



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Council

**Monday, 22 June 2015**

**2.30 pm**

**Council Chamber, Municipal Offices**

| <b>Membership</b>   |  |
|---------------------|--|
| <b>Councillors:</b> | Duncan Smith (Chair), Chris Ryder (Vice-Chair), Matt Babbage, Flo Clucas, Adam Lillywhite, Chris Mason, Dan Murch, Chris Nelson, John Payne, Max Wilkinson, Wendy Flynn, Andrew Chard, Paul Baker, 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, Louis Savage, Diggory Seacome, Malcolm Stennett, Klara Sudbury, Pat Thornton, Jon Walklett, Simon Wheeler, 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><br>11 May 2015  | (Pages<br>3 - 6)   |
| <b>4.</b> | <b>COMMUNICATIONS BY THE MAYOR</b>   |                    |
| <b>5.</b> | <b>COMMUNICATIONS BY THE LEADER OF THE COUNCIL</b>   |                    |
| <b>6.</b> | <b>PUBLIC QUESTIONS</b><br>These must be received no later than 12 noon on the fourth working day before the date of the meeting |                    |
| <b>7.</b> | <b>MEMBER QUESTIONS</b>  |                    |
| <b>8.</b> | <b>PETITION FOR CCTV PROVISION IN CHELTENHAM</b><br>Report of the Cabinet Member Development and Safety                          | (Pages<br>7 - 22)  |
| <b>9.</b> | <b>SECTION 151 OFFICER INTERIM ARRANGEMENTS</b><br>Report of the Cabinet Member Finance  | (Pages<br>23 - 28) |
|           |  |                    |

|            |   |  |
|------------|---|--|
| <b>10.</b> | <b>ACCOMMODATION STRATEGY</b><br>THIS ITEM HAS BEEN WITHDRAWN AS NO DECISION IS<br>REQUIRED AT THIS STAGE |  |
| <b>11.</b> | <b>NOTICES OF MOTION</b>  |  |
| <b>12.</b> | <b>TO RECEIVE PETITIONS</b>   |  |
| <b>13.</b> | <b>ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND<br/>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, 11th May, 2015  
5.00 - 5.15 pm**

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

### Minutes

1. **APOLOGIES**  
None received.

2. **ELECTION OF THE MAYOR 2015-2016**  
Councillor Duncan Smith was proposed for the office of Mayor by Councillor Seacome and seconded by Councillor Rawson.

Upon a vote it was unanimously

**RESOLVED that Councillor Duncan Smith 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 2015 – 2016.

Councillor Duncan Smith took the chair.

3. **ELECTION OF THE DEPUTY MAYOR 2015-2016**  
Councillor Regan proposed Councillor Ryder for the office of Deputy Mayor, seconded by Councillor Stennett.

Upon a vote it was unanimously

**RESOLVED that Councillor Chris Ryder 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 2015 – 2016.

**4. DECLARATIONS OF INTEREST**

None declared.

**5. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 14 April were approved as a correct record subject to the inclusion that Councillor Mason made a specific request during the meeting that that his statement be recorded in the minutes that members on the opposite side of the chamber had made a statement to the effect that the council should not be spending money on things that the Council is not directly responsible for in the debate on the amendment for agenda item 8.

**6. COMMUNICATIONS BY THE MAYOR**

The Mayor welcomed Councillor Louis Savage as the newly elected Member for Battledown ward.

Following the general election results, the Mayor indicated that he would be writing to the new Member of Parliament, Alex Chalk, to welcome him on behalf of the people of Cheltenham. He would also be writing to former MP Martin Horwood to thank him for his service to the town and to the other candidates who had stood for the Cheltenham seat, commending them for the way they had conducted themselves during the campaign.

He was aware that some members had been disappointed that nothing had been organised in the town to mark VE Day and he was determined that VJ day would be commemorated by an event in August. He welcomed the support that Councillors Ryder and Rawson had offered in organising such an event. There would also be a short ceremony for Armed Forces Day which he encouraged all members to attend.

The Mayor took this opportunity to set out his expectations for high standards of conduct in the chamber with members being respectful to each other during debates. He also expected that questions asked by Members and the public would be fully answered by those Members responsible.

He reminded Members of the launch of his charities event on 21 May and there were just a few tickets still available.

**7. COMMUNICATIONS BY THE LEADER OF THE COUNCIL**

The Leader congratulated Councillor Smith on his appointment and thanked the outgoing Mayor, Councillor Wheeler, for his excellent work for the town during his year of office. He echoed the welcome to Councillor Savage and thanks to Martin Horwood.

**8. NOTICES OF MOTION**

None received.

**9. TO RECEIVE PETITIONS**

None received.

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

The Mayor invited Group Leaders to announce any changes to committee membership.

