

24 May 2017

CABINET – 5 JUNE 2017

A meeting of Cabinet will be held at 5.30 pm on Monday 5 June 2017 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 3 April 2017.

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 30 May 2017).

Growth and Investment Portfolio

5. Rugby Borough Council response to the Housing White Paper consultation.

Corporate Resources Portfolio

6. Civic Honours Protocol – Report of the Civic Honours Sub-Group.

7. Appointment of Working Parties 2017/18.

Communities and Homes Portfolio

8. Approval of Community Grants 2017/18.

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

9. Rugby Art Gallery and Museum Collection – Care and Conservation Policy and Documentation Policy.

10. Urgent Decision under Delegated Powers – Control Centre – Additional Control Centre Operators.

11. 100% Business Rates consultation response: further consultation on the design of the reformed scheme.

12. Business Rates Consultation on proposals on the design and implementation of the locally administered Business Rates Relief scheme.

13. Rugby Art Gallery and Museum Forward Plan 2017 – 2021.

PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

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

The Reports of Officers (Ref. CAB 2017/18 – 1) are attached.

Membership of Cabinet:

Councillors Stokes (Chairman), Mrs Crane, Mrs Parker, Ms Robbins and Mrs Timms.

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, Senior Democratic Services Officer (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: Rugby Borough Council response to the Housing White Paper consultation

Name of Committee: Cabinet

Date: 5th June 2017

Report Director: Head of Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: All

Prior Consultation: Strategic Housing

Contact Officer: Vicky Chapman – Development Strategy

Public or Private: Public

Report subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities:

Statutory / Policy Background:

Summary:

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

Option 1: Endorse the consultation response set out in the Appendix and its submission to Department of Communities and Local Government.

Risks

None

Benefits

This would ensure that the Council engage fully in these important consultations and that any policies are more likely to reflect Council objectives.

Options:

Option 2: Do not endorse the consultation response set out in Appendix and do not submit representations to the consultation.

Benefits

None

Risks

It is important that Rugby Borough Council take the opportunity to engage fully with this consultation as the document has important implications for the planning system and development in the Borough.

Recommendation:

The response to the Government consultation document on the Housing White Paper, contained in the appendix to this report, be endorsed and approved for submission to the Department of Communities and Local Government.

Reasons for Recommendation:

Option 1 is being recommended because this would ensure that the Council engage fully in these important consultations.

Cabinet – 5th June 2017

**Rugby Borough Council response to the Housing White Paper
consultation**

Report of the Head of Growth and Investment

Recommendation

The response to the Government consultation document on the Housing White Paper, contained in the appendix to this report, be endorsed and approved for submission to the Department of Communities and Local Government.

1. INTRODUCTION

The Government consultation on the Housing White Paper “Fixing our broken housing market” seeks views on proposed changes to the planning system.

The Government published the consultation on 7th February 2017, with a closing date for responses by Tuesday 2nd May.

2. PURPOSE OF REPORT

To advise Cabinet of the proposed changes to the planning system as set out in the Government consultation “Fixing our Broken Housing Market” Housing White Paper and to propose a response to be sent to Department for Communities and Local Government (DCLG).

The full consultation response is appended to this report with a summary provided below.

3. BACKGROUND

The Housing White Paper and supporting documents set out the government's plans to reform the housing market and boost the supply of new homes in England. Although this is a White Paper, it is more akin to a Green (consultation) Paper – with many future proposed consultations referred to in the document – these are detailed later on within this report. However, there are sections that are not open for consultation, particularly where there has been previous consultation, and several proposals build on consultations and reviews conducted over the last year: the report of the Local Plans Expert Group; consultations on changes to the National Planning Policy Framework (NPPF), technical changes to planning and ‘building up’ in London; and the Rural Planning Review call for evidence. A summary of the responses to each consultation is published alongside the White Paper.

Many of the changes will also involve amendments to the NPPF, and the Government intends to publish a revised Framework later this year, which will consolidate the outcome from the previous and current consultations. It will also incorporate changes to reflect changes made to national policy through Written Ministerial Statements since March 2012.

4. CONSULTATION CONTENT

The Housing White Paper is a significant consultation document which touches on many policy areas integral to the delivery of housing. This report seeks to focus on those elements relevant to plan making and the delivery of housing through planning.

LOCAL PLANS

The paper is clear in its objective to ensure that all areas have an up to date plan that can address housing needs. It seeks to make it easier for plans to be produced and understood and make it simpler to identify the homes that are required.

The White Paper states “Effectiveness means plans meeting as much of that housing requirement as possible, in ways that make good use of land and result in well-designed and attractive places to live.”

The following measures are proposed:

Plan Making Process

- **Local Plan Review:** Ensure that all LPAs are covered by having in place a “*realistic*” Local Plan. By using existing powers and those proposed in the Neighbourhood Planning Bill currently before Parliament Local Plans must be reviewed every five years, or face intervention. To illustrate this point the White Paper states that 40% of LPAs do not have an up-to-date Plan. In February 2016 DCLG consulted on their proposed criteria for making decisions on whether to intervene in plan-making. Government intends to enforce this through revised regulations.
- **DtC and Plan Making:** The NPPF will be revised to remove the policy expectation that each LPA should produce a single Local Plan. The Neighbourhood Planning Bill, currently before Parliament, would allow the Secretary of State to direct a group of authorities to work together to produce a Joint Local Plan. Government will also consult on changes to the NPPF, so that authorities are expected to prepare a ‘Statement of Common Ground’. This would set out how they will work together to meet housing requirements and other issues that cut across authority boundaries, and would replace the ‘Duty to Cooperate’ – which the Government say has not worked in practice.
- **Combined Authorities:** Devolution deals have allowed housing to be considered at a wider scale than individual authorities via ‘Spatial Development Strategies’. Building on measures in the Neighbourhood

Planning Bill, the White Paper proposes that Combined Authorities or areas with an Elected Mayor will be able to allocate strategic housing sites.

Housing Need and Supply:

- **Calculating demand and supply:** Following consultation, the Government will introduce a new 'Housing Delivery Test', through changes to the NPPF that will look at a standardised way of calculating demand. Where under-delivery is identified as a result of monitoring, the Government proposes a tiered approach to addressing the situation. From November 2017, a Local Planning Authority (LPA) will be required to publish an action plan if delivery of housing falls below 95% of the annual housing requirement and if delivery falls below 85%, local authorities must also plan for a 20% buffer on their five-year land supply; from November 2018. If delivery is below 25% the presumption in favour of sustainable development would automatically apply. From November 2019, the presumption will apply if delivery falls below 45% and from November 2020, it will apply if delivery falls below 65%. Such a cumulative approach and requirement for publication of an action plan where delivery starts to fail places much greater pressure on a LPA to review their local plan than currently exists.
- **Housing land supply:** The NPPF will be amended to give LPAs the opportunity to have their housing land supply agreed on an annual basis, and fixed for a one year period. Those LPAs who wish to take advantage of this will need to provide for a 10% buffer on their 5 year land supply.
- **Methodology for Assessing Housing Requirements:** The NPPF sets out clear criteria but does not prescribe a standard methodology. DCLG will publish a consultation this year, with the outcome reflected in changes to the NPPF. This will consult on what constitutes a reasonable justification for deviating from the standard methodology, and make this explicit in the NPPF.
- **Densities:** LPAs will be required to plan for higher densities, and focus in areas where there is a shortage of land on locations that are well connected to public transport.
- **Small site allocations:** on top of the allowance made for windfall sites, at least 10% of the sites allocated for residential development in local plans should be sites of half a hectare or less.

Speeding up housebuilding and Planning

- The White Paper acknowledges the role developers must play in increasing the rate of delivery of housing. It proposes forcing developers to start building within two years of securing planning permission. The Government will make it easier for LPAs to issue 'Completion Notices', reducing the developing envelope time from three to two years.
- Developers will be required to be more transparent about their pace of delivery, so that councils can take this into account when planning.

There are also measures to boost the transparency of the identity of landowners.

- A £3 billion 'Home Building Fund' will be used to broaden out the number of housing providers from the 10 companies who build 60% of all new homes. The Government say that this will help facilitate the building of 25,000 new homes this Parliament and up to 225,000 in the longer term by engaging SME builders, custom builders, offsite construction and the associated infrastructure.
- Government will support the delivery of existing and future 'Garden' communities by legislating to enable the creation of 'New Town Development Corporations', and amending policy to encourage a more proactive approach by authorities to bringing forward new settlements in their plans.
- Neighbourhood planning groups will have access to Government funding to pay for support required in preparing plans, and housing requirement figures from their LPA.

Green Belt

The Government has reaffirmed its commitment to the Green Belt, that "*only in exceptional circumstances*" can it be built on, and only then after consulting communities and submitting a revised Local Plan for examination. The Housing Minister, Gavin Barwell, has said that councils "*can take land out of the green belt in exceptional circumstances but they should have looked at every other alternative first*", like brownfield land, surplus government land, increasing the density of projects, or partnering with neighbouring councils. A revised NPPF will set out the processes LPAs must take before considering building on the Green Belt, and it will also be amended to reflect a 'de-facto' presumption in favour of housing on brownfield land.

Housing Affordability

In response to worsening affordability the White Paper proposes an expanded and more flexible affordable homes programme, for housing associations and local authorities, through a £7.1bn of already announced funding.

Through amendment to the NPPF the Government is proposing the following changes to support households who are currently priced out of the housing market:

- **Changing the NPPF definition of affordable housing:** to expand the definition of affordable housing in planning policy, and propose:
 - To introduce a household income eligibility cap of £80,000 (£90,000 for London) on 'Starter' homes. Previously this had been pledged as 200,000 new 'Starter' homes that could be bought by first-time buyers at 20% discounts. There will also be a 15 year repayment period for a 'Starter' home so when the property is sold to a new owner within this period, some, or all, of the discount is repaid.
 - Subject to meeting appropriate local connections tests Starter homes can be acceptable on rural exception sites.

- To introduce a definition of affordable private rented housing, which is a suitable form of affordable housing for Build to Rent Schemes.
- **Increasing delivery of affordable home ownership products:** The NPPF requires LPAs to plan proactively to meet as much of their housing needs in their area as possible, including market and affordable housing. The White Paper proposes the following to strengthen this objective:
 - **‘Starter’ homes:** The White Paper confirms that the Government will not introduce a statutory requirement for ‘Starter’ homes at the present time. This is because of concerns expressed in response to their consultation last year that this would not respond to local needs. Instead ‘Starter’ homes are to be decided locally, with LPAs to deliver these as part of a mixed package of affordable housing of all tenures that can respond to local needs and local markets. It will be clarified that ‘Starter’ homes, with appropriate local connection tests, can be acceptable on Rural Exception Sites. Government will also look to support ‘Starter’ home development in rural areas by working in partnership with councils to bring forward land for locally supported development.
 - **10% of all new housing sites should be ‘affordable’ – from a previous target of 20%:** To promote delivery of affordable homes to buy, it is proposed that national planning policy will reflect that local authorities should seek to ensure that a minimum of 10% of all homes on individual sites are affordable home ownership products. This will form part of the agreed affordable housing contribution on each site. It is proposed that this policy should apply to sites of 10 units or more (or 0.5+ hectares). This aligns with the planning definition of ‘major development’ for development management purposes. A lower threshold would be contrary to existing national planning policy. The Government say that there are a number of schemes for which such a policy may not be appropriate, either on viability grounds or because the nature of the proposal makes it difficult to provide affordable home ownership products. This could include the following products:
 - Build to Rent schemes
 - Proposals for dedicated supported housing, such as residential care homes.
 - Custom Build schemes.
 - Development on Rural Exception Sites.

Ultimately Government will look for LPAs to work with developers to deliver a range of affordable housing products, which could allow tenants to become homeowners over a period of time. These include ‘Starter’ homes, shared ownership homes and discounted market sales products.

Starter Homes & Brownfield land

As part of the previous consultation on Starter homes the Government explored the role that can be played by brownfield land. The White Paper details the amendments that will be made to the NPPF to enable this to happen. The main points are as follows:

- Bringing forward a proposal for retaining employment land that has been vacant, unused or unviable for a period of five years, and is not a strategic employment site, should be considered favourably for 'Starter' home-led development.
- Extending the current 'Starter' home exception site policy to include other forms of underused brownfield land – such as leisure centres and retail uses – while retaining limited grounds for refusal.
- Allowing development on brownfield land in the Green Belt, but only where it contributes to the delivery of 'Starter' homes, and there is no substantial harm to the openness of the Green Belt.
- The £1.2 billion 'Starter Home Land Fund' will be invested to support the preparation of brownfield sites. Sites will include both 'Starter' homes and other types of affordable home ownership products such as shared ownership, and products like Rent-to-Buy.

New Homes for Shared Ownership, Affordable Rent and Rent to Buy Affordable Homes Programme: This programme was originally focused on delivering Shared Ownership schemes. The White Paper refocuses incentives for developers to build affordable homes for rent, and Rent-to-Buy schemes alongside shared ownership. Government want to encourage institutional investors, lenders and Capital Markets Participants to the private rental sector. A 'Rent-to-Buy consultation has been launched alongside the White Paper so that developers can offer affordable rent options.

Backing Local Authorities to Build

- The White Paper says that the Government will work with local authorities to understand all the options for increasing the supply of affordable housing, and they are interested in the scope for bespoke housing deals with authorities in high demand areas. They will look to promote the alignment of decisions on infrastructure and housing at higher spatial levels, including via Joint Local Planning and Statutory Spatial Plans.
- DCLG say they welcome innovations like Local Development Corporations, local housing companies and/or joint venture models building mixed sites, which include new market housing for sale or private rent, as well as affordable housing.

Housing Associations

As part of the wider package to increase housing delivery the Government also say that they want to support Housing Associations (and Local Authorities) to start building again, and will:

- Set out a rent policy for social housing landlords (housing associations and local authority landlords) for the period beyond 2020 to help them to borrow against future income, and will undertake further discussions with the sector before doing so. The Government also confirms that the 1% rent reduction will remain in place in the period up to 2020.
- They will make the Social Housing regulator a stand-alone body.
- Government say they are committed to implementing the necessary deregulatory measures to allow Housing Associations to be classified as private sector bodies.

Older People

The White details how older people will be incentivised to downsize to smaller properties. The Government is introducing a new statutory duty through the Neighbourhood Planning Bill to produce guidance for LPAs on how their local development documents should meet the housing needs of older and disabled people. The White Paper says that – *“Helping older people to move at the right time and in the right way could also help their quality of life at the same time as freeing up more homes for other buyers”*. The Government say they are committed to exploring these issues further and will draw on the expertise of a wide range of stakeholders including housebuilders (both specialist and mainstream); mortgage lenders; Clinical Commissioning Groups; housing associations and local authorities and older people and the groups that represent them.

ADDITIONAL CONSULTATIONS OF NOTE

Planning and affordable housing for Build to Rent

There is a specific consultation on build to rent that is separate to the White Paper, which runs until 1 May 2017. The key proposals are to:

- Change the NPPF so authorities know they should plan proactively for Build to Rent where there is a need, and to make it easier for Build to Rent developers to offer affordable private rental homes instead of other types of affordable housing.
- Ensure that family-friendly tenancies of three or more years are available for those tenants that want them on schemes that benefit from our changes.

Infrastructure

An independent review of the Community Infrastructure Levy (CIL) and its relationship with Section 106 planning obligations is published alongside the White Paper. The report recommends that the Government should replace the CIL with a hybrid system of a broad and low level Local Infrastructure Tariff (LIT). Under this system all development would be liable for a LIT - a low level tariff aimed at meeting an area’s wider cumulative infrastructure needs; and larger development would be required to deliver site specific mitigation

secured by a section 106 agreement. In addition, the review has recommended legislating to enable Combined Authorities to establish an additional Strategic Infrastructure Tariff (SIT) to contribute to major infrastructure. This would be similar to the Mayoral CIL which has been applied in London.

FUTURE CONSULTATIONS OF NOTE

In addition to the above measures the White Paper also details a series of future consultations.

Compulsory Purchase: The Government will prepare new guidance to LPAs following separate consultation, encouraging the use of their compulsory purchase powers to support the build out of stalled sites.

Improving arrangements for capturing uplifts in land value for community benefit: The Government will explore whether higher contributions can be collected from development as a consequence of land being released from the Green Belt.

Planning Fees: DCLG will increase nationally set planning fees. Local authorities will be able to increase fees by 20% from July 2017 if they commit to invest the additional fee income in their planning department. Government are minded to allow an increase of a further 20% for those authorities who are delivering sufficient new homes, and they will consult further on the detail. DCLG will also consult on introducing a fee for making a planning appeal.

Disposal of Land: The White Paper proposes amending regulations so that all LPAs are able to dispose of land with the benefit of planning consent which they have granted to themselves. This is currently restricted to unitary authorities and Urban Development Corporations (UDCs). Government will consult on using powers in the Growth and Infrastructure Act 2013 to issue a new General Disposal Consent, which would enable authorities to dispose of land held for planning purposes at less than best consideration without the need for specific consent from the Secretary of State. The consultation will seek views on a threshold below which specific consent would not need to be obtained. They will also consult on revising the existing £2m threshold for the disposal of other (non-housing) land.

5. CONCLUSION

It is recommended that the response to the Government consultation document “Fixing our Broken Housing Market” Housing White Paper, contained in the appendix to this report, is endorsed and approved for submission to the Department of Communities and Local Government. It is important that Rugby Borough Council take the opportunity to engage fully with this consultation as the document has important implications for planning locally and development in the Borough.

Name of Meeting:
Cabinet

Date of Meeting:
3rd April 2017

Subject Matter:
Rugby Borough Council response to the Housing White Paper consultation

Originating Department:
Growth and Investment

List of Background Papers

Document No.	Date	Description of Document	Officer's Reference	File Reference
1.				

* 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:

Document No.	Relevant Paragraph of Schedule 12A
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* There are no background papers relating to this item.

(*Delete if not applicable)

APPENDIX A: RBC Response to the Housing White Paper

RBC welcomes the opportunity to provide comment on the Housing White Paper and hopes that the below comments are of use in both informing the final wording of amendments to the NPPF and future consultation documents following this White Paper.

For all changes to national policy and guidance RBC strongly requests that clear and appropriate transition periods are put in place to allow Local Planning Authorities (LPAs) sufficient time to take the relevant steps needed to ensure their requisite local plans conform with amended national policy.

This request is particularly pertinent for Rugby Borough Council. Currently RBC is working towards the Submission of the Local Plan in June 2017. The adoption of the Local Plan is a corporate priority for the Council, not least because a 5 year housing land supply cannot currently be demonstrated. The Council is keen to be able to re-establish this position through the delivery of significant allocation through urban extension to the town of Rugby, small scale Green Belt release and the allocation of a new village. Some of the growth delivered is to meet unmet housing need arising from within an adjacent authority within the same HMA, agreed under DtC.

Although for the most part welcome the proposals contained within the emerging White Paper if enshrined in national policy in the summer of 2017 have the potential to put the emerging Local Plan out of conformity of national policy. As such a period of transition is welcomed.

1. Do you agree with the proposals to:

a) Make clear in the National Planning Policy Framework that the key strategic policies that each local planning authority should maintain are those set out currently at paragraph 156 of the Framework, with an additional requirement to plan for the allocations needed to deliver the area's housing requirement?

b) Use regulations to allow Spatial Development Strategies to allocate strategic sites, where these strategies require unanimous agreement of the members of the combined authority?

Some of the Spatial Development Strategies currently being considered by combined authorities are non-statutory plans. As such, there is some concern that the allocation of strategic sites through such plans would not be subject to the same local public or independent scrutiny as those identified through local plans. This is particularly important given the potential wider significant impact that the allocation of strategic sites can have. It is important that the consideration of strategic sites takes place alongside other elements of the plan-making process such as Sustainability Appraisal, Infrastructure Planning and Strategic Flood Risk Assessment. There would also need to be a very clear definition of what constitutes a 'strategic site'.

c) Revise the National Planning Policy Framework to tighten the definition of what evidence is required to support a 'sound' plan?

RBC can see the merit in tightening the definition to provide clarity and reduce unnecessary debate at EiP. However, each plan is different and the term 'proportionate' is very helpful in this respect. A

pragmatic approach would therefore be supported which allowed LPAs to produce the evidence they consider to be necessary to support their plan.

2. What changes do you think would support more proportionate consultation and examination procedures for different types of plan and to ensure that different levels of plans work together?

The consultation process of a plan is often not proportionate to a plan. However, small adjustments to the way in which submissions should be made can streamline the process whilst maintaining an open and transparent consultation of a plan. Under the current arrangements often the same representation has been sent to the Council by email and by post. These representations (and duplications) require a considerable amount of resources to properly collate and manage them and often have a detrimental effect on the timescales of the plan.

It is accepted that many respondents do prefer to respond by post and that this option should remain. However, requiring responses from all statutory and non-statutory organisations to be submitted in digital format would help in processing representations made. This would allow more resources to be deployed to record any paper representations submitted by individuals, recognising that some individuals would prefer this format to digital media. Further it would also be beneficial if representations were received in one format alone, to prevent in the potential duplication of processing of representation. As part of a Publication consultation LPAs produce response forms produced specifically to collate information that will assist an Inspector at examination. Often these are not completed, where people tend to prefer sending in word documents or PDF documents. It would be of great benefit if respondents were required to fully use the response form.

Certainly the Statement of Community Involvement attempts (within the existing regulations) to reflect the opportunity digital improvement provides. This is also consistent with the corporate digitisation which Rugby Borough Council has embarked upon, which will see efficiencies throughout the Council.

