



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Cabinet

Tuesday, 15 July 2014
6.00 pm

Municipal Offices, Promenade, Cheltenham, GL50 9SA

Membership	
Councillors:	Steve Jordan, John Rawson, Rowena Hay, Peter Jeffries, Andrew McKinlay, Jon Walklett and Chris Coleman

Agenda

	SECTION 1 : PROCEDURAL MATTERS	
1.	APOLOGIES	
2.	DECLARATIONS OF INTEREST	
3.	MINUTES OF THE LAST MEETING Minutes of the meeting held on 24 June 2014	(Pages 1 - 10)
4.	PUBLIC AND MEMBER QUESTIONS AND PETITIONS These must be received no later than 12 noon on the fourth working day before the date of the meeting	
	SECTION 2 :THE COUNCIL <i>There are no matters referred to the Cabinet by the Council on this occasion</i>	
	SECTION 3 : OVERVIEW AND SCRUTINY COMMITTEE <i>There are no matters referred to the Cabinet by the Overview and Scrutiny Committee on this occasion</i>	
	SECTION 4 : OTHER COMMITTEES <i>There are no matters referred to the Cabinet by other Committees on this occasion</i>	
	SECTION 5 : REPORTS FROM CABINET MEMBERS AND/OR OFFICERS	
5.	THIRD SECTOR RENT REQUEST FROM 10TH CHELTENHAM ALL SAINTS SCOUT GROUP	(Pages 11 - 20)

		Report of the Cabinet Member Finance	
6.		THIRD SECTOR RENT SUBSIDY REQUEST FOR THE 1ST HATHERLEY SCOUTS GROUP Report of the Cabinet Member Finance	(Pages 21 - 40)
7.		FINANCIAL OUTTURN 2013/14 AND QUARTERLY BUDGET MONITORING REPORT TO END MAY 2014 Report of the Cabinet Member Finance	(Pages 41 - 102)
8.		BUSINESS RATES RETAIL RELIEF SCHEMES Report of the Cabinet Member Finance	(Pages 103 - 114)
9.		REVIEW OF LICENSING POLICY, GUIDANCE AND CONDITION FOR PRIVATE HIRE AND TAXIS WITHIN THE BOROUGH OF CHELTENHAM Report of the Cabinet Member Development and Safety	(Pages 115 - 204)
10.		OLDER PEOPLES' HOUSING SUPPORT SERVICE PROVISION UNDER CHELTENHAM BOROUGH HOMES Report of the Cabinet Member Housing	(Pages 205 - 218)
11.		REVIEW OF THE COUNCIL'S PERFORMANCE AT END OF 2013-14 Report of the Cabinet Member Corporate Services	(Pages 219 - 258)
12.		ALLOCATION OF COMMUNITY PRIDE FUNDS 2014-15 Report of the Leader	(Pages 259 - 274)
13.		ALLOCATION OF POSITIVE ACTIVITIES FUNDING 2014 Report of the Cabinet Member Healthy Lifestyles	(Pages 275 - 284)
14.		CABINET APPOINTMENT TO OUTSIDE BODIES Report of the Leader	(Pages 285 - 292)
		SECTION 6 : BRIEFING SESSION <ul style="list-style-type: none"> • Leader and Cabinet Members 	
15.		BRIEFING FROM CABINET MEMBERS	
		SECTION 7 : DECISIONS OF CABINET MEMBERS AND OFFICERS Member decisions taken since the last Cabinet meeting	
		SECTION 8 : ANY OTHER ITEM(S) THAT THE LEADER DETERMINES TO BE URGENT AND REQUIRES A DECISION	
		SECTION 9 : LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS	
16.		LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS	

		<p>The Cabinet is recommended to approve the following resolution:-</p> <p>“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 paragraphs 2 and 3, Part (1) Schedule (12A) Local Government Act 1972, namely:</p> <p>Paragraph 2; Information which is likely to reveal the identity of an individual</p> <p>Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	
17.		<p>EXEMPT MINUTES To approve the exempt minutes of the meeting held on 24 June 2014</p>	(Pages 293 - 294)
18.		<p>205 LECKHAMPTON ROAD Report of the Cabinet Member Finance</p>	(Pages 295 - 308)
19.		<p>ACQUISITION OF PROPERTIES AT CAKEBRIDGE PLACE Report of the Cabinet Member Finance/Cabinet Member Housing</p>	(Pages 309 - 318)
20.		<p>REVIEW OF GOVERNANCE ARRANGEMENTS FOR GLOUCESTERSHIRE AIRPORT Report of the Leader</p>	(Pages 319 - 380)

Contact Officer: Rosalind Reeves, Democratic Services Manager, 01242 774937
Email: democratic.services@cheltenham.gov.uk

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Cabinet

**Tuesday, 24th June, 2014
4.00 - 4.55 pm**

Attendees	
Councillors:	Steve Jordan (Leader of the Council), John Rawson (Cabinet Member Finance), Rowena Hay (Cabinet Member Healthy Lifestyles), Andrew McKinlay (Cabinet Member Development and Safety), Jon Walklett (Cabinet Member Corporate Services) and Chris Coleman (Cabinet Member Clean and Green Environment)
Also in attendance:	Councillor Tim Harman, Councillor Helena McCloskey, Councillor Rob Reid and Councillor Chris Ryder

Minutes

1. APOLOGIES

Apologies were received from Councillor Jeffries.

The Leader took the opportunity to welcome Councillor Chris Coleman in his new role as Cabinet Member Clean and Green Environment. He also wished to put on record his thanks to Councillor Roger Whyborn for his contributions as Cabinet Member Sustainability.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST MEETING

The minutes of the last meeting were approved and signed as a correct record.

4. PUBLIC AND MEMBER QUESTIONS AND PETITIONS

There were none.

5. FINAL REPORT OF THE CEMETERY AND CREMATORIUM SCRUTINY TASK GROUP

The Leader of the Council invited the Chair of the Scrutiny Task Group to address Cabinet. The Chair of the Scrutiny Task Group, Councillor Chris Ryder, introduced the report and explained that whilst there were 8 formal recommendations there were in fact 22 recommendations contained within the report. She wished to put on record her thanks to the Overview and Scrutiny Committee, the former Cabinet Member Sustainability and in particular the Task Group for their work in trying to address what was an important issue for families in the town. She urged the recently appointed Cabinet Member Clean and Green Environment to work more closely with the manager at the crematorium and to identify and resolve issues more promptly than had been done in the past.

The Cabinet Member Clean and Green Environment thanked the members of the Scrutiny Task Group for their detailed report and the guidance going forward. He reported that since taking up office a problem developed with the flue of one of the two cremators, which if not dealt with promptly would have become a safety issue. Expert opinion was therefore sought and it was decided to run just one cremator. A decision was made that there would be a two week closure to deal with the problem on 14 July. The Cabinet Member highlighted that a meeting had been held last week with funeral directors to keep them informed and BBC Gloucestershire and the Echo had been informed of the planned closure. He had every confidence in the team of officers at the crematorium and thanked them for their commitment. He assured the scrutiny task group that he would be working very closely with them to achieve the right result.

In terms of the future the Cabinet Member highlighted that there would need to be a sustainable plan for the future development of the crematorium and an options appraisals would be drawn up. He intended to be fully open with Members, officers and funeral directors and would take advice where necessary. At the current time he deemed it inappropriate to ask officers to respond to the task group report but intended to bring a full written report to Cabinet in September. Given the level of expertise which Members of the Scrutiny Task Group had gained he suggested that a Cabinet Member working group be established to make the best use of this expertise.

The Chair of the Scrutiny Task Group explained that the STG had met on one occasion recently and would be keeping a watching brief on progress. She welcomed the ongoing involvement of the STG members and requested that a replacement for Barbara Driver be sought.

In terms of the issue with the flue, she asked who would be project managing the issue as this had not always been apparent in the past. In response the Cabinet Member said there were changes in the property team but he would confirm the name of the project management lead to her.

The Chair of the STG expressed her concern with regard to the abatement issue and the cost involved. In response the Leader said that a long term solution to the service as a whole was being sought and abatement was a key part of this.

Members welcomed the STG report and supported the proposal to undertake a wide ranging options appraisal of the service. Investment was vital to deliver this valuable service in the borough.

The Leader wished to record his thanks to all who had been involved.

RESOLVED

- 1. To note the recommendations as laid down in the report**
- 2. That a report responding to the recommendations be brought to Cabinet in September 2014.**

6. CONSULTATION ON A NEW MANAGEMENT AGREEMENT AND PROPOSALS TO CHANGE THE COMPOSITION OF THE BOARD OF DIRECTORS OF CHELTENHAM BOROUGH HOMES

The Leader of the Council introduced the report and explained the Board of CBH had been undertaking some detailed work in moving the organisation forward, building on its success over the last 10 years. There was a desire to continue to deliver the current new build programme as well as identifying further opportunities for developing and delivering affordable/social housing and expanding its existing services to meet the needs of the community.

The Leader explained that in light of the above the CBH Board had also been considering its current governance arrangements, including potential changes to its board composition and updating its management agreement, to facilitate/underpin the future direction of travel. Proposals included extending the life of the current management agreement and advice received suggested that a 30 year period would provide stability in terms of planning for the future. In addition reducing the CBH Board size to 10 was proposed. There would continue to be 2 Council nominated members and 3 tenant representatives including one leaseholder. This model was deemed to be a practical size for today's conditions.

The Leader highlighted that it would also be important for Members to consider the future role for CBH in the context of the Vision 2020 project as there may be potential for CBH and CBC to consider how they may collectively address financial pressures over the extended life of the management agreement.

The Leader then explained that all proposals were subject to a 6 week consultation period and a report would be brought back to Cabinet in September on the outcome of the consultation. In the meantime notice would be given to the Secretary of State as consent would be required.

The Leader reiterated the positive relationship CBC had with CBH.

RESOLVED

That subject to consultation :

1.1 the strategic direction of the CBH business plan be endorsed

1.2 the principle of amending the term and content of the Management Agreement, as outlined in section 3 be endorsed, in order to facilitate the delivery of the CBH and HRA business plans;

1.3 the principle of reducing the CBH board size from 15 to 10 as outlined in section 4 of the report be endorsed;

1.4 the principle of changing the composition of the CBH board to facilitate the delivery of the CBH and HRA business plans be endorsed.

That :

2.1 the Deputy Chief Executive be authorised to make early contact with the Secretary of State and to undertake, in conjunction with CBH, consultation with tenants, leaseholders and other stakeholders for a minimum of 6 weeks in relation to the proposed changes to the CBH board and the management agreement.

2.2 the relevant Directors from CBC and the Chief Executive of CBH be requested to consider options for further collaboration for sourcing support services over the period of the extended management agreement

2.3 a further report be brought back to the September 2014 Cabinet for endorsement on the outcome of the consultation together with any proposed changes before seeking the Secretary of State's consent in accordance with s27 Housing Act 1985.

7. CHELTENHAM ECONOMIC DEVELOPMENT STRATEGY

The Leader introduced the report and explained that in order to inform the drafting of the Cheltenham Plan, assist with implementation of the policies of the Joint Core Strategy and to engage effectively with emerging Local Enterprise Partnership initiatives, the Council needed to replace its Economic Development Strategy. This would provide a strong analytical evidence base which clearly set out the Council's aspirations for the local economy and identifies through an action plan how these can be delivered.

The Leader informed that preparation of an economic development strategy required the application of technical and professional expertise therefore consultancy support would be procured, the funding for which would be £10 000 from the Economic Development earmarked reserve.

RESOLVED THAT

- 1. the draft brief for consultants' expressions of interest at Appendix 2 which will form the basis for the tender brief for the Economic Development Strategy for Cheltenham be agreed;**
- 2. the Director of Environmental and Regulatory Services be authorised to undertake the procurement process;**
- 3. the transfer of £10,000 from the Economic Development reserve be approved, to assist in funding the project**

8. 2020 VISION FOR JOINT WORKING

The Leader of the Council introduced the report which outlined Vision 2020, a broad strategic direction for further collaboration with Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council. The report sought approval to develop a more detailed business case and to seek funding from government through the Transformational Challenge Award process.

The Leader explained that the 2020 vision built on the success of GO Shared Services which had given those councils involved the confidence to go beyond

the current arrangements and to explore the options further. Other councils should have the option to join and it should enable the council to deliver the level of projected savings whilst maintaining the level of service. He reported that the Council had recently received a visit from the Cabinet Office to discuss the concept.

The Leader went on to explain that the drivers for the concept included the fact that directly employed staff had reduced from 800-200 (by October 2014) and one option to be explored was the possibility of a company to employ the staff of the four councils in order to achieve economies of scale. This would have implications for pensions and the pension fund but could potentially provide staff with more career opportunities.

In terms of timescale, the Leader explained that the aim was to establish a programme board and present a business plan to Cabinet in October using funding already awarded. He emphasised that each Council would remain independent and Council members would independently determine the service for that area.

Members recognised that the Council had been successful as a council in finding savings whilst maintaining services through shared service arrangements. Whilst establishing a joint company would be complicated it was an innovative step so officers would work carefully to address potential problems. It was highlighted that the briefing process for members and officers was ongoing.

RESOLVED THAT

- 1. the contents and the broad strategic direction for joint working as set out within the 2020 Vision for Joint Working (Appendix 2) be noted.**
- 2. the establishment of a 2020 Vision Programme Board consisting of one Councillor Representative from each Council be approved.**
- 3. the 2020 Vision Programme Board be authorised to develop a programme plan; business case; and consider any efficiency savings that could be delivered for 2015/16 with a further report to partner councils in Autumn 2014.**
- 4. the 2020 Vision Programme Board be authorised to submit applications to the Transformation Challenge Award for additional funding support**
- 5. the allocation of Transformation Challenge Award funding to support the development of the programme be approved.**
- 6. Cheltenham Borough Council act as Accountable Body for authorising expenditure against the programme on the unanimous recommendations of the 2020 Vision Programme Board**

9. JCS: IDENTIFYING POTENTIAL FOR LOCAL GREEN SPACE WITHIN CHELTENHAM, TOOLKIT AND COMMUNITY WORK

The Leader of the Council introduced the report and explained that a key element of the Local Green Space designation in the National Planning Policy framework (NPPF) was that a green area to be designated must be “demonstrably special to a local community and hold a particular local significance”, work with the local communities within the borough to initially identify and propose areas is suggested.

The Leader said that it was important that this work was progressed as there was the immediate pressure of planning applications. It was proposed that CBC adopt the Cotswold toolkit and make it more Cheltenham specific. Consideration was given as to whether officers could lead the consultation elements of the study but as they were currently constrained by other work priorities it was proposed that consultants be commissioned to facilitate work with local communities at an approximate cost of £6 000 to be funded by an underspend at outturn.

Members noted that the recently published national planning practice guidance stated that “Designating any Local Green Space will need to be consistent with local planning for sustainable development in the area. In particular, plans must identify sufficient land in suitable locations to meet identified development needs and the Local Green Space designation should not be used in a way that undermines this aim of plan making. However paragraph 14 of the NPPF stated that local plans should meet objectively assessed need unless there were specific policies in the framework which indicated development should be restricted.

Members recognised the apparent contradiction in the plan. The local green space designations shouldn't be used as a means for thwarting objections but should be used as a means to continue to identify local green space legitimately. Flexibility was key.

RESOLVED THAT

- 1. the use of the Local Green Space Toolkit, amended as appropriate, be agreed. Changes to be agreed with the Leader of the Council prior to publication.**
- 2. the consultancy brief be agreed**
- 3. officers be actioned to undertake the procurement process to commence the works required to support local communities wishing to identify sites considered suitable for Local Green Space designation.**

10. AIR QUALITY ACTION PLAN

The Cabinet Member Development and Safety introduced the report and explained that CBC had produced an Air Quality Action Plan in accordance with its statutory duties under the Environment Act 1995 and following the designation of the Borough as an Air Quality Management Area (AQMA) in

2011. He highlighted the five main areas in the town where NO₂ exceeded the recommended level and referred to the proposed measures that should help to reduce air pollution within the Borough some of which were due to be delivered through the Cheltenham Transport Plan and associated smarter travel initiatives funded by the Local Sustainable Transport Fund (LSTF).

RESOLVED THAT

the adoption of the Air Quality Action Plan and implementation of measures contained therein be approved.

11. CORPORATE ENFORCEMENT POLICY

The Cabinet Member Development and Safety introduced the report and explained that the Policy was being reviewed and updated to take account of changes in legislation and the introduction of a new Regulators Code. He referred to Appendix B which listed the new advice and guidance now included in the policy and said that there had not been any substantive changes to what was already implemented. Reference was also made to the fact that legal advice had been received to say the Policy did not require Council approval which had originally been indicated in the report.

RESOLVED THAT

- 1. the amendments to the current Corporate Enforcement Policy attached in Appendix 2 be approved**
- 2. the amended Corporate Enforcement Policy be approved**
- 3. the Director of Environmental and Regulatory Services be authorised to make amendments to the adopted Policy as required to reflect changes in legislation or guidance and codes of practice where a full review of the Policy is not warranted.**

12. CHELTENHAM LEISURE AND CULTURE TRUST - INTENTION TO AWARD CONTRACT AND UPDATE ON ADMITTANCE TO LOCAL GOVERNMENT PENSIONS SCHEME AND ON TUPE

The Cabinet Member Sport and Culture introduced the report and explained that when the market testing and commissioning review had been undertaken it was deemed important to ensure that the market was aware that the contract for the provision of leisure and cultural services had been awarded to Cheltenham Leisure and Culture Trust in order to give those who had been unsuccessful the opportunity to challenge.

She also highlighted that staff would be transferred from the Council to Cheltenham LCT under the Transfer of Undertaking (Protection of Employment) legislation and that Cheltenham LCT had been admitted to the Local Government Pension Scheme (LGPS).

RESOLVED THAT it be noted that

- 1. the Council will award a contract to Cheltenham Leisure and Culture Trust (Cheltenham LCT) from 1 October 2014 to operate the following council services:**

- **Leisure@**
- **Prince of Wales Stadium**
- **Town Hall**
- **Pittville Pump Room**
- **The Wilson (Cheltenham Art Gallery and Museum)**
- **Tourism service and the Tourist Information Centre**
- **Sport, Play and Healthy Lifestyles**

2. **the intention to transfer staff, as appropriate, from the Council to Cheltenham LCT under the Transfer of Undertaking (Protection of Employment) legislation and that consultation with staff will be initiated.**
3. **Cheltenham LCT will be admitted to the Local Government Pension Scheme (LGPS).**
4. **the Council will act as guarantor for LGPS liabilities arising from those staff who transfer to Cheltenham LCT.**

13. INTER AUTHORITY AGREEMENT JOINT WASTE COMMITTEE

The Leader of the Council introduced the report and reminded members that Cheltenham, Cotswold, Forest of Dean and Gloucestershire County Council established a Joint Waste Committee from 1 April 2013. Tewkesbury Borough Council had now agreed to join which was welcomed. Tewkesbury already shared the depot with CBC and other arrangements were in place and it was hoped that this would lead them to join Ubico which would improve the management of collecting waste in the area. He paid tribute to the former Cabinet Member Sustainability, Councillor Whyborn, who had contributed to the work of the GJWC.

Members welcomed the positive news.

RESOLVED THAT

1. **Tewkesbury's decision to join the Gloucestershire Joint Waste Committee be welcomed**
2. **it be noted that the Deputy Chief Executive, in consultation with the s151 officer and Borough Solicitor will update and reissue the Inter Authority Agreement (IAA)**

14. BRIEFING FROM CABINET MEMBERS

The Leader made reference to the briefing note attached to the agenda relating to the LGA Corporate Peer Challenge which would take place in September upon request of CBC. This would give the Council an opportunity to take a view on how effective it is in identifying and tackling the big issues and challenges that affect the borough. It would be a three day process and all members were invited to be involved. He highlighted that the team would include both a Liberal Democrat and Conservative Council Leader.

The Leader also referred to the briefing note on business support which explained that the small business advice service had been extended for 12 months. He explained that there would also be an opportunity in the future via the growth hub which formed part of the Gloucestershire Economic Plan.

The Leader then made reference to the table circulated at the meeting detailing the external bodies deemed to form part of the Cabinet members' role and explained that at July Cabinet the formal appointment of outside bodies would be approved.

Finally the Leader updated Members on the JCS. Since the pre-submission had been approved by the three councils in April an issue had arisen with the Stroud local plan where the housing requirement cited in the document was deemed to be too low and a review was therefore being undertaken. Secondly there had been an update in population statistics which now projected a reduced estimate of the increase in population with most of the reduction being in the projected birth rate. This would have little impact on the projected housing numbers in Cheltenham and Gloucester but a sizeable reduction of 5.2 % in projected household requirement in Tewkesbury which would require further consideration.

In terms of the impact this would have on the JCS there would be a review of significant changes prior to pre-submission to the Secretary of State.

15. DECISIONS OF CABINET MEMBERS

The Leader informed that he had taken two decisions since the last meeting of Cabinet. Both related to ordinary resolutions as Shareholder of Ubico, firstly the approval of the Ubico Business Plan and secondly approving that an increase equivalent to the NJC award is applied to the Managing Director's salary for 2014-15 and for subsequent years.

16. LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS RESOLVED 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 3, Part (1) Schedule (12A)Local Government Act 1972, namely :

Paragraph 1 : Information relating to any individual

Paragraph 3 : Information relating to the financial or business affairs of any particular person (including the authority holding that information)

17. EXEMPT MINUTES

The exempt minutes of the meeting held on 15 April 2014 were approved and signed as a correct record.

18. DISABLED ADAPTATIONS AND EXTENSION TO 23 ENNERDALE RD

The Leader introduced the report in the absence of the Cabinet Member Housing. He explained that this was an immediate and local problem which needed to be resolved. He informed Members that the proposed appropriation

of Open Space land had been advertised in accordance with section 122 of the Local Government Act 1972 and no objections had been received.

Members agreed that this was a sensible solution to a pressing problem.

RESOLVED THAT

The recommendations be approved.

Chairman

Cheltenham Borough Council

Cabinet

Request for rent subsidy from 10th Cheltenham All Saints Scout Group

Accountable member	Cabinet Member for Finance, Councillor John Rawson
Accountable officer	David Roberts (Head of Property and Asset Management)
Ward(s) affected	Pittville
Key Decision	No
Executive summary	<p>The Council have been asked by 10th Cheltenham All Saints Scout Group to consider a rent subsidy for the premise known as Pittville Scouts Hut, Central Cross Drive, Cheltenham.</p> <p>The Scouts group satisfies three of the Council's Key Objectives and that, as a result, a rent subsidy is proposed.</p>
Recommendations	It is recommended that Cabinet agrees to accept the recommendation of the 3 rd Sector Panel and authorise the Director of Resources to administer a rent reduction of 80% against the lease between Cheltenham Borough Council and 10th Cheltenham All Saints Scouts Group.

Financial implications	<p>Under the current rent arrangements 10th Cheltenham All Saints Scout Group pay £300 per annum. The market rent of £630 will be offset by a rent subsidy of 80% equating to £504. The council will receive future rents of £126 per annum, a decrease of £174 per annum.</p> <p>Contact officer: Nina Philippidis, nina.philippidis@@cheltenham.gov.uk, 01242 264121</p>
Legal implications	<p>None arising directly from this report</p> <p>Contact officer: Rose Gemell, rose.gemmell@tewkesbury.gov.uk, 01684 272014</p>
HR implications (including learning and organisational development)	<p>N/A</p> <p>Contact officer: , @cheltenham.gov.uk, 01242</p>
Key risks	Should the Scouts Group not take a new lease of the premises; they may stand vacant for a number of months, and the Council would then be responsible for the maintenance, insurance and business rates.

Corporate and community plan Implications	By agreeing this application 10th Cheltenham All Saints Scouts Group will contribute to supporting the Council Priorities of: <ul style="list-style-type: none">• Enhancing & protecting our environment• Strengthening our communities• Focussing on Children and young people
Environmental and climate change implications	Nothing in this proposal is considered to impact negatively upon the Council's environmental and climate change aspirations
Property/Asset Implications	As set out in this report Contact officer: David Roberts@cheltenham.gov.uk

1. Background

- 2.1 10th Cheltenham All Saints Scouts Group (hereafter referred to as the Scouts) is a registered charity they would like to renew their lease which expired in 1997. They would like a renewal for a term of 5 years.
- 2.2 The rent they are currently paying is £300 per annum. The market rent is now £630 per annum.
- 2.3 The Scouts have made an application under the Council's 3rd Sector Policy; a copy of the application is attached as Appendix II.
- 2.4 A meeting of the 3rd Sector Policy board considered the application from Scouts Group for rent relief and concluded that a relief of 60% in addition to a subsidy of 20% applicable to charitable institutions renting Council-owned premises was appropriate. A copy of the panel's decision is attached as Appendix III.

2. Reasons for recommendations

- 2.1 The 3rd Sector Policy Board considered the application from 10th Cheltenham All Saints Scouts Group and concluded that the following subsidies could be applied:
 - 20% subsidy in respect of the Scouts contribution to the Council's Objective 1 Enhancing and protecting our environment'
 - 20% subsidy in respect for the Scouts contribution to the Council's Objective 3 ' Strengthening Our Communities'
 - 20% subsidy in respect of the Scouts contribution to the Council's Objective 5 ' A Focus on Children and Young People'
- 2.2 20% subsidy reflecting the Scouts is a registered charity
- 2.3 It is proposed that the Scouts shall occupy the property upon a full repairing basis and be responsible for the payment of all utility and rates bills as well as insuring the property.
- 2.4 The full Market Rent of the property has been ascertained to be £630 per annum and a term of five years has been agreed as appropriate with the rental subsidy the rent that the Scouts will be paying is £126 per annum.

3. Alternative options considered

- 3.1 The Council could decide not to offer the Scouts a rent subsidy, this would result in the strong possibility that the Scouts would no longer be able to provide a scouts group within that area

4. Consultation and feedback

- 4.1 Asset Management Working Group supports the request for a rent subsidy
- 4.2 Cllr John Rawson supports the rent request subsidy

5. Performance management –monitoring and review

5.1 We will monitor the rent payment.

Report author	Contact officer: Rebecca Conway rebecca.conway@cheltenham.gov.uk, 01242 775148
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Submission by 10th All Saints Cheltenham Scouts Group3. Decision of 3rd Sector Assessment Panel.
Background information	N/A

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 the tenant cannot sustain 20% rent payments this could jeopardise their continued operation of the building and this could result in the loss of a community service, empty rates and adverse publicity	Rebecca Conway	19 th June 2014	2	2	4	Accept	Monitor and refer to Cabinet should such circumstances arrive	19 th June 2014	Rebecca Conway	

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Application for rent discount under the council's property lettings and disposals to the third sector, voluntary and community groups policy

Assessment carried out on 31 March 2014 by:

- Des Knight – Finance
- Richard Gibson – Strategy and Engagement
- Helen Down - Strategy and Engagement

Name of Organisation:	10 th Cheltenham All Saints Scout Group
Registered Charity?	Yes; 10251252
Does the organisation have a paying membership?	No
Name /address of property	Scout HQ Central Cross Drive Cheltenham
Current rent	£300 per annum proposed to increase to a market rent of £630

Based on their Business Plan, what contribution does this organisation make to the Council's Corporate Strategy and/or Cheltenham's Sustainable Community Strategy?	Which objectives does the Organisation significantly contribute towards? (Tick and give reasons where appropriate)	Does the business plan show how these activities are sustainable? Yes	% subsidy awarded
Objective 1: Enhancing & protecting our environment (includes investing in environmental quality, investing in travel and transport and promoting sustainable living)	Yes – the organisation significantly contributes to the environment of Cheltenham; though many activities cubs and scouts learn to be more environmentally aware through the group Environmental Badge. Also the group encourage low environmental impact camping and have raised money for Water Aid.	<i>Yes, the financial statements show that the organisation has a secure financial future and that it can all planned activities</i>	20
Objective 2: Strengthening our economy	No – Limited contribution although there is a link between participation in cubs and scouts and their longer term economic well being.		0
Objective 3: Strengthening our communities (includes promoting community safety, promoting housing choice, building healthier communities and supporting older people)	Yes – the organisation makes a significant contribution to local community life; the group brings together many young people from a wide range of communities to work as a team – 8 different primary schools and 9 different secondary schools. The group have contributed 6 days to local community projects, worked with the Friends of Pittville on the time capsule project for Puttville Gates, and raised funds for charities such as Help for Heroes and St. Vincents.	as above	20

Objective 4: Enhancing the provision of arts and culture	No – Limited contribution although the group does participate in gang shows and sing as a choir.		0
Objective 5: A focus on children and young people i.e. where One or all of the following outcomes for children and young people are met: -Be healthy -Stay safe -Enjoy & Achieve -Making a positive contribution - Achieving economic well-being	Yes, the organisation makes a significant contribution to positive outcomes for children and young people and undertakes activities to improve their sense of self worth and confidence, a number of members have learning challenges and their progress in scouting has been a major factor in helping them build confidence. There is a strong focus on healthy lifestyles such as Duke of Edinburgh award and kayaking. Being a church sponsored group there is a focus on developing the individual's spiritual and ethical wellbeing.	as above	20

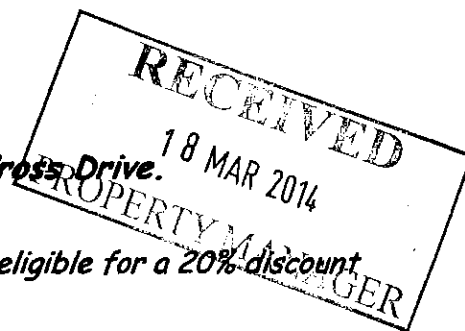
As agreed by the Cabinet in July 2010, a further 20% discount is available to any charity renting council property = 80%

State Aid avoidance checklist:	
Is the proposed tenant a not for profit organisation?	Yes
Is the use of the building for a community purpose?	Yes
Are the activities carried out by the organisation of local interest only?	Yes

Recommendation:

That 10th Cheltenham All Saints Scout Group are awarded a rental discount of 80%.

Application for Rent Discount for the Scout HQ Central Cross Drive.



The Scout Group is a registered charity - Reg. No. 1021252 ; so is eligible for a 20% discount as a charity under CBC Corporate Strategy.

There are grounds under the criteria set by CBC, for additional discounts, under the objectives identified in the council's Corporate Strategy, or the every child matters outcomes. Below is the evidence upon which we believe that this judgement should be based:-

1. Enhancing and Protecting our Environment.

The 10th Cheltenham (All Saints') Scout Group (and associated Explorer Unit 'Bob's Dinosaurs') - like all Scouting Groups engages with environmental issues. In developing camp skills, and in various outdoor activities we encourage a responsible attitude to the environment; we particularly encourage low environmental impact camping - encouraging recycling and best environmental practise. We have raised money in the past for Water Aid, and regularly explore environmental issues as part of our programmes we are looking to working towards the group Environmental Award.

2. Strengthening our Economy.

In developing individual's skills, we hopefully help their long term Economic well being; we use local suppliers where ever possible, when carrying out building work, or when purchasing supplies.

3. Strengthening Communities.

The Group and Unit - caters for young people aged from 6 - 18 years. A number of children within the Group come from disadvantaged communities - such as Whaddon, and St Paul's, a few coming from single parent homes. Children within the Group belong to eight different primary schools, and within the scout Troops and Explorer Unit belong to nine secondary schools - some being in the independent sector. One of the strengths of the Group and Unit is the blend of young people from different social backgrounds working together as a team.

Both Group and Unit, have also been involved in actively supporting community projects (6 Days given over to this in 2013), contributing to the Time Capsule at Pittville Park Gates; and in raising money for charities - later this year will see £1,500 presented to Help for Heroes which has been raised over the last 18 months; previously we have raised money for St Vincent's, and Water Aid.

4. Enhancing the provision of Arts and Culture.

Creative activities are part of our programme, and we have run Gang Shows, and members of our sections have sung together as a choir at Church Parades and other events, but we are not an arts provider in any wider sense.

5. A focus on improving the life chances of Children & Young People.

The Group and Unit, improve life chances by helping individuals develop their sense of self worth and confidence - a number of members have learning issues, and their progress in scouting has been a major factor in encouraging them to believe in their ability to overcome obstacles. Scouting with its emphasis on team work, and on outdoor activity enhances young people's choice of healthy life styles - one of the Explorer Leaders is the County Water Adviser - and the unit has a focus on D of E, and Kayaking activities (and the associated aspects of service); the Scout Group's programme prepares the ground for these activities. As a church sponsored Group we also take the development of individual's spiritual and ethical well being seriously.

6. Financial and Business Management.

The Group celebrated its Centenary in 2010, and is one of only two local Scout Groups to have run continuously without break since 1910. Attached are the accounts for 2012, the last official set of audited accounts (the accounting year runs Jan - Dec, and accounts are presented and agreed at the Group AGM in May each year - the 2013 accounts are in preparation at present. The Group has provision in place to provide financial support to young members who cannot meet the cost of activities, or their subscription to the movement (includes insurance) - in 'Richard's Fund'; with the agreement of the Trustees, on the recommendation of the GSL and Treasurer.

Dr. Tim Winder (Group Scout Leader).

Cheltenham Borough Council

Cabinet

Request for rent subsidy from 1st Hatherley Scout Group

Accountable member	Cabinet Member for Finance, Councillor John Rawson
Accountable officer	David Roberts (Head of Property and Asset Management)
Ward(s) affected	Warden Hill
Key Decision	No
Executive summary	<p>The Council has been asked by 1st Hatherley Scout Group to consider a rent subsidy for the premise known as Hatherley Scouts Hut, Penrith Road, Hatherley, Cheltenham.</p> <p>The Scouts group satisfies three of the Council's Key Objectives and, as a result, a rent subsidy is proposed.</p>
Recommendations	It is recommended that Cabinet agrees to accept the recommendation of the 3 rd Sector Panel and authorise the Director of Resources to administer a rent reduction of 80% against the lease between Cheltenham Borough Council and 1 st Hatherley Scouts Group.

Financial implications	<p>Under the current rent arrangements 1st Hatherley Scout Group pay £150 per annum. The market rent of £1,600 will be offset by a rent subsidy of 80% equating to £1,280. The Council will receive future rents of £320 per annum, an increase of £170 per annum.</p> <p>Contact officer: Nina Philippidis, nina.philippidis@cheltenham.gov.uk, 01242 264121</p>
Legal implications	<p>None arising directly from this report</p> <p>Contact officer: Rose Gemmell, rose.gemmell@tewkesbury.gov.uk, 01684 272014</p>
HR implications (including learning and organisational development)	<p>N/A</p> <p>Contact officer: , @cheltenham.gov.uk, 01242</p>
Key risks	Should the Scouts Group not take a new lease of the premises, they may stand vacant for a number of months, and the Council would then be responsible for the maintenance, insurance and business rates.

<p>Corporate and community plan Implications</p>	<p>By agreeing this application 1st Hatherley Scouts Group will contribute to supporting the Council Priorities of:</p> <ul style="list-style-type: none"> • Enhancing & protecting our environment • Strengthening our communities • Focussing on Children and young people
<p>Environmental and climate change implications</p>	<p>Nothing in this proposal is considered to impact negatively upon the Council's environmental and climate change aspirations</p>
<p>Property/Asset Implications</p>	<p>As set out in this report</p> <p>Contact officer: David Roberts@cheltenham.gov.uk</p>

1. Background

- 1.1 1st Hatherley Scouts Group (hereafter referred to as the Scouts) is a registered charity. They would like to renew their lease which expired on the 23rd March 2013. They would like a renewal for a term of 5 years.
- 1.2 The rent they are currently paying is £150 per annum. The market rent is now £1600 per annum. The reason for the rent increase is because the Scouts built their own scouts hut. As they built it, it was deemed a tenants improvement. However as 21 years has lapsed, under the Landlord & Tenant Act 1954, the improvement value is now deemed to have been exhausted. The proposed rent reflects this.
- 1.3 The Scouts have made an application under the Council's 3rd Sector Policy; a copy of the application is attached as Appendix II.
- 1.4 A meeting of the 3rd Sector Policy board considered the application from 1st Hatherley Scouts Group for rent relief and concluded that a relief of 60% in addition to a subsidy of 20% applicable to charitable institutions renting Council-owned premises was appropriate. A copy of the panel's decision is attached as Appendix III.

2. Reasons for recommendations

- 2.1 The 3rd Sector Policy Board considered the application from 1st Hatherley Scouts Group and concluded that the following subsidies could be applied:
 - 20% subsidy in respect of the Scouts contribution to the Council's Objective 1 Enhancing and protecting our environment'
 - 20% subsidy in respect for the Scouts contribution to the Council's Objective 3 ' Strengthening Our Communities'
 - 20% subsidy in respect of the Scouts contribution to the Council's Objective 5 ' A Focus on Children and Young People'
- 2.2 20% subsidy reflecting that the Scouts is a registered charity
- 2.3 It is proposed that the Scouts shall occupy the property upon a full repairing basis and be responsible for the payment of all utility and rates bills as well as insuring the property.
- 2.4 The full market rent of the property has been estimated to be £1,600 per annum and a term of five years has been agreed as appropriate with the rental subsidy the rent that the Scouts will be paying is £320 per annum.

3. Alternative options considered

- 3.1 The Council could decide not to offer the Scouts a rent subsidy, but this would result in the strong possibility that the Scouts would no longer be able to provide a scouts group within that area

4. Consultation and feedback

- 4.1 Asset Management Working Group supports the request for a rent subsidy
- 4.2 Cllr John Rawson supports the rent request subsidy

5. Performance management –monitoring and review

5.1 We will monitor the rent payment.

Report author	Contact officer: Rebecca Conway Rebecca.conway@cheltenham.gov.uk, 01242 775148
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Submission by 1st Hatherley Scouts Group/3. Decision of 3rd Sector Assessment Panel.
Background information	N/A

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 the tenant cannot sustain 20% rent payments this could jeopardise their continued operation of the building and this could result in the loss of a community service, empty rates and adverse publicity	David Roberts	12 th March 2014	2	2	4	Accept	Monitor and refer to Cabinet should such circumstances arrive	12 th March 2014	Rebecca Conway	
<p>Explanatory notes</p> <p>Impact – 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>Likelihood – 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>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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Summary

We are part of the UK's biggest charity mixed youth organisation. We change lives by offering 6- to 25-year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities. To develop the spiritual, physical and mental wellbeing of the young people. A diverse organisation that recognises different backgrounds, skills, attitudes and experiences that bring fresh ideas and perceptions.

Scouts helps children and young adults reach their full potential. Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.

Established for 62 years in the same location currently with 152 members that has been consistently full with a waiting list. During that time we have increased groups and nights to increase number of young people supported. All of this is underpinned by the great work of the 16 leaders, parent helpers, 10 committee members, all on a voluntary basis to support the Scout Groups objectives.

In recent years scouting has moved away from being an all boy movement to an inclusive movement including girls, this trend is reflected in 1st Hatherley Scouts. This inclusiveness extends to all sections of the community and again is reflected in 1st Hatherley Scouts.

In the last year alone the young people at 1st Hatherley have participated in and achieved badges in over 50 different disciplines, many of which have different achievement levels:

BEAVERS: Explore, Adventure Challenge, Explore, Adventure Challenge, Global Challenge, Promises Challenge, Creative, outdoor challenge, Jott, Healthy eating, Fitness Challenge, International, Friendship Challenge, night away Stage badge, Hikes Away stage badge, swimmer Stage badge, emergency aid stage badge, I.T stage badge.

CUBS: Physical Recreation, Personal safety, Air Activities, communicator, Cyclist, Hobbies, Scientist, Hikes Away stage badge, Emergency Aid, Night away stage badge, Community Challenge, Creative Challenge, Promise Challenge, Fitness Challenge, Road Safety, Home Help, Outdoor Challenge, Map Reader, Navigation, Global Challenge, Camper, swimmer Stage badge, emergency aid stage badge, I.T stage badge.

SCOUTS: Hikes Away stage badge, Night away stage badge, Swimmer Stage badge, Emergency aid stage badge, I.T stage badge, Adventure Challenge, Global Challenge, Outdoor challenge, Jott, Fitness Challenge, Pioneering, Fitness Challenge, Road Safety, Home Help, Outdoor Challenge, Map Reader, Camper, Camper challenger.

In each area below we highlight, for brevity, 3 of the badges achieved that demonstrate how scouting supports the focus area.

Focus Area 1: Enhancing & Protecting Our Environment -

- Overview: Scouting has always had an active and passionate association with the outdoors and a strong track record on enhancing and protecting it. Whilst below we have only highlighted 3 of the badges from the badge titles in the above summary it can be seen how central enhancing and protecting the outdoors is to scouting, this is best illustrated by our Chief Scout Bear Grylls.

Badges	Badge Criteria	Activity Evidence
Explore	Visit and explore an area in your local neighbourhood, these could include: <ul style="list-style-type: none"> • The seashore; • Forest or park • Woodland • Town 	<ul style="list-style-type: none"> • Decide what or where to explore. • Think about what you expect to find. • Go on the exploration. • Tell others in the Colony what you have discovered.
Outdoor Challenge	Must complete four activities, at least one from each area. <ul style="list-style-type: none"> • pack a healthy picnic meal • know what to put in your rucksack for a day visit. This could be a cagoule, drinks, lunch and waterproofs etc • help put up a tent. • go on a visit to a place of interest. This could be a park, campsite, activity centre, historic building, beach or similar • visit a Cub Scout Pack holiday or Scout camp. • take part in an outdoor activity. For example, swimming, climbing, grass sledging, 	Troop leaders oversee activities and log completion of activities. Evidence has included: <ul style="list-style-type: none"> • Local walks, • canal boating, • camps, • learning the wildlife code

	<p>treasure hunt, canal boating etc</p> <ul style="list-style-type: none"> • attend a Sleepover • learn and use two knots • follow a laid-out trail 	
Conservation Badge	<p>Find out about an environmental issue that is important to your local community. Examples include:</p> <ul style="list-style-type: none"> • recycling • energy efficiency in the home • water conservation • local conservation groups • water or air pollution 	<p>Take part in a Troop activity that improves local conservation. Examples include:</p> <ul style="list-style-type: none"> • recycling • conservation • Litter picking • Promotion of car sharing on camps

Focus Area 2: Arts & Culture

<ul style="list-style-type: none"> • Overview: The scouts at 1st Hatherley regularly attend outing to improve the arts & culture experience & awareness. These include: Church visits, museums, space museum Leicester, rail museum Swindon, air museum Cosford 		
Badges	Badge Criteria	Activity Evidence
Creative	<p>To gain this badge, Beaver Scouts must complete the following:</p> <ul style="list-style-type: none"> • Explain or know about a creative activity. • Take part in the creative activity. 	<p>Examples of creative activities include:</p> <ul style="list-style-type: none"> • putting on a show or form of entertainment • making a mobile, origami shapes, a model

	<ul style="list-style-type: none"> • Tell the Colony about the activity. 	<p>out of clay or plasticine</p> <ul style="list-style-type: none"> • a painting or drawing or doing conjuring tricks
Hobbies	<p>Options:</p> <ul style="list-style-type: none"> • Take up a hobby or interest for which you do not already have an activity badge. • Make a collection or study of objects over an agreed period. Examples are stamps, metal badges, teaspoons or bookmarks. 	<ul style="list-style-type: none"> • Keep a record of involvement for a period agreed with a member of the leadership team. • Talk to a group about the collection or study chosen. Explain the reason for the choice
Creative Arts	<p>Demonstrate involvement and improvement in a chosen creative activity. Show improvement over a period of time and show evidence of this improvement in a suitable form.</p>	<p>Perform or exhibit work completed over a period. Examples of possible activities might be:</p> <ul style="list-style-type: none"> • Art • Photography • Cooking • Writing • Model making • Any other creative activity agreed by the leadership team

Focus Area 3: Strengthening our Community

- Overview: As we support young people we are inclusive policy across physical and mental disabilities, ethnicity, boys & girls
- We have an open policy to waive fees for families in hardship
- Promotion in leadership skills, scouts to leader to Duke of Edinburgh
- We have expanded our catchment area, multiple feeder schools c8

Badges	Badge Criteria	Activity Evidence
Friendship Challenge	<p>Caring for others</p> <ul style="list-style-type: none"> • know what to do in an emergency, including calling 999 • understand how to change simple activities to cater for all needs <p>People far away</p> <ul style="list-style-type: none"> • find out about four different aspects of life in another country. For example: national costume, food, currency or climate etc <p>Meeting other people</p> <ul style="list-style-type: none"> • find out about the job or interest of someone in their community, such as a religious leader, dentist, a musician etc 	<p>Caring for Others:</p> <ul style="list-style-type: none"> • take part in an activity to help the elderly/community • raise funds for a good cause. <p>People far away</p> <ul style="list-style-type: none"> • as a Colony, create a link with another Colony or similar in a different country. <p>Meeting other people</p> <ul style="list-style-type: none"> • arrange a visit to or from someone who serves the community. For example - a police officer, lifeboat crew, coastguard, fire fighter etc
Community Challenge	<p>Area 1 - Exploring the local community</p> <p>Explore one aspect of how the local community works and is organised to the benefit of its members.</p> <p>The project should include some factfinding, a visit to or from a community facility or group and some</p>	<p>Area 1 - Exploring the local community</p> <p>For example: visits to see the workings of a theatre, tourist attraction, railway station, airport, local industry; chances to meet people involved in local government, charities, faith groups, interest groups; opportunities to hear about or take part in community traditions or</p>

	<p>form of report back.</p> <p>Area 2 - Community service</p> <p>Take an active part in some form of local community service totaling at least six hours. The time may be spent doing a number of different projects or by showing commitment to a single project over a longer period of time.</p>	<p>customs, local clubs and interest groups.</p> <p>Area 2 - Community service</p> <p>For example: running a fund-raising stall or game, delivering leaflets, clearing an area, gardening, collecting materials for recycling, helping with activities for younger children, moving furniture, clearing debris, painting fences, environmental projects.</p>
Home Help	<ul style="list-style-type: none"> • Under adult supervision, cook a simple one-course meal. • Lay a table and serve a simple meal. This can be done with requirement number one. • Wash up afterwards and show how to clean a saucepan or similar cooking utensils, cutlery, glassware, etc. This may include loading and unloading a dishwasher. • Under adult supervision, wash and iron your Group scarf. 	<ul style="list-style-type: none"> • Provide an evidence diary of the activities and how you completed them

Focus Area 4: Financial Management

As advised earlier in document, 1st Hatherley Scouts have been operating for 62 years at the same base and have formed strong links with the community and local schools during that time. As a group, we actively participate in fund raising activities such as Montpellier Fiesta (run by Cheltenham Borough Council), District Fete & Fun Day, bag packing in local supermarkets, Chocolate Tombola's in local schools (in their Summer & Christmas fayres), pudding nights within the Group, Recycling of clothes and other ad hoc fundraising arranged by the individual sections which not only increases the Group funds but also provides a sense of responsibility, belonging and community participation for the young people involved in the Scouting Movement.

Our current financial position is very secure - due mainly to fund raising as indicated above - and also through a period of time when we were able to rent out the premises to a local playgroup (Piccolo Bears) when they had to vacate their original location at short notice. Sadly, the playgroup had insufficient numbers to be economically viable long term, but the agreement did offer them a suitable location and provide us with an invaluable buffer for our own funds.

We provide a facility for the district Guides in which they are able to store their clothing, badges etc and we charge them a small fee for use of the premises as a Guide "shop" on one Saturday a month during term time.

Currently we have £7539 in a Post Office National Savings account and £14929 in our bank account. In addition to these amounts, each section holds their own petty cash bank account from which they budget for activities, badges, materials etc needed to provide the many and varied activities / outings for their section.

The current cost for the children / young people is £28 per term. Of that, £8 is retained by the section leader (for activities etc) and the remaining £20 is paid into the 1st Hatherley Scouts main account. We have been able to maintain that subscription cost for a while now, due to the contribution from fund raising activities within the Group.

Inclusive: We are aware that finances have and continue to be a struggle with most families and so have purposely strived to keep subscriptions as low as possible. We will and have reduced/waived the cost of this subscription if a family has severe hardship, as our aim is to improve the lives of young people and promote inclusion. Decisions on this are generally made by the Section Leader in conjunction with the committee if necessary. Currently we do not have any children / young people who are attending at a subsidised rate and we have a waiting list for all sections - which indicates that the £28 per term seems to be an affordable figure for families.

Our finances as shown above would indicate that we have quite a large surplus of funds available, but there are certain payments that we need to make each year and these are due to be paid within the next 6 weeks.

Unfortunately I do not yet have exact figures as not yet received, but the insurance cost for the group last year was £2087 and I would expect that figure to increase this year. This will need to be paid in March.

We also have to pay £34.90 per person per annum to the Cheltenham District Scouting Association. This subscription is payable by all Scouting units within the Cheltenham district and is based on numbers submitted by Groups in their annual census. We currently have 152 members so £5304 will need to be paid by mid March 2014.

We have also had to replace 3 of our Group tents at a cost of £1380 and this payment has not yet been taken from our account. Unfortunately, equipment that will last does tend to be expensive and despite ensuring that all equipment is well maintained, we do have to check and replace items each year.

Ignoring other ongoing costs such as heating, electricity and water, this gives a figure of £13,697 as available funding, however this is also to cover contingency funds for the ageing building.

The current premises of 1st Hatherley Scouts have been in use for a considerable number of years now and there are certain areas that are in need of improvement / updating. We have been fund raising over the years to ensure that we had sufficient funds should we need to look at relocating when the lease on the land ran out. The income of approx £4900 from Piccolo Bears Playgroup in 2011/2012 significantly helped with this as that was far in excess of what we would have been able to raise through fundraising alone and has provided an additional cushion of financial security to the Group.

Now that the lease has been renewed, we will be able to utilise some of our funds to carry out improvements without the concern that we would be paying out for works that would not be of benefit to the Group if we had to relocate.

We always use local tradesmen for any work needed on the building and for any other items required (i.e. printing) as we believe that we need to integrate fully and support local businesses in the community. We are very fortunate in that within our Group we have several parents who either work for or own companies that will provide their services either at a discounted rate or free of labour charge. Providing these companies have the correct accreditation needed to carry out the works, we are very grateful to them as that enables us to retain funds for other purposes and we usually reciprocate by acknowledging their work in the Group newsletter.

Last 3 years:



yr end 2010-2011a.xls



yr end 2011-12.xls



yr end 2012-13.xls

Focus Area 5: Strengthening our Economy

- Overview: by working towards and achieving the range of scouting badges identified we believe the young people who leave scouting are better equipped and prepared to be more responsible and active members of the economy, primarily through increasing their employability
- In addition 1st Hatherley Scouts supports local business through: short term rentals to local playgroups; used by local charities for jumble sales; always use local traders; participate in local school fairs; loan of tents to local schools & council run activities e.g Winston Churchill fun day

Badges	Badge Criteria	Activity Evidence
IT Badge	<ul style="list-style-type: none"> • Design an integrated system using a number of pieces of software that, for example, a small company would need, such as a database, letters, invoices etc. 	<ul style="list-style-type: none"> • Produce an 'internet guide' for children of a younger age. • Produce a list of websites that would interest other Members of The Scout

	<ul style="list-style-type: none"> • Design a website that has a series of pages and which includes links to other sites of a similar nature. • Reflect critically on the impact of IT on your own life and that of others - consider political, social, ethical, economic, moral and legal issues. 	Association in the same section as you.
Aviation Skills	<ul style="list-style-type: none"> • List the main types of aircraft and identify the parts of an aeroplane. • Identify 12 aircraft in use today from pictures or in flight. These must include at least two civil commercial aircraft, two military aircraft and two light private aircraft. • Explain how wind speed and direction are measured and how weather can affect various air activities. Demonstrate how to obtain a local forecast for an air activity. • Understand the phonetic alphabet, explain why it is used and demonstrate its use. • Demonstrate ability to trim a suitable model glider to perform a straight glide, stall and specified turn. Explain the relationships between lift, drag, thrust and weight. 	<p>Choose one of the following activities:</p> <ul style="list-style-type: none"> • Fly in a light aircraft or glider as a passenger and know the rules in Policy, Organisation and Rules relating to flying. • Help to organise a visit to an airfield or place of aviation history for a group of Scouts. Explain to your assessor what you would need to tell the Scouts prior to the visit. • From the list of Aviation Skills training activities complete a further six items taken from at least four different sections
Chef Badge	<ul style="list-style-type: none"> • Discuss how and where to shop for food and how to transport it. • Demonstrate proper storage and cooking. This should include knowledge of hygiene in the kitchen and how to prevent food poisoning. • Create a menu for a three-course meal for two to four people, to include the following menu items: <p>two cooked dishes; a cake or pastry dish; two sauces such as Mornay, apple, curry, mustard,</p>	<ul style="list-style-type: none"> • Cook and serve this menu, demonstrating the necessary preparation and serving skills. • Plan a full balanced menu for a small group of Scouts for at least one weekend. Discuss the choices made, assuming full kitchen facilities are available

parsley, chocolate, custard etc

Focus Area 6: Access for Children - improving the life chances of children and young people

Overview: The young people involved in these badges undertake activities which strongly align to Every Child Matters. Here are outlined 3 examples of these badges, following this is a response on the Every Child Matters focus areas

Example Badges	Badge Criteria	Activity Evidence
Adventure Challenge	Take part in three different activities, ideally on separate occasions e.g.: Exploring a town or area you don't know; Planning and undertaking a journey by public transport.	<ul style="list-style-type: none"> • Know the safety issues involved and understand the use of any equipment needed for the activity. • Show an awareness of environmental issues around the activity (such as erosion at popular climbing areas). • Know about further opportunities to take part in the chosen activities.
Global Challenge	Choose and investigate an international issue e.g.: trade; health; conflict; refugees; tourism; homelessness; poverty	<ul style="list-style-type: none"> • Show an understanding of the issues involved. • Take some action as a result of research. • Compare how the issues affect the UK and countries overseas. •
<ul style="list-style-type: none"> • Fitness Challenge 	Choose a physical challenge which is new or which builds on an earlier achievement e.g.: an athletic event, a charity swim, a long distance cycle ride, a pool life-saving test or a long distance challenge hike.	<ul style="list-style-type: none"> • Spend between four and six weeks preparing for the event, through an agreed programme of activity or training. • Show an understanding of the importance of a sensible and appropriate diet and the need for sufficient sleep. • Be able to explain the dangers and harmful effects of smoking, alcohol and drugs. • Successfully take part in the chosen physical challenge.

EVERY CHILD MATTERS

Be Healthy

- Visit by a dietary nurse to explain a healthy eating and a get fit exercise regime spread over several weeks culminating by earning a fitness badge.
- Badges - Sport Enthusiast, Hikes Away 1-5 Stages
- Organised activities/ exercise promotes healthier mental wellbeing
- Discipline within a structured framework will prepare the young person for the demands of a working life and adulthood.

Stay Safe

- Personal safety covering hazards in the home.
- Being taught road safety (The highway code) and making sure that their bicycles are maintained in a safe condition.
- Badges Emergency aid stages 1-5.
- Focusing on anti-bullying and anti-racism, acceptance of different race, sex and disabilities within the group.

Enjoy & Achieve

- The joy of belonging to a worldwide brotherhood of scouting and the opportunity to try a variety of different activities. This is reflected in the number of badges that are available to achieve at all ages.
- Range from, Map Reading, Navigation, Home Help, Sports, Camper, Outdoor Challenge. There are over 50 throughout beavers, cubs and scouts.
- The young people have had the opportunity to attend camps in Adelboden Switzerland ,Bourton on the water, Cirencester, Cranham county camp site, with several camps planned such as Brownsea Island, Newent, Gloucestershire, Horley Oxfordshire, Canal boat on Coventry canal,
- Sleepovers at Cirencester, Cranham, Bourton on the water, Forest of dean.

Making a positive contribution

- We have worked with Asda - litter-picking Hatherley Park.
- Raised funds for The British legion poppy day appeal.
- Working with the local community - Christmas post, clearing snow for the elderly, litter picking. This name's but a few of the contributions that Hatherley Beaver, Cub and Scout groups have made within the community - local and otherwise.

Achieving economic well being

- Constant stream of training opportunities which develop at each level and progressively become more difficult - such as the various staged Badges. In some cases this can culminate to such a standard that the participant becomes an instructor.
- This can also lead to the young person becoming an approved leader within the scouting body. which will turn prepare the young person for future employment opportunities.
- Organised groups such as this also promote
 - self confidence
 - independence
 - flexibility
 - creative thinking
 - risk-taking

Application for rent discount under the council's property lettings and disposals to the third sector, voluntary and community groups policy

Assessment carried out on 10 March 2014 by:

- Des Knight – Finance
- Richard Gibson – Strategy and Engagement
- Helen Down - Strategy and Engagement

Name of Organisation:	1 st Hatherley Scouts
Registered Charity?	Yes; 1025077
Does the organisation have a paying membership?	No
Name /address of property	Hatherley Scout Hut Penrith Road Hatherley Cheltenham
Current rent	£160 per annum proposed to increase to a market rent of £1,750

Based on their Business Plan, what contribution does this organisation make to the Council's Corporate Strategy and/or Cheltenham's Sustainable Community Strategy?	Which objectives does the Organisation significantly contribute towards? (Tick and give reasons where appropriate)	Does the business plan show how these activities are sustainable? Yes	% subsidy awarded
Objective 1: Enhancing & protecting our environment (includes investing in environmental quality, investing in travel and transport and promoting sustainable living)	Yes – the organisation significantly contributes to the environment of Cheltenham; though many activities cubs and scouts learn to be more environmentally aware, be that thought exploring the local environment or by undertaking a conservation badge whereby they have to undertake projects relating to recycling, conservation, litter picking in Hatherley Park.	Yes, the financial statements show that the organisation has a secure financial future and that it can all planned activities	20
Objective 2: Strengthening our economy	No - Cubs and scouts do undertake some badges that have relate to the local economy but there is no evidence of a significant contribution to the local economy.		0
Objective 3: Strengthening our communities (includes promoting community safety, promoting housing choice, building healthier communities and supporting older people)	Yes – the organisation makes a significant contribution to local community life; being an active colony with 152 members there are a large number of leaders, parent helpers, and committee members all working on a voluntary basis to support the organisation. The	as above	20

	<p>organisation also hosts social events to bring parents together.</p> <p>The cubs and scouts themselves involve themselves in local community life undertaking community service, bag packing in local supermarkets, and clearing snow for older people.</p>		
Objective 4: Enhancing the provision of arts and culture	No - Cubs and scouts do undertake some badges that have relate to arts and culture but there is no evidence of a significant contribution		0
Objective 5: A focus on children and young people i.e. where One or all of the following outcomes for children and young people are met: -Be healthy -Stay safe -Enjoy & Achieve -Making a positive contribution - Achieving economic well-being	<p>Yes, the organisation makes a significant contribution to positive outcomes for children and young people and undertakes activities that support the following outcomes:</p> <ul style="list-style-type: none"> • being healthy • staying safe • enjoying and achieving • making a positive contribution • achieving economic wellbeing 	as above	20

As agreed by the Cabinet in July 2010, a further 20% discount is available to any charity renting council property = 80%

State Aid avoidance checklist:	
Is the proposed tenant a not for profit organisation?	Yes
Is the use of the building for a community purpose?	Yes
Are the activities carried out by the organisation of local interest only?	Yes

Recommendation:
That 1st Hatherley Scouts are awarded a rental discount of 80%.

Cheltenham Borough Council

Cabinet – 15 July 2014

Council – 21 July 2014

Financial outturn 2013/14 and budget monitoring to May 2014

Accountable member	Councillor John Rawson, Cabinet Member for Finance
Accountable officer	Mark Sheldon, Director of Resources
Accountable scrutiny committee	All
Ward(s) affected	All
Key Decision	No
Executive summary	<p>In accordance with financial rule A11.3, the Section 151 Officer is responsible for providing regular reports to the Cabinet on the Council's finances and financial performance. This report highlights the Council's financial performance for the previous year which sets out the General Fund and Housing Revenue Account (HRA) revenue and capital outturn position for 2013/14. The information contained within this report has been used to prepare the Council's Statement of Accounts for 2013/14.</p> <p>Financial rule B10.1 states that carry forward of planned underspend of revenue budgets into the following financial year will only be allowed with the agreement of the Section 151 Officer, in order to meet the needs of approved service delivery. Financial rule B10.3 states that all other carry forward requests, including budget underspends that have been carried forward in previous financial years, will be subject to full Council approval at the financial outturn meeting held after the year end.</p> <p>The Council's Treasury Management Policy requires the Section 151 Officer to report to members annually, by the 30th September, on the treasury management activities and prudential indicators for the previous financial year. This report also seeks to meet this requirement.</p>
Recommendations	<p>We therefore recommend that Cabinet approve the following recommendations to Council:</p> <ol style="list-style-type: none"> 1. That Council receive the financial outturn performance position for the General Fund, summarised at Appendix 2, and note that services have been delivered within the revised budget for 2013/14 resulting in a saving (after carry forward requests) of £489,998. 2. That furthermore Council: <ol style="list-style-type: none"> 2.1 Approve £327,500 of carry forward requests (requiring member approval) at Appendix 5. 2.2 Approve the use of the budget saving of £489,998 as detailed in Section 3. 3. Note the annual treasury management report at Appendix 7 and

approve the actual 2013/14 prudential and treasury indicators.

4. Approve the revision to the Treasury Management policy to reflect the revised borrowing facility to support the newly created Leisure and Cultural Trust (Appendix 7).
5. Note the capital programme outturn position as detailed in Appendix 8 and approve the carry forward of unspent budgets into 2014/15 (section 9).
6. Note the position in respect of Section 106 agreements and partnership funding agreements at Appendix 10 (section 10).
7. Note the outturn position in respect of collection rates for council tax and non-domestic rates for 2013/14 in Appendix 11 (section 11).
8. Note the outturn position in respect of collection rates for sundry debts for 2013/14 in Appendix 12 (section 12).
9. Receive the financial outturn performance position for the Housing Revenue Account for 2013/14 in Appendices 13 to 14 (section 13).
10. Delegate to the Section 151 Officer the power to act as accountable officer for the transformational challenge funding, as outlined in section 14.
11. Note the budget monitoring position to the end of May 2014 (section 15).

Financial implications	As detailed throughout this report. Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154
Legal implications	None directly arising from the report recommendations. Contact officer: Peter Lewis, Peter.Lewis@teWKesbury.gov.uk, 01684 272012
HR implications (including learning and organisational development)	Employee capacity must be kept under review to ensure that any additional work is adequately resourced. Contact officer: Julie McCarthy, Julie.mccarthy@cheltenham.gov.uk, 01242 264355
Key risks	As outlined in Appendix 1.
Corporate and community plan Implications	Key elements of the budget are aimed at delivering the corporate objectives in the Corporate Business Plan.
Environmental and climate change implications	None.

1. Background

- 1.1 This report draws together the financial outturn position for 2013/14 for the General Fund and Housing Revenue Account (HRA) revenue and capital budgets, details reserve movements, summarises requests for carry forward of budgets approved by the Section 151 Officer under delegated powers and those requiring member approval and makes recommendations in respect of the use of the budget saving.
- 1.2 In accordance with financial rule A11.3, the Section 151 Officer is responsible for providing regular reports to the Cabinet on the Council's finances and financial performance.
- 1.3 A summary of the actual General Fund outturn position by service is contained in Appendix 2.
- 1.4 A summary of the outturn position by cost centre within each service is contained in Appendix 3. Information is presented both in the format normally used in cabinet and council papers and also in Service Reporting Code of Practice (SeRCOP) format used in the preparation of the final accounts which requires under / overspends on support services cost centres to be charged to end user cost centres.

2. General Fund Revenue Outturn 2013/14

- 2.1 The budget monitoring report to the end of November 2013 projected an underspend for the year of £444,600. The Cabinet made recommendations to full Council at the budget setting meeting for the use of this underspend which was approved in February 2014 and formed part of the revised budget for 2013/14.
- 2.2 It is pleasing to report that the Council has delivered services within the resources available, resulting in a budget saving, after carry forward requests, of £489,998 against the revised budget. This figure represents less than one percent of the Council's total gross general fund budget, showing how robust the Council's financial management is. This saving has been transferred to the carry forward reserve pending decisions over its use in 2014/15.
- 2.3 A number of savings are the result of delays or slippage in carrying out particular tasks which are still necessary and will need to be completed in the 2014/15 financial year. Where this applies, requests for carry forwards are documented in Appendix 5 to this report.
- 2.4 A full explanation of all variances that exceed £50,000 is contained within Appendix 4.

3. Making use of revenue budget savings

- 3.1 The Cabinet is proposing to the Council that we use the budget savings totalling £489,998 for a number of specific, focused purposes which will potentially deliver lasting benefits, namely; strengthening our organisation; protecting our heritage by starting a War Memorial Restoration and Education Project; exploring the potential for promoting renewable energy; and strengthening our reserves.

Strengthening the organisation

- 3.2 It is proposed to earmark £100,000 from the revenue budget savings to assist the ICT upgrade strategy. The Council is already investing substantially in upgrading systems and equipment as part of a five year plan. However, members will be aware there have been problems with the ICT service, mainly caused by limited resources being split between day to day support and the infrastructure upgrade programme. The result of this is that some important work has been delayed. The additional funding will be used to provide additional resources in the ICT support and project delivery teams. It will also provide some specialist resources to ensure best practice industry standards are adopted throughout the upgraded infrastructure. The view of Cabinet and officers is that these additional resources are needed to ensure that the upgrade process is carried out smoothly, with the necessary support being in place, and delivered within an

acceptable timescale. Otherwise the Council will not get the full benefit of the investment being made.

- 3.3** It is proposed to earmark £40,000 to help deliver the Regulatory and Environmental Services Transformation (REST) project, which is intended to deliver revenue budget savings of around £150,000 a year from 2015/16 onwards. This project will include process re-engineering (system thinking) to streamline business processes, using consultancy support to challenge existing methods and leading to recommendations for any required structure changes. As this will involve some front line staff inputting to the project, an element of the funding may be required for temporary backfilling.
- 3.4** It is proposed to earmark £30,000 to procure an information system for administering the garden waste scheme. Since charges were introduced, we have been using a system developed by Tewkesbury Borough Council. The system is operating on unsupported software, which cannot operate in the Windows 7 environment to which the Council is upgrading. The intention is to acquire a replacement system which is simple to run and more versatile than the current system and will allow for future improvements to service delivery and customer experience. For example, the proposed system will have the potential capability to feed information to in-cab equipment, making it easier to manage garden waste collection. The garden waste service is a significant source of income to the Council, approaching £500,000 a year.
- 3.5** It is proposed to earmark £66,000 for two additional items of expenditure in respect of the Cheltenham Leisure Trust in order to help strengthen the new organisation. £33,000 is required to procure a cash receipting system for the Trust, as it will no longer be able to share the Council's system. A further £33,000 is required to provide additional management support for the Trust at a challenging time as it prepares to go "live" later in the year.
- 3.6** Last year Cheltenham and Gloucester councils, as shareholders in Gloucestershire Airport, received a consultant report from York Aviation about the commercial future of the Airport. This piece of work was entirely funded by Gloucester City Council. Arising from the report, which suggested that improvements could be made in the management of the airport including the structure of the board, the two councils have agreed to carry out a further piece of work on corporate governance and strategic business plan development, with the cost being shared between them. It is proposed that £35,000 be earmarked to pay for Cheltenham's half share of the cost of this further work.

Protecting our heritage – the War Memorial Restoration and Education Project

- 3.7** The War Memorial in the Promenade is in a poor condition, especially the cenotaph where the names of the World War 1 fallen are crumbling away. If the Council is going to do anything about the War Memorial, this is the right time to do so, with the centenary of the outbreak of World War 1 coming up at the end of July/early August.
- 3.8** Council officers have drawn up a £450,000 scheme to restore the memorial and also create an information board and information app for visitors. Some of the work, to improve paving and lighting, is being undertaken shortly by using £50,000 from planned maintenance. The Cabinet is now proposing that the Council launches a war memorial restoration and education project, to be entitled *Cheltenham Remembers*. The Council is recommended to allocate another £100,000 from 2013/14 budget savings to the project, over and above the £50,000 already committed, and then to seek to raise the remaining £300,000 from grant-giving bodies, sponsors and donors.

Promoting renewable energy

- 3.9** It is proposed to earmark £22,000 to carry out a feasibility study into the potential for creating a solar PV farm on council-owned land.
- 3.10** The purpose of the feasibility study would be to assess the preferred site's financial feasibility in terms of Return on Investment and other criteria as agreed with CBC. It would also offer recommendations for progressing the project to the subsequent stages of development,

engineering design, procurement and construction. The Council would then be in a stronger position to negotiate a joint venture with potential commercial partners.

- 3.11** Before this piece of work could commence, it would be subject to a report being presented to the Cabinet, identifying one or more potential sites and also identifying any planning and ownership/tenancy issues which may affect the feasibility of the project.

Strengthening general fund balances

- 3.12** In previous budget statements to the Council, the Cabinet Member for Finance has said that if possible he would propose a strengthening of general fund balances in the outturn report. It is therefore recommended that the balance of the 2013/14 budget saving of £96,998 be transferred to general fund balances.
- 3.13** Strengthening the general fund balances will give the Council more flexibility to pump-prime projects and initiatives which will deliver future savings at a time when we are facing such severe and ongoing cuts to our spending power.
- 3.14** The 2020 Vision for Joint Working with our GO partner councils is one strand of our future thinking for delivering savings which may need pump-priming funds, over and above the transformation grant awarded by Government. The principal efficiency savings that we can potentially achieve through the 2020 Vision will be gained by amalgamating services and thereby delivering reductions in operational costs.

4. Budget carry forward requests

- 4.1** At the year end, a number of budget holders requested 'carry forward' of unspent budgets. Requests fall into two categories and have been dealt with as follows:
- 4.2** Some requests are in respect of goods and services ordered but not received by 31st March 2014. Some relate to items of expenditure not yet incurred due to slippage in work programmes but still planned to be spent in line with the original intention of the budget. Others are amounts of grant funding which have been allocated but not yet been taken up by their intended beneficiaries. In line with previous practice, these have been reviewed by the Senior Leadership Team (SLT) and approved by the Section 151 Officer, under delegated powers (financial rule B10.1). A list of the approved carry forward of budgets totalling £610,000, for which expenditure is in line with the original approved purpose, is contained in Appendix 5. In accordance with the Service Reporting Code of Practice (SeRCOP), a transfer was made to a 'carry forward' reserve in 2013/14 (Appendix 6) and transfers will be made from the 'carry forward' reserve in 2014/15 to the appropriate cost centres in order that members and officers have a clear indication of the total budget, including carry forwards, available for 2014/15.
- 4.3** Some requests have been made to carry forward an underspend to be used in a different way to that for which the budget was originally intended. Since this falls outside the budget set by Council in February 2013, their alternative use requires council approval (financial rule B10.3). The list contained in Appendix 5, totalling £327,500, has been reviewed and supported by the Senior Leadership Team and now requires council approval.

5. Treasury Management / Prudential Indicators

- 5.1** Treasury Management in Local Government is governed by the CIPFA Code of Practice on Treasury Management in the Public Services. This Council has adopted the code and complies with its requirements, one of which is the receipt by Cabinet and Council of an Annual Review Report after the financial year end.
- 5.2** The detailed treasury report, as approved by the Treasury Management Panel at its meeting on 9th June 2014, is attached at Appendix 7.

5.3 The prudential indicators have been monitored regularly and there were no material departures from the indicators arising during the year. The outturn indicators are reported to Cabinet and Council as part of the capital and treasury management outturn in accordance with the arrangements determined at the February 2013 council meeting.

6. Business Rates Retention Scheme (BRRS)

6.1 The Business Rates Retention Scheme was introduced on 1st April 2013. Under the Scheme, the Council retains some of the business rates raised locally. The business rates yield is divided - 50% locally and 50% to the Government. The Government's share is paid into a central pool and redirected to local government through other grants. Of the 50% local share, the district councils' share has been set at 80%, with the County Council's share being 20%. A tariff is applied to reduce the local share to a baseline funding level set by the Government. Where the value of retained business rates exceeds the baseline funding level, 50% of the surplus is paid over to the Government as a levy; the remaining 50% can be retained by the Council

6.2 In order to maximise the value of business rates retained within Gloucestershire, the Council entered into the Gloucestershire Business Rates Pool. Being a part of the Pool has the benefit of reducing the levy from 50% to 19%. Any surpluses generated by the Pool are allocated in accordance with the governance arrangements agreed by the Gloucestershire councils.

6.3 The Gloucestershire Chief Finance Officers have monitored the financial performance of the business rates pool during 2013/14 and the performance of the pool has exceeded expectations.

6.4 A significant level of risk remains due to the volume of outstanding business rates appeals which are being processed by the Valuation Office. Where appeals are successful, refunds of business rates are generally repayable back to the 2010/11 financial year (occasionally 2005/06) which reduces the business rates yield in the year in which the refund is made.

6.5 In the Autumn Statement, there was recognition of the problem being faced by local authorities in terms of forecasting business rate yields over the medium term, due to the level of uncertainty surrounding business rate appeals. A commitment has therefore been made that the backlog of valuation appeals will be cleared by Valuation Office by July 2015.

6.6 The Autumn Statement included an extension to the Small Business Rate Relief from 50% to 100% for a further year as well as introducing a new £1,000 discount for small business with a rateable value below £50,000. The cost of these reliefs to the Council will be met fully by the Government through section 31 grants.

6.7 One of the key documents in the budget setting process is the estimate of business rates yield which is reported in the National Non Domestic Rates return (NNDR1) which is submitted to the Department for Communities and Local Government (DCLG). The NNDR1 return was submitted DCLG by the deadline of 31st January 2013 and the budget was based on the figures within that return.

6.8 In January 2014, the DCLG provided late notification that they were also paying out section 31 grants as part of the Business Rates Retention Scheme (BRRS) in respect of 2013/14. This payment represented compensation for the loss of income to councils, arising as a result of the Government's decision to give extra rate relief to small businesses (net of the additional levy payment back to Government). This represents one-off windfall income in 2013/14 as this information was not required when we were asked to complete the NNDR1's in January 2013. It was, however, reflected in the revised budget approved by Council in February 2014. DCLG have ensured that this data is captured within the NNDR1 for 2014/15 and to a limited extent it has been built into the budget forecasts for 2014/15.

- 6.9 The table below reflects the actual performance against budget with an overall adverse variance of £45,981.

	Budget	Actual	Variance
Redistributed Business Rates	(20,596,291)	(20,950,158)	(353,867)
Tariff	18,368,637	18,368,637	-
Contribution from Provision	(186,169)	(186,000)	169
Safety Net Payment	(68,417)	-	68,417
Retained Business Rates	(2,482,240)	(2,767,521)	(285,281)
Section 31 Grants	(255,000)	(426,407)	(171,407)
Retained Income	(2,737,240)	(3,193,928)	(456,688)
Levy paid over to Government	-	262,844	262,844
Pool Surplus distribution	-	(114,042)	(114,042)
Sub-Total	(2,737,240)	(3,045,126)	(307,886)
Surplus carried forward to 2014/15	-	353,867	353,867
Total	(2,737,240)	(2,691,259)	45,981

- 6.10 The only reason for the adverse variance is the timing for accounting for surpluses. Overall, the Council has overachieved from BRRS in 2013/14 by £307,866, but due to the Government being unable to change primary legislation in time, the Council will not receive the benefit of this surplus until the 2014/15 financial year. Perversely, however, the Government gets to account for its share of the surplus via a levy in 2013/14
- 6.11 The impact of this accounting surplus is reflected within Section 16.
- 6.12 The move to local business rates retention appears to be a positive one, but local authorities have faced a series of obstacles in trying to make it a success. The Government naturally wishes to make sure that the system is fair and that there is a balance between incentives and managing risks, but it is nearly a year since business rates retention was introduced and the rules are still changing. Local authorities have been inundated with various regulation updates yet we are still struggling to get access to critical information, such as the likely outcome of appeals against business rates.
- 6.13 Given the volatility surrounding business rates and the risk of a deficit due to the number of appeals still outstanding; the Cabinet is minded not to assume that all this additional income can be built into baseline funding. We will review the position in October 2014 in the light of the performance in the first 6 months of 2014/15.

7. Capital Strategy

- 7.1 The realisation of £7.8 million from the disposal of the North Place and Portland Street sites makes it possible to reconsider our Capital Programme and carry out a number of projects that would not otherwise be possible. A 'long list' of projects has been compiled by the Cabinet and officers, which is shown at Appendix 9.
- 7.2 As this list substantially exceeds the resources currently available, it will be necessary to appraise

the individual projects to establish a priority order, with a view to bringing forward a list of projects to be approved for funding at the October meeting of Council. This will also give the opportunity to council members, particularly the Budget Scrutiny Working Group, to scrutinise the list and put forward their own views and ideas; and for the Cabinet to take them into account. By putting the list of bids in the public domain, the Council will also be giving an opportunity for the wider public to express their views about the projects, some of which have important long-term implications for the future of the town.

7.3 In bringing forward firm recommendations to Council in October, the Cabinet will have particular regard to the following considerations:

- The need to complete the Civic Pride scheme and deliver our aspirations for regenerating the town centre. If the Cheltenham Transport Plan is approved, there is a commitment on the part of the Council to carry out substantial public realm improvements, including a new public square at the present Boots Corner site.
- The need to advance the accommodation strategy in order to relocate the council offices to more modest and less costly accommodation and make substantial savings in our costs.
- The need to invest in revenue generating schemes that can help close the residual funding gap in the Medium Term Financial Strategy. The proposed redevelopment of the Town Hall is potentially among these, and further work is being done to investigate the feasibility and cost of this scheme and the likely financial benefits.
- The need to maintain services that are particularly important to the people of Cheltenham. Particular attention will be paid to the possible need for new investment in the crematorium, in the light of the problems that have occurred there in recent months.
- The need to invest in basic amenities such as parks and gardens and car parks.

8. Reserves

- 8.1** The Section 151 Officer has, under delegated powers (financial rule B11.4), authority to make transfers to and from these operational reserves in accordance with the intention of the reserve as determined by the Council's Reserves Policy and Protocol. The transfers approved by the Section 151 Officer for 2013/14 are set out in the Use of Reserves and Balances schedule at Appendix 6.
- 8.2** Appendix 6 also details the reserves held by the Council, states their purpose and indicates the balance at 31st March 2014. In setting the budget for 2014/15 a review of reserves was undertaken to assess whether the levels were appropriate and in line with the policy for reserves and balances; and also whether they took into account the needs and risks of the organisation and the prevailing economic conditions. At the year end this process has been repeated.
- 8.3** An assessment of the Council's other earmarked reserves has been made in line with the fiduciary duty of the Section 151 Officer at the year end. Accepting that there are still some areas of uncertainty, the level of reserves appears adequate at this point in time and no other changes are currently recommended.
- 8.4** The level of maximum individual reserve balances were reviewed in February 2013, as part of the budget setting process. At 31st March 2013, most reserves are within these specific maximum levels.
- 8.5** It is important to understand and consider that there is an opportunity cost in maintaining reserves. Members will be aware that reserves exist for specific 'earmarked' and valid purposes which are regularly reviewed. Over time, it is anticipated that these reserves will be used for the purpose for which they were set aside. Hence the opportunity cost of holding these reserves at existing or slightly above existing levels is either justified or insignificant.

8.6 At the year end, the General Fund Balance stands at £1.752m and therefore remains above the minimum range of £1.5m to £2m recommended by the Section 151 Officer. Given the continued prevailing economic conditions and the pressure on the current and future year's revenue budgets, it is recommended that this should be increased by £96,998 as detailed in paragraphs 3.12 to 3.14 above.

9. Capital Outturn 2013/14

9.1 The outturn position in respect of General Fund capital is contained in Appendix 8. Members are asked to note the outturn position and, where there is slippage, approve the carry forwards into 2014/15 requested by officers.

10. Section 106 receipts

10.1 A position statement in respect of the activity of Section 106 receipts is contained in Appendix 10.

10.2 The following summarises the activity in respect of Section 106 for 2013/14, compared to 2012/13.

	2012/2013	2013/2014
Balance of unused Section 106 receipts	530,641	544,203
Net additional receipts in year	131,325	92,522
Receipts used to finance projects in year	(117,763)	(63,404)
Balance outstanding at year end	544,203	573,321

11. Council tax and business rates collection

11.1 The monitoring report for the collection of council tax and business rates (NNDR) income is shown in Appendix 11. This shows the position at the end of March 2014.

12. Sundry debt collection

12.1 The monitoring report for the collection of sundry debt income is shown in Appendix 12. This shows the position at the end of March 2014.

13. Housing Revenue Account (HRA)

13.1 HRA income and expenditure

The revised estimates for the HRA anticipated a deficit for the year of £23,100 leaving a balance of £3,538,800 in revenue reserves at 31st March 2014.

13.2 The outturn statement at Appendix 13 shows a surplus for the year of £642,777, a net positive variance of £665,877, increasing revenue reserves to £4,204,594 at year end.

The variance arose primarily from:-

Cost Category	£'000
Savings in estate management - grounds maintenance, gas & electricity costs	57
Reduced spend on repairs & maintenance	49
Reduction in the need to provide for bad debts – no significant increase in arrears despite rent increase	81
No requirement for revenue funding of capital expenditure – reduced capital spend (see paragraph 14.4 below)	579
Reduction in dwelling rent income – additional RTB sales and higher void levels	(28)
Other net variances	(72)
Total Variance	666

13.3 Major Repairs Reserve (Appendix 14)

In accordance with regulations this reserve is funded by sums equivalent to the depreciation provision and can be used to finance HRA capital expenditure..

13.4 HRA Capital Programme (Appendix 14)

Appendix 14 shows actual spend of £6.363m compared to the revised estimate of £7.091m, a reduction of £728,000. This variation arose primarily from project delays due to adverse weather conditions (£581,000) and a revised presentation of the HRA contribution to ICT infrastructure (£200,000). The delayed projects will be completed in 2014/15 and the funding set aside for this expenditure is carried forward in the revenue reserve. The ICT expenditure is now wholly held in the General Fund with capital receipts generated from HRA asset disposals being used to fund part of the overall cost (£50,000 in 2013/14).

14. Transformational challenge funding

- 14.1 The Council is working with its GOSS partners to consider how they might work more closely in future. It has plans to create a new employment model for delivering services and sharing resources whilst delivering savings back to each council. The partnership received £500k in transformational challenge funding from DCLG which was paid to Cheltenham Borough Council to act as 'banker'. As such, the Council will act as the Accountable Body for the use of the money and will be obliged to operate within such parameters as are set by DCLG. As this will be a separate ring-fenced budget to the Council's existing budgets, it is recommended that the Council delegate to the Section 151 Officer the power to act as accountable officer for it.

15. 2014/15 Revenue and Capital budget monitoring to May 2014

- 15.1 Due to the pressures of the year end process a detailed monitoring exercise has not been undertaken at this point in the year. However, two significant variances have been identified by

service managers at this stage.

- 15.2** As detailed in Section 6, the move to local business rates retention appears to be a positive one for this Council. The impact on the 2014/15 budget from the surplus generated in 2013/14 is reflected in the following table:

	Current Budget	Revised Position	Variance
Redistributed Business Rates	(21,606,794)	(21,606,794)	-
Tariff	18,726,467	18,726,467	-
Levy paid over to Government	558,676	558,676	-
Retained Business Rates	(2,321,651)	(2,321,651)	-
Section 31 Grants	(1,008,103)	(948,103)	60,000
Retained Income	(3,329,754)	(3,269,754)	60,000
Surplus brought forward from 2013/14	-	(353,867)	(353,867)
Total	(3,329,754)	(3,623,621)	(293,867)

- 15.3** The net positive variance for business rates in 2014/15 is estimated at this stage to be £294k which takes account of the surplus achieved in 2013/14 less an adjustment on Section 31 Grants as a result of the doubling of the small business rate relief.
- 15.4** As has been previously recognised, following the Council's disposal of its interest in North Place and Portland Street car parks, there is anticipated to be a shortfall in net car parking revenue until the new facility is completed. To protect against this volatility Cabinet has previously created an earmarked equalisation reserve to cushion the impact of fluctuating income levels. The reserve stands at £350k which equates to the rental income the Council will receive when the new facility is created on North Place. Forecasting current car parking income levels to the end of 2014/15 indicates a shortfall in income of around £505k. However this will be offset by savings in business rates totalling £184k for the two sites, resulting in a net shortfall of £321k which can be funded from the equalisation reserve if required. The income stream will continue to be monitored and a more detailed position presented as part of the Budget Monitoring position to the end of August 2014.

16. Section 151 Officer advice

- 16.1** The Government expects councils to make a significant contribution to reducing the national budget deficit and the Council will continue to face an unprecedented public sector funding squeeze over the next few years. Future budgets are likely to contain some difficult decisions and may require some sources of 'one off' finance to enable savings to be delivered through efficiency savings and cost / staffing reductions. In this situation, any opportunity to fund future investment requirements from one off sources rather than impacting on future year's budgets should be taken.
- 16.2** In agreeing the recommendations, members need to be mindful of the prevailing challenging financial climate and in view of the budget pressures already potentially facing the Council in the current year, to ensure that any carry forwards recommended for approval (even those for which the Section 151 Officer has the delegation to approve) are the most effective use of scarce

resources.

17. Conclusion

- 17.1 The outturn position for 2013/14 demonstrates that, despite another challenging year, the Council has managed to deliver services within budget. There are no significant unexpected overspends or under spends in 2013/14 which demonstrates that budget monitoring arrangements remain strong.
- 17.2 If approved, some of the carry forward requests will assist in the delivery of corporate objectives, help to complete projects started in 2013/14 and support initiatives which help to bridge the medium term funding gap.
- 17.3 Members should note that the outturn position has been used to prepare the Statement of Accounts for approval by the Audit Committee.

18. Consultation

- 18.1 Appropriate members and officers were consulted in the process of preparing the outturn position and associated reports and accounts.

Report author	Contact officer: Paul Jones, GOSS Head of Finance paul.jones@cheltenham.gov.uk, 01242 775154
Appendices	<ol style="list-style-type: none"> 1. Risk assessment 2. Summary outturn performance position - General Fund 3. Service level outturn performance position - General Fund 4. Significant variances 5. Carry forward requests 6. Movement on earmarked reserves and general balances 7. Annual Treasury Management review 8. Capital programme - General Fund 9. Summary of Potential Capital schemes 10. Section 106 receipts statement 11. Council tax and NNDR collection 12. Sundry debt collection 13. HRA Operating account 14. HRA Capital programme and Major Repairs Reserve
Background information	<ol style="list-style-type: none"> 1. Section 25 Report – Council 8th February 2013 2. Final Budget Proposals for 2013/14 – Council 8th February 2013

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..	Historically, the Council has used in-year savings to fund one-off growth / start-up for new initiatives. As a result of budgets getting tighter, there may be a reduced likelihood of in- year savings being delivered resulting in potentially increased pressure on the General Reserve to fund growth / new initiatives over the period of the MTFS.	Director Resources	December 2010	4	3	12	Reduce	Future capital receipts may be needed to increase the size of the General Reserve.	on-going	Director of Resources (working with SLT)	

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GENERAL FUND REVENUE OUTTURN 2013/14

GROUP

	A 2013/14 Original Budget	B 2013/14 Current Budget	C 2013/14 Outturn per Ledger	overspend / (underspend) before adjustments	D Trf to / (from) Reserves	E C/F requests approved by S151 Officer Appendix 5	F Variance net of S151 c/f approvals	G C/F requests to be approved Members Appendix 5	H Variance net of all c/f requests
	£	£	£	£	£	£	£	£	£
Strategic Management	455,150	424,950	421,292	(3,658)	522		(3,136)		(3,136)
Commissioning	5,498,100	6,285,500	5,241,870	(1,043,630)	181,652	426,500	(435,478)	185,400	(250,078)
Built Environment	3,065,900	2,796,750	2,297,970	(498,780)	135,051	92,600	(271,129)	101,100	(170,029)
Resources	2,781,800	3,533,600	3,115,466	(418,134)	128,977	88,200	(200,957)	25,000	(175,957)
Wellbeing and Culture	4,619,250	4,576,350	4,458,219	(118,131)	133,823	2,700	18,392	16,000	34,392
Target savings	(480,000)	(175,000)	0	175,000			175,000		175,000
Bad debt provision	40,000	40,000	27,916	(12,084)			(12,084)		(12,084)
	<u>15,980,200</u>	<u>17,482,150</u>	<u>15,562,733</u>	<u>(1,919,417)</u>	<u>580,025</u>	<u>610,000</u>	<u>(729,392)</u>	<u>327,500</u>	<u>(401,892)</u>
Capital Charges	(1,970,800)	(1,290,100)	(1,290,395)	(295)			(295)		(295)
Interest and Investment Income	332,900	315,900	206,401	(109,499)			(109,499)		(109,499)
Use of balances and reserves - Appendix 6	(583,868)	(2,001,268)	(485,765)	1,515,503			(2,022)		(2,022)
Net underspend			489,998						
NET BUDGET	<u>13,758,432</u>	<u>14,506,682</u>	<u>14,482,972</u>						
Deduct:									
New Homes Bonus	(250,000)	(720,132)	(720,175)	(43)			(43)		(43)
Council Tax Freeze Grant	(71,902)	(78,600)	(78,581)	19			19		19
S31 NDR compensation grant	0	(255,000)	(426,407)	(171,407)			(171,407)		(171,407)
Other Government Grants	(11,711)	(38,400)	(60,643)	(22,243)			(22,243)		(22,243)
Revenue Support Grant	(3,731,162)	(3,731,162)	(3,731,162)	0			0		0
National Non-Domestic Rate	(2,482,240)	(2,482,240)	(2,264,852)	217,388			217,388		217,388
Surplus on collection fund	(21,200)	(21,200)	(21,204)	(4)			(4)		(4)
NET SPEND FUNDED BY COUNCIL TAX	<u>(7,190,217)</u>	<u>(7,179,948)</u>	<u>(7,179,949)</u>	<u>(1)</u>			<u>(1)</u>		<u>(1)</u>
TOTAL INCOME	<u>(13,758,432)</u>	<u>(14,506,682)</u>	<u>(14,482,972)</u>		Total budget underspend		(817,498)		(489,998.04)

KEY

- A - Original budget for 2013/14 approved by Council - February 2013
B - Current budget for 2013/14 - including budget revisions approved by Council during 2013/14 and approved carry forwards from 2012/13
C - Outturn net expenditure before year end adjustments
D - Operational transfers to / (from) reserves approved by the Chief Finance Officer under delegated powers - Appendix 6
E - Carry forward requests approved by the Chief Finance Officer under delegated powers - Appendix 5
F - Net variance after adjustments in columns D to E
G - Carry forward requests requiring Member approval - Appendix 5
H - Net variance on cost centres taking into account all carry forward requests - see detail at Appendix 3

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REVENUE OUTTURN 2013/14		Budget Book 13/14 £	Current Budget 13/14 £	Actuals 2013/14 £	(Under) / Overspend before SeRCOP Adjustment			Transfers to (from) reserves £	Adjusted (Under) / Overspend £	(Under) / Overspend before SeRCOP Adjustment			Code / IFRS Adjustments £	IAS19 Pension Adjustments £	SeRCOP Adjustment £	SOA -Code Adjusted (Under) / Overspend	
					£	£	£			£	£	£				£	£
COR002	Chief Executive	2,200	-2,600	4,819	7,419			7,419		7,419			14,003		-18,822	2,600	
EMP001	Emergency Planning	150,650	157,550	111,881	-45,669		35,114	-10,555		-45,669					-800	-46,469	
PLP102	Development Task Force	302,300	270,000	304,592	34,592		-34,592	0		34,592			7,437		6,900	48,929	
Strategic Directors		455,150	424,950	421,292	-3,658	0	522	-3,136	-3,658	0	21,440	-12,722	5,059				
BUC001	Building Control - Fee Earning Work	23,450	14,750	-3,884	-18,634	11,300		-7,334		-18,634	0	26,327			-600	7,094	
BUC002	Building Control - Non Fee Earning Work	15,700	0	0	0			0		0						0	
BUC101	Building Control - CBC	0	0	-75	-75			-75		-75						-75	
DEV001	Development Control - Applications	767,400	198,950	159,594	-39,356			-39,356		-39,356	19,416			7,242		-12,698	
DEV003	Development Control - Enforcement	66,600	65,900	63,642	-2,258			-2,258		-2,258	4,257					1,999	
DEV004	Development Advice	0	-30,800	-43,650	-12,850			-12,850		-12,850						-12,850	
ENA001	Housing Enabling	6,700	43,400	24,850	-18,550	18,500		-50		-18,550					200	-18,350	
PLP001	Planning Policy	265,300	226,300	258,833	32,533	10,000		42,533		32,533	11,757				-800	43,491	
PLP101	Joint Core Strategy	204,600	204,700	209,023	4,323	6,000	-4,322	6,001		4,323	364				800	5,487	
HOS004	Housing Standards	699,700	378,800	345,305	-33,495			-33,495		-33,495	23,438				-300	-10,357	
PSH001	Private Sector Housing Grants	85,600	86,300	83,475	-2,825			-2,825		-2,825	815,201				600	812,976	
PSH003	Disabled Facilities Grants	81,000	82,000	82,000	0			0		0	251,862				2,400	254,262	
SPP002	Community Alarms	-10,000	-84,900	-67,502	17,398			17,398		17,398	2,077				100	19,575	
BUC004	Land Charges	-68,050	-134,650	-134,348	302			302		302	1,481				0	1,783	
SUP040	Built Environment	-1,107,800	0	3,351	3,351			3,351		3,351	22,326				-25,677	0	
ECD001	Economic Development	82,600	223,200	166,871	-56,329	49,600		-6,729		-56,329	290				0	-56,038	
ENF101	Cheltenham Environmental Fund- Townscape	0	22,400	4,902	-17,498	7,600		-9,898		-17,498						-17,498	
ENF106	Community Pride Fund	0	38,500	5,000	-33,500	33,500		0		-33,500						-33,500	
FLD001	Flood Defence and Land Drainage	245,300	218,800	213,218	-5,582			-5,582		-5,582	5,512			1,200		1,129	
PLP004	Conservation	155,400	74,200	85,770	11,570			11,570		11,570	5,507					17,076	
PLP006	Trees	150,000	109,300	108,096	-1,204	1,200		-4		-1,204	4,447					3,243	
PUB101	Public Art	0	0	2,022	2,022			2,022		2,022						2,022	
URB101	Urban Design	0	73,900	68,663	-5,237	8,000		2,763		-5,237	3,697					-1,540	
CPK001	Car Parks - Off Street Operations	-1,664,900	-1,792,100	-1,926,839	-134,739		35,400	-99,339		-134,739	4,867				-898	-130,770	
CPK101	Car Parks - Off Street R&M	112,700	112,700	159,846	47,146		18	47,164		47,164						47,146	
CPK011	On Street Civil Parking Enforcement	31,900	0	0	0			0		0						0	
CPK012	On Street Car Parking	26,600	0	0	0			0		0						0	
CPK021	Residents Parking Schemes	13,800	0	0	0			0		0						0	
CPK103	Sandford Lido car park	0	100	100	0			0		0						0	
ENF103	Cheltenham Environmental Fund- Transport	0	9,400	3,007	-6,393	6,400		7		-6,393						-6,393	
ESR001	Highways Agency Verges & Trees	119,900	107,955	104,362	-3,593			-3,593		-3,593					-100	-3,693	
PUT101	Royal Well Bus Node	17,300	15,400	21,561	6,161			6,161		6,161					800	6,961	
PUT102	Shopmobility	82,450	64,550	55,037	-9,513			-9,513		-9,513	2,267				300	-6,946	
TMR101	CBC Highways works	103,900	54,200	54,172	-28			-28		-28	140,636				-200	140,408	
CCM001	Cemetery, Crematorium and Churchyards	-771,500	-733,400	-680,529	52,871			52,871		52,871	21,599				9,900	84,370	
CCM111	Cemetery & Crematorium Repairs & Maintenance	171,900	171,900	112,234	-59,666		65,563	5,898		-59,666						-59,666	
ENF102	Cheltenham Environmental Fund- Parks	0	42,400	39,323	-3,077	4,000		923		-3,077						-3,077	
OPS001	Parks & Gardens Operations	1,202,050	1,066,130	1,021,997	-44,133	22,900		-21,233		-44,133	15,226			2,200		-26,708	
OPS122	Sports & Open Spaces Repairs & Maintenance	0	20,300	35,588	15,288		600	15,888		15,288						15,288	
OPS002	Sports & Open Spaces Operations	1,057,300	956,475	882,144	-74,331	10,900		-63,431		-74,331					8,100	-66,231	
OPS004	Allotments	28,900	38,500	51,398	12,898		-9,953	2,946		12,898	2,104				1,700	16,703	
OPS101	Arle Road Nursery Operations	-72,800	-68,910	-110,521	-41,611			-41,611		-41,611						-41,611	
OPS102	GCC Schools	-45,600	400	700	300			300		300						300	
OPS111	Arle Road Nursery Repairs Maintenance	91,100	92,500	38,824	-53,676		47,744	-5,932		-53,676						-53,676	
OPS121	Parks & Gardens Repairs & Maintenance	0	11,300	12,940	1,640			1,640		1,640						1,640	
CCR001	Community Safety (Crime Reduction)	177,800	177,800	173,828	-3,972			-3,972		-3,972					-5,400	-9,372	
CCT001	CCTV	133,500	104,000	109,265	5,265			5,265		5,265					-400	4,865	
ENF105	Cheltenham Environmental Fund- Public Protection	0	14,600	10,822	-3,778	3,800		22		-3,778						-3,778	
REG001	Environmental Health General	-35,100	-100,600	-117,349	-16,749			-16,749		-16,749	10,726		60,837		45,786	100,600	
REG002	Licensing	10,800	13,800	-33,424	-47,224			-47,224		-47,224					-11,986	-59,210	
REG003	Animal Control	25,500	23,100	22,294	-806			-806		-806					-300	-1,106	
REG005	Public Health Sewerage	0	0	-55	-55			-55		-55						-55	
REG012	Air Quality	33,700	33,600	45,911	12,311			12,311		12,311					-800	11,511	

REVENUE OUTTURN 2013/14		Budget Book 13/14	Current Budget 13/14	Actuals 2013/14	(Under) / Overspend before SeRCOP Adjustment	Carry Forwards	Transfers to (to) / (from) reserves	Adjusted (Under) / Overspend	(Under) / Overspend before SeRCOP Adjustment	Code / IFRS Adjustments	IAS19 Pension Adjustments	SeRCOP Adjustment	SOA -Code Adjusted (Under) / Overspend
		£	£	£	£	£	£	£	£	£	£	£	£
REG013	Pollution Control	114,100	114,100	121,535	7,435			7,435	7,435				-2,635
REG014	Contaminated Land	27,800	27,700	26,904	-796			-796	-796				-1,796
REG016	Food Safety	184,000	184,000	184,047	47			47	47				47
REG017	Health & Safety At Work	163,200	163,200	163,200	0			0	0				-6,400
REG018	Pest Control	52,800	53,500	67,062	13,562			13,562	13,562				7,362
REG020	Water Sampling	500	500	75	-425			-425	-425				-425
STC011	Abandoned Vehicles	8,800	8,800	10,341	1,541			1,541	1,541				1,141
SUP039	Callouts	0	-2,200	3,017	5,217			5,217	5,217				5,217
Built Environment		3,065,900	2,796,750	2,297,970	-498,780	193,700	135,051	-170,029	-498,780	1,218,425	237,795	15,067	972,507
ECD002	Markets	-1,000	-1,000	-1,895	-895			-895	-895				-895
SUP017	Business Improvement/Transformation	-37,700	11,200	-25,863	-37,063			-37,063	-37,063	10,229		-700	-27,534
CCC001	Climate Change/Agenda 21	52,700	52,700	52,700	0			0	0				0
COM001	Community Development	2,000	58,400	10,466	-47,934	39,400		-8,534	-47,934				-47,934
COR003	Corporate Policy Making	-31,200	25,000	-2,693	-27,693	18,500		-9,193	-27,693	11,705		-9,013	-25,000
DRM011	Twinning Expenses	36,900	36,000	39,121	3,121		-3,121	3,121	3,121	1,112		300	4,533
GBD001	Community Welfare Grants	316,950	419,450	265,792	-153,658	129,500		-24,158	-153,658			1,100	-152,558
GBD103	SLA Single Advice Contract	90,600	113,000	112,988	-12			-12	-12			-200	-212
GBD104	Citizens Advice Bureau	30,000	30,000	30,000	0			0	0				0
PLP103	Cheltenham Strategic partnership	134,700	139,700	137,516	-2,184			-2,184	-2,184				-2,184
SUP002	Consultation, Policy & Research	0	0	80	80			80	80			-80	0
SUP018	Press & PR/Communications	2,200	-6,000	-18,096	-12,096	12,200		104	-12,096	8,581		9,515	6,000
SUP037	Equal Opportunities	2,500	1,500	0	-1,500			-1,500	-1,500				-1,500
DRM001	Democratic Representation and Management	631,350	636,350	616,558	-19,792	10,000		-9,792	-19,792			-1,054	-20,846
DRM006	Cabinet Expenditure	38,600	38,600	38,600	0			0	0			100	100
DRM007	O & S Committees	69,800	67,600	67,600	0			0	0			2,000	2,000
DRM009	Civic Expenses	31,600	28,400	27,669	-731			-731	-731				-731
DRM010	Civic Car	27,200	24,800	22,612	-2,188			-2,188	-2,188				-2,188
DRM012	Civic Events	63,400	63,500	58,274	-5,226			-5,226	-5,226				-5,226
SUP007	Committee Services	1,600	1,800	-6,280	-8,080	1,000		-7,080	-8,080	8,627		-2,347	-1,800
DRM008	Corporate Subscriptions	22,500	22,400	20,314	-2,086			-2,086	-2,086				-2,086
EMP002	Emergencies	0	0	-38	-38			-38	-38				-38
RYC002	Green Waste	-33,800	-111,045	-146,953	-35,908			-35,908	-35,908			2,900	-33,008
RYC004	Recycling Centres	368,300	394,605	380,097	-14,508		100,273	85,765	-14,508			2,100	-12,408
RYC005	Bring Sites	53,200	68,885	30,059	-38,826			-38,826	-38,826				-38,826
RYC006	Recycling Collection Schemes	488,850	681,910	756,570	74,660			74,660	74,660			0	74,660
STC001	Street Cleaning	897,200	788,675	827,707	39,032			39,032	39,032				39,032
SUP004	Legal	0	-113,200	-170,939	-57,739	36,900		-20,839	-57,739			170,939	113,200
SUP034	Fleet Management	-184,200	-28,200	2,375	30,575			30,575	30,575				30,575
SUP104	L & C Trust set up costs	410,500	585,500	221,100	-364,400	364,400		0	-364,400				-364,400
TRW001	Trade Waste	-26,000	-14,110	-57,963	-43,853			-43,853	-43,853				-43,853
WST001	Household Waste	1,290,000	1,341,630	1,304,788	-36,842			-36,842	-36,842			800	-36,042
WST004	Bulky Household Waste	0	-11,100	-17,947	-6,847			-6,847	-6,847				-6,847
ELE001	Registration of Electors	154,350	143,750	162,120	18,370			18,370	18,370				13,556
ELE002	District Elections	138,300	146,600	126,025	-20,575		34,500	13,925	-20,575		28		-25,661
ELE003	Elections Support/Overheads	1,500	-11,500	-15,159	-3,659			-3,659	-3,659	5,531		9,628	11,500
ELE006	County Elections	0	0	-11,410	-11,410			-11,410	-11,410	423			-10,987
ELE008	Police & Crime Commissioner Elections	0	0	-17,189	-17,189			-17,189	-17,189				-17,189
ELE010	Individual Electoral Registration	0	0	-251	-251			-251	-251				-251
HOM001	Homelessness	333,800	546,900	353,130	-193,770		50,000	-143,770	-193,770	15,496			-178,274
HOM002	Homelessness Grants	0	0	42	42			42	42				42
HOS001	Housing Strategy	43,100	43,100	43,188	88			88	88			200	288
SPP001	Supporting People	96,100	96,100	96,100	0			0	0			2,100	2,100
SUP036	Project Management	-17,800	-26,400	-69,048	-42,648			-42,648	-42,648	9,665		59,383	26,400
Commissioning		5,498,100	6,285,500	5,241,870	-1,043,630	611,900	181,652	-250,078	-1,043,630	0	71,396	237,743	-734,491
SUP010	Internal Audit	1,600	23,450	35,045	11,595			11,595	11,595			-35,045	-23,450
ADB102	Custodians	200	-5,800	1,773	7,573			7,573	7,573	7,978	2,714	-12,465	5,800
CPK002	Car Park Income Collection	-23,000	-2,300	-11,045	-8,745			-8,745	-8,745	3,304	3,643	4,098	2,300

REVENUE OUTTURN 2013/14		Budget Book 13/14 £	Current Budget 13/14 £	Actuals 2013/14 £	(Under) / Overspend before SeRCOP Adjustment £		Carry Forwards £	Transfers to to (from) reserves £	Adjusted (Under) / Overspend £	(Under) / Overspend before SeRCOP Adjustment £		Code / IFRS Adjustments £	IAS19 Pension Adjustments £	SeRCOP Adjustment £	SOA -Code Adjusted (Under) / Overspend £	
					£	£				£	£				£	£
SUP008	Reception/Customer Services	30,600	29,200	4,772	-24,428				-24,428	-24,428			15,146	-19,918	-29,200	
SUP014	Cashiers	0	6,200	-886	-7,086				-7,086	-7,086			5,503	-4,617	-6,200	
SUP024	Postal Services	200	-2,200	-1,159	1,041				1,041	1,041	3,557		3,540	-5,939	2,200	
AIR101	Gloucestershire Airport	-10,400	-6,200	-5,380	820				820	820				800	1,620	
COR001	Corporate Management (excluding salary savings target and bad debt provision)	1,022,050	1,133,900	1,115,268	-18,632			-50,916	-69,548	-18,632	202,007		32,466	130,635	346,477	
COR006	Treasury Management	42,700	40,200	38,406	-1,794				-1,794	-1,794					-1,794	
HAV001	Housing Advances	0	0	-777	-777				-777	-777					-777	
SUP009	Accountancy	-132,300	-4,700	-38,763	-34,063	20,000			-14,063	-34,063				38,763	4,700	
SUP011	Creditors	-39,600	0	1,848	1,848				1,848	1,848				1,848	0	
SUP012	Debtors	-56,500	0	-2,766	-2,766				-2,766	-2,766				2,766	0	
SUP033	Central Purchasing	-10,000	0	1,278	1,278				1,278	1,278				-1,278	0	
SUP035	Insurances	-41,600	0	750	750				750	750				500	1,250	
SUP038	Pensions Backfunding	1,674,000	1,674,100	1,679,566	5,466				5,466	5,466		-1,848,050			-1,842,585	
SUP038	Pensions Backfunding - past service cost				0				0	0		53,000			53,000	
SUP003	Human Resources	-95,900	30,000	48,618	18,618				18,618	18,618		819		-49,437	-30,000	
SUP013	Payroll	-59,100	0	-1,916	-1,916				-1,916	-1,916				1,916	0	
SUP019	Health & Safety	-7,600	0	-8,416	-8,416				-8,416	-8,416				8,416	0	
SUP020	Training & Development	70,200	5,000	-8,348	-13,348	16,200			-13,348	-13,348				8,348	-5,000	
HBA001	Housing Benefit Administration	84,700	1,400	11,241	9,841				9,841	9,841		33,115		-1,500	41,456	
HBP001	Rent Allowances	-46,900	-8,600	-110,488	-101,888			72,000	-29,888	-101,888					-101,888	
HBP002	Rent Rebates	-105,700	-149,700	-129,765	19,935				19,935	19,935					19,935	
HBP003	Local Housing Allowance	-33,200	-33,200	-41,013	-7,813	7,800			-13	-7,813		2,292			-5,521	
LTC002	Council Tax Support Administration	59,000	59,400	59,386	-14				-14	-14					-14	
SUP005	ICT	74,750	78,550	128,540	49,990			-50,000	-10	49,990	235,000			-363,540	-78,550	
SUP022	Printing Services	0	300	299	-1				-1	-1				-299	-300	
SUP101	GO ICT Centre of Excellence	54,700	0	0	0				0	0				0	0	
ADB101	Cheltenham Municipal Offices	16,200	-2,700	-54,306	-51,606			13,020	-38,586	-51,606		2,455		51,850	2,700	
ADB103	Cheltenham Depot	6,600	12,700	-36,650	-49,350			44,795	-4,555	-49,350				36,650	-12,700	
CUL002	War Memorials	38,650	50,450	17,704	-32,746			28,533	-4,213	-32,746					-32,746	
ECD101	Xmas in Cheltenham	49,000	48,900	48,376	-524				-524	-524				1,300	776	
ENF104	Cheltenham Environmental Fund- Property	0	60,000	40,000	-20,000	20,000			0	-20,000					-20,000	
FIE040	Income and Expenditure on Investment Properties and Changes in Their Fair Value	-388,450	-267,750	-368,597	-100,847			71,880	-28,968	-100,847	-4,078,433			53,306	-4,125,974	
REG019	Public Conveniences	135,600	124,800	138,081	13,281				13,281	13,281				-2,900	10,381	
REG119	Public Conveniences R&M	0	14,800	11,580	-3,220			-335	-3,555	-3,220				2,300	-920	
SUP025	Property Services	-8,200	73,500	69,472	-4,028				-4,028	-4,028		21,835		-91,306	-73,500	
LTC001	Council Tax Collection	543,900	575,700	550,216	-25,484				-25,484	-25,484		23,415		1,956	-113	
LTC011	NNDR Collection	-64,400	-75,000	-66,481	8,519				8,519	8,519		2,524		300	11,343	
LTC012	NNDR Discretionary Relief	0	49,200	0	-49,200	49,200			0	-49,200					-49,200	
LTC101	Revenues & Benefits Overheads	0	0	0	0				0	0					0	
Resources		2,781,800	3,533,600	3,115,466	-418,134	113,200		128,977	-175,957	-418,134	-3,626,587		-1,645,583	-246,188	-5,936,492	
CUL001	Arts Development	-25,300	26,300	16,725	-9,575				-9,575	-9,575					-9,575	
CUL106	Art Gallery & Museum grant funded projects	6,200	38,300	36,043	-2,257	2,700			443	-2,257				200	-2,057	
CUL107	Art Gallery & Museum Operations	1,190,500	1,103,650	1,221,659	118,009			4,400	122,409	118,009		40,486		15,300	173,795	
TOU001	Tourism Strategy and Promotion	0	0	219	219				219	219					219	
TOU002	Tourist/Visitor Information Centre	86,250	67,100	65,405	-1,695				-1,695	-1,695				3,200	1,505	
CUL117	Art Gallery & Museum Repairs & Maintenance	116,200	117,200	28,040	-89,160			103,858	14,698	-89,160					-89,160	
CUL108	Everyman Theatre	135,100	134,800	135,073	273				273	273				600	873	
CUL109	Playhouse Theatre	8,900	8,900	8,791	-109				-109	-109				200	91	
CUL102	Town Hall Operations	763,000	691,300	652,355	-38,945	16,000			-22,945	-38,945		37,275		8,200	6,531	
CUL103	Pittville Pump Room Operations	129,600	119,000	106,431	-12,569				-12,569	-12,569				4,700	-7,869	
CUL110	Entertainment Events - detail coded	-74,800	-74,800	-91,523	-16,723				-16,723	-16,723					-16,723	
CUL112	Town Hall Repairs & Maintenance	271,900	278,800	273,626	-5,174			-983	-6,157	-5,174					-5,174	
CUL113	Pittville Pump Room Repairs & Maintenance	57,300	61,000	37,256	-23,744			29,277	5,533	-23,744					-23,744	
REC101	Recreation Centre Operations	1,493,600	1,437,050	1,372,302	-64,748				-64,748	-64,748		46,221		13,334	-5,194	
REC102	Prince of Wales Stadium Operations	13,900	2,850	5,925	3,075				3,075	3,075					3,075	
REC111	Recreation Centre Repairs & Maintenance	92,000	145,400	165,401	20,001			-2,729	17,271	20,001					20,001	
REC112	Prince of Wales Stadium Repairs & Maintenance	2,000	4,300	17,140	12,840				12,840	12,840					12,840	

REVENUE OUTTURN 2013/14		Budget Book 13/14 £	Current Budget 13/14 £	Actuals 2013/14 £	(Under) /	Carry Forwards £	Transfers to to (from) reserves £	Adjusted (Under) / Overspend £	(Under) /	Code / IFRS Adjustments £	IAS19 Pension Adjustments £	SeRCOP Adjustment £	SOA -Code
					Overspend before SeRCOP Adjustment £				Overspend before SeRCOP Adjustment £				Adjusted (Under) / Overspend £
REC001	Sports Development	84,600	84,900	86,101	1,201			1,201	1,201		2,057	9,700	12,958
REC002	Recreational Facilities Development	0	0	74	74			74	74				74
REC005	Active Lifestyles	63,800	66,000	64,037	-1,963			-1,963	-1,963		1,180	9,500	8,717
REC007	Holiday Recreation Programme	97,900	100,600	94,409	-6,191			-6,191	-6,191		330	4,600	-1,262
REC008	Support To External Sports Organisations	8,300	8,300	8,300	0			0	0			2,200	2,200
CSM001	Cultural - Service Management and Support Services	800	57,000	56,031	-969			-969	-969		10,403	-66,434	-57,000
CUL111	Cheltenham Festivals	97,500	98,400	98,400	0			0	0			800	800
Wellbeing & Culture		4,619,250	4,576,350	4,458,219	-118,131	18,700	133,823	34,392	-118,131	0	137,952	6,100	25,921
Central Salary Savings Target (R1099)		-480,000	-175,000	0	175,000	0	0	175,000	175,000				175,000
Bad Debt Provision (R8910)		40,000	40,000	27,916	-12,084	0	0	-12,084	-12,084				-12,084
TOTAL SERVICES		15,980,200	17,482,150	15,562,733	-1,919,417	937,500	580,025	-401,892	-1,919,417	-2,408,162	-1,177,000	0	-5,504,579
TG1040-R9090	Capital Grants and Contributions Receivable	0	0	-1,162,494	-1,162,494			-1,162,494	-1,162,494	310,717			-851,777
BAL100-B8070	GF balance - Capital grants and contributions applied and unapplied	0	0	1,162,494	1,162,494			1,162,494	1,162,494	-310,717			851,777
BAL100-B8120	GF balance - RCCO	0	0	1,800,118	1,800,118			1,800,118	1,800,118				1,800,118
BAL100-B8240	GF balance - Transfers to/from earmarked reserves	0	0	-1,800,118	-1,800,118			-1,800,118	-1,800,118				-1,800,118
BAL100-B8080	GF balance - REFCUS	0	0	0	0			0	0	-1,442,698			-1,442,698
BAL100-B8085	GF balance - Accumulated absences	0	0	0	0			0	0	-42,561			-42,561
BAL100-B8090	GF balance - Non Current Assets written off on disposal	0	0	0	0			0	0	-7,819,874			-7,819,874
BAL100-B8140	GF balance - Transfer of Sale proceeds	0	0	0	0			0	0	8,724,614			8,724,614
BAL100-B8050	GF balance - Movements in Market Value of Investments	0	0	0	0			0	0	4,078,433			4,078,433
BAL100-B8210	GF balance - Council tax and NNDR surplus	0	0	0	0			0	0	443,782			443,782
BAL100-B8180	GF balance - Reversal of IAS19 charges	0	0	0	0			0	0		-4,153,000		-4,153,000
BAL100-B8190	GF balance - Employers pension contributions	0	0	0	0			0	0	2,940,000			2,940,000
OOE100-R8301	Gains / losses on disposal of non current assets	0	0	0	0			0	0	-904,740			-904,740
FIE090	Pension Interest Costs and Return on Assets	0	0	0	0			0	0	2,390,000			2,390,000
BVACOP Reversals		0	0	0	0			0	0	3,036,955	1,177,000	0	4,213,955
BAL103 - Capital Charges-													
B8020	GF balance - Depreciation	-2,753,700	-2,355,700	-2,355,691	9			9	9				9
B8060	GF balance - Amortisation of intangible assets	-105,800	-169,300	-169,437	-137			-137	-137				-137
B8110	GF balance - MRP for repayment of debt	743,000	1,089,200	839,159	-250,041			-250,041	-250,041				-250,041
B8115	GF balance - Voluntary revenue provision for repayment of debt	0	0	250,000	250,000			250,000	250,000				250,000
B8170	GF balance - premiums/discounts (-)	145,700	145,700	145,573	-127			-127	-127				-127
B8160	GF balance - contribution from Capital Receipts to government pool	0	0	-301,582	-301,582			-301,582	-301,582				-301,582
OOE300-R8940	Contributions to the Housing Capital Receipts Pool	0	0	301,582	301,582			301,582	301,582				301,582
91COR Capital Charges		-1,970,800	-1,290,100	-1,290,395	-295	0	0	-295	-295	0	0	0	-295
IEP003 Impairment of financial instruments -													
IEP003 -R8120	Loss / gain (-) on impairment of financial instruments - Icelandic Banks	0	0	49,163	49,163			49,163	49,163				49,163
FIE035	Gains (-) / losses on derecognition of financial instruments	0	0	20,886	20,886			20,886	20,886				20,886
FIE050 Exchange rate (profit)/loss -													
R9516	Exchange Rate Profit	0	0	-1,033	-1,033			-1,033	-1,033				-1,033
FIE010 Interest Payable and Similar Charges -													
R8600	Interest on long term borrowing	2,011,300	2,011,300	2,007,229	-4,071			-4,071	-4,071				-4,071
R8610	Interest on temporary borrowing	8,000	8,000	1,041	-6,959			-6,959	-6,959				-6,959
R8640	HRA Item 8 debit	-1,684,700	-1,684,700	-1,684,665	35			35	35				35
R9505	Interest Receivable - HRA Item 8	23,400	23,400	17,764	-5,636			-5,636	-5,636				-5,636

REVENUE OUTTURN 2013/14		Budget Book 13/14 £	Current Budget 13/14 £	Actuals 2013/14 £	(Under) / Overspend before SeRCOP Adjustment £	Carry Forwards £	Transfers to to (from) reserves £	Adjusted (Under) / Overspend £	(Under) / Overspend before SeRCOP Adjustment £	Code / IFRS Adjustments £	IAS19 Pension Adjustments £	SeRCOP Adjustment £	SOA -Code Adjusted (Under) / Overspend £
FIE030	Interest and Investment Income - Icelandic Banks			-141,023	-141,023			-141,023	-141,023				-141,023
FIE030	Interest and Investment Income - Other	-25,100	-42,100	-62,960	-20,860			-20,860	-20,860				-20,860
92COR	Interest and Investment Income	332,900	315,900	206,401	-109,499	0	0	-109,499	-109,499	0	0	0	-109,499
BAL104	Balances and Reserves	-583,868	-2,001,268	496,253	2,497,521	-937,500	-580,025	979,996	2,497,521	-185,011			2,312,510
BAL100-B8070	Public Art Expenditure funded from Capital Grants Unapplied b/fwd			-2,022	-2,022			-2,022	-2,022				-2,022
	Balances and Reserves	-583,868	-2,001,268	494,231	2,495,499	-937,500	-580,025	977,974	2,495,499	-185,011	0	0	2,310,488
NET BUDGET		13,758,432	14,506,682	14,972,970	466,288	0	0	466,288	466,288	443,782	0	0	910,070
TGI020-													
R9005	New homes bonus grant	-250,000	-720,132	-720,175	-43			-43	-43				-43
R9006	Council tax freeze grant	-71,902	-78,600	-78,581	19			19	19				19
R9009	S31 NDR compensation grant	0	-255,000	-426,407	-171,407			-171,407	-171,407				-171,407
R9060	Other specific government grants	-11,711	-38,400	-60,643	-22,243			-22,243	-22,243				-22,243
	Other Government Grants	-333,613	-1,092,132	-1,285,806	-193,674	0	0	-193,674	-193,674	0	0	0	-193,674
OOE200	Parish Council Precepts	0	0	163,793	163,793			163,793	163,793				163,793
OOE210	Parish Council Tax Support Grant	0	10,269	10,268	-1			-1	-1				-1
TGI010-R9071	Surplus/deficit on Collection Fund - Council Tax	0	-21,200	-21,204	-4			-4	-4	-89,915			-89,919
TGI010	Council Tax income	-7,190,217	-7,190,217	-7,354,010	-163,793			-163,793	-163,793				-163,793
	Council Tax income	-7,190,217	-7,201,148	-7,201,152	-4	0	0	-4	-4	-89,915	0	0	-89,919
TGI015	Surplus/deficit on Collection Fund - Council Tax	-21,200	0	0	0	0	0	0	0	0	0	0	0
TGI018	Non-domestic rates income and expenditure	0	-2,482,240	-2,264,852	217,388			217,388	217,388	-353,867			-136,479
TGI030	Non Domestic Rates from national pool	-2,482,240	0	0	0			0	0				0
	Non Domestic Rates from national pool	-2,482,240	-2,482,240	-2,264,852	217,388	0	0	217,388	217,388	-353,867	0	0	-136,479
TGI020-R9001	Non-ringfenced Government Grants -RSG	-3,731,162	-3,731,162	-3,731,162	0			0	0				0
	Non-ringfenced Government Grants -RSG	-3,731,162	-3,731,162	-3,731,162	0	0	0	0	0	0	0	0	0
TOTAL FUNDING		-13,758,432	-14,506,682	-14,482,972	23,710	0	0	23,710	23,710	-443,782	0	0	-420,072
NET		0	0	489,998	489,998	0	0	489,998	489,998	0	0	0	489,998

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PLANNED MAINTENANCE PROGRAMME 2013/14

Code	Scheme	Description	Budget Book 2013/14	Revised Budget 2013/14	Outturn 2013/14	Under/(Over) spend on Projects	Comments
REVENUE							
ADB101	Municipal Offices	General repairs.	13,500	13,500	480	13,020	No essential works required - held back pending outcome of Accommodation Strategy.
ADB103	Central Depot	Upgrade of security and fire alarm systems, resurface macadam/line painting to car parks.	58,000	63,000	18,205	44,795	Work on security upgrade will be completed in 2014/15 - £20,000
CCM111	Cemetery & Crematorium	Crematorium maintenance, installation of acoustic screens to chiller plant, replace flat roof coverings, alterations to reception & waiting areas, access road widening and resurfacing.	157,200	157,200	91,637	65,563	Overspend of £26.8k on crematorium maintenance due to ongoing operational issues with equipment. Works to be completed in 2014/15 - £95,000
CPK101	Car Parks - Off Street	Periodic cleaning of underground drainage	3,000	3,000	2,982	18	
CUL002	War memorials	Redecoration to Crimean Sebastopol War Memorial, remedial repairs to St. Peter's War Memorial, redecorations to painted surfaces, annual algae removal, refurbishment of external paving about wall memorial.	34,250	46,050	17,517	28,533	Additional funding required for refurbishment of Cenotaph in 2014/15 following quotes for work - £41,000
CUL112	Town Hall	Replacement of corridor convector heaters, replacement of floors, redecoration of corridors, replacement of kitchen cooker / oven equipment, provision of portable wheelchair lift.	253,500	253,500	254,483	(983)	Additional funding to cover retention on completed contract in 2014/15 - £3,500.
CUL113	Pittville Pump Room	Update security/intruder alarm system, refurbish landing stone floor, replacement of ballroom eent lighting bars, upgrade passenger lift use limit.	48,500	48,500	19,223	29,277	Alternative, more cost effective repairs carried out on stone floor due to listed status of building. Works to security upgrade completed in 2014/15 - £13,700
CUL117	Art Gallery & Museum	Replacement floor finishes, redecoration of stairs area, upgrade of security alarm system, reconfiguration of ICT infrastructure/new comms room, modifications to WC areas.	108,500	83,590	4,642	78,948	£91,000 contribution to capital scheme in 2013/14. Works to basement floor to be completed in 2014/15 - £12,500
ECD101	Xmas in Cheltenham	Christmas illuminations	10,000	10,000	10,000	0	
FIE040	Income & Expenditure on Investment Properties	Power perfectors, electrical testing, 5 year state & condition surveys, recovering of pitch roofs, replacement of flat roof, install fencing, replace anti-bird netting, various other general repairs.	68,500	192,400	120,520	71,880	To be completed in 2013/14: Recovering of roof at Sandford Park Offices (£8,000), bridge fencing (£1,000) and anti-bird netting (£5,000).
OPS001	Parks & Gardens	General repairs.	300	0	-	0	
OPS122	Sports & Open Spaces	Replacement of HWS emersion heaters	600	600	0	600	
OPS111	Arle Nursery	Replacement of environmental control computer system, refurbishment of auto roof-light ventilation equipment, replacement of thermal screens to greenhouse, replacement of greenhouse irrigation system.	86,000	86,000	38,256	47,744	Works required to greenhouses - anticipated to be required in 2014/15 - £53,500.
REC101	Recreation Centre	Replacement of sheet steel roof deck and insulate, LED pool lights, refurbishment of wooden sprung floors, replacement of lighting lamps, replacement of spa pool filter.	61,500	106,500	109,879	(3,379)	
REC102	Prince of Wales Stadium	Cleaning and general maintenance of running track surface.	2,000	2,000	1,350	650	
REG119	Public Conveniences	General running repairs and redecorations.	7,500	7,500	7,835	(335)	
RYC004	Recycling Centres	Renew drainage provision to spotting compound, H&S improvements to hard landscaping, replacement of compactors, provision of EA approved waste disposal/drainage system.	110,000	110,000	9,727	100,273	Works to drainage system completed in 2012/13 - budget not required in 2013/14. Works to hard landscaping and compactors to be completed in 2014/15 - £40,000.
TOTAL PROGRAMMED MAINTENANCE			1,022,850	1,183,340	706,736	476,604	

* The variance, after carry forward requests, will be retained in the Programme Maintenance Reserve and allocated to future years programmes.

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**SIGNIFICANT VARIANCES IN REVENUE OUTTURN FOR 2013/14
(OVER £50,000) BY SERVICE**

BUILT ENVIRONMENT

There is a net underspend of £170k within the Built Environment Directorate for 2013/14 including the following significant variances:-

Off Street Car parking

There is a net surplus of £99k in Off Street Car Parking income for 2013/14. This has mainly arisen from windfall income relating to the car park for which the Council has surrendered its lease in order for it to be included in the Brewery development. Following the surrender of the lease, it was negotiated that the Council should retain all income from the car park in the final 6 months of the year by way of compensation for loss of income in the longer term. The previous arrangement had been to share income 50:50 with NFU Mutual after the deduction of running costs.

£35.4k of the surplus relates to staff car parking which has been transferred to an earmarked reserve as it is ring fenced for use on Transport Green initiatives.

This is reduced by an overspend in car parking response maintenance budgets of £47k, £34.2k of which was as a result of an unbudgeted increase in annual service charges in respect of the Regent Arcade Car Park. This will be resolved as part of the 2015-2016 budget setting process.

Cemetery & Crematorium

There is a net overspend in the Cemetery & Crematorium service of £53k in 2013/14. This includes a shortfall in income of £14k and an overspend in professional fees of £46k.

The cremators were replaced in 2012 using the firm Crawford Equipment Europe Ltd. Following the installation of the cremators, a number of issues regarding the quality of the equipment supplied arose which were being managed in conjunction with Crawford. However, in July 2013 Crawford entered into Voluntary Liquidation and thus were no longer in a position to continue working with the Council in remedying the issues. Since then remedial interim repairs have been undertaken to keep the cremators operational whilst work is being done to achieve a long term resolution of the situation.

The shortfall in income has been as a result of these operational issues, which have meant that for periods of time only one cremator has been available and thus it has not been possible for the service to work at its optimum capacity.

In 2005 DEFRA introduced a requirement for the cremation industry to remove mercury from 50% of cremations. The national target, based on the available science, achieves a proportionate response for removing mercury from cremations, whilst not burdening the bereaved with excessive cost and the possibility of closing local crematoria. Along with the 50% target the principle of "burden sharing" was introduced, a process whereby operators who could install abatement plant do so, and the cost is shared with those that could not install such abatement equipment. DEFRA recognised this as the most equitable way of achieving the target, whilst the

cost or “burden” is shared by the entire sector. The mercury abatement equipment purchased from Crawford’s has not been operational during 2013 and therefore the Council is now required to make a payment to the “burden sharing scheme” called CAMEO in line with the principles outlaid by DEFRA. This had not been budgeted for as it was anticipated that the abatement equipment would be operational and the Council would therefore be an operator, whose abatement costs could be shared under the scheme. The payment to CAMEO is £46,700 for the calendar year 2013 but has been marginally offset by supplies and services savings of £5,100.

COMMISSIONING

There is a net underspend of £250k within the Commissioning Directorate for 2013/14 including the following significant variances:-

Waste and Recycling

There is an overspend in waste and recycling budgets of £67k for the year, due to additional costs of recycling rounds incorporating changes in the way recycling is collected from communal properties, as well as a £41k drop in recycling income. The year-end position includes a general Ubico underspend on services, though this was offset by additional pension costs as assessed by the actuary.

Homelessness

There is a net underspend in homelessness budgets of £193k for the year including a reallocation of funding between the General Fund and the Housing Revenue Account, following the transfer of the management of the service to Cheltenham Borough Homes in 2013, and an assessment of the grant funding required to fund future homelessness expenditure. £50k of this underspend has been transferred to a new reserve to supplement ongoing Government funding for homelessness services.

RESOURCES

There is a net underspend within the Resources Directorate of £176k including the following significant variances:-

Corporate Management

The Council has a potential liability in respect of the run-off of Municipal Mutual Insurance (MMI). The liability will only materialise if the assets of the company do not cover the insurance claims yet to be settled. In 2013/14 the Council was advised that a payment of 15% (£63,600) against clients/owners potential liabilities may be levied in year to achieve a solvent run-off. Consequently a provision was set aside in the 2013/14 current budget. However no payment became due in 2013/14 and the timing of this levy is unknown. There is therefore an underspend against this provision in 2013/14. The statement of accounts includes a contingent liability in respect of a future payment for which the Council may become liable.

WELLBEING & CULTURE

There is a net overspend of £34k in the Wellbeing & Culture Directorate for 2013/14 including the following significant variances:-

There is a net underspend in Leisure @ of £65k, made up of a net surplus in income of £46k and a saving in expenditure budgets of £19k.

Art Gallery & Museums & Tourism

There is a net overspend of £111,000 in the Art Gallery & Museum / Tourism services, through unexpected additional costs incurred on the reopening of the new building and galleries, staff vacancies covered by contractor costs, and also as a result of major exhibitions held in the latter part of the financial year. A strategy has been put in place to ensure that costs for future high profile exhibition programmes are fully covered.

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2013/14 CARRY FORWARD REQUESTS

Ref	Amount £ (Net of VAT)	Expenditure Code	Cost Centre	Reason for carry forward	A (i)	A (ii)	B
					Base Budget Amounts agreed by S151 Officer under delegated powers	Le-Off Budgets Amounts agreed by S151 Officer under delegated powers	Amounts for member approval
1	16,000	R4400/R4317-CUL102	Town Hall operations	Town Hall Feasibility study - carry forward to fund a Quantity Surveyor to verify the costs of the capital investment project, an artists impression of what the possible future development and contract budget management training for staff. Carry forward from 2012/13 - expenditure now to be incurred in 2014/15.			16,000
2	2,700	R4011-CUL106-AGM010	AG&M funded projects	Carry forward of balance of funding received in 2012/13 to fund "your future" project expenditure working with disadvantaged families to increase access to culture - to be spent in 14/15.		2,700	
	18,700			Total Wellbeing & Culture	0	2,700	16,000
3	1,900	R1652-SUP004-NA	One Legal	Contribution towards One-Legal Sol case training in 2014/15 - shared cost with Tewkesbury Borough Council.	1,900		
4	15,400	R4400-SUP004-NA	One Legal	Contribution towards locums / advisors for One-Legal to enable provision of service whilst expansion opportunities are explored/ structure is being finalised. Shared cost with Tewkesbury Borough Council.			15,400
5	19,600	R4400-SUP004-NA	One Legal	Contribution towards the review of and extension to the existing One Legal service agreement in 2014/15. Shared cost with Tewkesbury Borough Council.			19,600
6	364,400	R4400-SUP104-NA	L&C Trust set up costs	Carried forward of set up costs for the new Cheltenham Leisure & Culture Trust, to be set up over the period 2013/14 to 2014/15 and commence trading 1st October 2014.		364,400	
7	35,900	R6280-COM001-CPN001	Community Development	Glos County Council grants which will be allocated against the following:- CYP £9,300; HWB £3,534; Inspiring Families £11,600; Oakley Domestic Abuse £15,000			35,900
8	3,500	R6280-COM001-CPN002	Community Development	This is a Glos CC grant which will be allocated against Health & Wellbeing			3,500
9	4,700	R1000-COR003	Corporate Policy Making	To fund one off set up costs (extension of contract) to support continued implementation of Geographic Information Systems (GIS) at CBC for new shared GIS application (shared with FOD resulting in a saving of £30k per annum). This will ensure digital maps are rolled out to use base across the council.			4,700
10	13,800	R4531-COR003-NA	Corporate Policy Making	To fund one off set up costs (extension of contract) to support continued implementation of Geographic Information Systems (GIS) at CBC for new shared GIS application (shared with FOD resulting in a saving of £30k per annum). This will ensure digital maps are rolled out to users across the council.			13,800
11	23,500	R6280-GBD001-CPN003	Community Welfare Grants	To support community pride grants that were committed in 2012-13 and 2013-14			23,500

2013/14 CARRY FORWARD REQUESTS

Ref	Amount £ (Net of VAT)	Expenditure Code	Cost Centre	Reason for carry forward	A (i)	A (ii)	B
					Base Budget Amounts agreed by S151 Officer under delegated powers	Le-Off Budgets Amounts agreed by S151 Officer under delegated powers	Amounts agreed by member approval
12	3,000	R6280-GBD001-CPN011	Community Welfare Grants	To continue to support neighbourhood management in Cheltenham:- £500 for Fairview Community Association £1,000 for West End Partnership £1,500 for Paws on Patrol			3,000
13	43,800	R6280-GBD001-GRA007	Community Welfare Grants	GCC Positive Activities grant - carry forward full amount to fund existing commitments made via Positive Activities grants			43,800
14	19,200	R9100-GBD001-CPN009	Community Welfare Grants	GCC Positive Activities grant - carry forward full amount to fund existing commitments made via Positive Activities grants		19,200	
15	40,000	R9100-GBD001-CPN002	Community Welfare Grants	GCC Public Health grant already committed to fund HWB projects:- £7,500 to CBC Sports, Play & Healthy Lifestyles Team £7,500 Creating skills & capacity for youth providers to promote healthy lifestyles £15,000 Developing a school-based peer-support network to support young people lead healthy lives £10,000 Delivering a community-based alcohol harm reduction project in Oakley		40,000	
16	12,200	R4400-SUP018-NA	Press & PR	Supports the delivery of the 'Share-Point' project which provides a council wide platform for improved information storage / sharing and new website infrastructure which supports the council aspiration for 'paperless' office and reduced information storage costs.			12,200
17	1,000	R1100-SUP007	Committee Services	This is needed for providing administrative support for the meetings of the L&C Trust while it is being set up.	1,000		
18	10,000	R4530-DRM001-NA	Democratic Representation & Management	To roll out l pads to all existing & new members, and to cover an additional 10 laptops for existing members.			10,000
	611,900			Total Commissioning	2,900	423,600	185,400
19	18,500	ENA001-R4400-NA	Housing Enabling	Balance of 12-13 c/fwd. This is a rolling pot that will be spent on future commissioning for the Strategic Housing Market Assessment (SHMA)			18,500
20	11,300	BUC001-R4530-NA	Building Control - Fee earning work	Contribution to cost of upgrade of uniform for use by Building Control - Shared cost with Tewkesbury Borough Council	11,300		
21	20,500	OPS001-R2075-GRM001	Parks& Gardens	Pittville residuum - silt removal. Silt analysis completed, investigation under way to determine feasibility of proposed disposal site. Works expected late spring/early summer	20,500		
22	2,400	OPS001-R2076	Parks& Gardens	Refurbishment of benches - expenditure already committed in 2013/14	2,400		
23	10,900	OPS002-R4000-NA	Sports & Open Spaces	Beeches & Montpellier play areas - installation of play matta, order placed and expenditure committed, delays in implementation due to wet ground conditions and school holidays	10,900		

2013/14 CARRY FORWARD REQUESTS

Ref	Amount £ (Net of VAT)	Expenditure Code	Cost Centre	Reason for carry forward	A (i)	A (ii)	B
					Base Budget Amounts agreed by S151 Officer under delegated powers	Le-Off Budgets Amounts agreed by S151 Officer under delegat powers	Amounts for member approval
24	15,400	ECD001-R4400-HSI001	Economic Development	High Street Innovation Fund - To continue to provide skills training to help new and existing businesses, by providing Skillsmart retail workshops - funds to be spent in 2014/15		15,400	
25	29,600	ECD001-R6280-CPN112	Economic Development	Promoting Cheltenham Fund - to continue works committed.		29,600	
26	7,600	ENF101-R4400-Various	Cheltenham Environmental Fund - Townscape	Cheltenham Environmental Fund - Townscape - to continue works committed.			7,600
27	33,500	ENF106-R6280-ENV019	Community Pride	Community Pride Fund - to continue works committed.			33,500
28	6,400	ENF103-R4400-ENV007	Cheltenham Environmental Fund - Transport	Cheltenham Environmental Fund - Transport - to continue works committed			6,400
29	4,000	ENF102-R4400-Various	Cheltenham Environmental Fund - Parks	Cheltenham Environmental Fund - Parks - to continue works committed.			4,000
30	3,800	ENF105-R4000-ENV020	Cheltenham Environmental Fund - Public Protection	Cheltenham Environmental Fund - Public Protection. Carry forward required to fund committed expenditure in respect of fighting enviro-crime.			3,800
31	1,200	PLP006-R2070-NA	Trees	To support pressure on annual trees budget - works committed in 2014/15.	1,200		
32	1,300	URB101-R4010-NA	Urban Design	To fund street nameplates - timing difference in order being placed and goods received.	1,300		
33	4,600	ECD001-R4400-NA	Economic Development	To fund 12 month extension to Gloucestershire Enterprise Ltd contract for the provision of business support services to business start-ups in Cheltenham.			4,600
34	10,000	PLP001-R4401-NA	Planning Policy	Additional policy work on economic development to contribute to the preparation of the Cheltenham Local Plan			10,000
35	6,700	URB101	Urban Design	Urban design contracts - Boots corner extension to cover extended contracts to 31st July 2015 - fall in line with delivery of projects approved as part of Cheltenham Development Task Force.			6,700
36	6,000	PLP101	Joint Core Strategy	Carry forward requested to implement the recommendations of Council regarding the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS). This concerns the adaptation and use of Cotswold District Council's Local Green Space Toolkit to determine where areas suitable for designation in the future Cheltenham Plan exist.			6,000
	193,700			Total Built Environment	47,600	45,000	101,100
37	20,000	SUP009-R4400-ABW100	GOSS	To support the delayed Agresso upgrade in 2014/15, purchase order raised in December but due to delays in upgrade following staffing pressures and the implementation of the Leisure & Culture Trust.		20,000	

2013/14 CARRY FORWARD REQUESTS

Ref	Amount £ (Net of VAT)	Expenditure Code	Cost Centre	Reason for carry forward	A (i)	A (ii)	B
					Base Budget Amounts agreed by S151 Officer under delegat powers	Le-Off Budgets Amounts agreed by S151 Officer under delegat powers	Amounts for member approval
38	5,000	SUP020-R1650-BUS001	Training & Development	To support the development of the newly formed SLT with Achieve Breakthrough support. Committed expenditure to be spent in 2014/15		5,000	
39	6,200	SUP020-R4400	Training & Development	CBC's contribution towards a 12 month contract for an additional Learning & Organisational Development business partner - agreed by SLT and GOSS Client Officer Group (COG).	6,200		
40	5,000	SUP020-R4400	Training & Development	Development to embed Cheltenham Futures Pay and Reward project - support and build managerial capacity, capability, and confidence to have conversations about performance; includes coaching skills, performance management, talent management and succession planning.			5,000
41	7,800	HBP003-R9060-NA	Local Housing Allowance	This carry forward is needed to part fund software costs, two fixed term jobs and council tax support set up costs, in addition to the Government Grant money received in 2014/15 for this purpose.		7,800	
42	15,000	LTC012-R6260-HSI001	NNDR Discretionary relief	To fund consultation with the business community about the possibility of setting up a Business Improvement District (BID) in Cheltenham. High Street Innovation Fund allocation.		15,000	
43	10,200	LTC012-R6260-HSI001	NNDR Discretionary relief	To continue the business rates discount scheme for another year, with additional efforts being made to publicise it. High Street Innovation Fund allocation.		10,200	
44	24,000	LTC012-R6260-HSI001	Street Cleaning	Specialist Street Cleaning Vehicle - High Street Innovation Fund allocation		24,000	
45	20,000	R6280-ENV018	ENF104	Cheltenham Environmental Fund - Property - Expenditure committed in 2014/15 for the renovation of and paving around the cenotaph			20,000
	113,200			Total Resources	6,200	82,000	25,000
	937,500			Total Carry Forward Requests	56,700	553,300	327,500

<u>Purpose of Reserve</u>		<u>31/3/13</u>	<u>2013/14</u> <u>Movement</u>	<u>2013/14</u> <u>Movement</u>	<u>2013/14</u> <u>Reserve</u>	<u>2013/14</u> <u>Movement</u>	<u>2013/14</u> <u>Movement</u>	<u>31/3/14</u>
		£	<u>Out</u>	<u>IN</u>	<u>Realignment</u>	<u>Out</u>	<u>IN</u>	£
			£	£	£	£	£	
<u>EARMARKED RESERVES</u>								
<u>Other</u>								
RES002	Pension Reserve	To fund future pension liability	-178,373	235,927	-150,000			-92,446
RES003	Economic Development Reserve	To fund future economic studies	-14,200					-14,200
RES004	IBS License Reserve	To fund cost of IBS license paid up front	-148,700			148,700		0
RES005	Keep Cheltenham Tidy Reserve	Keep Cheltenham Tidy campaign - scheme contributions	-626					-626
RES006	Cultural Development Reserve	To fund future arts facilities/activity	-22,361					-22,361
RES008	House Survey Reserve	To fund cyclical housing stock condition surveys	-88,025		-7,500			-95,525
RES009	Twinning Reserve	Twinning towns civic visits to Cheltenham	-7,400	3,121				-4,279
RES010	Flood Alleviation Reserve	To fund future flood resilience work, delegated to the Flood working group for allocation	-201,113	98,415	-51,529			-154,227
RES011	Art Gallery & Museum Development Reserve	To fund capital scheme	-618,232			618,232		0
RES012	Pump Room Insurance Reserve	Insurance reserve for stolen jewellery	-13,735		-4,400			-18,135
RES013	TIC Shop Reserve	Accumulated profits held for TIC shop improvements	-29					-29
RES014	GF Insurance Reserve	To fund risk management initiatives / excess / premium increases	-79,371					-79,371
RES015	Vehicle Leasing Equalisation Reserve	Purchase of vehicles and equipment	-116,085			116,085		0
RES016	Joint Core Strategy Reserve	To fund Joint Core Strategy	-161,767	25,822				-135,945
RES018	Civic Pride Reserve	To pump prime civic pride initiative / match funding	-639,226	202,792		-264,785	140,636	-560,584
RES019	Land Charges Reserve	Cushion impact of fluctuating activity levels	-34,400					-34,400
RES020	Ubico Reserve		0		-170,000			-170,000
RES021	Cheltenham Leisure & Culture Trust	To cover unforeseen deficits in operations in new trust	0		-200,000			-200,000
RES022	Homelessness Reserve	To cover future homelessness prevention costs	0		-50,000			-50,000
RES023	Transport Green Initiatives Reserve	To fund Transport Green Initiative Schemes	0		-35,400			-35,400
			-2,323,645					-1,667,529
<u>Repairs & Renewals Reserves</u>								
RES201	Commuted Maintenance Reserve	Developer contributions to fund maintenance	-185,629	39,000				-146,629
RES202	Highways Insurance Reserve	County highways - insurance excesses	-15,000					-15,000
RES203	Revs & Benefits IT Reserve	Replacement fund to cover software releases	-30,000					-30,000
RES204	I.T. Repairs & Renewals Reserve	Replacement fund	-349,965	76,600		196,798		-76,566
RES205	Property Repairs & Renewals Reserve	20 year maintenance fund	-555,978	371,106	-557,371			-742,242
			-1,136,572					-1,010,438
<u>Equalisation Reserves</u>								
RES101	Rent Allowances Equalisation	Cushion impact of fluctuating activity levels	-133,256	62,500	-72,000			-142,756
RES102	Planning Appeals Equalisation	Funding for one off appeals cost in excess of revenue budget	-101,232					-101,232
RES103	Licensing Fees Equalisation	Past income surpluses to cushion impact of revised legislation	-22,555					-22,555
		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	-424,012	250,000				-174,012
RES104	Interest Equalisation		-424,012	250,000				-174,012
RES105	Local Plan Equalisation	Fund cyclical cost of local plan inquiry	-127,230	60,000				-67,230
RES106	Elections Equalisation	Fund cyclical cost of local elections	0		-96,000			-96,000
RES107	Car Parking equalisation	To fund fluctuations in income from closure of car parks	0		-94,600			-94,600
			-808,284					-698,384
<u>Reserves for commitments</u>								
RES301	Carry Forwards Reserve	Approved budget carry forwards	-1,612,126	1,590,326	-1,427,498			-1,449,298

	<u>Purpose of Reserve</u>	<u>31/3/13</u>	<u>2013/14</u> <u>Movement</u> <u>Revenue</u>	<u>2013/14</u> <u>Movement</u> <u>Revenue</u>	<u>2013/14</u> <u>Reserve</u> <u>Realignment</u>	<u>2013/14</u> <u>Movement</u> <u>Capital</u>	<u>2013/14</u> <u>Movement</u> <u>Capital</u>	<u>31/3/14</u>
		£	<u>Out</u> £	<u>IN</u> £	£	<u>Out</u> £	<u>IN</u> £	£
<u>CAPITAL</u>								
RES401	Housing Capital Reserve	To fund Housing General Fund capital expenditure	-902,476		902,476			0
RES402	Capital Reserve - GF	To fund General Fund capital expenditure	-1,364,674	9,953	-200,000	-902,476	847,584	-3,132
			-2,267,150					-1,612,746
			-8,147,777					-6,438,395
TOTAL EARMARKED RESERVES								
<u>GENERAL FUND BALANCE</u>								
B8000 - RR240	General Balance - RR	General balance	-2,021,171	269,492				-1,751,679
			-2,021,171					-1,751,679
			-10,168,947.62	3,295,054.15	-3,116,297.94	0.00	1,803,249.76	-3,131.68
								-8,190,073.33
			31/3/13				Receipts Received	Receipts Applied
B8700 - B8716	General Fund Capital Receipts		-2,447,883				-9,107,515	1,360,000
								-10,195,398

Annual Treasury Management Review 2013/14

Purpose

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2013/14. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

During 2013/14 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 08/02/2013)
- a mid-year (minimum) treasury update report (Council 16/12/2013)
- an annual review following the end of the year describing the activity compared to the strategy (this report)

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Treasury Management Panel before they were reported to the full Council.

Executive Summary

During 2013/14, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and treasury indicators		2012/13 Actual £000	2013/14 Original £000	2013/14 Actual £000
Capital expenditure				
• Fund	General	6,939	7,211	5,046
•	HRA	4,742	6,472	6,363
•	TOTAL	11,681	13,683	11,409
Capital Financing Requirement:				
• Fund	General	28,732	29,125	27,844
•	HRA	44,750	44,750	44,750
•	TOTAL	73,482	73,875	72,594
Gross borrowing		66,424	69,044	68,208

Prudential and treasury indicators	2012/13 Actual £000	2013/14 Original £000	2013/14 Actual £000
External debt	58,680	60,781	57,710
Investments	0		210
• Longer than 1 year		No limit set	
• Under 1 year	3,840		16,860
• Total	3,840		17,070
Net Borrowing	54,840	52,700	40,640

Other prudential and treasury indicators are to be found in Appendix 1 of this report. The Director of Resources also confirms that new long term borrowing of £1.2m was undertaken for a capital purpose during 2013/14 and the statutory borrowing limit (the authorised limit) was not breached at any time.

The financial year 2013/14 continued the challenging investment environment of previous years, namely low investment returns.

Recommendations

The Council is recommended to:

1. Approve the actual 2013/14 prudential and treasury indicators in this report
2. Note the annual treasury management report for 2013/14
3. Approve the amended Lending list – to include the new Leisure & Cultural Trust

Introduction and Background

This report summarises the following:-

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed investment activity.

1. The Council's Capital Expenditure and Financing 2013/14

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

£m General Fund/HRA	2012/13 Actual £000	2013/14 Estimate £000	2013/14 Actual £000
Capital expenditure			
Financed in year	11,681	13,683	11,409
Unfinanced capital expenditure	0	0	0

2. The Council's Overall Borrowing Need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2013/14 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. Borrowing of £1.2m from the Public Works Loan Board was taken to finance the 2013/14 capital expenditure.

Borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2013/14) plus the estimates of any additional capital financing requirement for the current (2014/15) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allows the Council some flexibility to either borrow in advance of its immediate capital needs in 2013/14 or reduce its investments. The table below highlights the Council's gross borrowing position against the CFR.

	31 March 2013 Actual	31 March 2014 Budget	31 March 2014 Actual
Gross borrowing position	£66.424m	£69.712m	£68.208m
CFR	£73.482m	£73.875m	£72.594

The authorised limit - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2013/14 the Council has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2013/14
Authorised limit	£109m
Operational boundary	£96m
Average gross borrowing position	£57.5m
Financing costs as a proportion of net revenue stream	6.31%

3. Treasury Position as at 31 March 2014

The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established through member reporting detailed in the summary. At the beginning and the end of 2013/14 the Council's treasury position was as follows:

TABLE 1	31 March 2013 Principal	Rate/Return	31 March 2014 Principal	Rate/Return
Fixed rate funding:				
-PWLB	£40.78m	3.81%	£41.81m	3.75%
-Market	£15.90m	4.00%	£15.90m	4.00%
-Temporary	£2.00m	0.30%	-	-
Total debt	£58.68m	3.74%	£57.71m	3.80%
CFR	£73.482m		£72.594m	
Over / (under) borrowing	(£14.80m)		(£14.884m)	
Investments:				
- in house	£3.84m	0.75%	£17.07m	0.57%
Total investments	£3.84m	0.75%	£17.07m	0.57%

4. The Strategy for 2013/14

The expectation for interest rates within the strategy for 2013/14 anticipated low but rising Bank Rate (starting in quarter 1 of 2015), and gradual rises in medium and longer term fixed borrowing rates during 2013/14. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

In this scenario, the treasury strategy was to postpone borrowing to avoid the cost of holding higher levels of investments and to reduce counterparty risk.

The actual movement in gilt yields meant that PWLB rates were on a sharply rising trend during 2013 as markets anticipated the start of tapering of asset purchases by the Fed. This duly started in December 2013 and the US FOMC (the Fed.), adopted a future course of monthly reductions of \$10bn (from a starting position of \$85bn), meaning that asset purchases were likely to stop by the end of 2014. However, volatility set in during the first quarter of 2014 as fears around emerging markets, various vulnerabilities in the Chinese economy, the increasing danger for the Eurozone to drop into a deflationary spiral, and the situation in the Ukraine, caused rates to dip down, reflecting a flight to quality into UK gilts.

5. The Economy and Interest Rates

The original expectation for 2013/14 was that Bank Rate would not rise during the year and for it only to start gently rising from quarter 1 2015. This forecast rise has now been pushed back to a start in quarter 3 2015. Economic growth (GDP) in the UK was virtually flat during 2012/13 but surged strongly during the year. Consequently there was no additional quantitative easing during 2013/14 and Bank Rate ended the year unchanged at 0.5% for the fifth successive year. While CPI inflation had remained stubbornly high and substantially above the 2% target during 2012, by January 2014 it had, at last, fallen below the target rate to 1.9% and then fell further to 1.7% in February. It is also expected to remain slightly below the target rate for most of the two years ahead.

Gilt yields were on a sharply rising trend during 2013 but volatility returned in the first quarter of 2014 as various fears sparked a flight to quality (see paragraph 4.) The Funding for Lending Scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks which then resulted in money market investment rates falling drastically in the second half of that year and continuing into 2013/14. That part of the Scheme which supported the provision of credit for mortgages was terminated in the first quarter of 2014 as concerns rose over resurging house prices.

The UK coalition Government maintained its tight fiscal policy stance but recent strong economic growth has led to a cumulative, (in the Autumn Statement and the March Budget), reduction in the forecasts for total borrowing, of £97bn over the next five years, culminating in a £5bn surplus in 2018-19.

The EU sovereign debt crisis subsided during the year and confidence in the ability of the Eurozone to remain intact increased substantially. Perceptions of counterparty risk improved after the ECB statement in July 2012 that it would do “whatever it takes” to support struggling Eurozone countries; this led to a return of confidence in its banking system which has continued into 2013/14 and led to a move away from only very short term investing. However, this is not to say that the problems of the Eurozone, or its banks, have ended as the zone faces the likelihood of weak growth over the next few years at a time when the total size of government debt for some nations is likely to continue rising. Upcoming stress tests of Eurozone banks could also reveal some areas of concern.

6. Borrowing Outturn for 2012/13

For 2013/14 the Council's actual debt management costs (borrowing) were £2,008,270 compared to a revised budget of £2,019,300, an under spend of £11,030. The weighted average rate on all loans for 2013/14 was 3.80% (2012/13 3.77%) on an average loan balance of £ 58,056m for the financial year.

The HRA repaid the General Fund £1.685m interest for the use of debt balances it holds.

Loans were drawn down in 2013/14 from the PWLB for £1.2m to fund capital expenditure for the Gloucestershire Airport Runway Project. This loan was taken on an annuity basis in which Gloucestershire Airport are repaying back in full to the Council based on the loan term taken (10 years) with the PWLB, ensuring the GF is cost neutral.

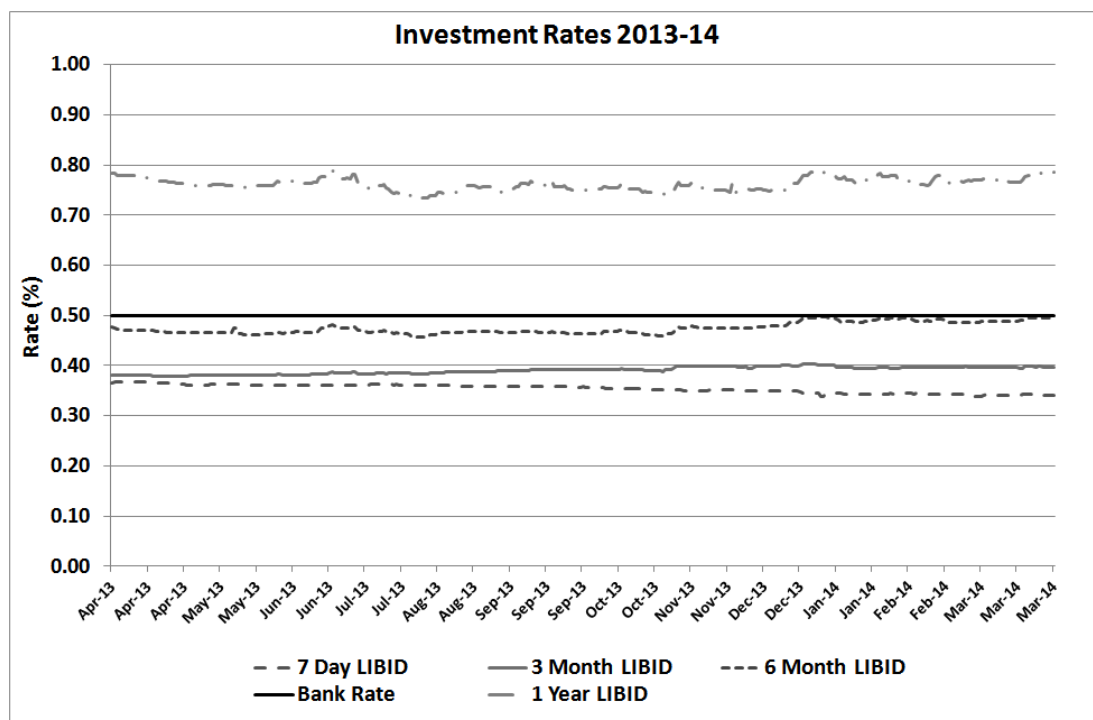
The loans drawn were:

Lender	Principal	Type	Interest Rate	Maturity
PWLB	£1.2m	Fixed interest rate	1.80%	10 years

No rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

7. Investment Rates in 2013/14

Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for five years. Market expectations as to the timing of the start of monetary tightening ended up almost unchanged at around the end of 2014 / start of 2015. The Funding for Lending Scheme resulted in deposit rates remaining depressed during the whole of the year, although the part of the scheme supporting provision of credit for mortgages came to an end in the first quarter of 2014.



8. Investment Outturn for 2013/14

Investment Policy – the Council's investment policy is governed by CLG guidance, which was been implemented in the annual investment strategy approved by the Council on 8th February 2013. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

The Council maintained an average balance of £8.602m of internally managed funds during 2013/14. The internally managed funds earned an average rate of return of 0.57%. The comparable performance indicator is the average 3 month LIBID rate which was 0.39%. The Council budgeted for £42,100 investment interest for 2013/14 but made an actual return of £53,595, a surplus of £11,495.

A recommendation is made to Council to amend the following Approved Lending List;

An overdraft facility of £100,000 to be made available to the Leisure and Cultural Trust at the rate of 1% above base rate if and when required after the Trust commences business later this year.

9. Icelandic Bank Defaults

The Council had £11m deposited with three Icelandic Banks when the banking system in Iceland collapsed in October 2008.

The Icelandic Government has stated its intention to honour all of its commitments as a result of their banks being placed into receivership. The U.K. Government, Administrators and other agencies continue to work with the Icelandic Government to help bring this about. The Local Government Association is co-ordinating the efforts of all UK councils with Icelandic investments.

At the current time, the process of recovering assets is still ongoing with the administrators. In the case of Kaupthing, Singer and Friedlander Ltd, the administrators have made a number of dividend payments to date, with further payments and updates anticipated during 2014/15. To date 81.5p in the pound has been recovered. It is estimated that total dividends will be between 85p to 86.5p in the pound.

In February 2014 the Council was successful in selling its claims against the insolvent estate of Landsbanki in a competitive auction process along with a number of other local authorities. No further repayments will now be due from Landsbanki.

The table below shows the detailed repayments in respect of the specific Icelandic investments held in administration:

Icelandic Deposits Held	Original Deposits	Amount Received to date	Amount Owed
	£	£	£
Kaupthing Singer & Friedlander	2,000,000	1,630,000	370,000
Kaupthing Singer & Friedlander	1,000,000	815,000	185,000
Glitnir	3,000,000	2,427,600	572,400
Landsbanki	2,000,000	1,888,835	0
Landsbanki	2,000,000	1,889,110	0
Landsbanki	1,000,000	974,730	0
TOTAL	11,000,000	9,625,275	1,127,400

This Council currently has £572,400 frozen in Iceland, currently held in an escrow account, which was part of the Glitnir deposit distributed in March 2012. It cannot be released until Icelandic currency restrictions are lifted. Bevan Brittan continue to liaise with the Central Bank of Iceland on behalf of a number of local authorities but in the meantime these funds remain in Iceland held in an escrow account accruing interest at the rate of over 4%.

Appendix 1: Prudential and treasury indicators

1. PRUDENTIAL INDICATORS	2012/13	2013/14	2013/14
Extract from budget and rent setting report	actual	original	actual
	£'000	£'000	£'000
Capital Expenditure			
Non - HRA	6,883	7,733	5,046
HRA	4,742	7,091	6,363
TOTAL	11,625	14,824	11,409
Ratio of financing costs to net revenue stream			
Non - HRA	3.03%	3.48%	3.24%
HRA	9.05%	8.25%	8.47%
Net borrowing requirement			
brought forward 1 April	£62,735	£57,243	£52,699
carried forward 31 March	£57,243	£52,699	£50,692
in year borrowing requirement	(£5,492)	(£4,544)	(£2,007)
Net debt	£	£	£
CFR			
Non – HRA	£27,340	£29,125	£27,844
HRA	£46,142	£44,750	£44,750
TOTAL	£73,482	£73,875	£72,594
Incremental impact of capital investment decisions	£	£	£
Increase in council tax (band D) per annum *	£nil	£nil	£nil
Increase in average housing rent per week **	£nil	£nil	£nil
* Council Tax Freeze for 2013/14			
** Decisions on annual rent increases are subject to rent restructuring guidelines set by Central Government. As a consequence rent levels will only rise by RPI Index plus 0.5% and this should cover all additional capital expenditure.			

2. TREASURY MANAGEMENT INDICATORS	2012/13	2013/14	2013/14
	actual £'000	original £'000	actual £'000
Authorised Limit for external debt - borrowing	£109,000	£109,000	£109,000
other long term liabilities	£0	£0	£0
TOTAL	£109,000	£109,000	£109,000
Operational Boundary for external debt - borrowing	£99,000	£96,000	£96,000
other long term liabilities	£0	£0	£0
TOTAL	£99,000	£96,000	£96,000
Actual external debt	£58,680	£60,781	£57,710
Upper limit for fixed interest rate exposure			
Net principal re fixed rate borrowing / investments :-	0-100 %	0-100 %	0-100 %
Upper limit for variable rate exposure			
Net principal re variable rate borrowing / investments :-	0-100 %	0-100 %	0-100 %

Maturity structure of fixed rate borrowing during 2013/14	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 above	100%	0%

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Code	Fund	Scheme	Scheme Description	Original Scheme Cost	Payments to 31/03/13	Revised Budget 2013/14	Outturn 2013/14	Underspend/ (Overspend) 2013/14	Approved Budget 2014/15	Revised Budget 2014/15
				£	£	£			£	
		RESOURCES								
		Property Services								
CAP001	C/R	Programmed Maintenance	New cremators	655,000	627,703	189,300	935	188,365		188,300
	C	Town Centre acquisition	Potential acquisition							1,000,000
		Financial Services								
CAP010	C	GO ERP	Development of ERP system within the GO Partnership	421,700	441,973				14,700	14,700
CAP011	C	Gloucestershire Airport	Contribution towards the redevelopment project - £1.2m loan	1,200,000	1,193,840	6,100	13,386	(7,286)		
		ICT								
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	27,674	7,600		7,600		7,600
CAP025	C	IT Infrastructure	Virtual e-mail appliance licence -setting up of e-mail connection between all GO Partner authorities.			22,000		22,000		22,000
CAP026	C	IT Infrastructure	5 year ICT infrastructure strategy			409,500	246,798	162,702	241,100	403,800
		Revenues								
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		35,000		
		WELLBEING & CULTURE								
		Parks & Gardens								
CAP101	S	S.106 Play area refurbishment	Developer Contributions			50,000	27,883	22,117	50,000	72,000
CAP102	C	Play Area Enhancement	Ongoing programme of maintenance and refurbishment of play areas to ensure they improve and meet safety standards			80,000	121,129	(41,129)	80,000	80,000
CAP106	P	Pittville Gates	Restoration of Pittville Gates - Partnership Funding				110,888	(110,888)		
CAP108	S	King George V Playing Field Cycle Track	Developer Contributions				15,878	(15,878)		
		Cemetery & Crematorium								
CAP002	C	Burial Chapel	Invest to save scheme to convert burial chapel to handle cremations.	110,000	102,334	7,600	8,170	(570)		
		Cultural Services								
CAP121	R/P	Art Gallery & Museum Development Scheme	Council's commitment to new scheme as agreed by Council 20th July 2008	6,300,000	4,296,964	2,363,000	2,531,242	(168,242)		
		Recreation								
CAP111	C	Gym Equipment	To replace worn out equipment and ensure that we retain a successful and competitive publicly accessible fitness provision			241,000	238,879	2,121		
CAP112	C	Carbon reduction scheme	Replacement of Pool Hall lighting to LEDs at Leisure@			30,000		30,000		30,000
		Community Safety								
CAP141	C	CCTV/Town Centre initiative	Expansion of on street CCTV in the town centre to increase safety and secure the environment			50,000	4,026	45,974	50,000	95,900

Code	Fund	Scheme	Scheme Description	Original Scheme Cost	Payments to 31/03/13	Revised Budget 2013/14	Outturn 2013/14	Underspend/ (Overspend) 2013/14	Approved Budget 2014/15	Revised Budget 2014/15
				£	£	£			£	
		<u>BUILT ENVIRONMENT</u>								
		Integrated Transport								
CAP150	C	Civic Pride	CBC contribution to East Promenade repaving by GCC, plus street furniture costs.		139,000	6,000	6,000	0		
CAP151	C	Civic Pride	CBC contribution to West Promenade repaving by GCC.			100,000	100,000	0		
CAP152	C	Civic Pride	Upgrade of Promenade pedestrianised area including remodelling of tree pits, providing seating, re-pointing existing Yorkstone.			100,000	34,185	65,815		65,800
CAP152	S	Civic Pride	Public Art - Promenade							22,000
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	450	49,550		49,500
CAP154	S	Civic Pride	Public Art - St Mary's churchyard							20,000
CAP155	S	Pedestrian Wayfinding	GCC Pedestrian Wayfinding							131,200
CAP156	S	Hatherley Art Project	Public Art - Hatherley							10,000
CAP204	C	Civic Pride	Improvements to Grosvenor Terrace Car Park (Town Centre East), improving linkages to the High Street, signage and decoration.		9,350	140,600	11,560	129,040		129,000
CAP201	C	CCTV in Car Parks	Additional CCTV in order to improve shopping areas and reduce fear of crime		19,470	99,800		99,800	50,000	149,800
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.		76,465	43,500	6,358	37,142		37,100
		Housing								
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	562,579	37,421	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).			38,700	16,107	22,593	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							
CAP223	PSDH	Vacant Property Grant	A new form of assistance available under the council's Housing Renewal Policy 2003-06			295,500	7,587	287,913		287,900
CAP223	PSDH	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			100,000	10,000	90,000		90,000
CAP225	C/S	Housing Enabling - St Paul's Phase 2	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Housing Corporation			600,000	481,507	118,493	2,300,000	2,418,500
CAP227	C/S	Housing Enabling - Garage Sites	Expenditure in support of enabling the provision of new affordable housing in partnership with Cheltenham Borough Homes			1,700,000	300,000	1,400,000		1,400,000

Code	Fund	Scheme	Scheme Description	Original Scheme Cost	Payments to 31/03/13	Revised Budget 2013/14	Outturn 2013/14	Underspend/ (Overspend) 2013/14	Approved Budget 2014/15	Revised Budget 2014/15
				£	£	£			£	
CAP301	C	OPERATIONS Vehicles and recycling caddies	Replacement vehicles and recycling equipment			250,000	188,152	61,848		61,800
CAP301	C	10 Year vehicle Replacement	CBC & Ubico vehicle & plant replacement programme							628,000
		BUDGET PROPOSALS FUTURE CAPITAL PROGRAMME:								
		Housing Enabling - St Paul's Phase 2	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						200,000	200,000
		ICT Server Room Generator	50% of the cost of a generator in the Forest of Dean DC server room to provide business continuity back-up which supports the delivery of a revenue saving as identified in Appendix 4						25,000	25,000
		CAPITAL SCHEMES - RECLASSIFIED AS REVENUE								
CAP203	C	Re-jointing High Street/Promenade pedestrianised area	Re-jointing works required to improve safety and appearance of the core commercial area	60,000	52,171	7,500		7,500		7,500
CAP501	C	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	353,100	342,843	10,200		10,200	600,000	610,200
		TOTAL CAPITAL PROGRAMME				7,732,900	5,043,699	2,689,201	4,236,800	8,983,600
		Funded by:								
		G Government Grants				35,000				
		SCG Specified Capital Grant (DFG)				306,000	310,717		319,697	319,697
		LAA LAA Performance Reward Grant				100,000	10,000			90,000
		P Partnership Funding				124,620	229,803			131,200
		PSDH Private Sector Decent Homes Grant				295,500	7,587			287,900
		HLF Heritage Lottery Funding				251,115	251,115			
		HRA Housing Revenue Account Contribution				50,000			100,000	100,000
		R Property Planned Maintenance Reserve				118,300				
		R IT Repairs and Renewals Reserve				221,765	196,798			162,700
		R AG&M Development Reserve				618,232	618,232			
		S Developer Contributions S106				50,000	61,382		50,000	146,100
		C General Balances								
		C HRA Capital Receipts				900,000	813,886			86,100
		C GF Capital Receipts				1,360,000	1,360,000		730,000	1,730,000
		C HIP Capital Reserve								
		C Civic Pride Reserve				356,000	140,635			215,300
		C Prudential Borrowing				1,656,100	201,538		2,300,000	4,508,300
		C GF Capital Reserve				1,290,268	842,006		737,103	1,206,303
						7,732,900	5,043,699	0	4,236,800	8,983,600

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Summary of Potential Capital Schemes

Five Year Forecast 2014/15 - 2018/19

Sum of Estimated Cost			Financial Year					Grand Total
Property Name	Description	Budget Code	2014/15	2015/16	2016/17	2017/18	2018/19	
Central Depot (Swindon Rd)	Provision of rainwater harvesting installation	CS		32,000				32,000
Memorials/Statues/Fountains	Redevelopment - Provision of Long Gardens Cenotaph War Memorial	CS		400,000				400,000
	Redevelopment - Provision of Restoration of Neptune's Fountain	CS				600,000		600,000
Montpellier Gardens	Provision of new event electrical supply for any Hirers	CS		90,000				90,000
Municipal Office	Redevelopment - Provision of relocation of municipal offices	CS		3,000,000				3,000,000
Pittville Cricket Hall	Redevelopment - Provision of Access/Reception link to Leisure@	CS		200,000				200,000
Pittville Park Boating Lakes	De-silting of Pittville Lake residueum entrance catchment pond (not main lake)	CS		60,000				60,000
Pittville Parks & Gardens	Provision of resurfacing to all paths/hardstandings with Nataratex	CS		75,000				75,000
Pittville Pump Room	Redevelopment - Provision of Extension to Rear Stores	CS		120,000				120,000
Pittville Recreation Centre	Redevelopment - Provision of Changing/WCs for Cricket Hall Link	CS		100,000				100,000
	Redevelopment - Provision of Dance Studio Conversion/change of use	CS		95,000				95,000
	Redevelopment - Provision of Squash Crt Conversion/change of use	CS		150,000				150,000
	Replacement of CHP with biomass boilers (carbon reduction scheme)	CS			350,000			350,000
Prince of Wales Stadium	Redevelopment - Provision of all-weather 'Astro-turf' pitch facility	CS					100,000	100,000
	Redevelopment - Provision of Refurbishment to changing rooms and club-house	CS					500,000	500,000
Sherborne Place CP	Redevelopment - Remodeling & Improvements to accommodate 'Bus Stop-over'	CS	100,000					100,000
Swindon Village Playing Field	Provision of new land drainage system to 3Nr football pitches	CS		260,000				260,000
The Crematorium	Replacement of Cremators and associated plant	CS		1,000,000				1,000,000
Town Hall	Redevelopment - Provision of rear extension	CS				1,500,000		1,500,000
	Replacement of Auditorium chairs & remodel stage to include hydraulic system	CS		500,000				500,000
All Properties	Large scale renewable energy initiative (carbon reduction scheme)	CS					1,000,000	1,000,000
Town Centre	Potential acquisition	CS	583,000					583,000
	Redevelopment of potential acquisition	CS	417,000					417,000
CDTF Public Realm	Redevelopment - CDTF Boots Corner Improvements	CS			2,000,000			2,000,000
	Redevelopment - CDTF Additional Planting	CS			200,000			200,000
	Redevelopment - CDTF Boots Corner to North Place Improvements	CS			250,000			250,000
	Redevelopment - CDTF Implementation of pedestrian way-finding scheme	CS	250,000					250,000
	Redevelopment - CDTF Paving improvements (Lower High St links to Bennington & Henrietta St)	CS			250,000			250,000
	Redevelopment - CDTF Ormond Street improvements for Promenade/Regent Arcade links	CS		100,000				100,000
	Redevelopment - CDTF Economic character study & works for Lower High Street	CS		100,000				100,000
	Redevelopment - CDTF Car Park Status Electronic Signage System (VMS)	CS					300,000	300,000
	Redevelopment - CDTF Churchyard improvements	CS	50,000					50,000
	Redevelopment - CDTF Pedestrian upgrades to Promenade paving (adjacent to Cavandish Hse)	CS	100,000					100,000
All Properties (Car Parks)	Replacement of car parks/Shopmobility service vehicle equipment	CS			150,000			150,000
	Redevelopment - Pay & display/Payment terminals INC 'Parkfolio' data collection	CS		250,000				250,000
	Redevelopment - Provision for implementation of parking strategy	CS					4,000,000	4,000,000
Imperial Gardens	Provision of resurfacing to all paths/hardstandings with Nataratex	CS		80,000				80,000
	Provision of remodeling corner entrances to gardens	CS		6,000				6,000
	Provision of remodeling Garden Bar Terrace and steps	CS		10,000				10,000
	Provision of new event electrical supply for any Hirers	CS		90,000				90,000
Resources Capital Schemes	Financial Services - Development of ERP system within the GO Partnership	CS	14,700					14,700
	Five year ICT infrastructure strategy	CS	241,100	275,600	77,400	62,800		656,900
Wellbeing & Culture Capital Schemes	Developer Contributions - S.106 Play area refurbishment	CS	50,000	50,000	50,000	50,000		200,000
	Play Area Enhancement - Programme of maintenance & refurbishment of play areas	CS	80,000	80,000	80,000	80,000		320,000
	CCTV Town Centre initiative - Expansion of on street CCTV in town centre to improve safety	CS	50,000	50,000	50,000	50,000		200,000
Built Environment Capital Schemes	CCTV Car Parks - Additional CCTV to improve shopping area/s safety	CS	50,000	50,000	50,000	50,000		200,000
Housing Capital Schemes	Disabled Facilities Grants - Improvements/ modifications to residential dwellings to assist independent living	CS	600,000	600,000	600,000	600,000		2,400,000
	Adaptation Support Grants - Building adaptations to support DFGs	CS	26,000	26,000	26,000	26,000		104,000
	Housing Enabling - St Paul's redevelopment Phase 2 support of 'affordable housing'	CS	2,300,000					2,300,000
Operations Capital Schemes	Housing Enabling - St Paul's redevelopment Phase 2 improvement support to private dwellings	CS	200,000					200,000
	ICT Server Room - 50% contribution to FoD server room generator provision	CS	25,000					25,000
Revenue Capital Schemes	Allotment Enhancements - WCs, resurfacing, fencing, etc improvements to infrastructure.	CS	600,000					600,000
Grand Total			5,736,800	7,849,600	4,133,400	3,018,800	5,900,000	26,638,600

Denote budget already approved

Approved:	5,736,800	1,231,600	933,400	918,800	-	8,820,600
Balance:	-	6,618,000	3,200,000	2,100,000	5,900,000	17,818,000

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AGRESSO - Cost Centre - BAL101			Balance	Receipts/ Refunds	Amounts Applied to fund	Applied to fund	Amounts transferred	Usable Developer Contributions
Detail	Developer Contributions (S106)	YEAR	@ 1/4/13	in year	fixed assets	REFCUS	to revenue	@ 31/3/14
			£	£	£	£	£	£
DEV401	Courts-Kingsditch-Bond Sum Indexed Linked	06/07	(19,800.00)					(19,800.00)
DEV402	St James South-Bond Sum Indexed Linked	06/07	(63,000.00)					(63,000.00)
			(82,800.00)	0.00	0.00	0.00	0.00	(82,800.00)
DEV403	Cold Pool Lane Grounds Maintenance	11/12	(53,303.83)					(53,303.83)
DEV404	Gloscat Park Grounds Maintenance	11/12	(34,083.00)					(34,083.00)
DEV405	Benhall Grounds Maintenance	11/12	(96,564.03)					(96,564.03)
NA	Rosebay Gardens Grounds Maintenance	13/14		(41,835.83)				(41,835.83)
			(183,950.86)	(41,835.83)	0.00	0.00	0.00	(225,786.69)
DEV001	Market Street-Affordable Housing 07/08		(17,621.50)			17,621.50		0.00
			(17,621.50)	0.00	0.00	17,621.50	0.00	0.00
DEV101	Dunalley St-Public Art	10/11	(7,000.00)					(7,000.00)
DEV102	Rosemullion-Public Art	07/08	(31,102.32)	27,740.00	2,021.75			(1,340.57)
DEV103	75-79 Rowanfield Road-Public Art	08/09	(5,342.50)					(5,342.50)
DEV104	Hatherley Lane (ASDA) - Public Art	10/11	(25,000.00)					(25,000.00)
DEV106	12/13 Hatherley Lane (B&Q) - Public Art	12/13	(53,100.00)					(53,100.00)
DEV107	Devon Avenue - Public Art	12/13		(27,740.00)				(27,740.00)
DEV109	79 The Park	12/13	(2,557.00)					(2,557.00)
DEV110	Spirax Sarco St George's Road	13/14		(15,000.00)				(15,000.00)
			(124,101.82)	(15,000.00)	2,021.75	0.00	0.00	(137,080.07)
DEV201	S106 Playspace-Adult/Youth	07/08 - 11/12	(95,001.21)	(34,796.57)	26,412.80			(103,384.98)
DEV203	58-60 St Pauls-Adult/Youth	09/10	(3,756.13)					(3,756.13)
DEV204	Dunalley Street-Adult/Youth	10/11	(2,720.00)					(2,720.00)
DEV206	Merrowdown-Adult/Youth	10/11	(201.98)					(201.98)
DEV207	Charlton Lane-Adult/Youth	10/11	(1,840.00)					(1,840.00)
DEV208	S106 Playspace Arle Farm	11/12	(495.01)					(495.01)
DEV209	S106 Playspace-Beeches	08/09 + 11/12	(470.50)					(470.50)
DEV211	Market Street-Elmfield	07/08	(43.31)		35.64			(7.67)
DEV212	07/08 S106 Playspace Fairview	12/13	(1,690.00)					(1,690.00)
DEV214	S106 Playspace-Lansdown Crescent	10/11 + 11/12	(1,518.50)					(1,518.50)
DEV215	S106 Playspace-Leckhampton Lanes	08/09	(43.00)					(43.00)
DEV217	S106 Playspace-Priors Farm	10/11	(7,220.50)					(7,220.50)
DEV218	S106 Playspace-Whaddon Road	Pre 07/08	(5.49)					(5.49)
DEV219	S106 Playspace-Prestbury	09/10	(759.67)					(759.67)
DEV220	S106 Playspace-Benhall	10/11	(150.50)		150.50			0.00
DEV221	75-79 Rowanfield Road-Benhall	08/09 + 09/10	(1,284.19)		1,284.19			0.00
DEV222	S106 Playspace - OE2	11/12	(182.00)					(182.00)
DEV223	S106 Winston Churchill Gardens	11/12	(216.00)					(216.00)
DEV224	12/13 King George V PF S106	12/13	(18,130.66)		15,878.05			(2,252.61)
DEV225	S106 Playspace re St Paul's Street North	13/14	0.00	(890.00)				(890.00)
			(135,728.65)	(35,686.57)	43,761.18	0.00	0.00	(127,654.04)
TOTAL DEVELOPERS' CONTRIBUTIONS			(544,202.83)	(92,522.40)	45,782.93	17,621.50	0.00	(573,320.80)

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**Council Tax and Business Rates
Collection Rates 2013 - 2014**

Business Rates 2013/2014

Current Year Charges - 2013/2014				
	% Collected	2013/2014 Target	Revised 2013/2014 Target	Comments
Period	As at 31.03.14	As at 31.03.14	As at 31.03.14	
	98.4%	98.35%	N/A	The end of year collection rate is above the target and higher than last year
Comparison with 2012/2013	As at 31.03.13		Top Quartile	
	98.0%		N/A	

Previous Years Charges Outstanding in Current Year (2013/2014)				
	Previous Year Debts Outstanding	2013/2014 Target	Revised 2013/2014 Target	Comments
Period	As at 31.03.14	As at 31.03.14	As at 31.03.14	
	£501,506	£375	£485,000	The arrears outstanding are slightly higher than the revised target. We continue to monitor the position closely and are working with any businesses having difficulty in paying.
Comparison with 2012/2013	As at 31.03.13		Top Quartile	
	£349,567		N/A	

Council Tax 2013/2014

Current Year Charges - 2013/2014				
	% Collected	2013/2014 Target	Revised 2013/2014 Target	Comments
Period	As at 31.03.14	As at 31.03.14	As at 31.03.14	
	98.1%	98.2%	N/A	The end of year collection rate is slightly below the target and lower than last year.
Comparison with 2012/2013	As at 31.03.13		Top Quartile	
	98.2%		N/A	

Previous Years Charges Outstanding in Current Year (2013/2014)				
	Previous Year Debts Outstanding	2013/2014 Target	Revised 2013/2014 Target	Comments
Period	As at 31.03.14	As at 31.03.14	As at 31.03.14	
	£1,009,650	£910,000	£980,000	The arrears are slightly higher than the revised target. We are working with council tax payers having difficulty in paying and the arrears are being collected slightly slower than anticipated.
Comparison with 2012/2013	As at 31.03.13		Top Quartile	
	£933,015		N/A	

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Cheltenham Borough Council: Aged Debt Report - as at Monday 14th April 2014

CostC	CostC (T)	No. Outstanding Invoices	Value of Invoices in Payment Plans	Value of Invoices with Halted Recovery *	Value of Invoices with Legal	Value of Invoices awaiting Credit Notes **	Value of Invoices for Write Off ****	Customer Credits ***	Not Due	0-30	1-3 Mths	3-6 Mths	6 mth - 1 Yr	1 - 2 Yrs	2 Yrs+	Total
ADB103 Total	Cheltenham Depot	11	£15,600.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,750.00	£5,486.80	£12.48	£23.41	£170.26	£0.00	£0.00	£30,042.95
BAL100 Total	General Fund Balance Sheet	91	£2,002.81	£5,821.00	£0.00	£0.00	£0.00	-\$7,817.14	£0.00	£42.17	£273.69	£133.47	£1,000.00	£48.13	£523.14	£2,027.27
BUC001 Total	Building Control - Fee Earning Work	6	£1,123.20	£240.00	£342.55	£0.00	£0.00	£0.00	£0.00	£2,370.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,075.75
CCM001 Total	Cemetery, Crematorium and Churchyards	254	£0.00	£30.00	£0.00	£0.00	£0.00	£0.00	£48,215.00	£76,225.00	£2,262.00	£2,467.00	£2,400.00	£6,541.00	£1,140.00	£139,280.00
CCT001 Total	CCTV	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,984.00
COR001 Total	Corporate Management	1	£0.00	£0.00	£1,049.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,049.50
COR003 Total	Corporate Policy Making	1	£0.00	£7,131.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,131.00
CPK001 Total	Car Parks - Off Street Operations	3	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£14,484.00	£0.00	£0.96	£0.00	£0.00	£0.00	£0.00	£14,484.96
CUL102 Total	Town Hall Operations	14	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£546.00	£4,183.20	£639.60	£2,644.22	£0.00	£0.00	£1,283.81	£9,296.83
CUL106 Total	Art Gallery & Museum grant funded projects	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,683.40	£0.00	£0.00	£0.00	£0.00	£12,683.40
CUL107 Total	Art Gallery & Museum Operations	20	£0.00	£120.00	£0.00	£0.00	£0.00	£0.00	£99,917.33	£34,189.75	£54.00	£120.00	£0.00	£54.00	£0.00	£134,455.08
CUL110 Total	Entertainment Events - detail coded	51	£1,320.00	£3,252.08	£7,209.35	£0.00	£0.00	£0.00	£12,875.15	£13,944.61	£50,714.18	£10,794.62	£0.00	£0.00	£0.00	£100,109.99
CUL111 Total	Cheltenham Festivals	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,724.67	£0.00	£0.00	£0.00	£0.00	£0.00	£9,724.67
DEV004 Total	Development Advice	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,001.60	£0.00	£0.00	£0.00	£0.00	£0.00	£2,001.60
EMPO01 Total	Emergency Planning	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50,000.00
FI040 Total	Income and Expenditure on Investment Properties and Changes in Their Fair Value	104	£114,099.31	£8,300.39	£7,401.02	£0.00	£0.00	-\$843.90	£6,057.68	£40,428.70	£2,873.56	£7,050.05	£680.11	£2,935.01	£260.00	£189,241.93
HLD101 Total	CBH Intercompany Account	2	£0.00	£0.00	£0.00	£0.00	£0.00	-\$16,275.68	£0.00	£0.00	£16,275.68	£0.00	£0.00	£0.00	£0.00	£0.00
HLD102 Total	Ubico Intercompany Account	3	£31.00	£1,206.67	£0.00	£0.00	£0.00	£0.00	£0.00	£3,318.90	£0.00	£0.00	£0.00	£0.00	£0.00	£4,556.57
HLD111 Total	Holst Museum Salaries	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,083.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,083.22
HLD120 Total	AGM Agency Sales	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,300.00
HLD130 Total	Cheltenham Business Partnership	11	£2,000.00	£3,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19,000.00	£0.00	£0.00	£3,000.00	£0.00	£500.00	£27,500.00
HOS004 Total	Housing Standards	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£507.75	£0.00	£0.00	£507.75
LTC003 Total	Council Tax Leaflet	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£33,489.53	£0.00	£0.00	£0.00	£0.00	£0.00	£33,489.53
OPS001 Total	Parks & Gardens Operations	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,458.00	£0.00	£0.00	£0.00	£0.00	£2,399.76	£7,857.76
OPS002 Total	Sports & Open Spaces Operations	15	£4,095.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,275.49	£958.05	£0.00	£756.92	£433.95	£0.00	£10,520.31
OPS004 Total	Allotments	148	£140.00	£0.00	£0.00	£0.00	£0.00	-\$16.00	£86.00	£195.00	£7,449.52	£0.00	£73.00	£0.00	£0.00	£7,927.52
OPS101 Total	Arle Road Nursery Operations	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£233,998.99	£0.00	£3,300.28	£1,563.16	£0.00	£0.00	£238,862.43
PLP102 Total	Development Task Force	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,339.48	£0.00	£0.00	£0.00	£0.00	£0.00	£3,339.48
PUB101 Total	Public Art	1	£0.00	£27,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£27,000.00
PUT101 Total	Royal Well Bus Node	5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17,322.24	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17,322.24
REC101 Total	Recreation Centre Operations	162	£13,016.63	£55,252.98	£3,934.20	£0.00	£7,352.39	£0.00	£10,129.33	£4,113.38	£4,629.23	£2,315.36	£2,851.99	£984.74	£422.40	£105,002.63
REC102 Total	Prince of Wales Stadium	14	£7,333.33	£0.00	£0.00	£0.00	£0.00	£0.00	£2,085.59	£1,266.98	£98.31	£0.00	£410.50	£50.50	£0.00	£11,245.21
REG001 Total	Environmental Health General	1	£4,555.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,555.00
REG002 Total	Licensing	27	£0.00	£0.00	£0.00	£0.00	£0.00	-\$802.00	£410.00	£760.00	£525.00	£2,125.00	£0.00	£0.00	£0.00	£3,018.00
REG003 Total	Animal Control	98	£274.25	£800.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,241.00	£3,729.00	£396.00	£3,034.00	£1,363.00	£10,837.25
REG013 Total	Pollution Control	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£76.00
REG018 Total	Pest Control	13	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£45.00	£35.00	£35.00	£255.00	£22.00	£462.00
RYC004 Total	Recycling Centres	6	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£80,445.58	£1,489.20	£0.00	£0.00	£0.00	£0.00	£81,934.78
SPP002 Total	Community Alarms	1060	£159,761.84	£1,774.56	£0.00	£1,261.18	£0.00	-\$143.82	£1,574.54	£153.78	£55.04	£41.28	£82.56	£126.98	£27.54	£163,440.96
SUP003 Total	Human Resources	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00
SUP010 Total	Internal Audit	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£22,401.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£22,401.00
SUP020 Total	Training & Development	2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,230.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,230.00
SUP036 Total	Project Management	4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£24.00	£12,888.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,912.00
SUP040 Total	Built Environment	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£16,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£16,200.00
TOU002 Total	Tourist/Visitor Information Centre	30	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£90.00	£12,768.19	£3,288.00	£0.00	£0.00	£1,287.00	£679.00	£18,112.19
TRW001 Total	Trade Waste	423	£40,413.80	£2,201.04	£0.00	£150.80	£1,032.00	-\$95.48	£805.01	£44,505.15	£28.80	£1,768.31	£635.81	£1,194.45	£0.00	£92,639.69
URB101 Total	Urban Design	1	£0.00	£977.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£977.90
WST001 Total	Household Waste	16	£0.00	£0.00	£0.00	£0.00	£514.35	£0.00	£0.00	£436.65	£1,237.70	£0.00	£0.00	£51.57	£402.70	£2,642.97
GENERAL FUND TOTAL		2615	£365,767.07	£117,177.62	£19,936.62	£1,411.98	£8,898.74	-\$25,994.02	£255,086.09	£717,209.60	£106,834.40	£36,547.00	£14,563.06	£17,072.33	£12,007.35	£1,645,243.32
HRA100 Total	Repairs and Maintenance	313	£77,505.55	£44,726.67	£36,134.44	£3,580.25	£3,336.93	-\$129.14	£1,530.25	£4,397.25	£8,548.19	£12,906.55	£12,177.39	£36,065.23	£82,580.89	£323,310.45
HRA210 Total	Non-dwelling Rents	69	£23,155.00	£436.68	£637.66	£0.00	£0.00	-\$133.42	£5,050.00	£4,400.00	£0.00	£0.00	£150.00	£30.00	£0.00	£33,725.92
HRA221 Total	Service Charges to Leaseholders	231	£31,486.06	£41,781.78	£16,950.10	£0.00	£0.00	£0.00	£89.65	£15,045.74	£9,308.66	£35.00	£15,068.07	£1,361.81	£0.00	£131,076.87
HRA235 Total	HRA Other Income	16	£0.00	£0.00	£0.00	£0.00	£0.00	-\$60.00	£40.00	£180.00	£60.00	£0.00	£0.00	£0.00	£220.00	
HRA900 Total	Rent Control	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,847.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,847.83
HRA TOTALS		629	£132,146.61	£86,945.13	£53,722.20	£3,580.25	£3,336.93	-\$322.56	£8,557.73	£24,022.99	£17,916.85	£12,941.55	£27,395.46	£37,457.04	£82,580.89	£490,181.07
GRAND TOTALS		3244	£497,913.68	£204,122.75	£73,658.82	£4,992.23	£12,235.67	-\$26,316.58	£263,643.82	£741,232.59	£124,751.25	£49,488.55	£41,958.52	£54,529.37	£94,588.24	£2,135,424.39
Previous month's position		2903	£144,124.22	£292,498.16	£77,291.22	£6,597.65	£3,180.95	-\$8,596.55								

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	2013/14	
	Revised	Actual
	£	£
<u>EXPENDITURE</u>		
General & Special Management	1,922,800	1,870,244
ALMO Management Fee	4,698,400	4,698,400
ALMO Service Improvement	1,000,000	1,000,000
Rents, Rates, Taxes and Other Charges	40,100	56,753
Repairs and Maintenance	4,053,100	4,003,670
Provision for Bad Debts	200,000	119,314
Interest Payable	1,684,700	1,684,665
Depreciation of Dwellings	5,206,600	5,206,640
Depreciation of Other Assets	106,200	121,800
Debt Management Expenses	80,900	80,900
Rent Rebate Subsidy Limitation	41,400	39,000
TOTAL	19,034,200	18,881,386
<u>INCOME</u>		
Dwelling Rents	18,198,600	18,170,721
Non Dwelling Rents	432,200	412,309
Charges for Services and Facilities	780,800	773,478
Supporting People Grant	130,000	122,034
Feed in Tariff from PV Installations	13,000	15,509
TOTAL	19,554,600	19,494,051
NET INCOME FROM SERVICES	520,400	612,665
Amortised Premiums / Discounts	10,100	10,103
Interest Receivable	25,900	20,010
NET OPERATING INCOME	556,400	642,778
<u>Appropriations</u>		
Revenue Contributions to Capital	579,500	0
HRA Surplus / (Deficit) carried to reserve	-23,100	642,778
Revenue Reserve brought forward	3,561,900	3,561,817
Revenue Reserve carried forward	3,538,800	4,204,595

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MAJOR REPAIRS RESERVE

	2013/14	
	Revised £	Actual £
Balance brought forward	399,100	399,147
Depreciation of Dwellings	5,206,600	5,206,640
Depreciation of Other Assets	106,200	121,800
	5,711,900	5,727,587
Utilised in Year	-5,711,900	-5,727,587
Balance carried forward	0	0

HRA CAPITAL PROGRAMME

	2013/14	
	Revised £	Actual £
<u>EXPENDITURE</u>		
Property Improvements & Major Repairs (incl fees)	6,331,400	5,731,989
Adaptations for the Disabled	450,000	460,984
Environmental Works (Tenant Selection)	60,000	37,351
Repurchase of Shared Ownership Dwellings	50,000	133,141
Contribution to ICT infrastructure	200,000	0
	7,091,400	6,363,465
<u>FINANCING</u>		
Capital Receipts	800,000	516,864
HRA Revenue Contribution	579,500	0
Major Repairs Reserve	5,711,900	5,727,587
Capital Contributions		119,014
	7,091,400	6,363,465

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**Cheltenham Borough Council
Cabinet – 15 July 2014
Business Rates Retail Relief Schemes**

Accountable member	Councillor John Rawson, Cabinet Member Finance
Accountable officer	Mark Sheldon, Director of Resources
Ward(s) affected	All
Key Decision	Yes
Executive summary	The Government announced in the Autumn statement on 5 December 2013 that it would provide two types of business rates relief to certain occupied retail properties for the financial years 2014-2015 and 2015-2016. These reliefs are awarded using discretionary powers introduced by the Localism Act and approval is being sought to award relief in accordance with guidance provided by the Government.
Recommendations	<p>a) To approve a business rates retail relief scheme and business rates reoccupation relief scheme in line with the detailed guidance in appendix 2 to remain in place whilst 100% reimbursement is available from the Government</p> <p>b) Due to the high volume of cases to delegate decisions relating to the application of the reliefs to Revenues Service officers, with the final decision in the event of dispute being taken by the Director of Resources</p>

Financial implications	As outlined in the report. There are no financial implications for the council. The cost of the NNDR relief scheme is funded by the government. Contact officer: Paul Jones, paul.jones @cheltenham.gov.uk, 01242
Legal implications	The statutory context for this discretionary scheme is as set out in the report, as is the legal context of state aid. Whilst there is no statutory right of appeal against refusal of relief, it is proposed that the decisions of Revenues Services Officers are reviewable by the Director of Resources. Contact officer: peter.lewis@tewkesbury.gov.uk, 01684 272012
HR implications (including learning and organisational development)	None Contact officer: , @cheltenham.gov.uk, 01242
Key risks	As relief awarded will be fully reimbursed by Central Government there is limited financial risk. The major risk would be around reputation if the Council decided not to adopt the scheme

Corporate and community plan Implications	None
Environmental and climate change implications	None
Property/Asset Implications	None Contact officer: David Roberts@cheltenham.gov.uk

Background

- 1.1 The Government announced in the Autumn statement on 5 December 2013 that it would provide two types of relief for retail properties in the financial years 2014/2015 and 2015/2016.
- 1.2 The first, Retail Relief, provides up to £1,000 in each of the financial years for qualifying retail properties which are occupied and have a rateable value of £50,000 or less.
- 1.3 The second, Reoccupation Relief, provides a 50% relief for up to 18 months when a property which has previously been occupied for retail use is reoccupied between 01 April 2014 and 31 March 2016.
- 1.4 The Business Rates Retail Relief and Business Rates Reoccupation Relief Policy in Appendix 2 is based on the guidance provided by the Government detailing the circumstances in which these reliefs should be awarded.
- 1.5 The reliefs are to be applied to business rate bills to reduce the amount payable. Due to the timing of information about these reliefs and the issue of annual business rate bills in March, retail relief has already been awarded in respect of 420 properties in line with the conditions detailed in Appendix 2.
- 1.6 Due to the volume of cases, delegation is being sought for Revenues Service Officers to make decisions on the award of reliefs based on the detailed guidance in Appendix 2. Although there is no statutory right of appeal, where a decision is disputed it will be considered by the Director of Resources.
- 1.7 Both types of relief are subject to state aid rules and businesses will be asked to verify that that are not in receipt of any other state aid that would mean they exceed the current limits.
- 1.8 The Government intends to fully reimburse billing authorities for the cost of the local share of this relief.

2. Reasons for recommendations

- 2.1 As these measures are available for a limited period only the Government has not amended legislation relating to business rate reliefs. It expects billing authorities to use their discretionary powers introduced by the Localism Act, amending section 47 of the Local Government Finance Act 1988.

3. Alternative options considered

- 3.1 The Government expects billing authorities to grant these reliefs to qualifying ratepayers and will

fully reimburse them for the local share of the cost.

Report author	Contact officer: Jayne Gilpin, Jayne.gilpin@cheltenham.gov.uk, 01242 264323
Appendices	<ol style="list-style-type: none"> 1. Risk Assessment 2. Business Rates Retail Relief and Business Rates Reoccupation Relief Policy
Background information	<ol style="list-style-type: none"> 1. Section 47 Local Government Finance Act 1988, as amended by clause 69 of The Localism Act 2011 2. Business Rates Retail Relief Guidance https://www.gov.uk/government/publications/business-rates-retail-relief 3. Business Rates Reoccupation Relief Guidance https://www.gov.uk/government/publications/business-rates-reoccupation-relief

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
	Bad publicity and impact on the retail sector in Cheltenham if the policy is not approved	Mark Sheldon	16/06/2014	4	1	4	Accept	Cabinet Approves the policy in appendix 2		Jayne Gilpin	

Explanatory notes

Impact – 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)

Likelihood – 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)

Control - Either: Reduce / Accept / Transfer to 3rd party / Close

Guidance

Types of risks could include the following:

- Potential reputation risks from the decision in terms of bad publicity, impact on the community or on partners;
- Financial risks associated with the decision;
- Political risks that the decision might not have cross-party support;
- Environmental risks associated with the decision;
- Potential adverse equality impacts from the decision;
- Capacity risks in terms of the ability of the organisation to ensure the effective delivery of the decision
- Legal risks arising from the decision

Remember to highlight risks which may impact on the strategy and actions which are being followed to deliver the objectives, so that members can identify the need to review objectives, options and decisions on a timely basis should these risks arise.

Risk ref

If the risk is already recorded, note either the corporate risk register or TEN reference

Risk Description

Please use “If xx happens then xx will be the consequence” (cause and effect). For example “If the council’s business continuity planning does not deliver effective responses to the predicted flu pandemic then council services will be significantly impacted.”

Risk owner

Please identify the lead officer who has identified the risk and will be responsible for it.

Risk score

Impact on a scale from 1 to 5 multiplied by likelihood on a scale from 1 to 6. Please see risk [scorecard](#) for more information on how to score a risk

Control

Either: Reduce / Accept / Transfer to 3rd party / Close

Action

There are usually things the council can do to reduce either the likelihood or impact of the risk. Controls may already be in place, such as budget monitoring or new controls or actions may also be needed.

Responsible officer

Please identify the lead officer who will be responsible for the action to control the risk.

For further guidance, please refer to the [risk management policy](#)

Transferred to risk register

Please ensure that the risk is transferred to a live risk register. This could be a team, divisional or corporate risk register depending on the nature of the risk and what level of objective it is impacting on

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Cheltenham Borough Council Policy for Business Rates Retail Relief and Business rates Reoccupation Relief

Section 1: Business Rates Retail Relief

General conditions

1. Retail Relief will apply for the financial years 2014/2015 and 2015/2016 as directed by the Department for Communities and Local Government.
2. The maximum amount of relief available for each property in each year is £1,000, subject to state aid limits.
3. There is no relief available under this policy for properties with a rateable value of more than £50,000.
4. The relief will be assessed and calculated on a daily basis using the following formula:

Amount of relief to be granted = £1000 x (A/B) Where:
A is the number of days in the financial year that the hereditament is eligible for relief; and
B is the number of days in the financial year
5. The retail rate relief will be applied to the net bill after all other reliefs have been taken into account. Where the net rate liability after all other reliefs is less than £1,000, the maximum amount of retail rate relief will be no more than the value of the net rate liability.
6. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid de-minimis limits.

Properties eligible for relief

Qualifying properties will be shops, restaurants, cafes and drinking establishments which are wholly or mainly used for the sale of goods, food or drink to visiting members of the public or for the provision of certain services to visiting members of the public. Properties must be used for one of the following purposes.

1. Properties being used for the sale of goods to visiting members of the public:
 - Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licence, chemists, newsagents, hardware stores, supermarkets).
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms /Second-hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)

2. Properties being used for the provision of the following services to visiting members of the public
 - Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
 - Shoe repairs/ key cutting
 - Travel agents
 - Ticket offices e.g. for theatre
 - Dry cleaners / Launderettes
 - PC/ TV/ domestic appliance repair
 - Funeral directors
 - Photo processing / DVD / video rentals
 - Tool hire
 - Car hire

3. Properties being used for the sale of food and/or drink to services to visiting members of the public
 - Restaurants
 - Coffee shops
 - Takeaways
 - Sandwich shops
 - Pubs / Bars

Properties not eligible for relief

1. Properties which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief
2. Properties that are not reasonably accessible to visiting members of the public will not be eligible for the relief
3. Properties being used for the provision of the following services to visiting members of the general public will not qualify for the relief
4. Properties being used for the provision of the following services to visiting members of the public
 - Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops and pawn brokers)
 - Other services (e.g. estate agents, letting agents, employment agencies)
 - Medical services (e.g. vets, doctors, osteopaths, chiropractors)
 - Professional Services (e.g. solicitors, accountants, insurance agents/financial advisers, tutors)
 - Post office sorting office

Section 2: Business Rates Reoccupation Relief

General Conditions

1. The available relief is a 50% business rate discount for up to 18 months for businesses moving into previously empty retail properties between 1 April 2014 and 31 March 2016, subject to the property being continuously occupied.
2. The 50% discount is to be applied after any mandatory or discretionary reliefs (except retail rate relief).
3. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis.
4. There is no limit on the rateable value of a property that can benefit from this relief but the relief is subject to state aid limits.
5. Properties being reoccupied must have been empty for 12 months or more immediately before their reoccupation and become reoccupied between 01 April 2014 and 31 March 2016.
6. The property being reoccupied must have previously been wholly or mainly used for retail purposes
7. Once applied the relief runs with the property so if the ratepayer leaves the property the new ratepayer will benefit from the remaining term of the relief, provided it is not empty for any period.
8. Where a property in receipt of reoccupation relief becomes empty it must remain empty for at least 12 months will before it can be eligible for further period of relief.

Properties eligible for relief

Properties that will benefit from the relief will be occupied properties that when previously in use, were wholly or mainly used for retail purposes, were empty for 12 months or more immediately before their reoccupation and become reoccupied between 01 April 2014 and 31 March 2016. The following purposes are considered to mean retail:

1. being used for the sale of goods to visiting members of the public
 - Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licence, chemists, newsagents, hardware stores, supermarkets)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms /Second-hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)

4. Properties being used for the provision of the following services to visiting members of the public
 - Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
 - Shoe repairs/ key cutting
 - Travel agents
 - Ticket offices e.g. for theatre
 - Dry cleaners / Launderettes
 - PC/ TV/ domestic appliance repair
 - Funeral directors
 - Photo processing / DVD / video rentals
 - Tool hire
 - Car hire

5. Properties being used for the provision of the following services to visiting members of the public
 - Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops and pawn brokers)
 - Other services (e.g. estate agents, letting agents, employment agencies)

6. Properties being used for the sale of food and/or drink to services to visiting members of the public
 - Restaurants
 - Coffee shops
 - Takeaways
 - Sandwich shops
 - Pubs / Bars

Reoccupied Use

The new use of the reoccupied premises can be for any use not just retail uses, **except** for properties used wholly or mainly as:

- Betting shops
- Payday loan shops
- Pawn brokers

Split, mergers and changes to existing properties

- Where a new property has been created by a split or merger of property(s), the new property will be eligible for Reoccupation Relief where at least half the floor area of the new property is made up of retail properties that have been empty for 12 months or more, subject to meeting the other qualifying criteria
- Where a property which is in receipt of Reoccupation Relief splits or merges to form new properties, the new properties will not be eligible for the remaining term of Reoccupation Relief.

Section 3: State Aid

The award of Retail Relief and Reoccupation Relief must comply with EU law on State Aid. Businesses applying for, or in receipt of, relief must advise the council if they have received any other State Aid that exceeds in total €200,000 in a 3 year period, under the De Minimis Regulations EC 1407/2013. The total amount of State Aid received includes any other Retail Relief or Reoccupation Relief being granted in respect of all properties for which the business is responsible. Further information on State Aid law can be found at <https://www.gov.uk/state-aid>.

Section 4: Administration

- Decisions relating to the granting of reliefs will be delegated to the staff within the Revenues Service
- Reliefs may be granted automatically where information held on the business rate account confirms eligibility in line with qualifying criteria. In these cases businesses will be asked to notify the council if they are in receipt of other State Aid
- Where sufficient information is not held businesses will be required to complete and submit an application form including a declaration in respect of State Aid
- There is no statutory right of appeal against a decision made by the Council in respect of retail rate or business rate reoccupation relief. However, the Council will review the decision if the ratepayer is dissatisfied with the outcome. The review will be carried out by the Director of Resources
- If an unsuccessful applicant requests a review, they will still need to continue to pay their rates bill. Once the review has been carried out, the ratepayer will be informed, in writing, of the decision
- The right of appeal process does not affect a ratepayer's legal right to challenge the decision by way of a judicial review

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Cheltenham Borough Council

Cabinet – 15 July 2014

Review of Licensing Policy, Guidance and Conditions for Private Hire and Taxis

Accountable member	Councillor Andrew McKinlay, Cabinet Member Development and Safety
Accountable officer	Mike Redman, Director of Environmental & Regulatory Services
Ward(s) affected	All
Key Decision	No
Executive summary	<p>The Council's current Licensing policy, guidance and conditions for private hire and taxis ("taxi policy") was adopted by Council in October 2010.</p> <p>While there is no statutory requirement to undertake a review of the taxi policy, there is a commitment set out in the policy to do so at least once every three years to ensure the policy remains up to date and relevant.</p> <p>Cabinet approved a draft policy for consultation in November last year and is now asked to consider the consultation feedback and approval of the amended draft policy.</p>
Recommendations	<p>Cabinet is recommended:</p> <ol style="list-style-type: none"> 1. To note the consultation comments received; 2. To adopt the amended draft policy as outlined in Appendix 2 including the adoption of a uniform colour for Hackney Carriage vehicles; 3. That subject to resolution 2, to approve further consultation on the colour and implementation date of the uniform colour scheme policy; and 4. To delegate authority to the Director of Environmental & Regulatory Services, in consultation with the Cabinet Member of Development and Safety, to approve a colour and an implementation date for the uniform colour scheme policy following the further consultation.
Financial implications	<p>There are no financial implications arising from this report.</p> <p>Contact officer: Sarah Didcote, Sarah.Didcote@cheltenham.gov.uk, 01242 264 125</p>

<p>Legal implications</p>	<p>The Licensing Policy, Guidance and Conditions for Private Hire and Taxis will be produced pursuant to the powers conferred by the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, as amended, which places on the council the duty to carry out its licensing functions in respect of hackney carriage and private hire vehicles. Neither Act requires the Council to review its policy. However, it is best practice to review the policy to ensure that it remains up to date and relevant.</p> <p>Contact officer: Vikki Fennell, Vikki.Fennell@tewkesbury.gov.uk, 01684 272015</p>
<p>HR implications (including learning and organisational development)</p>	<p>No HR implications for this report.</p> <p>Contact officer: Richard Hall, Richard.Hall@cheltenham.gov.uk, 01594 812634</p>
<p>Key risks</p>	<p>As outlined in Appendix 1</p>
<p>Corporate and community plan Implications</p>	<p>Enhancing and protecting our environment</p> <p>Strengthening our economy</p> <p>Strengthening our communities</p>
<p>Environmental and climate change implications</p>	<p>None – Emissions policy already in place to comply with EU emissions.</p>
<p>Property/Asset Implications</p>	<p>None</p> <p>Contact officer: David Roberts@cheltenham.gov.uk</p>

1. Background

- 1.1 The Council's current licensing policy, guidance and conditions for private hire and taxis ("taxi policy" hereafter) was adopted by Council in October 2010.
- 1.2 Whilst there is no statutory requirement to undertake a review of the taxi policy, there is a commitment set out in the policy to do so at least once every three years to ensure the policy remains up to date and relevant.
- 1.3 Following approval by Cabinet to consult on an amended draft policy, Cabinet is now asked to consider the consultation feedback and the adoption of the amended draft policy.
- 1.4 Attached at **Appendix 2** is a copy of the amended policy and a breakdown of proposed changes at **Appendix 3**.

2. The Current Policy

- 2.1 The Council is responsible for the licensing and regulation of all hackney carriage and private hire drivers, vehicles and operators.
- 2.2 As part of its powers, the Council has a wide discretion to set policies in relation to the licensing and regulation of hackney carriage and private hire drivers, vehicles and operators.
- 2.3 As previously stated, there is no statutory requirement for the Council to have a taxi policy although it is common practice to do so. This is particularly relevant because the policy sets out how the Council intends to discharge its functions under the relevant legislation and also acts as a guide to Members, prospective applicants, licence holders and the wider public. It is thus important that this policy remains up to date and relevant.

3. Review of the Current Policy – Working Group

- 3.1 To facilitate the review and better engage with key stakeholders a taxi policy review working group was set up by the Licensing Committee. Members from the trade, Council officers and Councillors sat on the working group.
- 3.2 The working group met on five occasions to consider the proposed changes to the current policy. The feedback and recommendations from the working group have been incorporated in the amended policy.

4. Consultation

- 4.1 In November Cabinet approved a draft policy for consultation.
- 4.2 In accordance with recommended practice, a 12 week consultation has been undertaken. Attached at **Appendix 4** is a list of persons/organisations that were consulted for Members' information.
- 4.3 To facilitate the consultation, a consultation document was created for completion.
- 4.4 During the consultation, 5 responses were received. The small number of responses received is perhaps attributable to the fact that a working group was set up prior to consultation including representation from the licensed trade.
- 4.5 Responses were received from:
 - Mr David Stokes, Director of 727 Car Co (Private Hire Operator);

- Mr John Donoher, Hackney Carriage licence holder;
- Mr Jim Hoddell, Hackney Carriage licence holder;
- Susan Bushell, Guide Dogs for the Blind;
- Cheltenham Borough Council's Licensing Committee.

4.6 Copies of responses received are attached at **Appendix 5**.

5. Proposed Amendments

5.1 The more substantial proposed changes to the Council's current policy are outlined below. The more general re-organisation of the policy and factual corrections have not been noted below but are instead highlighted in grey and explained in the draft policy at **Appendix 2**.

Uniform Colour for all Hackney Carriages

5.2 Apart from one respondent, there were no objections, in principle, to the Council adopting a uniform policy colour for all licensed Hackney Carriages.

5.3 Mr John Donoher stated in his response that the Council's uniform colour proposal is unreasonable. He commented that licensed Hackney Carriages are already distinguishable by the top light and licence plates and a single colour is not necessary as a result. He further commented that the public will in any event be unable to see the colour of a licensed vehicle at night. He finally commented that a single colour would also make it difficult for the Council to identify drivers following complaints if people were only able to recall the colour of the vehicle they travelled in.

5.4 Whilst the other respondents did not object to the principle of a uniform colour, they did comment on the choice of colour. Mr David Stokes mentioned that his business would be affected if the Council does adopt a uniform black colour for Hackney Carriages because the flip side of such a policy would be that Private Hire vehicles could not be black. Both the Licensing Committee and Mr Jim Hoddell also commented that black may not be the most suitable colour because it is hard to keep clean, more difficult to see by other road users and would have a particular detrimental effect on Private Hire operators.

5.5 The consultation document stated that the Council's reasons for seeking to impose a uniform colour policy was to:

1. clearly distinguish hackney carriages from other licensed vehicles; and
2. improve the appearance of the public hire licensed fleet.

5.6 The Council has made it clear that, should it adopt a uniform colour policy, to limit the impact of this proposal on the licensed trade, the implementation will be gradual as and when licensed vehicles are replaced.

5.7 On the basis that there was no significant objection to this proposal, officers recommend that Members approve the adoption of such a policy in principle. However, taking into account the comments relating specifically to the actual colour, officers recommend further consultation with the trade on the choice of colour and implementation date.

Driver and Vehicle Standards Agency (DVSA) Assessment

5.8 Whilst there were no objections to the proposed introduction for a DVSA assessment for all new applicants, Members of the Licensing Committee did express some concern that this will place

additional costs on new applicants particularly because there is no DVSA assessment centre in the county. Currently the nearest test centres are located in Worcester, Redditch or Bristol.

- 5.9 Officers are aware of this, however, since the assessment is specifically designed for taxi and Private Hire drivers, officers do not consider this new requirement to be unjustified.
- 5.10 The current driver assessment test is undertaken by the county Council's driver assessment unit. However, the current assessment is not at the same standard as the DVSA assessment and it is not unreasonable in the interest of public protection to require new applicants to successfully complete this assessment.
- 5.11 It is therefore recommended that this requirement be adopted.

Manufacturer's Recall of Motor Vehicles

- 5.12 A Member of the Licensing Committee commented that this requirement appears to be over burdensome on licensed drivers by placing additional requirements on them. The Member suggested as an alternative that officers should consult online databases for this information instead of placing the onus on drivers.
- 5.13 Whilst officers acknowledge the point, there is no facility that officers are aware of that will notify the Council of vehicle recalls. It is clearly in the interest of public safety that the Council is aware of vehicle recalls and able to properly respond to this. Finally, officers do not consider that this requirement should be over burdensome on the basis that vehicle recalls are relatively rare on the whole and, given the frequency of vehicle replacements, most drivers may very well never be in a situation where their vehicle will be recalled.
- 5.14 It is therefore recommended that this requirement be adopted by way of a new condition attached to the licence conditions in respect of vehicle licences.

Re-cut and Remoulded Tyres

- 5.15 Members of the Licensing Committee commented that the "under very limited circumstances" in relation to this proposal be clarified. This has been done.
- 5.16 On the basis that there were no objections to this proposal, it is therefore recommended that this requirement be adopted.

Advertising on Licensed Vehicles

- 5.17 In addition to the revision of the current advertising policy, the Council also consulted specifically whether it should approve advertising associated with tobacco and alcohol products.
- 5.18 There were no comments in relation to the general overhaul of the advertising policy, but the Licensing Committee felt that the Council should not permit advertising associated with alcohol or tobacco products.
- 5.19 It is therefore recommended that the amended advertising policy be adopted including a ban on all advertising associated with alcohol or tobacco products.

Other Proposals

- 5.20 There were no comments in relation to the other proposals set out in the consultation document and it is therefore proposed that these be adopted. For the avoidance of doubt, these are:
- introduction of QR codes;
 - proposal to only accept annual insurance policies;

- a requirement on all licensed Private Hire Operators to have public liability insurance if their premises is open to the public;
- the revised interior measurement policy for vehicles;
- a requirement that the Council will only permit factory-fitted standard tints;
- the revised diabetes policy;
- the revised relevance of convictions policy;
- adoption of an intended use policy for the licensing of hackney carriage vehicles; and
- approval of rear loading wheelchair vehicles as suitable for licensing.

Other Comments

English Proficiency Requirement

- 5.21** Members of the Licensing Committee stated that the Council should adopt a requirement that all applicants provide evidence of their ability to understand and communicate in English as part of the Council's suitability criteria.
- 5.22** Officers have investigated the introduction of an English proficiency test. We have spoken to other licensing authorities who have such a requirement in place and the majority use a service called Versant.
- 5.23** Versant tests are completely automated tests of spoken and written languages using speech processing technology and knowledge analysis technologies that can be taken on a telephone or a computer and scores are available online within minutes. Feedback from other licensing authorities is positive and the test is versatile enough to be adapted for local needs in terms of acceptable proficiency level.
- 5.24** The fee associated with the Versant test is around £23.
- 5.25** In light of the above, it is recommended that the Council adopt an English proficiency requirement as set out above.
- 5.26** If adopted, the knowledge test will be amended to include a new English proficiency section.

Knowledge Tests

- 5.27** Mr David Stokes commented that the Council should exempt Private Hire drivers from sitting the knowledge test. He argues that Private Hire drivers know their destination in advance of commencing the journey.
- 5.28** Whilst officers accept this, local knowledge accounts for only two sections of the knowledge test with the other sections including knowledge of licensing law, conditions, basic literacy & numeracy and Highway Code.
- 5.29** Apart from a local geographical knowledge, it is obviously important that Private Hire drivers have a firm knowledge in respect of the other aspects of the knowledge test and it is therefore not recommended that Private Hire drivers be exempt from taking the knowledge test.

CCTV

- 5.30** Mr John Donoher suggested the Council should adopt a mandatory CCTV policy.
- 5.31** The introduction of such a policy was considered at the outset of this policy review but it was concluded that a mandatory CCTV policy is not necessary at this stage. The current adopted policy does permit vehicles installing CCTV, but leaves it to the judgement of the owners and drivers themselves. If owners or drivers do install a CCTV system, the law requires that they

display a notice on the vehicle to inform customers of this fact.

- 5.32 It is not proposed that a mandatory CCTV policy be adopted at this stage although officers will continue to monitor the need for such a policy.

Disability Awareness

- 5.33 Sue Bushell, from Guide Dogs for the Blind, commented that there is no reference in the policy relating to a number of disability awareness issues. The said issues, apart from disability awareness training, are statutory requirements hence why they are not specifically mentioned in the policy. However, for the purpose of clarity, officers have added the points relating to the requirement to carry guide dogs, obtain medical exemption if unable to do so and that no additional charge can be levied for guide dogs.
- 5.34 In relation to the mandatory disability awareness training, the amended policy does state that it will be a condition of all licensed vehicles, where a vehicle is utilised for the carriage of passengers in a wheelchair, that "...the proprietor shall ensure that the driver has received sufficient training to load and convey wheelchair bound passengers."

6. Reasons for recommendations

- 6.1 To ensure the policy remains up to date and relevant.

7. Performance management – monitoring and review

- 7.1 The performance of this policy will be monitored by the Licensing Committee in terms of the decisions they make in promoting this policy and in terms of the policy's ability to promote its objectives.

8. Alternative options considered

- 8.1 Members can resolve not to adopt the amended draft policy although this may result in an out of date and irrelevant policy and is therefore not recommended as a recommended course of action.

9. Equality Impact Assessment

- 9.1 There is a requirement on the Council to consider equalities as part of its decision making process and the effect decisions will have on different groups in the community.
- 9.2 An equality impact assessment has been undertaken in relation to the draft new policy and it is not considered that the draft policy will disadvantage any groups in the community.
- 9.3 In particular, the Council is proposing to retain the requirement that all new public hire vehicles be wheelchair accessible. Furthermore, the Council is proposing to extend the use of wheelchair accessible vehicles by also allowing rear loading vehicles.

Report author	Contact officer: Louis Krog, louis.krog@cheltenham.gov.uk, 01242 77 5004
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Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Amended Draft Policy Statement3. Breakdown of Proposed Changes4. List of Consultees5. Responses Submitted
Background information	<ol style="list-style-type: none">1. Officer's report and minutes from Cabinet, 12 November 20132. Current Licensing Policy, Guidance and Conditions for Private Hire and Taxis Adopted by Council – October 20103. Report and minutes of Licensing Committee – 5 April 20134. HM Government Code of Practice on Consultation5. Part 2 - Local Government (Miscellaneous Provisions) Act 19766. Town Police Clauses Act 1847

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 Cabinet fails to approve a review of this policy there is a risk that the policy will become out of date and irrelevant. This may result in the Council being unable to effectively discharge its functions which could have an adverse affect on public protection.	Licensing & Business Support Team Leader	12/11/13	3	3	9	Accept	Approve the review of the current taxi policy			
<p>Explanatory notes</p> <p>Impact – 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>Likelihood – 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>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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LICENSING POLICY, GUIDANCE AND CONDITIONS FOR PRIVATE HIRE AND TAXIS OPERATING WITHIN THE BOROUGH OF CHELTENHAM

All enquiries should be directed to:-
Licensing Section
Municipal Offices
Promenade
CHELTENHAM
GL50 9SA
Tel: 01242 775200
E-mail: licensing@cheltenham.gov.uk
Website: www.cheltenham.gov.uk

This Policy was approved on **xx** taking effect on **xx**

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This Policy has been drafted at a time when a number of consultations and guidance relating to Private Hire and Hackney Carriage proprietors, driver and operators licences have not yet been published. Should anything in these impact upon the content of this document it will need to be borne in mind and amended at a later stage, bearing in mind resource implications for the authority.

Introduction

The Council has the responsibility to regulate and control all operators, drivers and vehicles used for carrying passengers for hire and reward within the Borough under the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. This Policy will provide guidance to applicants and other interested parties, officers and Members on the approach the Council will take on Taxi and Private Hire licensing matters.

In formulating this policy, reference has been made to:

- a. The Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice Guide March 2010;
- b. Cheltenham Borough Council's priorities; and
- c. Cheltenham Borough Council approved Enforcement Policy.

1.1 Definitions

Throughout this document:

- 'the Council' means Cheltenham Borough Council and all its officers and committees.
- 'Vehicle' or 'Licensed Vehicle' means both a Hackney Carriage and Private Hire vehicle.
- 'the Guidance' means the Department for Transport – Hackney Carriage and Private Hire Vehicle Licensing: Best Practice Guidance.
- 'the Policy' refers to the contents of this document.
- 'DVLA' refers to the Driver and Vehicle Licensing Agency.

1.2 Objectives

In setting out its policy, the Council seeks to promote the following objectives:

- a. The protection of the public and public safety;
- b. Cheltenham Borough Council's priorities;
- c. The establishment of a professional and respected licensed trade;
- d. Access to an efficient and effective public transport service;
- e. The protection of the environment.

The aim of the licensing process, in this context, is to regulate the Hackney Carriage and Private Hire trade in order to promote the above objectives.

1.3 Equality and Diversity

The Council is committed to promoting equal treatment for all and will vigorously comply and promote all legislation that governs discrimination for race, age, sex, disability, religious beliefs and sexual orientation. The Council will make reasonable adjustments where necessary to assist service users who may have difficulties due to their disability or language.

Drivers of licensed vehicles however have to be able to communicate with their passengers, be able to understand instructions and requests and also be able to respond appropriately. It is therefore essential that drivers have a good

understanding and command of the English language which is the predominant language used in Cheltenham.

Drivers of licensed vehicles also have a responsibility to comply with the relevant equality and diversity legislation.

1.4 Status

In exercising its discretion in carrying out its regulatory functions, the Council will have regard to the policy and the objectives set out above.

Notwithstanding the existence of the policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the council to depart from the policy, clear and compelling reasons will be given for doing so in writing.

1.5 Implementation and Review

Apart from the uniform vehicle colour policy, these new policies and procedures will take effect from on the 90th day after approval has been given and will effect all new applications. The policies and procedures will affect current license holders upon renewal of the respective licenses.

The uniform vehicle colour policy will be implemented at a later date as determined by the Council following further consultation. This policy will be amended to include the relevant implementation date at the appropriate time.

The council will keep the policy under review and will consult where appropriate on proposed revisions.

Upon implementation of the policy, the council requires licence holders to comply with its terms. Where it is not possible to immediately comply fully with any part of the policy, a written application will need to be made to the council who will consider the reasons given and agree an implementation date for that part.

From the date of effect the policy overrides and supersedes all existing policies in relation to Private Hire and Taxi licensing.

1.6 Partnership Working

The Council will work in partnership with the following agencies and individuals to promote the licensing objectives:

- a) Local licensed trade;
- b) Police & Crime Commissioner;
- c) Planning authority;
- d) Local transport authorities and committees;
- e) Local residents;
- f) Disability groups;
- g) Service users;
- h) Other Local Authorities.

1.7 Environmental Considerations

The council has set out in its corporate strategy a priority to reduce carbon emissions in the borough. Air quality monitoring has identified that vehicle exhaust emissions are the principal source of air pollution, and this had resulted in the creation of an air quality management area (AQMA) within the Borough. The council is formulating an action to reduce NO₂ levels in Cheltenham in partnership with Gloucestershire County Council.

Taxi and Private Hire vehicles are an essential form of transport in Cheltenham. Many people depend on such vehicles for trips that buses or cars are incapable of making. They are able to achieve higher occupancy rates than a private car and so, to some extent, already play their part in helping to achieve environmental improvements in the borough. It is, however, clearly important that emissions from Hackney Carriages and Private Hire vehicles are reduced as far as possible.

In support of the priority and strategies, it is important that the most polluting vehicles are phased out of service whilst recognising that there is an impact on the use of natural resources to manufacture new ones.

1.8 Forms and documents

All application forms and associated documents referred to within this policy are available from the council's licensing section and on the council's website www.cheltenham.gov.uk/licensing.

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Part 1 – Driver Licences

Driver Licences

The Council issues the following driver licences:-

- a) Private Hire; and
- b) Hackney Carriage.

Licences are issued subject to proof of eligibility – driving licence, knowledge test, enhanced criminal records check, driving assessment, medical assessment and appropriate fee.

The statutory and practical criteria and qualifications for each licence are broadly identical and therefore this chapter will apply to all driver licences. However where differences exist between the licensing regimes reference will be made to it in this policy.

Term of Licence

On application all drivers may choose whether to be licensed for one or three years.

Licences and badges

Successful applicants will be issued with a paper licence certificate, in addition to which they will receive 2 driver badges displaying the licence holder's name, licence number, photograph, the expiry date of the licence. One badge must be worn at all times when the driver is working and be clearly visible and the other must be displayed in the vehicle.

Experience

A driver's licence will not be granted unless the applicant has held a full UK driving licence (or recognised equivalent), for a minimum of 12 months prior to the application being made. The driving licence must be for the category of vehicle they will be licensed to drive, must have been free of convictions and endorsements for at least one year, and be valid for the entire duration of the period for which they will be licensed as a private hire or hackney carriage driver.

Fit & Proper Test

When an application is made for a Hackney Carriage or Private Hire driver's licence the Council must be satisfied that the applicant is a fit and proper person and shall not license drivers unless they are satisfied of this. The onus is on the applicant to prove they are a fit and proper person, rather than for the Council to prove that they are not.

Applications will be determined in line with the Council's Policy relating to relevance of convictions **Appendix J**.

If there is sufficient evidence that a person is not fit and proper or if there are grounds to question or doubt the evidence provided, that could amount to good reason to refuse a licence.

Code of Good Conduct for Licensed Drivers

Once a hackney carriage or private hire driver's licence has been granted, the licence holder will be subject to the Council's Code of Good Conduct for Licensed Drivers (**Appendix A**).

Duty to notify changes

Change of address

Licence holders must notify the Council in writing within 7 days of any change of address.

Convictions / cautions / fixed penalty notices

Licence holders must notify the Council in writing within 7 days if he or she is convicted or cautioned for an offence or receives a fixed penalty notice.

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New Driver Applications

First Application Procedure

The applicant must attend the Municipal Offices in person to make the application. To complete an application an applicant must:

- a) Submit a completed Hackney Carriage or Private Hire driver licence application form;
- b) Provide his or her original DVLA driving licence (or equivalent). The licence must have been held for at least 12 months, must cover the driver for the category of vehicle he or she will be driving, and must be valid for the entire duration of the period for which he or she is applying to be licensed. The driving licence must show that the applicant has had 12 months free of any driving offences at the time of making the application;
- c) Provide one passport sized, colour photograph of themselves;
- d) Complete an enhanced criminal disclosure (DBS) form and produce at least 3 forms of valid identification as required by the DBS (note: a fee is payable for the DBS check). *A DBS check may not be necessary if the applicant has registered for the DBS Update Service and provides evidence to that effect;*
- e) Produce documentation demonstrating their right to work in UK (if applicable);
- f) Submit an approved DVSA pass certificate;
- g) Successfully pass a knowledge test;
- h) Submit an approved medical questionnaire completed by an appropriate medical practitioner and, if applicable, a diabetes declaration form; and
- i) Pay the appropriate fee.

The application will not be determined until all of the above have been successfully completed and the DBS criminal record disclosure certificate has been produced by the applicant.

Note: the medical practitioner's certificate and the DBS disclosure are valid for only 3 months, so if the application is not determined within 3 months of those being issued, applicants will be required to reapply for those documents in order to continue with their application.

Criminal Record

The applicant must declare any previous criminal convictions, cautions and fixed penalty notices received, including those awaiting appeal, and any charges pending.

The Council will make a decision as to the relevance of convictions, cautions, charges and fixed penalty notices in accordance with its policy (**Appendix J**). The Council may require further information from the Police or Crown Prosecution Service. Applicants who have previous criminal convictions, cautions, fixed penalty notices or charges pending will be interviewed and details of that interview may be included in any report which is referred to the Licensing Committee.

Failure to disclose or declare any previous convictions, cautions, fixed penalty notices or pending charges maybe construed as an attempt to deceive and appropriate and proportionate action will be taken. It is an offence to knowingly or recklessly make a false statement or to omit information required by the Council by virtue of s.57 Local Government (Miscellaneous Provisions) Act 1976.

Foreign Nationals

Foreign applicants will be required to provide documentary evidence of their right to work in the U.K. For the avoidance of doubt foreign applicants are applicants who require a permit or visa in order to reside or work in the UK.

The applicant may be required to submit additional information with their application e.g. verifiable references from former employers and persons in positions of trust, which may demonstrate that they are a fit and proper person.

Applicants must produce all documents together with a certified English translation of each document where applicable.

Medical Assessment

In line with DVSA recommendations, the Council has adopted the Group 2 driver standard for medical fitness of Hackney and Private Hire drivers which is outlined in the "Medical Aspects of Fitness to Drive" published by the Medical Commission Accident Prevention in 1995.

This is a higher medical standard than that required of drivers of other motor vehicles and is required due to the length of time the driver may spend at the wheel and the responsibility they have for the safety of their passengers and the public.

Upon an initial application for a driver's licence, the applicant shall produce a medical form completed by the applicant's own doctor or a doctor with access to the applicant's medical history.

If the medical practitioner has not had access to the applicant's full medical records, the Council may require more frequent medical testing and/or select a practitioner to undertake a full medical examination of the applicant. All costs are payable by the applicant.

All drivers over the age of 65 will be required to produce a completed medical certificate annually.

Each case will be treated on its individual merit. The Council may require the applicant to undertake a medical examination by an independent consultant if it believes it necessary, the costs of which will be met by the applicant.

*Please see **Appendix I** for the Council's policy on drivers and applicants with diabetes.*

Knowledge Test

In order to take the test applicants must produce photographic identification in the form of a passport or full photographic driving licence.

The fee for the test must be paid no later than 48 hours prior to the test date. Failure to pay will result in a booking being cancelled.

If a licensed Private Hire driver wishes to apply to become a Hackney Carriage driver, they must take the Hackney Carriage driver knowledge test.

Driver assessment

Applicants will be required to successfully pass a Driver and Vehicle Standards Agency (DVSA) Assessment for hackney carriage and private hire drivers.

NVQ/BTEC

Within 12 months of first being granted a private hire or hackney carriage driver's licence, all applicants must complete and successfully pass a recognised NVQ, BTEC or similar approved qualification in relation to Hackney Carriage and Private Hire (road passenger vehicle driving).

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Driver Renewal Applications

Holders of existing driver's licences must apply to renew their licence as early as possible prior to the expiry of the previous licence. The Council has no duty to notify drivers that their licence is due for renewal as it is the licence holder's responsibility to renew their licence.

The applicant must attend the Municipal Offices in person to make the application to renew their licence. To complete an application an applicant must:

- a) Submit a completed Hackney Carriage or Private Hire driver licence renewal application form;
- b) Provide their original DVSA driving licence (or equivalent);
- c) Provide one passport sized, colour photograph of themselves;
- d) Complete an enhanced criminal disclosure (DBS) form and produce at least 3 forms of valid identification as required by the DBS (note: a fee is payable for the DBS check). *A new DBS check may not be necessary if the applicant has registered for the DBS Update Service and provides evidence to that effect;*
- e) Submit an approved medical questionnaire completed by an appropriate medical practitioner and, if applicable, a diabetes declaration form;
- f) Submit an original certificate demonstrating that they have successfully passed a recognised NVQ, BTEC or similar qualification in relation to Hackney Carriage and Private Hire (road passenger vehicle driving);
- g) Return both existing driver badges;
- h) Pay the appropriate fee.

If details of new convictions, cautions, fixed penalty notices or charges are received during the renewal process, the application will be dealt with on its merits according to the policy on the relevance of convictions (**Appendix J**).

Failure to disclose or declare any previous convictions, cautions, fixed penalty notices or pending charges maybe construed as an attempt to deceive and appropriate and proportionate action will be taken. It is an offence to knowingly or recklessly make a false statement or to omit information required by the Council by virtue of s.57 Local Government (Miscellaneous Provisions) Act 1976.

The Council may at any time refer a decision to renew a driver's licence to the Licensing Committee.

Part 2 – Vehicle Licences

Hackney Carriage Vehicles

Licensing a New Hackney Carriage Vehicle

This part of the policy is subject to the Intended Use Policy for the Licensing of Hackney Carriage Vehicles (Appendix G).

Limitation of Numbers

The Council does not impose restrictions on the number of Hackney Carriage vehicles.

The following requirements are applicable to all applications for new Hackney Carriage Vehicle licences. The vehicle must:

- a) Be disabled accessible as per London Public Carriage Office Specification, Eurocab M1 Specification or such other nationally accepted specification as is agreed by the Council; (see **Appendix C**)
- b) *Be xxx in colour (as identified on the vehicle's registration document);*
- c) Be less than 5 years from date of manufacture;
- d) Comply with vehicle specifications (see **Appendix B**);
- e) Be fitted with an approved roof sign bearing the word "TAXI";
- f) Be fitted with a meter of an approved type with the fares charged as determined by the Council.

After the 1st of September 2014 new vehicles must be manufactured to Euro Emission Standard 5.

General conditions are attached to a Hackney Carriage vehicle proprietor's licence. These are attached at **Appendix D**.

To make an application an applicant must:

- a) Arrange inspection of the vehicle by a Licensing Officer at the Council Offices. Please telephone beforehand to arrange this;
- b) Arrange for the vehicle to be tested at the designated testing station;
- c) Submit an application form along with the following documents:
 - Vehicle fitness test pass certificate;
 - MOT pass certificate;
 - Hackney Carriage meter test certificate less than 1 month old;
 - Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
 - **Appropriate valid certificate of motor insurance for the vehicle which must include cover for public hire / Hackney Carriage work (annual policies only);**

Only when all the documents required for licensing the vehicle have been received will the application be accepted and the licence will be granted, if satisfactory, upon receipt of the appropriate fee.

Where an applicant is unable to produce vehicle registration document (V5) this will not prevent the application being considered but the V5 must be produced within 28 days of the application being made.

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Replacing a Licensed Hackney Carriage Vehicle

This part of the policy is subject to the Intended Use Policy for the Licensing of Hackney Carriage Vehicles (Appendix G).

A licensed wheelchair-accessible Hackney Carriage Vehicle can only be replaced with a vehicle which is also wheelchair-accessible.

The following requirements are applicable to all applications for replacement Hackney Carriage vehicle licences. The vehicle must:

- a) *Be xxx in colour (as identified on the vehicle's registration document);*
- b) Be less than 5 years from date of manufacture;
- c) Comply with vehicle specifications (see **Appendix B**);
- d) Be fitted with an approved roof sign bearing the word "TAXI";
- e) Be fitted with a meter of an approved type with the fares charged as determined by the Council.

After the 1st of September 2014 new vehicles must be manufactured to Euro Emission Standard 5.

General conditions are attached to a Hackney Carriage vehicle proprietor's licence. These are attached at **Appendix D**.

To make an application an applicant must:

- a) Arrange inspection of the vehicle by a Licensing Officer at the Council Offices. Please telephone beforehand to arrange this;
- b) Arrange for the vehicle to be tested at the designated testing station;
- c) Submit an application form along with the following documents:
 - Vehicle fitness test pass certificate;
 - MOT pass certificate;
 - Hackney Carriage meter test certificate less than 1 month old;
 - Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
 - Appropriate valid certificate of motor insurance for the vehicle which must include cover for public hire / Hackney Carriage work (annual policies only).

Only when all the documents required for licensing the vehicle have been received will the application be accepted and the licence will be granted, if satisfactory, upon receipt of the appropriate fee.

Where an applicant is unable to produce Vehicle registration document (V5) this will not prevent the application being considered but the V5 must be produced within 28 days of the application being made.

Renewing a Hackney Carriage Vehicle licence

This part of the policy is subject to the Intended Use Policy for the Licensing of Hackney Carriage Vehicles (Appendix G).

Applicants are reminded that it is their responsibility to renew their licence prior to its expiry. The Council has no duty to notify licence holders that their licence is due for renewal, but as a courtesy and part of the Council's customer service, reminders will be sent approximately four to six weeks in advance of the expiry of the licence.

As soon as the renewal notice is received it is recommended that applicants make an appointment to have their vehicles tested at the vehicle testing station.

To apply to renew a licence an applicant must:

- a) Arrange for the vehicle to be tested at the designated testing station;
- b) Submit the renewal application form along with the following documents:
 - Vehicle fitness test pass certificate;
 - MOT pass certificate;
 - Hackney Carriage meter test certificate less than 1 month old;
 - Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
 - Appropriate valid certificate of motor insurance for the vehicle which must include cover for public hire / Hackney Carriage work (annual policies only);
 - Current vehicle licence plate and window badge.

Only when all the documents required for licensing the vehicle have been received will the application be accepted and the licence will be granted, if satisfactory, upon receipt of the appropriate fee.

Vehicle age and emission standards

Licensed vehicles will continue to be licensed in accordance with the table below.

Date of Manufacture	Continued to be Licensed until:
2000	2014
2001	2015
2002	2016
2003	2017
2004	2018

Vehicles will not continue to be licensed after 2018 unless they are in exceptionally good condition and are manufactured to Euro Standard 5.

Liquid petroleum gas (LPG) conversions to vehicles licensed or to be licensed by the Council are acceptable. Any conversion to LPG must be done by an approved converter and the conversion certificate produced to the Council for inspection. Vehicles must however still comply with the minimum luggage capacity and any spare wheel displaced as a result must be stowed in a location that does not impinge on the passenger carrying area of a vehicle.

The Council has an emission standards policy for licensed vehicles requiring vehicle proprietors to meet a specific level within the standard by a set date.

Proprietors whose vehicles are not constructed to Euro 4 standard will need to:-

- a) have the vehicle adopted/modified to meet the standard, where possible; or
- b) change the fuel they use to a cleaner alternative, such as biodiesel; or
- c) replace the vehicle with one that is manufactured to the emission standards.

This will only apply to the oldest, most polluting vehicles and those where it is not economically viable to modify them.

Testing of Older Vehicles

Vehicles over 8 years of age will be subject to 6 monthly fitness inspections. This means that on grant or renewal of a licence, if the vehicle is aged more than 8 years from the date of manufacture, a condition will be applied to the licence requiring the Council's approved vehicle fitness test to be carried out and passed no later than 6 months after the grant of the licence.

For the avoidance of doubt, where the date of manufacture is unrecorded, the date of first registration (shown on the log book) will be taken to be the date of manufacture as long as the log book shows that the vehicle was declared new at first registration.

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Transferring a Hackney Carriage Vehicle Licence

This part of the policy is subject to the Intended Use Policy for the Licensing of Hackney Carriage Vehicles (Appendix G).

When a licensed vehicle is transferred from one proprietor to another, the existing licence holder must notify the Licensing Authority within 14 days.

The new licence holder must make an application to transfer the vehicle licence within 14 days. The applicant must submit:

- A completed application to transfer the licence;
- Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
- Appropriate valid certificate of motor insurance for the vehicle which must include cover for Hackney Carriage work (annual policies only);
- The vehicle paper licence certificate.

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Private Hire Vehicles

Licensing a New Private Hire Vehicle / Replacing a Licensed Private Hire Vehicle

Limitation of Numbers

No power exists to limit the number of Private Hire vehicles that can be licensed by the Council.

The following requirements are applicable to all applications for new and replacement Private Hire Vehicle licences. The vehicle must:

- a) *Be any colour other than xxx (as identified on the vehicle's registration document);*
- b) Be less than 5 years from date of manufacture;
- c) Comply with vehicle specifications (see **Appendix B**);

After the 1st of September 2014 new vehicles must be manufactured to Euro Emission Standard 5.

General conditions are attached to a Private Hire Vehicle proprietor's licence. These are attached at **Appendix D**.

Executive hire Private Hire vehicles may apply to be exempted from the requirement to display a licence plate and the driver from wearing a driver's badge. The policy in relation to this exemption is at **Appendix F**.

To make an application to license a new Private Hire vehicle, an applicant must:

- a) Arrange inspection of the vehicle by a Licensing Officer at the Council Offices. Please telephone beforehand to arrange this;
- b) Arrange for the vehicle to be tested at the designated testing station;
- c) Submit an application form along with the following documents:
 - Vehicle fitness test pass certificate;
 - MOT pass certificate;
 - Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
 - **Appropriate valid certificate of motor insurance for the vehicle which must include cover for Private Hire work (annual policies only);**

Only when all the documents required for licensing the vehicle have been received will the application be accepted and the licence will be granted, if satisfactory, upon receipt of the appropriate fee.

Where an applicant is unable to produce the vehicle registration document (V5) this will not prevent the application being considered but the V5 must be produced within 28 days of the application being made.

Renewing a Private Hire Vehicle licence

Applicants are reminded that it is their responsibility to renew their licence prior to its expiry. The Council has no duty to notify licence holders that their licence is due for renewal, but as a courtesy and part of the Council's customer service, reminders will be sent approximately four to six weeks in advance of the expiry of the licence.

As soon as the renewal notice is received it is recommended that applicants make an appointment to have their vehicles tested at the vehicle testing station.

To apply to renew a licence an applicant must:

- a) Arrange for the vehicle to be tested at the designated testing station;
- b) Submit the renewal application form along with the following documents:
 - Vehicle fitness test pass certificate;
 - MOT pass certificate;
 - Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
 - Appropriate valid certificate of motor insurance for the vehicle which must include cover for Private Hire work (annual policies only);
 - Current vehicle licence plate and window badge.

Only when all the documents required for licensing the vehicle have been received will the application be accepted and the licence will be granted, if satisfactory, upon receipt of the appropriate fee.

Vehicle age and emission standards

Licensed vehicles will continue to be licensed in accordance with the table below.

Date of Manufacture	Continued to be Licensed until:
2000	2014
2001	2015
2002	2016
2003	2017
2004	2018

Vehicles will not continue to be licensed after 2018 unless they are in exceptionally good condition and are manufactured to Euro Standard 5.

Liquid petroleum gas (LPG) conversions to vehicles licensed or to be licensed by the Council are acceptable. Any conversion to LPG must be done by an approved converter and the conversion certificate produced to the Council for inspection. Vehicles must however still comply with the minimum luggage capacity and any spare wheel displaced as a result must be stowed in a location that does not impinge on the passenger carrying area of a vehicle.

The Council has an emission standards policy for licensed vehicles requiring vehicle proprietors to meet a specific level within the standard by a set date.

Proprietors whose vehicles are not constructed to Euro 4 standard will need to:-

- a) have the vehicle adopted/modified to meet the standard, where possible; or

- b) change the fuel they use to a cleaner alternative, such as biodiesel; or
- c) replace the vehicle with one that is manufactured to the emission standards.

This will only apply to the oldest, most polluting vehicles and those where it is not economically viable to modify them.

Testing of Older Vehicles

Vehicles over 8 years of age will be subject to 6 monthly fitness inspections. This means that on grant or renewal of a licence, if the vehicle is aged more than 8 years from the date of manufacture, a condition will be applied to the licence requiring the Council's approved vehicle fitness test to be carried out and passed no later than 6 months after the grant of the licence.

For the avoidance of doubt, where the date of manufacture is unrecorded, the date of first registration (shown on the log book) will be taken to be the date of manufacture as long as the log book shows that the vehicle was declared new at first registration.

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Transferring a Private Hire Vehicle Licence

When a licensed vehicle is transferred from one proprietor to another, the existing licence holder must notify the Licensing Authority within 14 days.

The new licence holder must make an application to transfer the vehicle licence within 14 days. The applicant must submit:

- A completed application to transfer the licence;
- Vehicle registration document (V5 / log-book) in the applicant's name or documentary proof of purchase identifying the applicant as the purchaser of the vehicle;
- Appropriate valid certificate of motor insurance for the vehicle which must include cover for Private Hire work (annual policies only);
- The vehicle paper licence certificate.

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Other Matters Relating to all Licensed Vehicles

Licence Plates & Signs

All Vehicles

At all times while the vehicle is being used as a Hackney Carriage or Private Hire vehicle there shall be securely fixed, externally to the rear, the appropriate vehicle licence plate supplied by the Council, **except when permission has been granted by the Council (see Appendix F).**

All identification plates, stickers and badges issued to the licence holder by the Council, shall remain the property of the Council.

At all times while the vehicle is being used as either a Hackney Carriage or Private Hire vehicle there shall be displayed on the windscreen the appropriate vehicle window badge supplied by the Council.

No smoking signs

All vehicles must display 3 'no smoking' signs supplied by the Council incorporating a QR code for identification purposes. The signs must be displayed in the 3 side passengers windows, facing outside and clearly visible.

Private Hire vehicles only

All Private Hire vehicles must display two approved stickers stating "Advanced Booking Only", supplied by the Council to be affixed to the rear passenger nearside and offside windows.

Roof signs (top-lights)

Hackney Vehicles

Hackney Carriage vehicles must be fitted with an illuminated external sign, of a design approved by the Council, on the roof of the vehicle showing the word "TAXI" on both the front and rear of the sign and the licence number on all four sides of the sign.

Vehicles with built-in roof signs must display the word "TAXI".

On licensed vehicles the roof light must be extinguished when the fare meter is in use.

The roof sign must be adequately secured to the vehicle to prevent it becoming dislodged.

Minibuses, transits and people carrier type vehicles which are not fitted with an approved roof sign, as indicated above, shall have the word "Taxi" in letters of between 25cm (9.85 inches) and 30 cm (11.9 inches) in height displayed on the front and rear of the vehicles so that they can be clearly identified as a Hackney Carriage vehicle.

Private Hire Vehicles

A Private Hire vehicle must not carry any roof sign or any markings that might give the impression that it is a Hackney Carriage.

Meters

Hackney Carriages

A taximeter must be fitted in all licensed Hackney Carriages and must be correctly calibrated, sealed and fully functional in accordance with the current Council approved fare structure and easily visible to passengers.

The taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances, so as not to be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

The taximeter shall be positioned so that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the vehicle. The display of the taximeter shall be kept properly illuminated throughout any part of the hiring which is during the hours of darkness and also at any time at the request of the hirer.

When the meter is operating there shall be recorded on the face of the meter in clearly legible figures a fare not exceeding the maximum fare that may be charged for a journey.

An official copy of the Council's fare chart shall be clearly displayed in the vehicle so as to be plainly visible to passengers carried therein.

The vehicle taximeter shall be brought into operation at the commencement of the journey and the fare demanded by the driver shall not be greater than that fixed by the Council in connection with the hire of Hackney Carriages. In the event of such a journey commencing in but ending outside the Borough there may be charged for the journey such fare or rate of fare, if any, as was agreed before the hiring was effected, if no such agreement was made then the fare to be charged should be no greater than that fixed by the Council in connection with the hire of Hackney Carriages.

Private Hire Vehicles

Private hire vehicles may be fitted with a calendar-controlled taximeter. Any taximeter fitted to a private hire vehicle must comply with those conditions and requirements set out above, which appertain to such meters when fitted in Hackney Carriage vehicles, with the exception of the requirement that the meter must only display *the approved fares*.

Manufacturer's Recall of Motor Vehicles

If a manufacturer of a motor vehicle has cause to recall vehicles due to safety concerns the proprietors of licensed vehicles will ensure that the vehicle is repaired as expediently as possible. The documentary evidence showing the fault(s) has been corrected should be retained by the proprietor of the vehicle for production to the Council if required.

In the event that the fault is of a nature causing safety concerns, it may be necessary for the vehicle licence to be suspended until such time as the proprietor provides documentation to show that the vehicle is safe.

Trailers

Trailers may only be used subject to the following requirements:

- (i) Trailers can only be used in connection with private hire/advance bookings and cannot be used for plying for hire on a rank,
- (ii) The trailer must at all times comply with all requirements of Road Traffic legislation in particular those as laid down in the Road Vehicles (Construction and Use) Regulations 1986,
- (iii) The vehicle insurance must include cover for towing a trailer,
- (iv) Trailers must not be left unattended anywhere on the highway,
- (v) The speed restrictions applicable to trailers must be observed at all times,
- (vi) A suitable lid or other approved means of enclosure shall be fitted to secure and cover the contents of the trailer whenever in use,
- (vii) Trailers must undergo the Council's inspection and licensing regime,

Communication Devices

All radio equipment fitted to the vehicle must be fitted securely and safely and in accordance with guidelines published by Ofcom.

Only one two-way radio with a single operator frequency may be operational in the vehicle at any one time and this shall be an approved radio used exclusively for the Hackney Carriage or Private Hire trade and licensed with an effective radio power (ERP) not exceeding 25 watts.

CCTV in vehicles

The Taxi and Private Hire trades are encouraged to build good links with the local police force, including participation in any Crime and Disorder Reduction Partnerships.

Any vehicle with CCTV must display a sign advising passengers that a CCTV system is in operation in the vehicle.

The CCTV recording must be available for viewing by a Police Officer or Authorised Council Officer on request. Any failure to comply with this request may be reported to the Council for consideration of the appropriate action to be taken.

Further information on CCTV can be found on the Information Commissioners website at <http://www.ico.gov.uk>.

Vehicle Testing Arrangements

All vehicles will be tested in accordance with the Hackney Carriage and Private Hire Vehicles National Inspection Standards in conjunction with the current VOSA MOT inspection manual.

All Hackney Carriage and Private Hire vehicles regardless of age will be subject to the vehicle fitness test and the MOT certificate will be issued as a matter of courtesy and convenience for the driver.

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Part 3 - Operators

Requirements and Obligations

Any person who operates Private Hire vehicles must apply to the Council for a Private Hire operator's licence.

The objective when licensing Private Hire operators is ensuring the protection of the public who will be using the operator's premises and the vehicles and drivers arranged through them.

A Private Hire vehicle may only be dispatched to a customer by a Private Hire operator who holds an operator's licence. Such a licence permits the operator to make provision for the invitation or acceptance of bookings for a Private Hire vehicle.

A Private Hire operator must ensure that every Private Hire vehicle dispatched by him is licensed and driven by a person who holds a Private Hire driver's licence. All three licences (operator, vehicle and driver) must be issued by the same licensing authority.

It is a criminal offence to operate a Private Hire vehicle without an operator's licence.

Licence Duration

Operators licences will be issued for one year. However the Council will have the power to grant a licence for a shorter period should this be appropriate in the circumstances.

If an operator changes his name or address s/he must notify the Council immediately.

Criminal Record

The applicant must declare any previous criminal convictions, cautions and fixed penalty notices received, including those awaiting appeal, and any charges pending.

The Council will make a decision as to the relevance of convictions, cautions, charges and fixed penalty notices in accordance with its policy (**Appendix J**). The Council may require further information from the Police or Crown Prosecution Service. Applicants who have previous criminal convictions, cautions, fixed penalty notices or charges pending will be interviewed and details of that interview may be included in any report which is referred to the Licensing Committee.

Failure to disclose or declare any previous convictions, cautions, fixed penalty notices or pending charges maybe construed as an attempt to deceive and appropriate and proportionate action will be taken.

Address from which an Operator may operate

Applicants must specify the address from which they will operate. These premises must be in the Borough of Cheltenham and will be expected to have planning consent for use as a Private Hire office.

If an operator wishes to change the base from which they operate they will be required to submit a new application.

Application Procedure

The applicant must attend the Municipal Offices in person to make the application. To complete an application an applicant must:

- a) Submit a completed Private Hire operator's licence application form;
- b) Complete an standard criminal disclosure (DBS) form and produce at least 3 forms of valid identification as required by the DBS (note: a fee is payable for the DBS check). *A DBS check may not be necessary if the applicant has registered for the DBS Update Service and provides evidence to that effect;*
- c) Provide evidence of appropriate public liability insurance, if the premises are open to the public;
- d) Pay the appropriate fee.

The application will not be determined until all of the above have been provided and the DBS criminal record disclosure certificate has been produced by the applicant.

Planning Consent

Applicants are advised to obtain planning consent for the premises. If the planning consent is time restricted it is the operator's responsibility to ensure that a new permission is applied for prior to the current planning permission expiring.

Officers may require a site visit prior to the determination of the licence.

Conditions

The Council has power to impose such conditions on an operator's licence as it considers reasonably necessary. **Appendix H** sets out the conditions to be attached to an operator's licence which cover the standards of service expected.

Appendix A - Code of Good Conduct for Licensed Drivers

The Council has adopted the following Code of Good Conduct, which should be read in conjunction with the other statutory and policy requirements set out in this document. This is promoted in conjunction with the Codes Of Practice in relation to targeting crime in Cheltenham and reducing crime and disorder.

Codes of Practice in Relation to Targeting Crime in Cheltenham, Reducing Crime and Disorder

Licence holders shall:-

- a) Always be polite and courteous to all members of the public, avoiding the use of bad language, even when provoked;
- b) Ensure that where an incident occurs requiring the attendance of Police, that the Police are promptly alerted so that the offender may be dealt with in an appropriate manner;
- c) Make themselves available to Police for the taking of statements etc following any incident in which they are involved and which requires Police investigation;
- d) Will not refuse a fare, unless they have reasonable cause to do so;
- e) NOT attempt to 'detain' passengers in the vehicle following a non-payment, to prevent possible allegations of kidnap, assault etc.;
- f) Consider installing CCTV their vehicle;
- g) Consider a small lockable safe in the boot of each vehicle for use of placing cash to reduce the amounts held by each individual;
- h) Ensure that where practical that they check for left property after every fare and in any case at the conclusion of their duty.
- i) Take proper care of any property left by passengers in the vehicle and take steps to assist in its return to the owner or to hand it in at the police station;
- j) Seek to develop a good rapport and working relationship with all other members of the night-time economy, including the emergency services and Taxi Marshalls;
- k) Ensure when dropping off 'vulnerable' passengers at night that they wait until they can confirm that the person is safe before driving off. '
- l) Consider operating a 'buddy' system with another driver or group of drivers to provide mutual support and conduct regular safety checks, particularly at night.
- m) Drive with care and due consideration for other road users and pedestrians
- n) Obey all Traffic Regulation Orders and directions at all time;
- o) Not consume alcohol or misuse drugs (legal or illegal) immediately before or at any time whilst driving or being in charge of a hackney carriage or private hire vehicle;
- p) Fulfil their responsibility to ensure compliance with legislation regarding the length of working hours.

Responsibility to Passengers

Licence holders shall:-

- a) Maintain the vehicle in a safe, clean and satisfactory condition at all times;
- b) Attend punctually when undertaking pre-booked hiring;
- c) Assist, where necessary, passengers into and out of vehicles;
- d) Offer passengers reasonable assistance with luggage;

- e) Take the most time efficient route, bearing in mind traffic problems, and known diversions, and explain any diversion from the main route;
- f) If a taximeter is fitted, use the meter at all times;
- g) When using the meter, do not start the meter until the passenger is seated in the vehicle;
- h) If a hackney carriage is travelling outside the licensed area, agree the fare in advance. If no fare has been negotiated in advance for a journey going beyond the licensed area, then the driver must adhere to the meter;
- i) Private hire drivers will ensure the passenger has pre booked and agrees to the fare before setting out.

Responsibility to Residents

To avoid nuisance to residents when picking up or waiting for a fare, a driver shall:-

- a) Not sound the vehicle's horn between 2330 hours and 0700 hours;
- b) Keep the volume of any sound reproducing equipment (e.g. radio) to a minimum;
- c) Switch off the engine if required to wait.
- d) When parked at Private Hire offices or elsewhere, take whatever steps are necessary to avoid disturbance to residents.

At Taxi ranks and other places where Taxis ply for hire by forming queues, drivers shall, in addition to the requirements above:-

- a) Park in an orderly manner and proceed along the designated rank in order and promptly;
- b) Remain in the vehicle.

Drivers' Dress Code

In order to raise the profile of the licensed trade, drivers should operate at all times in a professional manner and conform to minimum standard of dress and personal hygiene.

The following are deemed unacceptable:-

- a) Clothing not kept in a clean condition or which is torn or damaged;
- b) Words or graphics on any clothing that is of an offensive or suggestive nature or which might offend;
- c) Sportswear (e.g. football/rugby kits, track suits, beach wear etc.);
- d) Sandals with no heel straps, flip flops or any other form of footwear not secured around the heel;
- e) Drivers not having either the top or bottom half of their bodies suitably clothed;
- f) Shorts, other than tailored shorts;
- g) Very short skirts.

Appendix B – Specifications applicable to all vehicles

Minimum Interior Dimensions

The following minimum dimensions are applicable to both Hackney Carriage and Private Hire vehicles.

Proprietors should bear in mind that the manufacturers' claimed seating capacity may not always be the same as the Council's licensed seating capacity scheme as detailed below.

Height - From the top of the seat cushions to the roof at the lowest part (inside) must not be less than 865 mm (34 inches approx.)

Seat Depth - fixed passenger seats (measured from the back of the seat to the front edge of the seat cushion) must be no less than 406 mm (16 inches approx.)

Seat Width - fixed passenger seats (measured along the front edge of the seat) must allow at least 406 mm (16 inches approx.) per person. There must also be a minimum of 1371mm (54 inches) between the inner door handles.

Legroom – each passenger seat shall provide sufficient legroom for passengers to be seated in comfort.

Facing seats - the distance between the seat backs measured in a horizontal plane along the top surface of the seating cushion must be not less than 1300 mm (51 inches approx.). The distance between the front edges of the seat cushions must be not less than 425 mm (16 ¾ inches approx.).

Type Approval

All vehicles should have an appropriate 'type approval' which is either:-

- a. European Whole Vehicle Type approval;
- b. British National Type approval; or
- c. British Single Vehicle Approval (SVA).

Specialist vehicles or any vehicle that has been structurally modified, converted or imported from a non-EU State since its original manufacture will require separate SVA and/or Department for Transport approval and this documentation must be submitted with an application.

Wheels

All vehicles must have four road wheels fitted.

Right hand drive

All vehicles, with the exception of stretch limousines, must be right-hand drive.

Tinted Windows

In the interest of public safety vehicles with tinted windows will not be licensed other than where the tinting is factory-fitted standard.

Doors

All saloons, estates or purpose built taxi vehicles shall have at least 4 doors, which may be opened from the inside and the outside.

All vehicles shall be constructed so that the doors open sufficiently wide as to allow easy access into and egress from the vehicle.

All vehicles, including larger passenger vehicles (multi-purpose vehicles), must have sufficient safe and suitable access and egress from the vehicle for the driver and all passengers.

Seats

Access to every passenger seat must be unobstructed and be easily accessible to passengers and without the need for more than one passenger to move.

Head rests must be fitted to all forward or rear facing seats.

Passenger capacity

All vehicles must be capable of carrying a minimum of 4 or a maximum of 8 adult passengers in safety and comfort.

Seat Belts

All vehicles must be fitted with fully operational rear seat belts, one for each passenger to be carried, fully compliant with British Standards except where the law specifically provides an exemption.

First Aid Kit & Fire Extinguisher

Each vehicle should have a readily available and accessible first aid kit at all times when the vehicle is used for hire, a suitable First Aid Kit, bearing the registered number of the vehicle, containing appropriate dressings and appliances for immediate use in an emergency. All items should be serviceable.

First Aid kits must comply with European and British Standards and it is the responsibility of the driver to ensure the contents of the kit comply with the relevant standards.

A fire extinguisher shall also be provided which is readily accessible and complies with relevant BS or EN codes.

Ventilation

Windows must be provided at the rear and sides along with means of opening and closing not less than one window on either side.

All passenger windows must be capable of being opened by passengers when seated.

Luggage

Adequate storage for passenger luggage separated from the passenger compartment without obstructing any emergency exits must be available. Luggage carried must be suitably secured in place.

Condition and Maintenance

The interior and exterior of the vehicle shall be maintained in a clean, safe and proper manner to the reasonable satisfaction of the Authority and without prejudice to the foregoing. In particular the exterior of the vehicle shall be free of large dents, rust or unrepaired accident damage and shall at all times have uniform paintwork equivalent to that applied by the manufacturer. The interior shall be free of all stains, splits, and tears and the seats shall be required to function in accordance with the original manufacturer's specification.

Vehicles shall be liable to be inspected and tested at any time. If upon inspection it is discovered that a vehicle is not being properly maintained, or kept in good order, a notice may be served on the owner to this effect, setting out the defects to be remedied. If public safety is compromised by the defects, the further use of the vehicle may be prohibited until the defects have been addressed and the vehicle has successfully undergone a further inspection.

Modifications

No material alteration or change in the specification, design, condition or appearance of the vehicle may be made without first complying with road traffic and insurance legislation and securing the prior approval of the Council, at any time while the licence is in force.

Advertising

Please see policy attached at **Appendix F**.

Special Event Private Hire Vehicles

A special event Private Hire vehicle is a vehicle used as a Private Hire car for special journeys, for example a stretch Limousine.

Most special event vehicles, in particular limousines, are imported for commercial purposes and are required to take a single vehicle type approval (SVA) test. This ensures that the vehicles meet modern safety standards and environmental standards before being used on public roads.

The Council will consider licensing a stretch Limousine on its individual merits and providing it meets the following criteria, in addition to those criteria applicable to all private hire vehicles:

- a) It has fewer than 9 passenger seats and
- b) It has been subjected to a Single Vehicle Type Approval (SVA) inspection or an Individual Vehicle Approval Scheme (IVA) inspection.

- c) Evidence of the inspection must be presented in the form of a SVA or IVA Certificate or an appropriate endorsement of the V5C Registration Certificate relating to SVA or IVA.
- d) The vehicle complies with the Council's applicable Private Hire vehicle testing standards.

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Appendix C – Specifications for Vehicles Made or Adapted for the Carriage of Wheelchairs

Specification for New and Replacement Wheelchair Accessible Vehicles

The following specifications are in addition to the standard vehicle specifications contained in **Appendix L**.

Access

In the case of all vehicles which are built or adapted for disabled passengers, the design of the vehicle should ensure that any wheelchair is loaded from the side or the rear of the vehicle. The only exceptions being when hydraulic lifting platforms are fitted to the vehicle.

Safety & Comfort

The vehicle must be capable of accommodating one or more wheelchairs in either a forward or rear facing position allowing adequate space to ensure the safety and comfort of the wheelchair user, and without interfering with the safety and comfort of any other passengers.

Vehicle Requirements

- a) All vehicles will be licensed on their individual merit and designed or adapted to M1 standard.
- b) Grab handles must be placed at at least one passenger door entrance.
- c) The vertical distance between the highest part of the floor and the roof in the wheelchair passenger area must be no less than 1.3 metres.
- d) The passenger entrances to the vehicle must be a minimum of 1.2 metres in height and 0.75 metres in width.
- e) Approved anchorages must be provided for the wheelchair. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. The anchorage must be of the manufacturer's design and construction and secured in such a position as not to obstruct any emergency exit.
- f) Restraints for the wheelchair and occupant must be independent of each other.
- g) A single ramp must be of a suitable design to ensure that it does not slip or tilt when in use and provide a suitable gradient when in use.
- h) Each vehicle shall carry no more than 8 passengers which includes persons in wheelchairs.
- i) Hydraulic lifts, if used, must have means of manual operation should power system fail.
- j) Any equipment fitted to the vehicle for the purpose of lifting a wheelchair into the vehicle must have been tested in accordance with the requirements of the

Lifting Operations and Lifting Equipment Regulations 1998 (S.I.1998/2307). Any such equipment must be maintained in good working order and be available for use at all times.

- k) All passenger seats to have three point lap fully operational diagonal seatbelts, one for each passenger carried, fully compliant with British Standards except where the law specifically exempts.
- l) Rear doors to be “barn type” **not** lift up tailgate with minimum 1500mm access height across full width of the doorway.
- m) Rear doors to have mechanism to positively hold them open.

Conditions

In addition to standard conditions applicable to licensed vehicles (**Appendix B**), where a vehicle is utilised for the carriage of passengers in a wheelchair, the following conditions shall apply:

- a) Access to and exit from the wheelchair position must not be obstructed in any manner at any time except by wheelchair loading apparatus.
- b) The access ramp or lifts to the vehicle must be securely fixed prior to use, and be able to support the wheelchair, occupant and helper, and
- c) The ramp and lifts must be securely stored in the vehicle before it may move off.
- d) Where a vehicle is designed or adapted to carry a wheelchair, the proprietor shall ensure that the driver has received sufficient training to load and convey wheelchair bound passengers.
- e) Lifting equipment test certificates must be presented to the Licensing Authority on first application and at six monthly intervals thereafter.

Appendix D - Conditions attached to a Private Hire and Hackney Carriage Vehicle Proprietors Licence

1. Standard Conditions

1.1 Maintenance of Vehicle

The vehicle, all of its fittings and any attached equipment shall at all times when the vehicle is in use or available for hire, be kept in a clean, safe, tidy and efficient state, and must also comply with all relevant statutory provisions including in particular those contained in the Road Vehicles (Construction and Use) Regulations 1986.

1.2 Alteration of Vehicle

No material alteration or change to the vehicle, its fittings or any attached equipment shall be made without the prior approval of the Council.

1.3 Trailers & Towbars

Trailers must not be used without the consent of the Council.

The trailer shall display the appropriate registration plate fitted to the rear of the trailer.

A spare wheel tyre appropriate for the trailer must be carried when the vehicle is being used for public hire.

1.4 Identification Plates, Window Badges and Stickers – all vehicles

All licensed Hackney Carriage or Private Hire vehicles will be provided by the Council with the following identifying features:

- An approved licence plate identifying the vehicle as a Hackney Carriage or Private Hire vehicle, which must be securely fixed externally to the rear of the vehicle in such a manner as to be easily removed if necessary by an authorised officer of the council or a police officer.*
- An approved window badge which must be displayed on the nearside of the windscreen of the vehicle in a prominent position so as to be clearly visible.*
- Three 'no smoking' signs incorporating a QR code for identification purposes.*
- The signs must be displayed in the 3 side passengers windows, facing outside and clearly visible.*

All of the above must be maintained in a satisfactory condition at all times.

Any vehicle with CCTV must display a sign advising passengers that a CCTV system is in operation in the vehicle.

1.5 Additional markings applicable to Private Hire vehicles only

All licensed Private Hire vehicles will be provided by the Council with two stickers stating "Advanced Booking Only". These must be affixed to the rear passenger nearside and offside windows.

All Private Hire vehicles must display an approved roundel on the outside of both front doors beneath the window displaying the Private Hire Operator name, telephone number, company logo, email and/or website.

The Council can supply approved 'Bus Lane' stickers for Private Hire vehicles whose drivers wish to use the Borough's bus lanes. The Council encourages Private Hire vehicles to display approved 'Bus Lane' stickers on the rear of the vehicle.

1.6 Safety Equipment

A fire extinguisher and first aid kit must be kept in an accessible position either inside the vehicle or in the boot of the vehicle, providing a label is clearly displayed on the dashboard giving their location.

First Aid kits must comply with European and British Standards and it is the responsibility of the driver to ensure the contents of the kit comply with the relevant standards.

The fire extinguisher must comply with relevant BS or EN codes.

Where a ramp is used, it must be fitted / carried safely in the vehicle at all times.

1.6 Tyres

All tyres fitted to the vehicle or carried as a spare must comply with the Motor Vehicles (Construction and Use) Regulations 1986 and Motor Vehicle (Tests) Regulations 1981.

Re-cut and Remoulded Tyres

Re-cut tyres are not acceptable for M1 passenger vehicles and remould tyres shall only be acceptable if they carry a recognised approval marking (currently BSAU144e) and display the following information clearly displayed on each tyre:

- a) Nominal size;
- b) Construction type (e.g. radial ply);
- c) Load capacity; and
- d) Speed capability

Space Saver Tyres

The carrying and use of Space saver tyres and tyre sealant kits will only be approved with the support of a method statement. The method statement will detail the drivers and vehicle owners responsibility with regard to the maximum permitted speed and restrictions of use and highlight that they are ONLY a temporary measure to complete the journey in which the puncture occurred. An approved repair to BS AU159 or a replacement tyre must be undertaken before any further fares are carried.

Run flat tyres fitted to any vehicle by the manufacturer will not be replaced by any other type or make either individually or all of them. The use of these tyres must be supported by a method statement (such as the manufacturers handbook for the vehicle) specifying the capability and restrictions of use following a puncture. In all cases the Tyre Pressure Monitoring System (TPMS) must be working correctly and if

required, be reset when a tyre(s) are renewed or replaced. Worn or damaged run flat tyres must be replaced by the same make and size.

1.7 Luggage Rack

A roof rack may only be used when excess luggage is to be carried and any luggage so carried shall be safely secured and shall not exceed such weight or size that as can safely be carried on the vehicle.

1.7 Change of Address

The proprietor shall notify the council in writing within seven days of any change of address during the period of the licence.

1.8 Accident Notification

The proprietor shall notify the council in writing within 72 hours of any accident involving the vehicle.

1.9 Deposit of Driver's Licence

If the proprietor permits or employs any other person to drive the vehicle as a Taxi or Private Hire vehicle, the proprietor shall retain the person's Taxi or Private Hire drivers licence until such time as the driver ceases to be permitted or employed to drive the vehicle.

1.10 Transfer of Interest

The proprietor shall notify the council in writing, giving the name and the address of the new proprietor, within 14 days if he transfers his interest in the vehicle to another person and pay the appropriate fee.

1.11 Additional Charges

The proprietor shall pay the council any reasonable additional charges to be determined by the council for the replacement of any lost, damaged or stolen plate, or sign provided by the council (and which is required to be attached or displayed on or in the vehicle as a condition of this licence).

1.12 Insurance

All vehicles must have a current, valid, *annual policy* of insurance at all times appropriate to the vehicle, the certificate for which must be carried in the vehicle at all times and be made available for inspection on request by any authorised officer of the Council or any Police Officer .

If a vehicle is off the road and uninsured the proprietor must advise the Licensing Team in writing immediately or in any event within 72 hours.

1.13 Smoking in Vehicles

The Health Act 2006 prohibits smoking in enclosed places, all licensed vehicles are designated as an enclosed public space and therefore it is unlawful for any person to

smoke in a licensed vehicle at any time, including any time when it is not being used for hire.

1.14 Unauthorised Use

The proprietor of a private hire vehicle or hackney carriage shall not allow the vehicle to be driven and used for hire by any person who does not hold a current Private Hire or Hackney Carriage driver's licence, as appropriate, issued by the Council.

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Appendix E – Advertising on Licensed Vehicles

Hackney Carriage Vehicles

Required and Permitted Advertising

Third-party Advertising

Third Party advertising is only permitted with prior written approval of the Council.

The following advertising will not be permitted:

- a. Anything of a religious or political nature;
- b. Alcohol or tobacco products;
- c. Any matter of a sexual nature or likely to cause offence;
- d. Any matter which is insulting, offensive or abusive.

The content of any advertising on the vehicle shall be legal, decent and truthful.

No words, letters or graphics may be displayed on any windows of the vehicle.

No advertisement will be permitted which impedes the vision of the driver.

The Council reserves the right to require the licensee to remove the advertisement from display on the vehicle if the content of the advertisement changes without written permission of the Council or for any reason affecting the appearance of the advertisement.

All materials used and affixed for advertising purposes on Hackney Carriage Vehicles must comply with current legislation which includes the Motor Vehicle (Construction and Use) Regulations and must not provide any risk of injury to drivers /passengers or pedestrians.

No secondary advertising of any kind will be permitted including the name of the company preparing the vehicle or the name of the advertising agency.

All advertisements must comply with the UK Advertising Standards Authority (ASA) Codes and it is the responsibility of the vehicle proprietor to ensure that they do so.

Advertising to do with crime and disorder or public safety issues such as advertising “Crime Stoppers” or Crime Prevention Matters will be permitted.

Exterior Advertising

The following surfaces are permitted for the use of exterior advertising on licensed Hackney Carriages, subject to the requirements above:

Full livery - advertising material covering the complete exterior body shell of the vehicle

Supersides - advertising material covering the exterior doors and wings on both sides of the vehicle, excluding the window area

Doors only - advertising material covering the exterior lower panels of both doors on both sides of the vehicle

Boot lid - advertising on the boot lid is permitted other than where it in any way obscures the licence plate.

Interior Advertising

Advertising is not permitted on any interior surface other than on the base of the two lift up seats, if applicable.

Private Hire Vehicles

Required and Permitted Advertising

Private Hire Vehicles are required to display an approved roundel on the outside of both front doors beneath the window displaying the Private Hire Operator name, telephone number, company logo, email and/or website.

Advertising of a Private Hire Operator's Logo and contact details will be allowed on the rear tailgate of licensed private hire MPVs and on the rear most nearside and offside windows of licensed private hire estate vehicles in the form of small logos provided written application has been made to the licensing section.

No vehicle may advertise an operator other than the one that has dispatched it.

No third-party advertising will be permitted on Private Hire vehicles other than advertising to do with crime and disorder or public safety issues such as "Crime Stoppers".

No advertisement will be permitted which impedes the vision of the driver.

Appendix F - Exemption from Requirement to Display Identification Plates and Signs (Private Hire Vehicles Only)

Introduction and Statement of Intent

The aim of this part of the policy is to ensure public safety whilst taking a balanced approach to licensing requirements. Its objective is the provision of an exemption to allow 'executive vehicles' to operate without displaying external identification plates and other signage.

There are occasions when the requirement to display an external identification plate and other signage may have a negative effect in terms of commercial implications for the operating business. The display of a licence plate and other signage may deter some corporate customers from using the service and in some circumstances the identification of the vehicle as a licensed vehicle may allow "high risk" passengers to be more readily targeted putting both them and the driver at risk.

The Local Government (Miscellaneous Provisions) Act 1976 allows the Council to exempt vehicles from the need to display an identification plate and, where that exemption applies, the requirement to wear a private hire driver's badge.

Plate exemption will only be granted by the Council where there is a genuine operational reason and business requirement, and where the Council is certain that the safety of the public will not be compromised as a result. For instance vehicles which convey passengers to and from airports may not be permitted the plate exemption.

Vehicle Requirements

The following vehicle requirements are in addition to the standard vehicle specification contained in **Appendix L**.

1. Applications for exemption from displaying external identification plates and other signage may be made in respect of individual vehicles only. Applications for exemptions relating to a fleet of vehicles will not be allowed.
2. Each application will be assessed on its own merit and each vehicle will be inspected by an authorised council officer to ensure that it is fit for purpose.
3. Applications for exemption from displaying external identification plates and other signage may be considered where the following requirements are met:-
 - a) Vehicles must be of a standard of comfort and equipped to a level equal to or above luxury brands of vehicles such as 'S' and 'E' Class Mercedes Benz, 7 Series BMW, Lexus 'GS' or 'LS' models, Audi A8 series, Rolls Royce and Bentley saloons. (The highest specification executive type cars from other manufacturers may also be considered.);
 - b) The vehicle will be in pristine condition with no visible defects, dents or blemishes to the external bodywork or internal trim and seating;
 - c) The type of work undertaken must be 'Executive' in nature. This means that the vehicle is used specifically to provide transport under a written contract to a company or person, or by the type of clients who for security or personal safety reasons would not want the vehicle to be identifiable.

- d) Applications may only be made by a holder of a private hire vehicle licence issued by Cheltenham Borough Council.

Application procedure

The applicant must attend the Municipal Offices in person to make the application. To complete an application an applicant must:

- a) Submit a completed Private Hire plate exemption form;
- b) Provide documentary evidence in support of the application showing that the vehicle carries out 'executive work';
- c) Pay the appropriate application fee.

Officers will assess each application on its own individual merit.

Where an application is granted an exemption notice will be issued as soon as practical after the decision is made. Where a vehicle is exempted from the requirement to display an external identification plate the vehicle will also be exempted from the need to display the window badge, advance booking stickers, no smoking stickers and the private hire operator's logo and contact details. The licence plate must be kept in the boot of the vehicle at all times.

Irrespective of when an exemption notice is granted the initial exemption notice will expire on the same day as the expiration of the vehicle's current private hire licence, unless it is otherwise surrendered or revoked. Thereafter any renewed exemption notice will last for a period of time that is coterminous with that vehicle's private hire licence unless either the licence or notice is otherwise surrendered or revoked.

Conditions

In addition to standard conditions applicable to licensed vehicles (**Appendix B**), the following apply to all vehicles granted an exemption:

- a) Any vehicle granted an exemption from displaying an external identification plate will be required to keep the identification plate inside the boot of the vehicle at all times.
- b) In the event of loss or damage rendering such plate or notice unserviceable the proprietor shall make immediate application for a replacement for which a fee is payable.
- c) The exemption notice issued by the Council will be carried in the vehicle at all times and will be produced upon request to an authorised officer of the Council or any Police Officer.
- d) The proprietor will not display in, on or from the vehicle any advertisement, signage, logos or insignia advertising the operating company or the vehicle's status as a Private Hire vehicle.
- e) During the period of the exemption notice, the driver shall not be required to wear the Private Hire driver's identification badge but will have it available for immediate inspection by an authorised officer of the Council or any Police Officer on request.
- f) During the period of the exemption notice the driver of the vehicle whilst engaged on private hire work will be smartly dressed in either a formal chauffeur's uniform or a business suit with collar and tie.
- g) The proprietor shall notify the Council in writing immediately of any change in the use of the vehicle.

- h) During the period of the exemption notice, the proprietor shall not use the vehicle for Private Hire purposes other than for executive use.
- i) The exemption will cease to have effect on selling or transferring the vehicle to another party. The person to whom the exemption is granted must inform the council of the sale/transfer of ownership immediately and in writing, and provide details of the new owner. The exemption notice must be returned to the Council along with the private hire vehicle identification plate unless being sold to another private hire operator licensed by the Council; in which case, only the exemption notice has to be returned.
- j) A taximeter will not be installed in the vehicle.

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Appendix G - Intended Use Policy for the Licensing of Hackney Carriages

Licensing a new Hackney Carriage Vehicle

Applicants for new licences will be expected to demonstrate a bona fide intention to ply for hire within the borough of Cheltenham under the terms of the licence for which the application is being made.

There will be a presumption that applicants who do not intend to a material extent to ply for hire within the borough of Cheltenham will not be granted a hackney carriage licence authorising them to do so. Each application will be decided on its merits.

Even where the applicant intends to ply for hire to a material extent within the borough of Cheltenham, if the intention is to trade in another authority's area also for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular application, there will be a presumption that the application will be refused.

Renewing a Hackney Carriage Vehicle licence

Applicants for renewals of licences will be required to inform the Council whether they have a bona fide intention to ply for hire within the borough of Cheltenham under the terms of the licence for which the renewal application is being made.

There will be a presumption that applicants who do not intend to a material extent to ply for hire within the borough of Cheltenham will not be granted the renewal of their hackney carriage licence authorising them to do so. Section 60 of Local Government Miscellaneous Provisions Act 1976 gives the Council a broad discretion to refuse to renew a licence for any reasonable cause. Each application will be decided on its merits.

Even where the applicant intends to ply for hire to a material extent within the borough of Cheltenham, if the intention is to trade in another authority's area also for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular application, there will be a presumption that the renewal application will be refused.

Replacing a licensed Hackney Carriage Vehicle

Applicants seeking the grant of a hackney carriage licence for a vehicle intended to replace another licensed vehicle will be asked to inform the Council of their intended use of the vehicle. There will be a presumption that applicants who no longer intend to ply for hire to a material extent within the borough of Cheltenham will not have the new hackney carriage licence granted. Even where the applicant intends to ply for hire to a material extent within the borough of Cheltenham, if the intention is to trade in another authority's area also for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular case, there will be a presumption that the application will be refused.

Transfer of ownership

Section 49 of the Local Government (Miscellaneous Provisions) Act 1976 requires that the proprietor of the licensed vehicle who transfers his or her interest to another person must, within 14 days of the transfer, give written notice to the Council of the name and address of the transferee of the hackney carriage. The Council has no power to refuse to register the new proprietor. (R v Weymouth Borough Council, ex p Teletax (Weymouth) Ltd [1947] KB 583)

Provided requisite notice has been given in accordance with section 49 of the Local Government (Miscellaneous Provisions) Act 1976 the Council will register the transferee of a licensed hackney carriage as the new proprietor. This is a legal requirement.

Transferees of existing licences will be expected to have a bona fide intention to ply for hire within the borough of Cheltenham under the terms of the licence in respect of the vehicle being transferred.

The transferee of a licensed hackney carriage will be asked to inform the Council whether he has a bona fide intention to use the vehicle to ply for hire within the borough of Cheltenham. Transferees should note the obligation under section 73 of the Local Government (Miscellaneous Provisions) Act 1976 to give to an authorised officer information which may reasonably be required by him for the purpose of carrying out his functions under the legislation. Where there is a failure to provide the requested information, the Council will give serious consideration to exercising its powers of suspension of the licence under section 60 of the 1976 Act until such information is forthcoming, in addition to its powers under section 73.

Where the transferee of a licensed hackney carriage is found to have no intention to ply for hire to a material extent within the borough of Cheltenham and/or intends to trade in another authority's area also for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) then, subject to the merits of the particular case, consideration will be given (either at renewal or earlier) to the suspension or revocation of the licence under section 60 of the 1976 Act. Where the transferee proposes to operate remotely from within the borough of Cheltenham there will be a presumption that his licence will be revoked. Each case will be decided on its merits.

Revocation of licence

Where a licence has been granted under the terms that the applicant intends to ply for hire to a material extent within the borough of Cheltenham but is subsequently found not to be plying for hire to a material extent within the borough of Cheltenham and/or to be trading in another authority's area for a substantial amount of time (and it appears that the purpose of the legislation and public safety will be frustrated) there will be a presumption that the licence will be revoked.

Exceptional circumstances

Each application will be decided on its merits. However the presumptions that intended use is to ply for hire to a material extent within the borough of Cheltenham will be rebuttable in exceptional circumstances. Whilst it is neither possible nor prudent to draw up a list of what might amount to exceptional circumstances, an applicant who claims that exceptional circumstances exist will be expected to be able

to satisfy the Council that it would not frustrate the purposes of the legislation or compromise public safety if the licence were granted, renewed or if were not suspended or revoked as the case may be.

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Appendix H - Private Hire Operator's Licence Conditions

Records

The records required to be kept by the operator under s.56 (2) of the Local Government (Miscellaneous Provisions) Act 1976 must be kept in a suitable book, the pages of which are numbered consecutively, or other durable recording format and the operator shall enter or cause to be entered therein before the commencement of each journey, the following particulars of every booking of a private hire vehicle invited or accepted by him:-

- a) The time and date of the booking;
- b) The name of the hirer;
- c) The time of the pick-up;
- d) The point of pick-up;
- e) The destination;
- f) The licence number of the vehicle allocated for the booking;
- g) Remarks (including details of any sub-contract).

The operator shall also keep records of the particulars of all vehicles operated by him, which particulars shall include details of the proprietors, registration numbers and drivers of such vehicles, together with any radio call sign used. The operator shall also keep records of all desk clerks employed by him/her.

Copies of all vehicle and driver licences shall be kept by the operator.

The operator shall submit to the Licensing Section of Cheltenham Borough Council in writing at quarterly intervals (31st March, 30th June, 30th September and 31st December) the names and vehicle licence numbers of all proprietors, drivers and desk clerks employed or used by him during the previous 3 months together with the dates they commenced and ceased such employment or use if this occurred during the said month.

All records kept by the operator shall be preserved for a period of not less than TWO years following the date of the last entry.

Standard of Service

The operator shall provide a prompt, efficient and reliable service to members of the public at all reasonable times and for this purpose shall in particular:-

- a) Ensure that when a private hire vehicle has been hired to be in attendance at an appointed time and place, the vehicle shall, unless delayed or prevented by sufficient cause, punctually attend at that appointed time and place;
- b) Keep clean, adequately heated, ventilated and lit any premises which the operator provides and to which the public have access, whether for the purpose of booking or waiting;
- c) Ensure that any waiting area provided by the operator has adequate seating facilities;
- d) Ensure that any telephone facilities and radio equipment provided are maintained in a sound condition and that any defects are repaired promptly.
- e) Ensure that all vehicles dispatched by them are maintained at all times in a safe and roadworthy condition.

Complaints

The operator shall notify the Council in writing, within 7 days, of any complaints concerning a contract for hire or purported contract for hire relating to or arising from his business and of the action (if any) which the operator has taken or proposes to take in respect thereof.

Change of Operator's Home Address

The operator shall notify the Council in writing of any change of his/her home address during the period of the licence within seven days of such change taking place.

Change of Operator's Business Premises

If an operator wishes to change the base from which they operate they will be required to submit a new application. (Note: all operators' business premises must be within the Borough of Cheltenham).

Convictions and Cautions

The operator shall within seven days disclose to the Council in writing details of any conviction or caution imposed on him/her (or, if the operator is a Company, of any its Directors) during the period of the licence.

Operator's Licence

Operators shall operate wholly from those premises specified in the licence and situated within the boundaries of the Borough of Cheltenham.

The Operator shall display the Operator's Licence issued by the Council in a conspicuous position at the licensed premises.

Signage

In the interests of public safety and to give confidence to the public the Operator shall ensure that the company logo is appended to the front nearside and offside doors of all vehicles operated by him/her. When an operator ceases to dispatch a vehicle, the operator shall ensure that the driver returns all such signage and livery to them.

Public Liability Insurance

Operators shall have at all times a current valid policy of public liability insurance for the premises they are licensed to operate from, if those premises are open to the public.

Appendix I - Diabetes Policy

Cheltenham Borough Council has determined that the following criteria must be met by all new applicants and existing holders of private hire and hackney carriage driver licences who have insulin-treated or tablet-treated diabetes.

All applicants and existing licence holders must declare to the Council if they are diagnosed with any form of diabetes. Medical declaration forms for either insulin or tablet-controlled diabetes are available upon request from the Licensing department.

Treatment of diabetes with insulin

It is a requirement that the applicant has attended an examination by a hospital consultant specialising in the treatment of diabetes, who has provided a report confirming that the applicant:

- a. has a history of responsible diabetic control;
- b. currently has a minimal risk of impairment due to hypoglycaemia;
- c. has undergone treatment with insulin for at least four weeks;
- d. has full awareness of hypoglycaemia;
- e. has not, during the immediately preceding year, had an episode of severe hypoglycaemia;
- f. regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and undertakes to continue so to monitor;
- g. will continue to have annual reviews with a hospital specialist and provide evidence of this to the Council.

The applicant must provide a signed declaration that he or she:

- a. understands the risk of hypoglycaemia and will comply with such directions regarding treatment for diabetes as may from time to time be given by the registered medical practitioner overseeing that treatment, or one of the clinical team working under the supervision of that registered medical practitioner;
- b. regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving, using a device that incorporates an electronic memory function to measure and record blood glucose levels, and undertakes to continue so to monitor;
- c. will immediately report to the Council in writing any significant change in his or her condition and will follow the advice of his or her registered medical practitioner, or one of the clinical team working under the supervision of that registered medical practitioner, concerning fitness to drive.

Treatment of diabetes with medication other than insulin

Sulphonylureas, including the following:

Chlorpropamide, Glibenclamide, Gliclazide, Glimpiride
Glipizide, Glibense, Tolbutamide

Glinides, which include the following tablets

Nateglinide also known as Starlix
Repaglinide also known as Prandin

It is a requirement that the applicant has attended an examination by a registered medical practitioner, who has provided a report confirming that the applicant:

- a. has a history of responsible diabetic control and currently has a minimal risk of impairment due to hypoglycaemia.
- b. has full awareness of hypoglycaemia;
- c. has not, during the period of one year immediately preceding the date when the licence is granted, had an episode of severe hypoglycaemia; and
- d. regularly monitors his or her condition and, in particular, undertakes blood glucose monitoring at least twice daily and at times relevant to driving.

The Council may request evidence of any of the above.

Provides a signed declaration that he or she:

- a. understands the risk of hypoglycaemia and will comply with such directions regarding treatment for diabetes as may from time to time be given by the registered medical practitioner overseeing that treatment, or one of the clinical team working under the supervision of that registered medical practitioner;
- b. will immediately report to the Council in writing any significant change in his or her condition and will follow the advice of his or her registered medical practitioner, or one of the clinical team working under the supervision of that registered medical practitioner, concerning fitness to drive.

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Appendix J - Relevance of Convictions, Cautions and Fixed Penalty Notices in Relation to the Licensing of Drivers and Operators

Including the consideration of the grant, suspension or revocation of hackney carriage and private hire driver's and operator's licences

The licensing authority must be satisfied that all those who are licensed to drive hackney carriages and / or private hire vehicles, and those who are licensed to operate under a private hire operator's licence, are fit and proper persons. This general policy relates to the Council's assessment of the suitability of an applicant to be licensed, in terms of their criminal and driving records. Specifically, it is to be applied where an applicant for a driver or operator's licence has received a relevant conviction, caution or fixed penalty.

Additionally, it will be referred to where a relevant conviction, caution or fixed penalty has been received during the period of a driver or operator's licence and used to help inform any decision as to the licence-holder's continuing fitness to hold a licence.

These guidelines shall apply to all new applicants for, and all existing holders of, hackney carriage / private hire drivers licences and private hire operators licences.

General Policy

Each case will be decided on its own merits. Although an applicant may have convictions that would fall under the guidelines in this policy, the Council will always consider the full facts of the case and any mitigating or other circumstances before reaching a decision.

The overriding consideration is the safety of the public. The Council has a duty to ensure so far as possible that those licensed to drive hackney carriage and private hire vehicles are suitable persons to do so, that they are safe drivers with good driving records and adequate experience, sober, courteous, mentally and physically fit, honest and not persons who would take advantage of their employment.

Hackney carriage and private hire drivers are listed occupations under the Rehabilitation of Offenders Act 1974. This means that an applicant must disclose ALL convictions when applying for the grant of a licence. The Council may take into account anything they consider relevant to the determination of the application.

When the relevant required information has been returned, the application will be considered in the light of the information provided. The information will be used to ascertain whether the information given on the original application form was correctly and truthfully provided. It is therefore necessary to ensure that details of ALL convictions and cautions are provided at the initial stage.

A serious view will be taken of any application which seeks to conceal any caution or conviction in order to obtain a Licence. This is a criminal offence and, as such, may lead, not only to consideration of the applicant as not being a "fit and proper person", but criminal proceedings.

In the event that there are no relevant convictions, cautions or fixed penalties held, the applicant will be considered to be a "fit and proper person" and the matter will be

determined by the issue of the licence [subject to the successful completion of all other assessments].

Applications where convictions, cautions or fixed penalties are held will be considered by a Licensing Officer who, having regard to this policy may refer the application to a Licensing Committee for determination. This will result in either the determination of the applicant as a “fit and proper person”, indicated by the issue of a licence, or the application being refused. In these circumstances, the applicant has the right of appeal to the Magistrates’ Court, such appeal to be lodged within 21 days of the decision being notified.

The Council will only consider spent convictions if it appears to be relevant for deciding whether the applicant is a fit and proper person to hold a licence and that justice cannot be done in the case, except by admitting or requiring evidence relating to that spent conviction.

For the purpose of these guidelines formal cautions and endorsable fixed penalties shall be treated as though they were convictions.

Fit and Proper Person

There is no absolute definition as to what constitutes a “fit and proper person”. However, considering the range of passengers that a driver may carry, for example, elderly people, unaccompanied children, people with disabilities, those who have had too much to drink, lone women and foreign visitors, the Council will want to have confidence that such people would be able to rely on the driver.

Some important areas that will be considered by the Council are:

- a) Honesty and trustworthiness – licensed drivers and operators often have knowledge that a customer is leaving a house empty; they have opportunities to defraud drunken, vulnerable or foreign people or to steal property left in cars. For example, any passenger would expect to be charged the correct fare for a journey and then given the correct change, they would also expect a driver to hand in any article left by a passenger in a vehicle, and also to maintain confidentiality between driver and fare.
- b) Courtesy - taxi drivers are often subject to unpleasant or dishonest behaviour. The Council does not consider that this excuses any aggressive or abusive conduct on the part of the driver. A driver will not be expected to have any convictions or cautions for offences of a violent or threatening nature.
- c) Consistently good and safe driving - those paying for a transport service rely on their driver to get them to their destination safely. They are professional drivers and should be fully aware of all Road Traffic legislation and conditions attached to the licence.
- d) Good knowledge of the area that they are working in.
- e) Good physical and mental health.
- f) Ability to read, speak and understand English, together with a working knowledge of arithmetic in giving the correct change, etc.

1. Offences of Dishonesty

New applicants

- 1.1 Drivers of hackney carriage and private hire vehicles are expected to be persons of trust. It is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare and in other ways.
- 1.2 Passengers may include especially vulnerable people.
- 1.3 Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing. In certain situations drivers will know that a property is empty whilst the occupants are away on holiday for a set period of time after taking them to the airport or railway station.
- 1.4 The widespread practice of delivering unaccompanied property is indicative of the trust that businesses put into drivers.
- 1.5 For these reasons a serious view is taken of any convictions involving dishonesty. In general an applicant with convictions for dishonesty, as listed below, which are less than 4 years old, is unlikely to be considered favourably.
 - a. Theft
 - b. Burglary
 - c. Fraud
 - d. Benefit fraud (including offences under ss.111A and 112 of the Social Security Administration Act 1992)
 - e. Handling or receiving stolen goods
 - f. Forgery
 - g. Conspiracy to defraud
 - h. Obtaining money or property by deception
 - i. Other deception

Existing Licence Holders

- 1.6 An existing licence holder who is convicted of one or more of the above offences, is likely to have their licence revoked. In these circumstances, the applicant has the right of appeal to the Magistrates' Court, such appeal to be lodged within 21 days of the decision being notified.

2. Violence

New applicants

- 2.1 Drivers of hackney carriage and private hire vehicle are often entrusted with the care of vulnerable persons.
- 2.2 It is comparatively easy for an unscrupulous driver to take advantage of such vulnerable persons.
- 2.3 The Council seeks to minimise risks associated with children and young persons and for that reason a more serious view will be taken where offences of violence involve children or young persons.

- 2.4 Where the commission of an offence involved loss of life a licence will normally be refused.
- 2.5 In particular an application will normally be refused where the applicant has a conviction for violence such as those listed below, or similar offence(s):
- a. Murder
 - b. Manslaughter
 - c. Manslaughter or culpable homicide while driving
- 2.6 In general an applicant with convictions for violence, as listed below (or similar offences), which are less than 10 years old, is unlikely to be considered favourably.
- a. Arson
 - b. Malicious wounding or grievous bodily harm (s.20 Offences Against the Person Act 1861) which is racially aggravated (s.29(1)(a) Crime and Disorder Act 1998)
 - c. Actual bodily harm (s.47 Offences Against the Person Act 1861) which is racially aggravated (s.29(1)(b) Crime and Disorder Act 1998)
 - d. Grievous bodily harm with intent (s.18 Offences Against the Person Act)
 - e. Grievous bodily harm with intent (s.20 Offences Against the Person Act)
 - f. Robbery
 - g. Possession of firearm
 - h. Riot
 - i. Assault Police
 - j. Common assault with racially aggravated (s.29(1)(c) Crime and Disorder Act 1998)
 - k. Violent disorder
 - l. Resisting arrest
- 2.7 In general an applicant with convictions for violence, as listed below (or similar offences), which are less than 8 years old, is unlikely to be considered favourably.
- a. Racially-aggravated criminal damage (s.30 Crime and Disorder Act 1998)
 - b. Racially-aggravated s.4 Public Order Act 1986 offence (fear of provocation of violence) (s.31(1)(a) Crime and Disorder Act 1998)
 - c. Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress (s.31(1)(b) Crime and Disorder Act 1998)
 - d. Racially-aggravated s.2 Protection from Harassment Act 1997 offence (harassment) (s.32(1)(a) Crime and Disorder Act 1998)
 - e. Racially-aggravated s.4 Protection from Harassment Act 1997 offence (putting people in fear of violence) (s.32(1)(b) Crime and Disorder Act 1998)
 - f. Racially-aggravated s.5 Public Order Act 1986 offence (harassment, alarm or distress) (s.31(1)(c) Crime and Disorder Act 1998)
 - g. Assault occasioning actual bodily harm (s.47 Offences Against the Person Act)
- 2.8 In general an applicant with convictions for violence, as listed below (or similar offences), which are less than 5 years old, is unlikely to be considered favourably.
- a. Common assault
 - b. Affray

- c. S5 Public Order Act 1986 offence (harassment, alarm or distress)
- d. S.4 Public Order Act 1986 offence (fear of provocation of violence)
- e. S4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- f. Obstruction
- g. Possession of offensive weapon
- h. Criminal damage

Existing Licence Holders

2.9 An existing licence holder who is convicted of one or more of the below offences, is likely to have his or her licence revoked. In these circumstances, the applicant has the right of appeal to the Magistrates' Court, such appeal to be lodged within 21 days of the decision being notified.

- a. Murder
- b. Manslaughter
- c. Causing death by reckless driving, including:
- d. Causing death by reckless driving when unfit through drugs:
- e. Causing death by careless driving when unfit through drink
- f. Causing death by careless driving with alcohol level above the limit
- g. Causing death by careless driving then failing to supply a specimen for analysis
- h. Manslaughter or culpable homicide while driving a vehicle
- i. Causing death by dangerous driving
- j. Arson
- k. Malicious wounding or grievous bodily harm which is racially aggravated
- l. Actual bodily harm which is racially aggravated
- m. Grievous bodily harm with intent
- n. Grievous bodily harm
- o. Robbery
- p. Racially-aggravated criminal damage
- q. Racially-aggravated s.4 Public Order Act 1986 offence (fear or provocation of violence)
- r. Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- s. Racially-aggravated harassment
- t. Racially-aggravated fear of violence

2.10 An existing licence holder who is convicted of one or more of the below offences, is likely to have his or her licence revoked.

- a. Common assault
- b. Common assault which is racially-aggravated
- c. Assault occasioning actual bodily harm
- d. Assault on the police
- e. Affray
- f. Riot
- g. Obstruction
- h. Possession of offensive weapon
- i. Possession of firearm
- j. Criminal damage
- k. Violent disorder
- l. Resisting arrest

3. Drugs

New applicants

- 3.1 If any applicant has previous convictions related to drugs and was an addict at the time of the offences, then they will normally be required to show evidence of 5 years free from drug taking after detoxification treatment before a licence will be granted. If detoxification treatment was not undertaken the applicant will need to provide other medical evidence to demonstrate that they are no longer dependant on drugs.

Supply of drugs

- 3.2 An application will normally be refused where the applicant has a conviction for an offence related to the supply of drugs and the conviction is less than 5 years prior to the date of application.
- 3.3 If an applicant has a conviction for an offence related to the supply of drugs which is more than 5 years old, but less than 10 years old, consideration will be given to the circumstances of the offence and any evidence demonstrating that the person is now a fit and proper person to hold a licence.

Possession of drugs

- 3.4 An application will normally be refused where the applicant has more than one conviction for offences related to the possession of drugs and the convictions are less than 5 years prior to the date of the application.
- 3.5 An application from an applicant who has an isolated conviction for an offence related to the possession of drugs within the last 3 years will require careful consideration of the facts.

Existing Licence Holders

- 3.6 A hackney carriage/private hire driver or operator found guilty of driving whilst under the influence of drugs, or convicted of any other drug-related offence should expect to have their licence revoked immediately by the Licensing Services Manager in consultation with head of Legal Services under delegated powers. This decision may be appealed directly to the Magistrates' Court
- 3.7 At least five years should elapse from conviction before a new application by that person will be considered and a specialist medical examination will be required with negative urine screen for drugs or abuse (if applicable).

4. Sexual/Indecency Offences

New applicants

- 4.1 As hackney carriage and private hire drivers often carry unaccompanied passengers, any new applicants with convictions or cautions for any sexual offence, should expect their application to be rejected until they can show a substantial period (usually between 7 and 12 years, depending on the nature of the offence – see below) free from any such conviction.

Existing Licence Holders

- 4.2 Any existing licence holder charged with or convicted of a sexual offence or issued with a formal caution will have their licences reviewed by officers under delegated authority. Officers may depending on the nature of the conviction :-
- a. Refer the licence holder to the Licensing Committee
 - b. Revoke the licence
 - c. Issue a written warning
- 4.3 If a licence holder is referred to the Licensing Committee it could, depending on the nature of the conviction :-
- a. Take no further action
 - b. Issue a written warning
 - c. Suspend the Licence
 - d. Revoke the licence
 - e. Refuse to renew the licence (if such an application is being considered)

New Applicants and Existing Drivers (Both)

- 4.4 The following guidelines illustrate the council's stance on rehabilitation periods after an applicant or existing driver has been convicted of a sexual/indecency offence. An applicant or existing licence holder should presume that for:
- a. **Rape** - Licence will be revoked / refused until a minimum period of 12 years conviction free after conviction has elapsed.
 - b. **Indecent Assault** - Licence will be revoked / refused until a period of 10 years conviction free after conviction has elapsed.
 - c. **Gross Indecency with a Female** - Licence will be revoked / refused until a period 8 years conviction free after conviction has elapsed.
 - d. **Gross Indecency with a Male** - Licence will be revoked / refuse until a period of 8 years conviction free after conviction has elapsed.
 - e. **Indecent Assault on a Child** - Licence should be revoked / refused.
(Where a conviction contained within schedule 4 of the Criminal Justice and Court Services Act 2000 (Offences against children or where the individual appears on the Protection of Vulnerable Adults list, the licence will also be revoked / refused).
 - f. **Buggery** – Licence should be revoked/until a period of 8 years conviction free after conviction has elapsed.

5. Drunkenness

New applicants

- 5.1 If any applicant has previous convictions related to drunkenness and was an alcoholic at the time of the offences, then they will normally be required to show evidence that 5 years has elapsed after completion of detoxification treatment. If detoxification treatment was not undertaken the applicant will need to provide other medical evidence to demonstrate that they are no longer dependant on alcohol.

With a motor vehicle (no disqualification)

- 5.2 A serious view will be taken of convictions of driving or being in charge of a vehicle while under the influence of alcohol.
- 5.3 An application will normally be refused where the applicant has a conviction for such an offence, which did not result in a driving disqualification, within 2 years of the date of the application.
- 5.2 More than one conviction for this type of offence within the last 5 years of the date of conviction, is likely to result in refusal.

With a motor vehicle (disqualification)

- 5.3 Where a disqualification has occurred as a result of a drink-driving offence, at least 5 years free from conviction should normally elapse from the date of the restoration of the DVLA licence before an applicant is considered for a licence.

Not with a motor vehicle

- 5.4 An isolated conviction for drunkenness need not exclude an applicant from gaining a licence. In some cases, a warning may be appropriate.
- 5.5 More than one conviction for drunkenness could indicate a medical problem necessitating critical examination and refusal of a licence.

Existing Licence Holders

With a motor vehicle

- 5.6 A licensed driver found guilty of driving passengers for hire and reward whilst under the influence of drink or of refusing to provide a specimen of breath or blood for analysis will be required to hand in his hackney carriage/private hire licence immediately. The Licensing services Manager in consultation with head of Legal Services has delegated powers to revoke the licence with immediate effect. This decision may be appealed directly to the magistrates Court. A new application will not normally be considered until a period of 5 years has elapsed after restoration of the DVLA licence.
- 5.7 A licensed driver found guilty of offences relating to drink driving, but not when driving for hire or reward will be required to hand in their hackney carriage/private hire licence immediately. The Licensing services Manager in consultation with head of Legal Services has delegated powers to revoke the licence with immediate effect. This decision may be appealed directly to the magistrates Court. A new application will not normally be considered until a period of 2 years has elapsed after restoration of the DVLA licence.

Existing Licence Holders

Not with a motor vehicle

- 5.8 An isolated conviction for drunkenness not associated with a motor vehicle by a licensed driver will not necessarily result in any action being taken. An existing licence holder who committed one of these offences will have their licence reviewed by the Licensing Committee who may:-

- a. Take no further action
 - b. Issue a written warning
 - c. Suspend the Licence
 - d. Revoke the licence
 - e. Refuse to renew the licence (if such an application is being considered)
- 5.12 More than one conviction for drunkenness could indicate a medical problem necessitating critical examination and revocation or suspension of a licence.
- 5.13 Where there has been more than one conviction for drunkenness, the Council may require a medical report prior to determining any review of an existing licence.

6. Motoring Convictions

New applicants

Major Traffic Offences (see annex A for list of offences)

- 6.1 An isolated conviction, without disqualification, for an offence such as dangerous driving or driving without due care and attention, will require careful consideration of the facts and will at the very least merit a warning as to future driving and advice on the standard expected of hackney carriage and private hire vehicle drivers. However, where the conviction is within 6 months prior to the date of the application the application will normally be refused.
- 6.2 More than one conviction for this type of offence within the last 5 years is likely to merit refusal.

Minor Traffic Offences (see annex A for list of offences)

- 6.3 Isolated convictions for minor traffic offences should not prevent a person from proceeding with an application. However, the number, type and frequency of this type of offence will be taken into account and if there are several offences of this nature the applicant will normally be expected to show a period free of conviction of at least 6 months.
- 6.4 In particular, an application will normally be refused where the applicant has received 12 or more penalty points on his DVLA licence in the five years prior to the application being made (whether or not the applicant was convicted by a court for the offences for which the points were imposed) or where the applicant has more than one conviction for this type of offence within the last 6 months.

Hybrid Traffic Offences (see annex A for list of offences)

- 6.5 Hybrid offences will be treated as major traffic offences if the court awarded 4 or more penalty points for the offence and as minor traffic offences if the court awarded 3 or fewer penalty points for the offence.

Disqualification

- 6.6 Where an applicant has been disqualified from driving because of a major traffic offence the application will generally be refused unless a period of 2 years free from conviction has elapsed from the restoration of the DVLA licence.

- 6.7 Where several minor traffic offences have resulted in the applicant being disqualified from driving for a period of time this will normally be taken as reflecting seriously on the applicant's driving standard. Generally, a period of 2 years free from conviction must have elapsed from the restoration of the DVLA licence.
- 6.8 In "totting-up" cases where disqualification is considered by the court, even if the court does not disqualify (e.g. because of exceptional circumstances) a driver, the Council is likely to refuse a hackney carriage or private hire driver's licence because different criteria apply. An applicant will normally be expected to show a period of 12 months free from conviction from the date the court made its finding of exceptional circumstances justifying the non-disqualification.

Existing Licence Holders

- 6.9 Private hire and hackney carriage drivers are professional drivers and must be aware of the safety of their passengers and the safety of their vehicles at all times. Any traffic offences could show a lack of responsibility whilst driving either due to the maintenance and safety of their vehicles or in the manner of their driving.
- 6.10 Convictions for traffic offences may not automatically prevent a person from proceeding with a renewal of their licence, or from keeping their licence.
- 6.11 An existing licence holder who has 7 penalty points or more on his or her driving licence due to multiple offences, or 6 penalty points or more for one isolated offence, will be required to appear before the Licensing Committee to explain their convictions. The Committee then have the option to:
- a. Take no further action
 - b. Give a written warning
 - c. Require the driver to pass a DSA private hire/hackney drivers test, at the driver's own expense, within 2 months of their decision
 - d. Suspend the Licence upon conditions or for a period of time
 - e. Revoke the licence.
 - f. Refuse to renew the licence (if such an application is being considered)

7. Offences under the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976

New applicants

- 7.1 One of the main purposes of the licensing regime set out in the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976 ("the Acts") is to ensure the protection of the public. For this reason a serious view is taken of convictions for offences under the Acts (including illegally plying for hire) when deciding whether an applicant is to be treated as a fit and proper person to hold a licence.
- 7.2 In particular, an applicant will normally be refused a licence where (s)he has been convicted of an offence under the Acts at any time during the 6 months preceding the application or has more than one conviction within the last 2 years preceding the date of the application.

Existing Licence Holders

- 7.3 Where an existing licence holder is convicted of an offence under, or has failed to comply with, the provisions of the Town Police Clauses Act 1847 or Part II of the Local Government (Miscellaneous Provisions) Act 1976, an application for review of their licence will normally be referred to a Licensing Committee who will consider whether to take any steps in relation to the licence.
- 7.4 The Committee will then have regard to all the circumstances including:-
- a. The seriousness of the offence (including the sentence imposed)
 - b. Whether the offence was committed whilst acting as a hackney carriage or private hire driver
 - c. Any previous convictions, cautions or fixed penalties received
 - d. The licence holder's previous compliance record
 - e. Evidence of previous good character
 - f. Any mitigating factors involved in the commission of the offence
- 7.5 The Committee will then take such of the following steps as they feel are necessary, reasonable and proportionate, having regard to the need to protect the public and ensure that licences are only held by fit and proper persons:-
- a. Take no further action
 - b. Issue a written warning
 - c. Suspend the Licence
 - d. Revoke the licence
 - e. Refuse to renew the licence (if such an application is being considered)

ANNEX A

MAJOR TRAFFIC OFFENCES

- AC10 Failing to stop after an accident
- AC20 Failing to give particulars or report an accident within 24 hours
- AC30 Undefined accident offences
- BA10 Driving while disqualified by order of court
- BA20 Attempting to drive while disqualified by order of court
- CD10 Driving without due care and attention
- CD20 Driving without reasonable consideration for other road users
- CD30 Driving without due care and attention or without reasonable consideration for other road users
- CD40 Causing death through careless driving when unfit through drink
- CD50 Causing death by careless driving when unfit through drugs
- CD60 Causing death by careless driving with alcohol level above the limit
- CD70 Causing death by careless driving then failing to supply a specimen for alcohol analysis
- CD80 Causing death by careless, or inconsiderate, driving
- CD90 Causing death by driving: unlicensed, disqualified or uninsured drivers
- DD10 Causing serious injury by dangerous driving
- DD40 Dangerous driving
- DD60 Manslaughter or culpable homicide while driving a vehicle
- DD80 Causing death by dangerous driving
- DD90 Furious driving
- DR10 Driving or attempting to drive with alcohol level above limit

- DR20 Driving or attempting to drive while unfit through drink
- DR30 Driving or attempting to drive then failing to supply a specimen for analysis
- DR31 Driving or attempting to drive then refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity
- DR61 Refusing to give permission for analysis of a blood sample that was taken without consent due to incapacity in circumstances other than driving or attempting to drive
- DR40 In charge of a vehicle while alcohol level above limit
- DR50 In charge of a vehicle while unfit through drink
- DR60 Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive
- DR70 Failing to provide specimen for breath test
- DR80 Driving or attempting to drive when unfit through drugs
- DR90 In charge of a vehicle when unfit through drugs
- IN 10 Using a vehicle uninsured against third party risks
- LC20 Driving otherwise than in accordance with a licence
- LC30 Driving after making a false declaration about fitness when applying for a licence
- LC40 Driving a vehicle having failed to notify a disability
- LC50 Driving after a licence has been revoked or refused on medical grounds
- MS50 Motor racing on the highway
- MS60 Offences not covered by other codes (including offences relating to breach of requirements as to control of vehicle)
- MS70 Driving with uncorrected defective eyesight
- MS80 Refusing to submit to an eyesight test
- MS90 Failure to give information as to identity of driver etc
- UT50 Aggravated taking of a vehicle

Aiding, abetting, counselling or procuring offences as coded above, but with 0 changed to 2 (e.g. IN10 becomes IN12)

Causing or permitting offences as coded above, but with 0 changed to 4 (e.g. IN10 becomes IN14)

Inciting offences as coded above, but with 0 changed to 6 (e.g. IN16 becomes IN16)

MINOR TRAFFIC OFFENCES

- MS10 Leaving a vehicle in a dangerous position
- MS20 Unlawful pillion riding
- MS30 Play street Offences
- MW10 Contravention of special roads regulations (excluding speed limits)
- PC10 Undefined contravention of Pedestrian Crossing Regulations
- PC20 Contravention of Pedestrian Crossing Regulations with moving vehicle
- PC30 Contravention of Pedestrian Crossing Regulations with stationary vehicle
- TS10 Failing to comply with traffic light signals
- TS20 Failing to comply with double white lines
- TS30 Failing to comply with a "Stop" sign
- TS40 Failing to comply with direction of a constable/warden
- TS50 Failing to comply with traffic sign (excluding 'stop' signs, traffic lights or double white lines)
- TS60 Failing to comply with school crossing patrol sign
- TS70 Undefined failure to comply with a traffic direction sign

Aiding, abetting, counselling or procuring offences as coded above, but with 0 changed to 2 (e.g. PC10 becomes PC12)

Causing or permitting offences as coded above, but with 0 changed to 4 (e.g. PC10 becomes PC14)

Inciting offences as coded above, but with 0 changed to 6 (e.g. PC16 becomes PC16)

HYBRID TRAFFIC OFFENCES

CU10 Using a vehicle with defective brakes

CU20 Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition

CU30 Using a vehicle with defective tyre(s)

CU40 Using a vehicle with defective steering

CU50 Causing or likely to cause danger by reason of load or passengers

CU80 Breach of requirements as to control of the vehicle, mobile telephone etc

SP10 Exceeding goods vehicle speed limit

SP20 Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)

SP30 Exceeding statutory speed limit on a public road

SP40 Exceeding passenger vehicle speed limit

SP50 Exceeding speed limit on a motorway

Aiding, abetting, counselling or procuring offences as coded above, but with 0 changed to 2 (e.g. CU10 becomes CU12)

Causing or permitting offences as coded above, but with 0 changed to 4 (e.g. CU10 becomes CU14)

Inciting offences as coded above, but with 0 changed to 6 (e.g. CU10 becomes CU16)

Appendix 3 - Breakdown of Proposed Changes

The table below outlines the more significant proposed changes to the Council's policy. The more general re-organisation of the policy and factual corrections have not been noted in the table below and are instead highlighted and explained in the draft policy.

Proposed Change	Comment/Explanation
<p>Uniform Colour</p> <p>Proposal to adopt a uniform black colour for all licensed Hackney Carriages.</p> <p>It is not intended that licensed vehicles be required to re-spray their vehicles to comply with the proposed uniform colour. The intention is that when licensed vehicles are replaced, the replacement vehicle will be required to be black.</p> <p>The opposite effect of the proposals is that private hire vehicles cannot be black in colour. The same proposed implementation of the uniform colour will apply to private hire vehicles i.e. when licensed vehicles are replaced.</p>	<p>The Council is proposing to introduce a uniform colour for all licences Hackney Carriages. The proposal is intended to clearly distinguish hackney carriages from other licensed vehicles and to improve the appearance of the public hire licensed fleet.</p> <p>It is important to note that to limit the impact of this proposal on the licensed trade, the implementation will be gradual as and when licensed vehicles are replaced or re-licensed. If this policy were to be adopted, it will mean that any new hackney carriage licences will be subject to the condition that the vehicle to be licensed must be of a particular colour.</p>
<p>QR Codes</p> <p>It is proposed that QR Codes be printed on driver's badges, vehicle licences and driver licences.</p> <p>The QR Codes will link directly to the licence holder's entry on the Council's Licensing Public Access record.</p>	<p>Introducing QR technology, which is free technology, will enable the public and/or authorised officers to check in real time whether a driver or vehicle is properly licensed at any time of the day or night. The introduction of QR technology will promote public safety and protection.</p>
<p>Driving Standards Agency (DSA) Assessment</p> <p>Proposal to introduce the requirement for all new applicants for a driver's licence to successfully pass a DSA assessment.</p>	<p>Whilst there is already a requirement for new applicants to undertake a driver assessment through the County Council's driver assessment unit, the DSA test is specifically designed for taxi drivers whereas the County Council's is not.</p> <p>It is considered the DSA test will be more effective in assessing the expected higher driving standards for taxi drivers. The DSA test has been adopted by the majority of other licensing authorities.</p>
<p>Annual Insurance Policies</p> <p>It is proposed that the Council only accept annual</p>	<p>The current requirement is that licensed vehicles</p>

insurance policies.	<p>be adequately insured for either public or private hire.</p> <p>There have been instances where drivers have taken out “pay as you go” or other forms of temporary insurance. This has led to instances where vehicles were found to be uninsured due to problems with payment or renewals not submitted in time.</p> <p>To overcome this problem, the Council is proposing to only accept annual insurance policies.</p>
<p>Manufacturer’s Recall of Motor Vehicles</p> <p>Proposal to introduce a new requirement that the proprietor of any licensed vehicle that has been recalled by the vehicle manufacturer to notify the Council of the recall.</p>	<p>There was a strong recommendation from the working group that this new requirement be introduced. This will ensure the Council is aware when a vehicle may be unsafe and can act accordingly.</p>
<p>Licensed Operator Public Liability Insurance</p> <p>It is proposed that any licensed operator be required to have public liability insurance if their premises is open to the public.</p>	<p>Promote public protection.</p>
<p>Minimum Interior Dimensions</p> <p>The current minimum dimensions policy has been completely overhauled.</p>	<p>Due to the significant numbers of vehicle makes and models, the current policy has resulted in anomalies where some makes and models did not comply.</p>
<p>Tinted Windows</p> <p>It is proposed that the policy with regards to tinted windows be amended to only permit factory-fitted standard tints.</p>	<p>There are a number of licensed vehicles with custom fitted tints which are darker than standard tints.</p> <p>It is considered in the interest of public safety that only factory-fitted standard tints be accepted.</p>
<p>Re-cut and Remoulded Tyres</p> <p>It is proposed that the Council adopt a policy of not accepting any type of re-cut tyres and only accept remould tyres under very limited circumstances.</p>	<p>This is to promote public safety.</p>
<p>Advertising on licensed vehicles</p> <p>The current advertising policy has been completely overhauled.</p>	<p>The current policy has been criticised for being too restrictive and inflexible.</p>

<p>Diabetes Policy</p> <p>The current diabetes policy has been completely overhauled.</p>	<p>Revision is to simplify the rules and bring it up to date with guidance and changes in treatment.</p>
<p>Policy on the relevance of convictions</p> <p>Has been revised to apply to current licence holder as well as new applicants.</p>	<p>The current policy primarily relates to new applicants with limited relevance to existing licensed drivers.</p>
<p>English Proficiency Requirement</p> <p>Introduction of a new requirement that all applicants demonstrate a sufficient proficient in English.</p>	<p>To ensure all licence holders are fit and proper to hold a licence.</p>
<p>Disability Awareness</p> <p>The law with regards to carrying guide dogs have been added to the policy to remind applicants of their requirements.</p>	<p>To remind licence holder of their responsibilities in law.</p>

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Appendix 4 - List of Proposed Consultees

1. Hackney Carriage and Private Hire Trade
2. Cheltenham Borough Council's Licensing Committee
3. CBC Elected Members
4. Parish Councils
5. UBICO Fleet Services Manager
6. Gloucestershire Constabulary
7. Integrated Transport Gloucestershire County Council
8. Gloucestershire District Councils
9. Gloucestershire Trading Standards
10. British Transport Police
11. Disability Groups
12. Gloucestershire County Council Nominated Safeguarding Officer
13. Environmental Health Manager
14. Swanbrook Coaches Ltd.
15. Operations Manager – Stage Coach Busses
16. Passenger Groups
17. Gloucestershire Sustainable Transport
18. Cheltenham Borough Council Planning

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Licensing Informal Meeting

Licensing Policy, Guidance and Conditions for Private Hire and Taxis

Policy Review Consultation

Thursday 27 February 2014

10am

Attendees	
Councillors:	Garth Barnes (Chair), Andrew Chard, Penny Hall, Helena McCloskey, Anne Regan, Rob Reid, Diggory Seacome and Roger Whyborn
Also in attendance:	Louis Krog and Rachael Sanderson

Notes

Louis Krog, Business Support and Licensing Team Leader referred Members to the Licensing Policy, Guidance and Conditions for Private Hire and Taxis. This policy has been in place since 2010 and was now due for its 3 yearly review.

The Council started consultation on the draft policy for 12 weeks on 18 December 2014 and any written comments had to be received before 5 March 2014.

Members voted as follows;

1. Uniform Colour for all Hackney Carriages

- Proposal to adopt a uniform black colour for all licensed Hackney Carriages;
 - Upon a vote it was (1 for, 6 against)
- Proposal to adopt an alternative colour for all licensed Hackney Carriages;
 - Upon a vote it was (4 for, 3 against)

RESOLVED that; Members felt if an alternative palatable colour could be decided a uniform colour for Hackney Carriage vehicles should be adopted.

2. QR Codes

Upon a vote it was unanimously;

Resolved that; QR Codes are printed on vehicle window badges.

3. Driving Standards Agency (DSA) Assessment

Upon a vote it was unanimously;

RESOLVED that all new applicants for a driver's licence must successfully pass a Driving Standards Agency Assessment but Members raised concern with the additional cost to the applicant.

4. Annual Insurance Policies

Upon a vote it was unanimously;

RESOLVED that the Council will only accept annual insurance policies. There were no strong objections from Members about this.

5. Manufacturer's Recall of Motor Vehicles

Upon a vote it was (6 for 1 against)

RESOLVED that the proprietor of any licensed vehicle that has been recalled, by the vehicle manufacturer, must notify the Council of the recall. Members felt that this must be done proactively.

6. Licensed Operator Public Liability Insurance

Upon a vote it was unanimously;

RESOLVED that any licensed operator must be required to have public liability insurance if their premises are open to the public.

7. Minimum Interior Dimensions

Upon a vote it was unanimously;

RESOLVED that the proposed minimum interior dimensions as detailed in point 7 of the policy review consultation document are adopted.

8. Tinted Windows

Upon a vote it was unanimously;

RESOLVED that the policy with regard to tinted windows be amended to only permit factory-fitted standard tints.

9. Re-cut and Remoulded Tyres

Upon a vote it was unanimously;

RESOLVED that the Council adopt a policy of not accepting any type of re-cut tyres and only accept remould tyres under very limited circumstances.

10. Advertising on licensed vehicles

Upon a vote it was (5 for, 1 against and 1 abstention)

RESOLVED that the revised advertising policy be adopted and that tobacco and alcohol related products not advertised on any licences vehicles.

11. Diabetes Policy

Upon a vote it was unanimously;

RESOLVED that the new up to date diabetes policy be adopted.

12. Policy on the relevance of convictions

Upon a vote it was unanimously;

RESOLVED that the new policy for dealing with the relevance of convictions is adopted.

13. Intended Use Policy for the licensing of Hackney Carriage Vehicles

Upon a vote it was (6 for and 1 abstention)

RESOLVED that an Intended Use Policy for the licensing of Hackney Carriage Vehicles is adopted.

14. Rear Loading

Upon a vote it was unanimously

RESOLVED that rear loading vehicles can be licensed.

Local Knowledge Tests

Members recommended that a recognised English proficiency element be introduced.

Mr Jim Hoddell

"Dear Sirs,

Please see below, my input on the current proposals.

1) I agree with having a lengthy feed - in time for any proposed colour change.

I do not think that black is the best colour option, it is much harder to keep a black car looking clean and smart than a silver one. Also, on the safety issue, it is not the easiest colour for other road - users to see.

The current standardised Taxi roof lights were introduced following consultation with the Taxi Trade and the Council Licensing Committee, to properly identify Cheltenham

Taxis. They do, however, need to be properly functioning and the electrical connections with the Taxi - meters to be part of the documentation from the meter calibrators.

This can help to avoid fraudulent use.

2) I agree.

3) I agree, they should have to take the DSA test, but it should be taken further, especially with regards to " The Knowledge ". The current test seems to be a farce.

4) I agree, again, stop fraud.

5) I agree. Another point to consider is Maintenance of Vehicles. Written documentation of at least one Annual Full Service by a qualified mechanic should be checked upon by " Licensing " on renewal of the Taxi / Private Hire License.

6) I agree.

7) I agree.

8) I agree.

9) I agree. Perhaps tyres, roof lights and meters could be checked upon by a Licensing Enforcement Officer, especially if one could be found who did not only work 9 - 5

Monday to Friday. Do we have such a creature in Cheltenham ?. They might also confirm the identity of the driver in the car, especially during ' Race - week'.

10) I agree.

12) Revision of the current "soft" policy is essential. Taxi and Private Hire Drivers carry VERY VULNERABLE people at times. i.e. Young children, elderly with dementia and similar problems, disabled etc. Criminal convictions should never be regarded as " spent " in our trade.

13) I agree

14) Most other authorities allow rear - loading of wheelchairs. However, Cheltenham currently issues a new Hackney Carriage Plate to new Wheelchair Accessible Vehicles.

This has had the effect of considerably increasing the number of Taxis operating in Cheltenham.

Gloucester , a City, has 140 taxi plates. Cheltenham, a town has numbers going up to 223 at last count.

I suggest that only Existing Hackney Plates be up - graded to Wheelchair Accessible if this rear loading policy is adopted and not additional ones issued.”

Mr Dave Stokes

The Licensing Committee
Cheltenham Borough Council
Municipal Offices
Promenade
Cheltenham
GL50 9SA

03/01/2014

Private Hire & Hackney Colour / Licensing proposals.

Dear Committee.

Further to my recent response dated 29/12/13, I highlight some of my areas of concern.

Colour Codes:

Hackney.

It seems a little contradictory to have 'black only' on Hackney vehicles to achieve uniformity, when these vehicles will be permitted to be totally covered in advertising of various colours, thus removing the uniformity, surely more uniformity would be achieved by vehicle type.

Private Hire.

These vehicles are identified as what they are, due to the way in which they operate, pre-booked via the operator for whom they work, and they do not ply for hire on ranks, do not accept flag-downs, and are identifiable by the company logo on the sides and front, plus the license plate on the rear. I would draw your attention to the web site of Addison Lee in London, under the PCO, from whom we take guidance.

In the situation of my company, it has been our policy for the last 4-5 years to develop our business with black vehicles, if these colour restrictions are introduced it would immediately affect my business.

Driver Licensing.

Hackney.

These drivers need to undergo the knowledge test, due to the rank and flag-down aspects of their license, though many use sat-nav, or are directed by the office of the p/h company for whom they work.

Private Hire.

These drivers do not require a knowledge test, due to the fact that **all their work is allocated via the company for whom they work**, and with whom they are always in contact, mostly via GPS, and where all pick-ups and destinations are given to the driver along with the passenger name, fare, and destination, there is also a sat-nav back-up that takes them to the door should they require it.

Cont:

Many local 'born and bred' unemployed people, who know the town and country well have been discouraged from joining the trade by the thought of the knowledge test and the things it asks for, thus leaving them unemployed.

I consider it would be a much better system to have an 'acceptance form' from an operator, stating that they are prepared to employ the said applicant, this would then be presented to the Licensing section, and the remainder of the application procedure could go ahead, without this form there would be no application permitted.

Overall.

I don't see any problem with the proposals except that they don't seem to take into consideration modern communication systems, and they still seem to lean towards the belief that the public needs to be protected from p/h, despite the fact that p/h firms probably cover 80% of the business, with r p/h vehicles and a small percentage of h/c who are working for them.

I have been in the business since 1984 when I was running Cheltax, and for many years I have sat on various Forums representing the trade for both Hackney and Private Hire, and always with the best interests of the public at heart.

I would appreciate the opportunity of a direct meeting, should there be any areas of my comments that the committee is not clear on, or if you think I may be able to offer any other assistance due to my years in the trade.

David Stokes.

Director.

Sue Bushell

Following the invitation to take part in this consultation we have looked at the draft policy and have the following observations to make:

1. There appears to be no mention of obligations with regard to the carrying of assistance dogs.
2. There is no mention of the requirement to obtain a medical exemption certificate due to a certified and proven medical condition, evidencing that they are unable to carry an assistance dog, or how such exemptions are managed and communicated with the customer
3. That no additional charge should be levied for the assistance dog.
4. There is no mention of a requirement to undertake disability awareness training, this is a requirement in other licensing authority areas and covers all disabilities and although there is mention of wheelchair use and dealing with vulnerable people there is nothing relating to training in this respect.

Please feel free to contact me to discuss anything that we have raised and if possible I would be more than happy to come and meet with someone to talk through our concerns.

Sue Bushell
Guide Dogs for the Blind
Birmingham, Mobility Team
Community Engagement Officer
Tel: (08453) 727 434 or 07789 617814
Fax: (08453) 727483

48-62 Woodville Road
Harborne
Birmingham
B17 9AT
website: www.guidedogs.org.uk

Registered Office: Hillfields, Burghfield Common, Reading, Berkshire, RG7 3YG
Registered Charity No. 209617 A company limited by guarantee Registered in
England Company No. 291646

Mr John Donoher

Dear Sir/Madam,

The condition that Cheltenham Borough Council wants to enforce on us Hackney and Private Hire Drivers in Cheltenham.

1) Uniformed Colour for all Hackney Carriages. (Black)

The reasons why The Council say why this should be done I think is unreasonable. The Colour of a vehicle will not make it clearly distinguishable for safety to customers.

The Big Bright Top Light on top of the vehicle does. The Plates and Badges, outside and inside the vehicle does. In the dark of the night, you can't see the colour of the vehicle, only it's Big Bright Top Light coming down the road.

If there is an incident and a driver need to be identified. Most passengers will remember the colour of the vehicle. There approximate age and bit of a description of the Driver. What Rank and time they got into the Taxi. These few questions will most probably identify the Taxi Driver. If there was one colour, this would make the effort to find a Taxi Driver much harder to be identified, if not impossible.

Black is not a popular colour and have to be a special request when purchasing a brand new vehicle. So when purchasing a second hand vehicle would limit numbers and choice dramatically because of the colour we will be restricted too.

Most of the new vehicles coming into the Taxi fleet in Cheltenham today are from Leasing or Contract companies. These companies will have many choices of vehicles to chose from, fit to do the job, but will not be-able to use because they will be of the wrong colour.

Every Hackney Taxi Driver I have spoken to, do not want the one colour restriction. This will cause most of all Hackney Taxi Drivers Trade financial problems and some will not be-able to continue in the trade.

CCTV in Hackney Taxis and Private Hire Vehicles is something a lot of Councils are doing. This will give a lot more safety to Passengers and Drivers, if safety is the main reason why a one colour is being considered.

Yours sincerely,

John Donoher.

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Cheltenham Borough Council

Cabinet – 15th July 2014

Older Peoples' housing support service provision under Cheltenham Borough Homes

Accountable member	Cllr Peter Jeffries, Cabinet Member Housing
Accountable officer	Pat Pratley, Deputy Chief Executive
Ward(s) affected	All
Key Decision	Yes
Executive summary	<p>Gloucestershire County Council's Supporting People Team (SP) commission Cheltenham Borough Council (CBC) to provide housing-related support services to older people living in sheltered housing. This service is delivered by Cheltenham Borough Homes (CBH), as our managing agent, through our management agreement.</p> <p>In October 2013 CBC entered into an agreement with Gloucestershire County Council to commence a 12 month 'consultation and development' process with a view to deciding which one of the following level of service options to provide:</p> <p>Option 1: Develop and deliver an integrated housing management and related support service model.</p> <p>This service model would involve CBC (via CBH) providing a low-level housing-related support service for our residents in sheltered housing. It would mean assessing need and signposting tenants in order for their support needs to be met elsewhere. Where there are services and activities currently being delivered from sheltered housing schemes, these could also be made available to the neighbouring community.</p> <p>Option 2: Develop and deliver a Community Asset service model</p> <p>Under this service model, CBC (via CBH) would provide a more comprehensive, flexible housing-related support service to older people, both within the sheltered housing schemes and in the community at large, whilst also providing a number of community hubs. These hubs would deliver services and activities that benefit both residents of the sheltered housing schemes, as well as those living within the surrounding neighbourhood.</p> <p>Following a consultation event with tenants and with residents from the wider community, and taking into account the successful pilot of a community hub in one of our sheltered housing schemes in the south of Cheltenham (Wallace House), it is proposed that CBC agrees to develop</p>

(and deliver) the Community Asset Model until October 2015.

Recommendations

To agree to develop and deliver Option 2, the Community Asset Model, and to authorise the Deputy Chief Executive to enter into either a new contractual arrangement from October 2014 or to vary the existing contract as appropriate with Gloucestershire County Council in consultation with the s151 Officer and on terms approved by the Borough Solicitor.

To agree to a further report being brought to cabinet to seek approval for the development and delivery of the Community Asset Model from October 2015.

Financial implications

CBC currently receives approximately £110,000 in funding from SP (of which £90,000 is to provide housing related support and £20,000 is for alarm services). SP alarm service funding will cease from October 2014. This reduction in funding from SP was anticipated, and provision has been accounted for within the HRA budgets from 14/15 onwards.

The hardwired alarm systems within our sheltered housing schemes require replacement. In view of SP's decision to no longer finance the alarm service, we will no longer proceed with this replacement. Instead we will explore the use of more flexible options for tenants, such as the use of a dispersed alarm service (or similar). Related costs will be included in future budget proposals for the transitional service delivery.

From October 2014 to October 2015 we will explore with CBH whether any other potential funding streams can and should be utilised to reduce the amount of HRA subsidy going into this service. For more information please see Section 3.2.4 of this report.

Contact officer: Des Knight

des.knight@cheltenham.gov.uk, 01242 264124

Legal implications	<p>CBC has delegated the delivery of Supporting People services to CBH under the current Management Agreement. In October 2013 CBC and CBH agreed that it was appropriate for CBC to enter into a contract with Gloucestershire County Council relating to the supply of Older People Housing Related Support Services. This contract includes the initial 12 month consultation and development period and the ability to proceed with either Option 1 or Option 2. Clarification is being sought from the County Council as to whether they wish to continue under this contract or a new contractual arrangement.</p> <p>It should be noted that although the contract is between CBC and the County Council, a provision is included in the contract to acknowledge the fact that CBH is delivering the services on behalf of CBC. This means that CBC is principally liable for any breach of the contract but risks associated with this arrangement may be mitigated by the monitoring arrangements set up with CBH</p> <p>Contact officer: Shirin Wotherspoon, Shirin.wotherspoon@teWKesbury.gov.uk, 01684 272017</p>
HR implications (including learning and organisational development)	<p>None as a direct result of this report.</p> <p>Contact officer: Richard Hall, Richard.hall@cheltenham.gov.uk, 01594 812634</p>
Key risks	<p>As set out in the risk register</p>
Corporate and community plan Implications	<p>This decision will support our corporate objectives: strengthening our communities and supporting independent living.</p>
Environmental and climate change implications	<p>None</p>
Property/Asset Implications	<p>None</p> <p>Contact officer: David Roberts@cheltenham.gov.uk</p>

1. Background

- 1.1 Supporting People have made clear within their Strategy (Supporting People Strategy 2011-15) their intention to create more flexible support services. The focus is away from financing services based on the number of units of sheltered housing stock, and towards financing support based on the number of hours of support required, with an emphasis on providing short term interventions which will enable older people to regain their independence.
- 1.2 It is believed this more client-focussed approach will not only lead to better outcomes for older people in need of support, it will also drive better value for money in the delivery of housing-related support services. (SP's funding from central government is reducing significantly from £20 million to £13 million over a 5 year period).
- 1.3 Last year CBC agreed to enter into an agreement which included an initial 12 month 'consultative and development' period with SP (from October 2013), with a view to deciding which one of the following level of service options to provide:

1.3.1 Option 1: An Integrated housing management and related support service model

This is a low-level intervention service, delivered as part of the general housing management function. The landlord, through the routine delivery of housing management services, would be required to identify any emerging needs and signpost residents into the most appropriate 'intervention' to address those needs. The service would also require that any communal facilities and activities being delivered from sheltered housing schemes are made available to people living in the neighbourhood.

1.3.2 Option 2: A Community Asset Model Approach

This involves the provision of a comprehensive housing-related support service to residents both within our sheltered housing schemes and those in the wider community. It also involves the development of community based activities, delivered either within the sheltered housing scheme itself, or in other appropriate neighbourhood resources.

1.3.3 Option 3: Terminate the Contract.

A third option is to terminate any future contractual relations with SP, but this would mean the HRA subsidising all of the older peoples' housing-related support services it delivers, when it could still attract funding from SP.

2. The Preferred Option – A Community Asset Model Approach

- 2.1 Following a consultation event with tenants and residents from the wider community, and taking into account the successful pilot of a community hub in one of our sheltered housing schemes in the south of Cheltenham (Wallace House), it is proposed that CBC develops Option 2; the Community Asset Model.
- 2.2 The Council has had a direct contractual relationship with the County for the delivery of older people's sheltered housing services since Supporting People Funding was established more than 10 years ago. This contract will continue to remain with the Council as the service to be delivered under the new Community Asset Model will benefit those who are Council tenants and non-Council tenants alike.
- 2.3 At present, the proposals around the Community Asset Model are still at the developmental stage (these are outlined in Section 3 below) and will be further worked on by CBC and CBH during the course of the period to October 2015, ahead of potentially agreeing a further 12 month contract with SP from October 2015.

3. Development of the Community Asset Model

- 3.1** CBH currently deliver a traditional, high quality, high tenant satisfaction, housing-related support service to older people in sheltered housing, and we are committed to ensuring these standards are maintained, and indeed built upon through the development of the Community Asset Model.
- 3.2** As part of the current 'consultative and development' contract with SP, a Housing Support Transformation Project Group was set up by CBH, and is made of up officers from CBC and CBH, a tenant representative and representative from SP. This group meets on a bimonthly basis and is well placed to oversee the delivery of 4 key work streams outlined below:
- 3.2.1 The identification of two sheltered housing based community 'hubs'.** One will be identified in the northern half of Cheltenham, while the other will be at Wallace House, Hatherley, which has already been running successfully as a pilot hub for the past 12 months.
- 3.2.2 The remodelling of sheltered housing community facilities to ensure that services and activities delivered from these hubs are fit for purpose.** This will ensure that the services and activities being delivered from these hubs provide real benefits both for our tenants and for those accessing the hubs from the surrounding neighbourhood.
- 3.2.3 The development of a flexible menu of services for older people.** This will be available for residents in our sheltered housing schemes, tenants in our general needs accommodation as well as those living in the neighbouring communities. This work stream will also include the development of a replacement solution to our hard wired alarm system in our sheltered housing and the potential implementation of a more flexible dispersed alarm system (or similar), which residents can take up as and when they need it.
- 3.2.4 A consideration of potential alternative funding streams.** This will include:
- A review of Service Charges to better understand whether some of the costs previously financed by SP would be Housing Benefit eligible.
 - Considering a community development health prevention offer and new community based partnerships with local health services, which may have the potential to draw in funding from health and social care and potentially other Registered Providers where these services benefit their tenants.
- 3.3** We are still at a developmental stage of the Model, and this work will continue into the new contract arrangements with SP. This means that any key decisions arising from these work streams will be brought back to Cabinet for approval at the relevant time.

4. Reasons for recommendations

- 4.1** The Community Asset Model fits in with CBC's strengths-based approach to community development. It supports community resilience and promotes independent living. It also fits in with what is important to our tenants and the community at large (following consultation by CBH). Most importantly, our tenants within our sheltered housing services will continue to receive the same high quality services as they do currently. This new model of service will simply seek to build on this excellence.

5. Alternative options considered

- 5.1** See Section 1 above.

6. Consultation and feedback

- 6.1** CBH have recently completed a major consultation programme with tenants, and with residents living within the community at large. The results of this consultation will be used to inform the menu of services to be delivered under the package of housing-related support, and will help influence the range of activities and services to be delivered from the 2 community hubs. Senior

Community Voice, a representative group of older people (mixed tenure) have been fully involved in the service transition and proposals have also been considered by CBH's tenant scrutiny panel (TSIP).

7. Performance management –monitoring and review

7.1 Progress of service development will be measured during the bimonthly meetings of the Housing Support Transformation Project Group as detailed in Section 3.2 above. This Group will also be the mechanism by which the Council will monitor the delivery of the service under the contract, with any exception reporting picked up via CBC-CBH's Liaison Group.

Report author	Contact officer: Martin Stacy, martin.stacy@cheltenham.gov.uk, 01242 775214
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Community Impact Assessment Form
Background information	

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 agree to a new contractual arrangement with SP, then the council will not receive funding for the delivery of housing-related support services for older people in sheltered housing (although this could be financed from the HRA).	Pat Pratley	13.3.13	1	6	6	reduce	Agree to the new contract	15.7.13	Martin Stacy	
<p>Explanatory notes</p> <p>Impact – 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>Likelihood – 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>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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Community impact assessments – for services, policies and projects

What is a community impact assessment?

A community impact assessment is an important part of our commitment to delivering better services for our communities. The form will help us find out what impact or consequences our functions, policies, procedures and projects have on our communities, as well as employees and potential employees.

By undertaking an impact assessment, we are able to:

- Take into account the needs, experiences and circumstances of those groups of people who use (or don't / can't use) our services.
- Identify any inequalities people may experience.
- Think about the other ways in which we can deliver our services which will not lead to inequalities.
- Develop better policy-making, procedures and services.

Background

Name of service / policy / project and date	Older Peoples Housing Related Support and Sheltered Housing Services
Lead officer	Pat Pratley, Deputy Chief Executive
Other people involved in completing this form	Caroline Walker, Community Services Manager Martin Stacy, Housing & Communities Manager

Step 1 - About the service / policy / project

<p>What is the aim of the service / policy / project and what outcomes is it contributing to</p>	<p>This service replaces the traditional sheltered housing service and will bring about a more flexible delivery of housing related support services to older people in Cheltenham, both within our sheltered housing and in the community at large. There will be a strengths-based focus, with an emphasis on providing short term interventions which will enable older people to regain their independence.</p> <p>This service will support our corporate objectives by strengthening our communities and supporting independent living.</p>
<p>Who are the primary customers of the service / policy / project and how do they / will they benefit</p>	<p>Older People (across tenure) in Cheltenham will benefit from a needs based flexible menu of services delivered through a network of community hubs. A broad programme of services and activities are being developed which will focus on health and well being , reducing social isolation and opportunities to learn new skills and interests</p>
<p>How and where is the service / policy / project implemented</p>	<p>Within the community (in people's homes) and through two community hubs which will deliver services and activities for residents within these schemes and for those living in the neighbouring communities. One of these hubs is in the south of Cheltenham (Wallace House), the other in the northern half of Cheltenham, which is yet to be identified.</p>
<p>What potential barriers might already exist to achieving these outcomes</p>	<p>The project will need to ensure that older people develop an understanding of the concept of community hubs and the potential benefits from accessing services and activities from the hubs. It is anticipated that some older people will need to overcome issues of mental health, confidence and loneliness to be able to access the hubs and service are being developed to facilitate the support required</p>

Step 2 – What do you know already about your existing / potential customers

<p>What existing information and data do you have about your existing / potential customers e.g. Statistics, customer feedback, performance information</p>	<p>Profiling data is held for more than 90% of tenants including older people and in addition there is a support plan in place for older people in sheltered housing. Further improvements in data capture will be key to include the profile and needs of older people in general needs housing and the wider community</p>
<p>What does it tell you about who uses your service / policy and those that don't?</p>	<p>It is understood that there is a broad range of need both for older people in sheltered housing and in general needs housing. In developing a flexible menu of service, research is about to commence into a detailed needs assessment and an understanding of the market for older people's services in Cheltenham.</p>
<p>What have you learnt about real barriers to your service from any consultation with customers and any stakeholder groups?</p>	<p>A consultation exercise was undertaken in Feb / March 2014 and it was clear that the concept of a community hub needs to be better understood. As the menu of service evolves and detailed needs assessment is undertaken, there will be a further consultation and which should evidence increased understanding of community hubs and will also provide an opportunity for any further barriers to be identified</p>
<p>If not, who do you have plans to</p>	<p>See above</p>



**consult with about the service /
policy / project?**

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Step 3 - Assessing community impact

How does your service / policy / project impact on different groups in the community?

Group	What are you already doing to benefit this group	What are you doing that might disadvantage this group	What could you do differently to benefit this group	No impact on this group
People from black and minority ethnic groups	Appropriately tailored housing-related support for older people	None	n/a – support is tailored to the needs of the individual so any assessment will take account of issues pertinent to black & minority ethnic groups	
Gender	As above	None	n/a – as above	
Gender Reassignment	As above	None	n/a – as above	
Older people / children and young people	As above	None	n/a - as above	No impact on young people
People with disabilities and mental health challenges	As above	None	n/a – as above	
Religion or belief	As above	None	n/a – as above	
Lesbian, Gay and Bi-sexual people	As above	None	n/a – as above	
Marriage and Civil Partnership	As above	None	n/a – as above	
Pregnancy & Maternity				No impact
Other groups or communities	As above	None	n/a – as above	

Step 4 - what are the differences

Are any groups affected in different ways to others as a result of the service / policy / project?	No – this will be a tailored package of housing related support that is designed around the needs of the individual.
Does your service / policy / project either directly or indirectly discriminate?	No.
If yes, what can be done to improve this?	N/A
Are there any other ways in which the service / project can help support priority communities in Cheltenham?	

Step 5 – taking things forward

What are the key actions to be carried out and how will they be resourced and monitored?	<p>There are 4 work streams which will be overseen by the Housing Support Transformation Project Group. This group was set up by CBH, and is made up of officers both at CBC and CBH, as well as including tenant representation, and representation from the County Council who commission the service.</p> <p>The work streams are as follows:</p> <ol style="list-style-type: none"> 1. Identification of two sheltered housing based community ‘hubs’ from which services and activities can be delivered to support the residents and the neighbouring community. 2. The remodelling of sheltered housing community facilities to ensure the hubs are fit for purpose. 3. The development of a flexible menu of services for older people. This will include the development of replacement solution to our hard wired alarm system in our sheltered housing and the potential implementation of a more flexible dispersed alarm system (or similar) which residents can take up as and when they need it. 4. A consideration of alternative funding streams. This will include a review of Service Charges to better understand whether some of the costs previously financed by SP would be Housing Benefit eligible; as well as the potential provision of a community development health prevention offer and new community based partnerships with local health services, which may have the potential to draw in funding from health and social care.
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CHELTENHAM
BOROUGH COUNCIL

Who will play a role in the decision-making process?	Members of CBH's Housing Support Transformation Project Group.
What are your / the project's learning and development needs?	
How will you capture these actions in your service / project planning?	

Cheltenham Borough Council

Cabinet – 15 July 2014

Review of the council's performance at end of 2013-14

Accountable member	Cllr. John Walklett, Cabinet Member Corporate Services
Accountable officer	Richard Gibson, Strategy and Engagement Manager
Accountable scrutiny committee	Overview and Scrutiny Committee
Ward(s) affected	All
Key Decision	No
Executive summary	The report takes information and data from our performance management system to enable Cabinet to review the corporate performance of the organisation at the end of the financial year 2013-14.
Recommendations	Cabinet to endorse the review of performance in 2013-14

Financial implications	None as a result of this report
Legal implications	None as the result of this report
HR implications (including learning and organisational development)	None as the result of this report
Key risks	<p>The business planning process helps the council manage risk in a number of areas, but particularly through creating a strategic framework for the management of projects and initiatives.</p> <p>If we do not respond to performance information, then we may not direct change and improvement in a positive direction.</p>
Corporate and community plan Implications	This report sets out performance information relating to the delivery of corporate priorities in 2013-14.
Environmental and climate change implications	None identified as a result of this report

1. Background

- 1.1 The performance report takes information and data from our performance management system to provide elected members with an overview of how the council is performing. This enables elected members to input into discussions about how to resolve areas where there maybe performance concerns and also to recognise where performance is better than expected.
- 1.2 The report summarises how the council performed in regard to the published milestones, performance indicators and outcomes set out in the 2013-14 action plan that was agreed by Council on 25th March 2013.
- 1.3 The full performance report is attached as appendix A.

2. 2013-14 Performance Overview

Corporate Strategy milestones

- 2.1 In the 2013-14 action plan, we identified 94 milestones to track our progress. Out of these:
 - 68 (72%) of milestones are complete.
 - 19 (20%) milestones are amber ie the original date was not hit but there are firm plans in place to deliver the milestone in a reasonable timescale.
 - 7 (7%) milestones are red and were not completed at year end.
- 2.2 The 7 red milestones relate to four projects; the Cheltenham Plan, Smart Metering, Bridging the Gap, and the Accommodation Strategy. In detail, they are:

Milestones
ENV6b Commence public consultation on draft Cheltenham Plan (non-statutory)
ENV7a Explore the potential for Smart metering to help in bridging the gap
VFM3b Identify BtG programme savings / income to meet funding gap target for 2014/15 and develop further the budget strategy for closing the MTFs funding gap
VFM5a Develop the business case, including funding strategy, for the relocation of the council's offices
VFM5b Negotiate and agree partner commitment to an alternative office location
VFM5c Complete the marketing exercise of the Municipal Offices for redevelopment
VFM5d Determine the business ICT requirement / strategy for new offices








3. Performance indicators




- 3.1 In the 2013-14 action plan, we identified 57 key indicators to track our progress. Out of these:
 - 47 were indicators which CBC is directly accountable for and targets have been set.
 - 1 is an indicators which CBC is directly accountable for and no target has been set
 - 9 were community-based indicators for economic development and community safety

3.2 Out of the 47 CBC indicators with targets, 33 indicators were updated; 14 were not. Out of the 33:

- 29 (62%) indicators are green and were on target at the end of the year
- 4 (8%) indicators are amber and were marginally below target
- 12 (25%) indicators are red were the target was missed.

3.3 These are the red indicators, meaning that they did not meet targets.

Name	Status	end of year target	Actual	Commentary
Percentage of household waste reused, recycled and composted (quarterly)		46%	44.4%	Recycling performance has come out at slightly lower than target. This is a national trend due to the packaging industry reducing the size of packages and the reduction in the number of newspapers and magazines purchased by households. In addition, we know that recycling rates increase when there is a change but tend to reduce down over time.
Number of planning applications refused (cumulative)		60	77	No commentary
Percentage of licensed premise inspections undertaken		100%	87%	We won't get to 100% of all premises due to some premises earmarked for inspection now having ceased trading. We will get 100% for all those currently still trading which will be about 95-97% overall.
Percentage of food premises which are broadly compliant with Food Safety Legislation		96.7%	93.5%	The figure for last quarter (Jan - March) is 93.5% which is very good considering we have over 1000 food premises
Number of Free Under 16 swims (quarterly & cumulative)		53,000	45,091	Q4 ended with the total free swims 468 short of the target set. The majority of the shortfall was within March. The year ended with this target out turning at 45091 an overall shortfall of 7909. The majority of this took place within the period Q1 & 2 as already reported.
Overall footfall at leisure@ (quarterly & cumulative)		307,000	290,217	Q4 ended short in sales footfall by 2288 and the year out turned 16783. The majority of this shortfall occurred in the first half of the year and primarily links to the drop in general swim attendances across the whole year and general pay and play activity in the first half of the year.
Total Attendances at sport and play holiday programmes		10,200	10,023	February half term programme attracted a total of 230 attendances across a range of sport and play activities with a further 200 children and young people engaged in activities sessions in schools during the week leading up to the half term programme as part of promotional activities. The Sport Relief event, (whilst not technically falling within the school holiday period) was also used as an opportunity to engage young people and promote the work of the team during the forthcoming holidays with a approximately 200 children taking part.

Name	Status	end of year target	Actual	Commentary
				<p>With the Easter holiday programme falling in April this year, none of the recorded holiday attendances fall within the quarter, however in the weeks leading up to the Easter programme ongoing Streetgames activity sessions and after school sessions in schools sessions helped to advertise the programmes to 140 young people and 200 school children respectively.</p> <p>Combined attendances during Q4 = 970</p>
Universal card holders		950	597	UNIversal card sales have not performed well across the year in part linked to the failure of the University to purchase a number of cards as in previous years. This is in contrast to the UNIversal membership which offers a more attractive value package to students
Town Hall/PPR hire income generated (quarterly & cumulative)		359,000	339,398	Hall Hire income has done well this year, however has fallen slightly short of target. This is due to an increase in promotions restricting diary availability for hires and a small shortfall in wedding celebrations at the Pittville Pump Room.
Percentage of staff appraisals completed		100%	93%	The 7% of appraisal declarations not completed equate to 31 staff who have all been involved restructures, change of managers etc. All have received performance feedback on an informal basis

4. Consultation and feedback

- 4.1 The draft performance report was presented to the council's Overview and Scrutiny Committee on 8th July 2014. A verbal update on issues raised by the Committee will be given at the Cabinet meeting.

Background Papers

2013-14 Corporate Strategy action plan, Report to Council, 25th March 2013.

Contact Officer

Richard Gibson, Strategy and Engagement Manager.

01242 235354.

richard.gibson@cheltenham.gov.uk

Accountability

Cllr. Steve Jordan, Leader of the Council

Cllr. Jon Walklett, Cabinet Member Corporate Services

Report author	Contact officer: Richard Gibson, Strategy and Engagement Manager. 01242 235 354 richard.gibson@cheltenham.gov.uk
Appendices	<ol style="list-style-type: none"> 1. Risk Assessment 2. Review of outcomes 2013-14 3. Corporate Performance 2013-14
Background information	2013-14 Corporate Strategy action plan, Report to Council, 25 th March 2013.
Accountability	<p>Cllr. Steve Jordan, Leader of the Council</p> <p>Cllr. Jon Walklett, Cabinet Member Corporate Services</p>

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
CD5a	If the division does not use performance information and feedback from customers, communities and elected members to effectively monitor the delivery of commissioned services in stage 4 of the commissioning cycle, then we will not be able to use this information to inform future commissioning exercises.	Pat Pratley	March 2013	2	3	6	reduce	Development of consistent performance management reporting for commissioned services Build into the Futures Council programme	31-Mar-15	Rachel McKinnon	on commissioning division risk register
<p>Explanatory notes</p> <p>Impact – 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>Likelihood – 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>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

Review of outcomes 2013-14 for Cabinet 15 July 2014

Outcomes	What went well?	what didn't go so well?
<p>Cheltenham is a place with a clean and well-maintained environment where waste is minimised and recycling, reusing and composting is promoted</p>	<p>Much effort has been put in over the past 12 months to deliver the outcome; at the strategic level, CBC has been working hard through the Joint Waste Committee comprising Gloucestershire County Council, Cheltenham Borough Council, Cotswold District Council and Forest of Dean District Council to harmonise collection arrangements across the county. There is more work to be done on this but there will be significant business advantages and financial savings.</p> <p>More opportunities have been given to residents to recycle more household items; a 3 month trial has started whereby 'mixed plastics' such as yoghurt pots, margarine tubs, ready meal trays and vegetable can be deposited at neighbourhood recycling sites.</p> <p>Awareness raising campaigns have included issuing media releases at key times such as Christmas, Easter and Summer. The garden waste promotion has lead to increase in number of bins - now over 13,000 households have one. The parks development team have worked with local schools on recycling and litter issues. The green points scheme is running on a trial basis in Up Hatherley.</p>	<p>Recycling performance has come out at slightly lower than target. This is a national trend due to the packaging industry reducing the size of packages and the reduction in the number of newspapers and magazines purchased by households. In addition, we know that recycling rates increase when there is a change but tend to reduce down over time.</p>
<p>Cheltenham is able to balance new development with enhancing and protecting the natural and built environment</p>	<p>The focus for the past 12 months has been on gaining a tripartite agreement to the Joint Core Strategy covering Cheltenham, Tewkesbury and Gloucester City Council areas. The pre-submission version has now been agreed and will go out for further consultation on it soundness in July.</p> <p>Alongside this, a commissioning review was undertaken of our green space management services. The review recognised the important work the team do in managing the large number of green spaces and allotments across the borough and concluded that the service should remain in-house. The team are very active in supporting friends of groups across the borough of which there are now 12.</p>	<p>The proposed review of building control services did not reach any firm conclusions; a proposal to develop a business plan for extension of Building Control shared service with Tewkesbury BC to include Gloucester City did not proceed as Gloucester were unable to confirm willingness to contribute to central support costs.</p>

Outcomes	What went well?	what didn't go so well?
<p>Carbon emissions are reduced and Cheltenham is able to adapt to the impacts of climate change.</p>	<p>The main focus of our carbon reduction programme revolves around opportunities to deliver energy management projects as part of refurbishments.</p> <p>For instance we are starting to look in more detail at the case for installing a biomass boiler at Leisure@ as a potential replacement for the combined heat and power unit on expiry of the lease in 2015. This would have significant impact on council's emissions.</p> <p>We are also looking at the potential for a large scale solar PV farm with two potential sites identified.</p> <p>There is ongoing work to ensure that climate change and sustainability are reflected in service outcomes and picked up in contracts and service level agreements. We now need to build into this monitoring processes to measure the impact of activities</p> <p>In addition, Cheltenham Low Carbon Partnership has continued to meet and ran a series of successful workshops on the past 12 months including one on bio-mass boilers.</p>	<p>Linking carbon reduction programmes to property projects has meant that target implementation dates have not been met.</p>
<p>Cheltenham has a strong and sustainable economy</p>	<p>There has been much activity in the past 12 months to support the local economy;</p> <p>The council commissioned Gloucestershire Enterprise Partnership to support local businesses and 15 enterprise clubs were run with 184 attendees and 88 business clinics were run supporting businesses to start or grow in the borough.</p> <p>Cheltenham Development Task Force has made significant progress over the past 12 months on realising projects to enhance the town centre. These have included negotiating the sale of North Place and Portland Street sites to developers that will bring forward a mixed use scheme including superstore, housing and open space. Also, progress has been made on the Brewery Phase 2 and the Albion Street site, with demolition due to start on both sites over the Summer.</p>	<p>Improvements to St. Marys Churchyard have not happened yet; CBC working to support this via Cheltenham Development Task Force and through attendance on the Minster Council. A positive consultation event held in August- statements of significance and need drafted in preparation for further dialogue with the Diocese.</p>

Outcomes	What went well?	what didn't go so well?
	<p>The Task Force has also worked with GCC on plans to reduce traffic travelling through the town centre as part of the local sustainable transport fund.</p>	
<p>Communities feel safe and are safe.</p>	<p>The council has continued to work in partnership with the police and the Police and Crime Commissioner to ensure our communities remain safe. Examples include:</p> <ul style="list-style-type: none"> • Collaborating on the implementation of a joint approach to managing anti-social behaviour in light of the new legislation • Setting up specific task and finish groups to address peaks in domestic burglary. • CBC has supported bidders to the Police and Crime Commissioners' Fund, and the Chief Exec has led the development of the safer days and nights action plan. • We have jointly worked up proposals for the Late Night Levy which will generate a net sum of approx £100k to be re-invested in managing the night-time economy. • We have collaborated on joint operations and activities such as freshers fortnight, and race week. • We are also working jointly on approaches to manage the harm that alcohol causes and on a community-based approach to reducing domestic abuse. <p>The number of crimes committed in Cheltenham was 7671 which remains significantly below previous years.</p>	<p>The targets set for the inspections of licensed premises and compliance of food premises were not met.</p>
<p>People have access to decent and affordable housing.</p>	<p>Highlights this year include:</p> <ul style="list-style-type: none"> • The delivery of 214 affordable homes in the year • Only 1 case of statutory homelessness in the year and record levels of homelessness preventions • Good media interest and coverage, as housing options become one of the top performing services in the country. • Approval to launch SPA lettings service to support low income households at risk of homelessness into accessing the private rented sector. This will now be implemented by CBH. • A new 2 year agreement with Cheltenham Housing Aid Centre to continue to deliver Assertive Outreach Services for individuals with complex needs who are rough sleeping or on the verge of becoming rough-sleepers 	<p>Good progress made overall on delivering the HRA capital programme albeit the targets to deliver investment into non-traditional stock and on the PV panel project fell behind schedule.</p>

Outcomes	What went well?	what didn't go so well?
	<ul style="list-style-type: none"> New Direct Access accommodation in Cheltenham for individuals with complex needs who are homeless (Supporting People funded) 	
<p>People are able to lead healthy lifestyles.</p>	<p>Leisure@ overall performed better than any year in the last 8 years and delivered a net 30% reduction in operating cost in two years. In the final quarter of the year, general business performed well with income ahead of target based upon strong bookings business, course enrolments and membership sales. Whilst busy with the new year season footfall overall did not make up the significant shortfalls experienced in the first half of the year.</p> <p>Concessions activity and GP referral business both out turned ahead of target and recovering from a dip in numbers earlier in the year.</p> <p>The Sports, Play and Healthy Lifestyles team continued to support and deliver a range of community projects linked to schools, youth clubs and older people care settings. StreetGames youth engagement project ran successfully in three priority locations, with Door Step Sports funding secured to expand the programme. February half term saw a well attended programme of children's activities provided across the Borough, but with later dates for the Easter holiday than in previous years attendances for the quarter are not comparable to previous years.</p> <p>March also saw the team organise another successful Sport Relief event with in 650 people taking part in the charity fun run around Pittville Park and Lake</p>	<p>Overall attendance at leisure@ was below target. The majority of this shortfall occurred in the first half of the year and primarily links to the drop in general swim attendances across the whole year and general pay & play activity in the first half of the year.</p> <p>Total play attendances for the year were 10,023 against a target of 10,200, slightly explained that with Easter holiday programme falling in April this year, none of the recorded holiday attendances fall within the quarter.</p>
<p>Our residents enjoy a strong sense of community and involved in resolving local issues.</p>	<p>Good progress has been made across a range of community building projects; CBC has been working with CBH to involve residents in the Big Local project which will see £1m invested into the St. Peters and the Moors area. The first residents' forum meeting was held in June 2013. Since then, the steering group has met monthly and has organised a number of community events to involve more residents in the process, published three newsletters circulated to all households in the area, secured £20k getting started funding, which has</p>	<p>During the year, GCC and Cheltenham Partnerships made the decision that Inspiring Families would no longer lead the implementation of the families first programme in Cheltenham, instead the families first team commissioned additional support via County Community Projects. Cheltenham Partnerships remain supportive and continue to work with the programme manager to ensure target gets delivered. Over the course of the year the Inspiring Families project has worked with 30 families first families; 8 families have now met the criteria and come off the list.</p>







Outcomes	What went well?	what didn't go so well?
	<p>enabled the employment of 2 engagement workers who will lead the process of engaging with local residents prior to the submission of the Big Local Plan in September 2014.</p> <p>In addition, two areas piloted the Asset based community development approach with the support of the Barnwood Trust. Around 200 residents have been engaged in Springbank and the Elms with a range of projects being delivered including community litter picks and community cafes.</p> <p>Our scrutiny task groups progressed a number of issues affecting local communities and sought the views of local people in their work. This resulted in recommendations for improvements in many areas including of dog fouling, allotments and management of events in the town.</p> <p>The council has also worked to strengthen ties with Cheltenham Tree Group, Cheltenham Connect and Friends of Pilley Bridge Nature reserve who are both active in promoting and enhancing local communities and environments. We completed two DIY streets projects.</p>	
<p>Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment.</p>	<p>Significant success, the new Art Gallery and Museum, now known as the Wilson was opened to the public on 5th October 2013 The Wilson has hosted several high profile exhibitions including Rodin's Kiss, the open west contemporary art exhibition, the Fred Deakin museums at night experience and the Embrace exhibition. The building has won many awards including from Cheltenham Civic Society, RICS and RIBA.</p> <p>The new charitable trust has now been registered. This has followed months of work; the trustee shadow board had been meeting monthly since their first meeting on 6 Jan 2014. Memorandum and Articles approved by the shadow board and endorsed by Cabinet at their March meeting. Additional executive support was procured to assist the in-house executive team with the work programmed to implement the trust from 1 Oct. The board have agreed to take support services from GOSS and ICT for 2 years (with a break clause after 1 year). The board and CBC legal representatives working on the draft contract.</p>	<p>Hall Hire income has done well this year, though has fallen slightly short of target. This is due to an increase in promotions restricting diary availability for hires and a small shortfall in wedding celebrations at the Pittville Pump Room.</p>

Outcomes	What went well?	what didn't go so well?
The council delivers cashable savings, as well as improved customer satisfaction overall and better performance through the effective commissioning of services.	The council delivered a balanced budget which included savings and additional income which closed the funding gap and made progress in identifying proposals over the period of the MTFS which have not impacted on service delivery or outcomes.	Additional financial pressures were identified at late stages in the process which make it difficult to plan effectively.

End of year performance report April 2013 - March 2014

Cheltenham is a place with a clean and well-maintained environment where waste is minimised and recycling, reusing and composting is promoted.....	2
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Residents enjoy a strong sense of community and involved in resolving local issues	20
Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment ...	23
We will meet our 'Bridging the Gap' targets for cashable savings and increased income.....	23

Cheltenham is a place with a clean and well-maintained environment where waste is minimised and recycling, reusing and composting is promoted




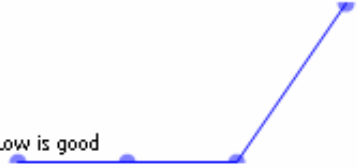






Improvement Action	Milestones	End Date	Lead	Progress
ENV 1 We will progress the implementation of a joint waste committee	ENV1a Agree the business plan for the Joint Waste Committee	Wed-31-Jul-13	Jane Griffiths	 Q4 The 2013/14 business plan was presented to the joint waste committee at their meeting on 31 July. Cabinet member working group input into early draft and their views have been taken on board. Work is ongoing with the 2014/15 business plan and actions are being incorporated into our own corporate strategy. The business plan for the committee will be considered in February.
	ENV1b Review performance of the joint waste committee and Joint Management Unit and identify any issues members have	Sat-30-Nov-13	Jane Griffiths	 Q4 Officers attend a strategic management group which oversees the work of the JMU and the cabinet member is regularly briefed on the direction of travel and key issues for the committee. Cabinet member has 1-2-1 with client officer who is employed by JMU. Committee have given clear directions to the JMU as to the work they wish to be undertaken and to the way in which information is presented to the committee.
ENV 2 We will increase recycling rates and reductions in residual waste	ENV2a Business case produced for the viability of mixed plastic recycling	Thu-31-Oct-13	Jane Griffiths	 Q4 The project has concluded that the options for kerbside collections for both mixed plastics and heavy card is not viable given capacity of the current rounds and also that the market for rigid plastics has fallen and therefore there are some questions about the commercial viability of introducing kerbside collection of mixed plastic recycling in the current market. However the situation will be kept under review to ensure that if opportunities arise to introduce such facilities these can be accommodated. Consideration is being given within the bring site review as to whether there is any scope to include within the range of materials which are collected.
	ENV2b Review of bring site facilities	Thu-31-Oct-13	Jane Griffiths	 Q4 Joint waste committee recommended that the council introduces mixed plastic recycling from the larger bring sites and the closure of smaller sites to enable capacity to collect mixed plastics. A trial will commence in June 2014 with a view to implementation in August 2014. A cabinet member decision was made in April to this effect.
	ENV2c Review of bulky waste collections	Thu-31-Oct-13	Jane Griffiths	 Q4 The project team have reviewed the processes in place and improvement relating to internal systems have been implemented. The outcomes for the current service have been identified which include the social benefits such as use of volunteers. A specification has been developed and the council will go out to re-procure the service in 2014/15.
	ENV2d Ongoing awareness campaigns	Thu-31-Oct-13	Jane Griffiths	 Q4 Media releases have been issued at key times eg Easter re foil, summer re BBQ, Christmas campaign Garden waste promotion has lead to increase in number of bins - now over 13000 Recycling stand at Midsummer Fiesta. Parks development have worked with local schools on recycling and litter issues. Joint waste committee have identified awareness training as a key issue for the 2014/15 business plan. Green points scheme running on a trial basis in Up Hatherley Recycling % is down due to a number of factors including a reduction in the size of packaging. The enforcement of side waste is now effective and people are more aware of their obligations but there is a national trend with regards to the increase in waste arisings generally which may be due to the upturn in the economy.

Cheltenham is a place with a clean and well-maintained environment where waste is minimised and recycling, reusing and composting is promoted






Overall Summary










Serious concerns			= On Target		= Below target but recoverable		= Serious concern
Below Target but recoverable							
On Target							

Service Indicators

Indicator	Baseline	Target	Current	Comments	Status	Chart
Percentage of collections completed on schedule (of total collections)		100.00 %	99.95 %			
Residual household waste per head of population (kg/head) - (quarterly)		465.0	467.0			
Percentage of service complaints received (of total collections)		0.50 %	0.00 %	800 complaints received in total throughout the year, which equates to 0.002 %. The volume of complaints is proportionate given the overall scale of the activity.		
Percentage of household waste reused, recycled and composted (quarterly)		46.10 %	44.40 %	Recycling performance has come out at slightly lower than target. This is a national trend due to the packaging industry reducing the size of packages and the reduction in the number of newspapers and magazines purchased by households. In addition, we know that recycling rates increase when there is a change but tend to reduce down over time.		
Percentage of assisted collections completed on schedule (of total collections)		99.60 %	99.81 %			

Cheltenham is able to balance new development with enhancing and protecting the natural and built environment

Improvement Action	Milestones	End Date	Lead	Progress
ENV 3 We will undertake a commissioning review of our Green Environment services	ENV3a Commence commissioning review process, formalise Member engagement and carry out initial scoping.	Sun-30-Jun-13	Grahame Lewis	 The review looked at the green space development at the initial stages and considered whether there was scope to commission services in a different way. The team are now part of the the Environment and Regulatory Services Division and will form part of the REST programme which is being undertaken during 2014/15, to identify service alignment and improvement across the new division. The main focus of the review was consideration of the continued provision of a council operated nursery. Work was ongoing at the year end, and the member working group will meet in May to consider the business case and conclude a way forward.
	ENV3b Begin consultation with relevant stakeholders	Wed-31-Jul-13	Grahame Lewis	 Consultation to this point is limited to working with elected members via member working group and with Ubico as a delivery partner. Some conversations have occurred with the C5 parish group to discuss allotment provision.
	ENV3c Formulate draft proposals about most appropriate organisational fit for retained activities and report to Cabinet	Thu-31-Oct-13	Grahame Lewis	 The initial scoping concluded that the green space development team should form part of the new Environmental and Regulatory Services Division. Work will start in 2014/15 aligning service provision across the whole division.
	ENV3d Implement preferred option	Mon-31-Mar-14	Grahame Lewis	 The green space development team are now part of the new E&RS division. Work is still ongoing with regards to the nursery and a report will be brought back in 2014/15.
ENV 4 We will undertake a Commissioning Review of our Building Control Service (currently a 10 year shared-service agreement with Tewkesbury BC which commenced November 1st 2009, though there is a 5 year review which will be carried out in 2014)	ENV4a Commence commissioning review process, formalise Member engagement and carry out initial scoping	(not specified)	Mike Redman	 Activity undertaken to develop a business plan for extension of Building Control shared service with Tewkesbury BC to include Gloucester City. Glos City yet to confirm willingness to contribute to central support costs and are evaluating alternative delivery options. CBC has been advised that this work will not be complete until June 2014. This will be the subject of a report to Cabinet in 2014-15.

	ENV4b Commence consultation with internal and external customers and assess the internal and external appetite for developing alternative delivery models	Sat-31-Aug-13	Mike Redman		as above
	ENV4c Formulate proposals and finalise report to cabinet	Sat-30-Nov-13	Mike Redman		as above
	ENV4d Commence implementation of recommendations	Mon-31-Mar-14	Mike Redman		as above
ENV 5 We will move towards the adoption of the Joint Core Strategy (JCS)	ENV5a Agree and publish JCS preferred option for new housing and employment land allocations to 2031 for consultation	Thu-31-Oct-13	Mike Redman		Pre-submission version of the JCS agreed by all three partner authorities in April 2014, prior to statutory consultation on soundness.
	ENV5b Preferred option consultation	Fri-29-Nov-13	Mike Redman		Completed December 2013
	ENV5c Secretary of State decision	Wed-31-Dec-14	Mike Redman		9 April agreement by Council of Pre Submission JCS achieved. Consultation to take place Summer 2014. Later parts of programme revisited to reflect lead in times of Planning Inspectorate. * Submission (scheduled Winter 2014) * Examination (scheduled Spring 2015)
	ENV5d Adopt JCS as the strategic level of the Cheltenham Local Plan	Fri-30-Jan-15	Mike Redman		as above
ENV 6 We will commence preparation of the Cheltenham Plan	ENV6a Complete consultation on scope of Cheltenham Plan, ensuring that parish councils and resident groups are actively involved	Mon-30-Sep-13	Tracey Crews		Consultation complete on scope of Cheltenham Plan - 55 responses were received which were subsequently considered by members.
	ENV6b Commence public consultation on draft Cheltenham Plan (non-statutory)	Wed-30-Apr-14	Tracey Crews		Resources available to progress Cheltenham Plan were wholly transferred to deliver work programme of JCS. Therefore work on Cheltenham Plan was postponed and will be picked up again in Summer 2014

Overall Summary

Serious concerns
Below Target but recoverable
On Target



G = On target





A = Below target but recoverable

R = Serious concerns

Service Indicators

Indicator	Baseline	Target	Current	Comments	Status
Percentage of planning appeals allowed		34.0%	0.0%		G Low is good
Number of days to process an application from receipt to issuing of decision		59	51		G Low is good
Number of projects implemented as a result of working with local interest groups on street redesign projects	2	2	2	planting & public art - completed; further tree planting, planter & additional art project - commissioned; on-street cycle parking and planter - awaiting funding confirmation from GCC); 1 project in design (St Paul's	G High is good
Number of planning applications appealed (cumulative)		29	22		G Low is good
Number of planning applications approved (cumulative)		1,501	1,610		G High is good
Number of planning applications determined (cumulative)		1,601	1,687		G High is good
Number of planning applications received (cumulative)		1,801	2,227		G High is good
Number of planning applications refused (cumulative)		59	77		R Low is good

Carbon emissions are reduced and Cheltenham is able to adapt to the impacts of climate change

Improvement Action	Milestones	End Date	Lead		Progress
ENV 7 We will implement the recommendations of the November 2012 cabinet report, setting out how we will meet the 30% carbon reduction target by 2015 and our aspiration to reduce carbon emissions by 40% by 2020	ENV7a Explore the potential for Smart metering to help in bridging the gap	Mon-31-Mar-14	David Roberts		Not installed as a review of Utility legislation places an onus on the providers to install. This will be reviewed in 2014 as part of the Go Shared Procurement Services re-tender of utilities.
	ENV7b Continue to explore other initiatives to deliver financial and carbon savings	Mon-30-Jun-14	David Roberts		Currently looking at PV installation options across the portfolio, especially Ham Hill and Barn Farm. Consultants indicative price on undertaking a feasibility study has been obtained. But legal advice re agricultural tenancies being obtained.
	ENV7c Start to look in more detail at the case for installing a biomass boiler at Leisure@ as a potential replacement for the combined heat and power unit on expiry of the lease in 2015	Wed-30-Sep-15	David Roberts		Progress underway, boiler cannot be installed until contract on existing boiler finishes in September 2015, but feasibility study on the viability of biomass boiler to be undertaken by June 2015. Consultant to be commissioned.
ENV 8 We will develop ways of monitoring the impact of commissioned and retained services on climate change	ENV8a Mechanism in place for effectively performance managing services	Wed-31-Jul-13	Jane Griffiths		The specification for the L&C trust includes a section relating to climate change and environmental impacts and will be monitored through the performance regimes. New performance cards are being created for the shared services so that they capture performance highlights which can include climate change and environmental impacts. In the annual performance report there was a section from CBH showing how it aligns and supports the council's corporate agenda which will include climate change and this will be a template to follow for all of our commissioned services in future years Ubico report on CO2 usage and energy consumption on an annual basis

Carbon emissions are reduced and Cheltenham is able to adapt to the impacts of climate change.

Overall Summary

Serious concerns
Below Target but recoverable
On Target



G = On Target






A = Below target but recoverable








R = Serious concerns

Service Indicators

Indicator	Baseline	Target	Current	Comments	Status
Water useage	NB only metered sites included (revised Jan14 when more)	0		figures not yet available - will be subject of separate emissions report	
Reduction in CO2 emissions from energy use, fuel use		0		figures not yet available - will be subject of separate emissions report	
Gas and electricity consumption	kWh (March 2012, excludes gas from sheltered housing)	2,266,941	3,203,948	Consumption is above Q1 2011, 2011/12 being the baseline year. This may be accounted for by differences in the weather.	A

Cheltenham has a strong and sustainable economy

Improvement Action	Milestones	End Date	Lead		Progress
ECD 3 We will continue to support Cheltenham Development Task Force	Consider planning application for North Place/Portland Street	Sat-28-Feb-01	Jeremy Williamson		Planning consent issued and land transfer completed 31st January 2014. Enabling works have begun on North Place – removal of fuel storage tanks associated with former use. Developer in the final stages of main contractor selection. Planning Conditions relating to food store have essentially been discharged. Awaiting outcome of Skanska land disposal.
ECD 1 We will implement the preferred option for the residual parking service	ECD1a Ensure implementation and seamless transition to new enforcement arrangements of CBC car parks	Tue-30-Apr-13	Mike Redman		The focused off-street parking service is performing well, with enforcement levels significantly improved on 2012-13. Income across car parks is generally holding up much better in 2013-14, with Regent Arcade performing well in relation to the position before installation of the automatic number plate recognition (ANPR) system. Some health and safety issues identified in conjunction with the Council's health and safety advisor which are being addressed.
	ECD1b On-going monitoring and review	Tue-31-Dec-13	Grahame Lewis		On-going monitoring and service improvement arrangements have now been embedded and will be further reviewed in conjunction with the implementation of the new structure for the Environmental and Regulatory Services division from 1st April, 2014.
ECD 2 We will work with GFirst, our local enterprise partnership, to promote sustainable economic growth in Cheltenham	ECD2a Commence business support service provided by Gloucestershire Enterprises Ltd	Tue-30-Apr-13	Martin Quantock		96 advice clinics delivered 6 clinic clients (businesses) referred on to High Growth Start up Programme 241 Cheltenham residents supported through Cheltenham Enterprise Club and Business Start up courses In addition, CBC and JCP ran a successful job fair in June. It was a successful day with over 250 people attending, 22 attendees were offered interviews and of those 5 job offers were made.
	ECD2b Work with LEP, Chamber of Commerce and Cheltenham Business Partnership to ensure we maximise economic benefits for Cheltenham	Mon-31-Mar-14	Martin Quantock		Town Centre - Following the very successful launch of both the new, enlarged River Island and H&M stores - Both stores are reporting sales results in excess of their original targets. River Island was obviously trading in the Regent Arcade albeit in a store less than half the size of their current premises they already had a very strong following which has increased substantially. H&M has filled a significant gap in the town's retail offer . The footfall into their unit exceeds 45,000 people per week as an average and more than 10,000 per week exiting the store into the Arcade through their side entrance. The feedback from the general public on both the new retail units is fantastic and the completed

					frontage very complimentary adding a sense of quality and freshness to the High Street . Work underway with LEP to help shape the development and succesful submission of their growth plan. Positive meetings with CBP / CoC to explore possible Business improvement district
ECD 3 We will continue to support Cheltenham Development Task Force	ECD3a Carry out a review CDTF business plan and assess performance and report findings to the CDTF Board and then to Cabinet.	Sat-31-Aug-13	Jeremy Williamson		Business plan 2013 – 2015 adopted by cabinet
	ECD3b Work with developers to enable them to start construction work on the Brewery / High Street site	Mon-31-Mar-14	Jeremy Williamson		Planning permission issued. Shop re-location and boarding-up beginning as part of preparatory works. First phase - demolition anticipated 2nd quarter 2014. Brewery have selected main contractor and are keen to implement enabling works as soon as possible.
	ECD3c Work with developers to enable them to bring forward planning applications for the Albion Street block	Thu-31-Oct-13	Jeremy Williamson		Crest Nicholson have acquired the sites and are keen to progress development. First phase will be a demolition. Meeting scheduled with Crest Nicholson to understand programme.
	ECD3d Work with GCC over implementation Local Sustainable Transport Fund including, Pedestrian way-finding, Cycle routes, Junction improvements, Modal shift, Boots Corner	Mon-31-Mar-14	Jeremy Williamson		GCC have issued Road Traffic Order statutory notices with a deadline for representations of 28th April 2014. Subject to representations GCC will determine whether a Road Traffic Order Committee is required. This followed GCC consultation and a special CBC Council meeting on 18th November 2013 which considered the findings of the consultation along with a petition relating to same. Council agreed that GCC progress to Traffic Regulation Order stage as well as establish a liaison group for residents with concerns.
	ECD3e Work with a range of partners to enable a programme of public realm improvements to be carried out - Pedestrianised Promenade	Mon-31-Mar-14	Jeremy Williamson		Prom works phase 3 completed and plans for Promenade phone box refurbishment programme progressing. Agreed with GCC to focus on High Steet (Pittville to Winchcombe) for 2014. Prom phase 4 will be designed but not delivered. If High Street works successful approach will be adopted for wider High Street and Boots Corner / Imperial Circus subject to TRO process.
	ECD3f Work with a range of partners to enable a programme of public realm improvements to be carried out - Promenade phase 3	Tue-30-Apr-13	Jeremy Williamson		Prom phase 3 completed, BT transfer to CBC agreed. Listed building consent secured. Refurbishment to proceed once contractor selection exercise concluded.
	ECD3g Work with a range of partners to enable a programme of public realm improvements to be carried out - St Mary's churchyard	Mon-31-Mar-14	Jeremy Williamson		CBC working to support this via Cheltenham Development Task Force and through attendance on the Minster Council. A positive consultation event held 24/08/13 – statements of significance and need drafted in preparation for further dialogue with the Diocese. Objective to find solution to the car parking conundrum.

Cheltenham has a strong and sustainable economy

Overall Summary

Serious concerns
Below Target but recoverable
On Target



G = On Target






A = Below target but recoverable

R = Serious concerns

Community Indicators

Indicator	Baseline	Target	Current Comments	Status
Unemployment claimant rate			2.0% The March 2013 claimant rate is 2.0%, down from 3.1% at last March. The wards with the highest claimant rates are St. Markks (3.9%), Oakley (4.4%) and Hesters Way (4.5%)	 Low is good
Footfall rate in the town centre				 High is good
Proportion of young people not in education, employment or training			4.1% The NEET rate has fallen to 4.1% and Cheltenham is now just below the county average of 4.25%. Gloucester (5.1%) and Tewkesbury (4.4%) have the highest rates of NEETs in the county.	 Low is good

Communities feel safe and are safe.

Improvement Action	Milestones	End Date	Lead	Progress
COM 01 We will continue to work in partnership to reduce incidents of anti-social behaviour and alcohol-related violence and the harm these cause to communities	COM01a We will develop our framework for dealing with anti-social behaviour to reflect in proposed national changes to tools and powers	Mon-31-Mar-14	Trevor Gladding	 Anti-Social Behaviour, Crime and Policing Act introduces simpler and more effective powers for tackling ASB, and also intended to provide better protection for victims and communities. A framework for responding to the new Act has been agreed and Cheltenham Partnership together with Tewkesbury Safety Partnership are conducting a 3 month pilot ASB case review process from June to September, with a view for a countywide roll out. This would reduce the need for the constabulary and partner agencies adapting several methods used across the county, but also allow for more straightforward management of individuals who move about the county.
COM 02 We will explore how best the council can work in partnership to tackle high profile crime in Cheltenham	COM02a We will work with the new Police & Crime Commissioner to ensure that we gain their support for enhancing partnership working in Cheltenham to tackle crime	Mon-31-Mar-14	Trevor Gladding	 Many positive steps undertaken to cement relationship with the PCC, particularly around the establishment of the late night levy, where CBC and PCC have agreed to a joint set of outcomes and process for allocating the proceeds from the levy. In addition, CBC has supported bidders to the Police and Crime Commissioners' Fund, and Andrew has led the development of the safer days and nights action plan, we have also contributed to the development of the other action plans.
COM 03 We will protect the health and well-being of citizens, businesses and visitors and maintain a high level of consumer confidence in food businesses	COM03a We will deliver a programme of statutory inspections of licensed premises	Mon-31-Mar-14	Barbara Exley	 95% of all licensed premises have now been inspected which equated to 100% of all currently trading businesses. The remaining approx. 5% of premises are premises that were earmarked for an inspection but have since ceased trading
	COM03b We will undertake an inspection programme of high risk food businesses to ensure food safety compliance	Mon-31-Mar-14	Barbara Exley	 Programmed inspections on target - undertaken in accordance with the FSA Code of Practice.
COM 04 - We will undertake a commissioning review of our Public Protection Service (licensing, environmental health, community safety)	COM04a Agreement by cabinet to the next steps for the commissioning exercise	Mon-31-Mar-14	Grahame Lewis	 Following option appraisal, the report to cabinet on 15 April agreed next steps for the commissioning review which will focus on all services coming under the new Regulatory and Environmental Services division.

Communities feel safe indicators - 1

Communities feel safe and are safe.

Overall Summary

Serious concerns ■
 Below Target but recoverable ■
 On Target ■

G = On Target

A = Below target but recoverable

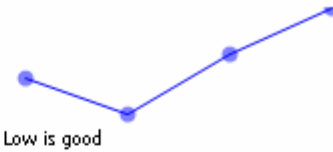
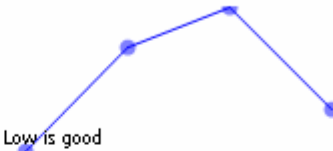
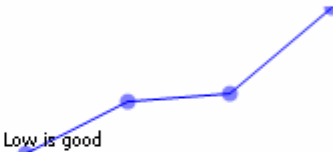
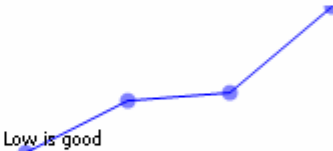

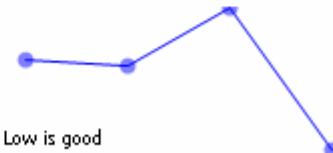
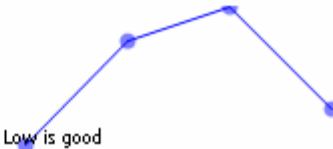
R = Serious concerns

Service Indicators

Indicator	Baseline	Target	Current	Comments	Status
Percentage of licensed premise inspections undertaken		100.0%	87.0%	We won't get to 100% of all premises due to some premises earmarked for inspection now having ceased trading. We will get 100% for all those currently still trading which will be about 95-97% overall.	R
Percentage of food premises which are broadly compliant with Food Safety Legislation		98.0%	93.5%	The figure for last 1/4 (Jan - March) is 93.5% which is very good considering we have over 1000 food premises.	R

















Community Indicators

Indicator	Baseline	Target	Current	Comments	Status
Incidents of recorded violence in the Town Centre (Friday & Sat eve.)			70.00	There were a total of 239 recorded incidents of assaults with less serious injury in the town centre; 42 (15%) less than in the previous year	 Low is good
Domestic burglary incidents			189.00	Total domestic burglary figures for the year are 830, which is 211 (34%) more than the previous year. There were peaks in September and December, but numbers have fallen since then.	 Low is good
Number of anti-social behaviour incidents			1,139	Total ASB incidents for the year are 4193, which is an increase of 959 (30%) compared to the previous year	 Low is good
Number of incidents of domestic abuse			79	NOTE: This is the figure for July 2013 to March 2014 for referrals to the MARAC (Multi-Agency Risk Assessment Conference) which is part of a process triggered by identifying a high risk victim of domestic abuse.	 Low is good
Number of Repeat incidents of domestic abuse			27	NOTE: This is the figure for July 2013 to March 2014 for referrals to the MARAC (Multi-Agency Risk Assessment Conference) which is part of a process triggered by identifying a high risk victim of domestic abuse.	 Low is good
Total volume of recorded crime per annum		9,373	1,838	total crimes for the year is 7671, which is a slight increase of 190 crimes compared to the previous year	 Low is good
Serious acquisitive crime incidents			359	The number of serious acquisitive crimes is 1514 in the year, 293 (24%) more than in the previous year. Similarly to domestic burglary, numbers peaked in Sept and Dec, but have fallen since then.	 Low is good



People have access to decent and affordable housing

Improvement Action	Milestones	End Date	Lead	Progress
COM 05 We will implement the preferred option emerging from the housing options commissioning review	COM05a Report to cabinet on the preferred option and implementation plan	Sun-30-Jun-13	Grahame Lewis	 Report presented and approved
	COM05b Implement the preferred option	Mon-31-Mar-14	Grahame Lewis	 The housing options team transferred to CBH on 1 December. Lessons learnt session and post project evaluation undertaken in January 2014.
COM 06 We will implement the preferred option following a commissioning review of private sector housing	COM06a Report to cabinet	Mon-31-Mar-14	Grahame Lewis	 Review has been completed and report is being presented to cabinet in April 2014 setting out a strategic direction of travel for the environmental and regulatory service of which private sector housing will play a part.
COM 07 We will prepare our services and communities for welfare reforms that will impact on our communities from April 2013 onwards	COM07a Develop a co-ordinated response to welfare reforms through existing and new networks ensuring clear communication to those impacted by the change	Mon-31-Mar-14	Martin Stacy	 The Positive Participation Partnership set up a Task and Finish Group, which agreed that Housing Options would develop a leaflet that applied to all residents in Cheltenham affected by the welfare reforms, not just social housing tenants (who were being advised separately by their respective landlords). With assistance from CBH, Housing Options have produced a leaflet detailing the main changes brought about by the welfare reforms, when the reforms will take place and how residents may be affected. It also details the key agencies that can assist households if they are worried about particular aspects, such as money advice or use of computers, etc. In addition, the council's Benefits website has been revamped to take account of the welfare reforms, with links to the website on all our emails and letters.
	COM07b Monitor how the HRA funding investment being put into CBH for welfare reform is meeting the outcomes	Mon-31-Mar-14	Martin Stacy	 CBH have clear delivery plans for how the HRA funding investment is being used to support welfare reforms and progress is being followed through the liaison meetings between the council and CBH. Although arrears have risen above target, this is less than for other ALMOs, and the intensive work with tenants seems to be working well.
	COM07c To ensure a smooth transition to the new direct access for rough sleeping contract	Tue-30-Apr-13	Martin Stacy	 Monitoring continues to be undertaken in the working group set up with P3 and the council to monitor progress and feedback issues arising from other organisations, and to ensure P3 are linking into existing partnerships.

COM 08 We will enable the delivery of more affordable housing	COM08a Work commences on St. Pauls phase 2	Fri-31-Jan-14	Paul Stephenson - NEWLY ADDED for 2013 work		Work has commenced on site with regards to the affordable units. The stopping up order is in place in order to meet the conditions precedent and the site will be clear by the end of April so that the access road can be commenced. Project management arrangements are being put in place to ensure that both CBC and CBH are well briefed on project risks and actions and a lessons learnt session held.
	COM08b Work commences on the garage sites	Tue-30-Apr-13	Paul Stephenson - NEWLY ADDED for 2013 work		All sites are either finished or nearing completion (snagging) and tenants have already moved into some of the new properties. HCA grant is being drawn down as we have met the targets.
COM 09 We will work with CBH to deliver the HRA capital programme	COM09a Internal communal improvements - £100k investment	Mon-31-Mar-14	Chris Williams - NEWLY ADDED FOR 2013 Work		FMBR Ltd under 3yr contract to install vinyl flooring in communal areas. Programme for yr 1 finalised with start on site 25th Nov.
	COM09b Neighbourhood Works - £515k investment	Mon-31-Mar-14	Chris Williams - NEWLY ADDED FOR 2013 Work		Seacombe & Lewis Road: on programme for completion in Jan 2014. Coates & Elgar - 60% majority agreement obtained works commence Dec 2013
	COM09c Non traditional stock upgrade - £260k investment	Mon-31-Mar-14	Chris Williams - NEWLY ADDED FOR 2013 Work		Options appraisals work is still being undertaken and the joint programme group is considering the options as part of the overall capital programme
	COM09d PV panels on roofs - £1.3m investment	Mon-30-Sep-13	Chris Williams - NEWLY ADDED FOR 2013 Work		Contractors are on site and are installing systems. Programme due to complete October 2014 as per revised programme schedule
COM 10 We will work with CBH to deliver enhanced services to our tenants	COM10a Delivery of enhanced services to tenants over the next three years with focus on the following areas: Welfare Reform; Vulnerable people; Partnerships and Communities	Mon-31-Mar-14	Kathie Pearce - NEWLY ADDED FOR 2013 WORK		CBH have set out a programme of work which delivers enhancements to tenants. Employment initiative scheme has been strengthened and welfare advice and support is ongoing. Conversations are happening with regard to working with communities and VCS as well as support for the Big Local. The programme of activities is monitored at the liaison meetings.
COM 11 We will work with CBH to ensure that resources are made available to deliver support services for older people	COM11a CBH to be commissioned through supporting people programme to deliver housing support services for older people	Mon-31-Mar-14	Martin Stacy		Agreement in principle with SP and CBH over the future direction of delivery of services for older people, ensuring that there is more flexible support provision that meets the needs of older people in and around sheltered housing in Cheltenham. CBH piloted a successful flexible scheme in Wallace House, bringing in residents from within the neighbouring community to take part in community activities within Wallace House. Next steps will be to agree a transition plan with CBH, with a view to getting acceptance from Supporting People over CBH's proposals. This will help to secure funding of around £130k a year.

People have access to decent and affordable housing.

Overall Summary

Serious concerns
Below Target but recoverable
On Target



G = On target



A = Below target but recoverable

R = Serious concerns

Service Indicators

Indicator	Baseline	Target	Current	Comments	Status
Number of disabled persons able to stay in their own homes		101	125		G High is good
Affordable housing completions		0	214	This is the total number for the year 2013-14	G High is good
Number of empty dwellings brought back into use as a direct result of council action		86	112		G High is good
Number of households living in temporary accommodation		19	6		G Low is good
Number of private sector dwellings made safe by the council		221	237		G High is good
Number of homelessness acceptances		44	0		G Low is good

People are able to lead healthy lifestyles

Improvement Action	Milestones	End Date	Lead	Progress
COM 12 We will implement the preferred option for our leisure and culture services	COM12a Subject to the outcome of a procurement process, create a new charitable trust to operate our leisure and culture services from 2014-15	Wed-1-Oct-14	Pat Pratley	 <p>The new charitable trust has now been registered. This has followed months of work; the trustee shadow board had been meeting monthly since their first meeting on 6 Jan 2014. Memorandum and Articles approved by the shadow board and endorsed by Cabinet at their March meeting. Additional executive support was procured to assist the in-house executive team with the work programmed to implement the trust from 1 Oct. The board have agreed to take support services from GOSS and ICT for 2 years (with a break clause after 1 year). The board and CBC legal representatives working on the draft contract</p>
COM 13 We will conclude a sports facilities strategy for CBC-owned sports facilities and a feasibility study for the Prince of Wales stadium	COM13a We will have a developed Sports Strategy & Prince of Wales (PoW) Stadium feasibility study for approval by Cabinet	Wed-31-Jul-13	Sonia Phillips	 <p>The PoW Stadium and Sports Strategy report was presented and recommendations approved by Cabinet on 16th July</p>

People are able to lead healthy lifestyles.

Overall Summary

Serious concerns
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Service Indicators

Indicator	Baseline	Target	Current	Comments	Status
Number of Free Under 16 swims (quarterly & cumulative)		53,000	45,091	Q4 ended with the total free swims 400 short of the target set. The majority of the shortfall was within March. The year ended with this target out turning at 45091 an overall shortfall of 7909. The majority of this took place within the period Q1 & 2 as already reported	R High is good
Number of GP referrals (quarterly & cumulative)		420	420	As previously reported the shortfall recorded earlier in the year was brought back and the GP referrals processed achieved the target set for the year. Note that the service currently runs at capacity in terms of the officer support to deliver this health partnership and receives no additional funding.	G High is good
Overall footfall at leisure@ (quarterly & cumulative)		307,000	290,217	Q4 ended short in sales footfall by 2288 and the year out turned 16783. The majority of this shortfall occurred in the first half of the year and primarily links to the drop in general swim attendances across the whole year and general pay & play activity in the first half of the year.	R High is good
Universal membership		200	288	UNiversal membership sales have again continued to prove strong & in line with general membership sales across the business.	G High is good
Total Attendances at sport and play holiday programmes	--- overall holiday programme attendance during	10,201	10,023	Total attendances for the year were 10,023 against a target of 10,200, slightly explained that with easter holiday programme falling in April this year, none of the recorded holiday attendances fall within the quarter.	R High is good
Universal card holders		950	597	UNiversal card sales have not performed well across the year in part linked to the failure of the University to purchase a number of cards as in previous years. This is in contrast to the UNiversal membership which offers a more attractive value package to students.	R High is good
Attendance at Active Life sessions (quarterly & cumulative)		59,000	59,800	Attendance on the schemes has recovered well in Q4 resulting in the area of business exceeding the targets set.	G

Residents enjoy a strong sense of community and involved in resolving local issues

Improvement Action	Milestones	End Date	Lead		Progress
COM 14 We will support efforts to get more people actively involved in their communities so that we create more resilient communities across the whole borough	COM14a Help create a resident-led partnership that will coordinate the lottery-funded Big Local project in the St. Peters and the Moors area	Mon-30-Sep-13	Richard Gibson		<p>First residents' forum meeting held in June 2013 and since then residents' have led the way, and CBC, CBH, The Elms and Big Local Rep have worked to support residents throughout the process. Elections were held for various positions within the residents steering group. Since then, the steering group has met monthly and has organised a number of community events to involve more residents in the process, published three newsletters circulated to all households in the area, secured £20k getting started funding, which has enabled the employment of 2 engagement workers who will lead the process of engaging with local residents prior to the submission of the Big Local Plan in September 2014.</p>
	COM14b Support the asset-based community development projects in The Elms and Springbank to produce community-owned plans for their areas	Mon-30-Sep-13	Richard Gibson		<p>Progress with the asset based learning sites has been mixed. Both Springbank and the Elms secured £12,500 from Barnwood Trust to employ community builders on the condition that they follow the ABCD methodology. And some good progress is being made:</p> <p>The Elms has made contact with 60 local residents, a further 30 residents who have some connection with the area either through their work or because of family connections and 12 local businesses. They have also engaged with the African, the Hindu and the Muslim communities and have a celebration event planned for 6th June. Work has now focused on the Moors where a successful community litter pick involving children and adults was held.</p> <p>Community builders in Springbank have set up a community cafe at Springbank which offers the opportunity for residents to meet and share their ideas for the community. Around 115 residents have been engaged with and over 50 ideas presented to date. Although slow progress was being made on identifying community connectors, 7 now identified for following streets; Peter Pennel Close, Blakecroft, Carrol Grove, Kingsmead Close, Carlyle Grove, Hazlitt Croft, Springbank Close. The project is also working with local primary schools on a project to raise awareness of dementia project which will be delivered in summer term.</p>
	COM14c Provide advice, information and support to the five parish councils and other	Fri-31-Jan-14	Richard Gibson		<p>Not much progress has been able to be made on this milestone this year as neighbourhood plans could not be advanced due to lack of progress on the JCS, although advice and support was made</p>




	neighbourhood groups that are interested in developing neighbourhood plans				available through the C5 Parish Council group. Now that the preferred option JCS has been agreed, this will prompt further interest from parishes and other groups in progressing neighbourhood plans.
COM 15 We will work in partnership to deliver the second year of the Government's troubled families programme, called Families First	COM15a Inspiring Families project to gain consent of 150 Families to be part of the programme	Mon-31-Mar-14	Tracy Brown		During the year, GCC and Cheltenham Partnerships made the decision that Inspiring Families would no longer lead the implementation of the families first programme in Cheltenham, instead the families first team commissioned additional support via County Community Projects. Cheltenham Partnerships remain supportive and continue to work with the programme manager to ensure target gets delivered. Over the course of the year the Inspiring Families project has worked with 30 families first families; 8 families have now met the criteria and come off the list.
	COM15b Inspiring Families to have started working with 100 Families on their single family plan	Mon-31-Mar-14	Tracy Brown		In total IF has worked 36 families; 30 of these are year 1 families first families and 6 are non FF.
	COM15c Review of delivery in Cheltenham and submission of revised proposals to secure third year funding	Tue-31-Dec-13	Tracy Brown		As above, during the year, delivery in Cheltenham was reviewed via Cheltenham Partnerships; and funding secured for both families first and inspiring families programme. Delivery of families first in Cheltenham has now been bolstered by the commissioning of County Community Projects to provide additional family intervention support for 76 families and to build community capacity in line with the asset-based approach.
COM 16 We will work in partnership to improve outcomes for young people through enabling access to a diverse range of good quality community-based advice and support	COM16a To agree an legacy strategy with County Community Projects and other partners to sustain outcomes from the building resilience project	Sat-31-Aug-13	Richard Gibson		Activity complete for this financial year; a review of the building resilience project was held on 18 Sept; number of issues raised: Positive Activities funding has been vital to the continuation of youth work provision and it will be difficult when it ends. Co-ordination of issue based youth work is needed, for example message around alcohol misuse. All providers need to be working to the same outcomes and aims across the borough going forward – how do we do this? Training, infrastructure and support are all needed to support community youth work providers. The work will continue in 2014-15 via the young people and healthy lifestyles task and finish group which will come forward with proposals to commission projects in the new year.
	COM16b To allocate the 2013 allocation of positive activities funding to VCS providers of youth activities	Wed-31-Jul-13	Richard Gibson		Funding allocated to 12 projects


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COM 17 We will carry out a review of CBC governance structures and neighbourhood management / community governance structures following the outcome of Council Motion on 8 February 2013	COM17a Scoping report to Council setting out initial options for the number of elected members and electoral cycle	Wed-31-Jul-13	Jane Griffiths		Council agreed not to progress any changes to electoral cycle, nor number of elected members
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Residents enjoy a strong sense of community and involved in resolving local issues

Overall Summary









Serious concerns 
 Below Target but recoverable 
 On Target 

 = On target









 = Below target but recoverable

 = Serious concerns

Community Indicators

Indicator	Baseline	Target	Current	Comments	Status	
Number of VCS organisations supported by GAVCA		26	32			 <p>High is good</p>
Percentage of troubled families who no longer meet the criteria		31.0%	32.0%	8 families out of 23 have come off the list		 <p>High is good</p>
Number of residents directly engaged with the Springbank community project		101	115			 <p>High is good</p>
Number of residents directly engaged with the The Elsm / Big Local community project		101	90	The project has had contact with 60 residents plus 30 others who have some connection with the area either through their work or because of family connections.		 <p>High is good</p>

Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment

Improvement Action	Milestones	End Date	Lead	Progress
A&C1 We will implement the preferred option for our leisure and culture services	A&C1a Subject to the outcome of a procurement process, create a new charitable trust to operate our leisure and culture services from 2014-15	Wed-1-Oct-14	Pat Pratley	 The new charitable trust has now been registered. This has followed months of work; the trustee shadow board had been meeting monthly since their first meeting on 6 Jan 2014. Memorandum and Articles approved by the shadow board and endorsed by Cabinet at their March meeting. Additional executive support was procured to assist the in-house executive team with the work programmed to implement the trust from 1 Oct. The board have agreed to take support services from GOSS and ICT for 2 years (with a break clause after 1 year). The board and CBC legal representatives working on the draft contract.
A&C2 We will re-open the Art Gallery and Museum	A&C2a We will complete the recanting & reoccupation programmes in readiness for a 'soft-opening'	Sat-5-Oct-13	Jane Lillystone	 Significant success, the new Art Gallery and Museum, now known as the Wilson was opened to the public on 5th October 2013 The Wilson has hosted several high profile exhibitions including Rodin's Kiss, the open west contemporary art exhibition, the Fred Deakin museums at night experience and the Embrace exhibition. The building has won many awards including from Cheltenham Civic Society, RICS and RIBA.
	A&C2b We will host the Open West Exhibition	Mon-30-Sep-13	Jane Lillystone	 The Open West Exhibition successfully opened on the 12th October.
	A&C2c We will host the Colin Reed Exhibition	Thu-31-Oct-13	Jane Lillystone	 The Colin Reid Exhibition was opened on the 5th October, ran to 5th January and proved extremely popular.
	A&C2d We will hold an official opening ceremony	Tue-31-Dec-13	Jane Lillystone	 Their Royal Highnesses, The Duke and Duchess of Gloucester, officially opened The Wilson, Cheltenham's art gallery and museum, on Friday 30 May.
A&C3 We will conclude the Town Hall feasibility study	A&C3a We will have a developed feasibility study for the Town Hall for approval by Cabinet	Wed-31-Jul-13	Gary Nejrup	 The Feasibility Study was presented and recommendations approved by Cabinet on 16th July.
A&C4 We will conclude the box office procurement exercise & implement the new system	A&C4a We will award the box office contract	Tue-30-Apr-13	Gary Nejrup	 Tender complete. Updated inhouse provision awarded with savings made to BtG
	A&C4b We will work with the new service provider to implement the new box office	Sat-31-Aug-13	Gary Nejrup	 Box office tender decision to remain in house.

Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment.

Overall Summary

Serious concerns
Below Target but recoverable
On Target



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Service Indicators

Indicator	Baseline	Target	Current	Comments	Status	Chart
Art Gallery and Museum footfall figures		0	0	until the site opens on the 5th October. This is to allow staff to concentrate on the re-canting of the building. Outreach projects are still operating.	G	
Town Hall/PPR hire income generated (quarterly & cumulative)		359,001	339,398	Hall Hire income has done well this year, however has fallen slightly short of target. This is due to an increase in promotions restricting diary availability for hires and a small shortfall in wedding celebrations at the Pittville Pump Room.	R	
Town Hall/PPR website visits (quarterly & cumulative)		140,001	287,262		G	
Town Hall/PPR total income (quarterly & cumulative)		543,201	576,634	A good year for the Town Hall exceeding targets in most areas	G	
Town Hall/PPR catering commission (quarterly & cumulative)	109200	109,400	149,352	year due to the level of catering income from the Imperial Garden Bar over the summer months. Good weather and the refurbished Skillicome Gardens have added to this factor. Commission has also increased due to enhanced commission rates negotiated	G	
Town Hall/PPR ticket sales (quarterly & cumulative)		74,801	87,884	Promotions have been very successful over the last 2 quarters. The Town Hall has hosted a wide genre of artists that have all sold well.	G	

We will meet our 'Bridging the Gap' targets for cashable savings and increased income

Improvement Action	Milestones	End Date	Lead	Progress
VFM1 We will implement the shared ICT service with the Forest of Dean District Council	VFM1a Transfer CBC staff to Forest of Dean District Council (FoDDC)	Tue-30-Apr-13	Mark Sheldon	 June 2013: ICT Staff TUPED to FOD on 1/4/13. Task complete.
	VFM1b Implement year 1 of the ICT infrastructure upgrade strategy for CBC and align technologies with FoDDC (18mth implementation programme)	Mon-31-Mar-14	Mark Sheldon	 Year 1 implementation programme complete. Process made in the last quarter in upgrading infrastructure and delivering improvement in service including: • Decommissioned the DR site at the depot • Governance framework developed for planned replacement intranet platform • Decommissioned BACS solution at CBC and adoption of FOD solution, delivery savings • Rollout of Windows 7 and Office 2010 to pilot CBH users • CBC server room repurposing (as DR site) - migration to new firewall • Virtualisation and migration of IDOX servers to FoDDC machine room. Decommission of legacy physical hardware. • Implemented Lync 2013 unified communication solution in 'glosdistricts' domain in readiness for user migration • Implemented interim management solution including add'n comms and business change support
	VFM1c Implement reciprocal business continuity arrangements for ICT disaster recovery with FoDDC	Fri-31-May-13	Mark Sheldon	 New reciprocal Disaster Recovery infrastructure now in place in CBC and FOD server rooms. Further merging of infrastructure with FOD and repurposing of CBC ICT server room as DR backup site. FOD auditors have produced an audit report which identifies issues which need to be addressed to improve DR arrangements for ICT shared service clients. A management response have been prepared which proposes revisiting client needs and a joint planning approach which will support the delivery of a more robust ICT DR solution.
VFM2 We will prepare for a commissioning review of the revenues and benefits services in 2015/16	VFM2a Implement a restructuring within the revenue and benefits teams to deliver Bridging the Gap (BtG) savings target of £88,000 for 2013/14	Sun-30-Jun-13	Mark Sheldon	 New structures agreed and implemented. BtG saving of £88k for 2013/14 delivered.
	VFM2b Implement the new county wide council tax discount scheme for 2013/14 and design a local council tax discount scheme for 2014/15 for consultation in the summer of 2013 and approval by council in December 2013	Tue-31-Dec-13	Mark Sheldon	 Scheme design for 2014/15 considered by county CFO's and Chief Executives in October 2013 and agreed to maintaining the current scheme in view of issue of raising small bills for people who have not paid ctax before. Final budget proposals, including recommended standstill scheme approved by council as part of the budget setting process on 14/2/14.

	VFM2c Support the transition to the 'universal credit' benefits system for new claimants in October 2013 to be administered by Dept of Work & Pensions and to determine the impact on the residual benefit service	Mon-31-Mar-14	Mark Sheldon		Continued delays in government rollout of universal credit impacted on local timescales. Discussions with DWP continue. On 5th December 2013 the Secretary of State announced plans for the next stage of Universal Credit implementation. The current planning assumption is that Universal credit will be live for new claims in every local Authority during 2016, with the majority of the remaining caseload moving to Universal Credit during 2016 to 2017. Cheltenham has 41 households which are subject to a benefit cap and the highest capped amount is £181.06 per week.
VFM3 We will implement the 'Bridging the Gap' programme and budget strategy for meeting the MTFS funding gap	VFM3a Develop the budget strategy for 2014/15 for approval by Cabinet	Thu-31-Oct-13	Mark Sheldon		Council approved the final budget proposals recommended by Cabinet for 2014/15 on 14/2/14 which included a final budget gap of £1.4m for 2014/15 and included savings / additional income to close the gap. Proposals supported included freezing council tax and car parking charges, additional use of NHB money and a reduction in the revenue contribution to the capital programme.
	VFM3b Identify BtG programme savings / income to meet funding gap target for 2014/15 and develop further the budget strategy for closing the MTFS funding gap	Fri-28-Feb-14	Mark Sheldon		The council final budget proposals for 2014/15 included an updated budget strategy, supported by the cross party Budget Scrutiny Working Group, summarising proposals for bridging the projected MTFS funding gap of £2.9m of which, assuming the BtG programme delivers, which leaves a gap of c£1.2m still to find.
	VFM3c Support the management of the Gloucestershire business rates pool for 2013/14, determine whether to pool in 2014/15 and evaluate the impact on the MTFS of business rates retention	Fri-28-Feb-14	Mark Sheldon		Latest modelling again appears to indicate that pooling has benefited Gloucestershire but that this will not be confirmed until the outturn is firmed up at 2014/15 year end. The recommendation to continue was included in the final budget proposals for 2014/15 and approved by council on 14/2/14.
VFM4 We will deliver the Cheltenham Futures (Future Council) programme for residual council services	VFM4a Work stream 1 - identify through management restructuring / efficiency measures savings to meet a target for 2013/14 of £150k resulting from the loss of on street parking enforcement and to evaluate the impact on the retained organisation	Tue-30-Apr-13	Grahame Lewis		£150k of savings were identified although implementation delays meant that the new structure and associated costs of running the service were not identified until Sept 2013. The full £150k saving is built into budget for 2014/15 onwards.
	VFM4b Work stream 2 - report to council proposing the new senior management structure to deliver savings of £200k/yr	Fri-28-Feb-14	Andrew North		Report agreed at council; appointments committee has ratified proposals. The proposed structure will deliver savings of circa £220k per annum by 2016/17
VFM5 We will agree an Accommodation Strategy	VFM5a Develop the business case, including funding strategy, for the relocation of the council's offices	Sun-30-Jun-13	Mark Sheldon		Discussions continue with the representatives of a key town centre buildings. The council also agreed to acquire the Shop fitters site, which offers the opportunity for a new build. A revised brief which will opens up options for alternative office locations, including new build, was approved by Council on 31/3/14.

	VFM5b Negotiate and agree partner commitment to an alternative office location	Wed-23-Apr-14	David Roberts		Discussions continue re the acquisition of a suitable alternative property
	VFM5c Complete the marketing exercise of the Municipal Offices for redevelopment	Tue-24-Jun-14	David Roberts		Delayed since marketing exercise is linked to identification of suitable alternative premises for CBC which has yet to be concluded, although informal interest in the redevelopment of the Municipal Offices has been identified.
	VFM5d Determine the business ICT requirement / strategy for new offices	Mon-31-Mar-14	Matt Thomas		Project is still delayed since an alternative office location has yet to be secured. Relocation of ICT server room to FOD and the repurposing of CBC server room for DR are almost complete. The ICT infrastructure upgrade strategy is being progressed and reduces physical ICT requirements on site which will support the relocation to new offices. The ICT shared service is now working with CBH and other partner councils, to rationalise further ICT provision.
	VFM5e Determine space requirements to support the 'future council' and assess future business needs, including meeting and front of house requirements, in relocated offices	Tue-24-Jun-14	David Roberts		The review to determine accommodation needs, based on projections for 2016/17, initiates that space requirements have reduced to circa 23-27,000 sq ft. A report including this information was approved by council on 31/3/14.
	VFM5f Agree a vision and roadmap for the rationalisation of information / data storage to support an office relocation based on reduced physical storage space	Mon-31-Mar-14	Mark Sheldon		The Information Management Group has been reconvened and considered a new approach to electronic file management. A proposal is being worked up for SLT to consider ahead of the clear-out week, now planned for June 2014. A governance approach to SharePoint have been developed by the ICT shared service. An audit of physical storage in the basement at the Municipal Offices is underway with a view to reducing storage requirements on site ahead of an office move.
VFM6 We will agree an Asset Management Plan	VFM6a Develop a car parking strategy to inform the Asset Management Plan	Mon-31-Mar-14	David Roberts		A draft strategy has been prepared and is being considered by Executive board. This will feed into the councils Capital Strategy and Asset Management Plan
	VFM6b Develop and approve an Asset Management Plan which captures the aspirations for the council's property portfolio	Mon-31-Mar-14	David Roberts		The sale of North Place / Portland Street was completed in February 2014. However, since there was an agreement to not make the sale price public, members agreed to defer the Capital Strategy and Asset Management Plan until meetings of Cabinet and Council in July 2014.
	VFM6c Develop and approve a funding strategy to support the Asset Management Plan	Fri-28-Feb-14	Mark Sheldon		The sale of North Place / Portland Street was completed in February 2014. However, since there was an agreement to not make the sale price public, members agreed to defer the Capital Strategy and Asset Management Plan until meetings of Cabinet and Council in July 2014.

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Service Indicators

Indicator	Baseline	Target	Current	Comments	Status
Number of Freedom of Information internal reviews		0	4		R
Amount of savings delivered by Go Shared Services		0	258,000	CBC saving target of £258k achieved via GOSS new structure and ERP system reduced / shared costs	G
Percentage of staff appraisals completed		100.00%	93.00%	The 7% of appraisal declarations not completed equate to 31 staff who have all been involved restructures, change of managers etc. All have received performance feedback on an informal basis	R
Number of stage 3 complaints		6	7		A
No. days lost due to sickness absence		6.99	6.91	managing sickness absence remains a high priority for the organisation and the GOSS HR team continue to work with managers to ensure that sickness absences are managed in accordance with CBC policy and that return to work interviews are completed	G
number of complaints forwarded to the LGO complaint investigation decisions		0		data not available until the end of the year	

Cheltenham Borough Council
Cabinet – 15 July 2014
Allocation of Community Pride Funds 2014-15

Accountable member	Cllr. Steve Jordan, Leader of the Council
Accountable officer	Richard Gibson, Strategy and Engagement Manager
Ward(s) affected	All
Key Decision	No
Executive summary	<p>As part of the 2014-15 budget, agreed by Council on 14 February 2014, £50,000 was set aside for the community pride scheme from the New Homes Bonus.</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 25 April 2014 and were publicised through Gloucestershire Association for Voluntary and Community Action, media releases and information on the council's website. The closing date was Monday 23rd June 2014 which gave applicants a 9 week period to submit applications.</p> <p>A panel comprising the Leader of the Council, Cabinet Member Healthy Lifestyles, Angela Gilbert from Gloucestershire Association for Voluntary and Community Action, Cllr. Chris Ryder, Helen Down, and Richard Gibson, from the Commissioning Division met on Friday 27 June to assess the 30 community pride applications and make recommendations to cabinet.</p>
Recommendations	<p>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.</p> <p>To delegate to the Strategy and Engagement Manager, in consultation with the Leader of the Council, how best to award the remaining funds to support community events and activities to commemorate the centenary of the start of the First World War.</p>

Financial implications	<p>Funding for the community pride scheme will come from 2014-15 budget as agreed by Council.</p> <p>Funding for the community building grant will come from the community development budget.</p> <p>Contact officer: Des Knight</p> <p>Accountant</p> <p>des.knight@cheltenham.gov.uk, 01242 775032</p>
Legal implications	<p>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.</p> <p>Contact officer: Donna Ruck</p> <p>Solicitor – One Legal</p> <p>donna.ruck@teWKesbury.gov.uk</p> <p>01684 272696 or 01242 774929</p>
HR implications (including learning and organisational development)	None identified
Key risks	If funding is allocated to an organisation that subsequently goes onto use the funding on a fraudulent basis.
Corporate and community plan Implications	<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"> • Cheltenham has a clean and well maintained environment; • Cheltenham’s natural and built environment is enhanced and protected; • Our residents enjoy a strong sense of community.
Environmental and climate change implications	Out of the 18 community pride grants being awarded, 8 will enable local organisations to make a positive difference to their local environment.

1. Background

- 1.1 2014 will be the seventh year of the council's community pride scheme which has allocated just over £320,000 to match-fund over 180 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 2014-15 round, Cabinet were clear that the funding should once again 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. However, with no Promoting Cheltenham Funds available this year, Cabinet were also interested in using the funds to support cultural and economic projects.
- 1.4 This year we had two pots of funding:
- 1.5 Up to £50,000 was made available via community pride grants to match-fund community-led projects, up to the value of £5,000. We were particularly interested in projects that would build up community pride either through:
 - Community-led projects that will improve the physical environment of their neighbourhood;
 - Community-led projects that will bring communities together via cultural activities and celebrations;
 - Community-led projects that will increase the recognition, economic viability and sustainability of local commercial areas.
- 1.6 Up to £4,000 was also 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 £300.
- 1.7 The grant schemes went live from Friday 25 April 2014 and were publicised through Gloucestershire Association for Voluntary and Community Action, media releases and information on the council's website. The closing date was Monday 23rd June 2014 which gave applicants a 9 week period to submit applications.
- 1.8 A panel comprising the Leader of the Council, Cabinet Member Healthy Lifestyles, Angela Gilbert from Gloucestershire Association for Voluntary and Community Action, Cllr. Chris Ryder, Helen Down, and Richard Gibson, from the Commissioning Division met on Friday 27 June to assess 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 £116,000 (against a total available of £50,000), 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 18 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 £46,859. The assessment of the projects is shown in **appendix 2**.

2.3 It is proposed that any remaining funds are rolled over to create a small pot of funding to support community events and activities to commemorate the centenary of the start of the First World War.

2.4 In terms of the community building grants, 14 requests were received and the panel recommended to fund 13 projects at a total cost of £3,875.

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.

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

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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List of Community Pride projects for Cabinet 15 July 2014

Ref	Organisation	Project	Description	cost of project	amount requested	Amount approved
CP1	Cheltenham Festival of Cycling	Cheltenham Festival of Cycling	The largest bicycle festival of its kind in the area, which is free to enter. Designed to promote cycling within Cheltenham to the masses from utilitarian, to commuting to leisure. The festival will encompass cycle training, organised ride outs, live music, test tracks, children's activities, conferences and more. The event will interact with local business, educational partners, industry partners and local charities to encourage cycling in Cheltenham and other low carbon transport choices	150000	5,000	0
CP2	Charlton Kings Parish Council	Renovation of village stocks	The scheme aims to stabilise the structural integrity of these historic grade 2 listed village stocks, sympathetically repaired damaged parts of the building so as to preserve them for future generations. It will also show case this important relic in the centre of the village with suitable display board outlining their history and the production of an information leaflet available from the Parish hub. In this way it will safeguard a valued asset offering a sense of community pride and education source for villagers.	5000	2,500	2500
CP3	Cheltenham Design Foundation	Cheltenham Design Foundation - Academy	The Cheltenham Design Foundation was founded in 2011 by a group of design experts from varying disciplines, collectively who recognised massive underinvestment in the education system. They felt that career opportunities in the creative sector were not being properly addressed in the curriculum and set out to address the shortfall by founding The Design Academy, a series of free-to-attend Saturday morning workshops. Run by professional designers in their own free time, the aim is to develop local talent and allow 14-16 year olds from schools in Gloucestershire to explore their potential. These design disciplines include: graphics, photography, video/ digital, architecture, gardening, printing, magazine, product/ packaging, engineering and MAC training. This year we are introducing 2 new modules to the programme namely web design and on the environment.	86500	5,000	4000
CP4	Cheltenham West End Partnership on behalf of Cheltenham Together	Cheltenham Together	Cheltenham Together is a group of people from different backgrounds and cultures whose aim is to promote the integration of Cheltenham's diverse communities in order to promote understanding and reduce tensions. We are working on the premise that when you accept culture you accept people and when you start accepting people you become more tolerant. One of the things we want to do to achieve this is to hold a high profile event in Spring 2015 to launch Cheltenham Together as an independent association.	10590	1,300	1,300
CP5	Vision 21	Gloucestershire Green Fair	We will organise the third annual Gloucestershire Green Fair in Cheltenham at one of Cheltenham's prestigious venues. The aim will be to focus on and promote "green" voluntary opportunities, businesses and services, as well as to encourage people to adopt more environmentally sustainable lifestyles. Based upon previous experience, we hope to attract around 25 local organisations/businesses and about 500 people to the event from around the county. The event will provide an opportunity to promote Cheltenham and its local economy just as much as it is an event to promote "green" issues and volunteering	4950	2,500	0

CP6	County Community Projects	Cheltenham Volunteer Centre	Cheltenham Volunteer Centre was part of the countywide Volunteering Gloucestershire service. Following the withdrawal of funding for Volunteering Gloucestershire by the county council, CCP has offered to help maintain a volunteer centre and a volunteering brokerage service within the Borough of Cheltenham whilst looking to secure longer term sustainable funding. Whilst operating alongside CCP's existing internal volunteer service, the Cheltenham Volunteer Centre would retain its own identity and would continue to coordinate volunteer opportunities for any organisation operating within the borough	19051	5,000	0
CP7	Friends of Sandford Park	New and replacement planting of roses and shrubs in Sandford Park	CBC Green space department are renovating the railings and gates and removing the boundary hedge to improve visibility into the park and improve cyclist and pedestrian safety. We are very supportive of this and as a group we would like to carry out the below projects to further enhance this entrance. We wish to improve the current rose beds by gapping up with 35 roses to create a fuller display. We also wish to screen the hospital car park boundary line and soften the visual impact of the Gym and Lido palisade fences, by planting a carefully chosen selection of shrubs and hedging plants.	3160	2,000	1580
CP8	Cheltenham Business Partnership	Christmas Festival of Fun	In previous years, Cheltenham Business Partnership has worked alongside the three shopping centres to fund and organise all of the town centre Christmas lights switch-on celebrations. Footfall is substantially increased in the town (thus benefitting the local economy) and provides a real vitality in the town, bringing the community together to a free event aimed at families - with a bias towards children, The event is the 'glue' that brings a co-ordinated approach to the switching on of the Christmas lights in the 3 commercial centres - Regent Arcade, Beechwood and Brewery - and those of the town centre.	14800	5,000	4000
CP9	Cheltenham Saracens FC	Football for everybody	To encourage football in the community from all areas, boys, girls, ladies, gentlemen, able bodied and disabled, people with learning difficulties, wheelchair users all nationalities in and around the surrounding areas of the Moores and in partnership with all local groups. We have grass football, indoor football and wheelchair football to offer being taught by fully qualified coaches who are 100% committed to bring football to the people not just the people to football. There are also volunteers just waiting to step in and help wherever they are required to make this programme work.	9000	5,000	0
CP10	St Philip and St James' Church	Pip and Jims Big Appeal – Phase 3 (Works to main tower, east and west gables).	To carry out works that have been identified in our Quinquennial Report (19th September 2012) and to increase the appreciation of the heritage of our grade II* listed Church. Main works to include: overhauling rainwater system, replacing tile pitches/roof repairs, stone repairs/repainting, replacement/new window grilles and refurbish clock fascias (this requires scaffolding). These works are vital to secure the fabric of the building and to ensure the Church remains a vibrant architectural resource at the heart of our community. English Heritage are considering placing this building on their national 'at risk' register.	145200	5,000	3500

CP11	Holst Birthplace Museum Trust	HOLST IN THE COMMUNITY	AIM: Create a model for fundraising to explore potential sustainable income streams which will enable the HBM to reach out into the local community to help to create community pride in Gustav Holst, his Cheltenham Birthplace and his international reputation as a great 20th century influential and popular composer. BRIEF: To explore possible fundraising models through holding three events aimed at building local pride, whilst making the Museum's practice more financially sustainable.	10000	5,000	0
CP12	Fairview Community Association (FCA)	Integrating Fairview Stakeholders into the Community	The Fairview Stakeholders include local: Churches , Charities, Schools, Cheltenham Cricket Club, Traders/Businesses , Self-employed, Public employees , Elected representatives and FCA participants. Holding a local Stakeholder "market" will bring this diverse range of community members out into the community; enhancing their integration and increasing their visibility, utility and contribution to the total population of Fairview residents	2740	2,440	0
CP13	MEANTIME Projects	Lower High Street Project (working title)	Community Pride funding is being sought to support the outcomes of the Lower High Street archive project that is being developed by a collaboration of photographers, artists, archivists and writers who are documenting changes to Cheltenham's Lower High Street during the Phase II Brewery development taking place between Bennington Street and Henrietta Street. Proposed outcomes for the project include an exhibition, a publication, an app, and a physical archive of material including photographs, video, audio (oral histories), and artists' responses.	13900	6,400	3200
CP14	Art Playground	This is Creative Cheltenham: An interactive art maze for adults and children	Art Playground create interactive arts projects and places. This is Creative Cheltenham will create a physical 'map' of Cheltenham's creative and community life that families can explore. A series of workshops linking local and national professional and student artists with community, youth and school groups will create panels, sculpture and installations for the maze. This will culminate in a free public art installation, the maze, which will run for 3 weeks including February half term. The maze will be created in an empty retail space, linking the town's art and culture with a broad community audience and changing the way Cheltenham's spaces and creative life can be experienced.	12920	4,940	2970
CP15	Friends of Naunton Park	Building Naunton Park Community	Through a number of specific projects we aim to improve the attractiveness and vitality of Naunton Park, thus making it more relevant and useful to the local population. These include the provision of a path from the Pavilion door to the toilet as in winter this gets very muddy. A light to illuminate the path so people can use the facility at night. The largest part of the proposal is to replace the glass and metal front door/window with something more inviting and attractive. The final component is for a new carved bench/sculptural feature to provide seating and visual interest especially for the elderly.	7800	3,900.00	0

CP16	Cheltenham in Bloom	Enhancing Gateway/s into Our Town	Lansdown Road, which is a main Gate Way leading into the town used to be full of assorted narcissi, daffodils blooming with magnificent spring colour on either side of the Highway, these were admired by residents and many visitors to the town, especially when the Festival was taking place at Prestbury Racecourse. Over the years, with different utility companies digging up grassed areas, the bulbs have become rather ad hoc and tired, they no longer have that 'Wow' factor. A member of the Civic Society who sits on our committee highlighted their concern of the Gateways across the town which could be greatly environmental improved. By joining together I am sure we can make a difference to enhance this gateway. Spades at the ready	5560	3,000	2780
CP17	The Rendezvous Society	Connected Cultures in Cheltenham	Community events in the Global Footsteps building, designed to explore the diverse cultures existing within the Cheltenham community. Creating networking opportunities, friendships and a cooperative understanding between groups who share the same town but infrequently engage on a personal level with one another's unique festivities. Ranging from culinary events hosted by the Gujarati neighbours to an informal talk on the practice of Buddhist meditation or the basics of the Polish language. As well as more conventional publicity, events will be advertised through PayPerClick Facebook adverts targeting Cheltenham business owners, educators and social shakers, ensuring relationships continue through our digital pages.	7200	3,600	0
CP18	University of Gloucestershire Students' Union	Greener Gloucestershire Festival	The Greener Gloucestershire Festival is an event to celebrate sustainability in the county- with music, local produce, real ale, workshops on green skills and sustainable activities like up-cycling and free bike repairs. It aims to bring the local community together to raise awareness of sustainability and pro environmental actions and behaviours and to position the University as a hub for sustainability for our community, bringing together green businesses and people to help raise awareness and engagement with sustainability. We aim to promote greenergloucestershire.co.uk - an online hub that will raise awareness of the resources available to help live a more sustainable life, whilst providing a platform for local organisations to engage with their community.	10000	5000	
CP19	Cheltenham Open Studios (COS)	COS15	COS15 is a major biennial visual arts event where 200+ artists, working in Cheltenham and its surrounds, will open their homes and studios to the public in order to engage them directly with the work they are making. The art trail gives the public an excellent opportunity to see some of the wonderful work being created in the spaces where it's made and learn about the creative process; it gives artists a much needed chance to sell direct to an art-buying public and get their work known in the communities where they live.	22558	5,000	3123
CP20	Friends of Hatherley Park	Sit up and take notice!	The Friends committee is keen to provide park users with more places to picnic and a notice board at the second entrance to the park. A noticeboard will enable us to display information and replace the present method of laminated notices tied to the fence! People have responded positively to the prospect of acquiring these items which will benefit all park users. Hatherley Park is very well used and is a popular meeting place for parents, carers and grandparents. A picnic table will offer users a place to sit together and enjoy a snack close by the play equipment.	2035	1,017	1017

CP21	St Paul's Road Area Residents' Association (SPRA)	Community Improvement (with several component parts)	To improve the participation by St Paul's residents in the decisions to improve the neighbourhood. To improve relations and collaboration with our large co-resident organisation, the University of Glos. To continue to work with councillors and council service departments to deliver improvements in the neighbourhood, eg roadworks, parking plans, traffic schemes, waste handling, policing, public area noise and anti-social behaviour reduction, better public planning decisions, and public art. To improve the quality of life for all residents through public events, art works, and other forms of building a better community identity	12625	4,410	1757
CP22	Bath Road Traders Association	Bath Road Christmas Parade 2014	To put on a community event for local residents, children and families of Cheltenham and surrounding area. The Bath Road Christmas Parade has run for the last three years and is growing in popularity. The road is decorated, trees up and lights on for a truly seasonal treat for the children and young at heart.	4762	2,220	1100
CP23	Friends of Pilley Bridge Nature Reserve	Improvements to Pilley Bridge Nature Reserve	Building a series of paths, bridges and boardwalks to gain access and create an exciting new destination in the wetlands and ponds of Pilley Bridge Nature Reserve	15185	5,000	5000
CP24	African Community Foundation	Black History Month	We will organise a range of activities during Black History Month (October 2014) to celebrate and raise awareness of black history for the first time in Cheltenham. We have had one steering group meeting so far and the activities we hope to facilitate are: Film screenings, Art activities with recycled materials, An exhibition of African arts and crafts, including those made through the project, A mixed genre music event (including calypso, gospel, hip hop, black jazz), Guest speakers, Street performances, Food related, Sharing stories - using social media, Readings at the Literature Festival, Twinning - highlighting the link with Kisumu, Window displays, Drumming workshops (to continue for 12 months)	6575	3,555	1,755
CP25	Cheltenham Housing Aid Centre	The Doorway Project - Workshop Element	The Doorway Project helps people with drug and alcohol issues who are homeless or in housing need find and sustain accommodation. An element of the project is to provide workshops to beneficiaries who have been identified as needing additional support to maintain their accommodation. We have the funding to fund a worker to run these workshops and this application is to ask for funds to help with the running costs of the workshops. The series of workshops concentrate on the skills and knowledge required to maintain a successful tenancy and include sessions on tenancy rights and responsibilities, healthy living (cooking and mental wellbeing), budgeting and managing your finances and accessing training and volunteering opportunities.	4800	4,800	
CP26	All Saints Church	All Saints Church War Memorial Project	Clean and restore the Grade 1 listed War memorial in the churchyard including researching 103 names	16000	5,000	0
CP27	Cheltenham Poetry Festival	Cheltenham Poetry Festival Outreach	We would like to consolidate the work the Beatfrecks (a group of rappers and poets based in Birmingham) are doing at Cheltenham Community Projects and run a further 5 workshops with users at the centre. Our workshops are designed to foster community pride, improve health and well-being and help to engage with literacy and feel empowered through self expression.	4000	2000	2000

CP28	Friends of Pittville (FOP).	Pittville History Works	To set up a website of articles and images with an on-line searchable database of Pittville history. Using www.pittvillehistory.org.uk the website will be archived by the British Library. To design and produce 3,000 leaflets and hold an event in the Oval Room of the Pump Room to promote the project to the public - both its use and the opportunities for volunteers to get involved in the history of the area. Work has already begun in collecting detailed evidence, transcribing censuses and street directories.	1600	1500	1500
CP29	Albemarle Orchard Garden Group	Albemarle Orchard Garden	We aim to create a community orchard on an existing unused piece of council land. The intention is to plant a variety of heritage fruit trees in order to help preserve our natural and local heritage along with a variety of wild flora and fauna to help attract wildlife. By using existing skills within our local community and with the support of voluntary organisations we aim to convert the site in to a pleasant area for people to meet and enjoy what our community will have worked to create.	7554	3777	3777
CP30	Cheltenham Academy of Music and Dramatic Art	CAMDA Education	CAMDA Education welcomes leading specialists each week who visit oW: Cheltenham head office over 30 weeks of the academic year. Based in the heart of the Cotswolds, CAMDA's Masterclass leaders are hand chosen and approved by our team of exceptional Artistic Directors and Trustees. Each deliver 30+ Masterclasses, workshops, productions and talks drawn from our community, RADA (London), The RSC (Stratford Upon Avon) and industry professionals of renown in the UK.	20000	4800	0
				636065	115,659	£46,855

List of Community Building projects for Cabinet 15 July 2014

Ref	Organisation	Project	Description	cost of project	amount requested	Amount approved
CB1	University of Gloucestershire Students' Union	Students' Union Tea Dance	<p>For the last 17 years, the Students' Union has held a Christmas Tea Dance for the local community.</p> <p>We invite nearly 200 older residents of Cheltenham and the surrounding area. Over 40 student volunteers help to run the event under the guidance of the Students' Union staff.</p> <p>Students serve refreshments and dance with the guests.</p> <p>There is a raffle organised by RAG (Raise and Give), a SU society that raises money for local and national charities throughout the year and the Dance Society provide a couple of performances.</p>	700	300	300
CB2	Vision 21	20 th and 10 th Birthday Celebrations	<p>We want to celebrate two milestone birthdays: Vision 21's 20th and Reclaim's 10th.</p> <p>We will invite an important environmental speaker to host Vision 21's celebration at which we hope to raise awareness of the need to think globally and to act locally. Anyone interested in safeguarding the environment will be welcome to attend. Refreshments will be available</p> <p>For Reclaim's 10th birthday we will invite the Mayor of Cheltenham to help volunteers celebrate our party and invite him to cut the cake we are planning to have baked for our mini-family fun day.</p>	300	300	300
CB3	Charlton Kings Parish Council	Charlton Kings Christmas Fair	To provide assistance in the provision of working capital to enable the organisation of a Christmas Fair centred on the newly formed Parish Hub at Church Piece Charlton Kings. The project is aimed at bringing together a range of interested individuals who wish to contribute to the organisation of annual events which can give a sense of community wellbeing and pride in the village.	1650	300	300
CB4	Gloucestershire Warwickshire Railway	Making a Difference Christmas Santa Trip	The GWR propose to hold a Making A Difference Santa Train trip from Cheltenham Racecourse Station to Winchcombe Station Santa Grotto. We intend to give groups of children, under 10's, who are living through a trauma in their life, an escape from the hardships they are experiencing at this special time. Providing a positive impact on their lives by experiencing a unique day out for these vulnerable children and families who may not have been able to attend such occasions. Both Winston's Wish and Acorns Hospice have expressed an intention with others to participate.	2,150:00	300	300
CB5	Fairview Community Association (FCA)	Fairview Area Quiz Nights	Community quiz-format evenings including local Cheltenham & Fairview content; to be held in local, community venues selected from church halls, public houses and the Cheltenham Cricket Club. The quiz contents and locations will engage residents with facilities and traders who form the heart of our neighbourhood to increase the interaction and integration of the total population of Fairview residents and Stakeholders. The events will additionally increase the visibility of the FCA and assist in identifying and engaging additional, volunteer recruits to assist in guiding and owning further community development projects	300	300	300

Ref	Organisation	Project	Description	cost of project	amount requested	Amount approved
CB6	Cheltenham Festival of Performing Arts	Festival Outreach Programme	Performing enhances self-confidence and presentation skills and working together to create a performance helps with teamwork. We aim to engage with people within Cheltenham that do not have Festival experience so that they can receive the benefits of participation. The project will provide opportunities for all ages within the community. Participants will be able to try a variety of instruments, sing together in a choir and learn some dance steps. They will be given constructive feedback and under 18's will receive a certificate for participating. It will be fun trying something new but also enhance important life skills.	502	275	275
CB7	St Paul's Road Area Residents' Association (SPRA)	SPRA Community Bulding	Create, print and distribute 2200 newsletters in St Paul's NCG area. Host regular (bi-monthly) public meetings, including 3 NCG meetings and 3 community meetings over the course of the year. Maintain community noticeboard, website and facebook page.	300	300	300
CB8	Cheltenham in Bloom	Community Event to commemorate 50 years of Britain in Bloom in 2014	Cheltenham in Bloom has had close connections with RHS Britain in Bloom over many years. We would like to celebrate their 50 th Anniversary with a Quiz evening themed around the towns Parks, Gardens and local Historical facts, along with a few fun questions thrown in! We would invite the many 'Friend's Groups', 'Bloomer Campaigner's', well known Societies from across the Borough, along with supporters of Cheltenham in Bloom on the evening of Friday 10 th October at St. Andrew's Church Hall at 7.30. The evening will include a Ploughman's buffet and drinks. The funds raised on this evening will go towards enhancing our Internationally known Garden Town, which Cheltenham in Bloom committee strives to enhance for the residents and visitors alike.	450	300	300
CB9	Youth and Community Services	Charlton Kings Youth Club.	Supporting young people within Charlton Kings community to be visible as active citizens within their community by using signage to promote the youth provision. It will continue to develop the youth work that Youth and Community Services began as a Youth Work initiative last year. We will work in partnership with the committee and youth work team to build further relationships with the young people and community of the Charlton Kings area, The youth work will focus on developing a community-based project enabling young people to develop socially and emotionally as they take an active and positive role in their community. The project will consist of a weekly youth work session with a programme of positive activities that the young people are empowered to plan and deliver with the experienced youth work team.	400	300	300
CB10	Cheltenham Polish Tenants and Residents Association	Family Fun Day	Family fun day is an open event for everyone in Cheltenham. We are keen ot increase engagement with our community not only within our own community but also to liaise with other organisations locally. The family fun day will build healthy bridges between young and old in our communities.	400	300	300
CB11	The Suffolk Traders Association	Christmas Carols in The Suffolks	An evening of Christmas Carols and cheer in The Suffolks Carol sheets, candles, Christmas Trees, mince pies and mulled wine to kick off the festive season with a community get together. A family event, aimed at promoting the traditional values of Christmas	600	300	300

Ref	Organisation	Project	Description	cost of project	amount requested	Amount approved
CB12	The Suffolk Traders Association	Christmas Trees for The Suffolks	The project aims to purchase Christmas trees with decorative lights and fit the displays to existing fixtures (both business and residential properties). The aim is to achieve a festive atmosphere in The Suffolks.	1600	300	£0 - only 1 grant award allowed per applicant
CB13	Cheltenham Saracens RFC	Installation of Anti Climb Railings.	We have made several improvements to our building that we lease from CBC. One of these is the construction of a balcony. We installed shutters to protect the access doors, however the balcony has been accessed and damage has been caused. The installation of anti climb railings is endorsed by the local police and will serve 2 purposes. 1 - To protect our (and CBC) investment. 2 - To ensure that the building is always available for community use. (If the shutters are damaged then we can't open the building)	750	375	300
CB14	Montpellier Villas and Environs Residents and Community Association (MVERCA)	Montpellier Villas Summer Street Party	To hold street party on 19th July for the benefit and enjoyment of all members of our local community (150 households in and around Montpellier Villas). This would involve closing part of the street, decorating it and providing seats and tables for a neighbourhood picnic. Entertainment will be provided for children and we will hold a simple raffle to raise funds for the event	880	300	300
				6182	4250	3025

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Cheltenham Borough Council

Cabinet – 15 July 2014

Allocation of Positive activities funding 2014

Accountable member	Cllr. Rowena Hay, Cabinet Member Healthy Lifestyles
Accountable officer	Richard Gibson, Strategy and Engagement Manager
Ward(s) affected	All
Key Decision	No
Executive summary	For the fourth year running, Gloucestershire County Council has agreed to invest £50k in each of the six Gloucestershire districts in 2014-15 to support positive activities for young people, to be delivered by voluntary and community sector (VCS) organisations. This report sets out how that funding will be allocated.
Recommendations	<p>That Cabinet agree the allocation of positive activities funding as set out in appendix 2.</p> <p>To delegate to the Strategy and Engagement Manager, in consultation with the Cabinet Member Healthy Lifestyles, to award the remaining funds to projects to deliver youth activities.</p>
Financial implications	<p>The County Council's agreed budget for 2014-15 includes an allocation of £50k for each of the six Gloucestershire districts to support delivery of positive activities for young people. The funding has now been received.</p> <p>Contact officer: Des Knight Accountant Des.Knight@cheltenham.gov.uk 01242 264124</p>
Legal implications	<p>With regards to the grants allocated as part of the county council's funding, the recipients of the grants will be required to enter into a Community Giving Grant agreement with the borough council prior to payment being made.</p> <p>Contact officer: Donna Ruck Solicitor – One Legal donna.ruck@tewkesbury.gov.uk 01684 272696 or 01242 774929</p>
HR implications (including learning and organisational development)	None identified
Key risks	If funding is allocated to an organisation that subsequently goes onto use the funding on a fraudulent basis. This is held on the Commissioning Division Risk Register.

Corporate and community plan Implications	The positive activities and building resilience project both help deliver the council's corporate outcomes: <ul style="list-style-type: none"> • Our residents enjoy a strong sense of community • Communities feel safe and are safe.
Environmental and climate change implications	None identified

1. Positive Activities Grants

- 1.1 Gloucestershire County Council (GCC) has agreed to invest £50k in each of the six Gloucestershire districts in 2013-14. This funding is to be used to help voluntary and community sector (VCS) organisations provide positive activities for young people.
- 1.2 The objective of the funding is to enable a programme of activities in each district that makes a positive difference to young people and mitigates the impact of reduced public sector provision of universal youth work.
- 1.3 For the 2014 round, we identified four priorities:
 - Given the focus on partnership activity on promoting healthy lifestyles among young people, we wanted to encourage bids to deliver outreach work with vulnerable young people in places where they naturally gather to engage in negative alcohol-related behaviour.
 - Given that Cheltenham is blessed with many exciting employment opportunities in a range of careers we wanted to encourage bids to link local businesses, festivals and events with young people to raise their aspirations and to give them useful information about future career opportunities with a priority to support work with All Saints and Pittville Schools.
 - This year, Gloucestershire County Council indicated that up to £5,000 of the £50,000 pot can be used to develop and improve the quality of VCS organisations as providers of youth activities. Accordingly, we wanted to allocate up to £5,000 towards making training opportunities more accessible for volunteers, workers and members of management committees and embedding safeguarding into the work of VCS youth work providers and into their youth work provision.
 - Alongside the positive activities funding, we also had a separate pot of funding (up to £10,000) to enable providers of youth activities, schools and colleges get better at helping their young people lead healthy lives. This fund was available to public sector partners to bid into.
- 1.4 Cheltenham Borough Council leads the allocation process though as part of its commitment to working in partnership with others, it seeks advice and support from the Positive Participation Partnership and the Positive Lives Partnership.
- 1.5 The bidding round went live on 25 April with a closing date of Monday 23 June.

2. The assessment process

- 2.1 A grant assessment panel comprising the Cabinet Member Healthy Lifestyles, C/Insp Steve Gillett, Angela Gilbert from GAVCA, Cllr. Rob Reid, Richard Gibson from the Commissioning Division met on Monday 30th June to assess the 26 applications and make recommendations to Cabinet. The total funding requested was £116,000. The panel made a number of recommendations about the funding that are shown on the attached table. The total value of funding recommended for allocation is £50,185.

- 2.2** There are three projects where further information is sought;
- The proposal from the Friends of Naunton Park to continue and develop the youth work that was started last year that runs from the Pavillion in the Park. The panel were aware that the pavillion is going to be subject to some substantial improvements in the next 12 months or so and have therefore requested more information from the Council’s Property Services team about timescale and from the Friends of Naunton Park about how the potential closure of the pavillion will impact on the delivery of the project.
 - The proposal from County Community Projects to continue to deliver youth work in the town centre from the youth café. The panel requested more information about the work of the youth café and how it would work with the planned outreach programme.
 - The proposal from Hesters Way Neighbourhood Project to deliver youth work activities in Springbank. The panel have not yet had sight of the organisation’s monitoring of the positive activities projects funded in previous years so want to reassure themselves that the provision was of high quality and meeting needs in the local area.
- 2.3** The value of these three projects comes to £15,000. If the decision is to proceed with these two projects, they will be funded from under-spends from the previous rounds of positive activities.

Report author	Contact officer: Richard Gibson Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk, 01242 235354
Appendices	1. Risk Assessment 2. Positive Activities Recommendations
Background information	

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
CD.2 -	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	March 2010	3	2	6	Reduce	implement and monitor small grants protocol	March 2014	Strategy and Engagement Manager	Commissioning Division
<p>Explanatory notes</p> <p>Impact – 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>Likelihood – 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>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

Assessment of applications to the Positive Activities Grant Programme 2014

Ref	Organisation	Project	Description	cost of project	amount requested	Funding approved from Positive activities	funding approved from health funding
PA1	Everyman Theatre	'On the up'	'On the Up' is a creative participatory project that is concerned with identifying effective ways of raising young people's aspiration in terms of their engagement at All Saints and Pittville schools. The project will involve a life size board which, facilitated by theatre practitioners, will be played by Year 9 pupils (13 and 14 year olds) in small groups of up to 30 young people. The game will involve a mix of discussion, role-play and multimedia interaction that will present positive role models and develop realistic aspirations.	£7,020	£6,270	£4,770	0
PA2	The Rock	Tuesday Night Transition (TNT)	TNT (Tuesday Night Transition) is a term time Tuesday evening session for young people school years 6 – 8. These sessions have been designed to support young people through their journey (transition) of leaving Primary School and settling into Secondary School. The two hours (6.00-8.00pm) include games, time for young people to make friends (old and new) as well as spending time with those who are going through the same transitional period.	£10,289	£4,417	£3,277	0
PA3	The Rock	Space 51	Space 51 is a term time youth evening for young people in school years 9, 10 and 11 who are choosing, taking and revising for their G.C.S.E's. Sessions are designed to give young people a safe space they can make their own. Our skilled and experienced Youth Workers provide support, encouragement and fun activities through a time which can be demanding, stressful and difficult for young people. Space 51 is a follow on of support to an earlier age group of support The Rock provides	£8,750	£3,344	£1,748	0
PA4	Cheltenham Poetry Festival	Creative Writing and Entrepreneurial Skills Workshops	A series of 5 week Creative Writing and Entrepreneurial Skills Workshops to be delivered to All Saints and Pittville School with members of Beatfreeks, managed by Cheltenham Poetry Festival. The workshops will enable young people in areas of social and economical disadvantage to engage with literacy and enjoy creative writing as a form of self expression and self empowerment. The pupils will be taught writing and performance skills by highly skilled young practitioners. The series of workshops will also include sessions in which members of the Beatfreeks would help develop the participant's vocational and entrepreneurial skills.	£2,500	£1,500	0	0
PA5	Inter-Climate Trust	Model UN Climate Conference	InterClimate Network will deliver a Climate Conference for secondary schools in Cheltenham which simulates the United Nations Framework Convention on Climate Change. This builds on from a series of successful Conferences across the UK. The Conference will enthuse and challenge students to think about global issues, such as climate change, and will demonstrate the relevance to them. They will develop crucial skills such as the capacity to research and reach collaborative decisions. These strategies will support them as they move into the world of work.	£5,000	£2,000	£1,200	0

PA6	CBC	Promoting healthy lifestyles to YP across Pittville, Whaddon and St Paul's	We are a group of local partners with an interest in supporting YP across the Pittville, Whaddon and St Paul's areas of Cheltenham. WE are looking to bid for funding to build on an existing project in this area which supports girls with self-esteem, confidence & body image issues through access to an after school club in St Pauls. We would like to explore the potential to expand on this project to incorporate boys as well as girls into the scheme and provide a range of HL activities in each of these areas. This will include physical activity sessions using the parks, leisure centre, The Rock, Pittville School and the youth service building in Whaddon. We will also be looking to provide healthy eating workshops and food based activities and to also explore and support both groups with confidence, self esteem/worth and having a healthier body image.	TBA	TBA	0	to be funded through Positive Lives funding
PA7	GAVCA	Youth Work Providers Training programme	We will provide training to providers of positive activities for young people in Cheltenham in 3 ways: courses with a specific youth work focus on: writing funding bids; basic drug & alcohol awareness; outcomes-focussed work, and mental health awareness. (free), Learning "tasters" at a "pick-n-mix" event focussed on youth work, including: safeguarding; programme planning; demonstrating outcomes and funding. (free), Subsidised places on GAVCA's generic learning programme, enabling organisations to determine their greatest training needs and book as appropriate. Courses could include: management committee responsibilities; volunteer management; using social media; running community events; and risk management.	£12,722	£5,000	£5,000	0
PA8	Cheltenham West End Partnership	Town Centre Outreach with vulnerable young people	To provide outreach work, by specialist youth workers, to target vulnerable young people in the town centre where they are engaging in negative alcohol-related behaviour. They will be referred into services as appropriate once their trust is gained. Additionally we will work with Inspiring Families to train the youth workers and volunteers as trusted individuals so that IF can engage with the families if appropriate. This will enable IF to have the capacity to take on any families identified through this project. We also aim to encourage the young people who respond to this approach to become volunteers in this project or become peer leaders in the Our Place project so that they can use their experiences to support others.	£17,035	£7,815	£5,050	0
PA9	Cheltenham Sea Cadets	Cheltenham Sea Cadets – Canoe Purchase	Purchase of Kayaks and associated safety equipment, to add to the fleet of boats available to Cheltenham Sea Cadets (and other units in Gloucestershire). This will enable us to increase our capability to deliver water 'Afloat Training' to the Cadets in the unit. Giving the cadets the opportunity to develop paddlesport skills from beginner to intermediate. It will also provide expanded opportunities for the cadets to enjoy paddlesport camping and expeditions.	£4,500	£3,000	£1,000	0
PA10	Prestbury and Pittville Youth	Community Challenge	This project will provide practical skill based activities to help young people who are at risk of exclusion reengage with education. It will involve 6 year 9 students over 9 weeks from Pittville school and we will run the project up to four times a year. Example activities include: Clearing local church yards, Visiting animal shelter, Cooking, Teambuilding, Bike maintenance, Basketball – learn the basics, teach each other, lead a basketball coaching session with a local primary school,	£6,628	£3,852	0	0
PA11	The Brizen Young People's Centre	The Brizen Youth Club Planned Programme 2014/15	The Brizen Youth Club Planned Programme is a series of themes, events and recreational visits to support the routine activities and pastimes provided at the Youth Club evenings. We would like to continue the successful work that was enabled through the previous Positive Activities Grants	£11,120	£6,440	£2,500	0

PA12	Youth Support Service	Intimate Partner Violence and CSE targeted group work with Boys and Young women	Individual boys and girls groups, working with young people aged between 11 and 18 on a rolling 12 week programme. The group will run after school for two hours a week at Whaddon Youth Support Centre. At the end of the programme we will run a residential for the young people. Each session will have a specific focus, including, domestic abuse, sexual health, drug and alcohol awareness, healthy living and body image. Across the programme we will work to improve the young people's confidence and self esteem which will help the participant's access further opportunities and achieve their potential.	£6,240	£3,600		£3,000
PA13	Hesters Way Partnership	Hesters Way Sport and Play	The project will provide free holiday sports play and healthy lifestyles activities for children aged between 11 and 16 years of age. It will be located in King George Fifth (KGV) playing fields utilising a multi sports cage at Easter and in the summer and the YMCA sports Hall in Hesters Way during the autumn and winter half terms and in cases of inclement weather. Activities will be provided by paid coaches supported by volunteers from the Cheltenham North Community Police team and local sports clubs. It will be promoted throughout the area notably by the local schools the Police and the Hesters Way Partnership.	£7,600	£3,800	£3,800	0
PA14	Art Playground	Create & Make	Art Playground create interactive art projects and places. Create & Make is a weekly opportunity for young people aged 11-18 years to take part in creative arts, design and craft based activities on a drop-in basis. Although traditional arts activities such as drawing, collage and crafts will be included, there will also be opportunities to explore more unusual and creative activities such as creating giant cardboard sculptures, interactive art or video installations. Young people will be able to contribute their own ideas and to help plan and manage two public showcases of their work throughout the duration of the project.	£6,453	£2,860	£2,860	0
PA15	Cotswold Communities First CIC	Clued Up!	'Clued Up' is a series of workshops aimed at young people in the Cheltenham area covering keeping yourself safe and healthy. For girls this course highlights how to recognise key signs in order to prevent domestic violence and give them the tools to remove themselves from the situation, bullying, how to keep safe when socialising/drinking alcohol, internet safety, nutrition, body image and presentation. For boys it will also cover alcohol related situations leading to aggressive behaviour from your peers and how to deal with this safely	£9,500	£9,500	0	0
PA16	Charlton Kings Youth & Community Centre - CKYCC	"Watch Them Grow – Through The Journey"	Over the last 12 months the junior session has blossomed and we now see 20-30 young people every session aged 10-12 years. We consult with the young people at the start of every term as to what they would like to achieve during the term, from this we develop a programme plan ranging from topics they would like to cover and projects that they would like to do. There is a degree of flexibility within this in case issues arise during the session that may need a quick response. The young people have identified throughout the course of the "Watch Them Grow" project topics such as team building, issues such as smoking, bullying and bereavement. These activities provide a platform for young people to build positive relationships with workers which open the doors to address issues that are affecting them	£11,510	£9,760	£5,000	0

PA17	Gloucestershire Young Carers	Cheltenham Seniors Young Carers' Group	To provide youth club based sessions for young carers aged 12 upwards where they can enjoy time away from their 'adult-sized' caring responsibilities at home in a safe but fun environment with peers who can relate to their circumstances and supported by youth workers who are trained in young carers' issues. The aim of the group is to reduce isolation and ensure the young people have access to a wide range of support which, in turn, will reduce the impact of their caring roles in their young lives	£6,126	£5,000	0	0
PA18	Friends of Naunton Park	Naunton Park Youth Project	To continue and develop the youth work that Youth and Community Services began as a Pavilion Youth Work initiative last year. We will work in partnership with their youth work team to build further relationships with the young people aged 11 – 19 years of the Naunton Park area, utilising our resources located in the Pavilion. The youth work will focus on developing a sustainable community-based project enabling young people to develop socially and emotionally as they take an active and positive role in their community. The project will consist of a weekly youth work session of 2.5 hours at the Pavilion with a programme of positive activities that the young people are empowered to plan and deliver with the experienced youth work team.	£10,080	£5,200	To be re-considered	0
PA19	The Aston Project	The Friday Night Project	A Sports Development Project within the Hester's Way catchment area. We propose to work with the YMCA, CBC Sports Development, Cricket Assoc & the University Sports Development to create a youth sports hub in the old Oasis centre – now managed by the YMCA. It would offer circuit training, futsal, dodgeball, zumba & pilates to local 10-18yr olds every Friday evening, specifically targeting disengaged young people who are coming to Police notice through anti-social behaviour, hanging round shops & in the streets with nowhere to go, & offering them alternatives to crime, healthy activities & a safe environment	£6,288	£6,288	0	0
PA20	Youth and Community Services	Aggs Gardner Youth Project	To continue and develop the youth work that we started with the Pavilion Project last year. The pilot project across Naunton Park and Aggs Gardner highlighted the different approaches that are required in the two areas, especially as we aim to expand their developments across a wider area. The Pavilion in Aggs Gardner has started to become a hub for our youth work in the area as we work with CCP and CBH to provide positive activities for young people in this part of Cheltenham. Being close to the town centre and located in an area of social need, this project needs to develop individually so that specific funding can be raised and focussed work can be achieved.	£8,680	4,800	0	0
PA21	Youth and Community Services	Benhall, Granley and the areas Youth Project	This funding will be the culmination of the initial work over the last two years. Developing the youth work has been the priority and the weather has proven to damage and limit the effectiveness for several months of the year. This funding will be to develop the partnership approach with C3 church, the residents associations and Youth and Community Services so that the work continues beyond 2015.	8900	4880	4880	
PA22	County Community Projects	Cheltenham Youth Café	We deliver sessions two evenings a week, available to children and young people in Cheltenham Town Centre, primarily, but not exclusively, targeting disadvantaged young people. The service provides a much-needed Town Centre venue for young people to meet their peers and engage in a range of structured activities, including games, music, arts, film screenings, table tennis, pool, trips, community projects and more. Through consultation the structure and direction of sessions are designed by the young people themselves. Additionally, young people access information, advice & guidance services, and other relevant services, including counselling.	21500	5500	To be re-considered	0

PA23	Memory Clubs UK CIC	Active and learning	I have recently been allocated an allotment in Cheltenham and have willing volunteer students and gardeners to bring young adults onto the allotment to learn about growing their own vegetables. I have already had interest from Cheltenham borough homes wanting to bring disadvantaged young adults onto the allotment and I also deliver the Keep safe scheme in the county so have numerous people with learning disabilities who want to be involved. This allotment club would offer exercise, learning, peer support and friendship for all those involved as well as taking home fresh produce for all to support a healthy lifestyle.	1000	500	500	0
PA24	Cheltenham & District Sports Association for the Disabled	Have-Go-Club	Multi-sports club for young people aged 8-18 years with disabilities. It provides them with a variety of sports to try under qualified supervision. Please see attached flyer for details	3000	3000	3000	0
PA25	Cheltenham District Scouts.	Cheltenham Scout Section and Explorer Scouts Development Project	The Scout Section in Cheltenham is where we need to focus our development work in 2014 - 2015. The retention of Scouts, aged 11 - 14 years is becoming a concern. Young people tell us that we need to improve the quality of the programme for that age group and provide access to more exciting and adventurous activities. The Explorer Scout Section in Cheltenham for young people aged 14 - 18 has seen a steady increase in the retention of Scouts at the older end in the last year. This is a significant change in the usual trend where in the past few years membership of 17 year olds has decreased. This is a result of the investment of providing more affordable access to training courses and improving the quality of our programme. This success story brings about some challenges for us and to cope with the numbers we need to provide more training courses and provide our leaders with more equipment to ensure that we continue to run the high quality programmes that young people expect from us	2954	2954	2000	0
PA26	Hesters Way Neighbourhood Project.	Time to Grow Phase II	The project is to underpin the continuing professional development of the Spring bank Youth Club which caters for 8 to 19 year olds. We would like to employ two qualified youth workers who would work together to build upon the successes of the youth worker employed over the last 15 months. They will train volunteers, recruit new volunteers and, with our team of volunteers and young people, develop and deliver session plans that meet the needs and aspirations of the young people so they are better prepared for life and all its challenges and opportunities	10240	5000	To be re-considered	0
				£205,635	£116,280	£50,185.00	£3,000

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Cheltenham Borough Council

Cabinet – 15 July 2014

Council – 21 July 2014 (if necessary)

Nominations to Outside Bodies

Accountable member	Leader, Councillor Steve Jordan
Accountable officer	Chief Executive, Andrew North
Accountable scrutiny committee	O&S
Ward(s) affected	All
Key Decision	No
Executive summary	Following each Selection Council, and at other times when vacancies arise, the Cabinet takes the opportunity to nominate and, in limited cases, appoint persons to various roles within bodies external to the Council. The current list of outside bodies and nominations is set out in the attached Appendix A.
Recommendations	<p>Cabinet make nominations/appointments to the bodies in Appendix A respectively in accordance with the following principles:</p> <ul style="list-style-type: none"> • all nominations are made on the basis that the nominee/appointee is a representative of Cheltenham Borough Council insofar as that is compatible with any overriding legal duty to the outside body; and • Cabinet reserves the right at any time to withdraw/terminate a nomination/appointment which it has made • Cabinet should refer a nomination/appointment to Council for determination where consensus on that nomination/appointment cannot be achieved between all the political groups on the Council

Financial implications	<p>There are no financial implications associated with this report.</p> <p>Contact officer: Mark Sheldon E-mail: mark.sheldon@cheltenham.gov.uk Tel no: 01242 264123</p>
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<p>Legal implications</p>	<p>See body of the report.</p> <p>Two general powers are relevant to nomination/appointment to outside bodies, these being the 'Well Being' power found in the Local Government Act 2000 and the power of an authority to do anything conducive, incidental to or facilitative of the discharge of any of their functions found in the Local Government Act 1972.</p> <p>Guidance for Members appointed to outside bodies can be found at Part 5G of the Council Constitution.</p> <p>Contact officer: Peter Lewis E-mail: peter.lewis@tewkesbury.gov.uk Tel no: 01684 272012</p>
<p>HR implications (including learning and organisational development)</p>	<p>None</p> <p>Contact officer: Julie McCarthy , HR Operations Manager julie.mccarthy@cheltenham.gov.uk, 01242 26 4355</p>
<p>Key risks</p>	<p>Members appointed should be aware of their roles and responsibilities.</p>
<p>Corporate and community plan Implications</p>	<p>Supports all the community priorities and supports community engagement.</p>
<p>Environmental and climate change implications</p>	<p>None</p>

1. Background

- 1.1 The bodies to which nominations/appointments are made comprise a variety of organisations and groups. A traditional distinction can be drawn between incorporated and unincorporated bodies; the former being distinct legal entities such as companies, having a legal personality and a framework imposing obligations upon those who become involved by appointment; the latter being bodies which, albeit without formal legal foundation, play an important role in representing interests within the local community. Involvement in these unincorporated organisations will often carry few or no legal obligations on those appointed.
- 1.2 In the majority of cases Cheltenham Borough Council decides who to nominate to the body concerned and it is then for that body to decide on whether to accept the nomination and make the appointment. There are some limited exceptions to this, such as Cheltenham Borough Homes and Gloucestershire Airport, where the Council has the right (by virtue of its interests in those companies) to make the appointments to the boards of directors.

2. Legal issues

- 2.1 Table 3 of Part 3A of the Constitution refers to local choice functions (i.e. functions which the Council can exercise through Cabinet or Full Council). Paragraph 19 of table 3 refers to 'the appointment of any individual(b) to any body other than – (i) the authority...and the revocation of any such appointment'. Paragraph 19 indicates that the function is to be exercised by the 'The Executive except where any such appointment concerns a council function listed in Table 1 to Part 3A'. i.e. a function which cannot be exercised by the Executive. None of the outside bodies in Appendix A relate to functions listed in Table 1. The power to Cabinet is subject to the proviso that if all political groups on the Council cannot agree a particular nomination/appointment then it will be referred to full Council for determination.
- 2.2 Whilst nominations/appointments are made on the general basis that the nominee/appointee is the Council's representative on the outside body, it is important to note that in many cases the overriding duty is to the outside body. For example, a company director has a primary duty of care towards the company and to act in the best interests of the company as a whole and a trustee must act in accordance with the trust deed and uphold the trust's objectives.
- 2.3 The Council is able to indemnify members (and officers) in the course of their activities on outside bodies provided they are acting within the scope of their authority as Council representatives. Outside bodies, such as companies, that are legal entities in their own right must have their own appropriate insurance arrangements in place. It is important that members (and officers) clarify the position in each particular case.
- 2.4 Under the revised Executive functions set out in Part 3E and Appendix A of the Council's constitution, the Leader has the power to make appointments to outside bodies where they relate to an Executive function provided there is Group Leader agreement to the appointments. The Leader exercised these powers and has already taken decisions on the appointments to Cheltenham Borough Homes, the Cheltenham Development Task Force and other bodies where the nomination is normally the Cabinet Member with the appropriate portfolio. These are included in Appendix A for completeness, shaded in blue (grey on printed copy) but are not the subject of the decision in this report.

3. Nomination/appointment of external persons

- 3.1 Historically Cheltenham Borough Council has nominated/appointed external persons to some outside bodies. On 29th June 2006 Council specifically agreed that 'All nominees are elected Members of Cheltenham Borough Council unless there are exceptional reasons justifying the appointment of a non Member'. Relevant examples of outside bodies to whom external persons have been appointed are; Gloucestershire Airport, Pate's Grammar School Foundation. The

reasons for these appointments have been the specialist knowledge skills and experience that have been brought to the outside body and/or the lack of Member nomination to that body.

3.2 External persons are not, of course, subject to the Code of Members' Conduct nor are they under any general obligation to act in the best interests of the Council or the broader public interest. Also, they are not covered by the Council's insurance. Whilst these factors do not prevent the nomination of external persons they should be borne in mind when considering whether to make such nominations/appointments.

4. Reasons for recommendations

4.1 It is in the interests of the council to ensure representation on all these outside bodies.

5. Alternative options considered

5.1 None

6. Consultation and feedback

6.1 Appendix A was circulated to Group Leaders on 6 June 2014 with a request for nominations by Monday 30 June 2014.

Report author	Rosalind Reeves, Democratic Services Manager, 01242 774937 Rosalind.reeves@cheltenham.gov.uk
Appendices	1. Risk Assessment 2. List of outside Bodies
Background information	1. Constitution Part 5G

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 elected members are not aware of their roles and responsibilities they may compromise their position		15 July 2014	3	2	6	Control	Ensure members are aware of guidance set out in Constitution Ensure members understand their role on the outside body and have a copy of relevant constitution or terms of reference of the body concerned		Democratic Services Manager	
<p>Explanatory notes</p> <p>Impact – 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>Likelihood – 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>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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Get Data

Name of body	Nominee	No. reps.
Brizen Young People's Centre	Councillor Chris Ryder	1
Cheltenham Art Gallery and Museum Development Trust	vacancy	1
Cheltenham Arts Council	Councillor Diggory Seacome Councillor Jon Walklett Councillor Andrew Lansley	3
Cheltenham Borough Homes	Councillor Duncan Smith Councillor Colin Hay Councillor Suzanne Williams vacancy vacancy	5
Cheltenham Business Partnership	Councillor Steve Jordan	1
Cheltenham in Bloom	Councillor Diggory Seacome Councillor Wendy Flynn	2
Cheltenham Pensioners Forum	Councillor Jacky Fletcher Councillor Flo Clucas	1
Cheltenham Theatre & Arts Club (Playhouse)	Councillor Diggory Seacome	1
Cheltenham West End Partnership Ltd	vacancy	1
Cheltenham, Cirencester & Tewkesbury Citizens Advice Bureau	vacancy	1
Cleeve Common Board of Conservators	Councillor Simon Wheeler Councillor Pat Thornton vacancy	3
Cotswold Conservation Board	Councillor Penny Hall	1
District Councils' Network	Councillor Steve Jordan	1
Everyman Theatre	Councillor Garth Barnes	1
Friends of Leckhampton Hill	Councillor Chris Nelson vacancy	2
Gloucestershire Airport Consultative Committee	Councillor Pat Thornton	1
Gloucestershire Airport Ltd	Councillor Jacky Fletcher Councillor Malcolm Stennett Mr David Lawrence	3
Gloucestershire Association Voluntary Community Action	Councillor Helena McCloskey	1
Gloucestershire Joint Economic Growth Committee	Councillor Steve Jordan	1
Gloucestershire Playing Fields Association	vacancy	1
Gloucestershire Waste Partnership	Councillor Chris Coleman	1
Hesters Way Partnership Ltd	Councillor Pat Thornton Councillor Wendy Flynn	2
Higgs and Cooper (and Relief in Need)	Councillor Matt Babbage Councillor Helena McCloskey	2
Leadership Gloucestershire	Councillor Steve Jordan	1
Low Carbon Partnership	Councillor Chris Coleman	1
Oakley Regeneration Partnership Ltd	Councillor Rowena Hay	1
Oakley Neighbourhood Project	Councillor Rowena Hay Councillor Colin Hay	2
Parklands Community Association	Councillor Colin Hay	1
Pates Grammar School Foundation	Mr Lloyd Surgenor Mrs Lesley Sanchez	2
Positive Lives Partnership	Councillor Rowena Hay	1
Positive Participation Partnership	Councillor Peter Jeffries	1
Prestbury United Charities	Councillor Pat Thornton	1
South West Councils	Councillor Steve Jordan	1
South West Councils' Employers Panel	Councillor Jon Walklett	1
St Margarets Hall User Group	Councillor Anne Regan Councillor Andy McKinlay	1
St Marks & Hesters Way Community Association	Councillor Simon Wheeler vacancy	2
Strategic Leadership Group	Councillor Steve Jordan	1
Supporting People Partnership	Councillor Peter Jeffries	1
Third Sector Services	Councillor Anne Regan Councillor Flo Clucas	1
UBICO	Councillor Chris Ryder Councillor Roger Whyborn	1
UBICO	Councillor Chris Coleman	1

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