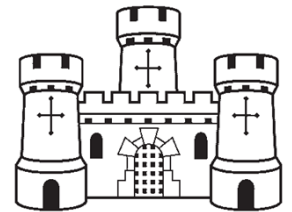


Public Document Pack

Date of meeting Wednesday, 20th March, 2019
Time 2.00 pm
Venue Astley Room - Castle House
Contact Geoff Durham 01782 742222



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Cabinet

AGENDA

PART 1 – OPEN AGENDA

- 1 **APOLOGIES**
- 2 **MINUTES** (Pages 3 - 6)
To consider the minutes of the previous meeting.
- 3 **DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 4 **LYME LOTTERY REVIEW** (Pages 7 - 14)
- 5 **VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE (VCSE) PLEDGE** (Pages 15 - 20)
- 6 **AIR QUALITY MINISTERIAL DIRECTION - STRATEGIC OUTLINE CASE** (Pages 21 - 30)
- 7 **CASH COLLECTION AND CASH DELIVERIES CONTRACT** (Pages 31 - 34)
- 8 **FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER THREE (October-December) 2018-19** (Pages 35 - 44)
- 9 **IRRECOVERABLE ITEMS** (Pages 45 - 46)
- 10 **URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.
- 11 **DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the following reports, because it is likely that there will be disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

12 IRRECOVERABLE ITEMS CONFIDENTIAL APPENDIX (Pages 47 - 56)

13 ATTENDANCE AT CABINET MEETINGS

Councillor attendance at Cabinet meetings:

- (1) The Chair or spokesperson of the Council's scrutiny committees and the mover of any motion referred to Cabinet shall be entitled to attend any formal public meeting of Cabinet to speak.
- (2) Other persons including non-executive members of the Council may speak at such meetings with the permission of the Chair of the Cabinet.

Public attendance at Cabinet meetings:

- (1) If a member of the public wishes to ask a question(s) at a meeting of Cabinet, they should serve two clear days' notice in writing of any such question(s) to the appropriate committee officer.
- (2) The Council Leader as Chair of Cabinet is given the discretion to waive the above deadline and assess the permissibility of the question(s). The Chair's decision will be final.
- (3) The maximum limit is three public questions at any one Cabinet meeting.
- (4) A maximum limit of three minutes is provided for each person to ask an initial question or make an initial statement to the Cabinet.
- (5) Any questions deemed to be repetitious or vexatious will be disallowed at the discretion of the Chair.

Members: Councillors S Tagg (Chair), M. Holland, T. Johnson, P. Northcott, S. Sweeney and J Waring

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

NOTE: THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY THROUGH THE FIRE EXIT DOORS.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE FRONT OF THE BUILDING BY THE STATUE OF QUEEN VICTORIA. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

CABINET

Wednesday, 6th February, 2019
Time of Commencement: 2.00 pm

Present:- Councillor Simon Tagg – Chair

Councillors M. Holland, T. Johnson, P. Northcott, S. Sweeney and J Waring

Officers Executive Director Operational Services- David Adams,
Geoff Durham - Mayor's Secretary / Member Support Officer,
Interim Executive Director - Resources and Support Services - Jan Willis,
Chief Executive - Martin Hamilton,
Phil Jones - Head of Communications and
Nick Moore - Information Officer

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

3. MINUTES

Resolved: That the Minutes of the meeting held on 16 January, 2019 be agreed as a correct record and that the amended Capital Strategy 2019- 2029 be referred to Full Council on 20 February, 2019.

4. REVENUE AND CAPITAL BUDGETS AND COUNCIL TAX 2019/20

The Leader, Councillor Simon Tagg introduced a report asking the Cabinet to recommend the 2019/20 General Fund Revenue Budget and the 2019/20 Capital Programme to Full Council at its meeting on 20 February, 2019.

The Portfolio Holder for Finance and Efficiency, Councillor Stephen Sweeney advised Members that there was a 'new way of working' in preparing the accounts in that it now involved more face to face working with officers and Members. Councillor Sweeney gave credit to the officers and the Interim Executive Director for Resources and Support Services, Jan Willis for reworking the way in which they are prepared.

Members' attention was brought to paragraphs 1.2 and 1.3 of the report, referring to the Business Rates Pilot and savings.

The Revenue Budget and Capital Programme were considered by the Finance, Assets and Performance Scrutiny Committee on 24 January who noted everything that had been undertaken.

Members thanked Councillor Sweeney and officers for their work and had no hesitation in recommending the Revenue Budget and Capital Programme to Full

Council. Having a ten year Strategy would mean that 'big' spends could be identified more quickly and savings made would be available for Council projects

The Leader thanked Councillor Sweeney and officers for the work that had been done. Reference was made to 'a Town Centre for All' and the projects fitting in with the new Council Plan which was agreed last September.

- Resolved:
- (i) That the 2019/20 General Fund Revenue Budget, as detailed in this report and in the report to Cabinet dated 16th January 2019 be recommended to Full Council for approval.
 - (ii) That the Capital Programme for 2019/20 to 2021/22, as shown at Appendix 3, be recommended to Full Council for approval.
 - (iii) That an increase in the Band D council tax levy of 2.99% be recommended to Full Council for approval.
 - (iv) That a minimum level of un-earmarked reserves and contingencies of £1.548m, required to be maintained for 2019/20, is recommended to Full Council for approval.
 - (v) That the Local Council Tax Reduction Scheme for 2019/20 be recommended to Full Council for approval and that the results of the consultation around de-minimus changes be considered by Full Council.

5. AIR QUALITY MINISTERIAL DIRECTION

The Portfolio Holder for Environment and Recycling, Councillor Trevor Johnson Introduced a report seeking Cabinet's support in respect of Air Quality works on the A53 (Basford Bank area). Members were also advised of further works required by DEFRA.

Members' attention was brought to paragraph 1.8 which set out two directions.

Members were all in agreement that a charging Clean Air Zone would not solve the problem but would move it elsewhere. It would also have a detrimental impact on small local businesses.

The Leader thanked Councillor Johnson and stated that further analysis needed to be made. In addition, a further recommendation was proposed to involve Newcastle MP, Mr Paul Farrelly to help fight against introducing a charging Clean Air Zone.

- Resolved:**
- (i) That the Ministerial Directions, the actions and statutory deadlines associated with them, and the arrangements proposed to involve Members in the development and assessment of potential options and the production of a preferred policy, be noted.
 - (ii) That the Leader of the Council write to Mr Paul Farrelly MP asking for his involvement and support in taking up the case with Central Government and

to actively lobby against any 'charging Clean Air Zone' on the A53
(Basford Bank area).

6. URGENT BUSINESS

There was no Urgent Business.

COUNCILLOR SIMON TAGG
Chair

Meeting concluded at 2.34 pm

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE CABINET COMMITTEE

Date: 20th March 2019.

1. **REPORT TITLE** Lyme Lottery Review.
- Submitted by:** Partnerships Locality Officer, Robin Wiles.
- Portfolio:** Corporate and Service Improvement, People and Partnerships.
- Ward(s) affected:** All Wards are affected.

Purpose of the Report

The Report seeks to inform Cabinet of the findings of the Lyme Lottery Review carried out in January 2019 and of any actions recommended thereof.

Recommendations (to be in bold)

- a) **That the findings of the Lyme Lottery Review be noted.**
- b) **That the operation of the Lyme Lottery is continued and is supported using existing Council resources including the Communications Team, and external partners in the voluntary, community & social enterprise (VCSE) sector.**
- c) **That the Review is shared with Health, Wellbeing & Partnerships Scrutiny to consider further development opportunities.**

Reasons

Since its launch in August 2017 the Lyme Lottery has facilitated access to funding for a number of voluntary, community and social enterprise (VCSE) groups operating and providing services within the Borough of Newcastle-under-Lyme. To cease the scheme now would be detrimental to those organisations and to the Borough Council's reputation.

1. **Background**

- 1.1 Following a decision by Cabinet in October 2016 the Lyme Lottery was developed in partnership with an External Lottery Manager (ELM).
- 1.2 Two ELMs, with experience of managing Local Authority Lottery schemes, were considered. A contract with Gatherwell was approved, initially on a 12 month contract, and the Lyme Lottery was launched in June 2017 with the first draw taking place on Saturday 26th August 2017. This was the first Local Authority Lottery in Staffordshire.
- 1.3 The Lyme Lottery is operated as a Local Authority Lottery under the Gambling Act 2005 as amended. This requires the Borough Council to hold a remote operating licence with the Gambling Commission and to appoint a named Licence Holder; although on advice we have 2 Licence Holders.
- 1.4 A Review of the Lyme Lottery has been carried out with a Review Report being produced in January 2019. This Report goes into more detail than appropriate for this report.