With regard the examination process, it must be recognised that the determination of planning applications will not wait for the outcome of a prolonged Local Plan examination procedure. Consideration should be given, in whole Local Plan examinations, to enabling Inspectors to identify at an early stage whether the strategic policies of a plan are sound before proceeding to examine development management policies and/or non-strategic allocations. In this way, planning applications could be assessed against an up-to-date locally relevant strategy rather than an out of date strategy.

3. Do you agree with the proposals to:

a) Amend national policy so that local planning authorities are expected to have clear policies for addressing the housing requirements of groups with particular needs, such as older and disabled people?

As stated above RBC is looking to submit the Local Plan for EiP in June this year, so comments made above in relation to transition are relevant here. Notwithstanding this, RBC would be supportive of this approach and has included a specific specialist housing policy within the Publication Local Plan

and the continuation of the nationally described space standard. By ensuring that new homes are built to baseline Building Regulations Part M requirements, these homes would have sufficient space to enable residents to meet their day to day needs. Such homes are also more capable of being adapted to changes in personal circumstances.

Policies need to cover not just older people and those with physical disabilities, but also those requiring more specialist supported housing, such as hostels, care homes, extra care housing and other forms of supported housing which require additional design features.

b) From early 2018, use a standardised approach to assessing housing requirements as the baseline for five year housing supply calculations and monitoring housing delivery, in the absence of an up-to-date plan?

RBC has previously raised concerns about the considerable time and resources required to get a plan in place, including evidence requirements and overall policy uncertainty. Therefore the introduction of a standardised methodology for calculating assessed housing need is welcomed. Introducing this could help streamline the plan-making process by reducing inefficiencies and providing the certainty needed for LPAs. It is not clear whether this update will also incorporate Gypsy and Traveller accommodation assessments.

However, as previously stated RBC is looking to submit the Local Plan in June 2017 and with other areas of this White Paper RBC request that an appropriate transitional period be put in place to allow LPAs to respond to the impact this change will have on their plan making. It does on the face of it that this could have quite varying impacts across different LPAs. Certainly for RBC where we have worked with other HMAs authorities to meet unmet need, there is a marked difference between the latest household projections and emerging housing targets.

4. Do you agree with the proposals to amend the presumption in favour of sustainable development so that:

a) Authorities are expected to have a clear strategy for maximising the use of suitable land in their areas?

b) It makes clear that identified development needs should be accommodated unless there are strong reasons for not doing so set out in the NPPF?

Agree.

c) The list of policies which the Government regards as providing reasons to restrict development is limited to those set out currently in footnote 9 of the National Planning Policy Framework (so these are no longer presented as examples), with the addition of Ancient Woodland and aged or veteran trees?

Yes as long as the list is amended to not only include ancient woodland and aged or veteran trees but also to make reference to functional floodplain, Scheduled Ancient Monuments (as listed by Historic England), Internationally and Nationally Designated Sites of Biodiversity and Geological Interest (as defined by Natural England and the European Commission) and Major Hazardous Facilities (as defined by the Health and Safety Executive).

d) Its considerations are re-ordered and numbered, the opening text is simplified and specific references to local plans are removed?

Yes if it is as set out in Box 2, page 79 of the Planning White Paper.

5. Do you agree that regulations should be amended so that all local planning authorities are able to dispose of land with the benefit of consent which they have granted to themselves?

Yes.

6. How could land pooling make a more effective contribution to assembling land, and what additional powers or capacity would allow local authorities to play a more active role in land assembly (such as where 'ransom strips' delay or prevent development).

The principle of comprehensive development through land assembly is supported. CPO powers are an option but take considerable and resource from a local planning authority to utilise.

7. Do you agree that national policy should be amended to encourage local planning authorities to consider the social and economic benefits of estate regeneration when preparing their plans and in decisions on applications, and use their planning powers to help deliver estate regeneration to a high standard?

No comment.

8. Do you agree with the proposals to amend the National Planning Policy Framework to:

a) Highlight the opportunities that neighbourhood plans present for identifying and allocating small sites that are suitable for housing?

b) Encourage local planning authorities to identify opportunities for villages to thrive, especially where this would support services and help meet the authority's housing needs?

Yes. This is consistent with the approach taken in the emerging local plan, where the larger villages will have small scale extensions. Most of these villages have not seen growth in many years but it has been necessary to do so in order to meet the authority's housing needs. However, this was achieved with the involvement from the local communities which has greatly assisted in the acceptance of the extent of development and understanding of the necessity to help meet the strategic targets. Further emphasis on how this community engagement should be considered through plan making would be welcome.

c) Give stronger support for 'rural exception' sites – to make clear that these should be considered positively where they can contribute to meeting identified local housing needs, even if this relies on an element of general market housing to ensure that homes are genuinely affordable for local people?

Support.

d) Make clear that on top of the allowance made for windfall sites, at least 10% of sites allocated for residential development in local plans should be on sites of half a hectare or less?

RBC raises concerns about the actual benefit this approach would bring. It would no doubt be as resource intensive to evidence the allocation of such sites as larger allocations, but for little delivery.

In addition it is not clear how this approach would fit with windfall allowances and the emerging brownfield register. Evidencing and producing a local plan which seeks to allocate land for residential development that is both sound and acceptable to the local community is a challenging process, but to take this down to a non- strategic scale for such little gain has the potential to significantly slow down the plan making process.

In addition to the above if this measure were to become national policy guidance, the emerging local plan due to be submitted to the Inspectorate in June does not contain 10% of the site allocations on sites of half a hectare or less. This would require a clear transition period.

e) Expect local planning authorities to work with developers to encourage the sub-division of large sites?; and

In the case of the emerging local plan allocations sub dividing a site has the potential to compromise delivery of key infrastructure required to mitigate and the masterplan approach to delivery. The value in master planning for strategic scale allocations is that the needs of the new and existing communities can be planned for as a whole and not in a piecemeal way. It is difficult to address issues such as green infrastructure provision and other areas of land use where a particular developer will get a lower return once a site has been subdivided.

The sub division of large sites must only be done once the master planning of a site and the phasing and delivery of key infrastructure is agreed to ensure comprehensive development is achieved.

f) Encourage greater use of Local Development Orders and area-wide design codes so that small sites may be brought forward for development more quickly?

Yes, provided the process is simple and the appropriate resources are provided to local planning authorities to do this. It is, however, unclear exactly the benefit such measures will bring, given the potential resource and time implications, especially as there are other factors preventing smaller sites coming forward other than certainty on design.

9. How could streamlined planning procedures support innovation and high-quality development in new garden towns and villages?

As with many other authority areas Rugby Borough Council is proposing a new village to assist in meeting the strategic housing targets. Although setting a standard from the outset could reduce the time for negotiation it does not explain what measures will be introduced to make this happen and how this will result in innovation and high quality design. By quickening a process has the potential to devalue these outcomes. There is also the potential to compromise the engagement with the local community which is important for the success of the new village.

The focus is needed early on to create an appropriate mechanism for the site promoters to identify the likely land value through justifying the likely land capacity in consideration of the appropriate assimilation with the surrounding countryside.

10. Do you agree with the proposals to amend the National Planning Policy Framework to make clear that:

a) Authorities should amend Green Belt boundaries only when they can demonstrate that they have examined fully all other reasonable options for meeting their identified development requirements?

Although in principle RBC supports clarification on when land can be removed from the Green Belt the detail what is being proposed does question the ability of meeting strategic housing targets in as sub region with a large extent of land is Green Belt. RBC welcomes that the White Paper will be followed by a specific consultation paper and requests that this considers this approach in the context of strategic planning.

The emerging Local Plan contains small scale Green Belt allocations which are proposed to be removed from the GB to assist in delivery in the early part of the plan period. Therefore, RBC asks that an appropriate transition period be considered for LPAs to respond to any subsequent changes to the NPPF.

b) Where land is removed from the Green Belt, local policies should require compensatory improvements to the environmental quality or accessibility of remaining Green Belt land?

Although RBC supports this approach in principle, it is difficult to understand how this work in practice. Although the consultation mentions woodlands and other such environmental improvements, these do not play a specific Green Belt role in respect of the five purposes. Also land may not be available to make this compensation possible.

c) Appropriate facilities for existing cemeteries should not be regarded as 'inappropriate development' in the Green Belt?

No comment.

d) Development brought forward under a Neighbourhood Development Order should not be regarded as inappropriate in the Green Belt, provided it preserves openness and does not conflict with the purposes of the Green Belt?

Proposals brought forward under Neighbourhood Development Orders should still be in general conformity of the plan and national guidance in this respect.

e) Where a local or strategic plan has demonstrated the need for Green Belt boundaries to be amended, the detailed boundary may be determined through a neighbourhood plan (or plans) for the area in question?

This suggests that a GB can no longer be amended through a Local Plan. Although RBC welcomes the ability of NPs to be able to amend GB boundaries, the principle must be established within the LP.

f) When carrying out a Green Belt review, local planning authorities should look first at using any Green Belt land which has been previously development and/or which surrounds transport hubs?

No comment.

11. Are there particular options for accommodating development that national policy should expect authorities to have explored fully before Green Belt boundaries are amended, in addition to the ones set out above?

In general, yes. However, when comparing the relative merits of greenfield sites, there may be cases where there are site opportunities in the Green Belt which may, in the overall context of sustainability, present more suitable options for development. In addition through plan making,

there is also the consideration of local planning authorities meeting their strategic housing targets which may require an element of green belt release.

12. Do you agree with the proposals to amend the National Planning Policy Framework to:

a) indicate that local planning authorities should provide neighbourhood planning groups with a housing requirement figure, where this is sought?;

RBC supports this approach in principle. In fact RBC is distributing small scale growth to the larger villages within the Borough to support the Local Plan housing targets in the first five year of the local Plan. For the most part this work was done in partnership with the local communities, where submitted sites and SHLAA assessments of sites were discussed with parish councils and the local community. Although all of the villages are of relatively similar size and with broadly similar level of services, the allocation between each village does vary. This variance is informed by the extent of achievable deliverable sites. It is therefore important that the allocation of a housing target for each village is considered in this context. However, these sites will be allocated through the Local Plan.

It is also unclear however, how this approach will work in practice. How will NPs with housing targets sit with Local Plans or even Spatial Development Strategies which contain housing targets? Given that NPs are likely to have separate plan making timetables to the relevant Local Plan, it is unclear in circumstances where a NP cannot meet the allocated target, what will happen to the remaining unmet need.

b) make clear that local and neighbourhood plans (at the most appropriate level) and more detailed development plan documents (such as action area plans) are expected to set out clear design expectations; and that visual tools such as design codes can help provide a clear basis for making decisions on development proposals?;

The emerging Local Plan contains overarching principles and a design policy which point applicants and decision makers to the important design considerations without over prescription. It is considered that this is the right level of guidance to be contained at a whole plan level. The design expectations are therefore more appropriately left to more detailed level of consideration which can respond appropriately to the specific circumstances of each individual proposal.

In some cases Neighbourhood Plans could consider design expectations, however, as with identifying site allocations, it is unlikely that NP groups will have the expertise to produce such guidelines.

As stated this may be more appropriate at a case by case basis or through SPDs, LDO for large sites which can be informed by site wide masterplans and overarching design parameters. It is considered that inclusion of design codes at the plan making stage could be overly resource intensive that may detract from the more important strategic matters of allocations and delivery.

c) emphasise the importance of early pre-application discussions between applicants, authorities and the local community about design and the types of homes to be provided?;

RBC supports this proposal and very much encourages pre application discussions on all proposals.

d) makes clear that design should not be used as a valid reason to object to development where it accords with clear design expectations set out in statutory plans?; and

As stated above design is something that should be considered on a case by case basis and should be supported by more general design policies which cannot capture all design considerations. As such it is unreasonable to assume that design can be a valid reason to object to a scheme.

e) recognise the value of using a widely accepted design standard, such as Building for Life, in shaping and assessing basic design principles – and make clear that this should be reflected in plans and given weight in the planning process?

Although this could offer a good basis from which discussions can be advanced, as stated above design is something that should be considered on a case by case basis.

13. Do you agree with the proposals to amend national policy to make clear that plans and individual development proposals should:

a) Make efficient use of land and avoid building homes at low densities where there is a shortage of land for meeting identified housing needs?

RBC recognises the importance of making best use of land available to meet housing targets and acknowledges the need to do this in meeting challenging growth targets in delivering local plans. However, it is important that local planning authorities retain local discretion in determining housing density informed by the specific local borough context where factors such as the nature of the surrounding landscape or townscape, infrastructure requirements etc will determine how density may vary.

b) Address the particular scope for higher-density housing in urban locations that are well served by public transport, that provide opportunities to replace low-density uses in areas of high housing demand, or which offer scope to extend buildings upwards in urban areas?

In principle RBC supports this proposal, where excellent sustainable transport and services exists. This should also in consideration of specific housing needs of the local community and impact of higher densities on the existing urban landscape.

c) Ensure that in doing so the density and form of development reflect the character accessibility and infrastructure capacity of an area, and the nature of local housing needs?

As stated above this is an important consideration.

d) Take a flexible approach in adopting and applying policy and guidance that could inhibit these objectives in particular circumstances, such as open space provision in areas with good access to facilities nearby?

LPAs already negotiate on provision on quantities and also quality of different typologies of open space in consideration of existing provision within the vicinity of a proposal site. RBC would be considered about the seemingly devaluing of an important provision within a development proposal to increase development densities. The emerging Local Plan contains a specific chapter on health which seeks to respond to the NPPF and NPG in respect of the importance of open spaces for public health.

14. In what types of location would indicative minimum density standards be helpful, and what should those standards be?

Historically minimum housing density targets (through PPG3) have resulted locally in poorly designed developments which do not constitute desirable neighbourhoods. RBC cannot see instances where this approach would be beneficial to most local authority areas, even, where located within close proximity to transport hubs.

16. Do you agree that:

a) Where local planning authorities wish to agree their housing land supply for a one-year period, national policy should require those authorities to maintain a 10% buffer on their 5 year housing land supply?

Further explanation on how this mechanism will operate should be published and consulted on before this is brought into operation. The guidance should include recommended minimum requirements for engaging with the development industry and infrastructure providers and provisions for what will happen in the event of one or both of these sectors not engaging in the process. It is not clear whether the 10% buffer will replace the 5% that is currently required or 20% where non delivery is identified, within the NPPF. If it is to replace 5% it is not clear why and it is not going to be appealing to many local planning authorities who are able to qualify for 5%.

As with other proposals above, this should also be subject to a period of transition as it has the potential to affect those plans approaching EIP, such as RBC.

b) The Planning Inspectorate should consider and agree an authority's assessment of its housing supply for the purpose of this policy?

Agree with this proposal and considers that the decision of the Planning Inspectorate should be considered to be definitive in regard to known sites, although subsequent planning permissions granted within the following year should be counted in 5 year housing supply calculations. If found not to have such a supply, this would allow a local planning authority to know that it can count on sites already considered in the Planning Inspectorate's consideration without fresh challenge at a s78 appeal.

c) If so, should the Inspectorate's consideration focus on whether the approach pursued by the authority in establishing the land supply position is robust, or should the Inspectorate make an assessment of the supply figure?

If the assessment has been undertaken in consultation with the development industry and infrastructure providers then the consideration should focus on the approach taken. However, it is acknowledged that there may be occasions when the development industry and local planning authority cannot agree, in which case it will be necessary for the Planning Inspectorate to undertake a more robust examination of the assessment itself. Certainly this has been the case locally. It is also not in the interest of the developer to agree that a local planning authority can demonstrate a five year land supply position.

17. In taking forward the protection for neighbourhood planning as set out in the Written Ministerial Statement of 12 December 2016 into the revised NPPF, do you agree that it should include the following amendments:

It must be recognised that there will be some instances where a neighbourhood plan is prepared for an area where there is little scope or need for additional housing, as has been the case in Rugby Borough such as a constrained urban area or with little opportunity or a remote small village with no

services or facilities. In such instances, it must be acknowledged that the neighbourhood plan's fair share of housing might not be for any planned development at all. Furthermore, the NPPF's wording should not give rise to a need for the local planning authority to prepare a document sharing out housing need across all the communities in its district which is unnecessary and likely to be unhelpful.

a) A requirement for the neighbourhood plan to meet its share of housing need?

In principle this does seem fair. However, some NP areas may well be considerably constrained and/or not very sustainable to take on the level of growth that this may entail. Also, it is not clear how this will be arrived at.

b) that it is subject to the local planning authority being able to demonstrate through the housing delivery test that, from 2020, delivery has been over 65% (25% in 2018; 45% in 2019) for the wider authority area?

It would seem acceptable in principle that neighbourhood plans should also be subject to the proposed housing delivery test.

c) Should it remain a requirement to have site allocations in the plan or should the protection apply as long as housing supply policies will meet their share of local housing need?

It may be more helpful to continue with the requirement for allocations in relation to this protection to provide certainty to communities and developers that the local planning authority has built in sufficient contingency to deal with housing supply failures and have a range of sites allocated.

19. Do you agree with the proposal to amend national policy so that local planning authorities are expected to have planning policies setting out how high quality digital infrastructure will be delivered in their area, and accessible from a range of providers?

It will become clearer once details emerge in the forthcoming consultation.

20. Do you agree with the proposals to amend national policy so that:

- **the status of endorsed recommendations of the National Infrastructure Commission is made clear: and**
- **authorities are expected to identify the additional development opportunities which strategic infrastructure improvements offer for making additional land available for housing?**

Yes. National policy amendment needs to make clear the mechanism for local planning authorities to identify additional development opportunities at the appropriate time.

21. Do you agree that:

a) The planning applications form should be amended to include a request for the estimated start date and build out rate for proposals for housing?

b) That developers should be required to provide local authorities with basic information (in terms of actual and projected build out) on progress in delivering the permitted number of homes, after planning permission has been granted?

c) The basic information (above) should be published as part of Authority Monitoring Reports?

d) That large housebuilders should be required to provide aggregate information on build out rates?

Yes. All of these measures will provide much greater certainty for local planning authorities to understand the deliverability of a site and the actual rate of delivery. There also needs to be some explanation on how a local planning authority should treat an application which does not contain this information. However, it is worth noting that often information can be inaccurate, so only a certain amount of weight can be placed on this information by a local planning authority. As such what kind of penalties could developers will face if they do not build out at the estimated rates, in particular if an application was approved on lack of land supply.

In relation to the AMR, there needs to be a commitment from developers to update this information annually. It is also unclear the value in publishing all of this information in the AMR – there is also a resource implication here.

22. Do you agree that the realistic prospect that housing will be built on a site should be taken into account in the determination of planning applications for housing on sites where there is evidence of non-implementation of earlier permissions for housing development?

Yes. However, this could be challenging when applicants will seek to provide reassurance of delivery, as all other issues would have been addressed in previous approvals. Further advice on this would be appreciated. There could be a link to likely delivery rates, having a developer in place and any ransom strips.

23. We would welcome views on whether an applicant's track record of delivering previous, similar housing schemes should be taken into account by local planning authorities when determining planning applications.

This is considered to be reasonable in principle, however, as stated above it could be challenging to implement and how much weight given in decision making.

24. If this proposal were taken forward, do you agree that the track record of an applicant should only be taken into account when considering proposals for large scale sites, so as not to deter new entrants to the market?

See above.

25. What are your views on whether local authorities should be encouraged to shorten the timescales for developers to implement a permission for housing development from three years to two years, except where a shorter timescale could hinder the viability of deliverability of a scheme? We would particularly welcome views on what such a change would mean for SME developers.

Agree in principle. Locally there have been permission granted, often on land supply, where the applicant clearly has not been in a position to implement the permission as expediently as they had indicated. This would put more pressure on applications to be more worked up.

26. Do you agree with the proposals to amend legislation to simplify and speed up the process of serving a completion notice by removing the requirement for the Secretary of State to confirm a completion notice before it can take effect?

Yes.

27. What are your views on whether we should allow local authorities to serve a completion notice on a site before the commencement deadline has elapsed but only where works have begun? What impact do you think this will have on lenders' willingness to lend to developers?

Agree but only in certain circumstance e.g to ensure the Council maintains its 5 year housing land or to ensure that key sites are brought forward

Do not consider that local planning authorities are best placed to comment on how this will affect a lenders willingness to lend.

28. Do you agree that for the purposes of introducing a housing delivery test, national guidance should be made clear that:

This test focusses on completions, which the local planning authority has less control over, but it does not penalise developers who build at less than the required rate.

a) The baseline for assessing housing delivery should be a local planning authority's annual housing requirement where this is set out in an up-to-date plan?

Clarity is needed on what is meant by annual housing requirement – is this the annual average figure across the plan period, or the annual projection in the housing trajectory, or different?

It may not always be appropriate to use the average annual housing requirement depending on the approach to housing delivery set out in the adopted Plan, for example, through a large site with longer lead in times, which would be reflected in the trajectory, with lower delivery rates in the early years, and higher rates in later years. Therefore an authority may be penalised for lower delivery rates against the annual average, despite intentionally planning for this.

b) The baseline where no local plan is in place should be the published household projections until 2018/19, with the new standard methodology for assessing housing requirements providing the baseline thereafter?

Agree. This seems sensible subject to clarity on the details of the standardised approach to calculating housing need.

c) Net annual housing additions should be used to measure housing delivery?

Yes, the authority currently monitors net completions.

d) Delivery will be assessed over a rolling three year period, starting with 2014/15 – 2016/17?

This seems appropriate. It would be useful to have clarity around the three year assessment period for housing delivery, for example, if a rolling three year period is appropriate for the purpose of the housing delivery test, would it also be an appropriate time period for assessing housing delivery performance for the purpose of determining the appropriate buffer to be used for the housing supply calculation, as per NPPF, para 47?

