

# **MEETING OF THE CABINET**

**THURSDAY 20<sup>TH</sup> JUNE, 2013**

**AT 6.00 PM  
IN COMMITTEE ROOM 2  
AT THE COUNCIL HOUSE  
DUDLEY**

**If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, could you please contact Democratic Services in advance and we will do our best to help you**

**STEVE GRIFFITHS  
DEMOCRATIC SERVICES MANAGER**

**Internal Ext – 5235**

**External – 01384 815235**

**E-mail – [steve.griffiths@dudley.gov.uk](mailto:steve.griffiths@dudley.gov.uk)**

**You can view information about Dudley MBC on  
[www.dudley.gov.uk](http://www.dudley.gov.uk)**

**IMPORTANT NOTICE**

**MEETINGS IN DUDLEY COUNCIL HOUSE**

Welcome to Dudley Council House

In the event of the alarm sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.

There is to be no smoking on the premises in line with national legislation. It is an offence to smoke in or on these premises.

Please turn off your mobile phones and mobile communication devices during the meeting.

Thank you for your co-operation.

Our Ref:  
SG/JJ

Your Ref:

Please Ask For:  
Steve Griffiths

Telephone No:  
01384 815235

12<sup>th</sup> June, 2013

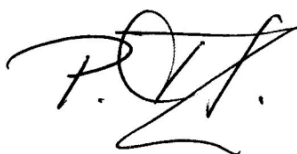
Dear Councillor

### **MEETING OF THE CABINET – THURSDAY 20<sup>TH</sup> JUNE, 2013**

You are requested to attend a meeting of the Cabinet to be held on Thursday 20<sup>th</sup> June, 2013 at 6.00p.m. in Committee Room 2 at the Council House, Priory Road, Dudley to consider the business set out in the agenda below.

The agenda and reports for this meeting can be viewed on the Council's website [www.dudley.gov.uk](http://www.dudley.gov.uk) (Follow the links to Councillors in Dudley and Committee Management Information System).

Yours sincerely



Director of Corporate Resources

### **A G E N D A**

1. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

2. CHANGES IN REPRESENTATION OF MINORITY GROUP MEMBERS

To report any changes in the representation of Minority Group Members at this meeting.

3. DECLARATIONS OF INTEREST

To receive declarations of interest, in accordance with the Members' Code of Conduct.

4. MINUTES

To approve as correct records and sign the minutes of the meetings of the Cabinet held on 20<sup>th</sup> March and 25<sup>th</sup> April 2013 (copies attached).

**BUDGET, STRATEGIC, POLICY AND PERFORMANCE ISSUES**

5. REVENUE AND CAPITAL OUTTURN 2012/13 (KEY DECISION) – TO FOLLOW

To consider the report of the Treasurer.

6. REVIEW OF HOUSING FINANCE (KEY DECISION) - TO FOLLOW

To consider the joint report of the Director of Adult, Community and Housing Services and the Treasurer.

7. COUNCIL PLAN 2013-16 (PAGES 1 - 7)

To consider the report of the Chief Executive

8. CAPITAL PROGRAMME MONITORING (KEY DECISION) TO FOLLOW

To consider the joint report of the Chief Executive and the Treasurer.

9. QUARTERLY CORPORATE PERFORMANCE MANAGEMENT REPORT (PAGES 8 - 9 )

To consider the report of the Chief Executive.

**SERVICE RELATED CORPORATE ISSUES**

10. DOMESTIC COLLECTIVE FUEL SWITCHING – TACKLING FUEL POVERTY (PAGES 10 - 16)

To consider the joint report of the Chief Executive and the Director of Adult, Community and Housing Services

11. SAFER ROUTES TO SCHOOL - 20MPH UPDATE (PAGES 17 - 21)

To consider the report of the Director of the Urban Environment

12. LOCALISED COUNCIL TAX REDUCTION SCHEME 2014/15 (KEY DECISION) (PAGES 22 - 32 )

To consider the report of the Director of Corporate Resources

13. FOOD SERVICE PLAN 2013/2014 (KEY DECISION) (PAGES 33 - 42 )

To consider the report of the Director of the Urban Environment

14. APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS (PAGES 43 - 50 )

To consider the report of the Director of Corporate Resources.

15. FORWARD PLAN OF KEY DECISIONS (PAGES 51 - 56)

To receive and note the Forward Plan of Key Decisions.

16. ISSUES ARISING FROM SCRUTINY COMMITTEES (IF ANY)

The Director of Corporate Resources to report orally.

**PRIVATE SESSION**

In accordance with Part 1 of Schedule 12A to the Local Government Act, 1972, the Proper Officer has determined that there will be no advance disclosure of the following reports because the public interest in disclosing the information set out in the following items is outweighed by the public interest in maintaining the exemption from disclosure

17. RESOLUTION TO EXCLUDE THE PUBLIC

To consider the adoption of the following resolution:-

That the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act, 1972, as specified below and, in all the circumstances, the public interest in disclosing the information is outweighed by the public interest in maintaining the exemption from disclosure.

The submission of the following report complies with the requirements of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

<u>Agenda Item Number</u>	<u>Description of Item</u>	<u>Relevant paragraph of Part 1 of Schedule 12A</u>
-------------------------------	----------------------------	---

18. DIRECTORATE OF THE URBAN ENVIRONMENT – WASTE CARE PROPOSALS (PAGES 57 - 59 )

To consider the report of the Director of the Urban Environment

**To: All Members of the Cabinet:**

Councillor Sparks (Leader - Chair)

Councillor Lowe (Deputy Leader)

Councillors K Ahmed, Branwood, Crumpton, Foster, Partridge, S Turner, Waltho and Wood.

**Opposition Group Members nominated to attend meetings of the Cabinet:**

Councillors Harley, James, Mrs Simms, K Turner, Vickers and Wright

## MEETING OF THE CABINET

Wednesday, 20<sup>th</sup> March, 2013 at 6.00 p.m.  
in Committee Room 2 at the Council House, Dudley

### PRESENT:-

Councillor Sparks (Leader of the Council) (Chair)  
Councillor Ali (Deputy Leader)  
Councillors K Ahmed, Foster, Islam, Lowe and Partridge

together with the following Opposition Group Members appointed to attend meetings of the Cabinet:-

Conservative Group - Councillors Blood, Harley, James, K Turner and Mrs Walker

### OFFICERS:-

The Chief Executive, Director of Corporate Resources, Director of Children's Services, Director of the Urban Environment, Assistant Director of Adult, Community and Housing Services, Director of Public Health, Treasurer and the Democratic Services Manager, together with other officers

### ALSO IN ATTENDANCE:-

Mr S. Turner (representing the Council's External Auditors in relation to Minute No. 83 below)

### OBSERVER:-

Councillor J Martin

Prior to the commencement of the business, the Leader expressed condolences to Councillor Islam following his recent family bereavement.

---

79

### APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillors Crumpton, Vickers, Waltho, Wood and Wright.

---

80

### CHANGES IN REPRESENTATION OF MINORITY GROUP MEMBERS

No changes were reported.

---

---

81                    DECLARATIONS OF INTEREST

No Member made a declaration of interest, in accordance with the Members' Code of Conduct.

---

82                    MINUTES

RESOLVED

That the minutes of the meeting of the Cabinet held on 12<sup>th</sup> February, 2013, be approved as a correct record and signed.

---

83                    ANNUAL AUDIT LETTER 2011/12

A joint report of the Chief Executive and the Treasurer was submitted on the Annual Audit Letter from the external auditors, the Audit Commission.

Members welcomed the positive comments of the auditors. The Cabinet Member for Human Resources, Law and Governance reported that work was ongoing to address the specific issues identified in the action plan.

RESOLVED

That the Annual Audit Letter, together with the views and comments of the Audit Commission, be noted.

---

84                    BOROUGH HOUSING STRATEGY 2013-16

A report of the Director of Adult, Community and Housing Services was submitted on the Borough's Housing Strategy 2013-16.

Reference was made to issues of under-occupancy and the potential impact of welfare reforms together with documents that were the subject of ongoing consultation. A query was raised regarding the accuracy of the rent levels as quoted in chapter 3 of the report. Members also referred to ongoing issues concerning the roll-out of extra care housing schemes and addressing appropriate care needs; Section 106 affordable housing obligations and the positive work previously undertaken by the Regeneration, Culture and Adult Education Scrutiny Committee. The Cabinet also acknowledged the need for a Member-led approach to future policy development.



The Cabinet Member for Housing, Libraries and Adult Learning noted the points raised and undertook to respond concerning the accuracy of the rent levels referred to in the report.

RESOLVED

That the Borough's Housing Strategy be approved.

(This was a Key Decision with the Cabinet being named as Decision Taker).

---

85

ESTABLISHMENT OF THE BLACK COUNTRY STRATEGIC  
TRANSPORT BOARD

A report of the Director of the Urban Environment was submitted on the establishment of a Black Country Strategic Transport Board.

RESOLVED

- (1) That the establishment of the Black Country Strategic Transport Board to act as the Black Country Local Transport Body be approved.
- (2) That the Cabinet Member for Transportation and Community Safety be appointed as the Council's representative on the Board.
- (3) That the Cabinet Member for Regeneration be nominated to act as substitute for the Cabinet Member for Transportation and Community Safety when needed.
- (4) That Wolverhampton City Council act as the Accountable Body for the Board, including undertaking the role as Secretary, Auditor and Co-ordinator for Freedom of Information requests, subject to further discussions in relation to the apportionment of all reasonable costs incurred in relation thereto.

(This was a Key Decision with the Cabinet being named as Decision Taker).

---

86

CAPITAL PROGRAMME MONITORING AND EXTERNAL FUNDING

A joint report of the Chief Executive and the Treasurer was submitted on progress with the implementation of the Capital Programme and which proposed certain amendments to the Programme and consideration of external funding issues.

The Director of Children's Services undertook to respond to a Member in writing to provide a breakdown of the specific projects referred to under paragraph 6 of the report.

RESOLVED

- (1) That the Expression of Interest to the Big Lottery for Fulfilling Lives: A Better Start funding be noted, and that an update on progress be given in due course, as set out in paragraph 7 of the report now submitted.
- (2) That the results of the Post Completion Review of capital projects, as set out in Appendix B of the report now submitted, be noted.
- (3) That the Council be recommended:-
  - (a) That current progress with the 2012/13 Capital Programme, as set out in Appendix A to the report submitted, be noted and that budgets be amended to reflect the reported variances.
  - (b) That the Council's redistributed Kickstart funding of £252,000 be reinvested through current Housing Assistance Grants schemes, and that this expenditure be included in the Capital Programme, as set out in paragraph 5 of the report now submitted.
  - (c) That the Schools Grant allocation be noted, and the associated spend included in the Capital Programme, as set out in paragraph 6 of the report now submitted.
  - (d) That the urgent amendments to the Capital Programme, as set out in paragraphs 8 and 9 of the report now submitted, be noted.

(This was a Key Decision with the Council and Cabinet being named as Decision Takers).

A report of the Director of the Urban Environment was submitted seeking approval to undertake a statutory consultation process on the draft Planning for Health Supplementary Planning Document commencing on 25<sup>th</sup> March, 2013 for a period of eight weeks.

RESOLVED

That the draft Planning for Health Supplementary Planning Document be approved for consultation.

(This was a Key Decision with the Cabinet being named as Decision Taker)

---

88

EXTERNALLY FUNDED PROJECTS: ECONOMIC DEVELOPMENT

A report of the Director of the Urban Environment was submitted seeking approval to enter into Collaboration Agreements with Black Country local authorities to enable the delivery of four sub-regional economic development projects and to enter into future Black Country Collaboration Agreements to enable the delivery of economic development projects where Dudley MBC was a delivery partner.

In welcoming the report, Members requested further details of the businesses involved in relation to the expected outputs under project 1 in Appendix 1 to the report. Reference was also made to risks involved with the potential claw back of ERDF funding. It was considered important that all the relevant accountable bodies were monitored, along with any identified potential shortfalls, to ensure that all risks were minimised.

The Cabinet Member for Regeneration noted the comments made and emphasised the Council's commitment to working with local people and communities, including the positive and ongoing engagement of local businesses.

RESOLVED

- (1) That the Cabinet Member for Regeneration and the Cabinet Member for Finance, in consultation with the Director of the Urban Environment and the Director of Corporate Resources (or their nominated representatives) be authorised to negotiate and agree all terms, conditions and financial commitments of the Black Country Collaboration Agreements for the following four projects:-
  - (a) Black Country Regional Growth Fund (Round 3) Programme Bid;
  - (b) Black Country Business Property Investment Programme (ERDF);
  - (c) Black Country Growth Opportunities: Local Delivery (ERDF); and

- (d) Black Country ERDF Technical Assistance.
  - (2) That the Cabinet Member for Regeneration and the Cabinet Member for Finance, in consultation with the Director of the Urban Environment and the Director of Corporate Resources (or their nominated representatives) be authorised to negotiate and agree all terms and conditions of future Black Country Collaboration Agreements for collaborative economic development projects across the Black Country as part of:
    - (a) The current European Regional Development Fund Programme (2007 to 2013)
    - (b) The next European Regional Development Fund Programme (2014 to 2020); and
    - (c) Future or exceptional rounds of Regional Growth Fund.
- 

GREEN DEAL/ENERGY COMPANY OBLIGATION (ECO) UPDATE  
AND HOME ENERGY CONSERVATION ACT (HECA)

A report of the Director of Adult, Community and Housing Services was submitted on the Green Deal and Energy Company Obligation (ECO). The report referred to joint Black Country work that had been undertaken and further proposed work at a local level. The report also requested the approval of the Council's Home Energy Conservation Act return.

The Cabinet Member for Housing, Libraries and Adult Learning noted the comments made by a Member concerning the need for further work to minimise energy costs for those on low incomes and associated energy affordability issues.

RESOLVED

- (1) That the report be noted.
- (2) That the various options for delivering Green Deal/ Energy Company Obligations in Dudley be developed further to finalise the Borough's approach to Green Deal/ Energy Company Obligations and that a further report be submitted to a future meeting for decision.

- (3) That the Council be recommended to authorise the Cabinet Member for Housing, Libraries and Adult Learning, the Director of Adult, Community and Housing Services and the Director of Corporate Resources to bid for and enter into an Energy Company Obligations funding arrangement.
- (4) That the Dudley Home Energy Conservation Act report be approved and made publicly available on the Council's internet site.
- 

90 FORWARD PLAN OF KEY DECISIONS

A report of the Director of Corporate Resources was submitted on the Forward Plan of Key Decisions for the four-month period commencing 1<sup>st</sup> March, 2013.

RESOLVED

That the Forward Plan of Key Decisions be noted.

---

91 ISSUES ARISING FROM SCRUTINY COMMITTEES

No issues were reported under this item.

---

92 EXCLUSION OF THE PUBLIC

RESOLVED

That the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A to the Local Government Act, 1972, as indicated below and in all the circumstances, the public interest in disclosing the information is outweighed by the public interest in maintaining the exemption from disclosure.

<u>Description of Item</u>	<u>Relevant paragraph of Part 1 of Schedule 12A</u>
Staffing Issues – Directorate of Adult, Community and Housing Services	1

---

---

STAFFING ISSUES – DIRECTORATE OF ADULT, COMMUNITY AND  
HOUSING SERVICES

A report of the Director of Adult, Community and Housing Services was submitted seeking approval to terminate the contract of employment of an employee (JB), on the grounds of redundancy, in accordance with the Council's Redeployment and Retraining Policy.

**RESOLVED**

That the termination of the contract of employment of the employee referred to in the report now submitted be approved, on the grounds of redundancy, in accordance with the terms and conditions set out in the report.

The meeting ended at 6.42pm

LEADER OF THE COUNCIL

## SPECIAL MEETING OF THE CABINET

Thursday 25<sup>th</sup> April, 2013 at 6.30 p.m.  
in Committee Room 2 at the Council House, Dudley

### PRESENT:-

Councillor Sparks (Leader of the Council) (Chair)  
Councillor Ali (Deputy Leader)  
Councillors K Ahmed, Crumpton, Foster, Islam, Lowe, Partridge and Wood

together with the following Opposition Group Members appointed to attend meetings of the Cabinet:-

Conservative Group - Councillors Blood, Harley, James, Miller, K Turner, Vickers and Wright

### OBSERVER:-

Councillor J Martin

### OFFICERS:-

The Chief Executive, Director of Corporate Resources, Director of Children's Services, Director of the Urban Environment, Director of Public Health, Treasurer, Assistant Director of Adult, Community and Housing Services, Assistant Director of the Urban Environment and the Democratic Services Manager, together with other officers

---

94

### APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received on behalf of Councillors Mrs Walker and Waltho.

---

95

### CHANGES IN REPRESENTATION OF OPPOSITION GROUP MEMBERS

It was reported that Councillor Miller had been appointed to serve as an Opposition Group representative in place of Councillor Mrs Walker for this meeting of the Cabinet only.

---

96

### DECLARATIONS OF INTEREST

No Member made a declaration of interest, in accordance with the Members' Code of Conduct.

---

---

## REVIEW OF THE COUNCIL'S SCRUTINY ARRANGEMENTS

A report of the Director of Corporate Resources was submitted on a review of the Council's arrangements in advance of the 2013/14 municipal year.

The Leader expressed thanks to the Scrutiny Chairs for the production of the proposals, which would strengthen democratic accountability as part of the ongoing review of the Council's governance arrangements.

In response to a question from a Member, the Director of Corporate Resources advised that additional meetings of Scrutiny Committees would be convened as and when necessary to carry out the workload arising from the Annual Scrutiny Programme to be agreed by the Overview and Scrutiny Management Board. It was also clarified that the political proportionality rules would apply to the Board and the Scrutiny Committees.

### RESOLVED

That, subject to the inclusion of specific reference to the Office of Public Health in the terms of reference of the Health Scrutiny Committee, the recommendations as set out in paragraphs 12 to 14 of the report, be submitted to the annual meeting of the Council on 16<sup>th</sup> May, 2013.

(This was a Key Decision with the Council and Cabinet being named as Decision Takers).

---

## DUDLEY MARKET PLACE

A report of the Director of the Urban Environment was submitted on matters associated with the delivery of the Dudley Market Place Public Realm Project.

The Cabinet noted that the outcome of the European Regional Development Fund (ERDF) bid was awaited. The Cabinet Member for Regeneration indicated that should the funding bid be unsuccessful, a programme of works would be maintained and alternative sources of funding would be investigated.

### RESOLVED

- (1) That the positive support arising from the consultation exercise undertaken for the Dudley Market Place proposals be noted.



- (2) That the Council be recommended to include the expenditure of £6.7m on the Dudley Market Place project in the Capital Programme, subject to the approval of the European Regional Development Fund grant.

#### EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF) APPLICATIONS

A joint report of the Director of the Urban Environment and the Director of Corporate Resources was submitted seeking approval for the Council to act as Guarantor on European Regional Development Fund (ERDF) applications submitted by third party organisations.

Members welcomed the report and asked that the Equality Impact section of the report be supplemented in future to make reference to the wider benefits, implications and added value of the individual schemes referred to.

#### RESOLVED

- (1) That the Council act as a Guarantor for the projects outlined in paragraph 3 of the report now submitted, and for any further such projects in the current 2007-13 and future 2014-2020 European Programmes, where there is a realisable chargeable asset to and where a risk assessment has been undertaken that identifies acceptable risk to the Council.
- (2) That the Director of Corporate Resources and the Director of the Urban Environment be authorised to undertake the necessary property valuations and legal work to ensure that the proposed charging of the assets is sufficient to protect the Council's position and the cost of this be met by the relevant third party organisation.
- (3) That the Cabinet Member for Regeneration and the Cabinet Member for Human Resources, Law and Governance, in consultation with the Directors of the Urban Environment and Corporate Resources, be authorised to;
  - (a) Enter into back to back legal agreements with third parties benefiting from ERDF grant where the Council is the Guarantor to ensure grant conditions and liabilities are passed on.

- (b) Ensure that, where appropriate, third parties secure at their own expense independent expertise to confirm compliance with key areas of the ERDF grant process such as procurement and defrayment of expenditure accord with European Union (EU) requirements.

---

100

EXCLUSION OF THE PUBLIC

RESOLVED

That the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A to the Local Government Act 1972, as indicated below and in all the circumstances, the public interest in disclosing the information is outweighed by the public interest in maintaining the exemption from disclosure.

<u>Description of Item</u>	<u>Relevant paragraph of Part 1 of Schedule 12A</u>
Staffing Issues – 2013/14 Budget Savings	1

---

101

STAFFING ISSUES – 2013/14 BUDGET SAVINGS

A report of the Director of Corporate Resources was submitted seeking approval to terminate the contracts of employment of employees, on the grounds of redundancy, in accordance with the Managing Employees at Risk of Redundancy policy and the Retraining and Redeployment policy.

RESOLVED

That approval be given to terminate the contracts of employment of up to 8 employees referred to in the report now submitted on the grounds of redundancy.

The meeting ended at 6.55pm.

LEADER OF THE COUNCIL

**Meeting of the Cabinet – 20<sup>th</sup> June 2013**

**Report of the Treasurer**

**Revenue and Capital Outturn 2012/13**

**Purpose**

1. To report the provisional financial results for the year ended 31st March 2013.

**Background**

2. The Council's final accounts for the year ended March 2013 have been completed, subject to audit. The final audited accounts will be presented to Audit and Standards Committee in September. If there are any changes to the draft outturn set out in this report, these will also be reported to Cabinet in September.

**General Fund Revenue Summary**

3. Details of the outturn, together with reasons for the variance from approved budget are shown at Appendix 1 and summarised in the following table.

<b>Directorate</b>	<b>Revised Budget £m</b>	<b>Outturn £m</b>	<b>Variation £m</b>
Adult, Community and Housing	97.226	97.094	-0.132
Children's Services	78.997	78.997	0
Urban Environment	56.399	56.216	-0.183
Chief Executive's	4.514	4.469	-0.045
Corporate Resources	-4.371	-5.708	-1.337
<b>Total Service Costs</b>	<b>232.765</b>	<b>231.068</b>	<b>-1.697</b>

4. The above figures are shown after transfers to and from earmarked reserves. Further details of the position before such transfers, with explanations for variances, are set out in Appendix 1. In summary:
  - The Directorate of Adult Community and Housing received an unexpected year end transfer of NHS resources of £2.912m, which will be carried forward in directorate earmarked reserves to fund lifetime costs of care for elderly clients. Other unspent resources will likewise also be mainly carried forward, leaving a favourable variance of £0.132m.

- The Directorate of Children's Services incurred extra costs of Looked After Children of £2.500m which were met by controlling spend elsewhere in the Directorate. Other unspent resources will be carried forward to fund future commitments leaving no net variance.
- The Directorate of the Urban Environment also received an unexpected year end transfer of NHS resources amounting to £0.332m which together with other unspent resources will be mainly carried forward, leaving a favourable variance of £0.183m being largely the result of a change in the rules for the Carbon Reduction Commitment Levy such that it does not now apply to Street Lighting.
- Resources unspent by the Chief Executive's Directorate will be mainly carried forward in earmarked reserves leaving a favourable variance of £0.045m.
- As indicated to Council in March, it has been possible to meet the cost of redundancies in respect of budget savings largely from the £1m contingency budget not required. The net favourable variance in the Directorate of Corporate Resources of £1.337m is the result of:
  - Uncommitted New Homes Bonus resources of £0.749m.
  - Treasury activities, the freeing-up of earmarked reserves previously set aside to cover potential residual Municipal Mutual Insurance (MMI) liabilities, and other net variances totalling £1.099m
 Offset by:
  - Transitional grant (in respect of localised Council Tax Support) of £0.511m not now receivable until 2013/14. The 2013/14 budget will need to be adjusted accordingly.

#### General Balances

5. The impact of the above leaves General Balances at 31st March 2013 as follows:

	<b>Forecast Position*</b>	<b>Latest Position</b>
	<b>£m</b>	<b>£m</b>
<b>Balance at 31<sup>st</sup> March 2012</b>	<b>12.2</b>	<b>12.2</b>
Budgeted Contribution to balances 2012/13	5.5	5.5
2012/13 outturn, as above	-	1.7
<b>Balance at 31<sup>st</sup> March 2013</b>	<b>17.7</b>	<b>19.4</b>

\*2013/14 Budget Report to Council 4<sup>th</sup> March 2013

6. The improved level of general balances will go some way to help the Council manage the significant pressures it continues to face in future years.

### General Fund Earmarked Reserves

7. Earmarked reserves at 31<sup>st</sup> March 2013 were £64.2m, a net increase of £2.4m compared to 31<sup>st</sup> March 2012. This arises mainly from the carrying forward of resources received from Health to fund lifetime care costs, and unspent central Dedicated Schools Grant. A summary is shown at Appendices 2 & 3.
8. The requirement for these reserves will continue to be reviewed and any changes will be reported back to the Cabinet as part of the 2014/15 budget setting process.

### Capital Spending and Financing

9. The Council's capital expenditure in the year totalled £74.825m, as follows. A comparison with budget is shown in Appendix 4.

	£m
Housing .....	45.034
Other Adult & Community .....	4.072
Urban Environment .....	12.933
Children's Services .....	10.030
Corporate Resources .....	2.756
	<b>74.825</b>

10. This expenditure has been financed as follows.

	£m
Borrowing and Leasing .....	4.998
Capital Receipts .....	1.070
Major Repairs Reserve (Housing) .....	21.487
Revenue .....	20.824
Grants and Contributions .....	26.446
	<b>74.825</b>

### Housing Revenue Account (HRA)

11. The latest approved budget for the HRA allowed for a deficit in the year 2012/13 of £3.574m. The actual outturn shows a surplus of £2.129m, a positive variance of £5.703m, as detailed in Appendix 5.
12. The balance remaining on the HRA at 31<sup>st</sup> March 2013 was £7.735m. This balance will be rolled forward to maintain the Decent Homes Standard and address a backlog of improvement works, including bringing vacant properties back into use. Further detail is provided in the *Review of Housing Finance* report elsewhere on this agenda.

### Collection Fund

13. The Collection Fund includes the Council's income from council tax, for which we budget prudently; surpluses are generated if collection targets are exceeded. The surplus at 31<sup>st</sup> March 2013 is £2.022m, of which Dudley's share is £1.777m. The majority of this (£1.142m) has been taken into account when setting the Council Tax for 2013/14; the balance plus any further surplus arising from ongoing review of the Collection Fund will be taken into account in 2014/15.

#### General Fund Revenue Budget Monitoring 2013/14

14. The Council's Medium Term Financial Strategy identified a number of estimates and assumptions that would need to be kept under regular review, including the following of relevance to the current financial year. It was assumed that:
- income from Business Rates will be in line with forecasts;
  - the underlying value of Council Tax Benefit/Support awarded will not substantially exceed forecast levels;
  - Single Status and Equal Pay costs are no more than estimated;
  - general levels of inflation, pay and interest rates do not vary materially from forecasts;
  - income and expenditure relating to treasury management activity, including airport dividend income, are in line with forecasts;
  - the impact of schools transferring to academy status can be managed within Directorate of Children's Services budgets;
  - there will be no other unplanned expenditure (including any resulting from demographic pressures) or shortfalls in income, which cannot be met from reserves;

Directors are monitoring the financial impact of the above and of other legislative and policy issues.

15. The Directorate of Children's Services is facing significant pressures from social care caseloads and numbers of Looked After Children particularly in external residential placements and with independent fostering agencies. Based on numbers currently being looked after, there is a risk of an overspend in the current financial year of between £2.5m and £3m. It is proposed that the Director of Children's Services, Chief Executive and Treasurer (in consultation with the Cabinet Member for Children's Services and Lifelong Learning and the Deputy Leader) monitor the position and report back to Cabinet in September. It is proposed that the report in September should include benchmarking of data and costs relating to Looked After Children against other comparable local authorities and should consider the implications for the longer-term budget strategy.
16. The costs of providing central support services in respect of the Public Health functions transferred to the Council on 1<sup>st</sup> April 2013 have largely been met from existing budgets. As a result of these economies of scale, there will be a net saving to the Council's General Fund of around £0.170m per annum after taking into account the HRA's share. It is proposed that the 2013/14 budget be amended to reflect this positive variance.

#### Empty Homes Premium

17. The Local Government Finance Act 2012 gave Councils the power to increase the council tax payable on properties that have been unoccupied for more than two years, in the form of the Empty Homes Premium. It was agreed by Full Council on the 26th November 2012 that such properties would be subject to an Empty Homes Premium of 50% from the 1st April 2013, resulting in a 150% council tax charge being payable in these circumstances.

18. This decision was made on the basis that the relevant secondary legislation would be enacted as the Government originally intended. However, the Government subsequently advised that further guidance would be issued on how this power should be implemented and it was therefore considered prudent to defer implementation until this was received. The promised guidance was finally issued on the 7th May 2013. It confirms that authorities are free to make their own decisions when administering the premium, but does state that it was not the Government's intention to penalise owners of property that is genuinely on the housing market for sale or rent. However, it would be exceedingly difficult to administer a policy that attempts to differentiate between property which is genuinely being marketed and that which is not. The other West Midlands metropolitan authorities have implemented the Empty Homes Premium without making any such distinction.
19. It is therefore proposed that, to bring us in line with our neighbours, the 50% premium be applied with effect from 1st April 2014 to properties that have been unoccupied for more than two years as originally intended. This approach would result in a 150% council tax charge for such properties and incentivise the bringing back into use of some of the borough's housing stock.
20. It should also be noted that some long-term unoccupied properties will not be affected by this proposal, including those where:
- a) probate has yet to be granted following the death of the occupier; or
  - b) the previous occupier is now receiving care in a hospital or care home

### **Finance**

21. This report is financial in nature and information about the individual proposals is contained within the body of the report.

### **Law**

22. The Council's financial transactions are governed by the Local Government Act 1972, the Local Government Finance Acts 1988 and 1992, the Local Government Finance and Housing Act 1989, the Local Government Act 2003 and the Local Government Finance Act 2012.

### **Equality Impact**

23. The proposals take into account the Council's Policy on Equality and Diversity.

## **Recommendations**

24. That Cabinet:

- Notes the draft outturn for 2012/13.
- Notes the effect of the General Fund Revenue Outturn on General Balances at 31<sup>st</sup> March 2013.
- Notes the position on earmarked reserves at 31<sup>st</sup> March 2013.
- Notes the latest forecast General Fund Revenue position for 2013/14.
- Agrees to receive a further report in September on the data and costs relating to Looked After Children.

24. That Council be recommended:

- To amend the 2013/14 General Fund revenue budget to reflect:
  - the receipt of £0.511m of Council Tax Support Transitional Grant, as set out in paragraph 4;
  - the net saving of £0.170m resulting from economies of scale in the provision of support services to Public Health, as set out in paragraph 16.
- To implement of a 50% Empty Homes Premium from 1st April 2014 to properties that have been unoccupied for more than two years.



