



24 October 2019

CABINET – 4 NOVEMBER 2019

A meeting of Cabinet will be held at 6.00pm on Monday 4 November 2019 in the Council Chamber, Town Hall, Rugby.

Adam Norburn
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 7 October 2019.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 29 October 2019).

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

5. Bell House – supplementary report.
6. Scrutiny Review of the Special Expenses Scheme.
7. Progress Update - General Fund Budget 2020/21.
8. Finance and Performance Monitoring 2019/20 – Quarter 2.
9. Housing Acquisitions Fund; PWLB rate rise impact on rent policy and progress update.

Communities and Homes Portfolio

10. Voluntary and Community Sector contracts and Service Level Agreements.

Environment and Public Realm Portfolio

11. Protection of Shakespeare Gardens with Fields in Trust.
12. Review Report: Public Spaces Protection Orders.
13. Light-touch review of parking at Queen’s Diamond Jubilee Centre– Update Report.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

14. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraph 1 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

1. Nomination for Civic Honour – Report of Civic Honours Working Party.

Communities and Homes Portfolio

Nothing to report to this meeting.

Environment and Public Realm Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers (Ref. CAB 2019/20 – 5) are attached.

Membership of Cabinet:

Councillors Lowe (Chairman), Mrs Crane, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

CALL- IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic Services Team Leader (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

AGENDA MANAGEMENT SHEET

Report Title: Bell House - Supplementary Report

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance: New Bilton

Prior Consultation: Head of Communities and Homes, Head of Corporate Resources and CFO

Contact Officer: Paul Rimen (Construction Project Manager), 01788 533620, paul.rimen@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Not Applicable.

Summary:

Financial Implications: An additional £636,560.00 be allocated to the existing HRA capital budget (£1,377,290) increasing the total allocation to £2,013,850; to be met from HRA capital resources and a Homes England grant (or Right to Buy receipts). Utilising the Homes England grant the revised scheme produces a positive return on capital employed of £480,450 over the HRA business plan term of 30 years.

Risk Management Implications: The project will be undertaken with associated risk assessments and risk registers in place.

Environmental Implications: The new building will be constructed to current insulation and sustainability standards.

Legal Implications: There are no legal implications for this report.

Equality and Diversity: There are no equality and diversity implications for this report.

Options: There are three options available to the Council in respect of Bell House:

1. Continue with the existing approved budget.
2. Increase the budget allocation to reflect the current building costs.
3. Cancel the development.

Recommendation: IT BE RECOMMENDED TO COUNCIL THAT -

1. the existing budget allocation is increased to reflect the current construction costs (Option 2);
2. the existing HRA capital budget for the redevelopment of Bell House is increased from £1,377,290 to £2,013,850; to be met from HRA capital resources and a Homes England grant or Right to Buy receipts.

3. delegated authority be given to the Executive Director to agree Homes England grant terms (the grant will reduce capital outlay).

Reasons for Recommendation:

1. The 18 apartment redevelopment scheme, which cannot reasonably proceed without the increase in funding; will provide quality homes, to help meet the increasing housing needs of the borough, including the potential to utilise a limited number as 1 bed temporary accommodation; with grant support from Homes England.
2. The increased level of funding continues to provide a positive NPV return on capital employed.
3. Homes England have confirmed funding of £686,667 for the revised scheme cost (Right to Buy receipts could only be used to fund 30%).

Cabinet - 4 November 2019

Bell House - Supplementary Report

Public Report of the Head of Corporate Resources and CFO

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

1. the existing budget allocation is increased to reflect the current construction costs (Option 2);
2. the existing HRA capital budget for the redevelopment of Bell House is increased from £1,377,290 to £2,013,850; to be met from HRA capital resources and a Homes England grant (or Right to Buy receipts); and
3. delegated authority be given to the Executive Director to agree Homes England grant terms (the grant will reduce capital outlay).

1. Introduction

In June 2016, Cabinet approved the acquisition of the Bell House site from its then owner, Home Group, for not more than £150,000. The site was derelict and had been problematic for several years. The resulting sale, to the council, was completed in June 2017.

In April 2018, Cabinet approved the redevelopment of the whole Bell House site and its transfer from the General Fund to the HRA. The development was envisaged to be 9 No 1 bed 2-person apartments and 9 No 2 bed 3-person apartments with associated parking and communal garden. The estimated development cost was £1,570,000.

Following the approval an architect was commissioned to develop the outline design into a deliverable RIBA (Stage 2) Concept Design. The detail of the design changed during the planning pre-consultation stage and will now deliver 13 No 1 bed 2 person apartments and 5 No 2 bed 3 person apartments. These changes arose in part from the changing housing need and as a result of the planning consultation process (location, size and scale of the building and the orientation of the apartments within). Planning permission was approved on 14th August 2019.

The building on the site was demolished during July and August 2019.

Whilst the planning application was being determined the Property Project & Estate Management Team (PPEMT) approached (independently) a specialist quantity surveyor (QS) and a framework contractor (the Contractor) to provide a budget cost

the scheme based on the planning drawings. The price was to include the full costs of developing the RIBA Stage 2 design into a Technical Design (Stage 4), constructing the scheme and handing it over.

Transfer of the land from the General Fund to the HRA and expenditure on the scheme to-date results in a residual budget of £1,377,290. The cost estimates from the QS and the Contractor respectively are £1,783,551 & £1,880,000. Design costs, surveys and stamp duty are estimated at £174,850. The shortfall between the residual budget and the current estimated construction costs (including stamp duty and survey / design costs) is therefore in the region of £540,050 - £636,500. For budgetary purposes and for the purposes of this report a rounded figure of £636,500 has been used.

Throughout the process Housing Services have continued a dialogue with Homes England and in September 2019 secured funding for £686,667 of the increased scheme cost, conditional to project completion by the end of September 2021.

2. Current Options

Option 1: Continue with the existing approved budget

It is a high risk option for the council to trust that savings / value engineering will reduce the projected scheme cost to the current approved budget whilst continuing with the development.

A review of the current scheme drawings and the Housing Services requirements does not give scope for reducing the costs by £600,000. Any changes that would produce the savings required would result in a loss of units and require a fresh planning application to be made. The reduced number of units would affect the schemes viability and therefore the potential for the utilisation of and value of a Homes England grant.

The £686,667 secured from Homes England is against the new scheme cost (Option 2) and could not be used for this option. A new application would have to be made and could only reasonably be expected to be 35% of the remaining balance (35% of £1,377,290 = £482,051). However, as part of their evaluation procedure Home England review the costs associated with a project and would not support a grant application for a scheme which is not financially viable.

Continuing with the scheme with the current budget will effectively cancel the development.

Option 2: Increase the budget allocation to reflect the current building costs

This will allow for the construction of the scheme, for which planning permission has been obtained, delivering it to Housing Services need, as previously approved by Council.

The original budget was set in 2016 and reflects the design and prevailing costs at that time. Alterations to the scheme during the planning phase as a result of changes in the housing need and in response to planning comments, have increased the cost

of the scheme. The increase development costs (quoted above) have been developed independently by the Contractor and a specialist quantity surveyor, there is therefore a high degree of confidence in the revised costs estimates.

With the increased costs and utilisation of a Homes England grant at (£686,667) the scheme continues to return a positive NPV; £480,450 at 30 years & £1,427,700 at 40 years.

The scheme will develop 18 new properties (5 x 2-bed & 13 x 1-bed) with parking and communal gardens, for which there is a significant need within the town centre area. The location of the site is a highly sustainable one and within walking distance of Rounds Gardens. The scheme is also valuable for its potential of being able to assist with the decant of Rounds Gardens and the Council's obligation to offer tenants a reasonable offer of a home that meets their needs. Many tenants have expressed a need / preference to stay close to the town centre.

Full details of the proposed scheme can be found on the planning portal: [R19/0073](#).

Option 3: Cancel the development

If it is not deemed advantageous to the council to continue with the development at the revised cost, a positive decision to cancel the scheme should be taken.

Cancelling the scheme at this point will leave the council with a number of opportunities for disposal or repurposing of the vacant plot, none of which would be of significant benefit to Housing Services or the HRA account of which the site is now a part; although costs to date should be recoverable through a commercial sale of the property.

There are be potential reputational issues in terms of being unable to utilise the Homes England grant, which is a recycled allocation from another scheme that we were unable progress as a result of unforeseeable circumstances, when there is a financially viable scheme proposed.

3. Grant Terms

Securing Homes England funding is fundamental to the redevelopment to return a positive return on investment. Recommendation 3 seeks the approval for the Executive Director to agree Homes England grant terms.

Should this process return an unfavourable outcome for the Council, then Right to Buy receipts (at 30%) will be utilised to fund the scheme in the first instance. The NPV is reduced (£457,640 over 30 years) but remains positive when Right to Buy receipts are utilised in place of Homes England grant funding.

Should either of these options fail to produce a positive NPV going forward a further report will be presented to Cabinet and Council for consideration.

RBC have been informed by Homes England that they have extended their deadline for their grant scheme completions from March 2021 to Mar 2022. Bell House therefore remains eligible for funding, where previous delays had meant it no longer

qualified; £686,667 (35% of the scheme cost) of grant funding has been secured by Housing Services from Homes England for this scheme.

4. Project Management / Timeline / Procurement

The scheme will be managed in house by the Property Projects & Estate Management Team (PPEMT). A construction contractor will be appointed through a framework contract, for the design and build. An independent specialist quantity survey will be utilised to monitor progress against budget. It is anticipated that the units will be delivered mid 2021.

5. Conclusion

Continuing with the redevelopment of Bell House provides an opportunity to regenerate a previously problematic and derelict site. Providing quality homes, to help meet the increasing housing needs of the borough, with the advantage of grant support from Homes England freeing up Right to Buy receipts for other projects.

Name of Meeting: Cabinet
Date of Meeting: 4 November 2019
Subject Matter: Bell House - Supplementary Report
Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|--------|---------------------------------|
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The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

| Doc No | Relevant Paragraph of Schedule 12A |
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AGENDA MANAGEMENT SHEET

Report Title: Scrutiny Review of the Special Expenses Scheme

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance: All

Prior Consultation: Consultation exercise with parish councils as part of the review

Contact Officer: Jon Illingworth, Financial Services Manager and Deputy Chief Financial Officer, Tel: 01788 533410 or jon.illingworth@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:

None

Summary:

A review of the Special Expenses Scheme was included in the overview and scrutiny work programme for 2018/19. The review was delayed until 2019/20 and commenced in June 2019.

The task group's conclusions and findings are presented in the review report attached at Appendix 1.

Financial Implications:

There are no financial implications for this report.

Risk Management Implications:

There are no risk management implications for this report.

Environmental Implications:

There are no environmental implications for this report.

Legal Implications:

There are no legal implications for this report.

Equality and Diversity:

There are no equality and diversity implications for this report.

Options:

1. To approve the review recommendations.
2. To approve the review recommendations with amendments.
3. To not approve the review recommendations.

Recommendation:

Recommendations 1-4 of the task group (as detailed in section 1 of the report) be approved.

Reasons for Recommendation:

The review recommendations are based on evidence gathered by the task group.

Cabinet - 4 November 2019

Scrutiny Review of the Special Expenses Scheme

Public Report of the Head of Corporate Resources and CFO

Recommendation

Recommendations 1-4 of the task group (as detailed in section 1 of the report) be approved.

1. BACKGROUND

A review of the Special Expenses Scheme (Council Tax) was proposed for consideration as part of process of informing the overview and scrutiny work programme. The scrutiny chairs agreed this review should be included in the work programme for 2018/19.

The timing of the review was key as the findings and recommendations of the task group would inform the council tax setting process for the ensuing year.

With the agreement of the scrutiny chairs, the review was delayed until 2019/20. The one-page strategy was agreed Brooke Overview and Scrutiny Committee on 11 April 2019. A task group was appointed and began its work in June 2019.

2. FINDINGS AND RECOMMENDATIONS

The task group completed its work in September 2019. The review report is attached at Appendix 1 for consideration.

An update on the progress of the task group's recommendation will be presented to the Communities and Resources Overview and Scrutiny Committee in 12 months' time.

Name of Meeting: Cabinet

Date of Meeting: 4 November 2019

Subject Matter: Scrutiny Review of the Special Expenses Scheme

Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|---------------|---|
| 1 | Special Expenses Scheme Agenda and Minutes https://www.rugby.gov.uk/meetings/committee/69/special_expenses_scheme_task_group |
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The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

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REVIEW OF THE SPECIAL EXPENSES SCHEME

September 2019

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| | Appendix - Summary of Parish Questionnaire Responses |

TASK GROUP MEMBERSHIP

The task group consisted of the following members:

Councillor **Leigh Hunt** (Chair)
Councillor **Tony Gillias**
Councillor **Craig McQueen**
Councillor **Ish Mistry**
Councillor **Maggie O'Rourke**
Councillor **Chris Pacey-Day**
Councillor **Ian Picker**
Councillor **Jerry Roodhouse**

FOR FURTHER INFORMATION

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Jon Illingworth
Financial Services Manager and Deputy Chief Financial Officer
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Email: jon.illingworth@rugby.gov.uk

ACKNOWLEDGEMENTS

The task group would like to thank all parish councils who took time to respond to the consultation exercise.

The task group are also thankful to the following officers who have supported them throughout the review process:

- Mannie Ketley (Head of Corporate Resources and Chief Financial Officer)
- Jon Illingworth (Financial Services Manager and Deputy Chief Financial Officer)
- Chris Worman (Parks and Grounds Manager)
- Lynsey Parkinson (Corporate Accountant)
- Democratic Services

CHAIR'S FOREWORD

TBA

Councillor Leigh Hunt
Chair

1. RECOMMENDATIONS

The task group proposes the following recommendations to Cabinet:

| | |
|----|--|
| 1. | The council to liaise with Rugby BID and local businesses more closely going forward to be able to obtain more refined data when carrying out future reviews of the Special Expenses Scheme. |
| 2. | The Special Expenses Scheme be reviewed on a bi-annual basis. |
| 3. | It be recommended to Cabinet that: <ul style="list-style-type: none"> • 4 per cent of the cost of Caldecott Park be transferred to general expenses; and • 13.5 per cent of the CCTV and Town Centre Security cost be transferred to general expenses. |
| 4. | Recommendations and related actions be uploaded to the Rugby Performance Monitoring System to allow members to monitor ongoing progress. |

1.1 Alignment with the Corporate Strategy

The review relates to the following corporate priorities:

OVERARCHING PRIORITIES

- To provide excellent, value for money services and sustainable growth
- Achieve financial self-sufficiency by 2020

CORPORATE RESOURCES

- Optimise income and identify new revenue opportunities
- Prioritise use of resources to meet changing customer needs and demands
- Ensure that the council works efficiently and effectively

2. OBJECTIVES

2.1 Background

A review of the Special Expenses Scheme (Urban Area Council Tax Precept) was proposed for consideration as part of process of informing the overview and scrutiny work programme. The scrutiny chairs agreed this review should be included in the work programme for 2018/19.

The timing of the review was key as the findings and recommendations of the task group would inform the council tax setting process for the ensuing year. With the agreement of scrutiny chairs, the review was delayed until 2019/20.

The one-page strategy for this review was agreed Brooke Overview and Scrutiny Committee on 11 April 2019. A task group was appointed and began its work in June 2019.

2.2 The one-page strategy

The 'one-page strategy' is the name given to the scoping document for the review. It defines the task and the improvements being aimed for and how these are going to be achieved. The review's one-page strategy is as follows:

What is the broad topic area?

A review of the Special Expenses Scheme

What is the specific topic area?

The Council operates a Special Expenses scheme that ensures residents only pay for services provided in their area.

The scheme operates on the basis that certain costs of services incurred by the Borough Council are for the benefit of residents in the Town area only and that residents in the Parish areas should not meet any of these costs.

Services included in the Town area are:

- Parks and open spaces
- Cemeteries
- Town Centre Management and CCTV

The above activities can also be carried out concurrently by Parish Councils and where this occurs, the estimated costs are included within Parish precepts.

The purpose of the review is to review in time for the 2020/21 budget setting process the current composition of services within Special Expenses, to determine whether they are indeed services that solely benefit the residents within the urban area.

During the review members will also consider any alternative options to maintaining the current scheme and potential impact on council tax/special expenses/parish precepts.

What should be considered?

- The existing services identified as special expense activities
- If there are any additional concurrent services in the Borough and Parish Areas
- If there are potential alternatives
- If transitional arrangements should apply if the scheme is changed or discontinued

Who shall we consult?

- Members
- Various internal services e.g. Financial Services, Legal, Parks and Open Spaces
- Parish Councils
- Warwickshire Area of Local Councils (WALC)
- Rural Services Network

How long should it take?

The review and consultation can be undertaken over four months with a final report submitted to Brooke Overview and Scrutiny Committee on 24 October 2019 or earlier.

What will be the outcome?

Recommendations to Cabinet 4 November 2019 or earlier, on actions or alternatives to the Special Expenses Scheme.

3. METHODOLOGY

3.1 Overview

Firstly, the task group received an introductory briefing to set the scene. A programme of work for the review was agreed.

Secondly, the task group consulted with parish councils and meetings. A consultation questionnaire was issued to all parishes within the Borough. Parishes were encouraged to complete the questionnaire online, but it was also issued in paper format.

The results of the consultation were analysed, and the task group concluded that informing the process from the evidence gathered from the consultation responses would be difficult. The approach of an agreed percentage contribution to Special Expenses was endorsed.

Throughout the review, the task group was presented with additional information as and when requested including budgets, activity breakdowns, sensitivity analysis and publications. The Special Expenses Background Information folder is available to view on the council's website.

3.2 Access to evidence

The task group review papers are available online at <https://www.rugby.gov.uk/meetings> in the section '*agendas, reports and minutes*', and can be found by selecting *Special Expenses Scheme Task Group*.

4. FINDINGS

4.1 Introduction

Following the review of data gathered, the task group were able to make informed conclusions on the future of spend currently allocated to the special expenses scheme. This has been summarised into key service areas.

4.2 Service Analysis – Currently within Special Expenses Scheme

4.2.1 Parks and Open Spaces

Parks in the urban area of Rugby were managed by the Borough Council.

In the urban area, all parks service, play equipment maintenance, changing rooms, play buildings, etc were covered by the Special Expenses Scheme.

In the rural area, parishes were responsible for purchasing their own land for new playing fields, extending an existing play area, play equipment and maintenance.

Any new play areas or park refurbishments (urban locations only) were a general capital expense. Before requesting funding from the General Fund, officers would look at grant funding available.

Caldecott Park

Caldecott Park was the only park in Rugby with a visitor count and accurate figures were available. Annually, around half a million of people visit the park. A survey was carried out bi-annually. Based on the data collected from the last survey in May 2017, 4 per cent of visitors to Caldecott Park came from CV23 postcodes.

Conclusion

4 per cent of the cost of Caldecott Park be transferred to general expenses.

4.2.3 Grass Cutting

Rugby's position was unique as a formal agreement with the Warwickshire County Council (WCC) was in place to manage the highway verges in the villages. In the mid-2000, the formal agreement ceased but an informal arrangement has continued – the Borough Council providing the grass cutting in the town and village grass cutting in the parishes and WCC providing the grass cutting of the interconnecting roads.

With regards to the highway verge cutting, a number of cuts are paid for by the Borough Council with WCC paying for three cuts a year. These three cuts a year relate to highway safety and maintaining adequate visibility.

In the town area, there were approximately 14 grass cuts a year. The Borough Council paid for 11 (part of the Special Expenses Scheme) and WCC for three.

The responsibility of rural grass cutting was subcontracted by the Borough Council. If the Borough Council was approached by the parish council with regards to maintaining the grass in the village themselves, with the agreement of WCC, the responsibility would be transferred to the parish council. In this case, the village would become the council's subcontractor. Any interconnecting road (roads between the villages) were WCC's responsibility.

If a village wished to have more grass cuts through the year, the finances would be raised by increasing the parish precept. Similarly, if there was need for more grass cuts in the urban area, the finances would be raised by increasing the special expense.

Conclusion

There was equity between the urban area and rural area as the service cost was covered by special expenses and parish precept respectively. No change required.

4.2.4 Cemeteries

The Borough Council managed five cemeteries and eight closed churchyards (urban and rural locations):

- Croop Hill Cemetery (open to new burials)
- Watts Lane Cemetery (open to new burials)
- Whinfield Cemetery (open to new burials)
- Clifton Road Cemetery (closed for new burials/open for existing family plots)
- Rainsbrook Cemetery (not yet available for burials)

Rural areas were likely to have their own burial grounds and to accommodate the Borough's growth, were required to provide necessary land to meet demand.

Urban Cemeteries

Based on the 2018/19 activity data available, nine per cent of users of the town centre area burial grounds were from CV23 postcodes.

No comparable data on users of rural burial ground was currently obtained during the review.

Conclusion

No change presently required.

4.2.5 CCTV and Town Centre Security

A Town Centre management fee was paid to the Rugby Business Improvement District (BID) solely by the special expense area which included a contribution towards the cost of the CCTV. The fee was a contribution towards the cost of CCTV and subject to annual inflation.

When the BID was formed, an agreement was made where the Borough Council would continue to fund the portion of the service that it initially maintained. Prior to BID, CCTV

was a general expense, but a decision was made in 2011/12 to transfer the service to the Special Expenses Scheme.

Not all people living in the Borough come into town. People living around the periphery of the Borough were less likely to come to Rugby since they border with other towns and cities such as Coventry, Hinckley and Daventry.

No data was available to support the comment that rural area doesn't benefit from the CCTV in the town centre.

Conclusion

13.5 per cent of the CCTV and Town Centre Security cost be transferred to general expenses.

4.3 Service Analysis – other services discussed as part of the review

As part of the analysis, other key services were reviewed in terms of the appropriateness to be considered within the remit of the special expenses review.

4.3.1 Works on Trees

The Borough Council was responsible for trees on the Borough Council's land. Trees in the urban area were a Special Expense. Some trees in the rural area (within the council's housing) were Housing Revenue Account expense. Highway trees were WCC's responsibility.

Conclusion

No change required.

4.3.2 Provision of Dog Bins and Rubbish Bins

In the parishes, the bins were purchased from the parish precept and emptied by the Borough Council.

In the urban area, the service was a general expense.

Conclusion

No change required.

5. EVIDENCE

The task group met five times between June 2019 and September 2019 building an evidence base to support its conclusions.

5.1 Consultation

A consultation questionnaire was issued to all parishes within the Borough. Parishes were encouraged to complete the questionnaire online but it was also issued in paper format.

21 responses were received. The response rate was 53 per cent. The responses are summarised below.

Consultation Responses Summary

Attached as Appendix is a summary of the consultation responses that were received from the Parishes.

6. Conclusions

The task group drew the following conclusions from the evidence that was gathered:

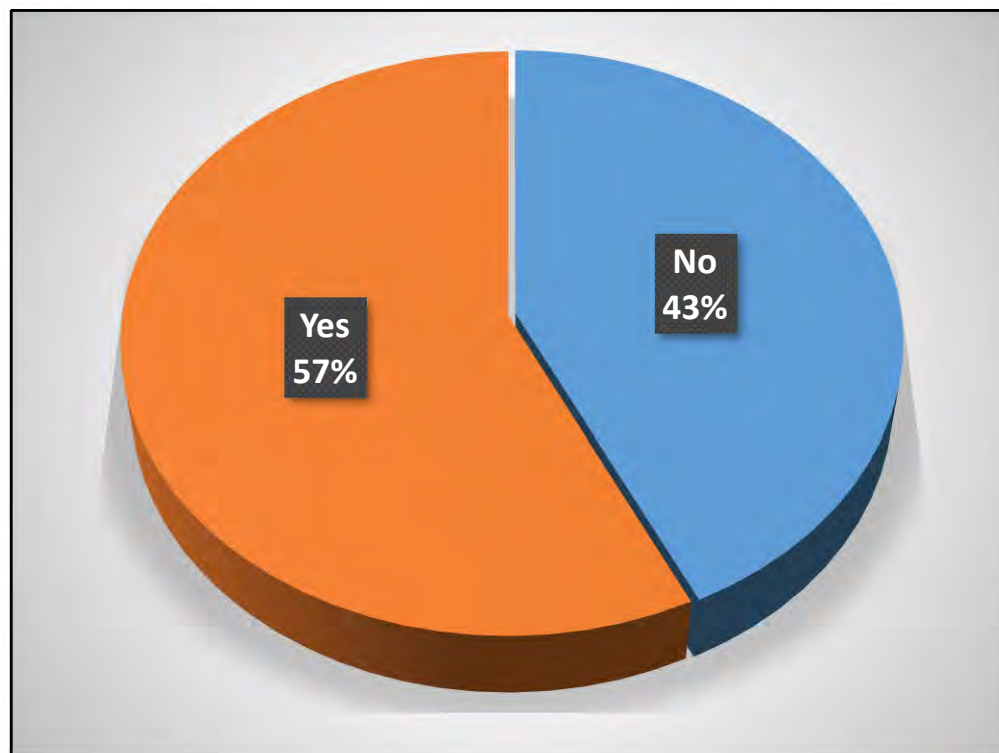
- 1 The results of the review confirmed that there are no issues with both the Borough Council and Parish Council's charging for the same services (double taxation).
- 2 From the review of data gathered through the study the following conclusions were formed:
 - Caldecott Park** - 4 per cent of the cost to be transferred to general expenses.
 - Grass Cutting** - There was equity between the urban area and rural area as the service cost was covered by special expenses and parish precept respectively. No change required.
 - Cemeteries** - Due to a lack of comparable data available, no change presently required.
 - Town Centre CCTV** - 13.5 per cent of the CCTV and Town Centre Security cost be transferred to general expenses.
- 3 There were issues in collecting town centre activity data in the review due to there being limited footfall data available. In order to progress future reviews, the council will need to liaise with Rugby BID and local businesses more closely to be able to obtain more refined data when carrying out future reviews of the Special Expenses Scheme.
- 4 The task group acknowledged that the special expenses landscape is likely to change as the profile of the Borough develops. For this reason the task group concluded that it would be beneficial to review the scheme on a bi-annual basis.
- 5 The recommendations and related actions from this report will be uploaded into the Rugby Performance Monitoring System to allow members to monitor ongoing progress.

Summary of Parish Questionnaire Responses



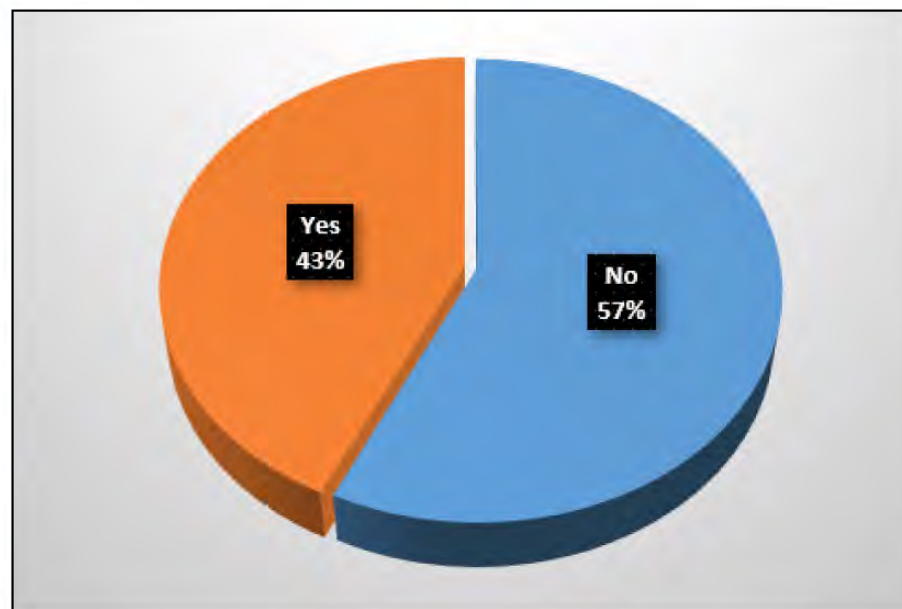
Q2: Are you aware that the Borough Council operates a Special Expenses Scheme that ensures residents only pay for services provided in their area?

| Parish name | Yes / No |
|-----------------------|----------|
| Ansty | Yes |
| Bourton & Draycote | No |
| Brandon & Bretford | Yes |
| Brinklow | Yes |
| Churchover | Yes |
| Clifton upon Dunsmore | Yes |
| Combe Fields | Yes |
| Grandborough | Yes |
| Harborough Magna | No |
| Leamington Hastings | No |
| Long Lawford | Yes |
| Monks Kirby | No |
| Newton and Biggin | Yes |
| Pailton | Yes |
| Princethorpe | No |
| Ryton on Dunsmore | Yes |
| Thurlaston | No |
| Willey | No |
| Willoughby | No |
| Wolston | No |
| Wolvey | Yes |



Q3: We are interested to know about certain services provided in the Parish Areas. Do you provide Cemeteries? Please list all Cemeteries in your parish area

| Parish name | |
|-----------------------|--|
| Ansty | No |
| Bourton & Draycote | No |
| Brandon & Bretford | No |
| Brinklow | Lutterworth Road Cemetery |
| Churchover | No |
| Clifton upon Dunsmore | Newton Road |
| Combe Fields | No |
| Grandborough | No |
| Harborough Magna | No |
| Leamington Hastings | No |
| Long Lawford | St John's Cemetery |
| Monks Kirby | No |
| Newton and Biggin | Newton Road |
| Pailton | No |
| Princethorpe | No |
| Ryton on Dunsmore | St Leonard's Churchyard |
| Thurlaston | No |
| Willey | St Leonard's Church |
| Willoughby | St Nicholas' Church |
| Wolston | Dyers Lane Cemetery |
| Wolvey | St John the Baptist Church, Wolvey Baptist Chapel & Wolds Lane Burial Ground |

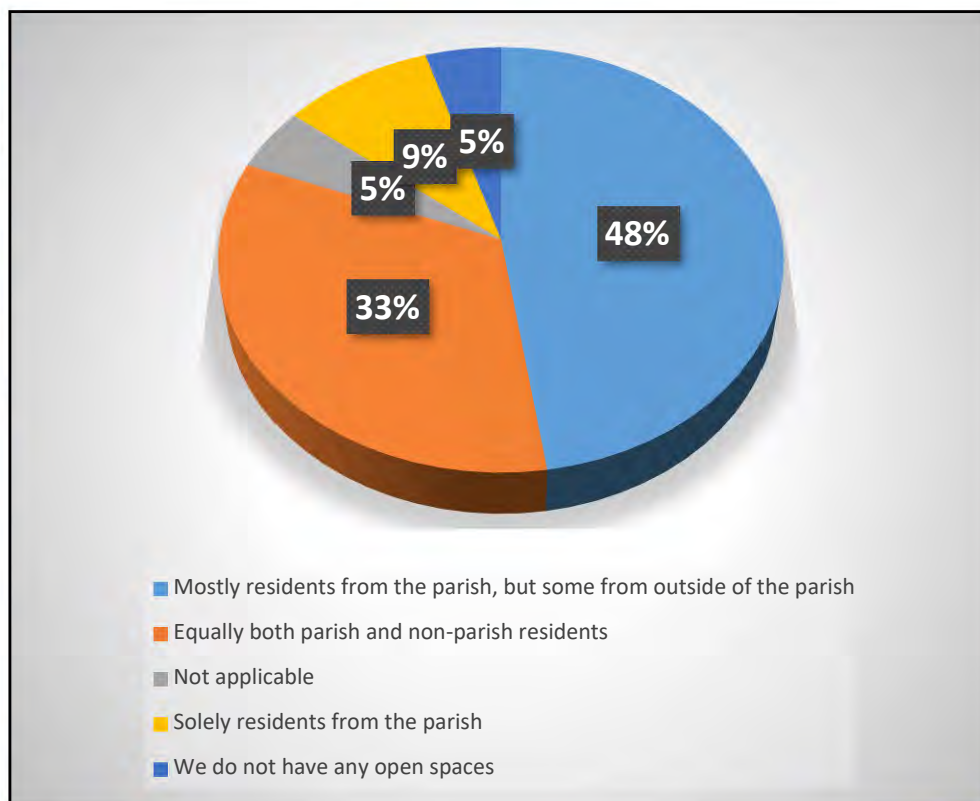


Q4: We are interested to know about certain services provided in the Parish Areas. Do you provide parks and open spaces? Please list all parks and spaces in your parish area

| Parish name | |
|-----------------------|--|
| Ansty | Ansty Playing Field |
| Bourton & Draycote | No |
| Brandon & Bretford | Land at Brandon, Bretford Playing Field |
| Brinklow | Barr Lane Recreation Ground, 11 acre Norman castle site |
| Churchover | No |
| Clifton upon Dunsmore | South Road playing field, garden - main street/south road, garden - north road/main street, 2 gardens - north road/church street, allotments x 3 areas, village car park, bank along newton Road, Lion footpath |
| Combe Fields | No |
| Grandborough | Two open spaces in Sawbridge Road and Aikman Green |
| Harborough Magna | A playpark leased from RBC |
| Leamington Hastings | No |
| Long Lawford | King George Park, Cherwell Way Park, Lawford Heath Park, The Park Strip |
| Monks Kirby | Fish Ponds and Village Green |
| Newton and Biggin | Ellis Gardens Open Space and Play Area, Townland Gardens (allotments), Gardens of Village Hall, Funds maintenance of Five Arches Wildlife Site (owned by RBC) |
| Pailton | Pailton Playing Field |
| Princethorpe | Playing field and playground equipment |
| Ryton on Dunsmore | Fetherston Crescent Recreation Ground, Cedar Avenue (managed by RBC) |
| Thurlaston | No |
| Willey | No |
| Willoughby | Playing field with equipment |
| Wolston | William Cree Close play area, skate park adjacent to Wolston Leisure & Community Centre, Dyers Lane Recreation Ground - including football pitches and nets (line markers etc), trim/adventure trail, outdoor gym equipment, U10's enclosed play area, Pavilion, Scout Hut, play areas on Bluemel Park Housing Estate and Priory Manor (Bloor Homes development) - these are managed by Management committees/team |
| Wolvey | Wolvey Playing Fields, Wolvey Wetland Reserve |

Q5: We would like to know more about the users of your Parks & Open spaces. Which of the following most applies:

| Parish name | |
|-----------------------|---|
| Ansty | Mostly residents from the parish, but some from outside of the parish |
| Bourton & Draycote | residents |
| Brandon & Bretford | residents |
| Brinklow | Mostly residents from the parish, but some from outside of the parish |
| Churchover | Not applicable |
| Clifton upon Dunsmore | Equally both parish and non-parish |
| Combe Fields | We do not have any open spaces |
| Grandborough | Mostly residents from the parish, but some from outside of the parish |
| Harborough Magna | Solely residents from the parish |
| Leamington Hastings | Equally both parish and non-parish |
| Long Lawford | Mostly residents from the parish, but some from outside of the parish |
| Monks Kirby | Mostly residents from the parish, but some from outside of the parish |
| Newton and Biggin | Equally both parish and non-parish |
| Pailton | Equally both parish and non-parish |
| Princethorpe | Equally both parish and non-parish |
| Ryton on Dunsmore | Mostly residents from the parish, but some from outside of the parish |
| Thurlaston | Mostly residents from the parish, but some from outside of the parish |
| Willey | Solely residents from the parish |
| Willoughby | Mostly residents from the parish, but some from outside of the parish |
| Wolston | Mostly residents from the parish, but some from outside of the parish |
| Wolvey | Mostly residents from the parish, but some from outside of the parish |



Q6: Do you provide grass cutting? Please provide details and if the grass cutting is undertaken by the Parish, RBC or WCC and the regularity

| Parish name | |
|-----------------------|---|
| Ansty | Parish - cutting of the playing field only. Fifteen fortnightly cuts between April and October |
| Bourton & Draycote | No |
| Brandon & Bretford | Parish 2-3 visits per month April - October |
| Brinklow | Parish weekly |
| Churchover | Rugby Borough Council, monthly |
| Clifton upon Dunsmore | Parish pays for private contractor: playing fields, closed churchyard and Newton Road cemetery |
| Combe Fields | No |
| Grandborough | Parish fortnightly |
| Harborough Magna | Parish and RBC: We supplement the service provided by RBC as this service is insufficient to keep the playpark useable and other areas presentable |
| Leamington Hastings | No |
| Long Lawford | Parish grass cutting and strimming of play areas |
| Monks Kirby | Parish and funded by grant from RBC |
| Newton and Biggin | Grass cutting currently undertaken at Townlands Gardens and garden to Village Hall. Fund meadow cutting and maintenance of Five Arches Wildlife Site (owned by RBC). |
| Pailton | Undertaken by both the parish and RBC |
| Princethorpe | 7 cuts a year are arranged by the Parish Council but we have a grant from RBC to do this. |
| Ryton on Dunsmore | Parish some small green areas in the parish and grass cutting at Fetherston Crescent open space |
| Thurlaston | Parish pays for private contractor for grass verges |
| Willey | Parish |
| Willoughby | Parish |
| Wolston | The Parish Council are responsible for cutting all grass within the village (including amenity verge) to be cut on behalf of the Parish Council owned land, WCC land and RBC land. It is cut every two weeks from March/April to October by contractors we hire. We receive a small amount of funding to cut the WCC and RBC areas but it does not cover in any way the costs. We also employ a Lengthsman who litter picks and cuts the village green. |
| Wolvey | Parish 14 cuts per annum |

Q7: Please provide details of any other services that are considered solely for the benefit of the residents of the Parish area

| Parish name | |
|-----------------------|---|
| Ansty | Street lighting |
| Bourton & Draycote | Dredging of brooks and other flood alleviation measures e.g. provide sand for sandbags to help keep floodwater out of houses |
| Brandon & Bretford | None |
| Brinklow | None |
| Churchover | None |
| Clifton upon Dunsmore | None |
| Combe Fields | None |
| Grandborough | Lengthsman Scheme, maintenance of street lights, hedges and trees |
| Harborough Magna | None |
| Leamington Hastings | Dredging of brooks and other flood alleviation measures e.g. provide sand for sandbags to help keep floodwater out of houses |
| Long Lawford | Street lighting, litter bins, dog bins, salt bins, play equipment, bus shelters |
| Monks Kirby | None |
| Newton and Biggin | Christmas tree, carol service, village newsletter, Remembrance Day service. The Village Hall is a resource principally for the benefit of local residents but many events are attended by people from a much wider area |
| Pailton | War memorial upkeep, Village Hall, village fete, Currently looking into buying the Public House as a community business, Planting Committee maintaining the flowers and baskets around the village |
| Princethorpe | None |
| Ryton on Dunsmore | Street lighting, allotments, pavilion |
| Thurlaston | Street lighting |
| Willey | None |
| Willoughby | No response |
| Wolston | Flood risk management - brook clearance (removal of weeds etc). Flood prevention, PC elections, Provision of a Youth Club -we sponsor the youth club in the village which runs twice a week (including payment of salaries for youth workers, hire of hall and all weather pitch, equipment etc), Grants given to local groups and communities, pot hole filling, sign cleaning, hedge cutting (when obstructing pavements etc), ditch clearing, dog waste bins, litter bins, painting and maintenance around the village, bus stops, street furniture, drain cleaning, development of Neighbourhood Development Plan, war memorial, allotment (support give, grants, rent etc), sponsor the Luncheon Club (for over 50's), provide grants, support and funding to local groups when required |
| Wolvey | Street lighting, Village Hall, The Square recreation area, we run a lengthsman's scheme to tidy verges, paths, plant flowers, clean bus shelters, signage |