2. **Issues**

- 2.1 A total of £42,640.00 has been raised for the 81 Good Causes registered with the Lottery as of 27th February 2019.
- 2.2 The amount of funding that registered Good Causes have raised is very variable. At one end of the spectrum 5 organisations have raised in excess of £1,000.00 whilst at the other end 18 organisations have not raised any funds. Organisations that have had success in selling tickets for their cause are invariably those that have understood their responsibility for promoting the Lottery to their members/supporters.
- 2.3 Some work has been done in partnership with Support Staffordshire & Staffordshire Council for Voluntary Youth Services (SCVYS) to promote the lottery to VCSE organisations, including the production of “Tips for the Lyme Lottery”. This needs to be built on to provide some follow up support where appropriate.
- 2.4 Gatherwell have provided information (please see Appendix 14.2) comparing the Lyme Lottery with 5 other Local Authority lotteries that match closest in terms of population size, location and how long the lottery has been operating. This shows a good level of performance across 5 measures whilst also helping to indicate where improvements could be made.
- 2.5 Since the Lyme Lottery was established Stoke-on-Trent City Council has set up the Potto Lotto which operates on much the same basis (<https://www.pottolotto.co.uk/>). Given that a number of eligible organisations work across Newcastle and Stoke opportunities for some joint marketing could be explored.
- 2.6 Changes in licence holders for the Lyme Lottery remote operating licence have been necessary due to the departure from the Council’s employment of one of the remote operating licence holders.
- 2.7 Marketing has been limited because of the limited marketing budget made available to the scheme.

3. **Options Considered** (if any)

- 3.1 Ceasing the Lyme Lottery is not considered to be a viable option due to the impact that would have on the registered Good Causes and the reputation damage to the Council.
- 3.2 Continuing the operation of the Lyme Lottery is the only viable option and would be recommended.

4. **Proposal**

- 4.1 That the contents of the Lyme Lottery Review Report be noted.
- 4.2 That the operation of the Lyme Lottery is continued and is supported using existing Council resources including the Communications Team, and external partners in the voluntary, community & social enterprise (VCSE) sector.
- 4.3 That registered Good Causes that neither achieve ticket sales nor engage in discussions about the scheme be contacted to advise them that they may be removed from the Lyme Lottery.
- 4.4 That Officers continue working with the Gambling Commission to make the necessary changes to the remote operating licence holders as and when necessary.

5. **Reasons for Preferred Solution**

- 5.1 The Lyme Lottery has been successful in facilitating access to funding for a number of Good Causes in the Borough.
- 5.2 This success needs to be built on to ensure as many eligible organisations as possible are able to access funds through the Lottery.

6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 6.1 In providing access to funding for a range of VCSE organisations working across a range of services the Lyme Lottery links in with all Sustainable Community Strategy & Corporate Priorities in particular:-
 - a) Creating a healthy and active community – a lot of the registered organisations provide services that support people in communities to lead a healthy lifestyle.
 - b) Creating a cleaner, safer and sustainable Borough - a number of the registered organisations provide services that work to improve community safety and the local environment.
 - c) Transforming our Council to achieve excellence – as the first Local Authority in Staffordshire & Stoke-on-Trent to set up a Lottery scheme the Council can rightly consider itself to be trailblazers.

7. **Legal and Statutory Implications**

- 7.1 There is a requirement for the Council to hold a Remote Gambling Licence with the Gambling Commission. This is in place.

8. **Equality Impact Assessment**

- 8.1 There are no adverse equality issues identified as arising from this report.

9. **Financial and Resource Implications**

- 9.1 There is an annual License Fee of £348.00 payable to the Gambling Commission. This is a requirement without which the Lottery could not be operated.
- 9.2 There is an annual Membership fee of £375.00 to the Lottery Council. This is a requirement and enables us to liaise with other Local Authority Lotteries and share good practice.
- 9.3 There are staff costs involved in administering the Lottery operation. These are already provided through the Partnerships Team.
- 9.4 The volume of funds raised for local VCSE organisations helps to support the local economy.

10. **Major Risks**

- 10.1 Two risks were identified in the previous Cabinet Report:-
 - 10.1.1 Negative publicity through the Council being seen to promote Gambling.

Two organisations raised objections in principle to the Lyme Lottery. This has not led to any negative publicity.

10.1.2 That the Lottery would not attract sufficient organisations.

The number of registered Good Causes clearly indicates this not to be the case.

10.2 No other risks have been identified.

11. Sustainability and Climate Change Implications

11.1 There are no sustainability and climate change implications.

12. Key Decision Information

12.1 This is a Key Decision since all Wards are affected.

12.2 The item is not included in the Forward Plan.

13. Earlier Cabinet/Committee Resolutions

13.1 Wednesday, 19th October, 2016, Minutes Number 9. Decision:-

i. That the Council introduce a local lottery for the Borough of Newcastle with the aim of raising funds for local charities, voluntary organisations and good causes.

ii. That authorisation is given to officers to work with an External Lottery Manager to develop and Implement a local lottery to commence as soon as practically feasible.

iii. That the Portfolio Holder and the Chief Executive receive regular update reports on the progress of the implementation of the local lottery.

14. List of Appendices

14.1 Lyme Lottery Review, January 2019.

14.2 "Newcastle-under-Lyme – Brand Comparison", Gatherwell.

15. Background Papers

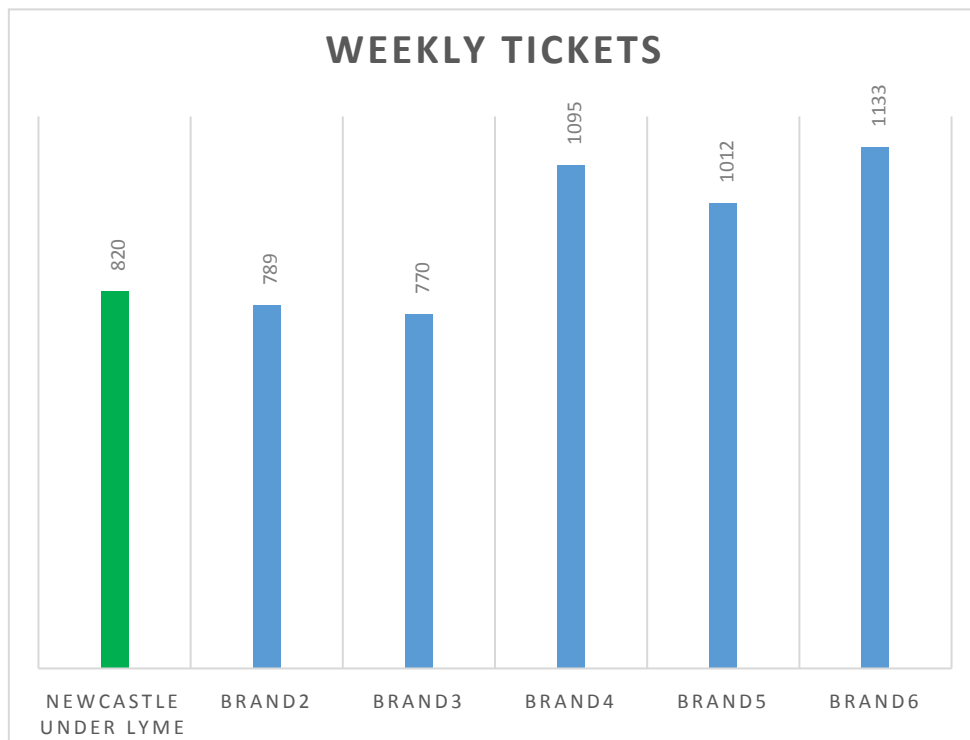
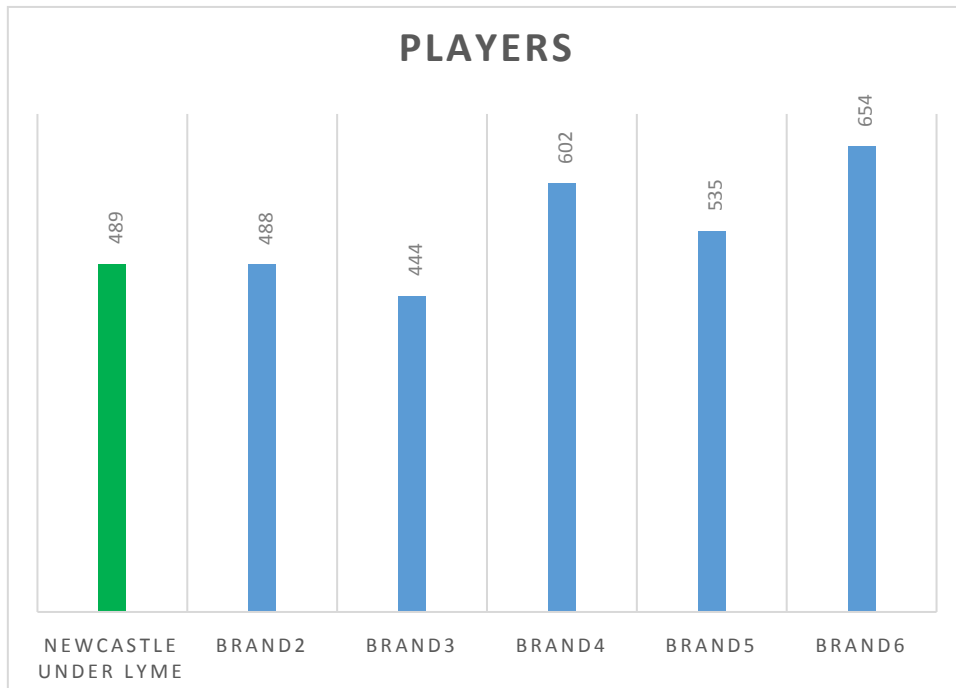
15.1 Remote Operating License, issued on 4th July 2017 by the Gambling Commission. Copies are available from the Partnerships Team.

