and Scrutiny reconsidered the report.</p> <p>The report was debated by Council on 17 December 2012. Members acknowledged that there were some finer details still to be worked through, including how the council prioritise events and how the public and local interest groups were kept informed about event applications. Council resolved that the Overview and Scrutiny Committee and Cabinet be requested to take note of the comments raised by Council when they considered the task group report (see Appendix 2).</p> <p>The Overview and Scrutiny Committee reconsidered the report on 10 January 2013. They were satisfied that the terms of reference set had been met by the working group and subsequently resolved that the recommendations of the task group be endorsed and forwarded to Cabinet</p>
<b>Recommendations</b>	<p><b>The Council/Cabinet is recommended:</b></p> <ol style="list-style-type: none"> <li><b>1. Consider the recommendations set out in the scrutiny task group report and</b></li> <li><b>2. Consider the implications set out in this report when deciding whether to adopt the recommendations of the Scrutiny Task</b></li> </ol>

**Group and provide a report to the O&S committee on the reasons for rejecting any of the recommendations**

- 3. To note that O&S have a scheduled a follow up the implementation of the recommendations in November 2013.**

<p><b>Financial implications</b></p>	<p>There are no financial implications arising from this report.</p> <p><b>Contact officer: Sarah Didcote, sarah.didcote@cheltenham.gov.uk, 01242 264125</b></p>
<p><b>Legal implications</b></p>	<p>The ECG/SAG can offer a forum for co-ordinating and consulting with organisers and agencies. Depending however on the type of event an organiser may have to make an application for a permission and/or licence and any decisions regarding the event will be made at in accordance with the Council's Constitution by officers, Cabinet (or Leader) or in terms of the regulatory side by the Licensing and/or Planning Committee. The group will not therefore have any decision making role.</p> <p><b>Contact officer: Sarah Farooqi, sarah.farooqi@teWKesbury.gov.uk, 01684 272693</b></p>
<p><b>HR implications (including learning and organisational development)</b></p>	<p>There are no HR implications arising from this report.</p> <p><b>Contact officer: Beverly Kershaw-Cole bev.kershaw-cole@cheltenham.gov.uk, 01242 77 4921</b></p>
<p><b>Key risks</b></p>	<p>None identified</p>
<p><b>Corporate and community plan Implications</b></p>	<p>Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment</p>
<p><b>Environmental and climate change implications</b></p>	

**1. Background**

1.1 As set out in the task group report

**2. Reasons for recommendations**

2.1 As set out in the task group report

**3. Alternative options considered**

3.1 As set out in the task group report

**4. Consultation and feedback**

4.1 As set out in the task group report

**5. Performance management –monitoring and review**

5.1 Overview and Scrutiny Committee have scheduled a follow up of the implementation of any recommendations in November 2013.

<b>Report author</b>	<b>Contact officer: Louis Krog, louis.krog@cheltenham.gov.uk, 01242 77 5004</b>
<b>Appendices</b>	1. Event Submission scrutiny task group report (including its appendices)  2. Extract from the mins of Council 17 December 2012
<b>Background information</b>	

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## SCRUTINY TASK GROUP REPORT

NOVEMBER 2012

### EVENT SUBMISSIONS

#### 1. INTRODUCTION

- 1.1 The '2010-2015 Corporate Strategy: 2011-12 action plan' includes the objective 'Arts and culture are used to strengthen communities, strengthen the economy and enhance and protect our environment'.
- 1.2 At the Council meeting on 24 February 2012 a number of individuals and organisations expressed their unease at a 'major' event being proposed in Cheltenham.
- 1.3 The Environment Overview and Scrutiny Committee noted that there was no robust process in place to safeguard communities and the town's reputation from possible adverse impacts of 'major' events which did not form part of the Cheltenham Festivals programme. It was apparent that event organisers were able to submit separate applications with little or no opportunity for member or public overview.
- 1.4 The committee requested a task group develop an 'event submission form' and establish a set of criteria for early identification of 'major' events (with timescales) and develop a process by which such 'major' events would be considered by all representatives appropriate for the event being proposed.
- 1.5 This report sets out the findings and recommendations arising from the scrutiny review by the scrutiny task group.

#### 2. MEMBERSHIP AND TERMS OF REFERENCE

##### 2.1 Membership of the task group:-

- Councillor Penny Hall (Chair)
- Councillor Nigel Britter
- Councillor Diane Hibbert
- Councillor Anne Regan
- Councillor Diggory Seacome
- Councillor Klara Sudbury (new to the group in June 2012)
- Councillor Lloyd Surgenor (retired in May 2012)

**2.2 Terms of reference**

- To understand the requirement for organisers of events, which do not form part of the Cheltenham Festivals programme and which are likely to or will impact more broadly on the environment of Cheltenham, to prepare for an 'event submission'
- To recommend ways that this process could be improved to include criteria for the identification of a 'major' event and timescales
- To apply the process retrospectively to assess its effectiveness

As a consequence of discussions at the first meeting of the task group and an officer suggestion that a safety advisory group should be established to consider events in the borough, the following item was added to the ToR;

- A long term ambition for the review is to establish a Cheltenham based 'safety advisory group'.

**3. WHAT DID WE DO?**

3.1 The task group met on 6 occasions and spoke to a range of people involved with events in the council:-

- Trevor Gladding, Community Protection Team Leader
- Louis Krog, Business Support & Licensing Team Leader
- Sarah Clark, Public & Environmental Health Team Leader
- Owen Parry, Integrated Transport & Parking Manager
- Adam Reynolds, Green Space Development Manager
- Jeremy Williamson, Managing Director (Cheltenham Development Task Force)
- Grahame Lewis, Executive Director and sponsor of the task group
- Sara Farooqi, Solicitor One Legal

Officers were asked about their individual and/or service area role in relation to event applications at present and assisted members in the development of draft documents which would support new arrangements which it was hoped would result in a more effective and transparent process for event organisers, officers, councillors and member of the public.

3.2 Research into the event submission process at other authorities was undertaken and in particular those of our neighbouring authorities in Gloucestershire.

3.3 Officers were tasked with speaking to representatives from partner agencies on behalf of the task group;

- Gloucestershire Police Authority
- Gloucestershire Fire & Rescue
- Gloucestershire Ambulance Service
- Gloucestershire County Council or Highways



- 3.4 Members expressed thanks to members of the public who had welcomed this piece of work by scrutiny and those who had submitted information regarding the management of events at other authorities.
- 3.5 Members would like to thank all of the officers who attended meetings and contributed to the review and also thank those officers who provided support to the work of the group and in particular Saira Malin and Rosalind Reeves from Democratic Services.

## **OUR FINDINGS**

### **4. CURRENT PRACTICE IN CHELTENHAM BOROUGH COUNCIL**

- 4.1 The current practice in the council is set out in Appendix 2 and explained in more detail in the following paragraphs.
- 4.2 Cheltenham Borough Council has a legislative responsibility in respect of licensing public events and as such has a democratic public accountability. The Licensing Act 2003 has meant many smaller events can take place through serving a Temporary Events Notice although larger events still require licensing. Applications are normally administered by officers in accordance with the statutory provisions but will be referred to a licensing sub-committee if relevant objections are received from statutory Responsible Authorities or interested parties. Under the terms of the act these Responsible Authorities can include the Licensing Authority, i.e Cheltenham Borough Council, ward councillors, the police and the fire service amongst others.
- 4.3 Public and community events may be 'one-off' and may take place in venues such as local parks and gardens. In some cases there are already licences in place for the parks which permit certain events to take place within existing Land Use Agreements.
- 4.4 There is at present a 'parks events application form' which requires special event organisers to submit detailed information about their event in the form of an event plan, risk assessments, public liability insurance and where necessary, signpost event organisers to other Council departments or statutory bodies such as the police or licensing. Once these elements of the event application have been checked off, then the council will enter into a Land Use Agreement with the organiser consenting to the use of green space subject to detailed conditions including the restoration of damage to council land or property caused by the event. A land hire fee is also applied and legal fee where a bespoke agreement is required. There may be penalties if the terms of the land use agreement are broken, for example a request for the same event in the future may be turned down.
- 4.5 Environmental Health Services are sometimes consulted when either a licensing or park event application form is received which identifies event activities that could result in noise or the potential cause of public nuisance.
- 4.6 Submissions under the legislation covering temporary events which have an impact on the streetscape and highways are dealt with by the Integrated Transport and Parking Manager and his team and applications received are generally part of an event being held in one or more designated area (parks,

gardens and event venues). Interactions with event organisers are about enabling temporary events such as a parade or road closure and there is liaison between the highways authority, the police, event organisers and other key partners at all times.

- 4.7 In some cases a planning application may be required and would follow a statutory process similar to licensing with appropriate representations.
- 4.8 Officers from the council are in regular contact with their colleagues in other agencies so there is likely to be some informal liaison between them on significant new events. For example if an event organiser made an initial enquiry to Gloucestershire Highways about a road closure in Cheltenham, normal practice would be for the county to advise the district council about the potential event.
- 4.9 The task group noted that there were already many events which took place in Cheltenham on a regular basis. These often followed tried and tested procedures and so all the agencies involved were accustomed to dealing with them and knew exactly what needed to be done. These events were not specifically in the scope of this task group however it did become apparent during the review that there could be inconsistencies in the way these events were dealt with because of their historical nature. Ideally all events should be treated in the same way.
- 4.10 The task group noted that Cheltenham Racecourse currently had its own Safety Advisory Group to handle its race meetings. This SAG includes all relevant agencies including the borough council but is not run by the borough council.
- 4.11 We concluded that many different departments in different divisions of the council could be involved in the initial stages of assessing an event. During these early stages, the event organiser may make some contact with members of the Cabinet or senior management team to seek support for their event but there is no clearly defined process for informing ward councillors and the public.

#### **Issues with current process**

- 4.12 There were a number of issues with the current process;
- the event organiser may have to speak to several departments and complete several different forms which could be confusing
  - the process could result in inconsistency in the way new and/or existing events are treated
  - ward councillors may not be made aware about the event during the application process and do not have the opportunity to give their views
  - the public feel there is little scope for them to give their views until it reaches a formal planning or licensing application stage
  - although officers in the various areas do liaise with each other, there may be no single area of the council which has a complete picture and understanding of the full scope of the event.
  - There may be impact on the public from events being held on private land

## **5. CURRENT PRACTICE IN OTHER AUTHORITIES**

### **SAFETY ADVISORY GROUPS**

- 5.1 A number of other authorities, including Gloucester City Council and Tewkesbury Borough Council, have established Safety Advisory Groups (SAGs) as a tool in planning the safety of community events and other similar public mass gatherings and are recognised as good practice.

#### **Health and Safety Executive Guidance**

- 5.2 The Health and Safety Executive produce guidelines and standard terms of reference for a SAG. In this guidance they say that “SAGs are usually, but not exclusively, coordinated by a local authority and made up of representatives from the local authority, emergency services and other relevant bodies. They meet at regular intervals, or when necessary, to review event applications and advise on public safety.” It goes on to say that “SAGs do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. They provide independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. (Individual representatives of organisations forming the SAG may have powers to require event organisers to comply with their legal obligations.)”
- 5.3 Their guidance acknowledges "It can be difficult to strike the right balance in deciding which events should be considered by a SAG. The guiding principle is that events presenting a significant public safety risk (whether in terms of numbers of people attending, or the nature of the event and/or the challenge of the environment) should be considered however, small events like village fetes, where large numbers are not expected and/or the event is routine in relation to the activity normally carried out, need not go to a SAG.”

#### **Gloucester City SAG**

- 5.4 Gloucester City Council have recently introduced a SAG and we were keen to learn from their experiences. Officers at Gloucester City had initiated the process and the police had welcomed the formation of a SAG. It had taken a significant effort to set up the terms of reference and protocol and agree the process but all agencies had been able to sign up to the resulting documents. They had held their first meeting in June 2012 and were now planning meetings on a quarterly basis. The launch of the SAG was backed up by publication of information on the Council's website advising potential organisers of the process. Gloucester City - organising an event.
- 5.5 Officers commented that when they had first introduced the new system some regular event organisers had queried why they needed to fill in a new form but once the process was explained they were happy to support it. Gloucester City were keen to emphasise that the SAG could not refuse permission for an event to take place. However they could advise an event organiser that they would not be supporting an event and give their reasons and urge them to reconsider certain aspects.
- 5.6 The relevant officers and agencies attending the SAG could also make a formal representation in their own right if they had particular concerns about health and safety or noise for example. We noted that membership of the Gloucester City SAG did not include Councillors and this was typical of the

membership at other councils.

**Events Submission Form**

- 5.7 We looked at a number of other councils who had adopted an events submission form. The advantage of this was that the event organiser could submit all the information about their event on a single form which could then be considered by the council and other agencies.

**6. WHAT OPTIONS DID WE CONSIDER?**

**A TAKE NO ACTION**

- 6.1 Members felt that to take no action was not an acceptable option. All Members could recount instances whereby event applications had been received and approved by the council and ward councillors were unaware until constituents had voiced concerns following receipt of marketing material for the event. Such instances had disconcerted councillors and members of the public.

**B. ADOPT AN EVENT SUBMISSION FORM AND GUIDANCE NOTES**

- 6.2 The event submission form would negate the need for separate applications (though subsequent applications would be required for particular aspects of an event). On receipt of an event submission form all relevant officers could decide which was the most appropriate service area to lead on this event given its nature. They would then become the point of contact for the event organiser during this stage of the process.

The lead officer would make ward Councillors aware of all but minor events. They may have some informal contact with other agencies depending on the nature and extent of the event. Guidance notes were developed to guide event organisers through the process and it is envisaged that they would be available on the council's website. Whilst this option was considered to be an improvement to the current process, members had residual concerns that 'major' events should be discussed collectively to address any concerns and minimise any adverse impacts.

**C. ADOPT THE EVENT SUBMISSION FORM AND GUIDANCE NOTES AND ESTABLISH AN EVENTS CONSULTATIVE GROUP (ECG)**

- 6.3 This option was the preferred option of members of the task group who were of the opinion that this approach would be beneficial to all concerned (event organisers, officers, partner agencies, councillors and local communities). The reason for setting up this group was that it could for the first time look at a whole event and its impact on the town. From that position it would be appropriate for the group to form an overall opinion and for this to be taken into account moving forward.

- 6.4 The ward councillors involved in the ECG could keep the public and local interests groups informed of any potential events and represent their views. There should also be a process for keeping neighbouring councils involved

where the event was close to their boundaries and may have an impact. They should be encouraged to do the same for Cheltenham.

- 6.5 Terms of Reference were drafted based on those produced by other authorities and proposed core membership would comprise of senior officers (or their representatives) drawn from;

Cheltenham Borough Council

- Public Protection
  - Licensing department
  - Environmental Health
  - Community Protection
- Parks department
- Building Control
- Integrated Transport
- Corporate Health and Safety

Along with

- The Licence holder and/or event organiser and
- Ward councillors

- 6.6 Initially the task group envisaged that other agencies such as the police would be involved in the Events Consultative Group. However when officers approached other agencies with our draft proposals, the police responded that the ECG was not something that they could support as they viewed it as very much an internal group to the council. In the same response they did say that the police were very supportive of Safety Advisory Groups which already existed in other districts in Gloucestershire but not in Cheltenham.
- 6.7 As community representatives, the task group's vision for the ECG was that it would have some 'teeth' and be in a position to influence whether or not an event should go ahead. The advice we received from officers in One Legal was that the ECG as a body would have no legal standing to make representations to Council committees in its own right as they did not fall under the definition of an interested party/Responsible Authority. Hence the ECG as a body could not make a representation to Licensing Committee or Planning Committee when the relevant applications for an event were considered.
- 6.8 We had further discussions with One Legal to clarify the legal position and in the course of these discussions they were able to suggest an alternative option. In the case of licensing, we were advised that the Licensing Authority could make representations that reflected the views of the ECG including suggesting conditions they might want to impose. Similar representations could be made on behalf of Environmental Health, Health and Safety or Planning by the relevant officers.
- 6.9 In practical terms this would mean that an officer attending the ECG could make representations provided they were relevant. i.e an officer could not put forward artificial objections just because the ECG did not support the event for other reasons. The same applies to representations to the Planning

Committee.

- 6.10 Officers also advised us that in this situation, the officer making the representation could not then be the officer advising the committee on the application. Councillors on the ECG would also need to be careful about declaring an interest if they subsequently sat on the committee considering such an application.
- 6.11 The benefits of an ECG would be that ward councillors would be better informed, event organisers would have a simpler process to follow and there would be a more joined up process across the council for dealing with events. The process would be much more transparent and although the group did not have the power to veto an event, they could make officers aware of their views and opinions on the suitability of the event.
- 6.12 It was very apparent to the working group that there was still a need to formally involve other agencies when large or significant events were proposed for Cheltenham. We would expect there to be informal consultation with other agencies by our officers but for larger events this needed to be on a more formal basis, hence our consideration of a Safety Advisory Group or SAG.

#### **D. FORM A CHELTENHAM SAFETY ADVISORY GROUP (SAG) FOR LARGE OR SIGNIFICANT EVENTS**

- 6.13 Given that the police and other agencies had already indicated their support for local authority SAGs, we explored this option.
- 6.14 If an event was major and was likely to have a significant requirement for coordination by other agencies, the events admission form could be referred to a SAG set up and administered by the local authority.
- 6.15 As the process had already been agreed for Gloucester City and Tewkesbury Borough Council we saw no reason for reinventing the wheel and requested officers to draft proposals based on their terms of reference and protocols.
- 6.16 We noted that membership of SAGs usually consisted of relevant officers from the organisations involved and we were concerned that this was a lost opportunity for ward councillors to raise their awareness of events. Therefore we would recommend that the Cheltenham SAG does permit councillors to attend as observers.
- 6.17 Although the SAG would represent a major step forward in managing major events, it may still bypass the consultation with ward councillors and raising public awareness that the task group wish to put in place.

#### **E. A PROCESS COMBINING THE EVENT SUBMISSION FORM, AN ECG AND A SAG FOR LARGE EVENTS**

- 6.18 Having considered all the options, the task group recommends that the Council adopts a combination of C and D and this is illustrated in Appendix 3.

- 6.19 The task group acknowledges that the success or otherwise of this process will be very dependent on the ability to judge whether an event is small or large/significant and hence should be considered by the ECG and/or a SAG. It would be impractical for every event request to be considered by an ECG and therefore guidelines and procedures will need to be drawn up to support administrative staff carrying out the initial assessment. The process will also need to be clearly set out for potential event organisers and supported by information on our website. With the new commissioning structure within the council, officers will need to assess the best place to receive the Events submission form. We have suggested it should lie in the business support area of Public Protection.

## 7. CONSULTATION

- 7.1 During the course of this review we have consulted widely with officers involved in this issue. Officers have been invited to attend our meetings and comment on our proposals at every stage. They welcome the events submission form which will help streamline the process for handling events and have indicated they would be happy to support the concept of member involvement via the ECG. They would also welcome having a more formal process for working with the other agencies on major events which would be provided by a SAG.
- 7.2 The results of initial consultation with the police and other agencies on an Events Consultative Group is referred to in section 6.6 of the report. We would envisage further consultation with all relevant agencies as part of the implementation of a SAG.
- 7.3 The Cabinet Member Housing and Safety attended our fourth meeting and had the opportunity to take part in the discussion regarding our proposals and review the final draft of our report. He was very keen to have the detailed procedures in place to support the process but acknowledged that these could be drawn up as part of the implementation of the recommendations assuming they were agreed by Cabinet. He has also discussed the possibility of using the event submission form as a pilot for forthcoming events.

## 8. RECOMMENDATIONS

- 8.1 The Events Submission scrutiny task group therefore recommends that Cabinet;
- a) **Establishes an Events Consultative Group and adopt the Terms of Reference set out in Appendix 4 \***
  - b) **Adopts the guidance note in Appendix 5 \* and the event submission form in Appendix 6 \***
  - c) **Creates an information page on the Council's website to assist event's organisers and the public**

- d) **Liases with other agencies to establish a Safety Advisory Group for Cheltenham as set out in the terms of reference in Appendix 7\***
- e) **Consider the inclusion of relevant councillors as observers on the SAG.**
- f) **Produce detailed procedures and guidelines to support the operation of this new process**

\* in agreeing the terms of reference for the ECG and SAG and the events admission form and guidance notes, we acknowledge that during the implementation of the recommendations it may be necessary for officers to make some amendments as they develop and enhance the events process.

## **9. PROGRESSING THE SCRUTINY RECOMMENDATIONS**

- 9.1 The task group acknowledges that more work will be required by officers to set up the appropriate processes and documentation to support the recommendations in this review. It has been suggested that whilst this work is in progress be events admission form and guidance note could be piloted to seek feedback on its use.
- 9.2 We have purposefully not been too prescriptive as we feel officers are in the best position to work out the optimum process which will work for them in practice, for the other agencies involved and give the members the involvement they want as set out in this report.
- 9.3 Members are satisfied that the ECG and ToR and guidance notes will go some way to raising awareness of events and timely liaison with event organisers.
- 9.4 We would welcome a debate at Council on this report once it has been endorsed by the Overview and Scrutiny Committee as we feel this is an issue which affects all members and therefore we would like to hear their views. The next meeting of O&S is on 10 January 2012 followed by Cabinet on 15 January. The next meeting of Council is on 17 December so O&S will need to consider what route they want this report to take.
- 9.5 Assuming our recommendations are accepted by Cabinet, we would request that the task group to be kept informed of developments and we would carry out a review of the implementation of our recommendations after a period of six months.



<b>Report author</b>	<p><b>Councillor Penny Hall, Chair of the scrutiny task group</b></p> <p><b>Contact officers: Saira Malin, Democracy Officer,</b>  <a href="mailto:saira.malin@cheltenham.gov.uk">saira.malin@cheltenham.gov.uk</a> 01242 77 5153</p> <p><b>Rosalind Reeves, Democratic Services Manager,</b>  <a href="mailto:Rosalind.reeves@cheltenham.gov.uk">Rosalind.reeves@cheltenham.gov.uk</a>, 01242 77 4937</p>
<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. The One page strategy for this review</li> <li>2. Diagram of current procedures</li> <li>3. Diagram of recommended future procedure</li> <li>4. ECG Terms of Reference</li> <li>5. Event submission guidance and flowchart</li> <li>6. Events submission form</li> <li>7. SAG Terms of Reference and membership</li> </ol>
<b>Background information</b>	<ol style="list-style-type: none"> <li>1. None</li> </ol>

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## SCRUTINY REVIEW – ONE PAGE STRATEGY

FOR COMPLETION BY THE OVERVIEW AND SCRUTINY COMMITTEE	
Broad topic area	Events in the town
Specific topic area	'Events Submission' – consider the draft process from Officers, develop, approve and recommend for adoption
Ambitions for the review	<ul style="list-style-type: none"> <li>• Understand the requirement for organisers of events which do not form part of the Cheltenham Festivals programme which are likely to or will impact more broadly on the environment of Cheltenham, to prepare an 'event submission'</li> <li>• Recommend ways that this process could be improved, to include criteria for the identification of a 'major' event and timescales</li> <li>• Apply the process retrospectively to assess its effectiveness</li> <li>• A long term ambition for the review is to establish a Cheltenham based 'safety advisory group'</li> </ul>
Outcomes	Develop a robust process by which the impact and their requirements of a proposed event in the town can be considered to safeguard our communities and the town's reputation
How long should the review take?	March 2012 start. Final report and recommendations to be considered by the O&S Committee in November 2012 and endorsed for adoption by Cabinet
Recommendations to reported to:	O&S and Cabinet
Membership:	Councillors Britter, Hall, Hibbert, Regan, Seacome and Sudbury
FOR COMPLETION BY OFFICERS	
Officers experts and witnesses	Trevor Gladding, Community Protection Team Leader Louis Krog, Business Support & Licensing Team Leader Adam Reynolds, Green Space Development Manager Sarah Clark, Public & Environmental Health Team Leader Owen Parry, Integrated Transport & Parking Manager
Sponsoring officer	Grahame Lewis, Strategic Director
Facilitator	Saira Malin, Democracy Officer
FOR COMPLETION BY THE SCRUTINY TASK GROUP	
Are there any current issues with performance?	An issue arose whereby a major event was being proposed which had not been assessed by CBC officers or external partners
Co-optees	None
Other experts and witnesses	None
Other consultees	<ul style="list-style-type: none"> <li>• Gloucestershire Police</li> <li>• Gloucestershire Fire &amp; Rescue Services</li> <li>• NHS</li> <li>• Gloucestershire County Council</li> </ul>

**Appendix 1**

	<ul style="list-style-type: none"> <li>• CBC internal officers</li> </ul>
Background information	<ul style="list-style-type: none"> <li>• Olympic Torch Relay papers</li> <li>• Notes of the Cheltenham Olympic Task Force</li> </ul>
Suggested method of approach	<ul style="list-style-type: none"> <li>• Research outside of meetings</li> <li>• Series of meetings to discuss draft documentation</li> </ul>
How will we involve the public/media? Or at what stages	By appropriate press release in due course
Preferred timing for meetings	4pm starts and the Sherbourne room is preferable

# Appendix 2

COUNCILLOR AND PUBLIC AWARENESS

HIGH

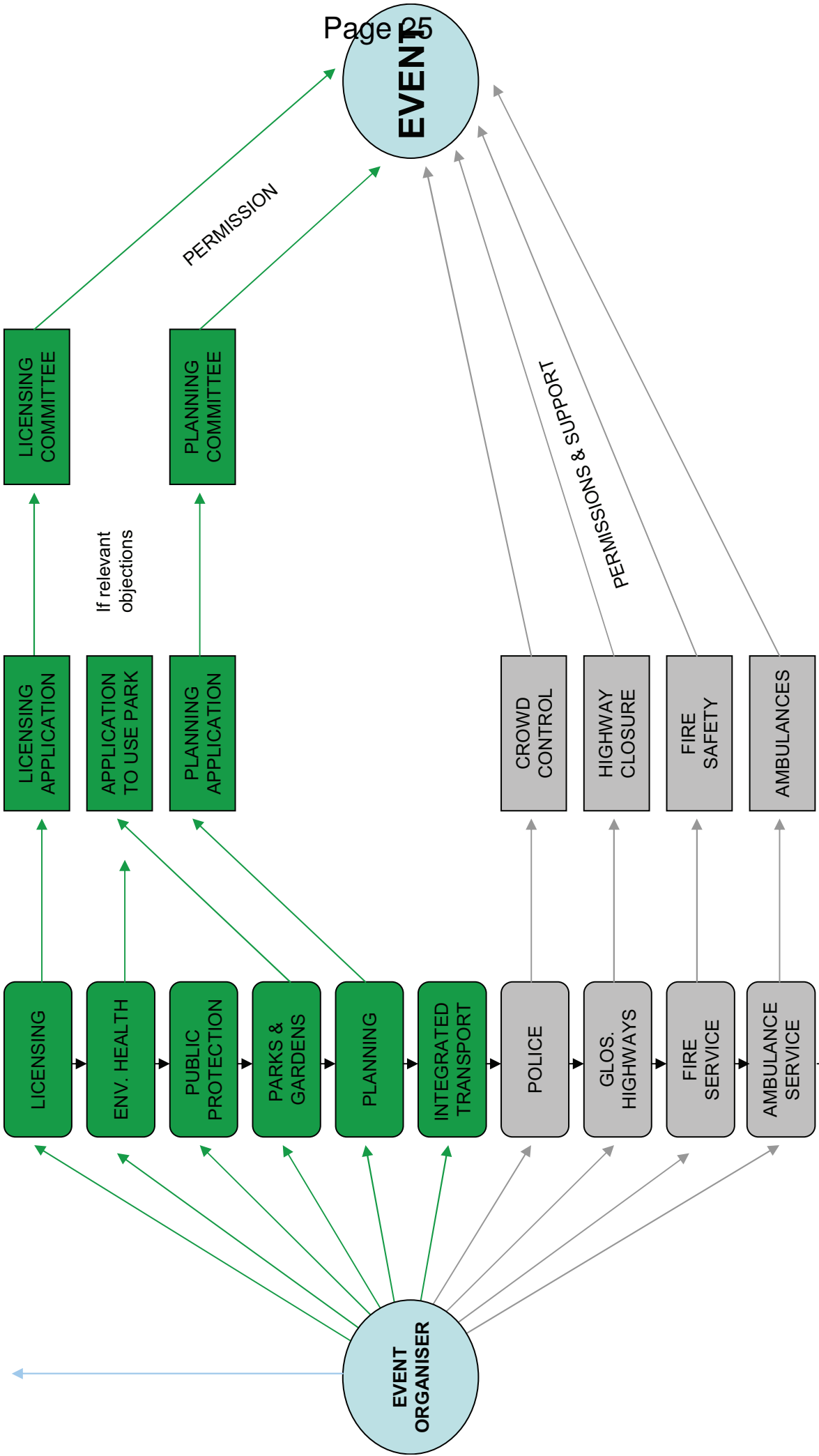
LOW - MEDIUM

LOW

MAY BE LIAISON WITH SPECIFIC MEMBERS

POSSIBLE LIAISON WITH CAB MEMBER

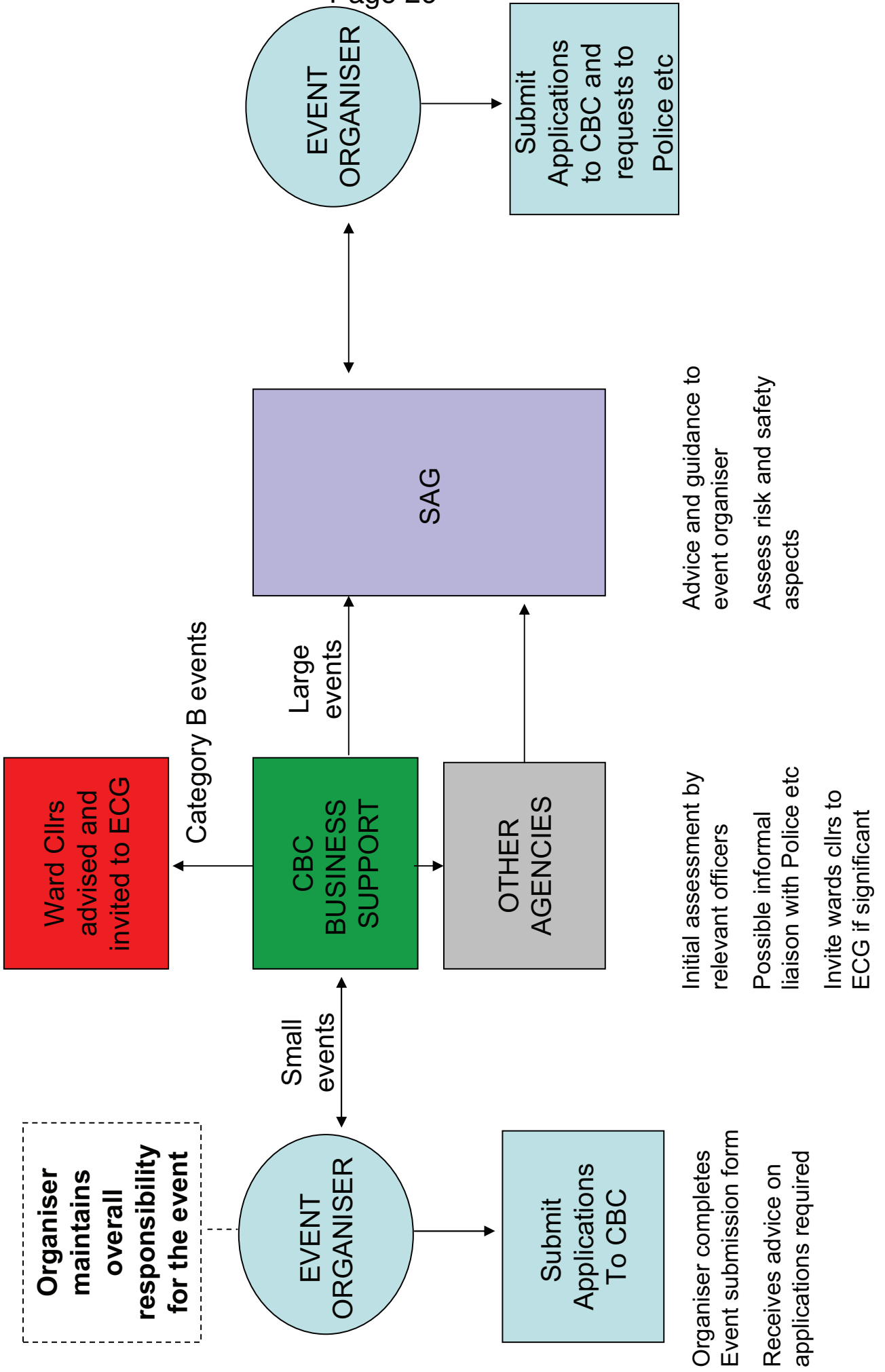
PUBLICATION OF COMMITTEE PAPERS



INFORMAL LIAISON BETWEEN AGENCIES

# Proposed new arrangements

## Appendix 3



## EVENTS CONSULTATIVE GROUP – TERMS OF REFERENCE

The Event Consultative Group (ECG) exists to act as a consultative forum for events in the borough, providing an opportunity for ward councillors to be made aware of potential events at an early stage and for the event organiser to have an initial meeting with the relevant council officers to answer questions about their event and seek advice and guidance from the council.