Q8: Please provide details of services that may be used by non-residents of the Parish area

| Parish name | |
|-----------------------|---|
| Ansty | Commercial waste collection - Ansty Playing Field |
| Bourton & Draycote | Benches of village green for use by ramblers etc |
| Brandon & Bretford | Land at Brandon, Bretford Village Hall, playing field, litter bins, dog bins |
| Brinklow | Playing field, Castle site, Footpaths |
| Churchover | Street lighting |
| Clifton upon Dunsmore | Playing field including skate park, play area, trim trail, pavilion and football pitches, Lion Footpath, bus stops, rubbish bins, dog bins, Village Hall, car park, allotments, churchyard, all garden areas, street lighting |
| Combe Fields | None |
| Grandborough | Any of the facilities may be used |
| Harborough Magna | None |
| Leamington Hastings | Benches of village green for use by ramblers etc |
| Long Lawford | Play equipment in parks |
| Monks Kirby | None |
| Newton and Biggin | Five Arches Wildlife Site, street lighting, allotments, cemetery, Village Hall, play area |
| Pailton | All of the above |
| Princethorpe | None |
| Ryton on Dunsmore | Village Hall |
| Thurlaston | None |
| Willey | Village hall |
| Willoughby | No response |
| Wolston | Play areas, Recreation Ground - including Parish Council sponsored play scheme which is free, Wolston Leisure and Community Centre, street furniture, bus stops, litter bins, dog waste bins, football pitches (used by Brinklow FC free of charge), Sports Pavilion, allotments, skateboard park, pothole repairs, litter picking, Community Speed Watch, Woods/Spinney, dog walking areas, Safety features - we provided bollards at bus stop to make safe and additional gates at entrance to recreation ground so children cant |
| Wolvey | Playing field, Bowling Club, Burial Grounds, Wetland reserve |

Q9: Are any services in the Parish provided by Rugby Borough Council?

| Parish name | |
|-----------------------|--|
| Ansty | Refuse collection, highways grass cutting |
| Bourton & Draycote | Refuse collection |
| Brandon & Bretford | No |
| Brinklow | Refuse collection |
| Churchover | Road gritting |
| Clifton upon Dunsmore | Refuse collection |
| Combe Fields | No |
| Grandborough | Road sweeper, dog bin emptying |
| Harborough Magna | Yes - 7 cuts of grass in the spring - autumn season |
| Leamington Hastings | Refuse collection |
| Long Lawford | Grass cutting of the verges |
| Monks Kirby | Refuse collections |
| Newton and Biggin | Planning, environmental health, housing, benefits, community safety wardens, street cleansing, refuse collection/recycling |
| Pailton | Grass cutting |
| Princethorpe | No |
| Ryton on Dunsmore | No |
| Thurlaston | Tree planting |
| Willey | Refuse collection, road sweeping, road repair |
| Willoughby | No |
| Wolston | Refuse collection, dog bin emptying, fly tipping, planning, environmental, housing, Neighbourhood plan support |
| Wolvey | Partial contribution to grass cutting and refuse service (Green paid for). |

Q10: Are any of the services you provide undertaken on a voluntary basis? Please give details

| Parish name | |
|-----------------------|---|
| Ansty | No |
| Bourton & Draycote | Litter picking |
| Brandon & Bretford | No |
| Brinklow | Speed Aware patrols |
| Churchover | No |
| Clifton upon Dunsmore | All (except grass cutting which is contracted out) services are voluntary: Bulb planting, environmental/conservation work, running burial committee, running Village Hall, bookings for playing field/football, maintenance of equipment, tree surveys/maintenance, repairs and maintenance to street lighting, running village events, community engagement - websites/newsletters |
| Combe Fields | Litter picking |
| Grandborough | No |
| Harborough Magna | No |
| Leamington Hastings | Litter picking |
| Long Lawford | No |
| Monks Kirby | No |
| Newton and Biggin | Village Hall management, allotment management, litter picking, path clearance |
| Pailton | Yes the village hall trust, Pailton community pub committee, Pailton Village events, Baskets, planters and borders planting and maintenance, village Fete |
| Princethorpe | No |
| Ryton on Dunsmore | No |
| Thurlaston | No |
| Willey | All Grass Cutting - verges, cemetery |
| Willoughby | No |
| Wolston | Community Speed Watch, litter picking, conservation group, tending flower beds on the village green and entrance points, war memorial gardeners, Youth Project (we employ two qualified youth workers per session and the rest are volunteers), Neighbourhood Development Plan, brook clearance |
| Wolvey | Yes, a lot of maintenance of playing field, wetland reserve and burial grounds is voluntary, sadly ageing and diminishing in numbers. |

Q11: We would like to know if you set your precept to cover your total annual expenditure? If no, can you provide details of your additional sources of income?

| Parish name | |
|---------------------|---|
| Ansty | Yes |
| Bourton & Draycote | Yes |
| Brandon & Bretford | Yes |
| Brinklow | No. Special projects are usually funded by grant applications, e.g. recent play equipment |
| Churchover | Yes |
| Clifton upon Dunsmo | Yes |
| Combe Fields | Yes |
| Grandborough | Additional sources of income include reclaimed VAT, interest on a lump sum for the maintenance of Aikman Green only (106 agreement), grants as appropriate |
| Harborough Magna | Yes. We set the Precept to cover normal services but in the past two years we have taken money from reserves to pay for special projects such as the refurbishment of our village telephone box |
| Leamington Hastings | Yes |
| Long Lawford | Additional sources of income are from 106 funds |
| Monks Kirby | Yes |
| Newton and Biggin | Yes. This is supplemented by grant aid but this cannot be budgeted for in advance |
| Pailton | Verges grant |
| Princethorpe | Yes |
| Ryton on Dunsmore | Yes |
| Thurlaston | Yes |
| Willey | Yes |
| Willoughby | Yes |
| Wolston | Yes |
| Wolvey | Yes |

Additional information



Population split between the rural and urban area

| | Based on 2017 populatiuon data | Based on 2017/18 Tax base Data | Based on 2019/20 Tax base Data |
|-------------|--------------------------------|--------------------------------|--------------------------------|
| Rural Area | 31.6% | 37.7% | 39.2% |
| Urban Area | 68.4% | 62.3% | 60.8% |
| Grand Total | 100.0% | 100.0% | 100.0% |

RURAL GRASS CUTTING 2019

| VILLAGE | Mesaurement M2 | Freqency |
|-------------------------|------------------|----------|
| ANSTY | 3,805.0 | 7 |
| BARNACLE | 1,856.0 | 7 |
| BINLEY WOODS* | 23,835.0 | 7 |
| BIRDINGBURY* | 3,114.0 | 7 |
| BOURTON | 1,834.0 | 7 |
| BRANDON & BRETTFORD * | 22,401.0 | 7 |
| BRINKLOW | 23,641.0 | 7 |
| BROADWELL | 6,718.0 | 7 |
| BURTON HASTINGS | 1,712.0 | 7 |
| CAWSTON** | 18,000.0 | 14 |
| CHURCH LAWFORD | 6,259.0 | 7 |
| CHURCHOVER | 3,445.0 | 7 |
| CLIFTON UPON DUNSMORE** | 7,641.0 | 14 |
| DUNCHURCH** | 62,852.0 | 14 |
| FLECKNOE | 2,630.0 | 7 |
| FRANKTON & GRANDBOROUGH | 7,420.0 | 7 |
| GRANDBOROUGH | 7,304.0 | 7 |
| SUB TOTAL | 204,467.0 | |
| GRAND TOTAL | | |

| VILLAGE | Mesaurement M2 | Freqency |
|----------------------|------------------|----------|
| HARBOROUGH MAGNA | 9,310.0 | 7 |
| LEAMINGTON HASTINGS | 1,453.0 | 7 |
| LONG LAWFORD** | 48,345.0 | 14 |
| MARTON* | 3,510.7 | 7 |
| MONKS KIRBY* | 14,587.0 | 7 |
| NEWTON & BIGGIN | 4,866.0 | 7 |
| PAILTON | 8,375.0 | 7 |
| PRINCETHORPE* | 9,304.0 | 7 |
| RYTON ON DUNSMORE | 7,254.0 | 7 |
| SHILTON* | 12,243.0 | 7 |
| STREET ASHTON | 371.0 | 7 |
| STRETTON ON DUNSMORE | 18,833.0 | 7 |
| THURLASTON* | 4,436.0 | 7 |
| WILLOUGHBY | 3,855.0 | 7 |
| WITHYBROOK* | 4,638.0 | 7 |
| WOLSTON* | 27,989.0 | 7 |
| WOLVEY* | 10,513.0 | 7 |
| | 189,882.7 | |
| | 394,349.7 | |

NB Measurements are approximate and historic

* indicates parish own cutting in 2019

** indicates old agency Urban area

Other areas

Withbrook - All Saints Close

Monks Kirby - St Ediths Close

Pailton - Brookside Ave

Flecknoe - Vicarage Road

Brinklow Churchyard (St Johns)

Wolston Churchyard (St Margarets)

Agenda No 7

AGENDA MANAGEMENT SHEET

Report Title: Progress Update - General Fund Budget 2020/21

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance: All

Prior Consultation: None

Contact Officer: Jon Illingworth, Financial Services Manager and Deputy Chief Financial Officer

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)

Statutory/Policy Background: The Council has a statutory duty to set a balanced annual General Fund Revenue budget that will enable it to determine the level of council tax.

Summary: This is the second 2020/21 General Fund budget setting report from the Head of Corporate Resources in her capacity as the Council's Chief Financial Officer.

The primary purpose of this report is to provide a progress update of the Council's financial position for 2020/21, taking into consideration the latest intelligence on the reform of the local government funding system.

Financial Implications: As detailed in the main report.

Risk Management Implications: As detailed in the main report.

Environmental Implications: There are no environmental implications arising from this report.

Legal Implications: There are no legal implications arising from this report.

Equality and Diversity: There are no Equality and Diversity implications arising from this report. It may be necessary later in the budget process to carry out Equality Impact Assessments of the implications of any service changes

- Recommendation:**
- (1) The 2nd report on the progress and outlook on the General Fund Revenue budget position for 2020/21 be considered;
 - (2) Cabinet considers the key decisions identified in section 6. Table 4;

- (3) Portfolio Holders work in conjunction with Heads of Service to identify other policy or service changes required for consideration to deliver a balanced budget for 2020/21;
- (4) Note that a detailed scheme by scheme review will be carried out of the items in the Capital Programme (Appendices 1 and 2) to rationalise the overall programme in terms of affordability and sustainability and reported at future Cabinet meetings; and
- (5) Cabinet notes the Local government finance settlement 2020 to 2021: technical consultation and response at section 9.2 and Appendix 3a and 3b.

Reasons for Recommendation: This progress update of the Council's General Fund revenue is for consideration by Cabinet as part of the budget setting process and to ensure its affordability and contribution to the Council's ambition to achieve self-sufficiency by 2020.

The report includes a summary of the proposed amount for Key Decisions, savings, income generation which require consideration for inclusion in the 2020/21 draft budgets and the medium-term plan.

Agenda No 7

Cabinet - 4 November 2019

Progress Update - General Fund Budget 2020/21

Public Report of the Head of Corporate Resources and CFO

Recommendation

- (1) The 2nd report on the progress and outlook on the General Fund Revenue budget position for 2020/21 be considered;
- (2) Cabinet considers the key decisions identified in section 6. Table 4;
- (3) Portfolio Holders work in conjunction with Heads of Service to identify other policy or service changes required for consideration to deliver a balanced budget for 2020/21;
- (4) Note that a detailed scheme by scheme review will be carried out of the items in the Capital Programme (Appendices 1 and 2) to rationalise the overall programme in terms of affordability and sustainability and reported at future Cabinet meetings; and
- (5) Cabinet notes the Local government finance settlement 2020 to 2021: technical consultation and response at section 9.2 and Appendix 3a and 3b.

1. Introduction

This is the second 2020/21 General Fund budget setting report from the Head of Corporate Resources in her capacity as the Council's Chief Financial Officer.

The first budget report was presented to Cabinet on 7 October 2019, which provided an initial overview of the Council's financial position for 2020/21, taking into consideration the latest intelligence on the reform of the local government funding system. The report also provided an update on the progress that had been made in closing the medium-term budget gaps, since the 2019/20 budget was set in February 2019.

The primary purpose of this report is to provide a progress update of the Council's financial position for 2020/21, taking into consideration the latest intelligence on Government funding and current Business Rates forecasts.

Cabinet will further consider more detailed updates on the draft revenue and capital general fund budgets right through to final budget setting and Council Tax determination at Full Council on 25 February 2020.

This report includes three appendices;

- **Appendix 1** identifies the draft capital programme for 2019/20 onwards based on scheme proposals from budget officers, along with proposed funding splits, revenue implications, and a projection for capital receipts usage.
- **Appendix 2** provides a more detailed appraisal of the draft capital programme for 2019/20 onwards.
- **Appendix 3** (a&b) provides a copy of the Local government finance settlement 2020 to 2021: technical consultation and response.

2. Budget Context and Development

2.1. Overview

The initial budget report to Cabinet in October presented a draft 2020/21 budget showing a deficit of approximately £0.762m. Since October the services have been firming up the proposals and key decisions. This has resulted in an updated deficit for 2020/21 of £0.617m. Table 1 provides the details of the main changes.

| Main Changes - 2020/21 | £000s |
|--|--------------|
| Budget Variance reported October 2019 Cabinet (+= deficit) | 762 |
| Estimated Impact of increase in Fees and Charges | (50) |
| Estimated reduction in growth requirements for Pension Liability for 2020/21 | (62) |
| Base adjustment to remove Town Centre Budget (continuation of scheme subject to approval in key decisions below) | (150) |
| Growth required for Net Cost of Borrowing | 20 |
| Other Service Changes | (3) |
| Budget Variance 2020/21 before Key Decision | 517 |
| Key Decisions as listed in table 4 | 100 |
| Revised Total Budget Variance 2020/21 | 617 |

Table 1 – Summary of changes

Whilst there has been little service specific changes since the October report, there has been some progress made to understand the level of potential income generated from the review of fees and charges currently estimated to provide a further £50,000. The final figures will be updated with full details provided in the appendices included in the Draft Budget report.

In addition, early indications from the Actuary concerning triannual payments for pension suggest the this will continue to be set at 22.5%, therefore providing a reduced growth requirement of £62,000 when compared with the MTFP published in February 2019.

2.2. Fees and Charges

The Medium-Term Financial Strategy (MTFS) outlines the Council's approach to increases applied to fees and charges;

it is agreed that, as a default, all locally set fees and charges will be increased annually by an appropriate measure of inflation, unless the service has exceptional circumstances and a solid business case to do otherwise.

The initial review for 2020/21 prices has included an assumed CPI increase of at least 2% where possible to mitigate the impact of increased cost of inflation and pay awards. This is currently estimated to be £50,000 with the final outcome of this review being included within final report approved by Full Council in February 2020.

3. Progress update on Draft Budget 2020/21

3.1. Review of corporate items

Coventry and Warwickshire Business Rates Pool

The Business Rates pool has been in existence since 1 April 2013 and has proved very successful from a financial perspective alongside the benefits of working collaboratively with neighbouring authorities. As at 31 March 2019, the Pool had benefitted from £16.776m retained business rates income. Our share of this is £2.636m, which on average is £0.439m additional income per year which otherwise would have been paid over to central government.

The pooling arrangement was expected to terminate at the end of 2019/20. However, with the delay in the business rates reset, MHCLG have invited existing pools to continue for a further year into 2020/21. Therefore, we can confirm that Rugby Borough Council have accepted the invite to continue and Warwickshire County Council will confirm this to MHCLG by 25 October 2019.

However, it needs to be noted that the MTFP has assumed that this arrangement is expected to disband at the end of the financial year 2020/21 and will result in a reduction of the business rates pool dividend in future years. The impact of this decision will result in the authority benefitting from the one off budgeted dividend of £0.200m for 2020/21 which will be transferred to the business rates equalisation reserve set aside to manage the volatility of cash flow experienced from the collection of business rates.

Minimum Revenue Provision

Updates to the capital programme for the period 2020/21 to 2022/23 have been included in the forecasts presented in this report. There remains a risk that some programmed spend in 2019/20 will require slippage into 2020/21. This would result in a reduction of MRP required for 2020/21. However, this only provides a one-off benefit to accommodate the slippage with the MRP charge moving into financial year 2021/22 instead. MRP forecasts will be updated in future budget reports to reflect all confirmed slippage.

Net Cost of Borrowing

Budgets for Net Cost of Borrowing reflect the latest interest rate forecasts provided by our treasury advisors, Link Asset Services for the period 2020 to 2022. In addition, forecasts have also been updated to reflect the decision taken by Council on 26 September 2019 to participate in the Mixed Recycling Facility partnership.

At the time of writing this report, the Brexit situation in the UK remains “fluid” with no real certainty as to what may occur in the coming days, weeks and months. Given a range of potential outcomes, the central case for interest rates remains as stated above. Downside risks associated with a “no deal” Brexit may result in a loosening of monetary policy by the Bank of England and consequently a fall in base rate to 0.25% in 2019 and 0.50% in 2020.

| | 2020/21 £'000 | 2021/22 £'000 | 2022/23 £'000 | 2022/23 £'000 |
|---|------------------|------------------|------------------|------------------|
| Net Cost of Borrowing forecast as per MTFP Feb 2019 | 282 | 323 | 246 | N/A |
| Net Cost of borrowing forecast Nov 2019 | 302 | 328 | 149 | (33) |
| Movement compared to MTFP Feb 2019 | 20 | 5 | (97) | (33) |

Table 2 – NCoB forecast compared with MTFP Feb. 2019

3.2 Assumptions taken to date

As previously reported the budget for 2019/20 includes known pressures for the next 12 months. Key assumptions and considerations underpinning this projection are detailed as follows.

| Portfolio | Growth £000s | Income £000s | Savings £000s | Total £000s |
|------------------------------|-----------------|-----------------|------------------|----------------|
| Growth and Investment | 52 | (52) | 0 | 0 |
| Corporate Resources | 15 | (2) | (11) | 2 |
| Environment and Public Realm | 288 | 39 | (108) | 219 |
| Communities and Homes | 38 | (89) | (140) | (191) |
| Executive Director | 2 | 23 | (20) | 5 |
| Corporate Items | 513 | (50) | (60) | 403 |
| Total Income | 908 | (131) | (339) | 438 |

Table 3 – Summary of Proposals 2020/21

Growth

- Pay award assumptions for all years of MTFP is 2.5%.
- Further salary adjustments for 2020/21 based on the latest establishment, salary information and any new appointments.
- Increased payment required to meet pension charges in line with the previous 2016 Actuarial valuation, which has been included within the salary adjustments.
- Inflation is calculated based on individual proposal information.

In service pressures are summarised as follows;

- Growth & Investment – Increased budget for Legal Charges within Planning Services and costs associated with Consultancy within Development Strategy which will be offset with additional Planning income.
- Environment & Public Realm – Increased costs relating to various proposals.
- Communities & Homes – Increased Contractor costs within Warwickshire on Line Partnership.

Income

- Growth & Investment – Planning Income increased to offset the growth items.
- Environment & Public Realm - Reduction on Town Centre car parking income related to the continuation of the offer of free parking at evenings and weekends. A separate review of this scheme is being completed which will be reported to Cabinet once completed.
- Communities & Homes – Additional income from the Lifeline service and full year's income expectation from Street Naming and Numbering.

Savings

- Environment & Public Realm – Salary savings found across a number of services.
- Communities & Homes – Continued savings from the introduction of the acquisition proposal in 2019/20.
- Executive Director – Savings found within the Publicity & Marketing budget.

Detailed appendices will be reported to future Cabinet meetings.

4. Outturn 2019/20

The Quarter 2 Finance and Performance Report also on this agenda provides an in year adverse variance of £0.039m This is mainly due to;

- In Service pressures emerging within Carparking mainly due to the financial impact of free parking and Waste Services which is currently under review.
- Consultancy costs due to ongoing property proposals

However, this is partly mitigated by underspends within;

- MRP and Net Cost of Borrowing.
- Estimated favourable impact of action taken to manage the financial impact of temporary accommodation

In addition, the Corporate Savings target is also on track to deliver £0.343m of in year savings. Any recurrent impact of the estimated forecast outturn has already been considered when setting the budget for 2020/21.

5. Other Significant Items

The section below sets out the significant income and expenditure items included in the draft 2020/21 budget.

- A total of **£0.100m** proposals listed within the key decisions table
- A total of **£0.484m** set aside for revenue contributions for Capital Outlay (RCCO). However, it needs to be note that this is dependent on the assumptions there are no changes to the NHB grant in 2020/21 and future years.
- A continued saving of **£0.140m** linked to the Housing Acquisition fund proposal approved in 2019/20.

6. Key Decisions

As explained above, the 2020/21 draft budget currently presents a deficit of **£0.617m**, however this position includes estimated financial implications that relate to key policy decisions that have been produced and presented by officers for Members' consideration in order to reduce the budget deficit.

These proposed policy changes, their possible financial implications and stage of development are set out in the table below.

| Key decisions for consideration 20120/21 | £000s |
|---|-------|
| Continuation of the contribution to the Town Centre Improvement Budget into 2020/21 | 150 |
| Voluntary Redundancy | (50) |
| | 100 |

Table 4 – Key Decisions for consideration

The Town Centre Improvement Budget for 2019/20 formed part of the budget resolution in February 2019 as a one year commitment and has therefore, has been included as a Key Decision if this is to continue into 2020/21.

7. Draft Revenue Budget 2020/21

At this stage, due to the uncertainties previously mentioned surrounding local government funding reform, the Draft Budget is presented for 2020/21 only.

| | 2020/21 £ 000s |
|--|-------------------|
| BASE BUDGET bf including Corporate Adj. | 16639 |
| Growth Requirements | 907 |
| Other Corporate Adjustments | 272 |
| Savings and Income | (470) |
| Key Decisions (See table 4) | 100 |
| Savings to be Found | (617) |
| Movement in Reserves | (1,777) |
| Revised Budget Requirement | 15,054 |
| Financed by; | |
| Government Funding | (2,682) |
| Council Tax | (8,384) |
| Business Rates including Damping | (3,987) |
| Collection Fund Surplus/Deficit | 0 |
| Total Funding Requirement | (15,054) |
| Net Variance | 0 |

Table 5 – Summary of MTFP 2020/21 – November 2019.

8. Draft Portfolio Capital Budgets

The draft position for the 2020/21 capital programme and onwards is included at Table 6 below. As can be seen, the total capital programme proposed for 2020/21 (including proposed carry-forward budgets from previous years) is **£2.089m**. Excluding grants, RCCO and other contributions, a net **£1.174m** of expenditure requires financing in 2020/21.

| | 2020/21 £000s | 2021/22 £000s | 2022/23 £000s |
|------------------------------|------------------|------------------|------------------|
| Growth and Investment | 0 | 0 | 0 |
| Communities and Homes | 908 | 799 | 799 |
| Environment and Public Realm | 757 | 923 | 923 |
| Corporate Resources | 424 | 340 | 340 |
| Total | 2,089 | 2,062 | 2,062 |

Table 6 –Draft Capital budget proposals for 2020/21 and future years

Full details of the initial draft programme are contained at Appendix 1 and Appendix 2.

9. Update of Risks and Opportunities

Our commitment to monitoring and future planning has been vital both from an operational and financial perspective to ensure that there is a balanced approach to the medium term which considers the financial challenges and the council's ability to deliver value for money services to an increasing population.

This has been achieved to date through conducting service reviews and restructures to adapt to the changing environment, investment in digitalisation which is enabling us to deliver outcomes in a more effective and efficient way and financial planning that provides for potential risks with a controlled and measurable approach. As the landscape changes, Rugby Borough Council will need to continue to adopt a flexible approach in order to ensure a fully funded MTFP, beginning with 2020/21. This section of the report looks at the risks and opportunities.

9.1 Commercialisation

Where appropriate to deliver the organisations Corporate priorities, the organisation needs to deliver services on a more commercial basis. As part of the process for delivering a balanced budget across the whole of the MTFP focused reviews of trading services are being undertaken but with an initial emphasis on setting the 2020/21 budget. These reviews will also look at whether there are new and innovative ways of delivering a high quality services to the residents of the Borough.

9.2 Local Government Funding Announcements

As reported in the first budget setting report presented to Cabinet in October, there are several risks that the Council faces due to the planned reform of the Local Government finance system, the most significant are:

- **Loss of existing growth due to the Business Rates Reset**
The main financial risk the Council faces is the impending reset of the current system in 2021/22 (previously scheduled for 2020/21). Resetting the system would redistribute the business rates growth generated since 2013/14, the point at which the retained rates system was introduced.
- **The outcome of the Fair Funding Review of relative needs and resources**
It is the Government's preference to use notional council tax levels in the review of relative needs and resources. The Council faces the risk of a smaller core funding allocation, if notional council tax levels are used instead of actual council tax for equalisation.
- **Significant changes and possible end of the New Homes Bonus scheme**
This is reviewed in more detail in paragraph 9.4.

9.3 Spending Round 2020/21 – Technical Consultation

The one year Spending Round which was published on the 8 September 2019 gave a broad outline of the funding that local government will receive in 2020/21 but the details of how this will be converted into specific funding allocations remains uncertain. [Link to spending round document](#)

Further to this, the Ministry of Housing, Communities & Local Government (MHCLG) have issued a technical consultation on this year's Local Government Finance Settlement setting out further details

The consultation is provided at Appendix 3a.

The closing date for our response is 31st October 2019. A draft copy of our response is provided at Appendix 3b.

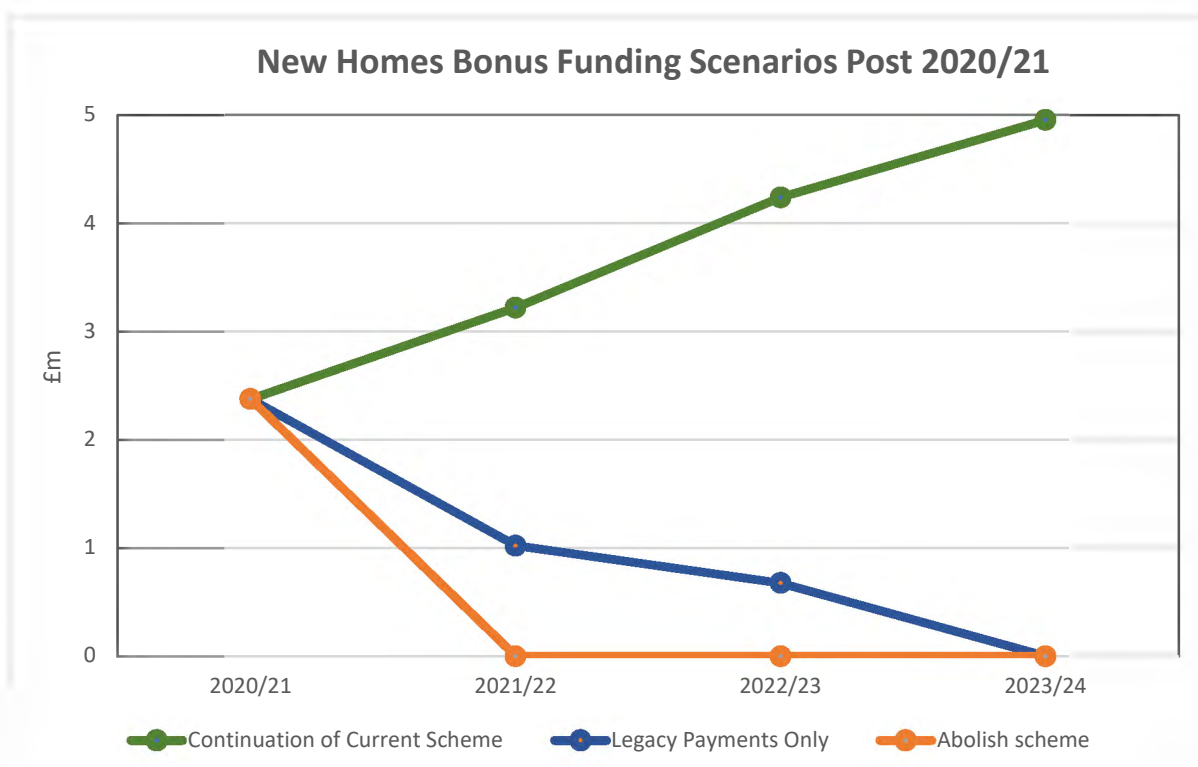
9.4 Changes to the New Homes Bonus Scheme (NHB)

The technical consultation on the Local Government Finance Settlement (LGFS) for 2020/21 has set out some further details on funding proposals for 2020/21 but how this will be converted into specific funding allocations remains uncertain.

Currently the authority receives an NHB allocation for each new property built in the Borough for a four year period. It is suggested from the LGFS consultation that authorities will receive a one off benefit from housing growth earned for 2020/21 and it is anticipated that there will be a more rapid phasing-out of the grant than previously budgeted with early indications of the government's intention to phase-out (and potentially replace) NHB with an alternative scheme.

Without confirmation there will be a replacement scheme, we cannot rule out the possibility that NHB is abolished completely in 2021/22 and not replaced at all. The severe financial impact on some authorities (particularly high-growth districts including Rugby Borough Council) will be factored into the response to the LGFS consultation.

The chart below shows the range of different financial outcomes for NHB post 2020/21.



| | 2020/21 £m | 2021/22 £m | 2022/23 £m | 2023/24 £m | 4 YEAR TOTAL £m |
|--------------------------------|---------------|---------------|---------------|---------------|-----------------------|
| Continuation of Current Scheme | 2.4 | 3.2 | 4.2 | 4.9 | 14.7 |
| Legacy Payments Only | 2.4 | 1.0 | 0.7 | 0 | 4.1 |
| Abolish Scheme | 2.4 | 0 | 0 | 0 | 2.4 |

The green line represents the funding position, as per the Council's Medium Term Financial Plan assumptions. This shows the benefit of housing growth over the next four years and how under the current scheme we would earn £14.700m of NHB over the next four years.

The blue line presents the scenario where we receive a one year payment for housing growth in 2020/21 and beyond that we only get "old" legacy payments until 2022/23. Under such a scenario, the Council would lose out on £10.600m of NHB payments in the next four years.

The orange line presents a worst case scenario where the scheme is abolished post 2020/21. Under such a scenario, the Council would lose out on £12.300m of NHB payments in the next four years.

9.5 New Homes Bonus / Revenue Contributions to Capital Outlay

The Council agreed in the 2018-23 Medium Term Financial Strategy to taper its reliance on NHB grant income within the core income budget, in order to achieve financial self-sufficiency. Any additional allocations over and above the reported figures have been transferred and ringfenced for Revenue Contributions to Capital Outlay (RCCO) to reduce the reliance on borrowing to finance the General Fund capital programme. In the current MTFP contributions were projected to rise from £0.285m in 2020/21 to £1.022m in 2022/23.

However, with to the significant risk to the future of this grant mentioned in paragraph 9.4 this will not only mean that above contributions will not be made but will also adversely impact the ability to deliver the Council's desire to achieve financial self-sufficiency by 2020.

9.6 Mixed Recycling Facility

On 26 September 2019 Council approved the Authority's partnership in a mixed recycling facility. From 2022/23 it is expected that the authority could generate savings of £0.260m per annum. Due to the timing of the development the savings are not included in the draft budget for 2020/21 but will feature in the revised MTFP which will be presented to Cabinet in future Draft Budget reports.

9.7 Waste Strategy

In December 2018 the UK government via DEFRA issued its Waste and Resource Strategy and immediately commenced a consultation exercise on 4 key strategy

issues. The introduction of a deposit return scheme for glass, plastic and metal drinks containers, changes to the Extended producer responsibility legislation making packaging producers financially responsible for the recovery and recycling of its products, waste consistency requirements with the intention to align collection services across the UK and a final consultation on required changes to current collection services.

The first round of consultations ended this summer and the Government provided its response to this, stating that a further round of consultations would be carried out during Winter 2019/2020 with a view to producing a final version of the Strategy in Spring 2020. It is at this point when the full financial implications of the Strategy will be known.

9.8 Procurement

Procurement has put procedures in place to improve efficiency and ensure faster, smarter, and more productive working practices, ensuring that priorities are understood, risks are identified and monitored and cost savings opportunities are identified and pursued.

A review of the existing and potential areas for new contracts has begun and any budget savings relating to changes in these practices for 2020/21 will be included within future reports.

10. Conclusion

This report has provided a progress update of the budget position for 2020/21 that will be further developed throughout the budget setting process. There is still considerable work to be done to deliver a balanced budget for 2020/21. Options for delivering a balanced budget will be presented to Cabinet as key decisions and will feature as part of future budget setting reports.