.....  
Iain Newman  
Treasurer

Contact Officer: John Everson  
Telephone: 01384 814806  
Email: [john.everson@dudley.gov.uk](mailto:john.everson@dudley.gov.uk)

### **List of Background Papers**

Council Tax Setting report to Council on 4<sup>th</sup> March 2013  
Draft Statement of Accounts



## General Fund Revenue Service Spend Summary 2012/13

		Revised Budget	Outturn	Variance	Reasons for variance
		£m	£m	£m	
<b>Adult, Community and Housing</b>	Net Spend	97.194	93.254	-3.940	See note 1
	Use of / contrn. to earmarked reserves	0.032	3.840	3.808	See note 7
	<b>Net</b>	<b>97.226</b>	<b>97.094</b>	<b>-0.132</b>	
<b>Children's (Non Schools)</b>	Net Spend	80.357	79.056	-1.301	See note 2
	Use of / contrn. to earmarked reserves	-1.360	-0.059	1.301	See note 7
	<b>Net</b>	<b>78.997</b>	<b>78.997</b>	<b>0</b>	
<b>Urban Environment</b>	Net Spend	57.121	56.200	-0.921	See note 3
	Use of / contrn. to earmarked reserves	-0.722	0.016	0.738	See note 7
	<b>Net</b>	<b>56.399</b>	<b>56.216</b>	<b>-0.183</b>	
<b>Chief Executive's</b>	Net Spend	4.486	4.305	-0.181	See note 4
	Use of / contrn. to earmarked reserves	0.028	0.164	0.136	See note 7
	<b>Net</b>	<b>4.514</b>	<b>4.469</b>	<b>-0.045</b>	
<b>Corporate Resources</b>	Net Spend	-1.858	-2.598	-0.740	See note 5
	Use of / contrn. to earmarked reserves	-2.513	-3.110	-0.597	See note 7
	<b>Net</b>	<b>-4.371</b>	<b>-5.708</b>	<b>-1.337</b>	
<b>Total Non Schools</b>	<i>Net Spend</i>	<i>237.300</i>	<i>230.217</i>	<i>-7.083</i>	
	<i>Use of / contrn. to earmarked reserves</i>	<i>-4.535</i>	<i>0.851</i>	<i>5.386</i>	
	<b>Net</b>	<b>232.765</b>	<b>231.068</b>	<b>-1.697</b>	
<b>Schools / DSG</b>	Net Spend	7.280	-1.676	-8.956	See note 6
	Use of / contrn. to earmarked reserves	-7.280	1.676	8.956	See note 7
	<b>Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Grand Total</b>	<i>Net Spend</i>	<i>244.580</i>	<i>228.541</i>	<i>-16.039</i>	
	<i>Use of / contrn. to earmarked reserves</i>	<i>-11.815</i>	<i>2.527</i>	<i>14.342</i>	
	<b>Net</b>	<b>232.765</b>	<b>231.068</b>	<b>-1.697</b>	

## Notes:

### 1. Includes:

- Additional year end transfer of resources from Health -£2.912m
- Achievement of some budget savings in advance -£0.259m
- Increased fee income -£0.140m
- Slippage of expenditure into 2013/14 etc. -£0.167m
- Spend of Supporting People grant allocations deferred -£0.462m

### 2. Includes:

- Extra costs of Looked After Children +£2.500m
- Reduction in one-off Early Intervention spend - £0.548m
- Other underspends as a result of vacancies -£0.961m; pooled budget for Short Break activities -£0.381m; efficiencies in Management and Administration -£0.187m; from £14m of unringfenced grants -£0.471m released to support other in year funding pressures for the Directorate
- Additional Dudley Grid for Learning funds secured from schools and less expenditure -£0.991m
- Delay in HMRC decision in respect of self employed tax status £-0.173m
- The Troubled Families grant profile slipped slightly due to delays in staff recruitment -£0.089m

### 3. Includes:

- Net budget for Carbon Reduction Commitment levy in respect of Street Lighting not required - £0.183m
- Year end transfer of resources from Health and other new grants not spent -£0.367m
- Slippage of Public Realm spend -£0.175m
- Delayed move to 4 Ednam Rd -£0.090m
- Slippage of Car Parks spend -£0.060m
- Other net variances -£0.046m

### 4. Includes:

- Delay in spend on Community Enterprise Fund -£0.100m
- Lower net elections costs, grants unspent and other minor variances -£0.081m

### 5. As indicated to Council in March, it has been possible to meet the cost of redundancies in respect of budget savings largely from the £1m contingency budget not required.

Variances were the result of:

- Uncommitted New Homes Bonus resources -£0.749m. These funds have been held back pending approval of the Local Enterprise Zone (LEZ) and it will be necessary to adjust future income assumptions as and when the LEZ is agreed.
- Favourable treasury and other net variances -£0.810m.

Offset by:

- Payment in respect of MMI liability (funded from reserves) +£0.308m.
- Transitional grant (in respect of localised Council Tax support) not now receivable until 2013/14 +£0.511m. The 2013/14 budget will need to be adjusted accordingly.

6. Includes:

- Underspends by Schools from delegated budgets, mainly resulting from the timing of Unequal Pay Back Pay settlements -£6.247m
- Spending more than planned by Schools on trading and other activities +£0.320m
- Underspend of central DSG resources resulting from SEN placements educated out of borough -£1.080m; vacancies -£0.580m; projects and Carbon Reduction Commitment Levy lower than expected -£0.522m; Early Years and Schools contingency remaining -£0.571m; planned DSG reserve expenditure less than expected by -£0.276m

7. In accordance with the Council's Reserves and Balances Policy, Earmarked Reserves are used in particular to carry forward resources (from budgets and grant income) to cover deferred expenditure and other commitments in future years. Positive figures reflect net contributions to reserves to fund future spend; negative figures reflect net use of previously set aside reserves to fund spend during 2012/13.

## General Fund Earmarked Reserves

	Balance 31/03/12	Balance 31/03/13	Movement	Details
	£m	£m	£m	
<b><u>Corporate Reserves</u></b>				
Working Capital	2.000	2.000	0.000	"Contingency of last resort"
Insurance Fund	4.483	4.178	-0.305	To meet self insured claims
Corporate ICT Strategy & Financial Systems	0.119	0.256	0.137	To fund Corporate ICT developments
LAA Reward	0.666	0.279	-0.387	To be spent on Partnership projects, etc.
Community Forums		0.377	0.377	Carry forward of unspent budgets
Other	0.138		-0.138	
<b>Total Corporate</b>	<b>7.406</b>	<b>7.090</b>	<b>-0.316</b>	
<b><u>Other Reserves</u></b>				
DGfL & Paragon Grants in Advance	12.581	12.856	0.275	To match expenditure in later years
School Balances	27.593	28.911	1.318	From Schools' Delegated Budgets, Trading etc.
Directorate Reserves	14.264	15.377	1.113	See Appendix 3
<b>Total Other</b>	<b>54.438</b>	<b>57.144</b>	<b>2.706</b>	
<b>Total</b>	<b>61.844</b>	<b>64.234</b>	<b>2.390</b>	

## Directorate Reserves

## Appendix 3

	Balance 31/3/12		Balance 31/3/13		Movt.	Details
	£m	£m	£m	£m	£m	
<b>Children's Services</b>						
Grants carried forward	0.114		0.688			Grant funding to be applied to ongoing projects in 2013/14, including Troubled Families
Social Care	1.970		1.212			Funding of initiatives for children in care
Legal Fees	0.505		0.300			To fund Public Law Outline legal fees for children's social care
Other	0.238		0.207			Including cover for potential liabilities to HMRC
		2.827		2.407	-0.420	
<b>Urban Environment</b>						
Electronic Document Mgt.	0.338		0.178			To improve operational efficiency in accordance with the Council's Agile Working Policy
Grants carried forward	0.371		0.717			Including PCT funding for Healthy Towns and an Outdoor Gym
Planning and Economic Development	0.789		0.695			Regeneration initiatives including Dudley Town Centre and Castle Hill
Culture and Leisure	0.132		0			
Other	0.171		0.178			Including funding for Car Park improvements
		1.801		1.768	-0.033	
<b>Adult, Community &amp; Housing</b>						
Supporting People	0.576		0.538			Roll forward of grant funding
Housing initiatives	0.569		0.511			Including Mortgage Arrears Advice and Energy initiatives
Hospital Discharge & other PCT	3.404		4.823			Includes funding of ongoing placements
ICT strategy	0.258		0.090			To fund ICT developments
Care and security at home	0.166		0.075			To meet costs of ongoing scheme
Social care reform grant	0.795		0.297			To support the modernisation agenda 'making it real'
Other social care	0.615		2.429			Including learning disability and mental health funding
Libraries and adult learning	0.312		0.272			Including support for library modernisation
		6.695		9.035	2.340	
<b>Corporate Resources</b>						
ICT Development	0.130		0.175			Various investments in software and long term ICT infrastructure
Legal	0.220		0.301			Including funding for potential liabilities
HR	0.330		0.260			Various HR and Payroll developments
Benefits	0.939		0.527			Recession grant carried forward funding pressures on benefits assessments and systems
Other	0.596		0.200			Including business transformation and repair and maintenance programme
		2.215		1.463	-0.752	
<b>Chief Executive's</b>						
Unspent Grants	0.391		0.230			To finance the Drug and Alcohol Action Team and Peer Support Programme projects
Community Enterprise Fund	0.000		0.250			To provide grants and/or loans to promote social enterprise
Other	0.335		0.224			Including transformation costs
		0.726		0.704	-0.022	
<b>Total</b>		<b>14.264</b>		<b>15.377</b>	<b>1.113</b>	

## Capital Budget and Spending 2012/13

	Of which:					Comments
	Approved Budget	Outturn Spend	Total Variance	Slippage/ Rephasing	Over/Under Spend	
Directorate	£m	£m	£m	£m	£m	
Housing	47.093	45.034	-2.059	-2.059	0.000	
Other Adult & Community	4.539	4.072	-0.467	-0.467	0.000	
Urban Environment	13.694	12.933	-0.761	-0.777	0.016	See note 1
Children's Services	11.694	10.030	-1.664	-1.664	0.000	
Corporate Resources	3.339	2.756	-0.583	-0.583	0.000	
<b>TOTAL</b>	<b>80.359</b>	<b>74.825</b>	<b>-5.534</b>	<b>-5.550</b>	<b>0.016</b>	

1. Includes

- £9,000 additional cost of safety works on Salt Barn project
- £4,000 additional cost of Buffery Park Tennis Courts project, as a result of necessary additional resurfacing and DDA works
- £3,000 minor net variances on transport projects

## Housing Revenue Account

## Appendix 5

	Revised Budget £000	Latest forecast £000	Variance £000s
<u>Income</u>			
Dwelling rents	-86,785	-86,599	186
Non-dwelling rents	-696	-692	4
Charges for services and facilities	-214	-231	-17
Contributions towards expenditure	-1,034	-1,545	-511
Interest on balances	-20	-33	-13
<b>Total income</b>	<b>-88,749</b>	<b>-89,100</b>	<b>-351</b>
<u>Expenditure</u>			
Management (inc. North Priory)	15,093	13,237	-1,856
Responsive and cyclical repairs	23,407	20,137	-3,270
Negative Subsidy	4	4	0
Transfer to Major Repairs Reserve	21,487	21,793	306
Interest payable	18,426	18,400	-26
Revenue contribution to capital expenditure	12,887	12,248	-639
Other expenditure	1,019	1,152	133
<b>Total expenditure</b>	<b>92,323</b>	<b>86,971</b>	<b>-5,352</b>
<b>Surplus/deficit for the year</b>	<b>3,574</b>	<b>-2,129</b>	<b>-5,703</b>
<b>Surplus brought forward</b>	<b>-5,606</b>	<b>-5,606</b>	<b>0</b>
<b>Surplus carried forward</b>	<b>-2,032</b>	<b>-7,735</b>	<b>-5,703</b>

Main reasons for the variances shown above include:

- Rental income was lower than budgeted, mainly because more houses than expected were sold under Right to Buy, following the Government's increase in the maximum discount from £26,000 in this area to £75,000. More than half the houses sold in the year were sold in the final quarter.
- Contributions to expenditure from aerial income were greater than expected, following a review of charges for aerials and receipt of backdated rent.
- Savings on responsive and cyclical repairs as a result of efficiencies and lower demand will be carried forward to future years.
- Savings in Management arose from staff vacancies and savings in running costs. A number of vacant posts were held pending the establishment of the Property Team and the Anti Social Behaviour Team, both of which are now operational. The service is facing considerable uncertainty given the changes to welfare benefits, and savings have been identified in a reserve established for additional upfront costs related to benefit changes, including ICT developments.
- Additional depreciation is chargeable on HRA non-dwellings.
- Interest payable is slightly lower than budgeted owing to favourable rates on variable rate debt.
- As balances are also higher than budgeted, interest earned on balances is slightly higher than budgeted.

- The underspend on Revenue Contributions to Capital Expenditure reflects slippage on the capital programme into 2013-14. This is mainly attributable to poor weather during the winter, particularly the prolonged cold spell in March, which delayed programmes such as roofing, window replacement and plastering.
- Other expenditure is higher than budgeted owing to early settlement of a lease, which will result in savings in future years.



**Meeting of the Cabinet – 20th June 2013**

**Joint Report of the Director of Adult, Community and Housing Services and the Treasurer**

**Review of Housing Finance**

**Purpose of Report**

1. To propose revisions to the Housing Revenue Account (HRA) budgets to reflect latest financial forecasts, to be recommended to Council.
2. To propose revisions to the Public Sector Housing capital programme, to be recommended to Council.
3. To approve the HRA's 30 Year Business Plan.

**Background**

4. The HRA is a ring-fenced revenue account and deals with landlord functions associated with public sector housing. The costs of improvement and programmed maintenance of the Council's housing stock are treated as capital expenditure and are accounted for separately.

**HRA Revised Budget**

5. The current budget for 2013-14, approved by Cabinet on 12 February 2013, shows a surplus on the HRA of £0.759m at 31<sup>st</sup> March 2014. There are now a number of variations to the original budget largely arising from resources brought forward from 2012-13 including earmarked reserves.
  6. The proposed revised budget shows a surplus on the HRA of £0.888m at 31<sup>st</sup> March 2014.
  7. The variance between the original and proposed revised budget for dwelling rents reflects a reduction of £0.320m, which is an adjustment to the original estimate taking into account the increase in Right to Buy sales in the last quarter of 2012-13. It is estimated that sales will continue at the current rate.
  8. The variances between the original and the proposed revised budgets for contributions to expenditure, management, responsive and cyclical repairs and revenue contribution to capital expenditure relate to earmarked reserves brought forward into 2013-14. These reserves include sums for general housing repairs, improvement works, continuing ICT projects, the costs of implementing welfare
-

reforms, Housing Management office accommodation moves and agile working.

9. Minor variations to interest on balances and interest payable relate to higher balances and savings on interest rates.
10. The increase in the Transfer to the Major Repairs Reserve reflects changes in accounting practice relating to depreciation on Housing non-dwelling properties.
11. The original 2013-14 budget and the proposed revised 2013-14 budget are shown in Appendix 1.

#### Public Sector Housing Capital Programme

12. In February 2013, a 5 year housing public sector capital programme was agreed. A revised capital programme is shown at Appendix 2.
  13. The proposed capital programme follows the principles approved in the current programme and reflects the priorities of the Council Plan and the views of Area Housing Panels, targeting investment into maintaining the Decent Homes Standard and achieving energy efficiency measures under the Energy Act 2011. The programme addresses the following priorities:
    - Continuing investment to target maintaining decent homes;
    - Improving energy efficiency, combating climate change and reducing fuel poverty;
    - Investing in empty homes to ensure that as many of the Council's homes as possible are available for occupation;
    - Maintaining investment, at affordable levels, in community safety, environmental and social programmes such as adaptations for persons with disabilities.
  14. The revised 2013-14 capital programme includes £1.7m carried forward from 2012-13, largely as a result of the adverse weather conditions during January and March which delayed for instance roofing and other external programmes.
  15. In addition, an extra £2.75m has been identified as a result of savings in revenue repairs and maintenance. This is in part owing to lower demand for reactive repairs, as a result of the additional investment that has taken place in recent years. It is also attributable to efficiency savings particularly in procurement and contract management.
  16. It is proposed to increase the central heating budget for 2013-14 by £0.5m to accelerate the replacement of old and inefficient boilers or other heating systems with modern energy efficient boilers to ensure heating is made as affordable as possible for tenants.
  17. It is proposed to increase the budget for new council house building for 2013-14 by £1m. This will fund approximately 10 new homes, and is in addition to the £1.3m in the original budget, contributing to replacing stock sold under the Right to Buy scheme. It is intended that this new build programme will be a long-term commitment, and details of proposed schemes will be brought to future meetings of Cabinet. Our priorities for new build are to provide homes that are energy efficient and suitable for modern living, with a particular focus on 1 and 2
-

bedroom homes or larger (4 plus) bedroom homes, as we currently have fewer of these than we need, and homes that enable our tenants, including the elderly and those with specific care and support needs, to live independently in the community. Building on infill sites such as former garage sites will also bring vacant land back into use and will reduce the incidence of anti-social behaviour that can become a problem with such sites.

18. A stock condition survey of our housing stock is currently being undertaken, which will inform our future investment needs. The last full survey was undertaken in 2005, and set our priorities for meeting the Decent Homes Standard. It is expected that the current survey will identify investment needs for the next 10 – 15 year period, and therefore, it is proposed to establish a budget of £1.25m in 2013-14 which will start to meet any unexpected and newly arising investment needs that may be identified by the survey.
19. The results of the survey are expected in the autumn, and when these are available, the capital programme will be reviewed to take into account the emerging priorities for investment need identified as a result.

#### HRA Business Plan

20. A new financial strategy for landlord housing is currently being developed to take into account maintenance of the Decent Homes Standard and the new opportunities and challenges arising from the introduction of the self-financing system. This is the subject of a continuing consultation process that includes tenants and residents.
  21. The key elements of this new financial strategy, which presents an overall 30 Year Business Plan and will cover a rolling five year period in more detail, include:
    - maintain the Decent Homes Standard;
    - improve the energy efficiency of the housing stock and address fuel poverty;
    - invest in housing stock and minimise the number of void properties;
    - review the suitability of the housing stock and explore the feasibility of new build to increase stock and / or replace properties that are in poor condition or that do not meet modern requirements;
    - support the aims of the Council Plan - promoting strong, caring communities through the provision of decent housing in a safe and clean environment;
    - identify ongoing savings and efficiency gains, through the use of partnerships where appropriate;
    - continue to undertake prudent management of reserves and other balances;
    - set rents having regard to government rent policy and investment needs.
  22. The HRA Business Plan is shown at Appendix 3.
-

## Finance

23. Section 76 of the Local Government and Housing Act places a duty on the Council to ensure that no action will be taken that may cause a deficit to arise on the HRA at 31 March 2014. A duty is also placed on the Council to review the financial prospects of the HRA from time to time. Reviews and regular monitoring carried out confirm that the HRA will be in surplus at 31 March 2014 and therefore complies with the requirements of the Act.

## Law

24. HRA finances are governed by Section 74-78B and 85-88 in Part IV of the Local Government and Housing Act 1989. Sections 167-175 in Part VII of the Localism Act 2011 abolish the HRA Subsidy system (Sections 79-84 in Part IV of the Local Government and Housing Act 1989) and introduce self-financing.


## Equality Impact

25. The proposals take into account the Council's Policy on Equality and Diversity.
- 26.. This is a financial report concerned with forecasting of income and application of resources. Some areas of proposed expenditure are intended to promote independence and improve quality of life for protected groups.

## Recommendations

27. That Cabinet:
- recommend that Council approve the revised HRA budget for 2013-14 (para 5-11 and Appendix 1);
  - recommend that Council approve the revised Public Sector Housing capital programme for 2013-14 to 2017-18 (para 12-19 and Appendix 2);
  - agree the HRA 30 Year Business Plan (para 20-22 and Appendix 3)

Deleted: ¶  
¶



.....  
**Andrea Pope-Smith**  
Director of Adult, Community and  
Housing Services

.....  
**Iain Newman**  
Treasurer

Contact Officer: Catherine Ludwig  
Telephone: 01384 815075  
Email: [catherine.ludwig@dudley.gov.uk](mailto:catherine.ludwig@dudley.gov.uk)

## **List of Background Papers**

| ✓ PriceWaterhouse Coopers – self-financing 30 year model  
HRA Estimates 2013-14 detailed 30 year financial plan

Deleted: ¶

## Appendix 1

### HRA Revised Budget 2013-14

	Original Budget £m	Proposed Revised Budget £m	Variance £m
<b>Income</b>			
Dwelling rents	-88.893	-88.573	0.320
Non-dwelling rents	-0.696	-0.696	0
Charges for services and facilities	-0.204	-0.204	0
Contributions towards expenditure	-1.013	-0.734	0.279
Interest on balances	-0.007	-0.023	-0.016
<b>Total income</b>	<b>-90.813</b>	<b>-90.230</b>	<b>0.583</b>
<b>Expenditure</b>			
Management	15.295	16.924	1.629
Responsive and cyclical repairs	24.238	24.491	0.253
Negative Subsidy	0	0	0
Transfer to Major Repairs Reserve	21.425	21.812	0.387
Interest payable	18.499	18.471	-0.028
Revenue contribution to capital expenditure	11.210	13.960	2.750
Other expenditure	1.419	1.419	0
<b>Total expenditure</b>	<b>92.086</b>	<b>97.077</b>	<b>4.991</b>
<b>Deficit in year</b>	<b>1.273</b>	<b>6.847</b>	<b>5.574</b>
<b>Surplus brought forward</b>	<b>-2.032</b>	<b>-7.735</b>	<b>-5.703</b>
<b>Surplus carried forward</b>	<b>-0.759</b>	<b>-0.888</b>	<b>-0.129</b>

- The variance between the original and proposed revised budget for dwelling rents reflects an adjustment to the original estimate to take into account the increase in Right to Buy sales, particularly in the last quarter of 2012-13. It is estimated that sales will continue at the current rate.
- The variances between the original and the proposed revised budgets for contributions to expenditure, management, responsive and cyclical repairs and revenue contribution to capital expenditure relate to earmarked reserves brought forward into 2013-14. These reserves include sums for general housing repairs, improvement works, continuing ICT projects, the costs of implementing welfare reforms, Housing Management office accommodation moves and agile working.
- Minor variations to interest on balances and interest payable relate to higher balances and savings on interest rates.
- The increase in the Transfer to the Major Repairs Reserve reflects changes in accounting practice relating to depreciation on Housing non-dwellings.

## Appendix 2

### Proposed capital programme 2013/14 to 2017/18

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Adaptations	2,770	2,693	2,725	2,752	2,780
Central heating	3,037	1,868	1,890	1,909	1,928
Community Safety and Environmental Improvements	716	281	284	287	290
Electrical Installations	1,587	1,290	907	917	926
External Improvement Programme	9,167	7,134	7,473	7,550	7,626
Insulation	156	164	170	172	174
Minor Works	4,145	4,135	3,785	3,825	3,865
Modernity and Decent Homes	4,178	2,818	3,408	3,443	3,478
New Council Housing	2,291	1,677	1,141	1,152	1,164
Stock Condition Survey	1,250	0	0	0	0
Tenants Association	109	81	82	83	84
Accommodation	125	0	0	0	0
Void Property Improvements (Decency)	11,733	9,489	9,604	9,705	9,808
<b>Grand Total</b>	<b>41,264</b>	<b>31,630</b>	<b>31,469</b>	<b>31,795</b>	<b>32,123</b>

## **Appendix 3**

### **HRA Business Plan - Thirty Year Business Planning Strategy for Landlord Housing**

#### **Purpose**

1. The Medium Term Financial Strategy for Landlord Housing (MTFS(LH)) has set out (Cabinet February 2013) how the Council plans to balance spending pressures and available resources over the medium term, taking into account risks and uncertainties. It relates specifically to the Housing Revenue Account (HRA) and the capital programme for improvement of the Council's own housing stock.
2. The MTFS(LH) should be read in conjunction with the Council's overall Medium Term Financial Strategy (MTFS). The underlying principles set out in the overall document apply equally to the MTFS(LH).
3. In the context of the introduction of Self-Financing for public sector housing, the abolition of the HRA subsidy system, the increased autonomy and flexibility that housing authorities will have to manage their stock and, in Dudley's case, the increased debt taken on, a Thirty Year Business Plan is being developed. This will take into account issues including investment need, treasury management strategy, financial projections and tenants' engagement.

#### **Background**

4. The previous financial strategy for landlord housing focussed on the period up to 2010-11 and was determined through the Housing Stock Options Appraisal. This was a year-long consultation process involving a range of stakeholders and culminated in a decision by the Council in April 2005. The key elements of this financial strategy were:
    - delivery of the Government's Decent Homes Standard by 2010 and maintenance of that standard in later years;
    - support to the aims of the Council Plan – promoting strong, caring communities through the provision of decent housing in a safe and clean environment;
    - identifying ongoing savings and efficiency gains, through the use of partnerships where appropriate;
    - the prudent management of reserves and other balances;
    - compliance with government policy on rent restructuring;
    - honouring the outcome of the Housing Stock Options Appraisal and the view of the majority of tenants and other stakeholders that the housing stock should remain under direct council control.
  5. This strategy showed that, on the basis of financial trends and government policy known at the time, it would be possible to deliver the Decent Homes Standard and other priorities for council housing by 2010, and this was achieved on time.
  6. The new financial strategy for landlord housing takes into account the delivery of the Decent Homes Standard and the new opportunities and challenges arising
-

from the introduction of the self-financing system. This is the subject of an ongoing consultation process that includes tenants and residents. The key elements of this new financial strategy, which will cover a rolling five year period, are:

- maintain the Decent Homes Standard;
- Improve the energy efficiency of the housing stock and address fuel poverty;
- invest in housing stock and minimise the number of void properties;
- review the suitability of the housing stock and explore the feasibility of new build to increase stock and / or replace properties that are in poor condition or that do not meet modern requirements;
- support the aims of the Council Plan - promoting strong, caring communities through the provision of decent housing in a safe and clean environment;
- identify ongoing savings and efficiency gains, through the use of partnerships where appropriate;
- continue to undertake prudent management of reserves and other balances;
- comply with government policy on rent restructuring.

### **The proposed budget and the MTFS(LH)**

7. The Decent Homes Standard was delivered by the end of 2010. Resources are still required to maintain this standard, and deal with properties where the age of the fittings mean that a replacement is required, and non-decent properties as they become void. The rolling five-year capital programme includes resources to maintain the Decent Homes Standard.
8. A new stock condition survey has been commissioned and the output of this is expected to be available in autumn 2013. This will identify key areas of investment need and will enable prioritisation of improvement works required to maintain our stock in good order.
9. Our forecast has been based on recent financial trends and our current assessment of the Government's housing finance policy and, like any forecast, should be regarded with caution (risks to the forecast are considered later). In view of our commitment to stock retention and maintenance of the Decent Homes Standard, it is proposed that we continue when necessary to give consideration to the following:
  - ongoing review of spending and resource forecasts;
  - further efficiency and other savings, including those achievable from use of partnerships;
  - addition to and replacement of the housing stock via new build programmes;
  - the level of housing debt;
  - service charges<sup>1</sup>.
10. Whilst the volume of responsive repairs has increased since the backlog of routine repairs was eliminated over the past few years, efficiencies in the way these repairs have been delivered and also in the way that capital works are

---

<sup>1</sup> Government subsidy calculations assume charges over and above the rent for special services to flats and for supported housing – the HRA is financially disadvantaged as a result of not applying these charges.

---



delivered have resulted in significant cost savings. These savings have been redirected to fund major improvement works.

11. A proposed rolling five-year capital programme has been developed (Appendix 2) as a continuation of the existing programme to maintain current standards and improvements following the achievement of the Decent Homes standard. This will be regularly updated to take into account improvement and major repair needs that are identified.
12. Resources have been identified to start a new build programme, with just over £2m identified in 2013/14 and just over £1m in each of the following years.
13. The table below summarises the 30 year financial business plan (based on the PriceWaterhouse Coopers self-financing 30 year model and detailed in the HRA Estimates 2013-14 detailed 30 year financial plan). This is updated annually and will take into account changes in policy. It reflects our current approach of stock retention, maintenance of the Decent Homes Standard, investment in the maintenance and improvement of our stock, and compliance with national rent policy.

	Years 1 -5 £m	Years 6 – 10 m	Years 11 – 15 £m	Year 16 – 20 £m	Years 21 – 25 £m	Years 26 – 30 £m
<b>Income</b>						
Dwelling Rents	-465,727	-522,628	-583,650	-652,197	-752,052	-876,075
Other Income	-9,627	-10,412	-10,994	-11,599	-12,556	-13,745
<b>Total Income</b>	<b>-475,354</b>	<b>-533,040</b>	<b>-594,644</b>	<b>-663,796</b>	<b>-764,607</b>	<b>-889,820</b>
<b>Expenditure</b>						
Management and maintenance (net of retained surpluses)	203,617	216,259	249,877	275,038	303,181	335,993
Depreciation and transfer to Major Repairs Reserve	113,058	122,290	132,411	143,402	157,571	173,971
Revenue Contributions to Capital Expenditure / Debt Repayment	68,245	104,635	122,500	155,500	214,000	290,000
Interest Payments	90,435	89,855	89,855	89,855	89,855	89,855
<b>Total Expenditure</b>	<b>475,354</b>	<b>533,040</b>	<b>594,644</b>	<b>663,796</b>	<b>764,607</b>	<b>889,820</b>
<b>Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Risks to the financial forecast**

14. The main risks to the financial forecast are considered below:

<b>Risk</b>	<b>Impact</b>
Inflation higher than forecast	<p>While increased inflation has an impact on costs, in the case of the HRA, it also affects resources, through the rent formula under government guidance.</p> <p>If cost inflation is lower than general inflation as used to determine the rent increase, this will have a positive budgetary impact.</p> <p>However, if cost inflation is higher than general inflation as used to determine the rent increase, this will have a negative budgetary impact.</p>
Income levels not achieved	<p><u>Rent loss from void properties</u></p> <p>We have allowed in our forecasts for a rent loss of 2.5% of total rent available.</p> <p>Investment in void property works has been prioritised in the proposed five-year capital programme.</p> <p>The cost for each 1% void loss is around £1m per annum.</p> <p><u>Rent loss from non-payment of arrears</u></p> <p>As part of the Government's proposed welfare reforms, it is proposed that many tenants will from 2013-14 onwards start to receive Universal Credit direct and will therefore be responsible for paying their own rent. Currently, tenants in receipt of benefit have their rent paid as a transfer from Benefits. This is likely to lead to an increase in arrears and potentially in bad debts.</p> <p>Around 3,000 tenants of working age in receipt of benefits may also be affected by benefit restrictions from April 2013 as they are deemed to be under-occupying their property.</p> <p>We estimate that around £2.3m rent, which was previously paid directly via Benefits, will now be collectable from tenants as a result of the new underoccupancy rules.</p> <p>The impact of Universal Credit on rent collection rates is difficult to assess at this stage, but initial</p>

	<p>estimates from the pilot projects suggest that the collection rate may fall from the current 98% to 80% - 90%. The management cost of collecting rents is also expected to rise as more payments are made direct by tenants rather than via transfer from the Benefits system.</p>
Change in rent policy	<p>Currently, we follow the national rent formula, which allows for a rent increase of September RPI plus 0.5%, plus a further increase to achieve "convergence" i.e. bringing council house rents in line with other social landlord rents.</p> <p>A rent increase of less than the national formula would mean that our annual resources for management, maintenance, interest payments and improvement / new build works would be lower than forecast.</p> <p>It is possible that the national formula will change following the government's expectation that convergence will be achieved in 2015.</p>
Interest rates higher than forecast	<p>Our debt on housing properties is around £465m following the introduction of self-financing. Hence, interest rate risk is much more significant than it was under the subsidy system.</p> <p>Risk will be mitigated by borrowing at fixed rates and spreading repayment dates to minimise refinancing risk.</p>
Reduction in property values in the borough	<p>A 10% reduction in property values would reduce the value of usable capital receipts and would reduce available resources by around £90k per year.</p>
Reduction in council house and land sales	<p>We have seen as a result of the "credit crunch" and the general economic situation a marked decrease in the number of council house sales (however, see Reinvigoration of Right to Buy, below) and also a diminution in the value received for sale of housing land.</p> <p>A reduction of 100 house sales in a year will lead to a loss of usable capital receipts of £1.8m.</p> <p>This would be partially offset by additional rental income of around £400k, but management and maintenance demands on the properties would continue.</p>
Reinvigoration of Right to Buy	<p>The Government has increased the cap on Right to Buy (RTB) discount from £26,000 to £75,000 per property. This has resulted in increased sales, which may well continue to increase. New regulations have replaced the capital receipts pooling arrangements and require councils to build replacement homes for all extra homes sold under Right to Buy. However, because the value</p>

	of the maximum discount has increased and there has been a reduction in the average value of the properties sold, increased sales will not necessarily result in a greater value of capital receipt income.
Timing and amount of capital receipt	<p>We are expecting a substantial capital receipt for the sale of the North Priory estate to our developer partners. This has been built into our forecasts over the period 2009-10 to 2013-14. Any significant reduction in amount will reduce available resources. Any delay in receiving the funds will adversely affect cashflow and if the receipt is delayed there will be a significant adverse effect on the year-end balance on the HRA.</p> <p>A specific risk applies in relation to £700k of this anticipated receipt which is payable as Kickstart grant by the Homes and Communities Agency (HCA) to our developer partners on the successful completion of Phase 1 of the project. This will then be passed on to the Council. We are actively monitoring our developer partners' progress in claiming this grant.</p>
Suitability of stock	Some of our stock is old and not particularly suited to modern styles of living. In addition, changes to the benefit system mean that some of our properties are less attractive than they were previously (e.g. two-bed high rise flats or three-bed maisonettes). There is a risk that we will see higher incidence of void properties and difficulty in letting such properties, which would lead to a loss in rental income and also potentially an increase in security costs and an increase in anti-social behaviour.
Availability of borrowing	The HRA is currently at the government's borrowing cap, so all capital expenditure on housing stock must be funded from annual revenue (mainly dwelling rent income) or capital receipts from house or land sales. Our strategy is to invest our annual rental income into maintaining and improving our stock, and building new homes as resources permit. In the short to medium term we are not planning to repay any debt, as our priority is improving and extending our stock. However, this restricts the size of any redevelopment / new build scheme as we are not able under current rules to borrow on the strength of future rental income.
Unforeseen costs or costs greater than estimated	Any unbudgeted costs would have to be met from economies or reductions in planned spending in the year in which they arise or from any balances available in that year.