The Event Consultative Group will not take any decisions on behalf of the Local Authority. The Local Authority's decision making power remains with the relevant Committee, or with relevant officers within the Council's approved Scheme of Delegation. It exists;

- 1 To provide a recognised process for carrying out an initial review/assessment of a proposed event which has been identified as a Category B (i.e. not small).
- 2 To provide a mechanism by which ward councillors can be made aware of an event at an early stage to enable them to raise awareness in their wards and with relevant local interest groups.
- 3 To provide a forum for officers and ward councillors to meet with the event organiser, review the event submission form and ask relevant questions so that they have a full understanding of the event and its potential impact.
- 4 To enable the event organiser to meet with relevant officers at an early stage and seek advice and guidance with regard to how to submit any necessary applications.
- 5 To enable an initial discussion on the relevant health and safety issues which need to be addressed by the organiser in order to ensure that as far as possible risk to public safety is minimised for the event.
- 6 To consider whether an event is sufficiently large or significant that officers approach other relevant agencies with regard to setting up a Safety Advisory Group.
- 7 To form an overall view of an event and its potential impact and highlight any concerns or conditions which relevant officers may wish to take forward in their role as Appointed Representatives for statutory committees.
- 8 To carry out a post event review of the ECG consultation process if significant issues are identified during the course of the event or as a result of the event with a view to identifying lessons and good practice for the future.
- 9 To build up expertise and a history of past events to help inform future events and impact assessments.
- 10 To provide a forum which can be consulted by other authorities organising an event which may impact on the residents of Cheltenham.

The Local Authority members of the Event Consultative Group must declare any material interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

Any Member who sits on an ECG will need to consider whether it is appropriate for them to sit on any committee or sub committee that formally considers any application in relation to an event.

DRAFT



**EVENT SUBMISSION – GUIDANCE NOTES**

Cheltenham Borough Council, working in partnership with selected agencies want to support event organisers to ensure that events in the Borough are safe, successful and enjoyable for all people involved with events whilst maximising benefits to local residents and businesses as well as helping to manage the impact of events on the wider community.

We and our partners need a certain amount of notice to be able to support your event effectively so please be aware that the earlier we know about what you want to do, the more likely it is that we can support you through this process.

**COMPLETING THE EVENT SUBMISSION FORM**

This form should be completed by anyone that wants to organise an event in the Borough ideally at least 2 months before the event is due to take place. This notice period is consistent with the timescales for applications for land-use agreements and licensing applications. The Borough Council and our partners will give advice and support to help ensure that an event is successful from all aspects and this is the first stage in enabling them to do that.

Cheltenham Borough Council does not wish to prevent or hinder small scale impromptu events from taking place, and therefore subject to the event organisers meeting all of the Council's criteria for operating on Council land, certain events and activities shall be exempt from the Event Submission process. This may apply under the following circumstances:

1. Where the event is already established on an annual basis and currently meets all the criteria for operating on Council land.
2. Where the event is small scale and of low risk and the organiser is able to complete the Parks Special Event Application process to the Council's satisfaction.
3. Where the event or application is so small in scale that it barely goes beyond what can reasonably be interpreted as everyday use of a public green space.

Examples of **small scale events** would be; a small community fun-day, which could include stalls, a bouncy castle, a small PA system and some acoustic music. A sponsored walk, run, or cycle ride which takes place solely in one green space and may require a registration gazebo, a course set out with pins and tape and marshalling. A charity or commercial display to promote a product or cause using a towed display and possibly some form of activity (e.g. a mobile climbing wall). The use of the park for organised group exercise classes, or a series of youth activities run by an external organisation.

Examples of **everyday use** would be; a gathering of a local community or friends and family for a picnic, for a special occasion (e.g. the Queen's Jubilee or a children's birthday party) with organised games and activities, but NOT hired equipment such as a bouncy castle. A gathering of people (up to 50) playing team sport and games or a sponsored walk which includes a green space as part of a bigger route.

Please visit the [Council's website](#), email the Parks and Gardens Team at [parksandgardens@cheltenham.gov.uk](mailto:parksandgardens@cheltenham.gov.uk) or call them on 01242 774511 for more details.

The judgment of whether an event or activity is either small scale or everyday use will be determined when the event submission form is first submitted to the business support team in public protection. There will be an initial informal discussion with the relevant officers.

## **PART 1A**

### **Name of enquirer**

The name of the person completing the form (e.g. Mr John Smith).

### **Organisation/Group**

If you are applying on behalf of an organisation or group, please include the name of said organisation or group (e.g. The Friend of xx Gardens).

### **Postal address and Postcode**

The postal address to which all correspondence will be sent.

### **Contact telephone number(s)**

Should ideally include a landline and a mobile number but at least one must be listed.

### **Email address**

The email address via which we can correspond electronically with the enquirer and your website if relevant.

## **PART 1B**

### **Name of event**

The title the event will be given (e.g. Paws in the Park).

### **Date(s) of event**

The dates on which the event will be held (e.g. Saturday 7 July 2012 and Sunday 8 July 2012)

### **Time(s) of event**

The time(s) at which your event will be open to the public (e.g. 10am – 5pm on Saturday 8 July and 11am – 4pm on Sunday 9 July)

### **Set-up and clear-up time**

How long it will take you to set-up and clear-up your event and when (e.g. set-up from 4pm-6pm on Friday 7 July 2012 and clear-up from 4-6pm on Sunday 9 July 2012).

Please indicate the nature of your setting up and the dismantling work required. This

### **Duration of event**

This should be the total number of days including set-up, event and clear-up days.

### **Nature of event and event description**

Clearly identify the nature of your event (community, commercial, private, etc) and provide a brief description (demonstration, concert, etc). Please indicate if you have run a similar event in the past and give details.

### **Location of event**

Please state where your event will be held. List all locations if more than one is applicable (e.g. the route of a charity walk, etc).

**Who owns the land**

Is your event to be held on Council owned land or property or privately owned land or property. If held on privately owned land or property, please state who owns the land.

**Has permission been sought**

If your event is being held on private land or property, you will need to obtain the permission of the landowner and follow their guidance. If the Council owns or manages the land or venue you may need to make a separate booking/application for which there may be an associated fee.

**Target audience**

Who are your target audience (families, under 18's, etc). You must also consider the effect your event will have on the public and if it is suitable for all ages.

**Target audience figure**

Please give an approximate number of people expected to attend your event (this information is mandatory).

**PART 2**

**Will you be selling alcohol?**

If the answer is 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee. Please visit the [Council's website](#), email the Licensing Team at [Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk) or call them on 01242 775200 for more details.

**Will there be commercial traders?**

If the answer is 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee. Please visit the [Council's website](#), email the Licensing Team at [Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk) or call them on 01242 775200 for more details.

**Will you be making charitable collections?**

If the answer is 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee. Please visit the [Council's website](#), email the Licensing Team at [Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk) or call them on 01242 775200 for more details.

**Will there be any form of entertainment?**

Please give details and officers may wish to ask further questions. Please visit the [Council's website](#), email the Environmental Health Team at [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk) or call them on 01242 264135 for more information.

**Will you be selling food?**

At this stage we simply need to know if you plan to sell food at your event. An environmental health officer may need to undertake certain checks before or during your event. Please visit the [Council's website](#), email the Environmental Health Team at [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk) or call them on 01242 264135 for more information.

**Will you be erecting any form of structure either temporary or permanent?**

Any structures will require inspection prior to your event opening to the public and any corporate health and safety issues may be raised by the Events Consultative Group.

Please visit the [Council's website](#), email Building Control at [BuildingControl@cheltenham.gov.uk](mailto:BuildingControl@cheltenham.gov.uk) or call them on 01242 264321 for more details.

**Will you be making any traffic management proposals?**

If your event is likely to spill out onto the highway, or an event on a public highway that may impact businesses, communities or residents, you will need to apply to the Gloucestershire County Council. You should also advise the integrated transport team at the borough council who can be contacted at [travelplus@Cheltenham.gov.uk](mailto:travelplus@Cheltenham.gov.uk).

**Will you have Public Liability Insurance?**

The Council requires evidence of valid public liability insurance with a Limit of Liability of £5m or above (depending on the type of event being proposed). For certain events the Council may require an increased Limit of Liability. In the absence of such evidence of public liability insurance the event will not be permitted to take place.

When we receive your event submission form, we will contact you by email or post to let you know that we are processing it.

**ASSESSMENT OF SCALE OF EVENT**

When an event submission form is received an assessment will be made, based on the answers provided, as to the scale of the event being proposed (please refer to the flowchart below for more details).

**Category A**

Typically events where less than 500 people are expected to attend will be considered Category A events. These events will require some further form of \*application and the organiser will be referred to the relevant department or agency to make the necessary applications once the event submission has been processed.

\*Please be reminded that some applications have an associated fee. More information regarding fees will be available from the relevant department or agency.

**Category B**

Typically events where 500 people or more are expected to attend are considered large scale public events (Category B) which will be considered by the ECG, though smaller events may require the involvement of the ECG depending on the type of event.

Event organisers will be invited to attend an ECG meeting and may be asked about their experience and competence in managing events and will be required to present their plans and relevant risk assessments.

The ECG will act as a consultative forum for events in the borough for both the organiser of an event and relevant officers and ward councillors.

If the event is likely to require significant input from other agencies, officers may approach other agencies with a view to setting up a Safety Advisory Group, This group will be made up of officers from the council as well as representatives from other agencies such as the police, fire service, county council highways etc depending on the event. The SAG has formal terms of reference with the overall aim to ensure that as far as possible that risk to public safety is minimised for the event. Ward councillors may be in attendance as observers.

The ECG or SAG will review each Category B event through a formal de-brief, identifying any significant incidents or 'near misses' and making recommendations where appropriate to the event organiser and/or documenting learning points for the future.

**EVENT SUBMISSION – FLOWCHART**

Event submission form received by Business Support at Cheltenham Borough Council

A copy of the event submission form is circulated to the core members of the Event Consultative Group (ECG) and relevant ward councillors by the Business Support & Licensing Team Leader and the Community Protection Team Leader and the scale of the proposed event will be agreed (Category A or B)

Event assessed as  
**Category A**

Event assessed as  
**Category B**

Event submission requires further action

Event submission requires input from ECG

Event organiser is referred to the relevant department to make the relevant applications (Licensing, Planning, Parks & Gardens, etc)

An ECG is convened consisting of representatives as are considered appropriate for the event being proposed (council officers, ward councillors, community groups, etc)

See guidance notes for more detail

Event organisers will be invited to attend ECG meetings. They may be asked about their experience and competence in managing events and will be required to present their plans

The ECG will provide a forum to both the organiser of an event and the council officers to assist with the management of an event (Licensing, Planning, Parks & Gardens, etc)

A SAG may be convened for significant events consisting of representatives from across the council and other agencies and including ward councillors as observers.

Event organisers will be invited to attend SAG meetings. They may be asked about their experience and competence in managing events and will be required to present their plans and risk assessments.

**EVENT SUBMISSION – FORM****PART 1A**

Name of enquirer	
Organisation / Group	
Postal address	
Postcode	
Contact telephone number(s)	
Email address/ website address if relevant	

**PART 1B**

Name of event	
Date(s) of event	
Time(s) of event	
Set up / clear up time and nature of the work	
Duration of event	
Nature of event & event description and any previous experience of running such an event	
Location of event	
Who owns the land	
Has permission been sought from the landowner	
Target audience (demographic – age, etc)	
Target attendance figure (anticipated attendees)	

**PART 2**

Will you be selling alcohol?

NO

YES

If you've marked 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee.

Will there be commercial traders?

NO

YES

If you've marked 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee.

Will you be making an charitable collections?

NO

YES

If you've marked 'yes' then please be aware that you may need to make a licensing application.

Will there be any entertainment? (please give details)

Will you be selling food? (please give details)

Will you be erecting a structure (temporary or permanent)?

Will you be making any traffic management proposals?

Do you have public liability insurance?

NO

YES

If you've marked 'yes' then please state how much below

£ .....



**CHELTENHAM BOROUGH COUNCIL**  
**SAFETY ADVISORY GROUP**

**TERMS OF REFERENCE**

**1. INTRODUCTION**

- 1.1. Cheltenham Borough Council has established an independent Safety Advisory Group to ensure that large scale public events can take place safely and successfully. Through consultation and joint working between the council and its partners, its aim is to standardise the approach to all organised events staged in a public place, on a public highway and on private land open to the public in the Borough of Cheltenham.
- 1.2. The expertise of each of the members of the group can be shared and co-ordinated with the focus on crowd/spectator and overall event safety. In addition, the Safety Advisory Group will provide advice and guidance to Event Planners and Event Organisers in staging their events and, help them understand their individual responsibilities and those of other agencies involved. The focussed approach allows a better planning and better understanding of roles/responsibilities, resulting in a process that facilitates the staging of public events in a safe environment.
- 1.3. Examples of Public Events considered by the Group include, open air concerts and music festivals; trade shows; sporting events; horse/dog/pet shows; car and caravan shows; firework displays; street parties; processions; marches; community carnivals; fairs/fetes; large scale religious festivals.
- 1.4. It is the role of Cheltenham Borough Council to uphold reasonable standards of public safety at all events in the Borough and to encourage the well being of all residents and visitors at those public events. To aid this, the council working in partnership with selected agencies, has established an Independent Safety Advisory Group, which is designed to:
  - Provide specialist advice to the Local Authority to help discharge its functions under public event legislation.
  - Provide an overarching role in enhancing safety at public events by providing advice and assistance to event planners, organisers and licensees.
  - Provide a forum within which the Council and other agencies may develop a joint approach to crown safety.
  - Promote high levels of safety and welfare at all public events.

N.B. A large scale public event is defined as an event of more than 500 people. (A degree of flexibility will be needed, however, as smaller events may require the involvement of the SAG depending on the event).

**2. Membership of The Safety Advisory Group.**

- 2.1 The SAG will comprise senior officers from the following agencies:

- Cheltenham Borough Council
- Gloucestershire Highways
- Gloucestershire Constabulary
- Gloucestershire Fire and Rescue Service
- Great Western Ambulance Service

This will form the “Core” SAG which has overall responsibility for events.

Ward councillors will be invited to attend as observers.

- 2.2 Sub-groups of the SAG will be convened to deal with specific operational issues as required. These groups will only involve those representatives relevant to the issues in question and may comprise the following in addition to the representatives from the agencies referred to in paragraph 2.1 above. (where necessary):

- Emergency Planning
- Promoter/Organiser
- Specialist Contractors
- Security Company
- Town Centre Manager
- Hospitals
- St John Ambulance
- Red Cross
- Building Control (Structures)
- Food and Safety
- Pollution Control (Noise)

### **3. Terms of Reference**

- 3.1. To receive and discuss all proposals referred to them by the Events Consultative Group, for public events within Cheltenham Borough with the emphasis on minimising the risk to spectator/visitor safety.
- 3.2. To ensure, as far as possible, that risk to public safety is minimised for all large scale public events.
- 3.3. To develop generic risk assessments/best practice where appropriate.
- 3.4. To ensure that there are in existence agreed contingency plans for dealing with major incidents.
- 3.5. To ensure that events are planned in accordance with current guidance from the Health and Safety Executive
- 3.6. To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 3.7. To ensure that where appropriate, all relevant legal authorities, insurance cover and licenses are obtained.
- 3.8. To monitor compliance with the standards agreed.
- 3.9. To receive any relevant reports in relation to matters found during inspections by group members.

- 3.10. To consider the advice published in all available guidance documents.
- 3.11. To review each event through a formal de-brief and make recommendations where appropriate for improving safety.
- 3.12. To ensure that each member of the Group is aware of their role and area of responsibility within the Group.

The Core Members of the Safety Advisory Group must declare and material conflict of interest in relation to any item put before the Group, prior to any discussion on the matter. If interest could be considered prejudicial, then the person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

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## Council

**Monday, 17th December, 2012**  
**2.30 - 6.40 pm**

<b>Attendees</b>	
<b>Councillors:</b>	Colin Hay (Chair), Wendy Flynn (Vice-Chair), Andrew Chard, Garth Barnes, Ian Bickerton, Nigel Britter, Chris Coleman, Barbara Driver, Jacky Fletcher, Rob Garnham, Les Godwin, Penny Hall, Tim Harman, Rowena Hay, Diane Hibbert, Sandra Holliday, Peter Jeffries, Steve Jordan, Andrew Lansley, Paul Massey, Helena McCloskey, Andrew McKinlay, Paul McLain, John Rawson, Anne Regan, Rob Reid, Diggory Seacome, Charles Stewart, Klara Sudbury, Jo Teakle, Pat Thornton, Jon Walklett, Simon Wheeler and Roger Whyborn

### Extract from the Minutes

**1. SCRUTINY TASK GROUP REVIEW - EVENTS SUBMISSION**

Councillor Klara Sudbury, introduced the report of the Overview and Scrutiny Committee of the scrutiny task group - Events Submission, as the vice-chair of that committee. She commended Councillor Penny Hall for her excellent work as chair of the scrutiny task group and explained that the report had been brought to Council so that all members would have an opportunity to comment on the findings. She felt that the recommendations set out in 2. needed clarification and suggested the following amendment:

That Rec 2 reads – “to request that the Overview and Scrutiny Committee and Cabinet take note of the comments raised by Council when they consider the report of the task group”

This amendment was agreed.

Councillor Sudbury invited Councillor Penny Hall to introduce the report of the scrutiny task group.

Councillor Hall explained that she was very pleased to bring this report to Council as it was such an important issue and she would welcome any proactive suggestions from members. In her introduction she explained the background to the review and why the task group had been initiated. The review had highlighted that currently there was a lack of any coherent process in the procedures for dealing with event requests in the town and there was often no notification to members or the public at an early stage. To tackle these issues, the scrutiny task group had come up with a number of recommendations based around an Events Advisory Group and a Safety Advisory Group. She acknowledged that the review had been challenging at times and commended the efforts of Saira Malin and Rosalind Reeves from Democratic Services who had supported the review along with Grahame Lewis, Louis Krog and other

officers from Parks and Gardens, One Legal, Integrated Transport and Public Protection.

In responding to the report, members commended the working group and acknowledged the great deal of work that had gone into producing their final report and recommendations.

A member asked how the council should prioritise events where more than one applicant was interested in holding an event at the same location at the same time and suggested the task group should give this further consideration.

Another member requested clarity on whether a local street party would fall under category A or B. The guidelines suggested a category B event was over 500 people but this would be difficult to assess.

Members had some discussion about the reference in para 6.4 that ward councillors involved in the ECG could keep the public and local interest groups informed of any potential events and represent their views. One member was concerned that the onus should not be on the local councillors to inform their residents as they did not have the tools available to the authority for communicating with residents and local interest groups on a mass scale. Councillor Hibbert, as a member of the working group, advised that the use of the word "could" was deliberate highlighting that this stage in the process provided an opportunity for the ward councillors to update their residents but it was not negating the council's responsibility to keep the public informed. Another member highlighted the difficulty of consulting with relevant members of the public for a town centre event as the users of the town centre were very wide.

Councillor Jeffries, as the Cabinet Member Housing and Safety, welcomed the report whilst acknowledging that there were still details to be worked out and looked forward to receiving the report at Cabinet.

Councillor Seacome, as a member of the task group, reminded Council that the impetus for this task group had been the announcement of a major event in the town. His concern was that there was a presumption in favour of an event and there was no veto if an event was considered unsuitable for the town. He acknowledged that under the new proposals the organisers may listen to the views of the ECG or SAG if they felt an event was unsuitable, but he personally was disappointed that there was still no mechanism for an outright veto of an event.

In her summing up, Councillor Sudbury thanked members for their comments and commended the recommendations which would introduce a more transparent process and ensure ward members were kept informed of events at an early stage.

Upon a vote, the recommendations as amended were agreed unanimously.

**Resolved that the Overview and Scrutiny Committee and Cabinet be requested to take note of the comments raised by Council when they consider the task group report.**

**Cheltenham Borough Council**

**Cabinet – 5<sup>th</sup> February 2013**

**Council – 8<sup>th</sup> February 2013**

**General Fund Revenue and Capital - Revised Budget 2012/13, and  
Final Budget Proposals 2013/14.**

<b>Accountable member</b>	<b>Cabinet Member for Finance, Councillor John Rawson</b>
<b>Accountable officer</b>	<b>Director of Resources (Section 151 Officer), Mark Sheldon</b>
<b>Accountable scrutiny committee</b>	<b>Overview and Scrutiny Committee</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Executive summary</b>	<b>This report summarises the revised budget for 2012/13 and the Cabinet’s final budget proposals for 2013/14.</b>
<b>Recommendations</b>	<p><b>Cabinet / Council</b></p> <ol style="list-style-type: none"> <li><b>1. Note the revised budget for 2012/13 with a projected underspend of £260.5k and approve the proposals for its use as detailed in Appendix 3.</b></li> <li><b>2. Consider the budget assessment by the Section 151 Officer at Appendix 9 in agreeing the following recommendations.</b></li> <li><b>3. Approve the final budget proposals including a proposed council tax for the services provided by Cheltenham Borough Council of £187.12 for the year 2013/14 (a 0% increase based on a Band D property).</b></li> <li><b>4. Approve the growth proposals, including one off initiatives at Appendix 3.</b></li> <li><b>5. Approve the savings / additional income and the budget strategy at Appendix 4</b></li> <li><b>6. Approve the proposed capital programme at Appendix 6, as outlined in Section 8.</b></li> <li><b>7. Approve the proposed Property Maintenance programme at Appendix 7, as outlined in section 9.</b></li> <li><b>8. Note the potential liability in respect of Municipal Mutual Insurance, as outlined in Section 10, and note that £80k has been built into the revised budget as a provision to cover the potential exposure to this liability.</b></li> <li><b>9. Approve a level of supplementary estimate of £100,000 for 2013/14 as outlined in section 13.</b></li> </ol>

<p><b>Financial implications</b></p>	<p>As contained in the report and appendices.</p> <p><b>Contact officer: Paul Jones.</b></p> <p><b>E-mail:</b> paul.jones@cheltenham.gov.uk</p> <p><b>Tel no: 01242 775154</b></p>
<p><b>Legal implications</b></p>	<p>The budget setting process must follow the Council's Budget and Policy Framework Rules.</p> <p>Fundamental changes to the local government finance system are referred to in section 4 of the report.</p> <p>The Localism Act 2011 contains requirements for local authorities to hold a referendum where council tax is proposed above a specific % increase. The Government has stated that a referendum be required for proposed increases in council tax over 2%.</p> <p><b>Contact officer: Peter Lewis</b></p> <p><b>E-mail:</b> peter.lewis@tewkesbury.gov.uk</p> <p><b>Tel no: 01684 272012</b></p>
<p><b>HR implications (including learning and organisational development)</b></p>	<p>If the Council does not carefully manage its commissioning of services and shared service proposals then it may not have the flexibility to make additional savings required by the MTFS in future years and a greater burden of savings may fall on the retained organisation. The HR team will work closely with managers and the recognised trade unions to ensure that the Council's policies on managing change and consultation regarding any TUPE transfers and/or redundancies are followed.</p> <p>Going forward, it is important that capacity is carefully monitored and managed in respect of any reductions in staffing and reduced income streams.</p> <p>An equalities impact assessment of the budget is contained at Appendix 10.</p> <p><b>Contact officer: Julie McCarthy</b></p> <p><b>E-mail:</b> julie.mccarthy@cheltenham.gov.uk</p> <p><b>Tel no: 01242 264355</b></p>
<p><b>Key risks</b></p>	<p>As outlined in Appendix 1</p>
<p><b>Corporate and community plan Implications</b></p>	<p>The aim of the budget proposals is to direct resources towards the key priorities identified in the Council's Corporate Business Plan whilst recognising the reduction in Government funding.</p>
<p><b>Environmental and climate change implications</b></p>	<p>The final budget contains a number of proposals for improving the local environment, as set out in this report.</p>



## 1. Background

- 1.1 In accordance with the Council's Budget and Policy Framework Rules, which are part of the Council's constitution, the Cabinet is required to prepare interim budget proposals for the financial year ahead and consult on its proposals for no less than four weeks prior to finalising recommendations for the Council to consider in February 2013. The consultation took place between the period 21<sup>st</sup> December 2012 to 25<sup>th</sup> January 2013 and this report sets out the final budget proposals for 2013/14.
- 1.2 It is standard practice to update the Council's Medium Term Financial Strategy (MTFS) during the Autumn of each year so that the update can be used to inform the preparation of the budget for the following year. Appendix 4 sets out our current, broad understanding of the MTFS position. However further work is needed on the detail, due to the significant changes to local government finance which are taking place. The MTFS will be updated once the implications of the Local Government settlement have been considered and modelled. It is expected that an updated MTFS will be ready for consideration in April 2013.

## 2. Budget Assessment of the Section 151 Officer

- 2.1 Under Section 25 of the 2003 Local Government Act, there is a legal requirement for the Section 151 Officer to make a report to the authority when it is considering its budget, council tax and housing rents (see separate report on HRA to Council) covering the robustness of estimates and adequacy of reserves. The Act requires councillors to have regard to the report in making decisions at the Council's budget and council tax setting meeting.
- 2.2 Rather than writing a separate report to Council, the Section 151 Officer has taken a risk based approach to his assessment which is attached at Appendix 9.

## 3. 2012/13 Revised Budget and Budget Monitoring to November 2012

- 3.1 The budget monitoring report to the end of August 2012, considered by Cabinet on 16<sup>th</sup> October 2012, identified a potential projected overspend of £281k for the current year, 2012/13. In response, Cabinet directed the Senior Leadership Team to implement a freeze on all unspent supplies and services budgets which included leasing costs for the purchase of new vehicles and equipment. As a result of this action, together with the net additional income that is currently forecast, the revised budget for 2012/13 is now projected to be within budget for the year, delivering a modest saving of £260.5k.
- 3.2 The table below summarises the net impact of the variances identified at this stage in the financial year and have been used to prepare the revised budget for 2012/13.

<b>Significant budget variances</b>	Overspend / (Underspend) £
<b>Employee costs</b>	
Shortfall in salary savings target of £480,000 as at November 2012	78,700
<b>Net reduction in service costs</b>	(252,000)
<b>Net additional income</b>	(87,200)
<b>Total projected underspend</b>	<b>(260,500)</b>

- 3.3 Whilst the August 2012 monitoring exercise only considered variances in excess of £50k, a more detailed analysis carried out more recently has now given the Council a clear steer to which areas are facing the most significant budget pressures and these have been used to formulate the final budget proposals for 2013/14.

### 4. Finance Settlement and significant changes to Local Government Finance

- 4.1 The Local Government Finance Bill was given Royal Assent on 1<sup>st</sup> November 2012, becoming an Act of Parliament. This legislation represents a radical change to the local government finance system. The key changes introduced by the Act are:

- The introduction of the business rates retention scheme;
- The replacement of the existing council tax benefit system with local council tax support;
- Changes to council tax rules to provide some local discretion as to the tax that local authorities can charge on empty properties.

All of the above changes come into effect for the 2013/14 financial year.

#### Business Rate Retention

- 4.2 Details of the BRR scheme have been provided in a series of consultation documents and other Government papers over the last 12 months. The most recent of these is the Technical Consultation published in July 2012 which builds on the proposals in the Government response to consultation published in December 2011, and on the statements of intent published in May 2012. The Government have also published a Pooling Prospectus which outlines the benefits of pooling.
- 4.3 Under the current funding arrangements, this Council collects business rates from all the businesses in the district and then pays it over to the Government into a central pool. This is then redistributed back to local authorities via a complex funding formula.
- 4.4 The Government is not proposing to make any changes to the way in which business rates are calculated, which will continue to be set nationally. There will also be no change to the existing mandatory and discretionary reliefs available to eligible ratepayers.
- 4.5 The Government has made clear from the outset that the BRR scheme must not put at risk the deficit reduction programme and should operate within existing spending control totals and be fiscally sustainable in future years. The Spending Review figures released on the 19<sup>th</sup> December 2012 resulted in a 7.4% decrease in central government funding in 2013/14 and a further 12.7 % decrease in 2014/15.
- 4.6 It is proposed that councils can keep 50% of business rates collected (the **local share**), with the remaining 50% (the **central share**) retained by government and paid into a central pool and redirected to local government through other grants. Of the 50% local share, the District share has been set at 80%, with the County authority share being 20%.
- 4.7 Some local authorities, including Cheltenham, collect more business rates than they currently receive in formula grant (which is based on relative need and resources) while the business rates collected by other authorities are lower than their current funding level. It is therefore proposed to rebalance resources at the outset of the scheme through a system of tariffs and top-ups.
- 4.8 For Cheltenham, the business rates baseline figure is £20.851m which represents 40% of the estimated net rate yield. Because this is in excess of the £2.482m received in formula grant,

Cheltenham will be required to pay a tariff of £18.369m over to the Government for redistribution.

- 4.9** The scheme is very complex and details of the operation of the Business Rates Retention Scheme were set out in the “**BUSINESS RATES RETENTION SCHEME – POOLING**” report considered by Cabinet on 25<sup>th</sup> September 2012 and Council on 15<sup>th</sup> October 2012.
- 4.10** The Council has agreed to join in a Business Rate Pool with all of the Gloucestershire local authorities with the aim of retaining a greater share of business rates within Gloucestershire.

### **Council Tax support**

- 4.11** The existing Council Tax Benefits Scheme is largely a national scheme which local authorities with council tax billing responsibilities operate on behalf of central government. The Government funds the cost of the scheme. Benefit is allocated to individual council tax accounts, reducing the amount payable, with central government making a similar cash payment to the local authority. With effect from 1<sup>st</sup> April 2013, this Council is required to set its own local scheme for council tax support (as detailed in the report to Council on 17th December 2012).
- 4.12** The Government intends the local Council Tax Support scheme to operate in a similar way to existing discounts such as for empty properties or single person occupiers. Rather than being accounted for as a benefit cash payment, the council tax base will be reduced. Whilst this has no impact for the individual council tax payer, a lower council tax base reduces the yield in council tax to this Council, Gloucestershire County Council, Gloucestershire Police and parish councils. To offset this impact, the Government will pay a cash grant to the billing and major precepting authorities. With regards to parish councils, the billing authority will receive their share of the grant for redistribution. However, the Government has announced that the overall value of the grant will be 10% lower the previous cost of the council tax benefit grant. This change therefore has implications for all local authorities and the police.

### **Changes to Council Tax exemptions**

- 4.13** A separate report was considered by Council on 17<sup>th</sup> December 2012 in respect of the following proposed changes to council tax discounts and exemptions.
- Second home discount to be reduced from 10% to 0%;
  - Class A exemptions (where the property is unoccupied due to major refurbishment) to be replaced by discounts of 25% for a maximum of 12 months;
  - Class C exemptions (where the property is unoccupied and unfurnished) to be replaced with a discount of 100% for one month then 25% for the following 5 months.
- 4.14** The changes being proposed will have the effect of increasing the council tax base for this Council, Gloucestershire County Council, Gloucestershire Police and parish councils.