Name of Meeting: Cabinet
Date of Meeting: 4 November 2019
Subject Matter: Initial Review of General Fund Budget
Originating Department: Head of Corporate Resources and CFO

DO ANY BACKGROUND PAPERS APPLY **YES X NO**

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|---------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

| Doc No | Relevant Paragraph of Schedule 12A |
|---------------|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

General Fund Capital Programme 2020/21 and Onwards

| Head of Service | Score | Portfolio / Scheme Name | Capital | | | | Revenue Implications | | | | Minimum Revenue Provision 2021/22 | | | |
|-----------------|-------|--|-------------------|------------------|------------------|---|----------------------|--------------------|------------------|---------------|--------------------------------------|--------------------------|---------------|----------------|
| | | | Gross Expenditure | | | External Contributions / Earmarked Reserves | | Internal Resources | | Running Costs | | Estimated Interest costs | | |
| | | | 2020/21 | 2021/22 | 2022/23 | 2020/21 | Future Years | 2020/21 | Future Years | 2020/21* | | Full Year | 2020/21* | Full Year |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 |
| £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | | |
| | | Growth & Investment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | Communities & Homes | | | | | | | | | | | | |
| RC | | ICT Refresh Programme - Desktop | 91,000 | 80,500 | 80,500 | 91,000 | 161,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| RC | | ICT Refresh Programme - Infrastructure | 130,000 | 95,000 | 95,000 | 47,070 | 190,000 | 82,930 | 0 | 0 | 1,040 | 2,070 | 17,630 | |
| RC | | ICT Refresh Programme - AV Equipment | 7,500 | 7,500 | 7,500 | 7,500 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| AN | | Legal Case Management System | 17,020 | 0 | 0 | 0 | 0 | 17,020 | 0 | 2,810 | 210 | 430 | 5,670 | |
| RC | | Disabled Facilities Grants | 662,120 | 662,120 | 662,120 | 632,120 | 1,264,240 | 30,000 | 60,000 | 0 | 0 | 380 | 750 | 1,200 |
| | | | 907,640 | 845,120 | 845,120 | 777,690 | 1,630,240 | 129,950 | 60,000 | 0 | 2,810 | 1,630 | 3,250 | 24,500 |
| | | Environment & Public Realm | | | | | | | | | | | | |
| DG | | Vehicle Replacement ¹ | 400,000 | 400,000 | 400,000 | 0 | 0 | 400,000 | 800,000 | 0 | 0 | 5,000 | 10,000 | 53,500 |
| DG | | Open Spaces Refurbishments - Glaramara Close Play Area | 150,000 | 150,000 | 150,000 | 50,000 | 100,000 | 100,000 | 200,000 | 0 | 0 | 1,250 | 2,500 | 6,360 |
| DG | | Open Spaces Refurbishments - Safety Improvements | 50,000 | 50,000 | 50,000 | 0 | 0 | 50,000 | 100,000 | 0 | 0 | 630 | 1,250 | 2,850 |
| DG | | Open Spaces Refurbishments - Street Furniture | 40,000 | 40,000 | 40,000 | 0 | 0 | 40,000 | 80,000 | 0 | 0 | 500 | 1,000 | 2,280 |
| DG | | Memorial Safety | 30,000 | 30,000 | 30,000 | 0 | 0 | 30,000 | 60,000 | 0 | 0 | 380 | 750 | 1,210 |
| DG | | Great Central Way Bridge Repairs | 0 | 165,000 | 165,000 | 0 | 0 | 0 | 330,000 | 8,000 | 16,000 | 0 | 0 | 0 |
| DG | | Purchase of Waste Bins ² | 87,500 | 87,500 | 87,500 | 87,500 | 175,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | 757,500 | 922,500 | 922,500 | 137,500 | 275,000 | 620,000 | 1,570,000 | 8,000 | 16,000 | 7,760 | 15,500 | 66,200 |
| | | Corporate Resources | | | | | | | | | | | | |
| MK | | Corporate Property Enhancement | 424,030 | 340,000 | 340,000 | 0 | 0 | 424,030 | 680,000 | 0 | 0 | 5,300 | 10,600 | 17,570 |
| | | | 424,030 | 340,000 | 340,000 | 0 | 0 | 424,030 | 680,000 | 0 | 0 | 5,300 | 10,600 | 17,570 |
| | | Total Draft GF Capital Programme | 2,089,170 | 2,107,620 | 2,107,620 | 915,190 | 1,905,240 | 1,173,980 | 2,310,000 | 8,000 | 18,810 | 14,690 | 29,350 | 108,270 |

¹ Vehicle replacement programme under review² To be financed via S106 developer contributions / direct revenue contributions.³ Half year is included

General Fund Draft Capital Programme 2020/21 & Onwards

Capital Appraisal Information

| <p>Portfolio</p> <p>Capital Scheme</p> <p>Gross Budget Requirement 2020/21 - 2022/23</p> <p>External Funding</p> <p>RBC Funding 2020/21 - 2022/23</p> <p>Budget Officer</p> | <p>Communities & Homes</p> <p>ICT Refresh Programme - Desktop</p> <p>£252,000</p> <p>£0</p> <p>£252,000</p> <p>Raj Chand</p> | <p>Communities & Homes</p> <p>ICT Refresh Programme - Infrastructure</p> <p>£320,000</p> <p>£0</p> <p>£320,000</p> <p>Raj Chand</p> | <p>Communities & Homes</p> <p>ICT Refresh Programme - AV Equipment</p> <p>£22,500</p> <p>£0</p> <p>£22,500</p> <p>Raj Chand</p> | <p>Communities & Homes</p> <p>Disabled Facilities Grants</p> <p>£1,986,360</p> <p>£1,896,360</p> <p>£90,000</p> <p>Raj Chand</p> |
|---|--|--|---|---|
| <p>Strategic Case: Outline relevant national and local policies and strategies</p> | <p>The Desktop provision is made up of: * Client devices, such as Laptops, PCs and Terminals; * Server services that directly relate to desktop provisioning.</p> <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the desktop across all financial years.</p> <p>Drivers for updating the desktop provision are: * To ensure that the authority is running on fit for purpose equipment; * to replace aging equipment before it fails and impacts service delivery; * and, in line with PSN requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version.</p> <p>If the authority is to retain PSN Code of Connection IT equipment must be fully supported and updated. Failing to comply would leave us open to security breaches and the associated fines that they would incur.</p> | <p>The IT infrastructure provision is made up of: * Physical and Virtual Servers; * Storage Area Networks; * Network Switches, Routers & WIFI; * Firewalls and Backup and Business Continuity solutions.</p> <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the infrastructure across all financial years.</p> <p>Drivers for updating the infrastructure are: * To ensure that the authority is running on fit for purpose equipment; * To replace aging equipment before it fails and impacts service delivery; * and in line with PSN Requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version.</p> <p>If the authority is to retain PSN Code of Connection compliance there are no direct alternatives that are financially viable.</p> | <p>Much of the audio/visual equipment will become redundant in the next 2 years due to its age plus additional equipment will be required to support digitalisation.</p> <p>The programme will consist of: replacement of the ctouch devices in CR1, CR2 and the Benn hall; and introduction of display equipment into CR3 and room 104 and the Board room.</p> <p>The life expectancy of IT equipment is 5 years, which is based on both physical component life expectancy and the equipment's ability to be upgraded for security purposes and to support appropriate operating systems & software. The combined desktop & infrastructure refresh programmes have been re-designed to accommodate changes to working practices brought about by digitalisation, but without any particular increase to previous year's total budgets, however it has never incorporated audio/visual equipment as these used to sit in Business Support.</p> | <p>The provision of grants to provide adaptations to the homes of disabled people in the borough. This is a mandatory requirement made by the Amendment by the Regulatory Reform Orders 2002 and 2008 and the Housing Grants and Construction and Regeneration Act 1996. Recommendations for adaptations are made following a home visit by the Occupational Health Therapists with the scheme administered in the borough by HEART service from October 2016</p> |
| <p>Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place</p> | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.</p> | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.</p> | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.</p> | |
| <p>Financial Case: Outline the capital and revenue costs / savings over the life span of the project</p> | <p>ICT desktop has an estimated asset life of five years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £13,800 per annum; £13,800 for the 2020/21 scheme; and £15,100 per annum for the 2021/22 scheme.</p> | <p>With each successive generation of hardware they become more energy efficient with reduced heat output. Such reductions will directly reduce running costs and support a future refresh of the Town Hall cooling systems to smaller more efficient units. ICT hardware has an estimated asset life of five years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £22,000 ; £24,900 for the 2020/21 scheme; and £18,200 for the 2021/22 scheme.</p> | <p>ICT desktop has an estimated asset life of five years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £4,300 , 2020/21 scheme will be £1,400 and the 2021/22 scheme will be £1,400.</p> | |
| <p>Management Case: Outline the governance, plans, and resources that are in place for successful implementation.</p> | <p>The IT service employ an industry standard programme management technique for desktop replacement.</p> | <p>The IT service employ an industry standard programme management technique for the infrastructure replacement.</p> | <p>The IT service employ an industry standard programme management technique for the infrastructure replacement.</p> | |

General Fund Draft Capital Programme 2020/21 & Onwards

Capital Appraisal Information

| Portfolio Capital Scheme Gross Budget Requirement 2020/21 - 2022/23 External Funding RBC Funding 2020/21 - 2022/23 Budget Officer | Environment & Public Realm Vehicle Replacements £1,200,000 £0 £1,200,000 Dan Green | Environment & Public Realm Open Spaces Refurbishment - Glaramara Close Play Area (2020/21) £450,000 £150,000 £300,000 Dan Green | Environment & Public Realm Open Spaces Refurbishment - Safety Improvements £150,000 £0 £150,000 Dan Green | Environment & Public Realm Open Spaces Refurbishment - Street Furniture £120,000 £0 £120,000 Dan Green |
|--|---|---|--|--|
| Strategic Case: Outline relevant national and local policies and strategies | <p>The Vehicle Replacement scheme covers the provision of front line delivery services in procuring new vehicles for the Council's Works Service Unit (WSU) as existing fleet reaches the end of useful economic life. The programme is currently under review and budgets have been estimated based on prior year expenditure. A revised value reflecting actual vehicle requirements will be included in future iterations of the programme.</p> | <p>Every site refurbishment is undertaken in partnership with the local community. This includes community associations, external funding partners, voluntary agencies and other statutory bodies. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. The next play area highlighted by recent health & safety inspection is Glaramara Close play area and Frobisher Road play area.</p> <p>The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable.</p> <p>There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report "the role of the local government in mental health and wellbeing" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.</p> | <p>The Council is responsible for 41 play areas and 17 youth facilities along with nearly 350 hectares of green spaces. The most serious health and safety issues have been dealt with through a programme of capital refurbishments in the last few years, but in the current financial climate the council needs to focus on the essential health and safety works. This capital scheme will address sites with the most pressing health and safety issues, and where minimal investment will not extend the life of the capital asset, fully refurbish the play area. The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report "the role of the local government in mental health and wellbeing" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.</p> | <p>This scheme provides for the long term permanent street furniture installations throughout Rugby and the surrounding areas. New benches are compliant with Disability Discrimination guidelines (seating height, arm rests etc.).</p> <p>New litter bins have a colour contrast to aid the visually impaired. Replacement street furniture, litter bins, and bus shelters are only considered where refurbishment will not prove economically viable.</p> |
| Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place | <p>Procurement is undertaken in compliance with contract standing orders, utilising established framework agreements where applicable.</p> | <p>All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.</p> | <p>All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.</p> | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.</p> |
| Financial Case: Outline the capital and revenue costs / savings over the life span of the project | <p>A funding appraisal is undertaken in conjunction with the Council's treasury and leasing advisors to ascertain the optimal source of financing in advance of vehicle acquisition. The appraisal measures the benefits of outright purchase cost, anticipated maintenance costs, residual value, and leasing contracts. Vehicles have an estimated asset life of seven years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £53,500.</p> | <p>The refurbishment offers good value for money and the Council will be seeking some external funding from the landfill tax.</p> <p>The alternative is to close and remove the play area, restoring the land back to grass, which would cost about £50k with no community gain. The scheme has an anticipated asset life of fifteen years and therefore minimum revenue provision (annuity method) will be £6,400.</p> | <p>The investment of £50k to address essential health & safety issues offers good value for money as this could be the cost of just one successful insurance claim against the Council. Schemes have an anticipated asset life of fifteen years and therefore minimum revenue provision for the 2020/21 programme will be £2,800.</p> | <p>Street Furniture works have an anticipated asset life of ten years and therefore the minimum revenue provision for these works will be £2,000.</p> |
| Management Case: Outline the governance, plans, and resources that are in place for successful implementation. | <p>The existing fleet is monitored to gauge useful economic lives, potential increased maintenance costs and market indications of pricing for replacement vehicles over a medium term horizon.</p> | <p>Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Glaramara Close play area has not been refurbished for nearly 20 years and is now at the end of its useful life and without investment would need to be closed and removed. Whilst Frobisher Road play area now offers little in play value.</p> | <p>Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.</p> | <p>Each item of street furniture that is highlighted for refurbishment/replacement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.</p> |

General Fund Draft Capital Programme 2020/21 & Onwards

Capital Appraisal Information

| Portfolio | Environment & Public Realm | Environment & Public Realm | Environment & Public Realm | Corporate Resources |
|---|--|--|--|--|
| Capital Scheme | Cemetery Infrastructure Work | Purchase of Waste Bins | Great Central Walk Bridges | Corporate Property Enhancements |
| Gross Budget Requirement 2020/21 - 2022/23 | £34,260 | £262,500 | £330,000 | £1,104,030 |
| External Funding | £0 | £262,500 | £0 | £0 |
| RBC Funding 2020/21 - 2022/23 | £34,260 | £0 | £330,000 | £1,104,030 |
| Budget Officer | Dan Green | Dan Green | Dan Green | Mannie Ketley |
| Strategic Case: Outline relevant national and local policies and strategies | <p>To undertake essential infrastructure replacement including memorial safety in the Borough Council's cemeteries.</p> <p>The Council has a duty of care to all cemetery users in relation to the general condition of footpaths and other infrastructure.</p> <p>The Ministry of Justice has also issued guidance to Local Authorities on how to deal with the issue of memorial safety and the Council is currently producing its own policy statement.</p> | <p>The Council has a statutory responsibility for the provision of domestic waste collection within the Borough. The scheme provides for the acquisition of bins for new housing developments funded via S106 agreements or developer contributions.</p> | <p>The Council has a statutory requirement to undertake structural inspections every six years and general inspections every two years of its Great Central Way Bridge assets. Work has been ongoing since 2008, and prior detailed inspections are showing major structural problems with several bridges on the route that need immediate / mid-term / long term repairs. The Council has a long term commitment for the upkeep of these bridges. As some of these bridges carry main highways into Rugby, the Council cannot risk the possibility of closing bridges due to poor maintenance. The Great Central Way Bridges were re-valued as at 31st March 2016 at £15.9m on the basis of re-instatement costs for insurance purposes.</p> | <p>Corporate Property Enhancements include works undertaken on the Council's non-housing assets consequent to legislative requirements (Fire Safety, Disability Discrimination Act, etc.) and to mitigate current and/or future maintenance requirements and asset devaluation. A refresh of the Council's Asset Management Strategy 2018-23 was approved in April 2018 and informs the options concerning non-housing asset future maintenance beyond 2018/19. Programmed works for the period include:</p> <ul style="list-style-type: none"> • Fire Doors - Town Hall (2019/20) • Lawn/Retreat - External Works (2019/20) |
| Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.</p> | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.</p> | <p>The Council will tender for structural works based on the independent reports prepared by invasive engineering surveys carried out in May 2018. Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. We are also looking to work collaboratively with WCC and their framework of bridge contractors.</p> | <p>Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.</p> |
| Financial Case: Outline the capital and revenue costs / savings over the life span of the project | <p>Cemetery infrastructure works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for these works will be £650.</p> | <p>Purchase of waste bins for new housing developments will be funded via S106 agreements / developer contributions.</p> | <p>In advance of the 2018 survey results being evaluated an estimated construction budget of £165,000 per annum has been requested for works based on historic data for 2021/22 and 2022/23. The unspent existing budget for 2019/20 is to be carried forward for initial refurbishment works in 2020/21. Budget requirements will be revised in light of survey results and programme scheduling. Once structural works have been undertaken bridge lifespans are estimated at fifty years and therefore minimum revenue provision (annuity method) of £1,860 per annum.</p> | <p>Corporate Property Enhancement works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for the 2019/20 works will be £17,600.</p> |
| Management Case: Outline the governance, plans, and resources that are in place for successful implementation. | | | <p>The Council works in partnership with Warwickshire County Council as the highways authority to provide and maintain some of the bridges and will seek to work collaboratively to minimise public inconvenience and optimise value for money.</p> | |



Ministry of Housing,
Communities &
Local Government

Local Government Finance Settlement 2020-21

Technical Consultation



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October 2019

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Scope of the consultation

| | |
|-----------------------------|--|
| Topic of this consultation: | This consultation covers proposals for the local government finance settlement for 2020-21. |
| Scope of this consultation: | This consultation seeks views on proposals for the local government finance settlement for 2020-21, from representatives of local government. |
| Geographical scope: | These proposals relate to England only. |
| Impact Assessment: | Since the Government does not envisage that the proposals within this consultation document will have an impact on business, no impact assessment has been produced. |

Basic Information

| | |
|---|---|
| To: | The consultation will be of interest to local authorities, and representative bodies for local authorities. |
| Body/bodies responsible for the consultation: | Local Government Finance Directorate within the Ministry of Housing, Communities and Local Government. |
| Duration: | This consultation will last for 4 weeks from 3 October 2019 to 31 October 2019. |
| Enquiries: | For any enquiries about the consultation please contact lgssettlement@communities.gov.uk |
| How to respond: | <p>You can respond to the questions in this consultation via a pro-forma found at: https://www.gov.uk/government/consultations/local-government-finance-settlement-2020-to-2021-technical-consultation</p> <p>If the link is inoperable, the pro-forma can also be found as an Annex to this consultation document.</p> <p>Email details and an address for written responses can be found in the pro-forma.</p> |

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Ministry of Housing, Communities and Local Government is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex C.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

1. Spending Round 2019

1.1. Background

- 1.1.1. On 4 September 2019 the Government set out the results of the 2019 Spending Round. The Spending Round responds to the pressures councils are facing by providing access to the largest year-on-year increase in Core Spending Power in almost a decade. We estimate that under our proposals Core Spending Power will rise from £46.2 billion to £49.1 billion in 2020-21. This is an increase of £2.9 billion, or an estimated 4.3% real-terms increase.
- 1.1.2. Local authorities will be able to access £1.5bn of additional funding for adult and children's social care next year. This will support local authorities to meet rising demand and recognises the vital role that social care plays in supporting the most vulnerable people in society.
- 1.1.3. At the same time as this injection of additional funding we are protecting vital front-line services by increasing elements of core settlement funding in line with inflation, and maintaining key local government grants at 2019-20 levels.
- 1.1.4. Outside of the main Local Government Finance Settlement, local government will also see increases from wider resources made available this Spending Round. This includes High Needs funding for schools and colleges which will increase by over £700m. There will also be a real-terms increase in the Public Health Grant and the NHS contribution to the Better Care Fund will grow in line with the planned additional investment in the NHS.
- 1.1.5. This document sets out more detail on the Government's plans for allocating these resources to local authorities. Once we have considered responses we will come back to the sector with proposals in the 2020-21 Provisional Local Government Finance Settlement. We are aiming to hold the provisional settlement in December.

2. Local Government Finance Reforms

2.1. Background

2.1.1. The Government has previously announced an ambitious programme of reforms to the local government finance system. These reforms include:

- **increasing the proportion of business rates retained by the sector**, to ensure local authorities have more control over the money they raise and powerful incentives to grow and reinvest in their local economies;
- **introducing reforms to the business rates retention system**, to increase stability and certainty;
- **and reviewing the funding formula** that determines funding allocations through the annual local government finance settlement, based on a fairer and more up-to-date assessment of councils' relative needs and resources.

2.2. Our approach to implementing the local government finance reforms

2.2.1. We have continued to make good progress on each of these reforms, based on close collaboration with sector representatives, testing issues and progressively narrowing our focus.

2.2.2. However, with such fundamental reforms, it is essential that we allow enough time to properly engage and consult on each area before final decisions are made. Over recent months we have heard the concerns of local authorities about the need for certainty and stability to enable budget planning for the next financial year.

2.2.3. Reflecting this, the one-year Spending Round and the plans for a more substantial Spending Review exercise in time for 2021-22, we propose to implement a 'roll-forward' settlement for 2020-21, which will provide stability for the majority of funding sources for local government.

2.2.4. The Government remains committed to reforming local government finance. In 2020 the Government plans to carry out a multi-year Spending Review, which will lay the groundwork for reforms. We will continue to work towards our aim to implement these reforms in 2021-22, including a full reset of business rates retention baselines.

2.2.5. On 1 April 2017 the Government launched five initial 100% business rates retention pilots in areas with ratified devolution deals. These devolution deal pilots will continue into 2020-21.

2.2.6. As planned, other business rates retention pilots agreed for 2019-20 will finish at the end of the financial year. The Government has decided not to run further pilot arrangements for 2020-21. London will operate under the 67% business rates retention scheme as agreed in 2017-18.

3. Summary of Proposals

3.1. Background

3.1.1. To reflect the one-year Spending Round and the decision to delay major reform until 2021-22 the Government is proposing to 'roll forward' the 2019-20 local government finance settlement. There will also be significant extra resource for social care and we will protect key local government grants within the settlement.

3.2. Summary of proposals

3.2.1. The Government's proposed approach to the 2020-21 settlement includes:

- A new £1.41 billion Social Care Grant for adult and children's services, including £1 billion of new funding;
- uprating the 2019-20 Settlement Funding Assessment in line with the change in the small business non-domestic rating multiplier;
- a core council tax referendum principle of up to 2%; an adult social care precept of 2% on top of the core principle; and no referendum principles for parish councils and mayoral combined authorities;
- committing to retain the top-slice of Revenue Support Grant to fund New Homes Bonus in 2020-21 at £900 million;
- maintaining existing improved Better Care Fund funding at 2019-20 levels, as well as rolling the £240 million which was allocated as Winter Pressures Grant this year into the improved Better Care Fund, with the same distribution as this year;
- and continuing Rural Services Delivery Grant at £81 million, with all recipients receiving the same amount as in 2019-20.

4. Distribution of Settlement Funding Assessment

4.1. Summary

4.1.1. The Government proposes that 2020-21 Settlement Funding Assessments, comprised of Revenue Support Grant and Baseline Funding Levels, will be uprated in line with the change in the small business non-domestic rating multiplier. The small business non-domestic rating multiplier will be confirmed by the time of the provisional settlement.

4.2. Business Rates Retention

4.2.1. From April 2013, local government has been funded in part through the business rates retention scheme, ensuring that local authorities have more control over the money they raise and are able to benefit directly from supporting local business growth. When the scheme started in 2013-14, the Government committed that Baseline Funding Levels and Business Rates Baselines, which are used to determine tariffs and top-ups, would be fixed in real terms until the system was reset.

4.2.2. Given the planned delay in implementing increased business rates retention, as set out in section 2, the Government proposes not to alter the existing mechanism for determining tariff and top-up payments in 2020-21.

4.3. Distribution of Revenue Support Grant

4.3.1. Recognising the need to provide stability, the Government proposes to pay Revenue Support Grant to ensure all local authorities will receive a uniform change in Settlement Funding Assessment in 2020-21, uprated in line with the change in the small business non-domestic rating multiplier.

Question 1: Do you agree with the Government's proposed methodology for the distribution of Revenue Support Grant in 2020-21?

4.3.2. In 2019-20 the Government's approach to Settlement Funding Assessment included eliminating so-called negative RSG.¹

¹ Please refer to section 5.1 of the 2019-20 Local Government Finance Settlement Technical Consultation for an explanation of the issue of negative Revenue Support Grant. The document is available here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728573/Settlement_Technical_Consultation_2019-20.pdf

- 4.3.3. The Government is currently minded to pay off negative RSG again in 2020-21, using 2019-20 values of Settlement Funding Assessment as the baseline for this approach. This approach would recognise the need to provide stability to local authorities with negative RSG in 2020-21 and would be consistent with the Government's previous commitment, made during the implementation of the business rate retention scheme in 2013-14, that authorities' retained business rates baselines, which are used to determine their tariff and top-ups, would be fixed in real terms until the business rates system was reset. However, the Government also recognises that in the previous year some authorities opposed this policy, commenting that available resource should be distributed on the basis of need.
- 4.3.4. We welcome views in response to this consultation on whether eliminating negative RSG remains the right approach. For 2020-21 the Government will provide a further update at the provisional settlement once we have considered all responses to this consultation.

Question 2: Should central government eliminate negative RSG in full through forgone business rates receipts?

5. Council Tax

5.1. Council tax referendum principles for local authorities

5.1.1. The Government remains committed to its manifesto promise of council tax referendum principles. These principles strike a balance between giving local authorities the flexibility to determine their own level of council tax and ensuring local residents have the final say on excessive increases.

5.1.2. Following the outcome of the Spending Round, the Government proposes the following package of referendum principles for 2020-21:

- a core principle of up to 2%, applicable to shire county councils, unitary authorities, London borough councils, the Common Council of the City of London, the Council of the Isles of Scilly, the general precept of the Greater London Authority, and fire and rescue authorities, including Police and Crime Commissioner Fire and Rescue Authorities;
- an adult social care precept for local authorities with responsibility for adult social care of 2% on top of the core principle;
- no referendum principles for Mayoral Combined Authorities or town and parish councils.

5.1.3. In 2016-17, at the start of the four-year offer made to local government, the Government introduced a separate council tax referendum principle for shire districts, to address particular pressures on these authorities. This principle meant that districts could increase council tax by the core principle (2% in 2020-21) or £5, whichever is greater. The Government continued to grant this flexibility in 2017-18, 2018-19 and 2019-20.

Question 3: Do you think that there should be a separate council tax referendum principle of 2% or £5, whichever is greater, for shire district councils in 2020-21?

5.2. Council tax referendum principles for Mayoral Combined Authorities

5.2.1. Devolution deals have led to the creation of eight Mayoral Combined Authorities with powers such as transport and planning.

5.2.2. In 2018-19 and 2019-20 the Government believed that each mayor should decide the level of precept, on the expectation that they would exercise restraint and set a precept that was affordable and proportionate to their needs.

5.2.3. In 2020-21 seven Combined Authority mayors have powers to raise additional resources to meet the costs of their functions through a precept on local council tax bills, with the agreement of the Combined Authority. The Government does not propose to set council tax referendum principles for Mayoral Combined Authorities in 2020-21.

5.3. Council tax referendum principles for town and parish councils

5.3.1. In 2018-19, the Government announced it did not intend to set referendum principles for town and parish councils for three years. This period ends in 2020-21. This was contingent on:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or through “invest to save” projects which are intended to lower on-going costs; and
- the Government seeing clear evidence of restraint in the increases set by the sector.

5.3.2. In 2019-20 the average Band D parish precept is £67.18, an increase of 4.9%. This is the same percentage increase as in 2018-19 and compares to an increase of 6.3% in 2015-16. The Government remains concerned about the pressure placed on taxpayers from thousands of town and parish councils across England and expects them to exercise even greater restraint in 2020-21.

5.3.3. On this basis, the Government proposes to continue with no referendum principles for town and parish councils in 2020-21 but will keep this matter under active review for future years.

5.4. Next steps

5.4.1. In reaching a decision on referendum principles for 2020-21 the Government will consider all responses to this consultation, as well as the overall amount of funding available and pressure on individual households. We will provide an update alongside the provisional settlement. A proposal for Police and Crime Commissioner precept referendum limits for policing will be put forward at the provisional police funding settlement.

Question 4: Do you have views on the proposed package of council tax referendum principles for 2020-21?

6. Distribution of Additional Resources

6.1. Social Care Funding

- 6.1.1. The Government is committed to addressing social care pressures. At Spring Budget 2017, an additional £2 billion over three years was provided for adult social care. In addition, at Autumn Budget 2018, the Government announced £650 million extra funding in 2019-20 for local authorities to help deliver the services communities need and to support the most vulnerable residents.
- 6.1.2. For 2020-21 the Government is proposing to protect all social care grants from 2019-20 as well as providing £1 billion in new grant funding.

Social Care Grant

- 6.1.3. For 2020-21 the Government is proposing a new Social Care Grant of £1.41 billion for adult and children's services. Of this, £410 million is a direct continuation of 2019-20 Social Care Support Grant, with an injection of £1 billion of new funding.
- 6.1.4. In line with the 2019-20 Social Care Support Grant, we propose to use the existing Adult Social Care Relative Needs Formula as the basis for distribution of the grant, with £1,260m of direct allocations plus an equalisation component. We propose to use the remaining £150m to equalise the impact of the distribution of the adult social care council tax precept, using the current improved Better Care Fund equalisation methodology,
- 6.1.5. A table of indicative allocations for the Social Care Grant is at Annex B along with a more detailed methodology note. This grant will not be ringfenced, and conditions or reporting requirements will not be attached. We are also not prescribing how much of it should be spent on adult social care and how much should be spent on children's social care.

Question 5: Do you agree with the Government's proposals for social care funding in 2020-21?

6.2. Improved Better Care Fund

- 6.2.1. The purpose of the improved Better Care Fund (iBCF) is to meet adult social care needs, reduce pressure on the NHS and ensure that the local social care provider market is supported. It was first announced in the 2015 Spending Review and is paid as a direct grant to local government, with a condition that it is pooled into the

Better Care Fund (BCF). The iBCF grant allocations were increased at Spring Budget 2017 with an additional £2 billion funding. This additional funding was also pooled into the Better Care Fund over the period 2017-18 to 2019-20. The condition that the iBCF must be pooled into the Better Care Fund will continue in 2020-21.

- 6.2.2. Reflecting the one-year Spending Round and the proposals for a roll-forward settlement, the Government proposes to continue existing iBCF funding at 2019-20 levels (£1.837 billion), using the same methodology as 2019-20.
- 6.2.3. The Government provided £240 million in 2019-20 through a Winter Pressures Grant which was ringfenced for use by local authorities to alleviate winter pressures on the NHS. The Government proposes that, in 2020-21, this £240 million will not be ringfenced for that purpose. It will instead be rolled into the iBCF; and allocated using the existing Adult Social Care Relative Needs Formula, as in 2019-20.

Question 6: Do you agree with the Government's proposals for iBCF in 2020-21?

6.3. Better Care Fund 2020-21

- 6.3.1. The Government remains committed to the integration of health and social care and can confirm that the Better Care Fund (BCF) will continue into 2020-21. As well as announcing continued iBCF funding, the Spending Round announced that the NHS contribution to adult social care through the BCF will increase by 3.4% in real terms in 2020-21. As the NHS works with local government on plans for enhanced and improved Primary and Community services, they should also be working together on continued integration of health and social care, as well as alignment to wider local government services such as housing. Details of the BCF for 2020-21 will be issued in due course.

6.4. New Homes Bonus

Background

- 6.4.1. The New Homes Bonus was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. Over £7.9 billion has been allocated to local authorities to reward additional housing supply.
- 6.4.2. Although it was successful in encouraging authorities to support housing growth, New Homes Bonus did not originally reward those authorities who are the most open to growth. In December 2016, following consultation, the Government announced reforms to New Homes Bonus as follows:

- reduction of the number of years New Homes Bonus payments are made (legacy payments) from 6 to 5 years in 2017-18 and to 4 years from 2018-19;
- introduction of a national baseline for housing growth of 0.4% of council tax base (weighted by band) from 2017-18, below which New Homes Bonus will not be paid.

New Homes Bonus in 2020-21

- 6.4.3. As part of our roll-forward settlement the Government proposes to retain the £900 million top-slice of Revenue Support Grant to fund New Homes Bonus payments in 2020-21. In addition to funding legacy payments associated with previous allocations, the Government is minded to make a new round of allocations for 2020-21.
- 6.4.4. New Homes Bonus calculations are based on additional housing stock reported through council tax base statistics published in November. For any new allocations made in 2020-21 the Government will retain the option of adjusting the baseline in 2020-21 to reflect significant additional housing growth and spending limits. The Government will set out proposals on the baseline for 2020-21 at the provisional settlement alongside any new allocations. Any funding intended for New Homes Bonus payments in 2020-21 that is not used for this purpose will be returned to local government.
- 6.4.5. It is the Government's intention to look again at the New Homes Bonus and explore the most effective way to incentivise housing growth. We will consult widely on proposals prior to implementation. As the roll forward is for one year, with any funding beyond 2020-21 subject to the 2020 Spending Review and potential new proposals, any new allocations in 2020-21 will not result in legacy payments being made in subsequent years on those allocations.

Question 7: Do you agree that there should be a new round of 2020-21 New Homes Bonus allocations for 2020-21, or would you prefer to see this funding allocated for a different purpose, and if so how should the funding be allocated?

6.5. Rural Services Delivery Grant

- 6.5.1. In recognition of additional cost pressures in rural areas, the Government proposes to roll-forward 2019-20 allocations of Rural Services Delivery Grant, totalling £81 million.
- 6.5.2. 2019-20 allocations were distributed to the top quartile of local authorities on the basis of the 'super-sparsity' indicator, which ranks authorities by the proportion of

the population which is scattered widely, using Census data and weighted towards the authorities with the sparsest populations.

Question 8: Do you agree with the Government's proposed approach to paying £81 million Rural Services Delivery Grant in 2020-21 to the upper quartile of local authorities, based on the super-sparsity indicator?

7. Equalities impacts of these proposals

7.1.1. Equality statements have been published for every year of the multi-year settlement, including 2019-20. Any representations made in response to this consultation will be used to inform the equalities statement to be published at the time of the 2020-21 provisional settlement.

Question 9: Do you have any comments on the impact of the proposals for the 2020-21 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex A: Summary of consultation questions

Question 1: Do you agree with the Government's proposed methodology for the distribution of Revenue Support Grant in 2020-21?

Question 2: Should central government eliminate negative RSG in full through forgone business rates receipts?

Question 3: Do you think that there should be a separate council tax referendum principle of 2% or £5, whichever is greater, for shire district councils in 2020-21?

Question 4: Do you have views on the proposed package of council tax referendum principles for 2020-21?

Question 5: Do you agree with the Government's proposals for social care funding in 2020-21?

Question 6: Do you agree with the Government's proposals for iBCF in 2020-21?

Question 7: Do you agree that there should be a new round of 2020-21 New Homes Bonus allocations for 2020-21, or would you prefer to see this funding allocated for a different purpose, and if so how should the funding be allocated?

Question 8: Do you agree with the Government's proposed approach to paying £81 million Rural Services Delivery Grant in 2020-21 to the upper quartile of local authorities, based on the super-sparsity indicator?

Question 9: Do you have any comments on the impact of the proposals for the 2020-21 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex B: Social Care Grant Indicative Allocations and Equalisation Methodology

The proposed equalisation methodology for Social Care Grant in 2020-21 is based on identifying the total potential new resource for social care to be equalised.

This is the sum of the additional grant funding to be used for equalisation (in this case £150m) plus the total potential increase in council tax precept income in that year as a result of the proposed 2% Adult Social Care precept referendum principle (approximately £500m). This amount is then allocated between authorities on the basis of the Relative Needs Formula.

The amount for each local authority is then reduced by its potential council tax precept income.

The resulting figure is then essentially that authority's share of the equalisation amount (£150m).

However, for a small number of authorities, the precept income exceeds the needs share, and in these cases the equalisation component of the grant is set to zero and the authority concerned retains the potential council tax resources in excess of their calculated needs share.

This results in turn in a grant total for equalisation which exceeds £150m; to reduce this to the required level, the grant payments for each authority are reduced, by amounts in proportion to the figure for each authority. The resulting amounts are shown in the second column of the table below and are added to the other grant components to give the overall total. From this, all authorities receive over 97% of their needs-based share of the total new resources.

| Social Care Grant 2020-21: Indicative Allocations | | | | |
|--|--|---|--|--|
| Authority | Element used to equalise for 2% ASC precept flexibility | Remaining new funding, using 2013-14 ASC RNF | Rollover of 2019-20 Social Care Support Grant | Total 2020-21 Social Care Grant |
| | (£) | (£) | (£) | (£) |
| England | 150,000,000 | 850,000,000 | 410,000,000 | 1,410,000,000 |
| Barking and Dagenham | 1,077,159 | 3,233,759 | 1,559,813 | 5,870,731 |
| Barnet | 243,671 | 5,126,523 | 2,472,794 | 7,842,988 |
| Barnsley | 1,291,901 | 4,386,003 | 2,115,602 | 7,793,506 |
| Bath & North East Somerset | 99,139 | 2,584,541 | 1,246,661 | 3,930,341 |
| Bedford | - | 2,198,710 | 1,060,554 | 3,259,264 |
| Bexley | 232,651 | 3,287,993 | 1,585,973 | 5,106,618 |
| Birmingham | 7,344,917 | 19,834,379 | 9,567,171 | 36,746,468 |
| Blackburn with Darwen | 911,523 | 2,707,308 | 1,305,878 | 4,924,710 |
| Blackpool | 1,177,496 | 3,200,550 | 1,543,795 | 5,921,841 |
| Bolton | 1,342,933 | 4,923,279 | 2,374,758 | 8,640,971 |
| Bournemouth, Christchurch & Poole* | 441,248 | 6,197,541 | 2,985,959 | 9,624,749 |
| Bracknell Forest | - | 1,281,502 | 618,136 | 1,899,638 |
| Bradford | 2,024,698 | 8,135,950 | 3,924,399 | 14,085,046 |
| Brent | 1,000,158 | 4,756,589 | 2,294,354 | 8,051,100 |
| Brighton & Hove | 364,424 | 4,351,504 | 2,098,961 | 6,814,889 |
| Bristol | 1,026,241 | 7,183,796 | 3,465,125 | 11,675,162 |
| Bromley | - | 4,216,196 | 2,033,694 | 6,249,890 |
| Buckinghamshire* | - | 5,919,253 | 2,855,169 | 8,774,422 |
| Bury | 481,788 | 2,892,518 | 1,395,214 | 4,769,520 |
| Calderdale | 562,097 | 3,260,518 | 1,572,720 | 5,395,335 |
| Cambridgeshire | 221,760 | 8,231,033 | 3,970,263 | 12,423,057 |
| Camden | 1,089,170 | 4,553,741 | 2,196,510 | 7,839,421 |
| Central Bedfordshire | - | 3,066,985 | 1,479,369 | 4,546,354 |

| | | | | |
|--------------------------|-----------|------------|------------|-------------------|
| Cheshire East | - | 5,137,675 | 2,478,173 | 7,615,848 |
| Cheshire West & Chester | 183,950 | 5,196,400 | 2,506,499 | 7,886,849 |
| City of London | - | 172,800 | 83,351 | 256,151 |
| Cornwall | 1,378,248 | 9,893,235 | 4,772,031 | 16,043,514 |
| Coventry | 1,287,789 | 5,493,344 | 2,649,731 | 9,430,864 |
| Croydon | 75,137 | 4,963,076 | 2,393,954 | 7,432,167 |
| Cumbria | 1,815,168 | 8,879,744 | 4,283,171 | 14,978,083 |
| Darlington | 321,159 | 1,774,984 | 856,169 | 2,952,312 |
| Derby | 1,020,142 | 4,067,849 | 1,962,139 | 7,050,129 |
| Derbyshire | 2,897,426 | 12,846,708 | 6,196,648 | 21,940,782 |
| Devon | 1,388,650 | 12,663,344 | 6,108,201 | 20,160,195 |
| Doncaster | 1,635,278 | 5,347,491 | 2,579,378 | 9,562,147 |
| Dorset* | - | 6,044,757 | 2,919,150 | 8,963,907 |
| Dudley | 1,573,930 | 5,530,739 | 2,667,768 | 9,772,437 |
| Durham | 2,833,674 | 9,995,914 | 4,821,558 | 17,651,147 |
| Ealing | 924,417 | 5,020,555 | 2,421,679 | 8,366,651 |
| East Riding of Yorkshire | 439,626 | 5,121,138 | 2,470,196 | 8,030,959 |
| East Sussex | 1,055,898 | 9,157,513 | 4,417,153 | 14,630,565 |
| Enfield | 848,733 | 4,599,334 | 2,218,502 | 7,666,569 |
| Essex | 2,174,750 | 20,964,875 | 10,112,469 | 33,252,095 |
| Gateshead | 1,110,784 | 4,013,716 | 1,936,028 | 7,060,528 |
| Gloucestershire | 702,999 | 8,960,361 | 4,322,057 | 13,985,417 |
| Greenwich | 1,434,191 | 4,711,396 | 2,272,556 | 8,418,144 |
| Hackney | 1,911,327 | 4,976,053 | 2,400,214 | 9,287,594 |
| Halton | 651,498 | 2,263,593 | 1,091,851 | 4,006,942 |
| Hammersmith and Fulham | 1,134,408 | 3,252,600 | 1,568,901 | 5,955,908 |
| Hampshire | - | 16,838,843 | 8,122,265 | 24,961,108 |
| Haringey | 930,749 | 4,066,550 | 1,961,512 | 6,958,811 |
| Harrow | 47,296 | 3,434,809 | 1,656,790 | 5,138,895 |

| | | | | |
|------------------------|-----------|------------|------------|-------------------|
| Hartlepool | 468,058 | 1,774,812 | 856,086 | 3,098,957 |
| Havering | 170,533 | 3,561,794 | 1,718,042 | 5,450,369 |
| Herefordshire | 251,872 | 3,118,840 | 1,504,382 | 4,875,094 |
| Hertfordshire | - | 14,642,720 | 7,062,959 | 21,705,679 |
| Hillingdon | 430,480 | 3,687,256 | 1,778,559 | 5,896,295 |
| Hounslow | 523,401 | 3,539,335 | 1,707,209 | 5,769,946 |
| Isle of Wight | 300,925 | 2,714,387 | 1,309,293 | 4,324,605 |
| Isles of Scilly | 629 | 44,841 | 21,630 | 67,100 |
| Islington | 1,430,736 | 4,554,190 | 2,196,727 | 8,181,653 |
| Kensington and Chelsea | 542,486 | 3,069,937 | 1,480,793 | 5,093,216 |
| Kent | 2,003,602 | 21,832,371 | 10,530,908 | 34,366,881 |
| Kingston upon Hull | 1,996,455 | 5,145,840 | 2,482,111 | 9,624,405 |
| Kingston upon Thames | - | 2,030,009 | 979,181 | 3,009,190 |
| Kirklees | 1,266,544 | 6,587,080 | 3,177,297 | 11,030,921 |
| Knowsley | 1,412,938 | 3,460,406 | 1,669,137 | 6,542,481 |
| Lambeth | 1,416,041 | 5,344,078 | 2,577,732 | 9,337,852 |
| Lancashire | 4,446,134 | 19,543,454 | 9,426,843 | 33,416,432 |
| Leeds | 2,272,701 | 11,725,500 | 5,655,829 | 19,654,030 |
| Leicester | 1,726,110 | 5,573,657 | 2,688,470 | 9,988,237 |
| Leicestershire | 349,128 | 8,550,459 | 4,124,339 | 13,023,927 |
| Lewisham | 1,252,963 | 4,844,582 | 2,336,798 | 8,434,343 |
| Lincolnshire | 2,803,393 | 11,928,156 | 5,753,581 | 20,485,129 |
| Liverpool | 4,002,239 | 10,473,090 | 5,051,726 | 19,527,055 |
| Luton | 549,673 | 2,791,275 | 1,346,380 | 4,687,328 |
| Manchester | 3,567,145 | 9,442,260 | 4,554,502 | 17,563,906 |
| Medway | 253,039 | 3,534,127 | 1,704,697 | 5,491,863 |
| Merton | 131,240 | 2,648,847 | 1,277,679 | 4,057,767 |
| Middlesbrough | 838,065 | 2,684,362 | 1,294,810 | 4,817,237 |
| Milton Keynes | 62,256 | 3,216,109 | 1,551,300 | 4,829,665 |

