



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Council

**Monday, 24 July 2017**

**2.30 pm**

**Council Chamber - Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Klara Sudbury (Chairman), Bernard Fisher (Vice-Chair), Matt Babbage, Paul Baker, Garth Barnes, Ian Bickerton, Nigel Britter, Flo Clucas, Chris Coleman, Mike Collins, Wendy Flynn, Tim Harman, Steve Harvey, Colin Hay, Rowena Hay, Alex Hegenbarth, Karl Hobley, Sandra Holliday, Peter Jeffries, Steve Jordan, Adam Lillywhite, Chris Mason, Helena McCloskey, Paul McCloskey, Andrew McKinlay, Chris Nelson, Tony Oliver, Dennis Parsons, John Payne, Chris Ryder, Louis Savage, Diggory Seacome, Malcolm Stennett, Pat Thornton, Jon Walklett, Simon Wheeler, Roger Whyborn, Max Wilkinson, Suzanne Williams and David Willingham

### 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> Minutes of the meeting held on 19 June 2017	(Pages 5 - 18)
<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>TO RECEIVE PETITIONS</b>	
<b>7.</b>	<b>PUBLIC QUESTIONS</b>	
<b>8.</b>	<b>MEMBER QUESTIONS</b>	
<b>9.</b>	<b>APPOINTMENT OF A MENTAL HEALTH CHAMPION</b> Report of the Cabinet Member Healthy Lifestyles	(Pages 19 - 22)
<b>10.</b>	<b>FINANCIAL OUTTURN 2016/17 AND BUDGET MONITORING TO JUNE 2017</b> Report of the Cabinet Member Finance	(Pages 23 - 72)

11.	<b>COMMUNITY GOVERNANCE REVIEW</b> Report of the Leader	(Pages 73 - 128)
12.	<b>REVIEW OF HEAD OF PAID SERVICE ARRANGEMENTS</b> Report of the Chair of the Appointments Committee	(Pages 129 - 144)
13.	<p><b>NOTICES OF MOTION</b></p> <p><b>Motion A : Proposed by: Councillor Clucas Seconded by: Councillor Whyborn</b></p> <p>Cheltenham has many visitors arriving by coach to visit friends, festivals, family, study, shop or just to enjoy our beautiful town. We want those travelling to Cheltenham by coach to be safe.</p> <p>In September 2012, a devastating coach crash caused three innocent people to lose their lives, with many more seriously injured, as they travelled back from a music festival. The crash was caused by 20-year-old, second-hand tyres. 18-year-old Michael Molloy, a talented musician, was one of the victims of this horrific crash and since his death, his mum, Frances, has campaigned to have the law changed so that no other families will endure the loss and suffering as hers have.</p> <p>Many travellers would never imagine that tyres as old as 20-years could be legally used to transport children, families and the elderly on UK coaches every day. This incredibly dangerous practice must stop.</p> <p>Council requests the Leader of the Council to raise the issue both with the LGA and with Cheltenham's MP. The law needs to change to ensure that all coach companies follow the best and use quality, age appropriate tyres when carrying members of the public.</p> <p>Further, that Council's support is notified to the Tyred Campaign.</p> <p><b>Motion B Proposed by: Councillor Clucas Seconded by: Councillor Jeffries</b></p> <p>In view of the damning Ofsted report into GCC Children's Social Services, which highlights catastrophic failings, together with the Domestic Homicide Reviews, (DHR) and Serious Case Reviews (SCR) all of which concern Cheltenham families and children, it has been proposed that Cabinet Member group be set up.</p> <p>The Cabinet Member working group will be serviced by the Head of Paid Service, and include the Leader of the Council, Safeguarding Champion, Cabinet Member Healthy Lifestyles, together with other members of the Council who may have a relevant interest.</p> <p>It is envisaged that the initial scope of this executive led group will be to provide constructive scrutiny / oversight of the proposed LGA review and the GCC children's services improvement plans, in the</p>	

	<p>role of critical friend thereby providing healthy, positive challenge. Central to this would be open and transparent engagement from GCC.</p> <p>Council resolves that the Leader of the Council write to the Leader of the County Council and to GCC Chief Executive to inform them of the Cabinet’s intention to set up the Cabinet Member working group and asking for an assurance that officers from GCC will be expected to cooperate and, to appear before the working group should that be required, also that reasonable requests for information will be responded to within appropriate time scales.</p> <p><b>Motion C Proposed by: Councillor Willingham Seconded by: Councillor Clucas</b></p> <p>This Council notes that the National Autistic Society have an on-going campaign called “Too Much Information”, which is aimed at raising public awareness of the issues suffered by people with autism and challenging the myths about autism.</p> <p>This Council further notes that as part of this campaign, in the week of 2<sup>nd</sup> October 2017, they are asking shops and businesses to organise and participate in the National Autistic Society “Autism Hour” and to take simple steps for 60 minutes that lead to a more autism-friendly world: <a href="http://www.autism.org.uk/get-involved/tmi/autism-hour.aspx">http://www.autism.org.uk/get-involved/tmi/autism-hour.aspx</a></p> <p>This Council believes that we should be supporting Autism Hour in Cheltenham.</p> <p>Therefore this Council resolves to:</p> <ol style="list-style-type: none"> <li>a) Show our municipal support for this by signing up on the National Autistic Society website <a href="http://www.autism.org.uk/autismhour/">http://www.autism.org.uk/autismhour/</a> .</li> <li>b) Support Autism Hour at 10am on 2<sup>nd</sup> October 2017 in all publicly accessible municipal offices under our direct control or influence.</li> <li>c) Actively encourage our partners and contracted service providers, with public spaces to also sign up for Autism Hour.</li> <li>d) Through the Chamber of Commerce and the BID, seek to work with the business community in the town to encourage them to sign up and participate.</li> <li>e) Publicise our support for this event, including details of others in the town that we know are participating.</li> <li>f) Request the Cabinet Member Healthy Lifestyles to work with the relevant officers to take these actions forward.</li> </ol>	
14.	<b>ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION</b>	

**Contact Officer:** Rosalind Reeves, Democratic Services Manager, 01242 774937  
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**Pat Pratley**  
**Head of Paid Service**



### Council

**Monday, 19th June, 2017**

**2.30 - 3.15 pm**

<b>Attendees</b>	
<b>Councillors:</b>	Klara Sudbury (Chairman), Bernard Fisher (Vice-Chair), Matt Babbage, Paul Baker, Garth Barnes, Ian Bickerton, Nigel Britter, Chris Coleman, Mike Collins, Wendy Flynn, Colin Hay, Rowena Hay, Karl Hobley, Peter Jeffries, Steve Jordan, Adam Lillywhite, Chris Mason, Helena McCloskey, Paul McCloskey, Andrew McKinlay, Chris Nelson, Tony Oliver, Dennis Parsons, John Payne, Chris Ryder, Diggory Seacome, Malcolm Stennett, Pat Thornton, Jon Walklett, Simon Wheeler, Roger Whyborn, Max Wilkinson, Suzanne Williams and David Willingham

### Minutes

**1. APOLOGIES**

Apologies were received from Councillors Clucas, Harman, Harvey, Hegenbarth, Holliday and Savage.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE LAST MEETING**

With regard to the Council meeting on 24 April 2017 Councillor Stennett requested that it be marked on the minutes that he attended the meeting but left as he had declared an interest.

Councillor Collins wished to ensure that his apologies were recorded for the meeting held on 15 May 2017.

The minutes of the meetings held on 24 April and 15 May 2017 were approved and signed as a correct record.

**4. COMMUNICATIONS BY THE MAYOR**

In the light of the tragic events which had taken place in London the Mayor invited Members to hold a minutes silence.

The Mayor then briefed Members on her mayoral engagements since being in post.

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

The Leader made the following announcements :

- a briefing note on fire safety had now been circulated to all Members
- the Ofsted report on Safeguarding had now been published which deemed children’s services in Gloucestershire to be inadequate with an unacceptable level of service and serious concerns expressed about the integrity of the senior leadership team. This was a cause for concern for CBC and reflected the experiences it had with the domestic homicide review. The Cabinet Member Healthy Lifestyles and the Cabinet Member Housing had met with representatives from the County Council in December to discuss the issues. A statement had been issued by the County with regard to the report and changes which have subsequently been made but CBC remained unconvinced that these were adequate and more discussions were required to rectify the situation. The council would be working closely with the council on this. Council may wish to debate this issue in full.
- Councillor Williams would be replacing Councillor Sudbury on Asset Management Working Group
- Councillor Wheeler would be replacing Councillor Sudbury on the JNC Disciplinary Panel and the Appeals Panel

**6. TO RECEIVE PETITIONS**

None received.

**7. PUBLIC QUESTIONS**

<b>1.</b>	<p><b>Question from Charmian Sheppard to the Cabinet Member Development and Safety, Councillor Andrew McKinlay</b></p> <p>The CBC toolkit on Neighbourhood Planning says that before applying to your local planning authority to be designated as a forum, publicising your intentions is recommended as the first action. Holding engagement events is also recommended. The “How to set up a neighbourhood forum document. Putting the pieces together” document published by Planning Aid England is included in the toolkit and states that a prospective forum “should <b>demonstrate</b> that you have made every effort to secure membership from each as well as from different geographical areas and sections of the community”.</p> <p>Schedule 9 of the Town and Country Planning Act 1990 states that</p> <p>“The Council <b>must be satisfied</b> that the forum meets the following conditions –</p> <p style="padding-left: 40px;">a. it is established for <b>the express purpose</b> of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned.”</p> <p>It also says that a local planning authority must have regard to the desirability of designating an organisation or body whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area and whose purpose reflects the character of that area.</p> <p>What evidence did the council gather to be satisfied that the Springbank Forum Application was established for the express purpose of promoting</p>
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	<p>or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned and that it had made every effort to secure membership from each as well as from different geographical areas and sections of the community before recommending approval to Cabinet?</p>
	<p><b>Response from Cabinet Member</b></p>
	<p>The Springbank Neighbourhood Forum constitution, submitted as part of the application, states that “The Forum aims to promote or improve the social, economic and environmental wellbeing and conditions in the Springbank area as shown on the attached plan (the area), particularly through the preparation and implementation of a Neighbourhood Plan.”</p> <p>The constitution also states that “The Forum will be as representative as possible of the people who live and work in the area. Thus membership will be drawn from different places in the area and from different sections of the community.”</p> <p>A list of 42 members of the forum was included with the application. The location of the members is spread across the ward. It should also be noted that membership of the forum is open to anyone who lives or works in the area.</p>
<b>2.</b>	<p><b>Question from Charmian Sheppard to the Cabinet Member Development and Safety, Councillor Andrew McKinlay</b></p>
	<p>Government Guidance on Neighbourhood Planning Paragraph:025 Reference ID: 41-025-20140306 states</p> <p>The community should consult the local planning authority before making an area application. There should be a positive and constructive dialogue about the planning ambitions of the community and any wider planning considerations that might influence the neighbourhood planning process if the outcome of that process is to be a neighbourhood plan or Order that meets the basic conditions for neighbourhood planning.</p> <p>What dialogue took place between the Springbank Neighbourhood Forum and the planning authority and what planning ambitions and wider planning considerations were discussed before an area application was made? Who was involved in that dialogue?</p>
	<p><b>Response from Cabinet Member</b></p>
	<p>Informal discussions have been ongoing between members of the Springbank Neighbourhood Forum and council officers since the beginning of January 2017. It is clear that the forum wishes to produce a Neighbourhood Plan and help to provide a voice for the local community with regards to the West Cheltenham JCS Strategic Allocation.</p> <p>Whilst there is a need for positive and constructive dialogue paragraph: 035 Reference ID: 41-035-20161116 of the PPG also states that “a local planning authority should avoid pre-judging what a qualifying body may subsequently decide to put in its draft neighbourhood plan or Order.”</p>
<b>3.</b>	<p><b>Question from Liz Penwill to Cabinet Member Development and</b></p>

	<p><b>Safety, Councillor Andrew McKinlay</b></p> <p>CBC Guidance on Neighbourhood Planning states that “Electoral ward boundaries should be used as a starting point for discussions on the appropriate size of a neighbourhood area.” But it also says that the following could be considerations when deciding the boundaries of a neighbourhood area</p> <ul style="list-style-type: none"> <li>• village or settlement boundaries, which could reflect areas of planned expansion</li> <li>• the catchment area for walking to local services such as shops, primary schools, doctors’ surgery, parks or other facilities</li> <li>• the area where formal or informal networks of community based groups operate</li> <li>• the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style</li> <li>• whether the area forms all or part of a coherent estate either for businesses or residents</li> <li>• whether the area is wholly or predominantly a business area</li> <li>• whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway</li> <li>• the natural setting or features in an area</li> <li>• size of the population (living and working) in the area</li> </ul> <p>During the Overview and Scrutiny Committee meeting of 12<sup>th</sup> June you stated a preference for ward sized neighbourhood areas.</p> <p>Up and down the country neighbourhood plans are successfully being developed covering areas and populations far in excess of those in West Cheltenham, the character of the area being deemed more important than ward boundaries, Cheltenham Borough Council and Cheltenham Borough Homes, in their Master Planning exercise, recognise the four wards that make up West Cheltenham as having shared characteristics and are treating them as a whole.</p> <p>What criteria did you apply when deciding that the area that the West Cheltenham Forum applied for was too large?</p>
	<p><b>Response from Cabinet Member</b></p> <p>The answer to the question lies in the word "Neighbourhood".</p> <p>The template for Neighbourhood Areas is laid out in the legislation, which envisages Parish Councils as the statutory bodies responsible for developing Neighbourhood plans.</p> <p>In Cheltenham there are five Parish Councils which range in size, the largest of which is Charlton Kings which covers the equivalent of two borough Council wards.</p> <p>The aim of the Cheltenham guidance is to provide a coherent frame work for the development of Neighbourhood plans across the town which are compatible with the size of the statutorily recognised Parish Councils.</p> <p>As a result I concluded that the most appropriate building blocks for</p>



	<p>Neighbourhood areas were the existing Borough Council Ward boundaries. These would provide easily understood boundaries, prevent areas of the town being excluded from Neighbourhood areas as a result of inconsistent boundaries, and provide areas of the same scale as the Parish Councils.</p> <p>As a result I envisaged Neighbourhood Areas being formed on the boundaries of either one or two wards. This would allow them to be large enough to provide a meaningful Neighbourhood planning Area while being small enough to be a recognisable Neighbourhood.</p> <p>I do not think that it is credible to suggest that an area consisting of four borough council wards can form a single coherent Neighbourhood.</p>
<b>4.</b>	<b>Question from Liz Penwill to the Leader, Councillor Steve Jordan</b>
	<p>At the Overview and Scrutiny Meeting on 12<sup>th</sup> June, Cllr McKinley said that he had concluded the West Cheltenham Forum were no longer interested in designation.</p> <p>On 6<sup>th</sup> March, you chaired a meeting with the West Cheltenham Forum Steering Group, and Cheltenham Borough Councillors for West Cheltenham (including Cabinet members Coleman and Jeffries) where the WCF Steering Group made it clear that they intended reapplying for area and forum designation. Cllr Jeffries went from this meeting to a meeting of the West Cheltenham Greenbelt Group, where the minutes of that meeting show that he proposed setting up a Neighbourhood Forum to those present. Were you aware of Cllr Jeffries intentions to do this and, if so, why did you not, in the interests of Good Governance, inform the West Cheltenham Forum Steering Group?</p>
	<b>Response from Cabinet Member</b>
	<p>As I recall Cllr Jeffries had to leave before the end of the meeting on 6<sup>th</sup> March but I wasn't aware of the content of any subsequent meeting he attended. My intention in chairing the 6<sup>th</sup> March meeting was to explore whether there was a potential consensus on the size and number of neighbourhood forums appropriate in the area. There were clearly differing views, so the realistic option for the Cabinet was to consider each subsequent application to create a neighbourhood forum on its merits, which is the legal requirement.</p>

**8. MEMBER QUESTIONS**

<b>1.</b>	<b>Question from Councillor Willingham to the Leader, Councillor Steve Jordan</b>
	<p>In light of the recent tragic events in London and Europe where vehicles have been used to attack innocent pedestrians, and recognising that it is not appropriate to disclose what is being done, could the Leader of the Council please confirm whether this Council is working with partners, including, but not limited to, Gloucestershire Police and Gloucestershire County Council, to ensure that unauthorised vehicles are denied access to the pedestrianised areas of our town centre, that measures are being considered to harden the town centre and other vulnerable areas against similar attacks, and that where possible measures will be implemented in</p>

	a fashion that is sympathetic to the surrounding architecture and existing streetscene?
	<b>Response from Cabinet Member</b>
	<p>While Gloucestershire Highways would lead on any infrastructure changes to the town centre, this issue will be looked at a part of the current design of improvements to the High Street. In addition Councillor Andrew McKinlay is leading a review of town centre security issues. The £250k rollout of upgraded CCTV equipment will also commence shortly.</p> <p>In a supplementary question Councillor Willingham asked whether the Leader had sufficient confidence that Gloucestershire Highways have the ability to deliver the measures necessary to ensure the safety of the most vulnerable given that the pedestrian area of the High Street has a pavement area which has been badly destroyed by vehicles together with the bus only section and bollard access.</p> <p>The Leader responded that the council would be working closely with Gloucestershire Highways to make the necessary improvements to the lower High Street. They would bear in mind recent events but any additional safety measures must be balanced with the need to ensure adequate access.</p>
<b>2.</b>	<b>Question from Councillor Willingham to Cabinet Member Development and Safety, Councillor Andrew McKinlay</b>
	<p>Within the Borough, there are locations, including some in the ward I represent, where operational Network Rail land is substantially defaced by litter, and despite having reported these issues to Network Rail on multiple occasions, and after many months of waiting, nothing appears to have been done by them to clear this litter. Would the Cabinet Member please ask Officers to work with ward members who have Network Rail litter-hotspots in the wards they represent, to identify the offending locations with the aim of issuing a litter abatement notice (under s92 of the Environmental Protection Act 1990) against Network Rail, requiring them to both clear the existing litter and also keep those litter-hotspots clear of litter in the future?</p>
	<b>Response from Cabinet Member</b>
	<p>The Environment division's enforcement team has actively pursued Network Rail (NR) in response to complaints about the condition of the parcel of land at the Cheltenham Spa Station end of the Honeybourne Line. As a result of this action, the land was fully cleared in October last year. However, this anti-social behaviour-related problem, which has been fully reported to NR, appears to be recurring and is one which clearly needs to be addressed again.</p> <p>Officers will work with ward members to identify those areas where there are repeat problems with litter, to identify the most appropriate means of escalating these issues to secure action by Network Rail. In addition, we will seek action to try and identify the perpetrators, to help prevent the issue at source. This may involve the use of available statutory powers, or representations to the regulator to secure effective action by Network Rail and the Transport Police as appropriate.</p>

	<p>In a supplementary question Councillor Willingham asked whether given the contempt that Network Rail had shown to its railway neighbours and was clearly only willing to respond to court action, could the Cabinet Member please urge officers in the strongest possible terms to use any appropriate legal action to resolve this matter.</p> <p>The Cabinet Member advised that the council took the view that legal action was a last resort and will always seek a solution first through consultation and negotiation. In this case he would consider legal action if all other avenues had been explored.</p>
<b>3.</b>	<b>Question from Councillor Willingham to Cabinet Member Development and Safety, Councillor Andrew McKinlay</b>
	<p>At the Cheltenham Spa Station end of the Honeybourne Line, there is a parcel of secluded non-operational Network Rail land, hidden behind advertising billboards; this regularly attracts anti-social behaviour, which based upon the items found on the site, such as needles, syringes, empty cans of high-strength alcohol, and handbags/luggage with their contents strewn across parts of this woodland, is indicative of the use of of this site for the injection of drugs and associated acquisitive crime. In light of the seeming unwillingness of Network Rail to tackle these issues, and the risk such behaviour puts on users of the Honeybourne Line and the Station, would the Cabinet Member please ask Officers to explore the powers available to this Council to try to tackle this problem or encourage Network Rail to take proper responsibility for their land?</p>
	<b>Response from Cabinet Member</b>
	See answer to Question 2 above.
<b>4.</b>	<b>Question from Councillor Willingham to Cabinet Member Development and Safety, Councillor Andrew McKinlay</b>
	<p>On Lower Mill Street, in the ward I represent, there is a burnt-out shell of a building in a derelict and seemingly neglected scrap-yard, that currently provides a façade that would not look out of place in a dystopian post-apocalyptic horror film. This makes the area unwelcoming and attracts anti-social behaviour including fly-tipping. Would the Cabinet Member please ask Officers to explore the powers available to this Council to improve the visual amenity of this area, or to encourage the redevelopment of this site, so that this imposing scene is not inflicted on pupils and parents walking to or from Gloucester Road Primary School, and other users of the area?</p>
	<b>Response from Cabinet Member</b>
	<p>The derelict building which Councillor Willingham refers to is contained within a secure scrapyard, which has planning permission for that use. By its very nature, the scrapyard does not add positively to the amenity of the area, which largely comprises industrial / commercial premises.</p> <p>Officer advice is that the derelict building does not further detract from visual amenity, given the surrounding use of land.</p> <p>Community protection officers will respond to individual cases of fly</p>

	<p>tipping, but in view of the locational context, officers believe there are no powers available to the Council that are appropriate or justifiable to use to address the condition of this land.</p> <p>Decisions about the expediency of enforcement action are a matter which Council has delegated to officers within the constitution.</p> <p>In a supplementary question Councillor Willingham asked whether the Cabinet Member would consider raising the matter with central government to see if local authorities could be given some legal powers to tackle such situations.</p> <p>The Cabinet Member agreed to look into the matter but could make no promises as the powers of the local authority were somewhat limited.</p>
<b>5.</b>	<b>Question from Councillor Flynn to Cabinet Member Housing, Councillor Peter Jeffries</b>
	<p>At its meeting on 16<sup>th</sup> December, Cabinet rejected the West Cheltenham Forum's application for a forum and neighbourhood area based on it being made for an area which is not appropriate as a neighbourhood area because it cut across ward boundaries and included a number of separate communities, which would reduce community cohesion.</p> <p>Can the Cabinet Member please explain to me the logic of the West Cheltenham Masterplan which seeks to treat the four wards, St Marks, Hester's Way, Springbank and St Peters, as a whole and in so doing promote community cohesion?</p>
	<b>Response from Cabinet Member</b>
	<p>Cheltenham Borough Homes (CBH), supported by Cheltenham Borough Council (CBC), has secured £330k funding from DCLG to explore a master-planning exercise to inform the future physical, economic and community regeneration of the West Cheltenham area. The vision is to create a key gateway into Cheltenham, promoting connectivity with new and existing development and to achieve social sustainability.</p> <p>Although the scope of the West Cheltenham master-planning exercise covers four wards (St Marks, St Peters, Hester's Way and Springbank), this description sets the broad location but not a prescriptive boundary, the project team have identified a smaller focused area as the priority for the master-planning exercise. Within this area, the stock profile consists of circa 2,400 CBC owned properties with a further circa 200 leaseholder interests. It may be that this smaller focused area changes as the master planning exercise progresses.</p> <p>The project will primarily focus on the CBC stock in this area and to explore the options to implement an ambitious programme of regeneration to transform the lives of local residents, providing housing fit for future generations and promoting community cohesion.</p>
<b>6.</b>	<b>Question from Councillor Flynn to Cabinet Member Development and Safety, Councillor Andrew McKinlay</b>
	<p>In light of the recent controversy surrounding Cabinet's decisions regarding Neighbourhood Development Plans, does the Cabinet member agree that a working group should be set up to look at how the Council should apply Neighbourhood Planning Policy in the unparished areas of</p>

	Cheltenham?
	<b>Response from Cabinet Member</b>
	<p>No I don't.</p> <p>The process by which the Council advises and assists communities in the preparation of Neighbourhood Development Plans is clearly laid out in the Localism act 2011.</p> <p>This sets out the Local Planning Authority's responsibilities including designating Neighbourhood Plan Areas by inserting provisions into the Town and Country Planning Act 1990 and the Planning and Compulsory Purchase Act 2004 and the Neighbourhood Planning (General) Regulations 2012 (as amended)</p> <p>These responsibilities are clearly laid out as is the process required for determining any application to designate a Neighbourhood plan area.</p> <p>All applications have to be assessed against the requirements of the legislation and the Councils own Neighbourhood Planning Protocol. All applicants are made aware of these requirements prior to submitting an application.</p> <p>The legislation requires that all applications are determined within 13 weeks of them first being publicised.</p> <p>I fail to see how an additional layer of bureaucracy will assist this process.</p> <p>It is of course open to the Overview and Scrutiny Committee to set up its own working party to look at this issue if it so wishes.</p>

**9. WEST CHELTENHAM (JCS) PETITION**

Councillor Peter Jeffries read out a statement on behalf of the West Cheltenham Greenbelt Group which is attached in full to these minutes.

The Leader responded to the comments and made the following points :

- The reference to asthma was more due to the location of the town at the base of the Cotswold hills rather than the impact of development
- Nitrous oxide was found in hotspots in the town such as the inner ring road of the town centre due to the volume of stationary traffic. This would be addressed via the Cheltenham Transport Plan and the wider review of traffic and transport in the town.
- He understood the concerns regarding the Severn Trent sewage works and highlighted that the intention was to manage the issue through the technological management of the procedure or move the existing plant to somewhere different. This would be reviewed within the framework of the JCS through a sustainability appraisal and habitat assessment and would be subject to debate in the examination in public. Should there be a planning application an Environmental Impact Assessment would form part of it, developed by the consortium for that area.

- The JCS Examination in Public was likely to be around 10 July. There would be a full debate of the new areas and would give the public the opportunity to express their concerns to the Inspector in terms of soundness of the plan.

The Leader proposed that officers would reference this petition as part of the presentation to the Inspector. This was seconded by Councillor McKinlay.

A Member commented that whilst there were known air quality hotspots around the town centre it was reasonable that professional technical advice be sought regarding the impact of the loss of green land absorbing air pollution from the M5.

**RESOLVED (unanimously)**

**To instruct officers to reference the petition (that has been submitted by West Cheltenham Greenbelt Group to the Joint Core Strategy Proposed Main Modifications consultation) and strength of feeling behind it in their opening statement to the inspector at the commencement of the next set of Joint Core Strategy hearings.**

**10. REVENUES AND BENEFITS MANAGEMENT RESTRUCTURE**

The Cabinet Member Corporate Services introduced the report which sought approval from Council for the deletion of the post of Benefits Manager and consequential costs with a proposed implementation date of 1 July 2017. The Cabinet Member explained that the restructure was a direct result of the introduction of Universal Credit which was an ongoing process up to 2022. In December 2017 CBC would go live on all new claims for Universal Credit which would see the start of a drop in workload over the following 12/18 months. It was anticipated that in 2019/20 any remaining working age caseload would be transferred to the Department of Work and Pensions meaning CBC would just process council tax support claims for working age customers and rent benefit/council tax support for pensioners until 2022/23 when the rent benefit side may transfer to pension credit.

The Cabinet Member explained that revenues and benefits were currently separate departments at the council, however the restructure, which would create a post to provide technical support across all functions of the revenues and benefits service, would involve the deletion of one post at a combined cost of in excess of £100,000. This would deliver a budget revenue saving of £47,500 per annum.

In light of the fact that the transfer to universal credit would be ongoing until 2022 a Member asked whether the council had sufficient resources to manage the transformation process. In response the Cabinet Member confirmed that due to the creation of other posts within the service there would be sufficient resources to manage the department in the future.

**RESOLVED (unanimously) that**

**The deletion of the post of Benefits Manager and consequential costs with a proposed implementation date of 1<sup>st</sup> July 2017 be approved.**

**11. NOTICES OF MOTION**

None received.

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

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

**RESOLVED THAT** in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda item as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraphs 3 and 5, 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)**

**Paragraph 5 : Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings**

**14. EXEMPT MINUTES**

The exempt minutes were approved and signed as a correct record subject to minor amendment.

Klara Sudbury  
Chairman





**WEST CHELTENHAM GREENBELT GROUP  
STATEMENT TO COUNCIL  
MONDAY 19TH JUNE 2017**

Following our submission of petitions to the JCS and the HM Planning Inspector, we thank the council for allowing us our 5 minutes to speak, very valuable time indeed. Through our committee we were all of the same opinion that we have already covered well, our main objections in the petition letters. The following are observations that have come from reading recent reports.

- **Air Pollution** – Cheltenham is noted to be one of the worst places in the country to live if you suffer from Asthma. (justify!!)

Referring to the proposal for 1,100 dwellings with an occupancy level of 2.5 people per household, and assuming 2.5 vehicle movements per day per person, together with employment of approximately 9,000 and attendant vehicles. We note key words which stand out from reading documents linked in the response to our petition, and which we struggle to believe, is that analysis appears to be based on the “Minimum impact from Traffic Pollution”. Yet by default the removal of nearly 200 hectares of Greenbelt, the very lungs of West Cheltenham, absorbing the M5 emissions will have a dramatic impact. The greenbelt must be maintained to mitigate the pollution we are already being choked with.

Attending the public consultation held by the developers this previous weekend, we were led to believe that the developers are willing to pay for the upgrade of M5 Jct 10, which surely makes the most logical scenario from this, is that the 45 hectares of employment land should be located directly next to this junction, after all, this will then be within easy commutable distance of the North West Cheltenham development, and making transport logistics immediate, removing any need for heavy vehicles to access Cheltenham, considerably reducing the air pollution for all.

- **Odour** – We note that in “The revised Statement of Common Ground”, yet another odour report has been commissioned by the developers and Severn Trent, therefore totalling 2 reports by them, and we are also aware of another report of which the Council has been in receipt of, which is completely contrary to the 2 developers reports. Peer reviewing is not an acceptable solution when there is plainly such a difference of expert opinion, as a decision making body you must be seen as completely independent?

The most recent developer report makes for interesting reading as it is deemed that some cake bay storage will be in effect decommissioned to accommodate the business park development.

Our vision of the future scenario

Elms Park development – 4,500 homes x 2.5 occupants

West Cheltenham – 1,100 homes x 2.5 occupants

West Cheltenham Business Park – Approx 9,000 employees

## Page 18

If they all have one movement per day, how much additional cake storage will be required for the processing of such movements and what will the mitigation requirements be then without the use of the offending cake bays?

As residents of Henley Road will attain, the odour level in our area over the last month has risen rather than been mitigated and on at least 6/7 days this month the level of odour has been objectionably excessive.

We must say that our petition to the JCS Team and the HM Planning Inspector, with the final number of 1044 signatories being submitted, to coincide with the end of the consultation period, would have continued to grow. We were approached by many people afterwards, but sadly had to turn them down. This proves that the local community remain strongly opposed to the proposed change in the greenbelt boundary and any subsequent development.

Carol Kingsbury  
Chair  
West Cheltenham Greenbelt Group

## Cheltenham Borough Council

**Council – 24 July 2017**

### **Appointment of a Mental Health Champion**

<b>Accountable member</b>	<b>Cabinet Member Healthy Lifestyles, Councillor Flo Clucas</b>
<b>Accountable officer</b>	<b>Democratic Services Manager, Rosalind Reeves</b>
<b>Accountable scrutiny committee</b>	<b>Not applicable</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>At the Council meeting in December 2015 a motion on the Mental Health Challenge was debated and Council resolved to sign up to the Local Authorities' Mental Health Challenge and nominated an officer (Tracy Brown) and two members (Councillors Dan Murch (Lib Dem) and Louis Savage (Conservative) to be Mental Health champions.</p> <p>With the resignation of Dan Murch, there is now a vacancy for an elected Member Champion and Councillors David Willingham and Garth Barnes have put their names forward. In order that there can be balanced cross party representation favoured by Council when it made the first appointment in December, it is proposed that one of these Members become a Member Champion with the other as a reserve. The reserve could support the Members Champion and attend a meeting in their place if necessary.</p>
<b>Recommendations</b>	<b>I therefore recommend that the new Member Champion is appointed together with a reserve.</b>

<b>Financial implications</b>	<p>None</p> <p><b>Contact Officer: Paul Jones, Tel 01242 264 123</b></p> <p><b>E-mail <a href="mailto:paul.jones@cheltenham.gov.uk">paul.jones@cheltenham.gov.uk</a></b></p>
<b>Legal implications</b>	<p>No specific legal implications arising from the recommendation</p> <p><b>Contact Officer: Peter Lewis, Tel 01684 272012</b></p> <p><b>E-mail <a href="mailto:peter.lewis@tewkesbury.gov.uk">peter.lewis@tewkesbury.gov.uk</a></b></p>

<b>HR implications (including learning and organisational development)</b>	<p>There are no direct HR implications arising from the appointment to the role of Mental Health Champion. However, the successful councillor may benefit from a discussion with GOSS Corporate H&amp;S Manager with regards to training and support for the role.</p> <p><b>Contact Officer: Julie McCarthy, Tel 01242 264355</b></p> <p><b>E-mail: <a href="mailto:julie.mccarthy@cheltenham.gov.uk">julie.mccarthy@cheltenham.gov.uk</a></b></p>
<b>Key risks</b>	None
<b>Corporate and community plan Implications</b>	People live in strong, safe and healthy communities.
<b>Environmental and climate change implications</b>	None

## 1. Background

- 1.1** The Local Authority Mental Health Challenge was setup by a group of leading mental health charities. They identified the vital role that local authorities can play in implementing mental health strategy and improving mental health in their communities. The charities hope that the challenge provides support and encouragement to local authorities to take a proactive approach to this crucial issue.
- 1.2** The challenge specifies the need for nominated elected members to become mental health champions, and while the exact remit is defined locally and developed by the champions themselves key activities might include:
- Advocating for mental health issues in council meetings and policy development
  - Reaching out to the local community (e.g. via schools, businesses, faith groups) to raise awareness and challenge stigma
  - Listening to people with personal experience of mental ill health to get their perspectives on local needs and priorities
  - Scrutinising the work of local services that have an impact on mental health: e.g. health, social care, housing, and police.
  - Fostering local partnerships between agencies to support people with mental health problems more effectively
  - Encouraging the council to support the mental health of its own workforce and those of its contractors.
- 1.3** Since the Council signed up to the challenge, the mental health champions have helped to develop the Heads Up Cheltenham year of action to raise awareness of mental health. They have also supported the year of action by speaking at events, holding meetings with senior officers in partner organisations and contacting other elected members in neighbouring council's to raise awareness of mental health issues. The champions took part in some of the activities promoted through Heads Up including taking vulnerable Cheltenham Borough Homes residents Christmas shopping as part of the 12 days of festive giving challenge. The champions also supported the Council's work in gaining the nationally accredited Wellbeing at Work Charter.