Councillor Harman as the Leader of the Conservative Group, advised that Councillor Babbage would be standing down from Planning Committee and his place would be taken by Councillor Savage. Councillor Savage would also be filling the vacancy on the JNC Appeals Committee.

There were no other changes.

**11. LOCAL GOVERNMENT ACT 1972 -EXEMPT INFORMATION**

Upon a vote it was unanimously approved :-

“That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely:

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

**12. EXEMPT MINUTES**

The exempt minutes of the meeting held on 14 April 2015 were approved as a correct record.

Duncan Smith  
**Chair**

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## Cheltenham Borough Council

Council – 22 June 2015

### Petition to place security cameras on areas vulnerable to violent crime in Cheltenham

|                            |  |
|----------------------------|--|
| <b>Accountable member</b>  | <b>Cabinet Member Development and Safety, Councillor Andrew McKinlay</b>   |
| <b>Accountable officer</b> | <b>Director of Environmental and Regulatory Services, Mike Redman</b>  |
| <b>Ward(s) affected</b>    | <b>All</b>   |
| <b>Key Decision</b>        | <b>No</b>  |
| <b>Executive summary</b>   | <p>The following petition was received by Democratic Services on 14 May 2015:<br/> “Place CCTV on Brunswick Street, St Paul’s North Street, Swindon Road, Honeybourne Line, The High Street, The Promenade and other areas vulnerable to violent crime in Cheltenham.”</p> <p>As the petition had in excess of 750 signatures it is entitled to a debate at Council.</p> |
| <b>Recommendations</b>     | <b>The Council notes the request for additional CCTV in the St Paul's area. Council resolves to consider the request as part of the overall review of current CCTV provision within the Borough</b>  |

|  |  |
|--|--|
| <b>Financial implications</b>  | <p>None directly from this report as the financial implications will be considered as part of the overall review of CCTV provision within the Borough.</p> <p><b>Contact officer: Nina Philippidis, Business Partner Accountant</b><br/> <b>nina.philippidis@cheltenham.gov.uk, 01242 264121</b></p>   |
| <b>Legal implications</b>  | <p>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.</p> <p><b>Contact officer: Peter Lewis, Head of Law (Regulatory)</b><br/> <a href="mailto:Peter.lewis@tewkesbury.gov.uk">Peter.lewis@tewkesbury.gov.uk</a> Tel:01684 272 012</p> |
| <b>HR implications (including learning and organisational development)</b> | There are no HR implications arising from this report.   |

|  |  |
|--|--|
| <b>Key risks</b>                                     | None identified  |
| <b>Corporate and community plan Implications</b>     | Supports our Corporate Strategy objectives of strengthening our communities by: <ul style="list-style-type: none"> <li>• Reducing anti-social behaviour</li> <li>• Tackling crime</li> <li>• Communities feel safe and are safe</li> </ul> |
| <b>Environmental and climate change implications</b> | None arising from this report.   |
| <b>Property/Asset Implications</b>                   | Currently none arising from the report as the location of the additional equipment is not known<br><br><b>Contact officer:</b> <a href="mailto:david.roberts@cheltenham.gov.uk">david.roberts@cheltenham.gov.uk</a>                        |

## 1. Background to the Petition Scheme

- 1.1** 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.
- 1.2** 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.
- 1.3** 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 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.

## 2. The petition

- 2.1** Democratic Services received a petition on Thursday 14 May 2015. The wording of the petition is set out in the Executive Summary to this report.
- 2.2** Mr Zachary Bromfield was nominated as the petition organiser.
- 2.3** 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

### **3. Background Information**

- 3.1** The council owns and maintains a total of 61 Town Centre CCTV cameras which are monitored from a central policing control room in Lansdown Road. The council have no direct input into their operational use.
- 3.2** Our annual CCTV Revenue budget is £131,400 which includes running costs such as maintenance and electricity. £245,700 has also been allocated in the coming year's capital budget for new investment in our car parks and £50k for the Town Centre. This has to cover the costs of cyclical replacement as existing cameras reach the end of their useful life.
- 3.3** CCTV cameras play an important role in detecting and dealing with a range of crimes and the evidence they record is of great value to the police because it increases the chances of securing a conviction. They are also viewed as a visible deterrent to anybody who might be looking to commit an offence.
- 3.4** The cost of installation of one additional new camera would be in the region of £10 k for the capital installation, with a 5 year fixed rental cost of around £800-£900 per annum.