| | | | | |
|-------------------------|-----------|------------|-----------|-------------------|
| Newcastle upon Tyne | 1,666,547 | 5,315,442 | 2,563,919 | 9,545,908 |
| Newham | 2,101,439 | 5,200,629 | 2,508,539 | 9,810,607 |
| Norfolk | 2,817,272 | 14,799,485 | 7,138,575 | 24,755,332 |
| North East Lincolnshire | 693,434 | 2,761,473 | 1,332,004 | 4,786,911 |
| North Lincolnshire | 519,845 | 2,694,922 | 1,299,903 | 4,514,670 |
| North Somerset | 250,621 | 3,272,307 | 1,578,407 | 5,101,334 |
| North Tyneside | 794,124 | 3,651,730 | 1,761,423 | 6,207,278 |
| North Yorkshire | 324,562 | 8,583,586 | 4,140,318 | 13,048,466 |
| Northamptonshire | 1,040,162 | 9,623,090 | 4,641,726 | 15,304,977 |
| Northumberland | 457,683 | 5,388,477 | 2,599,148 | 8,445,308 |
| Nottingham | 1,655,068 | 5,489,681 | 2,647,964 | 9,792,714 |
| Nottinghamshire | 1,869,848 | 12,491,707 | 6,025,412 | 20,386,967 |
| Oldham | 1,062,263 | 3,975,005 | 1,917,355 | 6,954,622 |
| Oxfordshire | - | 8,115,922 | 3,914,739 | 12,030,661 |
| Peterborough | 512,725 | 2,810,883 | 1,355,838 | 4,679,447 |
| Plymouth | 1,111,659 | 4,547,870 | 2,193,679 | 7,853,208 |
| Portsmouth | 716,866 | 3,153,561 | 1,521,129 | 5,391,556 |
| Reading | - | 2,016,987 | 972,900 | 2,989,887 |
| Redbridge | 538,831 | 3,952,416 | 1,906,459 | 6,397,706 |
| Redcar and Cleveland | 631,656 | 2,550,797 | 1,230,384 | 4,412,837 |
| Richmond upon Thames | - | 2,340,482 | 1,128,938 | 3,469,420 |
| Rochdale | 1,106,484 | 3,925,436 | 1,893,446 | 6,925,365 |
| Rotherham | 1,330,479 | 4,764,558 | 2,298,199 | 8,393,236 |
| Rutland | - | 480,676 | 231,855 | 712,531 |
| Salford | 1,206,536 | 4,666,741 | 2,251,016 | 8,124,292 |
| Sandwell | 2,615,103 | 6,544,745 | 3,156,877 | 12,316,725 |
| Sefton | 1,309,277 | 5,400,635 | 2,605,012 | 9,314,924 |
| Sheffield | 2,660,789 | 9,581,141 | 4,621,492 | 16,863,423 |
| Shropshire | 565,317 | 4,936,458 | 2,381,115 | 7,882,889 |

| | | | | |
|------------------------|-----------|------------|-----------|-------------------|
| Slough | 176,941 | 1,825,563 | 880,565 | 2,883,069 |
| Solihull | 214,870 | 3,082,511 | 1,486,858 | 4,784,239 |
| Somerset | 1,592,911 | 8,845,550 | 4,266,677 | 14,705,138 |
| South Gloucestershire | - | 3,311,620 | 1,597,369 | 4,908,989 |
| South Tyneside | 1,135,510 | 3,241,548 | 1,563,570 | 5,940,628 |
| Southampton | 871,285 | 3,929,075 | 1,895,201 | 6,695,561 |
| Southend-on-Sea | 534,870 | 2,918,335 | 1,407,667 | 4,860,871 |
| Southwark | 1,769,007 | 5,562,710 | 2,683,190 | 10,014,908 |
| St Helens | 995,834 | 3,410,114 | 1,644,878 | 6,050,826 |
| Staffordshire | 2,244,441 | 12,544,457 | 6,050,856 | 20,839,754 |
| Stockport | 278,011 | 4,544,721 | 2,192,160 | 7,014,892 |
| Stockton-on-Tees | 430,669 | 2,993,553 | 1,443,949 | 4,868,171 |
| Stoke-on-Trent | 1,698,807 | 4,717,131 | 2,275,322 | 8,691,260 |
| Suffolk | 2,061,254 | 11,550,789 | 5,571,557 | 19,183,600 |
| Sunderland | 2,018,038 | 5,552,545 | 2,678,287 | 10,248,871 |
| Surrey | - | 14,147,673 | 6,824,172 | 20,971,845 |
| Sutton | - | 2,611,208 | 1,259,524 | 3,870,732 |
| Swindon | - | 2,724,446 | 1,314,145 | 4,038,591 |
| Tameside | 1,138,382 | 4,087,211 | 1,971,478 | 7,197,071 |
| Telford and the Wrekin | 672,523 | 2,742,279 | 1,322,746 | 4,737,548 |
| Thurrock | 388,454 | 2,316,974 | 1,117,599 | 3,823,026 |
| Torbay | 766,269 | 2,934,553 | 1,415,490 | 5,116,312 |
| Tower Hamlets | 1,676,113 | 5,188,416 | 2,502,648 | 9,367,178 |
| Trafford | 492,697 | 3,349,371 | 1,615,579 | 5,457,646 |
| Wakefield | 1,434,886 | 5,839,767 | 2,816,829 | 10,091,482 |
| Walsall | 1,270,480 | 5,071,046 | 2,446,034 | 8,787,560 |
| Waltham Forest | 729,460 | 3,855,784 | 1,859,849 | 6,445,094 |
| Wandsworth | 2,073,776 | 4,595,157 | 2,216,487 | 8,885,420 |
| Warrington | 230,364 | 2,917,403 | 1,407,218 | 4,554,985 |

| | | | | |
|------------------------|-----------|------------|-----------|-------------------|
| Warwickshire | - | 7,914,152 | 3,817,415 | 11,731,567 |
| West Berkshire | - | 1,774,012 | 855,700 | 2,629,712 |
| West Sussex | - | 11,699,725 | 5,643,397 | 17,343,122 |
| Westminster | 2,208,658 | 4,686,189 | 2,260,397 | 9,155,244 |
| Wigan | 1,765,260 | 5,639,122 | 2,720,047 | 10,124,429 |
| Wiltshire | - | 6,456,684 | 3,114,401 | 9,571,085 |
| Windsor and Maidenhead | - | 1,687,452 | 813,947 | 2,501,399 |
| Wirral | 1,810,692 | 6,376,310 | 3,075,632 | 11,262,634 |
| Wokingham | - | 1,422,295 | 686,048 | 2,108,343 |
| Wolverhampton | 1,467,437 | 4,875,024 | 2,351,482 | 8,693,943 |
| Worcestershire | 983,633 | 8,445,547 | 4,073,734 | 13,502,914 |
| York | 130,891 | 2,591,794 | 1,250,159 | 3,972,844 |

* Under the proposed methodology, the indicative allocations for Bournemouth, Christchurch & Poole, Buckinghamshire and Dorset are subject to change because of restructuring. We will consult with these local authorities on the most appropriate allocations and take into account both the new restructures and updated data sets when making proposals for Social Care Grant allocations at the provisional settlement.

Depending on the final allocation decisions for the above local authorities, this may marginally change the allocations for all local authorities.

Annex C: Glossary of technical terms

Adult Social Care Precept

The 'Adult Social Care precept' was first announced at Spending Review 2015. This gave authorities with adult social care responsibilities additional flexibility to increase their council tax level by a further % each year above the core referendum principle without triggering a referendum, to spend exclusively on adult social care.

Baseline Funding Level

The amount of an individual local authority's Start-Up Funding Assessment for 2013-14 provided through the *local share* of the Estimated Business Rates Aggregate updated each year by the change to the small business non-domestic rating multiplier.

Council Tax Base

A "tax base" is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions.

Council Tax Referendum Principles

These mark levels of council tax increases (either in percentage or cash terms) above which a local authority must hold a referendum which allows residents to approve or veto the increase. The comparison is made between the authority's average band D council tax level for the current financial year and the proposed average band D for the next financial year.

Relative Needs Formula

Funding formulas which incorporate relevant local demographic or other data, to predict the relative demand councils face when delivering different services.

Revenue Support Grant

Billing and most major precepting authorities receive Revenue Support Grant from central government in addition to their share of Business Rates Aggregate. An authority's Revenue Support Grant amount plus their share of the Estimated Business Rates Aggregate will together comprise its Settlement Funding Assessment.

Settlement Fund Assessment

The Settlement Funding Assessment consists of the authority's share of business rates revenues and Revenue Support Grant. As the share of business rates has been fixed until 2021 to provide a strong incentive for local authorities to promote growth, any changes to the Settlement Funding Assessment other than adjustments for inflation can only be applied to the element of funding that is provided through Revenue Support Grant.

Tariffs and top-ups

These are calculated by comparing at the outset of the business rates retention scheme an individual authority's business rates baseline against its Baseline Funding Level. Tariffs and top-ups are self-funding, fixed at the start of the scheme and index linked to the small business non-domestic rating multiplier in future years.

Annex D: Privacy Notice

Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

- Other Government Departments including:
 - Prime Minister's Office
 - Attorney General's Office
 - Cabinet Office
 - Department for Business, Energy and Industrial Strategy
 - Department for Digital, Culture, Media and Sport
 - Department for Education Department for Environment
 - Food and Rural Affairs
 - Department for Exiting the European Union
 - Department for International Development
 - Department for International Trade
 - Department for Transport
 - Department for Work and Pensions
 - Department of Health and Social Care
 - Foreign and Commonwealth Office
 - Her Majesty's Treasury
 - Home Office

- Ministry of Defence
- Ministry of Justice
- Northern Ireland Office
- Office of the Advocate General for Scotland
- Office of the Leader of the House of Commons
- Office of the Leader of the House of Lords
- Scotland Office UK
- Export Finance
- Wales Office

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

7. Your personal data will not be sent overseas.

8. Your personal data will not be used for any automated decision making.

9. Your personal data will be stored in a secure government IT system.

Consultation response pro-forma

Local Government Finance Settlement 2020-21: Technical Consultation

If you are responding to this consultation by email or in writing, please reply using this questionnaire pro-forma, which should be read alongside the consultation document.

You should save the pro-forma on your own device, from which you can complete the survey at your own pace, and submit when you are ready.

There are 9 questions in this survey. You do not have to answer every question should you not wish to. The comments box will expand as you type into it should you need more space.

Should you wish to attach further evidence or supporting information, you may attach and send this with the pro-forma.

Please **email responses to:**

LGfsettlement@communities.gov.uk

Alternatively, **written responses should be sent to:**

Local Government Finance Settlement Team
Ministry of Housing, Communities and Local Government
2nd floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Your opinions are valuable to us. Thank you for taking the time to read the consultation document and respond.

Your Details (Required details are marked with an asterisk (*))

| | |
|----------------|--|
| Full Name* | Jon Illingworth |
| Organisation* | Rugby Borough Council |
| Address* | Town Hall |
| Address 2 | Evreux Way |
| Town/City* | Rugby |
| Postcode* | CV21 2RR |
| Country | United Kingdom |
| Email address* | Jon.illingworth@rugby.gov.uk |
| Phone Number | 01788 533410 |

Consultation response pro-forma

Are the views Expressed on this form an official response from a:

London Borough

Metropolitan District

Unitary Authority

Shire County

Shire District ✓

Fire and Rescue Authority

Greater London Authority

Combined Authority

Parish or Town Council

Local Authority Association or Special Interest Group

Other Local Authority Grouping

Local Authority Officer

Local Authority Councillor

Member of Parliament

Other Representative Group

Business

Business Organisation

Valuation Organisation

Voluntary Organisation

Member of the Public

Consultation response pro-forma

Question 1

Do you agree with the Government's proposed methodology for the distribution of Revenue Support Grant in 2020-21?

Yes

Additional comments

We agree with the methodology but the elimination of our core funding allocations over the 4-year offer means that we will not receive any RSG for 2020/21.

Consultation response pro-forma

Question 2

Should central government eliminate negative RSG in full through forgone business rates receipts?

Yes

Additional comments

Consultation response pro-forma

Question 3

Do you think that there should be a separate council tax referendum principle of 2% or £5, whichever is greater, for shire district councils in 2020-21?

Yes

Additional comments

Yes, but we prefer a higher threshold, such as 2.99% last year.

The 2% referendum limit alone provides little flexibility in our Band D council tax, 2% provides an increase of £3.76. So, we welcome the choice of 2% or £5.

The total average band D for Rugby Borough Council is £211.15 (including Parish Precepts), and each 1% increase raises an additional £73k for Rugby Borough Council.

We endorse a “prevention precept” for shire districts covering many services provided that benefit the wider public sector particularly NHS and Police. Therefore, much like how the upper tier can levy a “social care” precept.

Consultation response pro-forma

Question 4

Do you have views on the proposed package of council tax referendum principles for 2020-21?

Yes

Additional comments

As Councils continue to make substantial efficiency savings to offset the loss of core funding streams, they should be free to determine council tax levels that are appropriate for local circumstances. Authorities should be free to engage and consult on council tax proposals with their residents alongside other service and resultant budgetary changes without the requirement to undertake a formal referendum.

As a Council we supported government policy to freeze bills in previous years and now we no-longer receive freeze grant and have less ability to raise additional council tax funds when compared with other authorities who did not increase freeze grant.

The average band D council tax for Rugby Borough Council is £211.15 (including Parish Precepts). Each 1% increase raises an additional £73k.

A new waste collection round requires approximately 3% council tax increase. How do we pay for all the other services including street cleansing, homelessness, parks when we have to pay for a new waste round?

It would be very helpful if the Government could provide absolute certainty about the maximum council tax increases at an earlier stage or confirm the rise over the medium term alongside any multi-settlement offer: only getting final confirmation in the provisional settlement is very late in the budget setting process.

Consultation response pro-forma

Question 5

Do you agree with the Government's proposals for social care funding in 2020-21?

See below

Additional comments

We ask that consideration is given to how upper and lower tiers could work together on social care.

Consultation response pro-forma

Question 6

Do you agree with the Government's proposals for iBCF in 2020-21?

No comment

Additional comments

Consultation response pro-forma

Question 7

Do you agree that there should be a new round of 2020-21 New Homes Bonus allocations for 2020-21, or would you prefer to see this funding allocated for a different purpose, and if so how should the funding be allocated?

Yes

Additional comments

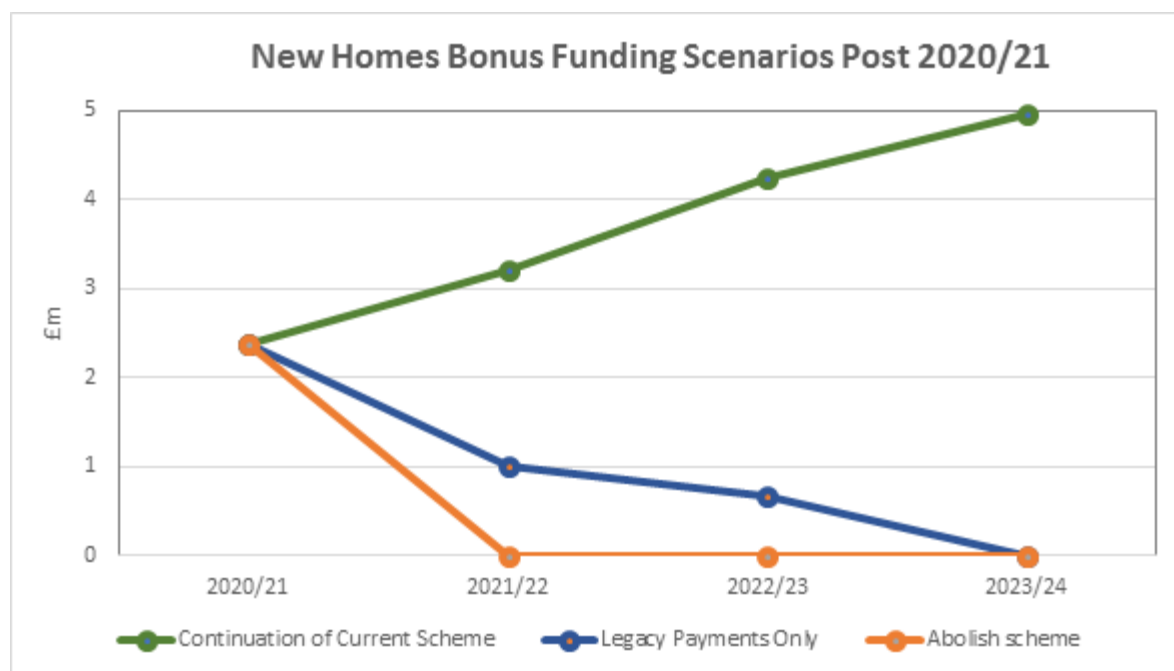
The purpose of NHB was to incentivise housing growth. Rugby Borough Council is a pro-growth authority that has benefited from this and utilised the funding to support core budgets due to the effect of freezing council tax in previous years and to make up for the loss of formula funding such as RSG.

As a Council we supported government policy to freeze bills in previous years and now we no-longer receive freeze grant and have less ability to raise additional council tax funds when compared with other authorities who did not increase freeze grant.

Therefore, we agree there should be a new round of 2020/21 allocations, as our cost of services cannot be met from a Council Tax increase alone. Without any announcement about alternative plans, our assumption in the current MTFP is that the NHB scheme will operate the same as it does in 2019/20.

To redirect the NHB funding allocations for 2020/21 would break the commitment on the “roll forward” of the Spending Review to 2021/22 to provide stability and protect key local government grants.

The chart below shows the range of different financial outcomes for Rugby Borough Council in respect of NHB post 2020/21.



Consultation response pro-forma

| | 2020/21 £m | 2021/22 £m | 2022/23 £m | 2023/24 £m | 4 YEAR TOTAL £m |
|--------------------------------|---------------|---------------|---------------|---------------|-----------------------|
| Continuation of Current Scheme | 2.4 | 3.2 | 4.2 | 4.9 | 14.7 |
| Legacy Payments Only | 2.4 | 1.0 | 0.7 | 0 | 4.1 |
| Abolish Scheme | 2.4 | 0 | 0 | 0 | 2.4 |

The green line represents the funding position, as per the Council's Medium Term Financial Plan assumptions. This shows the benefit of housing growth over the next four years and how under the current scheme we would earn £14.7m of NHB over the next four years.

The blue line presents the scenario where we receive a one year payment for housing growth in 2020/21 and beyond that we only get "old" legacy payments until 2022/23. **Under such a scenario, the Council would lose out on £10.6m of NHB payments in the next four years.**

The orange line presents a worst case scenario where the scheme is abolished post 2020/21. The financial impact is severe, as **the Council would lose out on £12.3m of NHB payments in the next four years.**

Without a replacement scheme, the potential cliff edge from the loss of NHB will be catastrophic for the Council. It is essential that the Government implements a replacement scheme that continues to incentivise housing growth.

Consultation response pro-forma

Question 8

Do you agree with the Government's proposed approach to paying £81 million Rural Services Delivery Grant in 2020-21 to the upper quartile of local authorities, based on the super-sparsity indicator?

See below

Additional comments

As an authority, we provide services across the borough with 38% of residents living outside the town area. Therefore, we would like to comment that there is an unmet cost of sparsity to authorities that are not in the upper quartile in areas.

Research by LG Futures for SPARSE-RURAL in 2011 identified 'rural cost premiums' in a number of service areas. This identified the additional costs of providing services in the most sparsely population or remote areas – villages, hamlets and isolated dwellings – compared to urban areas:

- *Waste Collection & Recycling* – The cost of waste collection and recycling was between 2.2 and 3.2 times higher than for urban areas. This was due to longer distances travelled per property and to disposal sites, resulting in additional fuel and employee costs.
- *Housing Benefits/Council Tax Benefits* – The cost of typical Council Tax visits to villages, hamlets and isolated dwellings were found to be 2.4 times higher than visiting urban areas. For Housing Benefits, the costs were 2.5 times higher.
- *Nuisance pollution benefits* – Typical nuisance pollution visit costs were found to be 2.7 times higher than in urban areas.
- *Premise inspection visits* – Costs of non-Health and Safety Executive (HSE) visits and food business visits were 2.0 times higher than in urban areas.

Consultation response pro-forma

Question 9

Do you have any comments on the impact of the proposals for the 2020-21 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

No comment

Additional comments

AGENDA MANAGEMENT SHEET

| | |
|---|--|
| Report Title: | Finance & Performance Monitoring 2019/20- Quarter 2 |
| Name of Committee: | Cabinet |
| Date of Meeting: | <u>4 November 2019</u> |
| Report Director: | Head of Corporate Resources and CFO |
| Portfolio: | Corporate Resources |
| Ward Relevance: | All Wards |
| Prior Consultation: | None |
| Contact Officer: | Jon Illingworth- Financial Services Manager |
| Public or Private: | Public |
| Report Subject to Call-In: | Yes |
| Report En-Bloc: | No |
| Forward Plan: | Yes |
| Corporate Priorities: | This report relates to the following priority(ies): |
| (CR) Corporate Resources | <input checked="" type="checkbox"/> To provide excellent, value for money services and sustainable growth |
| (CH) Communities and Homes | <input checked="" type="checkbox"/> Achieve financial self-sufficiency by 2020 |
| (EPR) Environment and Public Realm | <input checked="" type="checkbox"/> Enable our residents to live healthy, independent lives |
| (GI) Growth and Investment | <input checked="" type="checkbox"/> Optimise income and identify new revenue opportunities (CR) |
| | <input checked="" type="checkbox"/> Prioritise use of resources to meet changing customer needs and demands (CR) |
| | <input checked="" type="checkbox"/> Ensure that the council works efficiently and effectively (CR) |
| | <input checked="" type="checkbox"/> Ensure residents have a home that works for them and is affordable (CH) |
| | <input checked="" type="checkbox"/> Deliver digitally-enabled services that residents can access (CH) |
| | <input checked="" type="checkbox"/> Understand our communities and enable people to take an active part in them (CH) |

- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Section 6.1 of the Council's Financial Standing Orders states that the Head of Corporate Resources:

Be responsible, in conjunction with the Executive Director and Heads for submitting periodic reports to Cabinet and Council during the year, indicating the anticipated financial position compared to original revenue and capital budgets indicating where expenditure is anticipated to exceed or income fall short of the budgeted amount by the margins agreed corporately for the purpose of budget monitoring.

Summary: This report sets out the anticipated 2019/20 financial & performance position for the Council based on data at Quarter 2. It also presents proposed 2019/20 budget adjustments for approval as required by Financial Standing Orders.

Financial Implications: As detailed in the main report.

Risk Management Implications: This report is intended to give Cabinet an overview of the Council's forecast spending and performance position for 2019/20 to inform future decision-making.

Environmental Implications: There are no environmental implications arising from this report.

Legal Implications: There are no legal implications arising from this report.

Equality and Diversity:

No new or existing policy or procedure has been recommended.

Options:

Members can elect to approve, amend or reject the supplementary budget requests listed at recommendation 2 to 14.

Recommendation:

- 1) The Council's anticipated financial position for 2019/20 be considered;
- 2) A General Fund virement of £0.033m be approved for 2019/20 transferring salary underspends within Environment and Public Realm to the Corporate Savings Target;
- 3) A General Fund capital virement of £0.014m for 2019/20 be approved transferring residual Crematorium construction capital budget to the Crematorium memorialisation project;
- 4) A supplementary General Fund capital budget of £0.012m be approved for 2019/20 for Corporate Property Enhancement – Works Services Barriers / Gates to be met from borrowing;
- 5) A supplementary General Fund capital budget of £0.017m be approved for 2019/20 for Hollowell Way Skate Park to be met from S106 contributions;
- 6) A supplementary General Fund capital budget of £0.010m be approved for 2019/20 for new Licensing System software/infrastructure to be met from the Digitalisation reserve;

IT BE RECOMMENDED TO COUNCIL THAT:

- 7) A supplementary General Fund revenue budget of £0.105m be approved for 2019/20 for Refuse to be funded from General Fund balances
- 8) A supplementary General Fund revenue budget of £0.165m be approved for 2019/20 for the One Public Estate project to be met from government grant;
- 9) A supplementary General Fund capital budget of £0.066m be approved for 2019/20 for Crematorium memorialisation works to be met from contributions from Daventry District Council (£0.040m) and borrowing (£0.026m);
- 10) A supplementary General Fund capital budget of £0.038m be approved for 2019/20 for ICT Disaster Recovery software/infrastructure to be met from borrowing;

- 11) A General Fund capital budget virement of £0.129m be approved for 2019/20 from Hollowell Way Play Area to Whitehall Recreation Ground Bandstand and a supplementary General Fund capital budget of £0.129m be approved for 2019/20 for Hollowell Way Play Area to be met from S106 contributions
- 12) A HRA virement of £0.062m be approved for 2019/20 transferring additional contract income budget to salaries for the provision of a temporary inspector and administration cover for a 12-month period;
- 13) A General Fund virement of (£0.052m) be approved for 2019/20 transferring savings from the Net Cost of Borrowing budget to the Corporate Savings Target;
- 14) Capital budget carry forwards from 2019/20 to 2020/21 totalling £6.103m (General Fund £4.228m, Housing Revenue Account £1.875m) be approved as detailed in the report; and
- 15) Performance data included in Section 7 and Appendix 3 be considered & noted

Reasons for Recommendation: A strong financial and performance management framework, including oversight by Members and senior management, is an essential part of delivering the Council's priorities and statutory duties

Cabinet - 4 November 2019

Finance & Performance Monitoring 2019/20 – Quarter 2

Report of the Head of Corporate Resources and CFO

RECOMMENDATION

- 1) The Council's anticipated financial position for 2019/20 be considered;
- 2) A General Fund virement of £0.033m be approved for 2019/20 transferring salary underspends within Environment and Public Realm to the Corporate Savings Target;
- 3) A General Fund capital virement of £0.014m for 2019/20 be approved transferring residual Crematorium construction capital budget to the Crematorium memorialisation project;
- 4) A supplementary General Fund capital budget of £0.012m be approved for 2019/20 for Corporate Property Enhancement – Works Services Barriers / Gates to be met from borrowing;
- 5) A supplementary General Fund capital budget of £0.017m be approved for 2019/20 for Hollowell Way Skate Park to be met from S106 contributions;
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- 12) A HRA virement of £0.062m for 2019/20 be approved transferring additional contract income budget to salaries for the provision of a temporary inspector and administration cover for a 12-month period;
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- 14) Capital budget carry forwards from 2019/20 to 2020/21 totalling £6.103m (General Fund £4.228m, Housing Revenue Account £1.875m) be approved as detailed in the report; and
- 15) Performance data included in Section 7 and Appendix 3 be considered & noted

1. INTRODUCTION

This is the second of the quarterly finance and performance monitoring reports for 2019/20, which combines finance (revenue and capital) as well as performance for General Fund (GF) and Housing Revenue Account (HRA). The year-end forecasts for 2019/20 are based on actual expenditure from 01 April 2019 to 30 September 2019 (Quarter 2) plus any known changes that have developed thereafter. The report also includes proposed 2019/20 budget adjustments which are recommended for approval by Members.

The key sections of the report are laid out as follows:

- Background- Section 2
- General Fund (GF) Revenue Budgets and Performance - Section 3 & Appendix 1;
- Housing Revenue Account (HRA) Revenue Budgets & Performance- Section 4 & Appendix 2;
- Capital Budgets - Section 5 and Appendices 1 (GF) & 2 (HRA);
- Budget Adjustments- Further details for approval- Section 6;
- Performance- Section 7 and Appendix 3

Throughout the report, pressures on expenditure and income shortfalls are shown as positive values. Savings on expenditure and additional income are shown in brackets.

2. BACKGROUND

In the first budget setting report for 2020/21 which was presented to Council in October 2019, an initial deficit of £0.762m was reported in terms of the General Fund revenue budget. This included service pressures, pay award estimated at a 2.5% increase and ongoing inflationary commitments.

The anticipated financial impact seen within 2019/20 for both Waste Services and Car Parking Services have been included within the 2nd budget planning report also included within the agenda for this Cabinet meeting.

3. GENERAL FUND (GF) REVENUE BUDGETS

3.1 GF Overview and Key Messages:

The total approved General Fund budget is £17.355m. Based on the September 2019 forecast, it is anticipated at 31 March 2020 there will be a pressure of **£0.039m**.

Further details of portfolio variances and key performance indicators can be seen in Appendix 1.

This variance is made up of the following significant items-

- A pressure of **£0.151m** from GF portfolios; this is mainly due to a pressure of **£0.197m** within Environment and Public Realm arising from reduced income from Car Parking of **£0.085m** and overspends within Waste services of **£0.030m**. There is a pressure of **£0.101m** within Corporate Resources partly due to consultancy costs of **£0.050m**. There is also a saving of **(£0.160m)** seen within Communities and Homes including reduced costs for temporary accommodation projecting a saving of **(£0.148m)** compared to budget.

- Following a review of Corporate items, it is forecast that Net Cost of Borrowing will result in a saving of **(£0.172m)** compared to budget due to revisions in the use of cash-backed balances and more favourable interest rates; A recommendation has been proposed to contribute **(£0.052m)** towards the 2019/20 Corporate Savings Target. A pressure of **£0.008m** is forecast against the Minimum Revenue Provision (MRP) budget for the repayment of debt.

2019/20 Savings Target

Total savings of **(£0.603m)** have been identified for 2019/20.

- Corporate, Salary and Digitalisation savings - At Quarter 2, **(£0.218m)** or 63% has been achieved towards the **(£0.343m)** target. This includes the proposed transfer of a proportion of the Net Cost of Borrowing savings. It is anticipated that this budget will be achieved by year-end so is rated as green.
- The remaining balance of planned savings in year is **(£0.260m)**; **(£0.155m)** or 59% are on track to be delivered. The saving in relation to kerbside recycling is currently rated red (non-deliverable) due to a wider review of the waste service taking place. A supplementary budget has been requested to reflect this pressure; for further details please see section 6.

The table below shows the anticipated balance in the GF Reserve at 31 March 2020 based on the forecasts at Quarter 2.

| | Forecast in-year change £000s | Balance £000s |
|--|----------------------------------|------------------|
| GF Balance at 01 April 2019 | | (2,253) |
| Budgeted Contribution from GF reserve | 66 | |
| Approved In-year Supplementary Budgets | 392 | |
| Pending In-year Supplementary Budgets | 105 | |
| Forecast variance at the end of 2019/20 | 39 | |
| Net amount to be taken from balances | | 602 |
| Anticipated GF Balance at 31 March 2020 | | (1,651) |

Positive Figures: Contribution from Balances
 Figures in Brackets: Contribution to Balances

4 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS:

4.1 Context

Housing Rents were set by Council on 5 February 2019, in the context of rent policy changes from government, most notably the imposition of 1% rent reductions for the period 2016/17 until 2019/20. Council responded to a consultation document on Social Rent policy for the period 2020/21 to 2024/25 in the autumn. Government has now confirmed that the application of a CPI + 1% annual rise will be allowed during this period.

Biart Place/Rounds Gardens

Council has received three reports in 2018/19 concerning the condition and potential options for both Biart Place and Rounds Gardens. Recommendations have now been approved:

- Proceeding with the decant and demolition of the sites in addition to redevelopment design and procurement; and
- Installation of additional fire alarms at Rounds Gardens based on recommendations by the fire risk assessor and Warwickshire Fire and Rescue Service (upon the assumption tenants remain in the block for the duration of these works)

The structural findings in respect of the blocks at both sites, which account for almost 10% in total of the Council's HRA stock, were unanticipated. The measures required to respond to these findings will have an extraordinary impact on the HRA's financial resources, which will impact on its ability to meet to both current and emerging housing needs. In turn, this will have a potential impact on the General Fund, as unmet housing need has to be increasingly met via temporary accommodation. The Council has approached Central Government to establish what financial support they are able to provide to respond to these issues. In addition, a General Fund Housing Acquisition Fund of **£13.000m** was approved in December 2018 for capital investment in the provision of temporary accommodation. There will be a progress update report presented to Cabinet later this year on acquisitions.

As part of rent setting for 2019/20 Council also agreed to a recommendation that **£3.713m** previously set aside for the repayment of debt within the HRA medium term financial plan is now utilised as Revenue Contributions to Capital Expenditure.

4.2 HRA Overview and Key Messages

The total approved HRA budget is **£17.177m**. Based on the September 2019 forecast, it is anticipated that the year-end variance at 31 March 2020 will be a surplus of (**£0.374m**). This variance is made up of the following significant items:

- An income shortfall of **£0.363m** predominantly related to the decant of properties at the Rounds Gardens site. As at 25 September 2019, 74 flats are empty. It is anticipated that all properties at the site will be vacated by 31 March 2022 but the timing of the decant process will be driven by variable dynamic factors including the availability and suitability of alternative accommodation for tenants;
- A reduction in security costs at the Biart Place / Rounds Gardens sites of (**£0.331m**); and
- Additional investment income / reduction in interest payment costs attributable to the HRA of (**£0.358m**) is forecast based on revised projections of interest rates and cash-backed balances.

The table below shows the anticipated balance in the Housing Revenue Account at 31 March 2020 based on the forecasts at Quarter 2.

| | Forecast in-year change £000s | Balance £000s |
|---|----------------------------------|------------------|
| HRA Balance at 01 April 2019 | | (5,085) |
| Supplementary Budget & In-Year Approvals | 0 | |
| Forecast variance at the end of 2019/20 | (374) | |
| Net amount to be added to balances | | (374) |
| Anticipated HRA Balance at 31 March 2020 | | (5,459) |

Positive Figures: Contribution from Balances
 Figures in Brackets: Contribution to Balances

5 CAPITAL

The latest approved capital programme (GF and HRA) is **£35.616m**. The forecast outturn as at 30 September 2019, prior to the adoption of carry-forward requests, is a variance of **£7.633m** against the budget.

5.1 General Fund Capital – Overview (Appendix 1)

The latest approved GF capital programme is **£18.808m**. The programme shows a forecast net variance, prior to carry-forward requests, to year-end of **£3.750m**. Explanations for in-year variances are detailed in Appendix 1.

The variance is made up of the following key items;

- Slippage of **(£0.347m)** relating to the Great Central Walk Bridges scheme to reflect specialist tendering for works in conjunction with Warwickshire County Council;
- Slippage of **(£0.261m)** relating to Corporate Property Enhancements whilst evaluations of future asset requirements are completed via the One Public Estate project
- Profiling of **(£3.365m)** Housing Acquisition Fund expenditure moved to 2020/21 – it is currently anticipated that c. 70 homes will be acquired in 2019/20 followed by a further c. 30 homes in 2020/21

5.2 Housing Revenue Account – Capital (Appendix 2)

The latest approved capital programme is **£16.808m**. The programme shows a forecast net variance, prior to carry-forward requests, to year-end of **£3.882m**. Explanations for in-year variances are detailed in Appendix 2.

The variance includes the following key items;

- £1.155m carry forward of Rounds Gardens capital budget to 2020/21 to reflect revised profiling of decant expenditure and ongoing design works;
- £1.407m carry forward of S106 housing schemes to 2020/21 to reflect profiling of practical completion of homes; and

- A return to balances of £0.900m from Energy Efficiency Phase 2 (External Wall Insulation) following the withdrawal of government subsidy and pending a review of other potential projects to deliver Carbon Management Plan outcomes.

6. SUPPLEMENTARY BUDGET REQUESTS

As included within the recommendations section of this report, see below for further detail on the supplementary budget requests and virements for approval:

- **Recommendation 2-** A General Fund virement of £0.033m be approved for 2019/20 transferring salary underspends within Environment and Public Realm to the Corporate Savings Target due to vacancies.
- **Recommendation 3-** A General Fund virement of £0.014m be approved for 2019/20 transferring residual Crematorium construction capital budget to the Crematorium memorialisation project. See also recommendation 9.
- **Recommendation 4-** A supplementary General Fund capital budget of £0.012m be approved for 2019/20 for Corporate Property Enhancement – Works Services Barriers / Gates.
- **Recommendation 5-** A supplementary General Fund capital budget of £0.018m be approved for 2019/20 for Hollowell Way Skate Park to be met from S106 contributions.
- **Recommendation 6-** A supplementary General Fund capital budget of £0.010m be approved for 2019/20 for new Licensing System software/infrastructure to be met from the Digitalisation reserve.
- **Recommendation 7-** A supplementary General Fund budget of £0.105m be approved for 2019/20 in relation to the non-delivery of the proposal to implement kerbside only Refuse collections. Following a recent consultation together with analysis of narrow vehicle rounds, currently it is anticipated that this saving may not be realised, therefore proposed service changes have been deferred. Further work is planned to analyse waste & recycling round structures & identify potential efficiencies.
- **Recommendation 8-** A supplementary General Fund revenue budget of £0.165m for 2019/20 for the One Public Estate project to be met from government grant be approved. Costs will include consultancy and surveying work to produce feasibility studies into future asset maintenance and service provision working in conjunction with other public bodies within the borough.
- **Recommendation 9-** A supplementary General Fund capital budget of £0.066m be approved for 2019/20 for Crematorium memorialisation works to be met from contributions from Daventry District Council (£0.040m) and borrowing (£0.026m). See also recommendation 2.
- **Recommendation 10-** A supplementary General Fund capital budget of £0.038m be approved for 2019/20 for ICT Business Continuity (Disaster Recovery) software/infrastructure to be met from borrowing. This follows an in-year review of the adequacy of existing systems following upgrade works in 2016/17.
- **Recommendation 11-** A General Fund capital budget virement of £0.129m be approved for 2019/20 from Hollowell Way Play Area to Whitehall Recreation Ground Bandstand and a supplementary General Fund capital budget of £0.129m be approved for 2019/20 for Hollowell Way Play Area to be met from S106 contributions
- **Recommendation 12-** A HRA virement of £0.062m be approved for 2019/20 transferring additional contract income budget to salaries for the provision of a temporary inspector and administration cover for a 12-month period.
- **Recommendation 13-** A General Fund virement of (£0.052m) be approved for 2019/20 transferring savings from the Net Cost of Borrowing budget to the Corporate Savings Target, due to revisions in the use of cash-backed balances and more favourable interest rates.

