



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Cabinet

Tuesday, 10 October 2017
6.00 pm
Pittville Room - Municipal Offices

Membership	
Councillors:	Steve Jordan, Flo Clucas, Chris Coleman, Rowena Hay, Peter Jeffries, Andrew McKinlay and Roger Whyborn

Agenda

	SECTION 1 : PROCEDURAL MATTERS	
1.	APOLOGIES	
2.	DECLARATIONS OF INTEREST	
3.	MINUTES OF THE LAST MEETING Minutes of the meeting held on 12 September 2017	(Pages 5 - 12)
4.	PUBLIC AND MEMBER QUESTIONS AND PETITIONS These must be received no later than 12 noon on the fourth working day before the date of the meeting	
	SECTION 2 :THE COUNCIL <i>There are no matters referred to the Cabinet by the Council on this occasion</i>	
	SECTION 3 : OVERVIEW AND SCRUTINY COMMITTEE <i>There are no matters referred to the Cabinet by the Overview and Scrutiny Committee on this occasion</i>	
	SECTION 4 : OTHER COMMITTEES <i>There are no matters referred to the Cabinet by other Committees on this occasion</i>	
	SECTION 5 : REPORTS FROM CABINET MEMBERS AND/OR OFFICERS	
5.	ABANDONED TROLLEYS Report of the Cabinet Member Development and Safety	(Pages 13 - 20)
6.	APPROVAL FOR AN EASEMENT FOR ELECTRICITY	(Pages

		CABLES TO BE CONTAINED UNDERGROUND AND THE TRANSFER OF LAND FOR THE PURPOSES OF A SUBSTATION ON PRIORS FARM TO PROVIDE POWER TO THE NEW CREMATORIUM Report of the Cabinet Member Finance	21 - 30)
7.		FACILITATING THE LONG TERM PROVISION OF A SCHOOL PLAYING FIELD FOR GLOUCESTER ROAD PRIMARY SCHOOL. Report of the Cabinet Member Finance	(Pages 31 - 46)
8.		REVISED SAFEGUARDING POLICY Report of the Cabinet Member Housing	(Pages 47 - 80)
9.		2017 CHELTENHAM LOCAL DEVELOPMENT SCHEME Report of the Leader	(Pages 81 - 90)
10.		BUDGET STRATEGY AND PROCESS 2018/19 Report of the Cabinet Member Finance	(Pages 91 - 108)
11.		FINANCING ARRANGEMENTS FOR IMPROVEMENTS TO LEISURE-AT-CHELTENHAM Report of the Cabinet Member Healthy Lifestyles-TO FOLLOW	
		SECTION 6 : BRIEFING SESSION • Leader and Cabinet Members	
12.		BRIEFING FROM CABINET MEMBERS	
		SECTION 7 : DECISIONS OF CABINET MEMBERS Member decisions taken since the last Cabinet meeting	
		SECTION 8 : ANY OTHER ITEM(S) THAT THE LEADER DETERMINES TO BE URGENT AND REQUIRES A DECISION	
		SECTION 9 : LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS	
13.		LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS The Cabinet is recommended to approve the following resolution:- “That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3 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.		A PROPERTY MATTER Report of the Cabinet Member Finance	(Pages 109 - 120)

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Cabinet

**Tuesday, 12th September, 2017
6.00 - 6.45 pm**

Attendees	
Councillors:	Steve Jordan (Leader of the Council), Flo Clucas (Cabinet Member Healthy Lifestyles), Chris Coleman (Cabinet Member Clean and Green Environment), Rowena Hay (Cabinet Member Finance), Peter Jeffries (Cabinet Member Housing), Andrew McKinlay (Cabinet Member Development and Safety) and Roger Whyborn (Cabinet Member Corporate Services)
Also in attendance:	Councillor Max Wilkinson and Councillor David Willingham

Minutes

1. **APOLOGIES**
There were none.
2. **DECLARATIONS OF INTEREST**
There were no declarations of interest.
3. **MINUTES OF THE LAST MEETING**
The minutes of the last meeting were approved and signed as a correct record.
4. **PUBLIC AND MEMBER QUESTIONS AND PETITIONS**

1 Question from Councillor Wilkinson to Cabinet Member Development and Safety, Councillor Andrew McKinlay

In light of the review of taxi licensing in Cheltenham being discussed on tonight's agenda, and the ongoing Air Quality Management Area (AQMA), has the borough council considered the possibility of improving air quality by encouraging more taxi operators to switch from polluting vehicles to electric vehicles?

Response from Cabinet Member

Yes we have put forward proposals to improve air quality by setting out policy guidelines for taxi and private hire operators to switch from polluting vehicles to high standard. The proposals have been published as part of appendix 2 of the report (https://democracy.cheltenham.gov.uk/documents/s22821/2017_09_12_CAB_Review%20of%20Taxi%20Appendix%202.pdf). Cheltenham's AQMA is likely to be reviewed soon to reflect the fact that nitrogen dioxide levels are generally within limits, and to help focus resource and action where further improvements to AQ can be made.

2 Question from Councillor Wilkinson to Cabinet Member Development and Safety, Councillor Andrew McKinlay

Following on from 1, have any studies been carried out aimed at investigating how the necessary recharging infrastructure could be provided to enable a shift to electric taxis?

Response from Cabinet Member

We have not carried out any investigations for electric taxi infrastructure and are not aware of any at GCC for the Cheltenham area.

In a supplementary question Councillor Wilkinson asked whether the Cabinet Member would consider making representations to Gloucestershire County Council with regard to introducing more electric vehicle charging points in the town.

In response the Cabinet Member Development and Safety said that there were ongoing discussions with the County Council in the context of the transport infrastructure work in the town centre and looking at a sensible plan for the introduction of more charging points could be included in this dialogue.

3 Question from Councillor Wilkinson to Cabinet Member Development and Safety, Councillor Andrew McKinlay

Does the council monitor whether the currently licensed taxis use the most harmful type of fuel, diesel, as well as the number of petrol and electric vehicles in use? If so, what proportion of the current taxi fleet is in each?

Response from Cabinet Member

Emission standards	Proportion of licensed fleet
Vehicles on Euro 3 emission standards*	4%
Vehicles on Euro 4 emission standards*	32%
Vehicles on Euro 5 emission standards*	55%
Vehicles on Euro 6 emission standards*	9%

* <https://www.rac.co.uk/drive/advice/know-how/euro-emissions-standards/>

In a supplementary question Councillor Wilkinson stated that the emissions standards did not mention electric vehicles at all and in the future the council should seek to find out about any low emission vehicles. He urged the council to work with representatives of the taxi trade when vehicles expired/due to be replaced in terms of encouraging them to adopt electric vehicles instead. In response the Cabinet Member Development and Safety explained that it was a question of practicality. He referred to the proposed policy change in the consultation which was to phase out older vehicles so to get all petrol vehicles to at least Euro 5 standard by 2020 and to get all diesel vehicles to Euro 6 standard by 2020. He highlighted that at the current time there was a limited supply of electric vehicles and these were expensive. As more electric vehicles became available the policy would reflect this as an option.

5. REVIEW OF TAXI LICENSING POLICY

The Cabinet Member Development and Safety introduced the report and explained that the Council's current Licensing policy, guidance and conditions for private hire and taxis (taxi policy) was adopted in July 2014. He stated that whilst there was no statutory requirement to undertake a review of the taxi policy, there was a commitment set out in the policy to do so at least once every three years to ensure the policy remained up to date and relevant.

The Cabinet Member explained that to facilitate the review and better engage with key stakeholders a taxi policy review working group was set up by the Licensing Committee in April this year. Representatives from the trade, council officers and Councillors sat on the working group

He highlighted that the key points of the proposed policy changes were as follows :

- Introduction of a "three strikes policy" to enable the council to be more effective in its ability to deal with lower level types of complaints and misdemeanours not captured by the "relevance of convictions policy"
- Amendments to the knowledge test to include the introduction of a learning day to cover safeguarding, equalities training and awareness, and taxi and private hire rules
- Working hours-to set out a reasonable expectation on working hours for licence holders, implementing a mechanism whereby licence holders may need to keep a record of their working hours and to submit these records to the council
- Vehicle Standards-phase out older vehicles so as to get all petrol vehicles to at least Euro 5 standard by 2020 and get all diesel vehicles to Euro 6 standard by 2020
- Fitness standards-apply higher fitness standards for licensed vehicles by limiting new permitted wheelchair accessible vehicles to those that are side-loading only. Rear loading vehicles currently on the public hire fleet will be gradually phased out when these vehicles are replaced

In response to comments made by Cabinet with regard to the "three strikes" rule the Cabinet Member explained that the collection of three offences were not captured by the "Relevance of convictions" policy but could be serious enough to be acted on in terms of being subject to an automatic review of their licence. He agreed that some of the infractions should be given a higher weighting than others. With regard to a question on working hours the Cabinet Member explained that government guidance was loose but the council should be able to tackle abuse of the system. He stressed that this was a consultation exercise and the most important objective was to protect the public. The current system was being undermined by double strike offences or the amount of hours worked. Members discussed the obligatory use of a tacograph such as that used by hgv drivers to address the situation. The Cabinet Member informed that Government felt that a similar requirement placed on taxi drivers would be deemed unreasonable. However, he felt that if this was suggested during the consultation exercise then it could be considered further. In response to a comment on taxi drivers coming in to the borough for business he highlighted that the rules which applied to licensing taxis in Cheltenham only applied to Cheltenham and the

council had no powers to prevent outsiders touting inside the borough as they were licensed by other authorities.

RESOLVED THAT

the proposed policy changes as outlined in Appendix 2, 3 and 4 of this report be approved for consultation.

6. POWERS TO ACCOMMODATE ROUGH SLEEPERS

The Cabinet Member Housing introduced the report and explained that nationally rough sleeping had increased by an estimated 134% since 2010. Over the past two years there had also been a significant rise in rough sleeping in Cheltenham. He referred to the introduction of the Solace initiative between the police and the council to tackle anti-social behaviour which supported individuals to take responsibility for their actions, encouraging them to engage with a range of support services that were available whilst challenging those who did not. The purpose of this report was to seek approval to extend the support options further by focussing on a particular group of rough sleepers for whom the current range of accommodation options were relatively restricted due to the fact that they had little or no support needs so did not satisfy one of the key tests. The Cabinet Member highlighted the risk that if this group failed to secure alternative accommodation quickly then they may slip in a downward spiral of increasing support needs. Further to conversations with the Assertive Outreach Services and Cheltenham Borough Homes the council could expect to assist approximately 4-6 rough sleepers with little or no support needs in any given year. However, given that these are only estimates of need, it was appropriate to pilot this initiative for a period of six months in order to fully consider any unanticipated impacts arising as a result of the council's decision to use its discretionary power.

Members welcomed the report and appreciated the ongoing work to support rough sleepers in the town.

RESOLVED THAT

1. the council's use of its discretionary power under section 192 of the Housing Act 1996 be endorsed to secure accommodation for rough sleepers on the terms proposed within the body of this report, initially as a pilot for six months, commencing Monday 2nd October.
2. **It be noted that the Cabinet Member Housing will be delegated authority by the Leader to approve the continuation (or otherwise) of the council's use of this discretionary power, following the review of this pilot towards the end of the six month period.**

7. BUSINESS RATES REVALUATION RELIEFS

The Cabinet Member Finance introduced the report which sought approval to award three separate relief schemes to help business ratepayers facing large increases in bills as the result of the 2017 revaluation of business premises using discretionary powers introduced by the Localism Act.

She explained that this represented one off funding which could not be transferred and it was important that the council supported as many local businesses as possible. She reported that extensive modelling had been undertaken to capture as many small businesses as possible within Cheltenham. The core principles of the scheme were set out in paragraph 2 and in full at appendix 2. She explained that the reliefs were a temporary measure over 3 years and were not transferrable between years. Cheltenham had been allocated £271k and some 1200 ratepayers already paid nothing due to receiving 100 % small business rate relief.

The Cabinet Member said that the scheme would capture more than 300 businesses totalling some £220k and there would be a contingency kept for any that had not been identified in the modelling as set out in paragraph 2.8. She was particularly pleased to be proposing in the local scheme that any business occupying no more than two properties in Cheltenham who met the criteria, relief would be available on both properties. The level of relief was set at a 3 % increase or £50 whichever was greater and the business would get 50 % of any increase.

Finally, the Cabinet Member thanked the Head of Revenues and Benefits for her contribution in maximising the value for as many businesses in the town as possible.

RESOLVED THAT

- 1. a local discretionary revaluation support scheme for 2017/18 as set out in appendix 2 be approved**
- 2. the relief scheme for pubs to be awarded in accordance with the detailed guidance in appendix 3 be approved**
- 3. the Supporting Small Businesses relief scheme to be awarded in line with the detailed guidance in appendix 3 be approved**
- 4. Due to the volume of cases decisions relating to the application of these reliefs be delegated to the Head of Revenues and Benefits and officers in the Business Rates team. In the case of a dispute a reconsideration is to be made by the Chief Finance Officer in consultation with the Cabinet Member Finance**

8. BRIEFING FROM CABINET MEMBERS

The Cabinet Member Healthy Lifestyles informed Members that the Chief Executive had recently taken a decision regarding grant arrangements for improvements to Leisure@.

The Cabinet Member Housing reported that CBH were undertaking a series of consultation events in the west of the town on their vision for west Cheltenham.

The Cabinet Member Finance referred to the commitment by the council of £1 million to the CCLA Property fund. She also paid tribute to the successful hosting of the Tour of Britain.

The Leader also referred to the Tour of Britain the previous weekend and thanked all those who had been involved, in particular the Cabinet Member Finance. A cost benefit analysis would be undertaken on the event and it was hoped that a Cheltenham Festival of Cycling be continued into the future.

The Leader referred to this week's meeting of Overview and Scrutiny which had raised the issue of deprivation in the town and how successful the measures in place have been to tackle it. Officers would be requested to analyse the statistics on progress being made and feedback to the committee. He also had thanked O&S for the report of the Street People Scrutiny Task Group and confirmed to scrutiny members that the process for dealing with the recommendations was already being acted upon.

The Leader updated Members on the Gloucestershire Economic Growth Joint Committee which had confirmed that it would create a Strategic Planning Officer post whose role would be to standardise the database and evidence base and coordinate communications. It was proposed that the County Council would fund this post 50% with the districts and the LEP each contributing £5k. A formal decision would be taken at the November meeting of the committee. He informed that as the council's representative on this body if he was required to take a decision on this he would publish it in advance of the meeting to facilitate scrutiny. The actual decision of the Joint Committee would be subject to scrutiny by the countywide scrutiny committee.

The Cabinet Member Clean and Green Environment reported that the launch of the new improved recycling service would take place on 16 October. Residents were understanding the message and officers would continue their conversation with the press. He also reported that the new recycling vehicles had arrived which had received good press coverage.

The Cabinet Member Clean and Green Environment informed Members that a successful gate review process had taken place the previous day on the Crematorium project. Following legal advice regarding process, this allowed the Head of Property and Asset Management to accept a revised offer from the contractor Willmott Dixon to proceed with the construction phase for the new crematorium and associated access roads. He informed that officers were finalising the supporting documentation and it was expected that a decision would be finalised and published this week. The revised contract sum following the tender of work packages is within the originally agreed programme budget and the scheme remained on track to deliver the benefits originally set out. Those risks which remained with the Council had been mitigated as far as practicable at this stage of the process.