29. Do you agree that for the purposes of introducing a housing delivery test, national guidance should make clear that:

a) From November 2017, an expectation that local planning authorities prepare an action plan where delivery falls below 95% of the authority's annual housing requirement?

A threshold of 95% delivery seems particularly high to trigger the need to write an action plan given that this places a further burden on local planning authorities. A lower threshold would seem fairer to understand the issues and how they can be addressed where a housing delivery situation has become more critical, and would avoid placing burdens on authorities who are performing relatively well in this respect.

Clarity would be useful to understand whether the need for an action plan based on failing to meet the prescribed threshold is an annual requirement.

b) From November 2017, a 20% buffer on top of the housing requirement to maintain a five year housing land supply where delivery falls below 85%?

Clarity is required to confirm that the proposed 20% buffer is not in addition to the buffer in para 47, NPPF, ie, if an authority is already incorporating a 20% buffer in their land supply calculation, there will be no further action to take in line with this proposal.

c) From November 2018, application of the presumption in favour of sustainable development where delivery falls below 25%?

d) From November 2019,. Application of the presumption in favour of sustainable development where delivery falls below 45%? And

e) From November 2020, application of the presumption in favour of sustainable development where delivery falls below 65%?

31. Do you agree with our proposals to:

a) Amend national policy to revise the definition of affordable housing as set out in Box 4?

There appears to be some inconsistency within the consultation around this area, so further clarification is required. For example, under 'social rented and affordable rented housing' it states that 'affordable housing should remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision'; but it does not say this under the Affordable Housing or Starter Homes headings. This may be a typographic issue – i.e. meant to say that 'Affordable Rent should remain... etc. However, our view is that any housing to be

defined as affordable housing needs to meet this requirement, to help meet both current and future needs.

In addition, the way 'Intermediate Housing' is worded suggests that Affordable Rent could also be considered as a form of intermediate housing: 'discount market sales etc and other housing that meets the following criteria: housing that is provided forrent at a cost above social rent, but below market levels'.

In response to a previous consultation RBC expressed concern about the potential effects Starter Homes could have on other affordable housing tenures. This concern is twofold; Starter homes should not replace other affordable housing products which may be more appropriate for the need in the borough; starter homes should not replace affordable housing when it cannot be kept as affordable in perpetuity. Secondly, as previously stated it is not clear which housing need starter homes will meet locally, as it does not appear to be a product which will assist many of the people in housing need in the borough.

b) Introduce an income cap for starter homes?

RBC thinks this is essential to the success of starter homes helping those households who cannot access the open market. However, the cap needs to be of such a level that the product is effective.

c) Incorporate a definition of affordable private rent housing?

It is accepted that private rented housing takes up a lot of unmet affordable housing need. However, as with Starter homes it is unclear how affordable a 20% discount on open market rent actually is and it is necessary for it to remain in perpetuity.

32. Do you agree that:

a) National planning policy should expect local planning authorities to seek a minimum of 10% of all homes on individual sites for affordable home ownership products?

RBC previously expressed concern on the original proposal to introduce a mandatory 20% requirement for starter homes, so is pleased to see this has reduced. However, RBC is still of the view that this requirement should be more flexible and tested at the local level as the impact of this will vary widely throughout the country and therefore should be removed entirely.

34. Do you agree with the proposals to amend national policy to make clear that the reference to the three dimensions of sustainable development, together with the core planning principles and policies at paragraph 18-219 of the National Planning Policy Framework, together constitute the Government's view of what sustainable development means for the planning system in England?

The NPPF is clear in this respect.

35. Do you agree with the proposals to amend national policy to:

a) Amend the list of climate change factors to be considered during plan-making, to include reference to rising temperatures?

RBC would be supportive of the addition of reference to rising temperatures to the list of climate factors to be considered. A hierarchical approach should be taken to tackle overheating, with architectural responses, passive cooling and the role of site wide masterplanning being prioritised over mechanical and active cooling. The planning system is best placed to give consideration to the role of orientation, overhangs and shading, fenestration, green roofs in reducing the risk of overheating, as well as wider approaches such as the role of green infrastructure and sustainable drainage systems in providing evaporative cooling.

b) Make clear that local planning policies should support measures for the future resilience of communities and infrastructure to climate change?

RBC would be supportive of greater clarity in relation to the role of planning policy in supporting the future resilience of communities and infrastructure to climate change. There are many ways in which the planning system can support climate resilience, from the role of green infrastructure and sustainable drainage systems in reducing flood risk and helping to reduce the urban heat island effect through evaporative cooling, to the role of architectural responses to issues such as overheating. These measures also have the additional benefit of enhancing the visual and amenity value of new developments.

36. Do you agree with these proposals to clarify flood risk policy in the National Planning Policy Framework?

RBC would be supportive of measures to help clarify the national policy approach to flood risk.

AGENDA MANAGEMENT SHEET

Report Title:	Civic Honours Protocol - Report of the Civic Honours Sub-Group
Name of Committee:	Cabinet
Date:	5th June 2017
Report Director:	Executive Director
Portfolio:	Corporate Resources
Ward Relevance:	All Wards
Prior Consultation:	Civic Honours Sub-Group 8 May 2017
Contact Officer:	Steve Garrison, Democratic Services Manager 01788 533521
Public or Private:	Public
Report subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report does not specifically relate to any Council priorities, but should be considered by the Panel / Cabinet for the following reasons:
Statutory / Policy Background:	
Summary:	Cabinet considered a report on 31 October 2016 concerning a protocol for the conferment of civic honours. The Civic Honour Sub-Group met on 8 May 2017 to review the protocol.
Financial Implications:	There are no additional 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) The recommendations of the Civic Honours Sub-Group, as detailed in the report, be approved; and
Recommendation:	(2) IT BE RECOMMENDED TO COUNCIL THAT the Council's Constitution be amended accordingly to include the protocol for civic honours.
Reasons for Recommendation:	

Cabinet - 5th June 2017

Civic Honours Protocol - Report of the Civic Honours Sub-Group

Report of the Civic Honours Sub-Group

Recommendation

- (1) The recommendations of the Civic Honours Sub-Group, as detailed in the report, be approved; and
- (2) IT BE RECOMMENDED TO COUNCIL THAT the Council's Constitution be amended accordingly to include the protocol for civic honours.

1.1 Introduction

Cabinet on 31 October 2016 approved a protocol for the conferment of civic honours. A copy of the report is attached at Appendix 1. The cross party sub-group of members reviewed the protocol on 8 May 2017 and proposed the following amendments:

1.1.1 Honours process

With regard to paragraph 1.3.2 of the Cabinet report, a cross party working party be appointed by Cabinet, rather than establishing a Cabinet Working Party.

1.1.2 Honorary Freeman

With regard to point 2 of the criteria for this honour, the wording should be amended to read, "an elected member or officer who has given significant service to the Borough, on retirement as a member or officer". The Sub-Group considered that the criteria should be consistent and reflect the nominee's service to the Borough rather than just the Council.

1.1.3 Honorary Alderman

The criteria for Honorary Alderman should be amended to an elected member having served a minimum of a total of 25 years on their retirement as a Councillor.

1.2 Nomination procedure

It was proposed that nominations for any civic honours should not be advertised. All honours would be conferred at the April Council meeting unless there were exceptional circumstances that required a special meeting.

The following timetable and procedure was recommended:

December – all nominations to be received by the Civic Honours Working Party.

January – Civic Honours Working Party to consider all nominations. Any objections to the nominations submitted to Cabinet should be recorded.

February – agreed nominations to be submitted to Cabinet in private for recommendation to Council in late February.

March – a guest list for each approved nominee to be submitted to Democratic Services 30 days prior to the April meeting of Council.

It was recommended that the total number of people present at each ceremony be determined by the Council's health and safety requirements in its Council Chamber.

It was considered that the remainder of the protocol remain unchanged.

Name of Meeting:
Cabinet

Date of Meeting:
5th June 2017

Subject Matter:
Civic Honours Protocol - Report of the Civic Honours Sub-Group

Originating Department:
Executive Director's

List of Background Papers

There are no background papers relating to this item.

Agenda No 7***AGENDA MANAGEMENT SHEET***

Report Title:	Civic Honours – Approval of a Protocol
Name of Committee:	Cabinet
Date:	31st October 2016
Report Director:	Executive Director
Portfolio:	Corporate Resources
Ward Relevance:	N/A
Prior Consultation:	Cabinet working group
Contact Officer:	Adam Norburn, Executive Director
Public or Private:	Public
Report subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report does not specifically relate to any Council priorities, but should be considered by the Panel / Cabinet for the following reasons: To Provide a formal process for the consideration of conferment of civic honours.
Statutory / Policy Background:	
Summary:	The Council's Constitution does not currently include any protocol for the conferring of civic honours. This report proposes the approval of a protocol.
Financial Implications:	There are no direct financial implications arising from the 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:	<ol style="list-style-type: none">1. Adopt a protocol - this would provide a formal process for the consideration of the conferment of any civic honours2. Do not adopt a protocol - honours would continue to be dealt with on an ad hoc basis.
Recommendation:	<p>(1) The protocol for the conferment of civic honours, as detailed in the report, be approved; and</p> <p>(2) IT BE RECOMMENDED TO COUNCIL THAT the Council's Constitution be amended accordingly.</p>
Reasons for Recommendation:	To provide a formal process for the consideration of civic honours.

Agenda No 7

Cabinet - 31st October 2016

Civic Honours – Approval of a Protocol

Report of the Corporate Resources Portfolio Holder

Recommendation

- (1) The protocol for the conferment of civic honours, as detailed in the report, be approved; and
- (2) IT BE RECOMMENDED TO COUNCIL THAT the Council's Constitution be amended accordingly.

1.1 Introduction

Rugby Borough Council periodically confers civic honours on individuals or organisations in recognition of exceptional service to the Council or to the Borough. However, in the past there has been no formal process to decide how or when to confer honours, and this report seeks to address that omission.

1.2 Current Constitution

The Council's Constitution currently says very little on this topic.

Honorary Freeman

"Pursuant to the provisions of Section 249 (5) of the Local Government Act 1972 (name) is admitted an Honorary Freeman in recognition of his/her eminent services to the Borough and its people."

Honorary Alderman

"Pursuant to the provisions of Section 249 (1) of the Local Government Act 1972 the title of Honorary Alderman is hereby conferred upon (name) in recognition of his/her eminent services to the Borough Council as a past member of the Council."

1.3 Moving Forward

On 3rd June 2016 a small group of Conservative Councillors met to discuss the awards process. Three former Mayors were on the Group. The recommendations of the group were:

1.3.1 Honours Criteria

The honours would be exceptional rather than being given as a matter of course. The awards should be non-political i.e just because a member or supporter of one political party has an honour conferred upon them does not mean that an equal number of people from other parties would also be recognised. Criteria for specific honours are given below.

1.3.2 Honours Process

A Cabinet Working Party should be set up to consider nominations and to make recommendations to Cabinet to then recommend to Full Council. Not less than 2/3 of voting members should approve each nomination. After Cabinet has approved the honours, the intended recipients should be approached to ensure that they would accept them before the matter is taken to Full Council.

These are civic honours for exceptional service, and conferring of them would not necessarily be an annual event, but should take place not more than once in any municipal year. It is suggested that a ceremony to present awards to Honorary Freemen and Aldermen be held at the last ordinary meeting of Council in April each year so that this would be the last formal function of the outgoing Mayor. As the meeting would be held in the evening, a drinks reception may be held afterwards.

1.3.3 Honorary Freeman

This honour may (but not necessarily) be bestowed upon:

- A Leader or former Leader of the Council, on retirement as a Councillor
- An elected member or officer who has given significant service to the Council, on retirement as a member or officer
- A member of the public who has given significant service to the Borough
- Anybody nominated for this award must have been a resident in the Borough of Rugby for the duration of the activity for which they are nominated

The privileges of the conferment of Honorary Freeman are:

- To have the courtesy title of Honorary Freeman
- To attend civic events
- To walk in civic processions behind the local Member of Parliament and in front of Honorary Aldermen
- To wear the Honorary Freeman badge of office at civic events
- The Town Hall flag will be flown at half-mast when the organisation is informed of the death of an Honorary Freeman
- The role of Honorary Freeman carries no additional privileges
- The role of Honorary Freeman gives no right to claim allowances or expenses from the Council

1.3.4 Honorary Alderman

This honour may (but not necessarily) be bestowed upon an elected member who has served a minimum of a total 20 years on their retirement as a Councillor.

The privileges of the award of Honorary Alderman are:

- To have the courtesy title of Honorary Alderman
- To attend civic events
- To walk in civic processions behind Honorary Freemen and in front of Members of the Cabinet
- To wear the Honorary Alderman badge of office at civic events
- The Town Hall flag will be flown at half-mast when the organisation is informed of the death of an Honorary Alderman
- The role of Honorary Alderman carries no additional privileges
- The role of Honorary Alderman gives no right to claim allowances or expenses from the Council.

1.3.5 Freedom of Entry to the Borough of Rugby (Freedom of the Borough)

In exceptional circumstances this honour may be granted to military units or other organisations. The privileges conferred by Freedom of Entry to the Borough are:

- The right to march through the streets with bayonets fixed, colours flying and drums beating

1.4 Withdrawal of Title

The Council may withdraw the title of Honorary Freeman or Honorary Alderman should the beneficiary act in a manner that brings the Council, the Borough or the role of Honorary Freeman / Honorary Alderman into disrepute.

Should this action be deemed necessary, it would be referred firstly to the Cabinet Working Party and then to a confidential meeting of Full Council, at which a majority decision will be required to enact the removal of the honour.

Name of Meeting:
Cabinet

Date of Meeting:
31st October 2016

Subject Matter:
Civic Awards - Protocol

Originating Department:

List of Background Papers

There are no background papers relating to this item.

AGENDA MANAGEMENT SHEET

Name of Meeting	Cabinet
Date of Meeting	5 th June 2017
Report Title	Appointment of Working Parties 2017/18
Portfolio	Corporate Resources
Ward Relevance	N/A
Prior Consultation	None
Contact Officer	Claire Waleczek, Senior Democratic Services Officer, Tel: 01788 533524
Report Subject to Call-in	Yes
Report En-Bloc	No
Forward Plan	Yes
Corporate Priorities	This report does not specifically relate to any Council priorities, but should be considered by Cabinet in order that current members have been appointed to relevant Working Parties for the ensuing municipal year.
Statutory/Policy Background	
Summary	Cabinet is requested to consider which Working Parties be re-constituted for 2017/18 and appoint the membership of each group.
Risk Management Implications	There are no risk management implications arising from this report.
Financial Implications	There are no financial implications arising from this report.
Environmental Implications	There are no environmental implications arising from this report.

<i>Legal Implications</i>	There are no legal implications arising from this report.
<i>Equality and Diversity</i>	No new or existing policy or procedure has been recommended.
<i>Options</i>	N/A
<i>Recommendation</i>	The list of Working Parties be considered and the membership of each Working Party be established for the 2017/18 municipal year.
<i>Reasons for Recommendation</i>	Cabinet needs to decide which Working Parties are required to carry out business in 2017/18.

Cabinet – 5th June 2017

Appointment of Working Parties 2017/18

Report of the Corporate Resources Portfolio Holder

Recommendation

The list of Working Parties be considered and the membership of each Working Party be established for the 2017/18 municipal year.

Cabinet is requested to consider which Working Parties be re-constituted for 2017/18 and appoint the Membership of each group. The Membership of the Working Parties for 2016/17 are set out below:

Gypsies and Travellers Strategy and Action Plan Group

Councillors Ellis, Leigh Hunt, Mrs O'Rourke, Nash, Pacey-Day, Mrs Parker, Mrs Timms, Ms Watson-Merret plus Mr S White (co-optee – Warwickshire Association of Local Councils).

Grants Working Party

Councillors Mrs Bragg, Mrs Garcia, Leigh Hunt, Mistry, Mrs Roberts, Mrs Nash, Mrs Roodhouse, Mrs Simpson-Vince and Srivastava.

Planning Services Working Party

Councillors Mrs A'Barrow, Birkett, Gillias, Mrs O'Rourke, Roodhouse, Sandison, Mrs Simpson-Vince and Mrs Timms.

Health and Safety Members' Working Party

Councillors Allen, Mrs Roodhouse and Srivastava.

Constitution Review Working Party

Councillors Birkett, Lewis and Ms Robbins.

Waste Management Review Working Party

Councillors Mrs Avis, Cade, Lewis and Mrs Parker.

Civic Honours Working Party

Councillors Leigh Hunt, Mistry, Roberts and Roodhouse

Cabinet on 6 February 2017 established a Visitor Economy Cabinet Working Party. It is requested, therefore, to also appoint to this Working Party.

Name of Meeting: Cabinet
Date Of Meeting: 5th June 2017
Subject Matter: Appointment of Working Parties 2017/18
Originating Department: Corporate Resources

LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.

AGENDA MANAGEMENT SHEET

Name of Meeting	Cabinet
Date of Meeting	5 June 2017
Report Title	Approval of Community Grants 2017/18
Portfolio	Communities and Homes
Ward Relevance	All
Prior Consultation	Meetings of: <ul style="list-style-type: none">• Cabinet (28 November 2016)• Grants Working Party (10 May 2017 and 15 May 2017) <p>Member conversation (opened to include parish council representatives too) on 9 February 2017.</p> <p>Discussions with Warwickshire CAVA (Rugby)</p>
Contact Officer	Michelle Dickson, Housing & Community Development Team Leader Tel: 01788 533843
Report Subject to Call-in	No
Report En-Bloc	No
Forward Plan	Yes
Corporate Priorities	This report relates to the following priority(ies): <ul style="list-style-type: none">• Support wider participation in decision making and help communities to deliver services.• Provide leisure facilities and support independent and healthy living.• Provide excellent value for money services and sustainable growth.• Enable our residents to live healthy independent lives

Statutory/Policy Background

In February 2017, Council agreed the allocation of funding to support the local voluntary and community sector in 2016/17;

Contracts with Charities 2017/19

Rugby Citizens Advice Bureau	£55,000
Warwickshire CAVA	£33,000
Total	£88,000

Service Level Agreements 2017/19

Rugby Bareboards	£1,500
Rugby Foodbank	£2,500
Brownsover Community Asscn	£7,500
Overslade Community Asscn	£7,500
New Bilton Community Asscn	£7,500
Newbold Community Asscn	£7,500
Benn Partnership Centre	£7,500
Total:	£41,500

Grants 2018

Community and Voluntary Organisations	£20,410
Rural Development Fund	£25,000
Sports	£6,000
Youth and Play	£6,000
Arts	£6,000
Total:	£63,410

Grand Total **£192,910**

Summary

The Grants Working Party has made recommendations for the award of grants in 2017/18. Details of the bids and recommendations of the Grants Working Party are attached as appendices 1 to 5.

All of the bids were assessed using the agreed eligibility criteria.

Risk Management Implications

Eligibility criteria have been established to ensure that the grants are spent appropriately.

- In order to access their funding, successful applicants will be required to sign a grant acceptance form that confirms that the grant will be spent in line with the project and eligibility criteria.
- Any grant or part of a grant not fully utilised by the applicant must be returned to the council.

Financial Implications

These are one-off grants so there are no further financial implications beyond 2017/18.

Environmental Implications

None identified

Legal Implications

None identified

Equality and Diversity

An equality impact assessment of the different grant streams has been completed.

Options

1. to agree the recommendations of the Grants Working Party for the 2017-18 grants programme.
2. to reject the recommendations made by the Grants Working Party for the 2017-18 grants programme.

Recommendation

The recommendations made by the Grants Working Party to allocate the funding for the 2017-18 community grants, as set out Appendices 1-5 of the report, be approved.

Reasons for Recommendation

The Grants Working Party met on 10 May 2017 and 19 May 2017 and has made its recommendations for the allocation of grants for 2017/18 based on the eligibility criteria.

Cabinet – 5 June 2017

Approval of Community Grants 2017/18

Report of Communities and Homes Portfolio Holder

Recommendation

The recommendations made by the Grants Working Party to allocate the funding for the 2017/18 community grants, as set out Appendices 1-5 of the report, be approved.

1.0 BACKGROUND

The following allocations (see table 1), of one-off grant funding for 2017/18 to fund community and voluntary organisations, sports clubs and bodies, youth clubs and associations, arts organisations and artists were approved by Cabinet on 28 November 2016, subject to further consideration and budget availability.

These allocations were subsequently approved as part of the corporate budget setting for 2017/18.

Table 1:

Grant Fund	one-off grants allocations for 2017/18	Detail
Grants to Voluntary and Community Organisations	£20,410	One-off revenue grants up to £1,500
Rural Development Fund	£25,000	One-off revenue grants up to £10,000 – rural area only
Capital Partnership Fund	*£0	One-off capital grants up to £10,000 – urban area only
Parish Capital Spending Fund	*£0	One-off capital grants up to £50,000 – rural areas only. Open to parish councils only (although they can apply on behalf of organisations such as village hall trusts)
Sports Grant	£6,000	One-off revenue grants up to £1,000
Youth and Play Grant	£6,000	One-off revenue grants up to £1,000
Arts Grant	£6,000	One-off revenue grants up to £1,000
Total	£63,410	

* The Capital Partnership Fund and the Parish Capital Spending Fund were placed on hold during 2012/13 following the introduction of Phase 1 of the superfast broadband project which is scheduled to finish during 2015/16. Cabinet (20th October 2014) has agreed a further contribution of £246,545 to the next phase of this project from 2015/16 onwards to be met from the reallocation of Capital Partnership Fund and Parish Capital spending Fund as was the case in Phase 1.