### **4. Consultation**

- 4.1** The police have been consulted in terms of the petition and their views are as follows:
- 4.2** "Based on the last 5 years crime statistics for St Pauls & Pitville communities the statistics show crime is generally falling in the area. I would support cameras in St Pauls but not at the expense of other areas in the town.
- 4.3** Taking St Pauls alone I see no statistical reason to have CCTV if it was a response to an increase in crime. There hasn't been an increase and I am confident that the excellent work from the community together with the partnership work between ourselves and others will prevent any increase in the future.
- 4.4** However, CCTV around the town in general is a different matter. Without doubt, a properly working CCTV system is a very effective tool in detecting crime. Many serious crimes have been detected in Cheltenham by interrogation of CCTV systems. Whether CCTV is now a deterrent is debateable. Certainly it was when introduced many years ago but I have my doubts now as professional criminals will use disguise or hoods to evade being identified and non-professional offenders don't seem to notice. What we have found of late is that the CCTV captures evidence away from the offence when offenders are less on their guard, such as a recent hand bag theft where we located the offender having followed them around the system until they felt confident enough to remove their disguise. So, in short, I am an absolute advocate of an effective CCTV system and the more cameras we can add to the system the better."
- 4.5** The police also supplied some crime statistics which are set out in Appendix 2.

**5. Reasons for recommendations**

5.1 To decide a course of action as required by the Petition Scheme.

|                               |  |
|-------------------------------|--|
| <b>Report author</b>          | <b>Barbara Exley Head of Public Protection</b><br><a href="mailto:barbara.exley@cheltenham.gov.uk">barbara.exley@cheltenham.gov.uk</a><br><b>Tel: 01242 264220</b><br><b>Rosalind Reeves, Democratic Services Manager</b><br><a href="mailto:rosalind.reeves@cheltenham.gov.uk">rosalind.reeves@cheltenham.gov.uk</a><br><b>01242 774937</b> |
| <b>Appendices</b>             | <ol style="list-style-type: none"><li>1. Crime statistics</li><li>2. Process for dealing with a petition at Council</li></ol>  |
| <b>Background Information</b> | Council's petition scheme – report to Council 13 May 2010  |

## Crime Statistics - St Pauls and Pittville

Period : 19MAY2014 - 19MAY2015 and period 2015/ 2016 YTD [01APR 2015 - 19MAY2015]

| Offence<br>Class/Banding          | Period : 19MAY2014 - 19MAY2015 |          |               | 2015/ 2016 YTD [01APR 2015 -<br>19MAY2015] |          |               |
|-----------------------------------|--------------------------------|----------|---------------|--|----------|---------------|
|                                   | Crimes                         | Detected | %Detn<br>Rate | Crimes                                     | Detected | %Detn<br>Rate |
| VIOLENCE<br>AGAINST THE<br>PERSON | 105                            | 39       | 37.14         | 23   | 10       | 43.48         |
| SEXUAL<br>OFFENCES                | 15                             | 4        | 26.67         | 3  | 1        | 33.33         |
| ROBBERY                           | 6                              | 2        | 33.33         | 0  | 0        | 0             |
| VIOLENT CRIME                     | 126                            | 45       | 35.71         | 26   | 11       | 42.31         |
| Burglary<br>Dwelling              | 62                             | 10       | 16.13         | 3  | 1        | 33.33         |
| Burglary Non<br>Dwelling          | 37                             | 4        | 10.81         | 4  | 1        | 25            |
| BURGLARY<br>TOTAL                 | 99                             | 14       | 14.14         | 7  | 2        | 28.57         |
| Theft From<br>Motor Vehicle       | 36                             | 0        | 0             | 1  | 0        | 0             |
| Theft Of / TWOC                   | 25                             | 0        | 0             | 3  | 0        | 0             |

|  |            |            |               |           |           |              |
|--|------------|------------|---------------|-----------|-----------|--------------|
| <b>AUTO CRIME<br/>TOTAL</b>              | <b>61</b>  | <b>0</b>   | <b>0</b>      | <b>4</b>  | <b>0</b>  | <b>0</b>     |
| <b>Other Theft &amp;<br/>Handling</b>    | <b>123</b> | <b>22</b>  | <b>17.89</b>  | <b>17</b> | <b>3</b>  | <b>17.65</b> |
| <b>THEFT &amp;<br/>HANDLING</b>          | <b>184</b> | <b>22</b>  | <b>11.96</b>  | <b>21</b> | <b>3</b>  | <b>14.29</b> |
| <b>FRAUD &amp;<br/>FORGERY</b>           | <b>1</b>   | <b>0</b>   | <b>0</b>      | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>CRIMINAL<br/>DAMAGE</b>               | <b>79</b>  | <b>14</b>  | <b>17.72</b>  | <b>10</b> | <b>6</b>  | <b>60</b>    |
| <b>Trafficking Of<br/>Drugs</b>          | <b>3</b>   | <b>5</b>   | <b>166.67</b> | <b>1</b>  | <b>0</b>  | <b>0</b>     |
| <b>Possession Of<br/>Drugs</b>           | <b>12</b>  | <b>11</b>  | <b>91.67</b>  | <b>3</b>  | <b>2</b>  | <b>66.67</b> |
| <b>Other Drug<br/>Offences</b>           | <b>0</b>   | <b>0</b>   | <b>0</b>      | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>DRUG<br/>OFFENCES<br/>TOTAL</b>       | <b>15</b>  | <b>16</b>  | <b>106.67</b> | <b>4</b>  | <b>2</b>  | <b>50</b>    |
| <b>OTHER<br/>NOTIFIABLE<br/>OFFENCES</b> | <b>12</b>  | <b>3</b>   | <b>25</b>     | <b>1</b>  | <b>0</b>  | <b>0</b>     |
| <b>GRAND TOTAL</b>                       | <b>516</b> | <b>114</b> | <b>22.09</b>  | <b>69</b> | <b>24</b> | <b>34.78</b> |