9. CABINET MEMBER DECISIONS TAKEN SINCE THE LAST MEETING

Leader	Allocation of community pride grants and community building grants
Leader	Ubico-amendment to governance
Leader	Ubico- Vehicle maintenance contract
Leader	Set up of Publica (Support Ltd)
Cabinet Member Housing	County rough sleeper impact bond project - inter authority agreement
Cabinet Member Finance	Appointment of NKS Contracts (Central) Ltd- lighting/electrical infrastructure CBH communal areas
Cabinet Member Clean and Green Environment	Recycling Material Reprocessing Contract- Textiles and Shoes

Cabinet Member Clean and Green Environment	Recycling Material Reprocessing Contract- Loose Wood Material
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Chairman

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**Cheltenham Borough Council
Cabinet – 10th October 2017
Abandoned Trolleys**

Accountable member	Andrew McKinley, Cabinet Member
Accountable officer	Mark Nelson, Enforcement Manager
Ward(s) affected	All Wards
Key/Significant Decision	Yes
Executive summary	<p>Following a supported motion at Full Council the Council resolved to engage with retailers to discuss informal or contractual solutions to the significant nuisance abandoned trolleys are causing in some parts of town.</p> <p>The motion requested Cabinet to commence the process necessary to adopt the discretionary powers available to it pursuant to section 99 of the Environmental Protection Act 1990 (as amended) if those discussions with retailers did not result in a satisfactory outcome to tackle the problem.</p> <p>Given the formal requirements to adopt the discretionary powers and the associated timescales, it is proposed that the process to adopt these powers is progressed in parallel to discussions and negotiations with retailers in town. It is hoped that negotiations will achieve a cost effective solution to the problem, which if adhered to, would negate the need for the Council to use formal powers.</p> <p>If agreement cannot be reached on a cost effective basis for the Council then, subject to consultation, the Council could seek to use its statutory powers under section 99 of the Environmental Protection Act 1990.</p>
Recommendations	<ol style="list-style-type: none"> 1. That a formal period of consultation be initiated, as required by Section 99 of the Environmental Protection Act 1990, regarding the possibility of applying Schedule 4 to control abandoned shopping trolleys in the Cheltenham area. 2. As part of this formal consultation, to request feedback from consultees as to possible alternative solutions to the use of formal legal powers that would be cost neutral to the Council. 3. That a further report be prepared detailing the outcome of the consultation and setting out proposals as appropriate. These would include any proposed charging regime and associated financial implications.

<p>Financial implications</p>	<p>If statutory powers are used under Section 99 Environmental Protection Act 1990, the costs of removal, storage and disposal can be claimed back from trolley owners. Charges made in this respect must be reviewed each year.</p> <p>Any negotiated non statutory agreement with retailers for the return of their trolleys should ensure that all Council costs are recovered from the retailers. If this cannot be achieved by agreement then, subject to the outcome of consultations, the Council could seek to use its statutory powers to reclaim costs.</p> <p>Contact officer: Myn Cotterill, myn.cotterill@cheltenham.gov.uk, 01242 774958</p>
<p>Legal implications</p>	<p>Section 99 of the Environmental Protection Act 1990 (EPA 1990) allows a council to apply Schedule 4 (powers to deal with abandoned shopping trolleys) in its area if it:</p> <ul style="list-style-type: none"> • Consults with those likely to be affected by Schedule 4. • Passes a resolution that Schedule 4 is to apply in its area. • Publicises that resolution and its effect in at least one local newspaper. <p>In relation to the consultation, this should be undertaken with persons and representatives of persons who appear to the council to be affected by the proposed decision to adopt schedule 4 of the EPA 1990. It is likely that the Council will have to send correspondence to all local supermarkets and their head offices, to any other outlets that may use trolleys and possibly to representative bodies (such as the British Retail Consortium, Association of Town Centre Management and the Association of Convenience Stores).</p> <p>Although the statute does not provide an exact time period for consultation, it appears that the usual practice of other local authorities has been to provide for a 90-day consultation. If after consideration of the consultation a resolution is adopted that Schedule 4 will apply in the area, the council must advertise that fact in a local newspaper; it can then implement the powers in Schedule 4 three months from the date of the resolution.</p> <p>If a Schedule 4 scheme is agreed to by shopping trolley owners and then adopted by the Council, the Council cannot demand a charge in respect of any trolley which has been dealt with in accordance with the scheme. However if that scheme is not being appropriately complied with, the Council will be in a position to charge for any shopping trolley which is not in compliance with the agreed scheme.</p> <p>Contact officer: John Teasdale, john.teasdale@tewkesbury.gov.uk, 01684 272699</p>
<p>HR implications (including learning and organisational development)</p>	<p>None</p> <p>Contact officer: , @cheltenham.gov.uk, 01242</p>
<p>Key risks</p>	<p>See Appendix 1</p>

Corporate and community plan Implications	The recommended outcomes of this report positively contribute to protecting, maintaining and enhancing Cheltenham's environmental quality.
Environmental and climate change implications	Report recommendations, if approved, will reduce the environmental blight caused by abandoned trollies.
Property/Asset Implications	None Contact officer: David Roberts@cheltenham.gov.uk

1. Background

1.1 At the meeting of Full Council the following motion was supported:

This Council notes that abandoned supermarket trolleys can cause a significant nuisance in some parts of the town. It is possible to take discretionary powers pursuant to section 99 of Environmental Protection Act 1990 (as amended) that allow local authorities to remove abandoned trolleys and charge the owners of those trolleys. If these powers are adopted, they require that any charges payable to the Council by trolley owners to fully cover the costs.

This Council would much prefer that trolley owners work proactively within local communities and take responsibility for addressing the abandonment of their trollies as part of their corporate social responsibility activity, without the need these powers to be formally adopted by the Council.

Consequently, this Council resolves to engage with retailers to discuss potential informal or contractual solutions with trolley owners in the town, but if this does not result in a satisfactory outcome, it request Cabinet to commence the processes necessary to adopt the discretionary powers available to it pursuant to section 99 of the Environmental Protection Act 1990 (as amended), so that the problem of abandoned trollies can be tackled.

1.2 Although the numbers of abandoned shopping trolleys in Cheltenham are probably quite small, the nuisance that these cause can be significant. Abandoned shopping trolleys can be left on the pavement causing an obstruction to pedestrians, abandoned in car parks or on the highway causing a danger to vehicles, left on open land where they can attract litter or dumped in watercourses where they may disrupt the flow of water which could lead to flooding.

1.3 There are a range of supermarkets in Cheltenham. Many of these stores take a proactive approach to abandoned shopping trolleys for example using deterrent paving and coin deposit locks.

1.4 Although the majority of local supermarkets take effective action to prevent the abandonment of shopping trolleys, there is still the opportunity for irresponsible or careless people to remove and abandon shopping trolleys.

2. Powers

2.1 Legal powers are available under Schedule 4 of the Environmental Protection Act 1990. These enable a local authority to seize, store and dispose of abandoned shopping and luggage trolleys found in its area. The provisions allow for the costs of removing, storing and disposing of abandoned trolleys to be recovered from their owners. Amendments made by the Clean Neighbourhoods and Environment Act 2005 have improved the ability for local authorities to reclaim these charges by making any sum payable as a charge, recoverable as a debt.

2.2 The Local Authority powers apply to any shopping or luggage trolley that is found by an authorised officer on 'any land in the open air' (including watercourses), and that appears to them to be abandoned.

2.3 Certain types of land are excluded from the provisions of the schedule, namely:

- i) Land on which the owner of the trolley has a legal interest.
- ii) Land used for off street parking where facilities are provided for leaving shopping trolleys that have been used by customers.
- iii) Other land designated by the Local Authority for the purpose of providing trolley parking facilities.
- iv) In relation to luggage trolleys only, land used for transport undertaking for which luggage

trolleys may be provided, e.g. railways.

If the abandoned trolley is found on land owned by a third party, consent must be sought from that third party. Alternatively, the Local Authority may serve a notice giving fourteen days, following which, if no objection is received, the trolley can be removed.

- 2.4** After the Local Authority has seized and removed any abandoned trolley it must keep the trolley for six weeks before it may sell or otherwise dispose of the trolley.
- 2.5** Fourteen days after seizure the Local Authority must serve a notice on the owner of the trolley (after making reasonable enquiries to ascertain who they are) giving details of where it is being kept and that the Authority may dispose of it if it is not claimed. The Local Authority may charge to return the trolley and if the owner does not pay the charges the Local Authority may retain the trolley and subsequently dispose of it.
- 2.6** The Local Authority may set charges that are sufficient to cover the cost of removing, storing and disposing of shopping or luggage trolleys, including administrative costs, staff time, collection and delivery and physical storage space. Such costs must be regularly reviewed.
- 2.7** The Local Authority may agree a trolley collection scheme with persons who own shopping or luggage trolleys in its area and where such agreements are made the Local Authority may not charge costs for any trolleys within the scheme that they recover.

3. Adoption of Schedule 4

- 3.1** Section 99 of the Environment Protection Act 1990 sets out the procedure for adopting Schedule 4.
- 3.2** In summary the Local Authority must consult with:
 - (1) Retailers known to be providing a trolley service in that area and/or representative bodies such as the British Retail Consortium, the Association of Town Centre Management and the Association of Convenience Stores.
 - (2) Rail, tram, road transport or airport operators known to be providing a trolley service in that area.
 - (3) Other businesses and landowners that may be affected by trolley abandonment, local residents and community groups (this may be done by providing details of the proposal in local newspapers, local authority newsletters, etc. and inviting comments)
 - (4) The Local Chamber of Trade and Commerce
 - (5) The Environment Agency
 - (6) The Police
 - (7) Town and Parish Councils
- 3.3** Following on from the consultation there is a requirement to make a resolution. This has to state the date on which the Schedule 4 controls will come into force, being not less than three months from the date on which the resolution is passed. This resolution may be taken by the Cabinet.
- 3.4** There is a requirement to publish notice of the resolution in at least one local newspaper, indicating the general effect of the adoption of the Schedule.
- 3.5** From time to time the Council must consult on the operation of Schedule 4 in its area with those affected by it. Local Authorities are advised to review the operation of the Schedule at least every five years, and monitor the number of trolleys recovered under the schedule. As part of the review they should consider whether adequate steps are being taken to reduce the number of abandoned trolleys. Earlier review may be necessary if there is significant change in circumstances.

4. Reasons for recommendations

4.1 To provide effective agreement / procedures to tackle the problem of abandoned trolleys in Cheltenham.

5. Alternative options considered

5.1 The consultation detailed in the report will also request consultees to suggest alternative solutions to the use of formal legal powers that would be cost neutral to the Council.

6. Consultation and feedback

6.1 Proposed consultation detailed in report.

7. Performance management –monitoring and review

7.1 Report on the outcome of consultations, and make associated recommendations.

Report author	Contact officer: Mark Nelson, mark.nelson@cheltenham.gov.uk, 01242 264165
Appendices	1. Risk Assessment
Background information	

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If suitable and cost neutral agreements cannot be reached with retailers concerning the return of abandoned trolleys then any agreements made may result in increased Council expenditure.	Mark Nelson		1	4	4		The Council may make use of statutory powers under Section 99 Environmental Protection Act 1990, subject to all necessary statutory procedures as outlined in the report. Any subsequent charges would be made on a cost recovery basis.			
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											

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**Cheltenham Borough Council
Cabinet –10th October 2017**

Approval for an Easement for electricity cables to be contained underground and the transfer of land for the purposes of a Substation on Priors Farm to provide power to the new Crematorium

Accountable member	Cllr Rowena Hay - Cabinet Member Finance
Accountable officer	David Roberts – Head of Property and Asset Management
Ward(s) affected	Oakley Ward
Key/Significant Decision	No
Executive summary	The new Crematorium requires an electricity supply. In order to facilitate a supply a new electricity cable needs to be laid underground and a substation is required to facilitate the correct voltage reaching the proposed Crematorium. Due to Priors Farm being deemed as ‘open space’ and because an easement needs to be recorded on the Councils land title as this is considered a disposal a legislative process must be followed. The substation requires a small amount of land to be transferred to Western Power. The Council have to advertise its intentions ‘to dispose’ in a local newspaper for two consecutive weeks as per S123 of the Local Government Act.
Recommendations	<p>Cabinet, having considered any comments or objections received; is recommended to:</p> <ol style="list-style-type: none"> 1. Delegate Authority to the Head of Property in consultation with the Cabinet Member Finance to dispose of the land required by Western Power in consultation with the Project sponsor for the Crematorium Project upon such terms as he considers necessary or desirable to protect the Council’s interests. 2. Authorise the Borough Solicitor to conclude such documents reflecting the agreement reached by the Head of Property and Asset Management as she considers appropriate
Financial implications	<p>The proposed installation of the electrical cable and substation forms an integral part of the new Crematorium capital scheme and as such the expected cost of £88,000 is included within the existing approved capital construction budget.</p> <p>The proposed transfer of land will be at nil value, as detailed in paragraph 1.8. There are therefore no financial implications arising from this transfer.</p>

Legal implications	The Council has a statutory obligation under s123 of the Local Government Act 1972 in respect of freehold disposals. Contact officer: andrew.perry@tewkesbury.gov.uk 01684 272698
HR implications (including learning and organisational development)	N/A
Key risks	Appendix 1
Corporate and community plan Implications	N/A
Environmental and climate change implications	N/A
Property/Asset Implications	Contained in this report Contact officer: David Roberts@cheltenham.gov.uk

1. Background

- 1.1 The Crematorium to the rear of the current site at Bouncers Lane has no current electricity supply, nor the proximity to feed off existing electricity supplies. Willmott Dixon the Project Manager has worked closely with Western Power and the Council to find the best way to facilitate power to the proposed Crematorium.
- 1.2 As a new 'track' will be built to facilitate a one way traffic system for the Crematorium on Priors Farm, it was deemed that ducting and power cables could be laid into this track and therefore provide the least disruptive option to the current operation of the Cemetery and Crematorium. A plan showing the proposed Easement for the electricity cable is attached in appendix 2. The Cable route is shown in brown.
- 1.3 Priors Farm has areas of scrubland and playing fields. It also has areas of grassland which are considered low grade agricultural land. All this land is designated Public Open Space. The area to which this reports refers is considered scrub land running parallel to the Cemetery Boundary along the northern boundary of Priors Farm.
- 1.4 Laying the cables and recording it on the title for the Property, by way of an Easement, legally acknowledges the right for the cables to be there and to remain undisrupted. It also gives Western Power legal rights to enter onto the land to resolve any issues in relation to supply. This would still require notification to the Council if any works were required and any damage to be made good. This protects the power supply and importantly any disruption issues remain with Western Power to rectify.
- 1.5 Transferring a section of land to house a substation to Western Power prevents the substation becoming Cheltenham Borough Councils responsibility, and again any future maintenance or disruptions to supply due to faults emanating from the substation remains the responsibility of Western Power. The substation is required to regulate the voltage being provided to the Crematorium. The substation will be situated quite far back on the field and is indicated as a pink box on the attached plan in appendix 2.
- 1.6 Due to the substation being a small above ground structure and to simplify legalities, utility companies prefer that the land is transferred to them on which they house the substation structure. The land is big enough to house the substation, but not so large to allow other development to occur. Approx. land transfer will be 36m² or less.
- 1.7 As the Easement has to be recorded against the property title and because permanent rights are being granted to Western Power, an easement is considered a disposal. Any disposal on Public Open Space sets in motion Section 123 of the Local Government Act 1979. S123 requires that the 'disposal' is advertised for two consecutive weeks in a Local Newspaper to allow people to comment or object.
- 1.8 The transfer of land for the Substation will be at nil value. The land area will be 36m² but it will still be considered a disposal for the purposes of S123. Therefore this has also been captured in the attached advert.

2. Reasons for recommendations

- 2.1 The new Crematorium requires an electricity supply. This is the best option for achieving the required supply. A S123 Notice is part of the process to securing the electricity supply as it is being proposed on Public Open Space.