## 2. Consultation and feedback

- 2.1** To ensure continued cross party support the Lib Dems were asked to consider a replacement

champion.

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

**3.1 None**

<b>Report author</b>	Rosalind Reeves E-mail <a href="mailto:rosalind.reeves@cheltenham.gov.uk">rosalind.reeves@cheltenham.gov.uk</a> Tel 01242 774937
<b>Appendices</b>	1. Minutes of Council 15 December 2015



## Cheltenham Borough Council

**Cabinet – 11<sup>th</sup> July 2017**

**Council – 24<sup>th</sup> July 2017**

### Financial outturn 2016/17 and budget monitoring to June 2017

<b>Accountable member</b>	<b>Councillor Rowena Hay, Cabinet Member for Finance</b>
<b>Accountable officer</b>	<b>Paul Jones, Section 151 Officer</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 2016/17. The information contained within this report has been used to prepare the Council's Statement of Accounts for 2016/17.</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 receives the financial outturn performance position for the General Fund, summarised at Appendix 2, and notes that services have been delivered within the revised budget for 2016/17 resulting in a saving (after carry forward requests) of £571,443.</b></li> </ol> <p style="padding-left: 40px;"><b>That furthermore Council:</b></p> <ol style="list-style-type: none"> <li><b>2. Approves £80,000 of carry forward requests (requiring member approval) at Appendix 5.</b></li> <li><b>3. Approve the use of the budget saving of £571,443 as detailed in Section 3.</b></li> <li><b>4. Approve the suspension of voluntary debt repayments to support existing commitments and future budget proposals as</b></li> </ol>

detailed in Section 3.

5. Notes the annual treasury management report at Appendix 7 and approve the actual 2016/17 prudential and treasury indicators.
6. Approves Investments in corporate bonds in respect of Green Investment Bonds increased to a maximum of 5 years with a monetary value limit of £2m as detailed in Section 5.
7. Notes the capital programme outturn position as detailed in Appendix 8 and approve the carry forward of unspent budgets into 2017/18 (section 7).
8. Notes the position in respect of Section 106 agreements and partnership funding agreements at Appendix 9 (section 9).
9. Notes the outturn position in respect of collection rates for council tax and non-domestic rates for 2016/17 in Appendix 10 (section 10).
10. Notes the outturn position in respect of collection rates for sundry debts for 2016/17 in Appendix 11 (section 11).
11. Receives the financial outturn performance position for the Housing Revenue Account for 2016/17 in Appendices 12 to 13 and approves the carry forward of unspent budgets into 2017/18 (section 12).
12. Notes the budget monitoring position to the end of June 2017 (section 13).

<p><b>Financial implications</b></p>	<p>As detailed throughout this report.</p> <p><b>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</b></p>
<p><b>Legal implications</b></p>	<p>None directly arising from the report recommendations.</p> <p><b>Contact officer: Peter Lewis, Peter.Lewis@teWKesbury.gov.uk, 01684 272012</b></p>
<p><b>HR implications (including learning and organisational development)</b></p>	<p>Employee capacity must be kept under review to ensure that any additional work is adequately resourced. If budget pressures mean monies for additional resource is not permissible a review of current projects and service delivery options will need to take place.</p> <p><b>Contact officer: Julie McCarthy, Julie.mccarthy@cheltenham.gov.uk, 01242 264355</b></p>
<p><b>Key risks</b></p>	<p>As outlined in Appendix 1.</p>
<p><b>Corporate and community plan Implications</b></p>	<p>Key elements of the budget are aimed at delivering the corporate objectives in the Corporate Business Plan.</p>



<b>Environmental and climate change implications</b>	None.
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## 1. Background

- 1.1 This report draws together the financial outturn position for 2016/17 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 in the same format as used in the draft statement of accounts (i.e. reported by Council's Directorate), in accordance with the CIPFA Code of Practice 2016/17.

## 2. General Fund Revenue Outturn 2016/17

- 2.1 The budget monitoring report to the end of December 2016, considered by Cabinet on 7<sup>th</sup> February 2017, projected an underspend for the year of £110,737. The Cabinet made recommendations to full Council at the budget setting meeting for the use of this underspend which was approved in February 2017 and formed part of the revised budget for 2016/17. It was agreed at that meeting that a contribution of £110,737 be made to the Budget Strategy (Support) Reserve.
- 2.2 The continued impact of the changes in government funding arrangements and the economic climate present particular concerns for the Council's budgets moving forward. Given the proposed front-loaded cuts in Revenue Support Grant (RSG) and New Homes Bonus (NHB) in the future, the Section 151 Officer recommended that any future underspends or fortuitous windfalls are earmarked for transfer to either general balances or the budget strategy (support) reserve. It was therefore recommended that any further underspend identified on outturn be transferred firstly to the Budget Strategy (Support) Reserve and secondly to support general balances, bearing in mind the need to keep the level of reserves robust and the uncertainty surrounding future budget funding gaps, as outlined in the Council's Medium Term Financial Strategy (MTFS) and the Cabinet budget setting report dated 24th February 2017.
- 2.3 It is therefore pleasing to report that the Council has delivered services within the resources available, resulting in a budget saving, after carry forward requests, of £571,443 against the revised budget. This saving has been transferred to the Budget Strategy (Support) Reserve pending decisions over its use in 2017/18 and future years.
- 2.4 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 2017/18 financial year. Where this applies, requests for carry forwards are documented in Appendix 5 to this report.
- 2.5 A full explanation of all variances that exceed £50,000 is contained within Appendix 4.

## 3. MTFS and making use of revenue budget savings

- 3.1 The Government's policy of phasing out revenue support grant and in due course potentially

allowing councils to benefit from a higher share of business rates creates a need for this Council to develop a long-term strategy which is significantly different from that followed in past years. Since 2013 the Council has had a direct financial interest in economic and business growth in the town, and will have a larger stake in it under the Government's proposals for reforming business rates.

- 3.2 However, by not including the Local Government Finance Bill in the Queen's Speech, the Government has given a very strong indication that it will not be proceeding with 100% business rates retention, at least not yet. There are suggestions that the Government is going to have a re-think about business rate retention, and this may or may not result in 100% retention.
- 3.3 The omission of the Local Government Finance Bill from the legislative programme, leaves the plans for business rates retention in limbo and creates greater uncertainty for future funding settlements. The Department for Communities and Local Government have stated that the Government is committed to delivering the manifesto pledge to help local authorities control more of the money they raise and will work closely with local government to agree the best way to achieve this.
- 3.4 In addition to the above, Members will recall the late changes to the New Homes Bonus calculation, through the introduction of a 0.4% baseline target, had significant financial consequences for this Council.
- 3.5 From 2018/19 onwards, it was assumed that NHB of c. £1.8 million would be payable. This value reflected: the scale of housing development expected in the Borough; that the Bonus would be awarded for 4 years rather than the current 6 years; and provided for the introduction of a 0.25% baseline target. Despite over 80% of respondents objecting to a baseline target being introduced, the Government not only introduced it, but increased it to 0.4%. Cheltenham is penalised on this methodology compared to many shire districts as it has a 'higher' starting point in terms of the number and value of existing properties and therefore has to deliver significantly more homes above the baseline to achieve similar levels of NHB compared to a rural authority starting with fewer, lower value properties, despite having considerably less development land, as recognised within the Joint Core Strategy.
- 3.6 The actual impact of these changes for Cheltenham, based on the illustrative figures for future funding allocations released last year, equate to a reduction in funding of c. £580k in 2017/18; c. £435k in 2018/19 and c. £650k in 2019/20.
- 3.7 The 2017/18 budget, agreed by Full Council on 24<sup>th</sup> February 2017 made full use of the New Homes Bonus, a total of £1.750m, to support the 2017/18 revenue budget. It was anticipated that New Homes Bonus income in excess of this figure would be kept in reserve or put towards this Council's contribution to the 2020 Vision Programme as agreed in February 2015. The Council therefore, made a commitment to earmarking future underspends and windfall income to achieving this outcome, in addition to looking for alternative ways of adding to its reserves.
- 3.8 The Medium Term Financial Strategy, approved by Cabinet in October 2016, set a target underspend of £350,000 in 2016/17. In light of the above, the Cabinet is proposing to the Council that we use the full budget saving totalling £571,443 to strengthen our budget strategy (support reserve).

### **Strengthening our reserves**

- 3.9 In determining the budget strategy in October 2015, the Section 151 Officer recommended the creation of a specific earmarked reserve: a 'budget strategy (support) reserve', to provide greater resilience. This reserve will help to secure the Council against short-term challenges which we know we will encounter in the coming years such as the one-off drop in business rates income due to redevelopment, and the delay in securing car park income of £350k a year from the North Place development.
- 3.10 Strengthening the Budget Strategy (Support) Reserve 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.

- 3.11** The balance on this reserve as at 31<sup>st</sup> March 2017 is £2,034,053 which includes the “top-up” identified above in 3.8. The 2017/18 approved budget relies on the drawdown of £882,205 from this reserve in 2017/18 leaving a balance of £1,151,848 which will give the Council time to work up its strategy for delivering substantial savings over the next 2 year period.

### **Local Government Association (LGA) Peer Review**

- 3.12** In April 2017, the Section 151 Officer met with a former Section 151 Officer appointed through the LGA to undertake a peer review of our finances and strategy. Overall the feedback was extremely positive, although a number of challenges were made which the Section 151 Officer has considered prudently.
- 3.13** The main challenges were surrounding the use of revenue to part fund the capital programme and the use of voluntary debt repayments. With current interest rates being low, the challenge was to model extended lending periods on major capital schemes such as the crematoria project.
- 3.14** Members will recall that when the Council purchased Delta Place, the Section 151 Officer determined to pay additional voluntary debt repayments of £400k per annum from the current rental stream. Whilst this was a prudent decision at the time, the short-term challenges that the Council faces suggest that this rental stream would be better placed to support the revenue budget.
- 3.15** The Section 151 Officer has re-modelled the business case for Delta Place, based on our revised future occupancy requirement. This confirms that the rental stream previously used to finance voluntary debt repayments are better served to support the budget proposals in 2018/19 and 2019/20. The Section 151 Officer will keep this under constant review to ensure that this decision is not affected by the property rental market.
- 3.16** In making this decision, retrospectively from 2016/17, this has enabled the Council to honour its commitments to the 2020 Vision Programme as identified in 3.7 above via a contribution to the New Initiatives earmarked reserve.

## **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 31<sup>st</sup> March 2017. 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 Executive Board and approved by the Section 151 Officer, under delegated powers (financial rule B10.1). A list of the approved carry forward of budgets totalling £296,700, 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 2016/17 (Appendix 6) and transfers will be made from the ‘carry forward’ reserve in 2017/18 to the appropriate cost centres in order that members and officers have a clear indication of the total budget, including carry forwards, available for 2017/18.
- 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 2016, their alternative use requires council approval (financial rule B10.3). The list contained in Appendix 5, totalling £80,000, has been reviewed and supported by the Executive Board 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. The detailed treasury report, as approved by the Treasury Management Panel at its meeting on 5<sup>th</sup> June 2017, is attached at Appendix 7.
- 5.2 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 2016 council meeting.
- 5.3 There have been significant investments from Local Authorities in the Solar Energy markets over recent years and several opportunities have arisen for the council to invest in these types of bonds which are asset based and used as security. Investments can be made between 1 and 5 years yielding circa 4% per annum. Currently the council has approved the use of Corporate Bonds in its 2017/18 Investment Strategy however these can only be invested up to two years with a limit of £2m.
- 5.4 Recommendation is now made following consultation with members of the Treasury Management Panel on the 5th June 2017 to increase this to a maximum of 5 years but only in relation to Green Investment Bonds although the monetary value limit will remain at £2m. Before any investment purchase is made due diligence will be required and Capita, the council's treasury advisors will also be consulted.

## 6. Business Rates Retention Scheme (BRRS)

- 6.1 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 to DCLG by the deadline of 31<sup>st</sup> January 2016 and the budget was based on the figures within that return.
- 6.2 The table below reflects the actual performance against the revised budget with an overall positive variance of £206,839 when taking into account the pool surplus distribution.

	<b>Revised Budget</b>	<b>Actual</b>	<b>Variance</b>
Redistributed Business Rates	(22,342,773)	(22,335,990)	6,783
Tariff	19,238,880	19,243,334	4,454
Share of Collection Fund Surplus	1,029,503	1,029,503	-
<b>Retained Business Rates</b>	<b>(2,074,390)</b>	<b>(2,063,153)</b>	<b>11,237</b>
Section 31 Grants	(571,729)	(574,163)	(2,434)
Levy paid over to Government	442,020	315,043	(126,977)
<b>Retained Income</b>	<b>(2,204,099)</b>	<b>(2,322,273)</b>	<b>(118,174)</b>
Pool Surplus distribution	(183,380)	(272,045)	(88,665)
<b>Total</b>	<b>(2,387,479)</b>	<b>(2,594,318)</b>	<b>(206,839)</b>

- 6.3** A transfer of £215,643 has been made to the Business Rates Retention Equalisation reserve in respect of the additional pool surplus distribution and the reduction in levy paid over to the Government. This will be used to fund future budget gaps which arise as a result of the accounting arrangements for the Retained Business Rates Scheme as reported to Cabinet / Council previously.

### **7. Capital Outturn 2016/17**

- 7.1** 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 2017/18 requested by officers.
- 7.2** A full explanation of all variances that exceed £100,000 is contained within Appendix 4.

### **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 2016/17 are set out in the outturn performance position schedules at Appendix 2 and 3.
- 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 2017. In setting the budget for 2017/18 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** In assessing the adequacy of reserves and balances for 2017/18 the Section 151 Officer used a risk based approach to assess the appropriate level of general balances which calculated the optimum level to be £1.286m. At the year end, the General Fund Balance stands at £1.359m and therefore remains above the optimum level recommended by the Section 151 Officer.
- 8.4** An assessment of the Council's earmarked reserves has been made in line with the fiduciary duty of the Section 151 Officer at the year end. Accepting that the front-loaded cuts to core government funding could leave the council exposed without clear decision-making in delivering a balanced budget, the level of reserves appears adequate at this point in time and no other changes are currently recommended. However, it is important to make Members aware of the following points.
- 8.5** The current Medium Term Financial Strategy (MTFS) supports all windfalls and underspends being earmarked towards the Budget Strategy Support Reserve (BSSR).
- 8.6** Given the risks arising from Business Rates volatility, both through appeals and the future proposals for full business rates retention, it should be noted that wherever possible, the Business Rates Retention Equalisation Reserve should also be strengthened to mitigate these risks.

### **9. Section 106 receipts**

- 9.1** A position statement in respect of the activity of Section 106 receipts is contained in Appendix 9.
- 9.2** The following summarises the activity in respect of Section 106 for 2016/17, compared to 2015/16.

	2015/2016	2016/2017
Balance of unused Section 106 receipts	1,801,684	2,076,509
Net additional receipts in year	526,611	813,191
Receipts used to finance projects in year	(251,786)	(701,942)
Balance outstanding at year end	2,076,509	2,187,758

## 10. Council tax and business rates collection

10.1 The monitoring report for the collection of council tax and business rates (NNDR) income is shown in Appendix 10. This shows the position at the end of March 2017. Business rates and council tax collection has exceeded all targets in 2016/17. This is an excellent achievement by the Revenues Team who have worked hard throughout the year to get bills out, collect payment and chase overdue balances.

## 11. Sundry debt collection

11.1 The monitoring report for the collection of sundry debt income is shown in Appendix 11. This shows the position at the end of March 2017.

## 12. Housing Revenue Account (HRA)

### HRA income and expenditure

12.1 The revised budget for the HRA, presented to Council in February 2017, anticipated a net increase to revenue reserves of £135,000 leaving a balance of £6,176,111 at 31<sup>st</sup> March 2017.

12.2 The outturn statement at Appendix 12 shows a net increase for the year of £826,444, a positive variance of £691,444, increasing revenue reserves to £6,867,555 at year end.

12.3 An explanation of variances exceeding £50,000 is shown below:-

Detail	£'000
Reduced spend on repairs & maintenance arising from efficiency savings and lower demand	65
Revenue contribution to capital outlay – reduced requirement reflects lower capital expenditure and use of alternative funding sources	663
Other net variances	(37)
<b>Total Variance</b>	<b>691</b>

### Major Repairs Reserve (Appendix 13)

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

### HRA Capital Programme (Appendix 13)

12.5 Appendix 13 shows actual spend of £11,255,207 compared to the revised forecast of £11,538,100, an underspend of £282,893. The programme includes a number of projects where

expenditure plans span financial years and are delivered through more than one contract. Where delays are incurred, for example through extended consultation with leaseholders, Cheltenham Borough Homes seek opportunities for advancing other projects within overall available funding. Costs remain controlled at both contract and project level. Significant variations from revised budget are shown below:-

<b>Project</b>	<b>Revised Budget</b>	<b>Actual</b>	<b>Variation</b>	<b>Reason for Variation</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Improvements to electrical infrastructure in sheltered schemes	174	24	150	Project deferred pending review of sheltered housing

**12.6** Having reviewed contract commitments and the proposed programme for the current year the amount of rolled forward funding to be earmarked for additional spend in 2017/18 is estimated at £157,700.

**13. 2017/18 Revenue and Capital budget monitoring to June 2017**

**13.1** Due to the pressures of the year end process a detailed monitoring exercise has not been undertaken at this point in the year. However, the following significant variances have been identified by service managers at this stage.

**13.2 Salary Vacancies**

The council carries a salary vacancy target saving of £375,500 per annum allocated to individual service areas and achieved via staff turnover or vacant posts being held open.

A review of salary underspend against this target for the first three months of the financial year shows that this target is likely to be delivered, although this will be carefully monitored throughout the year.

**13.3 Car Parking - Income**

Car parking income to the end of June is around £50k up against profiled budgets. Should this trend continue annual income received will exceed budget. However, this is a volatile area and will continue to be monitored, with further financial updates provided during the course of the financial year.

**13.4 Cemetery & Crematoria - income**

Cemetery & Crematoria income to the end of June is around £64k up against profiled budgets as a result of increased volumes of activity. Should this trend continue throughout the year, it is estimated that there will be a net surplus against budget of around £200k in 2017/18.

**14. Section 151 Officer advice**

**14.1** The Government expects councils to make a significant contribution to reducing the national budget deficit and the Council will continue to face unprecedented public sector funding cuts over the next few years. Future budgets will 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.

- 14.2 The Local Government Association has said that any reforms to business rates must change the process for appeals against property valuations in order to protect councils from “speculative” reviews. In its submission to the Treasury’s business rates review, the umbrella group of local authorities said that the current regime, whereby councils had to meet any refunds following successful appeals, undermines local services. It exposes councils to financial risk even though the property valuations themselves were undertaken by the independent Valuation Office Agency.
- 14.3 In agreeing the recommendations in this report, 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.

**15. Conclusion**

- 15.1 The outturn position for 2016/17 demonstrates that, despite another challenging year, the Council has managed to deliver services within budget. There are number of windfall income streams from car parking, crematoria, investment properties and development control applications which Officers are currently reviewing to conclude whether they are sustainable to meet future budget proposals.
- 15.2 If approved, the carry forward requests will assist in the delivery of corporate objectives, help to complete projects started in 2016/17 and support initiatives which help to bridge the medium term funding gap.
- 15.3 Members should note that the outturn position has been used to prepare the Statement of Accounts for approval by the Audit Committee in September 2017.

**16. Consultation**

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

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<p><b>Appendices</b></p>	<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. Section 106 receipts statement</li> <li>10. Council tax and NNDR collection</li> <li>11. Sundry debt collection</li> <li>12. HRA Operating account</li> <li>13. HRA Capital programme and Major Repairs Reserve</li> </ol>
<p><b>Background information</b></p>	<ol style="list-style-type: none"> <li>1. Section 25 Report – Council 12<sup>th</sup> February 2016</li> <li>2. Final Budget Proposals for 2016/17 – Council 12<sup>h</sup> February 2016</li> <li>3. Budget Strategy and MTFs – Cabinet 11<sup>th</sup> October 2016</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
CR3	If the Council is unable to come up with long term solutions which close the gap in the medium term financial strategy then it will find it increasingly difficult to prepare budgets year on year without making unplanned cuts in service provision.	Cabinet	01/09/2010	5	4	20	Reduce	The budget strategy projection includes 'targets' for work streams to close the funding gap which aligns with the council's corporate priorities. This includes a target for cuts to services / activities amongst other work streams to deliver a balanced budget across the MTFS. As a result of the changes to the New Homes Bonus the Cabinet are reviewing the strategy for closing the revised funding gap which may require larger cuts to services to those which were forecast in October 2016.	Ongoing	Chief Finance Officer	01/09/2010
CR105	If the Budget Deficit (Support) Reserve is not suitably resourced insufficient reserves will be available to cover anticipated future deficits resulting in the use of General Balances which will consequently fall below the minimum required level as	Chief Finance Officer	01/04/2016	4	3	12	Reduce	The MTFS is clear about the need to bolster reserves and identifies a required reserves strategy for managing this issue. In preparing the budget for 2017/18 and in ongoing budget monitoring, consideration will	Ongoing	Chief Finance Officer	

	recommended by the Chief Finance Officer in the council's Medium Term Financial Strategy							continue to be given to the use of fortuitous windfalls and potential future under spends with a view to strengthening reserves whenever possible.			
1.02	If income streams from the introduction of the business rates retention scheme in April 2013 are impacted by the loss of major business and the constrained ability to grow the business rates in the town then the MTFS budget gap may increase.	Chief Finance Officer	14/09/12	4	3	12	Accept & Monitor	<p>The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by the Council.</p> <p>The Gloucestershire S151 Officers continue to monitor business rates income projections and the performance and membership of the pool.</p> <p>Work with members and Gloucestershire LEP to ensure Cheltenham grows its business rate base.</p>	Ongoing	Chief Finance Officer	
1.03	If the robustness of the income proposals is not sound then there is a risk that the income identified within the budget will not materialise during the course of the year.	Chief Finance Officer	15/12/10	3	3	9	Reduce	<p>Robust forecasting is applied in preparing budget targets taking into account previous income targets, collection rates and prevailing economic conditions. Professional judgement is used in the setting / delivery of</p>	Ongoing	Chief Finance Officer	

								income targets. Greater focus on cost control and income generation will be prioritised to mitigate the risk of income fluctuations.			
1.04	If when developing a longer term strategy to meet the MTFS, the Council does not make the public aware of its financial position and clearly articulates why it is making changes to service delivery then there may be confusion as to what services are being provided and customer satisfaction may decrease.	Chief Finance Officer	15/12/10	3	3	9	R	As part of the delivery of the BtG / commissioning programmes a clear communication strategy is in place. In adopting a commissioning culture the council is basing decisions on customer outcomes which should address satisfaction levels.	Ongoing	Communications team to support the BTG programme	
1.05	If the Council does not carefully manage the commissioning of services then it may not have the flexibility to make additional savings in the MTFS and a greater burden of savings may fall on the retained organisation	Head of Paid Service	15/12/10	3	3	9	Reduce	Contracts, SLAs and other shared service agreements will need to be drafted and negotiated to ensure that there is sufficient flexibility with regards to budget requirements	Ongoing	Chief Finance Officer	
1.07	If the assumptions around government support, business rates income, impact of changes to council tax discounts prove to be incorrect, then there is likely to be increased volatility around future funding streams.	Chief Finance Officer	13/12/10	4	4	16	Reduce	Work with GOSS and county wide CFO's to monitor changes to local government financing regime including responding to government consultation on changes to New Homes Bonus and Business Rates. The	Ongoing	Chief Finance Officer	

								assumptions regarding government support have been mitigated to a certain extent by the acceptance of a multi-year settlement agreement.			
1.07	If the assumptions around government support, business rates income, impact of changes to council tax discounts prove to be incorrect, then there is likely to be increased volatility around future funding streams.	Chief Finance Officer	13 December 2012	4	4	16	R	Work with GOSS and county wide CFO's to monitor changes to local government financing regime including responding to government consultation on changes to New Homes Bonus and Business Rates.	Ongoing	Chief Finance Office	



## GENERAL FUND REVENUE OUTTURN 2016/17

GROUP	A	B	C	overspend / (underspend) before adjustments	D	D	E	F	G	H
	2016/17 Original Budget	2016/17 Current Budget	2016/17 Outturn per Ledger		Trf to / (from) Programme Mtce Reserve	Trf to / (from) Other Reserves	C/F requests approved by S151 Officer Appendix 5	Variance net of S151 c/f approvals	C/F requests to be approved Members Appendix 5	Variance net of all c/f requests
	£	£	£	£	£	£	£	£	£	£
Head of Paid Service	7,438,597	8,276,643	7,991,728	(284,915)	116,250	95,781	223,200	150,316	0	150,316
Regulatory & Environmental Services	3,238,958	4,101,761	3,506,735	(595,026)	32,599	28,600	37,900	(495,927)	80,000	(415,927)
Resources Directorate	4,843,855	6,298,853	5,441,353	(857,500)	403,990	0	35,600	(417,911)	0	(417,911)
	<u>15,521,410</u>	<u>18,677,257</u>	<u>16,939,815</u>	<u>(1,737,442)</u>	<u>552,839</u>	<u>124,381</u>	<u>296,700</u>	<u>(763,522)</u>	<u>80,000</u>	<u>(683,522)</u>
Capital Charges	(738,100)	(2,881,246)	(3,309,514)	(428,268)		430,000		1,732		1,732
Interest and Investment Income	407,500	562,338	527,237	(35,101)				(35,101)		(35,101)
Use of balances and reserves - Appendix 6	(1,438,072)	(2,557,674)	(694,933)	1,862,741		163,179		163,179		163,179
Net underspend			571,443							
<b>NET BUDGET</b>	<u>13,752,738</u>	<u>13,800,675</u>	<u>14,034,048</u>							
Deduct:										
New Homes Bonus	(2,151,500)	(2,151,500)	(2,158,158)	(6,658)				(6,658)		(6,658)
Council Tax support Grant	(74,460)	(74,460)	(74,461)	(1)				(1)		(1)
S31 NDR compensation grant	(530,575)	(571,729)	(574,163)	(2,434)				(2,434)		(2,434)
Other Government Grants			(19,827)	(19,827)				(19,827)		(19,827)
Revenue Support Grant	(1,272,960)	(1,272,960)	(1,272,962)	(2)				(2)		(2)
National Non-Domestic Rate	(1,808,967)	(1,815,750)	(2,020,130)	(204,380)		215,643		11,263		11,263
<b>NET SPEND FUNDED BY COUNCIL TAX</b>	<u>(7,914,276)</u>	<u>(7,914,276)</u>	<u>(7,914,348)</u>	<u>(72)</u>				<u>(72)</u>		<u>(72)</u>
<b>TOTAL INCOME</b>	<u>(13,752,738)</u>	<u>(13,800,675)</u>	<u>(14,034,048)</u>					<u>(651,443)</u>		<u>(571,443)</u>
					<b>Total budget underspend</b>			<b>(651,443)</b>		<b>(571,443)</b>

## KEY

A - Original budget for 2016/17 approved by Council - February 2016

B - Current budget for 2016/17 - including budget revisions approved by Council during 2016/17 and approved carry forwards from 2015/16

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





CHELTENHAM BOROUGH COUNCIL							Transfers to (from) Programme Mtce Reserve	Transfers to (from) other reserves	Management Accounts (Under) / Overspend
REVENUE OUTTURN 2016/17		Original Budget 16/17	Current Budget 16/17	Actuals 16/17	(Under) / Overspend	Carry Forwards	£	£	£
		£	£	£	£	£			
COR001	Corporate Management	478,850	270,450	312,665.58	42,215.58				42,215.58
COR002	Chief Executive	-125,500	0	0.00	0.00				0.00
EMP001	Emergency Planning	87,450	85,150	82,074.99	-3,075.01				-3,075.01
PLP102	Development Task Force	193,600	191,100	185,013.18	-6,086.82			6,000.00	-86.82
ECDO02	Markets	-800	-800	-38.00	762.00				762.00
SUP017	Business Improvement/Transformation	6,200	-2,950	-43,051.03	-40,101.03				-40,101.03
SUP036	Project Management	7,400	7,400	39,057.99	31,657.99				31,657.99
CCC001	Climate Change	13,400	13,400	13,400.00	0.00				0.00
COM001	Community Development	154,900	195,763	172,625.88	-23,137.12	22,900.00			-237.12
COM101	Oakley Resource Centre	0	25,875	-4,317.43	-30,192.43		16,250.00		-13,942.43
COM102	Springbank Resource Centre	0	3,188	3,187.50	-0.50				-0.50
COM103	St. Margaret's Hall	0	36,114	36,114.00	0.00				0.00
COR003	Corporate Policy Making	45,700	35,650	-2,829.74	-38,479.74				-38,479.74
CUL108	Everyman Theatre	133,400	369,500	369,504.61	4.61				4.61
CUL109	Playhouse Theatre	8,700	64,516	64,499.22	-16.78				-16.78
CUL111	Cheltenham Festivals	12,500	12,500	12,500.00	0.00				0.00
DRM008	Corporate Subscriptions	22,400	22,400	21,830.50	-569.50				-569.50
DRM011	Twining Expenses	30,700	30,700	36,430.90	5,730.90			-5,700.00	30.90
GBD001	Community Welfare Grants	132,450	187,050	7,157.67	-179,892.33	178,100.00			-1,792.33
GBD103	SLA Single Advice Contract	114,100	114,100	113,900.00	-200.00				-200.00
PLP103	Cheltenham Strategic partnership	194,200	194,200	189,000.00	-5,200.00				-5,200.00
SUP018	Press & PR/Communications	5,300	5,300	-40,831.68	-46,131.68				-46,131.68
SUP037	Equal Opportunities	1,500	1,500	0.00	-1,500.00				-1,500.00
DRM001	Democratic Representation and Management	732,700	732,600	713,700.93	-18,999.07				-18,999.07
DRM006	Cabinet Expenditure	25,400	25,400	25,400.00	0.00				0.00
DRM007	O & S Committees	38,300	38,300	38,300.00	0.00				0.00
DRM009	Civic Expenses	39,200	39,500	37,582.03	-1,917.97				-1,917.97
DRM010	Civic Car	20,400	20,400	18,358.84	-2,041.16				-2,041.16
DRM012	Civic Events	54,900	51,800	48,562.73	-3,237.27				-3,237.27
SUP007	Committee Services	-4,700	-4,700	-17,761.05	-13,061.05				-13,061.05
ELE001	Registration of Electors	158,700	156,600	151,856.60	-4,743.40				-4,743.40
ELE002	District Elections	257,350	257,350	212,273.58	-45,076.42			45,000.00	-76.42
ELE003	Elections Support/Overheads	4,000	4,000	-108.05	-4,108.05				-4,108.05
ELE006	County Elections	0	0	923.75	923.75				923.75
ELE010	Individual Electoral Registration	0	0	5.16	5.16				5.16
RYC002	Green Waste	-154,654	-174,624	-167,791.30	6,832.70	2,900.00			9,732.70
RYC004	Recycling Centres	453,156	595,856	462,846.61	-133,009.39		100,000.00	30,000.00	-3,009.39
RYC005	Bring Sites	44,781	69,181	56,845.04	-12,335.96			20,481.00	8,145.04
RYC006	Recycling Collection Schemes	835,210	1,129,112	1,129,195.51	83.51				83.51
RYC007	Waste & Recycling - Marketing	33,500	33,500	12,853.38	-20,646.62				-20,646.62
RYC008	Bulking Facility	-215,000	-285,386	-268,702.06	16,683.94				16,683.94
STC001	Street Cleaning	917,064	822,264	785,874.00	-36,390.00				-36,390.00
SUP034	Fleet Management	-197,900	-18,300	9,875.55	28,175.55				28,175.55
TRW001	Trade Waste	-39,784	-39,784	-11,833.04	27,950.96				27,950.96
WST001	Household Waste	1,395,524	1,410,288	1,672,987.30	262,699.30				262,699.30
WST004	Bulky Household Waste	-11,200	-11,200	-7,534.35	3,665.65				3,665.65
CSM001	Cultural - Service Management and Support Services	1,143,700	1,162,300	1,152,015.32	-10,284.68				-10,284.68
CUL102	Town Hall Operations	0	4,980	4,979.60	-0.40				-0.40
CUL103	Pittville Pump Room Operations	0	0	-220.88	-220.88				-220.88
CUL107	Art Gallery & Museum Operations	0	10,000	-6,274.63	-16,274.63	10,000.00			-6,274.63
CUL110	Entertainment Events - detail coded	0	0	1,891.25	1,891.25				1,891.25
REC101	Recreation Centre Operations	0	0	2,456.42	2,456.42				2,456.42
REC102	Prince of Wales Stadium Operations	0	0	35.00	35.00				35.00

