



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Council

**Monday, 21 July 2014**

**2.30 pm**

**Council Chamber, Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Simon Wheeler (Chair), Duncan Smith (Vice-Chair), Matt Babbage, Paul Baker, Flo Clucas, Adam Lillywhite, Chris Mason, Dan Murch, Chris Nelson, John Payne, Max Wilkinson, Wendy Flynn, Andrew Chard, Garth Barnes, Nigel Britter, Chris Coleman, Bernard Fisher, Jacky Fletcher, Colin Hay, Tim Harman, Rowena Hay, Sandra Holliday, Peter Jeffries, Steve Jordan, Andrew Lansley, Helena McCloskey, Andrew McKinlay, David Prince, John Rawson, Anne Regan, Rob Reid, Chris Ryder, Diggory Seacome, Malcolm Stennett, Klara Sudbury, Pat Thornton, Jon Walklett, Andrew Wall, Roger Whyborn and Suzanne Williams

### Agenda

<b>1.</b>	<b>APOLOGIES</b>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>	<b>MINUTES OF THE LAST MEETING</b> To approve the minutes of the meetings held on 2 June 2014	(Pages 1 - 10)
<b>4.</b>	<b>COMMUNICATIONS BY THE MAYOR</b>	
<b>5.</b>	<b>PRESENTATION TO NEWLY APPOINTED HONORARY ALDERMEN</b> A presentation will be made by the Mayor to former Councillors Les Godwin and Rob Garnham.	
<b>6.</b>	<b>COMMUNICATIONS BY THE LEADER OF THE COUNCIL</b>	
<b>7.</b>	<b>PUBLIC QUESTIONS</b> These must be received no later than 12 noon on the fourth working day before the date of the meeting	
<b>8.</b>	<b>MEMBER QUESTIONS</b>	
<b>9.</b>	<b>CHANGES TO APPOINTMENTS TO COMMITTEES FOLLOWING THE ELECTION FOR CHARLTON PARK WARD</b>	(Pages 11 - 14)

	Report of the Chief Executive	
<b>10.</b>	<b>PETITION CALLING FOR ZERO LIMIT ON SEXUAL ENTERTAINMENT VENUES IN CHELTENHAM</b> Report of the Cabinet Member Development and Safety	(Pages 15 - 20)
<b>11.</b>	<b>PETITION CALLING FOR INVESTMENT IN BADGER VACCINATION PROJECTS</b> Report of the Cabinet Member Finance	(Pages 21 - 26)
<b>12.</b>	<b>FINANCIAL OUTTURN 2013/14 AND QUARTERLY BUDGET MONITORING REPORT TO END MAY 2014</b> Report of the Cabinet Member Finance	(Pages 27 - 88)
<b>13.</b>	<b>REVISED STATEMENT OF COMMUNITY INVOLVEMENT</b> Report of the Leader	(Pages 89 - 120)
<b>14.</b>	<b>INDEPENDENT MEMBERS ON THE AUDIT COMMITTEE</b> Report of the Cabinet Member Corporate Services, Councillor Jon Walklett	(Pages 121 - 128)
<b>15.</b>	<b>ANNUAL SCRUTINY REPORT</b> Report of the Chair of O&S committee – Councillor Tim Harman	(Pages 129 - 154)
<b>16.</b>	<b>NOTICES OF MOTION</b>	
<b>17.</b>	<b>TO RECEIVE PETITIONS</b>	
<b>18.</b>	<b>ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION</b>	

**Contact Officer:** Rosalind Reeves, Democratic Services Manager, 01242 774937  
**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

**Andrew North**  
**Chief Executive**

### Council

**Monday, 2nd June, 2014  
2.30 - 3.00 pm**

<b>Attendees</b>	
<b>Councillors:</b>	Simon Wheeler (Chair), Duncan Smith (Vice-Chair), Wendy Flynn, Andrew Chard, Matt Babbage, Garth Barnes, Nigel Britter, Flo Clucas, Chris Coleman, Jacky Fletcher, Colin Hay, Penny Hall, Tim Harman, Rowena Hay, Sandra Holliday, Peter Jeffries, Steve Jordan, Andrew Lansley, Chris Mason, Helena McCloskey, Andrew McKinlay, Dan Murch, John Payne, David Prince, John Rawson, Anne Regan, Rob Reid, Chris Ryder, Diggory Seacome, Malcolm Stennett, Klara Sudbury, Pat Thornton, Jon Walklett, Roger Whyborn, Suzanne Williams and Max Wilkinson

### Minutes

**1. APOLOGIES**

Apologies had been received from Councillors Fisher, Lillywhite, Nelson and Wall.

**2. ELECTION OF MAYOR (CHAIRMAN OF COUNCIL) FOR 2014-15**

The outgoing Mayor, Councillor Wendy Flynn, took the opportunity to thank all members for their support in her role as Mayor over the past year. She welcomed newly elected Councillors to the meeting and wished the incoming Mayor well in his new role.

Councillor Simon Wheeler was proposed for the office of Mayor by Councillor C Hay and seconded by Councillor Whyborn.

Upon a vote it was unanimously

**RESOLVED that Councillor Simon Wheeler be, and is hereby, elected Mayor of the Borough of Cheltenham and Council chairman for the ensuing year.**

The Chief Executive invited the Mayor to sign a Declaration of Acceptance of Office of Council chairman for the ensuing municipal year 2014 – 2015.

Councillor Simon Wheeler took the chair.

**3. ELECTION OF DEPUTY MAYOR (VICE-CHAIRMAN OF COUNCIL) 2014-15**

Councillor Ryder proposed Councillor Smith for the office of Deputy Mayor, seconded by Councillor Chard.

Upon a vote it was unanimously

**RESOLVED that Councillor Duncan Smith be, and is hereby, elected Deputy Mayor of the Borough of Cheltenham and Council vice-chairman for the ensuing year.**

The Chief Executive invited the Deputy Mayor to sign a Declaration of Acceptance of Office of Council vice-chairman for the ensuing municipal year 2014 – 2015.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest

**5. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 31 March 2014 were approved and signed as a correct record subject to the following amendment :

Minute 8-Process for approval of the Gloucestershire Strategic Economic Plan (points of clarification):

the figure of 3200 homes referred to in the document related to the potential development capacity at junction 9 and 10. This number has only been incorporated in the higher end figure for the JCS.

Longer term there would be discussions on how to fund the proposed infrastructure which could include the use of the New Homes Bonus etc.

The minutes of the meeting held on 9 April 2014 were approved and signed as a correct record subject to the following amendment:

Councillor Suzanne Williams had submitted her dispensation which had been granted by the Standards Committee to participate and vote in the meeting.

**6. COMMUNICATIONS BY THE MAYOR**

The Mayor wished to put on record his thanks to the outgoing Mayor, Councillor Wendy Flynn. He also congratulated those new members and those members who had been re-elected.

He informed members of his nominated charities for the year. The Aston Project works with youngsters locally to improve their life opportunities and the Butterfly Garden which is a project for people of all ages dealing with disablement of any kind. He also informed members that he would be entering the Cheltenham Challenge and would welcome sponsorship.

**7. TO APPOINT THE LEADER OF THE COUNCIL FOR THE ENSUING 2 YEARS AND TO NOTE THE MEMBERSHIP OF CABINET INCLUDING THE DEPUTY LEADER**

Councillor Jordan was proposed as the Leader of the Council by Councillor Rawson and seconded by Councillor Thornton.

Upon being put to the vote the proposal was CARRIED, with 1 abstention.

The Mayor invited the Leader to address the meeting. He thanked colleagues for their support. He also congratulated those newly elected members and members who had been re-elected. He also thanked former Councillors for their contributions to the work of the Council. The Leader then outlined the changes to the Cabinet membership; Councillor Rawson (Deputy Leader and Cabinet Member Finance), Councillor McKinlay (Cabinet Member Built Environment), Councillor R. Hay (Cabinet Member Sport & Culture), Councillor Coleman (Cabinet Member Sustainability), Councillor Jeffries (Cabinet Member Housing & Safety) and Councillor Walklett (Cabinet Member Corporate Services). There would be minor adjustments to portfolios, which would be published in the coming days.

The Leader finally wished to put on record his thanks to Councillor Roger Whyborn for all his hard work as Cabinet Member Sustainability.

**8. TO ESTABLISH AND APPOINT TO THE FOLLOWING COMMITTEES (INCLUDING APPOINTMENT OF SUBSTITUTE MEMBERS)**

The appointments to the following Committees were approved in accordance with the nominations contained in the table circulated and now attached to these minutes for information.

- a) Overview and Scrutiny committee
- b) Audit Committee
- c) Planning
- d) Licensing
- e) Standards Committee
- f) Appointments and Remuneration Committee
- g) JNC Disciplinary Committee
- h) JNC Appeals Committee

**9. APPOINTMENT OF CHAIR AND VICE-CHAIR TO THE OVERVIEW AND SCRUTINY COMMITTEE**

The nominations for Chair and Vice-Chair of Overview and Scrutiny Committee were approved in accordance with the nominations contained in the table circulated and now attached to these minutes for information.

**10. GLOUCESTERSHIRE HEALTH, COMMUNITY AND CARE SCRUTINY COMMITTEE**

The Mayor invited nominations to the Gloucestershire County Council Health, Community and Care Scrutiny Committee.

Councillor Sudbury nominated Councillor Clucas for representative, with Councillor Flynn nominated as substitute.

Councillor Smith nominated Councillor Hall for representative and as a substitute should she not be elected as representative.

Upon a vote Councillor Clucas was elected representative. (in favour :23; against:13)

Upon a vote Councillor Flynn was elected substitute. (in favour :23; against:13)

**11. GLOUCESTERSHIRE ECONOMIC GROWTH OVERVIEW AND SCRUTINY COMMITTEE**

The Mayor invited nominations to the Gloucestershire Economic Growth Overview and Scrutiny Committee.

Councillor Jordan nominated Councillor Clucas for representative, with Councillor Whyborn nominated as substitute.

Councillor Smith nominated Councillor Chard for representative and for substitute should he not be elected as representative.

Upon a vote Councillor Clucas was elected representative. (in favour :23; against:12)

Upon a vote Councillor Whyborn was elected substitute. (in favour :23; against:12)

**12. GLOUCESTERSHIRE POLICE AND CRIME PANEL**

The Mayor invited nominations to the Gloucestershire Police and Crime Panel.

Councillor Walklett nominated Councillor McCloskey for representative, with Councillor Murch nominated as substitute.

Councillor Smith nominated Councillor Nelson for representative and for substitute should he not be nominated as representative.

Upon a vote Councillor McCloskey was elected representative. (in favour :23; against:12)

Upon a vote Councillor Murch was elected substitute. (in favour :23; against:12)

**13. APPOINTMENT TO ADVISORY GROUPS AND WORKING GROUPS**

Councillor Rawson proposed that Councillor Harman continued in his role as Chair of the Treasury Management Panel. This was agreed.

The appointments to the Treasury Management Panel and the Constitution Working group were then approved in accordance with the nominations contained in the table circulated (as amended) and now attached to these minutes for information.

**14. TO APPROVE THE CONSEQUENTIAL CHANGES TO THE CONSTITUTION**

There were none.

**15. NOTICE OF MOTION**

There were none.

**16. TO RECEIVE PETITIONS**

There were none.

**17. ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION**

None.

Simon Wheeler  
**Chair**

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TO BE APPOINTED AT SELECTION COUNCIL																				
CBC Committees																	Working/Ad Grps		Joint/County committees	
Members	Party	Cabinet	O&S	Audit	Planning	Licensing	Standards	Appointments	Disciplinary	Appeals	Treasury Mgmt	Constitution	GHOSC(non-exec)	Glos Economic Growth O&S	Police and Crime panel	TOTAL for Member				
Substitutes		Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes						
Size		7	10	7	15	10	3	9	5	5	9	4	1	1	1					
<b>no of Conservatives on each committee</b>		3 2 5 3 2 3 2 1 3 1														25				
Babbage, Matt			1	1							1									
Chard, Andrew	c	S		1	1											2				
Fletcher Jacky	c			1	S	1	1 Vc									2				
Hall Penelope	c	S		1 Vc	S			1		S						1				
Harman, Tim	c	1 Ch	S					S			1 Ch					0				
Mason, Chris	c	1		S				1								2				
Nelson, Chris	c		1 Vc	S							1					2				
Regan Anne	c					1	1 Vc		S							1				
Ryder, Chris		1							1 Vc							1				
Seacome Diggory	c				1	1 Vc										1				
Smith Duncan	c		S					S				1				1				
Wall Andrew	c							1	1							2				
<b>total nominated</b>		0	2	1	4	2	1	2	1	1	2	1	0	0	0	12				
<b>no of labour on each committee</b>	lab															0				
<b>total nominated</b>																0				
		Ch/Vc indicates proposed nomination for Ch/Vc																		
<b>no of lib dem on each committee</b>		6 4 9 6 4 5 3 3 5 2														47				
Barnes Garth	ld	sub		1 Ch	1	1	Sub				1					3				
Britter Nigel	ld	1							Sub		1					2				
Clucas, Flo	ld		1	1					1 Ch				1	1						
Coleman,Chris	ld	Cabinet	Sub	Sub												0				
Fisher Bernard	ld			1		1 Ch	Sub		1							2				
Flynn Wendy	ld			Sub	1		1 Ch	Sub					S			1				
Hay Rowena	ld	Cabinet	Sub	Sub				1								1				
Hay Colin	ld		1 Vc	1	1			1				1				4				
Holliday Sandra	ld		1			Sub			Sub							1				
Jeffries Peter	ld	Cabinet					Sub					1				1				
Jordan Stephen	ld	Cabinet														0				
Lansley, Andrew	ld							1								1				
McCloskey Helena	ld		1		1	Sub				1 Ch	Sub				1	3				
McKinlay Andrew	ld	Cabinet			1											1				

		CBC Committees										Working/Ad Grps	Joint/County committees			
Members	Party	Cabinet	O&S	Audit	Planning	Licensing	Standards	Appointments	Disciplinary	Appeals	Treasury Mgmt	Constitution	GHOSC(non-exec)	Glos Economic Growth O&S	Police and Crime panel	TOTAL for Member
Murch, Dan			1	1											S	1
Rawson John	ld	Cabinet									1					1
Reid, Rob	ld		Sub			1		1	1							3
Sudbury Klara	ld		Sub		1											1
Vacancy	ld															0
Thornton Pat	ld			1	1	1				Sub	1					4
Walklett Jon	ld	Cabinet			Sub	1					1					2
Wheeler Simon	ld				1	Sub	1	1								3
Williams, Suzanne	ld									1						
Wilkinson, Max	ld		1													
Whyborn Roger	ld					1 Ch	1							S		1
<b>no of lib dem nominated</b>		0	5	4	8	5	3	4	2	2	5	2	1	1	1	41
<b>no of independent on each committee</b>			0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ind															0
	ind															0
<b>no of independents nominated</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>no of pab on each committee</b>			1	1	1	1	1	1	0	1	1	1				9
Payne, John	pab		1	s		s	1					1				3
Lillywhite, Adam	pab		s		s	1		s		1						2
Prince, David				1							1					2
Stennett Malcolm	pab				1		s	1		s						2
<b>no of pab nominated</b>		0	1	1	1	1	1	1	0	1	1	1	0	0	0	7
<b>Total nominated</b>			8	6	13	8	5	7	3	4	8	4	1	1	1	
<b>Total on committee</b>			10	7	15	10	7	9	5	5	9	4	0	0	0	
<b>Substitutes</b>	For each committee the Council will appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee up to a maximum of 3															
	Put a 1 in the above table to indicate a member has been nominated a seat on a committee															
	Put a s in the above table to indicate a member has been nominated as a substitute															

**Council**

**Monday, 2nd June, 2014  
3.00 - 3.07 pm**

<b>Attendees</b>	
<b>Councillors:</b>	Simon Wheeler (Chair), Wendy Flynn, Duncan Smith (Vice-Chair), Andrew Chard, Garth Barnes, Nigel Britter, Chris Coleman, Jacky Fletcher, Colin Hay, Penny Hall, Tim Harman, Rowena Hay, Sandra Holliday, Peter Jeffries, Steve Jordan, Andrew Lansley, Helena McCloskey, Andrew McKinlay, David Prince, John Rawson, Anne Regan, Rob Reid, Chris Ryder, Diggory Seacome, Malcolm Stennett, Klara Sudbury, Pat Thornton, Jon Walklett, Andrew Wall, Roger Whyborn, Suzanne Williams, Matt Babbage, Flo Clucas, Chris Mason, Dan Murch, John Payne and Max Wilkinson

**Minutes**

**1. APOLOGIES**

Apologies were received from Councillor Fisher, Lillywhite, Nelson and Wall.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. HONORARY ALDERMEN**

The Chief Executive introduced the report and explained that pursuant to Section 249 (1) of the Local Government Act 1972 Council may confer the title of Honorary Alderman on persons who it considers have rendered eminent services to the Authority in their past roles as councillors. Historically, Council has conferred the title of Honorary Alderman upon its past members in recognition of both long service (16 years or more) or as a past Mayor and Chairman of the Council.

He advised that the following former Councillors had been nominated by the Group Leaders : Rob Garnham, Les Godwin and Paul McLain.

Upon a vote it was unanimously

**RESOLVED that in recognition of the eminent services as members of Cheltenham Borough Council and Pursuant Section 249(1) of the Local Government Act 1972, Rob Garnham, Les Godwin and Paul McLain be elected Honorary Aldermen of the Borough of Cheltenham.**

Simon Wheeler  
**Chair**



**Cheltenham Borough Council  
Council  
21 July 2014**

**Committee appointments following Charlton Park election**

<b>Accountable member</b>	<b>Council</b>
<b>Accountable officer</b>	<b>Chief Executive, Andrew North</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>Following the election of Councillor Paul Baker (Liberal Democrat) as the member for Charlton Park Ward replacing former Councillor Penny Hall (Conservative) at the election on 3 July 2014 there has been a slight change to the political balance of the Council from 24 Lib Dems, 12 Conservatives and 4 PABS to 25,11,4 respectively.</p> <p>This impacts on the following committees appointed by Council which require some adjustment in order to maintain political balance on each committee and across all committees of the Council as a whole.</p> <p><b>Planning Committee – currently 15 members</b> Was (5 Con, 9 Lib Dem and 1 PAB) and is now (4 Con, 9 Lib Dem and 1.5 PABs). In order to preserve the overall balance across all committees it was suggested to Group Leaders that the committee could be reduced to 14 members with (4 Con, 9 Lib Dem and 1 PAB). Group Leaders for the Conservatives and PAB confirmed their agreement to this proposal.</p> <p>Councillor Penny Hall was vice-chair of the Planning Committee so a new vice-chair needs to be appointed. The chairs and vice-chairs for all committees were elected at Selection Council on 2 June 2014 and so on that basis any changes should be agreed by Council.</p> <p><b>Appointments and Remuneration Committee - 9 members</b> Was (3 Con, 5 Lib Dem and 1 PAB) and is now (2 Con, 6 Lib Dem, 1 PAB) so the Lib Dems can nominate an additional member. Former Councillor Penny Hall was on this committee.</p> <p><b>JNC Appeals Committee/ Licensing and O&amp;S committee - 1 substitute vacancy for the Conservatives on each</b></p> <p><b>JNC Disciplinary Committee – Conservatives lose one seat.</b> Currently PABs have no seats on this committee but it would be preferable to have all parties represented although this would make the PABs slightly exceed their representation over all committees. The recommendation is that the PABs nominate one member and a substitute on that basis.</p> <p>The Group Leaders were advised of the position on 7 July 2014 and their nominations are set out in the following table.</p>

<b>Committee/ working group</b>	<b>Lib Dem</b>	<b>Conservative</b>	<b>PAB</b>	<b>Council decision required</b>
Planning Committee	Lib Dems to nominate revised membership if required	Nominate Vice-chair	No change	Council to agree new composition of 14 members, note new Lib Dem appointments and appoint new vice- chair.
Appointments and Remuneration Committee	To nominate an additional member and substitute if required	No change as Penny Hall is no longer on the committee	No change	Council to agree new committee composition and appointments
JNC Appeals Committee	No change	Councillor Smith as substitute	No change	Council to note
JNC Disciplinary	No change	Councillor Wall to stand down	Councillor Lillywhite as member and Cllr Stennet as sub	Council to agree new composition and appointments
Licensing Committee		Nominate a substitute		
O&S Committee		Nominate a substitute		

**Recommendations**

**We therefore recommend that Council approve:**

**Amendments to the membership of the Planning Committee, the Appointments and Remuneration Committee, the JNC Appeals Committee and the JNC Disciplinary Committee and as set out in the table**

**A Councillor be appointed as vice-chair of Planning Committee**

<b>Financial implications</b>	No financial implications
<b>Legal implications</b>	The Local Government and Housing Act 1989 requires the Council to approve the revised political balance and allocation of seats to political groups as soon as practicable following a change in political group numbers.  <b>Contact officer: Sara Freckleton, Borough Solicitor</b> <b>sara.freckleton@teWKesbury.gov.uk, 01684 272012</b>
<b>HR implications (including learning and organisational development)</b>	None
<b>Key risks</b>	None
<b>Corporate and community plan Implications</b>	None

<b>Report author</b>	<b>Contact officer: Rosalind Reeves, Democratic Services Manager,</b> <b>Rosalind.reeves@cheltenham.gov.uk,</b> <b>01242 77 4937</b>
<b>Appendices</b>	None
<b>Background information</b>	Minutes of Selection Council 2 June 2014