3. Alternative options considered

- 3.1 **That we give Western Power a permissive right to lay the Power Cables by way of a**

Wayleave - there is no requirement of permanence with a Wayleave which could be putting the future of the supply at risk. There is no necessity to keep a record of the locality of the wayleave on the title, which could lead to accidental damage or loss of supply, through development (such as the Flood Alleviation Works) or future sale. This also puts more emphasis on the Council to look after and protect the supply at the Council's cost.

3.2 The same reasoning stands as above for the transfer of land for the substation. Also, the Council did not want the ongoing responsibility of the substation, when it could remain with the industry specialist and there was no need to take on this extra burden.

3.3 We facilitate the electrical power supply on another route - The recommended option is the least disruptive and easiest solution - alternatives would be much more difficult, disruptive and would need to run across more sensitive areas (the cemetery) and the ease of access has a direct bearing on cost.

4. Consultation and feedback

4.1 The proposed disposal and easement were advertised in the Gloucestershire Echo on 13th and 20th September 2017. A copy of the advert is attached in appendix 3. Any objections will be included in Appendix 4.

4.2 Local ward members have been made aware of the proposed easement.

4.3 Cllr Rowena Hay is in support of the electricity cable being facilitated within the road to lessen the need for further disruption or infringement on other areas.

5. Performance management –monitoring and review

5.1 The project board will manage the timescales.

Report author	Contact officer: Abigail.marshall@cheltenham.gov.uk, 01242 775166
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Plan showing proposed route of the cable and position of the substation3. The S123 Advert4. Objections received following the public advertisement (to be published once the period for objections is ended).

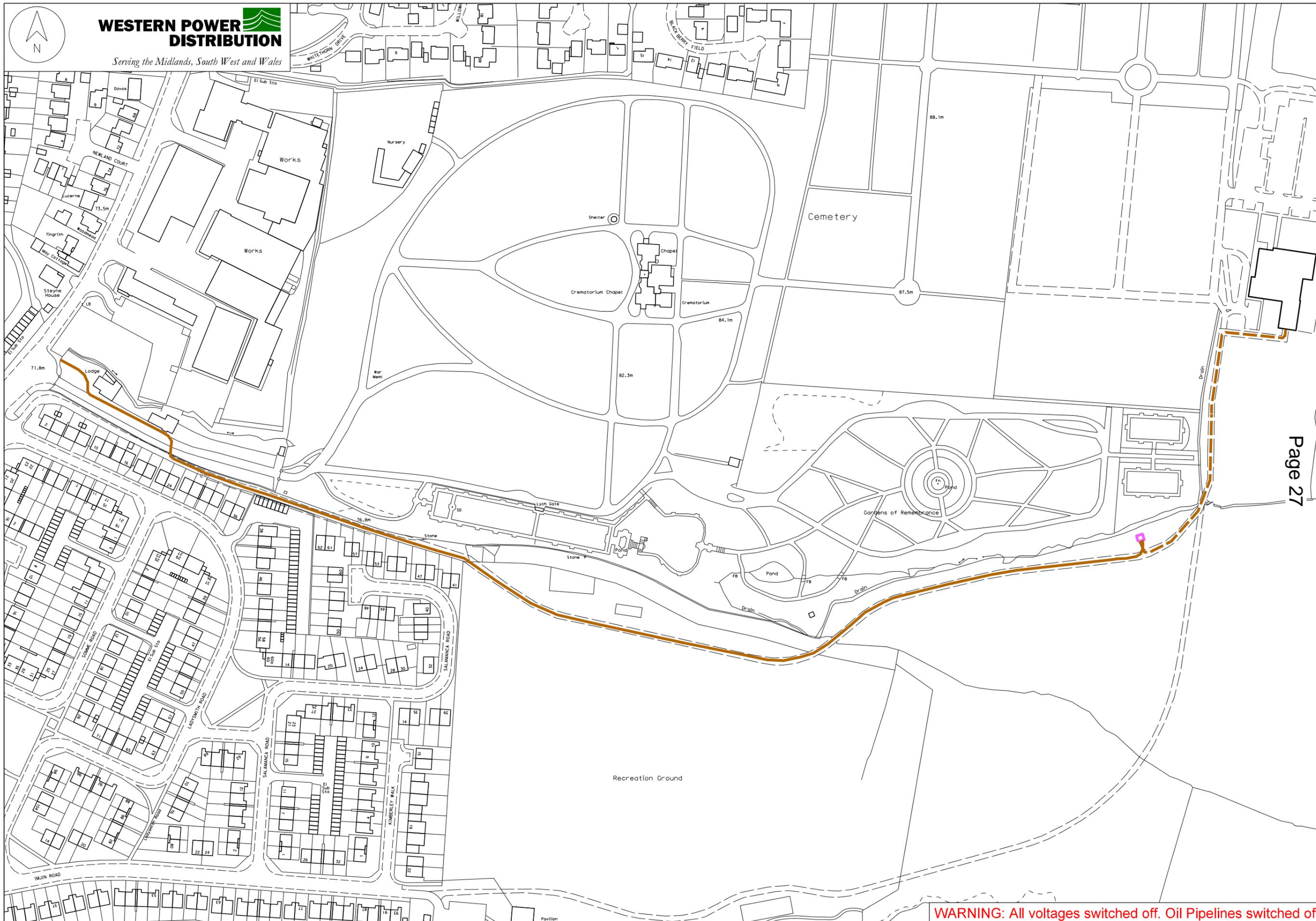
The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
8.3 (crem risk ref)	If the granting of an easement to Western Power along the electricity cable route is delayed there may be delays to the programme and/or additional costs.	Mike Redman	22/08/17	2	2	4	Reduce	Grant easement In the event that an easement cannot be granted, assess alternative options which limit the impact on the programme.	10/10/17 31/10/17	Estates Surveyor Senior Property Surveyor	Already on crematorium development risk register

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WESTERN POWER DISTRIBUTION

Serving the Midlands, South West and Wales



Page 27

PLOT CENTRE: 397151.999,222986.545

PLEASE NOTE: This plan ONLY shows assets owned by Western Power Distribution. Electricity assets owned by IDNO's (Independent Network Operators) MAY be present in this area. Information is given as a guide only and it's accuracy cannot be guaranteed.

WARNING: All voltages switched off. Oil Pipelines switched off.

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SCALE 1:2000

@ A3

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MENS MERCURY BIKE LEATHER. MENS MERCURY STONE, BLACK LEATHER, BIKE JACKET. SIZE 44. LOVELY CONDITION. £40 Tel: 01452 548509

AKITO MENS BIKE LEATHER. MENS AKITO BLACK LEATHER BIKE JACKET. SIZE 48. LOVELY CONDITION. £60 Tel: 01452 548509

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Public Notices

24/7 Advertising for private and trade

Public Notices

GLoucestershire County Council

TEMPORARY ROAD CLOSURE

280578 FOOTWAY WITHIN THE MATSON & ROBINSWOOD WARD
GLOUCESTER CITY

Gloucestershire County Council has made an order under the Road Traffic Regulation Act 1984 (as amended) to temporarily close part of road number 280578 (the alleyway/footway only) from Redwell Road to Matson Avenue for a distance of approximately 54 metres.

The reason for the closure is to accommodate works to a streetlight column. The road is expected to be closed between 08:00 and 16:00 on 13th September 2017 for one day only. However should it be necessary to continue the closure for longer than this period the Order can authorise the closure for up to eighteen months. For further information, please contact Gloucestershire Highways on 08000 514 514 or visit www.gloucestershire.gov.uk

Alternative Route - as signed on site
Pedestrian access and emergency access will not be maintained due to safety reasons.
DATED: 13th September 2017 For Head of Legal Services
HSL/64208
Legal Services, Shire Hall, Gloucester GL1 2TG.

Legal Notices

CHELTHENHAM BOROUGH COUNCIL
LOCAL GOVERNMENT
ACT 1972, SECTION
123 (2A)

Land at Cheltenham Crematorium, Bouncers Lane, Cheltenham GL52 5JT

Notice is hereby given that Cheltenham Borough Council intends to make the following disposals of land at Priors Farm, Cheltenham to Western Power Distribution:-

- The freehold area shown edged mauve on the plan of an approximate gross area of 36m2 and which is to be the site of an electricity sub-station.
- The grant of rights by way of an easement to lay, inspect and maintain underground cables and apparatus in the area of land having a width of 100mm which will be contained within a road circa 6 m wide and length of 993m and the cables and apparatus are shown identified as a brown line on the plan.

The plan referred to can be inspected at the address below.

Objections to the intended disposal must be made in writing and addressed to:
Sara J Frackleton (ref. 22240)
BOROUGH SOLICITOR
Cheltenham Borough Council
Municipal Offices,
Promenade
Cheltenham
GL50 9SA
By no later than 1600hrs on
Wednesday 4th October 2017

Licensing Notices

LICENSING ACT 2003
MINOR VARIATION OF
PREMISES LICENSE

An application has been made by The University of Gloucestershire to the Licensing Authority for Gloucester City for the minor variation of a Premises License for Oxtalls Campus at The University of Gloucestershire, Oxtalls Lane, Longlevens, GL2 9HW.

The application includes a request to vary the existing license to cover the new SU bar located in the Jonathon Ponn building. The application can be viewed, by appointment, at the offices of the Licensing Authority at: Environmental Health, Gloucester City Council, Herbert Warehouse, The Docks, Gloucester Telephone: 01452 396303 Email: licence.team@gloucester.gov.uk Fax: 01452 396340

Any person wishing to make representations concerning this application must give notice in writing (including email or fax number) to the above named by Friday 22nd September 2017. It is an offence liable on conviction to a fine up to £5,000 under Section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in connection with this application.

LICENSING ACT 2003
MINOR VARIATION OF
PREMISES LICENSE

We the University of Gloucestershire do hereby give notice that we have applied to the Licensing Authority at Cheltenham Borough Council for a minor variation to the Premises License at The University of Gloucestershire, Albert Road, Cheltenham, Gloucestershire, GL52 3JG and known as Pittville Campus.

The application is to extend the area covered by the current Premises License to include the new building located at Pittville. Any person wishing to make representations to this application may do so by writing to Cheltenham Borough Council, Licensing Section, Municipal Offices, Promenade, Cheltenham, GL51 1PP or by email to licensing@cheltenham.gov.uk not later than Friday 22nd September 2017. Representations received after this date cannot be considered. A copy of the application can be viewed at Cheltenham Borough Council, Licensing Section, Municipal Offices during normal office hours. It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction being £5,000.

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Licensing Notices

GOODS VEHICLE
OPERATOR'S LICENCE

Diggerz Ltd of 152 Bristol Road, Gloucester GL1 5SR is applying for a licence to use The Lake Farm, Wyndbrocke Lane, Pendock GL19 3FJ as an operating centre for 3 goods vehicles and 1 trailer and to use Bury Court Farm, Bury Mill, Redmarley, Gloucester GL19 3LB as an operating centre for 3 goods vehicles and 1 trailer. Owners or occupiers of land (including buildings) near the operating centre who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hilcrest House, 386 Harehills Lane, Leeds LS9 6NF stating their reasons, within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A guide to Making Representations is available from the Traffic Commissioner's office.

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Cheltenham Borough Council

Cabinet – 10th October 2017

Facilitating a long term solution for Gloucester Road Primary School to have a playing field

Accountable member	Cllr Rowena Hay
Accountable officer	David Roberts
Ward(s) affected	St Peters Ward and Oakley Ward
Key/Significant Decision	Yes
Executive summary	A proposal to secure a long term solution for Gloucester Road Primary School to have a playing field at Alstone Lane and satisfy the County Councils requirements for a school playing field provision.
Recommendations	<p>1.To approve the release of the restrictive covenant described in the report on the land owned by Clifton Diocese described in the Background paper in order to secure a long lease of land at Alstone Croft Playing Field for Gloucester Road Primary school as consideration for the release of certain requirements for the provision of a playing field contained in an Agreement dated 21 December 2001 with Gloucestershire County Council</p> <p>2. To delegate authority to the Head of Property and Asset Management, in consultation with the Cabinet Member Finance and the Borough Solicitor to negotiate and conclude such documents as may be necessary or advisable to put into effect the transaction described in recommendation 1.</p>

Financial implications	<p>The solution proposed by this report to provide a long term school playing field on Alstone Croft playing field, is likely to have minimal financial impact on this Council.</p> <p>Contact officer: Sarah Didcote, Sarah.Didcote@cheltenham.gov.uk, 01242 264125</p>
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Legal implications	<p>Release of the restrictive covenant is a “disposal of land” within the meaning of s123 Local Government Act 1972, so best consideration has to be obtained. In this circular transaction, the consideration will, in effect, be the release by the County of the Authority’s obligations under the 2001 Agreement following the grant of the lease enabled by the release of the restrictive covenant.</p> <p>The County will need to be satisfied that the terms of the lease meet its requirements. The school may also need to be a party to, or at least involved in, the transaction, depending on its legal status.</p> <p>Contact officer: Rose Gemmell, rose.gemmell@tewkesbury.gov.uk, 01684 272014</p>
HR implications (including learning and organisational development)	<p>N/A</p>
Key risks	<p>Set out in Appendix 3</p>
Corporate and community plan Implications	<p>None</p>
Environmental and climate change implications	<p>None</p>
Property/Asset Implications	<p>As outlined in this report</p> <p>Contact officer: David Roberts@cheltenham.gov.uk</p>

1. Background

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- 1.1 On 31 October 1956 Cheltenham Borough Council conveyed land to Clifton Diocese. The Conveyance imposed a restriction on the Diocese “not to use the land for any building thereon otherwise than for the purpose of religious worship”.
- 1.2 On the 21st December 2001 Cheltenham Borough Council (CBC) agreed and entered into a legally binding agreement with Gloucestershire County Council (GCC) to provide a school playing field for Gloucester Road primary school (The School). The reason that CBC entered into this agreement was to facilitate and bring forward the Waitrose Development.
- 1.3 Please refer to the attached plan in Appendix 1 for further clarity, where:
- 1 = Gloucester Road School (The School), shaded blue
 - 2 = Former Playing Field (Waitrose development, shaded orange
 - 3 = Alstone Croft playing field owned by Clifton Diocese (CD), shaded green
 - 4 = Colletts Drive, owned by Cheltenham borough Council (CBC), shaded red
 - The yellow circle an area which is within an acceptable walking distance from the school for a school playing field.
- 1.4 The main driver of the agreement is for CBC to provide The School (No. 1, shaded blue on the attached plan appendix 1) with a playing field. The land owned by CBC at Collett’s Drive is considered to be unsuitable for the purpose.
- 1.5 CBC has still to fulfil its obligations under the agreement, to provide a school playing field. In the meantime Gloucester Road Primary School has been using a sports Ground at Alstone Croft on a short term lease (now expired). Half of Alstone Croft Playing field is owned by Clifton Diocese, and the remaining half owned by Gloucester Diocese.
- 1.6 Clifton Diocese (owner of half of the Alstone Croft Playing field) has indicated that it is willing to provide a 125 year lease to GCC, which would be sufficient to meet the playing field requirements under the 2001 Agreement, provided CBC releases the restriction set out in paragraph 1.1. GCC could then offer Gloucester Road School a playing field at Alstone Lane on a more permanent basis; in return CBC would require its obligations under the 2001 Agreement to be deemed to be satisfied.