7. PERFORMANCE SUMMARY

The data for Quarter 2, 2019/20 can be seen in Appendix 3.

Training on the RPMS is available to Members and can be requested by contacting the Corporate Assurance & Improvement team. Training involves learning how to navigate the system, how to interpret the data and development of personalised performance dashboards. This can be arranged for a time to suit Members, either during the day or evening.

If you wish to request training or if there is specific piece of performance data not covered in the appendix on a particular subject matter that you wish to review, then please request a performance report from the Corporate Assurance & Improvement team by emailing rpmssupport@rugby.gov.uk.

Name of Meeting: Cabinet

Date of Meeting: 4 November 2019

Subject Matter: Finance & Performance Monitoring 201920- Quarter 2

Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY

YES

NO

Appendix 1- Cabinet Summary as at September 2019- General Fund



Revenue Forecasts - Key variance information

| Portfolio | Current Net Budget £000s | Exp to date & commitments £000s | Forecast Spend £000s | Employee Variance £000s | Running Cost Variance £000s | Income Variance £000s | Pending Supplementary Budget/Virement £000s | Total Variance £000s | Reason for variance |
|----------------------------|-----------------------------|------------------------------------|-------------------------|----------------------------|--------------------------------|--------------------------|--|-------------------------|---|
| Growth & Investment | 2,956 | 2,281 | 2,946 | 54 | 36 | (100) | 0 | (10) | Key Variances (£56,000) Planning income above target but excludes pre planning advice income as this service has not yet started. £54,000 general employee variances including the payment of market supplements and the use of agency staff. |
| Environment & Public Realm | 7,398 | 3,706 | 7,700 | 50 | 143 | 4 | 105 | 197 | Key Variances- £85,000- Anticipated shortfall in Car Park income against budget, partly due to the impact of free evening and weekend parking in the town centre. £134,000 pressure within Waste- A saving of £105,000 was attached to the proposal to implement kerbside only Refuse collections. A supplementary budget is requested to fund this pressure in 2019/20 |
| Communities & Homes | 2,194 | 3,799 | 2,034 | 29 | (80) | (109) | 0 | (160) | Key Variances- (£148,000) -Saving due to continued reduction in B & B and Nightly Self-Contained Accommodation costs. As at 30 September 2019 only 2 households were accommodated in Bed & Breakfast and there have been no occasions of Nightly Self Contained Accommodation in 2019/20 to date. £39,000 Warwickshire direct partnership- Additional costs from moving to a single instance database which will provide additional technical support. |
| Executive Directors | 1,952 | 1,369 | 1,976 | 38 | 127 | (141) | 0 | 24 | Key Variances- £22,000-Pressure due to redundancy costs. |
| Corporate Resources | 982 | (523) | 1,083 | (61) | 223 | (62) | 0 | 101 | Key Variances- £50,000 pressure mainly due to consultancy costs relating to ongoing property proposals |
| Corporate Items | 1,873 | | 1,709 | | | | (52) | (112) | Key Variances (£172,000) Saving anticipated against Net Cost of Borrowing due to revisions in the use of cash-backed balances & more favourable interest rates. A virement is requested of £52,000 to transfer part of this saving from Net Cost of Borrowing to the Corporate Savings Target £8,000- Pressure against MRP budget |
| Grand Total | 17,354 | 10,633 | 17,447 | 111 | 448 | (408) | 53 | 39 | |

General Fund Head Count - Vacancies 2019/20

| Portfolio | Budgeted FTE's | Actual FTE's at Q2 | Vacant FTE's |
|----------------------------|----------------|--------------------|----------------|
| Growth & Investment | 61.19 | 53.59 | (7.60) |
| Environment & Public Realm | 169.34 | 154.44 | (14.90) |
| Communities & Homes | 96.45 | 84.04 | (12.41) |
| Executive Directors | 18.13 | 17.15 | (0.98) |
| Corporate Resources | 53.16 | 49.40 | (3.76) |
| Total | 398.27 | 358.62 | (39.65) |

Capital Forecasts - Key variance information

| Portfolio | Current Budget £000s | Exp to date & commitments £000s | Full year forecast 2019/20 £000s | Variance £000s | Pending Supplementary Budget/Virement £000s | Total Variance £000s | Comments |
|----------------------------|-------------------------|------------------------------------|-------------------------------------|-------------------|--|-------------------------|---|
| Growth & Investment | 0 | 0 | 0 | 0 | 0 | 0 | |
| Environment & Public Realm | 4,063 | 389 | 4,146 | 83 | (66) | 17 | Supplementary budget requests for Crematorium Memorialisation (£0.066m), Whitehall Rec Bandstand (£0.129m) and capital S106 projects at Long Lawford / Cawston to be met from external contributions; offset by slippage on Great Central Walk Bridges (£0.347m) repairs pending tender completion for specialist works in conjunction with Warwickshire County Council |
| Communities & Homes | 1,106 | 819 | 1,154 | 48 | (48) | (0) | Supplementary budget request for upgrades to Disaster Recovery ICT infrastructure (£0.038m) and Licensing System (£0.010m) |
| Executive Directors | 0 | 0 | 0 | 0 | 0 | 0 | |
| Corporate Resources | 13,639 | 334 | 9,758 | (3,881) | 3,881 | 0 | Anticipated carry forward on Housing Acquisitions Fund into 2020/21. Expenditure trend anticipates full utilisation of the £12.9m allocation by December 2020. |
| Overall Total | 18,808 | 1,542 | 15,058 | (3,750) | 3,767 | 17 | |

Delivery of Approved Savings 2019/20

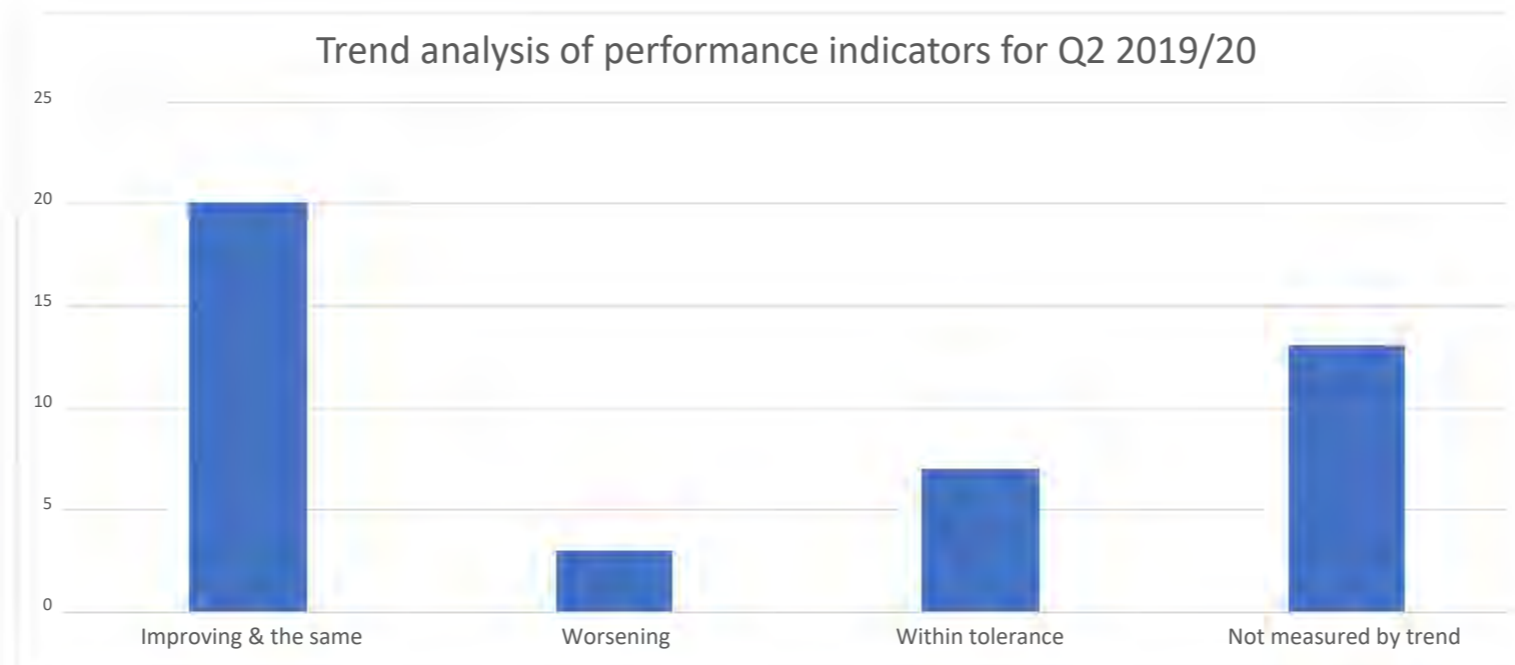
| Service | Status | Budgeted Amount £000s |
|------------------------------------|---------------|--------------------------|
| Refuse- Kerbside collections | Not delivered | (105) |
| Other Key Decisions | On track | (155) |
| Corporate & Digitalisation Savings | On track | (343) |
| Total | | (603) |

Performance Monitoring information

There are currently 52 Key Performance Indicators (KPIs) that are reported to Cabinet; please see Appendix 3. The performance measures from Communications cannot be uploaded until the 20th of the month due to the 20 day statutory requirement to respond to requests. New indicators from Property Repairs Services, Information and Communication Technology and Works Services Unit are being reported in this quarter. 33% of the KPIs are showing an improving trend this quarter, 5% have shown an adverse performance trend, 12% are within tolerated parameters and 22% do not have the trend information monitored or are baseline values on new indicators and have nothing to measure a trend against. 28% of measures are still awaiting performance data for Q2.



The Data Quality Assurance Programme has completed 12 reviews and 5 are currently underway.



Councillors have begun to devise their own personalised performance dashboards within the Rugby Performance Management System (RPMS) and these are bespoke to the particular needs or interests of the Councillor. If you have not yet created your own dashboard then please get in touch with the Corporate Assurance & Improvement team on the email below. If you would like training on the RPMS and interpreting data then please contact rpmsupport@rugby.gov.uk to arrange a session that suits you. This can be during core hours or with at least a week's advanced notice after core hours.

Appendix 2- Cabinet Summary as at September 2019- Housing Revenue Account

Revenue Forecasts - Key variance info

| Service | Current Budget | Exp to date plus commitments | Forecast Spend | Employee Variance | Running Cost Variance | Income Variance | Total Variance | Reason for variance |
|---|-----------------|------------------------------|-----------------|-------------------|-----------------------|-----------------|----------------|---|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Rent income from dwellings | (15,659) | (7,307) | (15,238) | 0 | 0 | 421 | 421 | |
| Rent income from land and buildings | (138) | (64) | (138) | 0 | 0 | (1) | (1) | |
| Charges for services | (1,047) | (499) | (1,040) | 0 | 0 | 7 | 7 | |
| Contributions towards expenditure | (163) | (119) | (64) | 0 | 0 | (64) | (64) | |
| Total Income | (17,006) | (7,989) | (16,480) | 0 | 0 | 363 | 363 | A rent income shortfall of £421,000 predominantly related to the decant of properties at the Rounds Gardens site. As at 25th September 2019 74 flats are empty. It is anticipated that all properties at the site will be vacated by 31 st March 2022 but the timing of the decant process will be driven by variable dynamic factors including the availability and suitability of alternative accommodation for tenants. |
| Transfer to Housing Repairs Account | 3,769 | 0 | 3,769 | 0 | 0 | 0 | 0 | |
| Supervision & Management | 5,722 | 3,979 | 5,355 | 27 | (423) | 0 | (396) | Biart Place security has been reduced to 4 visits per day from June 2019 |
| Rent, rates, taxes and other charges | 5 | 0 | 5 | 0 | 0 | 0 | 0 | |
| Depreciation and impairment | 2,075 | 2,075 | 2,075 | 0 | 0 | 0 | 0 | |
| Debt management costs | 24 | 0 | 40 | 0 | 16 | 0 | 16 | |
| Provision for bad or doubtful debts | 61 | 0 | 61 | 0 | 0 | 0 | 0 | |
| Total Expenditure | 11,656 | 6,054 | 11,305 | 27 | (406) | 0 | (380) | |
| HRA share of CDC costs | 224 | 0 | 224 | 0 | 0 | 0 | 0 | |
| Net cost of HRA services | (5,126) | (1,935) | (4,951) | 27 | (406) | 363 | (16) | |
| Interest payable and similar charges | 1,532 | 0 | 1,424 | 0 | (108) | 0 | (108) | Forecast based on Public Works Loan Board (PWLB) interest rate projections for 2019/20 |
| Interest and Investment Income | (171) | 0 | (421) | 0 | 0 | (250) | (250) | Additional investment income attributable to the HRA is forecast based on revised projections of interest rates and cash-backed balances. |
| Net Operating expenditure | (3,765) | (1,935) | (3,948) | 27 | (514) | 113 | (374) | |
| Contributions to (+) / from (-) reserves | 52 | 0 | 52 | 0 | 0 | 0 | 0 | |
| Revenue Contributions to Capital Expenditure | 3,713 | 0 | 3,713 | 0 | 0 | 0 | 0 | |
| (Surplus) / Deficit for the Year on HRA Services | (0) | (1,935) | (183) | 27 | (514) | 113 | (374) | |

HRA Head Count - Vacancies 2019/20

| Budgeted FTE's | Actual FTE's at Q2 | Vacant FTE's |
|----------------|--------------------|----------------|
| 103.13 | 86.93 | (16.20) |
| 103.13 | 86.93 | (16.20) |

Capital Forecasts - Key variance info

| Service | Original Budget | Exp to date & commitments | Full year forecast 2019/20 | Total Variance | Movement since last period | Pending Supplementary / Virement / Carry Forward | Total Variance | Comments |
|--|-----------------|---------------------------|----------------------------|----------------|----------------------------|--|----------------|---|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s | |
| Housing Management System | 404 | 38 | 404 | 0 | 0 | 0 | 0 | |
| Property Repairs Team Vehicle | 300 | 0 | 300 | 0 | 0 | 0 | 0 | |
| Lifeline Renewal Programme | 67 | 21 | 67 | 0 | 0 | 0 | 0 | |
| CCTV upgrades | 45 | 0 | 0 | (45) | (45) | 45 | (0) | Further expenditure deferred to 2020/21 pending scheme designs for Biart Place and Rounds Gardens sites. |
| Disabled Adaptations | 278 | 103 | 214 | (64) | (64) | 0 | (64) | Outturn forecast based on trend expenditure in 2019/20 to date. |
| Kitchen Modifications | 109 | 29 | 50 | (59) | (59) | 0 | (59) | Outturn forecast based on trend expenditure in 2019/20 to date. |
| Heating Upgrades | 869 | 571 | 957 | 88 | 88 | 0 | 88 | |
| Fire Risk Prevention Works | 68 | 42 | 68 | 0 | 0 | 0 | 0 | |
| Finlock Gutter Improvements | 57 | 0 | 57 | 0 | 0 | 0 | 0 | |
| Rebuilding Retaining Walls | 50 | (5) | 50 | 0 | 0 | 0 | 0 | |
| Roof Refurbishment - Lesley Souter House | 70 | 0 | 70 | 0 | 0 | 0 | 0 | |
| Replacement Footpaths | 20 | (22) | 20 | 0 | 0 | 0 | 0 | |
| Door Security Systems | 292 | 10 | 292 | 0 | 0 | 0 | 0 | |
| Electrical Upgrades - Community Rooms | 36 | 0 | 36 | 0 | 0 | 0 | 0 | |
| Boiler Works - Tanser Court | 105 | 0 | 0 | (105) | (105) | 105 | 0 | Specialist tender work to be undertaken during remainder of 2019/20 with installation planned for spring 2020. |
| LED lighting | 37 | 1 | 37 | 0 | 0 | 0 | 0 | |
| Bathroom Modifications | 358 | 159 | 222 | (136) | (136) | 136 | (0) | Budget carry forward to 2020/21 to reflect revised delivery schedule. |
| Patterdale sheltered scheme improvements | 70 | 4 | 70 | 0 | 0 | 0 | 0 | |
| Purchase of Council Houses | 1,960 | 538 | 1,960 | 0 | 0 | 0 | 0 | |
| Cawston Meadows Houses | 1,756 | 809 | 826 | (930) | (930) | 0 | (930) | Acquisition programme now complete. Residual budget to be returned to balances less retention fees. |
| Rugby Gateway - Bloor Homes | 675 | 628 | 631 | (44) | (44) | 0 | (44) | Acquisition programme now complete. Residual budget to be returned to balances less retention fees. |
| Rugby Gateway - Cala Homes | 434 | 0 | 0 | (434) | (434) | 434 | 0 | Budget carry forward to 2020/21 to reflect delivery schedule. |
| Energy Efficiency Phase 2 | 900 | 0 | 0 | (900) | (900) | 0 | (900) | Government subsidy has been withdrawn from this scheme (External Wall Insulation). A revised business case will be presented at a later date. |
| Housing Window Replacement | 60 | 26 | 60 | 0 | 0 | 0 | 0 | |
| Carbon Management Plan (HRA) | 12 | 0 | 12 | 0 | 0 | 0 | 0 | |
| Rounds Gardens Capital | 3,385 | 316 | 2,230 | (1,155) | (1,155) | 1,155 | 0 | The budget for survey and design works costs has been reprofiled as project timelines are reviewed. Further revisions are likely as scheme options are presented to members for approval. |
| Fire Alarms at Rounds Gardens | 179 | 80 | 80 | (99) | (99) | 0 | (99) | Scheme now complete. Residual budget to be returned to capital investment balances. |
| Biart Place - Capital | 1,533 | 197 | 1,533 | 0 | 0 | 0 | 0 | |
| Garage Site HRA | 1,300 | 13 | 1,300 | 0 | 0 | 0 | 0 | |
| Bell House Redevelopment | 1,377 | 6 | 1,377 | 0 | 0 | 0 | 0 | |
| Overall Total | 16,808 | 3,562 | 12,926 | (3,882) | (3,882) | 1,875 | (2,007) | |

Appendix 3: Performance Data for Q2 2019/20

Generated on: 11 October 2019



| Trend Key | |
|-----------|-------------------------|
| | Improving/Stable trend |
| | Within tolerance levels |
| | Worsening trend |
| N/A | Trend is not measured. |
| BASELINE | This is baseline data |

Communities & Homes Service

| Performance Indicator | Service Area | Current Value | Trend |
|--------------------------------------|----------------------|---------------|---------------|
| Number of affordable homes delivered | Community & Projects | Q1 19/20: 56 | Getting Worse |
| | | Q2 18/19: 24 | |

Latest Note

Awaiting Q2 data and commentary - Should be done on Thursday when officer returns

| Performance Indicator | Service Area | Current Value | Trend |
|--|-----------------------------------|---------------|-------|
| Number of homeless preventions and reliefs made by Rugby Borough Council | Community Advice and Support Team | Q2 19/20: 141 | |
| | | Q1 19/20: 125 | |
| | | Q2 18/19: 94 | |

Latest Note

No narrative provided.

| Performance Indicator | Service Area | Current Value | Trend |
|--|-----------------------------------|---------------|-------|
| Number of households where homeless preventions and reliefs have not been possible that RBC have a duty to rehouse | Community Advice and Support Team | Q2 19/20: 47 | N/A |
| | | Q1 19/20: 43 | |
| | | Q2 18/19: 17 | |

Latest Note

No narrative provided.

| Performance Indicator | Service Area | Current Value | Trend |
|---|-----------------------------------|---------------|-------|
| Number of households in Bed & Breakfast at the end of Quarter | Community Advice and Support Team | Q2 19/20: 3 | N/A |
| | | Q1 19/20: 3 | |
| | | Q2 18/19: 8 | |

Latest Note

No narrative provided.

| Performance Indicator | Service Area | Current Value | Trend |
|--|-----------------------------------|---------------|-------|
| Number of households in other types of temporary accommodation | Community Advice and Support Team | Q2 19/20: 130 | N/A |
| | | Q1 19/20: 149 | |
| | | Q2 18/19: 141 | |

Latest Note

No narrative provided.

| Performance Indicator | Service Area | Current Value | Trend |
|--|-----------------------------------|-----------------------|-------|
| Benefits - average end to end time for claims (days) | Community Advice and Support Team | September 2019: 31.02 | |
| | | August 2019: 32.78 | |
| | | July 2019: 28.41 | |
| | | | |

Latest Note

No narrative provided.

| Performance Indicator | Service Area | Current Value | Trend |
|----------------------------------|--|-------------------------|-------|
| Current position of rent arrears | Housing Management & Tenancy Sustainment | Q2 19/20: £1,102,639.94 | |
| | | Q1 19/20: £1,023,864.63 | |
| | | Q2 18/19: £938,526.88 | |

Latest Note

This report was pulled after a weeks debit was added to the accounts which amounts to £338,441.98 and didn't allow for the monthly direct debits to be added to the accounts which amounts to £138,000. We anticipate the October 2019 figures reflecting performance more accurately than these figures do.

| Performance Indicator | Service Area | Current Value | Trend |
|---|--|-----------------|-------|
| Proportion of rent arrears caused by Universal Credit | Housing Management & Tenancy Sustainment | Q2 19/20: 38.4% | |
| | | Q1 19/20: 42.5% | |
| | | Q2 18/19: 43% | |

Latest Note

We are members of the landlord portal and are using this more and more to manage our Universal Credit cases by applying for both managed or direct payments. Also now that the higher level accounts are being managed by specific officers they are developing more productive relationships with DWP regarding rent cases. Lastly, since moving to a more tenancy sustainment focused team we implemented the Tenancy Coach role. The Tenancy Coach completes an assessment with all customers to identify areas where they potentially need support. Where the customer is in receipt of Universal Credit the Tenancy Coach supports the customer with applying for Universal Credit and ensures a payment arrangement is in place ahead of closing the case down.

Corporate Resources Service

| Performance Indicator | Service Area | Current Value | Trend |
|---|-----------------|---------------|-------|
| Number of working days lost due to long term sickness absence | Human Resources | Q2 19/20: 946 | |
| | | Q1 19/20: 908 | |
| | | Q218/19: 471 | |

Latest Note

Reason for Underperformance - In this quarter we have had a total of 35 people on long term sickness absence (+20 days) totalling 1533.5 days. Of those 35 people 23 are now back at work and 12 are still absent.


39% of this absence was due to mental health related conditions and 32% due to musculoskeletal illness.

What remedial action is being taken - Managers continue to work within the parameters of the Absence Management policy. Early referrals to Occupational Health appointments are offered for employees absent through musculoskeletal problems and stress. We have access to a local physiotherapist and counsellor and are able to do referrals for employees who are having to wait for similar treatment on the NHS, thus shortening the time they are absent from work. Managers are also receiving absence management training as part of The Way We Manage Programme.

The Council has recently engaged a new Occupational Health provider and we are working closely with them to monitor absence and consider ways to get employees back to work sooner.


We have introduced Mental Health First Aiders in the Council. They are available for staff to talk to about their issues. The MHFA's are not counsellors but will be able to listen and signpost the employee on to the best place for them to get the help they need.

The Council has signed up to the Year of Wellbeing and are running a variety of health and wellbeing events during the year.

| Performance Indicator | Service Area | Current Value | Trend |
|--|-----------------|---|---|
| Number of working days lost due to short term sickness absence | Human Resources | Q2 19/20: 810.5 Q1 19/20: 838.5 Q2 18/19: 959 |  |


Latest Note

In this quarter the short-term absence is 28 days less than the previous quarter. Whilst this is a slight improvement the overall sickness absence for the Council during 2018/19 is on the increase. This is mainly due to long term absences. 9.5% of the absence in this quarter was due to employees coming back to work on a phased return to work basis (i.e. working for part of the week but being signed off sick for the remainder). Absence for sickness and diarrhoea was 8.2%, mental health reasons 15.4% and musculoskeletal 15.1%.

| Performance Indicator | Service Area | Current Value | Trend |
|-----------------------|-----------------|---|---|
| % of Staff turnover | Human Resources | Q2 19/20: 12% Q1 19/20: 12.3% Q2 18/19: 13.4% |  |

Latest Note

Awaiting commentary

| Performance Indicator | Service Area | Current Value | Trend |
|------------------------|---------------------------|--|---|
| Average void rent loss | Property Repairs Services | September 2019: £880.87 August 2019: £1230.13 July 2019: £1,337.99 |  |


Latest Note

Awaiting commentary

| Performance Indicator | Service Area | Current Value | Trend |
|---|---------------------------|---|---|
| Average number of days to complete a repair | Property Repairs Services | September 2019: 8 August 2019: 7 July 2019: 8 |  |

Latest Note

Awaiting commentary

| Performance Indicator | Service Area | Current Value | Trend |
|--|---------------------------|---|---|
| Tenant feedback on the Oneserve repairs survey as a % responding as satisfied or better. | Property Repairs Services | September 2019: 94% August 2019: 89% July 2019: 93% |  |

Latest Note

Awaiting commentary

| Performance Indicator | Service Area | Current Value | Trend |
|----------------------------|-------------------|------------------------------------|---|
| % of Council Tax collected | Revenues Services | Q2 19/20: 59.5% Q2 18/19: 59.9% |  |

Latest Note



Awaiting commentary

| Performance Indicator | Service Area | Current Value | Trend |
|--|-------------------|----------------------------------|---|
| Percentage of Non-domestic Rates collected | Revenues Services | Q2 19/20: 59.7% Q2 18/19: 58% |  |

Latest Note


Awaiting commentary

Environment & Public Realm Service

| | | | |
|--|--|---|---|
| Performance Indicator % of local deceased usage through Rainsbrook Crematorium | Service Area Bereavement Services | Current Value Q1 19/20: 77.83% Q2 18/19: 55.07% | Trend Improving |
| Latest Note Awaiting Q2 data and commentary | | | |
| Performance Indicator % of premises within the Rugby Borough that have attained the Food Hygiene Rating 5 | Service Area Commercial Regulation | Current Value Q2 19/20: 70.2% Q1 19/20: 68.9% Q2 18/19: 70.2% | Trend  |
| Latest Note There has been a slight increase in the percentage figure but this type of fluctuation is expected with the amount of inspections carried out | | | |
| Performance Indicator % of premises within the Rugby Borough that have attained the Food Hygiene Rating 4 and above | Service Area Commercial Regulation | Current Value Q2 19/20: 84.2% Q1 19/20: 83.7% Q2 18/19: 83.9% | Trend  |
| Latest Note There has been a slight increase in the percentage figure but this type of fluctuation is expected with the amount of inspections carried out | | | |
| Performance Indicator % of premises within the Rugby Borough that have attained the Food Hygiene Rating 3 and above | Service Area Commercial Regulation | Current Value Q2 19/20: 92.4% Q1 19/20: 92.1% Q2 18/19: 91.4% | Trend  |
| Latest Note There has been a slight increase in the percentage figure but this type of fluctuation is expected with the amount of inspections carried out | | | |
| Performance Indicator Number of volunteer hours on RBC green space | Service Area Parks and Open Spaces | Current Value 2018/19: 11727 | Trend BASELINE |
| Latest Note Ref POS Manager 29/04/19 The amount of volunteer hours supporting the management and maintenance activities on our green spaces has been steadily increasing since 2012. This supports a range of activities across Rugby and brings huge additional value and support to the service. I would suggest for a small borough like Rugby 11,000hrs is good and I think we are in the upper quartile of what we can physically achieve as volunteers still need managing. | | | |
| Performance Indicator Number of trees planted on RBC green space | Service Area Parks and Open Spaces | Current Value | Trend 100 BASELINE |
| Latest Note Ref POS Manager 29/04/2019 Traditionally we plant a number of trees during the planting season. Despite decreasing resources it is important to maintain a good tree stock to help reduce the effects of climate change, capture carbon and reduce air pollution. I would suggest we should be planting more than 100 per annum. | | | |
| Performance Indicator Number of Green Flags awarded | Service Area Parks and Open Spaces | Current Value 2019/20: 5 2018/19: 5 | Trend  |
| Latest Note We have retained our 5 Green Flag Awards for 2019/20. | | | |
| Performance Indicator Percentage of household waste sent for reuse, recycling and composting | Service Area Refuse & Recycling | Current Value Q1 19/20: 42.12% Q4 18/19: 39.5% Q1 18/19: 49% | Trend  |
| Latest Note increase on previous quarter due to increased dry recycling and green waste tonnages | | | |
| Performance Indicator Total number of bin collections | Service Area Refuse & Recycling | Current Value Q1 19/20: 696000 | Trend BASELINE |
| Latest Note total number of household waste collections for residual, recycling, green and bulky waste collections carried out | | | |
| Performance Indicator Number of Missed Refuse Bins per 10,000 population | Service Area Refuse & Recycling | Current Value Q1 19/20: 233 | Trend BASELINE |
| Latest Note refine this PI to show total number of missed collections and not per 10000 head of population | | | |
| Performance Indicator Number of Missed Recycling Bins per 10,000 population | Service Area Refuse & Recycling | Current Value Q1 19/20: 120 | Trend BASELINE |
| Latest Note shown as total per service per quarter. Remove the per 10000 head of population calculation | | | |
| Performance Indicator Number of Missed Green Waste Bins per 10,000 population | Service Area Refuse & Recycling | Current Value Q1 19/20: 177 | Trend BASELINE |
| Latest Note shown as total missed for this quarter. please remove the per 10000 head of population calculation | | | |

| Performance Indicator | Service Area | Current Value | Trend |
|---|--------------------|---------------|----------|
| % of contamination in collected recycling | Refuse & Recycling | Q1 19/20: 13 | BASELINE |
| Latest Note as detailed by casepak contract input data | | | |


| Performance Indicator | Service Area | Current Value | Trend |
|---|--------------------|----------------|----------|
| Number of tagged contaminated recycling bins | Refuse & Recycling | Q1 19/20: 1757 | BASELINE |
| Latest Note | | | |


| Performance Indicator | Service Area | Current Value | Trend |
|--|--------------------|--|---|
| Number of Complaints | Refuse & Recycling | Q2 19/20: 46 Q1 19/20: 74 Q2 18/19: 53 |  |
| Latest Note The value is based on report registered by Communications, Consultation & Information department. | | | |

| Performance Indicator | Service Area | Current Value | Trend |
|--|--------------------------|---|-------|
| Number of members of the public recorded in an accident | Safety & Resilience Team | Q2 19/20: Q1 19/20: 3 Q2 18/19: 5 | |
| Latest Note Awaiting Q2 data and commentary | | | |

Executive Director's Office

| Performance Indicator | Service Area | Current Value | Trend |
|--|--------------|----------------------------|----------|
| Number of data breaches reported to the Information Commissioner's Office (ICO) | | Q2 19/20: 0 Q1 19/20: 0 | BASELINE |
| Latest Note | | | |

| Performance Indicator | Service Area | Current Value | Trend |
|---|---------------------|---|---|
| Member attendance at Committee meetings | Democratic Services | September 2019: 84.7% August 2019: 100% July 2019: 81.17% |  |
| Latest Note The number of apologies submitted at Council on 26 September 2019 (7 in total) affected the overall percentage of attendance significantly, resulting in the large difference between August and September's attendance. | | | |


| Performance Indicator | Service Area | Current Value | Trend |
|--|--------------------|--|---|
| Electoral registrations within the borough of Rugby as a percentage of eligible population | Electoral Services | 2018/19: 97% 2017/18: 99% 2016/17: 97% |  |
| Latest Note The performance trend has dropped by 2% from the previous year. 2017 saw a spike in registrations generated by the General Election which has been hard to maintain given the current climate. The uncertainty over Brexit and multiple electoral events has had a knock on effect on registrations with an increased refusal to register from residents. | | | |

Growth & Investment Service

| Performance Indicator | Service Area | Current Value | Trend |
|---|--------------|--|---|
| Benn Hall overall income | Benn Hall | Q2 19/20: £38,554.36 Q1 19/20: £48,863.50 Q2 18/19: £48,156.69 |  |
| Latest Note Awaiting commentary | | | |

| Performance Indicator | Service Area | Current Value | Trend |
|---|---------------------------|---|---|
| Average end to end time for Land Charge Searches (in days) | Development & Enforcement | September 2019: 4.55 August 2019: 6 July 2019: 5.87 |  |
| Latest Note | | | |

| Performance Indicator | Service Area | Current Value | Trend |
|---|---------------------------|--|---|
| Percentage of major planning applications determined within statutory time frame | Development & Enforcement | Q2 19/20: 100% Q1 19/20: 100% Q2 18/19: 100% |  |
| Latest Note -Ref designation report 5 out of 5 major planning applications were determined within the statutory time frame | | | |


| Performance Indicator | Service Area | Current Value | Trend |
|---|---------------------------|---|---|
| Percentage of non-major planning applications determined within statutory time frame | Development & Enforcement | Q2 19/20: 82% Q1 19/20: 84% Q2 18/19: 89% |  |
| Latest Note Ref designation report 176 out of 215 non-major planning applications were determined within the statutory time frame The main cause for any reduction in performance on this measure is when either the time frame exceeded and the applicants are willing to grant the Local Planning Authority an extension of time to determine the application. The Government designation target for this threshold is 70%. It can be seen from the data that Rugby Borough Council are well in excess of this threshold. | | | |

| Performance Indicator | Service Area | Current Value | Trend |
|-----------------------|--------------|---------------|-------|
|-----------------------|--------------|---------------|-------|

| | | | |
|---|----------------------|------------------------------|---|
| The number of new homes built within the year. | Development Strategy | 2018/19: 939 2017/18: 578 |  |
|---|----------------------|------------------------------|---|


Latest Note

Annual housing monitoring work still being undertaken. Delay in completing work due to Local Plan workloads and resources. Data to be included in the Authority Monitoring Report to be published December/January. Significant increase compared to previous year as development of strategic allocated sites has progressed.

| Performance Indicator | Service Area | Current Value | Trend |
|--|--|---|---|
| No. of visits to Rugby Art Gallery & Museum in person | Art Gallery, Museum, Visitor Centre & Hall of Fame | Q2 19/20: 13785 Q1 19/20: 14218 Q2 18/19: 23810 |  |


Latest Note

Visitor figure as expected due to two week closure of art gallery and social history gallery to install new exhibitions.

| Performance Indicator | Service Area | Current Value | Trend |
|--|--|--|---|
| No. of visits to the Hall of Fame in person | Art Gallery, Museum, Visitor Centre & Hall of Fame | Q2 19/20: 1406 Q1 19/20: 1070 Q2 18/19: 1261 |  |

Latest Note

Summer holidays offer: children admitted for free (up to 2 per paying adult). Offer applied 19th July - 2nd September.

| Performance Indicator | Service Area | Current Value | Trend |
|------------------------------|--------------------|---|---|
| Leisure Centre Visits | Sport & Recreation | Q2 19/20: 178,262 Q1 19/20: 182,574 Q2 18/19: 150,671 |  |

Latest Note

28,000 visits up compared to Q2 18/19

| Performance Indicator | Service Area | Current Value | Trend |
|--|--------------------|---------------|-----------|
| Total grants income from external funding | Sport & Recreation | £161,860.93 | Improving |


Latest Note

Awaiting Q2 data and commentary

| Performance Indicator | Service Area | Current Value | Trend |
|--|--------------------|---------------|---------------|
| Number of participants - Family Weight Management | Sport & Recreation | 140 | Getting Worse |


Latest Note

Awaiting Q2 data and commentary

| Performance Indicator | Service Area | Current Value | Trend |
|--|--|--|---|
| Visitor Centre count of enquiries | Art Gallery, Museum, Visitor Centre & Hall of Fame | Q2 19/20: 5152 Q1 19/20: 5070 Q2 18/19: 5673 |  |

Latest Note

There is no seasonal spike in Q2 when compared to Q1; this is due to Q1 being unusually busy (see Q1 note). Q2 trend is in line with previous years.

| Performance Indicator | Service Area | Current Value | Trend |
|---|--|---|---|
| Visitor Centre count of International Visitors | Art Gallery, Museum, Visitor Centre & Hall of Fame | Q2 19/20: 519 Q1 19/20: 406 Q2 18/19: 495 |  |

Latest Note

AGENDA MANAGEMENT SHEET

Report Title: Housing Acquisitions Fund; PWLB rate rise impact on rent policy & progress update

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance: ALL

Prior Consultation: Housing Acquisitions Fund - Cabinet December 2018

Contact Officer: Mannie Ketley – Head of Corporate Resources and Chief Financial Officer
Tel: (01788) 533420 and Raj Chand - Head of Communities and Homes Tel (01788) 533870

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but should be considered by Cabinet to comply with the Code of Practice.

Statutory/Policy Background:

Sec 188 (1) Part 7 Housing Act 1996:
 If a local housing authority has reason to believe that an applicant may be homeless, eligible for assistance and have a priority need, it is under an absolute duty to secure accommodation for that applicant, and members of his or her household, pending its decision as to whether it owes a duty to the applicant; and

Sec 193 (2) Part 7 Housing Act 1996:
 If the authority is satisfied that an applicant is homeless, eligible for assistance and in priority need, and that he did not become homeless intentionally, they shall secure that accommodation is available for his occupation (The main housing duty)

Summary:

The Housing Acquisition Fund ("the Fund") is on track to deliver 100 new homes to mitigate the risks arising from increasing incidences of homelessness and unmet housing need. The recent change in Public Works Loan Board (PWLB) borrowing rates threatens to make many purchases financially unviable. Consequently, it is recommended to adopt rent setting criteria up to a level of 5% contingency on each purchase/new build as set out in the report to ensure the Fund continues with its objectives and meets viability criteria under the 'old' PWLB borrowing rates.

Financial Implications:

The Fund was specifically designed to reduce a forecast £500,000 General Fund revenue budget pressure in 2019/20 and beyond. Using the rent setting criteria recommended in this report, in combination with Right to Buy receipts,

will allow the fund to continue its progress in purchasing and/or building new homes meeting service specification.

Risk Management Implications: As stated in Financial Implications above, it is necessary to make amendments to the rent setting criteria in order to enable the Council to continue to acquire additional homes, without which many acquisitions would be financially unviable.

Environmental Implications: There are no environmental implications for this report

Legal Implications: There are no legal implications for this report

Equality and Diversity: An Equality Impact Assessment has been carried out.

Options:

1. Approve the rent setting criteria for acquisitions and new build schemes as set out in this report to ensure they remain financially viable under the new PWLB borrowing rates; or
2. Do not approve the criteria meaning many potential new build schemes fail viability criteria under the revised PWLB borrowing rates.

Recommendation:

- 1) The Housing Acquisitions Fund: Progress Report update be noted;
- 2) the risks to future acquisitions and new build projects following HM Treasury decision to revise PWLB borrowing rates be noted; and
- 3) IT BE RECOMMENDED TO COUNCIL THAT rent setting criteria for acquisitions and new build homes financed under the Fund be adopted as set out in this report.