	<p>Calculations indicate that any costs to the HRA arising from Single Status can be met within proposed budgets.</p> <p>We anticipate that any Equal Pay settlement costs would be capitalised through a government dispensation.</p>
--	--

## **Partnerships**

15. Housing Services is continuing to deliver on its partnership working and currently has a number of such arrangements, for example:
  - Funding partnerships with energy service providers to increase resources under ECO (Energy Company Obligations) - which replaced CESP from spring 2013 - to deliver energy efficient whole house measures to combat climate change and CO2 emissions in Council Homes.
  - Strategic partnerships that are being delivered in accordance with the principles of Sir John Egan's report 'Rethinking Construction'. Through innovative payment mechanisms, incentivising good performance and modern methods of collaborative working, three partnerships (gas servicing, maintenance and repair; electrical rewires and upgrades; external painting) are delivering improved services at a measurably lower cost and have allowed valuable and limited resources to be re-invested in the housing stock.
16. Procurement consortia and other partnership arrangements will also be used where appropriate, forming partnerships with established bodies to deliver procurement efficiencies.

**Meeting of the Cabinet- 20<sup>th</sup> June 2013**

**Report of Chief Executive**

**Council Plan 2013-16**

**Purpose of the Report**

1. To seek Cabinet endorsement for the Council Plan in line with the Council Plan Policy Framework for 2013/16. (See appendix 1)

**Background**

2. Members will be aware that the Sustainable Community Strategy 2020 was adopted by full Council in February 2010 following the strategy review in during 2009 -10. This sets out the agreed long-term partnership vision and aspirations for the borough. The key purpose of the Strategy is to influence all other strategies and plans produced by the Council and our partners, to ensure they work to a common set of goals.
3. Public Consultation: The Strategy review was achieved over a number of months and involved statistical research, engagement with residents, partnerships and organisations in focus and work groups. In addition there is ongoing consultation with the public regarding the Council Plan priorities, which are entered on the Community Engagement database and reported periodically to Cabinet through the Quarterly Performance reports.
4. The proposed Council Plan 2013/16 has been assessed to ensure that the Council's priorities continue to contribute towards the aspirations of the Sustainable Community Strategy. This refresh also takes into account the other key influences and strategies, notable ;
  - Local Cabinet priorities
  - Medium term financial strategy
  - Corporate Human Resources Strategy
  - Dudley Equality Scheme 2012-15
  - National priorities set by Central Government
5. It is against these key factors, their time frames and current Council performance that we have reviewed the Council Plan 2010-13 and developed a new triennial Council Plan for 2013-16.

**Proposed Council Plan 2013-16 and Directorate Strategic Plans**

6. The proposed Council Plan 2013/16 describes the direction for the Council over the coming years to meet the priorities of the Cabinet, aspirations of the Sustainable Community Strategy and the national priorities set by Central Government and issues that matter most to local people, matched to what is achievable with the planned resources available.

7. The Council Plan is aligned to the seven priorities identified by Cabinet with a focus on objectives to deliver key services (see appendix 2), that contribute to the Council ambition:

**Our ambition is to make Dudley Council amongst the best local authorities in Britain;** one we can all be proud of,

8. The seven Cabinet priorities for the Council Plan are;

- **Young people:** Giving every child the best start in life, a borough where young people are able to achieve, and fulfil their potential.
- **Regeneration, skills and employment:** Enable all young people and adults to maximise their capabilities, a borough that will focus on creating an environment that supports businesses and attracts new industries to provide jobs for local people.
- **Tackling crime, fear of crime and anti social behaviour:** Local business and residents have safety and security, a borough where people are safe, and feel safe enjoying a sense of freedom from crime and antisocial behaviour.
- **Caring for the elderly and vulnerable:** Ensure people live their lives with dignity and respect, a borough where the elderly and vulnerable have fair access to services which supports independence and quality of life.
- **Health and wellbeing:** Strengthen the role and impact of ill health prevention, a borough where people enjoy good health, wellbeing and are supported to make healthy choices for a more active lifestyle.
- **Greener, cleaner and environmentally friendly:** Create and develop healthy and sustainable places and communities, a borough where people care for a natural built environment that is attractive, healthy and safe; and live in homes suitable to their needs and wishes.
- **Community Council~ People being served better:** Giving local people customer friendly and responsive services, a borough where people enjoy greater choice and flexibility to access high quality council services.

9. There is a strong association between the new priorities and their key objectives and the connection with the aspirations of the Sustainable Community Strategy and clear links with national and local policy issues facing the Council.

10. Subject to approval from Members on these priorities forming the overall focus for the Council, the Council Action Plan will be developed to set out a portfolio of key objectives for each priority. These will be underpinned by specific detailed actions which are short-term time sensitive intermediate steps and generally output driven that influence the overall long-term outcomes.

11. In addition, to ensure that the Council Plan effectively drives the priorities of the whole Council each Directorate produces an annual Strategic Plan which relates to the objectives of the Council Plan through to the work of individual teams. These will be completed and published in line with the annual planning cycle.

## **Performance Management**

12. The performance management framework for Council Plan during 2013/16 will be based upon the key performance Indicators, and their respective targets and milestones outlined in the Council Action Plan, and reported to Members through the quarterly performance reports and will be subject to scrutiny from Cabinet, Corporate Board and the Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee.

## **Finance**

13. Delivering Council Plan objectives depends upon the Council reviewing its resources for redirection into key priorities. This is achieved by linking Council Plan objectives clearly into the Annual Revenue and Capital Budget processes and the Medium Term Financial Strategy and Capital Strategy. All costs and associated funding requirements are considered as part of those processes.

## **Law**

14. The Council has adopted a Constitution under the provisions of Part II of the Local Government Act 2000. In line with Regulations made under the 2000 Act, the full Council must set the budgetary and policy framework. Article 4 of the Constitution sets out the Policy framework and includes the Council Plan as one of the specified documents which must be approved by full Council.

## **Equality Impact**

15. Consultation on the Community Strategy involved a wide range of different communities and organisations, including disabled people, BME communities and children and young people. Their views were incorporated in the final strategy and the identification of their priorities expressed.
16. Implementation of the Council Plan framework will involve actions to promote equality and in relation to children and young people.

## **Recommendations**

17. Cabinet is recommended to endorse the Council Plan 2013/16 and note the alignment of Cabinet priorities to Council Plan and Directorate Strategic Plans.

*John Prynne*

## **Chief Executive**

Contact Officers: Geoff Thomas  
Telephone: 01384 815270  
Email: [geoff.thomas@dudley.gov.uk](mailto:geoff.thomas@dudley.gov.uk)

Michael Wooldridge  
Telephone: 01384 814737  
Email: [michael.wooldridge@dudley.gov.uk](mailto:michael.wooldridge@dudley.gov.uk)



## Appendix 1: Council Plan Policy Framework 2020

The Council plan policy framework serves as a guide to ensure that the corporate plans we produce maintain a focus on what is important to local people as set out in the Sustainable Community Strategy 2020.

The Council plan will be produced every three years and reviewed annually. The Council plan will be supported by Directorate Strategic plans which are produced annually.

The Table below shows the policy framework planning cycle against the life of the Sustainable Community Strategy.

Sustainable Community Strategy 2020	Timeline	Corporate Plan (3 year plans)	Directorate Strategic Plans (Annual Plans)	
Community vision looking ahead to 2020	April - June 2013	Council plan 2013/16	2013/14	3 year focus
		Annual update April 2014	2014/15	
	March 2016	Annual update April 2015	2015/16	
	April – June 2016	Council plan 2016-19	2016/17	3 year focus
		Annual update April 2017	2017/18	
	March 2019	Annual update April 2018	2018/19	
	Review of Council plan policy framework & Sustainable Community Strategy			

### Background to the Sustainable Community Strategy

In 2005 the Dudley Borough Challenge process took place which created the new Dudley Community Strategy 2005-2020. The challenge was to develop a set of key partnership priorities around a 15-year vision based on the expressed concerns of local people and agencies' own awareness of specific issues affecting the borough.

To that end, over 5000 local people and more than forty community groups told us about their needs and desires for the future vision of the borough and the local areas in which they live and work.

These results helped us to plan our objectives. The emerging vision was about promoting stronger communities by 2020.

#### Reviewing the Strategy

In 2005 we recognised that there would be many new developments and opportunities in the years leading up to 2020, which is why we decided to review the Strategy every three years to ensure that it remains relevant and on target in achieving our vision.

The next scheduled review will be during 2013 to March 2014, Partners remain committed to working together as a borough and focussing on the desires and needs of local people and their communities.

## Appendix 2: Council Plan Framework 2013/16

---

The following framework is the result from input by each Directorate to establish supporting objectives for each of the Cabinet priorities.

It has been developed through the Planning and Performance Management Implementation Group (PPMIG) and each directorate champion coordinates the process within their directorate to ensure the linkages between the proposed Council Plan Framework and their respective Directorate Strategic Plan 2013-14 and additional Divisional/ Service plans.

### **Young people:**

Giving every child the best start in life, a borough where young people are able to achieve, and fulfil their potential.

### **Regeneration, skills and employment**

Enable all young people and adults to maximise their capabilities, a borough that will focus on creating an environment that supports businesses and attracts new industries to provide apprenticeships and jobs for local people.

### **Tackling crime, fear of crime and anti social behaviour**

Local business and residents have safety and security, a borough where people are safe, and feel safe enjoying a sense of freedom from crime and antisocial behaviour.

### **Caring for the elderly and vulnerable**

Ensure people live their lives with dignity and respect, a borough where the elderly and vulnerable have fair access to services which supports independence and quality of life.

### **Health and wellbeing**

Strengthen the role and impact of ill health prevention, a borough where people enjoy good health, wellbeing and are supported to make healthy choices for a more active lifestyle.

### **Cleaner, greener and environmentally friendly**

Create and develop healthy and sustainable places and communities, a borough where people care for a natural built environment that is attractive, healthy and safe; and live in homes suitable to their needs and wishes.

### **Community Council ~ People being served better**

Giving local people customer friendly and responsive services, a borough where people enjoy greater choice and flexibility to access high quality council services.

## Council plan framework: Key Objectives

Cabinet Priority	Young people
<b>Objectives</b>	➤ Ensure that Looked After Children have good care, security, stability and achieve the best possible outcomes
	➤ Ensure children and young people are safe from abuse and neglect
	➤ Improve outcomes for children aged 0-11 years (early years and primary)
	➤ Improve outcomes for children aged 11-19 years (or aged 25 for those with disabilities)

Cabinet Priority	Regeneration, skills and employment
<b>Objectives</b>	➤ To create a thriving local enterprise economy
	➤ To Increase the number and diversity of businesses attracted to the borough
	➤ Improve the vibrancy and attractiveness of the Borough's town centres
	➤ To increase the number of people in the borough able to access training and job opportunities, leading to sustained employment
	➤ To alleviate hardship suffered by households resulting from low incomes and vulnerable to changes with the economy
	➤ Improve the transport network

Cabinet Priority	Tackling crime, fear of crime and anti-social behaviour
<b>Objectives</b>	➤ Crime reduction: To maintain low levels of crime and seek opportunities to further reduce crime where possible
	➤ Anti social behaviour: Reduce the risk of harm arising from ASB incidents and improve levels of customer satisfaction
	➤ Community Cohesion/Integration: Refine local approaches to cohesion and Integration and further develop tension monitoring
	➤ Drugs and alcohol: Increase the number of adults who misuse substances into treatment in order to improve health and crime reduction
	➤ Children and young people substance misuse: Increase the number of young people leaving specialist treatment in a planned way

Cabinet Priority	Caring for the elderly and vulnerable
<b>Objectives</b>	➤ Enable and embed personalised community based support
	➤ Develop sustainable and high quality services which deliver value for money for local people
	➤ Involve and engage people in a meaningful and timely way

Cabinet Priority	Health and well-being
<b>Objectives</b>	➤ To reduce levels of obesity among people
	➤ Improve people's physical health and encourage healthy lifestyle choices
	➤ To increase participation in leisure, recreational and cultural activities for learning, health improvement, socialising and personal growth
	➤ To improve key health outcomes for children and young people in Dudley, targeting those indicators which fall below the national average
	➤ Alleviate homelessness

Cabinet Priority	Cleaner, greener and environmentally friendly
<b>Objectives</b>	➤ To encourage sustainable waste management practices amongst the Borough's residents and businesses and to provide increased opportunities for recycling
	➤ To alleviate traffic congestion
	➤ To protect and enhance the environment through advice, regulation and enforcement
	➤ To protect, preserve and develop for appropriate use the unique heritage of the borough for this and future generations
	➤ To preserve and improve the quality and biodiversity of the natural and built environment
	➤ To strengthen and improve communities to provide choice and opportunity

Cabinet Priority	Community Council~ People being served better
<b>Objectives</b>	➤ Engage and empower communities enabling residents to make decisions on service outcomes in their local areas.
	➤ Strengthen partnership working with public bodies, Community, Voluntary Faith Sector to improve the effectiveness of public services.
	➤ Improve service provision through initiatives around Technology, Innovation and Transformation, ensuring that they are more effective and at lower cost.
	➤ Provide robust strategic policy and guidance in order to discharge the Council's legislative responsibilities
	➤ Develop and promote the governance process
	➤ Workforce planning, People Management and Leadership
	➤ Effective use of financial resources

**Meeting Of the Cabinet – 20<sup>th</sup> June 2013**

**Joint Report of the Chief Executive and Treasurer**

**Capital Programme Monitoring**

**Purpose of Report**

1. To report progress with implementation of the Capital Programme.
2. To propose amendments to the Capital Programme.

**Background**

3. The table below summarises the *current* 3 year Capital Programme updated where appropriate to reflect latest scheme spending profiles.

<b>Service</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Public Sector Housing	38,512	31,629	31,470
Other Adult, Community & Housing	6,683	1,488	550
Urban Environment	32,848	13,341	5,873
Children's Services	25,280	3,353	67
Corporate Resources	2,337	920	698
<b>TOTAL</b>	<b>105,660</b>	<b>50,731</b>	<b>38,658</b>

Note that the capital programme for future years is in particular subject to government grant allocations, some of which have not yet been announced.

4. In accordance with the requirements of the Council's Financial Regulations, details of progress with the 2013/14 Programme are given in Appendix A. It is proposed that the current position be noted.

**Adult, Community and Housing**

**Disabled Facilities Grants (DFGs)**

4. Taking into account recent Government support allocations and the availability of usable housing capital receipts, £3.413m will be available for DFGs in 2013/14, funding around 370 grants depending on the nature and cost of the works involved. It is proposed that a budget for this amount be approved and included in the Capital Programme.

#### Cradley Extra Care Housing

5. It was agreed by Cabinet in September 2007 that capital receipts from previous earmarked housing land disposals should be used to assist with future Extra Care developments. It is proposed that up to £370,000 (subject to final negotiations on land value) of these resources be allocated to support the Cradley Extra Care Housing development and that this expenditure be included in the Capital Programme.

#### **Urban Environment**

#### Extra Integrated Transport resources

6. The Integrated Transport Authority (ITA) has redistributed a total of £1m of capital funding to the seven West Midlands Local Authorities, of which Dudley's proportion is £116,000.

It is proposed that this additional funding be used to increase the Integrated Transport programme to be allocated in due course, and that the Capital Programme be amended accordingly.

#### Gornal Wood Cemetery Lodge - use of Capital Receipt

7. A capital receipt of around £200,000 is anticipated from the disposal of the above property which is surplus to service requirements and is therefore likely to be sold on the open market. It is proposed that this be used to fund the following capital schemes below (total value £188,000).
- **Wollescote Park Pathways and Car Park:** £90,000 contribution towards the £60,000 cost of resurfacing the pathways and £50,000 cost of resurfacing the car park - to be supplemented by £20,000 of Section 106 funding subject to formal approval.
  - **Saltwells Nature Reserve Visitors' Car Park:** £28,000 to resurface the problematic shale car park with tarmac, and associated kerbing, following concerns raised by users and the friends group.
  - **Netherton Public Toilet:** £7,000 to fund capital cost of re-commissioning the toilet block to enable re-opening following a review of usage.
  - **Moden Hill, Upper Gornal:** £30,000 to fund significant structural repairs to walls and banks without which the road may need to be closed - to be avoided given its important linkages.
  - **Swimming Pool Covers at Halesowen Leisure Centre (invest to save):** £18,000. It is estimated that Halesowen Leisure Centre loses approximately 30% of its heating overnight through heat loss from the swimming pools. The covers will prevent this loss of heat delivering an estimated £16,000 saving per year at current gas prices
  - **Lower Gornal Village CCTV Installation:** £15,000 to help combat anti-social behaviour in the village by linking CCTV cameras to the main control centre in Sedgley.

#### Changing Rooms at Homer Hill Park, Cradley

8. It is proposed to construct new permanent changing rooms on the park at an estimated cost of £250,000, to replace the temporary buildings currently attracting hire charges, and to include this project in the Capital Programme. This can be met from the anticipated sale proceeds from the adjoining Cradley High site.

## Children's Services

### Former school site at Corbyn Road, Dudley

9. The former school site located at Corbyn Road, Dudley is now vacant. In February 2009, Cabinet agreed that £945,000 of the capital receipts forecast to be achievable from the disposal proceeds from the site be earmarked to fund the new Old Park building project, which is now complete.

It is now proposed that the vacant building at Corbyn Road is used to provide a base for a joint Children's Safeguarding Unit and frontline social work teams, who receive and respond to all referrals for the north of the borough where a social care service is required. The site offers a central, accessible location for service users and a building which is conducive to working with families to assess their needs and to provide ongoing support and intervention to ensure children are safeguarded and to provide a case management service to children who are looked after by the local authority. The building provides the opportunity for co-location of partners working together on safeguarding which will facilitate improved collaboration and effectiveness in responding to child protection matters and developing joint initiatives to promote positive social and educational outcomes for children and their families. The proposal will allow for the facility to be used to support outcomes for children and young people in the Borough now and in the future.

This change of use to office accommodation will mean that the disposal proceeds from Corbyn Road will not now be available and it is therefore proposed to substitute an amount of £945,000 from the proceeds from the disposal of the Cradley High site to contribute to the new Old Park building project. In due course, the development of the Corbyn Road facility will release current accommodation at Church Street for disposal.

The costs of refurbishment at Corbyn Road are estimated to be £1,300,000, which can be met from unallocated unringfenced 14-19/SEN capital grant.

It is therefore proposed that the Corbyn Road site be retained for use as a base for a joint Children's Safeguarding Unit and frontline social work teams; that £945,000 of the forecast sale proceeds from the disposal of the Cradley High site be reallocated to contribute to the new Old Park school capital project; and that the cost of refurbishment of the Corbyn Road site of £1,300,000 (to be funded from 14-19/SEN capital grant) be approved and included in the Capital Programme.

### Loft Conversion at Foster Carer's Property

10. It is proposed that a foster carer's property have a loft conversion in order that they can continue with a placement of three siblings. The initial placement was for two weeks only and started on 14<sup>th</sup> May 2012, but the children have requested that they stay at the property and remain in a placement together. The property is not large enough to house all occupants such that the loft conversion is needed to create two additional bedrooms and a shower room to keep the placement intact. The social worker responsible is in agreement with the proposal.

The foster carer is aware of the long term commitment and a legal document is being drawn up to protect the council's investment if the placement should break down. The cost of £31,000 can be funded from unallocated unringfenced 14-19/SEN capital grant.

It is proposed that the project be approved and included in the Capital Programme.

## **Post Completion Review of Capital Projects**

11. The Post Completion Reviews required by Contract standing orders have now been undertaken for the following schemes, with copies of the proformas summarising the reviews attached at Appendix B.

### **Children's Services**

Lapal Primary School - Boiler Replacement  
Pedmore Technology College and Community School – Replacement Windows  
Old Park Special School - Rebuild  
Thorns Community College - Emergency Accommodation  
Cradley High School - Demolition  
Blowers Green Primary School - Re-roofing  
Withymoor Primary School – New Entrance

It is proposed that these be noted.

## **Finance**

12. This report is financial in nature and information about the individual proposals is contained within the body of the report.

## **Law**

13. The Council's budgeting process is governed by the Local Government Act 1972, the Local Government Planning and Land Act 1980, the Local Government Finance Act 1988, the Local Government and Housing Act 1989, and the Local Government Act 2003.

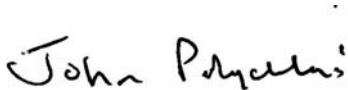
## **Equality Impact**

14. These proposals comply with the Council's policy on Equality and Diversity.
15. With regard to Children and Young People:
- The Capital Programme for Children's Services will be spent wholly on improving services for children and young people. Other elements of the Capital Programme will also have a significant impact on this group.
  - Consultation is undertaken with children and young people, if appropriate, when developing individual capital projects within the Programme.
  - There has been no direct involvement of children and young people in developing the proposals in this report.



## **Recommendations**

16. That the results of the Post Completion Review of capital projects, as set out in Appendix B be noted.
17. That the Council be recommended:
  - That current progress with the 2013/14 Capital Programme, as set out in Appendix A be noted.
  - That the budget for Disabled Facilities Grants be approved and included in the Capital Programme, as set out in paragraph 4.
  - That the capital schemes to be funded from the disposal of the Gornal Wood Cemetery Lodge be approved and included in the Capital Programme, as set out in paragraph 5.
  - That the additional ITA capital funding be used to increase the Integrated Transport programme, and that the Capital Programme be amended accordingly, as set out in paragraph 6.
  - That up to £370,000 (subject to final negotiations on land value) be allocated to support the Cradley Extra Care Housing development and that this expenditure be included in the Capital Programme, as set out in paragraph 7.
  - That the construction of permanent changing rooms at Homer Hill Park, Cradley, be approved and included in the Capital Programme, as set out in paragraph 8.
  - That the Corbyn Road site be retained for use as a base for a joint Children's Safeguarding Unit and frontline social work teams; that £945,000 of the forecast sale proceeds from the disposal of the Cradley High site be reallocated to contribute to the new Old Park school capital project; and that the cost of refurbishment of the Corbyn Road site of £1,300,000 (to be funded from 14-19/SEN capital grant) be approved and included in the Capital Programme, as set out in paragraph 9.
  - That the loft conversion at a foster carer's property be approved and included in the Capital Programme, as set out in paragraph 10.



**John Polychronakis**  
**Chief Executive**



**Iain Newman**  
**Treasurer**

Contact Officer: John Everson  
Telephone: 01384 814806  
Email: [john.everson@dudley.gov.uk](mailto:john.everson@dudley.gov.uk)

## **List of Background Papers**

Relevant resource allocation notifications.

## 2013/14 Capital Programme Progress to Date

Service	Budget £'000	Spend to 30 <sup>th</sup> April £'000	Forecast £'000	Variance £'000	Comments
Public Sector Housing	38,512	15	38,512	-	
Other Adult, Community & Housing	6,683	186	6,683	-	
Urban Environment	32,848	257	32,848	-	
Children's Services	25,280	129	25,280	-	
Corporate Resources	2,337	122	2,337	-	
<b>TOTAL</b>	<b>105,660</b>	<b>709</b>	<b>105,660</b>	<b>-</b>	

<b>Scheme: Lapal Primary School – Emergency Boiler Replacement Scheme</b>
<b>Date of Executive / Cabinet approval:</b> 09/02/2011 (i.e. inclusion in Capital Programme) This project was funded from the Capital Maintenance Grant which was approved by Cabinet on the above date.
<b>Original Budget:</b> £310,000. <b>Planned Completion date:</b> 31/10/2012
<b>Outturn Cost (still provisional):</b> £286,000. <b>Actual completion date:</b> 31/10/2012
<b>Variation from Budget:</b> - £24,000. <b>Delay:</b> N/A
<b>Reason for Cost Variation and / or Delay in Completion</b> (please indicate if any variation has previously been reported to Executive / Cabinet):  This project ran to plan and to budget. There were no significant variations therefore contingencies did not need to be used. The unspent balance will be released back to the Capital Maintenance Grant budget.  Cost variations were reported at regular intervals through PIT (Project Implementation Team).
<b>Original Objectives of Scheme</b> (please indicate when and to whom these were reported):  Following a visit to Lapal Primary School but Construction and Design Team's Mechanical Engineer, and a subsequent report, it was discovered that the boiler plant at the school was in poor condition and the conclusion to the report recommended replacement of the boiler plant to ensure heating would be available to the school throughout the winter months. This project was then identified as an emergency project to be funded through the Capital Maintenance Grant for maintenance of educational buildings.  The new boiler plant and pipework has reduced the overall condition backlog of the school, improved the quality of heating to the building and allowed individual areas of the school to be heated separately. The new boiler plant has also helped provide a stimulating learning environment for pupils, staff and the wider community.
<b>Have these Objectives been met?</b> (If "No" please provide explanation):  Yes.

Signed by: Jane Porter ..... (Director)

Date: 8<sup>th</sup> April 2013 .....

<b>Title of Scheme: Pedmore Technology College and Community School - Replacement of windows.</b>
<b>Date of Executive / Cabinet approval:</b> 08/02/2012 (i.e. inclusion in Capital Programme) This project was funded from the Capital Maintenance Grant and approved by cabinet on the above date.
<b>Original Budget:</b> £303,000. <b>Planned Completion date:</b> 21/09/2012
<b>Outturn Cost</b> (still provisional): £290,000. <b>Actual completion date:</b> 21/09/2012
<b>Variation from Budget:</b> - £13,000. <b>Delay:</b> Not Applicable.
<b>Reason for Cost Variation and / or Delay in Completion</b> (please indicate if any variation has previously been reported to Executive / Cabinet):  Competitive tenders were invited in accordance with Council Standing Orders.  This project ran to plan and to budget. There were no significant variations therefore contingencies did not need to be used. The unspent balance will be released back to the Capital Maintenance Grant budget.  Cost variations were reported at regular intervals through PIT (Project Implementation Team).
<b>Original Objectives of Scheme</b> (please indicate when and to whom these were reported):  The project was prioritised through the Council's AMP (Asset Management Plan) Scoring Matrix mechanism that targets capital resources where they will have the greatest impact on raising educational Standards and improving the overall quality of school buildings. Also, the School's Governing body and Senior Management Team highlighted the project as a priority in the School's Building Development Plan.  Following a meeting of the AMP Consultation Group held on 18 <sup>th</sup> January 2012 the unanimous decision by the group was to recommend that the Directorate proceeded with the Window Replacement Scheme at Pedmore Technology College and Community School. The Director of Children's Services agreed to the programme at Capital Board that also took place on 8 <sup>th</sup> February 2012.  This section of new windows have reduced the overall condition backlog of the school, improved room temperatures and issues with solar gain, and also helped provide a stimulating learning environment for pupils, staff and the wider community.
<b>Have these Objectives been met?</b> (If "No" please provide explanation): Yes.

Signed by: Jane Porter ..... (Director)

Date: 14<sup>th</sup> February 2013

<b>Title of Scheme: Rebuild of Old Park Special School</b>
<b>Date of Executive / Cabinet approval: 2<sup>nd</sup> November 2005.</b> (i.e. inclusion in Capital Programme)
<b>Original Budget (at tender stage):..... £ 10.364m</b>  Planned Completion date:                      December 2011
<b>Outturn Cost (please indicate if still provisional):.....£ 9.319m (p)</b> <b>Actual completion date:</b> October 2011 for main project. The Rufford Pitch completion date was due on 9 <sup>th</sup> November 2012. Due to the extreme wet weather prior to Christmas and the snow after the project had to stop due to the ground being too saturated to work on. The project later resumed once the ground had dried out enough to work on.
<b>Variation from Original Budget:</b> Due to a very keen tender the project was delivered under budget. <b>Delay:</b> No Delay
<b>Reason for Cost Variation and / or Delay in Completion (please indicate if any variation has previously been reported to Executive / Cabinet):</b> The main project was completed ahead of the completion date and within budget.
<b>Original Objectives of Scheme (please indicate when and to whom these were reported):</b> The project, part funded through Targeted Capital Funding from the DCSF, aimed to create a new fit for purpose facility for Old Park Special School. The new school has been provided with a community size hydro pool, hoists and tracking to all classrooms and care rooms.
<b>Have these Objectives been met? (If "No" please provide explanation):</b> Yes

Signed by: Jane Porter ..... (Director)

Date: 6th June 2013.....

**Title of Scheme: Thorns Community College – Emergency accommodation project and demolition of the Phase 1 annexe block.**

**Date of Cabinet approval:** This project was funded from the Modernisation Grant which was approved on 13<sup>th</sup> Feb 2008. The emergency scheme was reported in September 2010 reference DCS/32/2010.

**Original Budget :** £650,000.

**Planned Completion date:** September 2010 for the temporary mobiles. February 2011 for the asbestos removal. April 2011 for the Annexe demolition. December 2011 for the provision of a new playground.

**Outturn Cost (still provisional):** £647,000.

**Actual completion date:** All completed on time

**Variation from Budget:** £3,000 under spent.

**Delay:** Not Applicable.

**Reason for Cost Variation and / or Delay in Completion (please indicate if any variation has previously been reported to Cabinet):**

This project ran to plan and to budget. There were no significant variations therefore the contingencies were not fully spent.

Cost variations were reported at regular intervals through PIT (Project Implementation Team).

**Original Objectives of Scheme (please indicate when and to whom these were reported):**

To provide temporary mobile teaching accommodation for the English and Humanities on-site to compensate for the general teaching areas lost by closing the Annexe building. The relocation of the teaching areas into these units will be necessary to ensure that the school has sufficient teaching accommodation until additional capital funding has been identified.

The Annexe provided approximately 30% of the total teaching area of the schools' accommodation. The Annexe building will be taken out of use immediately and demolished as soon as possible. The area will then be made good to compensate for the playground and netball/basket ball loss (where the temporary mobiles are sited). The chosen solution was to replace the block with mobile accommodation.

**Have these Objectives been met? (If "No" please provide explanation):**

Yes.