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## Cheltenham Borough Council

Council – 21 July 2014

### Zero Limit on Sexual Entertainment Venues in Cheltenham – Petition

<b>Accountable member</b>	<b>Councillor Andrew McKinlay – Cabinet Member Development and Safety</b>
<b>Accountable officer</b>	<b>Mike Redman – Director for Environmental &amp; Regulatory Services</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>No</b>
<b>Executive summary</b>	This report has been prepared in response to the receipt of a petition which has triggered a Council debate because it includes more than 750 signatories.
<b>Recommendation</b>	<p><b>Council is recommended to:</b></p> <ol style="list-style-type: none"> <li><b>Refer the matter to Cabinet for further consideration.</b></li> </ol>

<b>Financial implications</b>	<p>No financial implications to note.</p> <p><b>Contact officer: Sarah Didcote, GOSS Business Partner Manager, sarah.didcote@cheltenham.gov.uk, 01242 264125</b></p>
<b>Legal implications</b>	<p>Sex Establishment Licences are issued under the provisions of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by The Policing and Crime Act 2009. The Council has resolved to adopt this Schedule.</p> <p>One of the amendments to Schedule 3 to the 1982 Act is that a local authority is now allowed to set a limit on the number of Sexual Entertainment Venues they think is appropriate for a particular area.</p> <p><b>Contact officer: Vikki Fennell (OneLegal), vikki.fennell@tewkesbury.gov.uk, 01684 272015</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>No HR implications.</p> <p><b>Contact officer: Richard Hall, GO Shared Service Human Resources Manager (West), Richard.hall@cheltenham.gov.uk, 01594 812634</b></p>
<b>Key risks</b>	<b>As identified in Appendix 1</b>
<b>Corporate and community plan Implications</b>	<p>Communities feel safe and are safe.</p> <p>Our residents enjoy a strong sense of community and involved in resolving local issues.</p>

<b>Environmental and climate change implications</b>	<b>None</b>
<b>Property/Asset Implications</b>	<b>N/A</b> <b>Contact officer: David Roberts, Head of Property &amp; Asset Management, david.roberts@cheltenham.gov.uk, 01242 264151</b>

## 2. Content of petition received

- 2.1 The Council has received a petition under the heading 'Petition Calling for Zero Limit on Sexual Entertainment Venues in Cheltenham'.
- 2.2 The petition includes 1,122 signatures. As such, it contains more than the 750 signatories required to trigger a Cheltenham Council debate.
- 2.3 The statement within the petition states:-

*"We the undersigned, petition the Council to:*

- *Issue no further Sexual Entertainment Licences (SEVs) in Cheltenham*
- *Note our objection to the granting of a license to operate a permanent lap dancing club in the former Voodoo Lounge on the Bath Road*
- *Note that we want our town to be free of sexual entertainment venues, such as lap and pole dancing clubs and therefore set a NIL Policy for SEVs in the future.*

## 3. Background to receipt of the petition

- 3.1 In December 2013, the Council received an application to licence a sexual entertainment venue at 12 - 14 Bath Road. In February this year the application was referred to the Licensing Committee that granted the application.
- 3.2 The Council's currently adopted policy does not set a limit on the number of sexual entertainment venues it will licence, but instead deals with each application on a case by case basis. The rationale behind the current approach is largely based on the fact that there had not been any applications for three years leading up to December.
- 3.3 The application for the sexual entertainment venue on Bath Road attracted significant local objection, which has resulted in this petition following the grant of the application.

## 4. Consultation: Number of permitted sexual entertainment venue licences in Cheltenham

- 4.1 In March this year, Cabinet approved a public consultation on whether it would be appropriate for the Council to adopt a limit on the number of sexual entertainment venues it will licence in Cheltenham.
- 4.2 That consultation ended on the 30<sup>th</sup> June and Cabinet is due to consider the outcome of that consultation and determine the policy position moving forward in September.
- 4.3 It is a coincidence that this petition was submitted during the consultation period mentioned above. Given that the subject matter of this petition and the consultation is the same, it is recommended that Council refer the matter and any comments in relation to this debate to Cabinet for consideration in September, when the consultation outcome will be discussed.

- 4.4 Incidentally, the petition organiser has also requested that this petition be submitted as a response to the consultation and it will therefore automatically form part of the Cabinet consideration in September.

### **5. Process for dealing with petitions at Council**

- 5.1 The following is the recommended process to be followed for the debate of a petition at the Council meeting in accordance with the Council's Petition Scheme. The Council Procedure Rules shall be suspended in so far as necessary to facilitate this process.

#### **1. The Mayor will remind members of the procedure to be followed**

#### **2. Statement by the petition organiser**

The Mayor will invite the petitioner organiser or their representative to come to the microphone and speak for up to 5 minutes on the petition.

There will be no questions and the petition organiser/their representative will take no further part in the proceedings.

#### **3. Clarification on the background information in the officer's report**

Members will be invited to ask any questions for clarification as to the facts in the officer's report.

#### **4. Statement by the relevant Cabinet Member**

The Cabinet Member whose portfolio is most relevant to the petition will be invited by the Mayor to speak for a maximum of 5 minutes on the subject of the petition. They may wish to refer to the background report from officers circulated with the papers for the meeting.

They may also wish to propose a motion at this point; if so, the motion must be seconded.

#### **5. Debate by members**

Where a member has proposed a motion (which is seconded), the usual Rules of Debate (Rule 13) will apply.

If there is no motion, the Mayor will invite any member who wishes to speak on the petition to address Council for up to a maximum of 3 minutes.

When the 15 minutes set aside for the debate (as laid down in the Council's Petition Scheme) is up, the Mayor may decide to extend the time allowed for the debate, but will bring it to a close when they feel sufficient time has been allowed.

#### **6. Conclusion of Debate**

The debate should conclude with one or more decisions taken pursuant to the Petition Scheme as follows:

- taking the action requested in the petition (provided the matter is reserved to full council for decision)
- referring the matter to Cabinet or an Appropriate Cabinet Member or Committee (including Overview and Scrutiny) for further consideration
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation

- holding a meeting with petitioners
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition
- taking no further action on the matter

<b>Background Papers</b>	<ul style="list-style-type: none"><li>• E-petition – “Zero limit on number of Sexual Entertainment Venues in Cheltenham” (378 signatures)</li><li>• Written petition – “Petition calling for a zero limit on sexual entertainment venues in Cheltenham” (749 signatures)</li></ul>
<b>Report author</b>	<b>Contact officer: Louis Krog, Licensing &amp; Business Support Team Leader, <a href="mailto:louis.krog@cheltenham.gov.uk">louis.krog@cheltenham.gov.uk</a>, 01242 775004</b>

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 Council does not take the concerns raised in the petition into consideration, it has the potential to undermine confidence in the local democratic process.	Louis Krog	11/7/14	3	4	12	Reduce	Council report recommendations			
	If the Council considers the petition in the absence of the wider consultation results, any resultant decision would not be fully informed with the views of the wider public and is likely to be unsound	Louis Krog	11/7/14	4	4	16	Reduce	Council report recommendations			
<p><b>Explanatory notes</b></p> <p><b>Impact</b> – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p><b>Likelihood</b> – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p><b>Control</b> - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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## Cheltenham Borough Council

Council – 21 July 2014

### Investing in Badger Vaccination – Petition

<b>Accountable member</b>	<b>Councillor John Rawson – Cabinet Member for Finance</b>
<b>Accountable officer</b>	<b>Andrew North, Chief Executive</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p><b>A petition was received by Council on 10 June 2014 requesting the following:</b></p> <p><i>"We the undersigned, call on Cheltenham Borough Council to give financial support to local badger vaccination projects being undertaken and to financially assist other badger vaccination projects which may be set up in Gloucestershire."</i></p> <p><b>As the petition had in excess of 750 signatures it is entitled to a debate at Council.</b></p>
<b>Recommendation</b>	<p><b>That the Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Accepts that badger vaccination is a potentially useful way of preventing the spread and severity of bovine TB.</b></li> <li><b>2. Is prepared to consider an application for match funding from an organisation that is capable of carrying out badger vaccination in Cheltenham Borough, provided the application sets out a credible plan for a vaccination programme, including clear objectives and costs.</b></li> <li><b>3. Will write to the petition organisers to inform them accordingly.</b></li> </ol>
<b>Financial implications</b>	<p>In the light of Cheltenham Borough Council's tight budget situation, the Council would need to consider whether they want to divert funds to badger vaccination, which could be difficult to justify when this could result in diverting scarce resources from other services.</p> <p><b>Contact officer: Mark Sheldon, Director of Resources, mark.sheldon@cheltenham.gov.uk, 01242 264123</b></p>

<b>Legal implications</b>	The petition must be considered in accordance with the Council's Petition Scheme made pursuant to the Local Democracy, Economic Development and Construction Act 2009. The petition will be considered in accordance with the Council Procedure Rules varied in so far as necessary to comply with the attached Process.  <b>Contact officer: Peter Lewis (OneLegal), peter.lewis@teWKesbury.gov.uk, 01684 272012</b>
<b>HR implications (including learning and organisational development)</b>	None arising from this report.  <b>Contact officer: Julie McCarthy, GO Shared Service Human Resources Manager (West), julie.mccarthy@cheltenham.gov.uk, 01242 264355</b>
<b>Key risks</b>	None arising from this report.
<b>Corporate and community plan Implications</b>	Not applicable
<b>Environmental and climate change implications</b>	None arising from this report
<b>Property/Asset Implications</b>	None arising specifically from this report.  <b>Contact officer: David Roberts, Head of Property &amp; Asset Management, david.roberts@cheltenham.gov.uk, 01242 264151</b>

## 1. Content of petition received

- 1.1 The Council has received a petition under the heading 'Protect Gloucestershire's Remaining Badgers by Investing in Badger Vaccination Projects in the Cheltenham Borough Council Area.'
- 1.2 The petition includes over 800 signatures. As such, it contains more than the 750 signatories required to trigger a Cheltenham Council debate.
- 1.3 The statement within the petition states:-

*"We the undersigned, call on Cheltenham Borough Council to give financial support to local badger vaccination projects being undertaken and to financially assist other badger vaccination projects which may be set up in Gloucestershire."*

## 2. Background to the Petition Scheme

- 2.1 The petition provisions in the Local Democracy, Economic Development and Construction Act 2009 aim to address the perception nationally, as revealed in the results of the Place survey, that the community is unable to influence local decisions.
- 2.2 The Council's Petition Scheme (based on the national model scheme) is designed to ensure that the public has easy access to information about how to petition their local authority and they will know what to expect from their local authority in response. Included within the Scheme is the requirement to have a full Council debate should a certain number of signatures be achieved.



Cheltenham Borough Council has set that threshold lower than that recommended by the legislation at 750 signatures.

- 2.3** The legislation also recommends a 15 minute maximum period for the debate and recognises that the issue may be referred to another committee where the matter is not one reserved for full Council. The purpose of the requirement for Council debate therefore, is not to ensure that the final decision relating to the petition issue is made at that Council meeting but to increase the transparency of the decision making process, ensuring that debates on significant petitions are publicised with sufficient notice to enable the petition organiser and public to attend. It also ensures that local people know that their views have been listened to and they have the opportunity to hear their local representative debate their concerns. The outcome of debates will depend on the subject matter of the petition.

### **3. The petition**

- 3.1** The petition was received on 10 June from Marie Booth on behalf of Gloucestershire Against Badger Shooting (GABS). The wording of the petition is set out the Executive Summary of this report.
- 3.2** The Council is therefore required to debate the petition for a maximum of 15 minutes in accordance with the Petitions Scheme approved by Council on the 13 May 2010. A process for dealing with a petition was produced by officers and is attached as Appendix 1 as a process to be followed for the debate at this meeting. The debate should conclude with one or more decisions taken pursuant to the Petition Scheme as follows
- taking the action requested in the petition (provided the matter is reserved to full Council for decision)
  - referring the matter to Cabinet or an appropriate Cabinet Member or Committee (including Overview and Scrutiny) for further consideration
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - calling a referendum
  - writing to the petition organiser setting out our views about the request in the petition
  - taking no further action on the matter.

### **4. Background information to the subject of the petition**

- 4.1** Prior to accepting the e-petition as a valid petition, the organisers of the petition had been informed that this matter did not fall into the remit of the Borough Council and therefore there may be limits as to what actions the Council could take.
- 4.2** A petition of over 800 signatures requesting that Cheltenham Borough Council invest in a badger vaccination programme was handed in at Cheltenham's Municipal Offices on 10 June 2014. A valid petition stipulates that the petitioners must live, work or study in Cheltenham and over 300 signatures were found to have postcodes outside of the Borough of Cheltenham. Officers from the council contacted the petition organiser and they gave their assurance that they made it clear to everyone signing the petition that they must live, work or study in Cheltenham and so as far as they knew they were all valid. On that basis the petition was accepted.
- 4.3 Current situation**  
In the introduction to the petition, the petitioner states that: "The 'pilot culls' of badgers in Gloucestershire in 2013 have led many people to seriously question the humanity, efficiency and

cost of this method of 'controlling' bovine TB, especially as it has been condemned by so many leading and reputable scientists. This petition calls on Cheltenham Borough Council to assist with an alternative strategy, which is already working across Wales and in many parts of England."

- 4.4** Members of the public have been signing online and street petitions in each of the District Councils asking them to put some money into badger vaccination to help reduce the spread of bovine TB. This is the second petition to be presented, together with Gloucestershire County Council's petition of 1000 signatures handed in in May.
- 4.5** Marie Booth who handed in the petition, said, "The response from the public in Cheltenham has been overwhelmingly positive. Many are shocked to hear the cull is still going ahead, after what they had read about the costs and inhumane results from last year's pilot. People want an end to the cull, but also a solution for farmers, and this should be it."
- 4.6** It may be useful for members to have an understanding of how other councils in Gloucestershire have dealt with this issue.
- Stroud District Council voted to support badger vaccination in the District at their council meeting on 10 October 2013. In summary they resolved to support the Gloucestershire Wildlife Trust's proposal to extend its badger vaccination programme in Stroud over 5 years and to provide a sum not in excess of £12,500 to fund this 5 year programme to be matched £ for £ by money raised by the Wildlife Trust.
  - Several district councils including Stroud and the Forest of Dean have voted to refuse culling of badgers on their land during the last 2 years.
  - At a full meeting of Gloucestershire County Council on 22 January 2014, a motion was passed agreeing to create a Badger Cull Task Group to establish the social and economic impact of the cull of Gloucestershire and to identify lessons to be learnt. The task group looked at the impact on Gloucestershire communities and produced a series of learning points and recommendations to public bodies setting out some simple actions which would address the concerns of local people. The Badger Cull Task Group report went to Gloucestershire County Council's Overview and Scrutiny Management Committee on 10 June 2014.
  - Tewkesbury Borough Council will be considering a similar petition on 29 July 2014

## **5. Acceptability and current status of badger vaccination**

- 5.1** Badger vaccination is widely accepted as a potentially useful way to combat bovine TB and is being used in Gloucestershire with Government support. The DEFRA website sets out the Government's position as follows:

*Badger vaccination could help reduce the prevalence and severity of bovine TB in a badger population and thereby reduce the rate of transmission to cattle.*

*The first injectable badger vaccine, BadgerBCG, was licensed in March 2010 and is available for use on prescription. Badgers need to be trapped by trained operators under licence by Natural England and the vaccine must be administered by a veterinarian or accredited lay vaccinator. An oral badger vaccine, which may be a more practical option in terms of field deployment, is at the research stage and is still several years away.*

*Defra are funding a Badger Vaccine Deployment Project (BVDP) in an area in Gloucestershire, near Stroud. This project is the first practical use of an injectable vaccine for TB in badgers outside research trials, aimed at assessing the logistical issues of the use of such a vaccine. Badger vaccination using the injectable BCG vaccine began in July 2010 and will continue for 5 years.*

## 6 Reasons for recommendations

- 6.1 This petition is unusual, in that it requests money for vaccination without specifying which organisation is applying for the money or precisely what programmes it is intended to support. It is understood that GABS itself does not itself carry out badger vaccination, though some other organisations in Gloucestershire do, including the Gloucestershire Wildlife Trust.
- 6.2 The petition is not in any precise sense an application for funding. However, should such an application be made by an organisation that is capable of carrying out badger vaccinations within Cheltenham Borough, there is no reason why the Council should not consider it. The application would need to set out a credible plan of action, including clear objectives and costs. If this was done, the Council could consider offering match funding the work up to a certain amount, as Stroud District Council has done in its area.

<b>Contact officer</b>	<b>Rosalind Reeves Democratic Services Manager,</b> <b>Rosalind.reeves@cheltenham.gov.uk</b>  <b>Tel : 01242 77 4937</b>
<b>Appendices</b>	Process for dealing with a petition at council
<b>Background information</b>	Council's petition scheme – report to Council 13 May 2010

## **Process for dealing with petitions at Council**

The following is the recommended process to be followed for the debate of a petition at the Council meeting in accordance with the Council's Petition Scheme. The Council Procedure Rules shall be suspended in so far as necessary to facilitate this process.

### **1. The Mayor will remind members of the procedure to be followed**

### **2. Statement by the petition organiser**

The Mayor will invite the petitioner organiser or their representative to come to the microphone and speak for up to 5 minutes on the petition.

There will be no questions and the petition organiser/their representative will take no further part in the proceedings.

### **3. Clarification on the background information in the officer's report**

Members will be invited to ask any questions for clarification as to the facts in the officer's report.

### **4. Statement by the relevant Cabinet Member**

The Cabinet Member whose portfolio is most relevant to the petition will be invited by the Mayor to speak for a maximum of 5 minutes on the subject of the petition. They may wish to refer to the background report from officers circulated with the papers for the meeting.

They may also wish to propose a motion at this point; if so, the motion must be seconded.

### **5. Debate by members**

Where a member has proposed a motion (which is seconded), the usual Rules of Debate (Rule 13) will apply.

If there is no motion, the Mayor will invite any member who wishes to speak on the petition to address Council for up to a maximum of 3 minutes.

When the 15 minutes set aside for the debate (as laid down in the Council's Petition Scheme) is up, the Mayor may decide to extend the time allowed for the debate but will bring it to a close when they feel sufficient time has been allowed.

### **6. Conclusion of Debate**

The debate should conclude with one or more decisions taken pursuant to the Petition Scheme as follows:

- taking the action requested in the petition (provided the matter is reserved to full council for decision)
- referring the matter to Cabinet or an Appropriate Cabinet Member or Committee (including Overview and Scrutiny) for further consideration
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition
- taking no further action on the matter

## Cheltenham Borough Council

**Cabinet – 15 July 2014**

**Council – 21 July 2014**

### Financial outturn 2013/14 and budget monitoring to May 2014

<b>Accountable member</b>	<b>Councillor John Rawson, Cabinet Member for Finance</b>
<b>Accountable officer</b>	<b>Mark Sheldon, Director of Resources</b>
<b>Accountable scrutiny committee</b>	<b>All</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>No</b>
<b>Executive summary</b>	<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>
<b>Recommendations</b>	<p><b>We therefore recommend that Cabinet approve the following recommendations to Council:</b></p> <ol style="list-style-type: none"> <li><b>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.</b></li> <li><b>2. That furthermore Council:</b> <ol style="list-style-type: none"> <li><b>2.1 Approve £327,500 of carry forward requests (requiring member approval) at Appendix 5.</b></li> <li><b>2.2 Approve the use of the budget saving of £489,998 as detailed in Section 3.</b></li> </ol> </li> <li><b>3. Note the annual treasury management report at Appendix 7 and</b></li> </ol>

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).

<b>Financial implications</b>	As detailed throughout this report.  <b>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</b>
<b>Legal implications</b>	None directly arising from the report recommendations.  <b>Contact officer: Peter Lewis, Peter.Lewis@teWKesbury.gov.uk, 01684 272012</b>
<b>HR implications (including learning and organisational development)</b>	Employee capacity must be kept under review to ensure that any additional work is adequately resourced.  <b>Contact officer: Julie McCarthy, Julie.mccarthy@cheltenham.gov.uk, 01242 264355</b>
<b>Key risks</b>	As outlined in Appendix 1.
<b>Corporate and community plan Implications</b>	Key elements of the budget are aimed at delivering the corporate objectives in the Corporate Business Plan.
<b>Environmental and climate change implications</b>	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 9<sup>th</sup> 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.

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
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
<b>Retained Business Rates</b>	<b>(2,482,240)</b>	<b>(2,767,521)</b>	<b>(285,281)</b>
Section 31 Grants	(255,000)	(426,407)	(171,407)
<b>Retained Income</b>	<b>(2,737,240)</b>	<b>(3,193,928)</b>	<b>(456,688)</b>
Levy paid over to Government	-	262,844	262,844
Pool Surplus distribution	-	(114,042)	(114,042)
<b>Sub-Total</b>	<b>(2,737,240)</b>	<b>(3,045,126)</b>	<b>(307,886)</b>
Surplus carried forward to 2014/15	-	353,867	353,867
<b>Total</b>	<b>(2,737,240)</b>	<b>(2,691,259)</b>	<b>45,981</b>

- 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 31<sup>st</sup> 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 31<sup>st</sup> 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.