2. Consultation and feedback

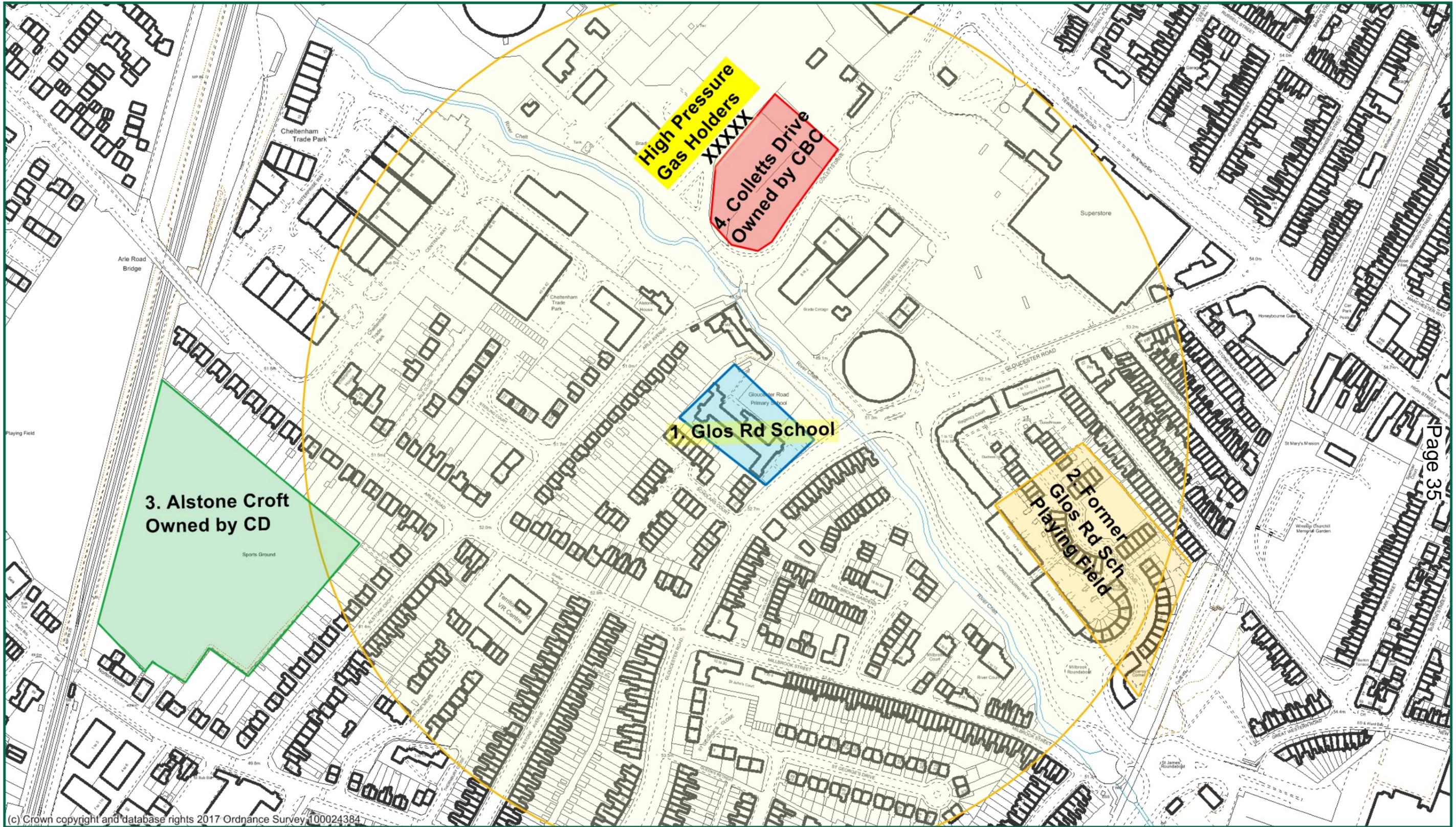
- 2.1 Ward Members, AMWG, Exec Board and the Cabinet Member for Finance have been consulted with regard to the content of this report.

3. Performance Monitoring-monitoring and review

- 3.1 Any outcomes and impacts for the Council resulting from the ongoing negotiations between the three parties will be monitored and reviewed regularly on a weekly basis. The property team will keep the Cabinet Member for Finance informed of progress at regular intervals.

Report author	Contact officer: Abigail Marshall Abigail.marshall@cheltenham.gov.uk, 01242 775166
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Appendices	<p style="text-align: right;">Page 34</p> <ol style="list-style-type: none">1. Plan2. Background Paper - Exempt3. Risk Assessment -Exempt4. Diagram showing the proposed transaction between all parties - Exempt
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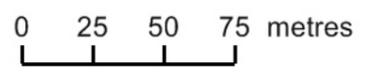
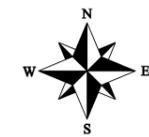
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Plan showing the location of Gloucester Road School, past and present playing field options

1:2500

15 June 2017



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Cheltenham Borough Council Cabinet – 10th October 2017 Revised Safeguarding Policy

Accountable member	Councillor Peter Jeffries
Accountable officer	Tracy Brown, Partnerships Team Leader
Ward(s) affected	All
Key/Significant Decision	Yes
Executive summary	<p>The council’s current Safeguarding Policy, which was agreed by cabinet in March 2013 is due for renewal. To ensure consistency, efficiency and best practice across the districts, the Gloucestershire District Safeguarding Network proposed that a template county-wide safeguarding policy be developed that that can then be adapted to meet the council’s specific needs.</p> <p>Taking input from lead cabinet members, Senior Leadership Team and service managers, the new policy reflects the aspirations of the Council to effectively embed safeguarding practice across the council.</p> <p>As with previous versions the policy incorporates both safeguarding children and vulnerable adults into the new document.</p>
Recommendations	That cabinet agree to adopt the new Safeguarding Policy.
Financial implications	<p>None as a result of this report</p> <p>Contact officer: Myn Cotterill , myn.cotterill@cheltenham.gov.uk, 01242 774958</p>

<p>Legal implications</p>	<p>The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect.</p> <p>There is a requirement placed on district councils to work in partnership with their Children's Services Authority (CSA). In this case Gloucestershire County Council</p> <p>Children Act 2004</p> <p>Section 11 places a statutory duty on key people and bodies, including district councils, to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children.</p> <p>Section 10 outlines the duty to promote inter-agency cooperation between named agencies - including district councils.</p> <p>There is a reciprocal duty on those agencies, including district councils, to cooperate with the CSA in budget pooling - a key provision that underpins children's trust arrangements.</p> <p>Section 13 gives district councils representation on, and participation in, local safeguarding children's boards (LSCBs).</p> <p>Section 17 entitles district councils to be consulted on the CSA's children and young people's plans (CYPPs)</p> <p>Contact officer: Donna Marks@tewkesbury.gov.uk, 01684 272068</p>
<p>HR implications (including learning and organisational development)</p>	<p>GO Shared Services are committed in supporting the council to strengthen its safeguarding practices. This will be achieved in a number of ways, including ;through enabling safe recruitment practices, incorporating the policy into induction training, the provision of safeguarding training (ensuring E –learning training is accessible for all staff and elected members) and through supporting officers and members.</p> <p>Contact officer: Carmel Togher, HR Business Partner</p> <p>Email:carmel.togher@cheltenham.gov.uk</p> <p>Tel: 01242 775215</p>
<p>Key risks</p>	<p>See Appendix</p>
<p>Corporate and community plan Implications</p>	<p>This policy will support the council's in its delivery of the corporate strategy outcome that 'People live in strong, safe and healthy communities'.</p>
<p>Environmental and climate change implications</p>	<p>N/A</p>

Property/Asset Implications	N/A Contact officer: David Roberts@cheltenham.gov.uk
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1. Background

- 1.1 The Council's existing safeguarding policy was due for renewal at the end of 2016. The decision was taken to extend the policy for an additional year to allow it to align with the good practice template being developed by the Gloucestershire District Safeguarding Network. The template has now been developed and agreed by the districts at the last meeting of the network.
- 1.2 The template has been used to develop a new safeguarding policy for Cheltenham Borough Council that covers all the most recent legislation and best practice that meets the specific needs of the Council.
- 1.3 An Internal Audit review carried out in 2016 made a series recommendations mainly around the issues of training and monitoring of compliance especially within our commissioned services. The new policy incorporates these recommendations.

2. Key elements of the new policy

- 2.1 Since the previous policies adoption there have been several legislative changes affecting safeguarding. These include new duties or specific criminal offences relating to vulnerable adults, modern slavery, stalking and coercive control. Although these changes were referred to in the previous policy they are now fully embedded within the new policy. Bringing together the various elements of safeguarding into a comprehensive document will help staff and elected members understand a complex topic.
- 2.2 Individual staff and elected responsibilities have been redefined to ensure that all staff and elected members understand the role that they and other specific groups and officers within the council fulfil. It takes into account the council's new structure and relationships with other shared and commissioned services. The policy outlines how commissioned services will be held to account.
- 2.3 Processes within the policy has been streamlined to ensure that it is easier for staff and elected members to understand how to report their concerns when necessary.
- 2.4 Following the Ofsted report of children's services and the Gloucestershire safeguarding children board there will in the future a greater emphasis on organisations to track internal safeguarding quality of practice. The new policy therefore puts the duty on staff and elected members to notify the lead designated safeguarding officer whenever they put in a safeguarding referral. This will allow the council to have a better understanding of the referrals it is making and to ensure that staff receive any support necessary.

3. Embedding the new policy

- 3.1 Work is currently being undertaken to incorporate the policy into the induction stage of employment. This will likely be through the existing induction checklist and revised inclusion in the corporate induction. It will also be included in members' induction as it has in previous years. Existing staff will have to confirm that they have read, understood and will undertake to carry out their duties according to the new policy.
- 3.2 Formal e-learning training provided by the Gloucestershire Safeguarding Children and Gloucestershire Safeguarding Adults Board is accessible to all staff and elected members. It is however mandatory for staff who have contact with the public. In addition experts from external organisations will also be bought in regularly to highlight relevant topics around safeguarding to staff.

3.3 The council has initiated an internal safeguarding group for officers that has representation from across the Council. This group will support the role out of the new policy to ensure it is embedded across all departments.

3.4 As safeguarding can be a complex topic and many of our staff will not come across safeguarding issues regularly in their work it will therefore be important that we use the intranet to periodically remind staff about the importance of safeguarding.

4. Consultation and feedback

4.1 The template district safeguarding policy was developed by a sub-group of the District safeguarding network comprising representatives from each district as well as Gloucestershire County Council and both safeguarding boards. The template policy has therefore been shaped by safeguarding professionals from a variety of organisations.

4.2 The draft Cheltenham Borough Council safeguarding policy has been distributed via service managers to all relevant staff and feedback has been received. The majority of the feedback has been positive. The feedback and policy itself has also been discussed at the inaugural meeting of the Borough Council’s internal safeguarding officer group.

5. Performance management –monitoring and review

5.1 The internal safeguarding officer group will support the monitoring of the policy and ensure that staff throughout the organisation understand the policy and feel supported in their safeguarding duties. Where necessary the Senior Leadership Team will take ownership of specific issues to ensure compliance with the policy.

5.2 The council as a member of the Gloucestershire Safeguarding Children’s Board will also be required to feedback on how it is undertaking relevant actions in the Board’s Ofsted improvement plans. This will include completing the annual section 11 audit. The audit this year will focus less on processes and more on outcomes in line with Ofsted recommendations. As in previous years the district councils will take part in a peer review exercise to ensure the audit findings are accurate and reflective.

Report author	Contact officer: Tracy Brown Partnerships Team Leader, tracy.brown@cheltenham.gcsx.gov.uk, 01242 264142
Appendices	1. Risk Assessment 2. Safeguarding Policy
Background information	

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the organisation fails to engage fully with the safeguarding agenda the council may not meet its statutory duties.	Pat Pratley	19/9/17	3	3	9	Reduce	Adoption and roll out of new policy	October 2017	Tracy Brown	
	If service areas fail to engage with the safeguarding agenda fully there may be a failure to safeguard a child or vulnerable adult in our care	Pat Pratley	19/9/17	4	3	12	Reduce	Adoption of new policy and associated communications	December 2017	Tracy Brown	
	If services commissioned by the council do not meet the safeguarding standards required the council may not meet its statutory duties and a child or vulnerable adult may not be effectively safeguarded	Pat Pratley	19/9/17	4	3	8	Reduce	Adoption of the policy and enhanced assurance arrangements though lead commissioners and client officers	Ongoing	Lead Commissioners	

Explanatory notes

Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

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

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Cheltenham Borough Council

Safeguarding Policy

Draft v3 August 2017

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1. Introduction

Although safeguarding is primarily about protecting vulnerable adults, young people or children from harm, abuse or neglect, it has a wider remit around protecting people's health, wellbeing and human rights.

2. Background and Aims

The council has a statutory responsibility and a duty of care, to cooperate and report issues relating to safeguarding to the appropriate authorities and partner agencies.

Safeguarding is not a practice that operates in isolation; its importance cuts across every service and function that the council undertakes and as such, needs to be embedded within the organisation.

The policy has therefore been produced to ensure there is a consistent and thorough approach to Safeguarding across the organisation and that all employees, elected Members, volunteers, contractors and commissioned providers delivering services on the Council's behalf are aware of their legal obligations to safeguard children, young people and vulnerable adults.

The safeguarding of children and young people and the safeguarding of vulnerable adults encompasses the following types of harm:

- Child Abuse (physical, sexual, emotional and neglect)
- Vulnerable adult abuse (physical, sexual abuse, psychological, financial, neglect and acts of omission, discriminatory, institutional abuse)
- Domestic Abuse (including coercive control)
- Stalking
- Sexual Violence
- Child Sexual Exploitation
- Modern Slavery
- Honour Based Violence
- Forced Marriage
- Female Genital Mutilation
- Cybercrime including cyber bullying
- Radicalisation
- Self-neglect

The **aims** of the policy are to:

- Raise overall awareness of safeguarding, the signs of abuse and information on what to do if any form of abuse is identified or suspected.
- Protect children and vulnerable adults from harm while using services that the Council is responsible for (both directly provided and commissioned) by ensuring services have safe working practices in place.
- Ensure that employees, casual workers, volunteers and elected members associated with Cheltenham Borough Council are able to report any safeguarding concerns appropriately.

- Ensure employees, casual workers, volunteers and elected members have effective training and support to allow them to safeguard children and vulnerable adults

Safeguarding Children

Local Authorities have a duty under the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions. The council is a member of the Gloucestershire Safeguarding Children's Board (GSCB).

Safeguarding Vulnerable Adults

The council's role for safeguarding vulnerable adults is governed by the Care Act 2014 and the responsibilities apply to adults who:

- Have care and support needs
- Are experiencing or are at risk of abuse or neglect
- Are unable to protect themselves from either the risk of, or the experience of abuse or neglect

3. Definitions and Types of Abuse

Children and Young People

In accordance with guidance provided by *Working Together to Safeguard Children 2010* and based on the *Children Act (1989) and (2004)* the terms children, child, young person or young people shall for the purposes of this policy be deemed to mean:

“Anyone who has not yet reached their 18th birthday. The fact that they have reached 16 years of age; are living independently or in further education; are a member of the armed forces; in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Acts and this policy”.

A child may be at risk of abuse in many ways:

TYPE	DEFINITION	POTENTIAL INDICATORS
Emotional	The persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child’s emotional development.	Conveying to children that they are worthless or inadequate; imposing age or developmentally inappropriate expectations, serious bullying, exploitation, isolation, segregation
Sexual	Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware what is happening, including use of images through social media or other IT.	Inappropriate sexual behaviour, use of language, fear of adults, recoiling from physical contact.
Neglect	The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.	Inadequate food, clothing or shelter. Inadequate access to appropriate medical care or treatment, isolation, truancy, lateness
Physical	May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.	Unexplained bruising, burns, fractures, weight gain or loss, repeat illness.

Child Sexual Exploitation (CSE)

‘Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability’

Vulnerable Adults

A vulnerable adult is any person aged 18 or over, who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs **and:**
 - Is experiencing or at risk of abuse or neglect **and**
 - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
- A vulnerable adult may be at risk of abuse in many ways:

TYPE	DEFINITION	POTENTIAL INDICATORS
Physical	The non-accidental use of physical force that results (or could result) in bodily injury, pain or impairment including: assault, hitting, slapping, pushing, misuse of medication and restraint.	Unexplained bruising, cowering or flinching, bruising consistent with being hit, unexplained burns, unexplained fractures.
Domestic Abuse	An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality.	Unexplained bruising, cowering or flinching, bruising consistent with being hit, isolation from friends and family, emotional abuse, with holding finances.