Period : 19MAY2013 - 19MAY2014 and period 2014/ 2015 YTD [01APR 2014 - 19MAY2014]

| Offence<br>Class/Banding          | Period : 19MAY2013 - 19MAY2014 |          |               | 2014/ 2015 YTD [01APR 2014 -<br>19MAY2014] |          |               |
|-----------------------------------|--------------------------------|----------|---------------|--|----------|---------------|
|                                   | Crimes                         | Detected | %Detn<br>Rate | Crimes                                     | Detected | %Detn<br>Rate |
| VIOLENCE<br>AGAINST THE<br>PERSON | 68                             | 29       | 42.65         | 16   | 4        | 25            |
| SEXUAL<br>OFFENCES                | 11                             | 4        | 36.36         | 2  | 0        | 0             |
| ROBBERY                           | 7                              | 1        | 14.29         | 1  | 0        | 0             |
| VIOLENT CRIME                     | 86                             | 34       | 39.53         | 19   | 4        | 21.05         |
| Burglary<br>Dwelling              | 69                             | 3        | 4.35          | 4  | 0        | 0             |
| Burglary Non<br>Dwelling          | 41                             | 1        | 2.44          | 6  | 0        | 0             |
| BURGLARY<br>TOTAL                 | 110                            | 4        | 3.64          | 10   | 0        | 0             |
| Theft From<br>Motor Vehicle       | 46                             | 0        | 0             | 3  | 0        | 0             |
| Theft Of / TWOC                   | 15                             | 1        | 6.67          | 2  | 0        | 0             |
| AUTO CRIME                        | 61                             | 1        | 1.64          | 5  | 0        | 0             |
| TOTAL                             |                                |          |               |  |          |               |

|                                   |            |           |               |           |           |              |
|-----------------------------------|------------|-----------|---------------|-----------|-----------|--------------|
| <b>Other Theft &amp; Handling</b> | <b>150</b> | <b>28</b> | <b>18.67</b>  | <b>14</b> | <b>1</b>  | <b>7.14</b>  |
| <b>THEFT &amp; HANDLING TOTAL</b> | <b>211</b> | <b>29</b> | <b>13.74</b>  | <b>19</b> | <b>1</b>  | <b>5.26</b>  |
| <b>FRAUD &amp; FORGERY</b>        | <b>4</b>   | <b>1</b>  | <b>25</b>     | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>CRIMINAL DAMAGE</b>            | <b>88</b>  | <b>9</b>  | <b>10.23</b>  | <b>8</b>  | <b>2</b>  | <b>25</b>    |
| <b>Trafficking Of Drugs</b>       | <b>8</b>   | <b>3</b>  | <b>37.5</b>   | <b>1</b>  | <b>0</b>  | <b>0</b>     |
| <b>Possession Of Drugs</b>        | <b>13</b>  | <b>14</b> | <b>107.69</b> | <b>4</b>  | <b>4</b>  | <b>100</b>   |
| <b>Other Drug Offences</b>        | <b>0</b>   | <b>0</b>  | <b>0</b>      | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>DRUG OFFENCES TOTAL</b>        | <b>21</b>  | <b>17</b> | <b>80.95</b>  | <b>5</b>  | <b>4</b>  | <b>80</b>    |
| <b>OTHER NOTIFIABLE OFFENCES</b>  | <b>5</b>   | <b>4</b>  | <b>80</b>     | <b>0</b>  | <b>1</b>  | <b>0</b>     |
| <b>GRAND TOTAL</b>                | <b>525</b> | <b>98</b> | <b>18.67</b>  | <b>61</b> | <b>12</b> | <b>19.67</b> |