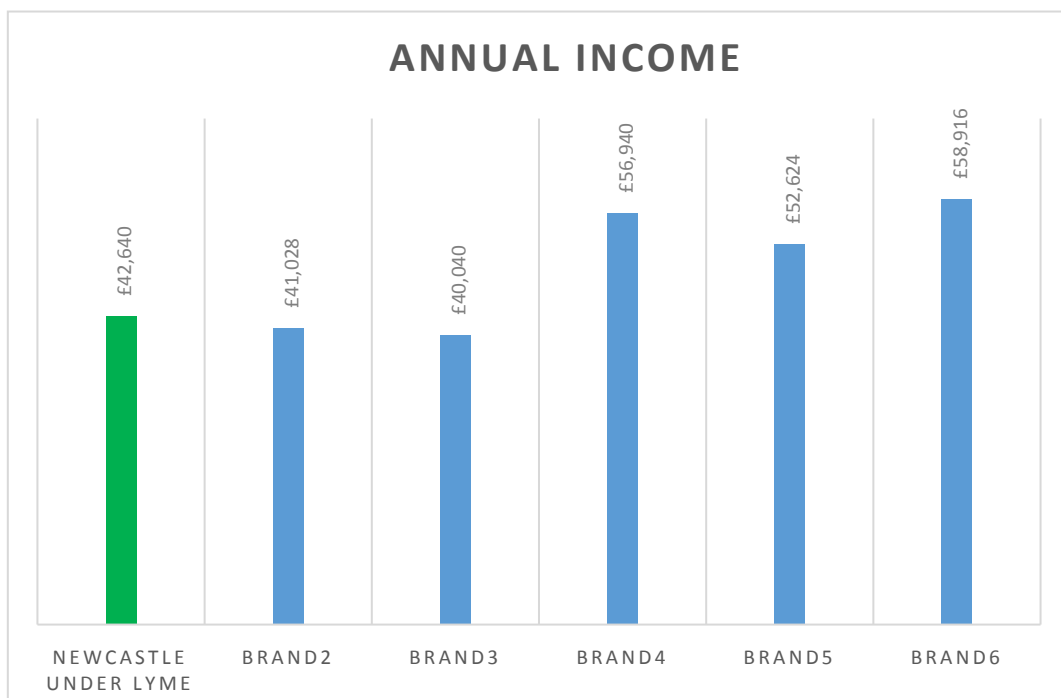
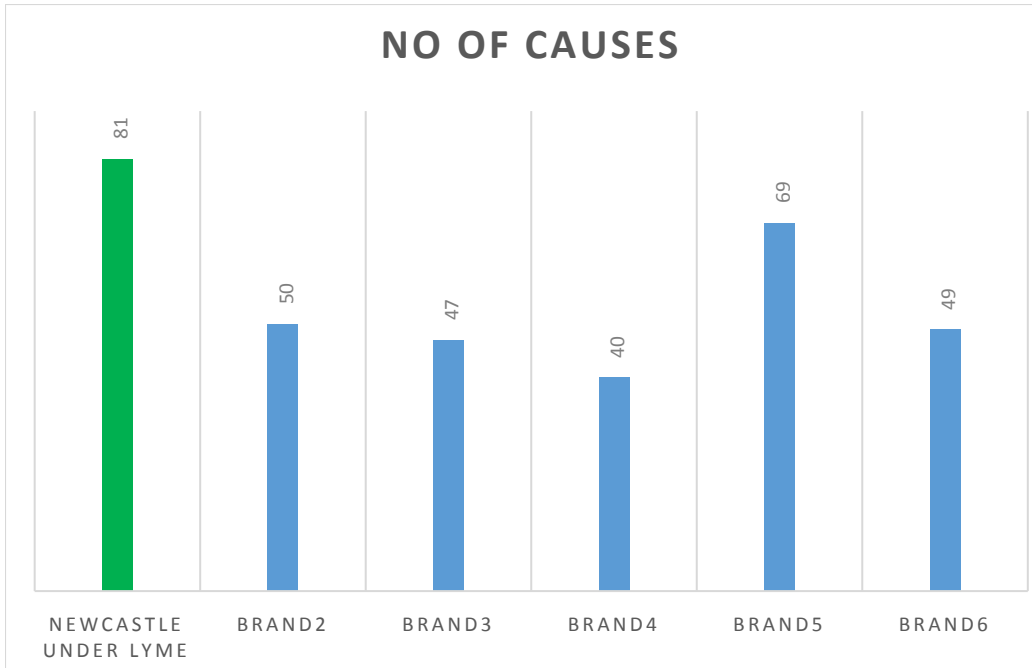
15.2 "Tips for the Lyme Lottery", Newcastle Borough Council/Support Staffordshire. Copies available from the Partnerships Team.

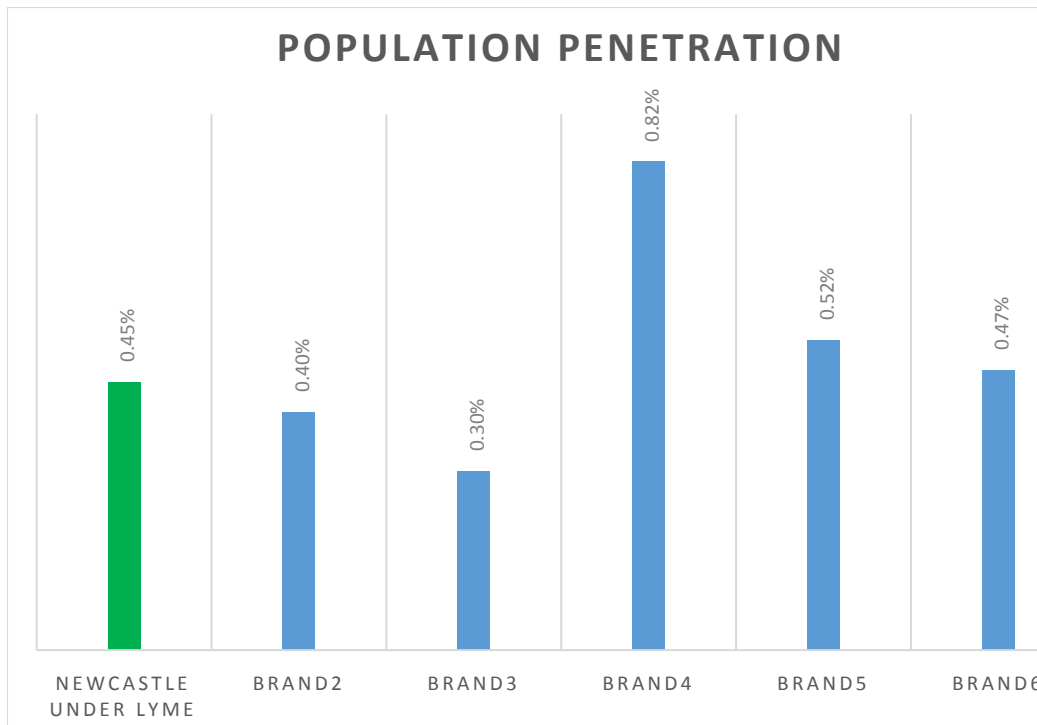
Newcastle Under Lyme – Brand Comparison

The following charts compare Lyme Lottery with other council lotteries which match closest in terms of location, population size and how long the lottery has been operating.

Brand 5 is the closest match in terms of population and **Brand 2** has been operation for roughly the same timeframe.







This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE CABINET COMMITTEE

Date: Wednesday 20th March 2018

1. **REPORT TITLE** Voluntary, Community and Social Enterprise (VCSE) Pledge
- Submitted by:** Partnerships Locality Officer, Robin Wiles
- Portfolio:** Leader of the Council and Portfolio Holder - Corporate and Service Improvement, People and Partnerships
- Ward(s) affected:** All Wards

Purpose of the Report

To seek approval for the Borough Council to sign up to the Staffordshire Voluntary, Community and Social Enterprise (VCSE) Pledge for Local Authorities ("The Pledge").