Reasons for Recommendation: To update Cabinet on:

- the progress made to date of the Housing Acquisitions Fund and the impact on alleviating costs associated with alternate provision of temporary accommodation;
- the risks to future acquisitions and new build projects arising from the recent decision by HM Treasury to increase borrowing rates from 0.8% above UK Gilts to 1.8% above UK Gilts

Cabinet - 4 November 2019

Housing Acquisitions Fund; PWLB rate rise impact on rent policy & progress update

Public Report of the Head of Corporate Resources and CFO

Recommendation

- 1) The Housing Acquisitions Fund: Progress Report update be noted;
- 2) the risks to future acquisitions and new build projects following HM Treasury decision to revise PWLB borrowing rates be noted; and
- 3) IT BE RECOMMENDED TO COUNCIL THAT rent setting criteria for acquisitions and new build homes financed under the Fund be adopted as set out in this report.

1.1 INTRODUCTION

To meet forecast demand from homelessness and unmet housing need and to mitigate pressure on General Fund revenue budgets Council agreed at its meeting on 3 December 2018 that a Housing Acquisition Fund (“the Fund”) be established. The aim of the Fund was to acquire or build properties that met the service specification for temporary and other accommodation over a two-year period. It was noted that utilising Right to Buy (RTB) receipts and current low interest borrowing charges the scheme would alleviate a potential £500,000 revenue pressure from Bed & Breakfast and other temporary accommodation costs arising in 2019/20 and 2020/21.

This report updates Council on:

- the Fund’s progress to date;
- future targets;
- risks associated with the recent change to Public Works Loan Board (PWLB) borrowing arrangements; and
- the proposed rent setting criteria to be adopted to ensure future acquisitions and new build schemes supported by the Fund remain financially viable.

1.2 BACKGROUND

During financial year 2018/19 national and local pressures meant that demand for homelessness services in the borough were at an all-time high. Average homeless applications received by the Council had risen from 49 per quarter in 2013/14 to 152 per quarter by late 2018. By June 2018 more than 35 households were being accommodated in unsuitable and costly bed and breakfast accommodation.

The Homelessness Reduction Act 2017 came into force on 3 April 2018 and presented significant additional challenges in an already busy environment. Many more individuals were brought into the sphere of homelessness legislation and from a much earlier stage. This meant temporary accommodation being made available for a longer period when compared with previous legislative requirements, reducing the availability of housing resources, with the consequence that a greater supply of temporary accommodation was required.

Locally, demand for social housing far outstrips supply meaning that waiting times for rehousing are extended. The private rental sector in Rugby is buoyant, which has resulted in two challenges for the homelessness service. The first is that those on low incomes cannot access the market because they are unable to afford the rent increases being imposed on them. The second is that it is very difficult to facilitate access back into the private rental sector when looking for alternatives to using social housing. These factors compound the issue of high numbers of applicants requiring interim accommodation. The following table updates that presented to Cabinet in December 2018 comparing private sector rental availability, rent levels, and Local Housing Allowance (LHA) - (the cap at which the Council can recoup costs via Housing Benefit / Universal Credit):

| Property type | No. available | Median rent per week £'s | Local Housing Allowance (LHA) per week £'s | No. of properties available at or below LHA |
|----------------------|---------------|-----------------------------|---|---|
| 1 bed | 68 | 150 | 98 | 1 |
| 2 bed | 99 | 150 | 124 | 1 |
| 3 bed | 43 | 173 | 142 | 0 |
| 4 bed | 18 | 193 | 194 | 4 |
| Shared Accommodation | 17 | 137 | 66 | 0 |

Table 1 – Comparison of private sector rental availability, rent levels, and Local Housing Allowance (LHA)

The Council has powers to award Discretionary Housing Payment (DHP) grant to bridge the gap between the LHA and rent levels, but it should be noted that very few of the properties advertised above would accept “DSS”.

Fundamentally, the rate of ingress into interim accommodation is far higher than the rate of egress out of it. Mitigating factors previously had included the Private Sector Leasing Scheme (PSLS), but the availability of these properties is limited, and they are becoming increasingly uneconomic at current rent levels.

In December 2018 therefore Council agreed to a recommendation to instigate a fund, the Housing Acquisitions Fund designed to alleviate the pressure on General Fund budgets from Bed & Breakfast accommodation via the purchase and/or building of suitable temporary and other accommodation to meet service specifications.

1.3 REVIEW OF ACQUISITIONS TO DATE

Project officers were appointed to the Housing Acquisitions Fund in April/May 2019. Initial work concentrated on a Housing Acquisitions Management process to:

- Identify most pressing need in conjunction with officers from CAST and Housing Services;
- Engage with key stakeholders – estate agents, developers, etc. – and process design an efficient acquisitions tracker:
 - Filtering properties to ensure unsuitable purchases were not progressed; and
 - Allocating named officers and ‘buddies’ to activities to streamline the process between assessment and purchase completion/letting

Current status:

- Housing Acquisitions Management team have reviewed over 50 properties since inception of the management process in summer 2019;
- 2 properties – one house for multiple occupants and one family home - have been purchased;
- A further 11 properties are at conveyancing stage with spend commitments at **£1.454m**

| Property type | No. at conveyancing |
|---------------|---------------------|
| 1 bed | 4 |
| 2 bed | 4 |
| 3 bed | 2 |
| 4 bed | 1 |

Table 2 – No. Properties at conveyancing stage

- A further 7 properties are awaiting formal offer acceptance with spend commitments of **£1.250m**

The conveyancing period remains a risk to the speedy acquisition of homes as many factors – delays in responses from seller’s legal advisors, etc. – remain outside of the Council’s control.

In addition to the above:

- All current leaseholders of former RBC stock have been lettered and 15% returned expressing an interest in selling back properties to the Council;
- Several large-scale acquisitions / build projects (20+ units) have been appraised following developer approach

At current trend, it is estimated that the fund’s allocation of £12.900m will be fully utilised by December 2020. Although the composition of property types may fluctuate, given average spend per property to date, the fund will have supplied c. 100 new homes by this date.

1.4 CHANGES IN FUNDING / APPRAISAL CRITERIA – IMPACT OF PUBLIC WORKS LOAN BOARD (PWL) ALTERATIONS TO LENDING CRITERIA

In assessing the viability of purchasing and/or building homes, the Council uses an established development metric of Net Present Value (NPV) Put simply, if the incoming and outgoing cashflows associated with a purchase over a given time frame – 30 years – support the cost of capital deployed in making the purchase it is

deemed to be financially viable. The Council uses 30-year PWLB interest rates as a proxy for the discount rate in making this appraisal – effectively what it costs to borrow the 70% internal funding required for each purchase (30% of cost is met by Right to Buy capital receipts under current arrangements agreed in 1-4-1 agreements with MHCLG in 2013)

Throughout 2019/20 PWLB rates have been at historic lows, making the economic case for purchasing more compelling. However, on 9th October 2019, the Board notified Chief Financial Officers at every local authority in England and Wales that, with immediate effect:

“HM Treasury is ...restoring interest rates to levels available in 2018, by increasing the margin that applies to new loans from the PWLB by 100bps (one percentage point) on top of usual lending terms.”

Taking a cross sample of acquisitions currently at appraisal stage, this policy change, on average, reduces the viability of many purchases by £10,000 - £20,000. A large proportion of potential purchases therefore no longer meet financial viability criteria.

There is a wide variety of guidance and industry practice on setting rent levels in the social housing sector, established over many years. The legislation which covers this area is much more limited. The Housing Act 1985 sets out that local authorities may make such reasonable charges for the occupation of their dwellings as they determine and must review their rents from time to time. The Housing and Regeneration Act 2008 gives the power to the Regulator of Social Housing to set standards for registered providers. These standards require registered providers to comply with specified rules about their levels of rent and may include provisions for minimum or maximum levels of rent or levels of increase or decrease of rent. The “Rent Standard” is an example of a standard set pursuant to this power. Recently, the Welfare Reform and Work Act 2016 has introduced requirements that all registered providers of social housing (including local authorities) must reduce rents by 1% a year for four years beginning 1 April 2016. Finally, it is worth noting that the Housing and Planning Act 2016 included provisions for increasing the rent charged to high income tenants of social housing, but to date these provisions have not been brought into force.

By convention, the Council has applied Formula Rent (sometimes referred to as Target Rent) when appraising acquisitions and new build schemes in recent years. The basis for the calculation of formula rents is:

- 30 percent of a property’s rent should be based on relative property values;
- 70 percent of a property’s rent should be based on relative local earnings; and
- a bedroom factor should be applied so that, other things being equal, smaller properties have lower rents.

To mitigate against viability issues, it is therefore proposed that the following rent criteria is applied for acquisitions and new build schemes under the Fund:

- **Initial rents are set at a level to meet cost of capital plus a 5% contingency subject to the limit of the Local Housing Allowance**

It should be noted this proposal does not affect existing tenancies, which will be subject to the annual rent setting process in February 2020. Also, it does not affect new tenancies within existing housing stock.

Using the above criteria, the differential between median Market Rent, the Local Housing Allowance (LHA), Formula (Target) Rent and proposed rents given the new PWLB borrowing arrangements is as follows for a selection of average acquisitions:

| Property type | Median Market Rent Rugby Area Per week £'s | Local Housing Allowance (LHA) Per week £'s | Formula Rent Per week £'s | Revised Criteria Per week £'s |
|---------------|--|--|---------------------------|-------------------------------|
| 1 bed | 150.00 | 97.66 | 76.11 | 88.36 |
| 2 bed | 150.00 | 123.62 | 83.78 | 87.97 |
| 3 bed | 173.00 | 142.18 | 100.67 | 117.95 |
| 4 bed | 193.00 | 194.10 | 113.06 | 132.28 |

Typically, therefore, applying the above criteria in establishing initial rents produces values that are in a range of 70% to 90% of Local Housing Allowance, and 60% to 70% of median market rents.

Whilst the proposal results in an increased level of rent payable by tenants moving into new acquisitions, the existing mitigations that are in place to ensure affordability for tenants will continue to apply. It is recognised that this could have an impact on families with low incomes, who are not fully supported by Housing Benefit/Universal credit.

Existing mitigations include;

- Housing services carry out affordability assessments with residents at the point of creating a personal housing plan and again once a property is available for them.
- Discretionary Housing Payments will continue as it does currently, to support the cost of housing for an agreed period of time.

1.5 CONCLUSION

The Housing Acquisition Fund is on track to deliver up to 100 additional homes to alleviate historical demand on temporary accommodation and expensive and inappropriate Bed & Breakfast provision. The decision of HM Treasury to revise borrowing rates on 9th October 2019 threatened to curtail this programme. However, by adopting formal rent setting criteria locally to ensure potential acquisitions and new build schemes remain financially viable, the Fund can continue to fulfil its mandate to:

- Assist in mitigating the current and forecast demands arising from homelessness and unmet housing need;
- Alleviate the impact upon General Fund revenue resources over the period of the Medium-Term Financial Plan (MTFP); and

- Expedite expenditure of RTB receipts which if left unspent, would have to be refunded to HM Treasury.

Name of Meeting: Cabinet
Date of Meeting: 4 November 2019
Subject Matter: Housing Acquisitions Fund Review
Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|---------------|--|
| 1 | Cabinet report – 3 December 2018 https://www.rugby.gov.uk/meetings/meeting/915/cabinet |
| 2 | Council report 13 December 2018 - https://www.rugby.gov.uk/meetings/meeting/905/council |

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

| Doc No | Relevant Paragraph of Schedule 12A |
|---------------|---|
| | |
| | |
| | |
| | |
| | |
| | |

AGENDA MANAGEMENT SHEET

Report Title: Voluntary and Community Sector contracts and Service Level Agreements

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: All

Prior Consultation: Teams in the Communities and Homes Service, the Sports and Recreation Manager and the Community Safety Team Leader

Contact Officer: Michelle Dickson (Communities and Projects Manager) tel: (01788) 533843, email: michelle.dickson@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: The recommendations of the report very closely align to the Corporate Strategy.

Summary: The report sets out proposals for the funding of the voluntary and community sector for 2020-22. This includes a recommendation for a new service Level Agreement, with Long Lawford Community Association, utilising proceeds payable to the Council from the Rugby Lotto.

Financial Implications: The proposed funding for the community associations, including Long Lawford, and the Foodbank is £47,500.

The value of the proposed contracts for 1) Advice and 2) Community Infrastructure Support will not be known until a tender process has been followed.

Risk Management Implications: Officers work closely with the Community Associations and service providers to review the progress they are making towards the activities outlined in their Service Level Agreements / contracts. Payments are paid quarterly after review meetings are held and satisfactory progress is noted.

Environmental Implications: There are none

Legal Implications: The Community Associations and Service Providers shall be required to enter into Service Level Agreements / contract prior to commencement of the Service.

Equality and Diversity:

The proposed funding will assist a range of residents, with a particular focus on people who are more vulnerable / susceptible to falling into crisis. An Equality Impact Assessment forms appendix 5 to this report.

Options:

To support the recommendations outlined in this report.

To seek some of the recommendations outlined in this report.

To reject the proposals outlined in this report.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

1. the Community Associations listed in table 1, along with the Foodbank, continue to be funded at 2019/20 levels for the years 2020-22, subject to budget setting;
2. the SLAs with the community associations, for 2020-22, be refocused to support activities as outlined in 3.0;
3. an additional Service Level Agreement be agreed with the Long Lawford Community Association for £7,500 per annum be agreed for the period 2020-22, utilising funding from the Council's allocation due from the proceeds of the Rugby Lotto; and
4. two new contracts be tendered for the provision of 1) Advice Services and 2) Community Infrastructure support. The new contracts will run from April 2020 and run for two years, with the option to extend for a further year.

Reasons for Recommendation:

The proposals provide an opportunity for the Council to work more closely with the voluntary and community sector to help achieve its corporate objective of *enabling our residents to live healthy, independent lives*, as well as to encourage increased collaborative working within the sector.

Cabinet - 4 November 2019

Voluntary and Community Sector contracts and Service Level Agreements 2020-22

Public Report of the Head of Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

1. the Community Associations listed in table 1, along with the Foodbank, continue to be funded at 2019/20 levels for the years 2020-22, subject to budget setting;
2. the SLAs with the community associations, for 2020-22, be refocused to support activities as outlined in 3.0;
3. an additional Service Level Agreement be agreed with the Long Lawford Community Association for £7,500 per annum be agreed for the period 2020-22, utilising funding from the Council's allocation due from the proceeds of the Rugby Lotto; and
4. two new contracts be tendered for the provision of 1) Advice Services and 2) Community Infrastructure support. The new contracts will run from April 2020 and run for two years, with the option to extend for a further year.

1.0 Introduction

The Council currently provides financial support to the voluntary and community sector via:

- Service level agreements (SLAs) with several community-based groups – the Benn Partnership Centre; Overslade Community Association; Brownsover Community Association; Newbold Community Partnership and the New Bilton Community Association, as well as a further SLA with the Foodbank
- Contracts with WCAVA and CAB, which were awarded following a full tendering process.
- Community grants - which are outside of the scope of this report

Table 1 confirms the amount of funding awarded to each organisation in receipt of a service level agreement or contract:

| Organisation | 2019/20 funding |
|----------------------------------|------------------------|
| Brownsover Community Association | £7,500 |
| Overslade Residents' Association | £7,500 |
| Benn Partnership Centre | £7,500 |
| New Bilton Community Association | £7,500 |
| Newbold Community Association | £7,500 |
| Citizens Advice Bureau | £73,000* |
| Warwickshire CAVA | £30,000 |
| Rugby Foodbank | £2,500 |
| Total | £143,000 |

*£55,000 funded via the General Fund and £18,000 via the Housing Revenue Account

2.0 Community Associations

The activities of the community associations are tailored to the needs of their local community. They are a conduit for enabling communities to increase their capacity and to better help themselves.

A summary of the activities undertaken by each community association is provided in appendix 1.

In recent years, the emphasis of the community associations has increasingly switched to their providing support to tackle social isolation and improve well-being for residents. They also have the potential to be a conduit for providing support to specific needs groups, for example, young carers have been identified in the recent Joint Strategic Needs Assessment wave 1 as being a needs group in Brownsover, but there is no direct support for them within the locality. Discussions are in progress with the Brownsover Community Association to see how this can be addressed.

In moving towards a more strengths-based approach in developing the capacity of communities to better help themselves, then the community associations already provide a rich resource to tap into for:

- provision of support services,
- an understanding of local issues
- the potential to develop further to meet identified support needs.

The SLAs have been in place with the same community associations for several years now. However, Long Lawford's Community Association (LLCA), established in 2016, currently receives no SLA funding. A summary of their activities is provided in appendix 2.

Long Lawford has seen substantial growth in the last 10 years (327 new homes, 88 of which are affordable with an application for an additional 143 homes yet to be determined). The original and substantial Tee Tong Road development is just over 10 years old. In addition:

- Long Lawford is ranked 18,767 out of 32,844 (1 is most deprived whilst 32,844 is most deprived) in terms of deprived Lower Super Output Areas

(source: Indices of Multiple Deprivation updated by the Department of Communities and Local Government in September 2019)

- There are 9% of households living in fuel poverty (a lot of the Council's housing stock is solid concrete constructed and therefore difficult to heat),
- 30% of school pupils in the area are receiving free school meals
- The community association advise that there are also a lot of complaints regarding ASB and youths. Much of this they attribute to the perception of people towards young people when they are hanging around in groups rather than their actual activities.
- There is a lack of local facilities
- The community association also advise that there is a lot of social isolation of the elderly

In addition to the activities summarised in appendix 2, the Long Lawford Community Association has plans to extend their activities:

- they are currently working with the two local schools to establish a school holiday programme to tackle hunger during school holiday
- they are planning a summer festival for 2020.
- they aspire to establishing a men's club to tackle isolation amongst men in the community and give them a platform to communicate.
- they would like to do more inter-generational work to improve the relationship between the young and the elderly
- they would also like to look at how they can better utilise the underutilised community room at Hirst Close for future events and activities

3.0 Proposed focus for the community association SLA's 2020-22

It is proposed that the SLAs for the Community Associations for 2020-22 reflect the following activities:

1. Understanding the needs of the community they support
2. Enabling people to take an active role in their community
3. Providing / enabling activities and services which contribute to:
 - the well-being of the community,
 - tackling issues of isolation and loneliness
 - supporting more vulnerable groups
 - tackling social exclusion
 - tackling issues of financial exclusion
 - Working with other partners and agencies to deliver the above

There will also be a requirement for them to have an annual health check via any appointed Community Infrastructure Contractor to provide assurances in respect of governance and being fit for purpose. This will ensure a dialogue between the two and is an opportunity to identify further support and links to be made within the wider voluntary and community network.

The additional SLA, proposed for Long Lawford, could be wholly funded by the proceeds from the Rugby Lotto. The Council's allocation from proceeds is set to be £10,100 from year 1 of ticket sales. This projection is based on current ticket sale levels being maintained for the remainder of year 1.

4.0 Service Level Agreement with the Foodbank

The Foodbank services remain a frequent focus for referrals by officers of the Council to help people sustain their homes and avert financial crisis.

The Foodbank's financial year starts on 1 September so the reporting here is for the period 1 April 2018-30 September 2018 whereby they fed:

- 1916 people (compared to 4185 for the whole of the previous year)
- the biggest group in need of support is single people aged 24-65 years – accounting for 45% of service users
- The Council issued 97 vouchers during that period, which resulted in 190 people being fed (132 children and 58 adults)
- The main most prevalent crises to force making use of the Foodbank were low incomes and delays to / changes to benefits

5.0 Current contracts for advice services and community infrastructure support

In 2017, following a procurement process, the Council awarded contracts for the following:

- Advice services via the Citizens Advice Bureau (CAB)
- Community infrastructure support via Warwickshire Community and Voluntary Action (WCAVA)

Both contracts were for two years, with an option to extend for 1-year. The extension provision has been utilised, therefore the contracts will come to an end in April 2020. A summary of the performance of the contracts for 2018-19 is provided in appendix 3.

Consultation with the Communities and Homes Teams and the Community Safety Wardens demonstrated that there is a strong continued need for advice services, and that referrals, by officers, to the current provider (CAB) are frequent and regular, with customers seeing this as a known and trusted brand.

In analysing performance data, the top 3 most frequent areas to benefit from the advice services contract are also our more deprived wards:

- Benn Ward
- New Bilton

- Newbold & Brownsover

The top three most prolific issues within these areas are;

- Financial services and capability
- Debt advice
- Benefits and welfare advice

Officers are not routinely referring customers to WCAVA, outside of issues relating to the Connect Well project. This is unsurprising, as the WCAVA role is geared toward supporting the community and voluntary sector, rather than individuals.

Appendix 4 provides a summary of WCAVA's activities for 2018/19.

There is a continued need for support for the voluntary and community sector for infrastructure development, particularly as we need communities to be better placed to help themselves. Moving forward, any new contract for such support will need to be increasingly focused on:

1. equipping the sector with the skills to strengthen their capacity to fund raise (including applying for grants) as well as advising on how to generate income and to recruit and retain volunteers
2. working with groups to ensure that they are fit for purpose and are achieving sustainable outcomes
3. working with the sector to ensure that communities are better placed to help themselves, to reduce vulnerability and social isolation as well as increasing well-being
4. focusing activities more on supporting and enabling groups that are supporting more vulnerable and socially isolated residents
5. how they can get groups to work more collaboratively rather than competitively, to make best use of the existing community infrastructure
6. innovative methods for communicating with and nurturing the sector
7. reporting performance according to outcomes rather than outputs

Moving forward, there needs to be stronger links between the infrastructure support provider and the community associations, to make best use of, and strengthen the potential of available resources.

6.0 Conclusion

The community and voluntary sector continues to provide much valued support to the people of Rugby.

The Community Associations have an increasingly important role to play in improving the health and well-being of communities and increasing their capacity to better help themselves. Long Lawford is a relatively new community association, with ambitions to increase support to the community, but does not yet benefit from Service Level Agreement support from the Council.

There is a continuing need for contracts with the sector to provide advice services, accessible by the community. This is evidenced by current contractor performance and by anecdotal feedback from officers in terms of referrals made for such support to avoid crisis.

Infrastructure support services are needed to further develop the capacity of the voluntary and community sector, not least to make best use of existing community resource, avoid unnecessary duplication and to develop new provision to support identified gaps. There will need to be an increased focus on the contractor working more closely with the community associations to further develop community capacity and ensure they continue to be fit for purpose in terms of governance.

The review of the service level agreements and specifications for the new contracts moving forward present an opportunity to further develop the community infrastructure of the borough to increase communities' capacity to better help themselves.

Appendix 1:

Current activities of the community associations

The activities of the community associations are tailored to the needs of their local community. They are a conduit for enabling communities to increase their capacity and to better help themselves.

Benn Partnership Centre (BPC)

The BPC provides a range of activities and support services either directly, or in partnership with other organisations, including:

- New Directions,
- Adult and Community Learning,
- Action for Warm Homes,
- the Sikh community association
- Rainbow Over 50's Club
- RAGM

The services provided are:

- ESOL classes
- Work Clubs
- English Cyber Café
- Well-being – yoga and pilates
- Adult education classes (some of which are specifically for adults living with disabilities)
- Welfare and day-care for older people
- Arts group
- Fuel debt and heat advice
- Dementia support group

BPCA also runs the Oasis located at the Health Clinic near Railway Terrace, many of the activities that run at BPCA also take place at the Oasis. It is arguable that BPCA is the most developed of the community associations and receive a lot of referrals from across the borough especially for ESOL provisions.

Brownsover Community Association

The BCA was established in 2002, with the aim of improving the quality of life for residents. Until this year, they have been operating without a specific building, instead working very closely with the local Christ Church and Children's Centre. Although they now have a new community centre, many of the activities will remain at their current locations to avoid disruption.

The services that BCA provides at present are:

- Buddy Club which was initially set up to as a job club to support the unemployed, however, it now provides support for a number of issues as well as joblessness;
- Meet and Eat is a group that was set up to provide meals for children who might otherwise go without food during the school holidays. It welcomes children from all backgrounds
- On Track (an RBC service) is a youth club, meeting 2 evenings a week with circa 30 young people attending each session (funded via the Big Lottery)
- Brownsover Art Group meets on a weekly basis and organises an annual art exhibition to raise money for charity. BCA support the exhibition by providing display stands and frames
- BCA has recognised litter as being a significant issue in the area so have organised a regular Litter Pick;
- Finally, other activities at Christ Church that are supported by BCA are Active Aging, Brownsover Brew (a weekly drop in), Teddy Bears and a Foodbank.

In their EOI for the running of the new community facility, they identified plans to expand activities for the community, with a focus on:

BCA are keen to concentrate on delivering their key areas:

1. Internet café so that access to IT, online services & homework club is enhanced locally
2. Enhanced provision of services tackling the skills gap and access to work and financial services and housing support and the credit union to enable families to thrive
3. Access to health and wellbeing services in partnership with the new medical centre
4. A space that can be hired for children's parties

3.1 New Bilton Community Association (NBCA)

The NBCA do not have a dedicated Community Centre to make use of so instead work peripatetically, making use of church halls and other spaces including the Hill Street Community Centre.

They are extremely active within the community:

- running a Job Club which provides support for the unemployed, particularly the over 50s;
- participation in the Fareshare scheme which makes surplus foods available to those in need. The two supermarkets that NBCA work with are Tesco and Waitrose. This is seen as a much valued community service
- Annual community day
- utilising available green spaces to set up Edible Gardens, to encourage the community to engage with the green spaces and promote healthy eating;
- Production and distribution of a free newsletter to the local community which promotes local events, community engagement, recipes for healthy eating

and other useful information. The newsletter is delivered to households by a network of volunteers.

Newbold-on-Avon Community Partnership (NCP)

Newbold-on-Avon Community Partnership (NCP) was established to unify the existing groups operating in Newbold to support the community.

The partners are:

- Newbold Chapel,
- St Botolph's Church,
- the Village Hall,
- Newbold Rugby Club,
- Avon Valley School.

The NCP currently provides:

- a Job Club but they currently do not have a lead worker and rely on volunteers. The group will signpost to other organisations to assist with CV, Job hunting or Job prep but as with a lot of Job clubs they are also providing support for complex cases and are moving towards "health and wellbeing" groups with job club as a part of this.
- Funding for the WIFI at the Chapel which is a crucial part of the services that they provide. These include a weekly food pantry, weekly café, gardening club, and soon to start, weekly stay and play sessions. Groups also hire the hall, including an Arabesque dance group and the historic transport group.
- The partnership actively organises and supports around four or five community events each year which include: an Easter Egg Hunt, a coach trip to the seaside aimed at families who cannot afford a holiday; a scarecrow event; a community picnic, finally, providing and switching on the Christmas lights on the tree at Mill Green residential care home (for people with learning disabilities) in the centre of the village.

Some of these events are carried out by the individual groups but are supported by the partnership and their volunteers.

Overslade Community Association (OCA)

The OCA works in partnership with others to enable the provision of a number of services from the local community centre:

- a Job Club
- the Oasis over 50s Club,
- Baby and toddlers group
- Weekly coffee mornings are all run internally.
- Take a Break Warwickshire provide a respite service twice a week, this is free but by invitation only;
- a Child Health Clinic;
- Tiny Talk Warwickshire provide a group helping parents communicate with their babies before they can talk;

- RBC run two youth groups for 4-13 year-olds and 10-19 year-olds;
- Overslade Church carry out a number of activities including a kids club and a Sunday service;
- another local church runs a group called Messy Church which provides a free meal, craft activities and time to worship;
- Sathya Sai provides a multi-faith group.
- Yoga classes

Appendix 2

Current and planned activities of the Long Lawford Community Association (LLCA)

LLCA operates from Long Lawford Methodist Church, much of what they do is under the umbrella of Lawford Light House as this is ran by the Methodist church and is LLCA's main partner. LLCA also work with the two local schools, RBC's On Track. LLCA have an active timetable with events taking place each day. Most of the activities are provided by outside agencies, however, the services provided by LLCA are as follows:

- Buddies club which has a drop in coffee, cake and chat session, IT support with free printing facilities and assistance with Universal Credit, mobile phone use support, a job club and access to the foodbank. The group also offer one-on-one learning for accredited GCSE level English and Maths.
- LLCA also run a coffee morning on the 1st Saturday of the month.
- During the school holidays LLCA have been running a fortnightly holiday club of which 40 children attended on its first week.
- LLCA provide a wrap-around service which is now being funded by OFSTED as it was previously funded by the CA.
- Light House provide worship and church services on Wednesday evenings and Sunday. On Tuesday Light House also hold a bible club.
- Pilates classes four times a week
- RBC run a Youth Club every Wednesday evening

They also have some plans for extending what they do:

- they are currently working with the two local schools to establish a school holiday programme to tackle hunger during school holiday
- they are planning a summer festival for 2020.
- they aspire to establishing a men's club to tackle isolation amongst men in the community and give them a platform to communicate.
- they would like to do more inter-generational work to improve the relationship between the young and the elderly
- they would also like to look at how they can better utilise the underutilised community room at Hirst Close for future events and activities

Appendix 3 – CAB performance 2018-19

Specific to Rugby, during the 2018/19 year, the bureau dealt with 4,221 clients of which 3,408 were new cases to the bureau. These clients generated 14,581 issues across their main enquiry areas as seen below;

Number of new issues:

| Issue | Quarter | | | | Total |
|--|--------------|--------------|--------------|--------------|---------------|
| | Q1 | Q2 | Q3 | Q4 | |
| Benefits & Tax Credits | 378 | 458 | 448 | 604 | 1,888 |
| Universal Credit | 211 | 321 | 281 | 402 | 1,215 |
| Consumer Grants and Services | 87 | 103 | 77 | 198 | 465 |
| Debt | 556 | 717 | 550 | 720 | 2,543 |
| Discrimination | 13 | 9 | 6 | 10 | 38 |
| Education | 16 | 20 | 9 | 101 | 146 |
| Employment | 277 | 248 | 187 | 272 | 984 |
| Financial Services & Capability | 436 | 587 | 798 | 818 | 2,639 |
| Health & Community Care | 104 | 96 | 49 | 99 | 348 |
| Housing | 196 | 227 | 187 | 299 | 909 |
| Immigration & Asylum | 36 | 27 | 18 | 125 | 206 |
| Legal | 119 | 122 | 93 | 215 | 549 |
| Other | 182 | 230 | 202 | 222 | 836 |
| Relationships & Family | 192 | 190 | 138 | 234 | 754 |
| Tax | 58 | 38 | 24 | 90 | 210 |
| Travel and Transport | 29 | 46 | 38 | 100 | 213 |
| Utilities & Communications | 103 | 137 | 159 | 239 | 638 |
| Totals | 2,993 | 3,576 | 3,264 | 4,748 | 14,581 |

The most prominent issue which the bureau dealt with in the year was for Financial Services and Capability with the least problematic being the issue of discrimination. The preferred method of contact for local people is to come in person although email and telephone options are available. There were:

- 3,659 instances in the year of people visiting in person
- 45 instances where people wrote in via letter
- 161 instances where people called the advice line
- 222 instances where people emailed the bureau
- this totals 4,087 instances of people seeking advice

Out of 3,044 total outcomes, 870 resulted in monetary gain for clients of £2,110,000 (aggregated).

The biggest issues, and how many times these occurred, faced by clients are as follows

- Actual homelessness – 31
- Threatened homelessness – 89
- Local Authority homelessness service – 53
- Access to and provision of accommodation – 46

- Local Authority housing – 75
- Housing association property – 74
- Private sector rented property – 169
- Owner occupier property – 37
- Environmental and neighbour issues – 62
- Other housing issues – 34

The top three areas with the most issues are;

- Benn Ward
- New Bilton
- Newbold & Brownsover

The top three most prolific issues within these areas are:

- Financial Services & Capability
- Debt
- Benefits

In addition to the standard advice offer, the CAB provides the following services in Rugby:

- Pro bono legal advice, via a local solicitor firm for relationship and domestic violence issues
- A fully qualified Financial Adviser who does pro bono work for clients in respect of mortgages, later life planning and other financial related issues
- A Specialist Welfare Benefits Services takes referrals and helps clients to appeal benefits decisions and gives advice to people seeking disability upgrades, support with PIP applications and the provision of full benefit checks.

Appendix 4:

Contract performance of WCAVA in 2018/19:

In the year 18/19 WCAVA have supported 219 unique organisations in Rugby with 317 different interventions, during this period they worked with each organisation on average 1.5 times. Much of the support is around issues of:

- volunteering
- training
- fund raising
- ensuring good governance through advice and health checks
- awareness building of things happening within the sector both nationally and locally– via a weekly e letter
- promoting networking and awareness building opportunities within the sector, for example arranging Community Action Network events (dedicated to specific themes as appropriate) and taking a central role in the annual Our Rugby, Our Future event

In terms of volunteering, they advise that:

- 248 volunteers registered/recruited
- It is estimated that 141 of these 248 volunteers were placed (57%)
- There were 28 volunteer involving organisations registered
- 100 new volunteering opportunities organised
- The economic value of volunteering equates to approximately £334,318 per year

The data that they collect does not give them a clear understanding of how many volunteers that have registered do actually volunteer, how frequently, for how long and at what level. Therefore, the indicative value of £334,318 is to be treated with caution, as it is based on ASHE data of local wages and assumed hours of volunteering.

It should also be noted that placing volunteers within organisations is getting more complex and difficult. Corporate Social Responsibility policies mean that many may ringfence their support of the VCS to specific organisations through fundraising for example. This is far easier than inducting and managing volunteers. There have also been tensions between the DWP and WCAVA, as the former are perceived to seek to place people with support needs into volunteering opportunities. There is little in the way of appetite for this from employers, given the complex risk that may potentially have to be managed, and no infrastructure in place to support such placements.

The below table shows how much funding WCAVA has applied for and how much funding they were successfully awarded;

| Cumulative Totals 18/19 | | |
|--------------------------------|--------------------|----------------|
| | Applied for | Awarded |
| Total | £805,733.32 | £252,209.57 |
| Local | £129,096.65 | £83,191.57 |
| National | £676,636.67 | £169,018.00 |

The successful funding applications for the year, totalling £252,209.57 are detailed in the table below;

| Organisation | Funder | Amount | Purpose |
|---|---------------------------------------|---------------|---|
| ConnectWELL | Coventry and Rugby CCG | £38,133.33 | Delivery in Rugby area |
| Rugby Autism Network | Heart Of England Community Foundation | £2,000.00 | To support training and counselling programme for families living with autism |
| Michaela McMillan | Rugby Borough Council | £1,000.00 | Artist who applied for community project, WCAVA supported with policies |
| Lansdowne Allotment Association | Rugby Borough Council | £2,000.00 | WCAVA supported with policies |
| Willey Village Association | Rugby Borough Council | £2,500.00 | WCAVA supported with policies |
| Willoughby Parish Council | Rugby Borough Council | £6,466.00 | WCAVA supported with policies |
| KidsNLaw | Rugby Borough Council | £500.00 | WCAVA supported with policies |
| Rugby Autism Network | Rugby Borough Council | £2,292.00 | WCAVA supported with policies |
| Trustees of Broadwell Green and Hall | Rugby Borough Council | £1,238.00 | |
| Rugby Autism Network | CEMEX | £4,500.00 | WCAVA supported with application and policies |
| Burton Hastings Parochial Church Council | Tesco Community Fund | £1,000.00 | Cost of extension so church can be used as community venue |
| ConnectWELL | Esmee Fairbairn | £149,518.00 | Split over 3 years for service delivery |
| Rugby and District Sea and Royal Marines Cadets | Heart Of England Community Foundation | £1,578.00 | For wet suits and instructor training |
| ConnectWELL | Coventry and Rugby CCG | £21,774.00 | For work with High Intensity Users (HIU) of A&E |
| Burton Hastings Parochial Church Council | Garfield Weston Foundation | £10,000.00 | For extension |
| Leamington Hastings Parish Hall | Warwickshire County Council | £1,191.67 | For toilet refurbishment at hall |
| AGE UK | Warwickshire County Council | £271.00 | For walking football club |
| Caldecott Collective | Warwickshire County Council | £1,996.25 | WCAVA supported with constitution |
| The Red Box Project Rugby | Warwickshire County Council | £251.32 | Application for relief of period poverty in Rugby schools |
| Rugby Autism Network | Tesco Bags of Help | £4,000.00 | Family days out |

It should be noted that of the £252,209.27 above:

- £17,966 relates to the Council's grants programme
- £209,425.33 relates to the Connect Well project
- £3710.24 relates to WCC grants
- The residual amount brought in is £21,107.70

For 2019-20, WCAVA have taken on a more pro active role with the council's community grants programme, being the first point of contact for customers. This ensured that RBC officers are more remote, and therefore subsequent decision making can be viewed as being more objective.