	<b>2012/2013</b>	<b>2013/2014</b>
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 31<sup>st</sup> 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:-

<b>Cost Category</b>	<b>£'000</b>
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)
<b>Total Variance</b>	<b>666</b>

### 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:

	<b>Current Budget</b>	<b>Revised Position</b>	<b>Variance</b>
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	-
<b>Retained Business Rates</b>	<b>(2,321,651)</b>	<b>(2,321,651)</b>	<b>-</b>
Section 31 Grants	(1,008,103)	(948,103)	60,000
<b>Retained Income</b>	<b>(3,329,754)</b>	<b>(3,269,754)</b>	<b>60,000</b>
Surplus brought forward from 2013/14	-	(353,867)	(353,867)
<b>Total</b>	<b>(3,329,754)</b>	<b>(3,623,621)</b>	<b>(293,867)</b>

- 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.

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



The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
1..	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						
<b>NET BUDGET</b>	<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)
<b>NET SPEND FUNDED BY COUNCIL TAX</b>	<u>(7,190,217)</u>	<u>(7,179,948)</u>	<u>(7,179,949)</u>	<u>(1)</u>			<u>(1)</u>		<u>(1)</u>
<b>TOTAL INCOME</b>	<u>(13,758,432)</u>	<u>(14,506,682)</u>	<u>(14,482,972)</u>		<b>Total budget underspend</b>		<b>(817,498)</b>		<b>(489,998.04)</b>

## 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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## 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
<b>REVENUE</b>							
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.
<b>TOTAL PROGRAMMED MAINTENANCE</b>			<b>1,022,850</b>	<b>1,183,340</b>	<b>706,736</b>	<b>476,604</b>	

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

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REVENUE OUTTURN 2013/14		Budget Book 13/14 £	Current Budget 13/14 £	Actuals 2013/14 £	(Under) / Overspend before SeRCOP Adjustment			Adjusted (Under) / Overspend £	(Under) / Overspend before SeRCOP Adjustment		IAS19 Pension Adjustments £	SeRCOP Adjustment £	SOA -Code Adjusted (Under) / Overspend £
					Carry Forwards £	Transfers to (from) reserves £	£		£	£			
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		-10,555	-45,669			-800	-46,469	
PLP102	Development Task Force	302,300	270,000	304,592	34,592		0	34,592		7,437	6,900	48,929	
<b>Strategic Directors</b>		<b>455,150</b>	<b>424,950</b>	<b>421,292</b>	<b>-3,658</b>	<b>0</b>	<b>-3,136</b>	<b>-3,658</b>	<b>0</b>	<b>21,440</b>	<b>-12,722</b>	<b>5,059</b>	
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	42,533		11,757	-800	43,491	
PLP101	Joint Core Strategy	204,600	204,700	209,023	4,323	6,000	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		4,443	
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		3,400	
CPK001	Car Parks - Off Street Operations	-1,664,900	-1,792,100	-1,926,839	-134,739		-99,339	-134,739		4,867	-898	-130,770	
CPK101	Car Parks - Off Street R&M	112,700	112,700	159,846	47,146		47,146	47,146				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		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		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		12,898	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		-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	22,994	-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			-4,800	2,635
REG014	Contaminated Land	27,800	27,700	26,904	-796			-796	-796			-1,000	-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	-6,400
REG018	Pest Control	52,800	53,500	67,062	13,562			13,562	13,562			-6,200	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			-400	1,141
SUP039	Callouts	0	-2,200	3,017	5,217			5,217	5,217				5,217
<b>Built Environment</b>		<b>3,065,900</b>	<b>2,796,750</b>	<b>2,297,970</b>	<b>-498,780</b>	<b>193,700</b>	<b>135,051</b>	<b>-170,029</b>	<b>-498,780</b>	<b>1,218,425</b>	<b>237,795</b>	<b>15,067</b>	<b>972,507</b>
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	0	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				0
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	390
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			-4,814	13,556
ELE002	District Elections	138,300	146,600	126,025	-20,575		34,500	13,925	-20,575		28	-5,114	-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
<b>Commissioning</b>		<b>5,498,100</b>	<b>6,285,500</b>	<b>5,241,870</b>	<b>-1,043,630</b>	<b>611,900</b>	<b>181,652</b>	<b>-250,078</b>	<b>-1,043,630</b>	<b>0</b>	<b>71,396</b>	<b>237,743</b>	<b>-734,491</b>
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			Adjusted (Under) / Overspend £	(Under) / Overspend before SeRCOP Adjustment		IAS19 Pension Adjustments £	SeRCOP Adjustment £	SOA -Code Adjusted (Under) / Overspend £
					Carry Forwards £	Transfers to (from) reserves £	Overspend before SeRCOP Adjustment £		Code / IFRS Adjustments £	Overspend before SeRCOP Adjustment £			
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	2,852	-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		-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	0	
SUP101	GO ICT Centre of Excellence	54,700	0	0	0		0	0				0	
ADB101	Cheltenham Municipal Offices	16,200	-2,700	-54,306	-51,606		-51,606	-51,606		2,455	51,850	-7,000	
ADB103	Cheltenham Depot	6,600	12,700	-36,650	-49,350		-49,350	-49,350			36,650	-3,700	
CUL002	War Memorials	38,650	50,450	17,704	-32,746		-32,746	-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		-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	
<b>Resources</b>		<b>2,781,800</b>	<b>3,533,600</b>	<b>3,115,466</b>	<b>-418,134</b>	<b>113,200</b>	<b>128,977</b>	<b>-175,957</b>	<b>-418,134</b>	<b>-3,626,587</b>	<b>-1,645,583</b>	<b>-246,188</b>	<b>-5,936,492</b>
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		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	-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	Pitville 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	
CUL113	Pitville Pump Room Repairs & Maintenance	57,300	61,000	37,256	-23,744		29,277	5,533				-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		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) / Overspend before SeRCOP Adjustment	Carry Forwards	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
		£	£	£	£	£	£	£	£	£	£	£	£
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
<b>Wellbeing &amp; Culture</b>		<b>4,619,250</b>	<b>4,576,350</b>	<b>4,458,219</b>	<b>-118,131</b>	<b>18,700</b>	<b>133,823</b>	<b>34,392</b>	<b>-118,131</b>	<b>0</b>	<b>137,952</b>	<b>6,100</b>	<b>25,921</b>
<b>Central Salary Savings Target (R1099)</b>		<b>-480,000</b>	<b>-175,000</b>	<b>0</b>	<b>175,000</b>	<b>0</b>	<b>0</b>	<b>175,000</b>	<b>175,000</b>				<b>175,000</b>
<b>Bad Debt Provision (R8910)</b>		<b>40,000</b>	<b>40,000</b>	<b>27,916</b>	<b>-12,084</b>	<b>0</b>	<b>0</b>	<b>-12,084</b>	<b>-12,084</b>				<b>-12,084</b>
<b>TOTAL SERVICES</b>		<b>15,980,200</b>	<b>17,482,150</b>	<b>15,562,733</b>	<b>-1,919,417</b>	<b>937,500</b>	<b>580,025</b>	<b>-401,892</b>	<b>-1,919,417</b>	<b>-2,408,162</b>	<b>-1,177,000</b>	<b>0</b>	<b>-5,504,579</b>
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	-1,442,698			-1,442,698
BAL100-B8085	GF balance - Accumulated absences							0	0	-42,561			-42,561
BAL100-B8090	GF balance - Non Current Assets written off on disposal							0	0	-7,819,874			-7,819,874
BAL100-B8140	GF balance - Transfer of Sale proceeds							0	0	8,724,614			8,724,614
BAL100-B8050	GF balance - Movements in Market Value of Investments							0	0	4,078,433			4,078,433
BAL100-B8210	GF balance - Council tax and NNDR surplus							0	0	443,782			443,782
BAL100-B8180	GF balance - Reversal of IAS19 charges							0	0		-4,153,000		-4,153,000
BAL100-B8190	GF balance - Employers pension contributions							0	0	2,940,000			2,940,000
OOE100-R8301	Gains / losses on disposal of non current assets							0	0	-904,740			-904,740
FIE090	Pension Interest Costs and Return on Assets							0	0		2,390,000		2,390,000
<b>BVACOP Reversals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>3,036,955</b>	<b>1,177,000</b>	<b>0</b>	<b>4,213,955</b>
<b>BAL103 - Capital Charges-</b>													
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			-301,582	-301,582			-301,582	-301,582				-301,582
OQE300-R8940	Contributions to the Housing Capital Receipts Pool	0	0	301,582	301,582			301,582	301,582				301,582
<b>91COR Capital Charges</b>		<b>-1,970,800</b>	<b>-1,290,100</b>	<b>-1,290,395</b>	<b>-295</b>	<b>0</b>	<b>0</b>	<b>-295</b>	<b>-295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-295</b>
<b>IEP003 Impairment of financial instruments -</b>													
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
<b>FIE050 Exchange rate (profit)/loss -</b>													
R9516	Exchange Rate Profit	0	0	-1,033	-1,033			-1,033	-1,033				-1,033
<b>FIE010 Interest Payable and Similar Charges -</b>													
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

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REVENUE OUTTURN 2013/14		Budget Book 13/14	Current Budget 13/14	Actuals 2013/14	(Under) / Overspend before SeRCOP Adjustment	Carry Forwards	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
		£	£	£	£	£	£	£	£	£	£	£	£
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
	<b>Balances and Reserves</b>	<b>-583,868</b>	<b>-2,001,268</b>	<b>494,231</b>	<b>2,495,499</b>	<b>-937,500</b>	<b>-580,025</b>	<b>977,974</b>	<b>2,495,499</b>	<b>-185,011</b>	<b>0</b>	<b>0</b>	<b>2,310,488</b>
<b>NET BUDGET</b>		<b>13,758,432</b>	<b>14,506,682</b>	<b>14,972,970</b>	<b>466,288</b>	<b>0</b>	<b>0</b>	<b>466,288</b>	<b>466,288</b>	<b>443,782</b>	<b>0</b>	<b>0</b>	<b>910,070</b>
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
	<b>Other Government Grants</b>	<b>-333,613</b>	<b>-1,092,132</b>	<b>-1,285,806</b>	<b>-193,674</b>	<b>0</b>	<b>0</b>	<b>-193,674</b>	<b>-193,674</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-193,674</b>
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
	<b>Council Tax income</b>	<b>-7,190,217</b>	<b>-7,201,148</b>	<b>-7,201,152</b>	<b>-4</b>	<b>0</b>	<b>0</b>	<b>-4</b>	<b>-4</b>	<b>-89,915</b>	<b>0</b>	<b>0</b>	<b>-89,919</b>
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
	<b>Non Domestic Rates from national pool</b>	<b>-2,482,240</b>	<b>-2,482,240</b>	<b>-2,264,852</b>	<b>217,388</b>	<b>0</b>	<b>0</b>	<b>217,388</b>	<b>217,388</b>	<b>-353,867</b>	<b>0</b>	<b>0</b>	<b>-136,479</b>
TGI020-R9001	Non-ringfenced Government Grants -RSG	-3,731,162	-3,731,162	-3,731,162	0			0	0				0
	<b>Non-ringfenced Government Grants -RSG</b>	<b>-3,731,162</b>	<b>-3,731,162</b>	<b>-3,731,162</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNDING</b>		<b>-13,758,432</b>	<b>-14,506,682</b>	<b>-14,482,972</b>	<b>23,710</b>	<b>0</b>	<b>0</b>	<b>23,710</b>	<b>23,710</b>	<b>-443,782</b>	<b>0</b>	<b>0</b>	<b>-420,072</b>
<b>NET</b>		<b>0</b>	<b>0</b>	<b>489,998</b>	<b>489,998</b>	<b>0</b>	<b>0</b>	<b>489,998</b>	<b>489,998</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>489,998</b>

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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 Budgets Amounts agreed by S151 Officer under delegated powers	One-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 Feasability 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	
	<b>18,700</b>			<b>Total Wellbeing &amp; Culture</b>	<b>0</b>	<b>2,700</b>	<b>16,000</b>
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

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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 Budgets Amounts agreed by S151 Officer under delegated powers	One-Off Budgets Amounts agreed by S151 Officer under delegated powers	Amounts for 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	Page 56 12,200
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.			
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
	<b>611,900</b>			<b>Total Commissioning</b>	<b>2,900</b>	<b>423,600</b>	<b>185,400</b>
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 Budgets Amounts agreed by S151 Officer under delegated powers	One-Off Budgets Amounts agreed by S151 Officer under delegated 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
	<b>193,700</b>			<b>Total Built Environment</b>	<b>47,600</b>	<b>45,000</b>	<b>101,100</b>
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 Budgets Amounts agreed by S151 Officer under delegated powers	One-Off Budgets Amounts agreed by S151 Officer under delegated 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
	<b>113,200</b>			<b>Total Resources</b>	<b>6,200</b>	<b>82,000</b>	<b>25,000</b>
	<b>937,500</b>			<b>Total Carry Forward Requests</b>	<b>56,700</b>	<b>553,300</b>	<b>327,500</b>

	<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>	
		£	£	£	£	£	£	£
<b><u>EARMARKED RESERVES</u></b>								
<b><u>Other</u></b>								
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
			<b>-2,323,645</b>					<b>-1,667,525</b>
<b><u>Repairs &amp; Renewals Reserves</u></b>								
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
			<b>-1,136,572</b>					<b>-1,010,438</b>
<b><u>Equalisation Reserves</u></b>								
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
			<b>-808,284</b>					<b>-698,384</b>
<b><u>Reserves for commitments</u></b>								
RES301	Carry Forwards Reserve	Approved budget carry forwards	<b>-1,612,126</b>	1,590,326	-1,427,498			<b>-1,449,298</b>

		<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> £	£
<b><u>CAPITAL</u></b>									
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	-1,612,746
			<b>-2,267,150</b>						<b>-1,612,746</b>
<b>TOTAL EARMARKED RESERVES</b>			<b>-8,147,777</b>						<b>-6,438,395</b>
<b><u>GENERAL FUND BALANCE</u></b>									
B8000 - RR240	General Balance - RR	General balance	-2,021,171	269,492					-1,751,679
			<b>-2,021,171</b>						<b>-1,751,679</b>
<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>			<b>-10,168,947.62</b>	<b>3,295,054.15</b>	<b>-3,116,297.94</b>	<b>0.00</b>	<b>1,803,249.76</b>	<b>-3,131.68</b>	<b>-8,190,073.33</b>
			<u>31/3/13</u>				<u>Receipts</u> <u>Received</u>	<u>Receipts</u> <u>Applied</u>	<u>31/3/14</u>
B8700 - B8716	<b>General Fund Capital Receipts</b>		<b>-2,447,883</b>				<b>-9,107,515</b>	<b>1,360,000</b>	<b>-10,195,288</b>

# 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	<b>11,681</b>	<b>13,683</b>	<b>11,409</b>
Capital Financing Requirement:				
• Fund	General	28,732	29,125	27,844
•	HRA	44,750	44,750	44,750
•	TOTAL	<b>73,482</b>	<b>73,875</b>	<b>72,594</b>
Gross borrowing		<b>66,424</b>	<b>69,044</b>	<b>68,208</b>

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

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
<b>Capital expenditure</b>			
Financed in year	11,681	13,683	11,409
<b>Unfinanced capital expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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.

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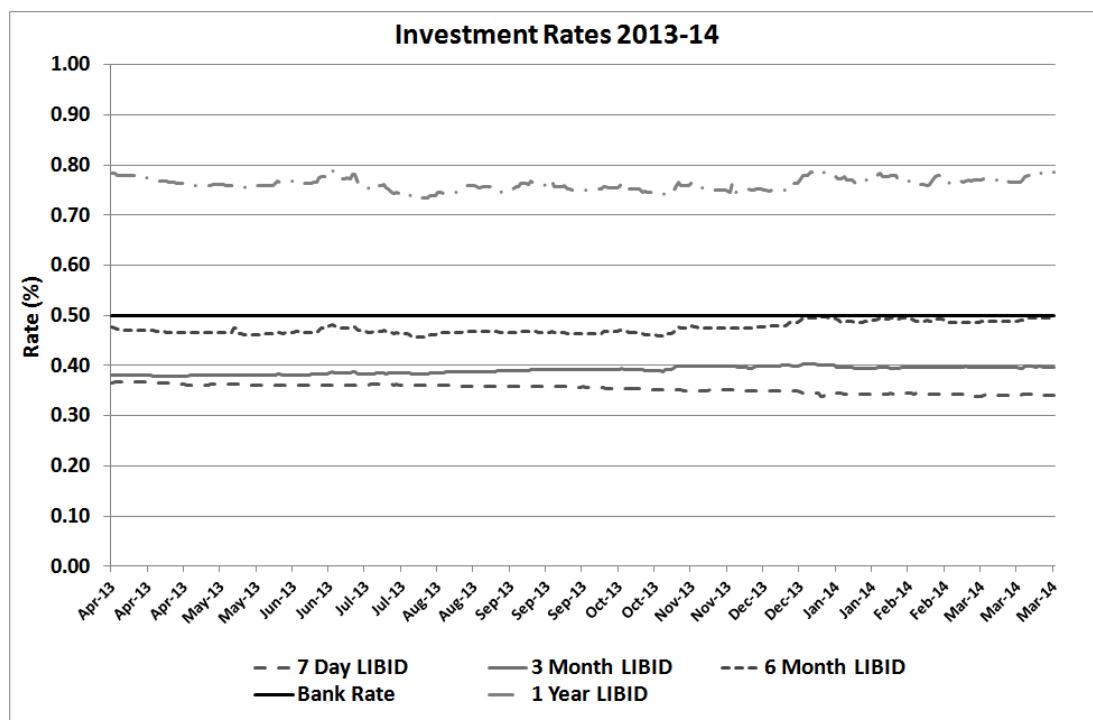
The loans drawn were:

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
<b>TOTAL</b>	<b>11,000,000</b>	<b>9,625,275</b>	<b>1,127,400</b>

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**

<b>1. PRUDENTIAL INDICATORS</b>	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	<b>6,363</b>
TOTAL	<b>11,625</b>	<b>14,824</b>	<b>11,409</b>
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
				£	£	£			£	
		<b>RESOURCES</b>								
		<b>Property Services</b>								
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
		<b>Financial Services</b>								
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)		
		<b>ICT</b>								
CAP021	C	Working Flexibly	Deliver council services at a time and place which suit the customer. Implementation of Citrix environment to deliver business applications to the home / remote users desktop	35,300	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
		<b>Revenues</b>								
CAP013	G	Localisation of Business Rates	Software changes required in order to introduce the Localisation of Business Rates as required by legislation and funded by grant	35,000		35,000		35,000		
		<b>WELLBEING &amp; CULTURE</b>								
		<b>Parks &amp; Gardens</b>								
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)		
		<b>Cemetery &amp; Crematorium</b>								
CAP002	C	Burial Chapel	Invest to save scheme to convert burial chapel to handle cremations.	110,000	102,334	7,600	8,170	(570)		
		<b>Cultural Services</b>								
CAP121	R/P	Art Gallery & Museum Development Scheme	Council's commitment to new scheme as agreed by Council 20th July 2008	6,300,000	4,296,964	2,363,000	2,531,242	(168,242)		
		<b>Recreation</b>								
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
		<b>Community Safety</b>								
CAP141	C	CCTV/Town Centre initiative	Expansion of on street CCTV in the town centre to increase safety and secure the environment			50,000	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
				£	£	£			£	
		<b>BUILT ENVIRONMENT</b>								
		<b>Integrated Transport</b>								
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
		<b>Housing</b>								
CAP221	C/SCG	Disabled Facilities Grants	Mandatory Grant for the provision of building work, equipment or modifying a dwelling to restore or enable independent living, privacy, confidence and dignity for individuals and their families.			600,000	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	<b>OPERATIONS</b> 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
		<b>BUDGET PROPOSALS FUTURE CAPITAL PROGRAMME:</b>								
		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
		<b>CAPITAL SCHEMES - RECLASSIFIED AS REVENUE</b>								
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
		<b>TOTAL CAPITAL PROGRAMME</b>				<b>7,732,900</b>	<b>5,043,699</b>	<b>2,689,201</b>	<b>4,236,800</b>	<b>8,983,600</b>
		<b>Funded by:</b>								
		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
						<b>7,732,900</b>	<b>5,043,699</b>	<b>0</b>	<b>4,236,800</b>	<b>8,983,600</b>

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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
<b>Grand Total</b>			<b>5,736,800</b>	<b>7,849,600</b>	<b>4,133,400</b>	<b>3,018,800</b>	<b>5,900,000</b>	<b>26,638,600</b>

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)
			<b>(82,800.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(82,800.00)</b>
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)
			<b>(183,950.86)</b>	<b>(41,835.83)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(225,786.69)</b>
DEV001	Market Street-Affordable Housing 07/08		(17,621.50)			17,621.50		0.00
			<b>(17,621.50)</b>	<b>0.00</b>	<b>0.00</b>	<b>17,621.50</b>	<b>0.00</b>	<b>0.00</b>
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)
			<b>(124,101.82)</b>	<b>(15,000.00)</b>	<b>2,021.75</b>	<b>0.00</b>	<b>0.00</b>	<b>(137,080.07)</b>
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)
			<b>(135,728.65)</b>	<b>(35,686.57)</b>	<b>43,761.18</b>	<b>0.00</b>	<b>0.00</b>	<b>(127,654.04)</b>
<b>TOTAL DEVELOPERS' CONTRIBUTIONS</b>			<b>(544,202.83)</b>	<b>(92,522.40)</b>	<b>45,782.93</b>	<b>17,621.50</b>	<b>0.00</b>	<b>(573,320.80)</b>

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

**Business Rates 2013/2014**

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

<b>Previous Years Charges Outstanding in Current Year (2013/2014)</b>				
	<b>Previous Year Debts Outstanding</b>	<b>2013/2014 Target</b>	<b>Revised 2013/2014 Target</b>	<b>Comments</b>
<b>Period</b>	<b>As at 31.03.14</b>	<b>As at 31.03.14</b>	<b>As at 31.03.14</b>	
	£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.
<b>Comparison with 2012/2013</b>	<b>As at 31.03.13</b>		<b>Top Quartile</b>	
	£349,567		N/A	

**Council Tax 2013/2014**

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

<b>Previous Years Charges Outstanding in Current Year (2013/2014)</b>				
	<b>Previous Year Debts Outstanding</b>	<b>2013/2014 Target</b>	<b>Revised 2013/2014 Target</b>	<b>Comments</b>
<b>Period</b>	<b>As at 31.03.14</b>	<b>As at 31.03.14</b>	<b>As at 31.03.14</b>	
	£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.
<b>Comparison with 2012/2013</b>	<b>As at 31.03.13</b>		<b>Top Quartile</b>	
	£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
EMP001 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
FIE040 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	£-16.00	£86.00	£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	£233,998.99	£0.00	£3,300.28	£1,563.16	£0.00	£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	£-802.00	£410.00	£760.00	£525.00	£2,125.00	£0.00	£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	£-895.48	£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
<b>GENERAL FUND TOTAL</b>		<b>2615</b>	<b>£365,767.07</b>	<b>£117,177.62</b>	<b>£19,936.62</b>	<b>£1,411.98</b>	<b>£8,898.74</b>	<b>£-25,994.02</b>	<b>£255,086.09</b>	<b>£717,209.60</b>	<b>£106,834.40</b>	<b>£36,547.00</b>	<b>£14,563.06</b>	<b>£17,072.33</b>	<b>£12,007.35</b>	<b>£1,645,243.32</b>
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	£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
<b>HRA TOTALS</b>		<b>629</b>	<b>£132,146.61</b>	<b>£86,945.13</b>	<b>£53,722.20</b>	<b>£3,580.25</b>	<b>£3,336.93</b>	<b>£-322.56</b>	<b>£8,557.73</b>	<b>£24,022.99</b>	<b>£17,916.85</b>	<b>£12,941.55</b>	<b>£27,395.46</b>	<b>£37,457.04</b>	<b>£82,580.89</b>	<b>£490,181.07</b>
<b>GRAND TOTALS</b>		<b>3244</b>	<b>£497,913.68</b>	<b>£204,122.75</b>	<b>£73,658.82</b>	<b>£4,992.23</b>	<b>£12,235.67</b>	<b>£-26,316.58</b>	<b>£263,643.82</b>	<b>£741,232.59</b>	<b>£124,751.25</b>	<b>£49,488.55</b>	<b>£41,958.52</b>	<b>£54,529.37</b>	<b>£94,588.24</b>	<b>£2,135,424.39</b>
Previous month's position		2903	£144,124.22	£292,498.16	£77,291.22	£6,597.65	£3,180.9									

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

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**MAJOR REPAIRS RESERVE**

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

**HRA CAPITAL PROGRAMME**

	<b>2013/14</b>	
	<b>Revised £</b>	<b>Actual £</b>
<b><u>EXPENDITURE</u></b>		
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
	<b>7,091,400</b>	<b>6,363,465</b>
<b><u>FINANCING</u></b>		
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
	<b>7,091,400</b>	<b>6,363,465</b>

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**Cheltenham Borough Council  
Council – 21 July 2014  
Revised Statement of Community Involvement**

<b>Accountable member</b>	<b>Leader – Cllr Jordan</b>
<b>Accountable officer</b>	<b>Tracey Crews, Head of Planning</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Executive summary</b>	Following formal Examination and receipt of the Planning Inspector’s report, Council formally adopted the Statement of Community Involvement (SCI) on 9 <sup>th</sup> October 2006. Since then a number of legislative changes have occurred that require the SCI to be updated. In accordance with a Cabinet decision of June 2013, a revised SCI was published in July 2013 for public consultation. A small number of representations was received and some further amendments to the revised SCI have been made in response. It is a legal requirement that the council has an SCI and it is important that it is fit for purpose. The revised SCI is at Annex 2.
<b>Recommendations</b>	<b>That council adopts the revised Statement of Community Involvement</b>

<b>Financial implications</b>	No implications.  <b>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</b>
<b>Legal implications</b>	The Council is required to have a Statement of Community Involvement and it is good practice to keep the statement under review to reflect changes in legislation  <b>Contact officer: Cheryl Lester , cheryl.lester@tewkesbury.gov.uk, 01684 272013</b>
<b>HR implications (including learning and organisational development)</b>	No implications  <b>Contact officer: Richard Hall, Richard.Hall@cheltenham.gcsx.gov.uk, 01594 812634</b>
<b>Key risks</b>	No risks identified.
<b>Corporate and community plan Implications</b>	No implications

<b>Environmental and climate change implications</b>	No implications
<b>Property/Asset Implications</b>	No implications <b>Contact officer: David Roberts@cheltenham.gov.uk</b>

## **1. Background**

- 1.1** It is a legal requirement that the council produces a Statement of Community Involvement (SCI). The SCI sets out the procedures and methods the council will use when it consults on planning applications and during preparation of new development plans and related documents. In so doing it guides the public and other stakeholders in their engagement with the planning system at local level.
- 1.2** The SCI was one of the first documents prepared by the council under regulations pursuant to the Planning and Compulsory Purchase Act (2004). It was formally adopted in October 2006. Since then there has been considerable change in the planning system. Together with the National Planning Policy Framework (NPPF) 2012, new legislation has emerged including the Planning Act 2008, the Localism Act 2011 and the Town and Country Planning (Local Planning) (England) Regulations 2012. Most recently, the government has published National Planning Practice Guidance (NPPG) in March 2014. The net effect of these changes is that the adopted SCI needs to be updated to bring it into line with current law and process.
- 1.3** The principles of the adopted SCI remain unaltered in the revised document. Amendments relate primarily to:
- changes in planning terminology to reflect those made at a national level;
  - changes to the stages of plan preparation and consultation, as set out in the new regulations;
  - removal of references to the now abolished regional and county tiers of planning, including the Regional Spatial Strategies and the Structure Plan;
  - updates to the consultee contacts, as set out in the new regulations;
  - updates to reflect changes in internal advisory groups.
- 1.4** Following resolution by Cabinet in June 2013, the revised SCI was published for formal public consultation. This took place between July and September 2013. Discussion of the response to consultation and resulting actions is provided at section 4 below.

## **2. Reasons for recommendations**

- 2.1** The adopted SCI is out of date. Adoption of the revised SCI will ensure that the Council is compliant with legal requirements.

## **3. Alternative options considered**

- 3.1** The SCI is a legal requirement and there is no option other than to produce it. Whilst updating the document is not expressly required by law, it clearly would not be desirable for the council to require its consultation processes to comply with outdated practice.

## **4. Consultation and feedback**

- 4.1** The original SCI was consulted upon and formally examined by the Planning Inspectorate prior to its adoption in 2006. The adopted SCI forms the basis and bulk of this revised SCI. It is no longer a requirement for the SCI to be independently examined, however it is a requirement to undertake public consultation.
- 4.2** Before public consultation on the revised SCI, internal consultation was undertaken with planning officers. As a result of public consultation on the revised SCI; four representations were received. These are set out together with an officer response at Annex 3. Whilst a variety of issues was raised, several were not relevant to the SCI and only two minor amendments to the draft document were considered by officers to be appropriate and necessary.

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

**5.1** The Council will regularly monitor the effectiveness of community involvement in the planning process and use the results to review policies and practices. The Council will continue to review and update the SCI where necessary, including any minor amendments to meet regulatory or statutory changes.

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<b>Annexes</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Revised Statement of Community Involvement</li> <li>3. Schedule of consultation representations and officer responses</li> </ol>
<b>Background information</b>	<ol style="list-style-type: none"> <li>1. Statement of Community Involvement (2006) <a href="https://www.cheltenham.gov.uk/downloads/file/3250/statement_of_community_involvement_2006">https://www.cheltenham.gov.uk/downloads/file/3250/statement_of_community_involvement_2006</a></li> </ol>

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
	An outdated SCI could mislead the public			3	3	6	Close	Revise and adopt updated SCI			
	An outdated SCI could result in legal challenge			3	3	6	Close	Revise and adopt updated SCI			
	The reputation of the council could suffer if an outdated SCI remains in place			3	3	6	Close	Revise and adopt updated SCI			

**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



## **Revised Statement of Community Involvement**

July 2014

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## 1. INTRODUCTION

- 1.1 This document sets out the opportunities by which the public and organisations can engage with the planning system, including the procedures and methods we will use to consult on planning applications we receive and when we are preparing new Local plans (LP) and Supplementary Planning Documents (SPDs).
- 1.2 The Statement of Community Involvement (SCI) was one of the first documents prepared by Cheltenham Borough Council under the regulations of the Planning and Compulsory Purchase Act (2004). The first Cheltenham SCI was adopted in 2006.
- 1.3 We have revised the text of our SCI to reflect current legislation including the provisions of the Planning Act 2008 (as amended), the Localism Act 2011, the Town and Country Planning Local Planning Regulations 2012 as well as the principles and requirements of National Planning Policy Framework (NPPF) 2012.
- 1.4 This document explains:
- how the planning system operates and how we will manage the planning process (see sections 7, 9 and 10);
  - how we will consult people regarding the production of Local development documents and Supplementary Planning Documents (see sections 9 and 10); and
  - how we will consult people regarding planning applications (see section 11).
- 1.5 The Council would like to hear the views of all the community within Cheltenham and also those outside Cheltenham Borough who are affected by the policies and proposals of the Local Plan and planning applications for development within the borough. This SCI sets out the way in which we aim to achieve this.

### Neighbourhood Plans

- 1.6 The Localism Act 2011 introduced the ability for communities who meet the basic criteria defined in the act to draw up their own neighbourhood plans which can add detail and local objectives to the strategic elements of local development documents. Where resources allow Cheltenham Borough Council will support neighbourhoods in the preparation of their plans where this is appropriate, and under these circumstances will set out procedures and guidance for this support as the need arises. However, procedures on this work are outside the scope of the SCI and will be dealt with on a case by case basis.

### Monitoring

- 1.7 The council will regularly monitor the effectiveness of community involvement in the planning process and use the results to review policies and practices. If necessary, the Council will review the Statement of Community Involvement, including any minor amendments to meet regulatory or statutory changes over time.

## 2. WHO COULD WE CONSULT?

- 2.1 Depending on the type of plan or application being considered there are a number of bodies and groups in the community that we can consult and invite to participate in the preparation of local development documents or to comment on relevant planning applications.
- 2.2 These include 'specific' and 'general' consultation bodies, as listed at Appendix 2, as well as members of the public and groups representing those 'hard to reach' who traditionally do not

engage with the planning process which are contained on our planning policy consultation database.

### 3. DUTY TO CO-OPERATE

- 3.1 Section 110 of the Localism Act 2011 sets out a new 'duty to co-operate'. It is a requirement that local planning authorities engage with one another and other statutory bodies to consider joint approaches to plan-making. Cheltenham Borough Council is committed to meeting this duty to ensure that planning delivers the best outcomes for our area by working closely with partner organisations and stakeholders. See Appendix 2 for a list of consultation bodies.

### 4. LOCAL PLANS AND SUPPORTING DOCUMENTS

#### Local plans

- 4.1 Local planning authorities must prepare a local plan which sets the planning policies for a local authority area. Local Plans are important tools for deciding planning applications. Independent planning inspectors must examine in detail all local development documents prepared by local authorities in England to ensure that they are sound. This examination is the last stage of the process for producing a local plan. By the time a plan reaches examination, the process should have fully involved everyone who has an interest in the document and they should have had the chance to comment
- 4.2 Local plans must be positively prepared, justified, effective and consistent with national policy in accordance with section 20 of the Planning and Compulsory Purchase Act 2004 (as amended) and the National Planning Policy Framework.
- 4.3 The council is currently producing the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS), which will form the strategic vision, objectives and policies for the wider area. The JCS forms part of the Local Plan for Cheltenham, see Diagram 1.
- 4.4 The council is also working on the Cheltenham Plan which will complement the JCS, dealing with non-strategic planning issues specific to the Borough and containing, where needed, more detailed policy and guidance for the local area.
- 4.5 All Local Plans also require a Sustainability Appraisal, which is produced in tandem with the Local Plan to assess its environmental and social impact. These appraisals are usually consulted on and examined at the same time as Local Plans.

- 4.6 In addition to Local Plans, other supporting documents (which are given less importance in planning terms) are listed below:

#### **Supplementary Planning Documents (SPDs)**

- 4.7 These are locally produced documents which provide additional information relating to a specific policy or proposal within a Local plan or the National Planning Policy Framework.

#### **Local Development Scheme (LDS)<sup>1</sup>**

- 4.8 This is a work programme that shows which local plans (and sometimes other related documents) will be produced and a timetable for their production.

#### **Statement of Community Involvement (SCI)**

- 4.9 This sets out how the Council will engage and involve the community at every stage in the production of the Plan making process.

#### **Authority's Monitoring Report (AMR)<sup>2</sup>**

<sup>1</sup> The preparation of this document is not subject to public consultation.

4.10 Formerly known as the “Annual Monitoring Report”, this monitors the success of planning policies and demonstrates how the council is performing in terms of the Local Development Scheme. From 2012 the AMR has included information about the council’s duty to co-operate with other public bodies.

### **5. OLDER PLANS**

5.1 The Cheltenham Borough Local Plan Second Review was adopted in July 2006 and covers a plan period to mid-2011. It deals with development, helping to conserve the special environment of Cheltenham and identifying land which will be needed for future development. The policies set out in the plan influence decisions on planning applications and support the council's proposals for managing traffic in the town.

5.2 Under the provisions of the Planning and Compulsory Purchase Act, the policies within this plan are saved until they are replaced by subsequent Local Plan Documents.

5.3 The Draft Regional Spatial Strategy for the South West (RSS) and the Gloucestershire Structure Plan Second Review have now been revoked and are no longer relevant.

### **6. NATIONAL PLANNING POLICY FRAMEWORK**

6.1 The government published the National Planning Policy Framework on the 27 March 2012. This framework replaces all previous planning policy statements (PPS), with the exception of PPS 10: Planning for Sustainable Waste Management.

6.2 As a local planning authority, we have to take the National Planning Policy Framework into account in the preparation of local and neighbourhood plans, and it is a material consideration in planning decisions.

6.3 The National Planning Policy Framework sets out the implementation strategy for dealing with existing and emerging plans and in decision taking on planning applications (Annex 1 of the National Planning Policy Framework). As Cheltenham Borough’s Adopted Local plan was adopted in accordance with the Town and Country Planning Act 1990, due weight can be given to policies depending on how consistent they are with the framework. As such, in considering planning proposals the existing Local Plan must be considered in the context of the framework, ignoring all references to planning policy statements (PPS), until the policies within the plan are replaced by the Joint Core Strategy, the Cheltenham Plan or any subsequent local plan.

### **7. GENERAL OVERVIEW OF CONSULTATION ARRANGEMENTS**

7.1 The preparation of a plan will involve evidence gathering and an initial stage of consultation on the proposed scope of the plan, that is, asking people what the plan ought to contain.

7.2 At an early stage, the Council will explore the most appropriate methods of consulting hard to reach groups and attempt to engage these groups in the early stages of the process. This work will involve an internal audit of existing relationships with external bodies and an assessment of the types of consultation which have proven most successful.

7.3 Specific and General consultees, as listed in Appendix 3, and members of the public registered on our database will be consulted on all the various Local plans and Supplementary Planning Documents produced as indicated in Tables 1 and 2.

7.4 It is recognised that some groups may wish only to be involved in the early stages of the decision making process but participation from all groups will be encouraged at every stage.

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<sup>2</sup> The preparation of this document is not subject to public consultation

- 7.5 The Council will prepare local plans which seek to reflect comments received during work with groups, organisations and individuals during the plan preparation stage. These documents will be subject to further public consultation as set out in the regulations. Where required by relevant legislation, documents will be accompanied by a Sustainability Appraisal/Strategic Environmental Assessment. All new local plans and SPDs will be accompanied by a Statement of Compliance to demonstrate how the Council has complied with this SCI.
- 7.6 Each period of consultation will last a minimum of 4 weeks for an SPD or 6 weeks for a Local Plan and will be advertised on the Council's website [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk). Where appropriate, notices will be placed in the local press. Links to the consultation document(s) will be made available on the Council's website. Any notices and advertisements will clearly identify the dates by which representations must be submitted to the Borough Council. Specific and General Consultees and other relevant groups and individuals on our updated consultation database will be contacted at the beginning of the statutory consultation period to let them know that the consultation is taking place.
- 7.7 Paper copies of the documents will be available at each of the libraries within Cheltenham, at the Municipal Offices and at other locations within the Borough, known as Deposit Locations (see appendix 4). There may be a charge to purchase some documents to reflect printing costs. Electronic copies will be made available via the council's website.
- 7.8 The Council will hold public exhibitions where appropriate at accessible locations within the Borough, such as supermarkets and municipal buildings and at other locations which attract large numbers of community members. We will seek to make local plan documents as accessible as possible to people with reading or writing difficulties or who are visually impaired. Some translation of local plans or SPD's into other languages may be possible, subject to reasonable cost limits.
- 7.9 Comments and representations may be received via a form provided on the Council's website, by fax, e-mail, by post or simply handed in to the reception at the Municipal Offices during opening hours. The Joint Core Strategy has a system which allows people to respond online and locate their responses using a unique respondent number. Cheltenham's programme of online engagement is in development and will ensure that responses to Cheltenham Plan consultations can also be made online in a similar manner. Representations received will be made available to view on the Council's website.
- 7.10 Views expressed at consultation events will be recorded and fed into the plan preparation. These views will be documented and made available in summary form on the website and at all deposit locations. All formal representations (those to documents on deposit) received will be considered and responded to through a response report, this will be available on the website and at all deposit locations.
- 7.11 Views and objections will be taken into account wherever possible in the preparation of local plans. Representations will need to be valid and appropriate to be considered by emerging policies and proposals.
- 7.12 The response report will be prepared by officers supported by any relevant Project Management Boards/Working groups and input from councillors and stakeholders where appropriate. The response report will provide a summary of the issues raised and the council's response. There will not be an individual response to each comment. Response reports will be available on the website and at all deposit locations.

## 8. MINIMUM STANDARDS FOR CONSULTATION

8.1 Cheltenham Borough Council will ensure that minimum standards for community involvement as set out in The Town and Country Planning (Local Planning) (England) Regulations 2012 are met in the production of Local Plans or other planning documents. A summary of these requirements is set out below.

### **Gloucestershire Compact Agreement**

8.2 Cheltenham Borough Council has signed up to the Gloucestershire Compact, the Compact is an agreement between some of the County's public agencies and the Voluntary and Community Sector to support and improve partnership working between sectors and is underpinned by six Codes of Practice which contain specific undertakings for the public sector and the voluntary and community sector, as well as a series of joint undertakings, to improve partnership working. The agreement seeks to achieve a 12 – week consultation period, where possible. This agreement will be considered when setting consultation periods for local development documents.

## 9.0 INTERPRETING THE REGULATIONS: Who the Council will involve and how it will involve them in the production of Local Plans

Please note that this table contains an overview of consultation methods available for each stage of Local Plan preparation. Not all methods will be used in each case, but those most suitable and appropriate given the scale and nature of the consultation will be employed.

9.1 Table 1

Stage	Preparation	Who	How
<b>Preparation of a local plan</b> (Regulation 18)	Evidence gathering Notify and consult on Scope of the plan	<ul style="list-style-type: none"> <li>• Specific and general consultees</li> <li>• Those registered on the Council's database</li> <li>• Any other residents wishing to make representations, or other persons carrying out business in the area that the Council considers appropriate</li> </ul>	Letter, email, internet, forums or community networks, internal and joint working teams, press releases, deposit locations
<b>Publication of a local plan</b> (Regulations 19 and 20)	Consult on proposed submission document	<ul style="list-style-type: none"> <li>• Specific and general consultees</li> <li>• Those registered on the Council's database</li> <li>• Any other residents wishing to make representations, or other persons carrying out business in the area that the Council considers appropriate</li> </ul>	Letter, email, internet, press releases, touring exhibitions, questionnaires, forums or community networks or events, Planning for Real exercises, internal and joint working teams, deposit locations
<b>Submission of documents and information to the Secretary of State</b> (Regulation 22)	Submission of Local Plan and all associated documents in accordance with Regulation 22	<ul style="list-style-type: none"> <li>• Specific and general consultees</li> <li>• Those registered on the Council's database</li> <li>• Any other residents wishing to make representations, or other persons carrying out business in the area that the Council considers appropriate.</li> <li>• Those who have responded previously/asked to be notified of submission</li> </ul>	Letter, email, internet, deposit locations
<b>Independent examination</b> (Regulation 24)	Independent examination of plan by an appointed Inspector	<ul style="list-style-type: none"> <li>• All those who made representations</li> </ul>	Letter, email, internet, press releases, deposit locations
<b>Adoption</b> (Regulation 26)	Adoption of the plan by the Local Planning Authority	<ul style="list-style-type: none"> <li>• All those involved in the process</li> </ul>	Letter, email, internet, press releases, deposit locations
<b>Monitoring</b>		<ul style="list-style-type: none"> <li>• Specific consultees</li> <li>• Any other residents or other persons carrying out business in the area that the Council considers appropriate</li> </ul>	Letter, email, internet, internal and joint working teams



9.2 Wherever sustainability appraisal work is undertaken by the Council at the various stages, it will be included as part of the material that is subject to community involvement. For further details on the stages see [www.legislation.gov.uk/ukxi/2012/767/contents/made](http://www.legislation.gov.uk/ukxi/2012/767/contents/made).

**10.0 INTERPRETING THE REGULATIONS: Who the council will involve and how it will involve them in the production of Supplementary Planning Documents (SPDs)**

Please note that this table contains an overview of consultation methods available for each stage of the plan preparation process. Not all methods will be used in each case, but those most suitable and appropriate given the scale and nature of the consultation will be employed.

10.1 Table 2

Stage	Preparation	Who	How
<b>Preparation stage</b>	Evidence gathering Preparing draft SPD	<ul style="list-style-type: none"> <li>Any relevant consultees, residents wishing to make representations or other persons carrying out business in the area that the Council considers appropriate</li> </ul>	Letter, email, Internet, meetings
<b>Public participation stage</b> (Regulation 12)	Consult on draft SPD	<ul style="list-style-type: none"> <li>Specific and general consultees</li> <li>Those registered on the Council's database</li> <li>Any other residents wishing to make representations or other persons carrying out business in the area that the Council considers appropriate</li> </ul>	Letter, email, internet, press releases, touring exhibitions, questionnaires, forums or community networks or events, Planning for Real exercises, Internal and joint working teams, deposit locations
<b>Adoption</b> (Regulation 14)	Adoption of the plan by the Local Planning Authority	<ul style="list-style-type: none"> <li>All those involved in the process</li> </ul>	Letter, email, internet, press releases, deposit locations
Monitoring		<ul style="list-style-type: none"> <li>Specific consultees</li> <li>Any other residents or other persons carrying out business in the area that the Council considers appropriate</li> </ul>	Letter, email, internet, internal and joint working teams

## 11 DEVELOPMENT CONTROL: DEALING WITH PLANNING APPLICATIONS

11.1 The Council is aware of the importance of consultation with the community and of the need to allow the widest possible dissemination of information about planning proposals. The Council is required to consult various organisations and bodies and is advised to consult others depending on the type of application as set out in the *The Town and Country Planning (Development Management Procedure) (England) Order 2010* for more information see [www.legislation.gov.uk/ukxi/2010/2184/made](http://www.legislation.gov.uk/ukxi/2010/2184/made).

<http://www.legislation.gov.uk/ukxi/2010/2184/made>

### Methods of consultation

11.2 **Neighbour notification by letter:** the principal method. Neighbours bordering the site and across the road are targeted as a minimum, with more extensive consultation as appropriate to each case. Comments are required to be made within 21 days. The letter includes brief information about the proposal and gives guidance on the process for comment, including a list of considerations that are material to the planning process. The Council will take account of all the representations received to a planning application and assess the proposal in light of the comments received and other material considerations.

11.3 **Parish Councils:** each Parish Council receives an email notification when an application is registered that affects its area. A weekly list of registered applications is also sent out by email. All planning applications can be viewed online through Public Access [www.cheltenham.gov.uk/publicaccess](http://www.cheltenham.gov.uk/publicaccess). There are 21 days for Parish Councils to submit their comments and this can also be done through Public Access.

11.4 **Site Notices:** these are a formal requirement for applications within conservation areas, major applications and listed building applications. They are also used to supplement letters. They are a highly visible indication of a planning proposal. Site notices are not used for all applications. The statutory requirements call for all applications to be consulted upon through the use of neighbour notification or a site notice. It is considered that neighbour notification is more useful as it directly consults those who are likely to be most affected by a planning proposal.

11.5 **Newspaper advertisements:** these are a statutory requirement for applications in conservation areas, major applications and listed building applications. Cost restricts the use of advertisements to the statutory requirement. The Gloucestershire Echo is supplied with a list of all applications and publishes details, although this is dependent on editorial considerations.

11.6 **Weekly list:** this details every application received in the preceding week and specifies whether a decision is expected to be made by Planning Committee or delegated to planning officers. The weekly list is emailed to Councillors, Parish Councils and any other addresses on request. It is also posted on the Council's web site, which provides a facility for anyone to generate their own weekly list using parameters such as outline applications, a specific agent, or a defined road.

11.7 **Residents' Associations:** arrangements are made with individual groups for applications to be sent as and when submitted in their area of interest.

**Availability of application documents**

11.8 Applications are available for inspection throughout office hours at the built environment reception desk in the Council offices on the Promenade. Copies of documents can be made for a small charge. A Customer Liaison Officer is available to help interpret applications.

11.9 *Libraries*

The Cheltenham Central Library receives a copy of all planning applications and relevant outlying libraries receive copies of applications.

11.10 *Website*

Software on the Council's website allows anyone with access to the internet at home or through local libraries to search planning application records. The Council is working towards 100% availability of documents via the website.

**Planning Applications**

11.11 Planning applications are either determined at planning committee by Council Members who sit on the committee or they are delegated to case officers and are determined without the need to be reported at planning committee. All planning applications are available for delegation. Triggers for a committee decision include:

- Applications submitted by Council Members,
- Applications submitted by Gloucestershire County Council,
- Applications submitted by Council staff working in the Built Environment Directorate,
- Requests from Members within 21 days of the consultation start date,
- Conflict with Parish Council opinion,
- Officer request to seek committee decision.

**Types of application**

***Significant applications***

11.12 Some applications will require special (or additional) procedures due to their particular characteristics, e.g:

- Applications for 50 or more dwellings;
- Applications which are a departure from the Local Plan;
- Applications which propose more than 1,000 square metres of floor space;
- Buildings or structures which exceed 15m in height;
- Applications which are accompanied by an Environmental Statement;
- Other applications which the Council considers would have a significant impact on the environment or a residential area.

An Environmental Statement describes the likely significant effects of the development on the environment and proposed mitigation measures. In

Cheltenham they are required for all projects likely to give rise to significant environmental effects.

Not all significant applications are determined by committee.

#### ***Prior Approval Applications***

- 11.13 These proposals include some types of telecommunications mast and agricultural buildings. Prior approval means that the proposal is in principal permitted development. The Council can consider only the siting and design of the structure. There is a fixed 28 day timescale for agricultural buildings and a 56 day timescale for telecommunications masts. If no decision is made within this period, the application is approved.

Prior approval applications for telecommunication masts include all ground based masts that do not exceed 15m in height and which are outside the Area of Outstanding Natural Beauty and Conservation Areas. The Mobile Operators' Association has independently published its 10 Commitments, which include policy on consultation with local communities: [www.mobilemastinfo.com/index.html](http://www.mobilemastinfo.com/index.html)

#### ***Tree Applications and Tree Preservation Orders (TPOs)***

- 11.14 Some trees are afforded special protection by Tree Preservation Orders because of the contribution they make to public amenity. Where trees are covered by TPOs, any works to them require statutory notification. When a tree preservation order is made, there is a statutory requirement to inform all land owners and interested parties and send them a copy of the order. All directly adjoining neighbours also receive a copy of the order. Nearby neighbours, relevant consultee groups and ward councillors receive a copy of the schedule and plan. There is a statutory 28 day consultation from the date of the service of the notice. All representations are considered by the members of the planning committee who make the decision as to whether or not the order is confirmed.
- 11.15 Tree applications are those which relate to works for the management and/or removal of trees for those trees which are protected by Tree preservation orders (TPOs). There is a distinction between conservation area notifications and tree preservation order applications. With all applications/notifications, the consultation period is 21 days and officers have delegated authority to determine all applications with the exception of:
- applications on Council owned land,
  - notifications or applications from council employees,
  - when a member specifically asks for an item to be referred to the Planning Committee within the consultation period.

The Council will consult the Cheltenham Tree Group and the Cheltenham Civic Society on any planning application which the Council's Senior Tree Officer is consulted on. This will include planning applications where it is identified that a TPO is present and any application where it is declared that trees are to be removed.

- 11.16 Whilst there is no statutory requirement to consult the wider community in respect of work to trees, the Council has adopted a policy to consult as widely as possible. The procedure closely follows that for planning applications and is often a mixture of neighbour/local interest group letters and site notices. Works to trees are not published in the local press. A weekly list is published and sent to the ward councillors, parish councils and local interest groups on request. In particular, at their request, Cheltenham Tree Group and Cheltenham Civic Society receive a copy of the weekly list. All recipients of the list are given 21 days to comment.
- 11.17 As with planning applications, both objectors and supporters can address the members of the Planning Committee. Following a decision (which may be delegated) letters will be sent to all neighbours/parish councils who made representations on the application/notification informing them of the outcome. A copy of the decision notice (in the case of a TPO application) or a letter informing of the outcome of a conservation area notification is sent to the applicant.
- 11.18 Notifications/applications for amendments to works to trees are very rarely received. No further consultations are carried out unless the amendment is for more drastic work, e.g. from an original scheme to prune a tree; to felling it. The tight time limit for conservation notifications does not allow for further consultation to take place.
- 11.19 An appeal can only be lodged against a refusal of consent for, or conditions attached to, works to trees covered by a tree preservation order (TPO). All previous consultees are informed. TPO appeals are dealt with in a similar fashion to a planning appeal. There is no right of appeal in respect of conservation area notifications. The appeals procedure is explained at paragraph 4.29.

#### ***Hedgerow Removal Applications***

- 11.20 As Cheltenham is an urban authority, Hedgerow Removal Applications notifications are rare. Applications under the Hedgerow Regulations 1997 will be determined within 6 weeks of receipt of a removal notice. Consultation letters will be sent out to all relevant statutory bodies in addition to the local ward members and Parish Council. All comments received will be taken into account in making a decision as to whether or not the removal should be granted.

#### **Consultations**

- 11.21 Applicants are encouraged to carry out their own consultation with the community, which might include public meetings, newsletters, questionnaires and exhibitions, before the application is submitted. This allows amendments to be incorporated into the final submission. Applicants should consider the benefits of wide consultation on schemes likely to impact on residents or the environment, regardless of whether the proposal falls below the thresholds listed above.
- 11.22 ***Public meetings:*** if a meeting is held, officers will attend as observers and to provide information when requested.

- 11.23 **Design advice:** the Civic Society and the Panel of Architects of Gloucestershire Architectural Association meet regularly to provide comment on a range of applications.
- 11.24 **Consultation on amendments:** at the discretion of the officers, amendments may be publicised, usually by letter or a site notice. It is customary to allow 14 days for comments although this period may be reduced, according to the application timetable. The Council is drawing up an amended plans procedure which will set out a standard approach in this matter.
- 11.25 **Internal consultation:** advice and comments may be sought from Parks and Landscape, Conservation, Car parks, Community Safety, Environmental Health, Housing, Legal, Property, Strategic Land Use, Tourism, Economic Development, Urban Regeneration, Urban Design, Trees, and from the Building Control Division.

### **Public speaking at Planning Committee**

- 11.26 Planning Committee papers are available five working days before planning committee at the Council offices and on the internet. Objectors and supporters may address the Planning Committee for a period of up to 3 minutes. If more than one person wishes to speak, arrangements are made to consolidate the comments so that there is a maximum of two speakers, one for the proposal and one against. Council Members and Parish Councillors have a right to speak at Committee.

### **Determining planning applications**

- 11.27 The following text sets out the procedures adhered to following the decision made on any type of planning application. All responses received to a planning application are assessed as material considerations in the determination of the application. A summary of the comments received are included within the officer report for each planning application and when an application is determined by Planning Committee a copy of the letter is circulated to Members with the committee papers. The results are published in the Committee minutes and made available on the Council's website.

### **Enforcement**

- 11.28 Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially. There is no consultation with the public on enforcement cases. Cases are often sensitive so the anonymity of the complainant is essential. Cases are often resolved by the submission of a planning application which is then publicised in the normal way.

### **Appeals**

- 11.29 Anyone who has submitted a planning application has a right of appeal against the decision to refuse an application, a condition attached to a permission or the non determination of a planning application. There is no

third party right of appeal. The case is examined by an independent planning inspector from the Planning Inspectorate. When an appeal is received the Council notifies all who wrote about the original application, with information about how to make their views known to the Inspector. Previous correspondence is forwarded to the Inspectorate and Ward Members are notified. When an appeal proceeds by way of a hearing or inquiry, the date and venue are publicised by site notice and newspaper advert.

## **12 RESOURCING AND REVIEWING THE STATEMENT OF COMMUNITY INVOLVEMENT**

### **Resource implications**

- 12.1 The majority of the work for Local Plan preparation will be undertaken by the Council's Planning Policy team, supported by other relevant divisions of the Council and key stakeholders. Consultation associated with major planning applications will be undertaken by the Built Environment Division of Cheltenham Borough Council.
- 12.2 Some pre-application consultation may be undertaken by developers for larger applications before planning applications are submitted. This consultation is not within the Council's control and representations on these consultations should be sent to the relevant party, not the council, in the first instance.
- 12.3 A positive relationship with stakeholders and the community will help to overcome any implications derived from these limitations, and the Council is committed to maximising those resources available to it. Consultation opportunities will be maximised through the use of the Council's established relationships with Cheltenham Partnership, business, health and education sector networks.

### **Reviewing the SCI**

- 12.4 The Council will monitor the effectiveness of the consultation undertaken on Local Plans and Supplementary Planning documents to assess whether a balanced representation of the community has been involved in the process. The SCI will be reviewed if it is considered that the consultation methods are insufficient or new practices are implemented. The effectiveness of the SCI will be assessed through the work of the Annual Monitoring Report. The SCI itself will be reviewed as appropriate, and updated as and when required, for example to reflect any new legislation.
- 12.5 The Council will consider any representations made to this document and make any necessary amendments.

**Appendix 1 Summary of key terms**

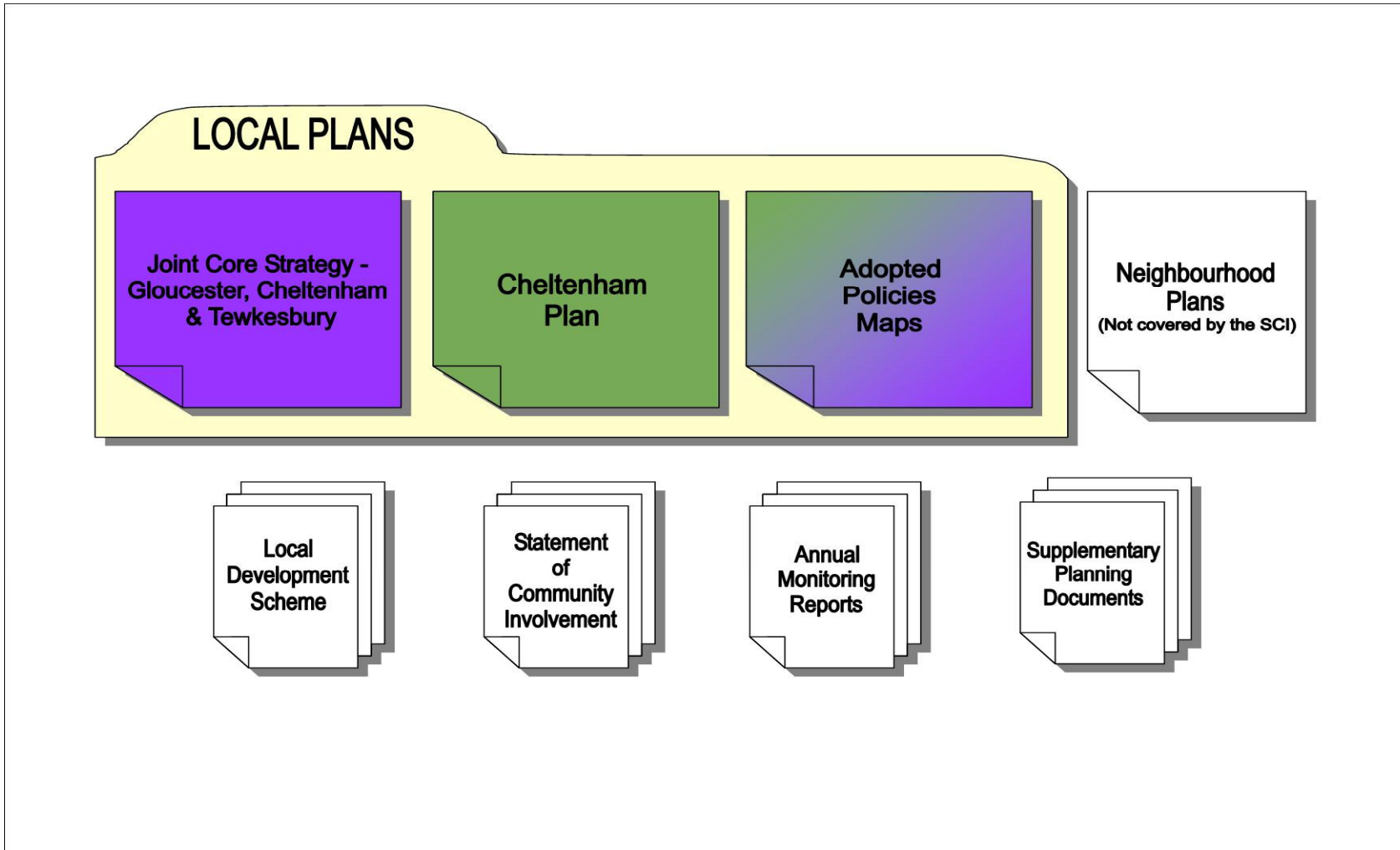
A guide to the terminology used in this document

<b>Proposals Map</b>	A map of the Local Planning Authority area which illustrates on an Ordnance Survey base map all the policies and proposals contained in the relevant local development document.
<b>Annual Monitoring Report (AMR)</b>	A report on how the Council is performing in terms of the local plans for supplementary planning documents as specified in the Local Development Scheme. It includes a review of the Local Development Scheme's timetable and monitors the success, or otherwise of the local development document policies.
<b>Joint Core Strategy (JCS)</b>	Sets out the long term vision for the district and provides the strategic policies and proposals to deliver that vision.
<b>Local Development Document (LDD)</b>	Any document prepared by a local planning authority, which deals with one or more of: <ul style="list-style-type: none"> <li>• the development and use of land</li> <li>• the allocation of sites for a particular type of development or use;</li> <li>• any environmental, social, design and economic objectives which are relevant to the attainment of the development and use of land</li> <li>• development management and site allocation policies, which are intended to guide the determination of applications for planning permission;</li> </ul>
<b>Local Development Scheme (LDS)</b>	A schedule which shows the local development documents to be produced and the timetable for their production.
<b>Local Plan</b>	Any document which can be considered as a Local Development Document (above)
<b>Cheltenham Partnership (formerly the Local Strategic Partnership, LSP)</b>	The Cheltenham Partnership is a non-statutory, non-executive organisation which operates at a level enabling strategic decisions to be taken and is close enough to individual neighbourhoods to allow actions to be determined at community level.



<b>Material considerations</b>	Material considerations are factors which are important to the decision-taking process. Legally, section 54A of the Town and Country Planning Act 1990 sets out that the local planning authority must determine planning applications in accordance with the local plan unless other material considerations indicate otherwise. Material considerations include issues such as the siting of buildings, mass and design, availability of infrastructure and traffic considerations and other relevant documents.
<b>Planning Inspectorate (PINS)</b>	The government agency responsible for scheduling independent examinations. The planning inspectors who sit on independent examinations are employed by PINs.
<b>Soundness Test</b>	To be sound a local development document should be: <ul style="list-style-type: none"> <li>• positively prepared</li> <li>• justified</li> <li>• effective</li> <li>• consistent with national policy</li> </ul>
<b>Statement of Community Involvement (SCI)</b>	A document which sets out how the Council will consult and involve the public at every stage in the production of the local development documents. It also applies to major development control applications.
<b>Statement of Compliance</b>	This will set out in detail exactly how the authority has met its community involvement requirements for any particular local plan as set out in the Statement of Community Involvement.
<b>Strategic Environmental Assessment (SEA)</b>	An appraisal of the impacts of policies and proposals on economic, social and environmental issues, required by European legislation.
<b>Supplementary Planning Document (SPD)</b>	Provides additional advice and information relating to a specific policy or proposal in a local development document.
<b>Sustainability Appraisal (SA)</b>	These are required under national legislation for emerging policy and include consideration of social & economic impacts as well as impacts on the environment. This incorporates Strategic Environmental Assessments into the definition.

Diagram 1 Local Plans and supporting documents



The following pages provide a list of consultation bodies, as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, and associated consultees that are relevant to Cheltenham. Please note, these lists also relate to successor bodies where re-organisations occur. The Planning Policy team within the Council maintains a database of contact details for all other interested individuals and organisations who will be consulted where relevant. Contact the Planning Policy team if you would like to be added to or removed from the database.

From time to time consultation lists will be reviewed. An updated free standing list of consultees will be produced as necessary and this will not require a review or update to the SCI.

### **Specific consultation bodies (where relevant to Cheltenham Borough)**

The Regulations define specific consultation bodies as:

- the Environment Agency
- the Historic Buildings and Monuments Commission for England (known as English Heritage)
- Natural England
- Network Rail Infrastructure Limited (company number 2904587)
- the Highways Agency
- a relevant authority any part of whose area is in or adjoins the local planning authority's area
- any person -
  - to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  - who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- if it exercises functions in any part of the local planning authority's area -
  - a Primary Care Trust established under section 18 of the National Health Service Act 2006(9) or continued in existence by virtue of that section
  - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
  - a sewerage undertaker
  - a water undertaker
- The Homes and Communities Agency

For Cheltenham Borough this includes the following:

- Badgeworth Parish Council
- Bishops Cleeve Parish Council
- Boddington Parish Council
- Bredon Parish Council
- British Telecommunications Plc
- Brockworth Parish Council
- Charlton Kings Parish Council
- Coberley Parish Council
- Cotswold District Council
- Dowdeswell Parish Council
- Relevant Electricity and Gas Companies
- The Historic Buildings and Monuments Commission for England (currently English Heritage)
- The Environment Agency
- Forest of Dean District Council
- Gloucestershire Clinical Commissioning Group (replaces Primary Care Trust)
- Gloucestershire Constabulary
- Gloucestershire County Council
- Highways Agency
- Homes and Communities Agency
- Innsworth Parish Council
- Leckhampton with Warden Hill Parish Council
- Longford Parish Council
- Natural England

- Network Rail
- Prestbury Parish Council
- Severn Trent Water
- Sevenhampton Parish Council
- Shurdington Parish Council
- Southam Parish Council
- Staverton Parish Council
- Stoke Orchard Parish Council
- Stroud District Council
- Swindon Parish Council
- Relevant Telecommunications Companies
- Tewkesbury Borough Council
- Uckington Parish Council
- Up Hatherley Parish Council
- Whittington Parish Council
- Wiltshire County Council

### **General consultation bodies**

The Regulations define general consultation bodies as:

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- bodies which represent the interests of different religious groups in the local planning authority's area
- bodies which represent the interests of disabled persons in the local planning authority's area
- bodies which represent the interests of persons carrying on business in the local planning authority's area

Cheltenham Borough Council's planning service holds a database of general consultation bodies and others that have registered an interest in planning policy consultations. These include:

- Local and national interest groups including community, activity and faith-based groups
- Residents that have asked to be included in planning policy consultations
- Businesses that have asked to be included in planning policy consultations
- Businesses with a significant presence in the local area
- Government agencies
- Land owners
- Property developers
- Property agents and planning consultancies

### **Duty to co-operate**

In addition, the Localism Act introduced a duty for local authorities to co-operate with other prescribed bodies in preparing their plans. For Cheltenham these are:

- The Civil Aviation Authority
- The Historic Buildings and Monuments Commission for England (currently English Heritage)
- The Environment Agency
- Gloucestershire Clinical Commissioning Group (replaces the Primary Care Trust)
- Gloucestershire County Council
- Gloucestershire County Council and the Highways Agency (as highways authorities)
- Gloucestershire First (as local enterprise partnership)
- the Homes and Communities Agency
- Natural England
- the Office of Rail Regulation

Documents will be deposited for the purposes of public consultation at the following locations

- Bishop's Cleeve Library
- Charlton Kings Library
- Cheltenham Main Library
- Health Resource Centre
- Hesters Way Library
- Hesters Way Neighbourhood Project
- Lower High Street Resource Centre
- Prestbury Library
- Up Hatherley Library

Copies of the adopted SCI are available for inspection at the offices of Cheltenham Borough Council and on the council's website [www.cheltenham.gov.uk/planningpolicy](http://www.cheltenham.gov.uk/planningpolicy)

## Annex 3

### Statement of Community Involvement 2013 – schedule of representations received following public consultation and officer response

Respondent	Representation	Officer response
Natural England	<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: <a href="http://www.naturalengland.org.uk/ourwork/planningdevelopment/default.aspx">http://www.naturalengland.org.uk/ourwork/planningdevelopment/default.aspx</a>.</p>	Noted
The Woodland Trust	<p><u>Para 7.3</u> We would like to see the Woodland Trust included as a general consultation body in the consultation process of LDF planning documents – Appendix 2 – ‘General consultation bodies’.</p> <p><u>Para 11.1</u> The new National Policy Planning Framework clearly states: “...<i>planning permission should be refused for development resulting in the loss or deterioration of irreplaceable habitats, including ancient woodland and the loss of aged or veteran trees found outside ancient woodland, unless the need for, and benefits of, the development in that location clearly outweigh the loss</i>” (DCLG, March 2012, para 118).</p> <p>The Government’s policy document ‘Keepers of Time – A statement of Policy for England’s Ancient &amp; Native Woodland’ (Defra/Forestry Commission, 2005, p.10) states: ‘<i>The existing area of ancient woodland should be maintained and there should be a net increase in the area of native woodland</i>’.</p> <p>The Government’s Independent Panel on Forestry states: ‘<i>Government should reconfirm the policy approach set out in the Open Habitats Policy and Ancient Woodland Policy (Keepers of Time – A statement of policy for England’s ancient and native woodland).....Reflect the value of ancient woodlands, trees of special interest, for example veteran trees, and other</i></p>	Appendix 2 of the revised SCI refers to local and national interest groups. The Woodland Trust is included as a consultee on the Local Plan database.

	<p><i>priority habitats in Local Plans, and refuse planning permission for developments that would have an adverse impact on them.</i>' (Defra, Final Report, July 2012). This has been endorsed by the response in the recent Government Forestry Policy Statement (Defra Jan 2013): <i>'We recognise the value of our native and ancient woodland and the importance of restoring open habitats as well as the need to restore plantations on ancient woodland sites. We, therefore, confirm our commitment to the policies set out in both the Open Habitats Policy and Keepers of Time, our statement of policy for England's ancient and native woodland'</i>.</p> <p>Some local authorities have already listed the Woodland Trust as a non-statutory consultee for planning applications in their adopted SCIs, such as Swindon Statement of Community Involvement (SCI) - Revised March 2013.</p> <p>The Woodland Trust would therefore like to see a similar commitment in this SCI that we will be consulted on all planning applications that threaten ancient woodland.</p>	<p>The NPPF is a material planning consideration that the council must have regard to in determining planning applications. Policy SD10 of the emerging Joint Core Strategy is also material. In cases that are relevant to this part of the NPPF and/or JCS Policy SD10 the council will seek such advice as it deems appropriate to assist in its deliberations, including from its own arboricultural officers.</p>
<p>Network Rail</p>	<p>Network Rail has been consulted by Cheltenham Borough Council on the Revised Statement of Community Involvement (SCI). Thank you for providing us with this opportunity to comment on this Planning Policy document. This email forms the basis of our response to this consultation request</p> <p><b><u>Developer Contributions</u></b></p> <p>The Revised Statement of Community Involvement should set a strategic context requiring developer contributions towards rail infrastructure where growth areas or significant housing allocations are identified close to existing rail infrastructure.</p> <p>Many stations and routes are already operating close to capacity and a significant increase in patronage may create the need for upgrades to the existing infrastructure including improved signalling, passing loops, car parking, improved access arrangements or platform extensions.</p> <p>As Network Rail is a publicly funded organisation with a regulated remit it would not be reasonable to require Network Rail to fund rail improvements necessitated by commercial development. It is therefore appropriate to require developer contributions to fund such improvements.</p> <p>Specifically, we request that a Policy is adopted which requires developers to fund any qualitative improvements required in relation to existing facilities and infrastructure as a direct result of increased patronage resulting from</p>	<p style="text-align: right;">Page 117</p> <p>Network Rail is a statutory consultee in the development plan preparation process. This request is not appropriate for inclusion within the SCI. It is properly a matter for the development plan/CIL - policies INF1, INF7 and INF8 of the emerging Joint Core Strategy provide an appropriate framework.</p>

	<p>new development.</p> <p>The likely impact and level of improvements required will be specific to each station and each development meaning standard charges and formulae may not be appropriate. Therefore in order to fully assess the potential impacts, and the level of developer contribution required, it is essential that where a Transport Assessment is submitted in support of a planning application that this quantifies in detail the likely impact on the rail network.</p> <p>To ensure that developer contributions can delivery appropriate improvements to the rail network we would recommend that Developer Contributions should include provisions for rail and should include the following:</p> <ul style="list-style-type: none"> <li>▪ A requirement for development contributions to deliver improvements to the rail network where appropriate.</li> <li>▪ A requirement for Transport Assessments to take cognisance of impacts to existing rail infrastructure to allow any necessary developer contributions towards rail to be calculated.</li> <li>▪ A commitment to consult Network Rail where development may impact on the rail network and may require rail infrastructure improvements. In order to be reasonable these improvements would be restricted to a local level and would be necessary to make the development acceptable. We would not seek contributions towards major enhancement projects which are already programmed as part of Network Rail's remit.</li> </ul> <p><u>Level Crossings</u></p> <p>Development proposals' affecting the safety of level crossings is an extremely important consideration for emerging planning policy to address. The impact from development can result in a significant increase in the vehicular and/or pedestrian traffic utilising a crossing which in turn impacts upon safety and service provision.</p> <p>As a result of increased patronage, Network Rail could be forced to reduce train line speed in direct correlation to the increase in vehicular and pedestrian traffic using a crossing. This would have severe consequences for the timetabling of trains and would also effectively frustrate any future train service improvements. This would be in direct conflict with strategic and government aims of improving rail services.</p> <p>In this regard, we would request that the potential impacts from development affecting Network Rail's level crossings, is specifically addressed through</p>	<p>Network Rail is a statutory consultee in the development plan preparation process. This request is not appropriate for inclusion within the SCI. It is a matter for the development plan and the development management process.</p> <p>The council is statutorily required to notify the operator of the network in circumstances set</p>
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	<p>planning policy as there have been instances whereby Network Rail has not been consulted as statutory undertaker where a proposal has impacted on a level crossing. We request that a policy is provided confirming that:</p> <ul style="list-style-type: none"> <li>• The Council have a statutory responsibility under planning legislation to consult the statutory rail undertaker where a proposal for development is likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing over a railway: <ul style="list-style-type: none"> <li>○ <i>Schedule 5 (f) (ii) of the Town &amp; Country Planning (Development Management Procedure) order, 2010 requires that... “Where any proposed development is likely to result in a material increase in volume or a material change in the character of traffic using a level crossing over a railway (public footpath, public or private road) the Planning Authority’s Highway Engineer must submit details to both Her Majesty’s Railway Inspectorate and Network Rail for separate approval”.</i></li> </ul> </li> <li>▪ Any planning application which may increase the level of pedestrian and/or vehicular usage at a level crossing should be supported by a full Transport Assessment assessing such impact: and</li> <li>▪ The developer is required to fund any required qualitative improvements to the level crossing as a direct result of the development proposed.</li> </ul> <p><u>Planning Applications</u></p> <p>We would appreciate the Council providing Network Rail with an opportunity to comment on any future planning applications should they be submitted for sites adjoining the railway, or within close proximity to the railway as we may have more specific comments to make (further to those above).</p>	<p>out in Schedule 5 to the Town &amp; Country Planning (Development Management Procedure) (England) Order 2010. It is undesirable to introduce a policy relating to an issue that is subject to statutory control and which would, as the first bullet requests, duplicate that statute. In seeking to exceed the provisions of that statute, the council would need clear justifying evidence or leave itself potentially susceptible to challenge. This is exemplified by the final two bullet points given their potentially onerous implications if applied, as requested, universally.</p> <p>Noted, although “close proximity” is a matter of interpretation.</p>
<p>Tetlow King Planning</p>	<p>We recognise that the revised SCI provides a succinct and detailed overview of Cheltenham’s development process. The following additions would provide additional clarity to the development process.</p> <p>Para 11.25 should include reference to the Council’s legal department. On applications which require the use of a s106 planning obligation agreement, discussions should be initiated at the earliest opportunity with the various stakeholders to ensure that when a decision is made, the planning officers and elected members have the appropriate information, including a draft</p>	<p>Noted. Document amended to include reference to legal services.</p>

	<p>legal agreement, before them.</p> <p>Following para 11.25, there should be the addition of consultation, where appropriate, with Gloucestershire County Council; for example Highways/Transport and Education Department. From experience, development proposals which raise issues which fall under the remit of both a borough and a county council are usually the most problematic to resolve either at the recommendation stage or in the advancement of legal agreements. Cheltenham Borough Council should agree the consultation procedure with these consultees at this stage of the Local Plan process, to ensure these consultees expectations in respect to development proposals are included within the Local Plan documents and that they respond effectively to individual planning applications when necessary.</p> <p>The South West HARP Planning Consortium should be recognised as a key stakeholder within the SCI; representing 15 South West Registered Social Housing providers, including the principle five with properties in Cheltenham, they provide a vital source of information on the provision of affordable housing across the region.</p>	<p>Appendix 2 cites Gloucestershire County Council as a “specific consultation body” in the preparation of development plans. The County Council also is involved in preparation of the development plan as part of the general Duty to Co-operate (and is also cited under this heading at Appendix 2). In terms of engagement with planning applications the policies of the emerging JCS, and in particular the Infrastructure Delivery Plan, will ensure that the County Council is involved in a timely manner.</p> <p>South West HARP Planning Consortium will be added to the database of general consultation bodies referred to at Appendix 2.</p>
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**Cheltenham Borough Council  
Council**

**21 July 2014**

**Appointment of Independent Members to the Audit Committee**

<b>Accountable member</b>	<b>Cabinet Member Corporate Services, Councillor Jon Walklett</b>
<b>Accountable officer</b>	<b>Mark Sheldon, Director of Resources</b>
<b>Ward(s) affected</b>	<b>N/A</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The Audit Committee has 7 elected members and is politically balanced. This report considers the benefits of appointing independent members to Audit Committee and makes recommendations to Council regarding appointment of non-voting co-optees.</p> <p>The report was discussed by Audit Committee on 18 June 2014 and the minutes of that meeting are attached as Appendix 2. They were supportive of the principle of appointing Independent Members but wished for guidance from Council on the criteria for defining an 'independent' member.</p>
<b>Recommendations</b>	<p><b>The Audit committee recommends to Council that</b></p> <p><b>i) the terms of reference of the Audit Committee be amended to allow it to appoint up to 3 co-optees as non-voting members</b></p> <p><b>ii) it agrees the recruitment processes and determines the selection criteria as set out in section 2 of this report</b></p> <p><b>iii) it considers whether to place a restriction on co-optee appointment to both Committee chair and vice-chair as set out in section 3 of this report</b></p> <p><b>iv) it authorises the Borough Solicitor and Monitoring Officer to make any necessary changes to the Constitution to reflect the above</b></p>
<b>Financial implications</b>	<p>If the co-optee was elected as chair then Council would need to determine whether they are eligible to receive the SRA. There would be no cost implications if the level of the SRA remain unchanged. Co-optees on other committees are currently paid travelling expenses but no allowances.</p> <p><b>Contact officer: Mark Sheldon, Director of Resources, mark.sheldon@cheltenham.gov.uk, 01242 26 4123</b></p>

<p><b>Legal implications</b></p>	<p>Whilst the principle of appointment of co-optees to Committee must be agreed by Council, the actual appointment of co-optees can be made by Committee. Co-optees are not entitled to vote nor do they have a right to attend Council meetings (save in their capacity as a member of the public). In theory, a co-optee can be elected as chairman but they would not have a second or casting vote. They are bound by the Committee Procedure Rules and also the Code of Members' Conduct.</p> <p><b>Contact officer: peter.lewis@tewkesbury.gov.uk, 01684 272012</b></p>
<p><b>HR implications (including learning and organisational development)</b></p>	<p><b>Contact officer: Julie McCarthy, GO Shared Service Human Resources Manager (West), julie.mccarthy@cheltenham.gov.uk, 01242 264355</b></p>
<p><b>Key risks</b></p>	<p>As set out in the report</p>
<p><b>Corporate and community plan Implications</b></p>	<p>Strengthening our communities by involving local residents in the democratic process</p>
<p><b>Environmental and climate change implications</b></p>	<p>None</p>
<p><b>Property/Asset Implications</b></p>	<p>None</p> <p><b>Contact officer: David Roberts@cheltenham.gov.uk</b></p>

## 1. Background

**1.1** Following the recent borough elections, Council appointed 7 elected members and a Vice Chair of Audit Committee at Selection Council on 2 June 2014. It did not appoint a chair in the expectation that Audit Committee would elect a Chair at its first meeting. It met on the 18 June 2014 and the committee agreed that the Vice Chair, Councillor Nelson, would assume the role of Chairman, until the committee was in a position to consider the matter again.

**1.2** It has been suggested that Audit Committee may benefit from having some independent members as co-optees.

**1.3** The report to Council in December 2006 made the following reference to co-optees in paragraph 3.14/3.15:

“Often the injection of an external view through co-option can be beneficial; these members of the committee may not have voting rights, which allows flexibility in co-option and retains the decision-making function with permanent members of the audit committee...”

Although not explicit in the *CIPFA guidance Audit Committees: Practical Guidance for Local Authorities*, the implication is that a dedicated Audit Committee can look to appoint members with skills and interests specific to this area. The committee benefits from Members with financial awareness, independence of thinking and a balanced approach to significant issues and from Members recognising and valuing the audit function. All members of the Committee would be given appropriate training to ensure they could build up their knowledge and expertise.”

**1.4** There is still a prevalent view nationally that there is value in having co-opted members on the Audit Committee and the Head of Audit Cotswolds is supportive of this approach.

1.5 The report was discussed by Audit Committee on 18 June 2014 and the minutes of that meeting are attached as Appendix 2. They were supportive of the principle of appointing Independent Members but wished for guidance from Council on the criteria for defining an 'independent' member.

1.6 Democratic Services have since carried out some research across other councils and the results are attached as Appendix 3.

## 2. Recruitment and Selection of Co-optees

2.1 The Audit Committee did not consider a process for recruiting and selecting co-optees and wanted guidance from Council on this.

2.2 The appointment of the co-optees can be made by the Audit Committee and Council are being asked to approve the arrangements and process for this to be achieved.

2.3 The current Audit Committee has no co-optees and the recommendation is that it appoints up to three. Any appointments made by the Committee would, it is suggested, be subject to review by the Committee after one year of operation.

2.4 It would be the intention for an advertisement for the co-optees to be placed on the Council's website and supported by media releases. An application form would be available together with a person specification and role description to be produced by officers. It would also be circulated to Elected Members so they could pass it on to anyone who might be interested.

2.5 It is for Council to decide whether to set criteria for eligibility. The minimum suggested criterion is:

i) the applicant shall not be an elected Member or officer of Cheltenham Borough Council

Council should also consider whether it wishes to apply further criteria, which could include that the applicant shall not be:

ii) a member of a political party, and/or

iii) a Member or officer of another local authority, and/or

iv) a Member or officer of Cheltenham Borough Council (or another local authority) within the last x years, and/or

v) a close friend or relative of a current Cheltenham Borough Council Member or officer.

2.6 It is suggested that co-optees would be eligible to receive travel expenses and if the co-optee was elected as Chair they would receive the Chair's allowance, currently set at £454 per annum.

2.7 In terms of arrangements for selecting applicants for consideration by the Audit Committee, it is proposed to set up a small Panel which would make recommendations to the Committee. It is suggested that the Panel comprise the Director Resources and the Democratic Services Manager or their representative.

## 3. Election as Chairman or Vice Chairman

3.1 The legal position is that a co-optee could in theory be elected as chair but, as they are non-voting, they would not have a second or casting vote. They could also be elected as a vice-chair. Council may wish to consider placing a restriction in the Constitution that both the chair and vice-chair shall not be co-optees.

## 4. Reasons for recommendations

4.1 The report has been brought to Council as a result of a suggestion from a Group Leader and a subsequent recommendation from the Audit Committee. The advantages are set out in paragraph

**5. Alternative options considered**

5.1 Continue with the current make up of the committee.

**6. Consultation and feedback**

6.1 The Chief Executive has consulted with Group Leaders as part of this process and they felt it was a matter that should be considered by the committee. The importance of a co-opted chair being independent was highlighted and the need for an open appointment process.

6.2 The feedback from the Audit Committee is set out in Appendix 2.

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

7.1 Not applicable

<b>Report author</b>	<b>Contact officer: Rosalind Reeves, Democratic Services Manager</b> <a href="mailto:Rosalind.reeves@cheltenham.gov.uk">Rosalind.reeves@cheltenham.gov.uk</a> , 01242 77 4937
<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Extract of the minutes of Audit Committee 18 June 2014</li> <li>3. Research from other Councils</li> </ol>
<b>Background information</b>	None

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 no applicants come forward for the position of co-optee then the Audit Committee will remain without independent members	Director of Resources	06//07/2014	2	4	8	Reduce	Issue press release and Local Advertisement (website). Ensure that job description and person specification are as comprehensive as possible.	30/10/2014	Director of Resources	

**Extract from the Minutes of the Audit Committee 18 June 2014**

The Director of Resources explained that the committee had been discussing, for some time, the benefits of independent representation, which was increasingly considered as good practice. There was however, no provision within the current terms of reference to allow the committee to appoint independent members. If members were minded to appoint independent members it would need to make onward recommendations to Council, as set out in the report. He acknowledged that no chairman had been elected at Selection Council and felt that it was necessary for the committee to first decide whether it accepted the benefits of independent representation and then make a decision regarding chairmanship separately.

Members accepted that independent representation on the Audit Committee was widely deemed as good practice. There was consensus that benefits would include additional and specific skills and expertise and that this would assist the public perception of the committees independence.

There was some debate regarding the definition of an independent member. Members agreed that existing officers or Members of Cheltenham Borough Council, or close friends or relatives of those persons, should not be considered eligible to apply.

A member felt strongly that in the interest of independence and the perception of independence, this should include those persons that had been an Officer or Member in the last five years. He was aware that the former Chair of the committee who had not stood in the recent elections, had indicated that he would be interested in co-optation onto the committee and Chairman. The member felt strongly that any co-opted member should not be a member of a political party, especially one that held the position of chair. In his opinion the chair, by the very nature of the role, would be able to influence the direction discussion and that this would undermine the committee. Other members of the committee felt that it would be difficult enough to find interested representatives with the relevant skills and expertise without limiting eligibility any further than existing officers and Councillors or their friends and family.

The committee were reminded that at this stage they were simply being asked to agree, in principle, for the provision of co-opted members on the committee. Council would decide the selection and appointment procedure and the Monitoring Officer, having been authorised to make the relevant changes, could well invite the constitution working group to take a view on this.

The Vice Chair was happy that the comments from this discussion would be included within the report that was taken to Council.

Upon a vote it was unanimously

**RESOLVED that the committee recommends to Council that**

- i. The terms of reference of the Audit Committee be amended to allow it to appoint up to 3 co-optees as non-voting members;**
- ii. It authorises the Borough Solicitor and Monitoring Officer to make any necessary changes to the constitution;**
- iii. It agrees a selection/appointment procedure for appointment of the co-optees.**



**What other authorities have done**

A number of authorities have independent representation on Audit Committee.

**1. The voting rights of co-opted members of the Audit Committees;**

(our legal officer has queried how voting rights are achieved in some of the councils listed and is awaiting a response)

Bristol City – voting

Bath and North East Somerset – voting

Plymouth City – voting

Epping Forest DC – voting

Forest of Dean – non-voting

**2. How many co-opted members do other authorities have;**

Bristol City – tbc

Bath and North East Somerset – one

Plymouth City – two

Epping Forest DC – tbc

Forest of Dean - one

**3. The recruitment/appointment processes**

Bath and North Somerset – advertisement in Council magazine and local press and interview. Had originally targeted major employers but this did not prove successful.

Epping Forest DC – public advertisement and interviews conducted in accordance with arrangements agreed by Council.

**4. How did they define an independent member;**

Bath and North East Somerset – ‘Not currently a Councillor or employee with North Somerset and able to consider matters without regard for personal political views’ was essential and ‘not currently a councillor with any local authority and not previously a Councillor with North Somerset council in the last 5 years. Not currently a director or employee with the council’s principle partner organisations’ was desirable.

**5. Other interesting facts;**

Bath and North East Somerset -

Epping Forest DC – the terms of reference for the committee states that both Councillors and co-opted members shall be eligible for appointment of Chairman and Vice-Chairman. Where the Chairman of the committee is a Councillor, the Vice Chairman shall be a co-optee and where the Chairman is a co-opted member the Vice Chairman shall be a Councillor.

Council’s in Wales are required to have at least one independent member.

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## Cheltenham Borough Council

### Council

21 July 2014

## Annual Report on Overview and Scrutiny

<b>Accountable member</b>	<b>Chair of Overview and Scrutiny Committee, Councillor Tim Harman</b>
<b>Accountable officers</b>	<b>Democratic Services Manager, Rosalind Reeves</b>
<b>Accountable scrutiny committee</b>	<b>Overview and Scrutiny Committee</b>
<b>Ward(s) affected</b>	<b>All indirectly</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>In December 2011 Council approved the new arrangements for Overview and Scrutiny to be implemented following the elections in May 2012. These new arrangements focused on a managing and coordinating overview and scrutiny committee with scrutiny task groups carrying out the detailed work and reporting back to the main committee.</p> <p>Under the new arrangements scrutiny was required to produce an annual report for Council and this is contained in appendix 2. This report sets out the achievements of scrutiny over the last 12 months and in particular highlights the outcomes of a range of scrutiny task groups.</p> <p>The Chief Executive has initiated an LGA peer review which will take place in September this year. Part of their terms of reference will be to look at the council's scrutiny arrangements and wider decision making including behaviours and governance and they will seek views from members, officers and partners.</p> <p>Scrutiny welcomes the opportunity for Council to debate this report and give its views on the success or otherwise of the revised scrutiny arrangements together with any improvements it would like to see. These can then be taken forward together with any outcomes from the LGA peer review and used to enhance the scrutiny process.</p>
<b>Recommendations</b>	<b>The Council is asked to note the Annual Report of Overview and Scrutiny and highlight any changes or improvements it would like scrutiny to consider.</b>

<b>Financial implications</b>	<p>There no financial implications arising from this report.</p> <p><b>Contact officer: Mark Sheldon,</b>  <b>mark.sheldon @cheltenham.gov.uk, 01242 264123</b></p>
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<b>Legal implications</b>	<p>The Authority must have at least one Overview and Scrutiny Committee. Scrutiny committees may review both executive and non executive functions and can make reports and recommendations to the Council or the Cabinet on those functions and “on matters which affect the authority’s area or the inhabitants of that area”. A scrutiny committee may also take the role of the crime and disorder committee under the Police and Justice Act 2006.</p> <p><b>Contact officer: Peter Lewis, peter.lewis@tewkesbury.gov.uk, 01684 272012</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>There are no direct HR implications arising from this report.</p> <p><b>Contact officer: Julie McCarthy</b></p> <p><b>Julie.McCarthy@cheltenham.gov.uk 01242 26 4355</b></p>
<b>Key risks</b>	<p>The original risk assessment which accompanied the report to Council in December 2011 has been attached as appendix 1 with an additional column of comments on those risks.</p>
<b>Corporate and community plan Implications</b>	<p>An effective overview and scrutiny process can contribute to positive outcomes on any of the objectives in the Corporate Strategy.</p> <p>Increased public involvement in Overview and Scrutiny will support the corporate objective ‘Our residents enjoy a strong sense of community and are involved in resolving local issues’.</p>
<b>Environmental and climate change implications</b>	<p>None</p>

<b>Report author</b>	<p><b>Contact officer: Rosalind.Reeves, Democratic Services Manager, Rosalind.reeves@cheltenham.gov.uk, 01242 77 4937</b></p>
<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Annual Report</li> </ol>
<b>Background information</b>	<p>Report to Council 12 December 2001 on the new arrangements for Overview and Scrutiny</p>

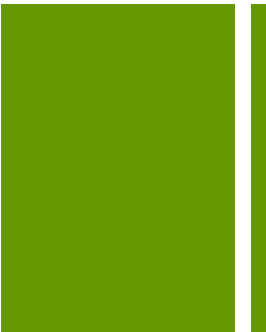
The risk				Original risk score (impact x likelihood)			Managing risk		
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-4	Likelihood 1-6	Score	Control	Action	Comments as at July 2014
	If any new arrangements are not supported by a change in culture across members and officers they may not be successful in delivering the outcomes required.	Director Commissioning	27/9/11	3	3	9	Reduce	Get members and officers buy in during the review by seeking their views and ideas. Seek advice on cultural change during the next phase.	There is now a much better understanding of the new scrutiny arrangements by officers and members who have been involved in scrutiny task groups but there is still a need to maintain awareness with new members and officers through ongoing education and training. The relationship between Cabinet and scrutiny is an area for further development.
	If the council cannot appoint dedicated scrutiny officers to support the new arrangements they will not be fully effective.	Director Commissioning	1/12/11	3	3	9	Reduce	Optimise the use of existing resources in the new arrangements	The importance of facilitation support from Democratic Services for scrutiny task groups has been highlighted by members as a success factor. Democratic Services resources are limited so members will need to carefully prioritise all scrutiny task group reviews to ensure they make optimum use of the resources available.
	If the task groups operate outside of the democratic process, then scrutiny could become disjointed and progress difficult to control	Director Commissioning	1/12/11	3	3	9	Accept	Guidance to officers supporting task groups on keeping documentation and reporting back to	See note above. Task groups facilitated by officers outside democratic services have sometimes been less well documented and more difficult to track progress but officers have been encouraged to adopt standard procedures and good practice. This has been assisted by the production of a

	and track.							Democratic services.	scrutiny guide available on the intranet.
	If members do not put themselves forward for task groups the workload could be unevenly shared across members and be a source of potential conflict or result in task groups not having the right skill mix.	Groups Leaders	1/12/11	3	3	9	Reduce	Utilise the skills audit Group Leaders to manage, monitor and encourage participation  Task groups to maintain records of attendance	Members have been putting themselves forward for task groups but it has tended to be a similar set of members. We need a better understanding of why some members are not engaging the scrutiny process.
	If scrutiny does not have any dedicated budget it will be difficult to promote public involvement and engagement	Council	1/12/11	2	3	6	Accept	Utilise relevant project budgets Consider allocating small budget to O&S as part of budget round	Scrutiny does not have a dedicated budget but this has not been a significant issue to date. It could become more of an issue if O&S wanted to buy in some outside expertise at any point.

**Explanatory notes**

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-4 (4 being the greatest impact)  
**Likelihood** – how likely is it that the risk will occur on a scale of 1-6 (6 being most likely)  
**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close

# Scrutiny Annual Report 2013 - 2014



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- 7 Contacts
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## 1. Foreword

### Chair of Overview and Scrutiny Committee: Councillor Tim Harman



As the newly elected Chairman of the Overview and Scrutiny Committee I am pleased to present the Annual Report for 2013/14.

I would like to thank Councillor Duncan Smith and former Councillor Barbara Driver for their contributions to the work of the committee during the year.

The committee is responsible for co-ordinating the Overview and Scrutiny function with the Council. It commissions scrutiny task groups to carry out the detailed work ensuring that they have clear terms of reference. It is also responsible for receiving and determining how many call-ins of Cabinet decisions should be dealt with.

My vision for the future is that scrutiny should be a powerful tool to enable all members of the Council who are not part of the Executive to hold the Cabinet to account on behalf of the electorate but also to act as a critical friend.

I would like to take this opportunity to invite all members to contact me and the other lead members with regard to any suggested areas of activity or of issues of concern to Cheltenham and its people and which are appropriate for scrutiny.

Councillor Duncan Smith had this to say about the progress made last year.

*"In the report last year I said there were two key challenges for the coming year so it is timely to reflect on how well we have done on these:*

- *to encourage elected Members to bring forward scrutiny topics that address issues in their local communities*
- *to engage with the Cabinet & develop the Overview and Scrutiny Committee role in strategic policy development*

*It has been a busy year for the scrutiny task groups with final reports from the budget scrutiny working group, dog fouling, the cemetery and crematorium all being considered by Cabinet. All of these are important issues for local communities and the task groups have worked hard to bring clear and meaningful recommendations before Council and Cabinet.*

*A report to Cabinet is not the end of the process and the O&S committee have been keen to invite Cabinet Members to report back on how they have implemented the recommendations. Highlights have included the successful implementation of Events consultative groups, a recommendation from the Events scrutiny task group last year. Good progress has also been made on implementing the recommendations on allotments and grass verge cutting.*

*Through this process O&S has become more engaged with the Cabinet and a number of Cabinet Members regularly attend O&S committee meetings with the Leader providing a*

*regular update. There is still a need to develop O&S's role in strategic policy development which was my second challenge for the coming year."*

Councillor Driver took over the chairmanship of the O&S committee in the New Year.

She was keen to get members and the public more engaged in the work of overview and scrutiny, making more use of the committee meeting for this purpose. An update from Jeremy Williamson on the work of the Cheltenham Development task force was welcomed by members and got a good public attendance. Similarly the Managing Director of UBICO attended to give members an update on their progress and respond to a variety of questions. The crematorium was also an issue of concern for members and local residents so the chair felt it was important to get a regular update from the task group on this.

What we have achieved in our first two years is a great step forward and we would like to thank those councillors and officers who have worked so hard to make it successful.

## 2. The challenges for the Overview and Scrutiny Committee

Andrew North  
Chief Executive



I said in my introduction last year that "effective Overview and Scrutiny is a vital part of local democracy as it plays a key role in holding the Cabinet, officers and the wider council to account. It is important therefore to reflect on how well it has done this, as well as what difference it has made to the community at large." Now that we are two years into the new arrangements this is a good time to review progress and ask whether scrutiny has made a real difference.

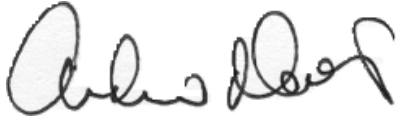
Overview and Scrutiny has continued to bring together cross party working groups on a range of different topics from dog fouling and the ICT virus incident to the operation of the new cremators in Cheltenham. Feedback from these task groups have emphasised the importance of clear terms of reference at the start from the main committee. One of the other essentials for a successful task group is strong officer support. Task groups are reliant on the technical and professional input from officers and members and have been very appreciative of the time officers have spent in attending task group meetings and preparing information. This has included taking members out on a dog warden patrol or arranging a tour of the new equipment at the crematorium. Members have been very complimentary about the facilitation support they have received from Democratic Services but suggested that some task groups have struggled to be fully effective without it.

The replacement of three Overview and Scrutiny Committees with one is still a relatively recent development and there is evidence that it is still finding its way. Resources are always going to be limited so one of the key roles for the Overview and Scrutiny Committees is to manage this by prioritising their reviews and challenging themselves on how many reviews members and officers can support at any one time. Setting their workplan and reviewing progress is an important part of every meeting. A key role for the committee is also ensuring terms of reference are tight and scope is clearly defined at the start of every review.

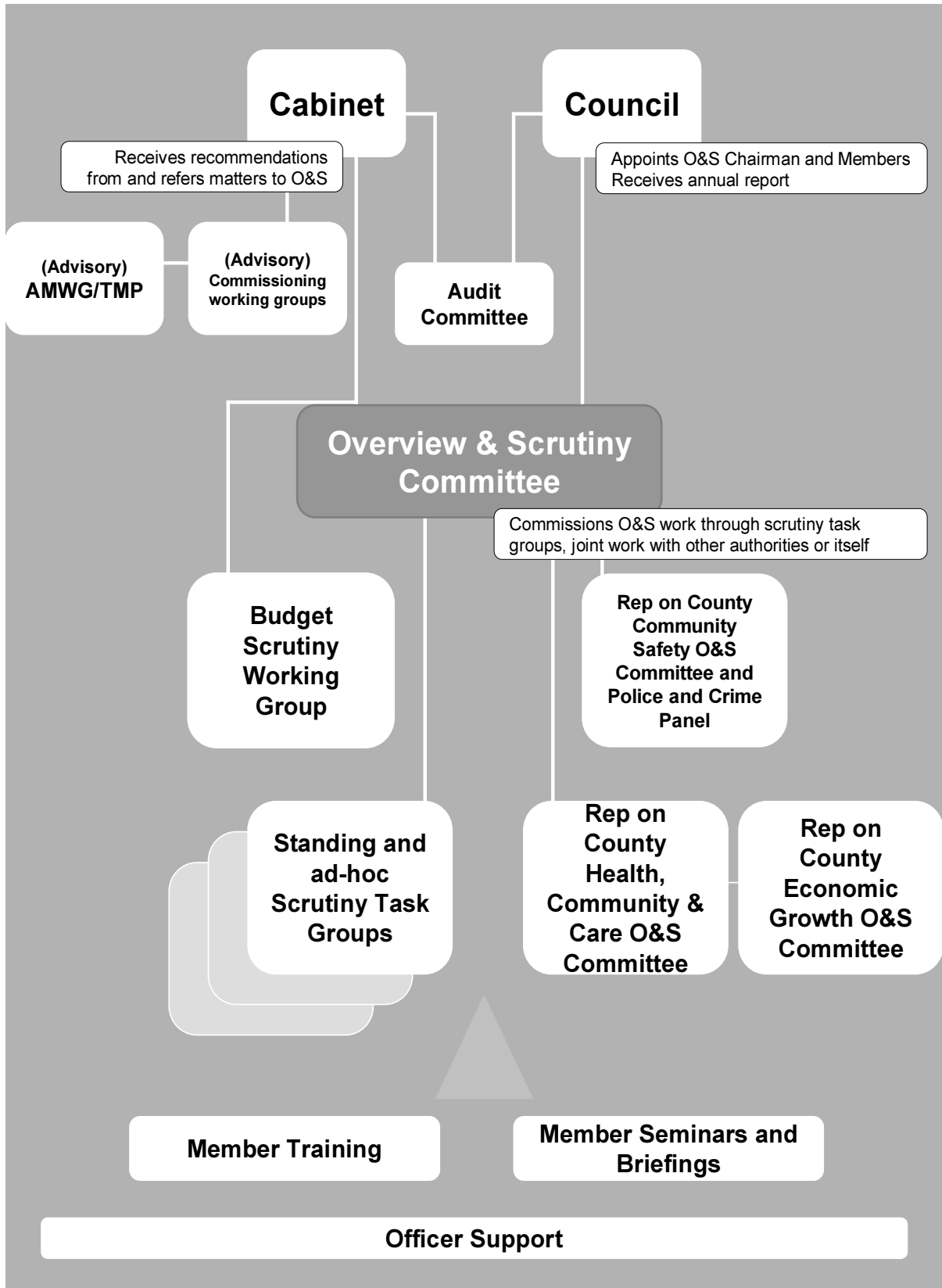
Overview and Scrutiny has a good record of recommendations being taken forward by Cabinet - for example the new procedures recommended by the Events task group are now in operation. I feel that Cabinet has been much more engaged in the scrutiny process but there is still scope for refining the process so that expectations are clearly understood by all parties. One of the important roles for the main committee is the follow up of recommendations once they have been to Cabinet and ensure that positive outcomes are achieved for the town.

The Overview and Scrutiny Committee will have a new Chair following the elections. I will give them my personal support in this challenging role and I hope that scrutiny can build upon its strengths to make the council even more effective, transparent and accountable. To help the council in that aim I have initiated an LGA peer review which will take place in September this year. Part of their terms of reference will be to look at our scrutiny arrangements and wider decision making including behaviours and governance and they will seek views from members, officers and partners. One of the

strands of their work will be to focus on how effective the council is at identifying and tackling the big issues and challenges that affect the borough, and the role Overview and Scrutiny can play in this process. I look forward to hearing their feedback.

A handwritten signature in black ink, appearing to be 'Alan Duff', written in a cursive style.

### 3. Overview and Scrutiny Structure



**4.0**

**Budget Scrutiny Working Group**  
Chair: former Councillor Rob Garnham



**Task group members:**

Councillors Chris Coleman, Tim Harman, Rob Garnham, Dianne Hibbert, Paul Massey and Klara Sudbury

**Officer support:**

Mark Sheldon and Rosalind Reeves

The budget scrutiny working group forms a permanent part of the scrutiny arrangements at Cheltenham Borough Council. The rationale being that the budget is a complex area that cannot be scrutinised effectively as a one-off exercise. Members of this working group have built their expertise and understanding of financial matters so that they can review the budget strategy, the bridging the gap programme and be in a position to respond to the budget proposals as well as scrutinising the business cases of major projects within the commissioning framework.

**Key Findings and recommendations:**

Chair of the working group, Councillor Rob Garnham said that the focus for the group this year had been to "allow more time to understand and consider the financial pressures facing the council over the longer term and to scrutinise some of the proposals for bridging the financial gap which feed into the budget setting process."

The working group considered the budget proposals at their meeting on 9 January 2014 and as a result made a number of recommendations to O&S which were forwarded to Cabinet. These recommendations covered their views on the use of the New Homes Bonus, the council tax freeze, pooled business rates and increase in rents for council tenants. They were all taken account of in the final budget proposals to Council in February.

During the year the budget scrutiny working group also scrutinised the following:

- The accommodation strategy
- The commissioning of Revenues and Benefits
- The business case for the ICT commissioning review
- The financial aspects of the leisure and culture commissioning review
- Funding for the Cheltenham Development Task Force
- Regular reviews of the Bridging the Gap strategy and budget projections
- ICT Restructuring and financial savings
- UBICO – potential for future savings
- New Homes Bonus projections
- Financial update re Glos. Airport

**Has it made a difference?**

The scrutiny group works closely with the Cabinet Member Finance, Councillor John Rawson, and he regularly attends their meetings. In his budget speech to Council in February the Cabinet Member Finance, Councillor John Rawson gave thanks to the

members of the Budget Scrutiny Working Group for the valuable contribution they had made to the budget process.

The Director of Resources also commented that " this has been a very valuable process which has added value. The financial position is very challenging and it is very helpful to have a forum for deeper consideration of the issues facing the council and the strategy for dealing with it."

## 4.1

### JCS Planning and Liaison Scrutiny Task Group

Chair: Councillor Tim Harman



**Task group members:**

Councillors Ian Bickerton, Tim Harman, Andy Wall, Les Godwin, Helena McCloskey and Simon Wheeler

**Officer support:**

Tracey Crews and Judith Baker

This task group was set up in July 2012 to engage with elected members on the joint core strategy and other strategic development issues in light of the changes to the planning framework.

In 2012 they were set a very specific task by Council to evaluate the alternative methods of assessing household formation rates over the period of the JCS plan and feedback their conclusions and recommendations to the JCS Member Steering Group on 31 January 2013. The Member Steering Group thanked the Scrutiny Task Group for their hard work and accepted their recommendations which have fed into the formation of the strategy around Objectively Assessed Need which underpins the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy (JCS).

Following the completion of this work it was agreed that continued scrutiny of the JCS was important and that the role of the group should be extended to include scrutiny and support of the Cheltenham Plan.