Signed by: Jane Porter ..... (Director)

Date: 6th June 2013

<b>Title of Scheme: Cradley High School – Demolition</b>
<b>Date of Cabinet approval:</b> 09/12/2009 (i.e. inclusion in Capital Programme) This project was funded from the Revenue budget and approved by Cabinet on the above date.
<b>Original Budget :</b> £450,000. <i>Following a lower than anticipated tender return the budget was reduced to £300,000.</i>  Planned Completion date: 3 <sup>rd</sup> September 2010
<b>Outturn Cost (still provisional):</b> £282,000.  Actual completion date: 27 <sup>th</sup> August 2010
<b>Variation from Budget:</b> Project completed £18,000 under budget. Delay: Not Applicable.
<b>Reason for Cost Variation and / or Delay in Completion (please indicate if any variation has previously been reported to Cabinet):</b>  This project ran to plan and to budget. There were no significant variations therefore the contingencies were not fully spent. The project was completed ahead of the agreed completion date and under budget.  Cost variations were reported at regular intervals through PIT (Project Implementation Team).
<b>Original Objectives of Scheme (please indicate when and to whom these were reported):</b>  Due to insufficient places in Dudley secondary schools the decision was made to close the Cradley High School.  A further decision was made to demolish the former Cradley High School due to the rising costs of maintaining the buildings.
<b>Have these Objectives been met? (If "No" please provide explanation):</b> Yes

Signed by: Jane Porter ..... (Director)

Date: 17<sup>th</sup> May 2013

<b>Title of Scheme: Blowers Green Primary School – Re-roofing project.</b>
<b>Date of Executive / Cabinet approval:</b> 09/02/2011 (i.e. inclusion in Capital Programme) This project was funded from the Capital Maintenance Grant approved by cabinet on the above date.
<b>Budget at Tender Stage:</b> £278,000 Planned Completion date: 18/01/2013
<b>Outturn Cost:</b> £256,000 Actual completion date: 08/02/2013
<b>Variation from Budget at Tender Stage:</b> - £22,000 Delay: 15 working days
<b>Reason for Cost Variation and / or Delay in Completion (please indicate if any variation has previously been reported to Executive / Cabinet):</b> Final Account has been agreed and the unspent contingency of £22,000 will be released back to the Capital Maintenance Grant budget. Cost variations were reported at regular intervals through PIT (Project Implementation Team).  An Extension of Time was requested and awarded due to adverse weather conditions.
<b>Original Objectives of Scheme (please indicate when and to whom these were reported):</b>  The project was prioritised through the Council's AMP (Asset Management Plan) Scoring Matrix mechanism that targets capital resources where they will have the greatest impact on raising educational Standards and improving the overall quality of school buildings. Also, the School's Governing body and Senior Management Team highlighted the project as a priority in the School's Building Development Plan.  Following a meeting of the AMP Consultation Group held on 18 <sup>th</sup> January 2012 the unanimous decision by the group was to recommend that the Directorate proceed with the Re-roofing Scheme at Blowers Green Primary School. The Director of Children's Services agreed to the programme at Capital Board that also took place on 8 <sup>th</sup> February 2012.  The completed project has offered a permanent solution to the roof failure and has provided a school environment that is equipped for 21st century teaching and learning.
<b>Have these Objectives been met? (If "No" please provide explanation):</b> Yes.

Signed by: Jane Porter ..... (Director)

Date: 6<sup>th</sup> June 2013.....



<b>Title of Scheme: Withymoor Primary School – New Entrance.</b>
<b>Date of Executive / Cabinet approval:</b> <i>May 2011</i> (i.e. inclusion in Capital Programme) This project was funded through identified school budgets; Devolved Capital, Delegated Budget and Pre School Trading Account Reserves.
<b>Budget at Tender Stage:</b> <i>£217,000</i>  Planned Completion date: <i>21/09/2012</i>
<b>Outturn Cost (still provisional):</b> <i>£221,000</i> Actual completion date: <i>21/09/2012</i>
<b>Variation from Budget at Tender Stage:</b> <i>£4,000</i> Delay: <i>Not applicable.</i>
<b>Reason for Cost Variation and / or Delay in Completion (please indicate if any variation has previously been reported to Executive / Cabinet):</b>  The project was completed on time and within the tender budget. The extra cost of £4,000.00 was for additional resurfacing works the school requested that was not included within the original Contract.  Cost variations were reported at regular intervals through PIT (Project Implementation Team).
<b>Original Objectives of Scheme (please indicate when and to whom these were reported):</b>  The existing main entrance appeared tired and not particularly welcoming. Therefore the Governors of Withymoor Primary School had expressed a desire for a more prominent main entrance that improves legibility and creates a focal point from the entrance drive. This project was subsequently highlighted as the school's top one building priority in the School's Building Development Plan.  The new entrance has provided a strong impression to visitors and prospective pupils alike and is regarded as key to the future success of the schools ability to provide the highest level of educational standards amidst increasing levels of competition for pupil places.
<b>Have these Objectives been met? (If "No" please provide explanation):</b> Yes.

Signed by: Jane Porter ..... (Director)

Date: 6<sup>th</sup> June 2013

---

**Meeting of the Cabinet –20 th June 2013**

**Corporate Quarterly Performance Management Report**

**Report of the Chief Executive**

**Purpose of Report**

1. To present the fourth Corporate Quarterly Performance Management Report for 2012/13, relating to performance for the period 1<sup>st</sup> Jan to 31<sup>st</sup> March 2013.

**Background**

2. The overriding purpose of the Corporate Quarterly Performance Management Report is to provide the Cabinet with a regular update on the management of services and performance levels being achieved within the Council, across the seven Council Plan thematic priorities. Prior to submission to Cabinet the report is scrutinised by the Corporate Performance Management, Efficiency and Effectiveness Committee.

3. The report contains the following sections:

**Section 1:** a brief introduction.

**Section 2:** a performance summary of key performance indicators and actions.

**Section 3:** more detailed progress on the key performance indicators and the key actions identified to determine our delivery of the Council Plan priorities.

**Section 4:** current sickness absence information for April 1<sup>st</sup> 2012 to March 31<sup>st</sup> 2013.

**Section 5:** corporate risk status report

**Section 6:** corporate customer feedback report

A full copy of the Quarterly Performance Management report is available on the Internet via the Committee Management Information System.

**Finance**

4. There are no direct financial implications.

### **Law**

5. The Council may do anything which is incidental to or conducive to or which facilitates the discharge of its functions under Section 111 of the Local Government Act, 1972.

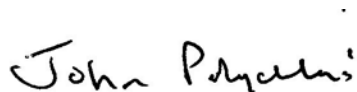
### **Equality Impact**

6. There are no special considerations to be made with regard to equality and diversity in noting and receiving this report.

The Corporate Quarterly Performance Management Report includes details of the performance of the Council Plan strategic objectives and priorities for children and young people.

### **Recommendation**

7. It is recommended that Cabinet
- 1) Receives the Corporate Quarterly Performance Report and approves its content.
  - 2) That Cabinet note that the report has been referred to Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee for consideration.



John Polychronakis  
Chief Executive

Contact Officers: Geoff Thomas ext 5270 / Michael Wooldridge ext 4737

## Corporate quarterly performance report **2012-2013**

---

**Quarter 4**

(Jan 1<sup>st</sup> 2013 to March 31<sup>st</sup> 2013)

## Contents

---

**Section 1:** Introduction **Page 3**

**Section 2:** Performance summary **Page 4**

**Section 3:** Reporting on Council Action Plan Priorities

Young People **Page 7**

Regeneration, skills and employment **Page 10**

Tackling crime, fear of crime and anti-social behaviour **Page 16**

Caring for the elderly and vulnerable **Page 19**

Health and Well-being **Page 21**

Cleaner, greener and environmentally friendly **Page 24**

People being served better **Page 29**

**Section 4:** Sickness Absence **Page 35**

**Section 5:** Corporate Risks **Page 36**

**Section 6:** Corporate Customer Feedback **Page 37**

Appendix 1: **Page 41**

## Section 1: Introduction

---

This Quarterly Corporate Performance Management Report highlights performance for the period January 1<sup>st</sup> 2013 to March 31<sup>st</sup> 2013. It provides specific information detailed in the Council Plan 2013, relating to performance indicators and key actions.

Our key objectives are:

- To aim to be amongst the best local authorities in Britain
- To regularly punch our weight as one of the largest local authorities in Britain
- To be at the forefront of new ideas, as one of the most innovative local authorities in Britain

The main body of the report focuses on the seven priorities contained in the Council Action Plan and provides a detailed review of the progress of the key performance indicators and activities contained within the plan.

The scorecards show performance for the;

- Reporting Quarter
- The score symbol status denotes performance against set targets.
- The trend symbol status compares latest performance against previous reporting frequency.

The score status symbol employed for performance indicators as follows;

- ★ Where performance exceeds the target tolerance
- 🟡 Where performance is on target and in the upper half tolerance
- 🟢 Where performance is on target and in the lower half tolerance
- 🔴 Where performance is below the target tolerance

Short term trend status symbol employed as follows;

- ➡ Performance is improved against previous reporting frequency
- ➡ Performance is consistent against previous reporting frequency
- ➡ Performance is worse against previous reporting frequency

The status symbol employed for performance against key actions as follows;

- ★ Excellent progress/ ahead of schedule against completion date / milestone
- ✓ Good progress/on schedule against completion date/ milestone
- 🔴 Fair progress/ behind schedule against completion date/ milestone

Following consideration by the Cabinet, this report will be made available to the public via the internet.

Section 2: Performance Summary

Overview for quarterly reported performance indicators and key actions.  
Number of quarterly performance indicators in this quarter: **37**  
Number of key actions due for reporting this quarter: **98**

Performance Indicators status  
(see Chart 1)

★ 13

Exceeds target

🟡 8

On target upper tolerance

🟢 4

On target lower tolerance

🔴 12

Below target

Short term trend status  
(see Chart 2)

📈 15

Short-term trend Improved

➡ 1

Short-term trend Consistent

📉 21

Short-term trend Worse

Chart 1: Performance indicator summary

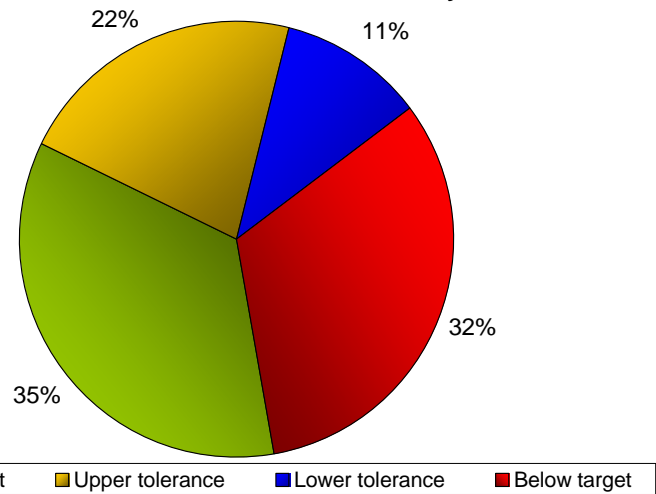
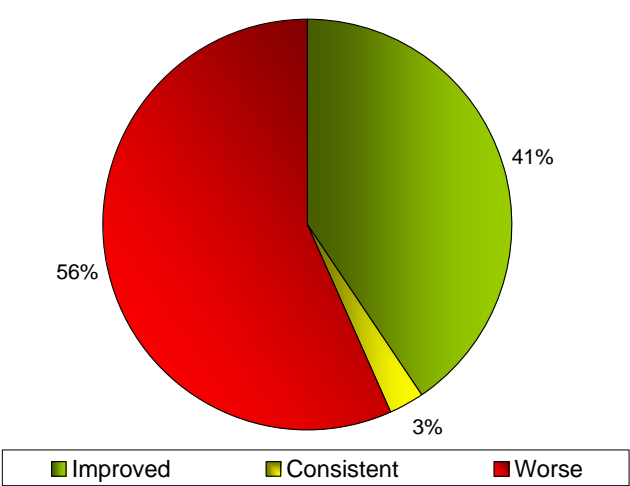


Chart 2: Short-term trend



Status: **68%** of 37 quarterly reported performance indicators either on target or exceeding target. Previous year resulted in 75% of 40 quarterly reported performance indicators either on target or exceeding target.

Status: **56%** of performance indicators showing a worsening short-term trend with previous reporting frequency.

Action plan status: **96%** of key actions progressing either on target or ahead to action plan milestones.

Action plan progress status

★ 5

Excellent progress  
Ahead of schedule

✓ 91

Good progress  
On schedule

🔴 2

Fair progress  
Behind schedule

## Section 2: Performance Summary cont'd















































The following tables show performance indicators;

- Where the score status is below target, including its respective short-term trend
- All performance indicators with a trend status worsening, including its respective score status during this financial year.

Performance indicators below target ▲ (see chart 1~ page 4)	Q2 trend	Q3 trend	Q4 trend	Priority & reference to comments
<b>PI 432:</b> Number of Looked after children per 10,000 of the child population	↘	↗	↘	Young People (see exception comments on page 7)
<b>PI 154:</b> Care leavers in employment, education and training (%)	↗	↘	↘	
<b>PI 434:</b> Average time (days) to match a child to an adoptive family	↘	↗	↘	
<b>PI 406:</b> Total number of Credit Union members	↘	↗	↗	Regeneration, skills and employment (see exception comments on page 10)
<b>PI 170:</b> Credit Union loan to share ratio	↘	↗	↘	
<b>PI 323:</b> Number of households living in Temporary Accommodation	↘	↘	↘	Health and Well-being (see exception comments on page 21)
<b>PI 348:</b> % of household waste sent for reuse, recycling and composting	↗	↘	↘	Cleaner, greener and environmentally friendly (see exception comments on page 24)
<b>PI 195:</b> Improved street & environmental cleanliness- Fly posting	-	→	↘	
<b>PI 355:</b> Private sector dwellings used/ demolished	↗	↘	↘	
<b>PI 145:</b> Average number of days lost per lost time accident at work	↘	↗	↗	People being served better (see exception comments on page 29)
<b>PI 35:</b> % of employees declaring they have a disability	↘	→	→	
<b>PI 418:</b> Local authority working days/ shifts lost per FTE due to sickness absence	↗	↘	↗	



## Section 2: Performance Summary cont'd

Performance indicators with two consecutive periods of worsening trend  	Q1 Status	Q2 Status	Q3 Status	Q4 Status	Priority & reference to comments
<b>PI 258:</b> Number of lost time accidents at work					People being served better
<b>PI 7:</b> Number of adults engaged informal learning or events					Regeneration, skills and employment
<b>PI 325:</b> Number of adults in English and maths programmes					
<b>PI 334:</b> Number of reported incidents of anti social behaviour					Tackling crime, fear of crime and Anti-social behaviour
<b>PI 433:</b> Number of children subject to child protection plan per 10,000 of number of child population					Young people: <i>This number is rising as a probable reflection of increasing professional awareness of indicators of abuse and effect of early intervention work in identifying at an early stage.</i>
<b>PI 405:</b> Total number of adults participating in learning					Regeneration, skills and employment
<b>PI 348:</b> Percentage of household waste sent for reuse, recycling and composting					Cleaner, greener and environmentally friendly (see exception comments on page 24)
<b>PI 170:</b> Credit Union share to loan ratio					Regeneration, skills and employment
<b>PI 154:</b> Care leavers in employment, education and training (%)					Young people: (see exception comments on page 7)
<b>PI 323:</b> Number of households living in Temporary Accommodation					Health and Well-being (see exception comments on page 21)
<b>PI 355:</b> Private Sector dwellings used/demolished					Cleaner, greener and environmentally friendly (see exception comments on page 24)

## Section 3: Council plan 2012-13 priorities

Young people

Performance Indicators status



1

Exceeds target



0

On target upper tolerance



2

On target lower tolerance



3

Below target

### Young People: Performance indicator scorecard

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Scrutiny Committee	Trend
DCS	PI 349	Percentage of initial assessments for children's social care carried out <10 working days.	58.8%	72.5%	62.9%	66.6%	73.2%	69.3%	Children's Services	
DCS	PI 187	First time entrants to the Youth Justice System aged 10-17 years.	N/A	471	120	207	287	380		
DCS	PI 432	Number of Looked After Children per 10,000 of the child population.	104.9	98.8	104.9	108.71	105.8	109.2		
DCS	PI 154	Care leavers in employment, education and training (Percentage)	52.60%	65%	50%	66.8%	54.5%	50%		
DCS	PI 433	Number of children subject to child protection plan Per 10,000 of Number of child population	33.3	36	29.6	32.1	33.5	36.6		
DCS	PI 434	Average time (days) to match a child to an adoptive family.	N/A	213	174	273	239	299		

#### Comments:

**PI 154:** Qtr 4 - 4 children out of 8 in education, training or employment 50% Year to Date – 20 children out of 34 in education, training or employment 58.8%

**PI 432:** The number of new admissions has not risen significantly, but children in 5-9 age groups particularly are staying in care longer due to complex challenges they are presenting. We are seeing an increase in the number of 10-15 year olds requiring intervention.

**PI 434:** In the cohort of children, who were adopted, there were 3 children who took a longer period of time to be matched with adopters and this adversely affected the figures. All 3 children became looked after in 2008 and after extensive searches for adopters their foster carers, with whom they had been placed for the whole of this period, came forward as wishing to adopt these children. This was deemed to be the right placements for the children and now the Government is keen to encourage fostering for adopters. These were all children with complex histories and particularly challenging behaviour.

This has to be set in the context of a national shortage of adopters to meet the numbers of children waiting.

Performance in Dudley for Adoption for 2012/13 has been excellent with 30 children being adopted, which is the highest number we have ever achieved.

## Young people: Action plan progress

### Objective 1 Improve outcomes for all children and young people

Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
YP1a (A15)	Improve outcomes for children aged 0-11 (early years and primary)	✓	Review of the impact of LA support to some schools indicates that most have made improvement and many have done so at a faster rate than the Dudley averages. Consequently, it is hoped that this improvement will be evidenced in the 2013 statutory test results. Early Years Foundation Stage (EYFS) - Training has been provided throughout the year covering the revised framework including the new assessment and recording aspects for Private, Voluntary and Maintained Early Years providers. Dudley childcare providers currently have the 2nd highest OfSTED results in the country with 93% rated good or outstanding. Training has been provided in the new Early Years Curriculum, assessment and recording aspects for Private, Voluntary and Maintained Early Years providers. Training has been provided for the new Spelling, Punctuation and Grammar test (SPAG) being administered to all Year 6 children this year for the first time. Data about this test will not form part of the performance tables in 2013.	Dave Perrett DCS
YP1b (A16)	Improve outcomes for children and young people aged 11-19 years (or aged 25 for those with disabilities)	⚠	Validated data confirmed that the 2011-12 results showed that Dudley was 2.4% below the national average for pupils achieving 5A*-C (including English and maths) grades. The performance of pupils eligible for free school meals remains below that of their peers in Dudley. However, the performance of looked After Children was well above the national average. Most secondary schools have procured support to improve their outcomes from alternative providers and consequently the LA has little front line support working in schools to help improve outcomes. Where support is provided self review and OFSTED inspection feedback is positive about the impact it is having.	Dave Perrett DCS
YP1c (A17)	Improve the educational attainment of Looked After Children (LAC)	★	KS2 Results Level 4 English 2011 = 50% (Nat 54%) 2012 = 69% (Nat 60%) Level 4 Maths 2011 = 46% (Nat 52%) 2012 = 74% (Nat 56%) Level 4 Maths and Eng 2011 = 42% (Nat 43%) 2012 = 63% (Nat 50%) All this clearly demonstrates the remarkable progress Dudley Looked After Children of all ages have made in their academic progress.	Dave Perrett DCS

Objective 2 Ensure that vulnerable children and young people are safe from maltreatment and neglect				
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
YP2a (A13)	Ensure that vulnerable children and young people are safe from maltreatment and neglect	✓	Revised "Working Together" has been published .Capacity within IRO service has been maintained and extended capacity within Family group conferencing service .The family intervention team has been fully established and is actively working with families identified from the troubled families initiative and those on the edge of care .Early intervention panels have lead officers nominated in every township working with nominated officers from partners to screen and assess and action referrals of families causing concern	Pauline Sharratt DCS
YP2b (A14)	Ensure that Looked After Children (LAC) have good care, security, stability and achieve the best possible outcomes	✓	Standards of care in children's homes continue to be judged by OFSTED as good and outstanding on re-inspection. The action plan arising from fostering inspection has been implemented enhancing carer support and training." Keep Programme" to support carers in management of challenging behaviour has been rolled out and new programme for adopters implemented .Carers centre further developed to provide support to carers and activities for children and young people .Adoption support grant has funded training to adoption and district staff to improve report writing ,analysis and risk management .Peer review now planned for May /June to focus on care practice .Additional capacity has been funded by health commissioners for general health support but changes to funding of Looked after Children (LAC), child and adolescents mental health service (CAHMS) commission will require a review of how the service is provided in future.	Pauline Sharratt DCS
Objective 3 To increase participation in leisure, recreational and cultural activities for learning, health improvement, socialising and personal growth				
YP3a (A59)	Provision of a range of, and the development and enhancement of new/additional, cultural and leisure facilities and services	✓	Work on air handling plant completed at Crystal Leisure Centre and at Dudley Leisure Centre. Support given to Friends Groups who seek to bid for funds to improve their facilities and their programmes of activities. Park Ranger team have joined Sport and Physical Activity Section and the programme of activities is being refined. Closer links will be forged with Public Health in future developments linked to the health agenda.	Andy Webb DUE

**Regeneration, skills and employment : Performance indicator scorecard**

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Scrutiny Committee	Trend
ACL	PI 7	Individual adult Informal interventions/events: attendances	2628	1350	2054 ★	3393 ★	3965 ★	4237 ★	Regeneration, Culture & Adult Education	↓
ACL	PI 329	Number gaining employment	158	50	32 ★	58 ★	72 ●	101 ●		↑
ACL	PI 325	Number of Adults in English and Maths programmes	642	500	308 ★	577 ★	741 ★	762 ●		↓
ACL	PI 405	Total number of Adults participating in learning	5973	6000	1944 ★	3481 ★	4793 ●	5891 ●		↓
ACL	PI 424	Number of learners in IT programmes	964	1200	229 ★	360 ●	544 ★	1244 ●		↑
ACL	PI 425	Number of adults participating in family learning	1689	1200	288 ●	628 ●	1022 ★	1402 ★		↓
CEX	PI 406	Total number of Credit Union members	3959	4300	3877 ●	3486 ▲	3596 ▲	3715 ▲		↑
CEX	PI 170	Credit Union share to loan ratio	89	80	84 ●	76.08 ●	80.51 ●	71 ▲		↓
CEX	PI 280	Number of working age people in the borough claiming Job Seekers Allowance (JSA)	10352	< 9722	10071 ●	10256 ●	10064 ●	10351 ●		↓
CEX	PI 79	Percentage working age people claiming Job Seekers Allowance (JSA)	5.4%	5%	5.2% ●	5.3% ●	5.2% ●	5.3% ●		↓

**Comments:**

**PI 406:** - Clearance of dormant accounts conducted halfway through quarter to ensure accuracy of live accounts figure.

**PI 170:** - Naturally slow post Christmas period combined with a more cautious attitude to lending in order to reduce exposure to bad debt risk.

## Regeneration, skills and employment: Performance indicator Annual scorecard

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Financial Year 2012-13		Scrutiny Committee	Trend
					Actual	Score		
ACL	PI 315	Number of adults in pre-entry and entry level ESOL classes	287	250	256	●	Regeneration, Culture & Adult Education	↓
DUE	PI 285	Number of sites identified & where appropriate, actively promoted to attract inward invest (ERT001)	15	20	20	●		↑
DUE	PI 287	Number of strategic company engagements (DUE ERT002)	52	60	60	●		↑
ACL	PI 9	% of qualifications achieving against entries	95	95	84	▲		↓

**Comments: PI 9:** - Academic yearly target - anticipated to reach target at end of the academic year (July)

## Regeneration, skills and employment: Action plan progress

Objective 1 To create a thriving local enterprise economy				
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
RE1a (A19)	To work with partner agencies to ensure those wishing to establish new enterprises have access to maximum support	✓	Cabinet approval secured in March 2013 to enter into Collaboration Agreements with other Black Country authorities and enable the delivery of the following projects to support new investors and existing businesses: 1. Black Country Business Property Investment Programme European Regional Development Fund (ERDF) 2. Black Country Growth Opportunities, Local Delivery ERDF 3. Black Country Technical Assistance for Future rounds of Regional Growth Fund (ERDF)	Rupert Dugdale DUE
RE1b (A20)	To support a thriving local enterprise economy through effective regulation	✓	100% high and medium risk premises inspections that were due a food standards inspection were carried out. (203) 100% of rogue traders identified and tackled following consumer complaints or intelligence received. Trading Standards seized counterfeit goods to the value of £130,000.	Nick Powell DUE
Objective 2 To increase the contribution of creative industries and the visitor economy to the economic regeneration of the borough				
RE2a (A21)	Implementation of the Borough Visitor Economy Strategy	✓	Focus is through the Dudley Attractions Group and the Visit Black Country Partnership. Tourism governance arrangements are under review.	Sally Orton DUE
RE2b (A22)	Protect, preserve and promote the uniqueness of the borough through its historic assets, glass and geological heritage	✓	Priory Park works commenced that will significantly enhance the park and historic features. Feasibility and external funding options for the White House Cone Site in progress to support glass aspirations.	Sally Orton DUE
RE2c (A23)	Seek to develop/ provide affordable studio space in the borough for creative industries	✓	Active interest from prospective tenants at Red House Cone keeping pace with current vacancies. Development of the Stuart shop buildings progressing well.	Duncan Lowndes DUE

Objective 3 To increase the number of higher-value businesses attracted to the borough				
Ref (spectrum)	Key Activities	Status	Progress	Lead Officer
RE3a (A24)	To work proactively with the development industry and business community to promote Dudley as a location for new investment and to facilitate the growth of existing businesses.	✓	Cabinet approval secured in March 2013 to enter into an Agreement with other Black Country authorities to enable the delivery of the Regional Growth Fund Round 3 Programme bid in 2013/14. Specific outputs for businesses within Dudley Borough as part of this bid include providing support to seven local businesses seeking grant funding. Provisional outputs, at a Borough level, include: Total direct jobs created: 83 Total jobs safeguarded: 141 Total indirect jobs created: 10 Total indirect jobs safeguarded: 7	Rupert Dugdale DUE
Objective 4 Improve the vibrancy and attractiveness of the Borough's town centres				
RE4a (A25)	To deliver the regeneration framework for the borough through Area Action Plans and Development Strategy Development Plan	✓	Production of Local Development Framework documents is on target in line with the Local Development Scheme. These plans provide the framework for development across the Borough ensuring that we protect nature conservation and historic conservation interest whilst also ensuring that we have an adequate supply of new employment and housing sites to meet the needs of existing residents and to support the aim of attracting new residents to the Borough.	Helen Martin DUE
RE4b (A26)	To deliver Area Action Plans for the town centre's of Brierley Hill, Halesowen and Stourbridge in accordance with approved Local Development Scheme	✓	Brierley Hill Area Action Plan - Adopted. This supports the allocation in the Black Country Core Strategy of Brierley Hill as the new strategic centre but providing a more detailed framework for the growth in the area which will see 3000 new homes, new office space and considerable expansion of the comparison (i.e. non food) retail offer. Stourbridge Area Action Plan - Examination in Public taking place on 21st and 22nd May 2013. Adoption later in year. Halesowen Area Action Plan - being considered underwritten representations in parallel with the Stourbridge Area Action Plan. Adoption later in year. The Stourbridge and Halesowen plans provide a similar framework identifying opportunity sites as areas for change and setting out the visions for those centres to guide development up until 2026.	Helen Martin DUE







Objective 4 Continued				
Ref (spectrum)	Key Activities	Status	Progress	Lead Officer
RE4c (A27)	To deliver actions against the existing Area Development Framework for Dudley Town Centre, Brierley Hill Area Action Plan, and emerging action plans for Stourbridge and Halesowen.	✓	<p>Dudley Townscape Heritage Initiative (THI): Work is complete on the 270-272 Castle Street &amp; Charlton House projects and work has commenced on the landmark Co-op building. Work on the refurbishment of Holloway Chambers is well underway. Refurbishment proposals for the former Carvers Café building are well underway with a planning application submitted. Dudley Market Place; the revised Outline bid for European Regional Development Fund (ERDF) funds has been approved by the Department for Communities and Local Government (DCLG) and a planning application for the scheme will be submitted in Q4 2012/13. The Council and New Heritage Regeneration are working with the potential developers of 3 major foodstores in the Town Centre (Cavendish and Falcon House projects) in respect of which 2 planning applications have been approved in full and 1 in outline.</p> <p>Castle Hill: Work is 50% complete on the construction of the Archive project and Tipton Road Access, refurbishment of the Zoo chairlift works are complete. Planning permission has been granted for the access and car parking infrastructure for the site. Brierley Hill: Following approval by Cabinet in March 2012, detailed proposals are being prepared for a Local Enterprise Zone for The Waterfront. The Council and New Heritage Regeneration are working with Brierley Hill Churches Together on the proposed Crossway Community Services Hub. The Council is continuing close liaison with the business community to ensure that the positive benefits of the Crown Centre are achieved.</p>	Rupert Dugdale DUE
Objective 5 To increase the number of people in the borough able to access training and job opportunities, leading to sustained employment.				
RE5a (A28)	Working with partners and other agencies to reduce levels of worklessness by supporting local people into jobs through the provision of employability skills and training.	✓	Confidentiality Agreements with all three Prime Contractors responsible for delivery of the Government's Work Programme are currently awaiting 'sign off' by the Department for Work and Pensions/Jobcentre Plus. Once agreed, the Council and its partners will be able to better understand the performance of the new Welfare to Work programme at a local level in tackling long-term unemployment.	Rupert Dugdale DUE
RE5b (A29)	Provide targeted learning support for adults to enable them to get back into learning and enhance their skills and employment prospects	★	762 individual adults took part in English and maths programmes, The first cohort of Levels 1 and 2 English and Maths Functional Skills have been submitted to City and Guilds for external marking. Positive feedback has been received from learners about the new qualifications.	Kate Millin DACHS



















Objective 5 -		Continued		
Ref (spectrum)	Key Activities	Status	Progress	Lead Officer
RE5c (A30)	Work with children and families to develop their learning and skills and future employment prospects	✓	1402 adults in family learning. A new programme has been developed at Hawbush Primary School to celebrate the brand new school building and reflect and record memories on the local history and the transition from the old building. A Keeping up with the Children course has been offered at The Ridge Primary school with parents who are keen to support their child's learning. Family Learning have been working in partnership with Children's Centres to deliver a parenting programme to vulnerable families identified through Family Support.	Kate Millin DACHS
RE5d (A31)	Provide learning, events, materials and locations that support and promote individual well-being and personal enrichment	✓	Excellent work around community cohesion in a Dance and Drama project with Adult Community Learning (ACL) and Halas Homes – 15 service users supported by ACL to perform a play about 'love and relationships' to 100 older people who attended an afternoon coffee club at Hasbury Methodist Church. • Sheltered Housing Partnership – supported Age UK. 5 chair based exercise taking place in sheltered housing schemes.	Kate Millin DACHS
<b>Objective 6</b> To alleviate hardship suffered by households resulting from low incomes and vulnerable to changes with the economy				
RE6a (A32)	Castle & Crystal Credit Union to provide efficient and cost effective financial services, offering loans through the Growth Fund.	✓	Offer is in the form of a loan as opposed to a grant hence unable to progress further however with our new on line joining facility via new website coupled with proposed general marketing roadshows we have planned should hopefully help to raise our profile within this part of the borough	Dharminder Dhaliwal CEX
RE6b (A33)	Develop financial inclusion strategy by March 2013 which identifies initiatives and actions to support protected groups	✓	completed	CEX Geoff Thomas
<b>Objective 7</b> Improve and maintain the environmental quality and security of the surroundings of tourist attractions, retail areas and business parks				
RE7a (A34)	To work with local businesses and the community in the improvement and maintenance of local town centres and the local environment	✓	The Street Cleansing team continue to support over 40 community groups to undertake litter picks, by providing the necessary equipment and by disposing of the waste collected. Over 70 individual community litter pick events have taken place throughout the year as part of the 'Love Your Community' campaign.	Garry Dean DUE

Objective 8 Improve the transport network.				
Ref (spectrum)	Key Activities	Status	Progress	Lead Officer
RE8a (A35)	To ensure that the local highway infrastructure is developed effectively to reduce congestion, maximise safety and increase access throughout the Borough to national networks.	✓	Annual highway programme substantially completed on target. Any outstanding works will be completed during first quarter of the new financial year. Programme in this case consists of "Quick Wins" improvements primarily to traffic signals. Safety schemes such as pedestrian crossings etc and the conclusion of the Burnt Tree Major Scheme.	Martyn Holloway DUE
Objective 9 Improve the variety of local housing development.				
RE9a (A36)	To monitor the implementation of the Joint Core Strategy annually	✓	Annual Monitoring report produced in December 2012. Joint monitoring with Black Country Authorities ongoing. This allows the Local Planning Authority to assess whether the plans and the policies within them are delivering the expected outcomes, for example whether or not the number of affordable homes required by policy has been delivered.	Helen Martin DUE

Tackling crime, fear of crime & anti-social behaviour  
Performance Indicators status

 **4** Exceeds target    
  **2** On target upper tolerance    
  **0** On target lower tolerance    
  **0** Below target

**Tackling crime, fear of crime and anti-social behaviour: Performance indicator scorecard**

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Scrutiny Committee	Trend
CEX	PI 340	Overall Recorded Crime	8244	<8244	1813 	3701 	5735 	7521 	Community Safety & Community Services	
CEX	PI 281	Number of assaults with less serious injury.	1295	<1295	285 	599 	850 	1100 		
CEX	PI 335	Number of reported incidents of criminal damage.	N/A	2952	587 	1246 	1898 	2363 		
CEX	PI 334	Number of reported incidents of anti social behaviour	441	<441	140 	293 	378 	446 		
CEX	PI 121	Number of Adult drug users into effective treatment.	1092	1090	1072 	1100 	1099 	1111 		
CEX	PI 282	Number of serious acquisitive crimes recorded	3416	3420	804 	1542 	2424 	3031 		

**Comments:**

**PI 335:** Source Data Police Performance Portal. Please note data has not been backdated as a result of boundary changes in so will not reflect true figure. Performance does remain strong.

**PI 121:** This is provisional figure to end of February 2013, Quarter 4 confirmed not yet available.

**PI 282:** Source Data Police Performance Portal. Please note data has not been backdated as a result of boundary changes in so will not reflect true figure. Performance does remain strong.

## Tackling crime, fear of crime and anti-social behaviour: Action plan progress

### Objective 1 Crime reduction: To maintain low levels of crime and seek opportunities to further reduce crime where possible

Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
TA1a (A37)	Contribute to the effective delivery of Integrated Offender Management	★	Robust IOM has contributed to exceptional reduced reoffending rates	Sue Haywood CEX
TA1b (A38)	To continue to improve security on local authority car parks through Park Mark Awards	✓	Parking Services successfully achieved re-accreditation of its 16 Safer Parking Awards during the year, receiving an additional award for Bank Street car park, Brierley Hill.	Garry Dean DUE
TA1c (A39)	Improve awareness and reporting of, and responses to, hate crime	✓	Work with partners in the police and the third sector have continued to promote wider awareness of reporting arrangements in line with the revised policy	Geoff Thomas CEX
TA1d (A40)	Improve awareness of domestic abuse amongst those communities which have low reporting rates with the aim of increasing reporting	✓	Implementation of the new action plan is proceeding following approval of the plan at Safe and Sound	Geoff Thomas CEX

### Objective 2 Anti social behaviour: Contribute to the reduction of the number of anti social behaviour incidents reported within the borough







TA2a (A41)	Provide support and where appropriate co-ordinate partnership activities to reduce the level of risk of harm in identified cases anti social behaviour, noise and hate incidents	✓	Ongoing. Regular contact maintained with all complainants'	Andy Winning CEX
TA2b (A42)	Develop and ensure implementation of process to clearly identify vulnerable victims and to provide support and interventions to vulnerable victims and witnesses	✓	High vulnerability cases prioritised.	Andy Winning CEX

### Objective 3 Drugs and alcohol: Increase the number of adults who misuse substances into treatment in order to improve health and crime reduction

TA3a (A43)	Ensure effective delivery of commissioned services	★	The adult drug and alcohol services all have contracts/service level agreements with performance data and also have to provide information to national data collecting, National drug treatment monitoring system (NDTMS) and DIRweb. Quarterly Service Level Agreement meeting take place and bi-monthly meetings with service manager and Commissioner. The tendering process for contracts to commence on 1st April 2014 is on target.	Elaine Hopwood Dee Russell CEX
TA3b (A44)	Increase the use of Criminal Justice Interventions in respect of alcohol misuse where alcohol misuse has been a feature of offending (Alcohol Arrest Referral Scheme/Penalty Notice Disorder Waivers – Alcohol)	✓	Pathways and processes are in place but there still needs to be work done with partners to promote awareness that pathways are in place and ensure that they are being used robustly	Elaine Hopwood Dee Russell CEX

Objective 4 Children and young people substance misuse				
Ref (spectrum)	Key Activities	Status	Progress	Lead Officer
TA4a (A45)	Ensure effective delivery of commissioned services	✓	The Zone is monitored through quarterly Service Level Agreement meetings using local data and reports produced by the National Drug Treatment Monitoring System. Monthly meetings are also held with service provider. Full tendering process is being undertaken to include adult, young people drug and alcohol services with a view to new contracts being awarded 2014.	Audrey Heer CEX
TA4b (A46)	Ensure that a referral process is in place and implemented for those children and young people leaving specialist treatment and in need of other services on exit	★	Current data available for Qtr 3 2012/13. 100% of young people who left treatment in an agreed and planned way were referred back/on to other YP targeted or universal services for ongoing support. The national figure is 65%.	Audrey Heer CEX
TA4c (A47)	Reduce harm on children by limiting the access to alcohol and tobacco	✓	Test Purchases for alcohol were carried out at 123 premises resulting in 11 sales and 5 license reviews were requested. Test Purchases for tobacco were carried out at 83 premises resulting in 3 sales with 3 prosecutions (pending). Age restricted product enforcement work to continue with the support of and in conjunction with Public Health.	Nick Powell DUE

## Caring for the elderly and vulnerable: Performance indicator Annual scorecard




Directorate	Ref	Definition	11/12 Actual	12/13 Target	Financial Year 2012-13		Scrutiny Committee	Trend
					Actual	Score		
DACHS	PI 478	ASCOF1B - The proportion of people who use services who have control over their daily life	78.8%	80%	74.7% Provisional		Health & Adult Social Care	
DACHS	PI.473	ASCOF1A - Social care-related quality of life	19.2%	20%	19.2% Provisional			
DACHS	PI.511	ASCOF3D - The proportion of people who use services and carers who find it easy to find information	79.3%	80%	73.6% Provisional			

### Comments:

**PI 478 / PI 473 / PI 511:** - Figures are provisional until the final returns have been validated and submitted back to IC on 24th May 2013.

## Caring for the elderly and vulnerable: Action plan progress

### Objective 1 To ensure that people who use care and support services are able to live independently within their community

Ref (spectrum)	Key Activities	Status	Progress	Lead Officer
CV1a (A60)	To delay or reduce the need for care and support and to provide a service which supports independence and quality of life.		A staff guide to the rehabilitation and community services offered in Dudley was produced and circulated. It explains services in detail, referral processes, criteria etc. Transfer process for long term care from internal to external providers has released 165 hours this quarter as capacity for internal focus on short emergency and specialist care provision.	Maggie Venables DACHS
CV1b (A61)	To provide information, advice and guidance which is clear, and supports people to make informed decisions about the service they need		ASC work with Marcomms has seen revitalised a series of information booklets for the public covering the main areas of support provided through ASC. This quarter saw delivery of new fair charging policy leaflets. For the first 3 quarters 2012/13, 21.8% of all incoming calls answered were classified as signposting. For the last quarter 2012/13 only, this percentage has increased to 27.7%. Linkages to Making it Real have established relevance of my support to future direction of Adult Social Care and working group has been re-established to deliver this service to people of Dudley. Delivery of newsletter to everyone on the special needs register updating them on local and national issues. Intention to make this a quarterly production.	Maggie Venables DACHS
CV1c (A62)	Develop a Health Watch to strengthen awareness of impact of Health and Social Care Activity		DCVS appointed as successful provider organisation. Appointment of board and governance approaches is being developed. Contract monitoring arrangements have commenced.	Brendan Clifford DACHS

<b>Objective 2 Improve people's mental health and wellbeing to ensure vulnerable people are safeguarded</b>				
<b>Ref</b> (spectrum)	<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Lead Officer</b>
CV2a (A63)	Lead, steer and monitor overall safeguarding strategy and process	✓	A staff guide to the rehabilitation and community services offered in Dudley was produced and circulated. It explains services in detail, referral processes, criteria etc. Transfer process for long term care from internal to external providers has released 165 hours this quarter as capacity for internal focus on short emergency and specialist care provision.	Matt Bowsher DACHS
CV2b (A64)	Ensure Mental Health partnerships work within available resource reflecting Directorate priorities and needs of residents in Dudley	✓	Out of hour's service operational. Personalisation Mental Health lead appointed. Section 75 review completed	Matt Bowsher DACHS
CV2c (A65)	Further develop the model of dementia gateways and actively contribute to the Dementia Care Strategy 2012.	✓	Refurbishment of Brettle Lane Centre gateway commenced. Dementia Friendly Community Strategy has been approved by lead member for Adult Social Care Services to work with 'Equip for Change' to work with the wider public to develop an information tool to support communities being safer for people with dementia. Dementia Strategy to be presented to Health and wellbeing board (HWBB) in April 2013. DMBC Adult Social Care Services signed up to the national dementia declaration which aims to transform the quality of life for people with dementia.	Maggie Venables DACHS
<b>Objective 3 To enable people to live in homes appropriate to their needs and wishes</b>				
CV3a (A66)	To work with our strategic partner - Midland Heart - to complete the remaining Extra Care schemes.	✓	Start on site for end of March 13 achieved at the former Cradley High School scheme. On-going pre-app discussions regarding the Stourbridge scheme.	Ron Sims DACHS
CV3b (A67)	To provide advice and assistance through the Dudley Home Improvement Service to secure the repair, improvement and adaptation of homes in the private sector	✓	Assistance continues to be provided to vulnerable owner occupiers. Successful Warm Homes Healthy People initiative run through winter funded by Department of Energy and Climate Change (DECC), Department of Health and Foundations. Bid for funding from Dudley Clinical Commissioning Group (Joint Initiative Bid) was unsuccessful. Nominated for National Home Improvement Service Award 2012. Results due in April 2013.	Ron Sims DACHS
CV3c (A68)	Develop affordable housing provision such as extra care housing to meet needs of an ageing population	✓	Start on site for end of March 13 achieved at the former Cradley High School scheme. On-going pre-app discussions regarding the Stourbridge scheme.	Andrea Pope-Smith DACHS

### Health and Well-being: Performance indicator scorecard

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Scrutiny Committee	Trend
DACHS	PI 293	Number of people where homelessness is prevented by intervention by DMBC or partner agency.	645	550	133	280	406	577	Health & Adult Social Care	↑
					●	●	●	●		
DACHS	PI 323	Number of households living in Temporary Accommodation.	36	35	44	47	52	55	Health & Adult Social Care	↓
					▲	▲	▲	▲		

#### Comments:

**PI 323:** The number of households in temporary accommodation has increased from 52 at the end of December to 55 (including 5 in DV refuge) at the end of March. Only two were in bed & breakfast. There were 48 accommodated in mainstream housing stock, but in non secure tenancies. Of these, 26 are people to whom we have full homelessness duties, but who have a poor tenancy history. They are placed in accommodation that will be suitable long term once they have demonstrated that they can comply with our tenancy conditions with any necessary support. There are a further 6 who will be seeking their own accommodation, and only 16 are under assessment or waiting to be re-housed. Performance is therefore better than the figures may suggest, and our priority is to manage the turnover as efficiently as possible. Also see appendix one; briefing note for “ Use of Temporary Accommodation for Homeless Households”

### Health and Well-being: Action plan progress

#### Objective 1 To reduce levels of obesity among people

Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
HW1a (A69)	To increase the proportion of physical active adults and children	✓	Results from the Sport England Active People Survey 6 (APS6) published during quarter 3 show no change in levels of participation – 3 x 30 minutes a week. 18% of the adult population are recorded as participating in 3 x 30 minutes per week. 28% of adults are reported as participating 1 x 30 minutes per week. In general local research into participation rates disputes these national statistics and presents a picture of much higher levels of participation. The Healthy Towns research captures these higher levels of participation.	Andy Webb DUE

#### Objective 2 Improve people's physical health

HW2a (A70)	Ensure access to clean and safe food and water and safe places of work	✓	89% food establishments in the Borough are broadly compliant with food hygiene law 98% (1065/1088) of food safety and health and safety for high risk premises that were due were carried out.	Nick Powell DUE
------------	--	---	--	--------------------



Objective 2 Improve people's physical health				
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
HW2b (A71)	To provide opportunities for people to improve physical health through sport and physical activity	✓	<p>Direct delivery of facilities and programmes of physical activity and sport enable people to improve their health and wellbeing through being active. Working with a range of partner organisations ensures that as wide a range of opportunities exists across the Borough.</p> <p>The recently published Sport England strategy and the proposed investment through national governing bodies of sport (NGBs) provides additional opportunities to seek to work collaboratively to attract resources to permit projects and programmes to progress.</p> <p>Specifically the Borough has been successful in attracting Inspired Funding for a number of Sports Clubs. The Council has attracted funding for Cycling and Rowing projects and work is ongoing with a range of other sports to increase their profile and activity within the Borough.</p>	Andy Webb DUE
HW2c (A72)	To lead strategic development of personalisation including the strategic implementation of 'Making it Real' in Dudley	✓	Implemented new Resource allocation system and trained over 100 staff. Making it Real Transformation blueprint written and issued for consultation. Express briefings sessions established. Commissioning for Outcomes pilot to be rolled out in partnership with Dudley CVS. Quality of Life standards to be featured. Direct payments support pilot scheme is progressing.	Matt Bowsher DACHS
HW2d (A73)	To shape long-term, substantial and sustainable market to provide more variety of provider	✓	Training with social workers completed to identify links between support planning and Micro enterprise quality mark. Micro markets project shortlisted for NHS Municipal Journal award for innovation.	Matt Bowsher DACHS
HW2e (A74)	To lead the development of effective partnership working through the Health & Wellbeing Board	✓	DACHS will continue to contribute towards the development of the Health & Wellbeing Board (HWBB) working closely with the office of Public Health and others as personnel arrangements are changed.	Brendan Clifford DACHS
Objective 3 To increase the number of people having influence over the type and availability of recreational and cultural activities & venues				
HW3a (A75)	Establish and maintain community engagement across all cultural and leisure services, working with agencies and partners on a range of initiatives to develop participation.	✓	<p>Activity to support sports, arts and green spaces voluntary groups continues as a focus. Specific project in development regarding the Council's Asset Transfer policy and the potential for this to impact in the leisure/culture sector are in development.</p> <p>Work is ongoing with the British Glass Foundation with regard to the White House Cone project for it to be managed by the Trust with the Collections loaned / donated to support this.</p>	Duncan Lowndes DUE

Objective 4 Local people participating in 2012 Olympiad activities				
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
HW4a (A76)	To support the implementation of national and regional plans for the London 2012 Olympiad through a local programme of activities and other initiatives	✓	<p>2012 activities completed and included the Torch Relay, Black Country Youth Games, Community Games and Inspire programmes.</p> <p>Legacy projects to include Black Country In Motion, a project that will operate in targeted wards in the Black Country attempting to get inactive people taking part in some form of exercise. That has recently received almost £500k funding from Sport England plus initiatives with British cycling and British rowing that are due to start in 2013.</p>	Duncan Lowndes DUE
Objective 5 To Alleviate homelessness				
HW5a (A77)	To continue to bring private sector empty properties back into use using a combination of advice, guidance and enforcement action.	⚠	The total number of empty properties brought back into use has reduced as we concentrate on the longer term, high priority empty homes. This is evidenced when we look at the average length of time that a property has remained empty prior to successful action being concluded to return it back into use. The average time continues to increase from 1 year 7 months in 2009/10 to 5 years in 2012/13. A publicity campaign was carried out in February jointly with Revenues and Benefits targeting properties that have been empty for over six months but less than five years. This was aimed at raising the profile of our work in this area to bring properties back into use more quickly by providing advice and practical assistance and appropriate enforcement action.	Ron Sims DACHS
HW5b (A78)	Prevention of homelessness	✓	Private Sector Housing Team are leading on the work of improving access to and sustainability of private tenancies. Within the Homelessness Service we are reviewing outcomes following acceptance of a re-housing duty to private sector tenants. Job evaluation completed April 2013, recruitment is now in progress.	Diane Channings DACHS

Cleaner, greener and environmentally friendly Performance Indicators status

★ 5  
Exceeds target

● 0  
On target upper tolerance

● 0  
On target lower tolerance

▲ 3  
Below target

**Cleaner, greener and environmentally friendly: Performance indicator scorecard**

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Scrutiny Committee	Trend
DUE	PI 375	KG residual household waste per household	575.26kg	635kg	148.38 ★	297.73 ★	442.39 ★	582.61 ★	Environment	↗
DUE	PI 348	Percentage of household waste sent for reuse, recycling and composting	35.12%	36%	38.1% ★	39.4% ★	36.67% ●	32.13% ▲		↘
DUE	PI 350	Percentage of Municipal waste land filled.	9.15%	12%	8% ★	7.28% ★	6.63% ★	6.20% ★		↗
DUE	PI 194	Improved street & environmental cleanliness - Detritus	5.85%	8%	Reported three times per annum	6.68% ★	6.58% ★	6.33% ★		↗
DUE	PI 197	Improved street & environmental cleanliness - Litter.	2.61%	4.5%		4.33% ●	3.76% ★	3.34% ★		↗
DUE	PI 196	Improved street & environmental cleanliness - Graffiti.	1.94%	2%		1.33% ★	1% ★	1.34% ★		↘
DUE	PI 195	Improved street & environmental cleanliness – Fly posting	0%	0%		0% ★	0% ★	0.1% ▲		↘
DACHS	PI 355	Private Sector dwellings used/demolished	85	80	16 ▲	34 ▲	48 ▲	60 ▲	Regeneration, Culture & Adult Education	↘

**Comments:**

**PI 348** - first estimate - The Green Waste Service has been reduced by a month this year. In addition the extended winter period has put back the growing season by approx 5 weeks. In combination these two factors will have contributed towards a reduced rate of recycling. On the positive side, the roll out of an extended recycling service is progressing well. This extended service will allow plastics and cardboard materials to be recycled.

**PI 195** - A number of posters and flyers advertising Stourbridge clubs and a visiting circus were placed on a disused retail outlet in Brierley Hill. These were immediately removed by the Street Cleansing Team

**PI 355** - The total number of empty properties brought back into use has reduced as we concentrate on the longer term, high priority empty homes. This is evidenced when we look at the average length of time that a property has remained empty prior to successful action being concluded to return it back into use. The average time continues to increase from 1 year 7 months in 2009/10 to 5 years in 2012/13. A publicity campaign was carried out in February jointly with Revenues and Benefits targeting properties that have been empty for over six months but less than five years. This was aimed at raising the profile of our work in this area to bring properties back into use more quickly by providing advice and practical assistance and appropriate enforcement action.

## Cleaner, greener and environmentally friendly: Performance indicator Annual scorecard

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Financial Year 2012-13		Scrutiny Committee	Trend
					Actual	Score		
DACHS	PI.316	Number of affordable homes delivered (gross)	369	111	143	★	Environment	↘

## Cleaner, greener and environmentally friendly: Action plan progress

### Objective 1 To minimise waste production of households, organisations and encourage sustainable waste management practices

Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
EF1a (A79)	To change public perception of waste minimisation and recycling through education and awareness raising activities.	✓	The service improvements planned for Waste Services (see EF1b) include a refreshed educational programme for schools. Work continues to develop the programme which will be delivered alongside the new service roll-out.	Graham Bailey DUE
EF1b (A80)	To develop more sustainable waste management, e.g. through greater recycling and improved public perception and participation	✓	<p>Waste Services continue to work on the roll-out plan for the extended recycling service and the provision of wheelie bins for residual waste, using new route optimisation software to plan future collection rounds. The improvements will be delivered in 3 phases; summer and autumn 2013 and spring 2014.</p> <p>In addition to the press releases and advertisements in the Dudley Together magazine, a page has been set up on the 'bins and recycling' section of the Council's website, detailing the new services and providing residents with the most up to date information available – <a href="http://www.dudley.gov.uk/resident/bins-recycling/improvements-to-your-rubbish-and-recycling-collections/">http://www.dudley.gov.uk/resident/bins-recycling/improvements-to-your-rubbish-and-recycling-collections/</a></p> <p>The recycling percentage at the Household Waste Recycling Centre (HWRC) has nearly doubled since the new contractors, HW Martin, took over in July 2012. The figure has remained at around 60%, however, and the Council are pushing for this to increase to 65% in line with the target agreed in the contract.</p>	Graham Bailey DUE

### Objective 2 To alleviate traffic congestion

EF2a (A81)	To improve air quality in the borough through the Air Quality Action Plan (AQAP)	✓	The work programme for the Air Quality Action Plan (AQAP) was approved by Cabinet in September 2011. It was reviewed for 2012/13. The 75% target for actions completed was achieved. A review is underway to better link monitoring to mitigating actions particularly Highway and Regeneration related actions.	Nick Powell DUE
---------------	--	---	--	--------------------

**Objective 2** To alleviate traffic congestion - Continued

Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
EF2b (A82)	Implementation of the Transport Asset Management Plan (TAMP) to manage and improve the borough's highway network	✓	Following Cabinet Member approval, the Network Management Strategy & Plan is now being used in the strategic management of the Borough's highway and road assets. The Transport Asset Management Plan (TAMP) seeks to show how central government strategy, codes of practice, local government strategy and asset management principals are combined to give a clear plan on the Council's approach to managing and improving transportation and highway services. In particular the TAMP describes how the Council will manage its highway assets over future years and details future service delivery across a range of highway features and their funding requirements.	Garry Dean DUE
EF2c (A83)	To promote sustainable modes of travel as a mechanism to reduce congestion, promote healthier lifestyles and improve air quality.	✓	Local Sustainable Transport Fund project is now progressing which includes a significant Smarter Choices programme. This is Government sponsored to facilitate and encourage the use of more sustainable modes of transport including walking and cycling. 'Better Bus' Area Fund aimed at improving access to Merry Hill Shopping Centre project has experienced some delays but is now progressing well.	Martyn Holloway DUE
EF2d (A84)	To reduce the impact of traffic congestion in order to improve journey times across the borough and promote new investments	✓	The Council is working with Centro to develop a new Quick Wins Programme. The Local Enterprise Partnership have approached Centro with the view to them co-ordinating a new programme of relatively minor and easily implemented (Quick Wins) schemes to reduce the impact of congestion. Work continues to develop the High Street, Pensnett Major Scheme submission.	Martyn Holloway DUE
EF2e (A85)	To work with partners to develop the transport network to support investment in Brierley Hill	✓	Local Sustainable Transport Fund and Better Bus Area Fund projects progressing well. Seeking to deliver alternative sustainable modes of transport (bus) in line with the requirements of the Brierley Hill Area Action Plan through the developing Community Infrastructure Levy.	Martyn Holloway DUE

**Objective 3**

Ref (Spectrum)	Key Activities	Status		Lead Officer
EF3a (A86)	To undertake project work to identify mitigating actions regarding proactive flood management	✓	The new role of Lead Local Flood Authority gives Dudley Council the responsibility to manage surface water flooding Borough-wide. The legislation requires the Council to assess the risk of flooding in any area of the Borough and to develop a Local Strategy for Surface Water Flood Risk Management. As part of this work, the Council's Civil Engineering Team will work with a specialist contractor to undertake inspections and condition surveys on high risk culverts. Following completion of the survey work the Council will be in an improved position to seek external funding from both DEFRA and the Environment Agency to undertake any clearance, replacement or improvement works. Street Maintenance continues to focus their gully emptying operation on the Borough's primary routes and identified flooding hotspots.	Garry Dean DUE
EF3b (A87)	Continue to improve the council's aging lighting stock and signage through the installation of more energy efficient systems	✓	The installation of the Central Management System (CMS) continues to progress well. The CMS will allow the Council to control individually and / or collectively street lights across the Borough, providing opportunities for future dimming and trimming and therefore options for reducing the energy use and the carbon emissions of the street lighting stock. In addition, the CMS enables the automatic detection of faults on the lights, such as failures, and provides up to date information on the condition of the lights, which helps improve maintenance. Street Lighting are exploring the option of joining a regional contract for the sample structural testing of street lighting columns. Information from the testing will be used to inform the Council's programme to replace old street lighting columns.	Garry Dean DUE
EF3c (A88)	To reduce carbon emissions across council services and operations through the Carbon Management Plan	✓	There continues to be a reduction in overall carbon emissions across the Council business, with an estimated approximate 9% saving on Carbon Emissions through asset rationalisation, energy awareness campaigns the procurement of energy efficient plant and equipment. A number of key projects have been implemented in this final quarter including the refurbishment of 4 Ednam Road as part of the office accommodation strategy within the Transforming our Workplace project with an anticipated reduction in running costs across the Council's buildings. The amount of saving will be fully monitored when the project is fully implemented over the coming months.	Corporate Lead Sue Holmyard

<b>Objective 4 To protect, preserve and develop for appropriate use the unique heritage of the borough for this and future generations</b>				
<b>Ref</b> (Spectrum)	<b>Key Activities</b>	<b>Status</b>	<b>Progress</b>	<b>Lead Officer</b>
EF4a (A89)	Conservation and management of the Borough's green spaces	✓	Management and conservation of the Council's nature reserves is ongoing with site based staff at Wrens Nest, The Leasowes, Saltwells and Fens Pools. The Council works closely with volunteers to manage Bumble Hole Local Nature Reserves. The Council's Scrutiny Committee will be overseeing the development of a Parks and Green Spaces Business Plan with the intention for this to identify future funding priorities, establish a hierarchy of Green Spaces and to consider a range of land management issues.	Sally Orton DUE
EF4b (A90)	Ensure that our Archives and Local History Service continues to promote, provide access to, and protect the history of Dudley	✓	Archives saw 529 users and 813 queries, along with 2,488 Archive and Local History productions of which 95% were produced within ten minutes. Positive outcomes of service delivery illustrated through 14 written compliments praising the help and support provided.	Kate Millin DAC HS
EF4c (A91)	Develop our new Archives and Local History centre which will be built by Spring 2013 and open by the Autumn and work with partners including Sandwell MBC and the Black Country Living Museum to develop services	✓	Build proceeding to plan.	Kate Millin DACHS
<b>Objective 5 To preserve and improve the quality and biodiversity of the natural and built environment</b>				
EF5a (A92)	To improve the quality of the environment by early interventions through Street , Green Care and Waste Care	✓	The new 'love your community' initiative was launched during quarter 4 2013. Through the project, local people will be encouraged to report incidents of fly-tipping, graffiti and dog fouling and to take part in events such as community clean ups and litter picks.	Garry Dean Graham Bailey DUE
EF5b (A93)	To preserve and improve the environment through the formulation of policy and its delivery, and the application of enforcement actions	✓	Proactive enforcement for environmental offences, e.g. fly-tipping, littering etc., continues in accordance with the Waste Enforcement Policy, and prosecutions are filed where appropriate. The team have had a number of successful court cases for fly-tipping and littering offences during the year.	Graham Bailey DUE
<b>Objective 6 To ensure that people live in safe and attractive neighbourhoods that are well-designed, and accessible to amenities, services and employment</b>				
EF6a (A94)	To refresh the Borough's Housing Strategy which will set out the Borough's vision for housing	✓	Strategy completed. Signed off by Cabinet.	Ron Sims DACHS
EF6b (A95)	Quality of housing accommodation	✓	Item to be carried forward into 2013/14 service plan Pennington Choices appointed to undertake a stock validation survey which will complete Q1 2013/14, and produce a 30 year plan.	Diane Channings DACHS



**People being served better: Performance indicator scorecard**

Directorate	Ref	Definition	11/12 Actual	12/13 Target	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Scrutiny Committee	Trend
DCRS	PI 145	Average number of days lost per lost time accident at work.	12.6	11	11.7	19.4	18.6	17.5	Corporate Performance Management Effectiveness and Efficiency	↗
					●	▲	▲	▲		
DCRS	PI 258	Number of lost time accidents at work	209	200	21	51	85	130		↘
					★	★	★	★		
DCRS	PI 55	Percentage of local authority employees from an ethnic minority.	6.20%	6.3%	6.2	6.2	6.3	6.2		↘
					●	●	●	●		
DCRS	PI 35	Percentage of employees declaring they have a disability.	1.90%	2%	1.9	1.8	1.8	1.8		→
					●	▲	▲	▲		
DCS	PI 418	Local authority working days/shifts lost per FTE due to sickness absence.	9.27	9	2.4	4.65	7.73	10.63		↗
					▲	●	▲	▲		

**Comments:**

**PI 145:** There were 5 incidents in DACHS which resulted in long term absences. All of these incidents were reported to the Health & Safety Executive (HSE) under RIDDOR regulations and internal investigations were undertaken but no further actions were expected from HSE. There was an incident in DUE which resulted in a long term absence. The incident was reported to the HSE and an internal investigation was conducted. The incident was deemed a Road Traffic Accident (RTA) so the HSE are not expected to take any further action.

**PI 35:** - Performance is slightly off target, however Council equality policy promotes fair employment and recruitment, and workforce composition is regularly monitored.

**PI 418:** - Sickness absence is monitored, and managed in accordance with HR policy. The trend for absence improved during quarter 4 – value 2.9 days /FTE compared to a value of 3.08 days/FTE for quarter 3.

Excluding schools, 59% of sickness is long-term; 9% medium term and 32% short-term. A new Attendance Management Policy and Procedure has been introduced from May 2013 to help address absence, particularly short term.

Additional information on sickness absence and previous 6 year outturns can be found on page 35.