2.0 APPLICATION PROCESS

The application process for the grants opened just after budget setting in February 2017, with applications invited via:

- a notice in the local press
- promotion on the council's website
- WCAVA's e-newsletter
- presentation to Parish Council representatives on 9 February 2017

There were 2 training sessions for community organisations, facilitated by WCAVA, which focused on how to complete applications for grants and increase the likelihood of success

The closing date for applications was 10 April 2017.

4.0 CONCLUSION

The Grants Working Party met on 10 and 15 May 2016 to discuss the grants and to make their recommendations for the consideration of Cabinet (please refer to appendices 1-5).

Name of Meeting: Cabinet

Date Of Meeting: 5 June 2017

Subject Matter: Approval of community grants 2017/18

Originating Service: Housing

LIST OF BACKGROUND PAPERS

Document No.	Date	Description of Document	Officer's Reference	File Reference
		Grant eligibility criteria for each funding pot		

GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS – APPLICATIONS 2017/18

The working party agreed to award grants as shown in the table below:

Voluntary and Community Organisations Fund – Applications 2017/18		
	Amount Available	£20,410.00
Applicant	Amount of Application	Amount Awarded at GWP
Benn Partnership Centre	£1,000.00	£520.00
Benn's Friends	£1,000.00	£1,000.00
Boughton Leigh Infant School	£1,204.99	£1,204.99
Bretford Village Hall	£1,493.60	£1,493.60
Futures Unlocked	£1,269.21	£1,269.21
Hillmorton Football Club	£1,500.00	NIL
Rugby and District Talking Newspaper for the Blind	£720.00	£720.00
Rugby Credit Union	£1,500.00	£1,500.00
Rugby United Reformed Church	£1,500.00	NIL
Ryton Conservation Trust	£1,479.54	£1,479.54
Sikh Social and Welfare Association	£1,500.00	£1,500.00
St. Peters and St. John's Church	£750.00	£750.00
St. Chad	£1,500.00	NIL
St. Edith's Church	£1,500.00	NIL
Tea Leaf Tales	£1,500.00	£1,500.00
The Chapel Newbold	£1,500.00	£1,500.00
Warwickshire Association of Youth Club	£1,500.00	NIL
Warwickshire Vision Support	£1,000.00	£1,000.00
Total	£22,937.34	£15,437.34
Amount Available	£20,410.00	£20,410.00
Balance	£2,527.34	£4,972.66*

*The working party agreed that the underspend of £4,972.66 be transferred from the Voluntary and Community Organisations Fund to the Rural Development Fund.

RURAL DEVELOPMENT FUND – APPLICATIONS 2017/18

The working party agreed to award grants as shown in the table below:

Rural Development Fund – Applications 2017/18		
	Amount Available	£25,000.00 + £4,972.66
Applicant	Amount of Application	Amount Awarded at GWP
Clifton upon Dunsmore Parish Council	£10,000.00	£10,000.00
Long Lawford Methodist Church	£2,625.00	£2,625.00
Marton War Memorial Hall	£1,525.50	£1,525.50
Rugby Borough Credit Union LTD	£5,229.00	£5,229.00
Wolston and Brandon Allotment and Gardens Association	£2,676.00	£2,676.00
Total	£22,055.50	£22,055.50
Amount Available	£29,972.66	£29,972.66
Balance	£7,917.16	£7,917.16*

*The working party agreed that the underspend of £7,917.16 be transferred from the Rural Development Fund to the Arts/Sports/Youth and Play funds allocated at the next meeting of the working party on Monday 15 May.

YOUTH AND PLAY GRANTS – APPLICATIONS 2017/18

The working party agreed to award grants as shown in the table below:

Youth and Play Grants – Applications 2017/18		
	Amount Available	£6,000.00 + £7,917.16*
Applicant	Amount of Application	Amount Awarded at GWP
1st Stretton on Dunsmore Scout Group	£1,000.00	NIL
Ansty Parish Council	£450.00	£450.00
Aspire in Arts Ltd	£975.00	£975.00
Benn's Friends	£480.00	£480.00
Bilton Evangelical Church	£1,000.00	£1,000.00
Bradby Club	£1,000.00	NIL
Dunchurch Parish Council	£680.00	£680.00
Hill Street Youth and Community Centre	£855.00	£855.00
Long Lawford Community Association	£780.00	£780.00
Regent Tots	£1,000.00	£1,000.00
St Andrew's Church	£750.00	£750.00
St Peters and St John's Church	£1,000.00	£1,000.00
Willoughby Parish Council	£1,000.00	NIL
Total	£10,970.00	£7,970.00
Amount Available	£13,917.16	£13,917.16
Balance	£2,947.16	£5,947.16**

*The working party agreed that the accumulated underspend of £7,917.16 be carried over from the Rural Development Fund to the Arts/Sports/Youth and Play funds.

**The working party agreed that the accumulated underspend of £5,947.16 be transferred from the Youth and Play Grants to the Arts Grants.

ARTS GRANTS – APPLICATIONS 2017/18

The working party agreed to award grants as shown in the table below:

Arts Grants – Applications 2017/18		
	Amount Available	£6,000.00 + £5,947.16
Applicant	Amount of Application	Amount Awarded at GWP
Age UK	£1,000.00	£1,000.00
Augustus Stephens	£624.00	£624.00
Benn Partnership Centre	£1,000.00	£1,000.00
Carers Support Service	£1,000.00	NIL
Chloe Bell	£1,000.00	£1,000.00
Faye Claridge	£890.00	£890.00
Felicity Barrow	£1,000.00	£1,000.00
Jaide's Stage Studios Ltd	£1,000.00	£1,000.00
Pop-Up-Pottery	£998.40	NIL
Works 4 Me	£1,000.00	NIL
Total	£9,512.40	£6,514.00
Amount Available	£11,947.16	£11,947.16
Balance	£2,434.76	£5,433.16*

*The working party agreed that the accumulated underspend of £5,433.16 be transferred from the Arts Grants to the Sports Grants.

SPORTS GRANTS – APPLICATIONS 2017/18

The working party agreed to award grants as shown in the table below:

Sports Grants – Applications 2017/18		
	Amount Available	£6,000.00 + £5,433.16
Applicant	Amount of Application	Amount Awarded at GWP
AEI RFC	£1,000.00	£1,000.00
Hillmorton Football Club	£1,000.00	NIL
Rugby Borough Football Club	£1,000.00	NIL
Rugby Gymnastics Club	£943.00	£943.00
Rugby Junior Triathlon Club	£750.00	£750.00
Rugby Lawn Tennis Club	£1,000.00	£1,000.00
Rugby Swimming Club	£1,000.00	£1,000.00
Rugby Town Girls and Ladies Football Club	£450.00	£450.00
Rugby Town Vets Football Club	£1,000.00	NIL
Ryton Star Football Club	£1,000.00	£1,000.00
Warwickshire Clubs for Young People	£850.00	NIL
Willoughby Cricket Club	£850.00	NIL
Total	£10,843.00	£6,143.00
Amount Available	£11,433.16	£11,433.16
Balance	£590.16	£5,290.16*

*The working party agreed that the accumulated underspend of £5,290.16 will be used on any additional projects identified throughout the 2017/18 municipal year.

AGENDA MANAGEMENT SHEET

Report Title: Rugby Art Gallery and Museum Collection Care and Conservation Policy and Documentation Policy.

Name of Committee: Cabinet

Date: 5th June 2017

Portfolio: Growth and Investment

Ward Relevance: All Wards

Prior Consultation:

Contact Officer: Catherine Shanahan, Collections Officer

Public or Private: Public

Report subject to Call-In: No

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
Provide excellent value for money, services and sustainable growth.
Enable our residents to live healthy, independent lives.

Statutory / Policy Background:

Summary: The Purpose of this report is to request approval of the Rugby Art Gallery and Museum's Collection Care and Conservation Policy and Documentation

Policy. These policies are an essential part of achieving Museum Accreditation, the scheme that sets the national standards for museums in the UK and Ireland. RAGM achieved accreditation in 2008 and 2012 and is currently reapplying for 2017. The policy sets out a framework for guiding RAGM's approach to care and management of the collections.

Financial Implications:

There are no direct financial implications for this report. However, not approving the report would result in greatly reduced access to external funding.

Risk Management Implications:

Not approving the report will risk the following: Prevention of RAGM's reapplication for Accreditation. This would result in greatly reduced access to external funding and national and international loans to support its temporary exhibition programme. This would also undermine professional reputation. It could also mean that we fail to manage and care for the collections appropriately. The benefits to approving the report: We will retain the museum's accredited status and continue to provide the best standard of care and documentation for the benefit of our audiences.

Environmental Implications:

There are no environmental implications for this report

Legal Implications:

There are no legal implications for this report

Equality and Diversity:

This policy is written in line with RBC's Equality and Diversity Statement and Equality Objectives.

Options:

Option 1: Approve the Collection Care and Conservation Policy and the

Documentation Policy. Option 2: Do not approve the Collection Care and Conservation Policy and the Documentation Policy.

Recommendation:

The Collection Care and Conservation Policy and the Documentation Policy be approved.

Reasons for Recommendation:

This will provide staff with clear understanding of caring for and managing the art gallery and museum collection for the benefit of our audiences.

Cabinet – 5th June 2017

**Rugby Art Gallery and Museum Collection Care and Conservation
Policy and Documentation Policy**

Report of the Growth and Investment Portfolio Holder

Recommendation

The Collection Care and Conservation Policy and the Documentation Policy be approved.

The Collection Care and Conservation Policy and the Documentation Policy are frameworks for guiding RAGM's approach to care and management of the art, social history and archaeology collections. A copy of each policy has been placed in the Members' Room for information.

This policy will ensure that RAGM will continue to maintain required standards and will support its next application for Museum Accreditation due in July 2017.

Name of Meeting:
Cabinet

Date of Meeting:
5th June 2017

Subject Matter:
Rugby Art Gallery and Museum Collection Care and Conservation Policy and
Documentation Policy.

Originating Department:
Portfolio Holder

List of Background Papers

Document No.	Date	Description of Document	Officer's Reference	File Reference
1.				

* 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:

Document No.	Relevant Paragraph of Schedule 12A
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* There are no background papers relating to this item.

(*Delete if not applicable)

Care and Conservation Policy Rugby Art Gallery and Museum February 2017- February 2022

Governing body: Rugby Borough Council

Date approved by governing body:

Date at which this policy is due for review: February 2022

1. Introduction

Caring for collections is a fundamental duty for all museums. The following policy is based on a combination of both preventative and remedial conservation measures, designed to ensure long term preservation.

- Preventive conservation covers the measures necessary to slow down or minimise deterioration of museum objects and specimens and structures.
- Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.

2. Rugby Art Gallery and Museum's Statement of Purpose

We celebrate Rugby's cultural and artistic heritage, support well-being and combat social isolation through heritage and the arts. We do this to provide positive experiences for the people of Rugby and its visitors by

- Collecting, preserving and exhibiting the heritage of the borough and 20th century and contemporary British art
- Presenting high quality temporary exhibitions of contemporary art from British and international artists
- Organising an educational programme of events and activities to enhance the atmosphere of learning
- Strengthening the work of Rugby Borough cultural organisations and individuals through support, partnerships and use of our spaces
- Recognising the links between creative cultural activity and well-being, and delivering a programme to support this
- Fostering a rich cultural environment that supports a thriving town centre.

3. Purpose of the policy

- 3.1 To ensure the long-term preservation of all collections within the care of Rugby Art Gallery and Museum (RAGM) by maintaining the appropriate security and environmental measures.
- 3.2 To support safe use and access to the collections.
- 3.3 To support RAGM's care and conservation plan and the organisation's forward plan.

4. Standards, Legislation and Guidelines

- 4.1 The following guidelines and standards will guide the museum in the area of Conservation and Care of collections:

Museum Association Code of Ethics
Health and Safety at Work Act (1974)
COSHH Regulations (2002)
DCMS Guidance for the care of Human Remains in Museums (2005)

- 4.2 The museum will ensure all collections care and conservation is carried out in accordance with sector guidance set out in Benchmarks in Collection Care.

5. Provision of a Suitable Building

- 5.1 The upkeep and maintenance of the RAGM and Library building (and any future development of off site collections store) and its services is fundamental to the protection of all collections. RAGM staff will continue to work closely with Rugby Borough Council's (RBC) Corporate Property Unit (CPU) to ensure that key control, fire, security and other protection systems are maintained through regular testing and servicing.
- 5.2 Staff responsible for collections should be consulted in the case of any building works or changes of use within the building that may pose a threat to the collections. Measures should be taken at all times to ensure the ongoing care and risk prevention to the collections.
- 5.3 Staff at RAGM will carry out the Care and Conservation of the collection in line with RBC's overall environmental sustainability policy, which applies to all council staff and buildings

6. Environmental Control and Monitoring

- 6.1 Monitoring of the internal environment will continue using the existing Sensia monitoring software. This will involve maintaining continuous monitoring of the majority of display and storage areas. Alternative areas will be monitored from time to time according to the needs of the collections.

- 6.2 The ongoing maintenance of the Sensia monitoring software using its allocated budget is essential. This will enable the appropriate upgrades to the system and prevent the risk of data loss or the software becoming obsolete or out of date.
- 6.3 Store and display areas will be monitored using insect traps to check for signs of infestation.
- 6.4 Where any pest infestations are found, these will be recorded and the objects immediately quarantined. External qualified advice will be sought in such cases.
- 6.5 The museum will continue to monitor and control the environment maintaining the following control factors and methods for relative humidity, temperature, pollutants and light.
- 6.6 Cleaning, housekeeping and pest management are essential to the long term preservation of all collections. A programme of housekeeping and monitoring will be maintained according to staff resources available. Staff training will be provided where necessary.

7. Storage, Display and Use

- 7.1 All incoming acquisitions and loans will be condition checked as a matter of principle. New objects must be quarantined from the main collection storage and display areas until a full assessment can be carried out to ensure these items pose no risks to other collections.
- 7.2 Wherever possible only conservation grade packaging, supports and materials will be used in either display or storage areas.
- 7.3 Designated collection storage areas will not be used for any other purpose.
- 7.4 Storage areas will continue to be regularly inspected by building supervisors on a daily basis to monitor for internal risks such as equipment failure or flooding. The discovery of any threat will be treated with the highest priority.
- 7.5 RAGM will continue to uphold the collections loans policy and only loan objects and artworks for display to organisations that can achieve the appropriate levels of care and security.
- 7.6 RAGM will ensure that museum objects and artworks are subject to careful and appropriate handling at all times in order to minimise the risk of any damage. Training will be provided to all new staff as part of their induction.

8. Remedial Conservation and Advice

- 8.1 An annual conservation action plan will be agreed by the Collections Officer and Senior Exhibitions Officer. This will prioritise objects from all collections

for which remedial conservation is a requirement. Selection will be based on a combination of object's condition as well as its display needs.

- 8.2 When remedial treatment is required only trained conservators registered with the Institute of Conservation (ICON) will be contracted to carry out this role.
- 8.3 RAGM collection staff will take regular advice from external professionals on the ongoing care of the collection to ensure best practise is maintained.

9. Emergency Planning

- 9.1 RAGM will make sure that appropriate emergency planning measures are in place and will work with CPU to ensure it is aligned with RBC emergency planning.
- 9.2 In the case of any threat to the collections, emergency planning measures will take priority over other service areas to release RAGM staff resources.
- 9.3 Training will be provided to all staff with support from CPU.
- 9.4 External bodies will be identified to support with emergency planning.

10. Policy implementation and review

- 10.1 This care and conservation policy will be used to guide to the museums care and conservation plan. All museum staff working with collections will be made aware and follow the policy and plan.
- 10.2 Museum staff will be mindful of new developments in care and conservation standards.
- 10.3 This policy will be made available to the public on request.
- 10.4 This policy will be reviewed at least once every five years.

Documentation Policy

Rugby Art Gallery and Museum

February 2017 – February 2022

Name of governing body: Rugby Borough Council

Date on which approved by governing body:

Date at which this policy is due for review: February 2022

1. Introduction

The recording of collection information is essential to being accountable for all collections, their accessibility, security, management, research and use. This policy aims to clarify Rugby Art Gallery and Museum's approach to documentation of all museum collections.

2. Rugby Art Gallery and Museum's Statement of Purpose

We celebrate Rugby's cultural and artistic heritage, support well-being and combat social isolation through heritage and the arts. We do this to provide positive experiences for the people of Rugby and its visitors by

- Collecting, preserving and exhibiting the heritage of the borough and 20th century and contemporary British art
- Presenting high quality temporary exhibitions of contemporary art from British and international artists
- Organising an educational programme of events and activities to enhance the atmosphere of learning
- Strengthening the work of Rugby Borough cultural organisations and individuals through support, partnerships and use of our spaces
- Recognising the links between creative cultural activity and well-being, and delivering a programme to support this
- Fostering a rich cultural environment that supports a thriving town centre.

3. Purpose

The purpose of this policy is to:

Improve accountability for the collections held by Rugby Art Gallery and Museum for the people of Rugby Borough.

Maintain at least minimum professional standards in documentation procedures and collection information and attain the highest standards whenever possible.

Extend access to collection information.

Strengthen the security of all collections.

Support Rugby Art Gallery and Museum's wider forward plan.

4. Documentation Standards

4.1 As a minimum it will be the policy to meet the following SPECTRUM Primary procedures with the documentation of all collections:

- Object entry
- Acquisition
- Location and movement control
- Cataloguing
- Object exit
- Loans in
- Loans out
- Retrospective Documentation

4.2 The Museum will ensure that these aims are met for all new acquisitions and will plan to achieve them for all collections and objects acquired prior to this policy.

4.3 The Museum will maintain a Documentation Plan and Procedural Manual.

4.4 This policy is to be read in association with the Museum's Collections Development policy, Care and Conservation policy and loan agreements - all of which support the Museum's Forward Plan.

5. Accountability

5.1 The museum commits to maintaining at least the minimum level of documentation to establish the identity, location and ownership for all collections (including object loans).

5.2 Rugby Art Gallery and Museum will ensure that personal information it holds conforms to the Data Protection Act (1998) by keeping all personal data secure against unauthorised access, loss, disclosure or destruction. The museum will comply with the Freedom of Information Act (2000). All documentation will be carried out in accordance with the Museum Associations Code of Ethics.

6. Access to Collections Information

- 6.1 The Adlib Museum database forms the basis on which all documentation is recorded and maintained. It is used to record and retrieve information about all collections including those records formerly in paper version only.
- 6.2 Only trained staff will have access to alter and update the database to ensure the maintenance of high quality data and content.
- 6.3 The museum is committed to allowing access to collections information to staff, volunteers, researchers and visitors. The museum is committed to improving access to collections information.

7. Security of Collections Information

- 7.1 By working with Rugby Borough Council's (RBC) ICT department and by using the allocated budget the Museum will ensure that the software is maintained with the latest version and that the licenses are kept up to date to avoid the software becoming obsolete.
- 7.2 The Museum will adhere to RBC's ICT Code of Conduct at all times when using the database.
- 7.3 The database is stored on the RBC network drive and will continue to be backed up on a daily basis to ensure the survival of its content and to avoid any threat of data loss.
- 7.4 The museum will endeavour to keep records up to date by regularly checking paper and electronic records, and security copies of them, to make sure that they are not becoming obsolete.
- 7.5 The physical long term preservation of all paper based documentation is essential. To ensure its preservation good quality documentation resources will be used at times

8. Policy implementation and review

- 8.1 This documentation policy will be used to guide to the museums documentation plan. All museum staff working with collections documentation will be made aware and follow the documentation policy and plan.
- 8.2 Museum staff will be mindful of new developments in documentation standards.
- 8.3 This policy will be made available to the public on request.
- 8.4 This policy will be reviewed at least once every five years.

AGENDA MANAGEMENT SHEET

Report Title: Urgent Decision under Delegated Powers
- Control Centre - Additional Control
Centre Operators

Name of Committee: Cabinet

Date: 5th June 2017

Report Director: Head of Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: All Wards

Prior Consultation: The Executive Director, in consultation
with the Leader of the Council, the
Communities and Homes Portfolio Holder
and the Leader of the Liberal Democrat
Group.

Contact Officer: Raj, Chand, Head of Communities and
Homes 01788 533850

Public or Private: Public

Report subject to Call-In: No

Report En-Bloc: Yes

Forward Plan: No

Corporate Priorities: This report relates to the following
priority(ies):
PEOPLE - Facilitate the provision and
upkeep of good quality housing to meet
local needs and to cater for the growth of
Rugby.
COUNCIL - Improve service delivery via
customer-focused reviews and the
development of our staff.

Statutory / Policy Background:

Summary:

An urgent decision was taking with regard to the establishment of three additional control centre operators.

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:

Recommendation:

The report be noted.

Reasons for Recommendation:

Cabinet - 5th June 2017

**Urgent Decision under Delegated Powers - Control Centre -
Additional Control Centre Operators**

Report of the Head of Communities and Homes

Recommendation

The report be noted.

An urgent decision was taken as detailed below.

Decision Required

A request was made to approve the addition to the establishment of 3 Control Centre Operators for a 12 month period whilst the lifeline and CCTV services were merged. There were no additional financial resources required as funding will be met from the termination of an existing contract to supply CCTV monitoring by an external contractor.

Reason For Urgency Decision

A recruitment exercise had been undertaken to appoint 3 Control Centre Operators on a fixed term basis and add to the establishment prior to this meeting of Cabinet.

Background

The lifeline service operated from the Control Centre is provided by in-house staff. The CCTV service operated from the Control Centre is provided by an external contractor and this contract ends on 31.5.17.

This had provided an opportunity to review and restructure the services so that efficiencies and savings could be made to the benefit of the council and the customers receiving these services.

Way Forward

The proposal was to merge the lifeline and CCTV service. Whilst the implications of this were fully understood 3 additional Control Centre Operators were required to cover the monitoring aspects of the service.