### **Finance settlement**

- 4.15** Taking all of the above points in to account, estimating the level of central government support and the Council's share of business rate income was a challenging task for publishing a draft budget for consultation.
- 4.16** The original draft budget for 2013/14 was based upon the assumption that central government funding would fall by 9.3%. The headline figures for the level of Government support to the Council were not released until 19<sup>th</sup> December 2013 although they did indicate that the actual reduction in funding for 2013/14 equated to 7.4% with a further reduction of 12.7% in 2014/15.
- 4.17** In the Government's comprehensive spending review in October 2010, the Chancellor of the

Exchequer announced that councils would receive a cut in government support of 28.4% over the next 4 years. Taking into account the cumulative cut of 23.23% in the first 2 years, the above settlement figures equate to a cumulative cut in excess of 40% over that same 4 year period. These cuts will continue to have a highly detrimental impact on the Council's finances which is illustrated in Appendix 4.

- 4.18** The analysis of central government funding which has been used to put the 2013/14 budget proposals together is shown in the following table:

	2012/13 £m	2013/14 £m	2014/15 £m
Revenue Support Grant	0.108	3.731	
Cheltenham's share of Redistributed Business Rates	5.608	2.483	
<b>Start-up funding</b>	<b>5.716</b>	<b>6.214</b>	<b>5.426</b>
Less transferring grants (council tax freeze grant, council tax support funding, homelessness)	(0.198)	(1.102)	
<b>Formula Grant</b>	<b>5.518</b>	<b>5.112</b>	
Actual cash (decrease) over previous year		(0.406)	(0.788)
% cash cut		(7.4%)	(12.7%)

- 4.19** The more detailed analysis of the net budget requirement for 2013/14 and the funding available is attached at Appendix 2.

## 5. The Cabinet's general approach to the 2013/14 budget

- 5.1** The Cabinet's budget strategy for 2013/14, approved at a meeting on 16<sup>th</sup> October 2012, included an estimate of £1.205m (scenario 2) for the 2013/14 budget gap i.e. the financial gap between what the Council needs to spend to maintain services (including pay and price inflation) and the funding available assuming a 10% cut in Government support.
- 5.2** The final assessment of the budget gap for 2013/14, based on the detailed budget preparation undertaken over recent months and the assumed financial settlement is £1.245m. This takes into account structural shortfalls within the 2012/13 base budget such as car parking and trade refuse income.
- 5.3** In October 2012, the Chancellor of the Exchequer announced that the Government intends to make funding available to help councils freeze their council tax in 2013/14 (a third consecutive year). The funding being made available equates to a 1% increase in council tax and will be payable in both financial years 2013/14 and 2014/15. In addition, in 2013/14 the Government intends to lower the local authority tax referendum threshold to two per cent. This would mean if a local authority seeks to raise its relevant basic amount of council tax by more than two per cent, local people would have the right to keep council tax bills down through a binding referendum veto.

- 5.4** The Cabinet has carefully considered whether to freeze council tax at its present level or to increase it by 2 per cent. It recognises that freezing is not an easy option, as the Government's financial support for a freeze only covers about half of the cost and only for two years – leaving an additional funding gap of about £180,000 a year from 2015/16 onwards. However, it is also well aware of the financial pressure that many people in Cheltenham are under, following the fall in real-terms incomes over the past four years. In these circumstances the Cabinet believes it is right to continue the council tax freeze for a third year.
- 5.5** In preparing the final budget proposals, the Cabinet and officers have made the following assumptions:
- Prepared a standstill budget projection under a general philosophy of no growth in levels of service except where it is a statutory requirement or there is a compelling business case for an 'invest to save' scheme. The full list of proposals for growth, including one off initiatives, is included in Appendix 3.
  - Provided for inflation for contractual, statutory, and health and safety purposes at an appropriate inflation rate where proven.
  - Budgeted for pay inflation at 1% for 2013/14.
  - Increased income budgets are based on an average increase in fees and charges of 2.5% with the exception of property rents which have not been inflated but are now set in line with rent projections based on property leases. The Cabinet intend to freeze car park and building control charges; and to freeze garden waste charges for the 2013 calendar year with the possibility of a review at the end of this period. These items have been shown as growth in the budget proposals.
  - Assessed the impact of prevailing interest rates on the investment portfolio and the position in respect of Icelandic banks, the implications of which have been considered by the Treasury Management Panel.
  - Allowed for a council tax freeze, in line with the Government's request, on the basis that it will be funded through a specific grant equivalent to a 1% increase.
- 5.6** The key aims in developing the budget were to:
- Do everything possible to protect frontline services
  - Continue to develop longer term plans for efficiencies over the period of the MTFS including increasing emphasis on shared services and commissioning services.
- 5.7** Once again, there has been a great deal of activity during the course of the year to develop this longer term strategy for closing the funding gap. The Cabinet has worked with officers to develop the 'Bridging the Gap (BtG)' programme using the BtG group supported by the Senior Leadership Team. The Cabinet's final budget proposals for closing the budget gap in 2013/14, the result of this work, are detailed in Appendix 4, split into:
- Decisions already made by Council totalling £390k.
  - Proposals yet to be agreed by Council which are not built into the base budget, totalling £855k. This includes a contribution from New Homes Bonus (NHB) of £200k to top up the 20 year property maintenance fund, removing the need to increase the base revenue budget contribution to this fund.
- 5.8** The Bridging the Gap programme and the commissioning process have also helped the Council

to move towards a robust five-year strategy for closing the funding gap. The work done on leisure and culture services, ICT services, management restructuring and accommodation strategy, as well as a number of smaller pieces of work, give the Council the opportunity to think ahead over a period of several years, rather than planning its budgets a year at a time.

- 5.9 This budget proposes to change significantly the way that income from the New Homes Bonus is treated by the Council. This reflects the Government’s view that the New Homes Bonus is part of local authorities’ income stream, and not simply a “nice to have” extra. Instead of using a large proportion of the income for “bidding funds”, the Cabinet proposes to contribute £200k of it to the property maintenance fund, as set out in 5.7 above. This can hopefully be repeated in future years and will remove the need to increase the base revenue budget to this fund. We also propose to allocate a one off amount of £219k of NHB to support the commissioning of leisure and cultural services; and to take £30k per year to fund work to reduce the number of empty homes in the town (which will also generate substantial sums of extra NHB in future years).
- 5.10 There will be a single bidding fund for community groups, parish councils and other local organisations, called Community Pride, which will be funded in 2013/14 by taking £50k from the projected 2012/13 underspend.
- 5.11 The Cabinet and SLT have been anticipating the need to make significant savings and have been actively managing vacancies and staffing levels in order to minimise the impact of service reviews, systems thinking and savings initiatives.
- 5.12 Since the interim budget was published, a number of changes have been made to the budget as a result of further work, and taking into account the consultation. They are documented in the supporting appendices to the report and are summarised as follows:

<b>Summary of changes to Interim Budget proposals 2013/14 – Revenue items</b>	£
Deferral of additional waste target from shared services to 2014/15	45,400
Additional training budget for members dealing with planning decisions	2,000
Reduced income targets within waste to reflect 2012/13 actual activity	11,500
Reduction in grants allocated to Parishes for council tax support funding to reflect actual requirement.	(6,745)
Increased contribution to General Balances	45
	<b>52,200</b>

<b>Summary of changes to Interim Budget proposals 2013/14 – Capital items</b>	£
Replacement of chairs at Town Hall – to be considered for inclusion in a supplementary capital programme as detailed in 8.2 below	(80,000)
Refurbishment of Town Hall corridors – now included within Property Maintenance programme	(140,500)
Art Gallery & Museum – refurbishment of new café as part of the redevelopment scheme	170,000
Replacement of pool hall lighting to LEDs at leisure@ - subject to business case	30,000

## **6. Treasury Management**

- 6.1** Appendix 2 summarises the budget estimates for interest and investment income activity taking into account the following changes, considered by the Treasury Management Panel at its meetings on 21<sup>st</sup> November 2011 and 28<sup>th</sup> January 2013.
- 6.2** Security of capital remains the Council's main investment objective. The solvency issues surrounding Europe and the downgrades of some UK banks, together with the expectation that interest rates will remain at low levels for the foreseeable future, has meant the Council will start to repay temporary debt with maturing investments rather than re-invest. For 2013/14 interest payable will reduce by £64,800 and interest receivable will reduce by £23,800. As a result, the net impact on the 2013/14 budget is an increase in net treasury income of £41,000.

## **7. Reserves**

- 7.1** The Cabinet has taken the opportunity to review the level of reserves held by the Council on the advice of the Section 151 Officer further and are confident that, overall, the projected levels of reserves, including the level of the General Reserve, are adequate for the forthcoming year. A projection of the level of reserves to be held at 31<sup>st</sup> March 2013 and 31<sup>st</sup> March 2014 respectively is detailed in Appendix 5.

## **8. Capital Programme**

- 8.1** The proposed capital programme for the period 2013/14 to 2017/18 is at Appendix 6. It includes provisional sums for infrastructure investment to be funded from the Civic Pride reserve. It also includes the proposals from the ICT Infrastructure Upgrade strategy, agreed by Cabinet on 11<sup>th</sup> December 2012. However, it is a relatively modest list of proposals.
- 8.2** The Cabinet is unwilling to anticipate the capital receipt which the Council hopes to receive from the sale of land at North Place and Portland Street car parks in 2013/14. However the completion of this sale would clearly release very substantial extra capital, particularly when taken alongside the already-completed sale of the Midwinter site. There will therefore be an opportunity to present a supplementary capital programme to this Council as early as possible in 2013 setting out our wider aspirations for capital investment in the town. In the meantime a list of potential infrastructure investment projects is being developed for approval by the Council, aimed at achieving our aspirations for a vibrant, beautiful and prosperous town.

## **9. Property Maintenance**

- 9.1** The budget proposals include a proposal to fund the increase in annual contribution of £200k to the planned property maintenance reserve from the New Homes Bonus, bringing the total annual contribution to property maintenance from revenue to £1,022,550. In line with the Budget Scrutiny Working Group's suggestions to Cabinet, the planned property maintenance programme was reviewed by the Asset Management Working Group and is attached at Appendix 7 for approval.

## **10. Municipal Mutual Insurance (MMI)**

- 10.1** Municipal Mutual Insurance was a local authority insurer to which local authorities became members (as opposed to customers) and following insolvency in 1993 all of the members have a potential liability related to the claims made against the authorities. Since insolvency was announced they have been attempting a solvent run off of outstanding claims which has now proved unsuccessful. A scheme of arrangement was devised and approved by the HMRC to be

triggered in the event of solvent run off failure which we are now advised has been triggered. The total exposure to Cheltenham Borough Council as of 30<sup>th</sup> September 2012 is £424,018.56. It is anticipated that a percentage levy will be imposed on this exposure to all scheme members ranging from 12% (£50,882.23) to 32% (£135,685.94) which would be payable almost immediately.

- 10.2** Following payment of the levy, the liability will continue until such a time as the scheme is wound up. It is therefore unknown whether any further levy will be imposed in the future. Unfortunately there is also no foreseeable end date to the liability, due to the claims generally being for diseases that can take 20-30 years to manifest such as mesothelioma (asbestosis). Following recent High Court rulings these claims would be directed against historical insurers such as MMI based on the date of exposure.

## **11. Reasons for recommendations**

- 11.1** As outlined in the report.

## **12. Consultation and feedback**

- 12.1** The formal budget consultation on the detailed interim budget proposals took place over the period **21<sup>st</sup> December 2012 to 25<sup>th</sup> January 2013**. The Cabinet sought to ensure that the opportunity to have input into the budget consultation process was publicised to the widest possible audience. During the consultation period, interested parties including businesses, tenants, a residents focus group, staff and trade unions were encouraged to comment on the initial budget proposals. They were asked to identify, as far as possible, how alternative proposals complement the Council's Business Plan and Community Plan and how they can be financed. The Overview and Scrutiny Committee were invited to review the interim budget proposals in the meeting scheduled for January 2013 and comments were fed back to the Cabinet.
- 12.2** A summary of the budget consultation responses and the Cabinet's response to them in arriving at the final budget proposals, are contained in Appendix 8. A copy of the detailed responses is available in the Members' room.

## **13. Supplementary Estimates**

- 13.1** Under financial rule B11.5, the Council can delegate authority to the Cabinet for the use of the General Reserve up to a certain limit. This is to meet unforeseen expenditure which may arise during the year for which there is no budgetary provision. It would be prudent to allow for a total budget provision of £100,000 for supplementary estimates in 2013/14 to be met from the General Reserve, the same level as in 2012/13.

## **14. Alternative budget proposals**

- 14.1** It is important that any political group wishing to make alternative budget proposals should discuss them, in confidence, with the Section 151 Officer and / or the appropriate Strategic Director / Chief Executive (preferably channelled through one Group representative) to ensure that the purpose, output and source of funding of any proposed changes are properly identified.
- 14.2** It is also important that there is time for Members to carefully consider and evaluate any alternative budget proposals. Political groups wishing to put forward alternative proposals are not obliged to circulate them in advance of the budget-setting meeting, but in the interests of sound and lawful decision-making, it would be more effective to do so, particularly given that they may have implications for staff.



## **15. Final budget proposals and Council approval**

- 15.1** The Cabinet has presented firm budget proposals having regard to the responses received. In reaching a decision, the Council may adopt the Cabinet's proposals, amend them, refer them back to the Cabinet for further consideration, or in principle, substitute its own proposals in their place.
- 15.2** If it accepts the recommendation of the Cabinet, without amendment, the Council may make a decision which has immediate effect. Otherwise, it may only make an in-principle decision. In either case, the decision will be made on the basis of a simple majority of votes cast at the meeting.
- 15.3** An in-principle decision will automatically become effective 5 working days from the date of the Council's decision, unless the Leader informs the Section 151 Officer in writing within 5 working days that he objects to the decision becoming effective and provides reasons why. It should be noted that a delay in approving the budget may lead to a delay in council tax billing with consequential financial implications.
- 15.4** In that case, another Council meeting will be called within 7 working days of the date of appeal when the Council will be required to re-consider its decision and the Leader's written submission. The Council may (i) approve the Cabinet's recommendation by a simple majority of votes cast at the meeting or (ii) approve a different decision which does not accord with the recommendation of the Cabinet by a majority. The decision will then become effective immediately.

## **16. Performance management – monitoring and review**

- 16.1** The scale of budget savings will require significant work to deliver them within the agreed timescales and there is a danger that this could divert management time from delivery of services to delivery of savings. There are regular progress meetings to monitor the delivery of savings and this will need to be matched with performance against the corporate strategy action plan to ensure that resources are used to best effect and prioritised.
- 16.2** The delivery of the savings workstreams included in the interim budget proposals, if approved by full Council, will be monitored via the BtG group.

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<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Summary net budget requirement</li> <li>3. Growth</li> <li>4. Savings / additional income</li> <li>5. Projection of reserves</li> <li>6. Capital programme</li> <li>7. Planned Maintenance Programme</li> <li>8. Summary of budget consultation and Cabinet response</li> <li>9. Section 151 Officer budget assessment</li> <li>10. Equalities impact assessment</li> </ol>
<b>Background information</b>	<ol style="list-style-type: none"> <li>1. MTFS 2012/13 – 2017/18</li> </ol>

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible Officer	Transferred to risk register
1.01	If the council is unable to come up with long term solutions which bridge the gap in the medium term financial strategy then it will find it increasingly difficult to prepare budgets year on year without making unplanned cuts in service provision.	Mark Sheldon	15 December 2010	4	5	20	R	The council continues to deliver savings and additional income from its Bridging the Gap (BtG) programme which now includes targets for commissioning projects based on approved business cases. The Cabinet have developed a budget strategy which identifies longer term savings targets for closing the MTFS funding gap.	ongoing	Director of Resources	26 January 2011
1.02	If the robustness of the income proposals are not sound then there is a risk that the income identified within the budget will not materialise during the course of the year.	Mark Sheldon	15 December 2010	3	3	9	R	Robust forecasting is applied in preparing budget targets taking into account previous income targets, collection rates and prevailing economic conditions. Professional judgement is used in the setting / delivery of income targets which are monitored throughout the year and reported through the budget monitoring reports to cabinet.	ongoing	Director of Resources	
1.03	If when developing a longer term strategy to meet the MTFS, the council does not make the public aware of its financial position and clearly articulates why it is	Jane Griffiths	15 December 2010	3	3	9	R	As part of the delivery of the BtG / commissioning programmes there needs to be a clear communication strategy. In adopting a	ongoing	Communications team to support the BTG programme	

	making changes to service delivery then there may be confusion as to what services are being provided and customer satisfaction may decrease.							commissioning culture the council is basing decisions on customer outcomes which should address satisfaction levels.			
1.04	If there is a reliance on shared services delivering savings and these savings do not materialise or shared service projects do not proceed as anticipated then other savings will need to be found to meet the MTFS projections.	Pat Pratley	15 December 2010	3	3	9	R	All shared services are operated under Prince 2 principles, with clear business case and risk logs are maintained for the shared service. Savings / Benefit realisation are reviewed via the BTG and corporate plan monitoring.	Ongoing	Pat Pratley	
1.05	If the council does not carefully manage its commissioning of services then it may not have the flexibility to make additional savings required by the MTFS in future years and a greater burden of savings may fall on the retained organisation.	Mark Sheldon	15 December 2010	3	3	9	R	Contracts, SLAs and other shared service agreements will need to be drafted and negotiated to ensure that there is sufficient flexibility with regards to budget requirements.	Ongoing	AD Commissioning	
1.06	If the assumptions around government support, business rates income, impact of changes to council tax discounts prove to be incorrect, then there is likely to be increased volatility around future funding streams.	Mark Sheldon	13 December 2012	4	3	12	R	Work with GOSS and county wide CFOs to monitor changes to local government financing regime and adjust future budgets for any significant variances.	Ongoing	Director of Resources	

## NET GENERAL FUND BUDGET 2012/13 REVISED AND 2013/14

<b>GROUP</b>	<b>2012/13 ORIGINAL</b>	<b>2012/13 REVISED</b>	<b>2013/14 ORIGINAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Projected cost of 'standstill' level of service</b>			
Commissioning	3,153,000	5,271,000	5,160,700
Built Environment	862,600	999,250	584,850
Wellbeing & Culture	5,728,450	7,277,700	6,625,200
Resources	1,364,450	3,146,475	2,878,050
Operations	3,557,800		
Strategic Directors	(96,350)	572,450	455,150
Programmed Maintenance (Revenue)	1,079,000		1,022,550
Business Change	591,325		
Savings from vacancies	(480,000)		(480,000)
Bad debt provision	40,000	40,000	40,000
	<b>15,800,275</b>	<b>17,306,875</b>	<b>16,286,500</b>
Capital Charges	(1,913,300)	(1,170,500)	(1,970,800)
Interest and Investment Income	373,900	334,500	332,900
Use of balances and reserves	(95,955)	(2,180,755)	221,895
Proposed Growth recurring - Appendix 3			133,000
Proposed Growth one-off - Appendix 3		260,500	
Savings / Additional income identified - Appendix 4			(1,244,800)
<b>NET BUDGET</b>	<b>14,164,920</b>	<b>14,550,620</b>	<b>13,758,695</b>
<b>Deduct:</b>			
Revenue Support Grant	(108,705)	(108,705)	(3,069,810)
National Non-Domestic Rate	(5,409,754)	(5,409,754)	(2,042,261)
New Homes Bonus	(250,000)	(535,700)	(250,000)
Specific Grant in lieu of council tax freeze 2011/12	(197,987)	(197,987)	(197,987)
Specific Grant in lieu of council tax freeze 2012/13	(199,000)	(199,000)	
Specific Grant in lieu of council tax freeze 2013/14			(71,902)
High Street Innovation Grant		(100,000)	
Council Tax Discount Grant			(21,980)
Council Tax Support Funding			(811,659)
Less: Grant allocated to Parishes (council tax support)			10,269
Homelessness Prevention Funding			(91,948)
Collection Fund Contribution	(34,000)	(34,000)	(21,200)
	<b>(6,199,446)</b>	<b>(6,585,146)</b>	<b>(6,568,478)</b>
<b>NET SPEND FUNDED BY TAX</b>	<b>7,965,474</b>	<b>7,965,474</b>	<b>7,190,217</b>
<b>Council Tax income assuming increase of 0.0%</b>	<b>7,965,474</b>	<b>7,965,474</b>	<b>7,190,217</b>
<b>Funding Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>
Band 'D' Tax	£187.12	£187.12	£187.12
Increase per annum			£0.00
Increase per week			£0.00
% Rise			0.0%
Gross Collectable Tax Base	42,998.80	42,998.80	38,912.10
Collection Rate %	99.00%	99.00%	98.75%
Net tax base	42,568.81	42,568.81	38,425.70
Rounded tax base for calculation purposes	42,568.80	42,568.80	38,425.70

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PROPOSALS FOR GROWTH

APPENDIX 3

Ref	Division	Project Name	Description	Revenue Costs			Capital Costs			
				2013/14 £	2014/15 £	2015/16 £	2013/14 £	2014/15 £	2015/16 £	
<b>SUPPORTED GROWTH</b>										
1	Resources	IT Infrastructure	Remote working - additional revenue cost	6,000	6,000	6,000				
2	Commissioning	Elections	Additional postage budget to cover the increasing costs of postage	10,000	10,000	10,000				
3	Commissioning	Green Waste	To not increase green waste charges in line with inflation, to reflect decision to freeze prices for the duration of 2013.	11,600	11,600	11,600				
4	Built Environment	Building control income	To not increase building control fees in line with inflation, to reflect the current downturn in building control income levels. This will be offset by savings delivered from a staffing restructure - see B/G schedule (Appendix 4).	9,800	9,800	9,800				
5	Built Environment	Car Parking income	To not increase car parking income charges in line with inflation, to reflect the current downturn in car parking income levels.	93,600	93,600	93,600				
6	Built Environment	Planning Committee Member Training	Additional training budget for members dealing with planning decisions	2,000	2,000	2,000				
<b>SUPPORTED GROWTH (FUNDED FROM PROJECTED 2012/13 UNDERSPEND)</b>				<b>133,000</b>	<b>133,000</b>	<b>133,000</b>				
7	Built Environment	Joint Core Strategy	CBC contribution to Joint Core Strategy Costs to progress Cheltenham plan	90,000						
8	Commissioning	Community Pride	Community Pride 'bidding' budget for allocation in 2013/14	50,000						
9	Commissioning	Elections	The introduction of individual registration in 2014 to cover set-up costs and additional postage	25,000						
10	Wellbeing & Culture	Create a new charitable trust for leisure and culture	The creation of a new charitable trust for leisure and culture will incur set-up costs as detailed in the cabinet report of 11th December 2012	95,500						
				<b>260,500</b>	<b>-</b>	<b>-</b>				

Ref	Division	Project Name	Description	Revenue Costs			Capital Costs			
				2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	
				£	£	£	£	£	£	
<b>SUPPORTED GROWTH (FUNDED FROM NEW HOMES BONUS)</b>										
11	Built Environment	Vacant Property enforcement	3 year fixed-term enforcement post and revisions to an existing administrative post to enable a further 23 vacant homes per year to be brought back into use	30,000	30,000	30,000				
12	Wellbeing & Culture	Create a new charitable trust for leisure and culture	The creation of a new charitable trust for leisure and culture will incur set-up costs as detailed in the cabinet report of 11th December 2012	219,000						
				<b>249,000</b>	<b>30,000</b>	<b>30,000</b>				
<b>SUPPORTED GROWTH (FUNDED FROM GENERAL BALANCES)</b>										
13	Wellbeing & Culture	Create a new charitable trust for leisure and culture	The creation of a new charitable trust for leisure and culture will incur set-up costs as detailed in the cabinet report of 11th December 2012	96,000						
				<b>96,000</b>	<b>60,000</b>	<b>60,000</b>				
<b>SUPPORTED GROWTH (FUNDED FROM CAPITAL RESERVE/RECEIPTS)</b>										
14	Wellbeing & Culture	Replacement of gym equipment	To replace worn out equipment and ensure that we retain a successful and competitive publicly accessible fitness provision					211,000		
15	Wellbeing & Culture	AG&M Development - new café	To refurbish new café area as part of the Art Gallery & Museum redevelopment including fitting out					170,000		
16	Wellbeing & Culture	Carbon reduction scheme	Replacement of Pool Hall lighting to LEDs at leisure@ - subject to business case					30,000		
								<b>411,000</b>		



BRIDGING THE GAP STRATEGY							
	Approved Savings	2013/14	2014/15	2015/16	2016/17	2017/18	Total
MTFS Gap		1,244,800	963,118	348,818	447,948	294,757	3,299,441
<b>Total Current MTFS Funding Deficit</b>		<b>1,244,800</b>	<b>963,118</b>	<b>348,818</b>	<b>447,948</b>	<b>294,757</b>	<b>3,299,441</b>
<b>Organisational changes</b>							
Staff restructures							
- Public Protection		35,000					35,000
- Parks & Gardens (reduction of p/t post)		10,000					10,000
- Building Control (offset by inflation on income - see Appendix 3)		9,800					9,800
Built Environment Management Restructure		52,700					52,700
Economic Development Restructure		20,000					20,000
Revenues & Benefits Service Review		88,000					88,000
Car park retained organisation savings post GCC - car park income collectors		23,000					23,000
Retained organisation savings post GCC - target		150,000					150,000
Senior Management Team review			100,000	50,000	50,000		200,000
<b>Shared Services</b>							
Establishing Ubico with Cotswold District Council	*	91,700					91,700
Additional waste target			45,400				45,400
GO shared services							
- staff savings	*	221,800					221,800
- licensing savings	*	32,600					32,600
- ICT support and hosting costs	*	(53,200)					(53,200)
- retained organisation saving	*		30,000				30,000
- procurement savings							
1. Treasury management	*	4,500					4,500
2. CIPFA Publications	*	1,000					1,000
3. Audit fee	*	35,000					35,000
Shared Project Management with Forest of Dean		19,600					19,600
Shared GIS with Forest of Dean		30,000					30,000
<b>Commissioning</b>							
L&C Review - AGM savings	*	50,000					50,000
L&C Review - trust savings		40,000	175,600	174,100	111,700	131,800	633,200
L&C Review - reduction in retained organisation				33,900	33,800		67,700
ICT Review - per business case to Cabinet 11/12/12				159,500			159,500
Trade Waste service review				50,000			50,000
Review of Arle Nursery						50,000	50,000
Revenues & Benefits Review						50,000	50,000
Joint Management Unit for Waste						100,000	100,000
<b>Income</b>							
Planning fee income rise 15%		60,000					60,000
Townscape/Conservation planning advice		5,000					5,000
Fees & Charges Review inc. concessions				30,000			30,000
Provision of mortgages - interest					20,000		20,000
<b>Asset Management</b>							
Remove annual increase contribution to Programme Maintenance Reserve **		200,000					200,000
Rationalisation of asset portfolio				30,000		30,000	60,000
Accommodation Strategy					100,000	100,000	200,000
<b>Other</b>							
Supplies & services savings							
1. Corporate training budget	*	2,000	2,000				4,000
2. LGA - reduced membership costs	*	300		300			600
3. Building Control		6,000					6,000
4. Target saving			10,000	10,000	10,000	10,000	40,000
Additional recharge to HRA / CBH post HRA reform & revision to SLAs		69,000					69,000
Single Advice Contract tender saving		22,000					22,000
Reduction in Everyman Grant	*		5,000	5,000			10,000
Reduction in grant to Oakley & Hesters Way Regeneration Partnerships	*	4,000	4,000	4,000			12,000
Community Development - reduction in operational budget		15,000					15,000
Additional allotment sites	*		5,000				5,000
Reduction in grants				30,000			30,000
<b>Efficiency savings Target yet to be identified</b>			<b>586,118</b>	<b>-227,982</b>	<b>122,448</b>	<b>-177,043</b>	<b>303,541</b>
<b>Total Savings/Income over MTFS</b>		<b>1,244,800</b>	<b>963,118</b>	<b>348,818</b>	<b>447,948</b>	<b>294,757</b>	<b>3,299,441</b>
<b>shortfall / (surplus) against MTFS Funding Gap</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
* Denotes savings previously approved. NB: traffic lights denote risk associated with delivery							
** Make one-off contributions to Programme Maintenance reserve from New Homes Bonus							
<b>Summary of Savings</b>							
Approved savings	*	389,700	41,000	9,300	0	0	440,000
Savings to be approved		855,100	336,000	567,500	325,500	471,800	2,555,900
Savings target yet to be identified			586,118	-227,982	122,448	-177,043	303,541
		<b>1,244,800</b>	<b>963,118</b>	<b>348,818</b>	<b>447,948</b>	<b>294,757</b>	<b>3,299,441</b>



PROJECTION OF RESERVES TO 31ST MARCH 2014		31/3/12	2012/13	2013/14	2013/14	2013/14	2013/14	31/3/14
Purpose of Reserve		£	Movement Revenue	Movement Capital	budget and one off growth	Movement Revenue	Movement Capital	£
<b>EARMARKED RESERVES</b>								
<b>Other</b>								
RES002 Pension Reserve	To fund future pension liability	(78,373.38)	(100,000.00)			(150,000.00)		(328,373.38)
RES003 Economic Development Reserve	To fund future economic studies	(14,200.00)						(14,200.00)
RES004 IBS License Reserve	To fund cost of IBS license paid up front	(148,700.00)						(148,700.00)
RES005 Keep Cheltenham Tidy Reserve	Keep Cheltenham Tidy campaign - scheme contributions	(626.27)						(626.27)
RES006 Cultural Development Reserve	To fund future arts facilities/activity	(22,361.00)						(22,361.00)
RES007 LABGI Reserve	To fund future economic / cultural development	(10,000.00)	10,000.00					0.00
RES008 House Condition Survey Reserve	To fund cyclical housing stock condition surveys	(80,524.83)	(7,500.00)			(7,500.00)		(95,524.83)
RES009 Twinning Reserve	Twinning towns civic visits to Cheltenham	(17,400.00)	10,000.00					(7,400.00)
RES010 Flood Alleviation Reserve	To fund future flood resilience work, delegated to the Flood working group for allocation	(246,584.67)	50,000.00					(146,584.67)
RES011 Art Gallery & Museum Development Reserve	Insurance reserve for stolen jewellery	(1,976,720.98)	1,902,350.00		74,370.98			0.00
RES012 Pump Room Insurance Reserve	Accumulated profits held for TIC shop improvements	(17,066.11)						(17,066.11)
RES013 TIC Shop Reserve	To fund risk management initiatives / excess / premium increases	(29.18)						(29.18)
RES014 GF Insurance Reserve	Purchase of vehicles and equipment	(121,371.44)	42,000.00					(79,371.44)
RES015 Vehicle Replacement Reserve	Purchase of vehicles and equipment	(116,085.24)						(116,085.24)
RES016 Joint Core Strategy Reserve	To fund Joint Core Strategy	(238,246.88)	183,000.00			55,200.00		(46.88)
RES018 Civic Pride	To pump prime civic pride initiative / match funding	(936,597.60)	261,900.00	145,000.00		168,200.00	350,000.00	(11,497.60)
		<b>(4,024,887.98)</b>						<b>(987,866.60)</b>
<b>Repairs &amp; Renewals Reserves</b>								
RES201 Commuted Maintenance Reserve	Developer contributions to fund maintenance	(224,629.37)	39,000.00					(146,629.37)
RES202 Highways Insurance Reserve	County highways - insurance excesses	(15,000.00)						(15,000.00)
RES203 Revenues/Benefits IT Reserve	Replacement fund to cover software releases	(30,000.00)						(30,000.00)
RES204 LT Repairs & Renewals Reserve	Replacement fund	(53,684.70)	(218,100.00)				221,764.70	(60,000.00)
RES205 Planned Maintenance Reserve	20 year maintenance fund	(713,977.12)	308,800.00	137,500.00		129,550.00		(138,127.12)
		<b>(1,037,271.19)</b>						<b>(379,756.49)</b>
<b>Equalisation Reserves</b>								
RES101 Rent Allowances Equalisation	Cushion impact of fluctuating activity levels	(159,255.60)	26,000.00					(64,855.60)
RES102 Planning Appeals Equalisation	Funding for one off appeals cost in excess of revenue budget	(38,955.09)	(62,277.00)					(101,232.09)
RES103 Licensing Fees Equalisation	Past income surpluses to cushion impact of revised legislation	(11,355.00)						(11,355.00)
RES104 Interest Equalisation	To cover any additional losses arising in the value of Icelandic deposits and/or to reduce the borrowing arising from the capitalisation of the losses	(912,719.76)	700,000.00					(212,719.76)
RES105 Local Plan Equalisation	Fund cyclical cost of local plan inquiry	(30.00)	(127,200.00)			60,000.00		(67,230.00)
RES106 Elections/Electoral Reg. Equalisation	Fund cyclical cost of local elections	(72,700.00)	72,700.00			(61,500.00)		(61,500.00)
		<b>(1,195,015.45)</b>						<b>(518,892.45)</b>
<b>Reserves for commitments</b>								
RES301 Carry Forward Reserve	Approved budget carry forwards	<b>(1,367,577.03)</b>	1,323,977.03		(260,500.00)	21,800.00		<b>(21,800.00)</b>
<b>CAPITAL</b>								
RES401 Capital Reserve - GF Housing	To fund Housing General Fund capital expenditure	(902,476.15)	400,000.00					(502,476.15)
RES402 Capital Reserve - GF	To fund General Fund capital expenditure	(1,270,757.96)	907,700.00			(700,000.00)	757,735.00	(594,322.96)
		<b>(2,173,234.11)</b>						<b>(1,096,799.11)</b>
		<b>(9,797,985.36)</b>						<b>(3,005,114.65)</b>
<b>TOTAL EARMARKED RESERVES</b>								
<b>GENERAL FUND BALANCE</b>								
B8000 General Balance - RR	General balance	(2,253,036.60)	368,455.00	80,000.00		104,955.00		(1,603,626.60)
		<b>(2,253,036.60)</b>						<b>(1,603,626.60)</b>
<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>		<b>(12,051,021.96)</b>	<b>2,180,765.03</b>	<b>3,572,550.00</b>	<b>(260,500.00)</b>	<b>(221,895.00)</b>	<b>1,403,870.68</b>	<b>(4,608,741.25)</b>
<b>Projected Annual Reduction</b>								<b>1,949,475.68</b>
								<b>5,492,805.03</b>