## People being served better: Action plan progress

### Objective 1 Address the requirements of the Localism Act by providing robust strategic policy and guidance

Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
SB1a (A96)	Ensure the council fulfils its legal obligations resulting from the Localism Act and oversees/guides the changes the council will undergo as a result of responding to community activity.	✓	A report was agreed by Cabinet in June 2012 on corporate action and work in progress. The Director of Corporate Resources is chairing an officer steering group to co-ordinate corporate activity.	Philip Tart DCR
SB1b (A97)	Provide advice & guidance on the implications of Localism Act 2011, the major measures to come into effect in April 2012: <ul style="list-style-type: none"> <li>• The general power of competence for local authorities</li> <li>• The community rights</li> <li>• Planning reforms including planning enforcement rules</li> <li>• Reforms to social housing tenure and council housing finance</li> </ul>	✓	Information about "Right to Bid" now on Council's website; to date no group has submitted a nomination to list an asset. Process in place to deal with any nominations (none received to date). Community groups have been informed of merits of both Right to Bid and Asset Transfer Policy	Andy Wright CEX
SB1d (A99)	Review the council's approach to local community engagement and explore new ways to engage and consult with local people to increase participation and influence better outcomes.	✓	Round 1 of Forums taken place; learning points around format, proceedings and emerging issues assimilated	Geoff Thomas CEX

### Objective 2 Develop and promote the governance process

SB2a (A100)	Review the Constitution and Code of Corporate Governance	✓	Revised Code of Corporate Governance agreed by Audit and Standards Committee in April 2013. Revised Constitution published.	Philip Tart DCR
SB2b (A101)	Develop the governance role of Audit and Standards Committee	✓	First meeting of the committee held on 3/7/12, at which guidance was provided to members on their role and that of the committee.	Iain Newman DCR
SB2c (A102)	Promote the highest standards of information governance across the organisation	✓	Continued to develop work plan in accordance with agreed Information Governance Strategy. Progress overseen by Information Governance Board.	Iain Newman DCR
SB2d (A103)	Review the council scrutiny and area committee functions	✓	Review of Area Committees agreed by Cabinet / Council in November 2012. New Community Forums launched in February 2013. Member/Officer development and review sessions took place in January-March. Review of Scrutiny Committees undertaken by Scrutiny Chairs - recommendations will be submitted to Cabinet on 25th April and Council on 16th May 2013.	Philip Tart Steve Griffiths DCR

Objective 3 Support partnerships to ensure effective outcomes that provide value for money				
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
SB3a (A104)	Promote joint working between partners and the voluntary and community sector through e.g. further 'moving forward together' events and Local Compact action plan	✓	Range of joint working continuing through Managing Assets and Service Holistically (MASH) and other work associated with the localism agenda. Year end reviews of service level agreements with the two voluntary sector umbrella bodies undertaken. Planning started for further event.	Simon Manson CEX
SB3b (A105)	Revise Council's partnership arrangements and review the role of the Dudley Community Partnership	✓	Report to Corporate board due in May.	Geoff Thomas Andy Wright CEX
Objective 4 Effective people management				
SB4a (A106)	Implement the four year work plan in the Corporate Human Resource Strategy, focusing on the following priorities: <ul style="list-style-type: none"> <li>• People &amp; performance management</li> <li>• Leadership</li> <li>• Skills development, flexibility &amp; organisational change</li> <li>• Pay &amp; Reward</li> <li>• Recruitment, retention &amp; diversity</li> </ul>	✓	Updated Corporate HR Strategy with Year 4 work plan approved by Cabinet member. Progress against targets is monitored half yearly by senior officers and members. Updates on specific areas are provided in the sections below.	Teresa Reilly DCR
SB4b (A107)	Improve levels of recruitment and retention of disabled employees and other underrepresented groups in the council's workforce	✓	Fair recruitment practice including development of new recruitment policy and procedure; fair deal for job applicants status retained; training for managers; quarterly monitoring of employment data	Teresa Reilly DCR
SB4c (A108)	Improve the equality related knowledge and skills of employees.	✓	Corporate online training already rolled out to Corporate Resources, Chief Executive's, DACHS and Children's Services. DUE planned for 2013/14. Work undertaken to develop face to face equality training (based on the online package) for staff without access to a PC.	Teresa Reilly DCR
SB4d (A109)	Develop and implement a clear and transparent framework for employees that identifies the development needed for current and future leaders and managers working at all levels	✓	Corporate work is progressing. Leadership programme launched in January 13 for first 3 cohorts. Agile working training launched in November 2012.	Teresa Reilly DCR
SB4e (A110)	Implement the new pay and grading structure within the council from 1 <sup>st</sup> April 2012, addressing equal pay and other issues	✓	New Pay & Grading Scheme implemented with effect from 1 April 2012. Deadline for appeals has closed and appeals are currently being dealt with in accordance with the agreed procedure.	Project Sponsor John Millar DUE Teresa Reilly DCR
SB4f (A111)	Ensure the health, safety and wellbeing of our staff through the implementation of the key improvement objectives of the Health & Safety Action Plan	✓	The new 5 year Corporate Health and Safety Action Plan is now in place and awaiting implementation.	Mohammed Farooq Ray Faulkner DCR

Objective 5 Effective use of financial resources				
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
SB5a (A112)	Ensure that the Council sets a robust 2013/14 Budget and Medium Term Financial Strategy up to 2015/16.	✓	2013/14 approved by Council 4/3/13. Budget Ongoing process involving day to day financial management and regular reports to / involvement of members.	Philip Tart Iain Newman DCR
SB5b (A113)	Respond to the provisions of the Local Government Finance Bill and the reform of the welfare benefits system	✓	Cabinet & full Council Nov 2012 agreed to continue calculating benefit in the same way as under the old national council tax benefit scheme for 2013/14. Local Government Finance Act 2012 received Royal Assent 1/11/12. Awaiting government update on Welfare reform. DACHS is to be the lead directorate albeit Social Fund (to be known as Local Welfare Assistance) responsibility now transferred to Directorate of Corporate Resources (DCR) and being delivered from 1/4/13.	Iain Newman Mike Williams DCR
SB5c (A114)	Continue to monitor service delivery, in light of Localism Act and impact on Corporate Procurement Strategy	✓	Ongoing activity regarding Localism Act – “Right to Challenge” and the impact this could have on service delivery and procurement. Corporate issues being considered by the Localism Steering Group include developing processes / procedures, identifying officer roles and responsibilities, developing guidelines and publishing information.	Iain Newman Ian Clarke DCR
SB5d (A115)	Undertake the Audit Plan including value for money and other efficiency reviews across the Council.	✓	Good performance on audit plan. A range of value for money audits has been undertaken and progress for the year has been good with the target being exceeded 20%. The Value for Money pages on the council's website describe work previously undertaken	Iain Newman Les Bradshaw DCR
Objective 6 Transforming services to meet internal & external customer needs				
SB6a (A116)	Review the service provision of Dudley Council Plus to ensure it meets customer needs in the right location.	✓	Work completed re DUE environmental services and ASB revision. Work commenced re Corporate Resources Licensing.	Mike Williams Sean Beckett DCR
SB6b (A117)	Update and publish the Council's ICT Strategy 2012-15 , managing ICT resources to exploit technology and systems for productivity and efficiency gains	✓	Refreshed Corporate ICT Strategy published pending production of a new strategy in 2012/13. Development of ICT Strategy is being put on hold pending consolidation of ICT.	Iain Newman Lance Cartwright DCR

Objective 6		Continued		
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
SB6c (A118)	Lead on Transforming our Workplace for central Dudley office accommodation, impacting on both the Council's way of working and use of accommodation	✓	Directorate of Corporate Resources (DCR) and Directorate of Children Services (DCS) have undertaken initial training sessions to begin the preparation for the move towards agile working. Directorate of Urban Environment (DUE) work on target for move into 4 Ednam Road in April. Floor layouts at 3/5 St James' completed and refurbishment starts 20/5/13. Agile policy documentation approved and rollout agreed to align with accommodation moves unless otherwise agreed within Directorates. Work progressing on car sharing scheme. Transforming our workplace budget for ICT identified and criteria for expenditure against this budget agreed.	Steve Cooper Sarah Treneer DCR
SB6d (A119)	Implement recommendations of corporate reviews of <ul style="list-style-type: none"> <li>• ICT Services</li> <li>• Health &amp; Safety</li> <li>• Procurement</li> </ul>	✓	HEALTH AND SAFETY review undertaken and recommendations agreed. Implications of the review for the organisation are currently being worked upon and implementation is progressing. ICT - Centralisation of the ICT Service Desk achieved. Centralisation of ICT Support & Maintenance budgets will take place from 1/4/13 with discretionary budgets being transferred the following year. Progressing through consultation meetings with directorates. During 2013/14 work will be required to implement organisational and budgetary changes. PROCUREMENT not started - currently on hold, as instructed by the Treasurer. To be reviewed following completion of other work within Directorate	Lance Cartwright Ray Faulkner Ian Clarke DCR
SB6e (A120)	Implementation of the corporate resource software system "SPECTRUM" for performance management data capture & analysis of key performance information.	✓	Design & Implementation completed. From a point of continuous improvement an appraisal will be carried out later in the year (October 2013) This will look at functionality and future platforms.	Michael Wooldridge CEX

Objective 6		Continued		
Ref (Spectrum)	Key Activities	Status	Progress	Lead Officer
SB6f (A121)	<p>Lead the Black Country Collaboration programme for Shared Services-</p> <ul style="list-style-type: none"> <li>• Libraries</li> <li>• Trading Standards</li> <li>• Procurement</li> <li>• Legal Services</li> </ul>	✓	<p>ICT awaiting opportunities to consider if shared approach possible (e.g. Service Desk; Printing/Mailing). Hampered by other Black Country authorities' strategies. Awaiting developments re. Libraries and Trading Standards. Project commissioned to consider how Black country networks could be joined up from a purely technical perspective – might lever cross boundary flexible working; information sharing and shared application use in future. PROCUREMENT is being led by Walsall MBC. We are supporting various projects / initiatives including reviews of Fleet Management and Agency Staff (Education). LEGAL have agreed as a group to aim for “quick wins” through economies of scale e.g. legal advice, work recording systems and are negotiating with the relevant service providers.</p>	Geoff Thomas CEX
SB6g (A122)	Engage and involve our customers and learners to ensure that the services we provide are what they need	✓	<p>5891 participating in community learning. Live4Less developed to support our local residents with financial planning, in-particular those affected by Welfare Reform. Feedback has been received that this course is really raising awareness and learners have been able to make tangible financial savings. Adaptation of the NVQ Level two food safety and Hygiene course was delivered to Queens Cross Day Centre group ‘Disability in Action’ they have also now completed the volunteering course and are now working as volunteers in the newly opened kitchen (case study to support) The Queens Cross Centre has been supported with the funding application from the DACN for food hygiene qualifications. Adult and community learning (ACL) has supported them with the delivery of the food hygiene course for the ‘Disability in Action Group’ – Progress – successful volunteer programme has since been delivered and volunteers working in community.</p>	Kate Millin DACHS
SB6h (A123)	Maintain and improve a full range of library services outlined in the “Dudley library offer”	✓	Number of visits to libraries and library links: 1,088,062. Initial results. Need to be verified.	Kate Millin DACHS

## Section 4:

### Sickness Absence

#### DUDLEY MBC

#### Sickness Analysis January 2013 – March 2013

All Employees	A	B	C	D
DEPARTMENT	FTE days of sickness since 1 April	FTE STAFF	Days lost per FTE member of staff	Sickness as a % of FTE days since 1 April
Chief Executive's	669.60	69.46	9.64	4.34%
Children's Services	13303.71	1168.06	11.39	5.13%
DACHS	27936.52	1902.85	14.68	6.61%
Corporate Resources	8284.99	803.28	10.31	4.65%
Urban Environment	15868.23	1003.36	15.82	7.12%
<b>Total</b>	<b>66063.04</b>	<b>4947.01</b>	<b>13.35</b>	<b>6.02%</b>
All Employees				
Schools Total	34765.18	4540.55	7.66	3.45%
All Employees				
<b>AUTHORITY TOTAL</b>	<b>100828.22</b>	<b>9487.56</b>	<b>10.63</b>	<b>4.79%</b>

Sickness as a % of FTE days in 2011/12	<b>9.27</b> days	4.40 %
Sickness as a % of FTE days in 2010/11	<b>9.82</b> days	4.65 %
Sickness as a % of FTE days in 2009/10	<b>9.99</b> days	4.73 %
Sickness as a % of FTE days in 2008/9	<b>9.85</b> days	4.66 %
Sickness as a % of FTE days in 2007/8	<b>9.91</b> days	4.68 %
Sickness as a % of FTE days in 2006/7	<b>10.40</b> days	4.92 %

To comply with the statutory indicator, calculations are based on FTEs of 198 working days per annum (16.50 per month) for school staff and 222 per annum (18.5 per month) for all others, thus excluding holidays and leave.











Column C = Column A

Column B

Column D = Column A




(Number of months of report x working days per month x Column B) x 100

**Corporate Risks: Quarter 4 (2012-13)**

Risk Ref	The Risk	Risk Rating	Owner	Status
ORG0001	Single Status. Failure to complete appeals by end of September 2013 and potential cost implications of successful appeals and/or equal pay settlements	Significant	John Millar	
ORG0002	Assumptions made in the Medium Term Financial Strategy change e.g. inflation, grant and investment income, may not be achieved and funding may be inadequate for the Council to meet its statutory obligations.	Major	Iain Newman	
ORG0003	Carbon reduction targets not achieved There is an absolute risk to the environment and the Council risks incurring fines for non compliance.	Major	Phil Tart	
ORG0006	Shared Services / Collaboration. Shared services opportunities are not realised	Moderate	John Polychronakis	
ORG0007	Corporate Property Review There is a risk that the Council fails to vacate sites in a timely manner and is unable to release sites to the LLP for disposal, resulting in financial consequences detrimental to the Council	Significant	Phil Tart	
ORG0011	Community Cohesion There is a risk that high profile local issues may adversely affect community cohesion	Moderate	Andrea Pope-Smith	
ORG0013	Information Governance: The Council may fail to assess the importance of information and may be unaware of the potential impact on the organisation should the confidentiality, integrity or availability of information be compromised.	Significant	Iain Newman	
ORG0017	Cumulative impact of legislation on citizens of the borough	Significant	John Polychronakis	
ORG0019	The Council acknowledges that there is a risk of fraud across all areas of its operations and is working internally and with external partners to prevent and reduce this risk.	Significant	Iain Newman	
ORG0020	Transfer of Public Health responsibilities to the Council	Significant	Val Little	

**Risk rating** is a combination of impact and likelihood

**Status** should reflect quarterly risk history.

**Status key:**  Worsening  Stable  Improving

**Corporate Customer Feedback:****Reporting Period 1<sup>st</sup> October 2012 to 31<sup>st</sup> March 2013**

The Corporate Customer Feedback procedure has recently been reviewed, both in terms of the customer leaflet and the on-line information and contact form. Use the link below to view the updated procedure:

<http://www.dudley.gov.uk/contact-us/customer-feedback>

There follows a summary of each Directorate's customer feedback for the half year, including details of the number of complaints / compliments, specific issues arising and learning (for example procedures amended as a result of feedback).

**Definition of compliment**

A compliment is a remark expressing praise and admiration of good service delivery.

**Definition of complaint**

A complaint is all negative feedback expressed about Dudley MBC, about service, policy or action provided by the council itself or a person acting on behalf of the Council. A complaint is a written or oral expression of dissatisfaction or disquiet in relation to the Local Authority's exercise of its functions.

**Responding to complaints**

Complaints received towards the end of the period and still being dealt with are not included in the reported total number of complaints resolved in 20 working days.

<b>Directorate:</b> Chief Executive's	<b>Contact:</b> Barry Hutchinson
<b>No. of compliments received:</b> 0	
<b>No. of complaints received:</b> 0	
<b>No. of complaints resolved / responded to in 20 days:</b> 0	

<b>Directorate:</b> Corporate Resources	<b>Contact:</b> Menna Flavell
<b>No. of compliments received:</b> 97	
<b>No. of complaints received:</b> 44	
<b>No. of complaints resolved / responded to in 20 days:</b> 43	
<b>Main area/issues:</b>	<b>Amendments made / actions taken / learning from feedback:</b>
<u>Customer Services</u> Main areas were those covered by Benefits (19), Revenues (13) and Dudley Council Plus (8). Relating to issues such as administrative errors, computer system problems, waiting times, staff attitude.	Less than half of the complaints received were upheld. In all cases where complaints were upheld, action was taken including raising specific issues with staff, providing training and changing working practices.



Directorate: Adult, Community and Housing Services		Contact: Steve Rice
No. of compliments received: 135 (Adult Social Care); 50 (Housing)		
No. of complaints received: 72 (Adult Social Care); 142 (Housing)		
No. of complaints resolved / responded to in 20 days: Adult Social Care – 37 within 10 -20 days. 64 within 10 – 25 working days		
Main area/issues:	Amendments made / actions taken / learning from feedback:	
Adult Social Care Inadequate service; staff behaviour; funding; process; delay; service not provided / withdrawn; poor/ inaccurate communication	Change of practice / worker; improve communication; monitoring; need for extra capacity / resources identified; reinforce existing procedures; review communication / publicity / policy	
Housing Repairs timetable and Estate Management	Complaints analysed at completion, amendments to policy and procedures made and implemented. Review of how lessons learned are recorded currently under review	


Directorate: Children's Services		Contact: Matthew Smith(General) Steve Rice (Children's Social Care)
No. of compliments received: 78 (General); 20 (Children's Social Care)		
No. of complaints received: 7 (General); 97 (Children's Social Care)		
No. of complaints resolved / responded to in 20 days: 4 (General); 63 (Children's Social Care)		
Main area/issues:	Amendments made / actions taken / learning from feedback:	
General: Customer dissatisfaction with service provided	Change of practice	
Children's Social Care Delay; assessment disputes; respite provision; support	Change of practice; review of written agreements; improved communication / returning calls / increased scrutiny	

Directorate: Urban Environment		Contact: Ajaib Paul
No. of compliments received: 6		
No. of complaints received: 145 (excluding 6 anonymous)		
No. of complaints resolved / responded to in 20 days: 88		
Main area/issues:	Amendments made / actions taken / learning from feedback:	
Various issues raised mainly relating to front line services including snow and ice on Leisure Centre car parks; temperature of the Leisure Pool; annual delivery of black sacks (Waste Care); height of new speed bump installed at entrance to the Household Waste Recycling Centre; Tree maintenance.  A number of messages of thanks have been received by the Winter Gritting service during the quarter, acknowledging the hard work undertaken to keep the roads moving during another very cold winter.	All issues logged and actioned as considered appropriate. Some acknowledgement letters and formal responses were not sent as direct action was taken to resolve the issues raised. Not all customers agree with the actions taken.  We continue to investigate promptly & address issues.	




For further information reference the corporate quarterly performance report please contact;

Geoff Thomas

 01384 815270

 [geoff.thomas@dudley.gov.uk](mailto:geoff.thomas@dudley.gov.uk)

Michael Wooldridge

 01384 814737

 [michael.wooldridge@dudley.gov.uk](mailto:michael.wooldridge@dudley.gov.uk)

For additional performance reports please visit:

<http://www.dudley.gov.uk/council-democracy/performance-matters-in-dudley/performance-reporting/>

## Appendix 1: Briefing Note reference Pi 323



### **Directorate of Adult, Community & Housing Services**

Solus House, Goodrich Mews, Upper Gornal, Dudley, West Midlands DY3 2FH

Tel: 0300 555 2345 Fax: 01384 815053

www.dudley.gov.uk

---

### **Briefing Note**

**To** Andrea Pope-Smith, Director of Adult, Community & Housing Services

**cc** Ron Sims, Assistant Director  
Diane Channings, Assistant Director

**Date** 21<sup>st</sup> May 2013

**Subject** **Performance Q4: Use of Temporary Accommodation for Homeless Households**

The number of households in temporary accommodation at the end of the year was 55, having increased from 52 at the end of December.

Although this figure is above our target of 35, it is well below our last CLG target of 85 set for December 2010. The figure is a snapshot of households whom we were maintaining in temporary accommodation on the night of 31<sup>st</sup> March 2013 under any homelessness duty.

It should be noted that whilst 2 of the 55 households were in bed & breakfast accommodation and 5 in refuge, the other 48 were in self contained units within the local authority HRA stock ie the type of accommodation that they would have aspired to had they joined our housing waiting list. For these 48, the only difference between temporary and secure accommodation was one of tenure.

The breakdown of duties under which these households were accommodated was as follows

Statutory duty	Definition	Number of households
Housing Act 1996 S188	Emergency accommodation pending a homelessness investigation & decision	24
Housing Act 1996 S190	Temporary accommodation for those found to be intentionally homeless, for a period to allow them to arrange other accommodation	6
Housing Act 1996 S193	Temporary accommodation for those with an ongoing duty	25

The number of households accommodated under S188 is slightly higher than we would like. We aim to make decisions within 33 days, and often much more quickly, but much of our current caseload is very complex and requires detailed investigation. There have been particular issues around

- eligibility for assistance (typically foreign nationals whose status can be difficult to determine, and where responsibilities between Housing & Social Care Services have to be agreed),
- intentionality investigations (for example where private tenancies have been ended, and the account that is given to us by the customer is very different to what we are told by the former landlord),
- cases with multiple needs issues requiring multi agency work, and
- cases where there is strictly speaking probably no duty, but where we are reluctant to discharge our duties because the customer has some degree of vulnerability and we are trying to find a solution for them.

The number of households accommodated under S190 is always in single figures. These are cases where homelessness results directly from the customer's own actions (or lack of action), but the household is in priority need because there are children or vulnerable adults. We provide at least 28 days accommodation and often a longer period, together with advice and assistance to find settled housing. This may still be in our own stock, accessed via our waiting list, or perhaps in the private sector, with support for deposits and rent in advance.

The number of households accommodated under S193 is slightly higher than we would like. These are households where we have a duty to secure permanent accommodation. Our Choice Based Lettings Scheme gives high priority to homeless households, so generally these can move quite easily through the system into settled housing. Where households stay longer than we would like in temporary accommodation, this is mainly due to

- behaviour whilst in temporary accommodation – failure to pay rent or other charges, neighbour nuisance, failure to engage with support services – in these cases we are reluctant to discharge duty especially where the household contains children or vulnerable adults, but equally reluctant to offer settled tenancies until the issues are resolved. In these cases we do our utmost to find a solution, but this can lead to extended periods in temporary accommodation, and
- delays in the legal process where issues cannot be resolved and the household has to be removed (in these cases our legal duties to the household have been discharged, but they can only be removed through possession action and eviction orders.)

My overall conclusion is that we could reduce the numbers in temporary accommodation, but that this would be at the expense of some very vulnerable families and single/couple households whom currently we maintain longer than legally necessary in temporary accommodation, because we are genuinely trying to resolve their issues. If we do not do so, then almost invariably they will present again in future to Housing and/or Social Care Services.

To put our performance into local context, the figures for Q4 have not yet been collated and published by CLG, but the figures for Q3 were

Housing Authority	Number in TA	Number per 1000 households
Birmingham	806	1.92
Coventry	40	0.31
Dudley	52	0.40
Sandwell	24	0.20
Solihull	46	0.53
Walsall	42	0.40
Wolverhampton	42	0.42

Discussion with Sandwell has determined that they do not use non secure tenancies in the way that we do, but would potentially offer an Introductory Tenancy where there was a poor tenancy history. Our position is similar to that of our other Black Country neighbours.

We are fully expecting even greater demands on our Homelessness Service in the coming year, and we have increased the focus on managing our use of temporary accommodation in order to prepare for this.

Please do let me know if you require any further information.



**Sian Evans**  
**Head of Service – Housing Options**

**Meeting of the Cabinet - 20<sup>th</sup> June, 2013**

**Report of the Chief Executive and Director of Adult, Community and Housing Services**

**Domestic Collective Fuel Switching – Tackling Fuel Poverty**

**Purpose of Report**

1. To provide information to Cabinet on on-going work regarding the Council's domestic collective fuel switching initiative for residents including a pilot initiative and to seek approval to further explore the options and to enter into a collective fuel switching initiative.

**Background**

***Energy Prices and Collective Fuel Switching***

2. Retail energy prices have more than doubled in less than 7 years. It is anticipated that this trend will continue as recent reports from Ofgem (the energy regulator) indicate that as the UK network of power stations lose capacity, the UK will need to 'shop' in the global energy market place. These price rises will continue to impact on households where 15.3% of households in Dudley are classified as being in fuel poverty (this is where more than 10% of a household's income is spent on fuel). These increases come at a time where residents are also feeling the impact of stagnating wages, welfare benefit reforms and rising household costs.
3. Domestic collective energy switching provides households with an opportunity to make a saving on their energy bills by switching to cheaper tariffs and/or suppliers. Research conducted on behalf of Ofgem has revealed, however, that nationally 63% of consumers have never switched energy supplier for gas and 65% have never switched for electricity. Confident consumers who were proficient at sourcing better deals, were in the minority and most consumers lacked the confidence and knowledge to switch.
4. Domestic collective energy switching has the potential to increase engagement in the gas and electricity markets and to help consumers get a fairer deal on their bills. It is still in its infancy in the UK but the concept is growing fast with 65 councils now involved helping 100,000 residents to save more than £10 million.
5. It works through likeminded consumers banding together to negotiate a better deal with their gas and electricity suppliers. There is no set model for how individual schemes will operate, but this will usually be facilitated by a broker.
6. The broker operates as a third party and will negotiate a tariff on behalf of the consumers they represent via an energy auction. Residents register their interest in the 'collective' which enables the broker to indicate to the market the potential 'switching' pool. The schemes are free for residents to join. The broker

takes responsibility for running the reverse auction(s) to identify the lowest cost energy provider. It is during this process that energy companies are given opportunities to put forward their lowest price per kilowatt of electricity and cubic metre of gas.

7. The contract to supply is won by the lowest cost energy provider. The householders then decide whether to switch under the scheme and to contract with the chosen energy provider. There is no obligation to switch until after the auction when households receive an estimated revised fuel bill based on the successful tariff. Energy auctions can also include the potential for pre-payment customers to switch. Not all residents will necessarily save and this depends, for example, on their fuel usage and their existing tariff and method of payments.
8. A Local Authority enabled collective offers the opportunity to secure cheaper energy for local residents and with the right scheme there is also the potential to secure an investment stream from finders' fees.

### ***Local Authority's Involvement***

9. A number of councils have already developed collective energy switching schemes. One of the early schemes has been led by Oldham MBC with their initial auction held in October 2012. This has been developed into a Greater Manchester (GM) collective switching scheme which Wolverhampton City Council linked into earlier this year.
10. Wolverhampton's initial round of fuel switching promotion using the Oldham framework and their intermediary provider (broker) iChoosr led to 2359 Wolverhampton households signing up to the e-auction. The average saving was approximately £114.00. Due to this success, Wolverhampton Council has secured agreement from iChoosr and Oldham to waive joining fees for Dudley Council and the other Black Country authorities.
11. Interest in a collaborative Black Country Community Energy Switching Scheme was sought at a recent ABCA meeting from Wolverhampton City Council. Evidence from other collective switching schemes is that greater benefits can be potentially secured through higher participation and therefore the wider the geographic area the better for residents.
12. The response was very positive with Dudley and the other two Black Country authorities expressing interest in joining the Oldham framework with iChoosr as the intermediary provider (broker) to undertake domestic collective fuel switching as a pilot initiative linked with Wolverhampton City Council based on:
  - No fee being charged by iChoosr, Oldham or Wolverhampton Councils to Dudley residents
  - Any referral fee (income) paid as a result of this pilot initiative relating to Borough residents is received by Dudley Council.
13. This has enabled us to receive advice and assistance from Wolverhampton for free and based on this and the 'offer' from Wolverhampton CC it was agreed to run a pilot for the June 4<sup>th</sup> auction.
14. Dudley's pilot collective switch was promoted through our website and residents were able to register in the switch through clicking on a link and registering their



interest. A maximum of 5 email addresses could be registered from one computer. Telephone registration was also available. The cut off date for this auction was 3<sup>rd</sup> June 2013. A press release was also issued and there was coverage in the local press.

15. This opportunity provided the Borough with the following:
  - Immediate support to Dudley consumers as they face the challenges arising from higher consumer prices against static and in some cases reduced incomes
  - Supporting the Council having greater relevance to its residents
  - Initial planning and support given through the 'tried and tested' route of Oldham Council
  - Minimal risk to Dudley in the initial trial of collective/co-operative ventures
16. It is anticipated that there will be an opportunity to be involved in a further collective energy switch using the Oldham framework with the Black Country councils in Autumn 2013. It is intended that a future initiative will involve a range of council services (including Dudley Council Plus) helping residents become aware of the option to register and in some cases registering their interest for them (where they have no access to the internet).
17. There are, however, other frameworks that the Council could join – some of these frameworks may incur a joining fee. It is intended that the council will explore and appraise all the available options for collective domestic fuel switching – including the cost / benefit of each option - prior to making any final decision for a further initiative. Lessons learnt from the pilot initiative will be incorporated into this appraisal. .
18. The risks to a successful project have been considered. The two most significant ones are:
  - A slow start to the promotional campaign may lead to a low sign up by the 3<sup>rd</sup> June cut off. A total of 206 households had registered their interest by the cut off date of 3<sup>rd</sup> June 2013.
  - Failure of energy suppliers to offer attractive tariffs to customers in the auction leads to low numbers of switchers.
19. Both of these are seen as acceptable risks to provide Dudley consumers with a choice and opportunity to reduce energy costs at a time when prices are rising faster than earnings.

## **Finance**

20. There is no cost with Dudley Council joining with Greater Manchester's collective energy switching scheme. Other frameworks may charge a joining fee. The marketing of a scheme to residents to make them aware of the opportunities of collective switching would be an additional cost but would help to maximise interest in the scheme including maximising the take up for vulnerable households. The maximum budget required for this aspect is £10,000. It will be funded through DACHS revenue reserves.

## **Law**

21. Any business dealing with consumers is bound by consumer protection laws, and organisers of collective purchasing and switching arrangements are no exception.

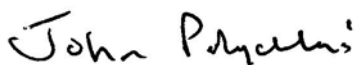
Much of the relevant consumer law is intended to ensure that services are provided with reasonable care and skill, that information provided is accurate and that businesses act fairly towards consumers. Where there is any collection of data the council will need to comply with our obligations under the Data Protection Act 1998. It is clear the council can participate in this scheme. It will however be important that the campaign is clear that the Council is facilitating the scheme but makes clear that the contract will exist between the consumer and the energy provider.

## **Equality Impact**

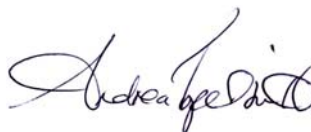
22. It will be crucial to target communications using existing Council and wider partner networks. Links with Credit Unions, CAB and community organisations will be critical to the support of the energy switching campaign and to ensure that all households – including vulnerable households – get an opportunity to register their interest in the collective switch.
23. The Greater Manchester scheme has been able to secure interest in the pre-payment meter consumer.

## **Recommendation**

24. It is recommended that:-
- The contents of the report are noted.
  - The approach set out in the report to explore and appraise the various options (including the Black Country approach) for a collective energy switching scheme for Dudley households (including incorporating any findings from the pilot) is agreed.
  - Cabinet authorises the Chief Executive in consultation with the Leader, and Cabinet Member for Housing to enter into a collective energy switching scheme.
  - approval is given for the use of up to £10,000 to support this initiative and to undertake a range of promotional activities.
  - Any referral fees (income paid to the Council through the collective fuel be used as follows:
    - 50% towards continued support for tackling fuel poverty initiatives in Dudley including future promotion activity for successive rounds of collective fuel switching.
    - The remaining 50% is considered as additional income for the council.



.....  
**John Polychronakis, Chief Executive**



.....  
**Andrea Pope Smith, Director of DACHS**

Contact Officer: Theresa Kelly  
Telephone: 01384 815109  
Email: [theresa.kelly@dudley.gov.uk](mailto:theresa.kelly@dudley.gov.uk)

## **List of Background Papers**

Text for Energy Switch Page

---

<sup>i</sup> 2011 Sub-regional fuel poverty data, DECC May 2013

# Energy Switch

## Save money on your energy bills with Dudley Council

We want to help you save money on your gas and electricity bills.

Thousands of people have already saved money by joining collective energy switch schemes and you could join them by registering with Dudley Energy Switching Scheme.

By allowing people to join together to form a single powerful buying unit, cheaper energy bills could be the result for each household that registers.

Once you have registered your interest, the council will go to auction along with other councils across the country to see which energy company will offer the best tariff. The more people who register for the auction, the more incentive there is for the energy companies to offer a better deal.

Wolverhampton City Council recently helped residents save on average £114 off their annual bills for gas and electricity as a result of the fuel switching auction on the April 9 2013.

If you're interested all you need to do is complete the quick registration process, there's nothing to lose.

Earlier this year Dudley Council announced plans for 'community council' status with the aim of working closer with the community and encouraging people to improve their communities across the borough. The Dudley Energy Switching Scheme is proof our commitment to working closer with local residents.

The next auction will take place on Tuesday June 4 2013 but you will need to register by the 3 June.

## How to Register

Registering is easy; it is free and only takes a few minutes.

This is available to all householders, including people living in rented accommodation and those with a prepayment meter, even those with a debt of up to £500 are able to switch supplier.

Simply supply your contact details along with information about your current energy supplier, the current tariff plan and how much you are currently spending on energy. You will find this information on your recent bills.

Up to five people can be registered on one email address, so why not register a relative or neighbour who does not have internet access?

All you need to do is register your details which can be done online on the [Big Community Switch](#) website.

You can also register by telephoning 01902 553456 or 01922 652500

## What happens next?

After the auction is held, you will receive a personal offer and will be able to see how much money you could save. You can then decide whether or not to accept the no-obligation offer.

**Meeting of the Cabinet 20<sup>th</sup> June 2013**

**Report of the Director of the Urban Environment**

**Safer Routes to School – 20 mph Update**

**Purpose of Report**

1. To update Cabinet on the current position following consultation undertaken with ward members and schools in relation to the introduction of 20 mph zones based upon agreed criteria, priority ranking and ‘on the ground’ feasibility
2. To seek Cabinet approval to produce a programme of works for 20 mph zones or where appropriate alternative safety measures.

**Background**

3. The Cabinet at its meeting in October 2012, received a report detailing a proposed criteria for prioritising schools in the context of a 20 mph zone policy, together with an initial list outlining the top 10% of school access points requiring intervention based on a ‘first sieve’ using this criteria. The key elements used to score potential locations were accident records, numbers of children walking to school, road classification and existing road safety infrastructure.
4. The Cabinet resolved;
  - That support be given to the ‘stage 1’ prioritisation process as indicated in the report submitted to identify the top 10% of school entry points to be considered in greater detail.
  - That a programme of schemes be identified from within the top 10% of schemes and agreed with the Cabinet Member for Transportation.
  - That further Ward Member consultation referred to at the meeting in respect of the introduction of 20mph speed limits be endorsed..
5. A further consultation exercise was carried out during December 2012 during which time all ward members and all Schools in the borough were asked for their views on the criteria and priority ranking.
6. In parallel to this consultation exercise, officers have further assessed those locations detailed in the initial top 10% based on the criteria reported to Cabinet. This further analysis has resulted in the revised work programme attached as

appendix A to this report by removing those locations which had scored highly as a consequence of 'one off events' or other anomalies, or where other safety measures have been introduced in the interim.

7. Whilst the consultation was conducted following Cabinet in October 2012 did not materially affect the initial list of locations reported, those locations identified at appendix A will now undergo more detailed technical evaluation to establish the most appropriate intervention, i.e. mandatory 20 mph limit, advisory 20 mph zone or other safety measures.

### Sustainable Transport

8. The contents of this report support both the objectives of the West Midlands Local Transport Plan and the Council's Transport policies by considering measures which could contribute to improved highway and pedestrian safety and encourage sustainable modes of travel to the benefit of the local community.
9. The whole council will continue to work together to develop road safety measures and other safety programmes that encourage safe travel in locations where the most vulnerable attend. This will include utilising opportunities to engage with residents and partners through the now established community forum network

### Finance

10. The implementation of 20mph speed limit schemes or alternative safety measures where appropriate would be funded from the Integrated Transport Block annual allocation for Safer Routes to School
11. Any schemes shown in appendix A not completed this financial year will be carried over to next financial year

### Law

12. Traffic Regulation Orders are made under powers contained in Section 1 of the Road Traffic Regulation Act 1984
13. Traffic signs are provided under powers contained in Section 64 of the Road Traffic Regulation Act 1984, subject to regulations made by the Secretary of State for Transport.
14. The Council is empowered to improve highways under Section 62 of the Highways Act 1980.
15. Section 111 of the Local Government Act 1972 empowers the Council to do anything calculated to facilitate or is conducive or incidental to the discharge of any of its functions.
16. The Traffic Calming Act 1992 amends the Highways Act 1980 to allow works to be carried out to promote safety and preserve or improve the environment.

17. The Highways Act 1980, as amended by the Road Traffic Act 1991 requires the installation of road humps to be advertised on-street and in the local newspaper for objections.
18. The introduction of, or amendments to, speed limits are authorised by Section 84 of the Road Traffic Regulation Act 1984.

### **Equality Impact**

19. The contents of this report comply with the Council's Equality and Diversity Policy whilst specifically seeking to introduce measures that will be of direct benefit to children and some of the most vulnerable road users in the community including young children, the elderly, pedestrians and cyclists in general, and those with impaired mobility.

### **Recommendation**

20. It is recommended that Cabinet:-

- Note consultation has taken place as requested
- Agrees that the Cabinet Member for Transportation in consultation with the opposition spokesperson for Transportation and the Director of the Urban Environment develop a programme of 20 mph schemes or alternative safety measures based upon the highest ranking priority locations shown in appendix A to this report and any schemes shown in appendix A not completed this financial year will be carried over to next financial year.
- Endorses the principle that any ward member queries on the priority ranked programme or specific queries on schools in their ward are channelled via the Cabinet Member for Transportation who in turn will ensure investigation and an appropriate response



.....  
**John Millar**  
**Director of the Urban Environment**



Contact Officers: Martyn Holloway  
Telephone: 01384 815426  
Email: [martyn.holloway@dudley.gov.uk](mailto:martyn.holloway@dudley.gov.uk)

Neil Lissimore  
Telephone: 01384 814686  
Email: [neil.lissimore@dudley.gov.uk](mailto:neil.lissimore@dudley.gov.uk)

### **List of Background Papers**

Department for Transport – Traffic Advisory Leaflet 9/99 – 20mph speed limits and zones

Department for Transport Circular 1/06 – Setting Local Speed Limits

	<b><u>Safer Routes to School</u></b>		<b>Appendix A</b>
	<b><u>Priority listing of School entry points</u></b>		
<b>Ranking</b>	<b>School</b>	<b>Access Point</b>	<b>Ward</b>
1	Bramford Primary	1 - Park Road	Upper Gornal and Woodsetton
2	Our Lady & St Kenelm RC	2 - Richmond Street	Belle Vale
3	Ham Dingle Primary	1 - Old Ham Lane	Pedmore and Stourbridge East
4	Dormston	2 - Bilston Street	Sedgley
5	Ham Dingle Primary	2 - Ham Lane	Pedmore and Stourbridge East
6	Queen Victoria Primary	1 - Bilston Street	Sedgley
7	St.Mark's CofE Primary	High Street	Brockmoor and Pensnett
8	St.Chad's RC Primary	1 - Catholic Lane	Sedgley
9	Quarry Bank Primary	2 - High Street	Quarry Bank and Dudley Wood
10	Oldswinford Hospital	2 - Heath Lane	Wollaston and Stourbridge Town
11	Amblecote Primary	2 - High Street	Amblecote
12	Oldswinford Hospital	4 - Hagley Road	Wollaston and Stourbridge Town
13	St.Mary's RC Primary	Mill Street	Brierley Hill

---

**Meeting of the Cabinet – 20<sup>th</sup> June 2013**

**Report of the Director of Corporate Resources**

**Localised Council Tax Reduction Scheme 2014/15**

**Purpose of Report**

- 1 To update members on the timetable for approving the localised council tax reduction scheme for the financial year 2014/15.
- 2 To seek approval to undertake consultation on scheme options for 2014/15 in advance of final decision-making by Full Council later in the municipal year.

**Background**

- 3 The Council's Benefits Section currently administers the council tax reduction scheme. Means-testing for low income households can result in a reduction to their council tax liability. In 2013/14 it is estimated that the Council will award approximately £24 million worth of reduction in liability to about 33,500 council tax payers, the average amounting to £13.54 per week (£704 per year).
- 4 In April 2013 the old *national* council tax benefit (CTB) scheme was abolished and replaced by *localised* council tax reduction (CTR) schemes. Council tax support is also used as an alternative term for CTR.
- 5 For 2013/14 each of the 326 local authorities in England had to devise their own local CTR schemes for low-income families within the following framework :
  - a) Government funding was reduced by 10% nationally (around £2.4m for Dudley).
  - b) The funding changed from being demand-led subsidy to annual cash limited grants to local authorities (LAs) and major precepting authorities (ie. Fire & Police). Consequently in a changing economic climate the expenditure could be higher or lower than the amount of grant received.
  - c) Pensioners had to be protected and a pensioner CTR scheme (equivalent to the old CTB) was prescribed in regulations.
  - d) Councils are expected to observe their duty to protect certain other vulnerable groups although these are not defined in regulations.
  - e) Schemes should support incentives to work and avoid disincentives to move into work.
  - f) To provide certainty for claimants, schemes may be revised from one year to the next but not within year.
  - g) Consultation is required with precepting authorities who are also affected by any new scheme that reduces their council tax income

- 6 In developing new schemes councils had to make tough choices on whether all or some of the funding cuts should be passed onto benefit claimants (ie. by increasing their council tax liability) or whether increasing income / reducing expenditure in other areas could match the difference in funding.
- 7 As a consequence of local budget pressures and the requirement to protect pensioners some LAs commenced their consultation last year based on significant reductions in benefits for working age claimants (in excess of 30% in some cases). To mitigate this central government in October 2012 announced a transitional (one-off) grant to any LAs which satisfied certain criteria of a '**well-designed**' scheme (an extra £100m nationally making up approximately 20% of the original funding shortfall for each LA). The most significant of the qualifying criteria for the grant was that any claimant who previously received 100% CTB (ie, paid no council tax at all) should not pay any more than 8.5% of their bill under a new CTR scheme. No transitional grants have been announced for year 2.
- 8 Early in the CTR design process, Dudley was one of the first councils to declare their intention to retain the eligibility and calculation rules of CTB for their new scheme. In a House of Lords debate on 16<sup>th</sup> October 2012 about council's doing the right thing, Dudley was specifically quoted as a good example of a '*non affluent council*' struggling to continue the default scheme as wishing '*to protect their poorer citizens*'.
- 9 After undertaking a public consultation last year, in November 2012 Dudley Council members voted to protect all of it's benefit claimants by adopting the government's default scheme (equivalent to CTB) for it's 2013/14 localised council tax reduction scheme, and incorporated plans for the reduction in government funding into it's Revenue Budget Strategy for 2013/14.
- 10 Some local authorities amended their scheme proposals as a result of the transitional grant but others continued with their original plans. Dudley was one of the 58 councils in England who retained the CTB scheme rules (with another 15 councils only making very minor changes). 232 councils introduced a minimum CTR payment, with half of these setting the figure at 8.5% in order to gain the year 1 transitional grant. A summary of the national picture for adopted 2013/14 schemes is attached as Appendix 1.
- 11 If Dudley wishes to amend it's Council Tax Reduction Scheme for 2014/15 it must undertake consultation with it's precepting authorities and the public on the proposed scheme and have the new scheme approved by a full council meeting before the end of January 2014. Transitional arrangements (protection) must also be considered at the same time.

- 12 The following timetable is therefore proposed :-

Cabinet Approval the timetable / basis for consultation	Jun 2013
Corporate Performance Management, Efficiency and Effectiveness (CPMEE) Scrutiny Committee work	Jun – Sept 2013
Consultation commences with Fire / Police	Jun 2013
Public Consultation	Jul – Sept 2013
Update Cabinet on consultation / scrutiny outcomes	18 <sup>th</sup> Sep 2013
Refine / document scheme and any transitional arrangements	Sep - Oct 2013
Cabinet approves scheme to submit to Full Council	30 <sup>th</sup> Oct 2013
Cabinet response to CPMEE Scrutiny Committee	20 <sup>th</sup> Nov 2013
Full Council approves scheme	5 <sup>th</sup> Dec 2013
Deadline for 2013/14 CTR scheme approval	31 <sup>st</sup> Jan 2014

- 13 The estimated breakdown of reductions to be granted under the current 2013/14 scheme is as follows :-

<i>Data as at 01/05/13</i>	Pension Age	Vulnerable (Disabilities)	Vulnerable (Lone parent, Child under 5)	Working Age Employed	Working Age Other	TOTALS
Number of claims with non-zero awards	15892	4114	2448	1809	9087	33350
Average weekly reduction	£13.69	£14.66	£12.54	£9.81	£13.80	£13.54
Total annual awards	£11,349,729	£3,146,803	£1,610,817	£937,793	£6,544,476	£23,589,618

- 14 As part of the recent “Big Question” consultation on the budget, the Council sought the views of the public on the services that they would want to cut or protect. The results of that exercise indicated a relatively high level of support for cutting benefits and other welfare services. However, in view of the breakdown of claimants set out above, it is relevant to note that there was a relatively high level of support for protecting disabilities and mental health for children and adults as well as child protection and family support. (There was also a relatively high level of support for protecting older people but these are in any case protected by the mandatory scheme for pensioners.)
- 15 Early indications from other authorities who have reduced eligibility suggest that recovery of council tax from low-income families is proving challenging, both in terms of administration and lower levels of collection. Experience from other LAs will also be incorporated into the consultation exercise to inform the decision making process, as will all other examples of good practice that emerge.

## **Options for Dudley's Local Scheme year 2**

16 The following assumptions have been used in setting out the options below:-

- All calculations are based on current caseloads, 2013/14 Council Tax levels with no annual upratings applied
- **Savings quoted are maximum if all extra council tax is collected – This is unlikely.**
- Additional costs for collection and administration are not included
- The ranges given below depend on the level of protected categories. The lower range includes protection for all households with adult or child disabilities plus single parents with a child under 5. The higher range is with no protected groups.

**Option 1:** Continue with the current council tax reduction scheme which matches the benefit eligibility and calculation rules of the old CTB scheme for working age claimants and protects all low-income families from a rise in council tax.

*(Premiums and allowances would still be annually uprated in line with the pensioner scheme and equivalent Housing Benefit regulations).*

Number of affected households	0
Average increase in weekly CT	£0
Annual saving to LA	£0

**Option 2:** Reduce CT reductions by 8.5 %

Number of affected households	10678 - 17218
Average increase in Weekly CT	£1.14 - £1.15
Annual saving to LA	£632k - £1,036k

**Option 3:** Reduce CT reductions by 20%

Number of affected households	10680 - 17221
Average increase in Weekly CT	£2.67 - £2.72
Annual saving to LA	£1,488k - £2,439k

The Council is required to consult on the basis of a preferred scheme. Taking into account government guidance, the schemes adopted by other councils and the results of the "Big Question" survey, it is proposed that the Council consults primarily on the basis of Option 2 with protection for vulnerable groups. However, it is also proposed that Options 1 and 3 remain on the table and that any other options suggested by the response to consultation may also be considered and further consulted upon if appropriate.

## **Finance**

- 17 In 2013/14 it is estimated that £24m in council tax reductions will be granted under our current scheme for low-income families. This is funded by £21.3million from central government, £0.6million in 'one-off' transitional grants, and a contribution from Dudley and its major precepting authorities (Fire & Police) of £2.1million. The breakdown of these figures is 88% Dudley Council, 8% West Midlands Police & Crime Fire Commissioner and 4% West Midlands Fire Service. No further transitional funding has been announced for 14/15.
- 18 Although provision for funding the Dudley contribution to the scheme was made in the budget for 2013/14, (assisted by the one-off transitional grant), any savings made in the costs of the 2014/15 scheme will contribute to meeting other budget pressures.
- 19 If introducing a new scheme that requires collection of small amounts of council tax from a larger number of tax payers, the additional cost of collection and potential lower collection rates (based on Community Charge experience) will also need to be factored in to the budget setting process for 2014/15. Although official collection rate statistics are not published mid-year we are planning to gather evidence throughout the consultation period from other local authorities who have already implemented less generous schemes and will feed this into the Autumn decision making.

## **Law**

- 20 The Local Government Finance Act 2012 introduced local council tax reduction schemes to replace council tax benefit from April 2013.
- 21 The Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 (Statutory Instrument 2012 / 2885) contains the mandatory elements for any local scheme and details the scheme that must be adopted for pensioners.
- 22 The Council Tax Reduction Scheme (Default Scheme) (England) Regulations 2012 (Statutory Instrument 2012 / 2886) contains the default council tax reduction scheme that can be adopted by authorities either by choice or it is imposed in the event that no local scheme is set by 31<sup>st</sup> January. Our chosen current scheme follows this with the addition of extra income disregards for war and war widow pensions.

## **Equality Impact**

- 23 The Government has stated that local schemes should provide support for the most vulnerable. The Government has not prescribed the protection that local authorities should provide for vulnerable groups other than pensioners. Guidance was however issued in May 2012 regarding the existing duties local authorities must take into account in relation to vulnerable groups in designing their schemes. These cover the following:
- the public sector equality duty set out in section 149 of the Equality Act 2010
  - the duty to mitigate child poverty under the Child Poverty Act 2010, and
  - the duty to prevent homelessness under the Housing Act 1996.

The guidance does not tell local authorities what they must do in their schemes to be compliant with these duties, but states that this needs to be tailored to their own specific circumstances.

- 24 There are equality implications that will need to be considered and integrated into the consultation and decision making process for a revised local scheme. This will include the completion of equality impact assessments and consultation with appropriate groups with protected characteristics who may be affected by changes to entitlement. We will also use the equality impact assessments to identify any unintended consequences for vulnerable groups to ensure that our local scheme is fair and equitable.
- 25 There has been no specific involvement of children and young people in developing the proposals in this report.

### **Recommendations**

- 26 That Cabinet note the timetable required to develop a revised council tax reduction scheme for 2014/15 (see 12 above)
- 27 That cabinet agree that consultation will commence based on the options in this report (see 16 above).



.....  
Philip Tart  
Director of Corporate Resources

Contact Officers: Mike Williams  
Telephone: 01384 814970  
Email: [mike.n.williams@dudley.gov.uk](mailto:mike.n.williams@dudley.gov.uk)  
[jackie.davies@dudley.gov.uk](mailto:jackie.davies@dudley.gov.uk)

### **Appendix 1 - Summary of LA schemes adopted for 13/14 (published March 2013)**



council-tax-bene  
fit-localisati...

### **Links to Background Information**

---

[Local Government Finance Act 2012](#)

[The Council Tax Reduction Scheme \(Prescribed Requirements\) \(England\) Regulations 2012](#)

[The Council Tax Reduction Scheme \(Default Scheme\) \(England\) Regulations 2012](#)



[The Council Tax Reduction Schemes \(Prescribed Requirements and Default Scheme\) \(England\) \(Amendment\) Regulations 2012](#)

Background to the independent research included in the Appendices is also available on the following websites:-

<http://counciltaxsupport.org/the-story-so-far/>

<http://www.npi.org.uk/>

# THE IMPACT OF LOCALISING COUNCIL TAX BENEFIT

From April 2013, Council Tax Benefit (CTB) will be abolished and replaced by Council Tax Support (CTS). In England, 326 local authorities have had to devise their own local CTS schemes but with 10 per cent less funding.

This summary looks at what the impact of this change will be in England in the first year.

## Key points

- CTB reduces the amount of council tax that low-income households have to pay, often to nothing. When a family's CTS is worth less than its CTB, it faces a tax increase.
- In the year beginning April 2013, 18 per cent of councils will retain the 2012/13 levels of CTB, 71 per cent will require all working-age adults to pay at least some council tax, regardless of income. 11 per cent will make some changes but these will not affect all CTB recipients. (Benefit to pensioners cannot be changed under CTS.)
- Some 2.4 million low-income families will pay on average £138 more in council tax in the year 2013/14. However, there is wide variation: the average tax increase ranges from £100 a year or less for 1 million recipients to £300 a year or more for 150,000 recipients.
- 78 per cent of those affected by the changes currently pay no council tax. Councils will have to start collecting, on average, £140 per year from these households (in monthly collections of just under £12). It is unclear how economical it will be for councils to pursue large numbers of low-income families for these sums of money.
- 2 million working-age CTB claimants are in poverty, and a further half million just above it. An increase in council tax would leave them with even less disposable income.
- The replacement of CTB with CTS marks a historic move from a nationally devised system to one consisting of 326 different local schemes in England. It will be a curious system when a jobseeker with a state-provided income of £71.70 per week is considered to have enough money to pay some council tax in some parts of the country, but too poor to pay in others.

The research

By Sabrina Bushe, Peter  
Kenway and Hannah Aldridge,  
New Policy Institute

MARCH 2013



# BACKGROUND

Council tax benefit (CTB) reduces the amount of council tax that low-income households have to pay – often to nothing. As such, CTB is not a benefit, but rather a council tax rebate. In April 2013 the national system of CTB will be abolished and replaced with local systems of Council Tax Support (CTS).

The funding for CTS in 2013/14 will be 10 per cent less than CTB. In England, each of the 326 lower tier and unitary local authorities decides how the system will work in their area. The only requirement of central government is that the current levels of support for pensioners are retained. Under CTB, any unexpected increase in cost was met through the Treasury's budget, but under CTS the Treasury's spending is fixed, so the local authority is liable for any changes in cost. (Funding for CTS in Scotland and Wales will also be cut by 10 per cent but there will be no change for claimants. The Scottish and Welsh governments are making up the cut from other sources.)

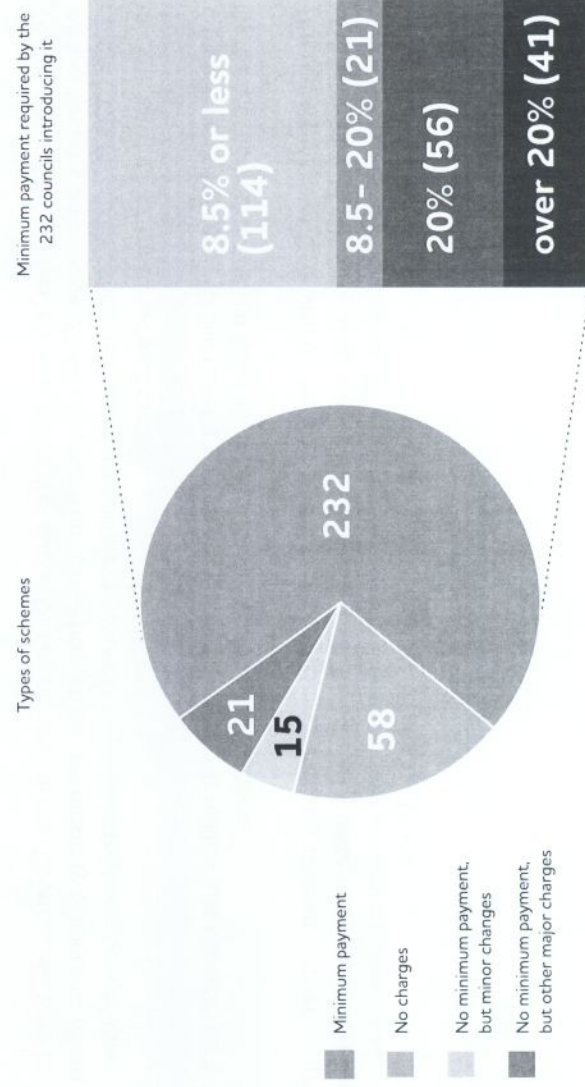
To complete this study, information was collected from each of the 326 English local authorities on their CTS schemes for the year beginning April 2013. It was then analysed to estimate the impact of each scheme on local claimants.

## The variety of Council Tax Support schemes

Figure 1 shows that 58 councils (18 per cent) will retain the current levels of support provided by CTB and will meet the funding shortfall by making savings or raising funds elsewhere. The most common change to existing CTB arrangements has been to require everyone to pay at least some council tax regardless of income: 232 schemes (71 per cent) include such a component. The remaining 36 (11 per cent) are making changes that will not affect all CTB recipients.

**Figure 1: Breakdown of local authority council tax support schemes, by the presence of a minimum payment requirement**

In April 2013, 232 councils will require all households to pay at least some council tax, regardless of income



Source: NPI primary research

But within this broad picture there is considerable variation in how councils in have adapted CTB into CTS schemes. In most areas CTB entitlement is being adapted in multiple ways – by changing, for example, the income taper, how income is calculated or introducing a band cap. As a result very few schemes are exactly alike.

## The impact on claimants

The study estimates that of the 2.9 million working-age CTB recipients in England, 2.4 million will pay on average £138 more in council tax in the year 2013/14 (or an average of £132 for in-work recipients and £140 for those not working). However, there is wide variation.

The reduction in support will depend primarily on which local authority someone lives in. But there is also variation within local authorities and the groups that are hit hardest will vary with the scheme design. Around 1 million recipients will have to pay less than £100 extra in council tax while some 150,000 recipients will have to pay at least £300 a year. A small number of individuals will pay much more than £300, as they are affected by multiple changes to the system.

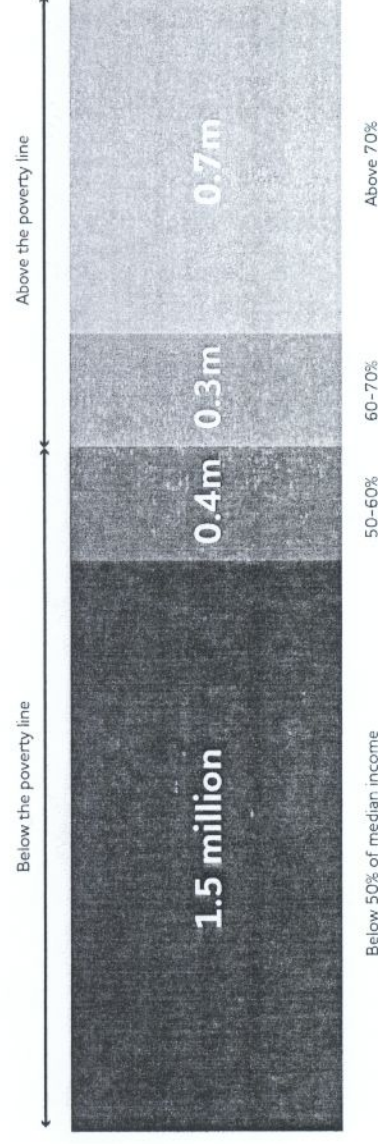
Figure 2 shows that 2 million working-age CTB claimants (65 per cent) are in poverty – and most of that is deep poverty. (Poverty is defined as being in a household with less than 60 per cent of the median income 'after housing costs'; deep poverty is less than 50 per cent of the median.)

Of those claiming CTB who are above 70 per cent of the median income, over half are in receipt of a Disability Living Allowance (DLA). So whilst they are better off in terms of income, they also have a higher cost of living (which is why the DLA is paid out). An increase in the council tax these households have to pay will leave them with even less disposable income. Overall, 730,000 families claim both CTB and DLA.

Some 78 per cent of the 2.4 million affected live in non-working households and currently pay no council tax. From April 2012 councils will collect on average £140 per year from these households, in monthly collections of just under £12.

**Figure 2: Number of working-age families claiming CTB in England by distance from the (after housing costs) poverty line**

2 million working-age families claiming CTB are already in poverty – and most are in deep poverty



Source: NPI analysis of FRS 2009/10 and 2010/11



## Conclusion

The replacement of CTB with CTS marks a historic move from a nationally devised system to one consisting of 326 different local schemes in England. This restructuring of the benefits system, together with a 10 per cent cut in funding, will create considerable challenges for local authorities, advice services and benefit recipients alike. In addition, these schemes are all liable to change again in 2014/15, as councils reflect on the first year and transitional grant funding expires.

The advantage of localism is that policies can be tailored to the needs of an area. A variety of different CTS schemes may help to determine the optimum combination of work incentives and protection of the poor. However, multiple schemes will add complexity and reduce transparency.

Since 1948, entitlement to benefits has been determined by Parliament. However, under CTS there will be neighbouring areas where in one place a jobseeker will have an income of £67.10 per week after council tax, while across the road a jobseeker with an income of £71.70 can be deemed too poor to pay any council tax.

Cuts to means-tested benefits exclusively hit lower income households. When CTS is introduced most councils will start to collect a tax from families that they were previously deemed too poor to pay. With approximately 2 million working-age CTB claimants in poverty, and a further 300,000 just above it, an increase in council tax will invariably push more people into poverty or deeper into poverty. Furthermore, it is unclear how economical it will be for councils to pursue large numbers of low-income families for limited sums of money.

---

## About the project

The information on each scheme was sourced from individual lower tier and local authority websites. It is based on either the final scheme, approved by the Full Council, or the proposed final scheme recommended to councillors for approval. The estimates of numbers affected and the average reduction in support are drawn from a model devised by NPI. This combines: local authority level data on the distribution of properties by council tax band (the valuation list); local authority level administrative data on the number of working-age CTB recipients; and regional level survey data (from the Family Resources Survey) on the distribution of CTB claimants by band and whether single or couple. The data in this study was last updated on 12/3/2013.

## FOR FURTHER INFORMATION

This summary is part of JRF's research and development programme. The views are those of the authors and not necessarily those of the JRF.

All the information gathered for this research and further analysis can be viewed online for free at [counciltaxsupport.org](http://counciltaxsupport.org)

Read more summaries at [www.jrf.org.uk](http://www.jrf.org.uk)  
Other formats available  
ISSN 0958-3084

Joseph Rowntree Foundation  
The Homestead  
40 Water End  
York YO30 6WP  
Tel: 01904 615905

email: [publications@jrf.org.uk](mailto:publications@jrf.org.uk)  
[www.jrf.org.uk](http://www.jrf.org.uk)  
Ref: 2894

**DUDLEY METROPOLITAN BOROUGH COUNCIL**

**CABINET- 20 JUNE 2013**

**REPORT OF THE DIRECTOR OF THE URBAN ENVIRONMENT**

**FOOD SERVICE PLAN 2013/2014**

**PURPOSE OF REPORT**

- 1 The Food Standards Agency requires that Local Authorities submit their food service plans for approval by Members.
- 2 To advise Cabinet the contents of Directorate of the Urban Environment (DUE) Food Service Plan 2013/2014 and to refer the plan to Council for final approval.

**BACKGROUND**

3. Local authorities are required by the Food Standards Agency (FSA) to produce and implement an annual Food Service Plan that sets out how the authority will deliver food law enforcement functions to ensure national priorities and standards are addressed and delivered locally.
4. The food service is located within the Planning and Environmental Health Division of the Directorate of the Urban Environment and provided by officers within the Food and Occupational Safety (FOS) and Trading Standards sections.
5. The service consists of inspections of food businesses to ensure compliance with food safety and food standards legislation, investigation of complaints relating to food and premises, sampling of foods for microbiological and compositional requirements, the investigation of food borne disease as well as educational and promotional activities.
6. By ensuring the safety of food produced and consumed within the borough and encouraging healthy eating and reducing health inequalities, the delivery of the food enforcement service contributes to delivering the Cabinet and Council Plan priorities of health and well-being. The service helps maintain public confidence in the standards of our local food industry and provides practical support to businesses in difficult economic times, which helps to ensure fair

competition and allow well run food businesses to flourish and contribute to the local economy.

7. Service plans are developed under the framework agreement produced by the Food Standards Agency and provide the basis on which local authorities are monitored and audited by the Agency. It is a requirement that food service plans are submitted to Members for approval to ensure local transparency and accountability.
8. A summary of this year's service plan is appended to this report (Appendix 1). A full copy of the Food Service Plan is located in the Members' Room.
9. Regarding performance in 2012/2013 items to note are:
  - High levels of inspection of food premises in the borough have been maintained. 1275 food hygiene inspections and 203 food standards inspections were carried out during the year.
  - The proportion of food premises in the borough that are broadly compliant with food hygiene legislation is 89%. Statistics produced by the Food Standards Agency in November 2012 show Dudley to have the second highest proportion of broadly compliant food premises in the West Midlands and amongst the highest ranking for Metropolitan boroughs in the country. The national range for metropolitan boroughs is between 59% and 93%.
  - The Dudley local Scores on the Doors scheme, which publishes the results of food hygiene inspections, was migrated to the new national Food Hygiene Rating Scheme during 2012-13. Dudley consumers can now access the results of food hygiene inspections across the UK including Dudley in one visit via the Council's website to the national website [www.foodratings.gov.uk](http://www.foodratings.gov.uk) and can download up to date information onto mobile phones.
  - The proportion of zero rated (Urgent Improvement required) food premises has fallen to just 12 out of 1,984 food hygiene ratings in the borough. This has been due to the focussing of resources onto the poorest performing premises to improve their compliance over a short period of time combined with an increase in the number of prosecutions taken against non co-operating proprietors of zero rated premises. Two thirds of all food premises in the borough are now rated in the top two bands of 5 (Very Good) and 4 (Good).
  - 444 food samples were purchased from food premises in the borough and submitted for microbiological or compositional analysis. This included 25 samples taken from Dudley meat product producers and cold stores to check meat species as part of the national project to check meat products for presence of undeclared horsemeat. All samples taken in Dudley were negative for the presence of horsemeat.
  - A large scale seizure and destruction of over 40 tonnes of cooked chicken was carried out after sampling indicated that two consignments of cooked chicken imported from China into a cold store in the borough and intended for the UK sandwich trade were unfit for consumption due to the presence of salmonella food poisoning bacteria. This action most likely prevented a national food poisoning outbreak from occurring.