Financial costs

Additional costs will be met from existing budgets covering the CCTV monitoring contract (ceased 31.05.17) within the Housing Revenue Account. Bringing the service in house would provide an overall saving to the HRA; further work would be undertaken to ensure service charges for tenants were adjusted if required during the budget setting process for 18/19.

Consultation

The Executive Director, in consultation with Councillors Stokes (Leader of the Council), Leigh Hunt (Communities and Homes Portfolio Holder) and Jerry Roodhouse (Leader of the Liberal Democrat Group) agreed that the appointment of three additional Control Centre operators be approved and added to the establishment for a fixed term of 12 months funded by existing budgets within the Housing Revenue Account.

Name of Meeting:
Cabinet

Date of Meeting:
5th June 2017

Subject Matter:
Urgent Decision under Delegated Powers - Control Centre - Additional Control
Centre Operators

Originating Department: Communities and Homes

List of Background Papers

Document No.	Date	Description of Document	Officer's Reference	File Reference
1.				

* 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:

Document No.	Relevant Paragraph of Schedule 12A
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* There are no background papers relating to this item.

(*Delete if not applicable)

AGENDA MANAGEMENT SHEET

Report Title: 100% Business Rates Consultation Response:
Further consultation on the design of the reformed
scheme

Name of Committee: Cabinet

Date: 5th June 2017

Portfolio: Corporate Resources

Ward Relevance: All Wards

Prior Consultation: As reported to Cabinet 31 October 2016

Contact Officer: Mannie Ketley, Head of Resources
Ext 3416

Public or Private: Public

Report subject to Call-In : No

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities: This report relates to all of the Council's priorities.

**Statutory / Policy
Background:** The move to 100% business rates retention builds on
the current system, in which local government as a
whole retains 50% of locally collected business rates.
That system was introduced in April 2013.

Summary: This consultation seeks further views on the
implementation of the Government's commitment to
allow local government to retain 100% of business
rates locally. Specifically, this consultation seeks
views on some of the detailed aspects of the design
of the reformed system.

Financial Implications:	As set out in the consultation response at Appendix 2.
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 no legal implications arising from this report.
Equality and Diversity:	There are no Equality and Diversity implications arising from this report.
Options:	The consultation response was submitted on 3 rd May 2017.
Recommendation:	The response to the Government's 100% Business Rates consultation paper be noted.
Reasons for Recommendation:	For information.

Cabinet – 5 June 2017

100% Business Rates Retention Consultation Response: Further consultation on the design of the reformed system

Report of the Corporate Resources Portfolio Holder

Recommendation

The response to the Government's 100% Business Rates Retention consultation be noted.

1. Introduction

In February 2017, the Government issued the latest of its technical consultations on the design of the 100% rate retention system.

This follows the previous consultations submitted in September 2016:

1. Self-sufficient local government: 100% Business Rates Retention
2. Fair Funding Review: Call for evidence on Needs and Redistribution

The Council's response to these consultations were reported to Cabinet on 31st October 2016.

The Government has now published and introduced into Parliament primary legislation which is intended to provide a framework for the reformed 100% Business Rates Retention system. The Local Government Finance Bill sets out the overall structure for the retained rates scheme, with secondary legislation filling-out the details of how the scheme operates.

The approach taken in the Bill was informed by the response from authorities and businesses so far, and takes account of views expressed in the call for evidence exercise. The Government wants to continue to work closely with the local government sector to consider how the reformed system would work best in practice and can be effectively implemented. To allow for this, the Bill provides for detailed aspects of the system to be set out in secondary legislation.

This latest consultation, as at Appendix 1, seeks further feedback from local government as to how local government wants some important aspects of the system to be designed.

The implementation of 100% Business Rates Retention across local government is expected by April 2019.

2. Background

In October 2015 the Government committed that local government should retain 100% of taxes raised locally. This will give local councils in England control of around an additional £12.5 billion of revenue from business rates to spend on local services.

A key principle in the move to 100% retention is that it must be “fiscally neutral”. As the amount retained by local government increases, there will have to be a transfer of responsibilities and funding to local government.

Some decisions have been made about the funding streams that will transfer in 2019-20. These are Revenue Support Grant, Rural Services Delivery Grant, the Public Health Grant and the Greater London Authority Transport Grant.

The Government will continue to engage with local government in deciding the package of responsibilities for transfer in 2019-20.

3. 100% Business Rates Retention Consultation

A key issue throughout the consultation paper is the balance between risk and reward.

The Government wants to create a system that sets the right balance between rewarding/ incentivising growth, and the financial risk that authorities are exposed to. In addition, the Government also wants to ensure that the system can meet changes in relative “need”, and help support the growth in spending pressures in adult social care.

The consultation specifically seeks views on the seven areas below:

- Resetting the system
- Business Rates Pooling
- Local Growth Zones
- Managing Appeals
- Tier Splits
- Safety Net
- Central List

A key area for the Council as set out in the response at Appendix 2 is the timing and operation of baseline resets. At the point of a reset, business rates baselines will be recalculated, allowing only a proportion of the growth achieved by the Council, and built into our base budget over the last few years, to be retained. The other portion of growth will go back into the pot to be redistributed as required.

4. Rugby Borough Council’s response

The consultation response at Appendix 2 was compiled by Financial Services and submitted to DCLG on 3rd May 2017.

The response was assisted by guidance from Pixel Financial Management. The Council also endorsed the response from the District Council Network or the Society of District Council Treasurers, where relevant.

5. Conclusion

The Government continues to work closely with the local government sector to consider how the reformed system would work best in practice and can be effectively implemented.

This further consultation provides an opportunity for local authorities to shape the design of the reforms ahead of a new system for the financial year 2019/20.

Name of Meeting:
Cabinet

Date of Meeting:
5 June 2017

Subject Matter:

100% Business Rates Retention Consultation Response: Further consultation on the design of the reformed system

Originating Service:

Financial Services

LIST OF BACKGROUND PAPERS

Document No.	Date	Description of Document	Officer's Reference	File Reference
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Department for
Communities and
Local Government

100% Business Rates Retention

Further consultation on the design of the reformed system



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February 2017

ISBN: 978-1-4098-5009-0

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Scope of the consultation

Topic of this consultation:	This consultation seeks further views on the implementation of the Government's commitment to allow local government to retain 100% of business rates raised locally.
Scope of this consultation:	Specifically this consultation seeks views on some of the detailed aspects of the design of the reformed system
Geographical scope:	These proposals relate to England only.
Impact Assessment:	An impact assessment will be developed in due course as proposals are finalised.

Basic Information

To:	The consultation will be of interest to local authorities, businesses and the public.
Body/bodies responsible for the consultation:	Department for Communities and Local Government
Duration:	This consultation will last for 12 weeks to Wednesday 3 May 2017.
Enquiries:	For any enquiries about the consultation please email: BRRconsultation@communities.gsi.gov.uk
How to respond:	By email to: BRRconsultation@communities.gsi.gov.uk Or by post to: Business Rates Retention Consultation Local Government Finance Department for Communities and Local Government 2nd floor, Fry Building 2 Marsham Street London SW1P 4DF Please state whether you are responding as an individual or representing the views of a local council or other organisation. If responding on behalf of an organisation, please include a summary of the people and any other organisations it represents and, where relevant, who else you have consulted in reaching your conclusions.

Ministerial Foreword

The move to 100% Business Rates Retention is a reform that councils have long campaigned for. As well as moving councils away from dependency on central government, the reforms will provide councils with strengthened incentives and flexibilities to boost growth in their areas. This change in the relationship between central and local government has been long overdue.

From the outset, we have been determined to collaborate closely with local government and business on the design of these reforms – to make sure the process reflects the needs of areas up and down the country, and to help ensure that the new system works in the way authorities expect it to. This is why we published an open consultation last summer on the design of the reforms. That is also why we are continuing to engage direct with councils, businesses and their representatives on detailed aspects of the reforms.

I would like to thank the many in local government and business organisations who have made substantial contributions to the development of these reforms so far. This valuable work has helped underpin the framework of the new system, as contained in the Local Government Finance Bill which we introduced into Parliament on 13 January 2017.

But the Bill is only part of the story, and we want to continue to work with local authorities and businesses to shape and develop the detail of the reforms right up to the implementation of the new system. We know that councils in particular welcome this continued opportunity to influence the process. This consultation is part of this, and seeks views on many of the important aspects of the new system – for example, how growth in business rates can best be rewarded, including the opportunities available for authorities working together as part of a business rates pool.

We also want views on how the system can help authorities to manage and share risk, including in those parts of the country where there is more than one tier of local government. We want councils to lead the way and to help us understand how the system can best work in those areas. This is why we have also confirmed that we are interested in building on the existing pilot scheme and will be inviting all councils to apply to participate in piloting aspects of 100% Business Rates Retention from April 2018. We will be publishing more information about this process shortly.

I hope that councils, businesses and those that represent them will take the opportunity to respond to this consultation.



Marcus Jones MP
Minister for Local Government

1. Introduction and overview

- 1.1. In October 2015 the Government committed that local government should retain 100% of taxes raised locally. This will give local councils in England control of around an additional £12.5 billion of revenue from business rates to spend on local services. To ensure that the reforms to business rates are fiscally neutral some existing central Government grants will be replaced by additional retained business rates. Local government will continue to deliver these existing responsibilities through such retained business rates and/or they will take on new responsibilities to reflect additional tax income. Subject to Parliamentary approval, we aim to introduce the new system for the financial year 2019/20.
- 1.2. Over the last year, we have been working closely with local authorities, their representatives and representatives of business to shape the design of the reforms.
- 1.3. This has included a jointly chaired Local Government Association (LGA) and DCLG Steering Group and a set of Technical Working Groups to look at every aspect of how the new system should work, and which responsibilities should be devolved. In addition, a joint LGA-DCLG chaired Business Interests Group has been established. Copies of papers taken to each of these groups and records of the discussion are available on the LGA's website: <http://www.local.gov.uk/business-rates>.
- 1.4. In addition, the Government undertook an open call for evidence on the key issues across the reforms, which closed at the end of September 2016. A summary of responses to that call for evidence and the Government response is published alongside this consultation.
- 1.5. The Government has now published and introduced into Parliament primary legislation which is intended to provide a framework for the reformed 100% Business Rates Retention system. The Local Government Finance Bill builds on similar legislation that underpinned the current 50% rates retention system. A copy of the Bill and relevant supporting documents are available here: <http://services.parliament.uk/bills/2016-17/localgovernmentfinance.html>
- 1.6. The approach taken in the Bill was informed by the significant engagement we have had with authorities and businesses so far, and takes account of views expressed in the recent call for evidence exercise. For example, councils have expressed strongly that, under the reformed system, there needs to be changes to help authorities manage the risk and income volatility associated with business rates appeals. In line with this, the Bill provides for these issues to be managed centrally and for available resources to be better directed to where losses are experienced.
- 1.7. Importantly, we want to continue to work with authorities to consider how this – and other aspects of the reformed system – would best work in practice and can be effectively implemented. To allow for this, and in line with the approach taken for

other local government finance legislation, the Bill provides for detailed aspects of the system to be set out in secondary legislation. We know that many in the local government sector welcome this approach; it allows for further consultation and discussion, as well as the opportunity to continue to test approaches ahead of the introduction of a new system.

Fair Funding Review

- 1.8. For the services currently provided by local government, the Fair Funding Review will establish the funding baselines for the introduction of 100% Business Rates Retention. The Fair Funding Review will consider the distribution of funding for new responsibilities devolved as part of these reforms on a case by case basis; they are likely to have bespoke distributions.
- 1.9. Alongside the consultation on the approach to the Business Rates Retention reforms in 2016, the Government also published a call for evidence on the Fair Funding Review. We will publish shortly on gov.uk a summary of the responses to the call for evidence and consultation paper, seeking views on the broad approach and cost drivers that could form part of a new relative needs formula.
- 1.10. The Government will continue to engage with local government as part of the Fair Funding Review. This includes via the joint DCLG / LGA chaired Needs and Redistribution Working Group. Copies of papers taken to this group and records of the discussions are available on the LGA's website:
<http://www.local.gov.uk/business-rates>.

Devolution of responsibilities

- 1.11. The Government has announced that Revenue Support Grant, Rural Services Delivery Grant, the Public Health Grant and the Greater London Authority Transport Grant are to be funded through retained business rates. The Government has also confirmed that the devolution of Attendance Allowance funding is no longer being considered as a part of the Business Rates Retention reforms.
- 1.12. Taken together, these announcements account for around half of the additional retained business rates that we estimate will be available to local government at the point at which the reformed system is introduced. The Government will continue to explore with local government the issues raised by respondents in relation to the remaining responsibilities identified within the summer consultation and as well as other options identified by local government in their response to that consultation.
- 1.13. The Government will continue to work with the local government sector through the Responsibilities Working Group, and if there is a need to consult further, will do so in due course. Our aim would be to decide on the package of responsibilities to be devolved for the commencement of the new Business Rates Retention system in spring 2018 for potential implementation in April 2019.

Assessing the value of business rates income

- 1.14. In considering the design of the new system, authorities will inevitably be interested in estimates of the value of additional funding from business rates - known as 'the quantum'.
- 1.15. The July 2016 consultation on Business Rates Retention set out the estimated additional business rates revenue available to local government in 2019/20 and committed to keep this quantum under review. We have updated our estimate, based on the latest available forecasts from the Office for Budget Responsibility (OBR). Our current estimate is that the value of additional business rates revenue available to local government from locally collected rates in 2019/20 will continue to be around £12.5 billion. We will continue to keep this quantum under review and update it based on the latest OBR forecasts.
- 1.16. While most business rates are collected locally, rates for properties on the 'central rating list' are collected directly by government. The central ratings list contains the rating assessments of networked properties including major transport, utility and telecommunications undertakings and cross-country pipelines. Our updated estimate is that the value of central list income in 2019/20 will be £1.8 billion. We will continue to keep this estimate under review, especially in light of the proposed review of the central list set out later in this consultation document.

Timetable

January 2017	Introduction of Local Government Finance Bill, which will put in place the legislative framework for the reforms.
February 2017	Publication of further consultations on design of the 100% Business Rates Retention system and on Fair Funding Review.
April 2017	<p>Piloting of the approach to 100% Business Rates Retention begins in Cornwall and the combined authority areas of Greater Manchester, Liverpool City Region, West Midlands, and West of England.</p> <p>In addition, GLA will take on responsibility for TfL capital funding and so will begin to receive a higher share of business rates.</p>
Autumn 2017	Planned publication of further detail on secondary legislation including draft regulations where possible.
April 2018	Further piloting of the approach to 100% Business Rates Retention begins in areas not covered by devolution deals, including two tier areas.

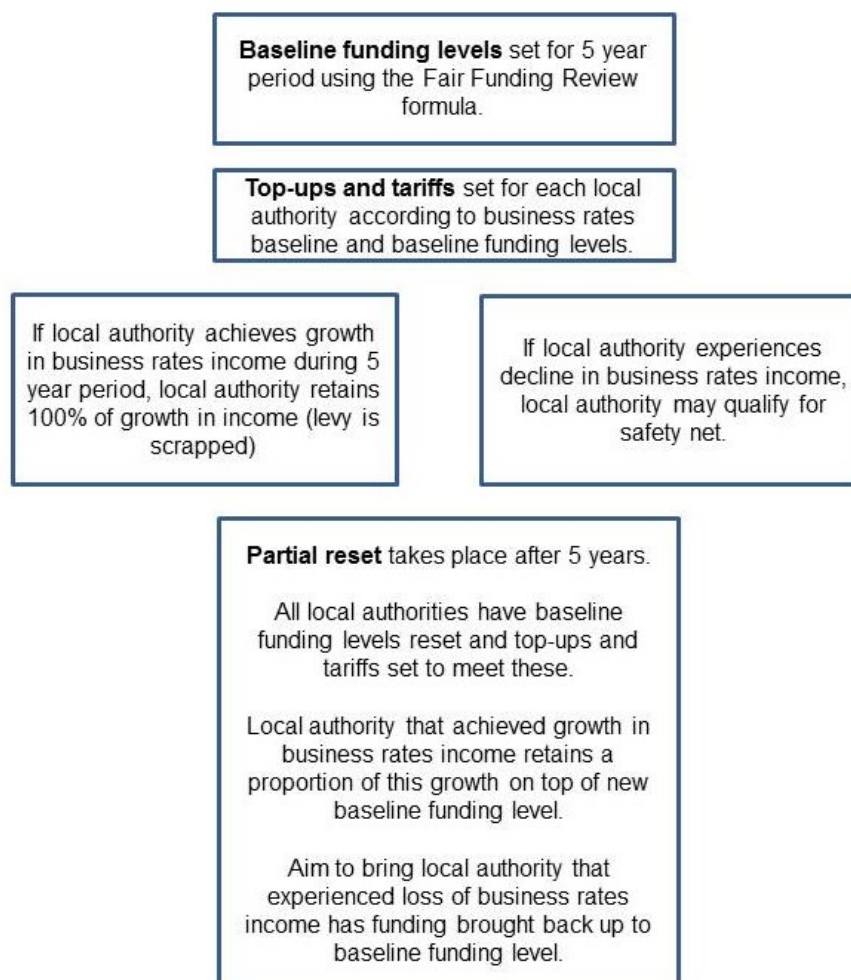
Spring 2018	Aim to decide on package of responsibilities to be devolved for the commencement of new 100% Business Rates Retention system.
Summer 2018	Planned consultation on new relative needs baseline for new system.
April 2019	Expected implementation of 100% Business Rates Retention cross local government.

2. Rewarding growth

Resetting the system

- 2.1. In the 100% Business Rates Retention system, we need to find the right balance between redistributing business rates to meet changing relative need, and using the system to provide an incentive for longer term growth.
- 2.2. How the system is reset, and how frequently it is reset, does not require legislation. Therefore the Local Government Finance Bill does not make reference to resets. However, the timing and operation of resets is critical to the way the scheme deals with risk and reward. We have included further detail below on the issues that need to be addressed in designing the reset system. How resets work is essential in finding the right balance between growth and need in the 100% Business Rates Retention system.
- 2.3. For some local services, adjustments to redistributable amounts may need to be made frequently to reflect changes in relative needs. There is a risk that redistributing too infrequently could result in authorities not being able to deliver services where relative need grows faster than local tax resource. On the other hand, changes made too frequently weaken the incentive for growth, and may reduce the confidence of local authorities to build achieved growth into their base budgets, or use that growth for long-term investment.
- 2.4. Building on feedback received through the first Business Rates Retention consultation, and ongoing engagement with the local government sector, we believe that partial resets will help provide this balance.
- 2.5. Responses to the first Business Rates Retention consultation supported the idea of fixed reset periods, in order to provide stability to the sector about funding allocations. The largest group of responses suggested that five year reset periods would find the right balance between allowing for local authorities to benefit from growth in business rates income (especially as part of partial resets), and updating and redistributing according to changing relative need. The joint LGA and DCLG Steering Group on 100% Business Rates Retention, and the associated System Design Working Group and Needs and Resources Working Group, have been exploring how a five year partial reset might work.
- 2.6. We are therefore consulting now on a possible five year partial reset under 100% Business Rates Retention, and would like further feedback about how this could work in practice. This is only a proposition at this point, and is still open to change as we further develop the system design for 100% Business Rates Retention, and continue to engage with the local government sector.

- 2.7. Under this proposition, business rates baselines will be set for every local authority for a period of five years, with top-ups and tariffs set to that level. Any growth in business rates income that a local authority achieves during this five year period will be retained by the local authority, over and above their business rates baseline in the years up to the point of reset.
- 2.8. At the point of a reset, business rates baselines will be recalculated, allowing a proportion of growth achieved by an authority to be retained. The other portion of growth will go back into the pot to be redistributed as required. Baseline funding levels (along with top ups and tariffs) will then be set for the next five year period to take account of an updated assessment of relative need. If a local authority has seen a decline in business rates income over the five year period, the partial reset will be the opportunity to reset the authority's baseline, and aim to bring funding back to baseline levels. In other words, whilst at a reset, authorities will be allowed to retain a proportion of growth achieved in the previous period, they will not be expected to continue to bear a proportion of any loss.



- 2.9. This proposed partial reset includes an update of the relative needs and resources formula every five years. Local government has been clear that they feel the

balance of needs between authorities is changing quickly, and that there should be a reassessment of needs relatively frequently to respond to these changes.

- 2.10. We recognise that resetting the needs formula every five years could result in significant changes of income for some local authorities, so intend to explore the introduction of transitional arrangements after a reset. Where these are needed, as part of this proposition, we would expect that transitional arrangements should unwind over time, ideally within a reset period (e.g. a maximum of four years). This aims to ensure that every authority reaches their needs based funding baseline ahead of the next partial reset.
- 2.11. This partial reset would aim to bring the amount available for redistribution (the 'redistributable pot') back to the same amount as at year one plus inflation (i.e. keeping the pot at a 'flat real' level). We are continuing to model what this would mean in terms of the proportion of growth that authorities could retain at a partial reset. This is dependent on how much growth in business rates income is achieved, as well as how we measure growth over the five year period.
- 2.12. There is a relationship between the amount of growth authorities are able to retain at a reset and the amount available to bring all authorities back to baseline funding levels. For example, ensuring that authorities that have seen a decline in business rates income do not have to bear a proportion of that loss over a reset will impact on the ability to set a fixed proportion of growth that can be retained at a reset.
- 2.13. We will continue to explore and exemplify this relationship with local government, in particular through the Steering Group and associated Working Groups. We will also explore the interaction of resets and revaluations of business rates.

Question 1: What are your views on the proposed approach to partial resets?