CHELTENHAM BOROUGH COUNCIL							Transfers to (from) Programme Mtce Reserve £	Transfers to (from) other reserves £	Management Accounts (Under) / Overspend £
REVENUE OUTTURN 2016/17		Original Budget 16/17 £	Current Budget 16/17 £	Actuals 16/17 £	(Under) / Overspend £	Carry Forwards £			
TOU002	Tourist/Visitor Information Centre	41,000	42,000	32,418.39	-9,581.61	9,300.00			-281.61
HOM001	Homelessness	362,300	354,900	337,784.31	-17,115.69				-17,115.69
SUP004	Legal	-11,800	-11,800	-4,962.40	6,837.60				6,837.60
<b>Head of Paid Service</b>		<b>7,438,597</b>	<b>8,276,643</b>	<b>7,991,727.68</b>	<b>-284,915.32</b>	<b>223,200.00</b>	<b>116,250.00</b>	<b>95,781.00</b>	<b>150,315.68</b>
BUC001	Building Control - Fee Earning Work	-63,850	55,850	50,016.86	-5,833.14				-5,833.14
BUC002	Building Control - Non Fee Earning Work	0	0	255.13	255.13				255.13
BUC004	Land Charges	-61,750	-49,450	-43,218.66	6,231.34				6,231.34
DEV001	Development Control - Applications	21,850	84,950	8,149.98	-76,800.02				-76,800.02
DEV004	Development Advice	514,200	489,200	486,740.01	-2,459.99				-2,459.99
PLP001	Planning Policy	223,400	158,900	137,075.49	-21,824.51				-21,824.51
PLP004	Conservation	9,200	1,800	-16,844.10	-18,644.10				-18,644.10
PLP101	Joint Core Strategy	135,000	135,000	135,000.00	0.00				0.00
DEV003	Development Control - Enforcement	176,300	172,800	177,392.87	4,592.87				4,592.87
HOS004	Housing Standards	203,900	205,575	182,520.00	-23,055.00				-23,055.00
PSH001	Private Sector Housing Grants	21,900	22,000	30,059.40	8,059.40				8,059.40
PSH003	Disabled Facilities Grants	51,900	51,900	51,900.00	0.00				0.00
REG003	Animal Control	27,500	39,400	47,342.98	7,942.98				7,942.98
REG018	Pest Control	26,900	26,900	31,773.65	4,873.65				4,873.65
SPP002	Community Alarms	-70,100	-70,100	-65,816.28	4,283.72				4,283.72
STC011	Abandoned Vehicles	20,500	20,500	22,766.41	2,266.41				2,266.41
SUP039	Callouts	11,900	0	0.00	0.00				0.00
AIR101	Gloucestershire Airport	50,000	50,000	96,377.87	46,377.87				46,377.87
ECD001	Economic Development	91,100	63,200	60,955.32	-2,244.68				-2,244.68
ENF101	Cheltenham Environmental Fund- Townscape	200	10,100	9,600.00	-500.00				-500.00
FLD001	Flood Defence and Land Drainage	73,700	89,172	88,872.09	-299.91				-299.91
FRM101	Flood Risk Management	178,900	177,400	149,483.72	-27,916.28		27,900.00		-16.28
PLP006	Trees	57,600	55,700	55,146.85	-553.15				-553.15
PLP104	Joint Core Strategy - CBC Contribution	60,200	60,200	60,200.00	0.00				0.00
URB101	Urban Design	4,200	8,200	13,819.95	5,619.95				5,619.95
PUT102	Shopmobility	90,350	84,600	75,551.12	-9,048.88				-9,048.88
TMR101	CBC Highways works	44,800	70,101	70,099.34	-1.66				-1.66
CPK001	Car Parks - Off Street Operations	-1,468,250	-1,178,781	-1230166.9	-51,385.90	26,000.00		700.00	-24,685.90
CPK012	On Street Car Parking	0	0	-38.17	-38.17				-38.17
CPK101	Car Parks - Off Street R&M	173,200	313,700	241721.96	-71,978.04		11,257.80		-60,720.24
CPK103	Sandford Lido car park	-1,500	-300	0	300.00				300.00
PUT101	Royal Well Bus Node	34,700	21,017	22015.27	998.27				998.27
ENA001	Housing Enabling	40,300	40,300	40,300.00	0.00				0.00
HOS001	Housing Strategy	51,400	51,400	50,900.00	-500.00				-500.00
SPP001	Supporting People	22,500	22,500	22,500.00	0.00				0.00
CCM001	Cemetery, Crematorium and Churchyards	-757,090	-583,510	-699,189.63	-115,679.63				-115,679.63
CCM111	Cemetery & Crematorium Repairs & Maintenance	75,500	128,500	148,402.48	19,902.48		21,341.16		41,243.64
ESR001	Highways Agency Verges & Trees	45,739	53,239	50,797.31	-2,441.69				-2,441.69
OPS001	Parks & Gardens Operations	1,118,293	1,120,762	1,076,591.75	-44,170.25	2,000.00			-42,170.25
OPS002	Sports & Open Spaces Operations	1,062,531	1,135,751	1,081,715.83	-54,035.17	7,500.00			-46,535.17
OPS004	Allotments	40,400	40,869	31,822.19	-9,046.81				-9,046.81
OPS101	Arle Road Nursery Operations	-72,065	-73,265	-19,255.24	54,009.76				54,009.76
OPS102	GCC Schools	700	700	700.00	0.00				0.00
CCR001	Community Safety (Crime Reduction)	248,100	247,600	218,021.31	-29,578.69				-29,578.69
CCT001	CCTV	135,000	80,274	66,104.36	-14,169.64	2,400.00			-11,769.64
REG001	Environmental Health General	30,500	50,500	-36,619.07	-87,119.07				-87,119.07
REG002	Licensing	-73,500	-64,700	-61,954.91	2,745.09	10,000.00			12,745.09
REG012	Air Quality	33,600	33,600	42,992.85	9,392.85				9,392.85
REG013	Pollution Control	142,200	142,200	154,360.33	12,160.33				12,160.33

CHELTENHAM BOROUGH COUNCIL							Transfers to (from) Programme Mtce Reserve £	Transfers to (from) other reserves £	Management Accounts (Under) / Overspend £
REVENUE OUTTURN 2016/17		Original Budget 16/17 £	Current Budget 16/17 £	Actuals 16/17 £	(Under) / Overspend £	Carry Forwards £			
REG014	Contaminated Land	32,100	31,700	29,695.90	-2,004.10				-2,004.10
REG016	Food Safety	171,200	180,700	170,766.65	-9,933.35	10,000.00			66.65
REG017	Health & Safety At Work	94,700	94,700	94,700.00	0.00				0.00
REG020	Water Sampling	6,000	6,000	5,772.15	-227.85				-227.85
REG024	Night Time Levy	0	0	-0.09	-0.09				-0.09
SUP040	Built Environment	152,900	68,407	75,201.44	6,794.44				6,794.44
SUP140	Regulatory & Environmental Services Transformation	0	124,000	13,657.17	-110,342.83	60,000.00			-50,342.83
<b>Environmental &amp; Regulatory Services</b>		<b>3,238,958</b>	<b>4,101,761</b>	<b>3,506,734.94</b>	<b>-595,026.06</b>	<b>117,900.00</b>	<b>32,598.96</b>	<b>28,600.00</b>	<b>-415,927.10</b>
SUP010	Internal Audit	-1,700	-21,700	-22,615.94	-915.94				-915.94
SUP105	Corporate Fraud Unit	0	32,300	1,399.55	-30,900.45				-30,900.45
ADB102	Custodians	400	400	-469.75	-869.75				-869.75
CPK002	Car Park Income Collection	41,400	40,800	36,568.79	-4,231.21				-4,231.21
SUP008	Reception/ Customer Services	9,300	9,300	-6,486.12	-15,786.12				-15,786.12
SUP014	Cashiers	-4,400	79,774	73,191.07	-6,582.93				-6,582.93
SUP024	Postal Services	26,900	26,800	20,354.80	-6,445.20				-6,445.20
SUP103	Business Support Services	3,500	3,500	7,622.66	4,122.66				4,122.66
COR006	Treasury Management	71,200	71,200	49,309.18	-21,890.82				-21,890.82
COR105	Corporate Resources	0	56,300	103,554.10	47,254.10				47,254.10
NDC001	Non Distributed Costs	51,600	83,989	83,989.33	0.33				0.33
SUP009	Accountancy	4,650	4,250	8,149.09	3,899.09				3,899.09
SUP011	Creditors	4,400	3,700	4,312.30	612.30				612.30
SUP012	Debtors	-12,700	-13,400	-10,133.22	3,266.78				3,266.78
SUP033	Central Purchasing	7,400	10,000	19,438.67	9,438.67				9,438.67
SUP003	Human Resources	7,700	6,400	-1,488.06	-7,888.06				-7,888.06
SUP013	Payroll	-16,600	-16,600	-16,599.13	0.87				0.87
SUP019	Health & Safety	25,500	25,500	25,801.97	301.97				301.97
SUP020	Training & Development	10,350	6,750	4,814.43	-1,935.57				-1,935.57
SUP035	Insurances	16,100	21,300	12,707.85	-8,592.15				-8,592.15
SUP038	Pensions Backfunding	3,042,100	3,042,100	3,049,336.74	7,236.74				7,236.74
HBA001	Housing Benefit Administration	250,800	163,500	162,061.89	-1,438.11				-1,438.11
HBP001	Rent Allowances	-58,900	-71,900	-154,653.36	-82,753.36				-82,753.36
HBP002	Rent Rebates	-71,960	-71,960	-97,823.34	-25,863.34				-25,863.34
HBP003	Local Housing Allowance	-33,200	-110,000	-118,075.87	-8,075.87				-8,075.87
LTC002	Council Tax Support Administration	83,900	69,000	69,006.00	6.00				6.00
SUP005	ICT	-31,015	12,696	30,799.69	18,103.69				18,103.69
SUP022	Printing Services	300	300	300.00	0.00				0.00
SUP101	GO ICT Centre of Excellence	0	0	-2,944.34	-2,944.34				-2,944.34
ADB101	Cheltenham Municipal Offices	59,800	39,075	-40,582.01	-79,657.01		36,223.84		-43,433.17
ADB103	Cheltenham Depot	19,500	238,763	269,557.72	30,794.72		12,408.32		43,203.04
CUL002	War Memorials	31,800	124,400	56,775.99	-67,624.01	35,600.00			-32,024.01
CUL112	Town Hall Repairs & Maintenance	435,200	679,700	538,363.09	-141,336.91		143,281.75		1,944.84
CUL113	Pittville Pump Room Repairs & Maintenance	161,600	290,100	290,476.21	376.21		-114.10		262.11
CUL117	Art Gallery & Museum Repairs & Maintenance	192,300	406,652	386,596.85	-20,055.15		12,139.00		-7,916.15
ECD101	Xmas in Cheltenham	59,900	63,500	60,423.63	-3,076.37		-884.50		-3,960.87
FIE040	Income and Expenditure on Investment Properties	-1,795,000	-1,785,100	-1,978,039.23	-192,939.23		52,476.86		-140,462.37
OPS111	Arle Road Nursery Repairs Maintenance	15,700	23,800	17,262.70	-6,537.30		8,426.49		1,889.19
OPS121	Parks & Gardens Repairs & Maintenance	15,600	72,500	73,007.46	507.46		736.00		1,243.46
OPS122	Sports & Open Spaces Repairs & Maintenance	48,500	140,400	113,982.70	-26,417.30		12,782.00		-13,635.30
REC111	Recreation Centre Repairs & Maintenance	1,328,100	1,587,821	1,407,698.23	-180,122.77		114,194.54		-65,928.23
REC112	Prince of Wales Stadium Repairs & Maintenance	32,000	152,820	150,072.21	-2,747.79		2,722.60		-25.19
REG019	Public Conveniences	130,030	129,823	123,127.81	-6,695.19				-6,695.19
REG119	Public Conveniences R&M	31,500	19,000	2,063.63	-16,936.37		9,597.01		-7,339.36
SUP025	Property Services	36,400	37,400	33,894.35	-3,505.65				-3,505.65

CHELTENHAM BOROUGH COUNCIL									
REVENUE OUTTURN 2016/17		Original Budget 16/17 £	Current Budget 16/17 £	Actuals 16/17 £	(Under) / Overspend £	Carry Forwards £	Transfers to (from) Programme Mtce Reserve £	Transfers to (from) other reserves £	Management Accounts (Under) / Overspend £
LTC001	Council Tax Collection	544,100	641,900	608,174.37	-33,725.63				-33,725.63
LTC003	Council Tax Leaflet	0	0	-2,786.89	-2,786.89				-2,786.89
LTC011	NNDR Collection	-28,000	-28,000	4,350.43	32,350.43				32,350.43
LTC101	Revenues & Benefits Overheads	97,800	0	0.00	0.00				0.00
LTC111	Business Improvement District Administration	0	0	-4,495.61	-4,495.61				-4,495.61
<b>Resources Directorate</b>		<b>4,843,855</b>	<b>6,298,853</b>	<b>5,441,352.62</b>	<b>-857,500.38</b>	<b>35,600.00</b>	<b>403,989.81</b>	<b>0.00</b>	<b>-417,910.57</b>
<b>TOTAL SERVICES</b>		<b>15,521,410</b>	<b>18,677,257</b>	<b>16,939,815.24</b>	<b>-1,737,441.76</b>	<b>376,700.00</b>	<b>552,838.77</b>	<b>124,381.00</b>	<b>-683,521.99</b>
BAL103	Capital Charges	-738,100	-2,881,246	-3,309,513.80	-428,267.80			430,000.00	1,732.20
<b>Capital Charges</b>		<b>-738,100</b>	<b>-2,881,246</b>	<b>-3,309,513.80</b>	<b>-428,267.80</b>	<b>0.00</b>	<b>0.00</b>	<b>430,000.00</b>	<b>1,732.20</b>
EIP003	Impairment of Investments	0	0	-15,355.14	-15,355.14				-15,355.14
FIE010	Interest Payable and Similar Charges	531,100	827,800	809,498.04	-18,301.96				-18,301.96
FIE030	Interest and Investment Income	-123,600	-433,100	-434,543.26	-1,443.26				-1,443.26
FIE035	Gains (-) / losses on derecognition of financial instruments	0	167,638	167,637.01	-0.99				-0.99
<b>Interest and Investment Income</b>		<b>407,500</b>	<b>562,338</b>	<b>527,236.65</b>	<b>-35,101.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-35,101.35</b>
BAL104	Balances and Reserves	-1,438,072	-2,557,674	-694,932.54	1,862,741.46	-376,700.00	-552,838.77	-770,023.52	163,179.17
<b>Use of balances and reserves</b>		<b>-1,438,072</b>	<b>-2,557,674</b>	<b>-694,932.54</b>	<b>1,862,741.46</b>	<b>-376,700.00</b>	<b>-552,838.77</b>	<b>-770,023.52</b>	<b>163,179.17</b>
					0.00				
<b>TOTAL COST OF SERVICES</b>		<b>13,752,738</b>	<b>13,800,675</b>	<b>13,462,605.55</b>	<b>-338,069.45</b>	<b>0.00</b>	<b>0.00</b>	<b>-215,642.52</b>	<b>-553,711.97</b>
<b>Funded by:</b>									
OOE200	Parish Council Precepts	193,857	193,857	193,857.47	0.47				0.47
OOE210	Parish Council Tax Support Grant	10,269	10,269	10,268.35	-0.65				-0.65
BAL100-B8210	GF balance - Council Tax and NNDR surplus / deficit (-)								
TGI010	Council Tax income	-8,118,402	-8,118,402	-8,118,473.33	-71.33				-71.33
TGI018	Non-domestic rates income and expenditure	-1,808,967	-1,815,750	-2,020,129.98	-204,379.98			215,642.52	11,262.54
TGI020-R9001	Revenue Support Grant	-1,272,960	-1,272,960	-1,272,962.00	-2.00				-2.00
TGI020-R9005	New homes bonus grant	-2,151,500	-2,151,500	-2,158,158.00	-6,658.00				-6,658.00
TGI020-R9007	Transitional Grant - CTS - District	-74,460	-74,460	-74,461.00	-1.00				-1.00
TGI020-R9009	S31 NDR compensation grant	-530,575	-571,729	-574,163.00	-2,434.00				-2,434.00
TGI020-R9060	Other specific government grants	0	0	-19,827.00	-19,827.00				-19,827.00
<b>Funding</b>		<b>-13,752,738</b>	<b>-13,800,675</b>	<b>-14,034,048.49</b>	<b>-233,373.49</b>	<b>0.00</b>	<b>0.00</b>	<b>215,642.52</b>	<b>-17,730.97</b>
<b>NET OUTTURN POSITION</b>		<b>0</b>	<b>0</b>	<b>-571,442.94</b>	<b>-571,442.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-571,442.94</b>

## SIGNIFICANT VARIANCES IN REVENUE OUTTURN FOR 2016/17 (OVER £50,000) BY SERVICE

### HEAD OF PAID SERVICE

There is a net overspend of £150k within the Head of Paid Service Directorate in 2016/17 including the following significant variance:-

#### Household Waste

There is a net overspend of £262k in Household waste budgets including an overspend in equipment of £25k a shortfall in income of £29k and a £206.7k share of the Ubico deficit share for this service as a result of one-off increased transport maintenance costs incurred in 2016/17.

### ENVIRONMENTAL & REGULATORY SERVICES

There is a net underspend of £415.9k within the Environmental & Regulatory Services Directorate for 2016/17 including the following significant variances:-

#### Development Control

There is a surplus of £66k in planning fee applications for the year, mainly due to large joint application within the financial year which has partially reduced by a £10k overspend in supplies and services budgets.

#### Cemetery & Crematoria

There is a net underspend in this service of £74.4k. This is made up of surplus income from fees and charges of £145k, partially reduced by an overspend of £41k in repairs and equipment budgets and an overspend of £28k against the salary target for the year.

#### Off Street Car parking

There is a net underspend of £60.7k in the off street car parking service, made up of £50k underspend in maintenance and repair budgets for the year and £10k surplus rental income

#### Parks & Gardens Operations

An overspend of £54k has arisen on the Arle Road Nursery Operations including a shortfall in nursery plant sales of £61k.

#### Environmental Health Overheads

There is a net underspend of £87k including £74k salary savings from vacancies and secondment arrangements of senior roles and £13k savings in supplies & services.

#### Regulatory & Environmental services transformation

There is an underspend in this service of £50k for the year, after allowing for a carry forward request of £60k for one-off staffing in 2017/18. The underspend has arisen from salary underspend due to plans for new roles being pushed back during the year.

**RESOURCES DIRECTORATE**

There is a net underspend within the Corporate Resourcing Directorate of £417.8k, including the following significant variances:-

**Rent Rebates and Rent Allowances**

There is a net underspend in rent allowances and rent rebates for the year of £108.6k, mainly comprised of a saving of £116k in the budget for the bad debt provision. A review of the level of related debtor balances at 31<sup>st</sup> March 2017 has resulted in a lower than expected increase to the provision at the year end.

**Income & Expenditure on investment properties**

There is net underspend of £140k on miscellaneous investment properties for the year including £117k surplus rental income relating to the renegotiation of leases and related income for back dated rental periods.

In addition there is a net underspend on the council's leisure centre of £65k, made up of net utility savings for the year.

**SIGNIFICANT VARIANCES (OVER £100K) IN CAPITAL OUTTURN 2016/17****Crematorium development scheme**

The total approved budget for this development scheme is £8.4m, made up of £7.4m approved for the first new chapels and £1m for the second new chapels. This scheme straddles three financial years and is expected to be completed in 2018/19. The total spend on these scheme was £334k in 2016/17, with the committed balance of £8.1m carried forward for the continuation of the scheme in 2017/18.

**10 Year Vehicle Replacement Programme**

The lead in time to procure a number of new vehicles for the Ubico fleet means that the budget of £196k for 2016/17 has not been spent. This has been carried forward into 2017/18, and added to the 2017/18 original budget allocation of £3.063m. The total budget of £3.259m is to be spent on the procurement of these vehicles in 2017/18.

# 2016/17 CARRY FORWARD REQUESTS

Ref	Amount £ (Net of VAT)	Expenditure Code	Cost Centre	Detail Code	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	22,900	R6280	COM001	CPN007	Request to carry forward external funding for continued expenditure on the Inspiring Families project in 2017/18		22,900		
2	50,900	R6280	GBD001	CPN002	External HWB Partnership GCC grant - Carry forward to fund health grants		50,900		
3	33,000	R6280	GBD001	CPN003	Community Pride Carry forward to fund community pride grants already committed		33,000		
4	53,000	R6280	GBD001	CPN009	Positive activities grant Carry forward to fund positive activity grants already committed		53,000		
5	5,800	R6280	GBD001	GRA003	Community Development Grants Carry forward to fund community grants already committed	5,800			
6	26,500	R6280	GBD001	GRA029	Local Big Trust grant - Funding requested to be carried forward to cover planned expenditure straddling three years.		26,500		
7	8,900	R6280	GBD001	GRA031	External DCLG grant income received in 2015/16 requested to be carried forward to fund pocket parks projects in 2017/18		8,900		
8	2,900	R4539	RYC002	NA	Committed expenditure to be spent in 2017/18 - Hoge 100 Consultancy for software upgrade	2,900			
9	9,300	R4400	TOU002	NA	Balance of one off budget for Tourism requested to be carried forward to continue tourism review project in 2017/18		9,300		
10	10,000	R4400	CUL107	NA	Contribution to The Cheltenham Trust costs re review of depot storage for AG&M collection. Not spent in 2016/17. To be carried forward for contribution towards costs in 2017/18		10,000		
	<b>223,200</b>	<b>TOTAL HEAD OF PAID SERVICE DIRECTORATE</b>					<b>8,700</b>	<b>214,500</b>	<b>-</b>
11	35,600	R2078	CUL002	NA	War Memorial approved project completed, but receipt of external funding created an underspend against the original scheme budget of £100,000. Request to carry forward part of the underspend to fund commemoration events and restoration work to perimeter lamps in 2017/18	35,600			
	<b>35,600</b>	<b>TOTAL RESOURCES DIRECTORATE</b>					<b>35,600</b>	<b>-</b>	<b>-</b>
12	10,000	R4531	REG002	NA	Uniform module required for online license applications to reduce customer processing time for Licensing. Business case submitted to LGA and external funding of £15k received in 2016/17. Carry forward of £10k needed to support total cost of £25k. The use of the software is anticipated to generate an annual saving to the council of £40k in administration costs as part of the REST transformation programme.			10,000	
13	10,000	R4531	REG016	NA	Money carried forward from 2014/15 to fund the creation of new online forms for food inspectors. Works were anticipated to be completed during 2016/17, however due to capacity issues, the funds are requested to carry forward to spend in 2017/18.			10,000	

# 2016/17 CARRY FORWARD REQUESTS

Ref	Amount £ (Net of VAT)	Expenditure Code	Cost Centre	Detail Code	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
14	2,400	R4003	CCT001	NA	CCTV Camera cleaning PO raised 31st March re work to be delivered in 17/18	2,400		
15	26,000	R4400	CPK001	NA	CAR200 - Car Parking Strategy from Ove Arup committed on PO but not received prior to year end	26,000		
16	45,000	R4400	SUP140	NA	Carry forward request to fund a temporary REST Commercial Manager in 2017/18. The purpose of this role will be to seek further income for the council, which will then becoming self funding after an initial period.			45,000
17	15,000	R4400	SUP140	NA	Carry forward to request to fund a temporary Highways Agency Consultant in 2017/18 to advise and support the outcomes of the car parking strategy.			15,000
18	3,600	R4003	OPS002	NA	Committed expenditure against PO12009316 received April 17. PO 12009601 received April 2017	3,600		
19	3,900	R4000	OPS002	NA	Committed expenditure - Jupiter Play & Leisure -service received April 2017	3,900		
20	2,000	R2075	OPS001	NA	Committed expenditure against PO 12009537 Jayson Bayliss Sandford Pagoda repairs	2,000		
	<b>117,900</b>	<b>TOTAL ENVIRONMENT &amp; REGULATORY SERVICES</b>				<b>37,900</b>	-	
	-	<b>TOTAL GENERAL UNDERSPEND</b>						-
	<b>376,700</b>	<b>TOTAL CARRY FORWARD REQUESTS</b>				<b>82,200</b>	<b>214,500</b>	<b>80,000</b>



	<u>Purpose of Reserve</u>	<u>31/3/16</u>	<u>2016/17</u>	<u>2016/17</u>	<u>2016/17</u>	<u>31/3/17</u>	<u>2017/18</u>	<u>Proposals</u>	<u>2017/18</u>	<u>31/3/18</u>	
		£	<u>Movement</u>	<u>Re-Alignment</u>	<u>Movement</u>	£	<u>Revenue</u>	<u>to Support</u>	<u>Movement</u>	£	
			£	£	£		£	<u>2017/18 Budget</u>	<u>Capital</u>		
<b><u>EARMARKED RESERVES</u></b>											
<b><u>Other</u></b>											
RES002	Pension Reserve	To fund future pension liability	-177,246		177,246		0			0	
RES003	Economic Development & Tourism Reserve	To fund future economic and tourism studies	-154,200	50,000		-104,200				-104,200	
RES005	Keep Cheltenham Tidy Reserve	Keep Cheltenham Tidy campaign - scheme contributions	-626	626		0				0	
RES006	Cultural Development Reserve	To fund future arts facilities/activity	-22,361			-22,361				-22,361	
RES008	House Survey Reserve	To fund cyclical housing stock condition surveys	-83,991	5,375		-78,616	36,500			-42,116	
RES026	Social Housing Marketing Assessment (SHMA) Reserve	To fund Social Housing Marketing Assessment work	-41,034	-2,500		-43,534	-2,500			-46,034	
RES009	Twinning Reserve	Twinning towns civic visits to Cheltenham	-11,279	5,700		-5,579				-5,579	
RES010	Flood Alleviation Reserve	To fund future flood resilience work, delegated to the Flood working group for allocation	-54,227	-67,900		-122,127	4,227			-117,900	
RES014	GF Insurance Reserve	To fund risk management initiatives / excess / premium increases	-91,606			-91,606				-91,606	
RES016	Joint Core Strategy Reserve	To fund Joint Core Strategy	-68,780	50,000		-18,780				-18,780	
RES018	Civic Pride Reserve	To pump prime civic pride initiative / match funding	-400,288	99,100		-301,188	105,100			-196,088	
RES020	Ubico Reserve	Replacement fund	-94,000			-94,000				-94,000	
RES021	Cheltenham Leisure & Culture Trust	To cover unforeseen deficits in operations within new trust	-160,600	40,600		-120,000				-120,000	
RES022	Homelessness Reserve	To cover future homelessness prevention costs	-41,100			-41,100				-41,100	
RES023	Transport Green Initiatives Reserve	To fund Transport Green Initiative Schemes	-33,125	-700		-33,825				-33,825	
RES024	New Initiatives reserve	To fund 2020 Vision transformation programme	-400,000	-450,000		-850,000				-850,000	
RES025	Budget Strategy (Support) Reserve	To support budget strategy	-973,147	-751,443	-309,463	-2,034,053	882,205			-1,151,848	
RES025	Budget Strategy (Support) Reserve	Additional Crematoria income to 2nd chapel build scheme	0			0	-373,550	373,550		0	
			<b>-2,807,610</b>			<b>-3,960,969</b>				<b>-2,935,437</b>	
<b><u>Repairs &amp; Renewals Reserves</u></b>											
RES201	Commuted Maintenance Reserve	Developer contributions to fund maintenance	-315,511	112,304		-203,207	59,000			-144,207	
RES204	I.T. Repairs & Renewals Reserve	Replacement fund	-5,236	5,236		0	-37,200			-37,200	
RES206	Delta Place Reserve	maintenance fund		-100,000		-100,000	-100,000			-200,000	
RES205	Property Repairs & Renewals Reserve	20 year maintenance fund	-1,495,198	208,061		-1,287,137	0	562,182	474,500	-250,455	
			<b>-1,815,946</b>			<b>-1,590,345</b>				<b>-631,863</b>	
<b><u>Equalisation Reserves</u></b>											
RES101	Rent Allowances Equalisation	Cushion impact of fluctuating activity levels	0	-110,000		-110,000	-41,000			-151,000	
RES102	Planning Appeals Equalisation	Funding for one off appeals cost in excess of revenue budget	-207,932			-207,932				-207,932	
RES104	Interest Equalisation	To cover any additional losses arising in the value of Icelandic deposits and/or to reduce the borrowing arising from the capitalisation of the losses	-299,855	167,638	132,217	0				0	
RES105	Local Plan Equalisation	Fund cyclical cost of local plan inquiry	-107,230			-107,230				-107,230	
RES106	Elections Equalisation	Fund cyclical cost of local elections	-152,100	15,000		-137,100				-137,100	
RES107	Car Parking Equalisation	To fund fluctuations in income from closure of car parks	-330,000			-330,000				-330,000	
RES108	Business Rates Retention Equalisation	To fund fluctuations in income from retained business rates	-1,263,916	908,273		-355,642	140,000			-215,642	
			<b>-2,361,032</b>			<b>-1,247,904</b>				<b>-1,148,904</b>	
<b><u>Reserves for commitments</u></b>											
RES301	Carry Forwards Reserve	Approved budget carry forwards	<b>-312,500</b>	-64,200		<b>-376,700</b>		376,700		<b>0</b>	
<b><u>CAPITAL</u></b>											
RES402	Capital Reserve - GF	To fund General Fund capital expenditure	<b>-182,097</b>	-87,681		<b>-269,778</b>				<b>-269,778</b>	
<b>TOTAL EARMARKED RESERVES</b>			<b>-7,479,185</b>			<b>-7,445,695</b>				<b>-4,985,981</b>	
<b><u>GENERAL FUND BALANCE</u></b>											
B8000 - B8240	General Balance - RR	General balance	-1,358,591			-1,358,591				-1,358,591	
			<b>-1,358,591</b>			<b>-1,358,591</b>				<b>-1,358,591</b>	
<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>			<b>-8,837,776</b>	<b>33,490</b>	<b>0</b>	<b>0</b>	<b>-8,804,286</b>	<b>672,782</b>	<b>1,312,432</b>	<b>474,500</b>	<b>-6,344,572</b>



# Annual Treasury Management Review 2016/17

## 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 2016/17. 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 2016/17 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 12/02/2016)
- a mid-year (minimum) treasury update report (Council 12/12/2016)
- 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 2016/17, 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		2015/16 Actual £000	2016/17 Budget £000	2016/17 Actual £000
Capital expenditure				
• Fund	General	17,897	2,930	2,224
•	HRA	6,949	11,538	11,255
•	TOTAL	<b>24,846</b>	<b>14,468</b>	<b>13,479</b>
Capital Financing Requirement:				
• Fund	General	40,666	38,910	39,310
•	HRA	44,750	44,750	44,750
•	TOTAL	<b>85,416</b>	<b>83,660</b>	<b>84,060</b>
Gross borrowing		<b>80,795</b>	<b>74,833</b>	<b>77,758</b>

Prudential and treasury indicators	2015/16 Actual £000	2016/17 Budget £000	2016/17 Actual £000
External debt	<b>65,360</b>	<b>64,830</b>	<b>64,830</b>
Investments			
• Longer than 1 year	505	435	1,435
• Under 1 year	20,037	16,885	20,377
• Total	<b>20,542</b>	<b>17,320</b>	<b>21,812</b>
Net Borrowing	<b>60,253</b>	<b>57,513</b>	<b>55,946</b>

Other prudential and treasury indicators are to be found in Appendix 1 of this report. The Section 151 Officer (S151) also confirms that statutory borrowing limit (the authorised limit) was not breached at any time.

The financial year 2016/17 continued the challenging investment environment of previous years, namely low investment returns.

## Recommendations

The Council is recommended to:

1. Approve the actual 2016/17 prudential and treasury indicators in this report
2. Note the annual treasury management report for 2016/17

## 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 2016/17

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	2015/16 Actual £000	2016/17 Budget £000	2016/17 Actual £000
<b>Capital expenditure</b>			
Financed in year	24,846	14,468	13,479
<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 2016/17 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 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 (2017/18) plus the estimates of any additional capital financing requirement for the current (2016/17) 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 2016/17 or reduce its investments. The table below highlights the Council's gross borrowing position against the CFR.