- The council has a clearly laid down enforcement policy, which focuses on providing advice and guidance for businesses to secure compliance. However, where businesses consistently fail to comply with the law or present a severe threat to public health it is important that action is taken to protect consumers. During the year, 5 prosecutions were completed involving 4 takeaways and a restaurant which failed to achieve minimum levels of food hygiene and safety and 4 food premises were closed using emergency powers due to health risks posed by rodent infestations. A further 8 food premises are currently being progressed for prosecution. All concluded prosecutions are published in the prosecution register on the Council's website.

10. It should be noted that the Food Standards Agency's review of official food control delivery which reported in March 2013 has shown a high level of confidence in the food enforcement service delivered by local authorities and the decision has therefore been made not to pursue an option for future centralised delivery outside of local authorities.

## **FINANCE**

11. Financial implications from implementing the Food Service Plan are met from within existing budgets

## **LAW**

12. The Council's duties with respect to protecting consumer interests in relation to food safety and standards are set out under the Food Safety Act 1990.
13. Powers to enable the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999.
14. Section 111 of the Local Government Act 1972 authorises the Council to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of its statutory functions.


## **EQUALITY IMPACT**

15. This report does not conflict with the Council's policy on equality.
16. The Food Service Plan contributes towards reducing health inequalities for all residents in the borough by promoting healthy eating. In particular healthy eating is encouraged for children and young persons and also elderly people through the Dudley Food for Health Award. Many of the premises achieving the award are schools, nurseries and residential homes.



## **RECOMMENDATION**

- 17 It is recommended that Cabinet endorses the contents of the Food Service Plan of the Directorate of the Urban Environment 2013/2014 and recommends referral to full Council.

A handwritten signature in black ink, appearing to read 'J. B. Millar'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

**J. B. MILLAR – DIRECTOR OF THE URBAN ENVIRONMENT**

**Contact Officer:** Dolores Nellany  
Telephone 01384 814611  
Email: [dolores.nellany@dudley.gov.uk](mailto:dolores.nellany@dudley.gov.uk)

## **BACKGROUND PAPERS**

- 17 Food Service Plan 2013-14

APPENDIX 1



Directorate of the Urban Environment

Planning and Environmental Health Division

**Food Service Plan**  
**Summary**  
**2013/2014**

# **Food Law Enforcement Service Plan 2013 – 2014**

## **Summary**

### **1 Service Aims and Objectives**

#### **1.1 Aims**

- To improve and sustain the health of the local people in the borough by contributing to the reduction of the health inequalities gap via the Health Inequalities Strategy.
- To ensure that food and water available in the borough is safe to consume.
- To work to prevent avoidable illness and reduce the spread of communicable disease within the Borough.

#### **1.2 Objectives**

- To carry out a programme of routine inspection of food premises.
- To implement procedures to ensure compliance with the Food Standards Agency Framework Agreement.
- To ensure food offered or exposed for sale is fit for human consumption and to expedite the removal of hazardous/risk product from the food chain.
- To investigate service requests relating to food and the conditions of food premises and where appropriate prepare reports for prosecution.
- To raise awareness of the food hygiene and safety performance of food businesses with consumers through the Food Hygiene Rating Scheme.
- To investigate where appropriate cases of communicable disease, including the investigation of practices and processes identified as sources of infection at commercial premises.
- To produce and undertake a food sampling programme and to undertake reactive sampling as required in connection with outbreaks/service requests.
- To ensure that all food service work is carried out in accordance with relevant codes of practice and quality systems.
- To contribute to the work of the Obesity Strategy including encouraging food businesses to apply for and gain the Dudley Food for Health Award and working with schools on issues such as labelling and nutrition.
- To respond to requests for advice, and where appropriate liaise and advise businesses in accordance with the home authority principle and the Primary Authority scheme coordinated by the Better Regulation Delivery Office (previously known as LBRO).

The Environmental Health and Trading Standards Service directly supports and contributes to the importance of health and wellbeing within the Council Plan objectives by ensuring the provision of the following:

- Clean and safe food and water,
- A trading environment that is fair and equitable to the consumers and businesses of the Borough.

## **2. Service Delivery**

The food service is located within the Planning and Environmental Health Division of the Directorate of the Urban Environment. The service is provided by officers within the Food & Occupational Safety (FOS) and Trading Standards sections.

To illustrate matters dealt with by the two services and how this works in practice there is a sliding scale of seriousness for breaches of food legislation. A complaint concerning the sale of out of date food which has allegedly caused food poisoning will initially be considered by FOS as the food poisoning is the more serious issue. If the food poisoning allegation proves unfounded then the matter will be referred to Trading Standards for investigation.

Trading Standards deal with issues relating to the labelling of food and compositional requirements. This area of work is important with regard to current concerns surrounding obesity. FOS link into this area of work as they pursue important work in the area of education and nutrition.

The aim of the two Services is to provide a comprehensive and complete food service. It is recognized that they need to work together, avoid duplication and be effective and efficient and have effective referral mechanisms in place to ensure that the best service is provided to the public.

The **Food & Occupational Safety Section officers** are allocated to food legislation enforcement and are responsible for the enforcement of:

1. Issues relating to food which fails to meet the requirements of Section 8 of the Food Safety Act 1990 and Article 14 of General Food Regulations 2004 in relation to unsafe food. Issues relating to food which fails to meet the requirements of Section 14 of the Food Safety Act in respect of substance or quality including extrinsic foreign bodies.
2. Issues relating to the premises, practices and conditions under which food is prepared, stored and handled.
3. The investigation of cases of food borne infectious disease, to identify its source and prevent further cases.
4. To register or approve food premises as legislation requires.

The **Trading Standards Section officers** are involved in food legislation enforcement and responsible for the enforcement of:

1. Issues relating to food which fails to meet the requirements of Section 14 of the Food Safety Act 1990. It must be noted that the Food & Occupational Safety section investigates issues relating to the contamination of food by extrinsic foreign bodies.
2. Issues relating to food that is falsely described or presented in contravention of Section 15 of The Food Safety Act 1990.
3. All regulations relating to the manner of marking and labelling of food. Principally this will be the Food Labelling Regulations 1996 but will also include labelling requirements of regulations relating to specific foods.

4. All regulations relating to compositional requirements.
5. The Agricultural Act and associated regulation relating to the labelling and sale of feeding stuffs.

### **3. Demands on the Food Service**

Dudley has 2,332 food premises within its area as of 1<sup>st</sup> April 2013. This is made up of

<b>31</b>	<b>Manufacturers/Producers</b>
<b>40</b>	<b>Distributors</b>
<b>620</b>	<b>Retailers</b>
<b>480</b>	<b>Restaurants, Cafes, other Caterers</b>
<b>341</b>	<b>Pubs/Clubs</b>
<b>15</b>	<b>Hotels/Guest Houses</b>
<b>268</b>	<b>Takeaways</b>
<b>124</b>	<b>Schools/Colleges</b>
<b>224</b>	<b>Caring establishments</b>
<b>94</b>	<b>Mobile traders</b>
<b>95</b>	<b>Unrated (awaiting first inspection)</b>

For Food Safety inspection purposes the ratio of premises in each score banding on 1<sup>st</sup> April 2013 as set out in The Food Standards Agency Statutory Code of Practice is as follows:

<b>Category A (inspected at 6 month intervals)</b>	<b>7</b>
<b>Category B (inspected at 12 month intervals)</b>	<b>126</b>
<b>Category C (inspected at 18 month intervals)</b>	<b>938</b>
<b>Category D (inspected at 2 year intervals)</b>	<b>487</b>
<b>Category E (inspected at 3 year intervals)</b>	<b>665</b>
<b>Unrated premises</b>	<b>109</b>

N.B. Category A are the higher risk premises and E the lowest risk.

There are 2 licensed abattoirs in the Borough.

There are 17 premises approved for the production of meat, fish or dairy products.

For Food Standards Inspection purposes the number of premises in each score banding are as follows

<b>high</b>	<b>18</b>
<b>medium</b>	<b>690</b>
<b>low</b>	<b>754</b>

### **4. Review of Activity from Service Plan 2012/2013**

- **99% (826)** high and **92% (306)** low risk food hygiene inspections that were due were achieved against targets of 100% and 80% respectively. Additionally 143 lowest risk Category E premises were inspected, predominantly new businesses such as childminders and home bakers, which require an initial inspection for rating purposes.

- **100% (20)** programmed high and **50% (183)** medium risk food standards inspections that were due were achieved against targets of 100% and 50% respectively.
- **356** food samples were procured and examined for microbiological safety. All unsatisfactory samples received appropriate follow up. One large scale seizure and destruction of over 40 tonnes of cooked chicken imported from China was undertaken after sampling showed the presence of salmonella food poisoning bacteria.
- **88** food samples were procured and analysed to ensure correct labelling, description and compliance with compositional standards. This included 25 samples taken from Dudley meat product producers and cold stores to check meat species as part of the national project to check meat products for presence of undeclared horsemeat. All samples taken in Dudley were negative for the presence of horsemeat.
- Five prosecutions of food business proprietors were successfully concluded for poor food hygiene and safety standards and 4 food premises were closed using emergency powers whilst rodent infestations were dealt with. (Fines and costs issued by the courts totalled nearly £20,000). Split into costs as % for Dudley.
- **107** food standards complaints were received. Many related to out of date food and quality issues.
- A total of **633** food service requests were actioned by FOS during the year. Of this total figure, 55 related to food complaints, 231 related to food premises conditions and food hygiene practices and 347 were general requests for service.
- The number of infectious disease investigations for the year was **718**, of which **486** were cases of campylobacter; these were responded to by postal questionnaire or advice. The response time for the remaining cases is 24 hours with some diseases requiring immediate attention.
- The Dudley Food for Health Award, delivered in conjunction with Dudley public health proactively encourages premises to provide a healthy eating choice whilst ensuring compliance with food hygiene regulations. This work contributes to meeting targets in the Health Inequalities Strategy and Obesity Strategy. 35 Awards were made during the year to catering premises.
- The results of food hygiene inspections were published on the Council's website throughout the year. The Dudley local Scores on the Doors scheme was migrated to the new national Food Hygiene Rating Scheme in February 2013. Consumers can now access ratings across the UK in one visit to the website.
- The proportion of food premises that are broadly compliant with food hygiene legislation was almost 89% at the year end. This is the second highest in the West Midlands and amongst the highest for metropolitan authorities in the country.

- Sampling projects in conjunction with CEnTSA (Central England Trading Standards Authorities) were participated in by Trading Standards. These included the presence of gluten and allergens project, a counterfeit spirit drinks project and an imported food survey. All samples were reported as satisfactory. At 3 off licences visited as part of the counterfeit spirits drinks project, non UK duty paid stock was discovered and the stock surrendered for destruction. Additionally a food standards project to ensure compliance with food additive regulations in highly coloured foods was carried out with the focus on olympic and jubilee products.

## **5. Issues for consideration during the year 2013/2014**

- The transfer of public health functions from the NHS to local authorities from April 2013 will be an opportunity for closer links with public health professionals. FOS and Trading Standards already make contributions in the areas of obesity prevention, healthy eating, food labelling, alcohol and tobacco control and smoking cessation and will have important contributions to make to targets in the new Public Health Outcomes Framework. 3 FOS staff have been trained as Healthy Living Champions as part of the Making Every Contact Count Programme and will take part in a pilot scheme aimed at increasing referrals and signposting to public health services during routine enforcement work.
- There has been an increase in some areas of reactive work including the number of food hygiene requests for service, largely due to an increased turnover in small food businesses and their need for advice and support, and an increase in reported food poisoning cases, particularly campylobacter cases, following the national trend in a rise in cases year on year. The number of small food businesses changing hands and requiring re-registration and inspection has steadily increased year on year due to the current economic climate. There has also been an increase in new home caterers, mobile food traders and home baking businesses. 578 new food registrations were received in 2012-13, up by 26% from the previous year. This places an extra burden on the inspection programme in terms of additional inspections and providing extra support to new proprietors.
- Trading Standards will be required to assist and advise business in order that they comply with the new Food Information Regulations. The regulation combines rules on general food and nutrition labelling into a single EU regulation. Transitional arrangements set out in the proposed new regulations mean that the bulk of the requirements will not apply until 2014, with nutrition labelling becoming mandatory in 2016.
- Following on from the success of the zero star strategy programme to improve standards in poor performing premises, this needs to be extended to a similar scheme to give additional assistance to proprietors of premises with ratings of one and two.

**Meeting of the Cabinet – 20<sup>th</sup> June, 2013**

**Appointment of Council Representatives to Outside Organisations**

**Report of the Director of Corporate Resources**

**Purpose of Report**

1. To consider the appointment of Council representatives to outside organisations for the 2013/2014 municipal year.

**Background**

2. In accordance with the scheme of delegation contained in the Council's Constitution, the Cabinet is requested to determine the appointment of representatives to serve on outside organisations.
3. The organisations in respect of which appointments need to be made are set out in the appendix to this report, together with details of the representatives appointed in the 2012/2013 municipal year and their term of office. Also included are details in respect of appointments whose terms of office are for longer than a year. The future term of office is also indicated.

**Finance**

4. Budget provision is made within the overall Council budget to cover the costs of appointing Council representatives to outside organisations.

**Law**

5. The statutory provisions relating to the above matter are contained in Section 111 of the Local Government Act, 1972, Sections 15-18 of the Local Government and Housing Act, 1989 and the relevant provisions of the Local Government Act, 2000.

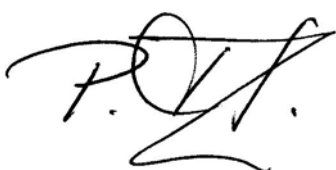


### **Equality Impact**

6. The proposals in this report accord with the policy of the Council in relation to equality and diversity. A number of the outside organisations involve/deal with children and young people and so decisions made will have a direct impact on them.

### **Recommendation**

7. That the Director of Corporate Resources, in consultation with the Leader of the Council and the Minority Group Leader, as appropriate, be authorised to determine the appointment of representatives to serve on the outside organisations indicated in the Appendix to the report now submitted.



.....  
DIRECTOR OF CORPORATE RESOURCES

### **Background Papers**

Schedule of appointments to Outside Bodies.

Contact Officer: J Jablonski – Ext. 5243 (01384-815243)

josef.jablonski@dudley.gov.uk

<u>NAME OF ORGANISATION</u>	<u>CURRENT REPRESENTATIVE(S)</u>	<u>TERM OF OFFICE</u> (ongoing period of office indicated)
<b>Strong Communities</b>		
Baggeridge Social Welfare Centre	Councillors Branwood and Wright	Annual
Beacon Centre for the Blind	Councillors M Aston 1 Labour vacancy and Miller	Annual
Director/Trustee of the Centre	Councillor M Aston	Annual
Dudley CAB Management Committee	1 Labour vacancy	Annual
Dudley Caribbean and Friends Association	Councillor Waltho	Annual
Dudley Low Vision Services Committee	1 Labour vacancy	Annual
Dudley Ring and Ride Advisory Committee	1 Labour vacancy Councillor Vickers	Annual
Margaret Westwood Memorial Charity	Councillor Attwood	4 years from 23.03.2014
Mary Stevens Hospice	3 Members, including 1 representing the Pedmore and Stourbridge East Ward	Annual
Sedgley Combined Charities	Councillors Caunt and Evans	4 years from 1 <sup>st</sup> May 2014
St. Francis Parish Church	Councillor A Finch	Annual
St. Thomas' Community Network	1 Labour vacancy	Annual
Stourbridge Relief in Sickness Charity	Mr P Pinfield (DACHS)	4 years from 26.02.2014
The Dudley Charity	One vacancy (Former	Remainder of 4 year term

	Trustee Mrs Faulkner)	to 31.03.2015
The Lea Charity	Director of Children's Services; Councillor Taylor	4 years from 05.12.13
Thorns Corbett Charity for the Blind	1 vacancy (formerly ex-Councillor Banks)	Remainder of 4 year period to 18.05.2015
West Midlands Reserve Forces and Cadets Association	1 vacancy (formerly the late Councillor Knowles)	Remainder of 3 year period to 31.03.2014 and for 3 years from 01.04.2014
Withymoor Island Trust	Councillor Zada	Annual
Wrens Nest Community Centre	Councillor M Aston	Annual

### **Jobs and Prosperity**

Birmingham Airport – Consultative Committee and Passenger Services and Surface Transport Sub-Committee	Councillor Cotterill	2 years from 1 <sup>st</sup> May 2014
Black Country Consortium	Leader	Annual
Dudley Town Centre Forum Steering Committee	One Officer from Directorate of the Urban Environment as a Director	Annual
Local Government Superannuation Scheme – Superannuation Committee and Investment Advisory Sub-Committee Joint Consultative Group	Councillor Zada with Councillor Arshad as a substitute member	Annual

### **Health and Well Being**

Brierley Hill Committee for the Welfare of the Physically Handicapped	Councillors M Wilson and Islam	Annual
Cancer Support – Dudley M.B.C. – Executive	Councillor Ms Harris	Annual

## Committee

Dudley and Walsall Mental Health Partnership NHS Trust	Councillor Crumpton	Annual
--	---------------------	--------

## Environment

Castle and Priory Regeneration Group	Councillor M Aston	Annual
Dudley Borough Local Access Forum	Councillors Partidge and J Woodall	3 years from 01.07.2013
Dudley Canal Trust (Trips) Ltd	Councillors Caunt, A Aston and 1 Labour vacancy	Annual (the request of the company is that two members be from the controlling group on the Council with one member from the opposition groups)
DMBC Horticultural Advisory Council	Councillors Partridge, Duckworth, Mrs Rogers and 1 Labour vacancy	Annual
Local Government Association Urban Commission	Leader and Director of the Urban Environment (Leader casts the seven votes of the Council)	Annual
Midlands Joint Advisory Council for Environmental Pollution	Councillors Foster and Wood	Annual
National Parking Adjudication Service – Joint Committee (PATROL)	Cabinet Member for Transportation and Community Safety (Councillor Foster) with a substitute member – 1 Labour	Annual
National Society for Clean Air	Mr N Powell and Mr T Glews (DUE Officers)	Annual
National Trust Management Committee	2 Labour vacancies Councillor Mrs Rogers	Annual

for Kinver Edge

West Midlands Canals Forum	1 Labour vacancy	Annual
----------------------------	------------------	--------

West Midlands Metropolitan Area Canals Partnership	Councillor Caunt and one officer	Annual
--	----------------------------------	--------

### **Individual and Community Learning**

Aston University – Convocation of	Cabinet Member for Integrated Children's Services (Councillor Crumpton)	Annual
-----------------------------------	---	--------

Baylies Educational Foundation	Mr C L Woodall	3 years from 1 <sup>st</sup> October 2013
--------------------------------	----------------	---

Dudley Church of England Schools Foundation	Mrs Dunn and Councillor Vickers	3 years from 3 <sup>rd</sup> September 2013
---	---------------------------------	---

King Edward VI College Stourbridge Charity	Councillor Attwood Mr I McGuff	3 years from 20.07.2013 4 years from 01.09.2013
--	-----------------------------------	--

Pupil Referral Unit – Management Committee	Councillors Attwood and Crumpton	2 years from 17.04.2014 01.09.2013
--	----------------------------------	---------------------------------------

Standing Advisory Council for Religious Education	2 Labour vacancies Councillor Mrs Walker	Annual
---	---	--------

Scott Educational Foundation	Mrs M Knowles Councillor Partridge	3 years from 26.06.2013
------------------------------	---------------------------------------	-------------------------

### **Heritage Culture and Leisure**

Black Country Living Museum Trust	Councillors Mottram and Wright	Annual
-----------------------------------	--------------------------------	--------

Dudley Arts Council	Councillors P Harley and Hanif	3 years from 01.07.2013
---------------------	--------------------------------	-------------------------

Earls Gymnastics Club	Councillor Russell	Annual
-----------------------	--------------------	--------

James Grove Sports Ground Recreational Trust	Councillor Partridge	4 years from 01.05.2014
--	----------------------	-------------------------

Redhouse Glassworks Museum	Councillors Hemingsley J Jones and Lowe	Annual
----------------------------	---	--------

### **Community Associations**

<b>Name of Association</b>	<b>Current Representative(s) Councillors</b>	<b>Term of Office</b>
Brockmoor	J Martin and Jordan	Annual
Dingle	J Jones and Hemingsley	Annual
Fens Pool	Foster	Annual
Hawbush	Harris and Islam	Annual
Kingswinford	Harley and Miller	Annual
Nine Locks	Harris and M Wilson	Annual
Pensnett	Foster and J Martin	Annual
Wall Heath	Boleyn and Tyler	Annual
Wordsley	Mrs Simms and Hemingsley	Annual
Lye	Hanif, Herbert and Lowe	Annual
Lye Body Building Gym	Hanif and Herbert	Annual
Norton	Elcock	Annual
Withymoor	Mrs Martin and Perks	Annual
Cradley	Crompton	Annual
Lutley	Burston	Annual
Wollescote	Body, Crompton and Partridge	Annual
Priory	M Aston	Annual
Quarry Bank	Cotterill	Annual
Sledmere	Waltho	Annual

Woodside	Zada	Annual
Hurst Hill	G Davies	Annual
Rainbow (Coseley)	Ridney	Annual
Sedgley & District	Evans	Annual
Upper Gornal Voluntary Recreational	A Aston	Annual

**Meeting of the Cabinet – 20<sup>th</sup> June, 2013**

**Report of the Director of Corporate Resources**

**Forward Plan of Key Decisions**

**Purpose of Report**

1. To present the Forward Plan of Key Decisions for the four month period commencing 1<sup>st</sup> June, 2013.

**Background**

2. The Access to Information Procedure Rules set out in Part 4 of the Constitution include a requirement for a Forward Plan to be prepared by the Leader covering a period of four months.
3. Attached as an Appendix is the most recent Forward Plan covering four months from 1<sup>st</sup> June, 2013. The Forward Plan sets out information on key decisions that are likely to be taken by the Council, Cabinet, a Cabinet Member or Chief Officers in the period covered by the Plan.
4. The Forward Plan is available on the Internet via the Committee Management Information System (CMIS).
5. In accordance with the decision of the Council on 26<sup>th</sup> November, 2012, the Forward Plan will be reported to all ordinary meetings of the Cabinet. Increasing accessibility to the Forward Plan will assist the process of overview and scrutiny of key decisions. The Forward Plan is also being submitted to the Overview and Scrutiny Management Board.

**Finance**

6. The financial implications associated with individual key decisions will be included in reports submitted on each individual item.
7. A key decision is defined as an executive decision which is likely:-
  - (a) to result in the Council incurring expenditure, or the making of savings, which are £250,000 or more (revenue or capital); or
  - (b) to be significant in terms of its effects on communities living or working in one or more wards in the Borough.



## **Law**

8. The requirement to produce a forward plan is set out under the Access to Information Procedure Rules in Part 4 of the Constitution.
9. The Constitution is adopted by the Council pursuant to the requirements of the Local Government Act 2000.

## **Equality Impact**

10. The equality impact of specific key decisions will be referred to in individual reports on the items concerned.

## **Recommendation**

11. That the Forward Plan of Key Decisions be noted.



.....  
**Director of Corporate Resources**

Contact Officer: Steve Griffiths  
Telephone: 01384 815235  
Email: [steve.griffiths@dudley.gov.uk](mailto:steve.griffiths@dudley.gov.uk)

**List of Background Papers**  
The Constitution

## Forward Plan of Key Decisions

*Decisions due to be made during the four month period from 01 Jun 2013*

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
<b>0506</b> Corporate Resources	Localism Act 2011	To consider the ongoing implications of the Localism Act 2011 on the governance arrangements adopted by Dudley MBC.	March 2013 - October 2013	Localism Act 2011 and any guidance issued by the Secretary of State	Cabinet Members, The Audit and Standards Committee, other Committees depending on the implications of the Act; any other consultation as may be required by the legislation.	Cabinet; Full Council	Philip Tart Director of Corporate Resources (Phone: 01384 815300)
<b>0546</b> Urban Environment	Publication of the Community Infrastructure Charging Schedule	To approve the Publication of the Community Infrastructure Charging Schedule for statutory public consultation and subsequent submission to the Secretary of State for Independent Examination.	Cabinet September 2013	Community Infrastructure Charging Schedule	Key internal officers and Cabinet Member for Regeneration. Draft document will be available to view prior to the Cabinet meeting.	Cabinet	Annette Roberts Directorate of the Urban Environment (Phone: 01384 - 814172)
<b>0569</b> Corporate Resources	Staffing Issues	To determine staffing issues in accordance with the Council's budget strategy, including applications for redundancy, premature retirements and the implementation of proposals affecting the staffing establishments of the Council's Directorates. Individual items will be considered in private session to avoid the disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to any individual or information which is likely to reveal the identity of an individual.	September 2013 - June 2014		Consultation with internal officers, employees affected and their representatives, depending on the nature of individual proposals.	Cabinet; Cllr Gaye Partridge	Teresa Reilly Assistant Director (Phone: 01384 814703)
<b>0574</b> Corporate Resources	Acceptance of Tenders or Quotations	Agreement, in consultation with the Cabinet Member for Finance, to accept Tenders or Quotations for the Supply of Goods, Provision of Services or Works (or the Disposal of Goods) with a value in excess of £250,000 per annum - following a procurement exercise by the Directorate of Corporate Resources (Procurement, Contract Management and Credit Services Division). Decisions will be taken throughout the year in accordance with tendering programme. Items will be considered in private session to avoid the disclosure of exempt	April 2013 - March 2014	Summary of Tender Evaluation Report by Head of Procurement; Associated documents and reports prepared by Head of Procurement;	Key stakeholders (directorates, business units, schools etc) participating within the resulting contract are included in the tendering/evaluation processes. Appropriate Legal and Financial advice is also taken. The Director of Corporate Resources is required to consult the Cabinet Member for Finance on proposed contract	Philip Tart	Philip Tart Director of Corporate Resources (Phone: 01384 815300)

## Forward Plan of Key Decisions

*Decisions due to be made during the four month period from 01 Jun 2013*

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
		information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).			awards - this occurs through correspondence and discussion as required. Contracts of this value are tendered and awarded in accordance with EU Procurement Directives which require advance publication of proposed contracts and the outcome of the tender exercise following a contract award.		
<b>0575</b> Corporate Resources	Monitoring and Review of Capital and Revenue Expenditure or Income	To consider issues which have a significant impact upon the Capital or Revenue Expenditure and/or Income of the Council including those issues arising from the monitoring, review and implementation of the approved Revenue Budget and Capital Programme. [This is a standing item at each Cabinet meeting and the Decision Taker will be the Cabinet and then the Council, or individual members/officers in accordance with relevant delegations].	April 2013 - March 2014	Periodic and ad-hoc reports	Consultation appropriate to individual proposals.	Cabinet; Full Council	John Everson Technical Accountant, Corporate Resources (Phone: 01384-814806)
<b>0576</b> Corporate Resources	Spending Projections 2013/14	To report details of the projected outturn for 2013/14 and to recommend amendments to the revenue budget, funded from General Balances if necessary.	April 2013 - March 2014	Report of the Treasurer	Council Directors	Cabinet; Full Council	Iain Newman Treasurer (Phone: 01384-814802)
<b>0577</b> Corporate Resources	Waiver of Contract Standing Orders	Waiver of Contract Standing Orders by the Cabinet Member for Finance in appropriate circumstances. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 relating to the financial or business affairs of any particular person (including the authority).	April 2013 - March 2014	Returned tender documents/Council's Standing Orders; Records; maintained by the Chief Executive; Reports/correspondence by the; Director of Corporate Resources	The Scheme of Delegation requires the Cabinet Member for Finance to consult the Treasurer. Where appropriate Stakeholders with an interest in the contract(s) will also be consulted as part of the contract evaluation exercise.	Cllr Peter Lowe	Iain Newman Treasurer (Phone: 01384-814802)

## Forward Plan of Key Decisions

*Decisions due to be made during the four month period from 01 Jun 2013*

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
<b>0578</b> Urban Environment	Dudley Local Enterprise Zone (LEZ)	To approve the management plan for the Dudley LEZ scheme.	Cabinet September 2013	Cabinet Report - Proposed Dudley Local Enterprise Zone - 14th March; 2012; Black Country Local Enterprise Partnership - Submission to DCLG; for a Black Country Enterprise Zone - August 2011	Consultation with property owners will be undertaken in December 2012. Consultation has taken place with the Dudley Business Group on the 19th December, 2012.	Cabinet	Phil Coyne Assistant Director, Economic Regeneration & Transportation (Phone: 4004)
<b>0582</b> Adult, Comm & Hous.Services	Exceptions to the Council's Housing Allocations Scheme (Special Cases)	Individual decisions may be made in regard to the housing applications of people with exceptional circumstances not catered for within the Council's Housing Allocations Scheme. Items will be considered in private session to avoid the disclosure of exempt information as defined in paragraph 2 of part 1 of schedule 12a to the Local Government Act 1972 relating to information likely to reveal the identity of an individual.	February 2013 - March 2014	Individual reports; Lettings Policy	Individual cases are not consulted upon. The Council Housing Allocations scheme is subject to statutory consultation with registered providers and informal and formal consultation with other stakeholders.	Andrea Pope-Smith	Diane Channings Assistant Director of Housing (Housing Management) (Phone: (01384) 815063)
<b>0586</b> Corporate Resources	Revenue Budget Strategy 2014/15	To consider the Revenue Budget Strategy for 2014/15 and future years.	June 2013 - February 2014	Report(s) of the Chief Executive,; Treasurer and Director of Corporate Resources	Public consultation - possible use of Citizen's Panel and Internet. Consultation with representatives of the Non-Domestic Ratepayers.	Cabinet	Iain Newman Treasurer (Phone: 01384-814802)
<b>0587</b> Corporate Resources	Review of Housing Finance	To approve the revised Housing Revenue Account budgets for 2013/14 and updates to the 30 year Housing Revenue Account Business Plan. To approve the amendments to the Public Sector Housing Capital Programme for 2013/14 to 2017/18.	Cabinet June 2013		Corporate Board, Directorate of Adult, Community and Housing Services Senior Management Team. Corporate Resources (Finance).	Cabinet	Catherine Ludwig Housing Finance Manager, Directorate of Finance, ICT etc (Phone: 01384 815075)
<b>0591</b> Urban Environment	20mph zone priorities	To consider the outcome of consultation into the process and to agree priorities for further investigation.	Cabinet June 2013	Revised draft protocol for the selection of sites for 20mph zones	Detailed schemes would be subject to full public consultation in line with Council protocol for consultation as part of the ongoing programme development.	Cabinet	Martyn Holloway DUE
<b>0595</b> Corporate Resources	Localised Council Tax Reduction Scheme	Agree the local council tax reduction scheme for 2014/15	June 2013 - January 2014	Local Government Finance Bill; Any Associated Secondary Legislation; Guidance Issued	Key internal stakeholders (elected member, directorates, business units etc),	Cabinet; Full Council	Mike Williams Assistant Director, Corporate Resources (Phone: 4970)

## Forward Plan of Key Decisions

*Decisions due to be made during the four month period from 01 Jun 2013*

Decision No Directorate	Project Name	Key Decision	Decision Period Meeting Date	Reports, Appendices & Background Papers	Consultation Details	Decision Taker	Contact Name
					major preceptors, the public, the voluntary sector, other interested parties.		