- 2.14. Partial resets will require the Government to measure growth over a reset period; in order to calculate how much growth has been achieved, and the proportion to be retained by a local authority at a partial reset.
- 2.15. Decisions on how to measure the growth in business rates income that is accounted for at a partial reset will be important in ensuring the system:
 - Provides an appropriate incentive for growth – by making sure that growth leads to greater retention of business rates income;
 - Is simple and transparent to understand – by aiming to ensure the system is predictable and responsive; and
 - Avoids perverse incentives – i.e. prevents 'gaming' of the system – by aiming to ensure that growth is rewarded across all years of a reset period, and that we avoid rewarding annual volatility in income.

2.16. There are a number of factors to consider when calculating 'growth' at a reset, including:

- The baseline against which growth is to be measured;
- Whether to measure growth in real or nominal terms;
- Whether to measure growth at a single point in time, or whether to measure growth as an average over several years (and if so, how many);
- What proportion of growth to allow to be retained by authorities that have achieved growth over the reset period.

Question 2: What are your views on how we should measure growth in business rates income over a reset period?

Business rates pooling

2.17. The Government believes that local authorities can achieve greater impact when working together, especially when working over wider areas to achieve economic growth. For this reason, the Government wants to continue to encourage and reward pooling under the 100% Business Rates Retention system. Pooling (for example across a Combined Authority area, or a functional economic area) could achieve greater rewards in terms of economic growth for the area as a whole.

2.18. The current approach to pooling, under the 50% Business Rates Retention scheme, allows local authorities to voluntarily come together and propose their own business rate pools. These pools are then treated as one entity in terms of payment of the levy and receiving safety net payments if required.

2.19. We think the current approach to pools does not work as well as it could, and does not help to achieve the potential benefits that more ambitious pooling arrangements could bring. The current voluntary approach can incentivise the wrong behaviours – leading in some areas to local authorities being excluded from pools due to their being perceived as 'high risk'. In addition, the removal of the levy from the new 100% Business Rates Retention system means that the rewards for pooling are reduced.

2.20. This means we now have the opportunity to take a fresh approach to pooling under the 100% Business Rates Retention system. We are therefore proposing through the Local Government Finance Bill to update the way that pools are set up, and strengthen the incentives open to pools. Through the current Local Government Finance Bill, the Government is broadening the ability of the Secretary of State to designate pools of authorities. The Bill removes the requirement for local authority consent, but introduces a requirement to consult with affected local authorities.

- 2.21. We still expect to discuss with local authorities the size, shape and geography of any pools, and will continue to expect authorities to approach Government with pooling proposals.
- 2.22. By removing the requirement that all authorities must agree to being designated as a pool, we enable the Secretary of State to ensure that pools are created across functional economic areas that maximise the opportunities for growth. We have introduced a statutory duty to consult with areas on their pooling arrangements. However the ultimate decision will rest with the Secretary of State, helping to ensure that all authorities in a functional economic area will have to take those discussions seriously.
- 2.23. A pool of authorities will in effect be treated as one authority under this approach. The pool will be treated as one entity for setting top-ups and tariffs, as well as safety net payments. Pooling may lead to greater self-sufficiency across a pool area, more closely aligning the business rates collected across a pool area with the pool's funding requirement. This should help to equalise growth incentives across the pooled area.
- 2.24. We want to reward local authorities for being ambitious in their plans and being part of a pool under the 100% Business Rates Retention system. Some of the rewards that we intend to explore for pools of authorities include:
- Offering up additional growth incentives – including the ability for the pool to set their own local growth zone, as set out below;
 - The option of retaining additional growth in business rates income through a reset of the wider system;
 - A different level of safety net, to provide additional support to those authorities willing to be ambitious in their plans for growth;
 - Different or additional responsibilities to be funded through Business Rates Retention that would be better exercised at a larger geographical area.

Local Growth Zones

- 2.25. The Government is proposing to introduce a new reward for local authorities that are cooperating and working together as a business rates pool. We are introducing a new power through the Local Government Finance Bill, which will allow local authorities themselves to establish growth areas (within parameters to be set by government, to help manage the impact on the system as a whole). Local authorities will then be able to keep a proportion of growth in business rates income from that area outside the rates retention system for a specified number of years – i.e. this growth would remain outside the 'reset' system.

- 2.26. The new power to designate local growth zones adds an additional growth incentive to the 100% Business Rates Retention system, along with a real opportunity to give greater responsibility to local government for their own growth-related financial decisions, and to move away from having to approach central government for investment.
- 2.27. The Government believes that business rate pools under 100% Business Rates Retention will be the right geographies to maximise the opportunities for growth. The ability to set their own local growth zones will allow pooled authorities to benefit from growth in income from that area, enabling them to receive shared rewards from shared investment in economic growth.
- 2.28. Local authorities have reiterated that it is important to maintain the balance between rewarding councils for growing their local economies and making the system work as a whole. To ensure that our policies on pooling and local growth zones support this, we expect to set some parameters around the size and operation of local growth zones.
- 2.29. Once the parameters around the size and operation of a local growth zone have been set, it will be for pools of local authorities to set up and define the relevant area.
- 2.30. Specific parameters will be part of the discussions for each pool, with further detail on these to be set out in secondary legislation. These could include some or all of:
- The proportion of growth retained in the local growth areas;
 - The rateable value of hereditaments in the geographical areas to be designated and/or the proportion of the total business rates income that could be covered by the local growth areas;
 - The number of years for which the local growth areas would exist;
 - Definitions about the geographical areas;
 - A connection to investment from the local authority/ies in the local growth areas;
 - The purposes for which growth in business rates income from the local growth areas could be used.
- 2.31. The introduction of this new power is likely to have a small impact on the total amount of growth in business rates to be redistributed at a partial reset. The parameters that will be discussed and set for each local growth zone will help to manage this impact. The Government believes that this will help maintain the right balance between redistributing business rates income in the system and rewarding growth.

Question 3: What are your views on the Government's plans for pooling and local growth zones under the 100% Business Rates Retention system?

3. Managing and sharing risk

Managing the impact of successful appeals

- 3.1. Our work with local authorities so far and responses to the recent consultation have highlighted how important it is that the reformed system helps authorities be comfortable with the risk they manage. Managing the impact of successful business rates appeals is particularly important given the impact that this can have on an authority's available resources. We are taking steps to change the way this is managed, to move the impact away from individual authorities.
- 3.2. Under the current 50% Business Rates Retention scheme, local authorities bear the risk for business rate appeals, and are required to set aside funds ("provisions") to be held in reserve in case of successful appeals. Calculating provisions is inherently difficult, and the impact of 'getting it wrong' and not setting aside enough in provisions, could see local authorities experiencing even greater volatility year-on-year.
- 3.3. The Government recognises the challenges that local authorities have faced under the current approach to managing appeals. The management of risk is essential to support local authorities towards self-sufficiency and economic growth. The Government's intention under the 100% Business Rates Retention system is therefore to continue to help local authorities manage the risk and income volatility associated with appeals, but to better direct this support to where losses are experienced.
- 3.4. To do this, the Local Government Finance Bill includes a new provision for "loss payments". This has been welcomed by local government, and by the LGA in their feedback on the Local Government Finance Bill. This provision will allow the Government to make a payment in connection with a reduction in a local authority's income that results from an alteration of the authority's local rating list.
- 3.5. The Government's intention is that loss payments will be direct payments to local authorities, to more directly provide remuneration for loss of income resulting from changes to rating lists relating to 'valuation errors' in the compiled local ratings list. We do not intend for this payment approach to be made for other changes to ratings lists, such as those resulting from later physical changes to a property. Further work will consider when loss payments should commence, including how this relates to the business rates revaluation timetable.
- 3.6. Currently, under the 50% Business Rates Retention scheme, a 'top slice' for managing appeals is made to the total England-wide amount of business rates income before baseline funding levels are set. We expect to continue funding 'loss payments' through a 'top slice'. In a change to the approach we currently use under

the 50% Business Rates Retention scheme, the top slice will be held and distributed centrally rather than a share being held by each local authority. This change will allow us to focus reimbursements where they are experienced, rather than assuming equal loss due to appeals across every local authority.

- 3.7. The detail about how loss payments are calculated and made will be set out in further proposals later in the year. We are working with local government and CIPFA representatives to better understand how this will need to work in practice, and intend to provide further information where possible later in the year. We encourage all local authorities to continue to engage with their representatives on the joint LGA-DCLG Steering Group and Systems Design Working Group.¹

Question 4: How can we best approach moving to a centrally managed appeals risk system?

Tier splits

- 3.8. As set out in the July 2016 consultation on 100% Business Rates Retention, the Government intends to continue to set ‘tier splits’ between different tiers of authority – i.e. the percentage of business rates income that each tier of authority would get – to ensure that risk and reward is shared amongst billing and precepting authorities.
- 3.9. The level at which we set tier splits can affect the ‘gearing’ of two tier authorities. Gearing refers to the amount of local business rates that a council is able to raise, compared to the amount it is assessed to ‘need’ as its baseline funding level. The closer that local tax resource is to baseline funding level, the better the balance of risk and reward from growth for a local council. Where there is 1:1 gearing between a council’s tax base and their baseline funding level, any increase in business rates income results in the same proportional increase to the business rates income they retain for local spending.
- 3.10. Through analysis of gearing in the current system,² we know that the vast majority of highly geared authorities are districts. The distribution of funding between tiers in two tier areas (80% of the local share of business rates collected are retained by districts) means that district councils always collect a greater amount in business rates than they require to meet their baseline funding levels. This means in practice that all districts are required to pay a tariff (i.e. will have a part of their business rates income redistributed). At the other end of the scale, and for the same reason, shire counties are inevitably top up authorities and therefore lowly geared.

¹ Details can be found at www.local.gov.uk/business-rates

² See paper titled ‘Gearing and Tier Splits’, published with other papers from the System Design Working Group of 14 October 2015: www.local.gov.uk/business-rates

- 3.11. The more highly geared an authority, the greater level of reward they can achieve from changes in their business rates income, but the authority would also carry a greater level of risk. The lower geared an authority, the more difficult it is to achieve significant reward in their business rates income, but they also carry a much lower level of risk.
- 3.12. The Government's intention is therefore to use tier splits to help manage the level of risk and reward open to councils in multi-tier areas, recognising in particular:
- The importance of providing stability of funding for adult social care services;
 - The ability of different tiers to influence growth;
 - The services devolved to different tiers.
- 3.13. The 'tier split' can already be amended through secondary legislation, and we are therefore not making any changes through the Local Government Finance Bill.
- 3.14. How we set tier splits will affect district councils, county councils, combined authorities, London boroughs, and the Greater London Authority, and possibly fire authorities subject to decisions about whether they are remain within the Business Rates Retention system.
- 3.15. The organisations representing district and county authorities are considering the question of tier splits and aim to come up with proposal supported by both groups of authorities. London organisations are also considering the question of tier splits for London. The Government continues to explore options for future tier splits with the local government sector.
- 3.16. Some responses to the July 2016 consultation on Business Rates Retention suggested that two tier areas should be able to determine their own tier splits for the area. This would mean, for example, the relevant county council and district councils across the county area working together to agree the right tier splits for their area. The Government is interested to hear views on this approach.

Question 5: What should our approach be to tier splits?

- 3.17. The Government has announced pilots of 100% Business Rates Retention in several local authorities in England to start in April 2017. We are interested in testing aspects of the system in areas not covered by devolution deals, including two-tier areas from April 2018 and will continue to explore this through ongoing engagement with the local government sector. All councils will be free to apply to participate in these pilots, and the Government invites them to do so. The Department for Communities and Local Government has already held discussions about the 2018/19 pilots with several councils and will be publishing more information shortly.

Safety net

- 3.18. The Government continues to recognise the ongoing need for a safety net under the 100% Business Rates Retention system. The primary legislation around safety net calculations and payments remains broadly the same, allowing us to define in regulations how the safety net will work under 100% Business Rates Retention.
- 3.19. The Government is using the Local Government Finance Bill to make a minor change to correct an anomaly in the timing of safety net calculations and payments, in response to concerns raised by the local government sector. This will allow us to define the detail about the timing of calculations and payments in secondary legislation, and we intend to consult later this year to ensure the changes support local government accounting practices.
- 3.20. We anticipate that the demand for safety net payments should reduce under 100% Business Rates Retention with the move to partial resets every five years, and introduction of a new approach for appeals losses (as set out at the start of this chapter). However we still require a safety net to support those local authorities that experience shocks to the system, such as the closure of a major ratepayer, that reduce their income and affect their ability to deliver appropriate services.
- 3.21. The current safety net under the 50% Business Rates Retention scheme is predominantly funded via the levy on growth. The levy is to be abolished under the 100% Business Rates Retention system, and so we expect to fund a future safety net through a top slice to the overall quantum, using the same approach as for loss payments. This means that the safety net will continue to be funded through the overall Business Rates Retention system.
- 3.22. The current view that we have received through the summer consultation document, and other engagement with the local government sector, is that the safety net should continue to function as a 'simple' safety net whereby local authorities bear some of the risk but will receive help when business rates income reduces below a certain level. This is the safety net that currently operates for the 50% Business Rates Retention scheme, which has a threshold of 92.5% of baseline funding levels. The Government expects to raise this threshold for the 100% Business Rates Retention system, to reflect the increased proportion of local government funding at stake. The 100% business rate retention pilots for 2017-18 will be trialling a safety net set at 97% of baseline funding level.

Question 6: What are your views on proposals for a future safety net under the 100% Business Rates Retention system?

Central list

- 3.23. The Government believes that it is right to provide stability and certainty for local government in terms of whether hereditaments should be assessed on the central list or local ratings lists. Ahead of the introduction of the 100% Business Rates Retention system, the Government intends to set out a clear statement of policy for which properties and ratepayers should be assessed to the central list.
- 3.24. In order to do this, and to refresh the central list, the Government is taking powers through the Local Government Finance Bill to improve the operation of the central rating list and make it more responsive to changes. This will ensure the central rating list is fit for purpose for 100% Business Rates Retention.
- 3.25. Specifically we will move the operation of the central list from regulations to direction making powers including retrospective powers to update the list to reflect changes to ratepayers and properties. This will ensure we can keep properties on the central list following changes. We will also introduce charitable relief and empty property relief to the central list to ensure any central list properties entitled to these reliefs are treated fairly.
- 3.26. Following feedback from local government, the Government does not intend at this point to introduce area lists.
- 3.27. Government intends to use the improved powers taken through the Local Government Finance Bill to:
- Review the contents of the central list to ensure it (and local lists) are consistent with this policy and make any changes between central and local lists in time for the introduction of 100% Business Rates Retention; and
 - Consistently maintain the central list and ensure it reflects the central list policy over time.
- 3.28. This will provide more stability and certainty for both local government and ratepayers in respect of large network properties.
- 3.29. The Government believes that the core purpose of the central list will be, as now, to provide a home for hereditaments which by their nature are not suitable for being assessed on a local rating list. Such hereditaments are likely to be those spanning several local rating list areas and not primarily located in one list.
- 3.30. Ahead of the introduction of 100% Business Rates Retention, the Government will consult with ratepayers and local government upon:
- The details of the central list policy;
 - How it will undertake a review of the central list ahead of 100% Business Rates Retention in a way which supports the set-up of the reformed system

whilst continuing to support the existing 50% Business Rates Retention system; and

- How it will then maintain the practical application of the central list policy.

Question 7: What are your views on our proposals for the central list?

Summary of questions

Question 1: What are your views on the proposed approach to partial resets?

Question 2: What are your views on how we should measure growth in business rates income over a reset period?

Question 3: What are your views on the Government's plans for pooling and local growth zones under the 100% Business Rates Retention system?

Question 4: How can we best approach moving to a centrally managed appeals risk system?

Question 5: What should our approach be to tier splits?

Question 6: What are your views on proposals for a future safety net under the 100% Business Rates Retention system?

Question 7: What are your views on our proposals for the central list?

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 information, 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 1998 (DPA) and the Environmental Information Regulations 2004.

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. 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 Department for Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

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](#).

100% Business Rates Retention

Further consultation on the design of the reformed system

Introduction

This is Rugby Borough Council's response to the technical consultation paper, within which the Council has set out our own views on the proposals and further to this has also endorsed the response from the District Council Network (DCN) or the Society of District Council Treasurers (SDCT) where relevant.

The purpose of business rates retention is to create an incentive for authorities to promote economic growth. Rugby Borough Council is a pro-growth authority and therefore is of the view that authorities that have taken a proactive approach to generate growth in their local economies should be sufficiently rewarded. Moreover, strong incentives to generate economic growth must be in place throughout the system to encourage authorities to continue to take positive steps to develop their local economies.

However, whilst there are many benefits brought about through economic growth it is without doubt important to recognise the financial dependence this Council has, along with many if not all authorities have on the income retained from business rates to support the cost of service delivery, any volatility brought about by partial or full resets will have a detrimental impact on the Council's financial position.

Members of this Council have chosen to support the national government policy over previous years to freeze council tax, all at a cost to the Council; which by the time any reset takes place will be around £1m of foregone income per annum. It is important therefore to bear in mind the decisions Councils such as Rugby have made over the years to keep service delivery costs to a minimum, protect public services, invest in economic growth, all of which have factored in the reliance placed on retained business rate income.

Despite a period of national austerity, the Council has remained resilient in its financial management and the most significant contributor to the Council's financial success during this period has been its "going for growth" agenda. It has been well publicised that Rugby is one of the fastest growing towns in the Country and the fastest in the West Midlands and the Council takes a pro-growth approach to delivery of all services. It is a corporate priority to create an environment that enables investment and business growth. To this end the following is an example of the services and activities delivered by the Council:

- An Economic Investment service that acts as liaison for businesses and investors in the Borough and a route into wider public sector services.
- Active partnerships with the West Midlands Combined Authority, Warwickshire County Council, Coventry and Warwickshire LEP, Coventry and Warwickshire Growth Hub, Warwickshire College, the Chamber of Commerce and the Federation of Small Businesses to provide business support and advice services.
- A planning policy framework that promotes growth in the Borough beyond minimum requirements set out in national policy. The Council is currently at an advanced stage of production of a new Local Plan that will deliver growth significantly beyond the local needs of the Borough.
- A Development Management service that has been designed specifically to enable development and investment. The Council has a proud track record of delivering major

investment in the form of nationally significant residential and commercial developments.

- A Licensing service that proactively guides and advises businesses on their regulatory requirements in order to remove barriers to business growth.
- A Town Centre and Tourism service that works with the local business community to ensure Rugby Town Centre is vital and vibrant.

Each of the above services have been developed with an ethos of growth and investment and are reliant on the realisation of the local benefits of economic growth, including retained business rates. A reduction in these benefits will force the Council to review and restrict these services in the future.

Furthermore, as a pro-growth organisation, the Council has benefited financially from growth incentives that have been built into the local government finance system over this period and this is reflected in significant funding increases from both Business Rates, increasing by £1.8m over the last five years. This growth has been built into our base budget and has facilitated investment in improving services to our residents, with a new leisure centre constructed in 2013 and a new Crematorium, providing a local facility for residents and also a new revenue stream for the Council. Furthermore, the Council has demonstrated its commitment to develop and grow the town's heritage tourism and local economy by entering into a partnership with World Rugby that has seen a world class tourist attraction the World Rugby Hall of Fame located in Rugby, the birthplace of the sport.

The introduction of the retained business rates system in 2013/14 has been fundamental to shaping the Council's approach and policies to developing and facilitating economic growth in the borough, as these investments had been underwritten on the assumption that a large part of the growth will be retained.

In addition, the Council has had to respond to a £2.9m cut in central government funding over the last 5 years. We are proud that we have responded successfully to these challenges so far. The Council is committed to self-sufficiency and will continue to adapt and alter its operations to meet this objective by 2020. With this in mind, the Council has taken a proactive approach to address the budget gaps in the Medium Term Financial Plan and has already undertaken a Senior Management Restructure and Voluntary Redundancies during 2016/17.

Question 1: What are your views on the proposed approach to partial resets?

It has now come to our attention that the Government is actively considering a full baseline reset in 2019-20 and partial resets at each subsequent reset. This would mean that Rugby Borough Council would not be able to retain the **£2m** growth generated since 2013-14. The loss of £2m in our base budget would be absolutely catastrophic for the Council. Such a dramatic cliff-edge reduction in funding would undoubtedly see the cessation of core and vital service provision in Rugby, such as our award-winning Sport and Recreation Service, our Art Gallery and Museum Service and our Community Grant Schemes.

To incentivise growth and crucially to protect these important services, the system needs to ensure that an authority will benefit from growth for longer than the reset period. If 100% of

growth was reset at the end of each reset period, there would be no incentive to invest in growth for an authority because the maximum benefit would be for 5 years, and in practice would be for less than this (e.g. if a new building only came onto the rating list at the end of the reset period). Therefore, by only allowing authorities to retain growth for a restricted period limits the incentive and potentially the resources required to allow authorities to finance material sums locally to promote growth.

This argument would suggest that a significant proportion of local growth should be retained on a permanent basis, following a partial reset. The Council proposes that should a five-year partial reset be implemented then a retention rate of 75%-80% of local growth may be appropriate, providing a national fund equating to 20%-25% of growth in business rates to be reallocated to authorities with a declining base. However, the proportions to be retained or redistributed would vary depending on the length of the reset period. To enable local authorities to become true enablers and investors in growth, sufficient time needs to be guaranteed between reset period, so that this investment can be repaid through addition rates income. Therefore, we agree with the proposal of a fixed reset period, but are of the opinion that longer reset periods should be adopted, with baseline resets in the region of every 10 years.