Name of Meeting: Please select

Date of Meeting: 4 November 2019

Subject Matter:

Originating Department: Please select

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|---------------|--|
| | |
| | |
| | |
| | |
| | |
| | |

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:


| Doc No | Relevant Paragraph of Schedule 12A |
|---------------|---|
| | |
| | |
| | |
| | |
| | |
| | |

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

| | |
|--|---|
| Service Area | Communities and Homes |
| Policy/Service being assessed | VCS contracts and service level agreements for 2020-22 |
| Is this is a new or existing policy/service? | No |
| If existing policy/service please state date of last assessment | N/a |
| EqIA Review team – List of members | Michelle Dickson Minakshee Patel |
| Date of this assessment | 24 September 2019 |
| Signature of responsible officer (to be signed after the EqIA has been completed) |  |

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

| <u>Stage 1 – Scoping and Defining</u> | |
|---|--|
| (1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)? | <p>The proposed funding for the Voluntary and Community Sector will assist a range of residents, with a particular focus on people who are more vulnerable / susceptible to falling into crisis.</p> <p>The proposed funding can be summarised as:</p> <ul style="list-style-type: none"> • SLA's for 6 community associations, including a new proposed one for Long Lawford which cover the more deprived areas of the borough (New Bilton; Brownsover, Newbold; Overslade and Benn) • A contract for advice services – accessible by residents and free to them at the point of contact • A contract for community infrastructure support to help ensure that communities are better placed to help themselves |
| (2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities? | <ul style="list-style-type: none"> • Enable our residents to live healthy, independent lives • Prioritise use of resources to meet changing customer needs and demands • Understand our communities and enable people to take an active part in them |
| (3) What are the expected outcomes you are hoping to achieve? | <p>The proposals provide an opportunity for the Council to work more closely with the voluntary and community sector to help achieve its corporate objective of <i>enabling our residents to live healthy, independent lives</i>, as well as to encourage increased collaborative working within the sector.</p> <p>In terms of the advice contract – the focus of this is to ensure that people do not fall into crisis.</p> |

| | |
|---|--|
| <p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups | <p>Yes – it will be focused on helping our customers to avoid crisis.</p> <p>Employees will be required to monitor the contracts and SLA's.</p> <p>Wider community groups will have the infrastructure support needed by them to ensure good governance and development.</p> <p>The community associations will have some surety of funding to help them provide much needed core services in the priority areas in terms of deprivation.</p> |
| <p><u>Stage 2 - Information Gathering</u></p> | <p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p> |
| <p>(1) What does the information tell you about those groups identified?</p> | <p>There is a continued need for SLA funding of the community associations to provide support / services – the range of activities provided / sustained / developed are illustrated in appendix 1 of the report to be considered by Cabinet on 4 November.</p> |
| <p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p> | <p>The community associations current SLA's are managed by officers. Discussions have identified that they (the community associations) are moving away from the provision of job clubs etc. toward activities that are tackling isolation and social exclusion.</p> <p>The current contract providers (CAB and WCAVA) are both aware that their contract ends in April 2020, with the option to extend already having been used. They are understanding of the fact that we need to reassess the services that we actually need through contract delivery and that these will be procured accordingly (subject to the decisions of Council / Cabinet and budget-setting).</p> |

| | | | |
|---|--|-------------------------------------|-------------------------------------|
| (3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary. | N/a – see above | | |
| <u>Stage 3 – Analysis of impact</u> | | | |
| <p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p> | RACE N | DISABILITY N | GENDER N |
| | MARRIAGE/CIVIL PARTNERSHIP N | AGE N | GENDER REASSIGNMENT N |
| | RELIGION/BELIEF N | PREGNANCY MATERNITY N | SEXUAL ORIENTATION N |

(2) Cross cutting themes

(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?

(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?

It is proposed that the SLA's for the Community Associations for 2020-22 reflect the following activities:

1. Understanding the needs of the community they support
2. Enabling people to take an active role in their community
3. Providing / enabling activities and services which contribute to:
 - the well-being of the community,
 - tackling issues of isolation and loneliness
 - supporting more vulnerable groups
 - tackling social exclusion
 - tackling issues of financial exclusion
 - Working with other partners and agencies to deliver the above

There is a continuing need for contracts with the sector to provide advice services, accessible by the community. This is evidenced by current contractor performance and by anecdotal feedback from officers in terms of referrals made for such support to avoid crisis.

Infrastructure support services are needed to further develop the capacity of the voluntary and community sector, not least to make best use of existing community resource, avoid unnecessary duplication and to develop new provision to support identified gaps. There will need to be an increased focus on the contractor working more closely with the community associations to further develop community capacity and ensure they continue to be fit for purpose in terms of governance.

The review of the service level agreements and specifications for the new contracts moving forward present an opportunity to further develop the community infrastructure of the borough to increase communities capacity to better help themselves.

| | |
|---|-----|
| (3) If there is an adverse impact, can this be justified? | N/a |
| (4)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.) | N/a |

(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?

The advice service should be provided on the following basis (which will be part of the service specification for the tender):

- Free / without charge
- Impartial, independent, inclusive and confidential
- Of a high-quality
- Accessible to all, through a range of channels, including phone, email, and face to face
- Receptive to the varying needs and abilities of clients
- Adequately resourced, with sufficient and appropriately trained staff and volunteers, to meet the requirements of the contract

Data will need to be provided to evidence the number of people seeking advice and actual outcomes, broken down by:

1. type of contact (telephone / face-to-face etc.)
2. type of advice sought
3. age
4. gender
5. sexual orientation
6. disability
7. ethnicity
8. household composition
9. tenure type of household
10. members of household where English is not their first language and confirmation of which language is
11. household income
12. lower super output areas that they are resident in
13. whether or not an Armed Forces Veteran

In terms of the community infrastructure support service, the following will be included in the specification:

| | |
|---|---|
| | <p>The contractor is required to provide Rugby-based voluntary and community sector organisations, both those which are established and those in the process of setting up, with support to:</p> <ol style="list-style-type: none"> 1. Develop their skills and expertise to strengthen their capacity to: <ul style="list-style-type: none"> • be self-sustaining • fund-raise • generate income • recruit and retain volunteers • be fit for purpose • achieve sustainable outcomes 2. Enable VCS organisations to become better placed to help communities to reduce vulnerability, tackle social isolation and loneliness as well as increase the well-being of the population 3. Enable VCS groups to work more collaboratively rather than competitively, to make best use of the existing community infrastructure |
| <p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p> | <p>Enable VCS groups to work more collaboratively rather than competitively, to make best use of the existing community infrastructure</p> |
| <p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p> | <p>None identified</p> |

| <p><u>Stage 4 – Action Planning, Review & Monitoring</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------|-----------------------|----------|--|--------|--------------|---------------------|-----------------------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p> | <p>EqIA Action Plan</p> <table border="1" data-bbox="875 539 2116 767"> <thead> <tr> <th data-bbox="875 539 1122 612">Action</th> <th data-bbox="1122 539 1368 612">Lead Officer</th> <th data-bbox="1368 539 1615 612">Date for completion</th> <th data-bbox="1615 539 1861 612">Resource requirements</th> <th data-bbox="1861 539 2116 612">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 612 1122 651"></td> <td data-bbox="1122 612 1368 651"></td> <td data-bbox="1368 612 1615 651"></td> <td data-bbox="1615 612 1861 651"></td> <td data-bbox="1861 612 2116 651"></td> </tr> <tr> <td data-bbox="875 651 1122 689"></td> <td data-bbox="1122 651 1368 689"></td> <td data-bbox="1368 651 1615 689"></td> <td data-bbox="1615 651 1861 689"></td> <td data-bbox="1861 651 2116 689"></td> </tr> <tr> <td data-bbox="875 689 1122 727"></td> <td data-bbox="1122 689 1368 727"></td> <td data-bbox="1368 689 1615 727"></td> <td data-bbox="1615 689 1861 727"></td> <td data-bbox="1861 689 2116 727"></td> </tr> <tr> <td data-bbox="875 727 1122 767"></td> <td data-bbox="1122 727 1368 767"></td> <td data-bbox="1368 727 1615 767"></td> <td data-bbox="1615 727 1861 767"></td> <td data-bbox="1861 727 2116 767"></td> </tr> </tbody> </table> | | | | | Action | Lead Officer | Date for completion | Resource requirements | Comments | | | | | | | | | | | | | | | | | | | | |
| Action | Lead Officer | Date for completion | Resource requirements | Comments | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p> | <p>N/a</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

AGENDA MANAGEMENT SHEET

Report Title: Protection of Shakespeare Gardens with Fields in Trust

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Environment and Public Realm

Portfolio: Environment and Public Realm

Ward Relevance: Rokeby and Overslade

Prior Consultation: Ward members, officers and Fields in Trust

Contact Officer: Chris Worman

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

| | |
|--------------------------------------|---|
| Statutory/Policy Background: | The provision of parks, open spaces and recreation areas is a discretionary service. Green spaces in the hearts of our communities are however extremely valued and, if managed appropriately, have the ability to become outdoor community centres that build community cohesion and helps combat social isolation and loneliness. Government recognises their central role in the health and welling our communities. |
| Summary: | Fields in Trust was founded by King George V in 1925 as the National Playing Fields Association (NPFA). The aim is to safeguard all kinds of outdoor recreational spaces including parks, playgrounds, playing fields, green spaces, nature reserves and country parks, in perpetuity, to benefit both local communities now and future generations. |
| Financial Implications: | By designating the land, it is likely that the Council will be able to attract external funding sources to support refurbishment and improvements to our green spaces along with funding for community activities. |
| Risk Management Implications: | There are no risk management implications for this report |
| Environmental Implications: | This initiative will protect urban green spaces for future generations and as such will make a positive contribution for the environment |
| Legal Implications: | By designating the land, it has formal legal protection as an area of open space |
| Equality and Diversity: | There are no equality and diversity implications for this report. |
| Options: | 1) Designate the Shakespeare Gardens Open Space as a FIT site. Risk: The site become legally protected and |

may be an obstacle to potential future uses that would seek to remove these areas as open spaces

Benefits: It is likely that external funding opportunities will become accessible. The local communities can be actively involved in the management of the sites.

2) Do not designate the Shakespeare Garden Open Space as a FIT site.

Risk: Some funding sources will not be accessible.

Benefits: No additional restriction on future uses for the sites

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT the Council applies to designate Shakespeare Gardens as a Fields in Trust protected green space.

Reasons for Recommendation:

Based on past experience Officers believe that adding Fields in Trust protected status to further green spaces within Rugby will attract external funding opportunities for these sites

Cabinet - 4 November 2019

Protection of Shakespeare Gardens with Fields in Trust

Public Report of the Head of Environment and Public Realm

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the Council applies to designate Shakespeare Gardens as a Fields in Trust protected green space.

1. Background

Fields in Trust was founded by King George V in 1925 as the National Playing Fields Association (NPFA) and has been operating as Fields in Trust since 2007. The aim is to safeguard all kinds of outdoor recreational spaces including parks, playgrounds, playing fields, green spaces nature reserves and country parks, in perpetuity, to benefit both local communities now and future generations.

Over a number of years the Borough Council has protected green spaces in Rugby with Fields in Trust. The offer of funding a project on a site which that is protected with Fields in Trust appears to interest funders as it shows a clear commitment that the local authority values (and protects) its green spaces and is therefore a sound investment. This also aligns with our corporate priorities.

2. Sites (owned by Rugby Borough Council) currently protected with a Fields in Trust designation

- Caldecott Park
- Whitehall Recreation Ground
- Alwyn Road Recreation Ground
- Featherbed Lane Recreation Ground
- Avon Mill Recreation Ground
- Whinfield Recreation Ground
- Centenary Park
- Assheton Recreation Ground
- Addison Road Recreation Ground
- Freemantle Recreation Ground
- New Bilton Recreation Ground
- Jubilee Street Recreation Ground

In line with recent government announcements on the importance of parks, especially with regard to the health and wellbeing agenda, it is encouraging such spaces to be formally protected.

3. What are the Benefits of Protecting Open Spaces in this way?

Fields in Trust aims to protect outdoor recreational spaces and facilities for communities now and for generations to come whilst providing a focal point for physical wellbeing and community cohesion. It is not a direct grant aid programme though some funding will be available and Fields in Trust will ensure that it is distributed according to the wishes of the donors.

The main benefits of protection with Fields in Trust are:

- Making an express and recognisable commitment to local people to safeguard land, facilities and opportunities for sport, play and outdoor recreation both now and forever
- Protecting public access to outdoor space
- Proven to help secure external funding
- Providing reassurance to potential investors regarding viability and sustainability
- Raising awareness of the importance of such facilities in the context of quality of life, health, the environment and amenity

4. Legal status and Criteria

Fields in Trust has developed a range of options for long-term protection of open spaces and in this particular case it would be in the form of a Charitable Deed of Dedication with Local Authority Protection. In essence, establishing the recreation ground as a charity so residents and users could 'gift aid' money to the site if they so wished, whilst the Council retains ownership.

The minimum criteria for a field to receive this designation are;

- Evidence of title permitting site use for outdoor sport, play and/or recreation must be produced. It must be in the ownership of the Borough Council
- Sites may be provided with facilities and equipment or used as general open space, and established for that purpose by way of planning requirements.
- Each site's principal use should be outdoor sport, play or informal recreation.
- Generally, the minimum size is 0.2 hectare (0.5 acre).
- Sites need to be accessible in terms of location.
- Sites need to be affordable for the local community.
- Sites should all be open to the public and either established charitably, held by a sports club under the CASC regime or held as Public Open Space.
- All sites will need a named manager, who will be responsible for the quality of the facilities, their maintenance and development, improving participation and use and financial and operational sustainability.
- Sites must be compliant with existing legislation relating to sport, play or open space.

5. Nominated Site

Shakespeare Gardens open space is a large green space consisting of grass and trees. As part of the 2019/20 budget setting proposals the site was identified as an area for grassland management changes as part of the urban meadows programme. This change has led to some concerns within the community that the Council may

seek to sell the open space. In order to reassure the community, officers consider it appropriate to protect the open space in perpetuity with Fields in Trust. Whilst the urban meadows has received a mixed response, the protection of the open space is seen as a positive step to help in improving community relations.

It may be appropriate in future years to consider placing further sites under similar formal protection, but this should be a gradual incremental process.

6. Financial Implications

There are no direct financial implications for the Council although having a protected designation has proved to be an advantage when seeking external funding opportunities.

Name of Meeting: Cabinet
Date of Meeting: 4 November 2019
Subject Matter: Protection of Shakespeare Gardens with Fields in Trust
Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|--------|---------------------------------|
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The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

| Doc No | Relevant Paragraph of Schedule 12A |
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AGENDA MANAGEMENT SHEET

Report Title: Review Report:Public Space Protection Orders

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Report Director: Head of Environment and Public Realm

Portfolio: Environment and Public Realm

Ward Relevance: All

Prior Consultation: Consultation during review process via engagement of key stakeholders and public consultation

Contact Officer: David Burrows, Regulatory Services Manager, Tel:(01788) 533806

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:

The Anti-Social Behaviour, Crime and Policing Act 2014 enabled Councils to introduce Public Space Protection Orders (PSPOs).

On 5 February 2019, Council approved the adoption of three PSPOs. These cover dog controls, intoxicating substances and Antisocial Behaviour at Newbold Quarry.

There is a legal requirement for Public Space Protection Orders to be reviewed every three years to ensure they remain an efficient and effective enforcement tool.

Summary:

Council approved the current PSPOs and requested further consultation for the proposed order related to "Mounted cyclists in the Town Centre".

Additionally, the Parish Councils of Long Lawford and Wolston requested a further consultation period in relation to extending the Dog Control PSPO to named parks in Long Lawford and Wolston Parishes. The consultation period closed on 6 September 2019.

Following issues of anti-social behaviour, Officers had been asked to consider PSPOs for gating alleyways.

Financial Implications:

There are no financial implications of this report, however enforcement of additional PSPOs (if adopted) and works relating to gating alleyways would have significant financial implications.

Risk Management Implications:

PSPOs are a key tool in achieving behavioural change required to deliver the corporate strategy. They are used to strengthen partnership working as well as challenge nuisance behaviour. There would be a

significant loss of reputation if used inappropriately.

Environmental Implications: This initiative will help to protect Green Spaces for current and future users and as such will make a positive contribution to the environment and public protection.

Legal Implications: No direct implications arising from this report

Equality and Diversity: There are no equality and diversity implications for this report.

Options:

1. To approve the review recommendations as written.
2. To approve the review recommendations with amendments
3. To not approve the review recommendations.

Recommendations: IT BE RECOMMENDED TO COUNCIL THAT -

- a) Based on the evidence following consultation, the proposed PSPO to restrict cycling in the town centre is not progressed;
- b) Based on the evidence following consultation, the existing PSPO for Dog Control is not revised;
- c) Environment and Growth Overview and Scrutiny Committee be asked to produce a draft policy and guidance document relating to the gating of alleyways and report back to Cabinet.

Reasons for Recommendations: The recommendations are based on evidence gathered following consultations undertaken with Parish Councils (Long Lawford and Wolston) and statutory consultees as well as the public for town centre PSPO proposals.

Cabinet - 4 November 2019

Review - Public Space Protection Order

Public Report of the Head of Environment and Public Realm

Recommendations

IT BE RECOMMENDED TO COUNCIL THAT -

- a) Based on the evidence following consultation, the proposed PSPO to restrict cycling in the town centre is not progressed;
- b) Based on the evidence following consultation, the existing PSPO for Dog Control is not revised;
- c) Environment and Growth Overview and Scrutiny Committee be asked to produce a draft policy and guidance document relating to the gating of alleyways and report back to Cabinet.

1. BACKGROUND

The Anti-Social Behaviour, Crime and Policing Act 2014 enabled Councils to introduce Public Space Protection Orders (PSPOs) which are in effect a more modern and responsive style of local byelaw.

A PSPO can be made if the Council is satisfied, on reasonable grounds that two conditions are met. Firstly, that:

- (i) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; or
- (ii) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect (or the likely effect) of the activities is likely to be of a persistent or continuing nature, such as to make the activities unreasonable, and therefore justifies the restrictions imposed by the notice.

Any PSPO can only last for a maximum of 3 years and must be renewed or altered prior to its expiration or it will automatically cease to be effective.

The topic of PSPOs and their enforcement was originally identified with the approval of the Whittle Overview and Scrutiny Committee. A public consultation was launched to seek feedback on the existing situation and to identify where PSPOs could be beneficial.

Following this process, three PSPOs were approved by Council on 5 February 2019 and came into effect during March 2019. These PSPOs related to 'Dog Controls', 'Intoxicating Substances' and 'Antisocial Behaviour at Newbold Quarry'.

Further to the adoption of the three PSPOs, three further workstreams have been progressed, as follows:

- In February 2019, a proposed PSPO relating to 'Cycling in the Town Centre' area was considered by Council and referred to officers, who were asked to bring a further report to Cabinet for consideration. Officers have now carried out a consultation exercise and analysed the feedback received.
- Officers were asked to investigate the feasibility of extending the 'Dog Controls' PSPO to cover named parks within the Wolston and Long Lawford parishes. Officers have now carried out a consultation exercise and analysed the feedback received.
- The Council has received several requests relating to the use of PSPOs as a replacement for gating orders, in areas which are experiencing increased antisocial behaviour. On 3 October 2019, the Environment and Growth Overview and Scrutiny Committee considered a one page strategy relating to this issue.

This report presents the outcomes of the three further workstreams and makes recommendations regarding the Council's progression of future PSPOs.

2 PROPOSED PUBLIC SPACE PROTECTION ORDER (PSPO) FOR RESTRICTING CYCLING IN TOWN CENTRE

2.1 Purpose

The purpose of this proposed PSPO would be to prohibit the riding of push/pedal cycles on pavements, pathways or in business premises in the pedestrianised areas and highway, covered by the existing Traffic Regulation Order (TRO), namely:

- Sheep Street for its entire length
- High Street for its entire length
- Market Place for its entire length
- Dukes Jetty for its entire length
- Drury Lane commencing at its junction with Chapel Street and extending 60 metres south-westwards
- Chapel Street commencing at its junction with Market Place and extending 32 metres north-westwards
- Little Church Street commencing at its junction with Market Place extending 27 metres south-eastwards
- Windsor Court for its entire length

2.2 Consultation

A consultation regarding this proposal, was launched in July 2019 and ran until 6th September 2019.

During the consultation, notices were displayed in prominent areas close to the proposed restricted zones. Local businesses were advised of the consultation by Community Wardens and invited to comment on the proposals.

Additionally, emails and letters were sent to the topic related statutory consultees, namely: Warwickshire County Council (WCC), the Office of the Police and Crime Commissioner (OPCC), Warwickshire Police Safer Neighbourhoods Team, Cycling Club UK and Rugby First for their comments.

2.3 Response

The total number of valid responses received was forty-two, thirteen of which were in favour of the proposed order and twenty-nine of which were against. Details of the responses can be found at Appendix A.

2.4 Recommendation and Officer Comments

It is recommended that the proposed PSPO to restrict cycling in the town centre is not progressed. This recommendation is based on the WCC response, the existing Traffic Regulation Order (which provides a means of regulating traffic, including cycling, cycling within the area) and the majority of public responses being not in favour the proposed PSPO.

The Traffic Regulation Order (TRO) covering the area designates it as a pedestrian zone between the hours of 11:00-16:00, during which cycling is 'not permitted' under the Highway Act 1835. In this instance, the enforcing authority is currently Warwickshire Police.

If the Council were to introduce a PSPO, then it is likely to be assumed that the Council has have taken on responsibility for enforcement against antisocial cycling. Under these circumstances, there is the potential for the Council to be considered liable for any relative activities which could include damage and injury claims.

RBC has received one complaint regarding cycling in the town centre in the last 6 months and has not received any further reports or requests for assistance on this matter from the enforcing authorities (Warwickshire Police and Warwickshire County Council).

The consultation results show a lack of supportive evidence to implement this PSPO and a lack of evidence to demonstrate the issue being of a persistent or continuing nature. There is however, significant anecdotal evidence to show there is a problem which is not being adequately dealt with currently.

3 PROPOSED PUBLIC SPACE PROTECTION ORDER (PSPO) FOR WOLSTON AND LONG LAWFORD PARISHES

3.1 Purpose

The purpose of this proposed PSPO would be (following requests from Wolston Parish and Long Lawford Parish Communities) for named parks to be included in the recently updated Public Space Protection Order for Dog Control. Specifically, this

would introduce a requirement for dogs to be kept on a lead at all times in the following named areas:

- Dyers Lane Recreation Ground (Wolston), with Bluemels Drive Play Park as the alternative off-lead exercise area.
- King George V Playing Field (Long Lawford), with the alternative off-lead exercise area being Cherwell Way Play Area.

3.2 Consultation

The consultation began in July 2019 and was publicised via RBC and Parish websites, social media, parish newsletters, councillor surgeries, meetings and hand delivered letters. Notices were displayed in the named parks.

In order to accommodate the holiday period and meeting dates the consultation period was extended to 6th September 2019.

3.3 Response

The total number of valid responses received for both areas was seventy-three. Details of responses can be found at Appendix B (Wolston) and C (Long Lawford)

Forty-two responses related to Wolston, of which sixteen were in favour of the proposed PSPO and twenty-six were against.

Thirty-one responses related to Long Lawford, of which eight were in favour of the proposed PSPO and twenty-three were against.

Furthermore, Wolston Parish Council held a consultation with residents and formed a working group which produced a report. This can be found at Appendix D.

3.4 Recommendation and Officer Comments

It is recommended that the proposed extension to the PSPO relating to Dog Control is not extended/ modified.

This recommendation is based on the consultation suggesting very limited support for the order to cover the named parks and a lack of evidence to suggest that there is an issue which is persistent or continuing in nature.

The existing PSPO for dog control already means that a person has committed an offence if a dog in their control fouls on the land and the person fails to remove the faeces.

If the Parish Councils were minded to create an enclosed area in which dogs can be exercised of lead, then they would be able to do this without having a PSPO in place.

4. PROPOSED PUBLIC SPACE PROTECTION ORDER (PSPO), RESTRICTING ACCESS TO ALLEYWAYS

4.1 Purpose

Council Officers are currently dealing with several sites where residents have complained about anti-social behaviour, which is centred around alleyways between residential houses.

Residents have requested that the issue could be managed by introducing a PSPO to control antisocial behaviour in these areas, by restricting access to public rights of way, allowing for gates to be introduced.

4.2 Officer Comments and Recommendations

Officers are currently dealing with a particularly difficult antisocial behaviour related case in Hillmorton, which has highlighted the need for clear guidance and a policy on how to use PSPOs as a replacement for Gating Orders.

Historically, Gating Orders have been used (as defined in the Highways Act 1980) to close access to certain public rights of way, where antisocial behaviour has been a persistent problem.

In 2014, following a change in legislation, Gating Orders were replaced by Public Spaces Protection Orders.

There are a number of issues which require further consideration, prior to adopting a policy and guidance relating to this matter. Such considerations include:

- Purpose of a PSPO when used as a Gating Order
- Criteria for proposing PSPOs when used as Gating Orders, to include:
 - Evidence and level of crime or anti-social behaviour
 - Process of how to request a PSPO
 - The general effect of a Gating Order
 - Access arrangements to alleyways
 - Hours of locked arrangements
 - Alternative routes for pedestrians
 - Cost of provision and installation of gates
 - Responsibility for maintenance of the gates and costs
 - Responsibility for the keeping of the key and locking or unlocking the gates
 - Period of regular review of the PSPOs
 - Views of residents
 - Views of statutory organisations

On 3 October 2019, Environment and Growth Overview and Scrutiny Committee considered and agreed a one-page strategy for the review of a policy on the use of Public Space Protection Orders.

It is recommended that the Environment and Growth Overview and Scrutiny Committee be asked to produce a draft policy and guidance and report back to Cabinet.

Name of Meeting: Cabinet

Date of Meeting: 4 November 2019

Subject Matter: Review of Public Space Protection Order

Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|---------------|---|
| | https://www.rugby.gov.uk/site_search/results/?q=Special+council+5th+Feb+2019+Agenda+No+5 |
| | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/823316/2019-08-05_ASB_Revised_Statutory_Guidance_V2.2.pdf |
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Cabinet 4th November 2019

Public Space Protection Order Review

Appendix A – Cycling in Town Centre Consultation Responses

| Public Space Protection Order Review - CYCLING in Town Centre (pedestrianised areas) - Consultation Results | | |
|---|---|---|
| Responses | Yes | No |
| Cllr | Supports on principle but questions enforcement given all agencies are stretched. | |
| Cllr | Totally support - Nearly been hit on a couple of occasions. Town is already congested on market days. Need to ensure town is safe | |
| Resident | | Ludicrous idea- Not seen any evidence. Lorries, vans, cars have access during the day. Unnecessary proposal, discourages visits by cycling. |
| Resident | | Blanket restriction for many responsible cyclists because of a small number of anti-social cyclists. |
| Resident | About time, fed up with cyclists riding around town and not giving any thought for other people. | |

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| Resident | | Blaming all for the few, not all cyclists are like that. Need to educate and encourage cycling, not restricting it. Means public too, to be aware of area of shared area. |
| Resident | | Order has been called for as a result of the 'urban myth' that the public needs protecting from cyclists who necessitate them to jump out of the way. Never seen this, No evidence of this. |
| Resident | | Disappointed that cycling should be considered a form of ASB and therefore banned. It can only be down to a few who act in a manner that requires controlling. We should be encouraging this healthier mode of transport. |
| Resident | | Proposal is not a good idea. Town Centre is clearly feeling the effects of out of town shopping. To dissuade cyclists form visiting the centre is wrongheaded. |
| Resident | | Proposal is because of a minority behaving inconsiderately and irresponsibly. As a senior citizen I rely on using my bike as a means of getting the exercise needed to remain healthy. The plan as currently proposed would also mean cycling would be prohibited in area while still allowing motor vehicles. |
| Resident | Support- I have found this to be a problem personally when I have been walking around the town. | |
| Resident | | Against- Minority cause problems. |
| Resident | In favour | |
| Resident | | Deeply concerned with proposal. Cycle to maintain health, reduce congestion and pollution in the town centre. These goals are also the foundation of the government cycling and walking investment strategy. Policy would be draconian and hostile to cyclists. Sheep Street and High Street are not heavily used and open to traffic part of the day. |

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| Resident | | As a regular cyclist through the town centre I have never seen a problem. Un-helpful ban will have no impact on the odd troublemaker, |
| Resident | Cyclist collided with her outside Rugby Central, bruised ankle. | |
| Cllr | If based on studied H&S data | If based on complaints |
| Cllr | Should be controls on cycles in High Street/Sheep Street. Mainly youngsters cycling all over the place at speed. | |
| Cllr | Fully support proposals | |
| Stat OPCC | | |
| Cllr | | Will discourage a section of the public who are using sustainable transport. |
| Stat BID | Generally it's a good idea, Rangers have complaints on a near daily basis. We have attended a number of first aid incidents caused by cyclists. | |
| Stat WCC | | To have a TRO and a PSPO put in place for the same reasons means that something is failing in the enforcement of the TRO in the first place. |
| Stat Police SNT | Good idea, on the face of it. We do get a number of complaints regarding cyclists. | |
| Resident | | Against. Further provisions should be made for cyclists through the town centre streets. They should not be effectively banned from the town centre. Council should be encouraging cyclists. |
| Resident | | Disagree with proposal, as it's contrary to recently announced climate emergency. Vehicles may be driven in these areas with due respect, cyclists can too. |

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| Resident | | PSPO not required. Rugby is not a very cycle friendly town as it is, we should be seeking to encourage cycling to support town as a destination for pedestrians & cyclists and rely on common sense. |
| Resident | Support | |
| Resident | | Object- Sledgehammer to crack a nut. Problem is where they're ridden carelessly during busy periods, often by teenagers showing off. Surely police have powers to stop. Drury Lane allows vehicles throughout the day, I see no reason to ban cyclists. |
| Resident | No objection to proposal. Sadly, usually younger folk under the age of prosecution disregard any such laws and all cyclists get a bad name. | |
| Resident | | Sledgehammer to crack a nut. This type of order is not going to deter hooligans who won't give a stuff and will no doubt continue. |
| Resident | | Disagree- Need to focus on the small minority without penalising the majority. |
| Resident | | Dismayed to learn of further consultation, decision was already made on 05/02/2019 to not continue with proposal. I object to this deplorable anti-cycling measure. WCC, the highway authority, has opposed the ban. No evidence supporting concerns about cyclists failing to dismount. Cllrs are being influenced by anecdotal evidence and generalisations. |

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| Resident | | <p>Strongly object. The proposal is severely flawed. Refer to recent NICE quality standards. PSPO proposal presents no data/evidence of the nature or extent of the problem. Cycling should be encouraged as a measure to reduce traffic congestion. WCC considering how to make it easier to use the town centre by cycling, it would be nonsensical for RBC to act in a way that would be the exact opposite. Need to tackle nuisance behaviour directly.</p> |
| Resident | | <p>Unreasonable- I regularly cycle to this part of the town centre. Shared area for all, vehicles loading/unloading/private vehicles park in High Street and Sheep Street. Mobility scooters are free to move around this area and some of them are driven quite quickly near pedestrians.</p> |
| Resident | | <p>Proposal is wrong in principle and by itself will not be effective in practice. Totally unacceptable to ban cycling in areas and at times when vehicles are permitted to be driven in the areas concerned. Existing signs are not clear, no education or advertisement has been attempted. In practice it will be ineffective, as no action will be taken against offenders. I would also remind the council that there is no cycle route provision through the town centre.</p> |
| Resident | | <p>The proposal seems excessive beyond comprehension. Drury Lane has no time limits on vehicle movements and there are vehicle movements on the majority of the proposed area between the hours of 16:00-11:00. Little Church St to Chapel St has frequent anytime vehicle movements. Vehicles, cycles and scooters are all capable of being used inconsiderately. This seems a very poor reason to ban the majority of cyclists that ride in this area in a considerate manner. It is all a matter of education and manners, and not a case of bringing in a blanket ban.</p> |

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| Resident | | Object- unfair to target the cycling community in this way when they're choosing to use a form of transport that is protecting the environment. ASB isn't only exhibited by (a tiny minority of) cyclists. I doubt whether PSPO could be enforced, given the lack of resources. |
| Resident | | As a cyclist, I object to the proposal. I only cycle on pavements if there are no pedestrians around and it is safe. Cars use the pedestrian area, surely this is a more serious issue. |
| Resident | | Objects -No substantial reason or evidence in support of proposed prohibition. The pedestrian zone is regularly used as a free parking zone for shoppers, minimal enforcement of existing rules at present within existing legislation. Police UK crime reports for Rugby town centre, no breakdown of statistics to support claims, proposal is totally disproportionate, targeting. |
| Resident | | Objects- Existing legislation available to enforce all illegal and ASB within the pedestrian zone. The proposal is a thinly veiled attack on just one class of person using the town centre and therefore disproportionate. |
| Resident | | Objects- RBC proposal attacks the freedoms for all law-abiding cyclists travelling to the shops, banks or other services including the library. Unreasonable to overlook other ASB in town centre. Banning cycling will further reduce the numbers of people in the town centre and not stop bad behaviour. |
| TOTALS | Responses = 42 Yes = 13 No = 29 | |

Cabinet 4th November 2019

Public Space Protection Order Review

Appendix B – Dog Order Consultation Responses (Wolston)

| Public Space Protection Order Review - Dogs on lead Parishes - Wolston Consultation Results | | |
|--|--|---|
| Responses | Wolston YES | Wolston NO |
| Resident | | Objects- Dog exercise essential, wellbeing, dog & owner socialising, unfair for people with disabilities, no alternative open space |
| Resident | Support- area used as a dog playground,health hazard- dog fouling,dogs not under control | |
| Resident | | Disgusted, against- owners friendly and sociable. |
| Wolston Junior FC | | Fouling issues on match days |
| Resident | Agree- intimidated by number of people/dogs | |
| Resident | | Disagree- Punish many for the ASB of a few, picking up dog waste will not be guaranteed. |
| Resident | | Against- minority of irresponsible dog owners/walkers |
| Resident | | Objects- place to exercise & chat , dogs need socialisation, most are responsible, footballers cause mess & damage , no alternative if you don't drive. |
| Resident | | Disagree-socialising helps with mental health for people and dogs, most owners are responsible |

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| Resident | | Strongly objects -unfair & ridiculous, being on lead won't make people pick up poo, proposal is biased |
| Resident | | Oppose- most abide, social and friendship gained in park,healing for mental health, promotes positive dog behaviour when off lead, no difference if dog on or off lead to dog fouling , no alternative to let dog off lead |
| Resident | | Objects -thriving dog community, socially benefits for people and dogs, disproportionate suggestion to dog fouling problem |
| Resident | | Oppose-dog enjoyment off lead , no provided records of injuries or other ASB from dogs, shame to break up communities,need to reach a more suitable alternative for everyone. |
| Resident | | Protest- enjoy letting dog run free,make friends and socialise, unable to drive to other areas due to mobility issues. |
| Resident | | Object- enjoys time with dog and humans in one place, the 5 way of wellbeing government initiative are being met . |
| Resident | Agree - minority do not control their dogs. | |
| Resident | Agree- uneasy when dogs off lead are running around | |
| Resident | Support- witnessed events and PC clerk provided details of complaints | |
| Resident | Good idea- due to dog fouling | |
| Resident | | Against- wont solve dog fouling issues, duty of care under AW Act 2006 |
| Resident | Agree- should be on leads and pick up after dogs | |

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| Resident | | Disagree- very few areas for dog off lead, need socialisation and interaction, hundreds of dog owners, dog fouling and dog off lead not necessarily associated |
| Resident | | Against- dogs need exercise and run, social with people and other dogs, will not solve dog fouling |
| Resident | Agree- it's a play area not a dog exercise park, too much dog fouling | |
| Resident | Agree- children should be safe, irresponsible dog owners don't pick up after their dog | |
| Resident | Agree- Dyers Lane is a playground, shouldn't have to worry about uncontrolled dogs | |
| Resident | Agree- irresponsible owners do not pick up. | |
| Resident | | Object- not appropriate, share public space, unfair to exclude, dog welfare |
| Resident | Support- dogs are unpredictable | |
| Resident | | Totally against- recreation ground should be for all residents and their pets |
| Resident | | Disagree- penalise responsible dog owners |
| Resident | In favour- dogs jump at people | |
| Resident | | Object- dog socialising, dogs need to run, very limited areas |
| Resident | | Against - frustrating, should not be punished for wrongs of others |
| Resident | Support- child intimidated by dogs | |

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| Resident | | Disagree- limited suitable areas,dogs need to run off lead |
| Resident | In favour- to prevent fouling | |
| Resident | Support | |
| Resident | | Disagree- no evidence to prevent dog fouling ,exaggerated reports. Reduced physical & mental wellbeing, dog need sufficient exercise under the AW Act, Guide dog needs to run free no alternative |
| Resident | | Object- areas already separate, only hearsay reports of dog aggression,fox poo not dogs no alternative area, social aspect, contravention of human rights |
| Resident | | Object- Hearsay dog aggression reports, local petition disregarded, dogs need socialising, community spirit, impact on responsible dog owners ,no alternative site |
| Resident | | Opposed- socialising is invaluable,not able to travel out of village, active part of the community. |
| Wolston Parish Council Committee | Wolston Parish Council supports a PSPO at Dyers Lane recreation ground for the reasons detailed in section A of their report, full report has been added to the appendices | |
| TOTALS | Wolston = 42 | Yes = 16, No = 26 |

Cabinet 4th November 2019

Public Space Protection Order Review

Appendix C – Dog Order Consultation Responses (Long Lawford)

| Public Space Protection Order Review - Dogs on Lead Parishes Long Lawford Consultation Results | | |
|---|-------------------------|---|
| Responses | Long Lawford YES | Long Lawford NO |
| Resident | | Against -ASB, youths not dogs. |
| Resident | | Supports fines for fouling offenders |
| Resident | | Against- dogs & owners need to socialise, encourage safe meeting between dog & children, responsible dog owners pick up dog mess. |
| Resident | | Against - alternative nearby places to exercise & socialise dogs off lead, dog meet and greets is a valued community service |
| Resident | | Disagree-dogs need exercise, declining open spaces, dog fouling happens if dogs are on or off lead |
| Resident | | Disagree- penalises responsible owners, only space to exercise dog off lead, safe due to lighting |
| Resident | | Disagree- not happy, pushed away from local park, dogs/owners need interaction |
| Resident | | Disagree- grossly unfair, parks not used by families in winter months |

| | | |
|----------|--|---|
| Resident | | Disagree- feel victimised as a responsible dog owner, no problems or negative impact, people & dogs need socialising |
| Resident | Support- have to leave park when dogs arrive as granddaughter terrified of dogs, can't use facilities. | |
| Resident | | Object- dog on leads is counterproductive and divides our community, socialise with residents, not good for environment if need to drive out of area. |
| Resident | | Disagree- only areas for dog off lead, livestock in other areas, proposal due to ASB of a small minority |
| Resident | | Object- Responsible dog owners being penalised, dogs need to run, no alternative, should be entitled to use the park |
| Resident | | Dog fouling not associated with dog on lead, dog groups keep them under control |
| Resident | Support - interest of small children | |
| Resident | | Disagree - never seen dogs attacking /nearly attacking children |
| Resident | Support- some dogs are scary | |
| Resident | Support- should be a dog on lead everywhere | |
| Resident | | Against- penalises considerate dog owners |
| Resident | | Against- dogs need socialising, won' t resolve dog fouling problems |
| Resident | | Against- can safely allow dogs off leads, won't resolve dog fouling problems |

| | | |
|---------------|---|---|
| Resident | | Strongly oppose- unaware of any attacks, will not solve dog fouling problem, elderly dog owners unable to take dogs elsewhere, increase propensity for aggression |
| Resident | | Against- penalised for the odd dog owner, sole form of exercise, socialising, allows pet to run free |
| Resident | | Strongly oppose- unreasonable proposition, dogs need socialising, play together, fouling will still be a problem |
| Resident | Agree - fouling , some children frightened of dogs | |
| Resident | | Strongly object- disproportionate, unsuitable, irresponsible owners will not change, impact to the elderly community, being on lead doesn't always mean under control, parks are for whole community. |
| Resident | | Object- dogs cannot be blamed for all the ASB in park |
| Resident | | Against- fouling behaviour will not change, residents socialise, not fair to punish responsible owners, will not solve issues. |
| Resident | Agree- dogs out of control | |
| Resident | Agree - community advantage. | |
| Resident | Agree- children scared when dogs off lead & uncontrolled, | |
| | | |
| TOTALS | | |

Long
Lawford =
31

Yes = 8, NO = 23

WOLSTON PARISH COUNCIL – PSPO DOG CONTROL CONSULTATION (September 2019)

Dyers Lane recreation ground is home to an enclosed play area for younger children, outside gym equipment, and a wooden adventure trail, swings etc for older children, and football pitches. Only the play area for younger children is enclosed – where dogs are not allowed. Dogs are not allowed in enclosed play areas due to ‘risk of major health and injury hazard’ (www.rospa.com) such as Toxocariasis, E-coli, the fear of dogs and injury from dogs. The concerns that the Parish Council have previously raised about dogs being allowed on the football pitches, around the outdoor gym equipment and around the wood adventure trail for older children have resulted from an accumulation of complaints and incidents that have been raised with the Parish Council from residents, the football teams who use the facilities, and others who also use/look after the facilities.