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## GENERAL FUND CAPITAL PROGRAMME

Code	Fund	Scheme	Scheme Description	Original Scheme Cost	Payments to 31/03/12	Budget 2012/13	Revised Budget 2012/13	Budget 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17
				£	£	£	£	£	£	£	£
		<b>RESOURCES</b>									
		<b>Property Services</b>									
CAP001	C/R	Programmed Maintenance	New cremators	655,000	517,552	131,000	137,500				
		<b>Financial Services</b>									
CAP010	C	GO ERP	Development of ERP system within the GO Partnership	421,700	376,713		80,000				
CAP011	C	Gloucestershire Airport	Contribution towards the redevelopment project - £1.2m loan	1,200,000	1,190,585	1,200,000	9,415				
		<b>ICT</b>									
CAP021	C	Working Flexibly	Deliver council services at a time and place which suit the customer. Implementation of Citrix environment to deliver business applications to the home / remote users desktop	35,300	26,576		8,700				
CAP024	C	IT Infrastructure	Upgrade of Microsoft Office required as version currently used is an end of life product and no longer supported by Microsoft - moved to 5 year ICT infrastructure strategy.			120,000					
CAP025	C	IT Infrastructure	Virtual e-mail appliance licence - setting up of e-mail connection between all GO Partner authorities.			22,000	22,000				
CAP012	C	IT Infrastructure	Upgrade of Civica system to ensure PCI compliancy.			56,200	156,000				
CAP026	C	IT Infrastructure	5 year ICT infrastructure strategy					409,500	241,100	275,600	77,400
		<b>Revenues</b>									
CAP013	G	Localisation of Business Rates	Software changes required in order to introduce the Localisation of Business Rates as required by legislation and funded by grant	35,000			35,000				
		<b>WELLBEING &amp; CULTURE</b>									
		<b>Parks &amp; Gardens</b>									
CAP101	S	S.106 Play area refurbishment	Developer Contributions			50,000	50,000	50,000	50,000	50,000	50,000
CAP102	C	Play Area Enhancement	Ongoing programme of maintenance and refurbishment of play areas to ensure they improve and meet safety standards			80,000	80,000	80,000	80,000	80,000	80,000
		<b>Cemetery &amp; Crematorium</b>									
CAP002	C	Burial Chapel	Invest to save scheme to convert burial chapel to handle cremations.	110,000	100,642		9,300				
		<b>Cultural Services</b>									
CAP121	R/P	Art Gallery & Museum Development Scheme	Council's commitment to new scheme as agreed by Council 20th July 2008	6,300,000	1,013,448	4,270,000	3,857,350	729,202			
		<b>Community Safety</b>									
CAP141	C	CCTV/Town Centre initiative	Expansion of on street CCTV in the town centre to increase safety and secure the environment			50,000	53,800	50,000	50,000	50,000	50,000

## GENERAL FUND CAPITAL PROGRAMME

Code	Fund	Scheme	Scheme Description	Original Scheme Cost	Payments to 31/03/12	Budget 2012/13	Revised Budget 2012/13	Budget 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17
				£	£	£	£	£	£	£	£
		<b>BUILT ENVIRONMENT</b>									
		<b>Integrated Transport</b>									
CAP150	C	Civic Pride	CBC contribution to East Promenade repaving by GCC, plus street furniture costs.			145,000	145,000				
CAP151	C	Civic Pride	CBC contribution to West Promenade repaving by GCC.				145,000	100,000			
CAP152	C	Civic Pride	Upgrade of Promenade pedestrianised area including remodelling of tree pits, providing seating, re-pointing existing Yorkstone.			100,000	100,000	100,000			
CAP153	C	Civic Pride	Remodelling of Sherborne Place Car Park into a Green car park for short stay bus use.			100,000	100,000	100,000			
CAP154	C	Civic Pride	Scheme for St. Mary's churchyard			50,000	50,000	50,000			
CAP204	C	Civic Pride	Improvements to Grosvenor Terrace Car Park (Town Centre East) including making a Green car park, improving linkages to the High Street, improved sustainability - rainwater harvesting, PV cells etc.			150,000	30,000	120,000			
CAP201	C	CCTV in Car Parks	Additional CCTV in order to improve shopping areas and reduce fear of crime			50,000	64,300	50,000	50,000	50,000	50,000
CAP202	C	Car park management technology	The upgrade of the car park management technology at selected sites such as Regent Arcade is essential as the existing management systems and hardware have now reached the end of their life cycle.	250,000	26,192	120,000	120,000				
		<b>Housing</b>									
CAP221	C/SCG	Disabled Facilities Grants	Mandatory Grant for the provision of building work, equipment or modifying a dwelling to restore or enable independent living, privacy, confidence and dignity for individuals and their families.			600,000	671,848	600,000	600,000	600,000	600,000
CAP222	C	Adaptation Support Grant	Used mostly where essential repairs (health and safety) are identified to enable the DFG work to proceed (e.g. electrical works).			26,000	26,000	26,000	26,000	26,000	26,000
CAP223	PSDH	Health & Safety Grant / Loans	A new form of assistance available under the council's Housing Renewal Policy 2003-06				303,674				
		Vacant Property Grant	A new form of assistance available under the council's Housing Renewal Policy 2003-06								
		Renovation Grants	Grants provided under the Housing Grants, Construction and Regeneration Act 1996								
CAP224	LAA / C	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems			60,000	60,000	60,000			
CAP225	C/S	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Housing Corporation				400,000				
CAP226	C/S	Housing Enabling	Transformational improvements to private households in St. Paul's to assist them in raising the standard of their dwellings in line with new build council housing stock.				130,000				
CAP227	C/S	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with Cheltenham Borough Homes			2,900,000	2,200,000	1,300,000			

GENERAL FUND CAPITAL PROGRAMME

Code	Fund	Scheme	Scheme Description	Original Scheme Cost	Payments to 31/03/12	Budget 2012/13	Revised Budget 2012/13	Budget 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17
CAP301	C	<b>OPERATIONS</b> Vehicles and recycling caddies	Replacement vehicles and recycling equipment	£	£	£	250,000	£	£	£	£
		<b>BUDGET PROPOSALS FUTURE CAPITAL PROGRAMME - (see Appendix 3):</b>						411,000			
		<b>CAPITAL SCHEMES - RECLASSIFIED AS REVENUE</b>									
CAP203	C	Re-joining High Street/Promenade pedestrianised area	Re-joining works required to improve safety and appearance of the core commercial area	60,000	52,171	306,000	7,500				
CAP501	C	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	353,100	342,843	2,854,000	10,200				
CAP502	C	Depot Rationalisation	Costs associated with incorporating Tewkesbury Borough Council within the Depot site at Swindon Road	300,000	274,031		25,900				
		<b>TOTAL CAPITAL PROGRAMME</b>				<b>10,280,200</b>	<b>8,943,487</b>	<b>4,235,702</b>	<b>1,097,100</b>	<b>1,131,500</b>	<b>933,400</b>
		<b>Funded by:</b>									
		G Government Grants									
		SCG Specified Capital Grant (DFG)									
		LAA LAA Performance Reward Grant				306,000	35,000	306,000	306,000	306,000	306,000
		P Partnership Funding				60,000	377,848	60,000			
		PSDH Private Sector Decent Homes Grant				2,854,000	1,205,000	654,832			
		HLF Heritage Lottery Funding					303,674				
		HRA Housing Revenue Account Contribution					750,000	50,000	100,000	50,000	
		R Property Planned Maintenance Reserve				131,000	137,500				
		R IT Repairs and Renewals Reserve				1,416,000	1,902,350	221,765			
		R AG&M Development Reserve				50,000	50,000	74,370			
		S Developer Contributions S106					80,000	50,000	50,000	50,000	50,000
		C General Balances					130,000				
		C HRA Capital Receipts					400,000				
		C GF Capital Receipts									
		C HIP Capital Reserve									
		C Civic Pride Reserve				395,000	145,000	350,000			
		C Prudential Borrowing				4,100,000	2,459,415	1,300,000			
		C GF Capital Reserve				968,200	907,700	1,168,735	641,100	725,600	577,400
						<b>10,280,200</b>	<b>8,943,487</b>	<b>4,235,702</b>	<b>1,097,100</b>	<b>1,131,500</b>	<b>933,400</b>

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## 2013/14 Programme Maintenance - Original Budgets

Property Name	Description
All Properties (H&S)	Consequential works from risk management inspections Consequential works from Health & Safety inspections
All Properties (WC's)	General running repairs and redecorations to Public WC's Cyclical wiring test & consequential repairs
Art Gallery/Museum	Modifications to flooring & entrance door/ redecorations to new 'Take-away' area Replacement of floor finishes inc. stair tread upgrade for DDA Redecoration of rear stairs and ancillary areas Upgrade of security alarm systems Reconfiguration of ICT infrastructure/ new Comms Room & A/C provision Modifications to WC facilities to improve disabled access and use Replacement of office furniture/ storage (To accommodate restructure & TIC merger)
Cemetery Chapel	Redecorations to all public areas Replacement of lighting to energy efficient LEDs, all areas
Cemetery Gardens	Grave/memorial maintenance/H&S repairs Access road widening and resurfacing
Cemetery Offices	Modifications & alterations to reception area & waiting room Upgrade of entrance door access provision (DDA) Replacement of flat roof coverings inc. upstands/flashings
Central Depot (Swindon Rd)	Upgrade to security/CCTV systems Upgrade to fire alarm systems Resurface macadam/line painting to car park/s
Central Nursery	Replacement of environmental control computer system/equipment Refurbishment of auto roof-light ventilation equipment Replacement of thermal screens to Greenhouse 1, 2, 3 and 5 Refurbishment of greenhouse irrigation systems
Charlton Kings Cemetery	Remove hardlandscaping paths
Civic Amenity Centre	Health & Safety improvements to hard landscaping Replacement of compactors Provision of EA approved waste disposal/drainage system
Clarence Street Library	Upgrading of fire alarm control panel link (50-50 funding) Consequential repairs from fixed wire testing Remedial repairs to solid floors (due to heave issues) Remedial repairs to central heating infrastructure Funding from Gloucestershire County Council
Kingham Line Bridges	Condition inspection and report
Memorials/Statues/Fountains	Redecorations to Crimean Sebastopol War Memorial (Grant condition) Remedial repairs generally (inc. lettering restoration) - St Peter's War Memorial
Montpellier Gardens Proscenium	Redecorations to previously painted surfaces/ profiles
Municipal Office	General repairs and redecorations Upgrades to disabled platform lift (Statutory obligations)
Pittville Cricket Hall	Periodic cleaning of system and test
Pittville Park Landing Stage	Annual cleaning of decking & structure (algae removal)
Pittville Pump Room	Update security/intruder alarm system Consequential works for fixed wiring test Replacement of Ballroom event lighting bars Refurbish stone floor on landing Floor maintenance scrub clean/ buff/ application coat of lacquer (Ballroom) Upgrade to passenger lift use limit (oil cooling system)
Pittville Rec Centre CP	Replacement of external lighting lamps (re-lamp)
Pittville Recreation Centre	Periodic cleaning of system and test Replacement of lighting lamps to sports hall (re-lamp) Bird control measures to external elements (rolling programme) Refurbishment of wooden sprung floors - sand/re-seal Replacement of spa pool filter/s
Pittville Swimming Pool	Periodic cleaning of system and test Replacement of lighting lamps to main & learning pool halls General repairs and service of lighting conductor system Inspection and repairs to diving board structure General repair to spectator seating in main pool hall General repair to spectator seating in teaching pool Deep clean of diving board tower, inc. repair inspection Deep clean of ducting & wall tiling about diving pool/tower Inspection and repairs of tiling to pool tank/hall walls
Prince of Wales Stadium	Cleaning/general maintenance of running track surface
Promenade Long Gardens	Refurbishment of external paving about wall memorial (CEF 20K funded)
Sandford Park Offices	Replacement of flat roof coverings (partial)
Stanton Rooms	Recovering of pitched roof/s - Leasehold Agreement committed contribution
The Crematorium	Maintenance contract (Crawfords) for service and maintenance of cremators Installation of acoustic screens to chiller plant

Property Name	Description
Town Hall	Professional fees in association with Corridor refurbishment
	Removal of asbestos substances from floor voids - Phase 1
	Overhaul repairs and redecoration of corridor/ room doors (Grd)
	Overhaul repairs and redecoration of corridor/ room doors (1st)
	Consequential repairs required by wiring cyclical test
	Rewiring programme of replacement
	Lighting programme of replacement to corridors (fittings)
	Replacement of Kitchen cooker/oven equipment
	Provision of a portable wheelchair lift
	Installation of wireless hearing loop to Drawing Room
	Refurbishment of fixed seating
	Replacement of floor finishes/carpets
	Replacement of floor finishes/carpets to main staircase
	Refurbishment of wooden flooring - deep clean & re-wax (Tretex)
	Remedial repairs to Telesales office floor (inc. new linings)
	Floor maintenance scrub clean/ buff/ application coat of lacquer (main hall & stage)
	Redecoration of walls/ceiling linings (balcony & corridors)
	Installation of fire-rated suspended ceiling lining to Catering cellar area
	Redecoration of walls/ceiling linings/mouldings (Grd Corridors)
	Replacement of corridor convector heaters
	Replacement of lagging to heating pipework
	Refurbishment of steps to basement (to boiler room & kitchen)
	Upgrade of stage lift barrier and interlock system
	Emergency remedial repairs to stonework
	Overhaul repairs and redecoration
	Replacement of curtains/furnishings
Replacement of gallery window curtains	
Whaddon Road Pavilion	Replacement of HWS emersion heaters
Christmas Illuminations	Replacement LED lighting festoons and lamp-post sails
All Properties (Car Parks)	Periodic cleaning of underground drainage
Honeybourne Line Millbrook St.	Install fencing
Honeybourne Line (All Bridges)	Replace/ repair anti-bird netting
<b>Total Programme Maintenance agreed by AMWG</b>	
<b>2012/13 agreed works to be completed in 2013/14</b>	
Civic Amenity Centre	Renew drainage provision to spotting compound
Recreation Centre	LED pool lights
<b>Total Carry Forwards from 2012/13</b>	
<b>Total Programme Maintenance for 2013/14</b>	

Total £
5,000
5,000
5,000
2,500
8,000
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8,000
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12,000
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2,000
7,000
2,000
15,000
8,000
40,000
51,200
25,000

<b>Total £</b>
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22,000
4,000
1,000
5,000
10,000
12,000
8,000
3,000
15,000
41,000
5,000
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600
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3,000
3,500
5,000
<b>992,550</b>
20,000
10,000
<b>30,000</b>
<b>1,022,550</b>

## The Cabinet's response to the budget consultation

This year's consultation consisted of:

1. 2 meetings for residents and stakeholders.
2. 2 meetings with the business community – one with the Cheltenham Business Partnership and the other with the Chamber of Commerce.
3. Presentation and discussion with the C5 group of parish councils.
4. Presentation and discussion with the Overview and Scrutiny Committee.
5. Online and postal questionnaire – 6 respondents.

The small response may be a reflection of the relatively uncontroversial nature of the budget. However the quality of the discussion at the meetings and the range of topics raised in the written submissions made the exercise useful and worthwhile.

Responses were generally supportive of the main elements of the budget, namely the council tax freeze and the efficiency savings (particularly from shared services).

Particular comments included the following:

### Issues raised by residents and stakeholders (at meetings and in writing)

- **Concern about inadequate road and pavement maintenance, street cleaning, dog fouling, and blockages of drains and gulleys.**

*Cabinet response: The Council's own environmental services have been protected against cuts. We will do what we can within limited resources to maintain and improve standards of cleanliness. Road and pavement maintenance is the responsibility of Gloucestershire Highways.*

- **Concern about the level of business rates.**

*Cabinet response: We sympathise with the point and want to do what we can to support struggling businesses, but the level of business rates is determined by central government.*

- **Concern about the possible impact of leisure and culture commissioning on fees and charges to users.**

*Cabinet response: The savings from leisure and culture commissioning do not depend on large increases in charges.*

- **Support for energy-saving measures.**

*Cabinet response:* Our ongoing programme of carbon reduction measures is continued in the proposed capital budget and further measures will be introduced whenever the opportunity arises.

- **Support for cutting the number of councillors.**

*Cabinet response:* The Cabinet supports the setting up of a cross-party working group to look at this and related issues.

- **Support for cutting councillors' allowances.**

*Cabinet response:* The respondent is under the impression that this Council has one of the most generous levels of allowance in the country, which is not the case. We are currently part way through a five-year freeze in allowances.

- **Support for the Council disposing of surplus assets.**

*Cabinet response:* We have an active programme for reviewing our property portfolio and disposing of surplus property.

- **Opposition to the charging of council tax on empty property.**

*Cabinet response:* The new policy, which other Gloucestershire authorities have also adopted, is highly discriminating in order to protect vulnerable people and replaces exemption with discounts in specific categories only.

- **Support for reduction of the number of sets of traffic lights.**

*Cabinet response:* This objective is being actively pursued by the Cheltenham Development Taskforce.

- **Support for charging councillors for parking at the rear of the Municipal Offices.**

*Cabinet response:* This is already being done.

### **Issues raised by the business community**

- **Interest in how the new business rates pooling will work and how it will benefit economic development.**

*Cabinet response:* We will continue a dialogue with the Cheltenham Business Partnership and the Chamber of Commerce about these issues.

- **Support expressed for a Business Improvement District.**

*Cabinet response:* This is a matter on which support and commitment from the businesses community needs to be demonstrated, in which case the Council will support the initiative.

- **Support for reductions in car park charges.**

*Cabinet response:* Discussions have been held between the Council and the Chamber on this issue and will continue. Cabinet is not in principle against trialling new price structures but would need to protect its income levels.

- **Support for better joint working between the LEP, the Cheltenham Development Taskforce, the Borough Council and the Cheltenham Business Partnership to make the most of economic development opportunities.**

*Cabinet response:* We support this objective and will do what we can to achieve it.

### **Issues raised by the parish councils**

- **Support for the Council providing activities and services for young people.**

*Cabinet response:* The Council delivers significant services to young people, both directly (e.g. the holiday playschemes) and indirectly by enabling and supporting community organisations.

- **Support for better resourcing of the work on the JCS and the Cheltenham plan.**

*Cabinet response:* This is provided for in this budget.

### **Issues raised by Overview & Scrutiny Committee**

- **Request to increase resourcing of the scrutiny function.**

*Cabinet response:* We are happy to look at how scrutiny can be better resourced, but a growth bid of any meaningful size in the present budget is not possible.

- **Request for increased resources for training of Planning Committee members.**

*Cabinet response:* £2,000 has been added to the revenue budget for this purpose. This should enable a useful increase in the amount of training available.

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### Statement of the Section 151 Officer

The purpose of this report is to fulfil the legal requirement under Section 25 of the 2003 Local Government Act for the Section 151 Officer to make a report to the authority when it is considering its budget, council tax and housing rents (see separate report to Council) covering the robustness of estimates and adequacy of reserves. The Act requires Councillors to have regard to the report in making decisions at the Council's budget and council tax setting meeting.

In making this report I have considered the risks arising from it, outlined in the table below, and the councils mitigating actions in arriving at my conclusions which, in summary are:

- Supplies and Services and staffing budgets are sufficient to maintain services as planned.
- Budgeting assumptions for treasury management activity reflect the impact of sustained low interest rates and outcome for the Icelandic banks.
- Approach to budgeting for income is prudent.
- Given the modelling projections, the approach taken in building into the base budget some more of the New Homes bonus receipts in the MTFs is prudent.
- The medium term financial planning assumptions, including future cuts in government support, are prudent and the development of the budget strategy for closing the projected budget gap is a significant step forward in responding to reducing financial resources.
- The approach to financing maintenance is an acceptable response to the financial squeeze. Looking ahead, the need to model and prioritise future investment aspirations will become a key piece of work should the council benefit from a significant capital receipt.
- The level of reserves, including the General Reserve, is satisfactory.

### Overall conclusion

***My overall view is that the budget is a sound response to very challenging financial circumstances, which maintains services as far as possible, maximises efficiencies and plans for future financial challenges.***

**In line with statutory duties, Members are asked to consider the advice provided in this report, based upon my assessment of the robustness of the overall budget and estimates in the medium term financial projections.**

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
<p><b>1. Robustness of the estimates</b></p> <p><b>Inflation – do supplies and services budgets allow sufficient for inflation?</b></p>	<p>1.1 Contract inflation has been allowed for at the appropriate contractual rate e.g. utilities budgets reflect negotiated rates.</p> <p>1.2 In line with previous practice, general inflation has not been provided for unless the relevant professional officer has indicated that there are inflationary pressures.</p>	<p>Whilst this creates natural efficiency savings it could lead to insufficient budget to maintain services levels.</p>	<p>Policy reviewed annually as part of the budget setting process.</p> <p>The growth proposal for the additional cost of postage is an example of such a review being addressed.</p>	<p>I am of the opinion that service managers have sufficient budgets to fund supplies and services expenditure in order to maintain existing service levels.</p>
<p><b>Employee costs i.e. pay / turnover targets / pension costs – are budgets sufficient?</b></p>	<p>1.3 Employee budgets for 2013/14 allow for a pay award of 1% plus contractual incremental progression for some staff below the top of their grade.</p> <p>1.4 The net cost of service assumes an employee turnover saving of around 3% of gross pay budget which equates to an estimated annual saving of c£480,000.</p> <p>1.5 In line with the Chancellors autumn statement the medium term financial projections allow for pay awards for 1% for</p>	<p>There is uncertainty over the pay award</p> <p>Given the impact of the recession and commissioning of services, there may be less staff turnover resulting in savings that may be more reduced or more difficult to realise.</p> <p>Given inflationary pressure and prolonged period of</p>	<p>Fund any additional budget in 2013/14 from the General Reserve and build into base budget for 2014/15.</p> <p>Based on previous year's experience this has been achieved but needs to be closely monitored in the significant change in service delivery models. The expectation of partner organisations is being clarified.</p> <p>Review MTFS projections regularly and feed into BtG</p>	<p>I am satisfied that the Council has sufficient budgetary provision for employee related costs in 2013/14 and is planning for potential future increases in pay and pension fund costs in the MTFS based on the most up to date information available.</p>

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
	<p>2014/15 and 2015/16 and 2% thereafter.</p> <p>1.6 The budget provides for existing pension contribution rates and the medium term financial projections allow for further increases in contribution rates at the next triennial revaluation in 2013 which have been revised upwards from 1% to 2% per annum to reflect informal discussions with the actuary.</p>	<p>pay freeze there may be upward pressure on pay above 1%</p> <p>Uncertainty in the economy / fund performance and lack of clarity over the impact of pension changes may increase pension fund deficits.</p>	<p>group / SLT.</p> <p>Review based on actuarial advice. National decisions over reducing pension benefits and increasing employee contributions may improve the long term sustainability of the pension fund. The council's pension reserve may be used cushion / phase in any additional increases.</p>	
<p><b>Treasury Management – are budgeting assumptions prudent and the approach to treasury management risk tolerable?</b></p>	<p>1.7 Despite historic significant investment returns, the treasury management budgets are now based on sustained low interest rates and no increase is factored into the MTFS.</p> <p>1.8 The budget assumes a reduced level of 'write off' of assumed loss of Icelandic bank deposits following the Icelandic supreme court decision confirming priority status for local authorities based on notified potential distribution levels.</p>	<p>Fluctuating interest rates / investment income could impact on the net cost of services.</p> <p>Actual distributed receipts may be subject to fluctuations in exchange rates.</p>	<p>The Council has reduced it's reliance on investment interest to support the net budget and in turn reduced the risk and impact of the volatility of interest rates on the budget.</p> <p>Adjust future residual capitalisation write off to reflect actual receipts.</p>	<p>I am satisfied that, given the prevailing low interest rates, the budgeting assumptions for investment interest and projected returns for Icelandic banks are reasonable; the treasury policy is in accordance with external advice and that treasury related decisions (as measured by these indicators) are in accordance with the</p>

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
	<p>1.9 The Council adheres to the CIPFA Code of Practice for Treasury Management 2002 and updates its Policy and Strategy statements annually. The Annual Investment Strategy, which sets the treasury management parameters within which Officers operate, is regularly reviewed on the advice of external advisors and annually approved by the Treasury Management Panel / Council.</p> <p>1.10 In line with the code, prudential indicators which measure the financial impact of treasury and borrowing decisions are included in the Annual Investment Strategy.</p>	<p>Given the uncertainty in the economy and financial institutions, there may be a risk to future deposits.</p> <p>Borrowing limits could be exceeded</p>	<p>The Investment Strategy is reviewed annually to ensure security of public money. Following the banking crisis, treasury advisors, Sector, continue to advise the Council and TMP on policy.</p> <p>Prudential indicators are monitored and reported to TMP/ council</p>	<p><b>prudential code.</b></p>
<p><b>Income, Charging and Demand - are estimates at realistic and sustainable levels?</b></p>	<p>1.11 The Council provides a number of demand led services e.g. car parking, building control charges, Leisure@cheltenham etc. The estimates for 2013/14 have been prepared on the advice of officers who have taken a professional view on income levels, based on their opinion about the continued impact of the economic downturn.</p> <p>1.12 No assumptions have been made in the medium term financial projections in respect of improving income levels, although it assumes inflationary increases in some fees and charges.</p> <p>1.13 The Council operates in some highly competitive markets and fees and charges can be determined by managers following</p>	<p>Existing income levels may not be sustainable.</p> <p>Inflationary increases may not be achievable in the current climate.</p> <p>Inflexibility may mean that services cannot respond to</p>	<p>Car parking income targets have been reduced by a further £50k, trade waste by £50k and building control by £20k.</p> <p>Regular monitoring / reporting to Cabinet on significant variances in income.</p> <p>Keep MTFS assumptions under review and feed into BtG programme.</p> <p>Changes to fees and charges are not restricted to annual</p>	<p><b>Overall, I am satisfied that the estimates for income are based upon reasonable assumptions which take into account the prevailing economic conditions and that effective monitoring arrangements are in place.</b></p>

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
	benchmarking against the competition.	the market and loose income.	budget setting. The scheme of delegation allows for in year changes to be made.	
<p><b>Government support – are the assumptions prudent?</b></p>	<p>1.14 The estimates for 2013/14 and for 2014/15 are based on the financial settlement notified by the Department for Communities and Local Government (DCLG) on 19/12/12.</p> <p>1.15 The medium term financial projections assume a standstill level of government support beyond 2014/15 plus the fallout of the council tax freeze grant support.</p> <p>1.16 The medium term financial projections make no provision for the impact of considerable changes in funding streams resulting from local business rates retention from April 2013.</p> <p>1.17 The budget assumes £450k is top sliced from the New Homes Bonus (NHB) and built into the base revenue budget and to support planned maintenance budgets, based on NHB income receipts over the period of the MTFS as a result of additional numbers already delivered.</p>	<p>There may be further government funding cuts beyond 2014/15</p> <p>May reduce income if no growth in business rates.</p> <p>This may not be a sustainable income stream if houses are not built.</p>	<p>Section 151 Officer monitors relevant government policy and uses other councils to compare budgeting assumptions which may need to be reflected in future MTFS projections.</p> <p>A county wide pooling arrangement has been agreed to help mitigate risk.</p> <p>Assumptions are based on a prudent view of potential levels of NHB and compared with neighbouring councils.</p>	<p><b>Despite the uncertainty over future government funding, I am comfortable that the council has been sufficiently prudent in budgeting for reductions in government support and potential New Homes Bonus receipts.</b></p>
<p><b>2. Medium Term Financial Strategy (MTFS) and strategy for 'Bridging the Gap (BtG) – are the assumptions reasonable?</b></p> <p><b>NB: Sound financial management requires that the Section 151 Officer</b></p>	<p>2.1 The 2013/14 budget includes medium terms financial projections and funding gap over the next 5 years.</p> <p>2.2 The 2013/14 budget outlines the strategy for closing the funding gap which includes estimates savings / additional</p>	<p>Actual projections may vary from predictions.</p> <p>Lack of forward planning for cuts could results in</p>	<p>Annual reviews of MTFS projections approved by council.</p> <p>The 'BtG' programme monitors the financial projections / 'BtG'</p>	<p><b>The council's approach to modelling and monitoring the MTFS and planning for meeting future funding gaps</b></p>

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
<p><b>and Councillors have full regard to affordability when making recommendations about the local authority's future revenue and capital programme.</b></p>	<p>income from the 'BtG' programme e.g. shared services / partnerships, the creation of Ubico, the Leisure and Culture commissioning review and the accommodation strategy. The projections indicate that there may still be an unresolved gap of c£300k.</p> <p>2.3 The council has traditionally provided 'one off' funding for investment in systems or staff costs i.e. additional short-term resource, redundancy / pension costs funded from savings or the General Reserve.</p>	<p>salami slicing of budgets. Projects may not deliver savings as planned and unplanned cuts may have to be made.</p> <p>If opportunities to avoid redundancy costs are not managed, the General Reserve is placed under pressure.</p>	<p>work streams. There are still outstanding workstreams to be included for Ubico, future council's programme which may close the gap.</p> <p>Careful workforce planning and vacancy management continues and is monitored by SLT.</p> <p>The level of the General Reserve is held at an appropriate level to provide a reasonable level of assurance.</p>	<p>outlined in the budget strategy demonstrates more robust and effective planning for closing the funding gap.</p>
<p><b>3. Proposed level of council tax increase – is it a reasonable?</b></p> <p><b>NB: In setting the level of council tax, Members need to be mindful of the impact of the decision on the MTFs and future funding gaps.</b></p>	<p>3.1 The final budget proposals assume a council tax freeze for 2013/14 in line with the Government's aspiration. This will cost the Council c£180k in lost income based on the original planned council tax increase of 2.5% partially offset by a government grant of £72k (1%) for 2 years only. The funding shortfall is being offset by savings / other income.</p> <p>3.2 The medium term financial projections include the grant for freezing the council tax in 2013/14 (2 years) and model the impact of the withdrawal of previous council tax freeze funding.</p>	<p>The limited government support increases pressure on the funding gap in 2013/14 and over the period of the MTFs.</p>	<p>The 'BtG' programme plans for future funding gaps.</p> <p>Avoids requirement for a referendum (cost c£50k) for council tax increases over 2% thereby avoiding expense and the</p>	<p>Given the support offered by the government in freezing council tax, the decision to freeze council tax is reasonable and the impact on the MTFs has been considered.</p>