Period : 19MAY2012 - 19MAY2013 and period 2013/ 2014 YTD [01APR 2013 - 19MAY2013]

| Offence<br>Class/Banding          | Period : 19MAY2012 - 19MAY2013 |          |               | 2013/ 2014 YTD [01APR 2013 -<br>19MAY2013] |          |               |
|-----------------------------------|--------------------------------|----------|---------------|--|----------|---------------|
|                                   | Crimes                         | Detected | %Detn<br>Rate | Crimes                                     | Detected | %Detn<br>Rate |
| VIOLENCE<br>AGAINST THE<br>PERSON | 64                             | 38       | 59.38         | 7  | 4        | 57.14         |
| SEXUAL<br>OFFENCES                | 9                              | 4        | 44.44         | 3  | 0        | 0             |
| ROBBERY                           | 2                              | 0        | 0             | 0  | 0        | 0             |
| VIOLENT CRIME<br>TOTAL            | 75                             | 42       | 56            | 10   | 4        | 40            |
| Burglary Dwelling                 | 53                             | 5        | 9.43          | 8  | 2        | 25            |
| Burglary Non<br>Dwelling          | 25                             | 3        | 12            | 2  | 0        | 0             |
| BURGLARY<br>TOTAL                 | 78                             | 8        | 10.26         | 10   | 2        | 20            |
| Theft From Motor<br>Vehicle       | 28                             | 0        | 0             | 7  | 0        | 0             |
| Theft Of / TWOC                   | 12                             | 0        | 0             | 4  | 0        | 0             |
| AUTO CRIME<br>TOTAL               | 40                             | 0        | 0             | 11   | 0        | 0             |
| Other Theft &                     | 89                             | 18       | 20.22         | 16   | 7        | 43.75         |

| <b>Handling</b>                          |            |            |              |           |           |              |
|--|------------|------------|--------------|-----------|-----------|--------------|
| <b>THEFT<br/>&amp;HANDLING</b>           | <b>129</b> | <b>18</b>  | <b>13.95</b> | <b>27</b> | <b>7</b>  | <b>25.93</b> |
| <b>FRAUD &amp;<br/>FORGERY</b>           | <b>8</b>   | <b>9</b>   | <b>112.5</b> | <b>0</b>  | <b>1</b>  | <b>0</b>     |
| <b>CRIMINAL<br/>DAMAGE</b>               | <b>74</b>  | <b>10</b>  | <b>13.51</b> | <b>15</b> | <b>0</b>  | <b>0</b>     |
| <b>Trafficking Of<br/>Drugs</b>          | <b>5</b>   | <b>2</b>   | <b>40</b>    | <b>1</b>  | <b>0</b>  | <b>0</b>     |
| <b>Possession Of<br/>Drugs</b>           | <b>20</b>  | <b>18</b>  | <b>90</b>    | <b>2</b>  | <b>0</b>  | <b>0</b>     |
| <b>Other Drug<br/>Offences</b>           | <b>0</b>   | <b>0</b>   | <b>0</b>     | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>DRUG OFFENCES<br/>TOTAL</b>           | <b>25</b>  | <b>20</b>  | <b>80</b>    | <b>3</b>  | <b>0</b>  | <b>0</b>     |
| <b>OTHER<br/>NOTIFIABLE<br/>OFFENCES</b> | <b>9</b>   | <b>7</b>   | <b>77.78</b> | <b>1</b>  | <b>1</b>  | <b>100</b>   |
| <b>GRAND TOTAL</b>                       | <b>398</b> | <b>114</b> | <b>28.64</b> | <b>66</b> | <b>15</b> | <b>22.73</b> |



Period : 19MAY2011 - 19MAY2012 and period 2012/ 2013 YTD [01APR 2012 - 19MAY2012]

| Offence<br>Class/Banding          | Period : 19MAY2011 - 19MAY2012 |          |               | 2012/ 2013 YTD [01APR 2012 -<br>19MAY2012] |          |               |
|-----------------------------------|--------------------------------|----------|---------------|--|----------|---------------|
|                                   | Crimes                         | Detected | %Detn<br>Rate | Crimes                                     | Detected | %Detn<br>Rate |
| VIOLENCE<br>AGAINST THE<br>PERSON | 70                             | 35       | 50            | 10   | 5        | 50            |
| SEXUAL<br>OFFENCES                | 8                              | 1        | 12.5          | 0  | 0        | 0             |
| ROBBERY                           | 4                              | 0        | 0             | 2  | 0        | 0             |
| VIOLENT<br>CRIME Total            | 82                             | 36       | 43.9          | 12   | 5        | 41.67         |
| Burglary<br>Dwelling              | 141                            | 11       | 7.8           | 6  | 0        | 0             |
| Burglary Non<br>Dwelling          | 21                             | 1        | 4.76          | 0  | 0        | 0             |
| BURGLARY<br>TOTAL                 | 162                            | 12       | 7.41          | 6  | 0        | 0             |
| Theft From<br>Motor Vehicle       | 40                             | 1        | 2.5           | 1  | 0        | 0             |
| Theft Of / TWOC                   | 16                             | 1        | 6.25          | 1  | 0        | 0             |