In 2018 when the initial PSPO Consultation was proposed by RBC, Councillors agreed that they wanted the recreation ground to be inclusive for all – and this included not banning dogs totally from the recreation ground. The Parish Council does aim to be dog friendly (60% of the Parish Council are dog owning families) and has provided a good number of dog waste bins around the village, and ensured that the gates to the recreation ground were ‘dog friendly’ compliant (to try and prevent both injuries to animals and dogs escaping). Councillors stated they were happy for dogs to be on leads around the play equipment and gym equipment, so that if families have dogs and children, they can stay together as a family unit. Councillors have been discussing the possibility of creating a dog friendly zone within the recreation ground, which would be a fenced off, safe environment for dogs to socialise and run free without leads – but keep them away from equipment, football pitches and children/people who may not like to be around dogs (but a PSPO is required in order to do this).

A. Some of the concerns raised with Councillors about dogs having free run of the whole recreation ground include:

1. Complaints/concerns about dogs jumping up and knocking over children (and adults), and on two occasions causing injury (not necessarily intentional by the dogs, but they were ‘over enthusiastic’ and seemingly uncontrolled by owners). Some children are very scared of dogs, and at least a couple of families won’t use the park if they see dogs running around (again not necessarily dangerous dogs or dogs that would cause injury, but some people are scared of the most innocent and friendly dogs). Complainants would be advised to report any incidents through the proper channels (RBC/Police etc) but concerns may be discussed at a Parish Council meeting.
2. The amount of dog fouling, some attributed to professional dog walkers who drive to the park and obviously can’t follow numerous dogs to collect the mess.
3. Dogs being generally uncontrolled and not going to owners when called (there have been some reports of dogs ‘escaping the park’ when gates have been left open which could be dangerous for the dogs and other residents as the park is next to a road).

4. Dogs fouling on and around gym equipment and adventure trail. Many owners do pick up their dog mess, but they can't always control dogs urinating on the equipment – which is not pleasant for those who want to use the equipment.

5. Dogs using the children's adventure trail as a dog agility course. This has been reported by many residents who have seen dogs being 'run through the course' which was purchased for the use of children.

6. Dogs digging holes on the football pitches and 'invading' the pitch during matches. One member of the Wolston over 18's football team injured their ankle last season and required hospital treatment and had to be off work for a while. The Parish Council Lengthsman would fill in holes on a Friday before leaving work – but more holes would be dug by the time the football team played.

7. Football teams having to 'sweep' the area prior to matches. Some players still reported falling over in dog mess – particularly nasty for the junior teams.

8. The recreation ground is also used by the Scouting and other youth groups in the village – and during the summer the Parish Council sponsors the RBC Play Rangers to run play sessions.

B. Reasons put forward by dog owners on the importance of dogs being able to run off leads

a. Socialisation – It is important for dogs to be in each other's company and socialise with each other. This is an inherent part of a dog's nature, and also teaches dogs how to behave around people and other dogs. Dogs, especially puppies, learn from other dogs and this is all part of their training.

b. As well as socialisation for dogs, being able to walk your dog and meet other people has been proven to improve the mental wellbeing of the dog owners too – and getting out and about is some of the only social time some owners get – and is a reason for some to leave the house.

c. Exercise – again this is a point which is relevant for both dog owners and the dogs themselves. Dogs need exercise to remain healthy, and taking dogs for walks means that dog owners also get out for a walk.

d. Monitoring/enforcement – there are already regulations and Laws in place about dog fouling and controlling dogs.

e. Responsible dog owners feel they are being punished for the irresponsible behaviour of a few. They say they always pick up dog mess (but obviously can't control where dogs urinate) – and the park has a good atmosphere because it is used by so many.

C. Options for consideration by the Parish Council

Councillors have previously discussed the options below, based on suggestions and opinions of residents:

1. The Status quo – leave the situation as it is.

2. Ban dogs totally – no dogs allowed anywhere on the recreation ground.

3. Dog to be on leads everywhere on the recreation ground (with the exception of the enclosed younger children's play area where they are banned).

4. Having a fenced off secure area in the recreation ground where dogs can run off leads. Dogs to be on leads around the football pitches, gym equipment and wooden play equipment. This area would be outside of the PSPO.

D. Consultation with Residents

Residents were invited to attend the August Parish Council meeting to discuss the proposed PSPO, and this was well attended. Strong opinions were voiced, and in the end it was decided that a Working Group would be put together consisting of Councillors and representatives from the dog owning community within the village.

Working Group Meeting

A meeting took place between three Parish Councillors, the Parish Council Clerk, and two residents who had been nominated by the dog owners/walking community and represented the dog walkers/owners in the village. (The dog walkers had previously had their own meeting and they also communicate via their own private social media group).

Councillors were told that a strong majority of dog walkers would opt for option 4 detailed above (separate area for dogs to be off leads) if they had the choice. They recognised that some residents don't want dogs jumping on them, and also that dogs urinating/fouling around play/gym equipment is not nice. They stated that a 'dog zone' would be easier for dog owners – as long as it was a secure area and large enough. A fenced off area would mean:

- i) It would prevent their dogs from running off.
- ii) It would be easier for dog walkers (especially the elderly and disabled) to see where their dog had fouled and pick up the mess.
- iii) They would not have to run as far after their dogs to pick up the mess (some people are not physically able to at present)
- iv) It could be more of a social area for dog owners to meet and chat, as well as the dogs being socialised. Benches would be placed within the fenced area for dog owners to sit.
- v) The dog owners were asking about dog agility equipment etc which could possibly be placed in the area.
- vi) A fenced area still allows dog owners to use the rest of the recreation ground, but they would have to be on leads around the play/gym equipment and football pitches.
- vii) The Parish Council have been considering installing picnic tables near the adventure play equipment- but have not done so due to dogs at present being off leads and so could foul around any picnic area.

Proposal by Wolston Parish Council

Wolston Parish Council supports a PSPO at Dyers Lane recreation ground for the reasons detailed in section A) of this report. However, taking into account the feelings and needs of dog owners and following the Working Group meeting which included representatives from the dog walking/owners community, the Parish Council have agreed that if a PSPO was put in place the Parish Council would rearrange the layout of the recreation ground (football pitches) to provide a large separate dedicated area which would be fenced off and secured for dogs to be able to be off leads. This area would be outside of the PSPO. The Parish Council would fund the provision of this area, including the fencing and gates. This will allow all residents to be able to use the shared space, and is a compromise that should suit all parties.

Agenda No 13

AGENDA MANAGEMENT SHEET

Report Title: Light-touch Review of Parking at the Queen's Diamond Jubilee Centre – Update Report

Name of Committee: Cabinet

Date of Meeting: 4 November 2019

Portfolio: Environment and Public Realm

Ward Relevance: All

Prior Consultation: A public consultation was carried out during the Light-touch Review including key stakeholder; GLL, Rugby Thornfield Indoor Bowls Club, Rugby and Northampton Athletics Club and Rugby Sports for the Disabled Association

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)

Statutory/Policy Background:

Summary:

A review on the theme of parking at the Queen's Diamond Jubilee Centre was included in the overview and scrutiny work programme for 2018/19.

The review conclusions and findings are presented in the appended review report.

At its meeting on 1 April 2019 Cabinet approved the short-term recommendations and on 2nd September was asked to consider two further recommendations. This short report provides an update since this meeting.

Financial Implications:

There could be some financial implications arising from the report which will need to be fully costed.

Risk Management Implications:

There are no risk management implications arising from this report.

Environmental Implications:

There are no environmental implications arising from this report.

Legal Implications:

There are legal aspects to consider regarding the existing contract with GLL and a legal process would be followed for changes to parking restrictions or lease arrangements.

Equality and Diversity:

A mix of parking for all users, to include people with a disability and parents with children would be beneficial to the community.

Options:

On 2nd September Cabinet was presented with the following options:

1. To approve the two medium-longer term review recommendations.
2. To approve the two medium-longer term review recommendations with amendments.
3. To not approve the medium-longer term review recommendations.

Cabinet recommended deferral until the proposed enforcement measures and their feasibility could be researched further.

Recommendation:

Officers explore alternative options to help alleviate the parking pressures at peak times.

Reasons for Recommendation:

The review conclusions, findings and subsequent recommendations were based on evidence gathered by Whittle Overview and Scrutiny Committee to improve the level of parking available at the Queen's Diamond Jubilee Centre and further consideration by Environment and Growth Overview and Scrutiny Committee.

Cabinet - 4 November 2019

Light-touch Review of Parking at the Queen's Diamond Jubilee Centre – Update report

Public Report of the Head of Environment and Public Realm

Recommendation

Officers explore alternative options to alleviate the parking pressures at peak times.

1. BACKGROUND

At the annual overview and scrutiny work programme workshop a review on parking at the leisure centre was proposed.

There had been some car parking issues at the Queen's Diamond Jubilee Leisure Centre mainly relating to major events, the availability of parking for staff, and too many spaces for disabled people.

The scrutiny committee chairs agreed that the topic be included in the work programme for the 2018/19 municipal year and it was allocated to Whittle Overview and Scrutiny Committee to be carried out as a light-touch review. A copy of the draft review report is attached at appendix 1.

2. FINDINGS

The Committee held a site visit on 31 January 2019 and evidence was gathered from the public consultation and from key stakeholders. A special meeting was held on 31 January 2019 which was attended by stakeholders to consider the evidence gathered and to begin formulating recommendations.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity.

3. RECOMMENDATIONS

Following a meeting with the Chair of Whittle and the Head of Environment and Public Realm and Head of Growth and Investment, short-term review recommendations were considered by the Committee on 11 March 2019 and approved for submission to Cabinet.

On 1 April 2019 Cabinet resolved that:

- (1) the short-term recommendations arising from the review, as detailed on page 5 of the review, be approved; and
- (2) the medium and long-term recommendations be brought to a future meeting of Cabinet.

On 2 September 2019 Cabinet considered the two medium-longer term recommendations as detailed on page 5 of the report. Cabinet agreed to defer consideration of the recommendations until further research had been undertaken by officers in relation to parking enforcement. At this stage it is not recommended that a four-hour parking limit be imposed or a short campaign style of enforcement be carried out due to the impracticalities of implementation and the negative message this would impart to the local community.

Instead it is recommended that officers explore alternative options to alleviate the parking pressures at peak times.

Name of Meeting: Cabinet

Date of Meeting: 4 November 2019

Subject Matter: Light-touch Review of Parking at the Queen's Diamond Jubilee Centre – Update Report

Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

| Doc No | Title of Document and Hyperlink |
|--------|---------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

| Doc No | Relevant Paragraph of Schedule 12A |
|--------|------------------------------------|
| | |
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LIGHT TOUCH REVIEW OF PARKING AT THE QUEEN'S DIAMOND JUBILEE CENTRE

March 2019

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MEMBERSHIP

The review was carried out by members of the Whittle Overview and Scrutiny Committee consisting of the following members:

Councillor **Neil Sandison (Chair)**
Councillor **Andrew Bearne**
Councillor **Mike Brader**
Councillor **Tim Douglas**
Councillor **Tony Gillias**
Councillor **Leigh Hunt**
Councillor **Maggie O'Rourke**
Councillor **Carolyn Watson-Merret**

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ACKNOWLEDGEMENTS

The Group would like to thank the following for their valuable contribution to this review:

Nicola Boyd, Partnership Manager, GLL
Jake Partridge, GLL
David Murley, Chairman, Rugby Thornfield Indoor Bowls Club
Sarah Simpson, Secretary, Rugby Thornfield Indoor Bowls Club
Bernard Purdy, Rugby Sport for the Disabled Association
Janet Wright, Rugby and Northampton Athletics Club

The Committee are also thankful to the following officers who have supported them throughout the review process:

David Burrows (Regulatory Services Manager)
Claire Baldwin (Warden Supervisor)
Colin Horton (Green Spaces Officer)
Tom Kittendorf (Sports and Recreation Manager)
Linn Ashmore (Democratic Services Officer)

All the members of the public who took time to respond to the consultation exercise.

CHAIR'S FOREWORD

The Queen's Diamond Jubilee Centre and the Whitehall Recreation Ground are the most popular venues for sport, leisure and recreation in Rugby Borough and attract on average 550,000 visitors per annum. No other venue attracts this level of visitors and is of significant benefit to the town centre economy.

Councillors could see on their visits and from the responses we gained from our surveys that the site was an exceptional venue because of the wide range of activities it attracted. The activities range from swimming, wall climbing, gym, martial arts, disability access, keep fit through to athletics, indoor and outdoor bowling to social prescribing in terms of walking and exercising for health.

The site is also used for major events and regional finals as well as resident/community led events like the spring fair, annual circus fun fairs and musical events.

Success also has its environmental costs and the site's car parking has not been upgraded since the former Ken Marriott Leisure Centre stood here. There has been no enforcement of parking conditions in the Council's off-street parking order and it fails to deliver adequate capacity for all service users particularly when high capacity events are booked.

Members very much want the leisure centre and adjacent venues success to continue and we believe practical measures outlined in our recommendations can add capacity and better site control without undermining Fields in Trust status of Whitehall Recreation Ground or moving away from current council policy on weekend parking and Rugby being a visitor destination. If anything, we believe this venue is being undervalued and underutilised in that respect.

Members did look at outsourcing the car parking to GLL through ANPR but could see no net benefit and conflict with existing car parking policy. 4-hour parking enforcement was manageable within existing resources to discourage all day parking by non-service users. Temporary additional provision was deliverable for staff and exhibitors use when major events were on at no detriment to the facility. We believe that this is a resolvable matter and with good planning and leadership by both the main provider GLL and the council we can enhance and improve access to this popular and much valued venue.

Finally, can I thank my fellow Councillors, council officers, partner organisations, customers and residents for their contribution. Your insight, comments and practical suggestions have helped to provide a constructive blueprint on how we can best maximise parking at this venue and make this visitor destination a more pleasant experience for all users and local residents.

Cllr Neil Sandison
Chair Environment and Growth Overview and Scrutiny Committee

1. RECOMMENDATIONS

Cabinet on 1 April 2019 approved the following recommendations at 1-9:

Cabinet: **SHORT TERM**

| | |
|---|--|
| 1 | Relocate cycle racks to patio area to improve accessibility and security – in doing so create an additional two parking spaces. |
| 2 | Improve markings, hatchings and signage to encourage more responsible parking. |
| 3 | Encourage event organisers to prepare more effectively for, and take responsibility for, peak traffic, in liaison with GLL. |
| 4 | Encourage modal shifts, such as increased walking and cycling to reduce burden on the car park. |
| 5 | Enforce against inappropriate parking in line with parking order. |
| 6 | Write to external organisations such as the Hospital of St Cross and Lawrence Sheriff School to request that they direct their service users to other parking areas. |
| 7 | GLL to look at times of peak activity (such as swimming lessons) and smooth those peaks throughout the day/ week. |
| 8 | Make the emergency drop off area clear, for example by using hatchings/ signage. |

MEDIUM-LONGER TERM – as recommended by Environment and Growth Overview and Scrutiny Committee on 15 July 2019

| | |
|----|---|
| 9 | A four-hour parking limit with no return within one hour be imposed, and appropriate signage be installed. |
| 10 | A cycle of short campaign style enforcement be carried out by the Council's wardens visiting the car park to record vehicles parked for longer. |

1.1 Alignment with the Corporate Strategy

The review relates to the following corporate priorities:

- **Enhance our local, open spaces to make them places where people want to be**
- **Encourage healthy and active lifestyles to improve wellbeing within the borough**

2. OBJECTIVES

2.1 Background

At the overview and scrutiny work programme workshop on 7 March 2018, members considered a proposal for a review about parking at the Queen's Diamond Jubilee Centre. The overview and scrutiny chairs agreed this review should be included in the work programme for 2018/19 and be treated as a light touch review.

2.2 The One Page Strategy

The 'one page strategy' is the name given to the scoping document for the review. It defines the task and the improvements being aimed for and how these are going to be achieved. The one page strategy, revised by the Committee at its meeting on 10 December 2018 is as follows:

The broad topic area?

To review the availability of parking for users and visitors to the leisure centre and consider whether additional parking spaces or the re-designation of the current spaces is required.

What is the specific topic area?

To review the availability and mix of parking available.

What should be considered?

The current position and whether there is a lack of capacity.

Are there enough provision of family friendly spaces?

Is the land abutting the bowling club available as relief parking?

Is there any other land that could be utilised or re-designated as parking?

Could some form of parking scheme be introduced?

Who shall we consult?

GLL

Legal Services

Regulatory Services

Community Sports and Recreation

Parks Department

Corporate Property

Rugby Thornfield Indoor Bowls Club

Rugby and Northampton Athletics Club

How long should it take?

The review could be undertaken as a light-touch review.

What will be the outcome?

Recommendations, actions or initiatives to improve the amount and mix of parking available for all users of the leisure centre.

3. METHODOLOGY

3.1 Overview

The Committee held a site-visit on 31 January 2019 and this was followed by a special meeting on 13 February 2019 to consider the evidence gathered.

A public consultation was launched calling for evidence from the public.

3.2 Access to evidence

The papers are available online at www.rugby.gov.uk/meetings in the section 'agendas, reports and minutes', and can be found by selecting the Whittle Overview and Scrutiny Committee.

4. EVIDENCE

4.1 Site Visit – Information Gathering

The site visit was attended by the Sports and Recreation Manager and the Warden Supervisor and representatives from GLL, Rugby and Northampton Athletics Club and Rugby Disability Forum.

The main car park is included within the GLL contract for the operation of the Queen's Diamond Jubilee Centre. GLL are responsible for its repair and maintenance including ensuring the lighting is maintained.

The car park is used by other leisure facilities including:

- Rugby and Northampton Athletics Club
- Rugby Thornfield Indoor Bowls Club
- Rugby Thornfield Outdoor Bowls Club

The car park is also used by visitors to Whitehall Recreation Ground.

Currently there are 268 standard parking spaces and 17 disabled parking spaces. A map of the site is attached at Appendix 1.

Surveys were carried out by Community Wardens in Regulatory Services in mornings, afternoons and evenings from 22 January 2019 and 28 January 2019. For standard parking spaces occupancy levels ranged from 21% - 90%, with an average of 46%. For disabled parking spaces, occupancy levels ranged from 0%- 100%, with an average of 40%. Detailed figures are available in Appendix 2.

Photographs of the car park area, taken at various times are attached at Appendix 3.

Specific issues identified within the existing car park were:

- Shared use of disabled parking spaces for parents and young children.
- Coach parking bay – there is no clear marking that it is for coach use. Road markings and signage needed.
- Drop off – no evidence during survey of it being used for general parking, but comments were made that it is. Yellow hatching, road markings and signage

showing not for waiting or parking needed to make it clear that drop-off only and for emergency vehicles.

- Driveway to delivery area and sub-station, in south west of car park - used for parking preventing access by delivery vehicles and emergency vehicles. Road markings e.g. double yellow lines, yellow hatching and signage needed to prevent parking.
- Parking order – this will need to be revised to reflect the restrictions.
- Parking of cars at major events in Bruce Williams Way.
- Re-positioning of cycle racks.

GLL reported that lack of parking was the biggest complaint of its users and the membership of the athletics club had grown considerably. The indoor bowls club commented that the club was also thriving and if it was successful in moving up to national level participation would increase further.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity and agreed that the ANPR (automatic number plate recognition) parking solution proposed by GLL should be the first step to addressing this.

Cycle Racks

There were two cycle racks, one covered and one uncovered, that were poorly positioned. If these could be moved onto the paved area adjacent to the leisure centre this would create space for a two or three more parking spaces. This would also increase security as it would be nearer the building windows.

Parent and Child Spaces and Shared Use

There was potential for creating 'dual use' bays for both people with a disability and parent and child users.

There were currently 17 parking spaces for people with a disability. The emerging Local Plan sets out Council's standards for the provision of parking which state that 4% of the total number of bays to be for disabled users. The view of GLL was that ten would be adequate but if seven spaces were re-designated as parent and child spaces this would still not be enough to meet demand.

Rugby Thornfield Indoor Bowls Club requested that two spaces for people with a disability be moved nearer to the indoor bowls club. GLL had no objection to this. This would require re-marking of the bays.

Road Markings

Hatched road markings on the emergency vehicles bay, the delivery zone and the coach parking bay would be more effective than double yellow lines. The addition of wording such as 'emergency vehicles only' may also help.

The Council's Arboricultural Officer would be consulted on ways to protect against damage to the verges on Bruce Williams Way and to mature tree roots. The use of bollards or knee rail may protect the root protection areas and help stop obstruction.

Additional Parking Land

A suggestion had been made by officers to consider creating additional spaces on an area of landscaping near the car park entrance. Those that attended the site visit reported that this had been discounted because it would only offer up two spaces and there would be a need to reverse a vehicle into traffic entering the site which could be dangerous, and it would spoil the visual impact on entering the site.

Two other areas were identified for additional parking for staff members and customers:

North of the Rugby Thornfield Indoor Bowls Club

In the past GLL had been given the opportunity to lease this area but this was not taken up. However, they would now be willing to enter into a lease with the Council provided the area was properly marked out. Signage would also be required.

The land is within the boundary and designation of Whitehall Recreation Ground and also within the Fields in Trust protected space designation. It is now in use by Parks and Grounds for improvement works in the park and will be used as a compound for major plant in the next few months due to the building of a skate park and renovation of the band stand. The area is also used for large vehicles during events such as fairs and circuses. There are further phases to the improvement plans and once this long-term project has been completed the area will be brought back into the park as it falls within the Fields in Trust protected designation of the park, and also offers the opportunity to improve Health and Safety by separating vehicle and pedestrian traffic (currently all maintenance and vehicles for events need to enter the park and drive along the main central pathway passing the play area). It is also protected under the Open Spaces Strategy which forms part of the emerging Local Plan.

Entrance to the land is prevented by a locked gate and barriers. These are intended to help prevent access by travellers although it was acknowledged that travellers could arrive on site at any time or gain access by other means. The County Court injunction was working as a successful deterrent to travellers.

Trevor White Drive, south east of the leisure centre

Due to access restrictions, this is only suitable for staff parking and events if needed. It is thought it could provide additional spaces.

The current maintenance access is situated at the end of Cromwell Road and has a locked gate to prevent unauthorised vehicle access, while retaining pedestrian access.

The land is under the control of the Council's Parks and Grounds team. It may be possible, subject to suitable funding and receiving relevant approvals, to carry out landscaping works to convert some of the grass area to hard standing or plastic grid matting, along with other required works to ensure it is managed, secure, and access to the track is maintained.

If the Council entered into a lease agreement with GLL, rights of access would need to be incorporated. Parks and Grounds would require continued access for maintenance vehicles and access to the athletics track must be retained.

Warwickshire County Council would need to give formal approval to changing this entrance from maintenance vehicles only to allowing access for the public/staff parking. Traffic and Safety would need to give approval for this change in purpose and any implications for traffic volumes and junction designs, and Highways would need to give approval to any changes to the highway, footpath, kerbs etc.

The access road is only single track and works would be needed to separate pedestrians and vehicles, likely to involve widening to double width vehicle track and raising the pedestrian route or other physical separation such as railings, and space for vehicles turning.

Other points considered included the possibility of a negative response from nearby residents as this would result in an increase of traffic, and that root zones of mature trees would require protection.

Alternative parking arrangements

The car park at the GEC Recreation Ground could be used as overflow parking during large events. This could be useful for users who are more able bodied, but it may be difficult for those less able, or where large amounts of equipment were being carried and it may not address the issue of mis-parking at the leisure centre.

Parking Enforcement and Regulations

The site is subject to a parking order of four hours approved by Warwickshire County Council but there is no current signage or enforcement dedicated to the site.

The Committee identified that the main cause of parking issues was that non-leisure centre users were using up capacity and agreed that an automatic number recognition (ANPR) style parking solution proposed by GLL should be the first step to addressing this.

An ANPR solution would act as a deterrent against students from local schools, or hospital staff taking up spaces for several hours.

ANPR can be used by private parking companies but is prohibited for local authorities who are subject to the Traffic Management Act 2004. A private company can use ANPR to register the car as it arrives and when it leaves and if it has committed an offence, a parking charge notice (PCN) can be sent by post. ANPR can be used by local authorities, but only if the ANPR shows a ticket has expired and the enforcement officer physically attaches the PCN to the vehicle before it leaves the car park.

As the site is owned by the council but leased by a private company GLL will be able to decide how it is enforced, and as a result of that, if a private company is responsible for enforcement.

The lease may also have an influence on the type of controls as ticket machines, barriers and ANPR cameras can add significant costs, as will markings and signs.

GLL had a national contract with Gemini Parking Solutions. GLL would be responsible for all costs including cameras, tablets and pay machines. There would be an additional cost if further tablets were required.

GLL would decide on the terms and control the time limits and charges via a web-based portal. They would also be able to record registration numbers for permitted vehicles, such as vehicles owned by staff, to remain for longer periods without charge.

Free parking could be made available for a set time limit - for example four hours. Longer periods would be subject to a parking fee.

Pay and display machines could also be installed.

GLL would require Gemini to manage enforcement with no involvement from the leisure centre or the Council.

The system was flexible, and charges could be disbanded as required - for example when events were taking place.

It was stressed this was a proposal and details would be decided at a later stage.

4.2 Consultation Responses

A press release was issued on 23 January 2019 calling for feedback on access to the Queen's Diamond Jubilee Centre. The deadline for responses was 8 February 2019.

Eleven responses were received from members of the public and a written response was received from Rugby Thornfield Indoor Bowls Club. A summary of the comments received is below:

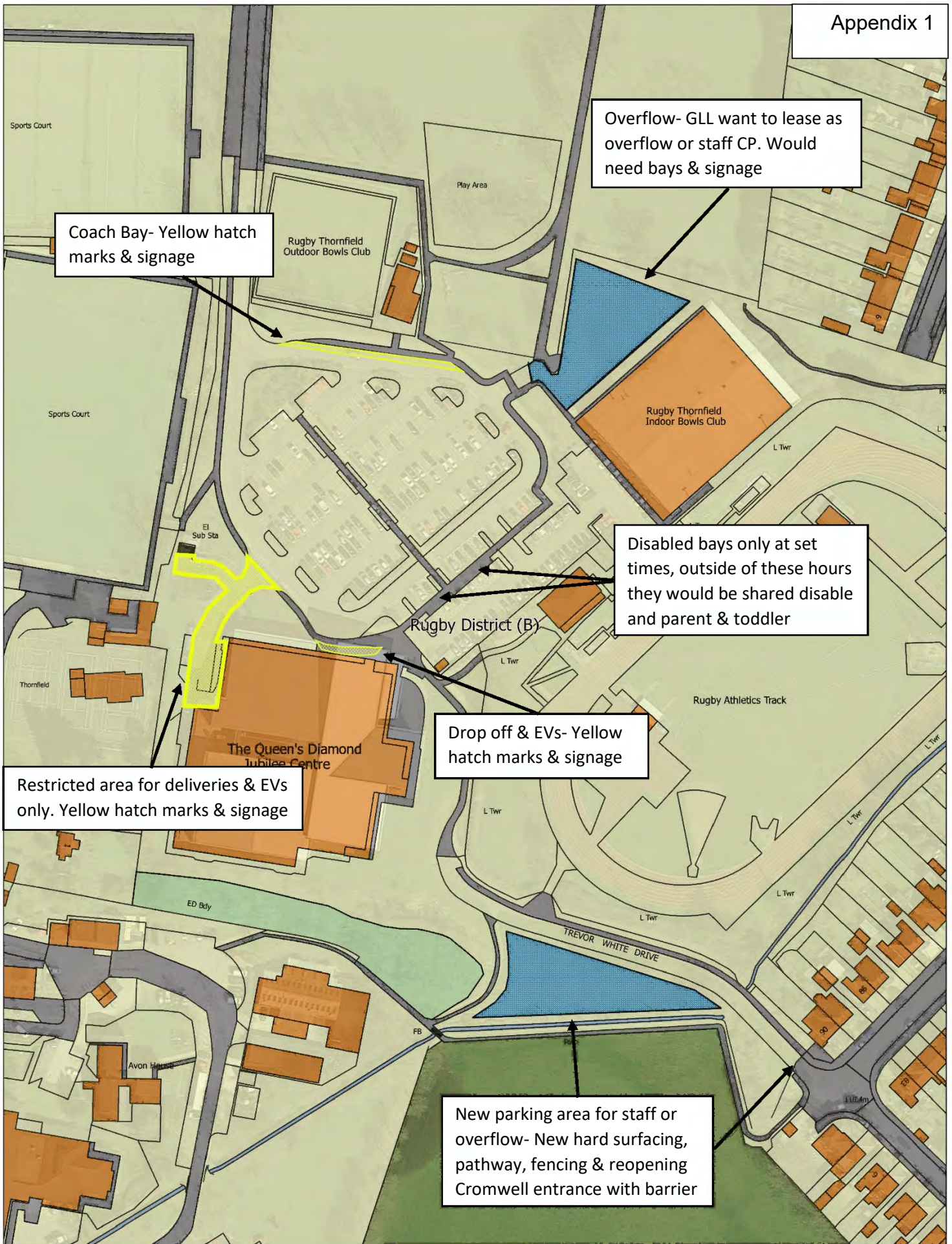
| Comment | Number of comments |
|--|--------------------|
| There are no parent and child spaces | 5 |
| The 'overflow' car park next to the indoor bowls club is not in use | 2 |
| Concern that the Council is planning on charging for parking | 2 |
| At peak times there are delays in entering or leaving the site due to traffic | 1 |
| There are issues with parking when there are travellers on the site or large events etc. | 1 |
| There are more than enough/disabled bays are not well used | 2 |
| Drivers abandon cars making the area unsafe or other safety issues | 2 |
| Users of the indoor bowls club are generally older and require parking near the entrance | 1 |
| Parking in the spaces reserved for people with a disability | 1 |
| General lack of parking | 1 |
| Comments relating to cycling routes to the site | 1 |
| *Comments on wider issues such as access for people with a disability or use of the facilities | 3 |

*These comments were passed onto the Access for People with a Disability Task Group

5. CONCLUSIONS

The task group drew the following conclusions from the evidence that it gathered:

1. With an average annual footfall of 550,000 service users of the Queen's Diamond Jubilee Centre, and ancillary users at other onsite venues, this represents a significant contribution to the Rugby town centre local economy.
2. Current parking capacity at the Queen's Diamond Jubilee Centre is inadequate for the average service users of 45,000 to 60,000 per month, in addition to visitors and users of Rugby Thornfield Indoor Bowls Club, Rugby and Northampton Athletics Club and the athletics track, and Sport for the Disabled events. This represents a higher visitor rate to the town centre than many other venues within the locality.
3. Failing to deal with parking problems inhibits other service users, like those with disabilities, pedestrians and cyclists gaining access to the venue because of onsite congestion.
4. The current parking mix does not encourage family friendly parking for those who also need space to load and unload a child or children.
5. The current parking arrangements inhibit the safe use of the venue and its car park.
6. The Committee recognises a lack of capacity leads to restrictions in access for those with disabilities, or who cycle to the leisure centre, and is detrimental to a venue being accessible to all.



Coach Bay- Yellow hatch marks & signage

Overflow- GLL want to lease as overflow or staff CP. Would need bays & signage

Disabled bays only at set times, outside of these hours they would be shared disable and parent & toddler

Drop off & EVs- Yellow hatch marks & signage

Restricted area for deliveries & EVs only. Yellow hatch marks & signage

New parking area for staff or overflow- New hard surfacing, pathway, fencing & reopening Cromwell entrance with barrier

Queens Diamond Jubilee Centre car park spaces survey

| | DISABLED BAYS (17) EMPTY | STANDARD SPACES (268) EMPTY | % OF SPACES OCCUPIED | |
|---|-----------------------------|------------------------------------|----------------------|---------------|
| | | | DISABLED BAYS | STANDARD BAYS |
| TUESDAY 22ND JANUARY 2019 | | | | |
| MORNING | 17 | 160 | 0% | 40% |
| AFTERNOON | 7 | 203 | 58% | 24% |
| EVENING | 9 | 94 | 47% | 35% |
| WEDNESDAY 23RD JANUARY 2019 | | | | |
| MORNING | 5 | 132 | 70% | 50% |
| AFTERNOON | 13 | 147 | 23% | 45% |
| EVENING | 5 | 65 | 70% | 24% |
| THURSDAY 24TH JANUARY 2019 | | | | |
| MORNING | 6 | 29 | 64% | 89% |
| AFTERNOON | 5 | 104 | 70% | 61% |
| EVENING | 16 | 194 | 5% | 27% |
| FRIDAY 25TH January 2019 | | | | |
| MORNING | 3 | 85 | 82% | 68% |
| AFTERNOON | 6 | 98 | 64% | 63% |
| EVENING | 15 | 148 | 11% | 55% |
| SATURDAY 26TH JANUARY 2019 | | | | |
| MORNING | 13 | 149 | 23% | 55% |
| AFTERNOON | - (no count) | - | - | - |
| EVENING | 14 | 210 | 17% | 21 % |
| SUNDAY 27TH JANUARY 2019 | | | | |
| MORNING | 16 | 206 | 5% | 23% |
| AFTERNOON | 15 | 129 | 11% | 51% |
| EVENING | - (no count) | - | - | - |
| MONDAY 28TH JANUARY 2019 | | | | |
| MORNING | 0 | 26 (14 cars parked on grass verge) | 100% | 90% |
| AFTERNOON | 12 | 94 | 35% | 35% |
| EVENING | 16 | 176 | 5% | 23% |



Pedestrian access from path off Bruce Williams Way



Security measures – Overflow carpark – Site unavailable for parking development



Security measures – Overflow carpark - Site unavailable for parking development



Pedestrian access from Whitehall Recreation Ground



Overflow Carpark within Whitehall Rec – RBC
Would require lease of area to GLL – GLL have stated they would want RBC to mark and install lighting completed before they would lease

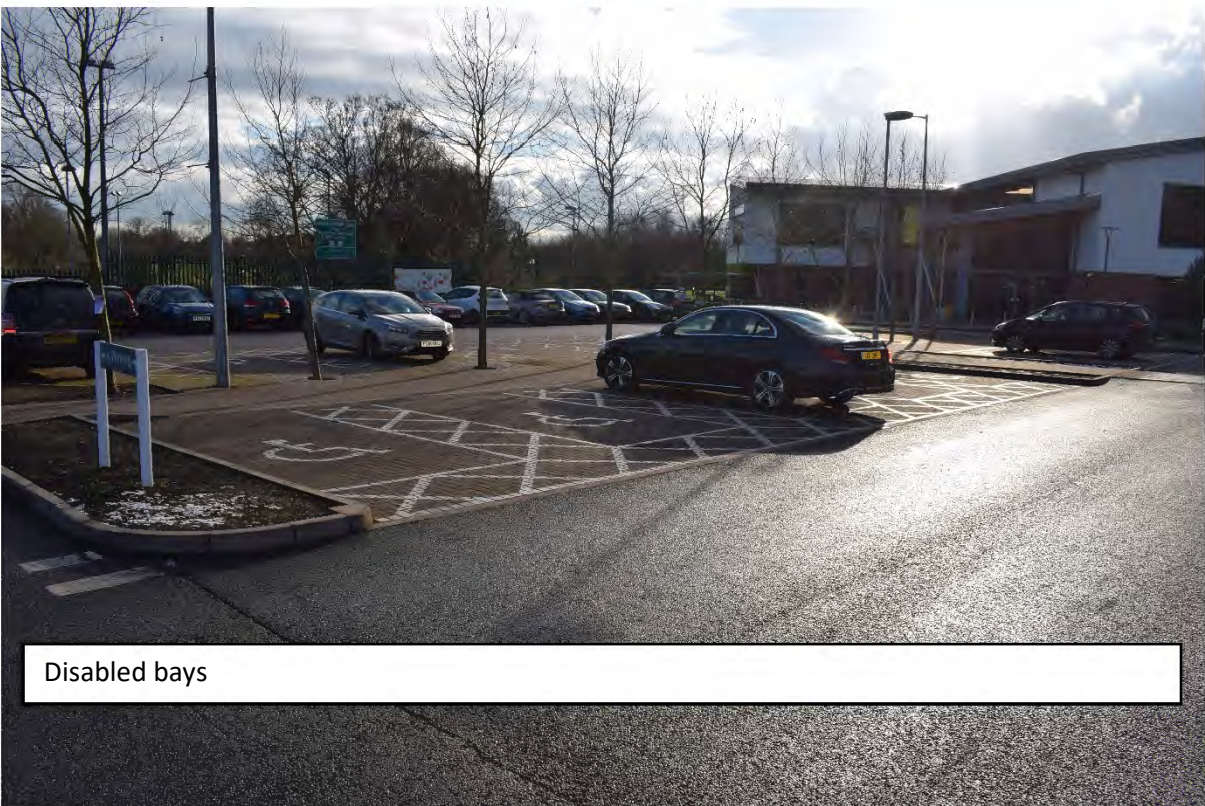


Pedestrian access from Bruce Williams Way #1
- Poor quality for wheelchair/mobility or visually impaired users











Current cycle shelter – option to relocate to gain x2 spaces



Current Disabled bays x17
Option 1 – Reduce to 10-12
Option 2 – Reallocated a prescribed number to parent/toddler



Path to hospital



Proposed staff parking area by converting part of the grassed area – would require access control, WCC permissions and works to pedestrian and vehicle routes

- Option 1 - Reinforced ground mesh matting
- Option 2 – Tarmac



Weekend parking consequences on Bruce Williams Way