	31 March 2016 Actual	31 March 2017 Budget	31 March 2017 Actual
Gross borrowing position	£80.795m	£74.833m	£77.758m
CFR	£85.416m	£83.660m	£84.060m

**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 2016/17 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.

	2016/17
Authorised limit	£117m
Operational boundary	£107m
Average gross borrowing position	£67.446m
Financing costs as a proportion of net revenue stream	6.26%

### 3. Treasury Position as at 31 March 2017

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 2016/17 the Council's treasury position was as follows:

TABLE 1	31 March 2016 Principal	Rate/Return	31 March 2017 Principal	Rate/Return
Fixed rate funding:				
-PWLB	£49.46m	3.66%	£48.93m	3.66%
-Market	£15.90m	4.00%	£15.90m	4.00%
-Temporary	-	-	-	-
Total debt	£65.36m	3.74%	£64.83m	3.74%
CFR	£85.42m		£84.06m	
Over / (under) borrowing	(£20.06m)		(£19.23)m	
Investments:				
- in house	£20.54m	0.65%	£21.81m	0.65%

## 4. The Strategy for 2016/17

The expectation for interest rates within the treasury management strategy for 2016/17 anticipated low but rising Bank Rate, (starting in quarter 1 of 2017), and gradual rises in medium and longer term fixed borrowing rates during 2016/17. 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.

During the year there was major volatility in PWLB rates with rates falling during quarters 1 and 2 to reach historically very low levels in July and August, before rising significantly during quarter 3, and then partially easing back towards the end of the year.

## 5. The Economy and Interest Rates

The two major landmark events that had a significant influence on financial markets in the 2016-17 financial year was the UK EU referendum on 23 June and the election of President Trump in the USA on 9 November. The first event had an immediate impact in terms of market expectations of when the first increase in Bank Rate would happen, pushing it back from quarter 3 2018 to quarter 4 2019. At its 4 August meeting, the Monetary Policy Committee (MPC) cut Bank Rate from 0.5% to 0.25% and the Bank of England's Inflation Report produced forecasts warning of a major shock to economic activity in the UK, which would cause economic growth to fall almost to zero in the second half of 2016. The MPC also warned that it would be considering cutting Bank Rate again towards the end of 2016 in order to support growth. In addition, it restarted quantitative easing with purchases of £60bn of gilts and £10bn of corporate bonds, and also introduced the Term Funding Scheme whereby potentially £100bn of cheap financing was made available to banks.

In the second half of 2016, the UK economy confounded the Bank's pessimistic forecasts of August. After a disappointing quarter 1 of only +0.2% GDP growth, the three subsequent quarters of 2016 came in at +0.6%, +0.5% and +0.7% to produce an annual

growth for 2016 overall, compared to 2015, of no less than 1.8%, which was very nearly the fastest rate of growth of any of the G7 countries. Needless to say, this meant that the MPC did not cut Bank Rate again after August but, since then, inflation has risen rapidly due to the effects of the sharp devaluation of sterling after the referendum. By the end of March 2017, sterling was 17% down against the dollar but had not fallen as far against the euro. In February 2017, the latest CPI inflation figure had risen to 2.3%, above the MPC's inflation target of 2%. However, the MPC's view was that it would look through near term supply side driven inflation, (i.e. not raise Bank Rate), caused by sterling's devaluation, despite forecasting that inflation would reach nearly 3% during 2017 and 2018. This outlook, however, is dependent on domestically generated inflation, (i.e. wage inflation), continuing to remain subdued despite the fact that unemployment is at historically very low levels and is on a downward trend. Market expectations for the first increase in Bank Rate moved forward to quarter 3 2018 by the end of March 2017 in response to increasing concerns around inflation.

#### USA.

Quarterly growth in the US has been very volatile during 2016 but a strong performance since mid-2016, and strongly rising inflation, prompted the Fed into raising rates in December 2016 and March 2017. The US is the first major western country to start on a progressive upswing in rates. Overall growth in 2016 was 1.6%.

#### EU.

The EU is furthest away from an upswing in rates; the European Central Bank (ECB) has cut rates into negative territory, provided huge tranches of cheap financing and been doing major quantitative easing purchases of debt during 2016-17 in order to boost growth from consistently weak levels, and to get inflation up from near zero towards its target of 2%. These purchases have resulted in depressed bond yields in the EU, but, towards the end of 2016, yields rose, probably due at least in part to rising political concerns around the positive prospects for populist parties and impending general elections in 2017 in the Netherlands, France and Germany. The action taken by the ECB has resulted in economic growth improving significantly in the eurozone to an overall figure of 1.7% for 2016, with Germany achieving a rate of 1.9% as the fastest growing G7 country.

On the other hand, President Trump's election and promise of fiscal stimulus, which are likely to increase growth and inflationary pressures in the US, have resulted in Treasury yields rising sharply since his election. Gilt yields in the UK have been caught between these two influences and the result is that the gap in yield between US treasuries and UK gilts has widened sharply during 2016/17 due to market perceptions that the UK is still likely to be two years behind the US in starting on an upswing in rates despite a track record of four years of strong growth.

Japan struggled to stimulate consistent significant growth with GDP averaging only 1.0% in 2016 with current indications pointing to a similar figure for 2017. It is also struggling to get inflation up to its target of 2%, only achieving an average of -0.1% in 2016, despite huge monetary and fiscal stimulus, though this is currently expected to increase to around 1% in 2017. It is also making little progress on fundamental reform of the economy.

China and emerging market countries. At the start of 2016, there were considerable fears that China's economic growth could be heading towards a hard landing, which could then destabilise some emerging market countries particularly exposed to a Chinese economic slowdown and / or to the effects of a major reduction in revenue from low oil prices. These fears have largely subsided and oil prices have partially recovered so, overall, world growth prospects have improved during the year.

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Equity markets. The result of the referendum, and the consequent devaluation of sterling, boosted the shares of many FTSE 100 companies which had major earnings which were not denominated in sterling. The overall trend since then has been steeply upwards and received further momentum after Donald Trump was elected President as he had promised a major fiscal stimulus to boost the US economy and growth rate.

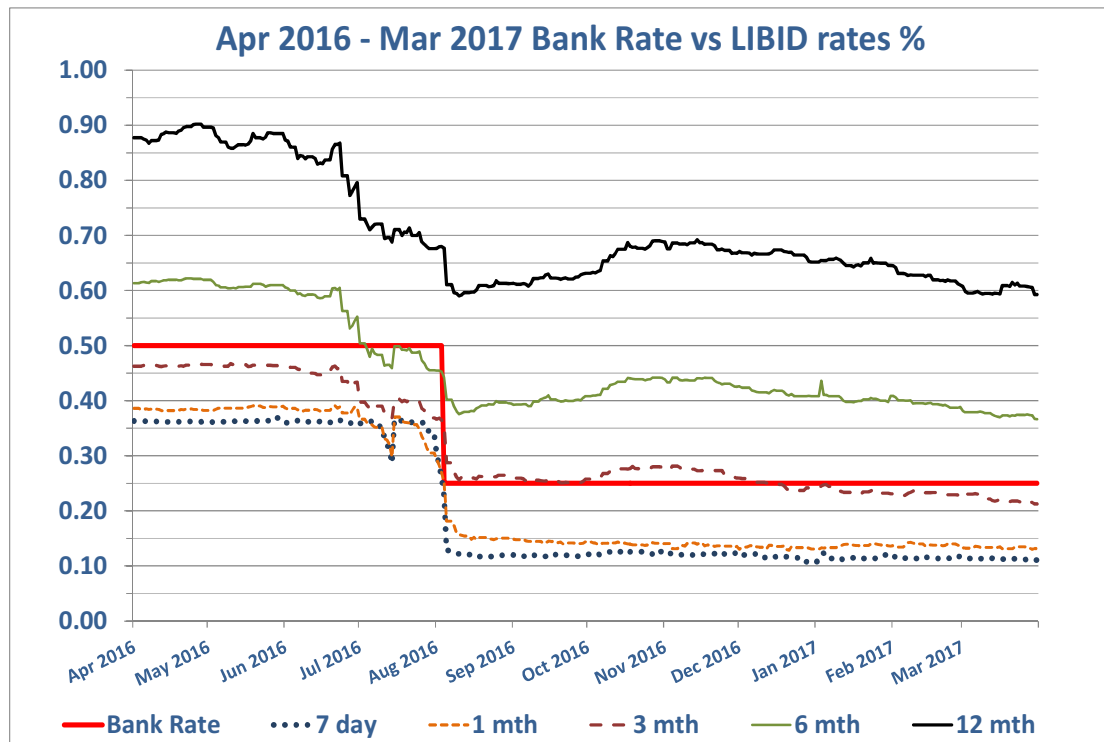
## 6. Borrowing Outturn for 2016/17

For 2016/17 the Council's actual debt management costs (borrowing) were £2,494,163 compared to a revised budget of £2,512,500, an under spend of £18,337. The weighted average rate on all loans for 2016/17 was 3.74% (2015/16 - 3.71%) on an average loan balance of £65.35m for the financial year.

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

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 2016/17



After the EU referendum, Bank Rate was cut from 0.5% to 0.25% on 4 August and remained at that level for the rest of the year. Market expectations as to the timing of the start of monetary tightening started the year at quarter 3 2018, but then moved back to around the end of 2019 in early August before finishing the year back at quarter 3

2018. Deposit rates continued into the start of 2016/17 at previous depressed levels but then fell during the first two quarters and fell even further after the 4 August MPC meeting resulted in a large tranche of cheap financing being made available to the banking sector by the Bank of England. Rates made a weak recovery towards the end of 2016 but then fell to fresh lows in March 2017.

## 8. Investment Outturn for 2016/17

**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 12th February 2016. 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.

Type of Investments	Balance on 01/04/2016 £	Average Weighed Balance Held in 2016/17 £	Interest Earned in 2016/17 £	% Rate Achieved in 2016/17 %	Balance on 31/03/2017 £
<b>Fixed Term Deposits</b>	14,300,000	16,652,792	110,803	0.67%	21,000,000
<b>Call Accounts &amp; MMF's</b>	5,660,000	8,100,225	21,114	0.30%	300,000
<b>Policy Investments</b>	140,000	102,171	1,611	1.50%	64,167

The Council maintained an average balance of £24.855m of internally managed funds during 2016/17. The internally managed funds earned an average rate of return of 0.54% (0.65% in 2015/16). The comparable performance indicator is the average 3 month LIBID rate which was 0.32% for the same period. The Council budgeted for £433,100 investment interest for 2016/17 but made an actual return of £434,543, a surplus of £1,443.

Net loans and investments budget for 2016/17 was a cost of £394,700 but made an actual return of £374,920, a surplus of £19,780.

## 9. Icelandic Bank Defaults

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

At the current time, the process of recovering assets is still ongoing with the administrators. In the case of Kaupthing, Singer and Friedlander Ltd (KSF), the

administrators have made a number of dividend payments to date, with further payments and updates anticipated during 2017/18. To date 84.25p in the pound has been recovered. It is estimated that total dividends will be between 86p to 86.5p in the pound. The outstanding liability now stands at £472k, however it is anticipated that the council will receive a further £59k in future creditor pay-outs. Interest accrued for KSF in 2016/17 totalled £2,440.

In June 2016 the Council participated in an auction to sell its Icelandic Krona held in a Glitnir Escrow account and was successful in receiving £627.9k in July 2016. No further monies are outstanding with Glitnir. The table below shows the detailed repayments in respect of the specific Icelandic investments held in administration:

<b>Icelandic Deposits Held</b>	<b>Original Deposits</b>	<b>Amount Received to date</b>	<b>Amount Owed</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Kaupthing Singer & Friedlander	2,000,000	1,685,000	315,000
Kaupthing Singer & Friedlander	1,000,000	842,500	157,500
Glitnir	3,000,000	3,000,000	0
Landsbanki	2,000,000	2,000,000	0
Landsbanki	2,000,000	2,000,000	0
Landsbanki	1,000,000	1,000,000	0
<b>TOTAL</b>	<b>11,000,000</b>	<b>10,527,500</b>	<b>472,500</b>

**Appendix 1: Prudential and treasury indicators**

<b>1. PRUDENTIAL INDICATORS</b>	2015/16	2016/17	2016/17
Extract from budget and rent setting report	actual	revised	actual
	£'000	£'000	£'000
Capital Expenditure			
Non - HRA	17,897	2,930	2,224
HRA	6,949	11,538	11,255
<b>TOTAL</b>	<b>24,846</b>	<b>14,468</b>	<b>13,479</b>
Ratio of financing costs to net revenue stream			
Non - HRA	2.77%	3.93%	3.78%
HRA	7.77%	7.91%	7.92%
Gross borrowing requirement			
brought forward 1 April	£71,516	£71,516	£71,516
carried forward 31 March	£80,795	£74,833	£77,758
in year borrowing requirement	£9,279	£3,317	£6,242
CFR			
Non – HRA	£40,666	£38,910	£39,310
HRA	£44,750	£44,750	£44,750
<b>TOTAL</b>	<b>£85,416</b>	<b>£83,660</b>	<b>£84,060</b>
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
** 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.			
<b>2. TREASURY MANAGEMENT INDICATORS</b>	2015/16	2016/17	2016/17
	actual	revised	actual
	£'000	£'000	£'000
Authorised Limit for external debt - borrowing	£116,000	£117,000	£117,000
other long term liabilities	£0	£0	£0

TOTAL	£116,000	£117,000	£117,000
Operational Boundary for external debt - borrowing	£106,600	£107,000	£107,000
other long term liabilities	£0	£0	£0
TOTAL	£106,600	£107,000	£107,000
Actual external debt	£65,360	£64,830	£64,830
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 2015/16	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%



GENERAL FUND CAPITAL PROGRAMME 2016/17

Code	Fund	Scheme	Scheme Description	Original Budget 2016/17 £	Revised Budget 2016/17 £	Outturn 2016/17 £	(Underspend)/ Overspend 2106/17 £	Budget 2017/18 £	Revised Budget 2017/18 £	Budget 2019/20 £	Budget 2020/21 £
CAP601/2/3	PB/C/PPMR	Crematorium Scheme: First Chapel		7,435,700	459,000	334,864	(124,136)	7,008,100	7,132,300	-	-
CAP601/2/3	PB/C/PPMR	Crematorium Scheme: Second Chapel		-	-	-	-	-	1,000,000	-	-
CAP505	PB/GCR	Town Centre acquisitions	Acquisition of Shopfitters	389,400	389,400	427,763	38,363	-	-	-	-
CAP503	GCR	Bus Station	Demolition of existing concrete bus shelter and waiting room and provision of services to supply new café facility	50,000	50,000	49,183	(817)	-	-	-	-
CAP700	PB/GCR	Enhancing Investment Property Portfolio	To increase the Council's property portfolio.	-	-	-	-	10,200,000	10,200,000	-	-
CAP010	GCR	GO ERP	Development of ERP system within the GO Partnership	14,700	14,700	-	(14,700)	-	14,700	-	-
CAP026	GCR	IT Infrastructure	5 year ICT infrastructure strategy	226,400	226,400	192,760	(33,640)	100,000	133,600	100,000	100,000
CAP028	HCR	Telephony	Infrastructure plus the handsets/one off licences	-	60,000	43,637	(16,363)	-	16,400	-	-
CAP101	S106	S.106 Play area refurbishment	Developer Contributions	50,000	50,000	31,441	(18,559)	50,000	50,000	50,000	50,000
CAP102	GCR	Play Area Enhancement	Ongoing programme of maintenance and refurbishment of play areas to ensure they improve and meet safety standards	121,400	105,300	32,341	(72,959)	80,000	80,000	80,000	80,000
CAP125	GCR	Pittville Park play area	Investment in the play area	134,900	234,000	237,553	3,553	12,500	12,500	-	-
CAP501	GCR	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	579,600	20,000	11,703	(8,297)	559,600	567,900	-	-
CAP126	GCR	Town Hall redevelopment scheme	Preliminary work, subject to Council approving a detailed scheme and a business case	400,000	40,000	-	(40,000)	360,000	400,000	-	-
CAP124	GCR	Town Hall Chairs	Replacement of Town Hall chairs on a like for like basis	5,300	5,900	5,895	(5)	-	-	-	-
CAP152	CPR	Civic Pride	Upgrade of Promenade pedestrianised area including remodelling of tree pits, providing seating, re-pointing existing Yorkstone.	75,400	28,500	30,913	2,413	46,900	44,500	-	-
CAP154	CPR/S106	Civic Pride	St.Mary's churchyard - Public Art Scheme	59,600	20,000	2,652	(17,348)	39,600	56,900	-	-
CAP155	P	Pedestrian Wayfinding	GCC Pedestrian Wayfinding	48,000	48,000	-	(48,000)	-	48,000	-	-
CAP156	S106	Hatherley Art Project	Public Art - Hatherley	11,800	11,800	-	(11,800)	-	11,800	-	-
CAP204	CPR	Civic Pride	Improvements to Grosvenor Terrace Car Park (Town Centre East), improving linkages to the High Street, signage and decoration.	115,500	5,000	-	(5,000)	110,500	115,500	-	-
CAP201	GCR	CCTV	Additional CCTV in order to improve shopping areas and reduce fear of crime	315,000	15,000	15,021	21	300,000	300,000	50,000	50,000
CAP202	GCR	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.	37,100	-	-	-	37,100	-	-	-
CAP205	GCR	Public Realm Improvements	High Street & Town Centre public realm improvement including repaving work in the High Street and town centre	491,000	85,000	40,253	(44,747)	406,000	450,700	-	-
CAP206	GCR	Car Park Investment	Car park strategy priority actions: improvements to Regent Arcade payment system and refresh payment machines across the estate.	250,000	-	-	-	250,000	287,100	-	-
CAP221	BCF	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	450,000	405,295	(44,705)	500,000	500,000	500,000	500,000
CAP222	GCR	Adaptation Support Grant	Used mostly where essential repairs (health and safety) are identified to enable the DFG work to proceed (e.g. electrical works). Or where relocation is the more cost effective solution.	26,000	-	-	-	15,000	15,000	15,000	15,000
CAP223	PSDH	H&S, vacant property & renovation grants	Assistance available under the council's Housing Renewal Policy 2003-06	275,200	100,000	17,578	(82,422)	175,200	374,000	-	-
CAP224	LAA	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems	68,400	10,000	10,000	-	58,400	58,400	-	-
CAP225	PB/HCR	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	807,800	-	-	-	-	-	-	-

Code	Fund	Scheme	Scheme Description	Original Budget 2016/17 £	Revised Budget 2016/17 £	Outturn 2016/17 £	(Underspend)/ Overspend 2106/17 £	Budget 2017/18 £	Revised Budget 2017/18 £	Budget 2019/20 £	Budget 2020/21 £
CAP227	C/S	Housing Enabling - Garage Sites	Expenditure in support of enabling the provision of new affordable housing in partnership with Cheltenham Borough Homes	-	-	-	-	-	-	-	-
CAP228	S106	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Housing Corporation	1,000,000	330,000	330,721	721	670,000	669,300	-	-
CAP301	PB/GCR	Vehicles and recycling caddies	Replacement vehicles and recycling equipment	2,348,700	196,000	-	(196,000)	3,063,000	3,259,000	913,000	404,000
CAP302	GCR	Material Bulking Plant	Maximum Project Budget for acquisition cost of creating the materials' bulking plant at the central Depot, required to deliver annual revenue savings of £92k	98,200	-	-	-	-	-	-	-
<b>TOTAL CAPITAL PROGRAMME</b>				<b>16,035,100</b>	<b>2,954,000</b>	<b>2,223,984</b>	<b>(734,427)</b>	<b>24,041,900</b>	<b>25,797,600</b>	<b>1,708,000</b>	<b>1,199,000</b>
	BCF	Better Care Fund (DFG)		383,000	450,000	405,295		500,000	500,000	500,000	500,000
	LAA	LAA Performance Reward Grant		68,400	10,000	17,578		58,400	58,400	-	-
	LAA	LAA Grant - Warm & Well		-	-	11,385		-	-	-	-
	P	Partnership Funding		48,000	98,000	139,472		-	48,000	-	-
	PSDH	Private Sector Decent Homes Grant		275,200	100,000			175,200	374,000	-	-
	PPMR	Property Planned Maintenance Reserve		474,500	-			474,500	474,500	-	-
	S106	Developer Contributions S106		1,103,800	473,800	366,573		759,600	731,100	50,000	50,000
	HCR	HRA Capital Receipts		-	60,000	43,637		-	16,700	-	-
	GCR	GF Capital Receipts		5,321,600	1,738,200	1,240,044		5,403,394	5,889,400	745,000	649,000
	PB	Prudential Borrowing		8,360,600	-			16,670,806	17,705,500	413,000	-
	C	GF Capital Reserve		-	-			-	-	-	-
				<b>16,035,100</b>	<b>2,930,000</b>	<b>2,223,984</b>	<b>-</b>	<b>24,041,900</b>	<b>25,797,600</b>	<b>1,708,000</b>	<b>1,199,000</b>



Capital Grants and Contributions 2016/17								Memo Ward details for S106	
Detail	Contributions	YEAR of receipt	Balance @ 1/4/16 £	Receipts/ Refunds in year £	Amounts Applied to fund Cap expend £	Applied to fund REFCUS £	Transfers £		Developer Contributions @ 31/3/17 £
<b>RECEIPTS IN ADVANCE</b>									
<b>PARTNERSHIP FUNDING</b>									
<b>Short Term</b>									
DEV006	HCA grant - JCS Infrastructure	16/17	-	(224,000)	-	-	-	(224,000)	
	<b>Revenue</b>		-	<b>(224,000)</b>	-	-	-	<b>(224,000)</b>	
<b>SECTION 106</b>									
<b>Long Term</b>									
DEV002	Berkeley Homes - Thirlestaine Hall	14/15	-	(433,854)	-	-	330,721	(103,133)	College
DEV002	Berkeley Homes - Thirlestaine Hall	14/15	-	(603,393)	-	-	-	(603,393)	College
DEV003	205 Leckhampton Rd - Affordable Housing Contrib'n	15/16	-	(465,000)	-	-	-	(465,000)	Leckhampton
DEV004	Pegasus Life - John Dower House	17/18	-	(470,550)	-	-	-	(470,550)	Lansdown
DEV401	Courts-Kingsditch-Bond Sum Indexed Linked	06/07	(19,800)	19,800	-	-	-	-	
DEV402	St James South-Bond Sum Indexed Linked	06/07	(63,000)	63,000	-	-	-	-	
	<b>Capital</b>		<b>(82,800)</b>	<b>(1,889,997)</b>	-	-	<b>330,721</b>	<b>(1,642,076)</b>	
DEV403	Cold Pool Lane Grounds Maintenance	11/12	-	(53,304)	-	-	-	(53,304)	Up Hatherley
DEV406	Rosebay Gardens Grounds Maintenance	13/14	(41,836)	-	-	-	-	(41,836)	Springbank
DEV407	Portland St & North Place MSCP repairs & insurance	14/15	(100,000)	-	-	-	-	(100,000)	
DEV408	Portland St & North Place compensation claims	14/15	(80,000)	-	-	-	-	(80,000)	
DEV002	Berkeley Homes - Thirlestaine Hall	14/15	(433,854)	433,854	-	-	-	-	
DEV002	Berkeley Homes - Thirlestaine Hall	14/15	(603,393)	603,393	-	-	-	-	
DEV003	205 Leckhampton Rd - Affordable Housing Contrib'n	15/16	(465,000)	465,000	-	-	-	-	
	<b>Revenue</b>		<b>(1,724,083)</b>	<b>1,448,943</b>	-	-	-	<b>(275,140)</b>	
<b>CAPITAL GRANTS UNAPPLIED</b>									
<b>SECTION 106</b>									
<b>Housing Enabling</b>									
DEV002	Berkeley Homes - Thirlestaine Hall		-	(330,721)	330,721	-	-	-	
	<b>Total Housing Enabling</b>		-	<b>(330,721)</b>	<b>330,721</b>	-	-	-	

Detail	Contributions	YEAR of receipt	Balance @ 1/4/16 £	Receipts/ Refunds in year £	Amounts Applied to fund Cap expend £	Applied to fund REFCUS £	Transfers £	Developer Contributions @ 31/3/17 £	Memo Ward details for S106
<b>Public Art</b>									
DEV101	Dunalley St-Public Art	10/11	(7,000)	-	-	-	-	(7,000)	St Pauls
DEV102	Rosemullion-Public Art	07/08	(1,341)	-	-	-	-	(1,341)	Leckhampton
DEV103	75-79 Rowanfield Road-Public Art	08/09	(5,342)	-	-	-	-	(5,342)	St Marks
DEV104	Hatherley Lane (ASDA) - Public Art	10/11	(20,908)	-	-	-	-	(20,908)	Benhall & The Reddings
DEV106	12/13 Hatherley Lane (B&Q) - Public Art	12/13	(53,100)	-	-	-	2,974	(50,126)	Benhall & The Reddings
DEV107	Devon Avenue - Public Art	12/13	(27,740)	-	4,411	-	675	(22,654)	St Marks
DEV109	79 The Park	12/13	(2,557)	-	-	-	2,557	-	
DEV110	Spirax Sarco St Georges Road	13/14	(15,000)	-	-	-	1,000	(14,000)	St Peters
DEV111	Public Art - Midwinter site	14/15	(50,000)	-	-	-	-	(50,000)	Pittville
DEV112	Wayfinding - University Pittville Campus	14/15	(25,683)	-	-	-	-	(25,683)	Pittville
<b>Total Public Art</b>			<b>(208,671)</b>	<b>-</b>	<b>4,411</b>	<b>-</b>	<b>7,206</b>	<b>(197,054)</b>	
<b>PlaySpaces</b>									
DEV201	S106 Playspace-Adult/Youth	07/08 - 11/12	(33,736)	(31,155)	18,274	-	(834)	(47,451)	Borough wide. Remaining Balance committed to Capital Playspace programme
DEV203	58-60 St Pauls-Adult/Youth	09/10	(3,756)	-	-	-	-	(3,756)	St Pauls
DEV204	Dunalley Street-Adult/Youth	10/11	(2,720)	-	-	-	-	(2,720)	St Pauls
DEV206	Merrowdown-Adult/Youth	10/11	(202)	-	-	-	-	(202)	Park
DEV207	Charlton Lane-Adult/Youth	10/11	(1,840)	-	-	-	-	(1,840)	Leckhampton
DEV212	07/08 S106 Playspace-Fairview		(1,690)	-	-	-	-	(1,690)	All Saints
DEV233	S106 Playarea - Beeches	08/09 + 11/12	(471)	-	471	-	-	-	Charlton Kings
DEV233	S106 Play area - Beeches	14/15	(1,638)	-	1,153	-	-	(485)	Charlton Kings
DEV251	S106 Playarea - King George V	12/13	(636)	-	2,361	-	(1,725)	-	St Marks
DEV252	S106 Playarea - Lansdown Crescent	10/11 + 11/12	(1,669)	-	1,399	-	-	(270)	Lansdown
DEV261	S106 Playarea - Prestbury Playing Field	09/10	(760)	-	-	-	-	(760)	Prestbury
DEV262	S106 Playarea - Priors Farm	10/11	(7,221)	-	7,135	-	-	(86)	Prestbury
DEV263	S106 Playarea - Queen Elizabeth II	11/12	(182)	-	154	-	-	(28)	Battledown
DEV267	S106 Playarea - St. Peters/Chelt Walk	17/18	-	(10,261)	-	-	-	(10,261)	St Peters
DEV269	S106 Playarea - Springfield Park	11/12	(495)	-	495	-	-	-	Springbank
DEV271	S106 Playarea - Winston Churchill Gardens	11/12	(3,939)	-	-	-	-	(3,939)	St Peters
<b>Total PlaySpaces</b>			<b>(60,955)</b>	<b>(41,416)</b>	<b>31,442</b>	<b>-</b>	<b>(2,559)</b>	<b>(73,488)</b>	
<b>Total Section 106</b>			<b>(2,076,509)</b>	<b>(813,191)</b>	<b>366,574</b>	<b>-</b>	<b>335,368</b>	<b>(2,187,758)</b>	
<b>CAPITAL GRANTS</b>									
CAR017	North Place		(1,385)	-	1,385	-	-	-	
CGG001	Private Sector Decent Homes Grant (PSDH)		(308,350)	-	17,578	-	-	(290,772)	
CGG002	LPSA Grant		(16,719)	-	10,000	-	-	(6,719)	
CGR001	Disabled Facilities Grant (SCG)		-	(405,295)	405,295	-	-	-	
CGR003	DCLG Council Tax Support/new burdens		(220,571)	-	-	-	-	(220,571)	
<b>Total Capital Grants</b>			<b>(547,025)</b>	<b>(405,295)</b>	<b>434,258</b>	<b>-</b>	<b>-</b>	<b>(518,062)</b>	
<b>PARTNERSHIP FUNDING</b>									
PAR001	CCTV contributions		(18,765)	-	15,021	-	-	(3,744)	
PAR002	Severn Trent		(1,333)	-	1,333	-	-	-	
PAR003	Rural Payments Agency		(14,612)	-	14,612	-	-	-	
PAR006	Cheltenham Animal Shelter		(109)	109	-	-	-	-	
PAR007	University of Gloucestershire		(6,873)	(109)	6,982	-	-	-	
PAR009	Lottery		2	-	(2)	-	-	-	
PAR013	Christopher Blood		(132)	-	132	-	-	-	
PAR014	GCC match funding		(90,000)	-	-	-	90,000	-	
PAR015	GCC Pedestrian Wayfinding		(22,349)	-	-	-	-	(22,349)	
PLY014	Pittville Park Play area		-	(95,530)	95,530	-	-	-	
PAR017	Friends of Winston Churchill Memorial Gardens		-	(5,000)	-	-	-	(5,000)	
PAR018	LTA Montpellier & Pittville Tennis Courts		-	(5,865)	5,865	-	-	-	
<b>Total Partnership Funding</b>			<b>(154,171)</b>	<b>(106,395)</b>	<b>139,473</b>	<b>-</b>	<b>90,000</b>	<b>(31,093)</b>	
<b>TOTAL CAPITAL GRANTS UNAPPLIED</b>			<b>(970,822)</b>	<b>(883,827)</b>	<b>940,305</b>	<b>-</b>	<b>94,647</b>	<b>(819,697)</b>	

**Council Tax and Business Rates  
Collection Rates 2016-2017**

**Business Rates 2016/2017**

Current Year Charges - 2016/2017		
Monitoring Period	% Collected at 31.03.2017	2016/2017 Target
	98.86%	98.50%
<b>Comparison with 2015/2016</b>	31.03.2016	% Collected 31.03.2016
	98.47%	98.47%

The in year collection rate is above the yearend target

Previous Years Charges Outstanding in 2016/2017		
Monitoring Period	Amount outstanding at 31.03.2017	2016/2017 Target
	£585,832	£590,000
<b>Comparison with 2015/2016</b>	Amount outstanding at 31.03.2016	Amount outstanding at 31.03.2016
	£640,394	£640,394

Appendix

**Council Tax 2016/2017**

Current Year Charges - 2016/2017		
Monitoring Period	% Collected at 31.03.2017	2016/2017 Target
	98.32%	98.18%
<b>Comparison with 2015/2016</b>	As at 31.03.2016	% Collected 31.03.2016
	98.17%	98.17%

The in year collection rate is above the yearend target

Previous Years Charges Outstanding in 2016/2017		
Monitoring Period	Amount outstanding at 31.03.2017	2016/2017 Target
	£1,159,253	£1,190,000
<b>Comparison with 2015/2016</b>	As at 31.03.2016	Amount o/s 31.03.2016
	£1,190,000	£1,144,562