|  |            |            |              |           |           |              |
|--|------------|------------|--------------|-----------|-----------|--------------|
| <b>AUTO CRIME<br/>TOTAL</b>              | <b>56</b>  | <b>2</b>   | <b>3.57</b>  | <b>2</b>  | <b>0</b>  | <b>0</b>     |
| <b>Other Theft &amp;<br/>Handling</b>    | <b>111</b> | <b>12</b>  | <b>10.81</b> | <b>18</b> | <b>1</b>  | <b>5.56</b>  |
| <b>THEFT &amp;<br/>HANDLING</b>          | <b>167</b> | <b>14</b>  | <b>8.38</b>  | <b>20</b> | <b>1</b>  | <b>5</b>     |
| <b>FRAUD &amp;<br/>FORGERY</b>           | <b>8</b>   | <b>2</b>   | <b>25</b>    | <b>4</b>  | <b>1</b>  | <b>25</b>    |
| <b>CRIMINAL<br/>DAMAGE</b>               | <b>122</b> | <b>12</b>  | <b>9.84</b>  | <b>13</b> | <b>3</b>  | <b>23.08</b> |
| <b>Trafficking Of<br/>Drugs</b>          | <b>4</b>   | <b>3</b>   | <b>75</b>    | <b>1</b>  | <b>1</b>  | <b>100</b>   |
| <b>Possession Of<br/>Drugs</b>           | <b>22</b>  | <b>19</b>  | <b>86.36</b> | <b>1</b>  | <b>1</b>  | <b>100</b>   |
| <b>Other Drug<br/>Offences</b>           | <b>0</b>   | <b>0</b>   | <b>0</b>     | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>DRUG<br/>OFFENCES<br/>TOTAL</b>       | <b>26</b>  | <b>22</b>  | <b>84.62</b> | <b>2</b>  | <b>2</b>  | <b>100</b>   |
| <b>OTHER<br/>NOTIFIABLE<br/>OFFENCES</b> | <b>11</b>  | <b>6</b>   | <b>54.55</b> | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>GRAND TOTAL</b>                       | <b>578</b> | <b>104</b> | <b>17.99</b> | <b>57</b> | <b>12</b> | <b>21.05</b> |

Period : 19MAY2010 - 19MAY2011 and period 2011/ 2012 YTD [01APR 2011 - 19MAY2011]

| Offence<br>Class/Banding          | Period : 19MAY2010 - 19MAY2011 |          |               | 2011/ 2012 YTD [01APR 2011 -<br>19MAY2011] |          |               |
|-----------------------------------|--------------------------------|----------|---------------|--|----------|---------------|
|                                   | Crimes                         | Detected | %Detn<br>Rate | Crimes                                     | Detected | %Detn<br>Rate |
| VIOLENCE<br>AGAINST THE<br>PERSON | 91                             | 49       | 53.85         | 7  | 4        | 57.14         |
| SEXUAL<br>OFFENCES                | 13                             | 0        | 0             | 2  | 0        | 0             |
| ROBBERY                           | 7                              | 2        | 28.57         | 0  | 1        | 0             |
| VIOLENT CRIME<br>TOTAL            | 111                            | 51       | 45.95         | 9  | 5        | 55.56         |
| Burglary Dwelling                 | 136                            | 12       | 8.82          | 8  | 1        | 12.5          |
| Burglary Non<br>Dwelling          | 39                             | 1        | 2.56          | 6  | 0        | 0             |
| BURGLARY<br>TOTAL                 | 175                            | 13       | 7.43          | 14   | 1        | 7.14          |
| Theft From Motor<br>Vehicle       | 136                            | 2        | 1.47          | 26   | 0        | 0             |
| Theft Of / TWOC                   | 17                             | 1        | 5.88          | 1  | 0        | 0             |

|  |            |            |               |           |           |              |
|--|------------|------------|---------------|-----------|-----------|--------------|
| <b>AUTO CRIME<br/>TOTAL</b>              | <b>153</b> | <b>3</b>   | <b>1.96</b>   | <b>27</b> | <b>0</b>  | <b>0</b>     |
| <b>Other Theft &amp;<br/>Handling</b>    | <b>170</b> | <b>31</b>  | <b>18.24</b>  | <b>19</b> | <b>3</b>  | <b>15.79</b> |
| <b>THEFT &amp;<br/>HANDLING</b>          | <b>323</b> | <b>34</b>  | <b>10.53</b>  | <b>46</b> | <b>3</b>  | <b>6.52</b>  |
| <b>FRAUD &amp;<br/>FORGERY</b>           | <b>7</b>   | <b>3</b>   | <b>42.86</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>CRIMINAL<br/>DAMAGE</b>               | <b>182</b> | <b>19</b>  | <b>10.44</b>  | <b>23</b> | <b>1</b>  | <b>4.35</b>  |
| <b>Trafficking Of<br/>Drugs</b>          | <b>6</b>   | <b>8</b>   | <b>133.33</b> | <b>0</b>  | <b>1</b>  | <b>0</b>     |
| <b>Possession Of<br/>Drugs</b>           | <b>36</b>  | <b>33</b>  | <b>91.67</b>  | <b>1</b>  | <b>0</b>  | <b>0</b>     |
| <b>Other Drug<br/>Offences</b>           | <b>0</b>   | <b>0</b>   | <b>0</b>      | <b>0</b>  | <b>0</b>  | <b>0</b>     |
| <b>DRUG OFFENCES<br/>TOTAL</b>           | <b>42</b>  | <b>41</b>  | <b>97.62</b>  | <b>1</b>  | <b>1</b>  | <b>100</b>   |
| <b>OTHER<br/>NOTIFIABLE<br/>OFFENCES</b> | <b>10</b>  | <b>7</b>   | <b>70</b>     | <b>1</b>  | <b>1</b>  | <b>100</b>   |
| <b>GRAND TOTAL</b>                       | <b>850</b> | <b>168</b> | <b>19.76</b>  | <b>94</b> | <b>12</b> | <b>12.77</b> |