Sexual	Direct or indirect involvement in sexual activity without consent.	Incontinence, difficulty/discomfort in walking, excessive washing, sexually transmitted diseases, bruising/bleeding in genital areas, bruising, urinary infections
Emotional/ Psychological	Acts or behaviour which impinge on the emotional health of, or which causes distress or anguish to individuals.	Disturbed sleep, anxiety, confusion, extreme submissiveness or dependency, sharp changes in behaviour, loss of confidence or appetite.
Neglect & Acts of Omission	Ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to the individual.	Ignoring medical, emotional or physical care needs (incl. dressing), failure to provide access to appropriate health care, withholding medication, adequate nutrition and heating.
Financial & Material Abuse	Unauthorised, fraudulent obtaining and improper use of funds, property or any resources of an adult at risk. Scamming and coercion in relation to an adult's financial affairs.	Unexplained or sudden inability to pay bills, unexplained withdrawals of money from accounts, personal possessions going missing, unusual interest by a friend/relative/neighbour in financial matters.
Discriminatory	When values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals. This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment.	Inciting others to commit abusive acts, lack of effective communication, bullying.

Institutional/ Organisational	Where the culture of the organisations places the emphasis on the running of the establishment above the needs and care of the person.	Lack of care plans, contact with the outside world not encouraged, no flexibility or lack of choice.
Self-neglect	Neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	A deterioration in physical appearance, lack of grooming, rapid weight gain/loss.

There are a number of specific acts that constitute abuse which could affect both adults and children;

Female Genital Mutilation (FGM)

FGM is a collective term used for illegal procedures, such as female circumcision, which include the partial or total removal of the external female genital organs, or injury to the female genital organs for a cultural or non-therapeutic reason.

Honour Based Violence (HBV)

HBV is abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.

It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community.

Forced Marriage

In a forced marriage a person is coerced into marrying someone against their will. They may be physically threatened or emotionally blackmailed to do so. It is an abuse of human rights and cannot be justified on any religious or cultural basis.

It is not the same as an arranged marriage where they have a choice as to whether to accept the arrangement or not. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time.

Stalking

The Protection of Freedoms Act 2012 defines "stalking" as an offence. However, there is no legal definition, but examples include: following or spying on a person or forcing contact with the victim through any means including social media. Any of these examples carried out repeatedly or persistently can cause significant alarm or distress.

Radicalisation

Prevent is a government strategy which aims to raise awareness and resilience to radicalisation. It recognises that children and vulnerable adults can be susceptible to extremist views and coerced into criminal behaviour.

Modern Slavery

There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. It involves people being forced to work through mental or physical threat, owned or controlled by an 'employer' usually through mental or physical abuse or the threat of abuse, dehumanised and being treated as a commodity or bought and sold as 'property'.

Human Trafficking

Takes place when a victim is moved from one place to another for the purpose of exploitation, this could be through sexual exploitation, domestic servitude, forced labour, forced criminality or organ harvesting. The trafficker is able to control and exploit through violence, coercion or deception.

Cyber Crime

Cyber-crime is defined as criminal activity carried out by means of computers or the internet. Criminals are increasingly exploiting the speed, convenience and anonymity of the internet to commit a diverse range of criminal activities without physical or virtual borders. These crimes can cause serious harm and pose significant threats to vulnerable adults and children. Cyber-crime may take the form of cyber bullying. Cyber-bullying is the process of using the Internet, mobile phones or other devices to send or post text or images intended to hurt or embarrass another person. Victims of cyberbullying may not know the identity of their bully, or why the bully is targeting them. The harassment can have wide-reaching effects on the victim, as the content used to harass the victim can be spread and shared easily among many people and often remains accessible for a long time after the initial incident.

4. Responsibilities

All staff and elected members must ensure that they are aware of the safeguarding procedures in place within the authority and those staff and members who have a specific responsibility for safeguarding issues. All staff and elected members will receive safeguarding information at induction.

Safeguarding Champions

Cheltenham Borough Council has two safeguarding champions who are responsible for championing the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.

They are overall responsible for ensuring that the Council fulfils its safeguarding responsibilities:

Safeguarding Champion (Officer) – Pat Pratley, Chief Executive

Safeguarding Champion (Elected Member) – Councillor Peter Jeffries, Cabinet Member for Housing

Designated Safeguarding Officer

Their role is to support staff and provide guidance and advice to aid implementation of this policy and in making a referral. They will also support the Safeguarding Champions and Senior Leadership team to fulfil their roles.

Designated safeguarding officer – Tracy Brown, Partnerships Team Leader

Senior Leadership Team (SLT)

Cheltenham Borough Council's SLT will ensure that:

1. The Council meets its legal obligations.
2. Where applicable, the safeguarding of children, young people and vulnerable adults is considered in strategies, plans and services.
3. The best safeguarding practices are embedded and maintained across all services to ensure continuous improvement and compliance with national and local policies.
4. All safeguarding matters relating to safeguarding are expedited in a timely manner and treated seriously.
5. Support staff and members on all aspects of safeguarding and ensure procedures are adhered to.

Service Managers

Cheltenham Borough Council's service managers will ensure that:

1. The safeguarding policy is adhered to across the organisation
2. They and their staff complete and implement the appropriate safeguarding training
3. Staff handling safeguarding issues are fully supported
4. They take responsibility for the quality of safeguarding children, young people and vulnerable adults in their service area.
5. All staff and volunteers working with children, young people and vulnerable adults are subject to the Disclosure and Barring checks appropriate to their role and legislative requirements
6. Report any concerns as per the [reporting procedure](#) and complete the relevant on-line form

Publica

Publica will ensure that:

1. The relevant policies are in place e.g. Safer Recruitment and Disciplinary Procedures
2. Managers are supported in the use of these policies directly and indirectly associated with safeguarding
3. Provide support with the pre-employment checks (including through the Disclosure and Barring Service).
4. All staff are issued with safeguarding information at induction.

Staff

Cheltenham Borough Council's Staff will:

1. Treat all safeguarding matters seriously
2. Report any concerns as per the [reporting procedure](#) and complete the relevant on-line form
3. Be aware of the policies.
4. Complete safeguarding training relevant to their role.

Elected Members

Elected members are uniquely placed to support the safeguarding of children and vulnerable adults within their community. They can also provide effective leadership to ensure that the council is fulfilling its corporate responsibility. Elected members should always:

1. Report their concerns about a child or vulnerable adult's welfare or someone else's behaviour in regards to a child or vulnerable adult as outlined in this policy
2. Adopt good practice in terms of safeguarding at all times when carrying out their council duties
3. Seek support or raise concerns with the Designated Safeguarding Officer when necessary

5. Who Does the Safeguarding Policy Affect?

In addition to employees and elected Members of the Council, this policy shall also apply to the following areas:

Procurement

Any contracts awarded with external agencies for the provision of goods and services must make specific reference to safeguarding and the duties imposed on staff. Steps must be taken to ensure the safeguarding of children, young people and vulnerable adults is commensurate with the type of service being provided on behalf of, or in partnership with the Council.

Contractors

The Council will ensure that:

1. All contractors providing services directly related to children, young people and vulnerable adults have a safeguarding policy and practices which complement the council's requirements related to safeguarding
2. Contractors providing a service to the council (such as maintenance work at a council property) will be made aware of the council's procedures and policies
3. Council staff will ensure that relevant safeguarding practices are adopted by the contractor

Commissioned Services

When the Council commissions services to be delivered on its behalf it still retains a duty to ensure that those services comply with relevant statutory safeguarding responsibilities. The Cheltenham Borough Council lead commissioner for the individual contract will be responsible with the support of the Designated Safeguarding Officer and One legal to ensure compliance with safeguarding regulations at all stages of the commissioning process. Directors through Executive Board will keep an overview of all contracts to ensure that the aims of this safeguarding policy are embedded at all times

Partners

All partners working with the council must have regard to safeguarding. For joint projects, where involving members of the public it would be good practise for partner agencies to pass a copy of their safeguarding policy to the council to ensure it aligns with the council's safeguarding requirements or alternatively, where no such policy exists, the partner will be required to adopt this policy for the duration of the project.

Taxi drivers licensed by the council must attend specific safeguarding training

Volunteers

Any volunteers operating either in their own right as individuals or as part of a larger organisation on behalf of the council working in a regulated activity with children, young people and/or vulnerable adults will be required to undertake a Disclosure and Barring Service check and will be made aware of the council's Safeguarding Policy as part of their overall induction.

Apprentices, Work Experience and Workers under the age of 18

Staff will need to be aware that the above duty will apply to their interaction with work experience and modern apprentice workers under the age of 18. Such workers would still be deemed as children under this policy, whilst also themselves being responsible under the duty imposed by Section 11 of the Children Act (2004). It will be necessary to consider the impact of this in all risk assessments carried out in relation to this member of staff.

If a work experience placement involves working with a member of staff off site or working with a member of staff on their own for longer than half a day, the students' parents or guardians should be informed prior to the work experience placement. In addition when the student goes off-site the employee must advise a Senior Officer where they are going, the reason for the visit and how long the visit will take.

6. Safeguarding Practices

Safer Recruitment

Cheltenham Borough Council operates safer recruitment principles which are followed for all staff appointments.

Training

Line managers are responsible for identifying that members of staff in relevant posts have the appropriate level of training for their role. All staff and volunteers working with children, young people and vulnerable adults must attend safeguarding training appropriate to their role. However as a minimum staff who have contact with the public should undertake the following online safeguarding modules: safeguarding children, safeguarding adults under the care act.

Safeguarding Allegations against a Member of Staff or volunteer

The Council takes seriously any allegations or complaints about the conduct of staff and volunteers in respect of their contact with children, young people and vulnerable adults. All allegations or complaints received by the Council will be discussed with appropriate safeguarding agencies for advice before action is taken. At the appropriate time all allegations will be investigated fully by the Council, and where applicable action will be taken against the member of staff via the disciplinary procedure. If deemed necessary the member of staff will be suspended whilst the investigation takes place.

[Full procedure](#)

Support for Staff/Volunteers

Support will be provided for any member of staff or volunteer subject to an allegation as indicated in the Council's disciplinary procedure.

The Council assures all staff and volunteers that it will fully support and protect anyone who in good faith (without malicious intent) report his or her concerns about a colleague's practice or the possibility that a child or vulnerable adults may be being abused or bullied.

The person who receives information concerning a suspected case of abuse by another member of staff or volunteer should make a full record of what has been said as soon as possible and pass the information on to their Line Manager or Service Manager or Director..

Information Sharing

The Council takes its data protection responsibilities seriously to ensure that personal data is always dealt with in accordance with the Data Protection Principles. All data will be protected in line with Cheltenham Borough Council's Data Protection

Policy. It is important to remember that the Data Protection Act is not a barrier to sharing information and that the requirement for child and vulnerable adult protection overrides the restrictions of data protection.

7. Safeguarding Procedure

Listening to Children and Vulnerable Adults

As adults with trust and influence, council staff are in a powerful position to recognise and receive information about abuse. However, it is not their responsibility to decide if a child or vulnerable adult is being abused; their role is to act on their concerns.

If a child tells a member of staff about potential or alleged abuse:

- Stay calm.
- Listen carefully to what they have to say, without making any judgement.
- Try not to ask questions, but if you have to, make sure they are open-ended questions to clarify understanding and not to probe or investigate.
- Do encourage them to talk.
- Do not give an opinion or offer advice.
- Be honest with them about what you can and cannot do.
- Tell them that you are not able to keep what they have told you secret.
- Tell them that you will try to find them the help they need.
- When they have finished, make a detailed note of what they have said, using their words where possible, and then sign and date the record and pass that information on to the nominated safeguarding lead.
- Do not contact or confront the individual who is alleged to be responsible.
- Re-assure the child / young person / vulnerable adult that they have done the right thing.
- Maintain confidentiality and do not discuss with others.

What to do if you have concerns

It is not the responsibility of an employee to take individual responsibility for deciding whether or not abuse is actually taking place. However, there is a responsibility to protect children and vulnerable adults in order that appropriate agencies (e.g. local social services) can then make enquiries and take any necessary action.

The council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the potential malpractice.

In being vigilant of child and vulnerable adult protection it is crucial that all employees with responsibility for care are aware of the steps used to recognise signs of abuse. In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported using the appropriate procedures as soon as possible.

Once the incident/allegation has been reported following the procedure in section 8 the Council's Designated Officer should be informed so that they can offer the member of staff advice as appropriate and ensure necessary action is taken.

Dealing with Allegations Against Staff

Should an individual member of staff become aware of an allegation (against a colleague) of an incident of child abuse taking place, or having taken place, they should follow the procedure below:

- Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to the child and therefore report it
- As part of your report, make a written record of any details of which you are aware
- Report the allegation to the Designated Safeguarding Officer giving details of the allegation, how you became aware of it and any other relevant details. Try not to cloud your report with your opinions or judgements
- Do not judge or investigate. As an employee, it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and/or judgement can be made by trained professionals, i.e. social services and/or the police.

Maintain Confidentiality

It is extremely important that any allegations are not discussed (unless absolutely necessary) as any breaches could be damaging to the child or vulnerable adult or the alleged perpetrator and to any investigation which may follow. Any requests for information from members of the public (including parents, guardians or carers) or the media should be directed to the customer relations or the communications team as appropriate.

Support

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.

Allegations of historic abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the person should follow the procedure as detailed above contacting the safeguarding lead who would then notify the police.

8. How do I report a safeguarding concern?

Immediately share your concerns verbally with your line manager or the designated safeguarding officer to clarify your thinking. Record the facts on the Children and vulnerable adults form:

Children:

If you think a child is at immediate risk of significant harm contact the Children's Helpdesk on 01452 426565 or when out of hours 01452 614194.

If you are not sure if you should make a formal referral, ring a Community Social Worker or the Early Help Partnership 01452 328160

[Full procedure](#)

Vulnerable Adults

If you think a vulnerable adult is at risk of harm Adult Helpdesk 01452 426868 or when out of hours the Emergency Duty Team 01452 614758.

If you have a concern but are not sure if you should make a formal referral you can have an in principal discussion with a social work practitioner.

[Full procedure](#)

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern using the child and vulnerable adults form.

9. Escalation of professional disagreements

Sometimes situations will arise when staff from the Council, feel that the safeguarding decision made by a worker from another agency is not a safe decision. The safety of individual children or vulnerable adults is the paramount consideration in any professional disagreement and any unresolved issues should be addressed with due consideration to the risks that might exist for the child or vulnerable adult.

All staff should feel able to challenge decision-making and to see this as their right and responsibility in order to promote the best multi-agency safeguarding practice. Resolution should be sought within the shortest timescale possible to ensure the child or vulnerable adult is protected.

If a member of staff is concerned about a safeguarding decision they should discuss it with their line manager and agree how they will address it directly with the worker or

their immediate supervisor in the other agency. The concern and actions taken to resolve it should be recorded.

If the concern is not resolved the member of staff should contact the Designated Safeguarding Officer who will follow the appropriate stage of the Safeguarding Board's escalation policy.

10. Useful Numbers

Early Help Team	01452 328160
Children's Helpdesk	01452 426565
Adults Helpdesk	01452 426868
Gloucestershire Domestic Abuse Support Service	0845 602 9035
Gloucestershire Rape and Sexual Abuse Centre	01452 526770
Family Information Service	0800 542 0202
Police Non Emergency	101
NSPCC	0808 800 5000
Childline	0800 1111
Crimestoppers	0800 555 111
Victim Support	01452 317444
Age UK	01452 422660
Samaritans	01452 306333
Modern Slavery National Helpline	0800 121 7000
P3	01242 576002
Change Grow Live	01452 223014

Safeguarding Procedures and Forms

Allegation against staff reporting procedure

Concern about an employee, casual worker, volunteer or elected member working with children or vulnerable adults

If you receive an allegation or have a concern about the behaviour of a member of staff working or volunteering with children or vulnerable adults and that concern could amount to:

- a. a member of staff or volunteer has behaved in a way that has harmed a child or vulnerable adult, or may have harmed a child or vulnerable adult; or
- b. possibly committed a criminal offence against or related to a child or vulnerable adult; or
- c. behaved towards a child or vulnerable adult in a way that indicates s/he is unsuitable to work with children or vulnerable adults.

then you should:-



Report the concerns

Report your concerns to the Designated Safeguarding Officer:

Tracy Brown, Partnerships Team Leader: 01242 264142 or [email](#)

if they are implicated in the allegation or unavailable then concerns should be raised with

Pat Pratley, Head of Paid Service: 01242 264100 or [email](#)



Completion of written record – [use form CVA](#)

Complete a written record of the nature and circumstances surrounding the concern including any previous concerns held. Include where the concern came from and brief details only.



Seek advice before proceeding – Initial Discussion

The Designated Safeguarding Officer, will liaise with the below before any CBC investigation takes place :

For allegation regarding working with children –

Local Authority Designated officer (LADO) Tel: 01452 426 994

For allegations regarding working with vulnerable adults –

Police or Adult Social Care Helpdesk Tel: 01452 426868

This is because it might meet the criminal threshold and so your investigation could interfere with a police or Social Care investigation. They will offer advice on any immediate action required and will assist with employment and safeguarding issues.

If the Lead Designated Safeguarding Officer is unavailable or implicated in the allegation the Head of Paid service will contact the relevant agency.



Allegations Management Process

If following advice a multi-agency meeting is convened and you will be invited. The Designated Safeguarding Officer or another appropriate manager will also attend the meeting for support and guidance. This might result in a criminal investigation, a Social Care investigation or and/or an investigation to inform whether disciplinary action is required.

If it does not meet the criteria for multi-agency investigation or once this is concluded any further action will be taken using the Council disciplinary procedures.

Concern about a child Page 75 Using person reporting procedure

An employee, casual worker, volunteer or elected member at Cheltenham Borough Council has concerns about a vulnerable child

If you have a concern about the wellbeing of a child (or unborn baby), then you should:-



Consultation with the Designated Safeguarding Officer (or line manager)

Share your concerns with the appropriate officer to help clarify the nature of your concern and what to do next.



Completion of written record – use form [CVA](#)

complete a written record of the nature and circumstances surrounding the concern including any previous concerns held. If no further action is necessary at this time this it is still important to keep a secure record of your concern.



Contact social care for advice if necessary

in those cases where you have a concern but are unsure about how to proceed contact the community social worker for advice

Children's Help Desk Tel:



Contact the children's helpdesk

in those cases where you are clear a social work assessment is required make a referral using

Telephone: 01452 426565

Email: Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk

within 24 hours (immediately if the concerns are about physical injury or sexual abuse).

The social care team will then take responsibility for managing any subsequent enquiries.

You **MUST** confirm the details of the concern to social care, in writing, within 48 hours using the [request for service form](#).



Inform the Designated Safeguarding Officer

whenever you make a referral to social care please make the designated safeguarding officer aware via [email](#). They then have a record and can support if further action is necessary.



Resolving professional Difference

Remember to use the escalate concerns if you believe an unsafe decision has been made

Concern about a vulnerable adult reporting procedures

An employee, casual worker, volunteer or elected member at Cheltenham Borough Council has concerns about an vulnerable adult

If you have a concern about the wellbeing of a vulnerable adult then you should:-



Consultation with the Designated Safeguarding Officer (or line manager)

share their concerns with the appropriate officer to help clarify the nature of your concern and what to do next.



Completion of written record – use form [CVA](#)

complete a written record of the nature and circumstances surrounding the concern including any previous concerns held. If no further action is necessary at this time this it is still important to keep a secure record of your concern.



Contact social workers for advice if necessary

in those cases where you have a concern but are unsure about how to proceed contact the Adult Helpdesk (Customer Service Contact Centre)
(01452) 426868
and ask to speak to a social work practitioner



Contact the adult's helpdesk

In those cases where you are clear a social work assessment is required make a referral to the:

Adult Helpdesk (Customer Service Contact Centre)

(01452) 426868

within 24 hours (immediately if the concerns are about physical injury or sexual abuse). The social care section will then take responsibility for managing any subsequent enquiries. The referrer should confirm the details of the concern to Adult Helpdesk, in writing, within 48 hours



Inform the Designated Safeguarding Officer

whenever you make a referral to social care please make the designated safeguarding officer aware via [email](#). They have a record and can support if further action is necessary.



Escalation

Remember to use the escalate concerns if you believe an unsafe decision has been made

CONFIDENTIAL

The child or vulnerable adult involved (please supply as much information as possible)

Name of child/ vulnerable adult
Date of birth
Any special needs
Parent/carer name
Home address
Telephone no.

Case log

Name			
Job title			
Telephone no.			
Date of incident			
ACTION	YES/NO	DATE	Comments
Discussed with child/ vulnerable adult			
Discussed with line manager			
Discussed with designated officer			
Discussed with parents/ carer			
Concern logged			
Referred to Social Services			
Referred to Police			
Record to be kept			

Signed (employee)

**Signed and print name
(manager or designated officer)**

Incident details *(please write legibly or type wherever possible)*

Are you reporting your own concerns or passing on those of somebody else? Give details:

--

Brief description of what has prompted the concerns *(if possible include dates and times of any specific incidents)*:

--

Are the signs physical, behavioural or indirect?

--

Please specify:

--

Have you spoken to the child/vulnerable adult? If so please describe what was said:

--

--

Have you spoken to the parents or carers ? If so please describe what was said:

--

Have you consulted anybody else? Please give details:

--

Who you are reporting this to, and the date of reporting:

--

Signed

Date

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Cheltenham Borough Council

Cabinet – 10th October 2017

2017 Cheltenham Local Development Scheme

Accountable member	Councillor Jordan – Leader
Accountable officer	Philip Stephenson – Development Manager Strategy
Ward(s) affected	All
Executive summary	<p>The Cheltenham Borough Local Development Scheme (LDS) outlines the timetable for preparing statutory development plan documents in the Borough. The published version (adopted by the Council in February 2015) requires revision as the timetable is now out of date following an extended examination of the Joint Core Strategy and to incorporate the latest timescales for the Cheltenham Plan. Due to changes in the Council’s constitution since the last version in 2015, the decision to adopt an amended LDS can now be made by Cabinet rather than full Council.</p>
Recommendations	<p>That it be RESOLVED:</p> <ol style="list-style-type: none"> 1. That the updated Local Development Scheme for Cheltenham Borough, attached to the report at Appendix 2, be ADOPTED and take effect immediately.

Financial implications	<p>The approval of the LDS document itself does not have any direct financial implications for the authority, as it is simply an overview of the agreed timetable for the production of different Development Plan Documents. However each of these (the Joint Core Strategy and Cheltenham Plan) have separate financial implications, which are considered through their own programme management.</p> <p>The JCS budget is monitored by Cross Boundary Programme Board</p> <p>The Cheltenham Plan budget is monitored by the Head of Planning</p> <p>Contact officer: paul.jones@cheltenham.gcsx.gov.uk 01242 775 154</p>
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<p>Legal implications</p>	<p>The preparation and maintaining of a Local Development Scheme is required under section 15 of the Planning and Compulsory Purchase Act 2004. This must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area and the timetable for the preparation and revision of those documents. The Local Plan, together with Neighbourhood Plans making the Development Plan for the Borough.</p> <p>Contact officer: Cheryl.lester@tewkesbury.gov.uk, 01684 272013</p>
<p>HR implications (including learning and organisational development)</p>	<p>There are no staffing or Trade Union implications.</p> <p>Contact officer: julie.mccarthy@cheltenham.gov.uk, 01242 264355</p>
<p>Key risks</p>	<p>Failure to produce the Local Development Scheme would be contrary to the requirements of the Act and could cause delay in the Examination in Public/progression of the Joint Core Strategy or Cheltenham Plan, as such development plan documents when examined need to be prepared in accordance with the Local Development Scheme. It would also mean that elected members and the public would be less well informed as to the overall timetable for the production of Development Plan Documents.</p>
<p>Environmental/Social/Equality Implications</p>	<p>The Local Development Scheme is not subject to Sustainability Appraisal, but both the Joint Core Strategy and Cheltenham Plan referred to in it are, and sustainability appraisal including habitats and equalities assessment are being progressed as according to their individual programme management timetables in the JCS and Cheltenham Plan Project Initiation Document.</p>
<p>Property Implications</p>	<p>There are no property implications arising from the LDS itself, although both the JCS and Cheltenham Plan contain sites which are partly or completely within the Borough's ownership. Decisions on those documents will require consideration by the property service.</p> <p>David.Roberts@cheltenham.gov.uk, 01242 264151</p>

1. Background

- 1.1 The Local Development Scheme (LDS) collects together the separate timetables for the preparation of statutory development plan documents (DPD) and presents them in one document with commentary.
- 1.2 It represents Cheltenham Borough Council's commitment to the production of various planning documents that will make up the area's 'Local Plan'. The Development Plan Documents it identifies as 'under preparation' are the Gloucester Cheltenham and Tewkesbury Joint Core Strategy and the emerging Cheltenham Plan.
- 1.3 Changes to planning law and regulations since 2009 mean that this document does not need to be sent to the government for review, but an up to date LDS will be sent to the Planning Inspectorate who require it as part of the examination process.
- 1.4 All local authorities are under a statutory obligation to prepare and maintain a Local Development

Scheme which specifies which Development Plan Documents are being produced; the subject matter and geographical area they cover and the timetable for their production. This requirement is set out in the Planning and Compulsory Purchase Act 2004 Part 2 section 15(2) (as amended by the Planning Act 2008).

- 1.5** The last Cheltenham LDS was adopted in 2015 and it is now out of date. The updated LDS (shown at Appendix 2) updates the timetable in the LDS for the Joint Core Strategy and provides a timetable for the emerging Cheltenham Plan as agreed by the Planning and Liaison Member Working Group

2. Reasons for recommendations

- 2.1** The Local Development Scheme does not contain significant new information for the Council, because the timetable for the Joint Core Strategy has been discussed both through meetings with Planning Liaison Member Working Group, JCS Member Steering Group and regular updates in Member Briefing. Updates on the timetable have also been given through the JCS website.

The estimated timetable for the JCS to adoption is

- **Inspector's Final Report – Autumn 2017**
- **Adoption – late 2017/ early 2018**

The estimated timetable for the Cheltenham Plan to adoption is:

- **Pre-Submission Consultation – Late 2017**
- **Submission to Secretary of State – Early 2018**
- **Examination in Public – Mid 2018**
- **Adoption – Late 2018**

- 2.2** Because the maintenance of the LDS is a statutory requirement, were the Council to fail to approve the LDS this may lead to a delay in the ability of the Council to adopt the Joint Core Strategy or Cheltenham Plan if the Inspector deemed it necessary to hold up the examination until the requirement is met. Failure to approve the LDS would also mean that elected members and the public would be less well informed as to the overall timetables for the production of Development Plan Documents.

3. Alternative options Considered

- 3.1** Because the Local Development Scheme is a statutory requirement, there is no suitable alternative to its production.

4. Consultation and feedback

- 4.1** The Local Development Scheme functions as a maintained timetable of the Council's commitment to produce Development Plan Documents. As a statutory document its production and contents are set out in the Act and Regulations, and these do not specify wider consultation. However the development plan documents described within it are subject to detailed consultation requirements.

5. Performance management –monitoring and review

- 5.1** Performance against the LDS's milestones is monitored through the Authority Monitoring Report which is prepared annually and made available via the council's website.

5.2 The LDS will be revised if there is a major change to the preparation of Development Plan Documents set out in Appendix 2, prior to submission of a Development Plan Document for examination, or after three years, whichever is the soonest. The timetable for the JCS is out of the control of the local authorities since its submission for examination to the Secretary of State. The timetable is now responsive to processes and actions put in place by the Planning Inspectorate. The project initiation document for the Cheltenham Plan is a live document and where necessary will be updated, the timetable for the preparation of the Cheltenham Plan is part of this document.

Report author	Contact officer: Philip Stephenson – Development Manager Strategy philip.stephenson@cheltenham.gov.uk, 01242 264379
Appendices	1. Risk Assessment 2. Local Development Scheme 2017
Background information	All background information regarding the JCS website at www.gct-ics.org

Risk Assessment

Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date first raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	There are no equality impact risks related to the document										
	There are no environmental risks related to the document										
	There is a minor legal risk that if the LDS is not agreed by Council then there could be a delay to the production and examination of development plan documents	Tracey Crews	21.1.15	2	2	2	Accept	None	N/A	Tracey Crews	N/A

Explanatory notes

Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

Likelihood – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

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

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Cheltenham Borough Local Development Scheme

October 2017

**The preparation timetable for
Development Plan Documents
in Cheltenham Borough**

1. Introduction

- 1.1. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011 and Neighbourhood Planning Act 2017) introduced the requirement for local planning authorities to prepare and maintain a Local Development Scheme (LDS).
- 1.2. This LDS was adopted by the Council at its Cabinet meeting on 10 October 2017 and came into effect from this date.
- 1.3. The LDS for Cheltenham Borough identifies the timetable for the preparation of Development Plan Documents (DPDs) which together constitute the 'Local Plan' for the area. For Cheltenham this includes the Cheltenham, Gloucester and Tewkesbury Joint Core Strategy (JCS) and the Cheltenham Plan. This LDS sets out the work programme for their production over the next 2-3 years up to 2020.
- 1.4. The Development Plan is also made up any Neighbourhood Development Plans (NDP) that are 'made'. NDPs are developed by local communities (with assistance from Borough Council). Therefore, these plans are not directly progressed by the Borough Council and the timescales for their development are largely dependent on local communities. As such, the LDS does not contain detail on the timetables for any emerging neighbourhood development plans. Cheltenham Borough Council does not have any 'made' NDPs or any at examination at the time of this LDS.
- 1.5. The Local Plan also consists of the Waste Core Strategy and the Minerals Local Plan which are also DPDs. However, these are maintained by Gloucestershire County Council and subject to a separate LDS and are not dealt with in this document.
- 1.6. The Council may decide in the future to update its Supplementary Planning Documents (SPDs) or develop additional SPDs to provide further guidance to support the Local Plan. However, these are not Development Plan Documents and therefore their production is not subject of the LDS.

2. Cheltenham, Gloucester and Tewkesbury Joint Core Strategy (JCS)

- 2.1. Cheltenham Borough Council, along with Tewkesbury Borough Council and Gloucester City Council, are preparing an overarching strategic plan for the wider area covered by the three councils. This document is called the Joint Core Strategy (JCS). The JCS sets out a spatial vision and identifies a set of strategic objectives and strategic site allocations for the respective local authority areas. It is being prepared in the context of national planning policy and guidance alongside strategies and plans prepared locally. The JCS is the strategic part of the planning framework which deals with key strategic issues including; green belt; flooding; transport; housing/employment and the direction, timing and location of growth.
- 2.2. The JCS was submitted to the Secretary of State for its Examination in Public in November 2014. Examination hearing sessions commenced in May 2015 and continued through to July 2017 with the conclusion of sessions dealing with Main Modifications to the plan. The JCS authorities now await the Inspector's Final Report before progressing towards adoption.
For the latest information on the progress of the JCS please see: www.gct-jcs.org

2.3. The estimated timetable for the JCS to adoption is therefore:

- **Inspector's Final Report – Autumn 2017**

- **Adoption – late 2017/ early 2018**

Following adoption of the JCS the JCS shall be subject to an immediate review on its “retail and city/town centres” policy. This review will take approximately two years to complete. There will also be a partial review of the housing supply for Gloucester and Tewkesbury commencing immediately upon adoption of the JCS.

3. Cheltenham Plan

- 3.1. The Cheltenham Plan sits underneath the strategic-level of the JCS and provides the local-level growth strategy for the Borough. The Cheltenham Plan will help to meet the level of growth set out in the JCS by providing specific policy guidance for new development in the area and make smaller-scale local allocations. The policies that will be established through the Cheltenham Plan will set out specific requirements for new development and provide more detail on local issues than the policies in the JCS.

The latest information on the Cheltenham Plan can be found at:

https://www.cheltenham.gov.uk/info/46/planning_policy/1034/the_cheltenham_plan

- 3.2. We have carried out three public consultations on the Cheltenham Plan to date.

Cheltenham Plan scoping consultation

This was an eight week consultation was carried out in September 2013. It sought to determine the focus of the Cheltenham Plan. In total we received 52 responses from a range of interest groups, public and private sector bodies, and individuals. The full responses and a summary of responses are available at the link above, as are the other reports mentioned in this section.

Cheltenham Plan (part one): Issues and options consultation

In 2015 we published the 'Cheltenham Plan (part one) issues and options' document for a six week public consultation. Businesses, residents and visitors to Cheltenham were invited to submit comments online. A copy of these consultation documents, questionnaires, maps and supporting evidence can be found on our online consultation system. A consultation statement is also available to download.

Cheltenham Plan (Part One): Preferred Options consultation

This consultation built on the previous scoping and "Issues and options" consultations that provided key information about the future plan. It looked at issues (current and future) affecting Cheltenham and identifies planning approaches and options that can help solve or ease these issues.

The consultation ran for six weeks from 6 February till 20 March 2017 with a focus on three policy areas: 1.economic strategy, 2.potential local green space designations, 3.potential development allocations (sites for development)A copy of these consultation documents, questionnaires, maps and supporting evidence can be found on our online consultation system. A consultation statement is also available to download.

Following responses to this consultation and progress on the JCS, we have merged the preparation of the part 1 and part 2 Cheltenham Plan documents together. We are therefore currently working on one development plan document called the 'Cheltenham Plan'.

3.3. The estimated timetable for the Cheltenham Plan to adoption is:

- **Pre-Submission Consultation – Late 2017**
- **Submission to Secretary of State – Early 2018**
- **Examination in Public – Mid 2018**
- **Adoption – Late 2018**

Cheltenham Borough Council

Cabinet – 10 October 2017

Budget strategy and process 2018/19

Accountable member	Cabinet Member for Finance, Councillor Rowena Hay
Accountable officer	Chief Finance Officer (Section 151 Officer), Paul Jones
Accountable scrutiny committee	Budget Scrutiny working group
Ward(s) affected	All
Key Decision	Yes
Executive summary	The purpose of this report is to propose a broad strategy and outline a process for setting the budget and council tax for 2018/19. It outlines a number of principles that need to be established at this stage to enable budget preparation to commence.
Recommendations	<p>That Cabinet:</p> <ol style="list-style-type: none"> 1. Approves the budget setting timetable at Appendix 2. 2. Approves the budget strategy outlined in section 5. 3. Notes the expected cut in government baseline funding of £364k for 2018/19, the estimated funding gap of £1.079m and the large amount of work done so far to close this gap. 4. Notes the intention for this Council to remain in the Gloucestershire Business Rates Pool in 2018/19 as outlined in section 6 and to consider the merits of applying to the Government to pilot 100% Business Rates Retention in 2018/19. 5. Requests the Section 151 Officer and the Cabinet Member for Finance to consider suggestions from the Budget Scrutiny Working Group in preparing the interim budget proposals for 2018/19 as outlined in section 7.

Financial implications	<p>This report sets out the budgetary process for 2018/19 and the general financial parameters under which the budget will be prepared.</p> <p>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</p>
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<p>Legal implications</p>	<p>None specifically arising from the report recommendations. The budget setting process is governed by the Budget and Policy Framework Rules (contained in the Council Constitution) and the process recommended in this report is designed to meet the requirements of those Rules.</p> <p>Contact officer: Peter Lewis, peter.lewis@teWKesbury .gov.uk, 01684 272012</p>
<p>HR implications (including learning and organisational development)</p>	<p>There are no HR implications arising from the content of the report at this stage. As part of ongoing dialogue with the two recognised trade unions consultation on the budget position will take place.</p> <p>Contact officer: Julie McCarthy, julie.mccarthy@teWKesbury.gov.uk, 01242 264355</p>
<p>Key risks</p>	<p>The Council, as part of its work on corporate governance, has a corporate risk management strategy and corporate risk register, which highlights key risks to the organisation in achieving business objectives. The high level risks will need to be addressed as part of the budget process and may require additional resources or the re-direction of existing resources to mitigate unacceptable levels of risk. These risks are regularly reviewed by the Corporate Governance Group and Cabinet and the Overview and Scrutiny Committee have the option to scrutinise any aspect of the risk register.</p> <p>See risk assessment at Appendix 1.</p>
<p>Corporate and community plan Implications</p>	<p>The annual budget aims to deliver the outcomes defined by the Council's corporate business plan and resourcing should be aligned to the delivery of corporate plan priorities.</p>
<p>Environmental and climate change implications</p>	<p>None arising from this report</p>

1. Background

- 1.1 The responsibility for preparing the budget in line with the Council's policy framework, taking proper account of technical and professional advice and presenting proposals to Council for approval, lies with the Cabinet.
- 1.2 It is customary for the Cabinet Member for Finance, at this time of year, to present a report on the budget process. Accordingly, this report aims to outline a process designed to arrive at an acceptable budget.

2. Budget / business planning timetable

- 2.1 The budget and policy framework requires that the Council publish a timetable setting out the key dates in the budget setting process. A draft budget timetable, attached for approval at Appendix 2, sets out the sequence of events leading up to the setting of the budget and council tax level for 2018/19.
- 2.2 The timetable allows sufficient time to consider alternative budget proposals or amendments put forward to the budget proposed by the Cabinet.
- 2.3 The following fundamental principles, established in previous budget rounds, are incorporated into the process of determination of the budget for 2018/19:

- Cabinet should make timely decisions in order to assist the officers in presenting the budget proposals to Cabinet and Council in accordance with the timetable.
- Opposition parties, who have worked up alternative budget proposals, should be validated by GO Shared Services, in time for the budget meeting in February 2018.
- Members aim to set Cheltenham Borough Council's budget and council tax at the Full Council budget meeting.

3. Settlement Funding Assessment

3.1 On 8th February 2016, the Secretary of State for Communities and Local Government announced the final local government settlement for 2016/17. The announcement included the following significant proposals to be delivered over the life of the Spending Review Period:

- Movement to 100% business rate retention;
- Permission to spend 100% of capital receipts from asset sales, to fund cost-saving reforms;
- Introduction of a social care Council Tax precept of 2% a year for those authorities with social care responsibilities;
- Flexibility for district councils to increase council tax by £5 a year;
- Increased support through the Rural Services Delivery Grant for the most sparsely populated rural areas;
- Retention of New Homes Bonus **but** with proposed changes, savings from the changes to be re-invested in authorities with social care responsibilities;
- The offer of a guaranteed 4 year budget to every council, which desires one, and which can demonstrate efficiency savings.

3.2 The principles of the settlement allow authorities to spend locally what is raised locally, whilst recognising the savings already made by local government. Most noticeably, there has been a shift away from freezing council tax to using council tax to generate additional funding. Reserves are noted as being one element of an efficiency plan through a voluntary drawdown of reserves as the price for greater certainty for future settlements.

3.3 The final local government settlement for 2017/18 equated to a further grant reduction in cash terms of £0.677 million or 17.5%. The proposed settlement for 2018/19, as outlined in the 4 year multi-settlement agreement, indicates a further grant reduction in cash terms of £0.364 million or 11.4%.

3.4 Since 2009/10 the Council's core funding from the Government has been cut by some £6.4 million, from £8.8 million to £2.4 million (this excludes council tax support funding of £812k which transferred into the settlement funding assessment in 2013/14).

3.5 The proposed levels of government funding for this Council are set out in the table below. Overall 'core' central government funding (referred to as the Settlement Funding Assessment) is set to reduce by a further 11.4% in 2018/19.

	2016/17 £m	2017/18 £m	2017/18 £m
Revenue Support Grant	1.273	0.544	0.102
Baseline Funding (Cheltenham's target level of retained Business Rates)	2.600	2.652	2.730
Settlement Funding Assessment	3.873	3.196	2.832

Actual cash (decrease) over previous year	(0.816)	(0.677)	(0.364)
% cash cut	(17.4%)	(17.5%)	(11.4%)

- 3.6** 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.
- 3.7** 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.
- 3.8** 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.
- 3.9** 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.
- 3.10** A technical consultation paper on the 2018/19 Local Government Finance Settlement has been launched with a closing date for responses of 26th October 2017. Officers are currently working up a response to that consultation which is likely to feed into the Autumn Statement announcements on 22nd November 2017.
- 3.11** This consultation paper outlines suggested proposals for further reforms to the New Homes Bonus calculation which may include further increases to the baseline target.
- 3.12** District Councils are concerned that decisions relating to the New Homes Bonus scheme continue to be made only a few months before the start of the new financial year therefore impacting on the ability for district councils to understand the impact on their budgets. This runs contrary to the stated aim of 4 year settlements which was to reduce this uncertainty.

4. Medium Term Financial Strategy (MTFS) and 2018/19 projected funding gap

- 4.1** The Medium Term Financial Plan 2017 – 2020, approved by Council in February 2017, projected a funding gap for the period 2017/18 to 2019/20 of £3.961m. This was the projected financial gap between what the Council needs to spend to maintain existing services (including pay and price inflation) and the funding available based on the 4 year settlement figures which were provided for each financial year up to 2019/20.
- 4.2** The MTFS projections have been updated to reflect the best estimates of the financial pressures impacting on the Council, including an updated view on business rates income and the potential funding cuts after the Autumn Statement is announced. The updated estimate of the funding gap for 2018/19 is now £1.079m.
- 4.3** The Government expects councils to make a significant contribution to reducing the national

budget deficit and the Council will continue to face significant reductions in its 'core' funding over the next few years. Future budgets will undoubtedly contain some difficult decisions and may require some sources of 'one off' finance to enable longer-term savings to be delivered through efficiency savings and cost/staffing reductions.

- 4.4 Given the current uncertainty surrounding business rates retention, new homes bonus and pay awards for the public sector, it is prudent to defer the full publication of the MTFS to the Cabinet meeting in December 2017 as part of the interim budget proposals. This will enable the Cabinet to react positively to any changes announced in the Autumn Statement and ensure that our MTFS is robust and fit for purpose.

5. Cabinet Budget Strategy

- 5.1 In the current exceptionally difficult national funding situation, the Cabinet's overriding financial strategy has been, and is, to drive down the Council's costs. Our aim is to hold down council tax as far as possible, now and in the longer term, while also protecting frontline services from cuts – an immensely challenging task in the present climate.
- 5.2 The key mechanism for carrying out this strategy is the Bridging the Gap (BtG) programme, which seeks to bring service costs in line with available funding. To date, this programme has been very successful in managing funding gaps, with over £12m generated from BtG work streams including service reviews, shared services, increased income generation and asset management initiatives. This achievement has made it possible to date, to adopt a more strategic approach to identifying savings and additional income rather than relying on 'salami-slicing' of budgets.
- 5.3 The Cabinet believes the longer term approach to finding efficiencies to close the funding gap is fundamentally through economic growth and investment and the efficient utilisation of our assets. With this in mind, the Cabinet are working with the Executive Management team to deliver a commercial strategy which will sit alongside the MTFS to be reported to Cabinet in December 2017. In addition, resources will be geared towards supporting and delivering the growth agenda including major developments in North West and West Cheltenham.
- 5.4 The starting point for constructing the 2018/19 budget has been a projected funding gap of £1.079m.
- 5.5 Closing a gap of this size is a huge challenge for the Council, but the challenge is being met by a proactive approach to identifying budget savings, carried out by the Cabinet and the Executive Management Team. This work has already made significant progress towards bridging the gap, having identified at this early stage potential savings and additional income of £635k, leaving £444k to find, assuming a £5 council tax increase.
- 5.6 It is therefore the Cabinet's intention to meet the shortfall in funding in 2018/19 from the budget strategy (support) earmarked reserve in order to deliver a balanced budget. This will give the Council more time to deliver its long-term strategy for delivering the substantial savings required.
- 5.7 Clearly work remains to be done towards building a robust base budget for 2018/19 and this may result in the funding gap increasing. In addition, the Government's final financial settlement may be worse than currently indicated. It is therefore important that the work of identifying budget savings should continue up to the publication of the draft budget proposals and beyond.

Council tax

- 5.8 For the period 2010 to 2015 the Council had frozen its council tax at £187.12 a year for a Band D taxpayer. In taking this course of action, the Cabinet had borne in mind the difficult economic and financial climate that many of our residents were facing. However, during the period of the freeze our own financial position as a Council deteriorated sharply. Our core Government funding has

been cut drastically, with further large cuts to come. In addition, inflation has continued to affect many areas of the Council's costs.

- 5.9** Government legislation, through the Localism Act, requires councils proposing excessive rises in council tax to hold a local referendum allowing the public to veto the rise. The referendum threshold for council tax increases is proposed at 2 per cent for all local authorities, as in 2017/18. However, shire districts will be allowed increases of up to and including £5, or up to 2 per cent, whichever is higher.
- 5.10** In 2018/19 it is proposed to increase the collection rate target from 98.75% to 99.0%. In 2015/16 and 2016/17, the 'in-year' collection rate has exceeded 98.3%; it is therefore deemed prudent to increase the collection rate target to 99.0% as the Council will be able to collect any arrears in subsequent years.

Service growth

- 5.11** The Cabinet's initial approach is that, given the difficult financial situation, there should be no growth in services except where there is a statutory requirement or a compelling business case for an 'invest to save' scheme.
- 5.12** Members will need to base decision-making, particularly requests for additional resources, upon the priorities in the Council's business plan. The Budget Scrutiny Working Group and the Overview and Scrutiny Committee will be invited to review and feedback to the Cabinet their priorities for relevant bids received. These priorities will be considered by the Cabinet in pulling together the consultation budget.

6. Business Rates Retention – Pooling and Pilot arrangements

- 6.1** In October 2012, Council approved the principle of Cheltenham joining the Gloucestershire Business Rates Pool, subject to a thorough assessment of risks and rewards and agreement of satisfactory governance arrangements.
- 6.2** Continuation within the pool was delegated to the Section 151 Officer and Chief Executive and this is reviewed on an annual basis.
- 6.3** The Gloucestershire Business Rates Pool was set up in 2013/14 to maximise the business rate income retained within the County and to support economic growth within the area of the Local Enterprise Partnership. In the first year of operation the Pool reported a surplus of £774,862.
- 6.4** In 2014/15, the pool suffered a significant loss due to the impact of backdated appeals on rateable values and, in particular, the successful backdated appeal by Virgin Media, the largest valued business in Tewkesbury. The final pool position for 2014/15 published a deficit of £2.3m following a safety net payment to Tewkesbury of £3.9m, as reported to Cabinet and Council in July 2015.
- 6.5** In 2015/16 the Pool was back in surplus generating £877,948, and in 2016/17 generated a further surplus of £2,138,443.
- 6.6** The anticipated level of business rates due to this Council in 2018/19, taking into account the re-developments at the Brewery, John Lewis and Jessops Avenue, is above the baseline funding target (Cheltenham's target level of retained Business Rates) which will result in Cheltenham still being liable to a 'levy'.
- 6.7** Taking the above into account, it is the opinion of the Section 151 Officer that this Council will benefit from remaining in the pool in 2018/19 as it will result in a reduction in the levy payment

due to Government, which will be distributed in accordance with the governance arrangements.

- 6.8** Furthermore, the Government is committed to continuing to give local authorities greater control over the money they raise locally. It is in this context that the Government has decided to proceed with the already announced expansion of the pilot programme for 100% business rates retention for 2018/19. These will run alongside the five current 100% pilots which have been in operation since 1st April 2017.
- 6.9** The 2018/19 pilots are an opportunity for the Government to test more technical aspects of the 100% business rates retention system, such as tier-splits. This will provide the opportunity to evaluate how collaboration between local authorities works in practice.
- 6.10** The Government have indicated within their prospectus that they would like to see authorities form pools and, with agreement in place from all authorities, to apply jointly for pilot status. The opportunity to work together as a pool across a functional economic area will allow authorities to make coherent strategic decisions about the wider area and to jointly manage risk and reward.
- 6.11** The Gloucestershire Chief Financial Officers have met and discussed the modelling of how a pilot scheme may work across Gloucestershire. Whilst the modelling suggests there are potential financial gains from becoming a pilot, the Gloucestershire Chief Financial Officers need to balance these gains against the risks.
- 6.12** Unlike the 2017/18 pilots, the 2018/19 pilots programme is seeking to remove the 'no detriment' clause. This in effect means that Gloucestershire authorities would need to 'forego' guaranteed Revenue Support Grant and Rural Services Delivery Grant for an uplift in its baseline funding targets, but in return would take on all of the risk on business rates appeals which is currently shared with Central Government.
- 6.13** The deadline for submitting a bid to become a pilot is 27th October 2017. The Gloucestershire Chief Financial Officers are undertaking further modelling and sensitivity analysis around appeals exposure and risk in order to determine whether Gloucestershire should put itself forward. Given the volatility and numbers involved, it is anticipated that a further Full Council meeting will need to be arranged to ensure the appropriate permissions are in place.
- 6.14** However, should Gloucestershire determine to submit a bid with a 'no detriment' clause, it is proposed that the existing delegations outlined in 6.2 above will stand on the basis that Cheltenham will be no worse off in proceeding with a bid to become a pilot for 100% business rates retention in 2018/19.

7. Budget Scrutiny Working Group

- 7.1** The cross party Budget Scrutiny Working Group will continue to support the budget process by:
- Considering options for closing the funding gap i.e. proposals for charging or reduction in expenditure
 - Reviewing the work programme for commissioning and options being considered
 - Developing members' scrutiny skills and understanding of financial matters
 - Developing the approach to budget consultation.
- 7.2** This strategy report will be considered by this Group on 12th October 2017 and both the Cabinet Member for Finance and the Section 151 Officer are keen that this Group should play a significant part in developing and supporting the budget process.

8. Budget Setting Process 2018/19 – key stages

8.1 In approaching the budget setting process for 2018/19, the Cabinet will endeavour to adhere to some well-established principles designed to deliver budget proposals in a timely manner following proper process, including:

- Early and clear direction input from Cabinet and the Executive Board.
- Ensuring that Financial Services (GOSS) maintain a strong role in moderating the process.
- Chief Finance Officer (Section 151 Officer) to lead and advise on strategic budget issues.
- Agreeing Cheltenham Borough Homes (CBH) management fee and Housing Revenue Account (HRA) budget as early as possible.
- Maintaining good communications between Chief Executive, Executive Board, Council Leader, Cabinet Member for Finance and Section 151 Officer over budget progress / issues.
- Ensuring consultation with all stakeholders and ensure that employees are aware.
- Including the Overview and Scrutiny Committee and the Budget Scrutiny Working Group in the budget process.

8.2 The proposed key stages in the process for setting the budget for 2018/19 are summarised in the timetable at Appendix 2 and are detailed below. The timing of events may change as the process develops.

Publication of budget timetable

8.3 The Cabinet will publicise a budget timetable by including this in its Forward Plan and via other media.

Budget preparation

8.4 Between October and November 2017, the Cabinet Member for Finance and officers will work with the Cabinet towards the creation of 'interim budget' proposals which will make the following assumptions:

- The projection will be for a standstill budget, prepared under a general philosophy of no growth in levels of service. Inflation for contractual and health and safety purposes will only be allowed where proven at the appropriate inflation rate.
- The Chancellor has previously announced that public sector pay increases will be capped at 1%, and whilst pay awards in local government are covered by collective bargaining between employers and trade unions and is not subject to direct control from central government, it is not unreasonable to assume that the local government employers will mirror what happens in the rest of the public sector. However, reports suggest that the Government is proposing to scrap the 1% cap on pay rises for public sector workers as part of the Autumn Statement. For interim budget modelling, a 1% has been assumed with a contingency held in general balances for an amount equivalent to a further 1%.
- The current MTFs only assumes inflation on fees and charges at an average rate of 2% annually over the 4 year period for green waste, burial and cremation fees. These increases will be assumed in the preparation of the standstill budget and any deviation from this will form part of the interim budget proposals.
- The vast majority of fees and charges are generated within the Regulatory and Environmental Services Division and a target of £50,000 per annum is set within the existing approved strategy for more targeted reviews of income generation, as opposed to a blanket increase across the board to reflect market forces.
- The impact of prevailing interest rates on the investment portfolio will be assessed in preparing the budget. The Treasury Management Panel will consider the position in respect of treasury

management activity during the budget setting cycle.

- An assessment of the charges to be made to Cheltenham Borough Homes and the Housing Revenue Account will be incorporated in the budget proposals, including assessing the impact on the General Fund of the changes to the housing subsidy system.
- A council tax increase of 2.54% (equivalent to £5.00 a year for a Band D taxpayer) has been used for modelling purposes.
- Proposals for service growth will be included, though only for invest to save schemes.

Publication of initial budget proposals

- 8.5** The Cabinet will present its initial budget proposals and publish them for consultation in line with the advertised plan. The initial budget proposals will include all general fund revenue, capital and housing revenue account estimates to meet a balanced budget, together with assumptions made on future council tax and rent levels.

Budget Consultation

- 8.6** As a result of the extensive budget consultation exercise carried out in 2010, a residents' focus group was formed which has met annually since to consider budget proposals. It is the Cabinet's intention for this group to meet again this year. In addition to the formal budget consultation, some targeted consultation around specific issues may be undertaken.
- 8.7** The formal budget consultation period will be no less than four weeks and will take place during December 2017 to January 2018. The Cabinet will seek to ensure that the opportunity to have input into the budget consultation process is publicised to the widest possible audience. During the consultation period all interested parties will be welcome to provide feedback on the initial budget proposals. Groups, businesses, tenants, residents, staff and trade unions will be encouraged to comment on the initial budget proposals at this time. They will be asked to identify, as far as possible, how alternative proposals complement the Council's business plan and community plan, how they will be financed, and how they will help the Council to achieve best value. Presentations will be made to key business groups as part of the consultation process.
- 8.8** The Budget Scrutiny Working Group and Overview and Scrutiny Committee will be invited to review the interim budget proposals in the meetings scheduled for January 2018 and feed any comments back to the Cabinet.
- 8.9** Whilst the Cabinet will be as flexible as possible, it is unlikely that any comments received after the consultation period can be properly assessed to consider their full implications and to be built into the budget. Accordingly, if alternative budget proposals are to come forward, this should happen as early as possible.
- 8.10** All comments relating to the initial budget proposals should be returned to the Chief Finance Officer by the end of the consultation period for consideration by the Cabinet in preparing their final budget proposals. Consultation questionnaires will be available in key locations and for completion on line via the Council's website. Comments can be e-mailed to money matters@cheltenham.gov.uk.

Assessment of alternative Budget Proposals

- 8.11** It is important that any political group wishing to make alternative budget proposals should discuss them, in confidence, with the Chief Finance Officer (preferably channelled through one Group representative) to ensure that the purpose, output and source of funding of any proposed change is identified.

- 8.12** Given the financial pressures and the potentially very difficult decisions which will have to be made, it is very important that there is time for members to carefully consider and evaluate any alternative budget proposals. Political groups wishing to put forward alternative proposals are not obliged to circulate them in advance of the budget-setting meeting, but in the interests of sound and lawful decision-making, it would be more effective to do so, particularly given that they may have implications for staff.

Final Budget Proposals and Council Approval

- 8.13** At the end of the consultation period, the Cabinet will draw up firm budget proposals having regard to the responses received. In drawing together its budget proposals to Council the report will reflect the comments made by consultees and the Cabinet's response. The firm budget proposals will be presented to Council at the budget setting meeting for decision in February 2018.

9. Housing Revenue Account

- 9.1** Draft proposals for the Housing Revenue Account will also form part of the same process for considering the General Fund revenue and capital budgets.
- 9.2** A number of significant changes in Housing policy were announced by the Government in 2015 including a four year programme of social rent reduction to March 2020. As a consequence Cheltenham Borough Homes undertook a comprehensive review of the HRA Business Plan financial forecasts to inform proposals to mitigate the impact of reduced income during that period.

The review was guided by the following minimum targets:-

- Maintaining the recommended contingent balance of £1.5m in HRA reserves;
 - Allocating sufficient resources to maintain the decent homes standard throughout the stock
 - Delivering the windows and doors replacement programme at a pace consistent with value for money:
 - Ensuring resources continue to be available to deliver the existing new build programme:
 - Ensuring the continuation of key service improvements initiated by the 3 year investment pot programme;
 - Seeking to protect existing service levels and mitigating the impact on tenants and leaseholders;
 - Retaining long term viability;
- 9.3** The 2017/18 HRA budget was based on year 2 of the four year plan, which proposed efficiency targets for management and maintenance costs, a realignment of the capital programme and the use of HRA reserves above the contingency level. Significant progress has already been made in delivering the plan (targets exceeded to date) with CBH confident of driving further efficiencies over and above original targets throughout the remainder of the four year plan.
- 9.4** The financial projections contained in the HRA Business Plan will be updated to reflect :
- Progress in achieving service efficiencies:
 - Updated need to spend on stock investment and maintenance;

- Progress in the new build programme
- The impact of further changes in Government policy, particularly an imminent announcement on future rent policy post April 2020

9.5 The revised projections will be available to inform decisions on the level of management and maintenance and capital investment in 2018/19 (to include fees payable to Cheltenham Borough Homes and administrative charges from Council Divisions).

10. Reasons for recommendations

10.1 The Council is required to agree a budget process and timetable.

11. Alternative options considered

11.1 The process for considering alternative budgets is set out above.

12. Consultation and feedback

12.1 The consultation process is described fully above. In view of the size of the challenge the Council faces in setting the 2018/19 budget, consultation has already commenced with trade unions.

13. Performance management – monitoring and review

13.1 The delivery of savings and additional income proposed as part of the budget will be monitored through the Bridging the Gap programme which meets monthly and is shared with the Cabinet Member for Finance.

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Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Budget timetable
Background information	<ol style="list-style-type: none">1. Core spending power projections 2016/17 – 2019/20

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.	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 recommended by the Chief Finance Officer in the council's Medium Term Financial Strategy	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 2018/19 and in ongoing budget monitoring, consideration will continue to be given to the use of fortuitous windfalls and potential future under spends with a view to strengthening reserves whenever possible.	Ongoing	Chief Finance Officer		
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	Chief Finance Officer	14/09/12	4	3	12	Accept & Monitor	The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by	Ongoing	Chief Finance Officer		

	the constrained ability to grow the business rates in the town then the MTFS budget gap may increase.							the Council. The Gloucestershire S151 Officers continue to monitor business rates income projections and the performance and membership of the pool. Work with members and Gloucestershire LEP to ensure Cheltenham grows its business rate base.			
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	Robust forecasting is applied in preparing budget targets taking into account previous income targets, collection rates and prevailing economic conditions. Professional judgement is used in the setting / delivery of income targets. Greater focus on cost control and income generation will be prioritised to mitigate the risk of income fluctuations.	Ongoing	Chief Finance Officer	
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	Chief Finance Officer	15/12/10	3	3	9	Reduce	As part of the delivery of the BtG / commissioning programmes a clear communication strategy is in place.	Ongoing	Communications team to support the BTG programme	

	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.							In adopting a commissioning culture the council is basing decisions on customer outcomes which should address satisfaction levels.			
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 assumptions regarding government support have been mitigated to a certain extent by the acceptance of a multi-year settlement agreement.	Ongoing	Chief Finance Officer	
108	If the government's technical consultation on the 2018/19 Local Government Finance	Chief Finance Officer	20/09/17	5	3	15	Reduce	The response to the government's consultation will be submitted by 26 th	26/10/17	Chief Finance Officer	

	<p>Settlement leads further reforms to the New Homes Bonus calculation then this could have an estimated negative financial impact of between £0.5m and £0.8m, impact on the planning process affecting the ability to approve new developments in a timely manner and impact on the council's ability to deliver core frontline services.</p>							<p>October 2017 outlining our concerns to any further changes to the system.</p>			
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Budget / Business Planning Process 2018/19 – Page 107 – Key stages / dates

July - November 2017	SLT / Service Managers work with the Bridging the Gap programme to identify options for savings and additional income
10th October 2017	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2018/19 and the Cabinet's approach to the budget / MTFS
12th October 2017	Budget Working group - review the draft budget strategy
13th October 2017	Deadline to submit taxbase calculation - (CTB1 figure used in New Homes Bonus calculation).
20th November 2017	Treasury Management Panel to consider budget estimates for treasury management budget assumptions
21st November 2017	Budget Working group - consider input to interim budget proposals and report direct to Cabinet
22nd November 2017	Chancellor delivers Autumn Statement
30th November 2017	Deadline for preparation of a 'standstill budget' on basis of no growth incorporating interim standstill budget projections / management fees for partner organisations (e.g. Ubico, Leisure & Culture Trust, CBH and shared services). In addition, proposals for savings / income and growth to be identified for the council and its partner organisations.
1st December 2017	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
12th December 2017	Cabinet present interim budget proposals for consultation incorporating partner organisations budgets including proposals for growth, savings and levels of fees and charges and projection of the Medium Term Financial Strategy (MTFS)
13th December 2017 to 12th January 2018	Cabinet consult on interim budget proposals including Overview and Scrutiny committee, public and the business community
To be confirmed	Joint Consultative Committee - briefing on funding projections and estimated budget gap and strategy for closing the gap
January 2018	Finance Settlement
5th January 2018	Recalculate taxbase, if necessary, and confirm or amend figure under delegated powers
5th January 2018	Advise all precepting authorities (including parishes) re. relevant taxbase figures
8th January 2018	Budget Working group - review consultation and make recs to O&S committee on budget
15th January 2018	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
22nd January 2018	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
26th January 2018	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
31st January 2018	Approve final NNDR1 estimate and advise County Council and DCLG
31st January 2018	Deadline for submission of alternative budget proposals to Financial Services for validation.
5th February 2018	Police & Crime Panel notify level of precept
13th February 2018	Cabinet present final budget proposals including response to consultation exercise

14th February 2018	County Council due to approve budget and set Council Tax level
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19th February 2018	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal)
23rd February 2018	Special council meeting (if required) – meets the requirement for the proper officer to call a council meeting to discuss objections to an alternative budget within 7 days of receipt of objections.
23rd February 2018	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget
23rd February 2018	Final amendments to council tax leaflet/sign off for printing
24th - 27th February 2018	Council tax bill processing
28th February - 13th March 2018	Council tax bills printed/packed
By 14th March 2018	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)

*Throughout the process, GOSS and senior managers will work with trade unions for the purpose of ensuring genuine consultation around proposals which may have HR implications.

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