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
	3.3 The medium term financial projections models future council tax increases at 2% per annum from 2014/15 onwards.		financial impact on residents of a council tax increase.	
<p><b>4. Is the approach to financing the maintenance programme and the Asset Management Plan (AMP) sound?</b></p>	<p>4.1 The Council has £693k built into the base revenue budget to fund the annual maintenance budget of the property portfolio. Previously, an incremental increase in revenue contribution to fund planned maintenance was factored into the MTFs to increase the budget annually. The 2013/14 budget assumes that the future increases in funding for the programme will be funded from New Homes Bonus rather than the revenue budget. Work is underway to update the estimates of the annual budget requirement to reflect the council's asset management strategy.</p> <p>4.2 The Council's AMP outlines the strategy for its assets. The fully costed "shopping list" of aspirations for the Council's property portfolio including capital and revenue implications / funding options is being developed but has yet to be agreed by council.</p>	<p>There may be insufficient annual budget to fund maintenance programmes if new homes bonus does not materialise.</p> <p>The receipt from the Midwinter site and potential receipt from North Place / Portland Street could be used in an ad hoc manner.</p>	<p>The maintenance programme is reviewed by the Asset Management Working Party (AMWP). The new funding strategy for the planned maintenance programme was supported by the Budget Scrutiny working Group. The funding approach is annually reviewed to ensure that the programme can be financed. Council will need to agree an allocation of existing resources / future capital receipts/ potential prudential borrowing to support its priorities.</p>	<p>The assumptions for financing the capital programme and the planned maintenance programme in the 2013/14 budget are reasonable. In moving forward, the Council must continue to ensure that it maximises the use of / minimises the cost of its asset portfolio.</p>
<p><b>5. Are the councils Reserves at reasonable levels?</b></p> <p><b>NB: The requirement for financial</b></p>	5.1 The final budget proposals include a schedule of the reserves held by the Council, stating their purpose together with actual and proposed changes between years.	Reserve levels may not be sufficient.	These are reviewed on a regular basis and have been again in the process of finalising the budget proposals.	Overall, I am satisfied that the projected levels of reserves, including the level of the General Reserve, are adequate for the

Area of risk	Council's approach	Potential Risks	Mitigation	Section 151 Officer assessment
<p>reserves is acknowledged in statute. Section 32 and 43 of the Local Government Finance Act 1992 requires billing authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.</p> <p>Within the statutory and regulatory framework it is the responsibility of the Section 151 Officer to advise the authority on its level of reserves. Councillors, on the advice of the Section 151 Officer, should make their own judgements on such matters taking into account local circumstances. The adequacy of reserves can only be assessed at a local level and requires a considerable degree of professional judgement. The assessment needs to be made in the context of the authority's MTFs, its wider financial management, and associated risks over the lifetime of the plan. The Secretary of State has reserved powers to set a minimum level of reserves to be held by councils if required.</p> <p>6. Is the budget balanced? There is a legal requirement under the Local Government Act 1992, section 32 and 43 to set a balanced budget</p>	<p>5.2 Due to the significant number of factors impacting of local government finances, the council's MTFs, which provides a longer term projection of reserves over the next 5 years, has yet to be updated.</p> <p>5.3 The planned maintenance reserve is to be supported by New Homes Bonus funding over the period of the MTFs.</p> <p>5.4 On the advice of the Section 151 Officer, the Council has previously agreed to maintain its General Reserve (GR) at approximately 10% of net operating expenditure, or a level between £1.5m and £2m. This remains my advice. 2013/14 budget proposals maintain the General Reserve at c£1.6m.</p> <p>5.5 The Council has managed to deliver services without calling on the General Reserve.</p> <p>5.6 The council places reliance protection provided by earmarked reserves.</p> <p>The budget proposals includes budgets for expenditure and income uses reserves to fund one off expenditure, fund future expenditure or phase in the impact of increased expenditure per the MTFs without drawing on the General Reserve.</p>	<p>Uncertainty over NHB may result in insufficient funding for annual maintenance</p> <p>Pressure on GR from the need to drive out savings / funding of one off investment e.g. commissioning etc may reduce it below the tolerance level.</p> <p>Opportunity cost of holding reserves.</p> <p>Potential to increase the risk of use of GR.</p> <p>Unsustainable budget supported by the General Reserve.</p>	<p>2012/13 projections indicate trajectory of reserve levels. The MTFs including longer term reserve projections will be updated in April 2013.</p> <p>Approach to be reviewed annually.</p> <p>Regular reviews of reserve levels and increase General Reserve when opportunities arise.</p> <p>Reserves reviewed regularly. Reduced number of specifically earmarked reserves over recent years.</p> <p>Annual S151 Officer budget assessment</p>	<p>forthcoming year.</p> <p><b>I am satisfied that the proposed budget is balanced and meets the legal requirement to set a balanced budget.</b></p>



**Budget 2013-14 - Consideration of Community and equality impacts**

The Council takes its statutory duties to promote equality of opportunity seriously. The 2010 Equality Act sets out that we must have due regard to the need to advance equality of opportunity between people who share a protected characteristic and those who do not. The groups that share a protected characteristic include those defined by age, ethnicity, disability, religion or belief and sexual orientation

The Cabinet Member Finance and Section 151 Officer have been mindful of this statutory duty in how the budget proposals have been prepared.

The community and equality impacts of the various budget proposals are as follows:

<b>Budget Proposal</b>	<b>Potential community and equality impacts and any mitigating actions</b>
Organisational changes, including management and staff restructuring	Ensuring that our human resource processes, used to deliver staff restructuring are compliant with equality legislation
Savings from shared services	As above, ensuring that our human resource processes, used to deliver staff restructuring are compliant with equality legislation
Leisure and culture commissioning (restructuring)	Equality and community impacts already captured in report to cabinet on 12 December 2012; the report identifies that the agreed outcomes recognise the groups where participation is potentially lowest and enshrine the requirements to advance equality of opportunity
Additional income (planning fees and planning advice)	None identified
Asset management (take £200k increases contribution to planned Maintenance from New Homes Bonus instead of revenue budget)	None identified
Supplies and services savings	None identified
Additional recharge to the Housing Revenue Account	None identified
Tender saving on the Single Advice Contract	None identified
Reductions in regeneration partnership grants already agreed in previous budgets	None identified – budget savings were set out in the grant agreements entered into in 2011-12.
Reductions in staffing and operational budget for community development achievable with no impact on service delivery	The saving is made possible due to a member of staff working part-time hours. As she has been working these hours for the past 12 months, there will be no impact on the delivery of activities to local community groups.

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## Cheltenham Borough Council

**Cabinet – 5<sup>th</sup> February 2013**

**Council – 8<sup>th</sup> February 2013**

### **Housing Revenue Account - Revised Budget 2012/13 and Final Budget Proposals 2013/14**

<b>Accountable member</b>	Cabinet Member for Finance, John Rawson
<b>Accountable officer</b>	Director of Resources (Section 151 Officer), Mark Sheldon
<b>Ward(s) affected</b>	All
<b>Key Decision</b>	Yes
<b>Executive summary</b>	This report summarises the Housing Revenue Account (HRA) revised budget for 2012/13 and the Cabinet’s final budget proposals for 2013/14.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. Note the revised HRA budget and capital programme for 2012/13.</li> <li>2. Approve the HRA budget for 2013/14 as shown at Appendix 2 including a proposed average rent increase of 3.43% (applied in accordance with national rent restructuring guidelines) and increases in other rents and charges as detailed at Appendix 5.</li> <li>3. Approve the HRA capital programme for 2013/14 as shown at Appendices 3 and 4.</li> <li>4. Approve the 2013/14 management fees and charges for Cheltenham Borough Homes as detailed in Section 4.</li> </ol>

<b>Financial implications</b>	<p>As contained in the report and appendices.</p> <p><b>Contact officer: Mark Sheldon.</b></p> <p><b>E-mail: <a href="mailto:mark.sheldon@cheltenham.gov.uk">mark.sheldon@cheltenham.gov.uk</a></b></p> <p><b>Tel no: 01242 264123</b></p>
<b>Legal implications</b>	<p>The Council cannot approve an HRA budget which would lead to a reserve deficit.</p> <p><b>Contact officer: Peter Lewis</b></p> <p><b>E-mail: <a href="mailto:peter.lewis@tewkesbury.gov.uk">peter.lewis@tewkesbury.gov.uk</a></b></p> <p><b>Tel no: 01684 272012</b></p>

<b>HR implications (including learning and organisational development)</b>	No direct HR implications arising from this report.  <b>Contact officer: Julie McCarthy</b>  <b>E-mail: julie.mccarthy@cheltenham.gov.uk</b>  <b>Tel no: 01242 264355</b>
<b>Key risks</b>	As outlined in Appendix 1
<b>Corporate and community plan Implications</b>	The aim of the budget proposals is to direct resources towards the key priorities identified in the Council's Corporate Business Plan.
<b>Environmental and climate change implications</b>	The draft budget contains proposals for improving the local environment particularly in addressing the issue of energy reduction in Council owned dwellings

## 1 Background

1.1 The draft revenue budgets approved by Cabinet on 21<sup>st</sup> December 2012 have been updated as follows:-

- Management costs have been increased by £30,000 to support the continuation of the Inspiring Families Project.
- Estimates of service charge income have been increased by £8,500 following the finalisation of charges for next year.

1.2 The HRA budget proposals for 2013/14 reflect the impact of the new self financing regime for local authority housing. In February 2012 the Council approved a new 30 year HRA business plan which anticipated significant additional resources arising from the implementation of self financing. The Council also approved a strategy to use these resources to finance a programme of new build, further improvements to existing stock and additional support services for tenants. CBH was requested to bring forward delivery plans to meet these objectives and those plans are described in this report.

## 2. 2012/13 Revised Budget

2.1 The revised budget at Appendix 2 shows an increase in surplus for the year of £61,400 compared to the original estimate. This additional surplus, together with an increase of £385,200 in the balance brought forward from 2011/12, will give revenue reserves of £3,113,000 at 31<sup>st</sup> March 2013.

2.2 Significant variations have been identified in budget monitoring reports and are summarised below:-

<b>Budget Heading</b>	<b>Change in resources</b>
	<b>£'000</b>
Reduction in interest payable - lower rate achieved on debt settlement	214
Supporting People – existing contract extended	75
Transfer from Major Repairs Reserve – confirmation of accounting practice	94
Revenue contributions to fund capital programme – additional expenditure	-360

on pv pilot scheme	
Other net	38
<b>Net Increase in Surplus</b>	<b>61</b>

### 3. 2013/14 Budget

3.1 The financial projections included in the 30 year HRA Business Plan have been updated for known variations to date. The adjusted figures for the 3 year period to 31<sup>st</sup> March 2016 have then been further amended to reflect the investment proposals detailed in paragraph 3.3 below. It is recommended that future HRA budget preparation includes a medium term financial strategy based on a rolling 3 year period whilst also recognising the longer term impact of spending plans.

3.2 Government social rent policy has used the retail price index (RPI) in the preceding September plus 0.5% to uplift the formula rent for each property in the following financial year. In September 2012 RPI was 2.6% so formula rents for each property will be increased by 3.1% for 2013/14.

Rent restructuring, which will bring the actual rents of all local authority properties to their formula rent, is still timetabled to be completed by 2015/16. The application of rent restructuring guidelines in Cheltenham will result in an average rent increase of 3.43% from April 2013. The assumption that this process would continue was used by the Government in the debt settlement calculations and also in the 30 year HRA Business Plan projections.

Appendix 4 details the proposed average rent for 2013/14 with recommended charges for other services where available. Provision has been included for a 2.6% increase in garage rents both to reflect inflation and to fund an ongoing improvement programme in garage sites.

3.3 Estimates of service charge income are based on an increase of 2.6% for grounds maintenance and 4.3% for cleaning (reflects rising fuel and materials costs). There will be no unit price increase for power to communal areas following the procurement of a fixed tariff for 3 years. Similarly a fixed tariff gas contract allows charges for communal heating schemes to be held at 2012/13 prices. The charges for the underfloor heating scheme at Cumming Court will rise by 7.5% to reflect current usage.

### 3.4 Investment plans

#### 3.4.1 New Build

The Cabinet Members for Finance and Housing and Safety are initially of the view that the preferred option for the next phase of new build schemes is CBH ownership with development being financed by a combination of developer grant, CBC capital grant and prudential borrowing through the General Fund to CBH. This approach, which would be subject to necessary Government consents and financial viability, would allow HRA resources to be concentrated on the other business plan objectives of enhancements to the existing stock and improved services to tenants. However, no definite decision has been made and legal advice is being sought before it can be.

#### 3.4.2 Improvements to Existing Stock

Stock investment and repair plans have been prepared that include a further £4.5m of additional spend over the period to March 2016. These will include a particular focus on delivering the action plan from the energy reduction and sustainability statement recently prepared by CBH, specifically the installation of pv panels and cost effective solutions for non-traditional stock. It is also intended to bring forward the window replacement programme. The summarised plans are shown at Appendix 3 with the individual projects for 2013/14 detailed at Appendix 4.

#### 3.4.3 Enhanced Services

CBH have requested the Council to consider a new approach to service development. This would be initiated by the transfer of £1m. to the company for investment in four areas over the next three years. This would enable CBH to plan with more certainty and speed up the delivery of service improvements without recourse to the Council for further approval and funding.

It is proposed that service development is focussed on the following areas:-

Welfare Reform (£400,000)  
Enhanced services to vulnerable people (£300,000)  
Partnerships and Communities (£200,000)  
Enabling new business (£100,000)

Detailed proposals for expenditure in each area are shown below:-

### **(1) Welfare Reform**

In March 2012, the Welfare Reform Act received Royal Assent and introduced sweeping changes to the benefits system. The intention of the Act is to incentivise people to work and take responsibility for managing and paying their living costs.

This will be achieved by:-

- cutting the amount of welfare benefits that are currently claimable by some households who under occupy their rented accommodation
- cutting the amount of welfare benefits that is claimable for large families
- under the Universal Credit regime, all welfare benefits will be paid directly to the claimant(s), and this includes any associated housing costs.

The Council has 4,500 tenancies, of which 75% of households (2011/12 figures) claim either full or partial housing benefit. Whilst the Welfare Reforms are to have a staggered roll out from April 2013 to 2017, it is expected by all social landlords that there will be a significant negative impact on the ability to successfully collect rent and therefore a substantial increase in rent arrears. CBH has been working at a national, county and local level to minimise the associated risks.

### **Resources**

Extra resources will be required to ensure collection of existing and new rent arrears and to manage increased complex casework. Additional advice and assistance for more vulnerable tenants will also be needed as will increased presence on estates, with staff and other services being more accessible. There may also be additional resource implications from widening the availability of payment opportunities and increasing customer profiling intelligence data to target resources most effectively. This approach will be combined with a commissioning and support role to the third sector which should increase their ability to support the whole community.

Whilst a considerable amount of work has been undertaken to prepare for the likely consequences of welfare reform on Cheltenham's most vulnerable communities and neighbourhoods, it is essential that some flexibility is built into these additional resource proposals, in order to react quickly in a customer focused manner as these changes unfold.

### **Raising Awareness of Welfare Reform Implications**

This initiative has already begun and will be accelerated throughout the year

CBH is planning a range of responses including: -

- Improving take up of basic bank accounts
- Training and briefings for all CBH / CBC staff and the voluntary and community sector

- External assistance with marketing
- Newspaper and radio adverts and news articles
- Website information
- Leaflets and other written literature
- Presentational material at area offices

By the nature of some of this work, it will reach non CBC tenants which will add further value to the campaign.

### **Information Technology**

There is an increasing need for staff to access both the Homeseeker Website to assist those looking to move due to their financial constraints, as well as tenants' personal accounts and useful websites. Staff will need portable real time access to the internet to assist tenants using tablets or handheld devices. It will also be essential to ensure that CBC tenants are not digitally excluded and have access to PCs for claiming benefits and online support etc

### **Payment Methods – Review and Implementation**

CBH will be researching additional ways in which tenants can pay their rent. This may include the ability to pay at local shops which could reduce the anticipated increased footfall at area office locations. It is also planned to assess the impact and, if possible, implement daily direct debit runs to give greater flexibility to tenants and maximise take up of the scheme. Currently dates are restricted to 3 times a month.

### **Priority Transfer Scheme**

This scheme enables tenants who wish to move to smaller and a more suitable size of accommodation to apply to CBH for financial assistance. The grant includes provision to pay for the move itself and assist with disconnection and reconnection fees.

### **(2) Enhanced services to vulnerable people**

In order to develop services to meet the needs of vulnerable people to increase quality of life, reduce isolation and obtain skills to maintain their tenancies, a number of community initiatives will be expanded or established. In 2013/14 these will include:-

#### **Expansion of Community Hubs for Older People**

- Following the success of the pilot hub in Hatherley and working in partnerships with health and social care providers, firm costings can be identified for operating this model. It is proposed to establish four additional community hubs based in existing sheltered housing schemes to include outreach to older people in the wider community.
- Appointment of an activity coordinator to facilitate the delivery of services - including outreach and volunteering opportunities and activities in the community hubs.

#### **Establishment of Community Hubs for People with a Disability**

- Following consultation with the Disability Community Forum a desire has been identified for specific tailored hub provision for this client group.
- Appointment of an activity coordinator to facilitate the delivery of services, including volunteering and outreach opportunities and activities in the community.
- Ensuring on going sustainability of the above hubs by improving access for older and disabled people by supporting and encouraging use of existing community transport providers.

Other suitable partnership third sector pump priming / "commissioning" opportunities which may arise, to be agreed with CBC and the community.

### **(3) Partnerships and Communities**

A key strand of the wider preparation for welfare reform will be to develop the work and IT skills of tenants to prepare for job applications. CBH will give non-cash added value and support to the successful St Peters and The Moors Big Local Lottery project bid. It is also proposed to work in partnership with borough and county council, voluntary and statutory organisations to deliver services and projects which benefit tenants and improve outcomes in the communities across Cheltenham.

In 2013/14 it is proposed that these will include:-

#### **Delivery of Services and Projects for Young People**

- Development of a medium to long term vulnerable youth engagement and development strategy.
- Delivery of community sport, arts, leisure, musical and other such projects with the voluntary sector to increase young people's engagement, skills and aspirations.
- Development of a youth café in St Paul's to support the ongoing regeneration of the neighbourhood and ensure that young people have access to excellent local services, activities and facilities.
- Support the ongoing delivery of the Aston Project (established by Gloucestershire Police). The project works with young people involved in crime and ASB and provides a range of positive activities and support.

#### **Expansion of Employment Services to Tenants and their Families**

- Research into alternative training and employment models.
- Appointment of an additional Employment Initiatives Officer to meet increasing demand for individual employment support and to facilitate the expansion in work clubs.
- Establishment of a training hub to deliver formal (accredited) and informal learning opportunities.
- Appointment of three additional CBH apprentices to provide opportunity to develop a career within CBH and obtain an educational qualification.

### **(4) Enabling new business**

There are ongoing discussions between the Council and CBH about the possibility of extending the functions delegated to CBH to include the management of other housing related services. These resources would provide a contingency to fund such a transfer of service.

**3.4.4** There is continuing dialogue between Council officers and CBH to ensure a co-ordinated approach to service development and this will be extended to third sector partners. It is recommended that an annual report on these service development areas is prepared to identify progress, report any necessary changes to delivery plans and highlight further opportunities for investment.

**3.5** Other key assumptions used for the draft budget for 2013/14 are:-

- Revised supporting people contracts will be negotiated with Gloucestershire County Council (GCC) from April 2013. Income is based on the initial proposals recently submitted to GCC.
- The Government stimulus for Right to Buy sales has not yet substantially increased completions. Stock estimates used in the projections assume 10 sales per annum.



The projections for 2014/15 and 2015/16 are based on a retail price index at 2.5%.

- 3.6** The Government has confirmed that the depreciation charge in the HRA will continue to provide a resource to finance capital expenditure through the major repairs reserve. Movements on that reserve are shown at Appendix 3.
- 3.7** Significant changes to the HRA in 2013/14 as compared to the revised estimates for 2012/13 are itemised in the table below. There is a forecast deficit of £264,300 for the year which leaves revenue reserves at £2,848,700 at 31<sup>st</sup> March 2014.

<b>Budget Heading</b>	<b>Change in resources</b>
	<b>£'000</b>
CBH service enhancements (3 year investment)	1,000
Revenue contributions to capital – increased capital investment	854
Increase in base CBH management fee	184
Increase in general management – CBC administration	66
Increase in bad debt provision – impact of welfare reform	95
Increase in repairs and maintenance arising from inflation	58
Depreciation of dwellings	126
Increase in rents	-631
Reduction in Interest payable (follows debt repayment)	-53
Other (net)	-5
<b>Net reduction in surplus</b>	<b>1,694</b>

#### **4. Cheltenham Borough Homes (CBH)**

- 4.1** The budget includes provision for the management fees and other charges payable to CBH. The company has submitted its own detailed budget and fee proposal for 2013/14.
- 4.2** CBH budgets for 2013/14 show a breakeven position on CBC services. The HRA management fee represents an increase of 4% over the current year reflecting provision for a 1% pay award and the impact of significant investment in ICT and accommodation. The additional charge of £50,000 for management of the capital programme will allow sufficient resources for the delivery of the significant increase in expenditure. The cost of delivering the estate cleaning contract has risen by £17,100 to recognise an anticipated increase in waste disposal costs.
- 4.3** During a period of service expansion CBH have emphasised the need to continue to demonstrate value for money, requiring full business cases to be prepared for each new initiative. They will seek corporate economies of scale as the level of activity increases. A schedule of recent VfM efficiencies has been supplied to CBC by the company to evidence their achievements.
- 4.4** The fee submission for the main areas of activity is shown below and compared with 2012/13.

	<b>Revised Estimate</b>	<b>Budget</b>
	<b>2012/13</b>	<b>2013/14</b>
	<b>£</b>	<b>£</b>
Management Fee	<b>4,514,500</b>	<b>4,698,400</b>
Revenue & Capital Repairs (see note below)	<b>3,727,600</b>	<b>3,806,100</b>
Management of Capital Programme	<b>405,000</b>	<b>455,000</b>
Block Cleaning Service	<b>276,400</b>	<b>293,600</b>

**Note**

The volume of maintenance sub-contract expenditure passed through CBH (rather than paid direct by the Council) has increased following agreed process changes in April 2012. This has had no impact on the overall HRA budget for maintenance of the stock which shows an increase of 1.5% for 2013/14).

**5. Consultation process**

- 5.1** The consultation period on the draft budget proposals ends on 31<sup>st</sup> January 2013 and details of any responses received will be tabled at the Cabinet meeting on 5<sup>th</sup> February 2013.

<p><b>Report author</b></p>	<p><b>Bob Dagger, Strategic Financial Advisor, Cheltenham Borough Homes</b></p> <p><b>Tel. 01242 264225;</b></p> <p><b><i>e-mail address bob.dagger@cheltborohomes.org</i></b></p>
<p><b>Appendices</b></p>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. HRA Operating Account</li> <li>3. Major Repairs Reserve and HRA Capital Programme (summary)</li> <li>4. HRA Capital Programme (detail)</li> <li>5. HRA – Rents and Charges</li> </ol>
<p><b>Background information</b></p>	<ol style="list-style-type: none"> <li>1. HRA 30 year Business Plan</li> <li>2. CBH Budgets and Plans 2013/14</li> </ol>

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
1.01	If welfare reforms have a greater impact on tenants than anticipated and planned for, it may increase the level of debt or impact on vulnerable families	Jane Griffiths	December 2012	3	4	12	R	The HRA budget includes specific resources to address welfare reform	Mar 2016	CBH through management agreement	
1.02	If supporting people contracts are not renewed it will impact on the tenants in sheltered accommodation	Jane Griffiths	December 2012	2	3	6	R	An evaluation of alternative service and funding options is in progress. The draft budget currently assumes contract income of £130,000	Sept 2013	CBH through management agreement	
1.03	If void rent loss is higher than estimated it will impact on assumed rent income in the HRA	Jane Griffiths	December 2012	3	2	6	R	Demand for social housing remains high with significant waiting list. Current void levels are low and CBH is achieving high performance on re-letting time. Quality of accommodation needs to be maintained and changes in tenancy termination rates monitored	Mar 2014	CBH through management agreement	
1.04	If the demand for reactive repairs increases there may be insufficient budget to meet demand	Jane Griffiths	December 2012	4	3	12	R	Maintain robust stock condition data. Major peril to the stock is fire which is covered by appropriate insurance. HRA reserves are maintained at a level considered sufficient for uninsured stock damage	Mar 2014	CBH through management agreement	

1.05	If there is insufficient capacity to deliver the ambitious programme of building works then the programme may not be deliverable	Jane Griffiths	December 2012	2	3	6	R	The HRA budget includes specific resources to address capital programme works	Mar 2016	CBH through management agreement	
1.06	If the £1m. investment in services is not planned to maximise the use of collective partnership resources there is a risk of duplication and lack of value for money	Jane Griffiths	December 2012	3	3	9	R	Officers from CBC will be working with CBH to ensure that there is a co-ordinated development of expenditure plans	Mar 2016	CBH through management agreement	

**HRA OPERATING ACCOUNT**

	2012/13		2013/14	2014/15	2015/16
	Original £	Revised £	Estimate £	Projections £	
<b>EXPENDITURE</b>					
General & Special Management	1,832,200	1,817,700	1,883,600	1,921,000	1,940,000
ALMO Management Fee	4,514,500	4,514,500	4,698,400	4,769,000	4,841,000
ALMO Service Enhancements	0	0	1,000,000	0	0
Rents, Rates, Taxes and Other Charges	34,400	34,800	35,100	35,400	35,800
Repairs and Maintenance	3,844,900	3,844,900	3,903,000	3,961,000	4,020,000
Provision for Bad Debts	225,000	225,000	320,000	380,000	440,000
Interest Payable	1,951,300	1,737,500	1,684,700	1,684,700	1,684,700
Depreciation of Dwellings	5,032,000	5,032,000	5,157,800	5,286,700	5,418,900
Depreciation of Other Assets	95,100	94,400	108,400	123,200	135,300
Debt Management Expenses	46,500	46,500	80,900	81,700	82,500
Rent Rebate Subsidy Limitation	64,200	64,200	41,400	20,700	0
Housing Revenue Account Subsidy	0	-5,100	0	0	0
<b>TOTAL</b>	<b>17,640,100</b>	<b>17,406,400</b>	<b>18,913,300</b>	<b>18,263,400</b>	<b>18,598,200</b>
<b>INCOME</b>					
Dwelling Rents	17,716,000	17,727,900	18,359,300	18,881,600	19,466,800
Non Dwelling Rents	431,800	437,200	443,500	448,200	452,900
Charges for Services and Facilities	735,600	735,900	755,200	774,700	794,400
Supporting People Grant	75,000	150,000	130,000	130,000	130,000
<b>TOTAL</b>	<b>18,958,400</b>	<b>19,051,000</b>	<b>19,688,000</b>	<b>20,234,500</b>	<b>20,844,100</b>
<b>NET INCOME FROM SERVICES</b>	<b>-1,318,300</b>	<b>-1,644,600</b>	<b>-774,700</b>	<b>-1,971,100</b>	<b>-2,245,900</b>
Amortised Premiums / Discounts	6,200	6,200	-10,100	-10,100	-10,100
Interest Receivable	-34,500	-35,200	-35,200	-23,400	-30,700
<b>NET OPERATING INCOME</b>	<b>-1,346,600</b>	<b>-1,673,600</b>	<b>-820,000</b>	<b>-2,004,600</b>	<b>-2,286,700</b>
<b>Appropriations</b>					
Revenue Contributions to Capital	0	360,000	1,214,200	275,300	3,345,100
Transfer from Major Repairs Reserve	0	-94,400	-108,400	-123,200	-135,300
<b>HRA Surplus / (Deficit) carried to reserve</b>	<b>1,346,600</b>	<b>1,408,000</b>	<b>-285,800</b>	<b>1,852,500</b>	<b>-923,100</b>
<b>Revenue Reserve brought forward</b>	<b>2,711,800</b>	<b>3,097,000</b>	<b>3,113,000</b>	<b>2,827,200</b>	<b>4,679,700</b>
<b>Repayment of Debt</b>	<b>-1,392,000</b>	<b>-1,392,000</b>			
<b>Revenue Reserve carried forward</b>	<b>2,666,400</b>	<b>3,113,000</b>	<b>2,827,200</b>	<b>4,679,700</b>	<b>3,756,600</b>
<b>Average Rent:-</b>					
<b>Increase 1st April</b>			<b>3.43%</b>	<b>3.33%</b>	<b>3.33%</b>
<b>48 wk</b>	<b>81.27</b>	<b>81.27</b>	<b>84.06</b>	<b>86.86</b>	<b>89.75</b>
<b>52 wk</b>	<b>75.02</b>	<b>75.02</b>	<b>77.58</b>	<b>80.18</b>	<b>82.85</b>
<b>Average Stock</b>	<b>4,582</b>	<b>4,582</b>	<b>4,574</b>	<b>4564</b>	<b>4554</b>

**MAJOR REPAIRS RESERVE**

	2012/13		2013/14 Estimate £	2014/15 2015/16 Projections £	
	Original £	Revised £		£	£
<b>Balance brought forward</b>	0	0	0	0	0
Depreciation of Dwellings	5,032,000	5,032,000	5,157,800	5,286,700	5,418,900
Depreciation of Other Assets	95,100	94,400	108,400	123,200	135,300
	<b>5,127,100</b>	<b>5,126,400</b>	<b>5,266,200</b>	<b>5,409,900</b>	<b>5,554,200</b>
Utilised in Year to fund Capital Programme	-5,092,000	-5,032,000	-5,157,800	-5,286,700	-5,418,900
Transfer to HRA re Other Assets		-94,400	-108,400	-123,200	-135,300
<b>Balance carried forward</b>	<b>35,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**HRA CAPITAL PROGRAMME**

	2012/13		2013/14 Estimate £	2014/15 2015/16 Projections £	
	Original £	Revised £		£	£
<b>EXPENDITURE</b>					
Property Improvements & Major Repairs (see detail at Appendix 5)	4,732,000	5,032,000	5,762,000	5,152,000	8,354,000
Adaptations for the Disabled	350,000	350,000	400,000	400,000	400,000
Environmental Works (Tenant Selection)	60,000	60,000	60,000	60,000	60,000
Repurchase of Shared Ownership Dwellings	50,000	50,000	50,000	50,000	50,000
Contribution to ICT Infrastructure			200,000		
	<b>5,192,000</b>	<b>5,492,000</b>	<b>6,472,000</b>	<b>5,662,000</b>	<b>8,864,000</b>
<b>FINANCING</b>					
Capital Receipts	100,000	100,000	100,000	100,000	100,000
HRA Revenue Contribution	0	360,000	1,214,200	275,300	3,345,100
Major Repairs Reserve	5,092,000	5,032,000	5,157,800	5,286,700	5,418,900
	<b>5,192,000</b>	<b>5,492,000</b>	<b>6,472,000</b>	<b>5,662,000</b>	<b>8,864,000</b>

<b>PROPERTY IMPROVEMENTS &amp; MAJOR WORKS 2013/14</b>	
<b>Description of Works</b>	<b>£</b>
<b>INTERNAL IMPROVEMENTS</b>	<b>792,000</b>
<b>PATHS, FENCES &amp; WALLS</b>	<b>100,000</b>
<b>WORKS TO BUILDING FABRIC</b>	<b>236,000</b>
<b>PV INSTALLATION &amp; OTHER SUSTAINABILITY MEASURES</b>	<b>1,288,000</b>
<b>NON TRADITIONAL PROPERTIES</b>	<b>260,000</b>
<b>RENEWAL OF HEATING SYSTEMS</b>	<b>335,000</b>
<b>MAJOR REFURBISHMENTS TO VOID PROPERTIES</b>	<b>367,000</b>
<b>WINDOWS &amp; DOORS</b>	<b>125,000</b>
<b>ASBESTOS</b>	<b>75,000</b>
<b>SHELTERED ACCOMMODATION</b>	<b>50,000</b>
<b>NEIGHBOURHOOD WORKS</b>	<b>515,000</b>
<b>DOOR ENTRY SCHEMES</b>	<b>430,000</b>
<b>STRUCTURAL WORKS</b>	<b>100,000</b>
<b>CARBON MONOXIDE DETECTORS</b>	<b>50,000</b>
<b>FIRE PROTECTION</b>	<b>233,000</b>
<b>LIFTS</b>	<b>41,000</b>
<b>SCOOTER STORES</b>	<b>30,000</b>
<b>INTERNAL COMMUNAL IMPROVEMENTS</b>	<b>100,000</b>
<b>GARAGE IMPROVEMENTS</b>	<b>100,000</b>
<b>ELECTRIC SUB MAINS</b>	<b>80,000</b>
<b>FEE FOR MANAGING PROGRAMME</b>	<b>455,000</b>
<b>TOTAL BUDGET</b>	<b>5,762,000</b>

**HOUSING REVENUE ACCOUNT - RENTS & CHARGES**

	<b>2012/13</b>	<b>2013/14</b>
	<b>£</b>	<b>£</b>
Dwelling Rents (average)		
48 wk basis	<b>81.27</b>	<b>84.06</b>
52 wk basis	<b>75.02</b>	<b>77.58</b>
Garages (per month)	<b>26.00</b>	<b>26.68</b>
Communal Heating Schemes (52 wk basis)		
Gas		
1 person flat	<b>7.90</b>	<b>7.90</b>
2 person flat	<b>10.65</b>	<b>10.65</b>
Cumming Court		
1 person flat	<b>4.54</b>	<b>4.88</b>
2 person flat	<b>6.24</b>	<b>6.71</b>
Guest Bedrooms (per night)	<b>10.00</b>	<b>10.00</b>



## Cheltenham Borough Council

**Cabinet – 5<sup>th</sup> February 2013**

**Council - 8<sup>th</sup> February 2013**

### **Treasury Management Strategy Statement and Annual Investment Strategy 2013/14**

<b>Accountable member</b>	Finance , John Rawson
<b>Accountable officer</b>	Director Resources, Mark Sheldon
<b>Accountable scrutiny committee</b>	Scrutiny
<b>Ward(s) affected</b>	None
<b>Key Decision</b>	<b>Yes</b>
<b>Executive summary</b>	In accordance with best practice, the Council has adopted and complies with the CIPFA Code of Practice on Treasury Management in the public services. To comply with the code, the Council has a responsibility to set out its Treasury Management Strategy Statement for borrowing and to prepare an Annual Investment Strategy for council approval prior to the start of a new financial year.
<b>Recommendations</b>	<p>Treasury Management Panel/Cabinet recommend to Council the approval of the attached Treasury Management Strategy Statement and Annual Investment Strategy for 2013/14 at Appendix 2 including :</p> <ul style="list-style-type: none"> <li>• <b>The general policy objective ‘that Council should invest prudently the surplus funds held on behalf of the community giving priority to security and liquidity’.</b></li> <li>• <b>That the Prudential Indicators for 2013/14 including the authorised limit as the statutory affordable borrowing limit determined under Section 3 (1) Local Government Act 2003 be approved.</b></li> <li>• <b>Revisions to the Council’s lending list and parameters as shown in Appendix 3 are proposed in order to provide some further capacity. These proposals have been put forward after taking advice from the Council’s treasury management advisers Sector and are prudent enough to ensure the credit quality of the Council’s investment portfolio remains high.</b></li> <li>• <b>For 2013/14 in calculating the Minimum Revenue Provision (MRP), the Council will apply Option 1 in respect of supported capital expenditure and Option 3 in respect of unsupported capital expenditure as per section 21 in Appendix 3.</b></li> </ul>

<b>Financial implications</b>	All financial implications are noted in the report.  <b>Contact officer: Andrew Sherbourne,</b> <b>andrew.sherbourne@cheltenham.gov.uk, 01242 264337</b>
<b>Legal implications</b>	As detailed in the report.  <b>Contact officer: Peter Lewis</b> <b>peter.lewis@teWKesbury.gov.uk, 01684 272695</b>
<b>HR implications (including learning and organisational development)</b>	None arising directly from this report.  <b>Contact officer: Julie McCarthy,</b> <b>julie.mccarthy@cheltenham.gov.uk, 01242 264355</b>
<b>Key risks</b>	As noted in Appendix 1.
<b>Corporate and community plan Implications</b>	The purpose of the strategy is to improve corporate governance, a key objective for the Council.
<b>Environmental and climate change implications</b>	None arising directly from this report.