**Key Findings and recommendations:**

Outputs of the Scrutiny task Group have included:

**Joint Core Strategy**

- Feedback to CBC representatives on the JCS Member Steering Group on drafts of the JCS
- Providing framework for wider member engagement on JCS via member seminars
- Consideration of Objectively Assessed Need
- Overview of JCS outputs

**Cheltenham Plan**

- Agreement of programme
- Drafting of vision and objectives
- Agreement of Cheltenham Plan Scoping document
- Consideration of public consultation comments received to Cheltenham Plan Scoping document
- Consideration of Community Infrastructure Levy – early stages of preparation

#### **Has it made a difference?**

Head of Planning, Tracey Crews said "From an officer perspective the Planning and Liaison Scrutiny Group has been invaluable. The Group has challenged at key stages which has added value to the plan preparation process, it offers an opportunity to take soundings from members in a structured way. I very much hope the group will continue and help steer the work programme over the year ahead".

## **4.2**

### **Dog fouling Scrutiny Task Group**

Chair: Councillor Penny Hall



#### **Task group members:**

Councillors Nigel Britter, Jacky Fletcher, Penny Hall, Helena McCloskey and Suzanne Williams

#### **Officer support:**

Jane Griffiths and Beverly Thomas

A review of dog fouling in Cheltenham was initiated by the Overview and Scrutiny Committee in June 2013, this was in response to local residents, community organisations and some Parish Councils expressing concern to local Councillors with increasing dog fouling of streets and green spaces in the Borough.

#### **Key findings and recommendations :**

The scrutiny task group (STG) met on 3 occasions and site visits were also undertaken to Pittville Park and Beeches playing field with community protection officers and bin emptying operatives on patrol. In addition members visited the Depot, King George V playing field and Clyde Crescent for the CBH Fido Fiestas. During their work the STG received some press coverage in the Gloucestershire Echo. This led to BBC Radio Gloucestershire choosing dog fouling as a morning discussion topic first interviewing Penny, Chair of the STG, Cheltenham Animal Shelter General Manager Peter Newcombe and dog owners in Pittville Park . The discussion was extremely well supported by listeners and many rang to give their views and Penny was invited to a second interview to respond and explain the STG's work.

The STG also reviewed a variety of evidence including verbal accounts of the work that community protection officers carry out, updates from the Environmental Maintenance Manager and the Managing Director, Ubico, responses to questionnaires distributed



amongst Residents' Associations, Community Groups and Parish Councils and to attendees of events attended by certain members of the STG, Risk Assessments for the emptying of dog bins by bin emptying operatives, research from other local councils. Having gathered the evidence a range of recommendations were made which should go some way towards alleviating the problem in the town.

These were :

1. Ensuring press releases are issued to provide information about the council's efforts to tackle dog fouling and successful enforcement action to include the level of fine each offender is ordered to pay and whether additional costs were incurred.
2. Introduce bin stickers to highlight that bagged dog waste could be disposed of using standard public litter bins / investigate sponsorship opportunities of bins
3. Increase the use of dog floor stencils /blue spray circling
4. Investigate funding streams or sponsorship to reintroduce free dog waste bags in targeted hot spot areas
5. Initiate hard-hitting anti-dog fouling campaigns
6. Provide better information on website/use social media to get the anti-dog fouling message across
7. Continue to encourage and attend community organised events
8. Introduce a regular programme of visits and work by Community Protection Officers in schools
9. Encourage public involvement in tackling dog fouling/Build on the Partners and Communities Together (PACT) initiative
10. Trial a Multi-agency approach-undertake some joint patrols with CPOs and PCSOs to demonstrate positive cross service support for the exercise; work together with Cheltenham Borough Homes on this issue
11. Investigate opportunities to use mobile CCTV in dog fouling hotspot areas ; Improve signage along with targeted enforcement in hotspot areas
12. Ensure the Community Protection Team has the resources to fulfil its duties in this area including seeking external sources of funding
13. Publicise the good work Community Protection Officers undertake across the borough

### **Has it made a difference?**

The recommendations were considered by Cabinet in April 2014. All agreed that dog fouling was an issue that affected every ward in the town and that there were hotspot areas which required particular attention. The Cabinet Member responsible highlighted the partnership working which officers were involved in and many of the recommendations would be picked up through this work. All of the recommendations of

the group were taken on board by Cabinet, subject to the service planning and delivery requirements of the commissioning review on the new Environmental and Regulatory Services Division.

Cllr Penny Hall, Chair of the STG, firmly believed that the work of the scrutiny task group was a clear demonstration that scrutiny can work well. The enthusiastic support of the work by Cabinet was welcomed.

A review of the implementation of the recommendations will take place in 12 months time.

### 4.3 Deprivation Scrutiny Task Group

Chair: Councillor Chris Coleman



**Task group members:**

Councillors Barbara Driver, Chris Coleman and Paul McLain and Bernice Thompson (co-optee)

Councillor Jon Walklett (observer as relevant ward member)

**Officer support:** Richard Gibson and Sam Howe

The review came about due to elected members becoming increasingly aware of the issues of deprivation that affect those people living in the town centre. Although it is well known that there are areas of "multiple deprivation" in Cheltenham (with parts of St. Pauls, St. Marks and Hesters Way in the 10% most deprived areas nationally), as the numbers of people living in the town centre are much smaller, this does not get picked up in the maps of deprivation. Hence the title – "hidden deprivation."

At its meeting on 18 February November 2013, Overview & Scrutiny Committee initiated a review of Hidden Deprivation in our Town Centre and a scrutiny task group was set up.

**Key findings and recommendations:**

The task group reported their findings to O&S in April 2014. During their review they had covered a lot of ground and their recommendations covered the areas of:

- Crime and disorder
- Housing
- environmental quality
- community integration

The O&S committee commended the task group for their work and felt they had achieved a detailed understanding of the issues. They felt that some of the recommendations needed more work and also debated whether the task group should also report back on health and education matters which they had not had time to cover.

The chair requested that the task group be given clear terms of reference before commencing any new work and resources allocated to facilitate the group, preferably from Democratic Services.

This will be an issue for the new O&S committee to review in July.

#### 4.4 Performance measures at the cemetery and crematorium (now and in the future) Scrutiny Task Group

Chair: Councillor Chris Ryder



**Task group members:**

Councillors Chris Ryder, Helena McCloskey, Barbara Driver and Rob Reid

**Officer support:** Rob Bell (UBICO), Rob Hainsworth, Tom Mimmagh, Mark Woodward and Rosalind Reeves

This review of the Cheltenham Cemetery and Crematorium was initiated in November 2013 following a request from Councillor Chris Ryder who felt that performance measures at the crematorium needed to be reviewed urgently. Councillor Ryder had been made aware of the serious concerns of some local funeral businesses regarding the operation of the new cremators installed at Cheltenham crematorium.

**Key findings and recommendations:**

The task group met on five occasions between November and March and provided regular updates to the main committee due to the seriousness of the concerns about the crematorium. During the course of their review they met with the local funeral directors, they carried out a review of the project documentation including tender documents, examined risk assessments and gained a full understanding of the current status from officers as well as seeing the issues for themselves through on-site visits. From the start their aim was to understand what had taken place and try and learn lessons for the future rather than lay blame. With that in mind they produced a range of recommendations which would enable better outcomes from similar maintenance projects in the future. Their recommendations covered the following areas:

- Criteria and process for recruiting expert consultants
- Cabinet Member involvement in procurement and tendering stage
- recording of decisions at key stages
- the management of risks
- keeping the public and elected members informed when problems do occur
- a series of ideas for improving the crematorium including online booking and improved parking and drop-off facilities and a policy on overhanging trees.

**Has it made a difference?**

Whatever the final outcome of the review, the initiation of this review as a scrutiny topic immediately brought it to the attention of the public, the media, elected members and senior management. The Cabinet member and the Senior Leadership Team had regular briefings and updates on status and risks. This in itself provided focus in resolving the issues.

The recommendations were considered by Cabinet on 24 June 2014. The new Cabinet Member Clean and Green Environment, Councillor Chris Coleman, commended the

report for its detail and highlighted some important learning points for the future. He was keen to move forward in a spirit of openness and involve staff, customers and all members in the future options for the crematorium. He intended to provide a full response to the scrutiny task group recommendations in September 2014.

Councillor Chris Ryder said she was encouraged by the Cabinet response to their report and would welcome working with the Cabinet Member. The task group would continue to keep a watching brief on the situation which was so important to the people of Cheltenham.

## Scrutiny task groups revisited: what's happened since?

### 5.0 Sex Trade in Cheltenham Scrutiny Task Group Chair: former Councillor Barbara Driver

**Task group members:**

Councillors Andrew Chard, Paul Massey, Anne Regan and Diggory Seacome

**Officer support:** Andrew North, Rosalind Reeves and Sidgoree Nelson (County Council)

The task group was set up by the Council following concerns raised in the media that Cheltenham might be a potential "hotspot" of activity for the illegal trade of sexually exploited young or vulnerable people. It was felt that stories like this could damage the reputation of the town.

**Key Findings and recommendations:**

After talking to senior police officers and representatives from a range of agencies, the task group were pleased to establish that sex trafficking was not a significant issue for the town and the level of sexual exploitation of vulnerable children and adults was no more prevalent than in other similar towns. However all agencies were aware that "the stone remains unturned" and there were no room for complacency.

When Cabinet received the task group report on the 16 April 2013, they felt that the issue needed a multi agency approach and referred all the recommendations to the Positive Lives Partnership with a request that they report back to Cabinet.

**What's happened since?**

The Cabinet Member Housing and Safety, Councillor Peter Jeffries, gave his response to the task group report at Cabinet in September 2013. This outlined the Partnership work which was taking place in response to the recommendations set out in the task group report. He reported that both the Positive Lives Partnership and Cheltenham Safeguarding Forum had taken responsibility for moving forward those recommendations which required a partnership approach.

The Cabinet Member highlighted work which had been undertaken on emergency housing in terms of raising awareness among partners of the new service to support vulnerable people which should include those who have experienced sexual violence specifically as a result of the sex trade. He also referred to the positive socialising, living and relationships "safeguarding weeks" which aimed to raise awareness of safeguarding

issues.

The Cabinet welcomed the partnership approach which represented the right way forward. The Leader, Councillor Steve Jordan said "this was a good demonstration of how scrutiny worked in practice in terms of raising issues which could be worked on together."

## 5.1 ICT Scrutiny Task Group

Chair: Councillor Colin Hay

### **Task group members:**

Councillors Andrew Chard, Simon Wheeler and Andy Wall (although he was not able to attend any of the meetings)

**Officer support:** Mark Sheldon, Matt Thomas and Rosalind Reeves

The task group was set up in July 2012 to assess whether the current ICT service was resilient and fit for purpose and to help define the outcomes for the ICT commissioning exercise which was about to start.

In November 2013 they were reconvened following a debate at Council on issues arising from the public service network compliance issue. The council's main concern had been with the risk assessment which had been the root cause of the initial rejection of the council's submission by the Cabinet Office who felt the council had not gone through a proper risk assessment process. There would have been serious consequences if the council had been taken out of the public service network.

### **Key Findings and recommendations:**

The task group were assured that the council was now following the Cabinet office recommended risk management process and there was an action plan in place to address the gaps identified in the PSN submission process. They were satisfied that the council was now far more aware of its approach to corporate risk assessment regarding ICT required by the Cabinet office and these were monitored by the Security Working Group. Consequently the task group did not feel the need to make any recommendations to Cabinet or Council.

### **What's happened since?**

There has been no further requirement for the group to meet.

## 5.2 Allotments Scrutiny Task Group

Chair: Councillor Anne Regan

### **Task group members:**

Councillors Nigel Britter, Colin Hay, Helena McCloskey, Charlie Stewart and Duncan Smith

**Officer support:** Emma Burton, Adam Reynolds and Beverly Thomas

The task group was set up in July 2012 following a petition submitted to Council against a preliminary proposal for the development of an allotment site on part of Weavers Field in the borough. This petition had raised various issues, not least the process for identifying the need for allotment sites in Cheltenham. In addition the council had

received a number of queries from the public on unattended allotments and it was agreed that the council's allotment strategy needed to be reviewed.

### **Key Findings and recommendations:**

Having spoken to the allotments officer and green space manager, the Cheltenham and District allotments association, transition town Cheltenham and the Cabinet Member responsible for allotments and having visited two allotment sites managed by the council and a potential new allotment site, the task group came up with 11 recommendations to Cabinet.

These included:

- Maintaining dialogues with parish councils in terms of their responsibilities for addressing allotment waiting lists
- reviewing the enforcement of uncultivated plots to alleviate pressure on waiting lists
- pursuing the development of council owned land at Priors Farm in the north of the borough into allotments
- reviewing current lines of communication with allotment stakeholders and council officers
- ensuring consideration is given to allotment provision in the emerging Cheltenham Local Plan
- investigating opportunities to work in partnership with organisations such as Cheltenham Borough Homes, Gloucestershire Association for Voluntary and Community Action and Cheltenham Community Projects, to facilitate a scheme to distribute surplus produce to those in most need in the town.

Chair of the task group, Councillor Anne Regan said "We hope these recommendations will lead to a more effective and enhanced service within the borough council".

Upon receipt of the task group's report the Cabinet Member Sustainability Roger Whyborn welcomed its "constructive recommendations". The majority of recommendations of the task group were accepted by Cabinet subject to feasibility and resources.

### **What's happened since?**

The Cabinet Member reported back to O&S in March 2014 and provided detailed progress against the recommendations. Members welcomed the level of progress which had been achieved.

Since then, work to increase allotment provision in the town has moved forward with additional allotment allocation in a planning application for a large proposed development in Leckhampton. This is the area with the highest level of unmet demand.

Efforts by the volunteer site wardens to encourage people to think more carefully about the commitment required to manage an allotment are paying off. Through issuing leaflets and conversing with potential plot-holders at plot viewings, they are able to ascertain time and capacity to manage a plot and are able to allocate plots accordingly or even postpone the decision. Take-up of allotments has dropped as people have had more opportunity and encouragement to consider the level of commitment required. Additional plot splitting has taken place to enable those who can only manage a small plot to take on an appropriate piece of ground. The waiting list for an allotment is now

under 280 people and actual take up of plots at some sites is less than 50% so lists should continue to fall, given current rates of application. The waiting list for some sites is now a matter of months or even weeks, although in the south of the borough, there is still a 3 or 4 year wait for plot allocation.

A new allotment strategy is due in 2015 and this should provide a good opportunity to review again and to consult on the direction and management of allotments for the next 10 years.

### **5.3 Grass verge cutting Scrutiny Task Group** Chair: Councillor Penny Hall

**Task group members:**

Councillors Nigel Britter and Jacky Fletcher

**Officer support:** Jane Griffiths, John Rees, Tony McNamara and Chris Riley (County Council)

This scrutiny task group was one of the first to be set up under the new arrangements following some dissatisfaction with the way some grass verges in the town had been maintained during the summer months. Their terms of reference asked them to look at the policies and service level agreements between the council and Gloucester County Council who carried out the work. They also wanted to understand how customer service issues are handled and make any recommendations for improvement.

Over four meetings they spoke to a range of people and examined a variety of evidence.

#### **Findings and Recommendations**

At the conclusion of the review, the task group recognised that the weather was a big factor with the summer of 2012 being one of the wettest on record. They came up with 10 wide ranging recommendations which included:

- continuing to cut grass in wet weather whenever feasible
- regular contract management meetings
- the current frequency of cutting should continue but officers from CBC/Ubico and Gloucestershire County Council should meet to consider the biodiversity opportunities for verges within the town
- including grass verges in the green space strategy
- encourage the county council to take action on illegal parking on verges
- the website should be updated as a matter of urgency to ensure that service standards are specified and that the website is updated daily during service disruption
- quality audits

The task group report was considered by Cabinet in December 2012. The Cabinet Member Sustainability, Councillor Roger Whyborn welcomed the report and said "that the review had been thorough and he recommended that Cabinet accept all the recommendations. He looked forward to increased liaison with Gloucestershire Highways and Ubico via monthly meetings".

#### **What's happened since?**

The Cabinet Member reported back to O&S in September 2013. Members were pleased

that their recommendations had been progressed and indeed officers valued the review as it has led to a better working relationship with the county council who hold the verge maintenance contract.

At the meeting Councillor Penny Hall said that as a ward councillor she had noticed that the level of complaints regarding grass verges had gone down. Although this may have been partly due to the weather, she complimented officers on how nice the verges looked

Officers from Ubico, CBC and GCC were now meeting on a monthly basis. These meetings have been productive as they enable issues to be resolved quickly and for all parties to share plans and report progress. They have been seen as a positive outcome from the review and there is now a better understanding between all parties.

The website had been updated and discussions are taking place with Glos. Highways, the council and Ubico for the sowing of wildflower mixes on larger grass verges.

These are just some of the positive outcomes from the review and the recommendations from the task group will be further considered when reviewing the green space strategy.

## 5.4 Events Scrutiny Task Group

Chair: Councillor Penny Hall

### **Task group members:**

Councillors Nigel Britter, Diane Hibbert, Anne Regan, Diggory Seacome and Klara Sudbury

**Officer support:** Jane Griffiths, Louis Krog, Sarah Clark, Saira Malin and Rosalind Reeves

How do councillors and the public find out about and have their say on major events being planned in the town which could have a potential impact on communities or the town's reputation if not managed correctly?

That was the question posed to the Events scrutiny task group which was set up in 2012.

### **Key Findings and recommendations:**

Many other councils had established some form of multi-agency Safety Advisory Group as a tool in planning the safety of community and other public events and they were recognised nationally as good practice. The working group were very keen that councillors should be involved and have their say on proposed events and therefore they went one step further and recommended the establishment of an Events Consultative Group (ECG). In addition to recommending the formation of a Cheltenham Safety Advisory Group.

The Cabinet received the report of the task group in February 2013 and after further work by officers assessing the implications, the Cabinet agreed in July that Events Consultative Groups should be set up together with a Cheltenham Safety Advisory Group.

### **What's happened since?**



Councillor Penny Hall updated the O&S committee in April 2014 on progress. She advised that the newly adopted events process had significantly improved the way the Council deals with events and had been welcomed by the members who had attended ECGs in their wards.

The new process had also been welcomed by officers. Louis Krog, as the officer chairing the ECG, said "the newly adopted events process had significantly improved the way the Council deals with events". In 2013 the Council was notified of 104 events via the new process and up to April 2014 there had been 21. He advised that for the vast majority of events officers were able to deal with them informally with about 1 in 5 requiring an ECG meeting. The new procedure had also resulted in better managed/run events because the event organisers have the benefit of an audience with professional officers who can advise, answer questions and direct people.

### 5.5 Ubico Scrutiny Task Group Chair: Councillor Andrew Chard

#### **Task group members:**

Councillors Tim Harman, Jacky Fletcher, Charlie Stewart, Pat Thornton and Suzanne Williams

**Officer support:** Jane Griffiths and Saira Malin

The newly commissioned waste service from Ubico came into operation on 1 April 2012 and six months on the task group was set up to review the service level agreements and whether the benefits were being realised. They also wanted to examine the service from the customer's point of view and understand how the service was being monitored.

#### **Key Findings and recommendations:**

Given the importance to the public of the service disruption the working group reported their finding on this matter to the O&S committee in February and members thanked the working group for their report. They concluded that no councillors would feel comfortable about the events that had taken place and therefore it was important for the Cabinet Member Working group on Waste and Recycling to be given time to carry out a full review and put in place the necessary improvements.

The scrutiny task group presented their final report and recommendations to Cabinet on 16 April 2013. Although some of the recommendations related to Ubico, many of their findings related to the way in which the council was managing the service contract. They made a number of practical recommendations regarding customer service, communications strategy, waste and recycling literature and they also challenged the decision not to nominate any borough councillors as voting members of the Ubico Board. They identified lessons to be learnt from the service disruption in January, highlighting the needs for clear accountability and responsibility in a commissioner/provider environment and effective communication with the public and members.

#### **What's happened since?**

Members had a very positive response to their report from the Cabinet Member who asked officers to do further work on a number of recommendations. The commissioning director for UBICO, Jane Griffiths, attended the O&S committee in January 2014 to give

them an update. The majority of their recommendations had been implemented and lessons had been learnt from the adverse weather conditions.

Rob Bell, the managing director of UBICO, attended the committee in April to update members on the company's annual performance report and he has been invited back to give a further update to O&S in the Autumn.

## 7. Overview and Scrutiny Development – what's next?

- An introduction to Overview and Scrutiny was held in June as part of the Members Induction programme and further sessions are planned later in the year to develop members' skills and understanding of the scrutiny process. We will be involving officers too.
- We will be encouraging new members and the public to suggest new topics for scrutiny.
- We will be fine tuning the process for scrutiny task groups reporting to Cabinet
- We would welcome any suggestions or thoughts on how we can make the overview and scrutiny process. Please contact one of the Democratic Services team.

## 8. Contacts

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**SCRUTINY TOPIC REGISTRATION**



Do YOU have a topic that you think Cheltenham Borough Council should scrutinise? Please fill out the following form and return to Democratic Services.

<b>Date:</b>	
<b>Name of person proposing topic:</b>	
<b>Contact details: email and telephone no:</b>	
<b>Suggested title of topic:</b>	
<b>What is the issue that scrutiny needs to address?</b>	
<b>What do you feel could be achieved by a scrutiny review (outcomes)</b>	
<b>If there a strict time constraint?</b>	
<b>Is the topic important to the people of Cheltenham?</b>	
<b>Does the topic involve a poorly performing service or high public dissatisfaction with a service?</b>	
<b>Is it related to the Council's corporate objectives?</b>	
<b>Any other comments:</b>	