Recommendations (to be in bold)

- a) **That the Borough Council adopt & sign up to the Pledge.**
- b) **That the Borough Council seeks to promote & implement the Pledge.**

Reasons

- a) The Pledge is intended to be a public commitment to work in collaboration with the local voluntary, community and social enterprise (VCSE) sector.
- b) The Pledge is consistent with existing collaborative work between the Borough Council and the local VCSE sector.
- c) Committing to the Pledge is a potential good news story for the Borough Council.

1. **Background**

- 1.1 The Pledge has been reviewed & endorsed by Team Staffordshire (<https://www.supportstaffordshire.org.uk/working-together/team-staffordshire>). Team Staffordshire is a voluntary sector led partnership, who co-operate to increase investment into Staffordshire and Stoke-on-Trent; and also to influence public policy for the benefit of local communities. The Borough Council, alongside South Staffordshire District Council, has one of the two places on the Team Staffordshire Steering Group, representing the Districts Councils in Staffordshire.
- 1.2 All Borough/District Councils in Staffordshire are being invited to adopt & sign up to the Pledge, by Support Staffordshire, who co-ordinate Team Staffordshire activity.
- 1.3 The Pledge replaces the former Staffordshire Compact, which the Borough Council had previously signed up to, but the Pledge is considerably more succinct.

2. **Issues**

- 2.1 The Pledge is primarily a statement of intent, but one that can be used as a useful yardstick against which to measure the Borough Council's collaboration with the local VCSE sector.
- 2.2 Guidance notes for the Pledge state that "Where appropriate, the main Pledges can be reviewed periodically against the day to day practice of the authority, working between Support Staffordshire and a nominated authority officer." There may be some value in arranging a schedule for regular reviews at a frequency to be agreed.
- 2.3 The commitments within the Pledge are consistent with Borough Council strategy and practice.
- 2.4 The Pledge focuses on the Borough Council's commitments towards the local VCSE sector, without specific commitments in the other direction as was the case with the Compact although these are implicit.

3. **Options Considered**

- 3.1 The Borough Council agree to adopt and sign up to the Pledge with a schedule of reviews at a frequency to be agreed built in. This is the preferred option.
- 3.2 The Borough Council does not adopt and sign up to the Pledge. This is not recommended.

4. **Proposal**

- 4.1 The Borough Council agree to adopt and sign up to the Pledge.
- 4.2 The Borough Council promote, in collaboration with Support Staffordshire and Team Staffordshire partners, the adoption and signing of the Pledge. Case Studies can be used to illustrate the commitment, for example the partnership arrangement between the two parties for a VCSE hub at the Guildhall.
- 4.3 A schedule of 6-monthly reviews to established with reports, as appropriate, to the Health, Wellbeing & Partnerships Scrutiny Committee.

5. **Reasons for Preferred Solution**

- 5.1 Adopting and signing up to the Pledge will, by proving a public commitment to collaboration with the local VCSE sector create a positive image of the Borough Council.
- 5.2 The Pledge is consistent with Borough Council strategies and practice.

6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 6.1 The proposal will have a positive impact on all of the priorities, in particular:-
 - Transforming our Council to achieve excellence – adopting and signing up to the Pledge provides a framework for enhancing our collaboration with the local VCSE sector.
 - Local Services that Work for Local People – by supporting the local VCSE sector we will help to provide services in partnership that are responsive to local residents.

7. **Legal and Statutory Implications**

- 7.1 The Pledge is a voluntary agreement and therefore has no legal implications in itself.
- 7.2 The clause referring to commissioning and procurement is consistent with the Borough Council's legal requirements thereof.

8. **Equality Impact Assessment**

- 8.1 The proposal is consistent with the Council's equality duties.
- 8.2 No adverse impact has been identified from the proposal.
- 8.3 It is reasonable to expect the proposal to encourage equity and opportunities for all by supporting collaboration with local VCSE organisation including those that work to that very end.
- 8.4 Given the diversity of services provided by the local VCSE sector the proposal does not seek to target any particular groups of people.

9. **Financial and Resource Implications**

- 9.1 There are no financial implications associated with the proposal.
- 9.2 The proposal is consistent with existing staff resources and therefore there are no human resource implications.
- 9.3 The Business Improvement Manager advises that the clause regarding commissioning and procurement contained within the Pledge presents no compliance issues for the Borough Council.

10. **Major Risks**

- 10.1 No major risks have been identified from the proposal.

11. **Sustainability and Climate Change Implications**

- 11.1 There are no sustainability or climate change implications of the proposal.

12. **Key Decision Information**

- 12.1 The report is not regarded as a key decision.
- 12.2 The item is not included in the Cabinet's Forward Plan.

13. **Earlier Cabinet/Committee Resolutions**

- 13.1 There are no previous resolutions on the Pledge.

14. **List of Appendices**

- 14.1 VCSE Pledge for Local Authorities.

15. **Background Papers**

- 15.1 Not applicable.

VCSE Pledge for Local Authorities

- 1.1. This Pledge is intended to be a public commitment to work in collaboration with the local voluntary, community and social enterprise (VCSE) sector.
- 1.2. It recognises the VCSE sectors role as local service providers, as a source of local intelligence, as a form of democratic involvement and as an important part of the local economy.
- 1.3. The Pledge has been reviewed and is endorsed by [Team Staffordshire](#), a local cooperation between VCSE umbrella bodies and elected representatives.
- 1.4. The below Pledge can be provided in a large format with council logos and information alongside those of Team Staffordshire and Support Staffordshire. This can be formally adopted and signed by a Cabinet or Council meeting by arrangement.
- 1.5. Where appropriate, the main Pledges can be reviewed periodically against the day to day practice of the authority, working between Support Staffordshire and a nominated authority officer. This may result in an action plan for areas which can be further developed.

1.6 The Pledge:

- a. We recognise and value the critical role of the voluntary, community and social enterprise (VCSE) sector in the local community, including but not limited to providing an important array of local services to our residents
- b. We share many aims for improving the lives of local people, with the VCSE sector and as such commit to working together where possible, to achieve those joint aims
- c. We recognise the role of VCSE organisations in providing insight and connecting us to communities of place, interest and identity with whom we may wish to consult and collaborate. We will do our best to engage the sector in a fair and timely manner
- d. Where we seek formal representation from the sector we will do so in a fair, transparent and accountable manner
- e. We recognise that in some cases, from time to time, some VCSEs may disagree with particular public policies or the ways in which we decide to deliver services. We recognise their independence from statutory and political structures and their right to disagree. Where possible we will continue to work with such organisations in a mutually constructive way, bearing in mind the wider aims which we may share
- f. We recognise that many charities, larger community organisations and social enterprises are professional organisations delivering high quality services and should be thought of as businesses and employers as well as 'voluntary sector', especially in terms of local economic planning
- g. Where we commission, procure or contract with the VCSE sector, we will do so in a fair, proportionate and transparent way. Where relevant we will include in our procurement proper measures of social value in addition to value for money, including where appropriate 'buying local'. Where appropriate we will use innovative forms of procurement rather than relying upon the standard competitive tender alone
- h. As a large and complex 'sector' we recognise the value of working closely with relevant umbrella bodies from Team Staffordshire, to maximise our ability to have a wide and open dialogue with as much of the VCSE sector as possible

For further information and schedule a cabinet/council endorsement

Garry Jones (Chief Executive, Support Staffordshire and Chair, Team Staffordshire)

Tel Stafford: 01785 413160; Lichfield: 01543 303030; Mobile: 07494 483199

Email: garry.jones@supportstaffordshire.org.uk

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE

CABINET

Date 20TH MARCH 2019

HEADING Air Quality Ministerial Direction – Strategic Outline Case

Submitted by: Head of Environmental Health

Portfolio: Operational

Wards Affected: All

Purpose of the Report

To seek Cabinets support, to update and advise of the development of a Strategic Outline Case (SOC) which details a shortlist of measures which will be considered as part of the Air Quality Local Plan Development works required by DEFRA in respect of Air Quality works on the A53 (Basford Bank area).

Recommendations

That Cabinet note the content of the Strategic Outline Case and approved the proposed shortlist of measures to be further evaluated as part of the Air Quality Local Plan Development works required by DEFRA.

Reasons

Cabinet received a report in February which detailed that DEFRA had served two further ministerial directions on the Borough Council under the provisions of the Environment Act 1995 to undertake an Air Quality Local Plan Development with Stoke-on-Trent City Council (SOTCC) to assess and determine further actions with regard to reducing nitrogen dioxide levels in the earliest possible time and to implement a bus engine retrofit scheme to busses travelling on the A53.

This report is to update on progress and to detail the proposed shortlist of measures which will be considered as part of the Air Quality Local Plan Development works.