## **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

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**Cheltenham Borough Council**  
**Appointments and Remuneration Committee - 9<sup>th</sup> June 2015**  
**Audit Committee - 17<sup>th</sup> June 2015**  
**Council - 22<sup>nd</sup> June 2015**  
**Section 151 Officer Interim arrangements**

|                                 |  |
|---------------------------------|--|
| <b>Accountable member</b>       | <b>Councillor John Rawson, Cabinet Member for Finance</b>  |
| <b>Accountable officer</b>      | <b>Andrew North</b>  |
| <b>Ward(s) affected</b>         | <b>None</b>  |
| <b>Key/Significant Decision</b> | <b>No</b>  |
| <b>Executive summary</b>        | <p>The remit of the Director of Corporate Resources includes the role of Section 151 Officer. The current post holder, Mark Sheldon, needs to free up capacity in order to deliver on key corporate projects.</p> <p>The role of Section 151 Officer is likely to be considered in the development of the 2020 vision partnership and there is the potential for a different arrangement to be considered.</p> <p>In the interim, it is proposed that the Deputy Section 151 Officer, Paul Jones, is seconded into the role of Section 151 Officer in order to release strategic capacity to progress some key corporate projects.</p> |
| <b>Recommendations</b>          | <b>Recommend to Council that the Deputy Section 151 Officer is designated, in an interim seconded capacity for 18 months, to the role of Section 151 Officer until further notice.</b>   |
| <b>Financial implications</b>   | <p>GO Shared Services (GOSS) have costed the implications of the proposal at £30k per annum. This cost can be met from the Transformation Challenge Award (TCA) paid to the 2020 vision partners for which the council will receive a contribution of £52k per annum to reimburse it for the time spent by the Chief Executive in the Lead Commissioner role for the programme.</p> <p><b>Contact officer: Mark Sheldon, mark.sheldon@cheltenham.gov.uk, 01242 264123</b></p>  |

|  |   |
|--|---|
| <b>Legal implications</b>  | <p>The designation of an officer as Chief Finance (s151) Officer requires Council approval. Whilst it is intended that the proposed arrangement will be an interim one, the requirement for designation by Council still applies.</p> <p>The Deputy Section 151 Officer is currently in the GOSS for which there is a secondment agreement in place to provide this role back to the council and, in this respect, the post holder is an officer of the Authority A new secondment agreement will need to be agreed between the post holder, the Authority and Cotswold DC to facilitate the proposed arrangement.</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>As stated in the report, the Director of Corporate Resources post includes the role of Section 151 Officer. The proposal is for the Deputy Section 151 Officer to be seconded into the role and assume the full section 151 duties for an interim period. At the end of the period the Director of Corporate Resources will resume the full duties of his substantive post.</p> <p>GOSS are well positioned to be able to support the proposal since they are the current provider of operational financial support and Deputy section 151 Officer support to the council.</p> <p>However, GOSS do not currently have the spare capacity to provide this support within the existing structure and as such, will need to appoint an additional accountant for 2 days per week. This will provide the necessary capacity to backfill GOSS officers to take on the additional statutory responsibilities. In line with agreed HR Policy officers will be paid a honorarium for the additional responsibilities</p> <p><b>Contact officer: Julie McCarthy, julie.mccarthy@cheltenham.gov.uk, 01242 264355</b></p> |
| <b>Key risks</b>   | <b>See appendix 1</b>   |
| <b>Corporate and community plan Implications</b>                           | The proposal should release some strategic capacity which will assist in the delivery of some key corporate plan objectives.  |
| <b>Environmental and climate change implications</b>                       | None arising from this report   |
| <b>Property/Asset Implications</b>   | <p>None arising from this report</p> <p><b>Contact officer: David Roberts@cheltenham.gov.uk</b></p>   |