The level of arrears outstanding has reduced to below the yearend target level



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	19	0	0	13075.35	0	0	0	0	8750	0	0	0	12.48	0	21837.83
BAL100 Total	General Fund Balance Sheet	27	1435.13	0	4821	0	0	-5223.58	0	185.89	0	0	360	0	0	1578.44
BUC001 Total	Building Control - Fee Earning Work	2	0	1560	0	0	0	0	3003	0	0	0	0	0	0	4563
CCM001 Total	Cemetery, Crematorium and Churchyards	217	0	0	15084	0	0	0	57956.47	42476	11628.5	2580	1417	551	0	131692.97
COM101 Total	Oakley Resource Centre	10	0	0	0	0	0	0	1288.65	9781.25	0	0	0	0	0	11069.9
COR001 Total	Corporate Management	1	0	0	0	0	0	0	0	0	0	21464.72	0	0	0	21464.72
CPK001 Total	Car Parks - Off Street Operations	3	0	0	0	0	0	0	3657.6	0	0	0	0	0	0	3657.6
DEV001 Total	Development Control - Applications	3	0	0	0	0	0	0	4020	0	7500	7500	0	0	0	19020
ENF101 Total	Cheltenham Environmental Fund- Townscape	1	0	0	0	0	0	0	0	0	0	0	0	360	0	360
FIE040 Total	Income and Expenditure on Investment Properties and Changes in their Fair Value	53	29504.78	1366.12	12085.39	0	0	0	4430.5	23670.98	3439.79	0	0	0	0	74497.56
HBPO03 Total	Local Housing Allowance	1	0	0	0	0	0	0	2255.39	0	0	0	0	0	0	2255.39
HLD102 Total	Ubico Intercompany Account	1	0	0	0	0	0	0	218760	0	0	0	0	0	0	218760
HLD110 Total	Prestbury Parish Council Salaries	1	0	0	0	0	0	0	9471.96	0	0	0	0	0	0	9471.96
HLD111 Total	Holst Museum Salaries	1	0	0	0	0	0	0	4499.73	0	0	0	0	0	0	4499.73
HOM001 Total	Homelessness	1	0	0	0	0	0	0	41.1	0	0	0	0	0	0	41.1
HOS004 Total	Housing Standards	8	0	1118.13	1085.3	0	0	0	509.55	0	0	0	0	0	0	2712.98
LTC003 Total	Council Tax Leaflet	2	0	0	0	0	0	0	0	25389.41	0	0	0	0	0	25389.41
LTC111 Total	Business Improvement District Administration	1	0	0	0	0	0	0	0	266.36	0	0	0	0	0	266.36
OPS001 Total	Parks & Gardens Operations	8	853.33	0	0	0	0	0	16574.93	245	0	0	0	0	0	17673.26
OPS002 Total	Sports & Open Spaces Operations	13	977.4	0	420.15	0	0	0	0	3125	845.57	3125	0	0	0	8493.12
OPS004 Total	Allotments	77	0	25.14	0	0	0	0	0	0	4393.82	0	0	0	0	4418.96
OPS101 Total	Arle Road Nursery Operations	6	0	4808.38	0	0	0	0	7951.08	0	2623.47	0	0	0	0	15382.93
PLP006 Total	Trees	3	0	0	874	0	0	0	0	0	0	0	0	0	0	874
PLP102 Total	Development Task Force	1	0	0	0	0	0	0	7089.48	0	0	0	0	0	0	7089.48
PUT101 Total	Royal Well Bus Node	2	0	0	0	0	0	0	0	3017.28	0	0	0	0	0	3017.28
REC101 Total	Recreation Centre Operations	1	0	181.3	0	0	0	0	0	0	0	0	0	0	0	181.3
REG001 Total	Environmental Health General	3	3835	0	0	0	0	0	12472.6	5000	0	0	0	0	0	21307.6
REG002 Total	Licensing	29	0	1493	0	0	0	-50	2177.75	3803.4	0	0	0	0	0	7424.15
REG014 Total	Contaminated Land	1	0	0	0	0	0	0	0	924	0	0	0	0	0	924
REG018 Total	Pest Control	10	0	0	0	0	0	0	660	885	70	0	0	0	0	1615
RYC004 Total	Recycling Centres	7	0	0	0	0	0	-330	0	238.04	0	553.88	0	0	0	461.92
RYC006 Total	Recycling Collection Schemes	1	0	0	0	0	0	0	18294.18	0	0	0	0	0	0	18294.18
SPP002 Total	Community Alarms	1001	162258.09	612.14	0	517.74	0	-43.14	785.94	730.32	80	0	14.4	0	0	164955.1
STC011 Total	Abandoned Vehicles	11	0	192	2922	0	0	0	0	96	96	0	0	0	0	330
SUP004 Total	Legal	1	0	0	50	0	0	0	0	0	0	0	0	0	0	50
SUP005 Total	ICT	2	0	0	0	0	0	0	72000	10107.51	0	0	0	0	0	82107.51
SUP008 Total	Reception/ Customer Services	1	0	0	0	0	0	0	0	200	0	0	0	0	0	200
SUP009 Total	Accountancy	1	0	0	0	0	0	0	10800	0	0	0	0	0	0	10800
SUP010 Total	Internal Audit	1	0	0	0	0	0	0	1511	0	0	0	0	0	0	1511
SUP012 Total	Debtors	3	0	0	0	0	0	0	9331.4	0	0	0	0	0	0	9331.4
SUP036 Total	Project Management	2	0	0	0	0	0	0	13248	0	0	0	0	0	0	13248
SUP101 Total	GO ICT Centre of Excellence	4	0	0	0	0	0	0	40148.42	0	0	0	0	0	0	40148.42
TRW001 Total	Trade Waste	472	76431.46	1025.48	0	0	0	0	2964.08	42147.91	389.93	621.4	0	0	0	124569.39
WST001 Total	Household Waste	1	0	0	0	22666.5	0	0	0	0	0	0	0	0	0	22666.5
<b>General Fund Total</b>		<b>2014</b>	<b>275295.19</b>	<b>12381.69</b>	<b>51406.32</b>	<b>23184.24</b>	<b>0</b>	<b>-5646.72</b>	<b>525902.81</b>	<b>181039.35</b>	<b>31067.08</b>	<b>35845</b>	<b>1791.4</b>	<b>923.48</b>	<b>0</b>	<b>1133189.84</b>
HRA100 Total	Repairs and Maintenance	895	63719.67	54353.51	0	50.01	11770.13	-164.2	7345.94	4314.52	6725.61	19143.79	15571.69	30573.73	56571.63	269976.03
HRA110 Total	Supervision and Management	1	0	0	0	0	0	0	0	0	0	0	461.61	0	0	461.61
HRA200 Total	Dwelling Rents	1	0	0	0	0	0	0	0	717.04	0	0	0	0	0	717.04
HRA210 Total	Non-dwelling Rents	124	7309.36	1210.51	0	10	1653.47	0	3144	19718.75	0	164.88	270	197.43	173.69	33852.09
HRA221 Total	Service Charges to Leaseholders	394	78670.6	87573.57	0	0	6817.47	-138.59	531.58	0	18665.91	457.19	21835.41	31704.19	30616.67	276734
HRA235 Total	HRA Other Income	8	0	0	0	0	0	0	0	0	0	0	0	0	160	160
<b>HRA Total</b>		<b>1423</b>	<b>149699.63</b>	<b>143137.59</b>	<b>0</b>	<b>60.01</b>	<b>20241.07</b>	<b>-302.79</b>	<b>11021.52</b>	<b>24750.31</b>	<b>25391.52</b>	<b>19765.86</b>	<b>38138.71</b>	<b>62475.35</b>	<b>87521.99</b>	<b>581900.77</b>
<b>Grand Total</b>		<b>3437</b>	<b>424994.82</b>	<b>155519.28</b>	<b>51406.32</b>	<b>23244.25</b>	<b>20241.07</b>	<b>-5949.51</b>	<b>536924.33</b>	<b>205789.66</b>	<b>56458.6</b>	<b>55610.86</b>	<b>39930.11</b>	<b>63398.83</b>	<b>87521.99</b>	<b>1715090.61</b>
<b>Previous month's position</b>		<b>2520</b>	<b>184780.99</b>	<b>154935.17</b>	<b>74093.21</b>	<b>1646.53</b>	<b>11879.95</b>	<b>-5030.68</b>	<b>118095.5</b>	<b>141115.68</b>	<b>70287.84</b>	<b>42569.93</b>	<b>26052.89</b>	<b>75192.79</b>	<b>87890.64</b>	<b>983510.44</b>

\* Value of Invoices with Halted Recovery - invoices with issues to be resolved before payment / further recovery action e.g. service disputed, bounced direct debits, with bailiffs, etc.  
 \*\* Value of Invoices Awaiting Credit Note - credit notes have to be authorised on Agresso, until they are authorised the invoices remain outstanding but a complaint code is used to mark them appropriately.  
 \*\*\* Customer Credits - accounts where customers have paid in advance of an invoice, or in error.



Page 71  
HRA OPERATING ACCOUNT

	2016/17	
	Revised Budget £	Actual £
<b><u>EXPENDITURE</u></b>		
General & Special Management	2,076,500	2,113,003
ALMO Management Fee	5,142,000	5,142,000
Rents, Rates, Taxes and Other Charges	59,000	60,238
Repairs & Maintenance	3,789,000	3,724,052
Provision for Bad Debts	150,000	132,452
Interest Payable	1,684,700	1,684,665
Depreciation & Impairment of Dwellings	5,381,500	5,396,170
Depreciation of Other Assets	174,400	182,631
Debt Management Expenses	79,800	79,800
<b>TOTAL</b>	<b>18,536,900</b>	<b>18,515,011</b>
<b><u>INCOME</u></b>		
Dwelling Rents	18,987,300	18,991,986
Non Dwelling Rents	422,000	429,992
Charges for Services and Facilities	824,400	797,006
Supporting People Grant	79,200	80,866
Other Grants		500
Feed in Tariff from PV Installations	207,200	227,436
<b>TOTAL</b>	<b>20,520,100</b>	<b>20,527,786</b>
<b>NET INCOME FROM SERVICES</b>	<b>1,983,200</b>	<b>2,012,775</b>
Amortised Premiums/Discounts	7,300	7,335
Interest Receivable	53,500	51,920
<b>NET OPERATING SURPLUS</b>	<b>2,044,000</b>	<b>2,072,030</b>
<b>Appropriations</b>		
Revenue Contributions to Capital Outlay	-1,909,000	-1,245,586
<b>Net Increase in Reserves</b>	<b>135,000</b>	<b>826,444</b>
Revenue Reserve brought forward	6,041,100	6,041,111
<b>Revenue Reserve carried forward</b>	<b>6,176,100</b>	<b>6,867,555</b>

## Page 72

**MAJOR REPAIRS RESERVE**

	<b>2016/17</b>	
	<b>Revised Budget</b>	<b>Actual</b>
	<b>£</b>	<b>£</b>
Balance brought forward	508,200	508,213
Depreciation of Dwellings	5,381,500	5,377,000
Depreciation of Other Assets	174,400	182,631
	<b>6,064,100</b>	<b>6,067,844</b>
Utilised to fund Capital Programme	-6,064,100	-6,067,844
Balance carried forward	<b>0</b>	<b>0</b>

**HRA CAPITAL PROGRAMME**

	<b>2016/17</b>	
	<b>Revised Budget</b>	<b>Actual</b>
	<b>£</b>	<b>£</b>
<b><u>EXPENDITURE</u></b>		
<b>EXISTING STOCK</b>		
Property Improvements & Major Repairs	7,805,000	7,611,291
Adaptions for the Disabled	400,000	302,030
Environmental Works (Tenant Selection)	15,000	15,579
Repurchase of Shared Ownership Dwellings	50,000	17,500
	<b>8,270,000</b>	<b>7,946,400</b>
<b>NEW BUILD &amp; ACQUISITIONS</b>	3,268,100	3,308,807
<b>TOTAL</b>	<b>11,538,100</b>	<b>11,255,207</b>
<b><u>FINANCING</u></b>		
Capital Receipts	2,356,000	2,656,987
HRA Revenue Contribution	1,909,000	1,245,586
Leaseholder & Other Contributions	200,000	275,494
Major Repairs Reserve	6,064,100	6,067,844
New Build Reserve	1,009,000	1,009,296
<b>TOTAL</b>	<b>11,538,100</b>	<b>11,255,207</b>



## Cheltenham Borough Council Council – 24 July 2017 Community Governance Review

<b>Accountable member</b>	<b>Cllr Steve Jordan, Leader</b>
<b>Accountable officer</b>	<b>Pat Pratley, Head of Paid Service</b>
<b>Ward(s) affected</b>	<b>Pittville, St Pauls, Oakley, Prestbury, Up Hatherley, Warden Hill, Leckhampton, Park, Charlton Kings, Charlton Park, Battledown</b>
<b>Key/Significant Decision</b>	<b>Yes</b>
<b>Executive summary</b>	<p>A cross party working group was set up to oversee a community governance review prompted by the receipt of a valid petition from Pittville Parish Council Campaign Group for the creation of a new parish council. The terms of reference were agreed by council on 27 March 2017.</p> <p>The working group has met three times and has:</p> <ul style="list-style-type: none"> <li>• Considered the proposed boundary provided by the Pittville Parish Council Campaign Group.</li> <li>• Considered proposals from three of the existing parish councils about consulting on extensions to their current boundaries as part of this review, plus the anomaly areas in Merestones Drive and St Nicholas Drive.</li> <li>• Planned the consultation phase for the review and a process for determining what the result is from the responses received.</li> </ul> <p>The working group now seeks Council approval to the recommendations below to enable it to commence the consultation with electors and stakeholders in Pittville and in three of the existing parish council areas during August and September 2017.</p>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li><b>1. That Council approves an amendment to the boundary for consultation in Pittville as per the description in paragraph 5 of Appendix 2 and map 2 in Appendix 2A.</b></li> <li><b>2. That Council approves amendments to the terms of reference for the Community Governance Review 2017 to include consultation about making changes to the existing parish council boundaries:</b> <ul style="list-style-type: none"> <li>• <b>The addition of 4 small consultation areas for Charlton Kings Parish Council (see map 4 at appendix 2A)</b></li> <li>• <b>The addition of a consultation area for Leckhampton with Warden Hill Parish Council (see map 5 at appendix 2A)</b></li> <li>• <b>The addition of a consultation area for Up Hatherley Parish Council (see map 6 at appendix 2A)</b></li> </ul> </li> </ol>

**3. That Council approves the consultation process as described in Appendix 2, paragraph 8 and the respective consultation documents to go out to:**

- **All registered electors at 24.7.17 within the proposed Pittville Parish Council area (Appendix 2B refers)**
- **All registered electors at 24.7.17 within the proposed consultation areas for Leckhampton with Warden Hill Parish Council; Charlton Kings Parish Council and Up Hatherley Parish Council (Appendix 2C refers)**
- **All registered electors at 24.7.17 in the small parts of St Nicholas Drive and Merestones Drive (Appendix 2 D refers)**
- **Stakeholders with an interest in the Community Governance Review in and around the four areas (Appendixes 2E and 2F refers).**

**4. That Council approves the recommendation from the working group about the process for determining the results of the consultation as described in Appendix 2, paragraph 12.**

**Financial implications**

The cost of the consultation for the proposed Pittville Parish Council is estimated to be £3,000, which will need to be met from the council's general balances. The consultation costs for the proposed boundary changes for Up Hatherley, Warden Hill & Leckhampton and Charlton Kings Parish Council will be paid by these Parish Councils.

If the proposed boundary changes for Up Hatherley are accepted, consideration will need to be given to the transfer of two allotment sites in the areas to the responsibility of the Parish Council. (See Appendix 2 paragraph 6.6.2 for details). There may be a small impact on the council's Medium Term Financial Strategy should this future transfer take place.

**Contact officer**

Sarah Didcote

[Sarah.Didcote@cheltenham.gov.uk](mailto:Sarah.Didcote@cheltenham.gov.uk)

Tel 01242 264125

<p><b>Legal implications</b></p>	<p>One of the responsibilities of the Working Group is to consider the proposed boundary of the new Parish Council. The proposed boundary was within the petition submitted by the Pittville Parish Council Campaign Group. Under regulation 9 of the Local Government (Parishes and Parish Councils) (England) Regulations 2008, land held or used for the purposes of the Allotments Acts 1908 to 1950 will be automatically transferred from the District Council to the new Parish Council if it is in an area constituted as a parish by a Reorganisation Order. Consequently any allotments that do fall within the boundary of the new Parish Council will be transferred.</p> <p>If allotments are to be transferred, section 8 of the Allotment Act 1925 states that "<i>where a local authority has purchased or appropriated land for the use as allotments the local authority shall not sell, appropriate, use or dispose of the land for any purpose other than use for allotments without the consent of the Secretary of State</i>". Therefore, the Council can only transfer to the Parish Council on the basis that the land will be used as allotment land and an appropriate restriction could be imposed to prevent the land's subsequent sale for any other purpose. Additionally the Secretary of State would need to authorise any such disposal if the intended use was for anything other than allotments.</p> <p>Whilst conducting the Community Governance Review, it will remain open to the Working Group to make a recommendation which is different to the recommendation the petitioners wished the review to make. This will particularly be the case where the recommendation is not in the interests of the wider local community, such as where giving effect to it would be likely to damage community relations by dividing communities along ethnic, religious or cultural lines. When considering the petition the focus of the Working Group has to be on community cohesion. The members of the Working Group must remain impartial throughout and consider fully the responses received during consultation.</p> <p>In respect of any personal information supplied by the consultees during the consultation, any such information will be held by the Council in accordance with data protection legislation and will only be used for the purpose of the Community Governance Review. Personal information will not be published by the Council and individuals will not be identified.</p> <p><b>Contact officer</b></p> <p>John Teasdale</p> <p><a href="mailto:john.teasdale@tewkesbury.gov.uk">john.teasdale@tewkesbury.gov.uk</a></p> <p>01684 272699</p>
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<b>HR implications (including learning and organisational development)</b>	<p>There are two allotment sites in the Up Hatherley consultation area (see appendix 2 - para 6.6.2) so if these were both to be transferred, there would be a small impact on the Green Space team as this would mean a potential 1/8 of CBC managed sites being transferred.</p> <p>If these are to be included within a parished area, and if they are to be transferred to the relevant parish council, then the council will want to fully understand the financial and staffing implications of this transfer.</p> <p>It is suggested that these are determined as part of the report that will be brought back to full council in December 2017.</p> <p>Cheltenham Borough Council is responsible for carrying out the community governance review, which needs to be carried out within existing staff resources within the Strategy and Engagement Team.</p> <p><b>Contact officer</b></p> <p>Julie McCarthy</p> <p><a href="mailto:Julie.mccarthy@cheltenham.gov.uk">Julie.mccarthy@cheltenham.gov.uk</a></p> <p>01242 264355</p>
<b>Key risks</b>	<b>Please see risk assessment attached as appendix 1</b>
<b>Corporate and community plan Implications</b>	<p>Supporting the creation and growth of parish councils in the borough supports the Corporate Strategy theme 'People live in strong, safe and healthy communities', as people are encouraged to get actively involved in their communities.</p>
<b>Environmental and climate change implications</b>	<p>Neutral impact on climate change.</p>
<b>Property/Asset Implications</b>	<p>Any allotments currently managed by CBC that as a result of the boundary changes became part of a parish council area would have to be transferred to the parish council. The area being consulted on behalf of Up Hatherley Parish Council includes two CBC managed allotment sites (see appendix 2 - para 6.6.2).</p> <p>If these are to be included within a parished area, and if they are to be transferred to the relevant parish council, then the council will want to fully understand the full financial implications, especially should the sites cease to be required for allotments at some future date together with any and staffing implications of this transfer.</p> <p>It is suggested that these are determined as part of the report that will be brought back to full council in December 2017.</p> <p><b>Contact officer</b></p> <p>David Roberts</p> <p>David.<a href="mailto:Roberts@cheltenham.gov.uk">Roberts@cheltenham.gov.uk</a></p> <p>Tel: 01242 264151</p>

## 1. Background

- 1.1 A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new parish council for Pittville. This means CBC is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not a new parish council should be created. The review must take place within 12 months of receipt of the petition.
- 1.2 Council on 27 March 2017 agreed the terms of reference for the working group which subsequently met three times and has:
  - Considered the proposed boundary provided by the Pittville Parish Council Campaign Group.
  - Considered proposals from three of the existing parish councils about consulting on extensions to their current boundaries as part of this review, plus the anomaly areas in Merestones Drive and St Nicholas Drive.
  - Planned the consultation phase for the review and a process for determining what the result is from the responses received.
- 1.3 The report from Cllr Deryck Nash as independent chairman of the cross party working group is attached as appendix 2.
- 1.4 The working group has suggested an amended boundary for the proposed Pittville Parish Council, to remove the Midwinter allotments and the side of Prestbury Road which is in Oakley ward. It has agreed to include the fourth side of Clarence Square (in St Pauls ward) and to follow the ward boundary between Prestbury and Pittville wards, which is also a parliamentary boundary, but which cuts across the new University Pittville Campus accommodation site. This is set out in in appendix 2, paragraphs 3 to 5.
- 1.5 The working group supports proposals from three of the existing parish councils (Charlton Kings, Leckhampton with Warden Hill and Up Hatherley) for consulting on extensions to their current boundaries as part of this review. Please see Appendix 2, paragraph 6 for details and appendix 1A for maps.
- 1.6 The working group has devised a consultation process for the review, including consultation letters and background information to go to electors within each area being consulted and a different version for stakeholders and others who may have an interest in the review. Please see Appendix 2, paragraph 7.
- 1.7 The working group has also considered an approach for interpreting the results of the consultation. Please see Appendix 2, paragraph 11.
- 1.8 **Consultation and feedback**
- 1.9 The contents of this report have been compiled by the cross party working group.
- 1.10 Input has also been received from the Pittville Parish Council Campaign Group and from representatives from the existing parish councils involved in the review.
- 1.11 In addition, a members' seminar was held on Wednesday 19<sup>th</sup> July. This provided the opportunity for all elected members to review the consultation proposals.

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

- 2.1 The Community Governance Review must be completed by January 2018, which is 12 months from the date of receipt of the petition from the Pittville Parish Council Campaign Group.
- 2.2 The working group will analyse the responses received in connection with the review and use them to determine what the recommendation should be in each area. Full Council will be asked to approve any recommendations arising from the review.

<b>Report author</b>	<b>Contact officer: Helen Down, <a href="mailto:helen.down@cheltenham.gov.uk">helen.down@cheltenham.gov.uk</a>, 01242 774960</b>
<b>Appendices</b>	<ul style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Report from the Community Governance Review Working Group</li> <li>2A Maps</li> <li>2B Consultation letter to electors in the Pittville consultation area</li> <li>2C Consultation letters to electors in the existing parish council consultation areas</li> <li>2D Consultation letters to St Nicholas Drive and Merestones Drive properties</li> <li>2E Letter to stakeholders (Pittville)</li> <li>2F Letter to stakeholders (existing parish council consultation areas)</li> <li>3. Terms of reference for CGR agreed 27.3.17</li> <li>4. Terms of reference for CGR Working Group agreed 27.3.17</li> </ul>
<b>Background information</b>	<ul style="list-style-type: none"> <li>1. DCLG guidance on community governance reviews</li> </ul>

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
	Reputational risk if Council does not approve recommendations put forward through the community governance review.	Head of Paid Service	27.3.17	2	2	4	Reduce	Report and recommendations based on the results of the consultation to be brought back to Full Council for approval.	December 2017	Helen Down	
	Financial risks if it is agreed that the new parish council should be created, but the Reorganisation Order is not made in time to set the precept for the new council in February 2018.	Head of Paid Service	27.3.17	3	2	6	Reduce	Recommendations to be presented to Full Council by December 2017, to allow time to make the Reorganisation Order.	January 2018	Helen Down	
	Financial and staffing risks if the two allotments referred to in appendix 2 - para 6.6.2 are transferred to a parish council	Head of Paid Service	12.7.17	2	3	6	accept	Financial and staffing implications will be determined and presented to full council in December	December 2017	Helen Down	
<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>											





## Report from Community Governance Review Working Group – Appendix 2

Author: Cllr Deryck Nash, Gloucestershire Association of Parish and Town Councils (GAPTC), Chair of the Community Governance Review Working Group

### 1. Background

- 1.1 On 27 March 2017 Cheltenham Borough Council (CBC) unanimously approved:
- The terms of reference for a community governance review (to include Pittville and the properties in St Nicholas Drive and Merestones Drive) be approved and published as soon as possible after approval. The terms of reference approved are attached at Appendix 3;
  - That a cross party working group be set up to oversee the community governance review (with terms of reference as attached at Appendix 4 to this report and to report back to Council with its recommendations.

The terms of reference for the review were published following the meeting on 27 March 2017.

- 1.2 The membership of the cross party working group is as follows:
- Cllr Deryck Nash, Gloucestershire Association of Parish and Town Councils (GAPTC) – independent chairman;
  - Councillor Steve Jordan, Leader of Cheltenham Borough Council;
  - Councillor Adam Lillywhite, People Against Bureaucracy (PAB) Group;
  - Councillor Diggory Seacome, Conservative Group;
  - Councilor Peter Jeffries and Councillor Dennis Parsons, Liberal Democrat Group;
  - Helen Down – CBC Participation and Engagement Team Leader;
  - Richard Gibson – CBC Strategy and Engagement Manager;
  - Alison Robinson – Chief Executive Officer, Gloucestershire Association of Town and Parish Councils.

- 1.3 The working group met three times between 27 March 2017 and 24 July 2017.

### 2. Purpose of the working group

- 2.1 As set out in Appendix 4 to the Council report of 27 March 2017 the working group is an advisory group and its purpose is to:
- Consult local government electors in the areas under review, within the proposed boundaries of the areas to be parished;
  - Consult others who would have an interest in the review, for example, Gloucestershire County Council, local businesses and local public and voluntary organisations, such as schools and health bodies;
  - To make recommendations as a result of the review, which take account of representations received in connection with the review as well as this authority's own knowledge of the local area, while having regard to the statutory criteria (see below in italics R1.2) and for the criteria as agreed by Council.

**3. Petition to create a new parish council for Pittville**

- 3.1 Appendix 2a, map 1, shows the proposed boundary for a new parish council for Pittville as submitted by the campaign group. The boundary includes:
- all of the Pittville “LA” polling district area;
  - part of Pittville “LB” polling district;
  - a proportion of Oakley “JC” polling district (the south side of Prestbury Road); and
  - a small part of St Pauls “PA” polling district (the south side of Clarence Square).
  - The boundary also included the Midwinter allotments.

**4. Legislation**

- 4.1 As set out in the terms of reference of the community governance review, Cheltenham Borough Council, as a principle council, has a duty placed upon it by the Local Governance and Public Involvement in Health Act 2007, in conducting any community governance review for an area. In so doing the council must ensure that it *“reflects the identities and interests of the local community in that area, and that it is effective and convenient, in terms of a local authority’s ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them”*.

**5. Proposed boundary for consultation in Pittville (please see map 2 in Appendix 2a)**

- 5.1 The working group has carefully considered the proposed boundary for Pittville as put forward by the Pittville Parish Council Campaign Group and recommends that the boundary that is used as the basis for consultation be amended as follows:
- 1) The Midwinter allotments comprise 194 plots of which 19, ie less than 10%, are held by residents living within the proposed Pittville boundary. Allotment provision is a statutory function of a parish council, and therefore if these allotments were to fall within the new Pittville parish boundary, the site would have to be transferred to the new parish council. Given the fact that the Midwinter allotments is one of the largest allotment sites within the Borough, the view of the group was that the transfer would impact on the economic and efficient provision of the service. In addition, the small number of allotment holders who live within the proposed parish was another factor considered by the working group. The authority’s legal advisers, One Legal, has confirmed that a memorandum of understanding could be drawn up to ensure that as vacancies arise at the Midwinter allotments, CBC would seek to sustain 10% of tenancies being held by people in the Pittville parish.
  - 2) That the **Oakley side of Prestbury Road** is removed from the area. The Department for Communities and Local Government guidance on community governance reviews states that “as far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by barriers such as rivers, roads or railways. They need to be and be likely to remain, easily identifiable”. The view of the working group is that the current ward boundary, which runs up the middle of Prestbury Road, is the most obvious boundary. However, it was agreed that residents on the Oakley side of Prestbury Road should be written to as stakeholders as part of the consultation process to ascertain their views.

- 3) To keep **the fourth (St Pauls) side of Clarence Square**  
The view of the working group was to keep the fourth (St Pauls) side of Clarence Square within the boundary as the square is a natural community
- 4) **That the parish council boundary between Prestbury and Pittville is kept coterminous with the ward/parliamentary boundary**  
The working group considered the fact that the University of Gloucestershire's Pittville Campus has been developed into a student accommodation village and the boundary between Prestbury and Pittville wards runs across the middle of it (see map 3 in Appendix 2A). The community governance review can only affect change on parish council boundaries, so the working group proposed that the parish council boundary between Prestbury and Pittville be kept coterminous with the ward / parliamentary boundary and that accommodation blocks be counted as falling on either side of the boundary depending on which side the majority of the block is on.

However, the working group also noted that it is not good practice for the boundary to split the campus in this way and therefore recommends that this is put to the Boundary Commission next time a review of ward or parliamentary boundaries is made.

There are 3675 electors in the proposed boundary for consultation.

**R1 That Council approves an amendment to the boundary for consultation in Pittville as per the description in paragraph 5 (above) and map 2 in Appendix 2A.**

## **6 Amendments to existing parish council boundaries**

- 6.1 In 2012, the council started a community governance review, which was going to consider extending the boundaries of Charlton Kings, Leckhampton with Warden Hill and Up Hatherley parish councils. The review was postponed because its scope became bigger than just resolving small anomalies and therefore the budget was insufficient to consult all electors within the existing parish areas as well as those being asked whether they wanted to become part of one.
- 6.2 Council agreed at the time to revisit the review ahead of the 2018 parish council elections, by which time it was thought that the future shape of the borough would be better known through the JCS and Cheltenham Plan. Since a review has been triggered by the petition from Pittville, it was felt to be the right time to invite the existing parish councils to consider proposals for amending their boundaries.
- 6.3 The parameters for proposals were that:
- Boundary extensions would only be made within the existing borough boundary, as the DCLG guidance states that "*parishes must fall within the boundaries of a single principal council's area*".
  - The review would not include moving land from one parish council to another.
  - The parish councils would need to pay for the cost of the consultation with electors in the areas being consulted about joining the parish.

The following proposals for consultation were subsequently received by the Council.

**6.4 Charlton Kings proposals**

6.4.1 Charlton Kings Parish Council has requested that four areas are consulted (please see map 4 at Appendix 2A). These are:

- Roads off Sandy Lane
- Roads of Charlton Park Drive
- The other side of Oakley Road (not currently within the parish)
- The former GCHQ Oakley site.

6.4.2 There are an estimated 886 electors currently within these 4 areas.

**6.5 Leckhampton with Warden Hill proposals**

6.5.1 Leckhampton with Warden Hill Parish Council has requested that residents in the unparished part of the Leckhampton borough ward be consulted. Please see map 5 in Appendix 2A). This area is broken into 4 blocks, as the blocks closest to the existing parish council boundary are the most likely to want to become part of the parish.

6.5.2 There are 3070 electors currently in this proposed consultation area.

**6.6 Up Hatherley proposals**

6.6.1 Up Hatherley Parish Council has asked for consultation with residents in the unparished part of Warden Hill ward, which is adjacent to the existing parish council boundary, plus part of Hatherley Road, which is in Park ward. This area is broken into two blocks, with Alma Road as the line between them, because the block east of Alma Road is most likely to feel an affinity with Up Hatherley Parish Council. Please see map 6 in Appendix 2A.

6.6.2 In the block which lies east of Alma Road, there are two CBC allotment sites – Alma Road and Warden Hill. Unlike Midwinter, these are small sites; 24 full sized plots at Warden Hill and 83 plots at Alma Road, with allotment holders on the whole being very local to them. CBC currently manages around 800 allotment plots in the borough and if this area did choose to become part of the parish, there would need to be discussion about how these sites would be transferred to the parish council and what the future management arrangements should be.

6.6.3 There are 1,426 electors currently in this proposed consultation area.

6.6.4 The working group has considered these proposals and is happy to propose that consultation takes place with electors living in the specific areas

**R2 That Council approves amendments to the terms of reference for the Community Governance Review 2017 to include consultation about making changes to the existing parish council boundaries:**

- **The addition of 4 small consultation areas for Charlton Kings Parish Council (map 4, appendix 2a)**
- **The addition of a consultation area for Leckhampton with Warden Hill Parish Council (map 5, Appendix 2a)**
- **The addition of a consultation area for Up Hatherley Parish Council (map 6, appendix 2a)**

- 7. Merestones Drive (2 properties) and St Nicholas Drive (8 properties)**
- 7.1 When Council approved the establishment of the working group and the terms of reference for the group it also made reference to addressing two small areas:
- An anomaly relating to 2 properties in Merestones Drive
  - Part of St Nicholas Drive, 8 properties, which is the only part of Prestbury ward not to be in Prestbury parish and would be between Prestbury and Pittville parishes if the new parish council in Pittville is created.
- 7.2 The working group has considered these proposals and is happy to propose that consultation takes place with electors living in the specific properties listed below:
- Merestones Drive (2 properties)
- Two properties, numbers 58 and 67, are currently within Warden Hill ward and within Leckhampton with Warden Hill Parish Council's area, while the rest of the road is in Park ward. While this review is unable to make changes to ward boundaries the working group is proposing that these two properties are consulted with regard to moving them from Warden Hill ward and moving them into Park ward when the Boundary Commission next does a review of ward boundaries.
- St Nicholas Drive (8 properties)
- Eight properties (numbers 19-26) are the only part of the road, and of Prestbury borough ward, not to be included within the proposed parish boundary for a new Pittville Parish Council. Therefore, if a new parish council is created these 8 properties would be the only unparished area between the two parishes of Prestbury and Pittville.
- 8. Proposed consultation process to be undertaken in the four areas**
- 8.1 The DCLG guidance stipulates that the principal council must consult with the local government electors for the area under review and any other person or body (including a local authority) which appears to the principal council to have an interest in the review.
- 8.2 Therefore, the working group has devised the attached letters (please see appendices 2B, 2C, 2D) to each registered elector in the areas under review, which includes a response slip where they can indicate 'yes' or 'no' to the proposals and add any further comments and return it in a freepost envelope. The letter includes accompanying background information, which explains why the review is being carried out, what a parish council is and does and what the implications are, including the increase to council tax (which forms the parish precept) for householders if they become part of a parish. There will also be the opportunity to respond online, by entering a unique identity number. This prevents any breach of data protection, as people are not being asked to put their personal details on the online survey form (see section below). The letters are similar, but adapted to each area under review.
- 8.3 For stakeholders and others who may have an interest in the review, the letters attached as appendix 2E and 2F will be sent out (adapted to each area), with the background information.
- 8.4 Details of the consultation will also be published on the council's website, with contact details for submitting any representations and a media release will be sent out.

8.5 As the electoral register is continually updated, the elections team will produce a list of registered electors as appearing on the electoral roll on 24 July 2017 for the purposes of this consultation.

**R3 That Council approves the consultation process as described in paragraph 8 above and the consultation documents to go out to:**

- **All registered electors at 24.7.17 within the proposed Pittville Parish Council area and**
- **All registered electors at 24.7.17 within the proposed consultation areas for Leckhampton with Warden Hill Parish Council; Charlton Kings Parish Council and Up Hatherley Parish Council**
- **All registered electors at 24.7.17 in the small parts of St Nicholas Drive and Merestones Drive**
- **Stakeholders with an interest in the Community Governance Review in and around the four areas**

## **9 Consultation Timeline**

9.1 Mid-August – letters will be hand delivered to each registered elector by the council's canvassers or by parish council volunteers. The exact date will depend on approval to the recommendations by Full Council on 24 July and printing lead in times.

9.2 Friday 29 September: Deadline for responses to be received.

9.3 Electors and others with an interest in the review will have between 6 and 8 weeks (depending on the issue date) to respond, and this will include 4 weeks which are outside the school summer holidays.

## **10 Costs**

10.1 Costs include printing of the letters, background information and freepost envelopes and delivering these; the freepost license and responses; data entry and support from One Legal.

10.2 The existing parish councils have agreed to fund the cost of the consultation in their areas, and Cheltenham Borough Council will fund the cost of consultation in Pittville, which is estimated to be no more than £3000.

## **11 Data protection**

11.1 To comply with data protection rules, it is proposed that the online response form will not ask for any personal details (for example name and address). Instead respondents will enter a unique identity number generated by CBC.

11.2 This is because the online form will be hosted by Google Forms on a server outside the UK, and hence if personal details were entered onto the form this would be a potential breach of data protection regulations.

## **12 Proposed process for determining the results of the consultation**

12.1 The yes/no responses from registered electors will provide a quantifiable indication as to whether or not there is support for each area to become part of a parish. This quantitative data will need to be considered alongside the qualitative data from comments received and representations made by stakeholders and others with an interest in the review. The working group recommends that the yes/no responses from electors should be deemed the most significant indicator of support (or lack of) for the proposals, given that

these are the people who would pay the parish precept and whom the parish council would be there to serve.

- 12.2 The working group members could find no examples anywhere in the country where a minimum threshold for responses was used, but the working group agreed that there would need to be a clear demonstration of support through the number of responses received in each area and the number in favour of joining a parish for the working group to be able to judge that a new parish council should be created, or that existing parish boundaries should be amended.
- 12.3 It is recommended that the results from each area be considered as follows:
- 12.3.1 Pittville:**  
There must be a clear demonstration of support through the number of responses received, and an overall majority for either yes or no from the whole of the proposed area.
- 12.3.2 Charlton Kings:**  
A clear demonstration of support in terms of the level of response and an overall majority of either yes or no from each block being consulted as a separate entity, for example, a yes or no from the roads off Sandy Lane and a yes or no from the roads off Charlton Park Drive.
- 12.3.3 Leckhampton with Warden Hill:**  
A clear demonstration of support in terms of the level of response and an overall majority of either yes or no from each of the 4 blocks within the consultation area. However, if they are to join the parish, blocks must join up to the existing parish area, so if the blocks closest to the existing boundary decide not to join, then the blocks furthest from the existing boundary would also be counted as not joining the parish council even if they have indicated support.
- 12.3.4 Up Hatherley:**  
A clear demonstration of support in terms of the level of response and an overall majority of either yes or no from the 2 blocks within the consultation area. However, in the unlikely scenario that the block west of Alma Road (closest to the existing parish boundary) decided 'no' but the block east of Alma Road (furthest from the existing boundary) decided yes, this would be taken as a 'no' from the whole area, to ensure the blocks to be added join up to the existing boundary.
- 12.3.5 Merestones Drive (2 properties) and St Nicholas Drive (8 properties):**  
The 2 properties in Merestones Drive will be asked to decide whether or not they wish to be taken out of the Leckhampton with Warden Hill Parish Council boundary, and for change to happen, both would need to be in favour.  
  
The 8 properties in St Nicholas Drive will be treated as a block and an overall majority of either 'yes' or 'no' to joining Prestbury Parish Council will be made.
- 12.3.6 It is proposed that input of the responses is carried out in September, so that a report can be made to the working group as soon as possible after the closing date for responses, to allow time for interpretation of the results and determining the recommendations to be made to Council in December. However, the working group recommends that the responses received during the consultation phase are not shared with the working group or with the campaign group until after the closing date for responses.

**R4 That Council approves the recommendation from the working group about the process for determining the results of the consultation as described in paragraph 12 above.**

**13. Timeline for the rest of the review**

13.1 The timeline has changed slightly from the dates included in the terms of reference, but the overall conclusion of the review (January 2018) remains the same.

<b>Action</b>	<b>Who</b>	<b>By when</b>
Consultation phase: consulting with all electors and interested parties within the defined areas.	Working group	End of September 2017
Consideration of consultation responses	Working group	October 2018
Prepare recommendations	Working group	October / November 2017
Potential member seminar		Late November / early December
Recommendations presented for approval	Full Council	December 2017
Recommendations published (if approved)		December 2017
Reorganisation Order made (if approved)		December 2017 / January 2018
Precept for new parish council included in council budget		February 2018
Parish Council elections		May 2018

**14. Summary of issues raised by individual working group members**

14.1 Cllr Lillywhite raised concern about the membership of the working group, because it included Cllr Dennis Parsons who is a member of the Pittville Parish Campaign Group, and therefore it was his opinion that Cllr Parsons could not be impartial. However, it was felt that having both ward councillors for Pittville on the group provided greater balance of opinion than only having one. The chair reminded the group that it was absolutely critical that the group acts in a fair, transparent and impartial way.

14.2 Cllr Parsons objected to the inclusion of reference to other possible forms of community governance within the consultation materials, but the working group felt that this was a useful part of a balanced and unbiased document.



**15. Summary of recommendations from the working group:**

The working group recommends that:

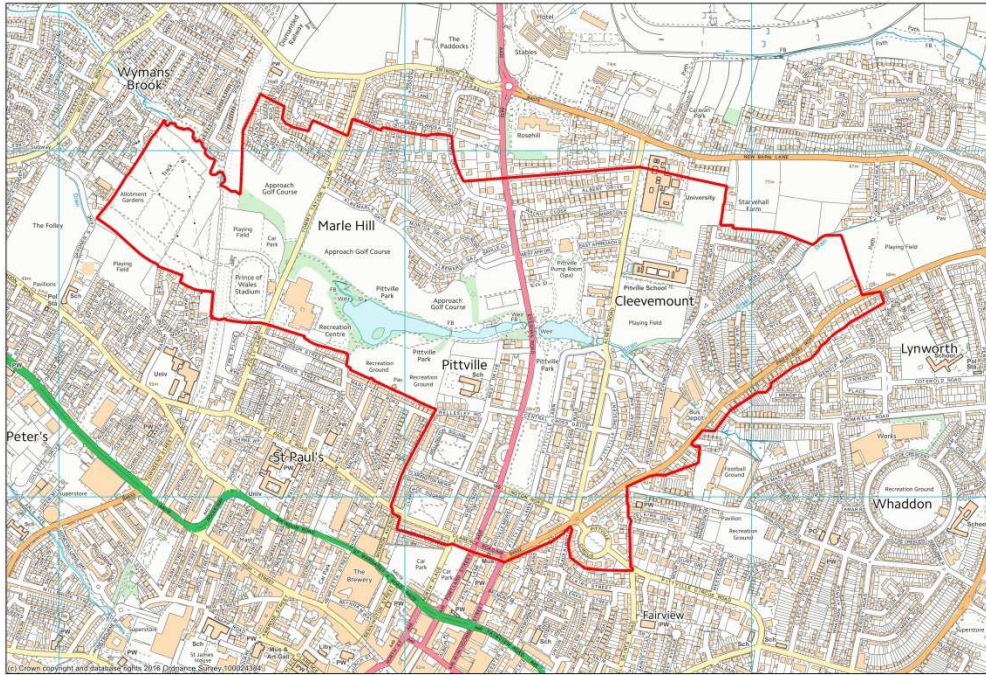
- R1** That Council approves an amendment to the boundary for consultation in Pittville as per the description in paragraph 5 of Appendix 2 and map 2 in Appendix 2A.
- R2** That Council approves amendments to the terms of reference for the Community Governance Review 2017 to include consultation about making changes to the existing parish council boundaries:
- The addition of 4 small consultation areas for Charlton Kings Parish Council (see map 4 at appendix 2A)
  - The addition of a consultation area for Leckhampton with Warden Hill Parish Council (see map 5 at appendix 2A)
  - The addition of a consultation area for Up Hatherley Parish Council (see map 6 at appendix 2A)
- R3** That Council approves the consultation process as described in paragraph 8 above and the consultation documents to go out to:
- All registered electors at 24.7.17 within the proposed Pittville Parish Council area (Appendix 2B refers)
  - All registered electors at 24.7.17 within the proposed consultation areas for Leckhampton with Warden Hill Parish Council; Charlton Kings Parish Council and Up Hatherley Parish Council (Appendix 2C refers)
  - All registered electors at 24.7.17 in the small parts of St Nicholas Drive and Merestones Drive (Appendix 2 D refers)
  - Stakeholders with an interest in the Community Governance Review in and around the four areas (Appendixes 2E and 2F refers).
- R4** That Council approves the recommendation from the working group about the process for determining the results of the consultation as described in paragraph 12 above.

Author: Cllr Deryck Nash, Gloucestershire Association of Parish and Town Councils (GAPTC), Chair of the Community Governance Review Working Group

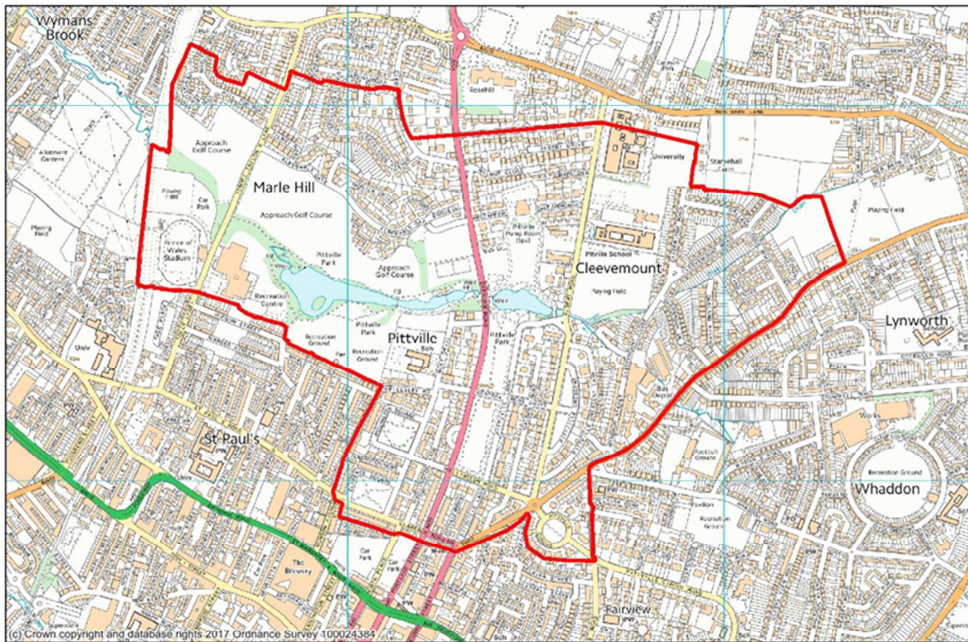


Community Governance Review Report to Full Council 24.7.17 Appendix 2A – Maps

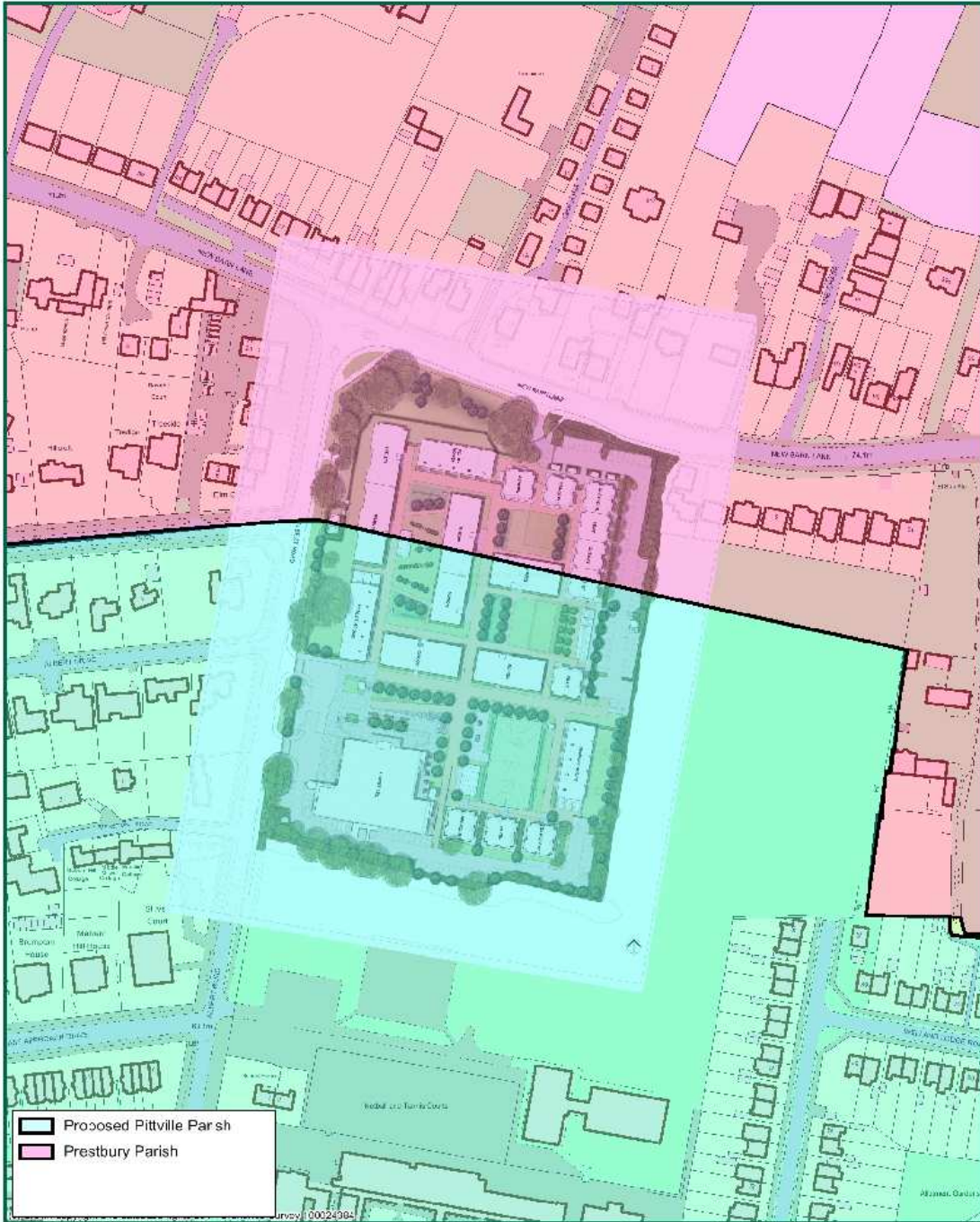
Map 1. Proposed boundary in petition from Pittville Parish Council Campaign Group



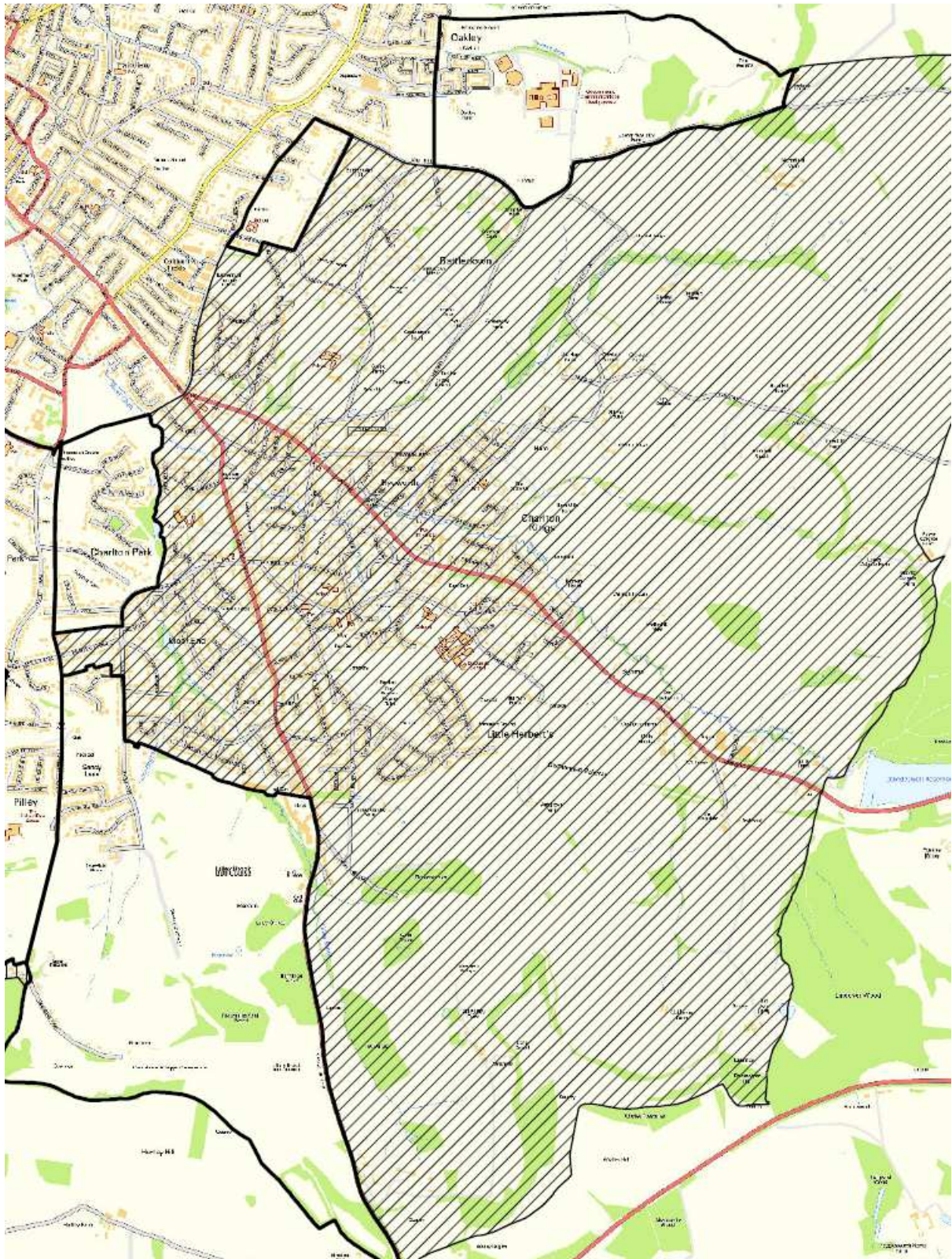
Map 2. Boundary recommended by Community Governance Review Working Group for Pittville consultation



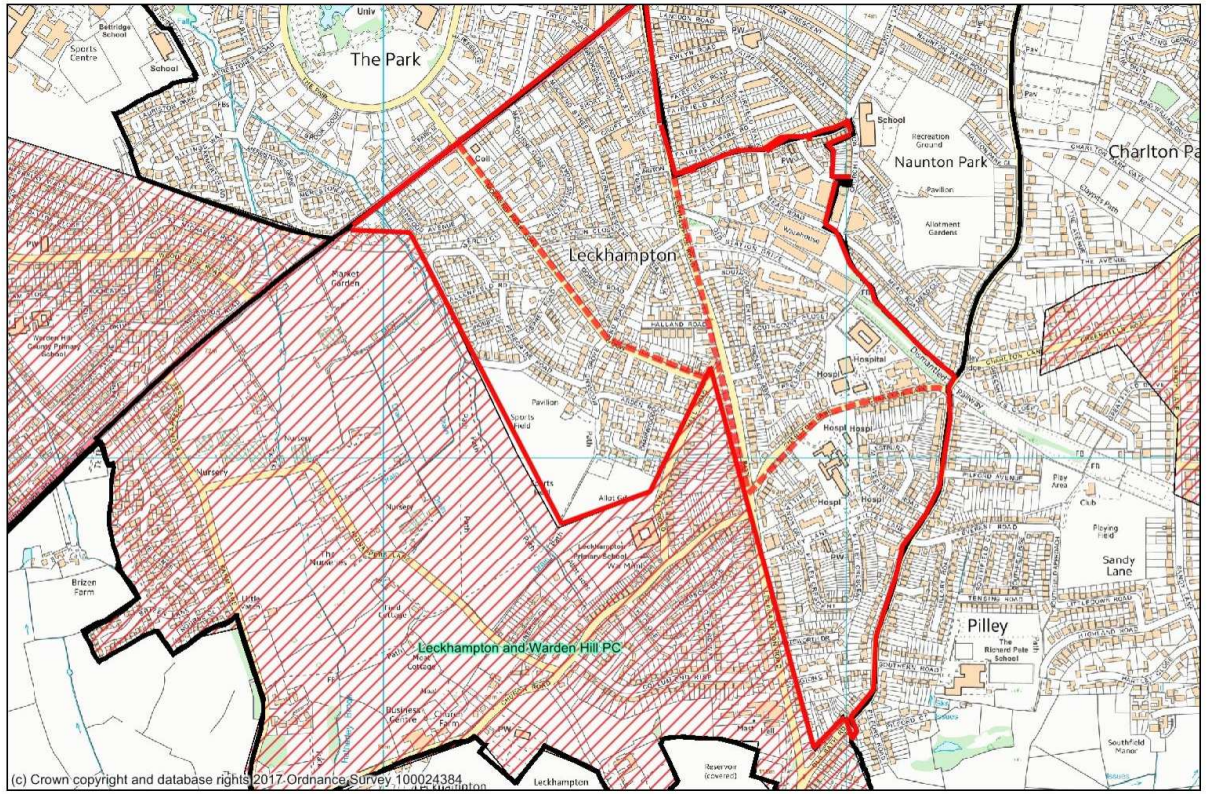
Map 3. Pittville Campus, showing the boundary line between Prestbury and Pittville wards (Prestbury to the North).



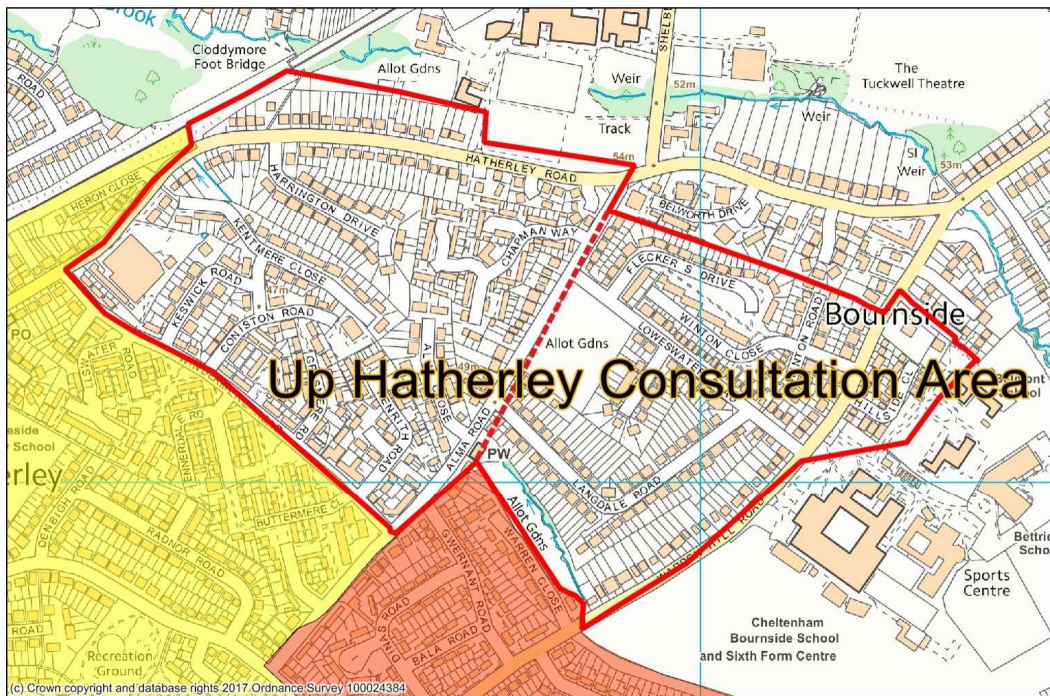
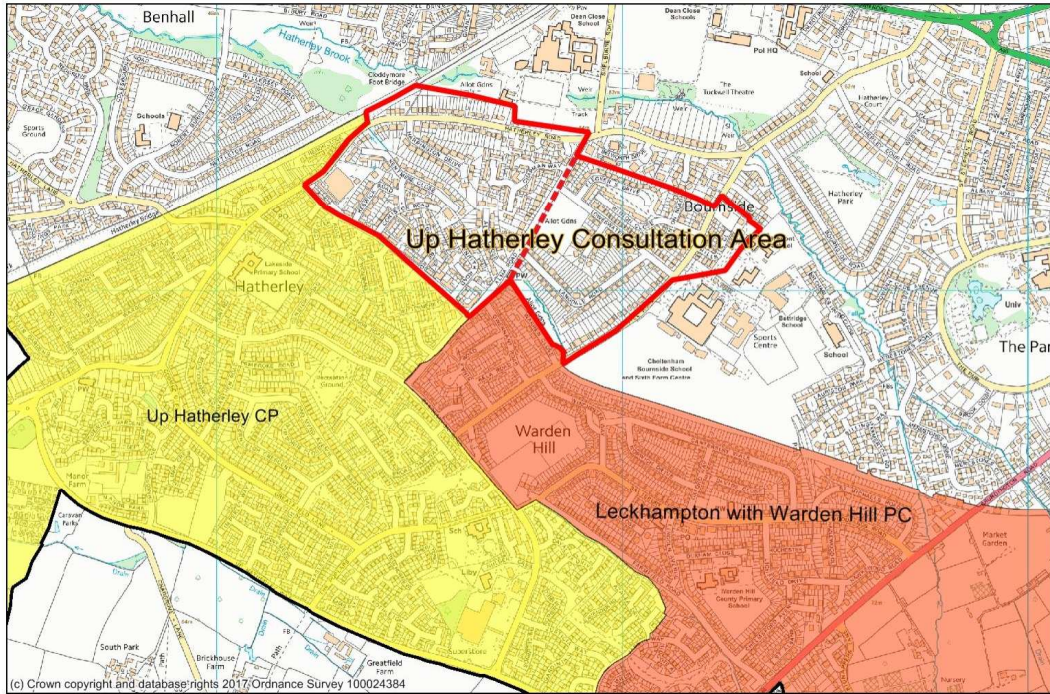
Map 4. Charlton Kings Parish Council proposed consultation areas



Map 5. Leckhampton with Warden Hill Parish Council proposed consultation areas



Map 6. Up Hatherley Parish Council proposed consultation areas









# CHEL TENHAM

BOROUGH COUNCIL

Addressee details

ask for: Helen Down  
ddi number: 01242 774960  
email: Communityservices@cheltenham.gov.uk  
date: July 13, 2017

## Consultation: Please Respond by 29.9.17

Dear Resident,

### Proposed creation of a new parish council for Pittville

We are writing to you because Cheltenham Borough Council (CBC) is carrying out a Community Governance Review in your area to determine whether a new parish council should be created for Pittville. CBC will use the responses received to decide whether there is sufficient support for creating a new parish council. **Please take the time to read the attached background information and to have your say by completing the response form below and returning it in the freepost envelope provided.**

Alternatively, you can respond online at [WEBSITE ADDRESS] – you will need to enter your unique identification code: [UNIQUE ID CODE].



### COMMUNITY GOVERNANCE REVIEW 2017 - CONSULTATION RESPONSE FORM

**Please respond as soon as possible. All responses must be received by 29.9.17. Please note you must include your name and full address for this response to be taken into account. Your details will not be shared or used for any other purpose than this review, which concludes in January 2018, when your details will be deleted.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I confirm that I am a registered elector (please tick):

**I have read the enclosed background information. I am in favour of the creation of a parish council for Pittville (to be called Pittville Parish Council):**

YES  NO

**Please leave any comments you wish to make in connection with this consultation on the reverse of this slip, or include additional sheets.**

**Please return this slip in the freepost envelope provided.**

## Community Governance Review 2017 – Background Information

### **Please retain for your records**

#### **Why is Cheltenham Borough Council carrying out a community governance review?**

The Pittville Parish Council Campaign Group submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created. The review must be complete within 12 months of receipt of the petition (by January 2018).

#### **What does a parish council do?**

Parish councils are the most local form of government. Parish councils are usually made up of local people who stand for election as (unpaid) parish councillors to represent their area, usually for a four year term. They can be the voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services.

Setting a policy direction for a new parish council would be the responsibility of the first elected Parish Councillors. However, parish councils provide facilities such as allotments, bus shelters, village halls, children's playgrounds, parks, noticeboards and in the case of larger councils, sometimes also street light and playing fields. They can have an input to planning, and are statutory consultees for individual planning applications. There are currently five parish councils in Cheltenham

#### **How much would it cost to have a parish council?**

Households within a parish are subject to what is known as a 'precept', which is the amount of council tax added to the bill per household and can only be used by the parish council to run itself and to invest in the area to deliver or improve services or facilities for which they have the legal powers.

The amount is based on the number of households within the parish, and the cost of the services the council provides. It will be for the parish councillors to decide the amount of the precept each year based on the costs of the services they will provide, but Cheltenham Borough Council will need to set the precept for the first year. The Pittville Parish Council Campaign Group has suggested that the cost per household in a Band D property PER YEAR will be no more than £24.

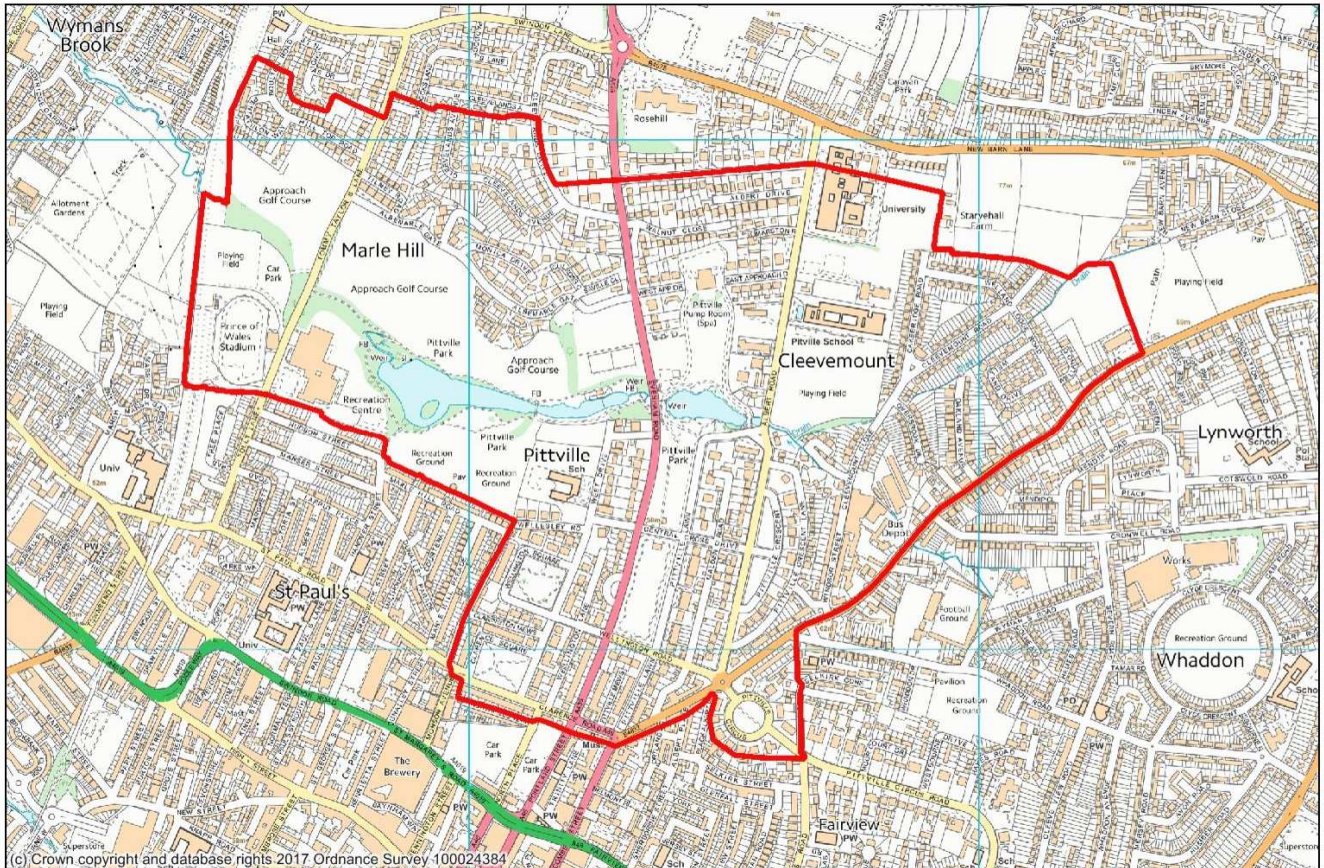
#### **Other forms of community governance**

There are other (non-parished) forms of community governance which residents could set up to represent their local community and for which there would be no increase in council tax. These include area or community forums, residents associations and community associations.

What sets parish councils apart from other kinds of community governance is the fact that they are a democratically elected tier of local government, independent of other council tiers and budgets, and possess specific powers and statutory rights and responsibilities. This is an important distinction to make. Parish councillors are able to represent their local communities in a way that other community-based bodies cannot as they are elected via an election that all electors in the area can participate in.

## Proposals map

The map below shows the proposed Pittville Parish Council boundary. Within this boundary, we are consulting with all local electors to see whether the majority of respondents would like to be represented by a parish council or not. We will also take into consideration any other representations received, for example from stakeholders, businesses and public sector organisations in the area and residents from adjacent areas, but the responses from electors within the proposed boundary will be the main basis upon which the decision will be made.



## How to respond to this consultation

Cheltenham Borough Council will use the responses received to decide whether there is sufficient support for creating a new parish council. Please take the time to have your say by completing the response slip and returning it in the freepost envelope provided.

Alternatively, you can respond online at [WEBSITE ADDRESS]. You will need to enter your unique identification code which is provided on the front of this letter.

**All responses must be received by 29 September 2017**

Many thanks for taking the time to respond to this consultation. Further details about the review and the results of this consultation (once completed) will be published at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

**For further information please contact:**

[communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk) 01242 774960.





# CHEL TENHAM

BOROUGH COUNCIL

a. Charlton Kings

(please scroll down for the versions for the versions for Leckhampton with Warden Hill and Up Hatherley)

Addressee details

ask for: Helen Down  
ddi number: 01242 774960  
email: Communityservices@cheltenham.gov.uk  
date: July 14, 2017

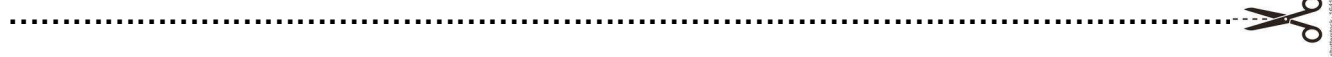
## Consultation: Please Respond by 29.9.17

Dear Resident,

### Proposed extension of Charlton Kings Parish Council's boundary

We are writing to you because Cheltenham Borough Council is carrying out a Community Governance Review, and as part of the review Charlton Kings Parish Council has asked us to consult electors in your area to see whether you would like to see the parish council's boundary extended to include your area. We will use the responses received to decide whether there is sufficient support for this. **Please take the time to read the attached background information sheet and to have your say by completing the response form below and returning it in the freepost envelope provided.**

Alternatively, you can respond online at [WEBSITE ADDRESS] – you will need to enter your unique identification code: [UNIQUE ID CODE].



### COMMUNITY GOVERNANCE REVIEW 2017 - CONSULTATION RESPONSE FORM

**Please respond as soon as possible. All responses must be received by 29.9.17.** Please note you must include your name and full address for this response to be taken into account. Your details will not be shared or used for any other purpose than this review, which concludes in January 2018, when your details will be deleted.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I confirm that I am a registered elector (please tick):

**I have read the enclosed background information and I am in favour of my area becoming part of Charlton Kings Parish Council area:**

YES  NO

**Please leave any comments you wish to make in connection with this consultation on the reverse of this slip, or include additional sheets.  
Please return this slip in the freepost envelope provided.**

## Community Governance Review 2017 – Background Information

### **Please retain for your records**

#### **Why is Cheltenham Borough Council carrying out a community governance review?**

A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new civil parish and parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created. As part of the review, the five existing parish councils were asked if they would like explore whether there was support to extend their boundaries. Charlton Kings Parish Council has asked us to consult residents in your area as shown in the map overleaf, to see whether there is enough support to include your area in the parish.

#### **What does a parish council do?**

Parish councils are the most local form of government. Parish councils are usually made up of local people who stand for election as (unpaid) parish councillors to represent their area, usually for a four year term. They are the democratic voice of the local community and work with other tiers of government and external organisations to support the community and co-ordinate and to deliver services.

#### **Statement made by Charlton Kings Parish Council**

“Charlton Kings Parish Council was formed in 1995. Its main statutory duty is the provision of allotments but it also seeks to provide services to local residents which would not otherwise be provided due to lack of funding or competing priorities at higher levels of local government. A further key function of the council is to look after the wellbeing of its residents and has a rolling 4 year programme of works to meet this objective. Services provided in recent years include the refurbishment of the Stanton Suite to provide a quality venue for hire by local community groups and the provision of public toilets, a service which had been withdrawn by the Borough Council. Several local heritage sites – the war memorial and ancient village stocks - have been preserved for future generations. The Parish Council responds to local concerns about highways issues, drawing these to the attention of Gloucestershire County Council. A major ongoing initiative is the provision of mobile speed detectors to monitor vehicle speeds at key locations in the parish. The Council also looks after local rights of way, including footpaths and bridleways.

Following consultation with local residents, the Council has recently published a detailed Parish Plan, setting out its objectives for the next 5 – 10 years. These include the creation of a community hub, local transport initiatives, protecting our countryside and business opportunities. The full Plan can be found at <http://www.charltonkingsparishcouncil.gov.uk/>

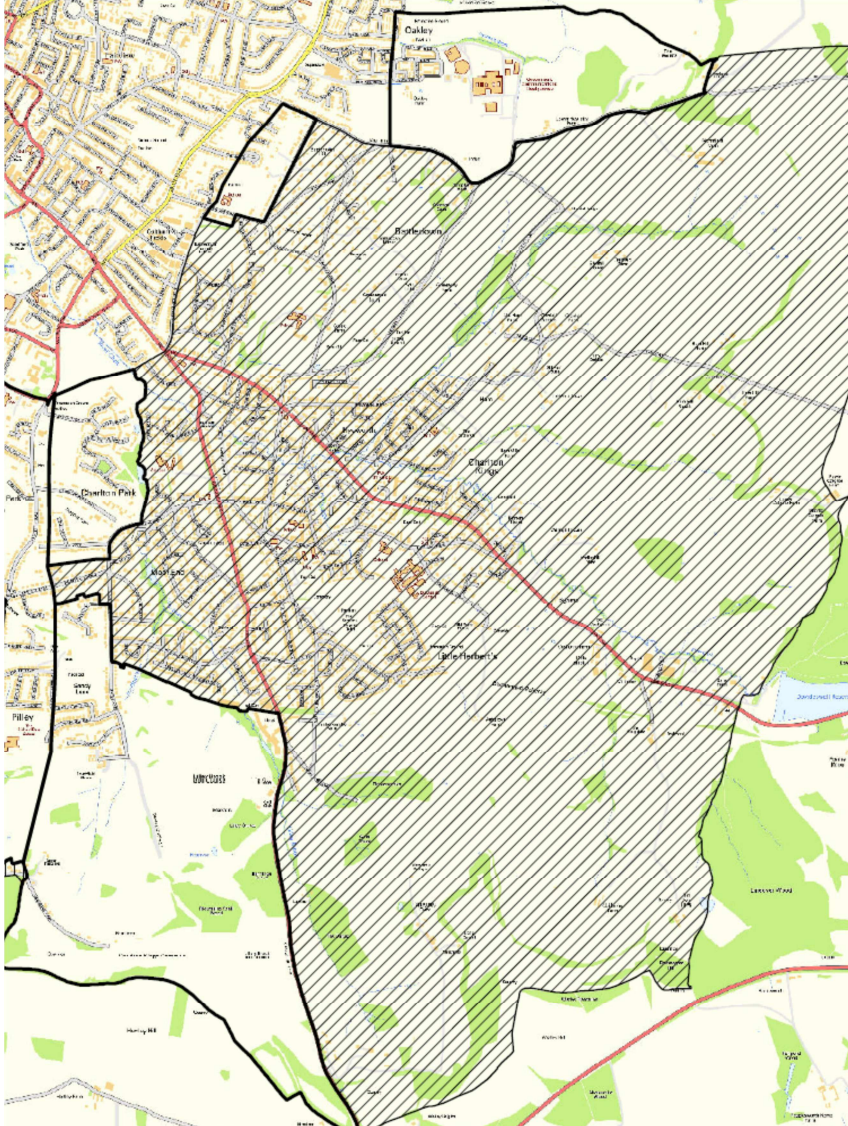
Charlton Kings Parish Council sees this review as an opportunity to reinstate the original boundary of the Urban District Council which existed until 1974 when responsibility for the village was transferred to Cheltenham Borough Council.”

#### **How much would my council tax bill increase if my area becomes part of the parish?**

Households within a parish are subject to what is known as a ‘precept’, which is the amount of council tax added to the bill per household and can only be used by the parish council to run itself and to invest in the area to deliver or improve services or facilities for which they have the legal powers. The amount is based on the number of households within the parish, and the cost of the services the council provides. The precept in Charlton Kings parish currently is £16.42 per household in a Band D property PER YEAR.

### Proposals map

The map below shows the existing parish area (hatched) and the areas being consulted. Within the areas being consulted, Cheltenham Borough Council has written to all local electors to see whether the majority of respondents would like to be represented by a parish council or not. Cheltenham Borough Council will also take into consideration any other representations received, for example from stakeholders, but the responses from residents within the proposed boundary will be the main basis upon which the decision will be made.



### How to respond to this consultation

Cheltenham Borough Council will use the responses received to decide whether there is sufficient support for your area becoming part of the Charlton Kings Parish Council area. Please take the time to have your say by completing the response slip and returning it in the freepost envelope provided. Alternatively, you can respond online at [WEBSITE ADDRESS]. You will need to enter your unique identification code which is provided on the front of this letter. **All responses must be received by 29 September 2017.**

Many thanks for taking the time to respond to this consultation. Further details about the review and the results of this consultation (once completed) will be published at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

**For further information please contact:** [communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk) 01242 774960.



**CHELtenham**  
BOROUGH COUNCIL

Appendix 2 c  
b. LECKHAMPTON WITH  
WARDEN HILL

Addressee details

ask for: Helen Down  
ddi 01242 774960  
number: Communityservices@cheltenham.gov.  
email: uk  
date: July 14, 2017

**Consultation: Please Respond by 29.9.17**

Dear Resident,

**Proposed extension of Leckhampton with Warden Hill Parish Council’s boundary**

We are writing to you because Cheltenham Borough Council is carrying out a Community Governance Review, and as part of the review Leckhampton with Warden Hill Parish Council has asked us to consult electors in your area to see whether you would like to see the parish council’s boundary extended to include your area. We will use the responses received to decide whether there is sufficient support for this. **Please take the time to read the attached background information sheet and to have your say by completing the response form below and returning it in the freepost envelope provided.**

Alternatively, you can respond online at [WEBSITE ADDRESS] – you will need to enter your unique identification code: [UNIQUE ID CODE].



**COMMUNITY GOVERNANCE REVIEW 2017 - CONSULTATION RESPONSE FORM**

**Please respond as soon as possible. All responses must be received by 29.9.17.** Please note you must include your name and full address for this response to be taken into account. Your details will not be shared or used for any other purpose than this review, which concludes in January 2018, when your details will be deleted.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I confirm that I am a registered elector (please tick):

**I have read the enclosed background information and I am in favour of my area becoming part of Leckhampton with Warden Hill Parish:**

YES  NO

**Please leave any comments you wish to make in connection with this consultation on the reverse of this slip, or include additional sheets.  
Please return this slip in the freepost envelope provided.**



**Community Governance Review 2017 – Background Information**

**Please retain for your records**

**Why is Cheltenham Borough Council carrying out a community governance review?**

A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new civil parish and parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created. As part of the review, the five existing parish councils were asked if they would like explore whether there was support to extend their boundaries. Leckhampton with Warden Hill Parish Council has asked us to consult residents in your area as shown in the map overleaf, to see whether there is enough support to include your area in the parish.

**What does a parish council do?**

Parish councils are the most local form of government. Parish councils are usually made up of local people who stand for election as (unpaid) parish councillors to represent their parish area. They are the democratic voice of the local community and work with other tiers of government and external organisations to support the community and co-ordinate and to deliver services.

**Statement from Leckhampton with Warden Hill Parish Council**

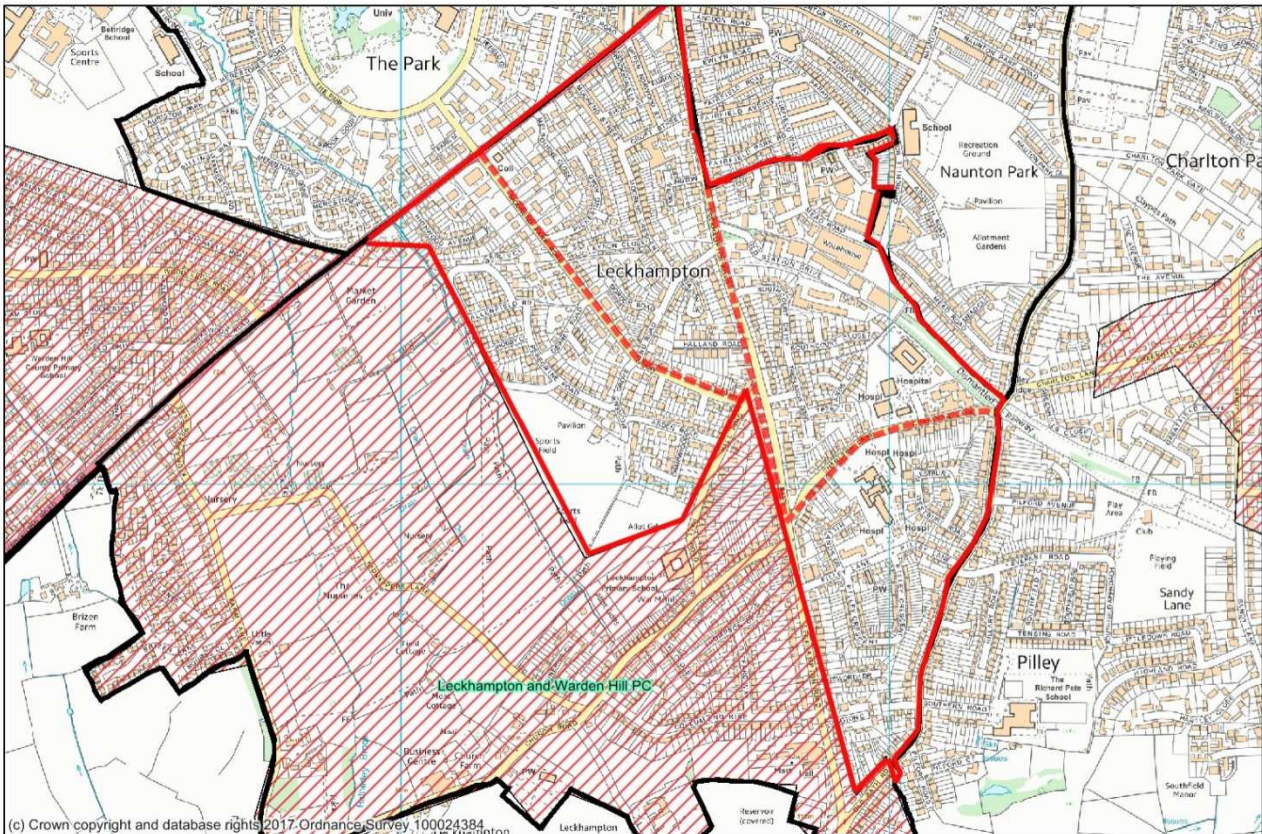
“As a local authority, Leckhampton with Warden Hill Parish Council powerfully represents local people. It uses objective evidence from experts, public consultations, traffic surveys, computer modelling, professional studies and legal advocates. It advises CBC planners on local planning applications and it submits evidence to local and national consultations that affect residents. The Council is currently finalising its Neighbourhood Plan to link into the Cheltenham Local Plan. Begun in 2013, the neighbourhood planning and Local Green Space Application have been crucial in protecting the beauty and amenities of the area, including the views from Leckhampton Hill, and in achieving sustainable development and good quality of life and prosperity. The Council’s vigorous fight against the massive development in Leckhampton originally proposed in the draft JCS has been well vindicated by the findings of the JCS Examiner and the Secretary of State on unacceptable landscape damage and severe traffic congestion. With the precept funds, the Council provides amenities, such as Brizen Young People’s Centre and the Salisbury Avenue games area, often by leveraging other big sources of funding. It supports youth work, schools, local charities, voluntary groups, community development and other community benefit. Councillors help keep the area well maintained and act as voluntary wardens for open spaces, footpaths, transport, flooding, snow and emergencies. The Parish Council already consults all residents in Leckhampton on strategic issues. Bringing all of Leckhampton ward into the Parish will allow joined-up action at community, Borough and County level and is strongly recommended by Borough and County councillors.”

**How much would my council tax bill increase if my area becomes part of the parish?**

Households within a parish are subject to what is known as a ‘precept’, which is the amount of council tax added to the bill per household and can only be used by the parish council to run itself and to invest in the area to deliver or improve services or facilities for which they have the legal powers. The amount is based on the number of households within the parish, and the cost of the services the council provides. The precept in Leckhampton with Warden Hill Parish currently is £18.35 per household in a Band D property PER YEAR.

### Proposals map

The map below shows the existing parish area (hatched) and the areas being consulted. Within the areas being consulted, Cheltenham Borough Council has written to all local electors in these areas to see whether the majority of respondents would like to be included in the Parish. Cheltenham Borough Council will also take into consideration any other representations received, for example from stakeholders, businesses and public sector organisations in the area and residents from adjacent areas, but the responses from residents will be the main basis upon which the decision will be made.



### How to respond to this consultation

Cheltenham Borough Council will use the responses received to decide whether there is sufficient support for your area becoming part of the Leckhampton with Warden Hill Parish. Please take the time to have your say by completing the response slip and returning it in the freepost envelope provided.

Alternatively, you can respond online at [WEBSITE ADDRESS]. You will need to enter your unique identification code which is provided on the front of this letter.

**All responses must be received by 29 September 2017.**

Many thanks for taking the time to respond to this consultation. Further details about the review and the results of this consultation (once completed) will be published at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

**For further information please contact:**  
[communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk) or 01242 774960.



# CHELTENHAM BOROUGH COUNCIL

**Appendix 2C**  
**C. UP HATHERLEY PARISH**  
**COUNCIL VERSION**

Addressee details

ask for: Helen Down  
ddi: 01242 774960  
number: Communityservices@cheltenham.gov.  
email: uk  
date: July 14, 2017

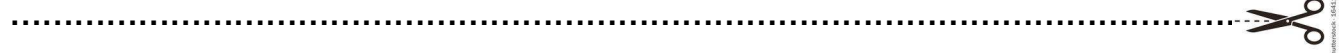
**Consultation: Please Respond by 29.9.17**

Dear Resident,

**Proposed extension of Up Hatherley Parish Council’s boundary**

We are writing to you because Cheltenham Borough Council is carrying out a Community Governance Review, and as part of the review Up Hatherley Parish Council has asked us to consult electors in your area to see whether you would like to see the parish council’s boundary extended to include your area. We will use the responses received to decide whether there is sufficient support for this. **Please take the time to read the attached background information sheet and to have your say by completing the response form below and returning it in the freepost envelope provided.**

Alternatively, you can respond online at [WEBSITE ADDRESS] – you will need to enter your unique identification code: [UNIQUE ID CODE].



**COMMUNITY GOVERNANCE REVIEW 2017 - CONSULTATION RESPONSE FORM**

**Please respond as soon as possible. All responses must be received by 29.9.17.** Please note you must include your name and full address for this response to be taken into account. Your details will not be shared or used for any other purpose than this review, which concludes in January 2018, when your details will be deleted.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I confirm that I am a registered elector (please tick):

**I have read the enclosed background information and I am in favour of my area becoming part of Up Hatherley Parish Council area:**

YES  NO

**Please leave any comments you wish to make in connection with this consultation on the reverse of this slip, or include additional sheets.**

**Please return this slip in the freepost envelope provided.  
Community Governance Review 2017 – Background Information**

**Please retain for your records**

**Why is Cheltenham Borough Council carrying out a community governance review?**

A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new civil parish and parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created.

As part of the review, the five existing parish councils were asked if they would like explore whether there was support to extend their boundaries. Up Hatherley Parish Council has asked us to consult residents in your area as shown in the map overleaf, to see whether there is enough support to include your area in the parish.

**What does a parish council do?**

Parish councils are the most local form of government. Parish councils are usually made up of local people who stand for election as (unpaid) parish councillors to represent their area, usually for a four year term. They are the democratic voice of the local community and work with other tiers of government and external organisations to support the community and co-ordinate and to deliver services.

**Statement from Up Hatherley Parish Council**

“Up Hatherley Parish Council has a part time paid clerk and offices in Up Hatherley Village Hall. Council business is conducted by working groups which work on planning and development control; open spaces and environmental services; highways; leisure and culture and finance. The council works closely with the borough and county council and is represented on various outside bodies. Council members also sit on local school management boards. The council has produced a yearly magazine, The Record, for nearly 40 years.

The recent parish survey revealed the ten top issues for the area, which the parish council now has plans to address. These are: lack of sports facilities; litter, particularly around Hillview Community Centre; road surfaces; traffic speed; designated cycle routes; security of the Greenbelt and green spaces; better bus services to the shops; lack of community events; hedges overhanging the pavement and a greater and more visible police presence.

This consultation is taking place because Up Hatherley Parish Council believes it can successfully represent your area at community level because of the historical identity as well as commonality of issues and geographical similarities with other parts of Up Hatherley Parish.”

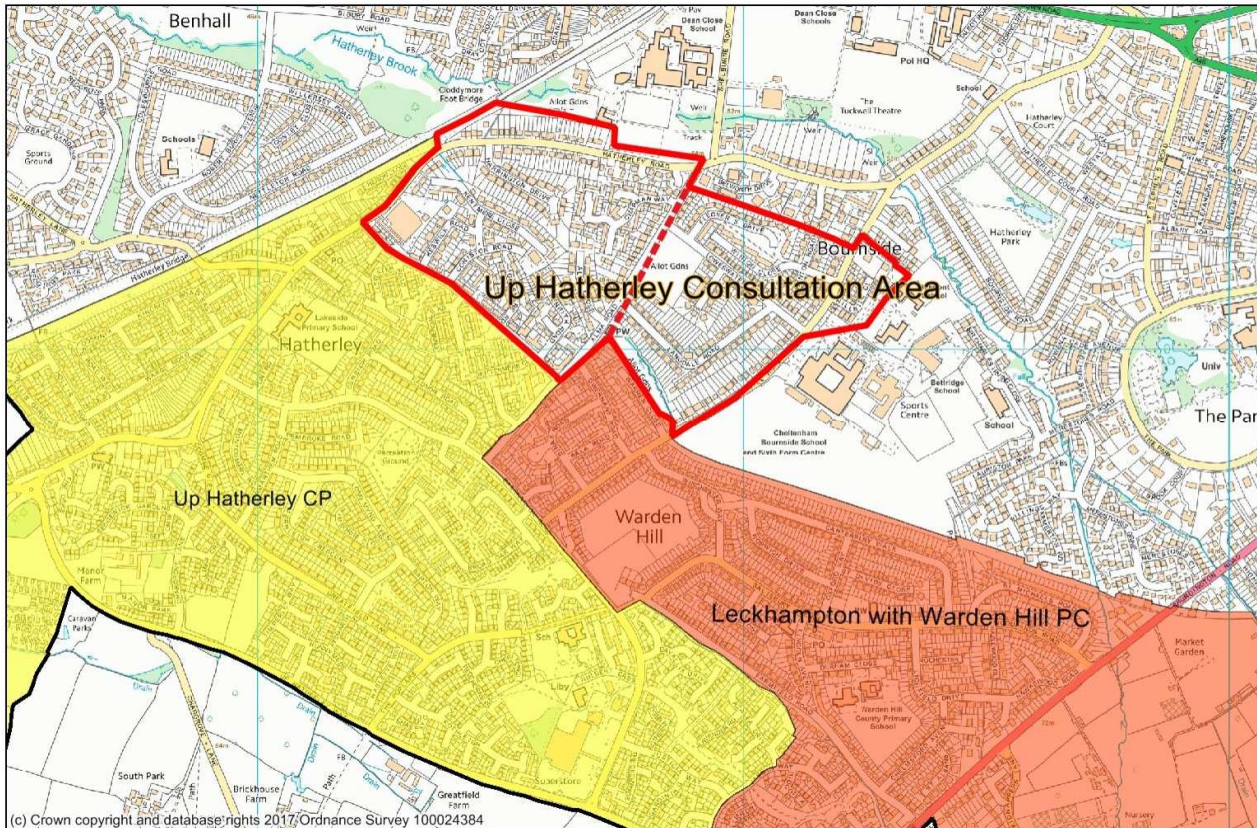
**How much would my council tax bill increase by if my area becomes part of the parish council area?**

Households within a parish are subject to what is known as a ‘precept’, which is the amount of council tax added to the bill per household and can only be used by the parish council to run itself and to invest in the area to deliver or improve services or facilities for which they have the legal powers. The amount is based on the number of households within the parish, and the cost of the services the council provides. The precept in Up Hatherley parish currently is £9.98 per household in a Band D property PER YEAR. This

equates to £0.19 per household per week and in Up Hatherley this precept has not increased since 2002.

### Proposals map

The map below shows the existing parish area (shaded) and the areas being consulted. Within the areas being consulted, Cheltenham Borough Council has written to all local electors to see whether the majority of respondents would like to be represented by a parish council or not. Cheltenham Borough Council will also take into consideration any other representations received, for example from stakeholders, businesses and public sector organisations in the area and residents from adjacent areas, but the responses from residents within the proposed boundary will be the main basis upon which the decision will be made.



### How to respond to this consultation

Cheltenham Borough Council will use the responses received to decide whether there is sufficient support for your area becoming part of the Up Hatherley Parish Council area. Please take the time to have your say by completing the response slip and returning it in the freepost envelope provided.

Alternatively, you can respond online at [WEBSITE ADDRESS]. You will need to enter your unique identification code which is provided on the front of this letter.

### **All responses must be received by 29 September 2017.**

Many thanks for taking the time to respond to this consultation. Further details about the review and the results of this consultation (once completed) will be published at

[www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

For further information please contact:

[communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk) 01242 774960.





# CHEL TENHAM

BOROUGH COUNCIL

**APPENDIX 2D**

**a) Consultation letter to St Nicholas Drive.**

**Please scroll down to see letter to Merestones Drive**

Addressee details

ask for: Helen Down  
ddi number: 01242 774960  
email: Communityservices@cheltenham.gov.uk  
date: July 13, 2017

## **Consultation: Please Respond by 29.9.17**

Dear Resident,

### **Proposed extension of Prestbury Parish Council's boundary**

We are writing to you because Cheltenham Borough Council is carrying out a Community Governance Review, and as part of the review, we wanted to take the opportunity to include your address within the boundary for Prestbury Parish Council. Currently a small part of St Nicholas Drive is the only part of Prestbury borough ward not to be included in the Prestbury Parish Council area. We are also consulting with residents in Pittville to see whether there is support to create a new parish council for Pittville, which would mean the small section of St Nicholas Drive was the only area not within a parish council area if the Pittville Parish Council proposal went ahead. **Please take the time to read the attached background information sheet and to have your say by completing the response form below and returning it in the freepost envelope provided.**

Alternatively, you can respond online at [WEBSITE ADDRESS] – you will need to enter your unique identification code: [UNIQUE ID CODE].



### **COMMUNITY GOVERNANCE REVIEW 2017 - CONSULTATION RESPONSE FORM**

**Please respond as soon as possible. All responses must be received by 29.9.17.**

Please note you must include your name and full address for this response to be taken into account. Your details will not be shared or used for any other purpose than this review, which concludes in January 2018, when your details will be deleted.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**I have read the enclosed background information and I am in favour of my area becoming part of Prestbury Parish:**

YES  NO

**Please leave any comments you wish to make in connection with this consultation on the reverse of this slip, or include additional sheets. Please return this slip in the freepost envelope provided.**

## Community Governance Review 2017 – Background Information

### **Why is Cheltenham Borough Council carrying out a community governance review?**

A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created.

As part of the review, the five existing parish councils were asked if they would like explore whether there was support to extend their boundaries. As described in the attached letter, a small part of St Nicholas Drive is the only part of Prestbury borough ward not to be included within the Prestbury Parish Council boundary and this is an opportunity to change this if residents are supportive.

### **What does a parish council do?**

Parish councils are the most local form of government. Parish councils are usually made up of local people who stand for election as (unpaid) parish councillors to represent their area, usually for a four year term. They are the voice of the local community and work with other tiers of government and external organisations to support the community and co-ordinate and deliver services.

### **How much would my council tax bill increase by if my area becomes part of the parish council area?**

Households within a parish are subject to what is known as a 'precept', which is the amount of council tax added to the bill per household and can only be used by the parish council to run itself and to invest in the area to deliver or improve services or facilities for which they have the legal powers. The amount is based on the number of households within the parish, and the cost of the services the council provides. The precept for Prestbury Parish Council currently is £22.34 per household in a Band D property PER YEAR.

### **How to respond to this consultation**

Cheltenham Borough Council will use the responses received to decide whether there is sufficient support for your area becoming part of the Prestbury Parish Council area. Please take the time to have your say by completing the response slip and returning it in the freepost envelope provided.

Alternatively, you can respond online at [WEBSITE ADDRESS]. You will need to enter your unique identification code which is provided on the front of this letter.

**All responses must be received by [DATE].**

Many thanks for taking the time to respond to this consultation. Further details about the review and the results of this consultation (once completed) will be published at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

**For further information please contact:**

[communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk) 01242 774960.



Addressee details

ask for: Helen Down  
ddi 01242 774960  
number: Communityservices@cheltenham.gov.  
email: uk  
date: July 13, 2017

**Consultation: Please Respond by 29.9.17**

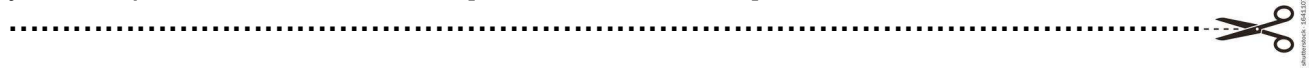
Dear Resident,

**Consultation: Community Governance Review**

We are writing to you because Cheltenham Borough Council is carrying out a Community Governance Review, and as part of the review, we wanted to take the opportunity to see whether you would like your address removed from the boundary for Leckhampton with Warden Hill Parish Council. Currently a very small part of Merestones Drive is included within the Leckhampton with Warden Hill Parish Council area while the rest of the road is not, and we would like to know whether residents would be supportive of a change to remove these addresses from the parish council area.

**Please take the time to read the attached background information sheet and to have your say by completing the response form below and returning it in the freepost envelope provided.**

Alternatively, you can respond online at [WEBSITE ADDRESS] – you will need to enter your unique identification code: [UNIQUE ID CODE].



**COMMUNITY GOVERNANCE REVIEW 2017 - CONSULTATION RESPONSE FORM**

**Please respond as soon as possible. All responses must be received by 29.9.17.** Please note you must include your name and full address for this response to be taken into account. Your details will not be shared or used for any other purpose than this review, which concludes in January 2018, when your details will be deleted.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**I have read the enclosed background information and I am in favour of my area being removed from the Leckhampton with Warden Hill Parish:**

YES  NO

**Please leave any comments you wish to make in connection with this consultation on the reverse of this slip, or include additional sheets.  
Please return this slip in the freepost envelope provided.**

## Community Governance Review 2017 – Background Information

### **Why is Cheltenham Borough Council carrying out a community governance review?**

A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created. As part of the review, the five existing parish councils were asked if they would like explore whether there was support to extend their boundaries. A small part of Merestones Drive is currently included in the boundary for Leckhampton with Warden Hill Parish Council while the rest of the road is not and this review provides an opportunity to change this if residents are supportive.

### **What does a parish council do?**

Parish councils are the most local form of government. Parish councils are usually made up of local people who stand for election as (unpaid) parish councillors to represent their parish area. They are the democratic voice of the local community and work with other tiers of government and external organisations to support the community and co-ordinate and to deliver services.