1. Background

- 1.1 In July 2017, Government produced a UK plan for Air Quality and required 28 Local Authorities (dubbed the first and second wave LAs) with the most severe exceedances for nitrogen dioxide (NO₂) pollutants to develop local plans to bring forward compliance with limit values. The benchmark to assess whether local plans would achieve this objective was compliance before 2021, since national modelling predicted that a charging Clean Air Zone in these areas would produce compliance in that timeframe.
- 1.2 In March 2018, thirty three 'third wave authorities', Newcastle-under-Lyme and Stoke amongst them, also became subject to Government requirements as a result of a legal challenge that not enough was being done to achieve UK compliance with air quality objectives 'in the shortest time possible'.

- 1.3 In October 2018, Ministers Coffey and Norman for the Department for Environment, Food and Rural Affairs (DEFRA) and Department for Transport (DfT) respectively, served the ministerial direction on the Council; this was served under the provisions of The Environment Act 1995 (Feasibility study for nitrogen dioxide compliance) (No 2). This work is being co-ordinated by the Joint Air Quality Unit (JAQU) which is part of DEFRA.
- 1.4 The Ministerial directions formally mandate several local authorities (including Newcastle-under-Lyme Borough Council) to undertake further work with the main objective being to explore options for reducing levels of nitrogen dioxide in the air.
- 1.5 The direction requires:
- NULBC and SOTCC to jointly further investigate EU exceedances of nitrogen dioxide (NO₂) on roads within the Borough and identify measures that could bring forward compliance with NO₂ limits as soon as possible **or** review the implementation of a chargeable clean air zone.

2. Local Air Quality Development Plan

- 2.1 The Ministerial Direction obligates the Council to undertake a joint appraisal and feasibility study with SOTCC to propose options for reducing pollution or consider the feasibility of a Chargeable Clean Air Zone.
- 2.2 The primary critical success factor is to bring about compliance with NO₂ limits in the shortest possible time.
- 2.3 The starting assumption is that the benchmark option (against which other options will need to be measured) will be a charging CAZ (Clean Air Zone) of a high enough classification to bring about compliance in the shortest possible time. There are 4 classes of CAZ these are summarised below including vehicle type and euro engine classification. Full details are included in Appendix 1:
- **Class A** – Includes busses (Euro VI), coaches (Euro VI), taxis and private hire vehicles (Euro 6 (diesel) Euro 4 (Petrol)). Ultra low emission vehicles will never be charged for entering or moving through a CAZ.
 - **Class B** - Includes class A plus heavy goods vehicles (Euro VI). Ultra low emission vehicles will never be charged for entering or moving through a CAZ.
 - **Class C** –Includes class B plus light goods vehicles including - large vans, minibuses and small van/light commercial (Euro 6 (diesel) Euro 4 (Petrol)). Ultra low emission vehicles will never be charged for entering or moving through a CAZ.
 - **Class D** - Includes class C plus cars (Euro 6 (diesel) Euro 4 (Petrol)) and motorcycles (Euro 3). Ultra low emission vehicles will never be charged for entering or moving through a CAZ.
- 2.4 The scope of the investigation and proposals for action required is to be wider than the initial consideration of the A53, and must address other areas of the City and Borough currently experiencing exceedance of the 40ug/m³ limit for NO₂.
- 2.5 It is currently considered by officers that the scope of the study area proposed at this time is the whole of the City and most of the urban area of the Borough, since that matches the area encompassed by the North Staffordshire Multi Modal Transport model used by

transport officers at the City and County Council. As the study develops the area may be refined inwards to reflect study findings.

2.6 The scope of the project moving forwards involves three key elements:

- **Strategic Outline Case (SOC)** – presents the case for change and outlines the strategy to prepare a business case for bringing forward compliance with the annual mean objective for NO₂. This provides a qualitative assessment of a longlist of measures, in order to identify a shortlist of potential measures to take forward.
- **Outline Business Case (OBC)** – which provides further detail on the emissions and economic impacts of the shortlisted measures, in order to identify the preferred option. Once identified, the OBC will set out the implementation and procurement route for the preferred option and demonstrate the affordability of the scheme.
- **Full Business Case (FBC)** – which sets out the implementation and procurement route in detail, and how it will be managed and the benefits realised, and if applicable, undertaking a local consultation process.

2.7 To complete the actions required by the Direction, a Final Business Case of the preferred action or actions from the assessment of shortlisted options must be jointly agreed and signed off by each Council's Cabinet. An Outline and/or Final Business case must be submitted by 31st October 2019.

3. **Strategic Outline Case (SOC):**

3.1 The SOC, details a long list of options which have been considered and evaluated against critical success factors as to how these could bring about compliance in the shortest possible time.

3.2 After undertaking the qualitative assessment of the longlist of measures, a shortlist of preferred options have been identified to take forward to the next stages of the business case process.

3.3 The shortlist of measures to take forward to the outline business case will include the following packages of options:

- **A city centre / A53 traffic management scheme, plus Council boundary scale Low Emission Strategy;**
 - This would include changes and updates to traffic management systems, and may include a range of options such as traffic light signalling and junction optimisation.
 - A low emission strategy would include behavioural change measures to try to influence and change individuals mode of transport and would include measures such as awareness raising, cycle promotion, promotion of public transport, promotion of walking etc. In addition this could include measure to promote and facilitate the use of ultra-low emission vehicles.
- **Etruria Valley Link Road and A500 Improvements, plus Council boundary scale Low Emission Strategy.**
 - The construction of the Etruria Valley Link Road has modelled air quality impacts as part of the planning application (which is awaiting determination by

Newcastle and Stoke Councils). The modelling shows an improvement in air pollution levels from vehicles travelling between Newcastle-under-Lyme and Stoke-on-Trent. This scheme can be considered alongside the planned widening scheme being undertaken by Highways England on the A500. This option would be combined with a low emission strategy as detailed above.

- **A city centre / A53 Workplace Parking Levy, plus Council boundary scale Low Emission Strategy;**
 - A workplace parking levy is a charge on employers who provide workplace parking within a designated area. This is a type of congestion charging scheme that has been introduced in Nottingham to address air quality issues. Such schemes are aimed at acting as an incentive for employers to manage their workplace parking provision. Employers, rather than employees, are responsible for paying any workplace parking levy charge, although employers can choose to reclaim part or all of the cost from their employees.
- **A Council boundary scale Workplace Parking Levy, plus Council boundary scale Low Emissions Strategy;**
 - A combination of the measures detailed above applying to the whole of both Council areas.
- **A city centre / A53 chargeable access restriction (Clean air zone) (Class A / B / C or D);**
 - A designated chargeable zone for certain types and ages/engine types of vehicles entering the area. The charge is determined by the Local Authority to be at a level to influence change. The CAZ would only apply to older, higher polluting models of the vehicle types detailed for the class of CAZ, to have a targeted impact on pollution. This is the baseline option specified that has to be considered as part of the Air Quality Local Development Plan.

3.4 A further ministerial direction in respect of bus retrofitting requires the Local Authority to implement the retrofitting works to upgrade the busses that operate on the A53 from euro 3 engines so they operate at euro 6 standards. This work is to be completed as soon as possible and by the end of 2019 at the latest, in order to bring forward compliance in NO₂ levels to 2021 to 2025. This equates to 25 busses operated by First PMT, on bus routes 3, 4 and 4a that travel on the A53. Work is continuing with the bus company to identify suitable busses to undertake the retrofitting works.

4. Recommendation

4.1 That Cabinet note the content of the Strategic Outline Case and approved the proposed shortlist of measures, as detailed in section 3.3, to be further evaluated as part of the Air Quality Local Plan Development works required by DEFRA

5. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

5.1 This work links to the following corporate priorities:

- Local Services that Work for Local People – There is a need to ensure that the transport systems are maintained and work for local people.

- Healthy, Active and Safe Borough – Air quality impacts are significant, they account for reduced life expectancy and adverse impacts on health and the economy, therefore improving air quality for our residents will not only help save lives but will also improve life expectancy.
- A Town Centre for All – The town centres are within designated air quality management areas, this work will assist in delivering wider improvements in air quality across the town centre.

6. Legal and Statutory Implications

- 6.1 Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) (No.2) Air Quality Direction 2018. This requires the authority to undertake a feasibility study in accordance with HM Treasury's Green Book approach, to identify the option(s) which will deliver compliance with legal limits for nitrogen dioxide in the shortest time possible.
- 6.2 Failure to comply with the Direction may result in Judicial Review proceedings being brought against the Council. Any such proceedings may result in adverse costs awards being made against the Council.

7. Equality Impact Assessment

- 7.1 The development of the outline business plan includes a requirement to produce an assessment of the strategic case, economic case, commercial case, financial case and management case; therefore all aspects will be reviewed as part of the proposed work.