### **1. Background**

- 1.1 The remit of the Director of Corporate Resources includes the role of Section 151 Officer. The current post holder, Mark Sheldon, needs to free up capacity to deliver on key corporate projects.
- 1.2 The role of Section 151 Officer is likely to be considered in the development of the 2020 vision partnership and there is the potential for a different arrangement to be considered.
- 1.3 In April, the council made the decision to acquire new offices in order to relocate and find a joint venture partner to redevelop the Municipal Offices. The Director of Corporate Resource is the sponsor for this project and it is vital that this complex project delivers the benefits outlined in the business case as soon as possible. Now that a decision has been made to relocate, initial planning would suggest that there is considerable work to be undertaken over the next few years including planning of the space and determining our specific future needs including those of members. It will also require the design of the public services hub and customer services space and the development of a customer access strategy with our 2020 vision partners.
- 1.4 In addition, the Director of Resources and Head of Property recently commissioned some work by the Chartered Institute of Public Finance and Accountancy to review Property Services ahead of the consideration of the Asset Management Plan. This proved to be a valuable exercise which resulted in a revised Asset Management Policy being approved by council along with a revised set of Terms of Reference for the Asset Management Working Group. One of the key messages which came from the review was that the council should ensure that the existing property portfolio was delivering value for money and consider increasing its investment portfolio to help support the Medium Term Financial Strategy. This step change in approach requires a strategic lead and some additional corporate capacity and focus.
- 1.5 The Director of Resources will undoubtedly have a role to play in the transfer of existing services within his remit into the potential shared service arrangement if the council signs up to the 2020 vision with its partner councils.
- 1.6 The opportunity to use the established GO Shared Services partnership to provide the formal section 151 role for the Council is a natural extension of the current position and is in line with our direction of travel on transforming services.
- 1.7 It is proposed that the Deputy Section 151 Officer, Paul Jones, is seconded into the role of Section 151 Officer, for a period of 18 months, in order fulfil the Statutory Section 151 Officer role which will release strategic capacity to progress some key corporate projects. Paul Jones has been the designated Deputy Section 151 Officer at Cheltenham Borough Council for many years and is already fulfilling the role of Section 151 Officer for Forest of Dean District Council.
- 1.8 In addition, 2 qualified persons from within GOSS will be seconded to Cheltenham Borough Council to fulfil the 'Deputy' Section 151 Officer role in order to provide resilience and attendance at key meetings of the Council.

### **2. Delivery of statutory duties**

- 2.1 Section 151 Officer (Chief Finance Officer) has a number of statutory duties. CIPFA has issued guidance on the role of the Section 151 Officer which can be summarised as follows:
  - Leading the development of a medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery;
  - Promotion of financial management, value for money and the safeguarding of public money;

- Provision of professional financial advice;
- Production and sign-off of the annual Statement of Accounts;
- Leading and directing the finance function through a 'business partnering' ethos (including treasury management, accounts payable, accounts receivable, insurance and procurement) so that it makes a full contribution to and meets the needs of the business;
- Compliance with the statutory requirements for accounting ;
- Compliance with the statutory requirements for internal audit which is provided by Audit Cotswolds.

**2.2** Article 12 of the Constitution and in particularly 12.4.2 states that The Section 151 Officer has responsibility for the administration of the financial affairs of the Council and will ensure that an adequate and effective internal audit system is maintained. As Head of Paid Service, I am comfortable that the interim arrangements to be put in place will ensure that the statutory function will continue to be delivered.

**3. Reasons for recommendations**

**3.1** The proposal will release strategic capacity in order to support the delivery of the corporate plan.

**4. Alternative options considered**

**4.1** Maintenance of the current arrangements was considered but which could impact on the delivery of some key corporate objectives.

**5. Consultation and feedback**

**5.1** The appointment and remuneration committee and audit committee will be consulted prior to the Council decision.

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

**6.1** Performance will be monitored via 121 meetings and through the normal appraisal process.

|                               |   |
|-------------------------------|---|
| <b>Report author</b>          | <b>Contact officer:Andrew North, andrew.north@cheltenham.gov.uk,<br/>01242 264100</b> |
| <b>Appendices</b>             | 1. Risk Assessment<br>2.  |
| <b>Background information</b> | 1.  |

| 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 ensure adequate Section 151 resource then there is a risk that the council may not fulfil the statutory responsibilities covered by this role. | Andrew North | 28/5/15     | 5   | 2              | 10    | Reduce        | Council to ensure there is an appropriate appointment to the role of Section 151 officer with access to adequate resources. | 22/6/15  | Mark Sheldon        |                              |
|   | Any environmental risks  |              |             |   |                |       |               |   |          |                     |                              |
|   |  |              |             |   |                |       |               |   |          |                     |                              |
|   |  |              |             |   |                |       |               |   |          |                     |                              |
| <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<br/>(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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