### **Statement from Leckhampton with Warden Hill Parish Council**

“As a local authority, Leckhampton with Warden Hill Parish Council powerfully represents local people. It uses objective evidence from experts, public consultations, traffic surveys, computer modelling, professional studies and legal advocates. It advises CBC planners on local planning applications and it submits evidence to local and national consultations that affect residents. The Council is currently finalising its Neighbourhood Plan to link into the Cheltenham Local Plan. Begun in 2013, the neighbourhood planning and Local Green Space Application have been crucial in protecting the beauty and amenities of the area, including the views from Leckhampton Hill, and in achieving sustainable development and good quality of life and prosperity. The Council’s vigorous fight against the massive development in Leckhampton originally proposed in the draft JCS has been well vindicated by the findings of the JCS Examiner and the Secretary of State on unacceptable landscape damage and severe traffic congestion. With the precept funds the Council provides amenities, such as Brizen Young People’s Centre and the Salisbury Avenue games area, often by leveraging other big sources of funding. It supports youth work, schools, local charities, voluntary groups, community development and other community benefit. Councillors help keep the area well maintained and act as voluntary wardens for open spaces, footpaths, transport, flooding, snow and emergencies.”

### **How much would my council tax bill decrease if my area was not in the parish?**

Households within a parish are subject to what is known as a ‘precept’, which is the amount of council tax added to the bill per household and this is used by the parish council to run itself and to invest in the area to deliver or improve services or facilities. The amount is based on the number of households within the parish, and the cost of the services the council provides. It should be noted that parish councils are under similar constraints as local authorities in how much can be set. The precept in Leckhampton with Warden Hill Parish currently is £18.35 per household in a Band D property PER YEAR.

Many thanks for taking the time to respond to this consultation. Further details about the review and the results of this consultation (once completed) will be published at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) **For further information please contact:** [communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk) 01242 774960.







**CHEL TENHAM**  
BOROUGH COUNCIL

Addressee details

ask for: Helen Down  
ddi number: 01242 774960  
email: [Communityservices@cheltenham.gov.uk](mailto:Communityservices@cheltenham.gov.uk)  
date: July 13, 2017

Dear Stakeholder,

### **Proposed creation of a new parish council for Pittville**

We are writing to you because Cheltenham Borough Council (CBC) is carrying out a Community Governance Review to determine whether a new parish council should be created for Pittville. CBC will use the responses received to decide whether there is sufficient support for creating a new parish council.

Please see overleaf for more background information about the Community Governance Review and proposal for a new parish council.

To help Cheltenham Borough Council reach a decision on whether the parish council should be established, we need to hear the views of local people and stakeholders. We would therefore be grateful if you could let us know your views in one of the following ways:

- Write to us at: Strategy and Engagement, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA
- Email: [communityservices@cheltenham.gov.uk](mailto:communityservices@cheltenham.gov.uk)

All responses must be received by 29 September 2017, after which a decision will be made. We very much hope you will take the opportunity to share your views with us.

Further details about the review and the results of this consultation (once completed) will be published at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

**Thank you in advance,**

**Helen Down**  
**Participation and Engagement Team Leader**









## Community Governance Review 2017 Terms of Reference

### What is a community governance review?

Cheltenham Borough Council is carrying out a Community Governance Review, which is a review of the whole or part of the district area to consider one or more of the following:

- Creating, merging, altering or abolishing parishes (in the case of this review – creating);
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; Council size, the number of Councillors to be elected to the Council and parish warding).

### What does a parish council do?

Parish councils are the most local form of government. They collect money from council tax payers via the borough council, which is known as a 'precept' and this is used to invest in the area to improve services or facilities. Parish councils are usually made up of local people who stand for election as parish councillors to represent their area. They can be the voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services.

### Legislation

Principal councils are required, by section 100(4) of the Local Governance and Public Involvement in Health Act 2007 to have regard to the Guidance on Community Governance Reviews which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2).

***The 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient, in terms of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them.***

***Relevant considerations which influence judgments against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area.***

The guidance states that:

- A parish should be based on an area which reflects community identity and interest and is of a size which is viable as an administrative unit of local government.
- Boundaries should be, and be likely to remain, easily identifiable.
- The recommendations made in the community governance review ought to bring about improved community engagement; better local democracy, and result in more effective and convenient delivery of local services.
- Parishes must fall within the boundaries of a single principal council's area.
- Community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions.
- The review must be completed within 12 months of the receipt of a petition.

## **Why are we carrying out a community governance review?**

A campaign group in Pittville submitted a valid petition to Cheltenham Borough Council in January 2017, calling for the creation of a new parish council for Pittville. This means Cheltenham Borough Council is required under the Local Government and Public Involvement in Health Act 2007 to carry out a community governance review to decide whether or not it should be created. The review must take place within 12 months of receipt of the petition (by January 2018). A map of the proposed Pittville Parish Council area is attached.

The petition states:

*This petition is addressed to Cheltenham Borough Council under Section 80 of the Local Government and Public Involvement in Health Act 2007 ('The Act').*

*We the undersigned, each being a local government elector for the area defined in the map produced by Pittville Parish Council Campaign Group, call upon Cheltenham Borough Council to conduct a Community Governance review in accordance with its duties under Section 83 of the Act.*

*Pursuant to Section 80(4) of the Act, we recommend the Council designates the areas defined on the map a parished area. We further recommend that a Parish Council be established for this proposed new parish, to be called Pittville Parish Council.*

The guidance states:

'For a petition to be valid, it must meet certain conditions. The first of these conditions is that the petition must be signed by the requisite number of local electors. It is recommended that petitioners aim to collect the requisite number of signatures based on the most recently published electoral register. It should be against this register that the petition thresholds (set out below) will be assessed. The three thresholds are:

- a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them.
- b) for an area with between 500 and 2500 local electors, the petition must be signed by at least 250 of them.
- c) for an area with more than 2500 local electors, the petition must be signed by at least 7.5% of them.

The number of electors in the area defined by the Pittville Parish Council Campaign Group is 3833 (based on the 1 December 2016 electoral register), so a minimum of 287 valid signatures was needed. The campaign group collected 310 signatures, of which 302 were valid.

## **Areas included in the review and covered by these terms of reference**

### **Creating a parish council for Pittville**

The review will consider the creation of a new parish to be known as Pittville Parish Council and we will consult all electors and stakeholders with an interest in the review, based on the area identified in the map attached. The review will need to consider the electoral arrangements including the number of Councillors to be elected and any warding arrangements.

### **Prestbury**

The review will be used to consult with a small number of properties in St Nicholas Drive, Prestbury, which make up polling district MC and are the only part of the Prestbury ward not to be included in Prestbury Parish Council area. These properties would be between the parishes of Prestbury and Pittville if the new parish council for Pittville is created.

## **Rectifying anomalies**

The review will also be used to consult on rectifying a small anomaly in Merestones Drive, where 2 properties are on the electoral register for Warden Hill and Leckhampton with Warden Hill Parish Council, but have more of a relationship with Park ward which the rest of the road is in.

## **Who carries out the community governance review?**

Cheltenham Borough Council is responsible for carrying out the review. Full Council will be responsible for overseeing the process and agreeing the terms of reference and the recommendations from the review.

A cross party working group will be set up, including council officers, to oversee the implementation of the Community Governance Review and to report back to Full Council with recommendations based on the responses to the consultation. The working group will need to carry out the review impartially and objectively.

If the community governance review concludes that changes should be made and that the new parish council should be created, and this is approved by Full Council, then Cheltenham Borough Council would make and publish a Reorganisation Order to put changes into effect. The Order may cover any matters that appear to the council to be necessary to give effect to the Order. These may include the transfer and management or custody of property, functions, rights and liabilities and the setting of a precept if a new parish is to be created.

## **How will the council consult on the review?**

Before making or publicising the recommendations, the Council will take account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the areas under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account.

The Council will:

- Write to all households in the area under review;
- Consult other interested stakeholders (local residents associations, friends of groups, schools, the voluntary and community sector and local businesses);
- Consult ward councillors, adjacent ward councillors and parish councils;
- Welcome comments from any other person or body that wishes to make representation;
- Notify Gloucestershire County Council that a review is to be undertaken and consult them on the matters under review and
- Take into account any representations received in connection with the review.

Information about the review will be available on the council's website and documents will be available from the Municipal Offices.

Any decisions made and the reasons for those decisions will be published following the review.

**Timetable**

Action	Who	By when
Terms of reference to be agreed and approval for a working group of officers and councillors to be set up to oversee the review	Full Council	27 March 2017
Terms of reference published		28 March 2017
Planning of consultation phase	Working group	April/May 2017
Consultation document and process for analysing the results to be approved.	Full Council	19 June 2017
Consultation phase: consulting with all electors and interested parties within the defined areas.	Working group	June / July 2017
Prepare recommendations	Working group	September/October 2017
Recommendations presented for approval	Full Council	November 2017
Recommendations published (if approved)		November 2017
Reorganisation Order made (if approved)		December 2017
Precept for new parish council included in council budget		February 2018
Parish Council elections		May 2018

**Electorate forecast**

It isn't possible to determine the electorate forecast for the boundary of the proposed Pittville Parish Council, so the forecast is based on the Pittville ward. Based on the population increase estimated in the Joint Core Strategy and Local Plan trajectory, the Pittville ward has a net gain of 90 dwellings permitted up to 2021/22. An estimate of the increase in the electorate of the ward in the next five years is therefore 142. This is based on applying a multiplier of 2.1 people per household, and this is then divided by 75%, which is the estimated percentage of people eligible to vote. The current electorate of the ward (as at 1 March 2017) is 4570.

**What will it cost residents in the area under review if it becomes parished?**

Residents within parished areas pay a parish precept, which is determined by the parish council and is linked to its activities and the level of support needed to deliver these, for example associated salaries, premises and any assets that might be transferred to its possession.

The annual precept for 2017/18 of the existing parish councils is detailed in the below table as an example:

Parish	Tax Base	Precept (£) per annum	Council Tax Band D (£) per annum
Charlton Kings	4186.10	68,720.00	16.42
Leckhampton with Warden Hill	1842.80	33,812.23	18.34
Prestbury	2858.30	63,868.68	22.34
Swindon	677.50	11,181.46	16.50
Up Hatherley	2155.00	21,505.34	9.98

**Date of publication of the terms of reference:** after approval by Full Council

## Community Governance Review Working Group – Terms of Reference

### Areas covered by Community Governance Review

- Pittville – the areas shown in the attached map (Appendix 3),
- Part of St Nicholas Drive, Prestbury ward
- Part of Merestones Drive

### Membership

Membership of the working group will comprise:

- Cllr Steve Jordan, Leader
- A minimum of one elected member from each party, who do not have any conflict of interest.
- Helen Down - Participation and Engagement Team Leader
- Richard Gibson – Strategy and Engagement Manager
- John Teasdale - One Legal (advisory as required)
- Paul Jones or Sarah Didcote – Finance (advisory as required)
- Alison Robinson – Gloucestershire Association of Town and Parish Councils

The Pittville Parish Council Campaign Group will be asked to offer advice to the working group in considering the proposal and to offer feedback on the recommendations of the working group, before they are presented for approval.

### Purpose of the working group

The working group will be an advisory group, to conduct the community governance review (in accordance with the criteria below) and will present its recommendations to Full Council for consideration. The purpose of the working group is:

- To consult local government electors in the areas under review.
- To consult others including Gloucestershire County Council which would have an interest in the review. Other bodies might include local businesses, local public and voluntary organisations – such as schools and health bodies. The working group will draw up a list of consultees with advice from the Pittville Parish Campaign Group.
- To make recommendations as a result of the review, which take account of representations received in connection with the review as well as this authority's own knowledge of the local area, while having regard for the statutory criteria (see below in italics) and for the criteria as agreed by Council.

### Criteria for the community governance review

Principal councils are required, by section 100(4) of the Local Governance and Public Involvement in Health Act 2007 to have regard to the Guidance on Community Governance Reviews which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2).

*The 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient, in terms of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them.*

***Relevant considerations which influence judgments against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area.***

The guidance states that:

- A parish should be based on an area which reflects community identity and interest and is of a size which is viable as an administrative unit of local government.
- Boundaries should be, and be likely to remain, easily identifiable
- The recommendations made in the community governance review ought to bring about improved community engagement; better local democracy, and result in more effective and convenient delivery of local services.
- Parishes must fall within the boundaries of a single principal council's area.
- Community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions.
- The review must be completed within 12 months of the receipt of the petition. In this case the petition from Pittville Parish Council Campaign Group was received in January 2017.

### **Recommendations to be made by the working group**

The first requirement of the working group will be to present, for agreement by Council:

- A consultation document to go out to electors and stakeholders in the area(s) under review.
- A proposal for how recommendations will be determined from the feedback, for example, what proportion of respondents need to respond and agree to the proposals.

Following the consultation, the working group will put forward recommendations for Council to agree as to:

- Whether a new parish should be constituted;
- What the electoral arrangements for the new parish council should be (based on the numbers of electors)

The working group may make a recommendation which is different to the proposal put forward by the petitioners if there are grounds for doing so.

The working group may also recommend that minor changes to borough ward boundaries are required as a result of the parish boundary review.

### **Meeting arrangements**

The working group will meet fortnightly from April to June 2017, monthly during the consultation phase and then fortnightly from September to December 2017 to develop the recommendations and (if agreed), the Reorganisation Order and setting of the parish precept.

### **Decision Making**

It is for Council to take any decision, based on consideration of the recommendations of the working group, and the options will be:

- Do nothing and decide that a new parish council for Pittville should not be created and the other changes should not be made.
- Accept the proposals put forward in the terms of reference of the community governance review
- Accept the proposals put forward in the terms of reference of the community governance review but on an amended boundary.

After taking a decision on the extent to which the council will give effect to the recommendations made in a community governance review, the council must publish its decision.





**Cheltenham Borough Council**  
**Appointments and Remuneration Committee – 3 July 2017**  
**Council – 24 July 2017**  
**Review of the Head of Paid Service Arrangements**

<b>Accountable member</b>	<b>Councillor Rowena Hay, Chair of Appointments &amp; Remuneration Committee</b>
<b>Accountable officer</b>	<b>Julie McCarthy</b>
<b>Ward(s) affected</b>	<b>None</b>
<b>Key/Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The purpose of this report is to propose that following the decision of Cabinet to withdraw revenues (including council tax), benefits and customer services from the 2020 Partnership Joint Committee that a decision is taken to replace the current Head of Paid Service post with that of the post of Chief Executive Officer for the reasons outlined in the body of this report.</p> <p>It is proposed that Pat Pratley, who is the Council's current Head of Paid Service on an interim basis, is appointed permanently to the new post and that she is requested to undertake a review of the current senior leadership and management team to ensure that it is fit for purpose.</p> <p>The final decisions on the creation of the post of Chief Executive Officer and the appointment of Pat Pratley to that post rest with Council.</p> <p><b>It is recommended that the Appointments and Remuneration Committee:</b></p> <ol style="list-style-type: none"> <li>1. Endorses the rationale for creation of the post of Chief Executive Officer to replace the current post of Head of Paid Service.</li> <li>2. Agrees the responsibilities (to include the statutory roles of Head of Paid Service (HoPS) &amp; Returning Officer), grade and salary for the post of Chief Executive Officer.</li> <li>3. Agrees that the current Head of Paid Service, Pat Pratley, be appointed to the post of Chief Executive Officer from 1 August 2017</li> <li>4. Requests that the Chief Executive Officer undertakes a review of the Senior Leadership Team (Phase 1) and Service Managers (Phase 2) to ensure that the Council has the necessary capacity, skills and behaviours within the executive and service management organisational delivery model and budget to deliver the Council's vision.</li> </ol>

**It is recommended that the Appointments and Remuneration Committee recommends to Council that:**

1. A post of Chief Executive Officer (to include the statutory roles of Head of Paid Service & Returning Officer) is created as set out in this report
2. Approval be given to the appointment of Pat Pratley to the post of Chief Executive Officer with effect from 1 August 2017.

<p><b>Financial implications</b></p>	<p>The decision to withdraw revenues and benefits and customer services from the 2020 partnership resulted in a negotiated reduction in Cheltenham's contribution towards the partnership MD of £16,400. Alongside the review of the senior management structure, it is anticipated that the proposals within this report will be contained within the existing base budget.</p> <p><b>Contact officer: Paul Jones</b> <b>paul.jones@cheltenham.gov.uk, 01242 26 5154</b></p>
<p><b>Legal implications</b></p>	<p>The Council has a duty to appoint to the statutory role of Head of Paid Service. The Appointments and Remuneration Committee may agree who to appoint but no appointment may be made without the approval of Council. The Employment Rules must be complied with and this includes the need to consult with Cabinet before any offer of appointment is made.</p> <p><b>Contact officer: Peter Lewis,</b> <b>peter.lewis@tewkesbury.gov.uk, 01684 272012</b></p>
<p><b>HR implications (including learning and organisational development)</b></p>	<p>As outlined in the body of this report.</p> <p><b>Contact officer: Julie McCarthy,</b> <b>julie.mccarthy@cheltenham.gov.uk, 01242 264355</b></p>
<p><b>Key risks</b></p>	<p><b>See appendix 1</b></p>
<p><b>Corporate and community plan Implications</b></p>	<p>None arising from this report</p>
<p><b>Environmental and climate change implications</b></p>	<p>None arising from this report</p>
<p><b>Property/Asset Implications</b></p>	<p>None arising from this report</p>

## **1. Background**

- 1.1 In October 2015 Council approved the creation of the 2020 Partnership Joint Committee (joint committee), the delegation of GO Shared Services (GOSS) (finance, HR, internal audit, procurement, counter fraud) and ICT from the date of its creation.
- 1.2 As a result of this direction of travel, members will recall that the authority's revised senior management structure, which included the deletion of the post of Chief Executive and consequential costs, was approved for consultation.
- 1.3 The structure was approved and the post of Chief Executive Officer was deleted and the post holder left the employment of the Council at the end of March 2016. The Deputy Chief Executive post was also deleted and this placed the then post holder Pat Pratley at risk of redundancy.
- 1.4 Council agreed to internally recruit to the new post of Head of Paid Service (who it anticipated would also become the Returning Officer/Electoral Officer). Following a report to this committee in January 2016, Pat Pratley was appointed to the post of Head of Paid Service, on an interim basis of 18 months, pending the anticipated changes to the council senior leadership team following the creation of the new 2020 company, and the need to review the remaining senior management structure during 2017.
- 1.5 On 17 October 2016 Council approved the transfer of GO Shared Services and ICT functions to a local authority business support company (limited by guarantee) which would be owned by this authority together with Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council.
- 1.6 Having previously delegated revenues, benefits and customer services to the joint committee, In February 2016, members will recall that Cabinet decided to withdraw those services and to return them to the direct management of the Council rather than commit them to the company. This decision took effect from November 2016.
- 1.7 The extent of service provision through a company model is therefore substantially less than originally envisaged. The structure of the authority's services and the number of directly employed staff remain very similar to the structure and number of staff employed prior to the deletion of the post of Chief Executive with effect from March 2016.
- 1.8 Council now needs to review the current organisational and leadership structures to ensure it has capacity and skills to deliver the services to the people of Cheltenham into the foreseeable future.

## **2. Reasons for recommendations**

- 2.1 The authority has not reduced its workforce to the extent it originally planned nor has it reduced the level of activity or the focus on outcomes for Cheltenham and its communities.
- 2.2 External stakeholders, partners and the public recognise the position and role of a chief executive as the most senior accountable officer within an authority whereas the role of head of paid service, being a wholly familiar term within the local government community, as one of the statutory roles which needs to be fulfilled, is a much less familiar descriptor and can and is perceived by many as of a lower status. It is for these reasons that the post title of the council's most senior officer is being recommended for change.
- 2.3 The post of chief executive will carry greater authority when forging relationships and negotiating with partners and stakeholders specifically as other councils and external partners are likely to be represented by a chief executive and/or Managing Director.
- 2.4 A free standing chief executive will have the capacity to support leading politicians by acting as an ambassador for the Council; locally; regionally and nationally.
- 2.5 Organisational stability is key for any organisation especially during periods of significant change and financial challenge. The appointment of Pat Pratley to the role will ensure the stability continues.
- 2.6 Members are already familiar with her knowledge, skills and expertise having worked closely

with her in her role of Deputy Chief Executive and now head of paid service for a significant number of years. As a senior officer, Pat Pratley has played a key part in many of the major changes this authority has already gone through including the setting up of GO, her work to date with 2020, her leadership of the organisation following the departure of the former CEO in 2016 until present day.

- 2.7 The reinstatement of the post of chief executive will ensure the requisite strategic capacity is in place to work with leading members to further develop the vision for the town in terms of place, and put in place a senior leadership structure which will deliver the outcomes that members want to see to secure the future prosperity of Cheltenham and the financial sustainability of the authority.
- 2.8 Other local authorities, in the context of diminishing resources, and the need to work in partnership with others, see it as critical to have a chief executive with the capacity to operate at this level and secure the best possible outcomes for the authority and the residents and the various communities of the area served.
- 2.9 If the Council is minded to appoint Pat Pratley to the re-designated post of chief executive (see appendix 2 Job Profile), following an analysis of relevant comparative pay data by the Local Government Association (LGA), a salary band of £105k-£115k (see appendix 3 SLT Pay and Grading Structure) is recommended for the re-designated post.

### **3. Appointment Process**

- 3.1 This report highlights the reasons for replacing the current Head of Paid Service role with that of creation of a Chief Executive Officer role.
- 3.2 It is intended that the role of HoPS be replaced by the post of Chief Executive Officer.
- 3.3 In line with Council policy the new role has been through a job evaluation process. The outcome of the job evaluation process is that the grade/proposed salary level is higher than that of the HoPS post.
- 3.4 In line with Council policy and to avoid a compulsory redundancy situation, the current HoPS post holder must be ring fenced and given 'prior consideration' for the new suitable alternative post.
- 3.5 As members are already very familiar with the current HoPS skills, abilities and work style an interview process is not required.

### **4. Alternative options considered**

- 4.1 Appoint current post holder permanently to the role of Head of Paid Service but the more limited nature of that post does not reflect the responsibilities that are now identified as required to be met by a Chief Executive Officer post.
- 4.2 Extend the current interim arrangement for the HoPS post but this option does not provide the longer-term stability that the Council requires at senior level at this time.

### **5. Consultation and feedback**

- 5.1 The HoPS is supportive of the recommendations as are Group Leaders.
- 5.2 The LGA have been consulted and their advisors support the creation of the post of Chief Executive Officer for the reasons outlined in this report.
- 5.3 Cabinet will be consulted on the appointment in accordance with the usual processes.

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

- 6.1 The post-holder is accountable to the whole Council. The Leaders of each of the Council's political groups will be responsible for monitoring performance through regular 1-2-1 meetings as well as through the appraisal process.

<p><b>Report author</b></p>	<p><b>Contact officer: Julie McCarthy</b>  <b>Julie.mccarthy@cheltenham.gov.uk,</b>  <b>01242 264355</b></p>
<p><b>Appendices</b></p>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Chief Executive Officer Role Outline</li> <li>3. SLT Pay Grades</li> </ol>
<p><b>Background information</b></p>	<p><b>Council Reports dated:</b>  19 October 2015  25 February 2016  17 October 2016</p> <p><b>A&amp;R Committee Report dated:</b>  20 January 2016</p>

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the Council does not appoint the current HoPS to the role of CEO the post holder will be redundant. She will also be entitled to early access of her pension	JMc	01.06.2017	5	2	5	Reduce	Council to be made aware of the risk and impact of the MTFS.	31.07.2017	PJ	
	If the council does not secure a permanent appointment to the role then there is a risk that the council may not fulfil the statutory responsibilities covered by this role.	JMc	01.06.17	5	2	10	Reduce	Council to ensure there is an appropriate appointment to the role of HoPS/CEO officer with access to adequate resources.	31.07.2017	PJ	
<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>											

<b>Job Role Profile</b>	<b>Chief Executive</b>
<b>Responsible to</b>	<b>Leader and Council</b>
<b>Responsible for</b>	<b>All duties as delegated to the Head of Paid Service; Executive Board members and Senior Leadership Team</b>

<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
1. Ensure the strategic aims of the organisation are clear and reflect the council's vision, values and priorities, the needs of the people of Cheltenham, and	X		
2. That these are translated into effective delivery which is visible to the communities served and balanced against available resources	X		
3. Discharge fully the responsibilities of the head of paid service in accordance with the provisions of the Local Government and Housing Act 1989 and Cheltenham Borough Council's constitution	X		
4. Lead the delivery of services, through a robust mixed economy approach, eg, commissioning, direct delivery, collaborative partnership frameworks	X		
5. Provide leadership and direction to the officers of the council, securing effective operational leadership and management of all key functions within the council and promoting a customer focused and performance driven culture which supports the corporate plan, meets changing strategic objectives and responds to the priority needs of the community	X		
6. Position the organisation to adequately meet the current and future challenges facing the council, through role modelling and fostering collaboration and innovation	X		
7. Lead, develop and continually improve corporate strategy, policy and organisational culture across the council.	X		
8. Deliver continual service performance improvement and increased customer satisfaction, through effective engagement and innovation.	X		
9. Lead and develop strategic partnerships across Cheltenham and the		MD	MD Place and ED has focus on BID, university, LEP,

<b>Job Role Profile</b>	<b>Chief Executive</b>
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<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
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county and beyond to ensure the development of a shared commitment and capacity to achieve outcomes and public services for the community of Cheltenham.		Place and ED	GEJC, JCS, airport – formerly undertaken by either CX or Leader CEO – Leadership Gloucestershire, District CXs, CCG, 2020, PCC, Cheltenham Partnership, TCT, CF, Safeguarding lead, SW Council CXs group, LGA
10. Ensure strong leadership and direction ensuring the workforce clearly understand the vision, objectives, priorities and constraints facing the council and are actively engaged, where relevant, in development an effective response	X		
11. Work with, and foster relationships with partner agencies to enable the development of sustainable communities and the management and development of Cheltenham within the context of place shaping and total place agendas		MD Place and ED	Whilst providing the lead officer role for CBC this role overlaps with that of the MD for Place and ED. The CEO role is to foster relationships so that the council's priorities are achieved and to work with the MD in that context.
<b>Key Result Areas</b>			
<b>1. Corporate and Service Strategies and Planning</b> Working with the Leader of the Council and elected members, lead the development of corporate and service delivery and commissioning strategies, the development of policies and plans; ensure that these are communicated effectively and implemented to meet stated objectives and core values.	X		
Act as the principle policy adviser to the elected members of the Council to enable them to make informed choices and decisions concerning the development of policies, options for their delivery, the resource implications and the allocation and reprioritisation of resources.	X		



<b>Job Role Profile</b>	<b>Chief Executive</b>
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<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
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Lead the Senior Leadership Team in the development and implementation of corporate policy, strategies and plans to deliver the council's objectives.	X		
Ensure the creative and innovative management or commissioning of all council resources to enhance the council's capacity and ability to achieve its objectives whilst identifying and resolving financial and other risks.	X		
<b>2. Leadership and Partnerships</b>			
Ensure that the citizens of Cheltenham receive well co-ordinated and effective services by leading and promoting partnership working throughout the organisation. This includes consultation and co-ordination of strategies, services and activities with key statutory, voluntary and private sector partners and influencing the work of a range of key external organisations.	X		
Contribute to the leadership of the county by communicating the vision, objectives and values; encouraging and enabling managers to motivate and inspire their teams to deliver high performance; representing the council at local regional and national forums.	X		
Develop and maintain a culture of collaborative and consultative working between services, members and external partners to maximise efficiency and effectiveness.	X		

<b>Job Role Profile</b>	<b>Chief Executive</b>
<b>Responsible to</b>	<b>Leader and Council</b>
<b>Responsible for</b>	<b>All duties as delegated to the Head of Paid Service; Executive Board members and Senior Leadership Team</b>

<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
Develop and maintain effective networks with central government, European agencies and local MPs to ensure that the needs of Cheltenham citizens are known and that they benefit from any appropriate programmes, funding and initiatives.	X		Key local relationships with MP, Leadership Gloucestershire and local partners
<b>3. Communication and Customer Focus</b>			
Ensure that strategies, policies and systems are in place to inform and receive feedback (including complaints and suggestions) from service users, partners, stakeholders and employees; and to evaluate that feedback and to take appropriate action for continuous improvement.	X		
Ensure that customer focus is promoted as a core value of the authority.	X		
Ensure that robust strategies, policies and systems are in place to communicate with and consult about the activities and priorities of the Council externally with the public and key partners.	X		
Ensure that robust and effective strategies, policies and systems are in place to manage the reputation of the Council with the public, key partners and employees.	X		
Represent the Council at civic functions and act as an ambassador for the authority with its public, partners and stakeholders.	X		
<b>4. Financial and Performance Management</b>			

<b>Job Role Profile</b>	<b>Chief Executive</b>
<b>Responsible to</b>	<b>Leader and Council</b>
<b>Responsible for</b>	<b>All duties as delegated to the Head of Paid Service; Executive Board members and Senior Leadership Team</b>

<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
Define the required outcomes for the Council, taking into account the needs of citizens and partners and the availability of resources	X		
Focus the organisation on performance and ensure it is equipped to deliver the agreed outcomes and VFM	X		
Champion performance management by ensuring that the organisation is business-like, measures outcomes and sets itself ambitious and suitably challenging goals – and achieves them.	X		
Seek new ways of designing and delivering services to provide improved outcomes for the citizens and increased VFM eg shared services, externalisation.	X		
<b>5. People Management</b>			
Lead, inspire, manage, motivate and develop the Senior Leadership Team to ensure that the Council can attract, motivate, reward, retain and develop a high calibre workforce.	X		
Maximise the capacity of the team to manage people, performance, programmes and change. Sustain and enhance the outward facing community and customer focus of the workforce.	X		
<b>6. Governance and risk management</b>			
Ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making	X		

<b>Job Role Profile</b>	<b>Chief Executive</b>
<b>Responsible to</b>	<b>Leader and Council</b>
<b>Responsible for</b>	<b>All duties as delegated to the Head of Paid Service; Executive Board members and Senior Leadership Team</b>

<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
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processes.  Lead the overall management of risk within the Council, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.  Support the Council's response to a major incident, in conjunction with statutory partner organisations, and lead the work of the emergency management team when required.	X  X		
<b>7. Programme and change management</b> Lead and ensure appropriate engagement with relevant programmes and projects across the council and with partner organisations, to foster the effective management of change and improvement in the delivery of services.	X		

**Partners**

This list provides an example of key partners for the role but is not considered exhaustive;

Partner	Frequency
Local MP	Quarterly
Central Government (including Cabinet Office, CLG, etc)	Quarterly (generally via District CXs meetings)

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<b>Responsible for</b>	<b>All duties as delegated to the Head of Paid Service; Executive Board members and Senior Leadership Team</b>

<b>Job Purpose &amp; Function</b>	<b>Primary role</b>	<b>Shared with</b>	<b>Comments</b>
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Gloucestershire County Council			Bi-monthly (generally via Leadership Gloucestershire but also on specific issue related matters for example safeguarding)
District Councils			Quarterly via District CXs meetings (general contact on any number of issues)
University of Gloucestershire			Contact via MD Place and ED
Community Safety Partnership			Quarterly meetings (general contact on any number of issues)
Trade Unions			Through Joint Liaison Forum or meetings on request
Police and crime commissioner			Via Leadership Gloucestershire
NHS/CCG			Via Leadership Gloucestershire and half yearly scheduled meetings
Chamber of Commerce and Federation of Small Businesses			Contact via MD Place and ED
Business Improvement District			Contact via MD Place and ED
Cheltenham Borough Homes			Through combined leadership team meetings and informal catch up meetings
Fire and Rescue Service			Via emergency planning meetings
Voluntary sector partners			Via Community Safety Partnership or meetings regarding specific issues



			Appendix 3		
<b>Cheltenham Borough Council</b>					
<b>SLT Grades 4 to 1</b>					
<b>(JNC Chief Officer conditions of service)</b>					
<b>1st April 2017</b>					
SCP	GRADE DESCRIPTION	Annual Salary April 2017	MONTHLY SALARY	HOURLY RATE	
454	Grade 4 - Director Level	£56,317	£ 4,693.05	£29.19	
455	Grade 4 - Director Level	£58,954	£ 4,912.81	£30.56	
456	Grade 4 - Director Level	£61,604	£ 5,133.66	£31.93	
457	Grade 4 - Director Level	£64,251	£ 5,354.26	£33.30	
364	Grade 3 - Director Level	£68,066	£ 5,672.16	£35.28	
365	Grade 3 - Director Level	£71,594	£ 5,966.15	£37.11	
366	Grade 3 - Director Level	£75,121	£ 6,260.06	£38.94	
367	Grade 3 - Director Level	£78,663	£ 6,555.24	£40.77	
274	Grade 2 - Director Level	£81,175	£ 6,764.56	£42.08	
275	Grade 2 - Director Level	£85,384	£ 7,115.37	£44.26	Grade
276	2 - Director Level	£89,614	£ 7,467.86	£46.45	Grade 2 -
277	Director Level	£93,824	£ 7,818.66	£48.63	
278	Interim Spot Grade Head of Paid Service	£100,975	£ 8,414.56	£52.34	
May-17					
279	Grade 1 - CEO	£105,000	£ 8,750.00	£54.43	
280	Grade 1 - CEO	£109,000	£ 9,083.33	£56.50	
281	Grade 1 - CEO	£112,000	£ 9,333.33	£58.05	
282	Grade 1 - CEO	£115,000	£ 9,583.33	£59.61	