## 1. Background

- 1.1 The CIPFA Code of Practice for Treasury Management in Public Services and the Prudential Code require local authorities to determine the Treasury Management Strategy Statement and the Prudential Indicators on an annual basis. The Treasury Management Strategy Statement also incorporates the Annual Investment Strategy as required under the CLG's Investment Guidance.
- 1.2 For the purposes of the Code, CIPFA has adopted the following as its definition of treasury management activities:
- “the management of the organisation’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*
- 1.3 The Council will create and maintain, as the basis for effective treasury management:
- A Treasury Management Strategy Statement, stating the policies, objectives and approach to risk management of its treasury management activities
  - Suitable Treasury Management Practices (TMP's) setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
- 1.4 The local authorities (Capital Finance and Accounting) (England) Regulations 2003, which came into force on 1<sup>st</sup> April 2004, include provisions relevant to investments. These regulations, together with amendments subsequently made to them (S.I No.534), determine the nature of specific investments, and how they should be treated/accounted for by a local authority. Formal guidance

was revised and issued by the Communities and Local Government (CLG) in 2010.

1.5 The Treasury Management Strategy Statement and Annual Investment Strategy at Appendix 2, state the overriding principles and objectives governing treasury management activity. As an integral part of that Statement, the Council includes the preparation of Treasury Management Practices which set out the manner in which the Council will achieve those principles and objectives prescribing how it will manage and control those activities.

1.6 The general policy objective of the Annual Investment Strategy is that:

**‘the Council should invest prudently the surplus funds held on behalf of the community giving priority to security and liquidity’.**

The Council is responsible for its treasury decisions and activity. No treasury management activity is without risk. The successful identification, monitoring and control of risk is an important and integral element of its treasury management activities.

1.7 The strategy allows sufficient flexibilities and delegations to avoid the need for a formal variation, other than in the most exceptional circumstance.

## 2.0 Consultation

2.1 The Council’s external treasury advisors, Sector plc, supported the Council in the production of the strategies.

2.2 The strategy was approved by the Treasury Management Panel at its meeting on 28<sup>th</sup> January 2013.

<b>Report author</b>	<b>Contact officer: Mark Sheldon, mark.sheldon@cheltenham.gov.uk</b> <b>01242 264123</b>
<b>Appendices</b>	Appendix 1 – Risk Assessment Appendix 2 – Treasury Management Strategy Statement & Annual Investment Strategy 2012/13 Appendix 3 – Updated Lending list Appendix 4 - Annual MRP Statement 2013/14
<b>Background information</b>	Section 15(1)(a) of the Local Government Act 2003 Cheltenham Borough Council Treasury Management Practices

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	LOBO Loans - If £7m of these loans is recalled by the banks if they choose to exercise their option then we would need to have the resources on the day to repay. Alternative borrowing arrangements at today's current rates would be favourable for the Council	Director for Resources Mark Sheldon	24 <sup>th</sup> January 2012	1	2	2	Accept	If the loans are recalled the council could take out temporary borrowing which is currently much lower than the rates on these loans. Any capital receipts available could also be used to repay debt.	May 2013	Section 151 Officer Mark Sheldon	

**TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014****TREASURY MANAGEMENT STRATEGY STATEMENT****1. Introduction**

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.

The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (AIS) (as required by Investment Guidance). The AIS sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

The suggested strategy for 2013/14 in respect of the following aspects of the treasury management function is based upon the treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisors, Sector Treasury Services Limited. The strategy covers:

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing requirement;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy;
- Annual MRP statement
- Policy on use of external service providers
- Other items

There is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from: -

- a) increases in interest charges caused by increased borrowing to finance additional capital expenditure, and
- b) increases in running costs from new capital projects are limited to a level which is affordable within the projected income of the Council for the foreseeable future.

**2. Treasury Limits for 2013/14 to 2015/16**

There is a statutory duty under S.3 of the Local Government Act 2003 and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the "Affordable Borrowing Limit".

## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

The Council must have regard to the Prudential Code when setting the Authorised Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits and, in particular, that the impact upon its future council tax and council rent levels is 'acceptable'.

Whilst termed an "Affordable Borrowing Limit", the capital plans to be considered for inclusion incorporate financing by external borrowing. The Authorised Limit is to be set, on a rolling basis, for the forthcoming financial year and the two successive financial years.

### 3. The Capital Prudential Indicators for 2013/14 – 2015/16

3.1.1 The Council's capital expenditure plans are the key driver of treasury management activity. The production of the capital expenditure plans are reflected in the prudential indicators, which are designed to assist members overview and confirm capital expenditure plans.

#### 3.1.2. Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts. It also summarises how these plans are being financed by capital or revenue resources. Any shortfall of resources will result in a borrowing requirement.

<b>Capital Expenditure</b>					
Proposed Capital programme	2011/12 £000 Actual	2012/13 £000 Revised	2013/14 £000 Estimate	2014/15 £000 Estimate	2015/16 £000 Estimate
General Fund	7,094	8,943	4,236	1,097	1,332
HRA	4,740	5,492	6,472	5,662	8,864
<b>Total</b>	<b>11,834</b>	<b>14,435</b>	<b>10,708</b>	<b>6,759</b>	<b>10,196</b>
<b>Financed by:</b>					
Capital receipts	1,084	230	100	100	100
Capital Grants	1,388	1,527	366	306	306
Capital Reserves	4,640	6,485	6,677	5,437	6,395
Revenue	4,722	6,193	3,565	916	3,395
<b>Net financing need for the year</b>	<b>11,834</b>	<b>14,435</b>	<b>10,708</b>	<b>6,759</b>	<b>10,196</b>

#### 3.1.3 Estimates of the ratio of financing costs to the net revenue stream

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required

## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

to meet borrowing costs. It would not be prudent for borrowing costs to be a significant proportion of net revenue either now or in the future. By estimating the ratio for at least the next three years the trend in the cost of capital (borrowing costs net of interest and investment income) as a proportion of revenue income can be seen.

- 3.1.4 Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2011/12 are:

<b>Ratio of Financing Costs to Net Revenue Stream</b>					
	2011/12 Actual %	2012/13 Revised %	2013/14 Estimate %	2014/15 Estimate %	2015/16 Estimate %
Non-HRA	5.05	3.36	3.51	3.30	3.25
HRA	2.66	8.92	8.39	8.13	7.87

### 3.1.5 Capital Financing Requirement (CFR)

The Capital Financing Requirement measures the authority's underlying need to borrow for a capital purpose. The authority has an integrated treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. Cheltenham Borough Council has, at any point in time, a number of cashflows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending.

- 3.1.6 The Council can borrow without limit, provided it ensures such borrowing is affordable, prudent and sustainable.
- 3.1.7 Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31<sup>st</sup> March 2012 are:

<b>Capital Financing Requirement (CFR)</b>					
	31/3/12 £000 Actual	31/3/13 £000 Revised	31/3/14 £000 Estimate	31/3/15 £000 Estimate	31/3/16 £000 Estimate
Non-HRA	24,734	28,522	29,125	28,300	27,485
HRA	46,142	44,750	44,750	44,750	44,750
Total CFR	70,876	73,272	73,875	73,050	72,235

### 3.1.8 Net borrowing and the Capital Financing Requirement

CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence:

"In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that the net external borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year

**TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014**

plus the estimates of any additional capital financing requirement for the current and next two financial years.”

3.1.9 Local authorities may borrow temporarily to cover cash flow shortages but over the medium term should only borrow to finance capital expenditure.

3.1.10 In order to ensure that over the medium term net borrowing will only be for capital purposes, the Council needs to ensure its gross external borrowing does not exceed its Capital Financing Requirement over the current and next three years. The table below demonstrates that the estimated level of gross debt remains lower than the capital financing requirement in each year, and therefore meets this requirement.

Estimated net borrowing and capital financing requirement at Year end	2011/12 £000 Actual	2012/13 £000 Revised	2013/14 £000 Estimate	2014/15 £000 Estimate	2015/16 £000 Estimate
Gross borrowing	72,472	69,077	69,044	68,972	66,660
Capital financing requirement	70,876	73,272	73,875	73,050	72,235
Under/(Over) borrowing	(1,596)	4,195	4,831	4,078	5,575

**3.1.11 Estimates of the incremental impact of capital expenditure on council tax and housing rents**

A fundamental indicator of the affordability of capital expenditure plans is its impact on council tax and housing rents. Any borrowing for capital purposes has an impact on the revenue account and, to the extent that it is not supported by government or other contributions, on council tax and/or housing rents. Using capital receipts to fund capital expenditure also has an impact because the assets sold would no longer generate rental income or investment income. The use of revenue funding to fund capital expenditure clearly has a direct impact on the revenue account and council tax/rents. The completed capital schemes will also have an impact in terms of running costs and income generation.

3.1.12 The Council must estimate the incremental impact of its capital expenditure plans (shown above) on the council tax and housing rents for the next three years or more.

3.1.13 The estimate of the incremental impact of capital investment decisions proposed in this budget report, over and above capital investment decisions that have previously been taken by the Council are:

For the Band D Council Tax –

2013/14 £Nil*	2014/15 £Nil	2015/16 £Nil
------------------	-----------------	-----------------

\* As a proposed Council Tax freeze for 2013/14.



## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

For average weekly housing rents

2013/14 Nil**	2014/15 Nil**	2015/16 Nil**
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\*\* Decisions on annual rent increases are subject to rent restructuring guidelines set by Central Government. As a consequence the Government has indicated that rent levels will increase annually by Retail Price Index plus 0.5% and this should cover all additional capital expenditure. This method has been used to form part of the 30 year HRA Business Plan.

### 3.2 External Debt Indicators

Two limits need to be set and monitored to ensure borrowing is prudent, affordable and sustainable.

#### 3.2.1 Authorised Limit

The Council must set an authorised limit for its external debt for the next three financial years or more. This is

- the possible maximum level of borrowing that may need to be incurred and the limit beyond which borrowing will be prohibited
- the statutory limit specified in section 3(1) of the Local Government Act 2003
- Reflects a level of borrowing which, although affordable in the short term may not be sustainable
- The 'outer boundary' of the Council's possible need to borrow.

3.2.2 In respect of its external debt, it is recommended that the Council approves the following authorised limits for its total external debt gross of investments for the next three financial years. The Council is asked to approve these limits and to delegate authority to the Director of Resources (Designated Section 151 Officer) within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities ( in accordance with option appraisal and best value for money for the authority).

<b>Authorised Limit for External Debt</b>				
	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Borrowing	109,000	109,800	110,670	111,600
Other long term liabilities	-	-	-	-
<b>Total</b>	<b>109,000</b>	<b>109,800</b>	<b>110,670</b>	<b>111,600</b>

## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

3.2.3 In setting the limit, account must be taken of the authority's current commitments, existing plans and the proposals in the budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. Risk analysis has been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cash flow requirements.

This limit represents the worst case scenario, i.e. the effect on the cash flow of receiving no council tax income and borrowing to the maximum of the capital financing requirement, in addition to investments held. The calculation follows a prescribed formula and is in excess of the expected levels of borrowing for 2013/14 to 2015/16 in accordance with Treasury strategy and as shown in the Operational Boundary indicator in paragraph 3.2.6.

3.2.4 In taking its decisions on this report, the Council is asked to note that the authorised limit determined for 2013/14 is the statutory limit determined under section 3(1) of the Local Government Act 2003.

### 3.2.5 Operational Boundary

The Council is also asked to approve the following operational boundary for external debt for the same time period. The proposed operational boundary for external debt is based on the same estimates as the authorised limit but reflects directly the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements. The operational boundary represents a key management tool for in year monitoring. Within the operational boundary, figures for borrowing and other long term liabilities are separately identified. The Council is also asked to delegate authority to the Director of Resources (Designated Section 151 Officer), to effect movement between separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the authorised limit.

3.2.6 The boundary may be breached occasionally due to unexpected cash flow shortages but a sustained breach would indicate the Council may be in danger of breaching the Authorised Limit. The Council is recommended to approve the following limits for this indicator.

<b>Operational Boundary for External Debt</b>				
	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £'000
Borrowing	96,000	99,800	100,067	101,600
Other long term liabilities	-	-	-	-
Total	96,000	99,800	100,067	101,600

3.2.7 The operational boundary represents the maximum expected operational borrowing at a given time, which is significantly lower than the prescribed authorised limit shown in paragraph 3.2.2. This measure reflects a more realistic view of likely cash flow scenarios and should not be exceeded.

## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

3.2.8 The Council's actual external debt at 31st March 2012 was £72.472 million. It should be noted that actual external debt is not directly comparable to the authorised limit and operational boundary, since the actual external debt reflects the position at one point in time.

### 3.3. Upper limits on interest rate exposure

The Council must set upper limits on its exposure to changes in interest rates for at least the next three years. An upper limit must be set for both fixed and variable rates covering both borrowing and investments.

3.3.1 The purpose of these indicators is to reduce the likelihood of an adverse movement in interest rates or borrowing / investment decisions impacting negatively on the Council's overall financial position.

3.3.2 It is recommended that the Council sets an upper limit on its fixed interest rate exposures for 2013/14, 2014/15 and 2015/16 of its gross outstanding borrowing.

3.3.3 It is further recommended that the Council sets an upper limit on its variable interest rate exposures for 2012/13, 2013/14 and 2014/15 of 100% of its gross outstanding borrowing.

3.3.4 This means the Director of Resources (Designated Section 151 Officer) will manage fixed interest rate exposures within the range 0% to 100% and variable interest rate exposures within the range 0% to 100%.

### 3.3.5 Maturity structure of borrowing

The Council must set both upper and lower limits with respect to the maturity structure of borrowing for the following financial year. This indicator is designed to be a control over an authority having large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates. Therefore the aim should be a relatively even spread of debt repayment dates.

3.3.6 It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowings as follows:

Amount of projected borrowing that is fixed rate maturing in each period is:

	Upper Limit %	Lower Limit %
Under 12 months	50	0
12 months and within 24 months	50	0
24 months and within 5 years	100	0
5 years and within 10 years	100	0
10 years and within 20 years	100	0

### TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

20 years and within 30 years	100	0
30 years and within 40 years	100	0
40 years and within 50 years	100	0
50 years and above	100	0

#### 4. Current Portfolio Position

The Council's treasury debt portfolio position at 31<sup>st</sup> December 2012 comprised:

		Principal £m	Ave. rate %
Fixed rate borrowing	PWLB	40.79	3.83
	Market	<u>15.90</u>	4.00
		56.69m	3.88
Variable rate borrowing	PWLB	0	
	Market	<u>0</u>	
Temporary Borrowing		1.5m	0.28
<b>TOTAL DEBT</b>		<b><u>58.19m</u></b>	<b>3.79</b>
<b>TOTAL INVESTMENTS</b>		<b>9.95m</b>	<b>0.58</b>

#### 5. Outlook for Interest Rates

- 5.1 The Bank of England has now held interest rates at 0.5% since March 2009, its lowest level in its 317 year history as part of a continued effort to aid an economic recovery.
- 5.2 Part of the service offered by the Council's treasury advisers, Sector, is to assist the Council to formulate a view on interest rates. The Authority will reappraise its strategies from time to time in response to evolving economic, political and financial events.

The following table gives the Sector central view on future interest rates:

	NOW	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16
BANK RATE	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.75	1.00	1.25	1.50	1.75
3 month LIBID	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.60	0.60	0.70	0.80	1.10	1.40	1.70	1.90
6 month LIBID	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.80	0.90	1.00	1.10	1.30	1.60	1.90	2.20
12 month LIBID	0.90	1.00	1.00	1.00	1.00	1.00	1.10	1.10	1.20	1.30	1.30	1.50	1.80	2.10	2.40
5 yr PWLB	1.60	1.50	1.50	1.50	1.60	1.60	1.70	1.70	1.80	2.00	2.20	2.30	2.50	2.70	2.90
10 yr PWLB	2.50	2.50	2.50	2.50	2.60	2.60	2.70	2.70	2.80	3.00	3.20	3.30	3.50	3.70	3.90
25 yr PWLB	3.80	3.70	3.80	3.80	3.80	3.80	3.90	3.90	4.00	4.10	4.30	4.40	4.60	4.80	5.00
50 yr PWLB	3.90	3.90	4.00	4.00	4.00	4.00	4.10	4.10	4.20	4.30	4.50	4.60	4.80	5.00	5.20

## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

### 5.3 Outlook for the Economy

The economic recovery in the United Kingdom (UK) since 2008 has been the worst and slowest recovery in recent history. Growth prospects are weak and consumer spending, the usual driving force of recovery, is likely to remain under pressure due to consumers focusing on repayment of personal debt, inflation eroding disposable income, general malaise about the economy and employment fears.

This challenging and uncertain economic outlook has several key treasury management implications:

- The Eurozone sovereign debt difficulties provide a clear indication of high counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods.
- Investment returns are likely to remain relatively low during 2013/14 and beyond.
- Borrowing interest rates continue to be attractive and may remain relatively low for some time. The timing of any borrowing will need to be monitored carefully.
- There will remain a cost of carry – any borrowing undertaken that results in an increase in investments will incur a revenue loss between borrowing costs and investment returns.

Economic forecasting remains difficult with so many external influences weighing on the UK. Sector believes that given the weak outlook for growth, the prospects for any changes in the Bank Rate before 2015 is very limited. There is potential for the start of Bank Rate increases to be even further delayed if growth disappoints.

## 6. Borrowing Strategy

6.1 The Council prefers to maintain maximum control over its borrowing activities as well as flexibility on its loan portfolio. A prudent and pragmatic approach to borrowing will be maintained to minimise borrowing costs without compromising longer-term stability of the portfolio, consistent with the Council's Prudential Indicators. In conjunction with advice from its treasury advisor, Sector, the Director of Resources will keep under review the options it has in borrowing from the PWLB, the market and other sources.

Any borrowing undertaken and the timing will depend on capital expenditure levels, interest rate forecasts and market conditions during the year in order to minimise borrowing costs. The Council will be advised by Sector on the specific timing of borrowing. The overall borrowing must be within the Council's projected Capital Financing Requirement (CFR) and its approved Affordable Borrowing Limit. For 2013/14, the Council are looking to take out PWLB loans in respect of the Gloucestershire Airport Runway Safety Project (£1.2m) and for new build homes on garage sites on behalf of Cheltenham Borough Homes (£1.3m)

## **TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014**

### **7. Debt Rescheduling**

The Council will continue to maintain a flexible policy for debt rescheduling. Market volatility may provide opportunities for rescheduling debt from time to time. The rationale for rescheduling would be one or more of the following:

- Savings in interest costs with minimal risk
- Balancing the ratio of fixed to variable debt
- Amending the profile of maturing debt to reduce inherent refinancing risks.

Any rescheduling activity will be undertaken following the rationale within the Council's Treasury Management Strategy. The Director of Resources (Designated Section 151 Officer) will agree in advance with Sector the strategy and framework within which debt will be repaid/rescheduled if opportunities arise. Thereafter the Council's debt portfolio will be monitored against equivalent interest rates and available refinancing options on a regular basis. As opportunities arise, they will be identified by Sector and discussed with the Council's treasury officers.

All rescheduling activity will comply with the accounting requirements of the local authority Code of Practice and regulatory requirements of the Capital Finance and Accounting Regulations (SI 2007 No 573 as amended by SI 2008/414).

All rescheduling and any new long term borrowing undertaken will be reported to the Treasury Management Panel at the meeting following its action.

### **8. Policy on borrowing in advance of need**

The council will not borrow more than or in advance of its need purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

### **9. Sources of Borrowing**

9.1 In conjunction with advice from its treasury advisor, Sector, the Authority will keep under review the following borrowing sources:

- PWLB
- Local authorities (includes Police & Fire authorities)
- Commercial banks
- Money Markets
- Leasing

9.2 The cost of carry has resulted in an increased reliance upon shorter dated and variable rate borrowing. This type of borrowing injects volatility into the debt portfolio in terms of interest rate risk but is counterbalanced by its affordability and alignment of borrowing costs with investment returns. The Authority's exposure to shorter dated borrowing is kept under regular review and if margins change then the borrowing strategy could be maintained or altered.

## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

- 9.3 The Authority has £15.9 million exposure to LOBO loans (Lender's Option Borrower's Option) of which £7 million can be "called" within 2013/14. A LOBO can be called when the lender exercises its rights to amend the interest rate on the loan at which point the borrower can accept the revised terms or reject them and repay the loan. LOBO loans present a potential refinancing risk to the Council since the decision to call a LOBO is entirely at the lenders discretion. Any LOBO called will be discussed with the treasury advisers prior to acceptance of any revised terms.

### ANNUAL INVESTMENT STRATEGY

#### 10. Investment Policy

The Council will have regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA' Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are:

- Security of the invested capital;
- Liquidity of the invested capital;
- An optimum yield which is commensurate with security and liquidity.

Credit markets remain in a state of distress as a result of the excessive and poor performing debt within the financial markets and in some instances this has led to a sovereign debt crisis (in countries such as Greece, Spain and Italy) with the outcome still largely unknown. It is against this backdrop of uncertainty that the Authority's investment strategy is framed.

As such it is important to restate the overall policy objective of the Annual Investment Strategy i.e. that:

**'the council should invest prudently the surplus funds held on behalf of the community giving priority to security and liquidity'.**

The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.

Investment instruments identified for use in the financial year are listed below under the 'Specified' Investments heading.

**Specified investments** are investments offering high security and high liquidity. The investments will be sterling denominated with maturities up to a revised maximum of 1 year and meet the minimum 'high' credit rating criteria where applicable.

**TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014**

**SPECIFIED INVESTMENTS**

All 'Specified Investments' listed below must be sterling-denominated.

The types of investments that will be used by the Council

Investment	Max Sum per institution/group	Maximum period
<b>Debt Management Agency Deposit Facility*</b> (DMADF) <ul style="list-style-type: none"> <li>this facility is at present available for investments up to 6 months</li> </ul>	UNLIMITED	6 months
<b>Term deposits</b> with the UK government or with UK local authorities (i.e. local authorities as defined under Section 23 of the 2003 Act) with maturities up to 1 year	£7m	1 year
<b>Term deposits</b> with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 1 year	£7m	1 year
<b>AAA rated Money Market Funds</b> with UK/Ireland/Luxembourg domiciled	£1m	1 year
<b>T-Bills</b> issued by the DMO (Government)	UNLIMITED	1 year
<b>Certificates of deposit (CD's)</b> issued by banks and building societies covered by UK Government (explicit) guarantee	£5m - £7m	1 year

**Non-specified investments** are of greater potential risk and cover deposit periods over one year. Sector continue to maintain the view that, for the time being, clients should look to the short end of the market when making investment decisions and it is the intention of this Council to lend for a maximum period of one year. The exception to this is the loan made to Gloucestershire Airport Company which the Council could lend up to three years. The Council does have a 50% share in the airport. If the money markets improve and following advise from Sector any extension of going beyond a year will need to be approved by Council.

## 11. Lending criteria

### 11.1 Credit ratings

In accordance with the above guidance from CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and the outlooks published by all three ratings agencies with a full understanding of these reflected in the eyes of each agency. Using the Sector ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.



## TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014

Further, the Council's officers recognise that ratings should not be the sole reason of the quality of an institution. The assessment will also take account of information that reflects the opinion of the markets. 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. This is fully integrated into the credit methodology provided by the advisors, Sector in producing its colour codings which show the varying degrees of suggested creditworthiness. These colour codes are used by the Council to determine the recommended duration for investments. The Council will therefore use counterparties within the following durational brands

- Blue            1 year (only applies to nationalised or semi nationalised UK banks)
- Orange        1 year
- Red            6 months
- Green         3 months
- No colour     Not to be used

Below is a brief terminology of the three credit rating agencies ratings:-

### **Moody's ratings:**

Aaa – A3 are judged to be of the highest quality, with minimal credit risk for long term investments. The ratings may be modified by the addition of a 1, 2 or 3 to show relative standing within the category where the highest within the rating is 1 and 3 the lowest.

P-1 - Banks having this rating offer superior credit quality and a very strong capacity for timely payment of short-term deposit obligations.

### **Fitch ratings:**

AAA - A– Implies a bank with very high credit quality and denotes expectations of very low credit risk. They indicate very strong capacity for payment of long term financial commitments. The ratings may be modified by the addition of – or + where a + is higher rated within this category.

F1+ - Indicates the strongest capacity for timely payment of short term financial commitments.

### **S&P ratings:**

AAA - A– Implies a bank with very high credit quality and denotes expectations of very low credit risk. They indicate very strong capacity for payment of long term financial commitments. The ratings may be modified by the addition of – or + where a + is higher rated within this category.

A-1+ - Indicates the strongest capacity for timely payment of short term financial commitments.

All credit ratings will be monitored weekly as provided by Sector. If a down grade results in a change of colour for a financial institution, its further use as a new investment will be withdrawn immediately.

## 11.2 Size of deposits

In reviewing the lending criteria in view of the current market situation and based upon advice from Sector the Council has come up with a lending list for low risk counterparties within the UK. If the UK's sovereign rating is reduced, banks could still remain on the approved lending list, after taking advice from Sector. The list of counterparties which qualify are shown in Appendix 3. This list will be added to, or deducted from by officers should ratings change in accordance with this policy.

## **TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014**

The Council's shorter term cash-flow investments are made with reference to the outlook for the UK Bank Rate and money markets. For these monies, the Council will mainly utilise its business reserve accounts, Money Market Funds, Government's Debt Management Office (including T Bills), Term deposits with UK Banks and Certificate of Deposits (CD's) in 2013/14. The maximum duration for any deposit to be made to the above financial institutions is between one month and one year apart from those highlighted in the "other" category. These periods can be reduced or increased if the ratings of that institution are downgraded or upgraded. Treasury officers will take on board Sector's recommendations when it is received.

### **11.3 Everyman Theatre**

The Gloucestershire Everyman Theatre approached the council in December 2012 with a request that the council consider supporting the cash flow for the theatre.

The refurbishment of the theatre, which is owned by the council, was funded by a £1m loan facilitated by the council from the Public Works Loans Board which the theatre will be paying off over the next 25 years plus £900k from the theatre's own reserves.

Following the closure in May to October 2011, the theatre did really well for 6 months to April 2012 exceeding financial projections. 2012/13 has seen a full year not affected by the closure but audiences have fallen consistently through the year leading to a projected loss. It is reasonable to say that the cause is the current economic climate and level of public confidence.

The theatre has taken steps to address their trading position. Significant staff savings have been made, various cut backs and also changes to the contractual arrangements with producers to lessen the profit required from the theatre performances. Financial projections have been considered by both the council members for Finance and Sport and Culture in consultation with the Section 151 Officer and provide some comfort that the borrowing would be short term. As such, it is recommended that members support a request for a £100,000 borrowing facility, included within the "other" category on the counterparty lending list.

### **11.4 Council's Banker**

The Council banks with LloydsTSB (Lloyds Banking Group). On adoption of this Strategy, it will meet the minimum credit criteria of A- (or equivalent) long term. It is the Council's intention that even if the credit rating of LloydsTSB falls below the minimum criteria A- the bank will continue to be used for short term liquidity requirements (overnight and weekend investments) and business continuity arrangements.

### **11.5 Money Market Funds (MMFs)**

Money Market Funds will be utilised but good treasury management practice prevails, and whilst MMFs provide good diversification the Council will also seek to diversify any exposure by utilising more than one MMF. Currently the Council has no MMF's but they have been recommended to us by Sector as another investment tool.

## **12. Annual Minimum Revenue Provision (MRP) Statement**

The annual MRP Statement is disclosed in Appendix 4.

## **13. Balanced Budget Requirement**

The Authority complies with the provisions of S32 of the Local Government Finance Act 1992 to set a balanced budget.

## **14. Reporting on the Treasury Outturn**

**TREASURY MANAGEMENT STRATEGY STATEMENT and ANNUAL INVESTMENT STRATEGY 2013/2014**

The Director of Resources, (Designated Section 151 Officer) will report to Council on its treasury management activities and performance against the strategy at least twice a year, one at mid year and a year end review at closedown time.