8. Financial and Resource Implications

- 8.1 DEFRA has confirmed a commitment to cover the costs of the further study via grant. So far a grant commitment of £500,000 has been provided for the completion of the Air Quality Local Development Plan.
- 8.2 As Government propose to provide funding support for the preferred options for action, the final preferred policy report to be submitted to comply with the Direction is required to follow HM Treasury's 'Green Book' process of preparing and evidencing a series of analytical, strategic and economic business cases.
- 8.3 It is considered that the delivery (including project co-ordination and management) of these two projects cannot be met from existing resources, the reasons being twofold; firstly that the technical nature and extent of the work required cannot be delivered in house (air quality and traffic modelling) and will require consultants support and secondly, this is work that had not been planned for and will require significant resource in the planning, project management, reporting and consultant support, which cannot be met from existing staff resources.
- 8.4 The Final (or Outline) Business case submitted by 31st October 2019 will include a preferred option for action which will be subject to assessment by Government to determine whether they will be required, and what funding will be provided to the authority to carry them out.
- 8.5 Officers have reviewed various procurement options and identified a preferred option that allows a direct award without a call for competition as part of a compliant framework (Crown Commercial Services). Officers have undertaken an engagement process with

Crown Commercial Services and they are in agreement with the approach being adopted by the Borough Council. That Borough Council will procure the works on behalf of Newcastle-under-Lyme Borough Council and Stoke-on-Trent City Council.

9. Major Risks

- 9.1 A full risk assessment has been undertaken for both these projects and is available to view on the Council's "Grace" system.
- 9.2 The SOC also details the risks related to this project.

10. Sustainability and Climate Change Implications

- 10.1 Air pollution and climate change are intrinsically linked; therefore work to improve air quality will also support climate change improvements.

11. Key Decision Information

- 11.1 This item is a key decision as it affects all wards; this has been included on the forward plan.

12. Earlier Cabinet/Committee Resolutions

- 12.1 Cabinet report February 2019 -

13. List of Appendices

- 13.1 Appendix 1 - Clean air zone classifications

14. Background Papers

[UK Air Quality Plan](#)

[Newcastle under Lyme and Stoke on Trent Targeted Feasibility Study](#)

Clean Air Zone Framework, DEFRA & DFT – May 2017

Second Ministerial Direction 4 October 2018

Third wave local authorities - guidance 16 October 2018

Funding support for third wave authorities 31 October 2018

Strategic Outline Case – January 2019

Appendix A – Clean Air Zone Classifications

Class A - Buses, coaches, taxis and private hire vehicles (PHVs)

Vehicle type	Euro Category	Euro standard
Bus	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI
Coach	Euro VI	
Taxi and private hire	Minibus - M2 (GVW not exceeding 5000 kg, ref. mass not exceeding 2840 kg and more than 8 seats in addition to the driver) Passenger vehicle with up to 8 seats in addition to the driver	Euro 6 (diesel) Euro 4 (petrol)
Ultra low emission vehicles with significant zero emission range will never be charged for entering or moving through a Clean Air Zone		

Class B - Buses, coaches, taxis, PHVs and heavy goods vehicles (HGVs)

Vehicle type	Euro Category	Euro standard
Bus	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI
Coach	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI
HGV	N2 (GVW over 3500 kg and ref. mass over 2610 kg) N3 (GVW over 5000kg)	Euro VI
taxi and private hire	Minibus - M2 (GVW not exceeding 5000 kg, ref. mass not exceeding 2840 kg and more than 8 seats in addition to the driver) Passenger vehicle with up to 8 seats in addition to the driver	Euro 6 (diesel) Euro 4 (petrol)
Ultra low emission vehicles with significant zero emission range will never be charged for entering or moving through a Clean Air Zone		

Class C - Buses, coaches, taxis, PHVs, HGVs and light goods vehicles (LGVs)

Vehicle type	Euro Category	Euro standard
Bus	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI
Coach	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI
HGV	N2 (GVW over 3500 kg and ref. mass over 2610 kg) N3 (GVW over 5000kg)	Euro VI
Large van	N1 (GVW not exceeding 3500 kg and ref. mass over 1305 kg but not exceeding 2840 kg) N2 (GVW over 3500 kg and ref. mass not exceeding 2840Kg)	Euro 6 (diesel) Euro 4 (petrol)
Minibus	M2 (GVW not exceeding 5000 kg, ref. mass not exceeding 2840 kg and more than 8 seats in addition to the driver)	Euro 6 (diesel) Euro 4 (petrol)
Small van/light commercial	N1 (GVW not exceeding 3500 kg and ref. mass not exceeding 1305 kg)	Euro 6 (diesel) Euro 4 (petrol)
taxi and private hire	Minibus - M2 (GVW not exceeding 5000 kg, ref. mass not exceeding 2840 kg and more than 8 seats in addition to the driver) Passenger vehicle with up to 8 seats in addition to the driver	Euro 6 (diesel) Euro 4 (petrol)
Ultra low emission vehicles with significant zero emission range will never be charged for entering or moving through a Clean Air Zone		

Class D - Buses, coaches, taxis, PHVs, HGVs LGVs and cars

Vehicle type	Euro Category	Euro standard
Bus	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI

Coach	M3 (GVW over 5000 kg and more than 8 seats in addition to the driver) M2 (GVW not exceeding 5000 kg, ref mass exceeding 2610 kg and more than 8 seats in addition to the driver)	Euro VI
HGV	N2 (GVW over 3500 kg and ref. mass over 2610 kg) N3 (GVW over 5000kg)	Euro VI
Large van	N1 (GVW not exceeding 3500 kg and ref. mass over 1305 kg but not exceeding 2840 kg) N2 (GVW over 3500 kg and ref. mass not exceeding 2840Kg)	Euro 6 (diesel) Euro 4 (petrol)
Minibus	M2 (GVW not exceeding 5000 kg, ref. mass not exceeding 2840 kg and more than 8 seats in addition to the driver)	Euro 6 (diesel) Euro 4 (petrol)
Small van/light commercial	N1 (GVW not exceeding 3500 kg and ref. mass not exceeding 1305 kg)	Euro 6 (diesel) Euro 4 (petrol)
taxi and private hire	Minibus - M2 (GVW not exceeding 5000 kg, ref. mass not exceeding 2840 kg and more than 8 seats in addition to the driver) Passenger vehicle with up to 8 seats in addition to the driver	Euro 6 (diesel) Euro 4 (petrol)
Cars, taxis and private hire	Passenger vehicle with up to 8 seats in addition to the driver	Euro 6 (diesel) Euro 4 (petrol)
Motorcycles and mopeds (optional)		Euro 3
Ultra low emission vehicles with significant zero emission range will never be charged for entering or moving through a Clean Air Zone		

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO CABINET

Date 20 March 2019

1. **HEADING** Cash Collection and Cash Deliveries Contract
- Submitted by:** Joanne Halliday
- Portfolio:** Finance and Efficiency
- Ward(s) affected:** Town Centre

Purpose of the Report

To outline the proposal to tender the cash collection and cash delivery services through one contract.

Recommendations

- To approve the tendering of a contract for the cash collections and cash deliveries service.
- To authorise the Interim Director of Finance and Resource in consultation with the Portfolio Holder for Finance and Efficiency to assess the outcome of the tender evaluation and approve the award of a contract to the successful bidder.

Reasons

In line with the Council governance procedures contracts over the value of £50,000 should be competitively procured through a compliant tender process. This report outlines what service is required, the approach to securing the most economically advantageous tender and the award of the contract.

1. **Background**

- 1.1 The Council has a number of services which members of the public purchase using cash payments. These are primarily at Jubilee 2 (J2), the Museum and Town Centre car parks.
- 1.2 Currently, the Council utilises external security companies to deliver and collect cash from a number of Council sites. Due to the potential security risks associated with moving cash it is considered appropriate that the approach of procuring experienced and qualified companies continues. At present there are two contracts operable provided by two separate companies, the first commissioned for collections to/from Council buildings, i.e. J2 and the Museum and the second to collect monies from the car parking ticket machines.
- 1.3 The only site receiving cash deliveries is J2 where they have a large number of customers paying to access the leisure services using cash.

2. **Issues**

- 2.1 The current providers have been in place for a number of years and the contracts have come to a natural end. Over these years officers have worked to reduce the number of cash collections from Council sites as the Council has increasingly moved to taking on-line and

telephone payments. It is therefore appropriate to review and re-align the service specification to seek new tenders and establish a new contract for the delivery of this service.

3. **Proposal and Reasons for Preferred Solution**

3.1 It is proposed to tender the cash deliveries and the cash collections in one contract to reduce the administrative costs associated with managing two separate contracts, and to achieve economies of scale. A specification has been produced which is available on request.

3.2 It is proposed that the new contract opportunity is advertised on the mytenders contract portal and that the current contractors are made aware of this. The tender outlines that the contract will be for 3 years with an option to extend for a further 2 years. This means that the total contract value will be above the £50,000 threshold for formal written tenders. The benefit to prospective tenderers is that they will have the certainty of a set contract for several years. Equally the Council will minimise the procurement costs by giving a three year contract with the option to extend. Officers will add a legal clause within the Contract to formalise annual reviews, allowing the contract arrangements to be reviewed and scope for efficiencies identified.