The Council also strongly supports the view that any transition or damping must be unwound within the reset period so that the “true” funding position is reflected prior to the next system reset. The Council is of the opinion that the damping adjustments within the existing system continue to be excessive and consequently Rugby is significantly losing-out from damping, effectively paying-in **£583,000**, which is more than 13% of our Formula Funding. In terms of proportion of funding lost due to damping Rugby ranks 17th nationally, however most of those ranked higher do so because of the additional sparsity funding in 2013-14. Although Rugby Borough is classified as significantly rural by the Rural Services Network (RSN) it has not qualified for the additional sparsity funding and therefore, Rugby is disproportionately affected by this adjustment.

The Government has determined the needs of each authority in the funding formulae, and then chosen not to implement those needs assessments. Some form of damping is reasonable, but should be used on a transitional basis, and should not be a permanent feature of the system. Changes in needs assessments should be introduced within 5 years, at the most.

Furthermore, it is important that authorities understand well in advance how it will work, and can build an estimate of its impact into our financial forecasts. Especially as business rates growth is supporting the authority’s budget and the baseline reset represents a significant financial risk. Without any predictability of how the reset will work, this is a significant budget threat to Rugby Borough Council and, more generally, it undermines the ability of the retained rates system to support authorities’ budgets.

We also endorse the DCN’s and SDCT’s response to this question

Question 2: What are your views on how we should measure growth in business rates income over a reset period?

These are the issues raised in the consultation paper:

- “Baseline against which growth is to be measured”. We believe growth should be taken into account without any adjustments to the baseline.
- “Whether to measure growth in real or nominal terms”. The baseline reset should be based on real-terms growth, not nominal growth. It is difficult to see how a nominal terms approach would work because almost every authority has seen nominal terms growth since 2013-14. Furthermore, the relationship with the baseline (which shows the real-terms position) is fundamental to the baseline reset.
- “Whether to use a single point in time (one year) or growth as an average over a number of years”. We are of the view that one year is insufficient to create the new baseline and propose a longer period of time (5 years) should be used to ensure that growth is rewarded across all years of a reset period. Rugby Borough Council has worked hard to generate ongoing growth over the last few years and we would want to avoid any volatility in any one year.
- “Avoiding perverse incentives”. The Government needs a methodology that addresses volatility, especially from accounting adjustments, to ensure the new baselines are representative of ongoing growth. An example is where an authority has experience large movements in their accounting adjustments through no fault of their own (e.g. releasing a large provision following an unsuccessful appeal). The Government needs to ensure the baseline of these authorities are not set artificially high simply because of movements in accounting adjustments.

We also endorse the SDCT’s response to this question

Question 3: What are your views on the Government’s plans for pooling and local growth zones under the 100% Business Rates Retention system?

We support that local authority areas provide the geography for pools themselves, to enforce the establishment and composition of pools removes local accountability and responsibility.

We are of the view that our own Coventry & Warwickshire Business Rates Pool has worked well. The Pool has maintained the membership of all authorities in the area including the County Council, regardless of the high risk that HS2 brings to one individual authority.

We welcome the proposal for protection for growth for those pools that are cooperating and working together as a business rates pool. We believe our own pool has the right geography to maximise the opportunities for growth. As demonstrated from the success of joint partnership & working arrangements over the area. The ability to set our own local growth zone will allow the pooled authorities to benefit from growth in income from the area, from shared economic growth.

A key issue is if the safety net will be applied at the pool level or at the authority level. This makes a significant difference to risk and to how the authorities work together. If the safety net is set at pool level, then there would have to be large losses before the safety net is triggered.

We also endorse the DCN's response to this question

Question 4: How can we best approach moving to a centrally managed appeals risk system?

We welcome the principle because it reduces risk and complexity, and will allow for better financial planning.

We note loss payments will only apply to appeals that are the result of valuation errors. Other appeals will remain the responsibility of the local authority, and could still be very significant. However, because the national dataset on appeals is not published, we do not know the actual cost of these appeals, or the proportion they represent nationally. We also do not know how these estimates would compare with the allowance that was built into the baseline in respect of appeals. We challenge this lack of data and transparency on the current cost of appeals, before we can take an informed view we need more evidence, and get more information about how the scheme would work.

Should the cost of making the "loss payments" be funded from a top-slice across local government, we will need to understand how the Government intends to estimate this top-slice. We expect the top-slice cannot be higher than the current allowance for appeals built into baselines (for 2017-18 this is 4.7% of rateable value). The Government should only be top-slicing an amount that can be demonstrated as reasonable.

In addition, the cost of backdated appeals that are incurred prior to 100% retention should be equally funded between local and central government, reflecting the share of the liability under the existing 50% retention scheme.

We also endorse the DCN's and SDCT's response to this question

Question 5: What should our approach be to tier splits?

The Council is of the view that lower-tier planning authorities control the "levers of growth" within a two-tier area and therefore the splits should continue to be weighted in the favour of districts to reward them for their success in generating growth.

In terms of risk, the current system splits were designed partly to protect shire counties from the risks and pressures associated with delivery of adult social care, with greater funding certainty permitted through the allocation of top-up payments. These risks and pressures continue to develop and therefore the Council is of the view that upper-tier authorities should also continue to receive a greater form of protection from business rates volatility.

Although it is acknowledged that with smaller budgets district councils face a relatively greater risk through receipt of the larger proportion of the split, this risk is somewhat mitigated through the safety net. Therefore, the Council is of the view district councils share should increase

from 40% if not at worst stay that same. We support local flexibility for lower and upper tiers to determine their own tier splits for their area, particularly when operating a coterminous pooled area such as Coventry & Warwickshire.

Question 6: What are your views on proposals for a future safety net under the 100% Business Rates Retention system?

The mechanism for setting the safety net is reasonable and the proposed percentage (97%) is welcomed.

There is some concern that with different levels of retention between classes and authorities, the risk exposure is not equal. We propose the Government should be looking to set the safety net in such a way that it gives every authority a similar level of risk (either by balancing the system, or by supporting authorities who have a very long drop to their safety net threshold).

The additional risk associated with safety net based on pools should be investigated further if it is going to be implemented. The Council is not in favour of pooling risk at a regional level, as safety net payments would only be triggered if rates reduced across the whole area. This could be potentially problematic for district councils if they face asymmetric shocks in their local economy in comparison to a substantially larger and potentially more buoyant regional economy.

It is also opens up authorities to potential large significant risk, especially in a recession or when there are a number of large closures in an area.

We also endorse the DCN's and SDCT's response to this question

Question 7: What are your views on our proposals for the central list?

Broadly, we support these reforms. The Council is of the view that such hereditaments should be identified by nature, such as power stations or airports, rather than the absolute RV.

The problem with transfers to the central list to date has been that the authority baselines have not been adjusted. This is a major problem because it means that administrative decisions have direct financial consequences for authorities. We would advise that either the Government commits to changing baselines or commits to not making transfers to the central list between resets.

We also endorse the DCN's and SDCT's response to this question

AGENDA MANAGEMENT SHEET

Report Title: Business Rates Consultation on proposals on the design and implementation of the locally administered Business Rates Relief Scheme

Name of Committee: Cabinet

Date: 5th June 2017

Portfolio: Corporate Resources

Ward Relevance: All Wards

Prior Consultation: None

Contact Officer : Mannie Ketley, Head of Corporate Resources

Public or Private: Public

Report subject to Call-In: No

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities: This report relates to all of the Council's priorities.

Statutory / Policy Background: At the Budget on 8 March 2017, the Chancellor announced a £300m to support those businesses most affected by the revaluation of business rates in 2017-18.

Summary: The Department for Communities and Local Government is consulting on proposals for how local government would design and implement a discretionary business rates support scheme.

Financial Implications:	The allocation to the Council set out in the report represents the maximum amount of discretionary relief that will be compensated through s.31 grant. Any discretionary relief paid in respect of “revaluation support” in excess of this allocation will not attract s.31 grant.
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 no legal implications arising from this report.
Equality and Diversity:	There are no Equality and Diversity implications arising from this report.
Options:	The consultation response was submitted on 6 th April 2017.
Recommendation:	The response to the Government’s Business Rates consultation paper be noted.
Reasons for Recommendation:	For information.

Cabinet – 5th June 2017

Business Rates Consultation on proposals on the design and implementation of the locally administered Business Rates Relief Scheme

Report of the Head of Corporate Resources and Chief Financial Officer

Recommendation

The response to the Government's Business Rates consultation paper be noted

Introduction

At the Budget on 8 March, the Chancellor announced that the Government would make available a discretionary fund of £300 million over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation.

The intention is that every billing authority in England will be provided with a share of the £300 million to support their local businesses. The Government believes that local authorities are best placed to judge the particular circumstances of local ratepayers and direct the funding where it is most needed to support local economies.

The allocation to Rugby Borough Council over the next four financial years is:

2017-18	£278,000
2018-19	£135,000
2019-20	£56,000
2020-21	£8,000

In making the funding allocations to authorities, the Government has assumed that local authorities will want to support:

- (a) Ratepayers (or localities) that face the most significant increase in bills; and
- (b) Ratepayers occupying lower value properties.

Consultation Paper

The consultation paper sets out the Government's proposals for the design of a discretionary business rates support scheme. The paper seeks views on these proposals for how local government would design and implement this scheme.

The consultation paper is provided at Appendix 1 and the Council's response at Appendix 2. The response was compiled by Financial Services alongside the Revenues Manager and submitted to DCLG on 6 April 2017.

Name of Meeting:
Cabinet

Date of Meeting:
5 June 2017

Subject Matter:
Business Rates Consultation on proposals on the design and implementation of the locally administered Business Rates Relief Scheme

Originating Service:
Financial Services

List of Background Papers

Document No.	Date	Description of Document	Officer's Reference	File Reference



Department for
Communities and
Local Government

Business Rates

Consultation on proposals on the design and
implementation of the locally administered Business Rates
Relief Scheme

March 2017
Department for Communities and Local Government



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March 2017

ISBN: 978-1-4098-5020-5

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1. Scope of the consultation

A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State

Topic of this consultation:	Business rates. This consultation paper sets out the Government's proposals for the design of a discretionary business rates support scheme, administered by local government.
Scope of this consultation:	At the Budget on 8 March the Chancellor announced that the Government would provide £300m to support those business most effected by the revaluation. The Department for Communities and Local Government is consulting on proposals for how local government would design and implement this scheme.
Geographical scope:	As a devolved function the proposed scheme only applies to authorities in England.
Impact Assessment:	No impact assessment has been produced for this consultation because this is a discretionary activity.

Basic Information

To:	This consultation is open to everyone. We particularly seek the views of all English local authorities and the Local Government Association and of businesses and their representative bodies.
Body responsible for the consultation:	The Department for Communities and Local Government is responsible for conducting the consultation.
Duration:	The consultation will begin on 9 March 2017. The consultation will run for four weeks and will close on 7 April 2017. All responses should be received by no later than 7 April 2017.
Enquiries:	During the consultation, if you have any enquiries, please contact: email: ndr@communities.gsi.gov.uk Tel: 030 3444 2518
How to respond:	You can respond by email or by post. Please respond by email to: ndr@communities.gsi.gov.uk

	<p>Alternatively, please send postal responses to:</p> <p>Shaun Morroll Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF</p> <p>Responses should be received by close on 7 April 2017.</p> <p>When responding, please make it clear which questions you are responding to.</p> <p>When you reply it would be very useful if you could confirm whether you are replying as an individual or submitting an official response on behalf of an organisation and include:</p> <ul style="list-style-type: none">- your name- your position (if applicable)- the name and address of your organisation (if applicable)and- an e mail address (if you have one)
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2. Introduction

- 2.1 At the Budget on 8 March, the Chancellor announced that the Government would make available a discretionary fund of £300 million over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation. Local government is best placed to determine how this fund should be targeted and administered to support those businesses and locations within their area that are in the greatest need.
- 2.2 The intention is that every billing authority in England will be provided with a share of the £300 million to support their local businesses. This will be administered through billing authorities discretionary relief powers under section 47 of the Local Government Act 1988.
- 2.3 The Government believes that local authorities are best placed to judge the particular circumstances of local ratepayers and direct the funding where it is most needed to support local economies. The Government will allocate the available funding to each billing authority area based on assumptions about how authorities will target their relief scheme.
- 2.4 The proposed funding allocations set out in this consultation paper are for the total amount of relief to be provided to ratepayers. Under the 50% business rates retention system, the reduction in business rates receipts resulting from the increased award of discretionary relief will generally result in a reduction in local authorities' business rates income under the 50% rates retention system of 50% of the value of the relief given. In London, and those areas which are piloting 100% rates retention from 2017-18, the loss of income will be higher. Once the 100% rates retention system is introduced everywhere with effect from 2019-20, authorities will see their income reduced by the entire value of the relief given. For any year, the funding arrangements will ensure that all authorities are compensated for the loss of income they incur by means of grant payments under s.31 of the Local Government Act 2003, or transfer payments between authorities.

3. Consultation Parameters

- 3.1 This consultation paper seeks views on the:
- Allocation of resources to local authorities (section 4)
 - Arrangements under which local authorities will be compensated for loss of income (section 5)

- Operation of discretionary relief schemes, including conditions to be attached to s.31 grants (section 6).

4. The Allocation of Resources to Local Authorities

- 4.1 The Government will make £300 million available to local authorities over four years from 2017-18, to provide discretionary relief to those ratepayers facing significant increases in their bills following the revaluation.
- 4.2 The Government is already providing support to such ratepayers through the transitional arrangements that it put in place following the revaluation; and through the additional support, announced at the Budget, to ratepayers who are losing some or all of their small business rate relief and to pubs.
- 4.3 The further £300 million is being made available for local authorities to develop their own discretionary relief schemes to deliver further targeted support to those hard-pressed ratepayers.
- 4.4 It will be for billing authorities, in collaboration with other authorities operating within their area, to design their discretionary relief schemes and determine the eligibility of ratepayers for support. The schemes must clearly set out the criteria that ratepayers across the local authority area, or within specific locations within their areas need to meet in order to qualify for discretionary relief.
- 4.5 The total resource available to support local authority's discretionary relief schemes is:

£ 300million

2017-18	2018-19	2019-20	2020-21
175	85	35	5

- 4.6 To allocate the resource between authorities the Government has assumed that authorities will provide support only to those ratepayers who are facing an increase in their bills following revaluation – and will make this a condition of the grant. It further assumes that, by and large, more support will be provided to;
- ratepayers or localities that face the most significant increases in bills; and
 - ratepayers occupying lower value properties

- 4.7 In line with those broad assumptions about how authorities will design their transitional relief schemes, we propose to allocate the available resource to each billing authority by:
- i. working out the total increase in bills (excluding the impact of transitional relief and other reliefs), for every rateable property in the billing authority's area that satisfies both the following conditions:
 - a. the rateable property has a rateable value for 2017-18 that is less than £200,000;
 - b. the increase in the rateable property's 2017-18 bill is more than 12.5% compared to its 2016-17 bill (before reliefs);
 - ii. summing the total increase in bills in all billing authority areas and distributing the available funding in each year in accordance with the formula:

$$A \times B/C,$$

Where:

A is the total funding available for the year;

B is the total increase in bills in an individual authority's area; and

C is the sum of the total increase in bills in all local authority areas.

- 4.8 Where the above formula produces an allocation of less than £100,000 in the first year of the programme, the amounts are topped-up to £100,000, in every case except that of the Isles of Scilly, which only has 445 rateable properties in total.

Question 1: Do you agree that individual local authorities should be responsible for designing and implementing their own discretionary relief schemes, having regard to local circumstances and reflecting local economies?

Question 2: Are the Government's assumptions about the design of local discretionary relief schemes reasonable?

Question 3: Is the allocation methodology reasonable?

5. Compensation Arrangements

- 5.1 The allocations set out at appendix 1 represent the maximum amount of discretionary relief that billing authorities can award for which they and major precepting authorities will be compensated through s.31 grant.

- 5.2 Any discretionary relief paid by billing authorities in respect of “revaluation support” in excess of their allocation will not attract s.31 grant.
- 5.3 In each year of the scheme, we propose to pay billing and major precepting authorities s.31 grant equivalent to their loss of income under the business rates retention scheme. Subject to paragraph 5.4 below, payments will be based on estimates of the relief to be provided to ratepayers, capped at the maximum of that year’s allocation (as set out at appendix 1). Grant will be paid to authorities in four equal instalments, quarterly in arrears – i.e. at the end of June, September and December 2017 and the end of March 2018.
- 5.4 The Government recognises that local relief schemes will vary across the country according to the circumstances of local ratepayers and wants to ensure that the profile of payments set out at appendix 1 provides the most effective support to local ratepayers and secures maximum value for money over the four years of the programme. The Government therefore would welcome views on whether local authorities should be given some flexibility to switch resources between years.
- 5.5 As set out above, in the same way as for other payments under the business rates retention system, we propose that payments to billing authorities and major precepting authorities should be made during the course of the year, based on estimates of the amount of relief that the billing authority will give. Amounts will be reconciled following the end of the year when outturn figures are available; with payments of any difference being made to, or from, billing authorities and major precepting authorities, depending on whether outturn figures are higher or lower than the original estimates.
- 5.6 The current programme will span the introduction of 100% business rates retention in 2019-20; and before then, we may create more 100% business rates pilots in 2018-19. Accordingly, local authorities’ shares of business rates under the business rates retention scheme will change over the life of the discretionary relief programme. If authorities are given flexibility to switch resources between years (see paragraph 5.4 above) this could result in a s.31 payment for a previous year being switched into a later year. If this were to happen and the payment was then insufficient to reimburse an authority for its loss of income in that year because the authority’s share of business rates had increased, the Government would provide the authority with additional s.31 grant to ensure that it is fully compensated for the relief given, up to the maximum of that year’s “total pot”.
- 5.7 To assist authorities with the calculation of in-year payments, end-year reconciliations and the annual switching of a proportion of any year’s grant into later

years, the Department will provide for the necessary data entries and calculations as part of NNDR1s and NNDR3s.

- 5.8 As 2017-18 NNDR1s are now complete, exceptionally, for 2017-18, billing authorities will be asked to complete a one-off estimate of the relief they will grant in that year at the end of June to coincide with the first payment of s.31 grant.

Question 4: Do you think that authorities should have some flexibility to switch resources between years to ensure relief provided meets local need and provides maximum value for money?

Question 5: Do you agree with the proposal that s.31 grant should be paid to compensate authorities for their loss of income under the rates retention scheme up to the maximum of that year's "total pot"?

Question 6: Do you agree with the proposals for administering payments, including in-year payments based on estimates, end-year reconciliations and payments quarterly in arrears?

6. Operational Issues

Determining Schemes

- 6.1 Billing authorities will be responsible for designing the discretionary relief schemes that are to operate in their areas. However, the Government expects billing authorities to discuss options with their major precepting authorities at an early stage and to consult them before adopting any scheme and where applicable consult their combined authority.
- 6.2 We will place conditions on the s.31 grant that we pay billing authorities requiring them to consult their major precepting authorities and where applicable their combined authority.

Notice Periods

- 6.3 The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059)¹ require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which are conditional upon

¹ The Non-Domestic Rating (Discretionary Relief) Regulations 1989 No. 1059.

eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

- 6.4 Therefore, when making an award for the support for ratepayers, local authorities must ensure in the conditions of the award that the relief can be recalculated in the event of a change to the rating list for the property concerned (retrospective or otherwise). This is so that the relief can be re-calculated if the rateable value changes.

State Aid

- 6.5 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However the support for ratepayers will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)².

- 6.6 The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)³) and the requirement to convert the aid into Euros⁴.

- 6.7 To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation). Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance ***Discretionary Relief in Enterprise Zones?***

- 6.8 Where an eligible property is also eligible for Enterprise Zone relief, then Enterprise Zone relief should be granted and, until the introduction of 100% business rates retention, this will be funded under the rates retention scheme by a deduction from the central share (or, in the case of 100% business rates plots, from a separate s.31 grant). Local authorities should not provide discretionary relief under their schemes for “revaluation support” to properties which would otherwise qualify for Enterprise Zone government funded relief.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

³ The ‘New SME Definition user guide and model declaration’ provides further guidance:

http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁴ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

- 6.9 If a property in an Enterprise Zone is not eligible for Enterprise Zone relief, or that relief has ended, discretionary relief for “revaluation support” may be granted.

Other Discretionary Reliefs reimbursed by s.31 grants

- 6.10 Similarly, if a property is eligible for discretionary relief under schemes for which s.31 grant is payable – for example, “new empty property” relief, or “local newspaper relief” – authorities should first award relief under those schemes and claim s.31 grant funding in the normal way. Only having awarded relief under those schemes, should they then award additional relief for “revaluation support” in accordance with local schemes.

Grant Conditions

- 6.11 In line with paragraphs 5.6 and 6.2 above, we propose to place conditions on the s.31 grants that we give to authorities. The conditions will require grant to be used to support only ratepayers facing an increase in their bills following revaluation; and to require billing authorities to consult their major precepting authorities and, where appropriate, combined authorities, before adopting any discretionary relief support scheme.

Question 7: Do you agree the grant conditions are appropriate?

7. 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 information, 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 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. 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 Department for Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.
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 DCLG Consultation Co-ordinator.

Department for Communities and Local Government
2 Marsham Street
London
SW1P 4DF
or by email to: consultationcoordinator@communities.gsi.gov.uk

Consultation on locally-administered Business Rates Relief Scheme March 2017

Question 1: Do you agree that individual local authorities should be responsible for designing and implementing their own discretionary relief schemes, having regard to local circumstances and reflecting local economies?

We do agree that local authorities are best placed to judge the particular circumstances of local ratepayers and direct the funding where it is most needed to support the local economies.

However, there is no mention of new burdens funding to compensate for the cost of running the scheme. This cost could be material in later years, where the allocations are very small. Particularly if businesses have to apply for the relief, which would help administer the State Aid De Minimis rules.