The Treasury Management Panel will be responsible for the scrutiny of treasury management activity and practices.

**15. Other Items****15.1 Training**

In CIPFA's Code for Treasury Management, it requires the Director of Resources (Designated Section 151 Officer) to ensure that all appropriate staff and members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities. Training requirements will be identified and any shortfalls will be met by Sector or other organisations.

**15.2 Treasury Advisors**

The CLG's Guidance on local government investments recommend that the Investment Strategy should state:

- Whether and, if so, how the authority uses external advisors offering information, advice or assistance relating to investment and
- How the quality of any such service is controlled.

**15.3 The Council appointed Sector Treasury Services Ltd as its external advisor in December 2012.**

They can provide us with information, advice and assistance in all areas of treasury. The Council aims to have a close working relationship with Sector and will be in contact with their advisors on a regular basis (weekly) and daily if necessary. A detailed schedule of services is listed within the contract. The Council recognises that responsibility for treasury management decisions remains with the Council at all times.

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**COUNTERPARTY LIST as at 21st January 2012 (now with Sector, TM advisors):**

Counterparty	Country /Domicile	Max CP Limit £m	Max Group Limit £m	Max Duration	Fitch Long-Term Rating
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**UK Financial Institutions:**

UK	Bank of New York Mellon (International) Ltd	7.0	-	12 months	AA-
UK	Barclays Bank Plc	7.0	-	3 months	A
UK	Credit Suisse International	7.0	-	6 months	A
UK	HSBC Bank Plc (HSBC Group)	7.0	-	12 months	AA-
UK	MBNA Europe Bank	7.0	-	6 months	A
UK	Standard Chartered Bank	7.0	-	12 months	AA-
UK	Sumitomo Mitsui Banking Corporation Europe Ltd	7.0	-	3 months	A-
UK	UBS Ltd	7.0	-	6 months	A
UK	Nationwide Building Society	7.0	-	3 months	A+
UK	Bank of Scotland (Lloyds Banking Group)	7.0	7.0	12 months	A
UK	Lloyds TSB Bank (Lloyds Banking Group)	7.0	7.0	12 months	A
UK	Nat West Bank (RBS Group)	7.0	7.0	12 months	A
UK	Royal Bank of Scotland (RBS Group)	7.0	7.0	12 months	A
UK	Ulster Bank Ltd (RBS Group)	7.0	7.0	12 months	A-

All the above banks are UK based and are authorised by the FSA

**Others:**

UK	Local Authorities	7.0	-	Non-Specified	-
	Money Market Funds (MMFs)	10% total Investment	-	1 year	AAA

**Policy Investments:**

UK	Cheltenham Festivals Ltd	0.1		12 months	-
UK	The Gloucestershire Everyman Theatre	0.1		12 months	-
UK	Ubico Ltd (wholly owned LA company - 50/50 CBC & Cotswold DC)	0.5	-	1 year	-
UK	Cheltenham Borough Homes	5		Non-Specified	-
UK	Gloucestershire Airport Ltd - 50/50 CBC & Glos City Council	1.55		Non-Specified	-

**Investments:**

Specified      Maximum maturity of one year  
 Non-Specified      No maximum

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**Annual MRP Statement****Background:**

1. For many years local authorities were required by Statute and associated Statutory Instruments to charge to the Revenue Account an annual provision for the repayment of debt associated with expenditure incurred on capital assets. This charge to the Revenue Account was referred to as the Minimum Revenue Provision (MRP). In practice MRP represents the financing of capital expenditure from the Revenue Account that was initially funded by borrowing.
2. In February 2008 the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [Statutory Instrument 2008/414] were approved by Parliament and became effective on 31<sup>st</sup> March 2008. These regulations replaced the formula based method for calculating MRP which existed under previous regulations under the Local Government Act 2003. The new regulations required a local authority to determine each financial year an amount of MRP which it considers to be prudent. Linked to this new regulation, the Department of Communities and Local Government (CLG) produced Statutory Guidance which local authorities are required to follow, setting out what constitutes a prudent provision.
3. The CLG Guidance recommends that before the start of the financial year, a statement of MRP policy for the forthcoming financial year is approved by Full Council.
4. The broad aim of the Policy is to ensure that MRP is charged over a period that is reasonably commensurate with the period over which the capital expenditure which gave rise to the debt provides benefits. In the case of borrowing supported by Revenue Support Grant, the aim is that MRP is charged over a period reasonably commensurate with the period implicit in the determination of that grant. MRP is not required to be charged to the Housing Revenue Account. Where a local authority's overall CFR is £nil or a negative amount there is no requirement to charge MRP.
5. The move to International Financial Reporting Standards (IFRS) means that Private Finance Initiative (PFI) schemes and Operating Leases can be brought onto the Balance Sheet. Where this is the case, such items are classed in accounting terms as a form of borrowing. CLG has therefore amended the Capital Finance Regulations to ensure that the impact on the Revenue account is neutral, with MRP for these items matching the principal repayment embedded within the PFI or lease agreement.

**MRP Options:**

6. Four options for prudent MRP provision are set out in the CLG Guidance. Details of each are set out below with a summary set out in Table 1:

**Option 1 – Regulatory Method:**

7. This method replicates the position that would have existed under the previous regulatory environment. MRP is charged at 4% of the Authority's underlying need to borrow for capital purposes; the Capital Financing Requirement (CFR). The formula includes an item known as "Adjustment A" which was intended to achieve neutrality between the CFR and the former Credit Ceiling which was used to calculate MRP prior to the introduction of the Prudential System on 1<sup>st</sup> April 2004. The formula also took into account any reductions possible related to commutation of capital related debt undertaken by central government.
8. The General Fund MRP charge using this method is estimated at £0.375m for 2013/14.

**Option 2 – CFR Method:**

9. This method simplifies the calculation of MRP by basing the charge solely on the authority's CFR but excludes the technical adjustments included in Option 1. The annual MRP charge is set at 4% of the non-housing CFR at the end of the preceding financial year.
10. The General Fund MRP charge for this method is £nil for 2013/14.

**Option 3 – Asset Life Method:**

11. Under this method MRP is determined by the life of the asset for which the borrowing is undertaken. This can be calculated by either of the following methods:
  - (a) Equal Instalments: where the principal repayment made is the same in each year, or
  - (b) Annuity: where the principal repayments increase over the life of the asset.

The annuity method has the advantage of linking MRP to the benefits arising from capital expenditure, where these benefits are expected to increase over the life of the asset.

12. MRP commences in the financial year following that in which the expenditure is incurred or, in the year following that in which the relevant asset becomes operational. This enables an MRP "holiday" to be taken in relation to assets which take more than one year to be completed before they become operational.
13. The estimated life of the asset will be determined in the year that MRP commences and will not be subsequently revised. However, additional repayments can be made in any year which will reduce the level of payments in subsequent years.
14. If no life can be reasonably attributed to an asset, such as freehold land, the life is taken to be a maximum of 50 years. In the case of freehold land on which a building or other structure is constructed, the life of the land will be treated as equal to that of the structure, where this would exceed 50 years.
15. In instances where central government permits revenue expenditure to be capitalised, the Statutory Guidance sets out the number of years over which the charge to revenue must be made. The maximum useful life for expenditure capitalised by virtue of a direction under s16(2)(b) is 20 years
16. MRP in respect of PFI and Operating Leases brought onto the Balance Sheet under IFRS falls under Option 3.
17. The General Fund MRP charge using this method is estimated at £0.368m for 2013/14.

**Option 4 - Depreciation Method:**

18. The depreciation method is similar to that under Option 3 but MRP is equal to the depreciation provision required in accordance with proper accounting practices to be charged to the Income and Expenditure account.
19. The General Fund MRP charge for this method is £nil for 2013/14.

**Conditions of Use:**

20. The CLG Guidance puts the following conditions on the use of the four options:

Options 1 and 2 can be used on all capital expenditure incurred before 1<sup>st</sup> April 2008 and on Supported Capital Expenditure on or after that date.



Options 3 and 4 are considered prudent options for Unsupported Capital Expenditure on or after 1<sup>st</sup> April 2008. These options can also be used for Supported Capital Expenditure whenever incurred.

### MRP Policy for 2013/14:

21. It is proposed that for 2013/14 the Council adopts Option 1 for Supported Borrowing and Option 3 for Unsupported Borrowing. For Option 3, the annuity method for calculating MRP will be used when applicable as it has the advantage of linking MRP to the benefits arising from capital expenditure, where these benefits are expected to increase over the life of the asset.

**Table 1**

**MRP under the CLG Guidance**

MRP Options	1 Regulatory Method	2 CFR Method	3 Asset Life Method	4 Depreciation Method
Classifications of Capital Expenditure impacting on the CFR	Capital expenditure incurred before 1 April 2008			
	Supported Capital expenditure incurred after 1 April 2008		Unsupported Capital expenditure incurred after 1 April 2008	
MRP Basis	Former regulations 28 and 29	4% of Non-Housing CFR	Expenditure capitalised by virtue of a Direction under s16(2)(b) of the Local Government Act 2003 Equal Annual Instalments of Principal	Depreciation
Aspects of MRP charges	CFR excludes element attributable to Unsupported Capital Expenditure		EIP commences when asset operational	Depreciation MRP commences when asset operational
			Freehold land 50 years.	Depreciation MRP ceases when CFR component is £Nil
			Freehold land with structure >50 years	Depreciation MRP not adjusted for capital receipt
			Capitalisation periods	Depreciation MRP based on proportion of asset financed from "borrowing".
			PFI/Operating Leases brought on Balance Sheet under IFRS	

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## Cheltenham Borough Council

### Cabinet – 5 February

#### Refresh of the Cheltenham Charter with the 5 Parish Councils

<b>Accountable member</b>	<b>Leader, Councillor Steve Jordan</b>
<b>Accountable officer</b>	<b>Jane Griffiths, Director, Commissioning</b>
<b>Ward(s) affected</b>	<b>Up Hatherley, Warden Hill, Leckhampton, Charlton Park ,Charlton Kings, Battledown, Prestbury, Swindon Village</b>
<b>Key Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>Cheltenham Borough Council endorsed the first version of the Cheltenham Charter in 2008. The charter formalises the long standing working relationship between the borough council and Cheltenham’s five parish councils through a series of commitments from the borough council to the parish councils and vice versa.</p> <p>It has been updated in line with the Gloucestershire Charter between the County Council and Gloucestershire’s parish councils which was refreshed in 2012.</p> <p>The refreshed draft charter, attached as appendix 2, has been developed and endorsed by the C5 Parish Councils Group, which consists of members from each parish council, the Leader of the Council and officers from the Strategy and Engagement team. The wording of the commitments has been agreed in consultation with other relevant officers.</p>
<b>Recommendations</b>	<b>That Cabinet endorses the charter (attached as appendix 2) and agrees to adhere to the commitments within it.</b>

<b>Financial implications</b>	<p>No financial implications are identified as a result of this report. The financial implications of any requests from parish councils under this charter will be considered as and when they arise.</p> <p><b>Contact officer: Des Knight, Accountant (GO Shared Services)</b>  <b>des.knight@cheltenham.gov.uk, 01242 775032</b></p>
<b>Legal implications</b>	<p>The charter is not intended to give rise to formal legal obligations. There are no direct legal implications arising from the recommendation in this report. Any requests from parish councils resulting from the charter will be considered in the context of legal and other implications.</p> <p><b>Contact officer: Peter Lewis, peter.lewis@teWKesbury.gov.uk</b></p>

<p><b>HR implications (including learning and organisational development)</b></p>	<p>The charter does not commit to new responsibilities, as the work identified is already in place.</p> <p>There is a commitment to provide advice and information and work with parish councils on neighbourhood plans where parish councils wish to undertake them which the Strategic Land Use team is prepared for. Requests from parish councils involving officer time would need to be considered in light of the implications on staff resources.</p> <p><b>Contact officer: Richard Hall, <a href="mailto:Richard.hall@fdean.gov.uk">Richard.hall@fdean.gov.uk</a></b></p> <p><b>01594 812634</b></p>
<p><b>Key risks</b></p>	<p><b>None</b></p>
<p><b>Corporate and community plan Implications</b></p>	<p>Residents enjoy a strong sense of community and are involved in resolving local issues.</p>
<p><b>Environmental and climate change implications</b></p>	<p>A strong working relationship with the parish councils is beneficial for residents when emergencies arise, for example where parish councillors act as flood wardens and keep the council informed of flooding and risk of flooding.</p>

## **1. Background**

- 1.1** The draft charter (attached as appendix 2) sets out the commitments that Cheltenham Borough Council will make to the five parish councils and vice versa. On the whole, it details the relationship we already have with the parish councils.
- 1.2** The main updates which have been made since the previous version of the charter, which was agreed in 2008, are around the Localism Act and the addition of the commitment to providing advice and information for parish councils wanting to undertake a neighbourhood plan. We commit to working with parish councils that want to act upon the community right to challenge and the community right to bid.
- 1.3** The refreshed charter also reflects the new partnership structure and includes sign up to the nine aspirations of Cheltenham Partnership. Parish councils are invited to be part of the partnership through a seat on the Positive Participation Partnership.
- 1.4** The charter includes the terms of reference for the C5 Parish Councils Group and the council's commitment to continue to facilitate the quarterly meetings.
- 1.5** Some of the parish councils were keen for the borough council to commit to a time frame for responding to correspondence, but this was felt to be difficult since the time scale often depends on the amount of work involved. The commitment made is that we will respond to all correspondence as quickly as possible and that we will keep the parish council informed. If there are issues with lack of information about progress with an inquiry, it can be brought to the C5 Group.
- 1.6** Through the charter, borough councillors will endeavour to attend parish council annual meetings in their ward and to try and attend regular meetings as far as possible or to make contact if they are unable to.
- 1.7** The parish councils in return make commitments to the borough council, including the appointment of flood wardens where possible, to notify the borough council of any flooding or potential flood risks. They also commit to working with the borough council on community or neighbourhood plans and to maintain professional working relationships with other parish councils.

## **2. Reasons for recommendations**

- 2.1** The draft has been approved by the C5 Parish Councils Group and relevant officers have agreed to the wording of the commitments made. The charter supports a good working relationship with the parish councils and the spirit of goodwill between the tiers of local government. The document is valued by the parish councils and all five are prepared to sign up to it. They have already signed the countywide version, the Gloucestershire Charter.

## **3. Alternative options considered**

- 3.1** When the Gloucestershire Charter was refreshed in 2012, there was the opportunity to produce a joint charter between the three tiers of local government. Unfortunately, it wasn't possible to get all of the districts to sign up to a joint charter, so the Gloucestershire Charter continues to be between the county council and the parish councils. The Cheltenham parish councils also felt that the countywide charter wouldn't allow enough detail about the relationship between the borough and parish councils and were keen to continue with a separate charter.

**4. Consultation and feedback**

- 4.1 The C5 Group discussed a first draft of the revised charter in October 2012 and members discussed it with their individual parish councils. Their responses were used to update the draft in consultation with officers and the C5 Group endorsed the final draft in January 2013.
- 4.2 The draft has been circulated to relevant officers for their input into the commitments to be made by the borough council.
- 4.3 We will also be consulting with relevant ward members and wider staff members to ensure that they are aware of it prior to its launch.

**5. Performance management –monitoring and review**

- 5.1 The charter will be reviewed and updated every two years. Any feedback about whether the commitments are working can be brought to the C5 Parish Councils Group.

<b>Report author</b>	<b>Helen Down, Engagement and Participation Team Leader</b> <b>Contact officer: helen.down@cheltenham.gov.uk,</b> <b>01242 774960</b>
<b>Appendices</b>	1. Risk Assessment 2. Draft Cheltenham Charter 2013
<b>Background information</b>	1. Gloucestershire Charter 2012

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If we fail to deliver on any of our commitments, this could be damaging to our relations with parish councils	HD	15.1.13	1	1	1		The commitments on both sides have been written in such a way as to convey that the charter is a statement of good intent. Any issues can be brought to the C5 Group.		HD	
<p><b>Explanatory notes</b></p> <p><b>Impact</b> – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p><b>Likelihood</b> – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p><b>Control</b> - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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CHELTENHAM BOROUGH COUNCIL

# THE CHELTENHAM CHARTER

A CHARTER BETWEEN CHELTENHAM  
BOROUGH COUNCIL AND THE 5  
CHELTENHAM PARISH COUNCILS

SECOND EDITION



## Declarations

We the undersigned declare our commitment to the Cheltenham Charter and in so doing, aim to encourage the improvement of our good working practices and embrace the spirit of this agreement.

.....  
Chairman/ Clerk/ Councillor for

.....  
Parish Council

.....  
Leader, Cheltenham Borough Council

.....  
Date

# The Cheltenham Charter

A Charter between Cheltenham Borough Council and the five Cheltenham parish councils: Charlton Kings; Leckhampton with Warden Hill; Prestbury; Swindon and Up Hatherley.

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## INTRODUCTION

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This is the second version of the charter which was first published in 2008. Through this charter, we will formalise the long standing agreement that Cheltenham Borough Council and Cheltenham's five parish councils have in working together to secure efficient and effective service delivery and in representing the needs and aspirations of all residents. Through this relationship we recognise the contribution of each partner in the effective governance of the area.

This charter will continue to be monitored by the C5 Parish Councils Group and will be reviewed every two years, with a view to making further amendments as necessary.

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## BOROUGH COMMITMENTS TO PARISH COUNCILS

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**We will** inform our staff of this council's chartered commitments and ensure that we abide by them.

**We will** appoint liaison officers to provide information and help, and act as the first point of contact for any concerns or queries a parish council may have.

**We will** invite parish councils, where we are able, to meetings, training, seminars and other events which are relevant and of value to them.

**We will** allocate a seat on the Positive Participation Partnership for a representative of parish councils.

**We will** organise and support meetings of the C5 parish councils group.

**We will** make all reasonable attempts to attend meetings of parish councils when requested to do so in order to address specific issues.

**Borough Councillors** will endeavour to attend parish council annual meetings within their ward, and other meetings where practicable; and will let the council know if they cannot attend. If a councillor cannot attend regularly they will endeavour to make other arrangements for briefings and communication.

**We will** undertake community governance reviews, in accordance with the Local Government and Public Involvement in Health Act 2007 (Part 4).

**We will** organise the administration of parish council elections, although election costs are the responsibility of the parish councils.

**We will** publish the contact details of parish clerks on our website and provide a link to the parish council website where it exists. We will update this information promptly when changes are notified to [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk).

**Our Monitoring Officer** will work with parish councils to promote good ethical governance by providing advice on matters concerning the codes of conduct adopted by Cheltenham Borough Council and the parish councils, and maintain the published register of interest for the parish councils as required by the Localism Act 2011.

**We will** publish the weekly list of planning applications and identify any proposals within a parish council area.

**We will** adhere to statutory requirements for consultation and allow as much time as possible within which parish councils can respond. We will co-ordinate consultation to avoid duplication. We are signed up to the Gloucestershire Compact relating to consultation and we will endeavour to take account of the cycle of parish council meetings in consultation phases, and to involve parish councils at the earliest opportunity.

**We will** notify parish councils of licensing applications in a weekly list.

**We** recognise the value of community led planning in encouraging local solutions to local issues. We will engage between the three tiers of local government before, during and following the development of community led plans.

**We will** provide advice and information and work with parish councils wishing to undertake a neighbourhood plan as detailed in the Localism Act 2011.

**We will** acknowledge and work with parish councils where they wish to act upon the *community right to challenge* and the *community right to bid* - Localism Act 2011.

**We will** respond to all correspondence as quickly as possible. Where there are delays, we will keep the sender informed.

**If** a parish council is dissatisfied with our actions, our response to a request for information or failure to consult it may initiate our formal complaints procedure. Complaints are responded to within 10 working days.

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## C5 PARISH COUNCILS GROUP

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The aim of the C5 Parish Councils Group is to act as a conduit of information and sustain a good working partnership between Cheltenham Borough Council and Cheltenham's five parish councils.

**The Group** will be chaired for one year by each Parish Council on a rotational basis.

**The Group** will meet quarterly.

**Meetings** will be held at Cheltenham Borough Council's Municipal Offices.

**Agenda** management will be the responsibility of all members of the Group. The agenda will consist of no more than five items (two core matters and additional items) and meetings will usually last no more than two hours. In exceptional circumstances meetings can be extended with the prior agreement of partners. Agenda and papers will be sent out fourteen days before each meeting.

**Minutes** will be issued within fourteen days of the meeting. All partners have fourteen days from receipt of minutes to challenge or lodge a disagreement with a decision taken at a meeting they not attend or send a substitute to.

**Membership** organisations should strive to be represented at all meetings. A minimum of three out of five parish councils must be represented for quoracy. If a vote is to be taken, this will be limited to two votes per Parish Council. There is no upper limit on the number of representatives that may attend the meetings but this will be restricted to two speaking and voting members from each parish. If necessary, the Chair will take the casting vote.

**The meetings** will be facilitated by the strategy and engagement team at Cheltenham Borough Council.

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## POSITIVE PARTICIPATION PARTNERSHIP

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The Positive Participation Partnership (PPP) meets every two months to bring together groups and agencies which work with specific communities within Cheltenham, including communities with shared needs or interests and geographic communities. It aims to build stronger communities that can influence service delivery and to produce regular community analyses to support commissioning of better services.

**Parish councils** will be represented on the PPP by one appointed parish councillor.

In 2012, partners agreed to an ambitious aspiration, which all partnership members including parish councils should work towards:

**“All people in Cheltenham are able to live happy, successful and productive lives in strong, resilient and healthy communities”.**

**Every person has the right to:**

1. Live free of poverty
2. Live in decent, affordable housing
3. Engage in positive and meaningful activity
4. Make healthy lifestyle choices
5. Have positive relationship within their home and the wider community
6. Feel safe in their own home and their community
7. Be able to access services within their community
8. Be inspired to take part in recreational and cultural activities.
9. Enjoy the benefits of a sustainable built and natural environment.

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**PARISH COUNCIL COMMITMENTS**

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**We will** respond to consultations, when appropriate, within the time limit specified in the consultation. We will put in place mechanisms such as delegation to a committee or the convening of extra council meetings to meet the consultation deadline.

**We will** provide Cheltenham Borough Council with contact details of the clerk and of the most convenient times when contact can be made. We will advise Democratic Services promptly of any changes for the purposes of updating the council's website.

**We will** respond as appropriate to community planning consultations and invitations to participate either individually or collectively through the GAPTC.

**Where appropriate, we will** seek to keep the public in our parish informed on local government matters and seek to assess public opinion where appropriate. We will make the results of major surveys available to Cheltenham Borough Council.

**We will** inform our borough councillor of the dates of meetings as soon as they are set and will provide them with a copy of the agenda and minutes within 3 days of the meeting.

**Where we** request a Cheltenham Borough Council officer to attend a meeting, we will make the request one month before hand.

**We will** appoint flood wardens if possible, and notify Cheltenham Borough Council of any flooding or potential flood risks.

**We will** inform Cheltenham Borough Council where we wish to undertake a community or neighbourhood plan, and work with them in these endeavours.

**We will** maintain professional working relationships with the other parish councils in the borough, and work constructively with them when necessary.

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**CONTACT DETAILS**

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Cheltenham Borough Council (main line) 01242 262626

Helen Down: 01242 774960 [helen.down@cheltenham.gov.uk](mailto:helen.down@cheltenham.gov.uk)

Hannah Wright: 01242 775156 [hannah.wright@cheltenham.gov.uk](mailto:hannah.wright@cheltenham.gov.uk)

Sara Freckleton, Monitoring Officer: 01242 775074  
[Sara.freckleton@Cheltenham.gov.uk](mailto:Sara.freckleton@Cheltenham.gov.uk)

Planning: 01242 264328 [planning@cheltenham.gov.uk](mailto:planning@cheltenham.gov.uk)

Ubico: 01242 262626 [cleansing@cheltenham.gov.uk](mailto:cleansing@cheltenham.gov.uk)

Democratic Services: 01242 774937 [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

\* \* \*

Charlton Kings Parish Council: 01242 250087  
[clerk@charltonkingsparishcouncil.gov.uk](mailto:clerk@charltonkingsparishcouncil.gov.uk)  
[www.charltonkingsparishcouncil.gov.uk](http://www.charltonkingsparishcouncil.gov.uk)

Leckhampton with Warden Hill Parish Council: 01242 518008  
[leckwardenhillpc@btinternet.com](mailto:leckwardenhillpc@btinternet.com)

Prestbury Parish Council: 01242 575129  
[prestburyparish@btconnect.com](mailto:prestburyparish@btconnect.com)

Swindon Parish Council: 01452 543914  
[shaun.cullimore@gmail.com](mailto:shaun.cullimore@gmail.com)

Up Hatherley Parish Council: 01242 527770  
[uphatherleypc.clerk@blueyonder.co.uk](mailto:uphatherleypc.clerk@blueyonder.co.uk)

\* \* \*

Gloucestershire County Council: 01452 425000  
[customerservices@gloucestershire.gov.uk](mailto:customerservices@gloucestershire.gov.uk)

Gloucestershire Highways: 08000 514514 [highways@gloucestershire.gov.uk](mailto:highways@gloucestershire.gov.uk)

Gloucestershire Association of Parish and Town Councils: 01452 883388  
[advice@gaptc.org.uk](mailto:advice@gaptc.org.uk)

Gloucestershire Rural Community Council: 01452 528491 [glosrcc@grcc.org.uk](mailto:glosrcc@grcc.org.uk)



## Cheltenham Borough Council Cabinet – 5 February 2013 Allocation of Community Pride Funds 2012/13

<b>Accountable member</b>	<b>Cllr. Steve Jordan, Leader of the Council</b>
<b>Accountable officer</b>	<b>Richard Gibson, Strategy and Engagement Manager</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>As part of the decision made by Cabinet on 25 September 2012 to allocate the New Homes Bonus - Environmental Improvement Fund, it was agreed to set aside £38,500 for the community pride scheme.</p> <p>In addition, a further £4,000 was added to the pot from the community development budget to create a community building grant fund.</p> <p>Both funds were made available to support neighbourhood-based projects that will build up community pride and enable local groups to be more influential in supporting their communities and improving their neighbourhoods.</p> <p>The grant schemes went live from Friday 16<sup>th</sup> November and were publicised through Gloucestershire Association for Voluntary and Community Action, media releases and information on the council's website. The closing date was Friday 11<sup>th</sup> January 2013 which gave applicants an 8 week period to submit applications.</p> <p>A panel comprising the Leader of the Council, Cabinet Member Housing, Safety and Communities, Angela Gilbert from Gloucestershire Association for Voluntary and Community Action, Helen Down, Hannah Wright and Richard Gibson, from the Commissioning Division met on Thursday 17<sup>th</sup> January to evaluate the 30 applications and make recommendations to cabinet.</p>
<b>Recommendations</b>	<p><b>Cabinet to approve the list of projects to be funded from community pride funds as set out in appendix 2 and community building grants as set out in appendix 3.</b></p> <p><b>Cabinet notes that the decision to determine how best to allocate the remaining funds will be taken by the Leader</b></p>

<b>Financial implications</b>	<p>Funding for the community pride scheme will come from the New Homes Bonus and will follow recommendations already made by Cabinet on 25<sup>th</sup> September 2012. Funding for the community building grant will come from the community development budget.</p> <p><b>Contact officer: Des Knight</b></p> <p><b>Accountant</b></p> <p><b>des.knight@cheltenham.gov.uk, 01242 775032</b></p>
<b>Legal implications</b>	<p><i>The payment of these mostly small grants does not generally require much in the way of formal documentation. However, written agreements will be used to document these grants, based on the Community Giving Grant template, with necessary adaptations for the very small grants.</i></p> <p><b>Contact officer: Donna Ruck</b></p> <p><b>Solicitor – One Legal</b></p> <p><b>donna.ruck@tewkesbury.gov.uk</b></p> <p><b>01684 272696 or 01242 774929</b></p>
<b>HR implications (including learning and organisational development)</b>	None identified
<b>Key risks</b>	If funding is allocated to an organisation that subsequently goes onto use the funding on a fraudulent basis.
<b>Corporate and community plan Implications</b>	<p>The proposed allocations set out in appendix 2 will enable the council to deliver on the following outcomes:</p> <ul style="list-style-type: none"> <li>• Cheltenham has a clean and well maintained environment;</li> <li>• Cheltenham’s natural and built environment is enhanced and protected;</li> <li>• Our residents enjoy a strong sense of community.</li> </ul>
<b>Environmental and climate change implications</b>	Out of the 16 grants being awarded, 15 will enable local organisations to make a positive difference to their local environment.

## 1. Background

- 1.1 2011 will be the sixth year of the council's community pride scheme which has allocated just over £230,000 to match-fund over 100 community-based projects that have improved and enhanced the public realm.
- 1.2 The focus of the scheme has remained resolutely on the public environment but more recent rounds have seen an added emphasis on promoting sustainability and on building-up community ownership over the environment.
- 1.3 For 2012/13 round, Cabinet were clear that the funding should be made available to support neighbourhood-based projects that will build up community pride and enable local groups to be more influential in supporting their communities and improving their neighbourhoods. This year the council had two pots of funding available:
- 1.4 Up to £38,500 was made available to match-fund neighbourhood-based improvement projects, up to the value of £5,000. We were particularly interested in projects that would build up community ownership and stewardship over the local green and built environment and that would promote sustainability.
- 1.5 Up to £4,000 was made available via community-building grants to community and voluntary sector groups to run small-scale projects, events and activities to help them support the well-being of their neighbourhood up to the value of £250.
- 1.6 The grant schemes went live from Friday 16<sup>th</sup> November and were publicised through Gloucestershire Association for Voluntary and Community Action, media releases and information on the council's website. The closing date was Friday 11<sup>th</sup> January 2013 which gave applicants an 8 week period to submit applications.
- 1.7 A panel comprising the Leader of the Council, Cabinet Member Housing, Safety and Communities, Angela Gilbert from Gloucestershire Association for Voluntary and Community Action, Helen Down, Hannah Wright and Richard Gibson, from the Commissioning Division met on Thursday 17<sup>th</sup> January to evaluate the 30 community pride applications and make recommendations to cabinet.

## 2. Reasons for recommendations

- 2.1 Due to the large numbers of community pride applications received this year, which collectively were requesting just over £95,000 (against a total available of £38,500), the assessment panel carried out an assessment of the applications to assess the degree to which the applications met the criteria of this year's community pride fund:
  - Was the application from a community-based organisation?
  - Was the project of a permanent nature?
  - Was the project accessible at no-cost?
  - Would the project create a lasting legacy?
  - Was the project neighbourhood based?
  - Would the project meet a defined community need
  - What the community pride funding achieve
  - How would the applicant measure success
  - What was the ratio of funding requested to match funding

- 2.2 The panel identified 16 community pride projects that could answer in the positive for the majority of the criteria and agreed that they should be recommended for approval. The total sum awarded through this process totalled £31,945. The assessment of the projects is shown in **appendix 2**.
- 2.3 There are two bids where more information has been requested from the applicants before a final decision can be made in line with the second recommendation. These are applications from:
  - Friends of the Honeybourne Line
  - Friends of Leckhampton Hill
- 2.4 It is proposed that any remaining funds are rolled over into the new financial year to complement the proposed community pride fund of £50,000 set out in the cabinet’s draft budget for 2013-14.
- 2.5 In terms of the community building grants, 16 requests were received. The panel agreed to fund 14 of these at £250 each; two requests from Vision 21 and the Montpellier Traders Association will be reviewed by officers to ensure that they are supporting community building activities, but a final decision on these will be made by the Leader of the Council in line with the second recommendation.

**3. Alternative options considered**

3.1 None

**4. Consultation and feedback**

4.1 None

**5. Performance management –monitoring and review**

5.1 Once approved, the council will enter into written agreements with the succesful applicants which are based on the community giving grant template. This specifies that the grant recipient will submit a project monitoring report, summarising the project achievements, outcomes and lessons learnt to the Strategy and Engagement Manager on completion of the project.

<b>Report author</b>	<b>Contact officer:</b> <b>Richard Gibson</b> <b>Strategy and Engagement Manager</b> <b>richard.gibson@cheltenham.gov.uk,</b> <b>01242 235354</b>
<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Assessment of Community Pride Grants</li> <li>3. Community Building Grants</li> </ol>
<b>Background information</b>	

The risk				Original risk score (impact x likelihood)			Managing risk			
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer
CD2	If division does not put proper controls in place for the management of small grants funds, then we run the risk of funds being used inappropriately or even fraudulently	Strategy and Engagement Manager	July 2009	3	2	6	reduce	Implement and monitor small grants protocols.  Develop measure of benefits arising from grants to demonstrate VFM	ongoing	Strategy and Engagement Manager

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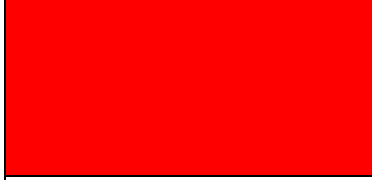
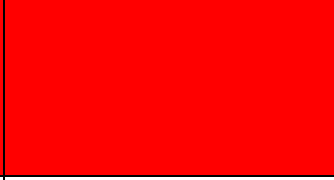
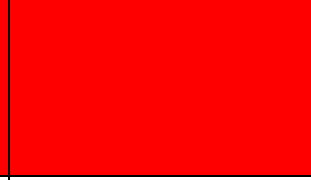

## Community Pride Grants – Appendix 2

Organisation	Project	Description	cost of project	amount requested	First sift assessment	Recommendation	Amount
Transition Town Chelt Food and Growing Group	Edible Park Project	To help the group with the management of the Anney Garden in Sandford Park which is run as a sustainable fruit and vegetable garden	250	250		Yes, happy to approve.	250
Transition Town Cheltenham	More energy champions means less energy wasted	To support a network of 60 energy champions and further develop the network in different neighbourhoods by providing a range of resources. The project will provide training, a laptop and projector to enable our thermal imaging camera to be put to full use, and a range of incentives to encourage the energy champions and their neighbours in their energy reduction. We will organise a public event to advertise the project.	9050	3,350		Yes, happy to approve.	3350
The Rendezvous Society	Footsteps in a sustainable Cheltenham	To implement secondary glazing, the final touch in the eco-refurbishment. The project will also showcase what can be done to improve community buildings run by neighbourhood groups in Cheltenham. They will arrange visits to the premises, workshops, events and prepare presentations and documentation about the installation and how it works in practice.	17104	4,970		no doesn't meet criteria around bring neighbourhood-based, meeting a community need or creating a lasting legacy	0
Popes Close Tenants and Residents association	Popes Close Community Garden	to create practical and easy to maintain garden areas to the front and rear of the buildings for the use of their residents	2000	1,500		Yes, happy to approve, but with 50% of the costs of the project	1,000
The Gardens Gallery	The Gardens Gallery Energy Reduction Project	The project involves :i) Substituting the existing under floor electric heating system with an Air to Air Heat Pump System. ii) Changing the existing 2 single glazed panels on the front doors to 6 double glazed panels – see Figure 1. iii) Draught proofing the 10 front door panels with rubber seals. iv) Installing 2 roller blinds behind the front door gazed panels as security against inappropriate surveillance when the gallery is closed.	8880	3,033		Yes, happy to approve.	3,033
In Bloom for Warden Hill	Raised Beds	To clear out raised beds and re-plant with bird and butterfly friendly shrubs with some bedding plants	600	300		Yes, happy to approve.	300
Brizen young people's centre	sustain youth services in Cheltenham South	To fund staff expenses relating to the ongoing provision of youth services that will keep vulnerable and not so vulnerable children off the streets and supply them with the means of inter-active socialising, sports and mentoring	13365	5,000		No doesn't meet criteria around being a permanent nature or creating a legacy. Suggest applying to other funding.	0

Friends of Imperial Square Heritage and Conservation	Reinstatement of historic ornamental railings	The historic railings were removed in 1940 to help the war effort; this project will reinstate them to help improve the floral beauty and regency ambience of the gardens	450000	5,000		No, we are supportive and good application but not sure that CP funds will make a difference. More evidence that £5k will trigger additional funding - recommend applying next year	0
Cheltenham in Bloom	Breathing Life into the Italian Garden	Along with the Italian Society, CiB will help to restore the Italian Gardens in Sandford Park, with interpretation board, soft landscaping, sustainable planting and replacement urns	4500	2,500		Yes, but still £3k from last year that we will use to fund this project	0
Leckhampton Village Hall	Facilities refurbishment and new toilet extension	To construct a new toilet extension to meet the needs of elderly and disabled users and re-organise existing ancillary rooms including increasing size of kitchen and boiler improvements	360000	5,000		No, not sure CP funding will make a big difference. Suggest applying again in 13-14	0
St. Margarets Hall	Floor replacement	Existing wooden block floor has started to lift causing a health and safety hazard, the project will install a new floor to sustain the use of the building	15000	5,000		Yes, happy to approve.	5,000
Gloucestershire Wildlife Trust	Water for Wildlife and People – Reconnecting the people of Arle, Pilgrove and Princess Elizabeth Way with the River Chelt	This project will give people living in the Arle, Pilgrove and Princess Elizabeth Way areas of Cheltenham opportunities to learn about the River Chelt and its wildlife. Through a series of river walks, talks and family activities they will appreciate the impact they have on the river, understand water pollution and how to prevent it. Volunteers will be recruited and trained in river surveying techniques and supported in making records. Work parties will remove invasive species and provide local people with improved access to the river for leisure and enjoyment.	23404	3,830		Yes, happy to approve.	3,830
Friends of Pilley Bridge Nature Reserve	Community Orchard	Create a new community orchard on a neglected piece of land adjacent to the nature reserve; this will entail new access points, planting new trees, improving the local footpath network in conjunction with GCC, plus seating and information boards	9140	4,500		Yes, happy to approve.	4500
Friends of Cheltenham Walk Park Association	Community Spirit - Coherence and Cooperation	We would like to provide a meeting place for young mums with young children – a pergola and play area to be located on the old Rose Garden in Arle adjacent to the Park and the new Nature Reserve.	5000	5,000		No needs more work on the application - suggest applying for funds in 13-14	0



Paragon Parade Conservation Group (PPCG)	Paragon Parade Sustainable Planting Project (Bath Road)	The owners of the six, Grade II listed properties numbered 126-136 Bath Road – originally called Paragon Parade – are working to improve the terrace frontage through a series of hard and soft landscaping initiatives. The application is for the planting of sustainable hedging/trees and for replacement plinth stones in preparation for reinstatement of iron railings in the future. Given the level of pedestrian and vehicular traffic along Bath Road, and our high-profile location opposite the iconic Eagle Tower, we believe these improvements would greatly enhance the pride in and character of an important part of Cheltenham.	12202	5,000	Yes though small organisation with limited reach but work of value, can group work with others to put other grants applications in; panel agreed to fund 50% of the costs of the plinth stones	2997
Oakley Residents' Association	Improvement to the appearance of the roadblock in Clyde Crescent	The roadblock in Clyde Crescent is made from concrete, and presents an unattractive view to local residents who live on that side of the crescent, and to residents who use the nearby gate to enter the Doorstep Green. We would excavate the centre of the roadblock, and replace the concrete with soil in order to plant attractive plants, shrubs and bulbs.	2835	2,290.00	Yes, happy to approve.	1417
Oakley Regeneration Partnership	Erection of 5 notice boards across the ward of Oakley	We propose to erect up to 5 notice boards to promote and advertise events, services and courses available to members of the community. These will be located in the grounds of the Resource Centre; on the side of the hairdressers shop on the corner of Priors Road and Imjin Road; on the side of the cake shop on the corner of Cotswold Road and Lynworth Exchange and on the railings of Whaddon Rec beside the pavilion. An additional notice board may be put up on the railings of the Old Whaddon School Site near to the community space, but this will be subject to the completion of the contract between Gloucestershire County Council and Whaddon, Lynworth and Priors Neighbourhood Project.	4103	4,103	Yes subject to more information about permissions/licences etc	2056
Gloucestershire County History Trust	"The Cheltenham volume of the Victoria County History of Gloucestershire."	To research and write a new authoritative history of Cheltenham borough, for inclusion in the highly-regarded national Victoria County History series. Prepared by a professional editor and specialist contributors, it will draw on the full range of original documents in local and national archives, and cover all aspects of the community – including settlement, local government, transport, commerce, industry, education, faith, natural and built environment, sport and recreation.	275000	250	No, good project but GAVCA can be used to build up fund-raising skills for free	0

<p>Friends of Pittville</p>	<p>"Reversing the Decline"</p>	<p>We are working with the borough and county councils on restoring Pittville Gates, and have raised £175,000 for Phase 1. Work commenced on 19 November. Phase 2 will reinstate six gates, railings, and the central lamp in the arch, all of which were removed many years ago. Four pier lamps will be replaced by replicas. Shrubs and hedges will be planted. Completing Phase 2 is crucial as it will enhance the visual impact and complete the regeneration of that part of Pittville Lawn which is in the public realm. The application relates to reinstating the railings along Prestbury Road.</p>	<p>9340</p>	<p>5,000</p>		<p>No, we are supportive and good application but not sure that CP funds will make a difference. More evidence that £5k will trigger additional funding - recommend applying next year</p>	<p>0</p>
<p>So Publishing Ltd / SoGlos</p>	<p>Cheltenham What's On App</p>	<p>The first smartphone App dedicating to promoting and sharing information about what's on in Cheltenham – taking advantage of SoGlos's existing content which is written by a team of three full time journalists. Includes events at Everyman Theatre, Cheltenham Town Hall, local parks, local community centres and other venues in the town. The App will be free to download, and listings will be provided free of charge.</p>	<p>10000</p>	<p>5,000</p>		<p>No – this did not meet the criteria for community pride around being a community organisation, of a permanent nature, being neighbourhood-based or creating a lasting legacy.</p>	<p>0</p>
<p>Cheltenham West End Partnership</p>	<p>Community Connections and Activities</p>	<p>This project will provide physical space and activities to allow people living in the western side of the town centre the opportunity to connect with each other and feel part of a shared community. It will bring together people from the variety of housing tenures, including students, to explore shared interests and concerns. This in turn will contribute to a more sustainable community. We will work with adults as CCP provide local drop-in services for young people.</p>	<p>13342</p>	<p>4,566</p>		<p>No – this did not meet the criteria for community pride around being of a permanent nature, or creating a lasting legacy, also CP can't fund ongoing revenue commitments</p>	<p>0</p>
<p>Friends of the Honeybourne Line</p>	<p>Improvements to the Queen's Road entrance to the Honeybourne Line</p>	<p>The entrance near the railway station does not do justice to the Honeybourne Line (HBL). The railings are old, shabby and foreboding. The current brick entrance causes a bottleneck, there is very basic signage and people cannot often see what is down the slip road potentially preventing them from using the car free route to town and beyond. We would like to make it more inviting, brighter and easier to access with better signage and more information about the HBL, where it goes and also with information about how the users can use/share the</p>	<p>4000</p>	<p>2,000</p>		<p>Maybe - panel supportive, but need more info on permissions, work with GAVCA to develop bid</p>	<p>0</p>

		HBL showing respect and consideration for all other users							
Reddings Park Community Group	Reddings Park Enhancement	To enhance the local network of footpaths within the residential area. This will involve working in partnership with network rail to repaint the footbridge linking The Reddings with Hatherley.	700	350			Yes happy to approve.		350
St Paul's Road Area Residents' Association (SPRA)	Lynne Aston Community Space Garden (LACS Garden)	Supported by CBC, SPRA is ready to start the serious work of converting an unused space on the side of the Honeybourne line into a community garden for the growth of trees, vegetables and fruits.	10000	5000			No, insufficient information on the application form for the panel to make a decision		0
Montpellier Association	Winter Lighting	There is already some lighting in the trees in Montpellier Street. But we would like to extend this to the trees by the traffic lights at Montpellier Terrace and by Fauconberg Road, also some additional lighting fixed to buildings	8500	5,000			No, insufficient information on the application form for the panel to make a decision		0
Friends of Leckhampton Hill	Leckhampton Hill Lime Kilns	The condition of the lime kilns and electrical plant house structures have been deteriorating and are almost disappearing, they are important archaeological features - the project is to undertake a condition survey and to formulate a programme of works	9000	4500			Maybe, panel supportive or the need for the project but funding study doesn't meet criteria - can Natural England funding do the whole lot? Who's responsibility is it?		0
Friends of Hatherley Park	Swingin in the rain	We want to install a multi-occupancy pod-type swing, the cost of the swing will be met by CBC, and the Friends will pay for the safety matting	3735	1867.5			Yes happy to approve		1867.5
Leckhampton With Warden Hill Parish Council	Salisbury Avenue Play Area Refurbishment	There is a need to replace the fencing surrounding the very well used play area in Salisbury avenue, warden hill to assist in preventing balls from being kicked over into neighbouring gardens. The replacement fencing will be part of a programme of refurbishment currently being planned, which, it is hoped, will include a new MUGA for use by the local young people.	2788	1394			Yes happy to approve		1394
Cheltenham Civic Society	Restoration of the Gordon Lamp Montpellier	Cleaning and repair of granite and marble column, supply and fitting of 2 missing cast iron supports, cleaning and waxing brass plate	1200	600			Yes happy to approve		600
			<b>1283838</b>	<b>95554</b>					<b>31,945</b>

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## Appendix 3 – Approved Community Building Grants

Name of group	What's great about your community	What issues do you / your group care about most?	What could your group do more of to help build a better community?	How would you use this grant to build a better community?
Oakley allotment group	<p>Oakley community is great because everyone works together and there is a very strong community feel in the area lots of strong community minded people who work hard for the best for the whole community.</p>	<p>Our group feel strongly that giving families the opportunity to learn how to grow vegetables and fruit and also give families access to an area where they can grow produce if they live in a flat.</p> <p>Working together as a community for the benefit of the community is what we strive to do .</p>	<p>Improving this allotment and making the area accessible to the whole community giving families a safe environment for their children will encourage use of this facility</p>	<p>The aim of this project is to give families the opportunity to grow vegetables and fruit that will be used to benefit the community with produce being donated to local community projects that are all ready running in the local area the cornerstones centre run a soup lunch that will benefit from free produce and also the local school and children's centre will also be able to use the produce.</p> <p>We have a large group of families that are working with the project and lots of the families live in flats which mean they don't have access to gardens.</p> <p>We will use the money to purchase fencing, tools and seeds to help local residents get more involved in the allotment.</p>
The Indian Association Cheltenham	<p>The Indian people arrived in Cheltenham in the 50s and 60s from India and Africa and are now well settled in Cheltenham, there are now family of first to fourth generations living in Cheltenham, and are making a good contribution to the economy of Gloucestershire. We have a building in Swindon Road called the Hindu Community Centre. The Building contains a recreation rooms and a Hindu Temple upstairs This place is used to celebrate Hindu Cultural and religious festivals. The members are very proud of the building.</p>	<p>Our group care about the wellbeing of the increasing elderly generations as well as the opportunities for younger generation for education and employment and recreation.</p> <p>I would like the younger generation to retain our culture, language and religion.</p>	<p>Our group is already contributing to build a better community by arranging visits to our Community Centre and Temple, Schools and colleges use our Temple as part of religious education.</p> <p>We are known to other volunteer groups and seek their help when required.</p> <p>We will try to take more active role in wider activities</p>	<p>We will use the grant to buy IT equipment</p>
4th Cheltenham Boys Brigade Co	<p>A lot of good things happen which you never get to hear about. Families are diverse and a lot of events and groups meet and do great stuff. There is a lot of hidden talent and a sense of community. People help each other out.</p>	<p>Safety of our members. That our boys make good choices in their lives. That they are given opportunities to try out and develop their skills. Support those who need a bit of help/play an active role within our community</p>	<p>We can all do more. We try to do as much as we can but we don't always hear if an event is going on until its being advertised. Groups should all work together more to support one another.</p>	<p>We have now got all our boys in uniform but we do not have our own flag (colour) which means at events we have to borrow a different company's flag or go without.</p> <p>We will use the grant to purchase our own flag and also to buy sports equipment such as badminton rackets and a table-tennis table</p>

# Appendix 3 – Approved Community Building Grants

Name of group	What's great about your community	What issues do you / your group care about most?	What could your group do more of to help build a better community?	How would you use this grant to build a better community?
<p>The Rock; Scooter And Skate (SAS)</p>	<p>At the start of December 2012, The Rock SAS team asked the young people to answer a few questions about SAS and their community. When asked what is great about their community, it was apparent that SAS was the main, if not some of there responses when asked about why SAS is great;</p> <ul style="list-style-type: none"> <li>• SAS is fun and worth the money (£1 entry fee)</li> <li>• It is a fun club and it is great</li> <li>• You can ride a scooter</li> <li>• You get to hang out with friends and meet new people</li> <li>• The ramps</li> <li>• Its really fun and the members are nice</li> <li>• It's a great place to learn new tricks</li> <li>• It's a good place to ride and its useful when it rains also it's the only indoor skate park in Cheltenham.</li> <li>• The staff are excellent</li> <li>• Its good because there is videos on the wall when we skate</li> </ul>	<p>To have a safe place to scoot/skate indoors (meaning it can be used all year round).</p> <p>A place which is enabled young people of mix scooter/skateboarding abilities to make new friends and learn new tricks.</p> <p>Direct answers from the consultation as to what they care about most (in relation to SAS):</p> <ul style="list-style-type: none"> <li>- It is safe</li> <li>- The ramps cuz it is somewhere we can chill.</li> <li>- Meeting other scooters (people) because they will be people we know</li> <li>- Ramps which are fun to go on</li> <li>- Bigger ramps so you can get more air out of you tricks</li> <li>- I like the staff because they take care of the ramps</li> </ul>	<p>When the young people were asked if they could help build a better community, it received a mix response (all positive). Here are the answers they gave:</p> <ul style="list-style-type: none"> <li>- Let more young people know about the facility (within the community)</li> <li>- I would like to help not sure how</li> <li>- Make a bigger place and then split it in half and one side for good people and one side for beginners.</li> <li>- Let more people know</li> <li>- Handouts</li> </ul> <p>Any other popular suggestion is to host a competition, this was something The Rock tried to organise with the Montpeller Fiesta, but due to weather conditions it had to be cancelled.</p> <p>Most recently the young people have been asking for a trip to another skate facility (which is outside of the county). However this would be a cost which many of them can-not afford.</p> <p>If a trip could be organised they voted to go to Corby, which is the other side of Birmingham or Motion, which is in Bristol.</p>	<p>The young people who attend SAS have taken real ownership of SAS because it is for them and about them. One of their requests is for a trip to a skate park outside of the county. As an organisation we want the young people to believe that they have a voice in what happens in their community and that it is listened to.</p> <p>By listening to the young peoples request for a trip with SAS it will in turn empower the youth of the community to feel listened to as individuals and as a group.</p> <p>To open this opportunity up to other young people in the community, the young people will create posters to advertise the trip. This in turn will increase the knowledge of SAS amongst other young people in the community, many of whom might not have known this service existed for them.</p>

## Appendix 3 – Approved Community Building Grants

Name of group	What's great about your community	What issues do you / your group care about most?	What could your group do more of to help build a better community?	How would you use this grant to build a better community?
<p>Hatherley &amp; Reddings Cricket Club</p>	<p>We are a thriving community based cricket club with a very strong youth section and recently started disabled team.</p> <p>We also encourage wider participation in the community by hosting an archery club, War-gamers, a local ladies craft club and several men's and ladies skittles teams!</p>	<p>We care about getting people active in sport and looking after the environment!</p> <p>We have two very well maintained grounds and try to be as green as possible!</p> <p>A Neighbourhood in Bloom group was set up years ago to brighten the Pavilion and goes from strength to strength!</p>	<p>Our project for next year is to expand on our planting in hanging baskets and containers to creating a wildflower meadow area!</p>	<p>To purchase a couple of planting containers previously loaned to us from the "Cheltenham in Bloom " group!</p> <p>These items help bring a dash of colour and sensory pleasure to an otherwise fairly bland Cotswold stone building!</p>
<p>Oakley Resident's Association and Oakley Regeneration Partnership</p>	<p>This is a very friendly place to live with a stable community, where neighbours look out for one another and care about the community in which they live.</p> <p>There are a number of agencies and centres with excellent services on offer, well supported by key volunteers from within the community, who are often encouraged to gain confidence and satisfaction from these activities.</p>	<p>To give residents a voice about their accommodation, local services and the neighbourhood where they live</p> <p>To promote community cohesion</p> <p>To make the community a better place to live</p>	<p>Work in conjunction with other agencies in the area to build appropriate services and promote community engagement</p> <p>Arrange events, meetings and social opportunities where residents can identify common concerns, interests and goals</p> <p>Encourage more residents to help with activities and events.</p> <p>Build confidence by encouraging more residents to become involved in local decision making, and signposting to services</p>	<p>We would use this grant to put together a community event aimed at bringing all sections of the community together, young and old, able bodied and disabled to participate in 2 days of fun team building activities open to all across Oakley ward.</p> <p>Groups would be able to make up their own teams and take part in activities focusing on a range of different skills (not necessarily sporting) in an event based on last year's Olympics.</p> <p>This event would draw on the legacy of the London 2012 Olympics, by holding activities over the May Day Bank holiday weekend</p> <p>There would not be an emphasis on sporting excellence, but rather on taking part and inclusiveness</p>
<p>Nowans Community Trust</p>	<p>It is about empowering and supporting African communities living in Cheltenham.</p>	<p>Education, sustainable communities, general welfare, women and children, mental health and wellbeing etc.</p>	<p>Yes</p>	<p>To help us produce publicity material for our work in Cheltenham and pay for venue hire for the events we wish to hold.</p>
<p>Springbank Art Club</p>	<p>The community spirit and the numbers who attend the two art groups. The attendees are from all walks of life and all ages both experienced and complete novices</p>	<p>To use my skills to enthuse and invigorate community members particularly in relation to painting, drawing and sculpture</p>	<p>Yes, we can offer more classes to more people if we can offer them free by providing the raw materials ie canvases, paint and brushes at no cost.</p>	<p>I would provide more courses for amore willing participants in Springbank. I already provide 2 classes per week at Springbank Community Resource Centre; one for pensioners and another for all comers and convalescents</p>

## Appendix 3 – Approved Community Building Grants

Name of group	What's great about your community	What issues do you / your group care about most?	What could your group do more of to help build a better community?	How would you use this grant to build a better community?
<p>Friends of Cheltenham Walk Park Association</p>	<p>People are willing to get together and support one another!!</p> <p>Local residents care about the area - they pick up litter and dispose of it and they really appreciate open space where they can walk their pets, have a chat with neighbours and enjoy the birds, nature and their surroundings.</p>	<ol style="list-style-type: none"> <li>The quantity of litter around the roads, outside Arle Stores and parks</li> <li>Poor street lighting - elderly people are walking in the roads to avoid falling over uneven pavements - they cannot see if their neighbours are ok - can't see!</li> <li>The barriers to prevent motor bikes and quad bikes from tearing up and down lanes over the River Chelt where people walk animals, children and elderly people stroll.</li> <li>Thoughtless people parking on double yellow lines and in places that inhibit a clear view of traffic when exiting homes.</li> </ol>	<p>Yes definitely!!!!</p>	<p>To install 2 community notice-boards to inform local people about what is happening or needed - as many do not have the Internet or access to emails!!</p> <p>To pay for more benches in our Nature Reserve so people have somewhere to meet sit and enjoy the open spaces and wildlife that is returning to the area.</p>
<p>Charlton Kings in Bloom</p>	<p>People always refer to Charlton Kings as a village. For us, that means a community that is inclusive, a healthy cross-section. We feel lucky that we still have a post office, shops, a library, and we are prepared to fight to keep them. It means in turn that the people in the area make more journeys by foot. When this happens people meet and talk more.</p>	<p>We care about being part of a thriving community, somewhere that we enjoy living, that is a pleasure to come home to. We are proud of where we live: we have such good feedback from all ages, from such a cross-section of the parish, that we are convinced that the environment has a tremendous effect on the wellbeing of the people here. We all feel that by being inclusive, and involving anyone we can, people are meeting who may not otherwise do so, and that this builds a stronger community. We care about promoting a feeling of belonging, of ownership of our surroundings.</p>	<p>Simply, more involvement. We already involve the local nursery schools in our annual gardening competition. Last year's meadow planting saw volunteers clearing the area to be sown, in the rain (it's always raining when we do this!). The area near the mill in the centre of the village is now used more (we've seen people having picnics there in summer). We have now purchased planters which we have given to local businesses to look after, and we intend to plant them up. We also need to renew our liability insurance to cover the planters (£134 at last renewal).</p>	<p>We would use approximately £134 to cover the liability insurance cover that we need. We would then plan planting schemes for the planters around the village, and bulk-purchase the plants that we need. (the planters would need to be replanted twice over the course of the year). We are organising dates for replanting so that we can publicise them and involve as many people as possible.</p>



## Appendix 3 – Approved Community Building Grants

Name of group	What's great about your community	What issues do you / your group care about most?	What could your group do more of to help build a better community?	How would you use this grant to build a better community?
Cheltenham In Bloom	<p>Cheltenham is fortunate to have many residents who are volunteers helping to promote and help maintain the area where they live and work to a good standard, they take pride in their area, encouraging others to support this role, often communicating with local schools and businesses to form working groups to address environment issues and schemes within their area. Helping each other to thrive in a pleasant, healthy and clean area. We, at CIB believe many communities across the borough are great, often interacting with each other to glean advice and support, especially with new schemes and projects.</p>	<p>To be able to support local friends groups and organisation across the town to maintain our Parks, Garden's and Green Open Spaces to a decent standard that our residents and visitors have come to expect. In these challenging times the local authority would benefit the partnerships of such a committees similar as ours, to support the ongoing work and maintenance that is required with the many recreational areas that Cheltenham enjoys across the Borough, including the many iconic statues and buildings that Cheltenham is so renown for. Educating folk of all ages, how important it is to look after our environment for the benefit of us all.</p>	<p>By entering/maintaining a partnership in our 31st year of being with the local authority, we hope to continue to promote the towns valuable assets, and offer advice and hands on help in looking after them. We could always promote our cause a little more with the local media, to gather more interest, one can hope for financial support by ways of sponsorship funds, to succeed with our future aims and aspirations.</p>	<p>Cheltenham in Bloom wish to continue inviting local schools from across the Borough to enter their 'Annual Nature Garden Competition'. In the past we have interest from an average of ten schools who wish to participate.</p> <p>The children who speak to the judges are enthusiastic, willing to show what they do within their Nature areas, displaying bird and bug boxes, along with identifying the dragon flies hovering above ponds! Willow shelters and archways are often made to play around while offering shade. Raised mini bed allotments are popping up within school grounds, with great crops of vegetables and salad food stuffs for the children to take home and enjoy. These outdoor classrooms are a brilliant form of environment education, and have grown in popularity these last few years, the schools are keen to enter CIBs competitions as it can bring media attention for the school, highlighting the good works that go on for the children, which is enjoyed by so many, teachers, parents and pupils alike! Our President of CIB, The Mayor, goes into all schools who enter, to award their certificates of merit and to present the winning school with their trophy and cash prize, that goes back into the Nature area.</p>
Fair Shares Sew and sew	<p>The ABCD approach is strengths based and local people have many strengths and skills which are not always recognised and accessed. People care about their local area, their cultural heritage but sometimes need an opportunity to demonstrate and celebrate the strengths and skills they can bring to the community, and identify future activities they can be involved with.</p>	<p>Supporting people to engage with activities within their community and supporting people to help each other help people to help each other using people's time and skills to help build social interaction, connections, address isolation and help build resilient communities.</p>	<p>The group would build links between people who have may have experienced difficulties such as language barriers, mental or physical health problems, to help them to become more active and involved in their community. Activities could include learning simple sewing skills, sewing patchwork and identify other skills. the aim would be to engage the participants in conversations leading to discussions about what skills they have what they would like to become involved with. the aim is to develop self led groups using volunteers time</p>	<p>Fair Shares has already developed links with organisations and individuals who would like to participate in a wider range of community activities. Volunteers from Milsom St Day centre, Stonham Housing and other Fair Shares members would meet to peruse craft related activities. these provide an opportunity to talk together about what they value in the community, what skills and knowledge they have and how they would contribute to making a difference within the community. The group would also provide an opportunity to identify community connectors and to consult on the Big Local</p>

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<p>Fair Shares Time bank - Celebration of International Womens Day</p>	<p>The area is part of the ABCD Community of practice learning site which extends from Gardners Lane to Tewkesbury Road and along the Lower High Street. The area is diverse with residents from different ethnic, cultural and social background with a lively community. The ABCD approach is strengths based and local people have many strengths and skills which are not always recognised and accessed. People care about their local area, their cultural heritage but sometimes need an opportunity to demonstrate and celebrate the strengths and skills they can bring to the community, and identify future activities they can be involved with.</p>	<p>Would like to engage more people from different cultural backgrounds and heritages and share aspects of their culture, to engage with them and recognise the voluntary work they do within that community and also to raise their profile within a wider community . It is an opportunity to identify additional support they may need and can offer and be a valued part of the wider community.</p>	<p>The group can help to develop a positive image of the diversity of the area, could become more engaged in wider community activities. However they need an opportunity to explore what and how that might develop.. Using the ABCD approach, identify the strengths that the community has.</p>	<p>We plan to hold an event on 9 March to celebrate International Womens Day (8 March). The event would be held at Gardners Lane Children's centre and working with members of Sahara Saheli and other communities to bring together women from 5 different cultures: Polish, Thai, Bangladeshi, Chinese and British. The event will focus around sharing food and other aspects of heritage, but will be an opportunity for some consultation to identify what additional activities and events they would be interested in becoming involved with and how they can become more involved in the wider community and become active volunteers. Through the process of developing the event it is hoped to identify 'Community Connectors' who are linked with other people in the community and help inform the Big Local developments within the area.</p>
<p>Cheltenham West End Partnership</p>	<p>The diversity of people from different backgrounds. The wealth of facilities because it is close to shops, cafes, pubs, town centre services. Good public transport links to other parts of town. Good green spaces, such as Winston Churchill Gardens, the Honeybourne Line, Jenner Gardens and St Mary's churchyard.</p>	<p>Lack of coordinated support for people living in private rented accommodation. Alcohol and drug misuse. Cleanliness of the local area. People treating others with respect, particularly in shared spaces.</p>	<p>We could provide more social activities to allow people to get together informally. We could coordinate some input into green spaces to get residents involved in making them cleaner and more attractive.</p>	<p>Cheltenham West End partnership coordinates the town centre Neighbourhood Coordination Group. This group works with partners and local residents to identify local issues and then carry out actions as solutions to the issues. One of the current action groups is working with the Friends of St Mary's Church to identify improvements to the churchyard and raise money to make the improvements. We are very keen that some of the actions to improve the churchyard involve local residents including school children. The first idea we have had for this is to plant bulbs to provide flowers throughout the year. We would use this grant to purchase bulbs and equipment such as gloves and trowels.</p>

## Applications to be reviewed

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Vision 21	<p>It is a vibrant town with plenty of activities for people to participate in.</p> <p>We attract people from all walks of life to volunteer for us or to undertake general environmental protection activities, i.e. recycle more, use less energy or produce less waste.</p>	<p>Environmental protection, particularly climate change.</p> <p>Building safer more resilient communities.</p>	<p>Yes. Many people are already aware of what they can do to protect the environment, but there is a general inertia. We want to encourage more people to recycle more, conserve energy and produce less waste. To do this, we need to improve our level of communication.</p>	<p>Vision 21 produces a regular newsletter that members of the public can subscribe free of charge to. We wish to improve the layout of the newsletter and so improve our communications with the public</p> <p>We would investigate types of computer package needed to improve the appearance of our free newsletter and create a better link between our newsletter and our web site. Once we have found it, we will acquire it and use it for training staff/volunteers that work on our newsletter. As a result, we hope to recruit new members and encourage more people to participate in safeguarding their environment.</p>
The Montpellier Association	<p>We All Work Together To Raise The Profile Of The Area As A Social /Recreational/Eating And Shopping Experience</p>	<p>Promoting The Area /Promoting Cheltenham / Working Together</p>	<p>Work Closely With CBC And The Chamber Of Commerce</p>	<p>Link All Our Websites With CBC/Tourist Board Etc</p>

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