4.1. **Legal and Statutory Implications**

4.2 Undertaking a competitive tendering exercise is in line with the Council's financial regulations and contract procedural rules whereby any procurement over the value of £50,000 is required to seek 3 written tenders.

4.3 The contract opportunity will be published on the My Tenders website ensuring compliance with Public Contract regulations 2015.

5. **Equality Impact Assessment**

5.1 There are no equality issues.

6. **Financial and Resource Implications**

6.1 The two current contracts are within the Council's budget (circa, £20,500 p.a. based on 2017/18 spend), based on the re-alignment of the specification it anticipated that submissions received will be within the council's existing budget provision.

7. **Major Risks**

7.1 There is a major risk that without effective cash collections the Council's revenue income will be affected and that the Council would be placed at greater risk of theft.

8 **Key Decision Information**

8.1 The contract value of over £50,000 makes this a key decision item.

9. **Earlier Cabinet/Committee Resolutions**

9.1 None.

10. **List of Appendices**

10.1 None.

11. **Background Papers**

11.1 The procurement information including the service specification is available from Housing, Regeneration and Assets on request.

This page is intentionally left blank

FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER THREE (October-December) 2018-19

Submitted by: Executive Management Team

Portfolio: Corporate & Service Improvement, People & Partnerships, Finance & Efficiency

Wards Affected: All

Purpose

To provide Cabinet with the Financial and Performance Review report with the Financial and Performance Review report – third quarter 2018/19.

Recommendations

- (a) That Members note the contents of the attached report and agrees to the recommendation that the Council continues to monitor performance alongside the latest financial information for the same period.
- (b) That Members support the future development of the Financial & Performance report to reflect the vision and priorities of the Council Plan 2018-2022.

Reasons

The Financial and Performance Management monitoring reports provide information on a quarterly basis regarding the performance of individual council services, alongside related financial information on the organisation.

1. Background

- 1.1 This quarterly report provides Members with a detailed update on how the Council has performed during the third quarter of 2018/19 by presenting performance data set within a financial context.
- 1.2 This report provides broad financial information (Appendix A) and also details performance (Appendix B) for the third quarter of 2018/19.
- 1.3 A summary of the overall performance picture is presented in section 3 of this report and members will note that performance is generally progressing well.

2. 2018/19 Revenue and Capital Budget Position

- 2.1 The Council approved a general fund revenue budget of £13,335,420 on 21 February 2018. Further financial information is provided in Appendix A.

3 Performance

- 3.1 The latest performance information for quarter three has been analysed.
- 3.2 All indicators monitored for this period are listed in the table found in Appendix B.
- 3.3 Any indicators failing to meet the set targets include a comment explaining why the indicator has not performed well, and what steps are being taken to ensure improvement in the future.

- 3.4 The layout for Appendix B changed in early 2018.
- 3.5 For this report a total of 21 indicators were monitored, and the proportion of indicators which have met their target or are within tolerance levels during this period stands at 71%.
- 3.6 There are 6 indicators off target this quarter, with 1 within tolerance and officers consider that the performance against these indicators does not give rise to serious cause for concern at present (see commentary provided at Appendix B). The management of each of the service areas concerned continue to monitor and take steps to deal with under achievement of targets where possible and/or appropriate.

Further quarterly updates will be provided for Members in future reports.

- 3.7 Positive performance can be seen in a range of services and members will note that some services are affected by both seasonal and external factors. It should also be noted for consideration that some indicators have stretched targets set and local targets that are higher than the national ones.

4. Development of the Financial and Performance Report

- 4.1 The performance section –Appendix B was updated in quarter two and the indicators align to the new vision and priorities of the new Council Plan 2018-2022.
- 4.2 The performance measures are currently being reviewed to reflect the priorities in the new Council Plan.
- 4.3 During the next months, the format and content of the report will be reviewed and developed in order to reflect the progress of the planned aims of the Council Plan 2018-2022.
- 4.4 Additional performance information will be provided, not only to ensure the monitoring of the corporate activities of the council, but also to inform Members, businesses and residents of performance in their local economy.

5. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

- 5.1 All indicators link to corporate priorities set out in the Council Plan and/or Service Plans.

6. Legal and Statutory Implications

- 6.1 The Council has a duty to set targets for performance of a range of functions and needs to monitor these closely.

7. Equality Impact Implications

- 7.1 There are no differential equality issues arising directly from this monitoring report.

8. Financial and Resource Implications

- 8.1 Any positive variance for the full year on the General Fund Revenue Account will enable that amount to be transferred to the Budget Support Fund and will be available in future years for use as the Council considers appropriate. Conversely, if there is an adverse variance, the amount required to cover this will have to be met from the Budget Support Fund.

9. Major Risks

- 9.1 The ongoing changing market conditions represents the greatest risk to the revenue budget, particularly with regard to the impact it may have upon income receivable in relation to services where customers may choose whether or not to use Council facilities or in the case of the waste/recycling service where the volume of recycled materials is liable to fluctuate. The situation will be monitored through the normal budget monitoring procedures.
- 9.2 The capital programme will require regular monitoring to identify any projects which are falling behind their planned completion dates. This will be carried out by the Capital Programme Review Group, which meets on a monthly basis together with quarterly reports to Cabinet.
- 9.3 The above represents a high level view of risk. There are detailed risk registers available if members wish to see them.

10. List of Appendices

Financial information (Appendix A), and performance information (Appendix B).

11. Background Papers

Working papers held by officers responsible for calculating indicators.

12. Management sign off

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

This page is intentionally left blank

Financial Position Quarter Three 2018/19

1. General Fund Revenue Budget

- 1.1 The Council approved a General Fund Revenue Budget of £13,335,420 on 21 February 2018. The actual position compared to this budget is continuously monitored by managers, EMT and Portfolio Holders in order to detect any significant variances of expenditure or income from the approved amounts contained in the budget.

2. Capital Programme

- 2.1 A Capital Programme totalling £2,549,000 was approved for 2018/19. Of this total £1,502,000 relates to the total cost of new schemes for 2018/19 together with £1,000,000 for schemes funded by external sources (Disabled Facilities Grants) and £47,000 brought forward from the original 2017/18 Capital Programme. In addition £332,630 slippage was incurred in 2017/18, resulting in a total Capital Programme of £2,881,630 for 2018/19.

3. Revenue Budget Position

- 3.1 At this point in the financial year, we would have expected to have spent approximately £5,688,045; we have actually spent £5,749,976. Therefore, as at the end of the third quarter, the general fund budget shows an adverse variance of £61,931.

- 3.2 The main reasons for the overall adverse variance to date are:

- a. Waste Services is operating at a net overspend. This is due predominantly to a shortfall in recycled material income and the use of agency staff to cover a number of staff on long and short-term sick. A review of the service has been taken and a recovery plan produced to minimise the shortfall in this area.
- b. Income from car parking is below the amount budgeted for, a review of car parking income has being undertaken and the sale of Permits is being promoted with key partners and large businesses in an attempt to improve income levels.

There are also a number of favourable variances, the main ones being:

- a. Employee costs in respect of a number of vacant posts and flexible retirements that have taken place across the Council.
- b. Income from planning application fees is in excess of that expected for the period to date due to a number of major planning applications.

4. Capital Programme Position

- 4.1 The Capital Programme approved by Council in February 2018 has been updated to take account of slippage in 2017/18. Where planned expenditure did not occur last year, this has been added to the budget for 2018/19 (apart from any cases where costs have been reduced or expenditure will no longer be incurred). The revised budget for capital projects in 2018/19 totals £2,881,630.

4.2 £1,522,130 of the revised budget was expected to be spent by 31 December; the actual amount spent was £1,592,700 resulting in an adverse variance at the end of the third quarter of £70,570.