In addition, it should be noted that the short timescale of the consultation and subsequent implementation of the scheme has put additional pressure on local authority resources, particularly district councils, where finance officers are focused on the preparation year-end financial accounts

Question 2: Are the Government's assumptions about the design of local discretionary relief schemes reasonable?

As broad principles, these assumptions are reasonable and do coincide with the type of support that the authority would wish to give to local businesses.

However, our experience has shown that even below the £200,000 RV threshold a significant proportion of properties that face the most substantial increase in bills are national ratepayers – would the government consider these business to be the most hard pressed that need more support?

However, directing support to “localities” does not necessarily coincide with those ratepayers that face the most significant increase in bills. The authority will need to focus on individual businesses, not on localities. Furthermore, when considering the type of rate-payer the government intends this scheme to support, we note the following:

- Town Centre properties in Rugby have mainly faced a reduction in their bills.
- Also rural businesses will see an increase in their 50% relief to 100% from 1st April.
- Pubs are going to receive a £1,000 award from 1st April.
- Those ratepayers that occupy lower value properties will most likely to qualify for SBRR, and with the SBRR changes from 1st April there are many more ratepayers getting a zero bill.

Question 3: Is the allocation methodology reasonable?

The methodology for making the allocations is sensible, given the limitations on data. However, the allocations take no account of the effect that reliefs will have on the bills paid by individual businesses.

Furthermore, the £100,000 baseline un-proportionately favours smaller authorities. It is proposed that this base-line is removed.

Question 4: Do you think that authorities should have some flexibility to switch resources between years to ensure relief provided meets local need and provides maximum value for money?

We think that authorities should be given the maximum level of flexibility to switch resources between years, because it is difficult, and potentially rather arbitrary in approach, to design a scheme that allocates exactly the right amount of relief in each year.

Question 5: Do you agree with the proposal that s.31 grant should be paid to compensate authorities for their loss of income under the rates retention scheme up to the maximum of that year's "total pot"?

In-line with the response to question 4, the funding should be allocated flexibly between years and s.31 allocations should be made up to the maximum of the "total pot" for all four years.

Question 6: Do you agree with the proposals for administering payments, including in-year payments based on estimates, end-year reconciliations and payments quarterly in arrears?

We agree with this proposal and that data should be collected from the NNDR returns.

Question 7: Do you agree the grant conditions are appropriate?

The terms of the grant appear to give reasonable discretion over how to design the scheme.

However, there are a number of properties that face a **decrease** in their bill but the ratepayers are still hard pressed due to economic reasons. The proposed grant conditions mean that relief awarded to these ratepayers would not attract s31 grant.

AGENDA MANAGEMENT SHEET

Report Title: Rugby Art Gallery and Museum Forward Plan 2017 - 2021

Name of Committee: Cabinet

Date: 5th June 2017

Portfolio: Growth and Investment

Ward Relevance: All Wards

Prior Consultation:

Contact Officer: Victoria Gabbitas and Nikki Grange, Arts Heritage and Visitor Services Manager

Public or Private: Public

Report subject to Call-In: No

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities:

This report relates to the following priorities:

Provide excellent value for money, services and sustainable growth.

Enable our residents to live healthy, independent lives

Statutory / Policy Background:

Summary:

The Purpose of this report is to request approval of the Rugby Art Gallery and Museum's Forward Plan for 2017 - 2021. These policies are an essential part of achieving Museum Accreditation, the scheme that sets the national standards for museums in the UK and Ireland. RAGM achieved accreditation in 2008 and 2012 and is currently reapplying for 2017. The plan sets out the purpose and priorities for RAGM over the next four years.

Financial Implications:

The action plan is set within anticipated revenue budget. Included in the action plan is a project to work with the Heritage Lottery Fund to gain funding to create a social history gallery. This will involve match funding from the Council of 5% of the redisplay cost.

Risk Management Implications:

Not approving the report will risk the following:
Lack of focus and vision for RAGM to support the town's community cultural offer and visitor economy.
Removal of RAGM's Accreditation status. This would result in greatly reduced access to external funding and national and international loans to support its temporary exhibition programme. This would also undermine professional reputation of the service.

The benefits to approving the report:
Clear focus and priorities for RAGM over the next four years.
Renewal of RAGM's Accredited status.

Environmental Implications:

There are no environmental implications for this report

Legal Implications:

There are no legal implications for this report

Equality and Diversity:

This policy is written in line with RBC's Equality and Diversity Statement and Equality Objectives.

Options:

Option 1: Approve the Forward Plan 2017 - 2021.
Option 2: Do not approve the Forward Plan 2017 - 2021.

Recommendation:

The Rugby Art Gallery and Museum Forward Plan for 2017 – 2021 be approved.

Reasons for Recommendation:

This will provide staff with clear direction for the service.

Cabinet – 5th June 2017

Rugby Art Gallery and Museum Forward Plan 2017 - 2021

Report of the Growth and Investment Portfolio Holder

Recommendation

The Rugby Art Gallery and Museum Forward Plan for 2017 – 2021 be approved.

Background

During 2016 the art gallery and museum service has adapted to accommodate the World Rugby Hall of Fame within the building. A new Archaeology Gallery has been created in the corridor space on the second floor, and the art gallery space has been split to allow exhibitions from the Social History Collection to be presented alongside the Art Gallery exhibitions.

RAGM was due to complete a renewal for Museum Accreditation Status in June 2016. Due to the changes to the service Arts Council England agreed to award a Provisional Accreditation and defer the full renewal return until July 2017. This has allowed the Council the time to implement changes and evaluate the forward planning of the service in the context of new Council priorities and changes within the RAGM building. The Arts Council England expects the Accreditation return to include evidence of:

Effective forward planning

Effective user experience

A clear Statement of Purpose

Clear managerial arrangements

Clarity about building occupancy in light of the changes to the physical space at RAGM.

Current position

Feedback on the current displays have been positive, visitors appreciate the changing temporary exhibitions and the relationship between the two collections in the space. Visitors are also commenting that they would like to see more of the Social History Collection on display, and a permanent museum being reinstated in the future.

By enabling the Social History Collection to cohabit with the Art Gallery the Council minimised disruption to public access to museum collections. Officers have used the opportunity to test themed exhibitions from the Social History Collection and gain feedback from visitors. This work will feed into more detailed consultation with the public as part of an application to the Heritage Lottery Fund to reconfigure the space on the second floor and create a new permanent Social History Gallery.

The RAGM Forward Plan outlines the Vision, Statement of Purpose, Aims and Objectives, and Action and Resource Plan to guide the service through to 2021. It responds to the Council's priorities around promoting and growing Rugby's visitor economy and encouraging healthy and active lifestyles to improve wellbeing within the borough. A copy of the Forward Plan has been placed in the Members' Room for information. The 2017 art exhibition programme is focused on highlighting how art and cultural experiences can influence wellbeing.

It also responds to the change from Arts Heritage and Visitor Service to Arts Heritage and Tourism Service, contributing to a thriving town centre and a Destination Management Partnership.

The Forward Plan also responds to the Accreditation requirements and Officers are confident that RAGM will be reinstated to full Accreditation Standard if the Forward Plan is approved by Council.

Name of Meeting:
Cabinet

Date of Meeting:
5th June 2017

Subject Matter:
Rugby Art Gallery and Museum Forward Plan 2017 - 2021

Originating Department:
Portfolio Holder

List of Background Papers

Document No.	Date	Description of Document	Officer's Reference	File Reference
1.				

* There are no background papers relating to this item.

(*Delete if not applicable)

Rugby Art Gallery & Museum

Forward Plan 2017-21

Our Vision

As Rugby's cultural hub our vision is that in ten years' time Rugby Art Gallery and Museum will be:

- **More embedded in the local community**
- **More reflective of the local demographic**
- **With more of our collections accessible**
- **Contributing to a thriving town centre**
- **Recognised as a major contributor to cultural growth**
- **Recognised as contributing to the happiness, health and well-being of the Borough.**

This document contains a refocused Statement of Purpose and Vision, intended to connect Rugby Art Gallery & Museum more closely with the community it serves. There are overarching Aims, intended to move the service towards the ten year Vision, and a series of Objectives by which these will be reached. These are backed up by an Action and Resource Plan (appendix 1) which shows how the Objectives will be achieved. It supports and contributes to the delivery of Rugby Borough Council's Corporate Strategy and the Town Centre Action Plan. Consultation with Rugby Borough Councillors and Senior Management Team, the Arts, Heritage and Visitor Services team, and feedback from service users and non-users over the last year informed the development of the 4 year Forward Plan. Due to the continued development of the service during the period the Action and Resource Plan is for two years and will be extended in 2019 following consultation with community groups and the Heritage Lottery Fund.

Statement of Purpose

We celebrate Rugby's cultural and artistic heritage, support well-being and combat social isolation through heritage and the arts. We do this to provide positive experiences for the people of Rugby and its visitors by:

- **Collecting, preserving and exhibiting the heritage of the borough and 20th century and contemporary British art**
- **Presenting high quality temporary exhibitions of contemporary art from British and international artists**
- **Organising an educational programme of events and activities to enhance the atmosphere of learning**
- **Strengthening the work of Rugby Borough cultural organisations and individuals through support, partnerships and use of our spaces**

- **Recognising the links between creative cultural activity and well-being, and delivering a programme to support this**
- **Fostering a rich cultural environment that supports a thriving town centre.**

Position Statement

Rugby Art Gallery and Museum embarked on a period of change in May 2016, when Rugby Borough Council entered into an agreement to install World Rugby's Hall of Fame in the space hitherto occupied by Rugby Museum's Archaeology and Social History galleries on the first floor of the building. This was in response to a long-held wish on the part of the Council to make more of the town's sporting heritage, and a positive public reaction to the programme of events put on by the Council in 2015 to celebrate the Rugby World Cup. A plan was devised to relocate the Museum on a temporary basis on the second floor of the building, with the Social History collections sharing part of the Art Gallery space and a new Archaeology Gallery on the balcony in what had previously been space for public circulation. The new Archaeology Gallery opened in October 2016, the Hall of Fame opened in November 2016, and the Art Gallery and Museum programme of exhibitions recommenced in December 2016. At the same time, the shop was enlarged, improved and relocated within the foyer of the building, and a café was introduced to replace the former small coffee bar. Signage around the building was also improved.

During this period the learning and outreach, and arts development programmes continued providing 4000+ educational experiences at RAGM, and 3000+ outreach and offsite experiences (figures April 2016 – February 2017). During 2015/16 79,000 people visited the three spaces at RAGM and 154,000 people saw RAGM collections at partner museums and art galleries.

Rugby Art Gallery & Museum is now widely recognised as the cultural hub of Rugby.

It is anticipated that the Hall of Fame will attract new audiences to the building, both from the local area and further afield including overseas tourists and rugby fans. With improved signage to encourage circulation around the whole building it is hoped that there will be increased engagement with the Art Gallery and Museum. The improvements to the retail area are already showing an increased income stream to the whole service. The café will encourage visitors to spend longer in the building, and provides an opportunity to engage with users of the library on the ground floor, and increase their awareness of what is happening elsewhere in the building. The RAGM Schools Programme has been expanded to include the Hall of Fame.

On the second floor of the building, public access to the archaeology collections has been restored, as has the associated education programme. The Art Gallery's collection and future programme is largely unaffected by the changes, except that the space available for exhibitions is smaller. The Social History collections will be shown in a series of themed temporary exhibitions in parallel with the Art Gallery, in the first instance.

An additional benefit of the Rugby World Cup has been the creation of a pool of volunteers supporting the whole service. During 2016-17 many of these volunteers' skills have been developed so that they have the capability to support different specialist areas of the service's programme. During 2014-15 and 2015-16 the service undertook a significant resilience project supported by a £95,000 grant from the Arts Council's Resilience Fund. This invested in physical spaces and in staff development to research new initiatives particularly around health and well-being. As a result, the service was well equipped to deal with the significant changes which occurred in 2016-17. This experience has informed this Forward Plan.

The service is currently reviewing the future need of the building in terms of collection display space, technical workshop and storage of collections and display equipment. Short and long term solutions are being proposed in partnership with the Council's Corporate Property Unit. The service is researching a reconfiguration of the second floor spaces to move education spaces, utilise office and corridors to create a permanent Social History Gallery. RAGM is in conversation with the Heritage Lottery Fund regarding these plans.

Our Aims and Objectives

1. CONTRIBUTE TO A THRIVING TOWN CENTRE

Rugby is committed to developing the town and wider borough as a visitor destination, Rugby Art Gallery and Museum and arts development activities are a significant part of the cultural offer. A Destination Management Partnership is in development that will help deliver the Town Centre Vision and Action Plan, RAGM will be part of this partnership.

Objectives:

1.1 Our programmes will add value and impact to the Town Centre Vision and Action Plan and will deliver the key objectives set out in the forthcoming visitor economy and cultural strategy. An example is playing a lead role in the Festival of Culture planning and delivery through the Arts Development Officer.

1.2 Ensure RBC Arts Grants encourage local artists and creative industries to provide more cultural activity in the borough.

1.3 Help to nurture, develop and support the local creative community, to strengthen the cultural assets of the area through formal and informal learning opportunities for children, young people and adults.

1.4 Engage local people and visitors in the town's heritage and public art (both permanent and temporary), thus contributing to a thriving town centre and increasing the national profile of the town.

1.5 Work in partnership with local businesses, voluntary sector and national and regional cultural organisations to share risks, acquire resources and skills, and increase awareness of our services.

1.6 Work in partnership with the Benn Hall to expand corporate hospitality use of RAGM spaces where appropriate.

1.7 Where possible exploit new partnerships and opportunities to enhance the cultural offer in the town centre.

Delivery actions:

1.1 Festival of Culture, temporary exhibition programme, learning and outreach programme.

1.2 Arts Development support of Arts Grants programme.

1.3 Arts Development programme and surgeries.

1.4 Arts Development programme.

1.5 Participation in networks and partnership across service.

1.6 Room and corporate hire procedure.

Performance Indicators:

LI242 Number of people experiencing culture in the borough (enabled by Arts Development)

MI305 Number of people experiencing culture in the borough outside RAGM (enabled by Learning and Outreach).

2. DEVELOP THE ATMOSPHERE FOR LEARNING AND WELL-BEING ACROSS THE SERVICE

Rugby Art Gallery and Museum holds at its core a belief that learning in its widest sense underpins all of its activities; having a fun and enjoyable, social experience also plays a valuable part of what we do. We are ambassadors for the positive impact cultural opportunities have on the mental and social state of participants. We deliver programmes to enhance the happiness, health and well-being of our community.

Objectives:

2.1 Use heritage and art to improve happiness, health and well-being in the community.

2.2 Deliver excellent, innovative and inspirational exhibitions that support artist development both nationally and locally, and create the environment for learning and happiness.

2.3 Deliver a stimulating, curriculum focused schools programme to inspire young people and develop skills and knowledge.

2.4 Interpret collections and exhibitions with education areas, activities and events, such as Night at Your Museum, holiday programmes, talks and workshops.

2.5 Develop and deliver non formal learning opportunities for all ages to support and nurture the creative industries and community of the borough. These include Little Discoveries, Arts Awards, Artist Advisory sessions, Art Lab and partnerships with Rugby College.

2.6 Ensure our activities are relevant to diverse audiences through programming, customer care, feedback and evaluation.

2.7 Cultivate the learning focused culture of staff through training, continued professional development and team building opportunities.

2.8 Support our volunteers for their personal development and for the benefit of the service.

Delivery actions:

2.1, 2.2, Temporary exhibition programme

2.1, 2.3, 2.4, 2.5 Learning and outreach programme

2.1, 2.5 Arts Development Programme.

2.6 Visitor and project evaluation

2.7, 2.8 Staff development programme

Performance Indicators:

LI138 (1-3) Number of formal educational visits to RAGM

MI304 Number of non formal educational visits at RAGM (Arts Development & RAGM Learning & Outreach)

3. SAFEGUARD AND DEVELOP THE COLLECTIONS FOR THE PEOPLE OF RUGBY

RAGM holds its collections in trust for the benefit of the public, residents and visitors. Strategic collecting of objects and the recording of information about the Borough and its people underpins the Museum's role as a local heritage resource. The Rugby Art Collection is nationally significant and raises RAGM's profile. Loans from the Rugby Collection are made to major museums nationally and internationally, whilst an annual exhibition enables residents to enjoy high quality 20th century and contemporary British art. Security, collections care and conservation are embedded in RAGM's responsibility as an Accredited Museum. Officers are in conversation with the Heritage Lottery Fund regarding the creation of a new Social History Gallery.

Objectives:

3.1 Continue to manage the implementation of the collection care and conservation programme.

3.2 Improve documentation and accountability of all collections through the Documentation Plan.

3.3 Continue collection development through acquisitions by gift and bequest as well as purchase, in line with the Collections Development Policy and according to the available resources.

3.4 Work to increase access to collections through participation, digitisation, a new Social History Gallery with open storage, and develop our collections to meet the needs of our residents and visitors.

3.5 Make artworks from the Rugby Collection available to loan to other Accredited museums to increase access to the collection and raise its profile nationally.

Delivery actions:

3.1 Collection care and conservation programme.

3.2, 3.5 Documentation plan.

3.3 Collections Development Policy, Contemporary Arts Society membership.

3.4 Collection care and conservation programme, Redding Collection project, Social History Gallery project.

Performance Indicator:

MI129 Number of RAGM collection related enquiries

MI302 Number of Collection entry forms into RAGM

MI303 Number of Collection entry forms resulting in donations to RAGM collections

LI236 Visits to RAGM exhibitions or collections at other sites

4. CONTINUE TO OFFER A WELCOMING AND SAFE ENVIRONMENT FOR OUR SERVICE USERS

Our visitors are at the heart of our service. We believe that culture is for and of the people of Rugby and beyond.

Objectives:

4.1 Maintain the high standard of customer care by providing a responsive, effective, positive and knowledgeable team who act as ambassadors for the service.

4.2 Deliver an accessible service and work to remove barriers to access.

4.3 Continue to achieve national industry certification, for example Museums Accreditation scheme, Visit England Quality Assurance Visitor Attraction Scheme, Children's University.

4.4 Maintain a safe environment through the use of DBS checked staff, application of the Safeguarding Children and Vulnerable Adults policy, and the use of appropriate procedures e.g. for lost children.

4.5 Maintain and enhance the fabric of the building in partnership with the Corporate Property Unit, ensuring accessibility around the building.

4.6 Adhere to national Health and Safety standards.

4.7 Maintain up to date approved internal policies including the Access Policy.

4.8 Make sure we are delivering the best possible service to our customers and making the best use of our resources by adopting the 'check, plan, do' systems thinking approach.

4.9 Employ evaluation techniques to understand our audiences in order to cater better for them, and to identify and target new audiences.

Delivery actions:

4.1 Staff development programme

4.2 Temporary exhibitions programme, learning and outreach programme, Arts Development programme, building management

4.3 Service management

4.4 Recruitment and induction processes, event management procedure

4.5, 4.6 Building management

4.6 Induction programme, exhibition installation procedures

4.7 Policy review programme

4.8, 4.9 Visitor and project evaluation

Performance Indicator:

MI 127 Number of people visiting Rugby Art Gallery and Museum.

5. MANAGE THE RESILIENCE AND SUSTAINABILITY OF THE SERVICE

In an uncertain cultural sector, resilient museums are recognised as those which anticipate and plan for change. In 2014 RAGM undertook a major Resilience project funded by the Arts Council which enabled it to respond rapidly to opportunities and change. Our relevance to Rugby Borough Council's Corporate Strategy and our local community are central to RAGM's civic responsibility.

Objectives:

5.1 Contribute to the development and delivery of the Council's Corporate Strategy.

5.2 Work cooperatively with key stakeholders to plan for and manage changing circumstances in order to keep the core service stable and available to the public.

5.3 Diversify our audience and workforce (including freelance producers) in order to be closer to our local community.

5.4 Sustain and develop our volunteer workforce to add value to our programme and to promote community ownership of our service.

5.5 Exploit income opportunities e.g. education visits, venue hire, image reproduction, children's parties and retail.

5.6 Maintain contacts with national professional networks in order to contribute to and benefit from best practice.

5.7 Adhere to national standards and frameworks e.g. Museum Association Code of Ethics, Museums Accreditation, Arts Council England's "Why Culture Matters", the Collections Trust's SPECTRUM standard for collections management, Benchmarks in Collections Care, ENGAGE the National Association for Gallery Education, Arts Development UK.

5.8 Work with Corporate Property department to ensure the building is fit for purpose and sustainable, with particular focus on collections storage and social history display.

5.9 Use modern technology methods wherever appropriate to promote, streamline and deliver RAGM's services to residents of the Borough and other visitors through the RBC Digitalisation Plan.

5.10 Continue to reduce our carbon footprint and conduct business in an environmentally responsible way through participation in RBC's Carbon Management Plan.

Delivery actions:

5.1 Forward plan action plan

5.2 Regular Portfolio Holder meetings, stakeholder involvement in Social History Gallery project

5.3, 5.4 Recruitment processes, volunteer coordination, learning and outreach programme

5.5 Room and corporate hire procedure, learning and outreach programme

5.6 Participation in networks and partnership across service

5.7 Collection care and conservation programme, Documentation plan, Collections Development Policy, Learning and Outreach policy, Arts Development policy.

5.8, 5.10 Building management

5.9 Rugby Open applications, collections enquiries, collection digitalisation project

Performance Indicator:

MI 127 Number of people visiting Rugby Art Gallery and Museum.

An Equality Impact Assessment/ Analysis on this policy was undertaken on 27 February 2017 and will be reviewed on 27 February 2019.