Corporate Performance Scorecard Quarter 3 October-December 2018-19

Priority 1: Local Services that Work for Local People

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Q3 2017-18	Result Q3 2018-19	Target 2018-19	Status	Notes
1.1	Environmental Health	Cllr. Trevor Johnson	Percentage of food premises that have a zero or one national food hygiene rating	Low	1.64% (18 out of 1,100 published premises)	1.25% (13 out of 1,107 published premises)	5%		The figure remains well within target this quarter.
1.2	Recycling & Fleet	Cllr. Trevor Johnson	Household collections from the kerbside (%):-						
1.2a			· Dry Recycling	High	19.03%	19.3%*	18%		The annual figures for waste were as follows; Dry -18.68%, Food 5.57% and Garden waste recovered slightly and up on the same period last year. however collections stopped at the end of November, so unlikely year end target will be met with the effect of the very hot summer as well.
1.2b		· Food	High	6.66%	5.26%*	5%			
1.2c		· Green	High	15.92%	16.64%*	20%			
1.3	Operations	Cllr. Trevor Johnson	Levels of street and environment cleanliness (LEQ survey) free / predominantly free of litter, detritus, graffiti and fly-posting)	High	93.5.5% 95.86% 100% 100%	94.5% 96.67% 100% 100%	91% 91% 97% 99%		The second survey for 2018-19 was undertaken in Qtr 3 and the results were above target, having improved on the position in tranche 1.
1.4	Customer & ICT		Percentage of requests resolved at first point of contact	High	99%	98%	97%		The result exceeds the target set for Qtr 3.
1.5	Customer & ICT	Cllr. Simon Tagg	% Unmet demand (number of calls not answered as a % of total call handling volume)	Low	7.48%	6.90%	8%		The result has improved this quarter and is within the target set.
1.6	Revenues & Benefits	Cllr. Stephen Sweeney	Time taken to process Housing/Council Tax Benefit new claims and change events	Low	5.82 days	5.86 days	10 days		The results are above the targets set for Qtr 3.
1.7			Percentage of Council Tax collected	High	78.10%	77.70%	76.08%		
1.8			Percentage of National non-domestic rates collected	High	83.00%	82.90%	78.66%		
1.9	Human Resources	Cllr. Simon Tagg	Average number of days per employee lost to sickness	Low	6.22 days	7.34 days	6 days Qtr 3 (8 days annual)		Attendance Management is currently a high priority for HR to support managers in managing sickness absence cases particularly within Operational Services. A dedicated HR Adviser has been employed to tackle attendance issues at NULBC and will be working with all line managers to coach them through the process, which has also led to improved sickness absence recording. A new Attendance Management policy is currently being developed with the intention to train managers on the policy so that they have the skills and knowledge to ensure that all cases are dealt with consistently.

*Results are provisional at this time.

Priority 2: Growing our People and Places

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Q3 2017-18	Result Q3 2018-19	Target 2018-19	Status	Notes
2.1	Operations	Cllr. Trevor Johnson	Number of community volunteer groups/hours spent caring for their local green spaces and neighbourhoods	High	1,361.5 hrs Qtr 3 (4,520 hrs cumulative)	278hrs	250 hrs Qtr 3 1,000 hrs (annual)		The figure continues to exceed the target.
2.2	Culture & Arts	Cllr. Mark Holland	Number of hours worked by volunteers in council co-ordinated activities (museum)	High	508.8hrs Qtr 3 (1,778 hrs cumulative)	513hrs Qtr 3 (1,339.87 hrs cumulative)	300hrs Qtr 3 (1,200hrs cumulative)		The result continues to be above target for this indicator.
2.3	Planning & Development	Cllr. Paul Northcott	Percentage of Major Planning Applications decisions issued within an agreed extension of time	High	75.00%	57.10%	72.50%		The target has been increased for 2018-19 to reflect changing national targets. The result is well below target and is due primarily to case management issues where agreements to extend the statutory period were either not sought or were not sought/provided by agents in time. Whilst the performance achieved is not symptomatic of applicants' concerns, given that this is a national designation measure, it is a priority for improvement. Annual performance for 2017/18 was 78.4% and with more pro-active case management it is anticipated that the performance target could be achieved by the end of the year. It is also worth noting that significant fluctuations in performance will arise because of the relatively small number of applications involved.
2.4	Planning & Development	Cllr. Paul Northcott	Percentage of Non Major Planning decisions issued within an agreed extension of time	High	81.90%	80.70%	85%		This target has not quite been met again this quarter, although performance has improved. More pro-active case management is being used to drive improvement. The Council's performance remains above the Government target.

Priority 3: A Healthy, Active and Safe Borough

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Q3 2017-18	Result Q3 2018-19	Target 2018-19	Status	Notes
3.1	Operations	Cllr. Trevor Johnson	Number of parks which have Green Flag status	High	7	7	7		
3.2	Operations	Cllr. Trevor Johnson	Level of satisfaction with Council run parks and open spaces	High	N/A	N/A	66%	N/A	This will be reported in March 2019.
3.3	Community Safety	Cllr. Jill Waring	Number of Anti-Social Behaviour (ASB):-						
3.3a			-New ASB cases received during the quarter	Low	93	72	-	-	The number of cases reported this quarter are down on the same period for last year and the current caseload is lower too.
3.3b			-Current open ASB cases as at the end of the quarter	Low	14 (31/12/17)	15 (31/12/18)	-	-	
3.3c			-ASB cases closed in the quarter	Low	101	73	-	-	
3.4	Culture & Arts	Cllr. Mark Holland	Number of people visiting the museum	High	10,340 Qtr 3 (52,644 cumulative)	9,634 (54,862 cumulative)	10,000 Qtr 3 (46,000 cumulative)		The museum has reached its annual target in Qtr 3.
3.5	Leisure	Cllr. Mark Holland	Number of people accessing leisure and recreational facilities	High	150,080 Qtr 3 (473,800 cumulative)	144,597** Qtr 3 (463,120 cumulative)	150,000 Qtr 3 (600,000 annual)		Slightly under target this quarter but within tolerance, and on target annually.

** Result is within tolerance

Priority 4 : A Town Centre for All

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 3 2017-18	Result Qtr 3 2018-19	Target 2018-19	Status	Notes
4.1	Regeneration & Economic Development	Cllr. Simon Tagg	Town Centre Vacancy Rate	Low	13.80%	16.77%	15%		The vacancy rate has fallen slightly this quarter. Five new independents have opened (two eating places, two hair/beauty and a travel agent) plus one Christmas pop-up, all in the secondary retail areas to the north of the town centre. Cabinet has prioritised bring about improvements to the high street, including preparation of a Future High Streets Fund bid.
4.2	Property	Cllr. Paul Northcott	Percentage of investment portfolio vacant (NBC owned)	Low	8.80%	8.90%	12%		This indicator remains within target.
4.3	Regeneration & Economic Development	Cllr. Stephen Sweeney	Average stall occupancy rate for markets	High	55%	48%	65%		Members should be aware that the long-term (estimated 30 weeks) highway maintenance works immediately next to market stalls has had an adverse impact on stall occupancy rates. Cabinet has prioritised action to improve the market, as part of its wider work on the town centre. The national Association of British Market Authorities has been commissioned to undertake a Health Check of the Market, and Cabinet will consider proposals for improvement to the Market in the Spring.

N/A Performance information not available at this time or due to be provided at a later date.

Performance is not on target but direction of travel is positive

Performance is not on target where targets have been set

Performance is on or above target.

This page is intentionally left blank

1. **CABINET MARCH 2019**
IRRECOVERABLE ITEMS

Submitted by: Revenues Manager

Portfolio: Finance and Resources

Ward(s) affected: All

Purpose of the Report

To consider items deemed irrecoverable.

Recommendations

That the items detailed at Appendix A be considered irrecoverable for the reasons stated and be written off.

Reasons

For a variety of reasons, from time to time, it is considered that certain items are unable to be recovered from debtors. When this occurs, it is necessary to write off these balances from the appropriate Council account records.

1. **Background**

For a variety of reasons, following the issue of accounts for amounts due to the Council, it is considered the debt is no longer able to be collected. Normally, these reasons follow from the debtor having been subjected to insolvency proceedings or other legal processes in respect of their debts or even the death of a debtor. There is then no further redress to recover the outstanding amounts and it is necessary to write off the outstanding balances from the Council's records.

2. **Collection Procedures**

Collection procedures in respect of business rates and council tax are operated in accordance with legislative guidelines. Other debts are collected by a variety of schemes suitable to the type of account involved. Our collection procedures adhere to the collection code and our policy is published on the website. Bailiffs are not used in the collection of debt with Enforcement Agents instructed only once all other recovery routes have been considered.

3. **Proposal**

That the items listed at Appendix A be considered irrecoverable for the reasons stated and these balances be written off. Irrecoverable amounts are considered to be of a confidential nature and reports have historically been treated in this manner. Yes. Guidance obtained from the Local Government Association in May 2011 endorsed this methodology for reporting on irrecoverable items. It is used to ensure the principles of data protection are maintained. It would also obviously be inappropriate to disclose information for instance about deceased debtors, with the potential for causing further distress to bereaved family members. Where debts are in respect of commercial organisations, there is the potential in cases such as administration that disclosure could jeopardise the potential recovery of the business in the long term. Items are only ever considered for write-off following robust adherence to the appropriate collection policy.

4. **Financial and Resource Implications**

The Council makes provision for unrecoverable sums and the amounts recommended for write-off are within the current budgeted bad debt provision.

5. **Earlier Cabinet/Committee Resolutions**

23rd July 2008

6. **Recommendations**

That the items detailed at appendix be considered irrecoverable for the reasons stated and be written off.

7. **List of Appendices**

Irrecoverable items 2018-19

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank