

Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: Wednesday, 24 June 2015
My Ref:
Your Ref:

Committee:
Enterprise and Growth Scrutiny Committee

Date: Thursday, 2 July 2015
Time: 10.00 am
Venue: Shrewsbury/Oswestry Room, Shirehall, Abbey Foregate,
Shrewsbury, Shropshire, SY2 6ND

You are requested to attend the above meeting.
The Agenda is attached

Claire Porter
Corporate Head of Legal and Democratic Services (Monitoring Officer)

Members of Enterprise and Growth Scrutiny Committee

Steve Davenport (Chairman)	Pauline Dee
Dean Carroll (Vice Chairman)	John Hurst-Knight
Andrew Bannerman	Jean Jones
Nicholas Bardsley	William Parr
Charlotte Barnes	

Your Committee Officer is:

Julie Fildes Scrutiny Committee Officer
Tel: 01743 252893
Email: Julie.fildes@shropshire.gov.uk

AGENDA

1 Apologies for Absence and Substitutes

To receive apologies for absence and any substitutes that may be notified.

2 Disclosable Pecuniary Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

3 Minutes (Pages 1 - 4)

To consider the minutes of the Enterprise and Growth Committee held on 11th June 2015.

4 Public Question Time

To receive any questions, statements and petitions of which members of the public have given notice. Deadline for notification is 5.00pm on Monday 29th June 2015.

5 Member Question Time

To receive any questions, statements and petitions of which Members of the Council have given notice. Deadline for notification is 5.00pm on Monday 29th June 2015.

6 Marches Local Enterprise Partnership [LEP] Update

Gill Hamer, Marches LEP Director, and Graham Wynn, Marches LEP Chairman, will give a verbal update on the work of the Marches LEP.

7 Empty Homes Strategy Task and Finish Group Report (Pages 5 - 18)

To consider the report of the Economic Growth Redesign Task and Finish Group and make recommendations to the Portfolio Holder for Regulatory Services, Housing and Commissioning [Central]

8 Future Work Programme for the Enterprise and Growth Scrutiny Committee (Pages 19 - 38)

To consider the work programme.

9 Dates for Future Meetings

Thursday 30th July 2015

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Enterprise and
Growth Scrutiny
Committee

2nd July 2015

10.00 am

Item

3

Public

**MINUTES OF THE ENTERPRISE AND GROWTH SCRUTINY COMMITTEE MEETING
HELD ON 11 JUNE 2015
10.00 - 11.10 AM**

Responsible Officer: Julie Fildes
Email: Julie.fildes@shropshire.gov.uk Tel: 01743 252893

Present

Councillor Steve Davenport (Chairman)
Councillors Dean Carroll (Vice Chairman), Andrew Bannerman, Charlotte Barnes, Peter Cherrington, John Hurst-Knight and Jean Jones

5 Apologies for Absence and Substitutes

Apologies were received from Councillors Pauline Dee and Nicholas Bardsley.

Councillor Peter Cherrington attended as substitute for Councillor Pauline Dee.

6 Disclosable Pecuniary Interests

There were none disclosed.

7 Minutes

RESOLVED:

that the minutes of the meetings held on 2nd April 2015 and 14th May 2015 be approved as correct records and signed by the Chairman.

8 Public Question Time

There were no Public Questions.

9 Member Question Time

There were no questions from Members.

10 University Centre Shrewsbury - Student Accommodation Strategy

The Chairman welcomed the Head of Economic Growth and Prosperity, stating that while the establishment of the University Centre Shrewsbury was greatly welcomed, it was recognised that it could have an impact on local communities which needed to be considered and any risks addressed. He continued that the Committee had been convened to consider the establishment of a Student Accommodation Strategy Task and Finish Group.

The Head of Economic Growth and Prosperity gave a presentation on the progress of the Student Accommodation Strategy, which was initially proposed in a report to Cabinet on 11th February 2015 [report included with agenda papers].

The Head of Economic Growth and Prosperity agreed that the establishment of a University presence in Shrewsbury was a wonderful opportunity for the Town and the County as a whole, but concerns over the provision and location of student accommodation had been raised by both Council Members and the public and these needed to be considered at an early stage. He added that Cabinet had agreed that he be granted delegated powers in consultation with the Portfolio Holder, to develop a comprehensive Student Accommodation Strategy with associated policies to be presented to Cabinet prior to formal adoption by full Council. The completion date for this work was anticipated as September 2015.

Members noted the list of Officers involved in the development the Student Accommodation Strategy and the appointment of an external Consultant; ARUP. The Head of Economic Growth and Prosperity explained that ARUP provided external expertise and had already commenced work on the project.

The Head of Economic Growth and Prosperity outlined the Council's roles in the provision of student accommodation. He explained that early research had shown developers unwilling to develop private accommodation until the student population was established. The Council had stepped into the gap and Mardol House in Shrewsbury was being refurbished to provide circa eighty residential units for September 2015. This was estimated as sufficient for the first year intake. In addition to this the Council was in the process of procuring a delivery partner to supply a further 800 units over the next three years, 200 of which to be available for September 2016. The tender process had been completed and a possible partner selected but contracts had not yet been entered into.

He confirmed that for the first three years following the establishment of the University Centre, the Council would provide the majority of student housing. He continued, that it was then expected that the private sector would begin to provide accommodation. Potentially this could be through houses of multiple occupation (HMOs). The Council also had a role in this supply through Planning Policy and Licensing provision.

Members noted that a house owner could convert a house to an HMO under Permitted Development Rights (PDRs) without planning permission if it had 6 or fewer residents. This restricted the Council's ability to influence the location of these

properties through the planning process. It was possible to remove an area's PDRs through an Article 4 Direction, but this could only be done where a situation warranting it could be evidenced. The Head of Economic Growth and Prosperity explained that although a possible problem had been foreseen the situation did not yet exist that would warrant the imposition of an Article 4 Direction (A4D). The A4D would require the owner to gain planning permission before converting a property to an HMO. Policies could be established to guide planning decisions and protect communities from inappropriate or over development.

The Head of Economic Growth and Prosperity continued that the Council could also ensure that student accommodation was of good quality through the licensing of HMOs and by only allowing those that met the specified criteria to be added to the register of properties recommended by the University Centre to students. Houses which met the criteria could be awarded a Student Accommodation Quality Mark.

The Portfolio Holder for Regulatory Services, Housing and Commissioning [Central] was invited to speak and commented that if Members were so minded, he would welcome the establishment of a Task and Finish Group to consider the issue of student accommodation.

Councillor Alan Mosely confirmed support for the establishment of the University Centre from both himself and Shrewsbury Town Council, but added that he had concerns about the potential impact on the town's wider communities not just the areas surrounding the University Centre. He added that good communication with the people of the town was important to reassure them that action was being taken to address and resolve potential problems.

In response to a Members query, the Head of Economic Growth and Prosperity confirmed that the anticipated student body would be approximately 2,000 to 2,500 students.

The Portfolio Holder for University Centre and Shrewsbury BID was invited to comment. She explained that she had recently incorporated the University Centre into her portfolio of responsibilities and welcomed the interest of the Scrutiny Committee in the project. She stated that she took a keen interest in the provision of high quality student accommodation and saw it as an important factor to attract high calibre students to study in Shrewsbury.

A Member asked for information on the HMOs currently situated in the town, the Head of Economic Growth and Prosperity explained that it was part of ARUP's brief to provide an assessment of the current situation.

The Head of Economic Growth and Prosperity tabled the scoping document setting out the terms of reference for a potential Student Accommodation Strategy Task and Finish Group. Members expressed concern about the time frame given for the completion of the work, the Head of Economic Growth and Prosperity confirmed that the report to Cabinet in February, had not specified a time frame for the work.

AGREED:

- That the Student Accommodation Strategy Task and Finish Group be established; and

- That the Student Accommodation Strategy Task and Finish Group once established, in consultation with the Lead Officer, be given delegated authority to amend the Group's Terms and Conditions of operation.

11 Future Work Programme for the Enterprise and Growth Scrutiny Committee

Members considered the draft Work Programme. A Member asked for reassurance that the Committee would be able to continue to scrutinise the actions of former Council departments transferred to the control of ip&e. The Chairman confirmed that these operations would still come under the remit of the Scrutiny Committees.

In response to a Member's query the Chairman confirmed that both Planning and Licensing fell within the remit of the Committee.

Members raised concerns regarding the re-organisation of the Tourism Section. The Chairman confirmed that Tourism was an ongoing item on the Work Programme.

In response to Members' queries over the need to scrutinise the number of redundant buildings and disused land in Council ownership, Councillor Carroll stated that the use of assets had been a recommendation from the Economic Growth Task and Finish Group and he had received assurances that all the recommendations from the Group were to be taken forward for action.

The Chairman added that the Empty Homes Strategy Task and Finish Group was also reviewing the Strategy for empty homes, and its final report would be considered at the next meeting of the Enterprise and Growth Scrutiny Committee.

12 Date of Next Meetings

RESOLVED:

That the Committee next meets at 10am on Thursday 2nd July 2015.

Signed (Chairman)

Date:



Committee and date

Enterprise & Growth
Scrutiny Committee

Thursday 2nd July 2015

Item No

Report of the Empty Homes Strategy Task and Finish Group

Responsible Officer: Karen Collier – Operations Manager, Health & Community Protection

Email: Karen.collier@shropshire.gov.uk

Telephone: 01743 251711

1. Summary

- 1.1 This paper presents the report of the Empty Homes Strategy Task and Finish Group to the Enterprise & Growth Scrutiny Committee. The work of the Group has focused on the aims and objectives of the Empty Homes Strategy, how the Empty Homes Team works and is funded, and how additional funding and staff resource could be utilised to further Empty Homes work and what this would achieve for the Council and Shropshire communities.
- 1.2 The Empty Homes Strategy 2014 – 2017 was adopted in November 2014 and is currently being worked to. The remit of the Task & Finish Group was to consider current empty homes statistics, and how the Strategy could be enabled to be more ambitious in the future in order to further reduce the number of empty homes in the county.
- 1.3 The Task and Finish Group has developed its conclusions and recommendations based on the evidence gathered through its work.

2. Recommendations

- 2.1 Members are asked to consider and comment on the report and recommendations, and endorse them for presentation to Cabinet.

3. Report

- 3.1 The Report of the Empty Homes Strategy Task and Finish Group is attached as Appendix A

3.2 The Empty Homes Strategy 2014 – 2017 is attached as Appendix B

4. Risk Assessment and Opportunities Appraisal

4.1 There are no identified issues relating to Risk Management, Human Rights or community associated with this report.

5. Financial Implications

Accurate identification and reporting of empty homes has positive financial implications for the Council in two main forms. Firstly through New Homes Bonus, the central government grant paid to local authorities for newly created or returned to use units of housing. Secondly through Council Tax, in terms of ensuring that properties are correctly registered and therefore paying the right level of council tax e.g. properties empty for longer than two years should be paying 150% council tax, but are not always correctly registered. Empty homes work contributes significantly to ensuring these sources of income are maximised through both its case work and data management.

Background Papers

- Empty Homes Strategy Task & Finish Group Scoping document
- Empty Homes Strategy Task and Finish Group Minutes: 26th February, 4th March, 18th March

Cabinet Member/s

Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)

- Councillor M Price

Local Member/s

All

Appendices

Appendix A – The report of the Empty Homes Task and Finish Group

Appendix B – Empty Homes Strategy 2014 – 2017

APPENDIX A



Enterprise & Growth Scrutiny Committee

Report of the Empty Homes Strategy Task and Finish Group

June 2015

Acknowledgments

We would like to thank all those who have answered our questions and queries: Officers of the Council who have supported us in our work and those who have answered our questions and provided us with information.

We were very impressed with the knowledge and commitment of those who have spoken to us and we were particularly pleased to have been able to be involved in this process.

Members of the Task and Finish Group:

Councillor Steve Davenport [Chairman]
Councillor Roger Hughes [Vice Chairman]
Councillor Andy Boddington
Councillor Pauline Dee
Councillor David Turner

Report

Introduction

This report sets out the findings of the Empty Homes Strategy Task and Finish Group and subsequent recommendations for the integration of these findings into the work of the Empty Homes Team, and future Empty Homes Strategies.

Background

The Enterprise & Growth Scrutiny Committee recognises the importance of returning empty property to use and its contribution to the Council's strategic objectives and outcomes, specifically those relating to good quality affordable housing, town centre regeneration, economic growth and sustainable communities. The Empty Homes Strategy 2014 – 2017 is an important contributor to delivering and achieving targets against these key priorities. It is also a key delivery mechanism for several income streams into the Council, primarily New Homes Bonus. For these reasons the Task & Finish Group was established to explore how empty homes work in Shropshire can be further enabled and strengthened.

The main aims of the Empty Homes Strategy are to reduce the significant negative impact empty property has on communities and their surrounding areas, contribute to the supply of affordable and decent housing in Shropshire and support the regeneration and economic growth of town centres.

To ensure the Strategy is as effective as possible it is renewed every three years, however monitoring and reviewing of the content and targets takes place periodically to ensure it is up to date and reflects both the work taking place and available resource.

Scope and focus of the work

At its meeting on 9th December 2014, the Enterprise and Growth Scrutiny Committee established an Empty Homes Strategy Task and Finish Group to investigate and address whether the current Empty Homes Strategy is ambitious enough in its aims and targets in order to effectively tackle and reduce the number of empty homes in the county.

Three main objectives were established to achieve this:

1. To understand the national and local context of empty homes and how the Empty Homes Team work in Shropshire.
2. To understand how the primary funding stream for empty homes work, New Homes Bonus, is generated and allocated to the Council and empty homes work, and what benefits this delivers for the Council and Shropshire Communities.
3. To understand how additional funding could be utilised to further the work of the Empty Homes Team and what value the additional funding would achieve for the Council and Shropshire Communities.

What has the Task and Finish Group done?

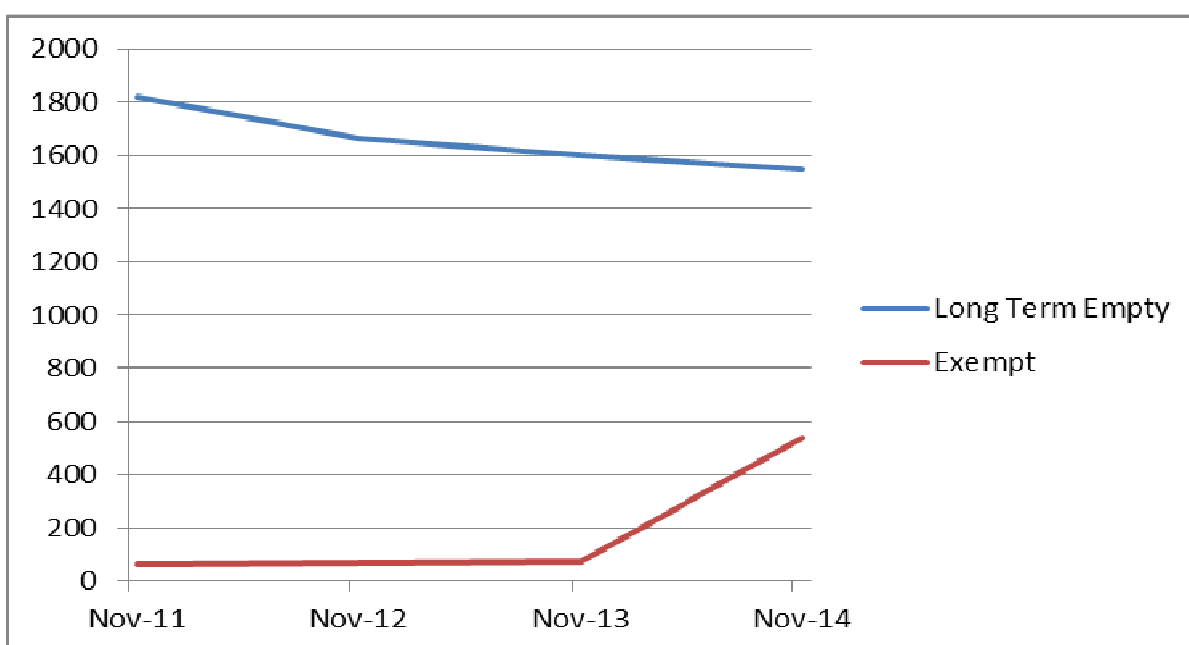
The Task and Finish Group has met four times over a period of four months. The Group has:

1. Received a detailed presentation from the Empty Homes Team, defining their work, how it takes place and the impact it has. This included a summary of current empty homes statistics, targets, funding and feedback from previous Empty Property Incentive Grant recipients on how the grants enabled the return to use of their properties.
2. Reviewed the statistics relating to empty homes in Shropshire from various published sources and considered their accuracy in comparison to the data held by the Empty Homes Team, and other teams within the Council.
3. Examined the importance of the relationship between the Empty Homes Team and Council Tax in terms of data and information sharing, and heard from the Revenues and Benefits Service Manager and Information Governance Officer on this. A request for information was made of other local authorities, through an online Empty Homes Forum and the West Midlands Empty Property Officer Group, as to what arrangements they have in place for sharing and accessing Council Tax data for the purposes of empty homes work.
4. Discussed specific high profile cases raised by Members where there has been a long running issue with an empty property, progress has been slow or difficult and the reasons behind this, and how cases like this could be more effectively progressed.
5. Considered in detail how empty homes work is funded, the funds empty homes work brings in to the Council in terms of New Homes Bonus and Council Tax, and how additional funding resource could further the benefits currently being experienced in the county's Empty Homes Action Zones.
6. Considered the targets currently included in the Empty Homes Strategy in comparison to the current resources and against the targets of other similar local authorities. Further to this the group explored how the targets could be increased through increasing the resource in the team and the type of activities extra resource could carry out to ensure maximum return for the funding invested in empty homes work.

Findings

The Empty Homes Strategy Task and Finish Group found the following:

1. One of the original concerns leading to Scrutiny consideration of the Empty Homes Strategy 2014-2017 was the perceived increasing number of empty homes in Shropshire in comparison to some nationally reported statistics. It has been found that several organisations, websites and groups publish empty homes statistics, using various sources for their data. Some of these have been shown to be inaccurate or out of date. According to Shropshire Council data there are currently 1592 properties registered as long term empty, and 491 empty properties which are exempt from paying Council Tax in Shropshire (April 2015). The below graph shows empty homes in Shropshire according to Shropshire Council Tax Data. There is a general downward annual trend in the overall number of long term empty properties registered as empty with Council Tax, from November 2013 – November 2014 there was a 14% reduction.



The group found that the Empty Homes Team is largely dependent on Council Tax data as their main source of monitoring and reporting as it is the most accurate data source held by the authority. It was however noted that between November 2013 and November 2014 there was a dramatic increase in the number of empty homes exempt from paying Council Tax. It was found that this was due to the Empty Homes Team not being supplied with a list of all of the properties in this group by the Council Tax Team in their monthly report. No properties empty due to the owners being in hospital and residential care or those going through probate were being included. Due to the nature and demography of Shropshire, there are a significant number of properties of this nature in the County. Once it was requested that these properties were included in the monthly report the numbers of exempt properties has remained consistent. Accurate data was requested for previous years; however the Council Tax system was not able to supply this. The group is however confident that there has not been a significant increase in the number of empty exempt properties in real terms.

2. Empty Property Incentive Grants are often central to the viability of returning a property to use, particularly with very large or rundown buildings. Feedback from grant recipients demonstrated that several projects would not have been viable without the input of the Empty Homes Team, and provision of a grant. These projects have enabled the return to use of prominent long term empty properties which would still stand empty, but now provide affordable accommodation for local people in town centres.

The below example is 16 High Street in Market Drayton, an ex-bank and then nightclub this property was in extremely poor condition internally and externally. A prominent property on the High Street it was having a significant detrimental impact on its surroundings and was a cause for concern for the local community. The Empty Homes Team worked in partnership with Wrekin Housing Trust and provided a grant contribution to return this property to use as six affordable housing units. It is now fully occupied, providing good quality housing for local people in the town centre. The owner of the next door property, 17 High Street, also received an Empty Property Incentive Grant to return it to use as three affordable flats. The impact of this work on the High Street in Market Drayton has been significant and vastly improved its appearance, contributing to the regeneration of the town as well as providing much needed housing.



3. Shropshire’s empty homes performance is in line with, or better than, other comparable authorities. In 2013/14 Shropshire returned 180 empty properties to use according to the New Homes Bonus report for the year. This is relatively high in comparison to other similar counties such as Herefordshire who returned 152 to use or Cornwall who returned 82.

Authority	Returned to Use 2013/14 (according to NHB allocation)
Shropshire	180
Herefordshire	152
Cornwall	82
Telford & Wrekin	68
Birmingham	- 165

4. Council Tax data is the primary source of information for empty homes work and is integral to case work and investigations. It is also the only official data used to report on the number of properties returned to use in order to determine the empty homes contribution to the Council’s New Homes Bonus allocation. It is therefore crucial for Officers to have timely access to the data and for the data to be as up to date and accurate as possible. The impact of errors in the data being provided can be seen in the mis-reporting of exempt properties as shown above. This could mean that empty homes are going un-noticed and being overlooked when the Empty Homes Team could be assisting their return to use.

The Empty Homes Team and Council Tax currently work well together, however there are some methods which could be employed to improve the speed and accuracy of information provided to Officers. This would save time for both Council Tax Officers and Empty Homes Officers and be a more effective way of working for both.

It was found that of the 25 authorities who responded to the request for information all have provided direct access to Council Tax systems for Empty Homes Officers, in accordance with provisions in the Housing Act 2004 and Local Government Act 2003. This access ranged from read only access, so information on addresses could be searched for, to full access where Empty Homes Officers were able to update the Council Tax system with information gained through the course of their investigations.

Some, but not all, had required a data protection agreement to be signed to allow this access. All of the responses highlighted the importance of this access to their work, how it had made their processes much quicker and allowed them to be much more effective.

Following the provision of this information, the Task & Finish group agreed that access to the Council Tax system should be provided to Empty Homes Officers. The Information Governance Officer and Revenues and Benefits Service Manager were requested to draw up a data sharing agreement to this effect, and the Empty Homes

Officers supplied detailed information relating to the reasons they would need to access the council tax system in order to inform the details of the agreement.

5. Empty homes work often identifies properties which are not registered as empty with Council Tax but investigations have shown them to be unoccupied. This may be a mistake on the owner's part, but there are situations where this is done intentionally to avoid a higher Council Tax charge. There are also instances where empty property owners wrongly claim a Council Tax discount when they should be paying the empty property premium of 150%. In some instances this could mean owners are paying up to 75% less Council tax annually than they are required to. All of these circumstances represent a loss of income to the Council.

Council Tax is informed of these cases when they arise, and provided with evidence. Council Tax records are not however generally updated following this to register the property as empty, this means that the property may not be being charged the correct level of Council Tax, and a potential source of income to the Council is being lost.

6. Funding for empty homes work, specifically Empty Property Incentive Grants, is provided through Shropshire Council's annual New Homes Bonus allocation. New Homes Bonus is a central government grant calculated from a snapshot of Council Tax data on a specific date each year. The amount of grant allocated is based on the amount of extra tax revenue raised from new build homes, conversions and empty properties brought back into use. For each new unit of housing New Homes Bonus is paid for 6 years. New Homes Bonus is not ring fenced – the Empty Homes Team currently bid internally for funding on a bi-annual basis.

For the year 2015-2016 Shropshire Council's total New Homes Bonus award was £7,353,179. In total 1,049 units of housing contributed to the New Homes Bonus payment and of those 180 (17%) were empty homes returned to use. 17% of the total funding for the year would have been £1,250,040. These 180 properties include those which naturally return to use without any intervention. However a significant proportion of these properties were returned to use with the involvement of the Team.

In 2014/15, 85 homes were returned to use and 12 residential units created through direct intervention from the Empty Homes Team. On average, for a Council Tax band C property, the New Home Bonus payment for its return to use or creation would be c.£9,500 (£130/month x 12months x 6years). Based on these averages it is estimated that empty homes work generated in the region of £600,000 - £800,000 in New Homes Bonus for the Council in 2014/15.

The funding for empty homes grants in 2014/15 was £250,000, therefore the investment in Empty Homes work more than pays for itself, both in terms of income generated and the additional social and economic benefits of properties no longer standing empty. The estimated New Homes Bonus generated by empty homes returned to use in 2014/15 could have funded in the region of five Empty Homes Action Zones as opposed to one, which would have allowed a more widespread approach to incentivising the return to use of empty homes throughout the county.

There are also other potential sources of funding for Empty Homes work. In April 2014, following amendments to the Council Tax (England) Regulations in 2013, the Council

introduced a 50% empty homes premium in respect of property that had been empty for more than two years, meaning these properties now pay 150% council tax. This premium generated an additional £265,664 of revenue for the Council in 2014/15, which was paid into the Council's overall collection fund.

7. There are alternative courses of action which can be considered for returning empty homes to use other than incentivising through grant funding, primarily enforcement. Section 215 of the Town & Country Planning Act 1990 specifically is an important tool for empty homes work; it addresses the negative impact empty property can have on its surrounding area, and provides local authorities the power to require works to be done by the owner to rectify this. If the owner does not act there is then the option to carry out works in default or prosecute for non compliance with the notice.

At present the Empty Homes Team do not have delegated powers to utilise this legislation, the authority currently sits with Planning. Specific problematic cases were considered by the group, and it was found that it can be difficult to them forward without the ability to utilise this legislation. If an owner won't take action once informal options have been exhausted there are then limited routes for the Team to consider, and some cases can become 'stuck'. It was found that whilst careful consideration has to be given to the use of any enforcement action, and it should be a last resort, there are several current cases where this would be an invaluable tool for the Empty Homes Team to utilise in order progress some of the most problematic and long term cases.

8. Members, community groups, Town and Parish Councils and other local groups provide an invaluable source of information and connection to local areas. Developing and maintaining a good working relationship with these groups, in areas other than the Empty Homes Action Zones, is an important facet of empty homes work which requires development. Currently there is not enough resource within the Team to do this effectively on a proactive basis.
9. There are currently 1.5 FTE equivalent Officers in the Empty Homes Team. In 2014/15 the return to use target was 75 and the target for new dwellings created from empty property was 10. These targets were well exceeded with 85 properties returned to use through direct intervention from the Team, and 12 units created. In comparison Herefordshire Council (a county similar in terms of size and geography) had a target of 40 long term empty properties returned to use for the year.

Whilst the Team's targets already increase gradually on an annual basis, it was found that there are several ways these targets could be further increased. This would however be dependent on additional staffing resource in the Team to carry out essential tasks which could significantly increase the number of empty properties being identified and targeted.

The Empty Homes Team holds a database of empty property in the County. This includes all properties registered as empty for Council Tax purposes, and those which are not registered empty but are unoccupied, which the Team have been informed of in another way.

It is crucial that this database is managed on an on-going basis with full data cleansing exercises taking place regularly. At present the Team's resource is taken up with case

work and Empty Homes Action Zones, and this is not an activity they are able to perform as often as necessary. The major benefit of this data cleansing function is the possibility of identifying properties which have 'slipped through the net'. Properties which may have returned to use but the owners have not informed the Team and Council Tax are also unaware. These properties could be included in the annual New Homes Bonus calculation, and therefore could be providing an income. Considering the potential payment of New Homes Bonus for one Council Tax band C property is c. £9,500, this exercise has the potential to be largely self funding in terms of cost of staff resource.

Additional staffing resource would also present an important opportunity for more early intervention and preventative work. As per the Empty Homes Strategy all cases are RAG rated according to their severity. This means that the Team deal first with those cases which present the biggest risk in terms of the property itself and the impact it is having on the surrounding area. With limited resource this means that properties with a lower RAG score are less likely to be worked on, unless they deteriorate and their RAG score increases. Additional staff resource would enable more work to be done on these less serious cases, preventing them from becoming more problematic in the long term.

There is also the opportunity to develop the more informal side to empty homes work, including providing information and advice to property owners and developing the Team's relationship with Town and Parish Councils, community organisations and other groups such as housing associations. At present this happens on an ad hoc basis when the Team are approached and when resource allows. However it is recognised that there is a great deal of potential in developing these relationships in terms of local knowledge and information in order to move cases forward more quickly. Through Empty Homes Action Zones the Team have already demonstrated how important the links with local groups is in terms of carrying out efficient and effective work. This is an approach which could be employed on a more widespread basis with the benefit of additional resource.

Recommendations

These recommendations are made in order to facilitate achievement of the Task & Finish group's main objectives, specifically: enabling future Empty Homes targets to be more ambitious, for a greater number of empty homes to be returned to use annually, for a higher level of income to be generated for the Council through empty homes work and to maximise the benefit of empty homes work in Shropshire communities.

1. The Empty Homes Team continues to work in accordance with the current Empty Homes Strategy.
2. It is strongly recommended that improvements are made to the working arrangements between Council Tax and Empty Homes, allowing better and faster access to the necessary data:
 - 2.1 A data sharing agreement is produced and put in place within one month to allow the Empty Homes Officers read only access to the Council Tax system.
 - 2.2 The Council Tax Team should, on receipt of investigation/case evidence from Empty Homes Officers that a property is empty or incorrectly registered, update property records to reflect this. This will ensure properties are correctly registered and being charged accordingly. Council Tax should inform the Empty Homes Team of the type of evidence they require in order to be able to do this.
3. The Empty Homes Officers are enabled to utilise appropriate enforcement action when necessary in order to return empty properties to use, either in partnership with the Planning team, or by having these powers delegated to them.
4. The Task & Finish group considers that both additional funding and staff resource in the Empty Homes Team would be of significant benefit to both the Council and Shropshire communities. It is therefore recommended that a business case is produced, to be considered by Cabinet on an agreed date, detailing the level of additional funding required to deliver a more widespread and comprehensive approach to Empty Homes work. This should include the additional staffing resource required to carry out the tasks identified in the reports findings, and budget required to be able to effectively utilise enforcement powers, including works in default. It should highlight the positive benefits these measures could have for the Council and Shropshire Communities.

Annual Scrutiny Work Programme

The use of a template has helped to focus the activity of Task and Finish groups, and is probably one reason why they have been so successful in probing specific issues over the life of the last council.

We would like to introduce something similar for Scrutiny so that Members have a better opportunity not only to suggest topics, but also understand why other members may be bringing forward their suggestions. The standardisation will also help to assess the relative merits of the topics brought forward and make prioritising and choosing between possibly competing topics easier and more transparent – because it will be a more objective process.

This template sets out the key features of topics for the Scrutiny Work Programme. Members proposing topics should be able to set out why the topic should be included in the work programme – and be able to indicate what the ‘Expected benefits/Outcomes’ will be.

If they have some ideas on the approach they believe should be used, who they would like to hear from in the work, and the types of evidence they want to receive they can also include this information. However this is not as essential because these elements of the work programme can be worked up with support from relevant officers once the topic has been agreed for inclusion by the Scrutiny Committee and the Scrutiny Chairs.

Timescales for completion and inclusion in the schedule of Scrutiny Committee meetings will also be confirmed when the approach that will be used to undertake the work and any more detailed Terms of Reference [and Project Plan e.g. for Task and Finish group Work] have been agreed.

Evaluating the proposed topics

The following criteria should be used by the Scrutiny Committee and will be used the Scrutiny Chairs to support their evaluating and prioritising each proposed topic for the Scrutiny Committee work programmes. With support from Officers the Scrutiny Chairs will co-ordinate topics that would fall within more than one Committee, identifying where joint working will take place or which Committee will take the lead.

CRITERIA FOR SELECTING TOPIC	CRITERIA FOR POSSIBLY REJECTING TOPIC
<ul style="list-style-type: none">• Does the issue affect more than one area in the county?• Is it a key issue for the public?• Is it or has it been a poor performing service?• Is there or has there been a high level of user dissatisfaction with the service?• Is there a high level of budgetary commitment to the service?• Is there a pattern of budgetary overspends?• Does the topic relate to the Council corporate priorities / central government priorities?• Has new government guidance or legislation been released?• Is there scope to involve the service users/ the public in a review?• Can scrutiny members reasonably expect to add value?	<ul style="list-style-type: none">• Is the issue being, or soon to be, examined by Cabinet/officer group/other internal body and changes imminent?• Is new legislation or guidance expected within the next year?• Has the topic been covered by an in-depth scrutiny review in the 3 years?• Is the topic being proposed because of an individual complaint?

Scrutiny Committee Work Programme Template – Guiding Questions For Suggesting Topics and Completion

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
	<ul style="list-style-type: none"> • What do you want to achieve by looking at this topic? • What difference will Scrutiny make by looking at the topic have? • How will you know that you have made a difference? • How does this topic further the priorities of the Council? • How does this topic address concerns/issues raised by the community? • What value will scrutinising this topic add? • Will service users and the public be involved in the work? <p>Overall view – will the impact of the scrutiny be more than the cost of doing it? Is it worth the investment?</p>	<p>What is the best way for you to scrutinise the topic to achieve your outcomes?</p> <p>e.g.</p> <ul style="list-style-type: none"> • Task and finish groups • Select Committee (including preparation and pre-meeting) • Concurrent meetings on a single topic 	<p>How would you undertake your scrutiny activity?</p> <p>e.g.</p> <ul style="list-style-type: none"> • Sites visits • Live audio or video streaming • Member led research • Desk based research • Visits to other counties • Focus groups • Meeting people in the community • Customer experience • Preparation for Select Committee • Opportunity Risk Assessments 	<p>Who do you need to hear from?</p> <p>e.g.</p> <ul style="list-style-type: none"> • Which officers • Which organisations • Individuals • Community reps <p>What do you need to know?</p> <p>e.g.</p> <ul style="list-style-type: none"> • Service user experience • Customer intelligence • Performance information • Service usage information • Cost and budget information <p>How do you want to receive it?</p> <ul style="list-style-type: none"> • Presentations • Reports • Briefing papers • Graphs • Tables • Videos 	<p>What do you need to have to support you to deliver your work?</p> <p>e.g.</p> <ul style="list-style-type: none"> • How much Scrutiny officer support time? • How much member time? • What type of skills? • Any budget requirement e.g. to cover cost of travel, surveys, focus groups? <ul style="list-style-type: none"> • Is there anything that you need to have in place before you start or to finish your work? i.e. Dependences and interdependences 	<p>e.g.</p> <ul style="list-style-type: none"> • Identify specific committee or whether a joint exercise • Identify Lead Scrutiny Member

Scrutiny Committee Work Programme Topics, 2014-15

Committee: Enterprise and Growth Scrutiny Committee

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
Economic Redesign Work	To explore if further work is needed on the Council's approach to Economic Growth	Officer to brief Committee on outcome of Redesign work and recommendations of Task and Finish Group of 2014/15. To be done in autumn 2015	Claire Cox to brief Members	Claire Cox Portfolio Holders	Officer time Claire Cox and Redesign Team	Cllr Steve Davenport
Tourism	To explore if further work is required on Tourism and the Visitor Economy following the implementations of recommendations from the Enterprise and Growth Scrutiny Committee Task and Finish Group in 2011 and the impact of the Economic Growth Redesign work.	Briefing Paper sent to Members for review informing Members of the outcomes from earlier work. Also to include subsequent increase in service provision. Tourism Officer to attend Committee to answer Members' questions arising from the briefing paper if required	Members to question the Tourism Officer with a view to deciding whether further scrutiny action is required. If so, to establish the remit of investigations and to scope that enquiry which may take the form of a one item agenda meeting of the committee or the establishment of a rapid action task and finish group.	Louse Cross Any local businesses / representatives of the local tourism partnerships / members of the public Portfolio Holder/s	Officer Time Tourism strategy	Cllr Steve Davenport

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
Shropshire Economic Growth Strategy	Annual review of the Shropshire Economic Growth Strategy which the Committee had an active role in developing and monitoring. To ensure that the strategy is still current and of benefit to the economy of Shropshire.	One item Agenda for Committee to monitor the progress of strategy. To be considered in December 2015	Members to have the opportunity to receive feedback from the Shropshire Business Board Chair and Chief Executive of the Chamber of Commerce on the effectiveness of the strategy.	Shropshire Business Board Chair Mandy Thorn Chief Executive of Chamber of Commerce Richard Sheehan Portfolio Holder/s	Officer Time Shropshire Economic Growth Strategy Mark Pembleton	Cllr Steve Davenport
Planning Committees	On-going Task and Finish Group considering the best way to deliver the Planning Committees	Ian Kilby appointed as Lead Officer for the Task and Finish Group.	Regular updates on the work of the Task and Finish Group. Task and Finish Group to gather evidence from stake holders. Visits to be undertaken to see best practice in neighbouring authorities.	Planning Officers Portfolio Holder Chairs and Vice-Chairs of Planning Committees Evidence from Town and Parish Councils and any other stake holders deemed necessary	Officer time Site visit to neighbouring authority to observe best practice	Cllr Steve Davenport

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
Telecom Connectivity	To review the service provided by the telecommunications companies since the final report of the Task and Finish Group previously established to examine this.	Briefing Paper sent to Members for review informing Members of the outcomes from earlier work and changes in signal provision. Officer to attend Committee to answer Members' questions arising from the briefing paper	For Members to have the opportunity to receive feed-back from representatives of the telecommunication s industry on the provision of service in the County	Representative s from telecommunications industry Representative from the Shropshire Business Board	Mark Pembleton Chris Taylor Officer time	Cllr Steve Davenport
The Museum Service	Greater understanding of the service provision following service redesign	Officer to be asked to give presentation and provide briefing note	Presentation at Committee	Museum Officer	Officer time	
LEP Funding	LEP officer to be invited to give a presentation on the work of the LEP to update Members on its activities. To include information on LEP work on highways	Officer to be requested to give presentation, provide a briefing paper and attend committee to answer questions arising	Presentation and briefing paper	LEP Officer Portfolio Holder	Officer Time	Cllr Steve Davenport

Topic	Expect Benefits/Outcomes	Approach	Activities	Witnesses/ Evidence required	Resources and other requirements	Lead Committee/ Lead Scrutiny Member
Apprenticeships	To review the outcomes of previous work done in this area.	Briefing paper to be provided with an officer available to answer questions at committee. Steve Wain to be invited to talk to Members	Briefing paper	County Training Steve Wain Jeanne Vernon		
The provision of Student Accommodation following the establishment of the University Centre Shrewsbury	Andy Evans to be invited to attend Committee to explain the Student Accommodation Strategy and for Members to consider if the establishment of a Task and Finish Group be required	Presentation from Andy Evans and the possible establishment of a Task and Finish Group	Examination of other towns providing student accommodation to identify any changes required in planning practice	Andy Evans Public Protection Officers Evidence from other towns with new universities	Officer Time	Cllr Steve Davenport
Age Demographics of the County and the effect this has in relation to employment and business	To gain a better understanding of the demographics of the County and the effect this has on the economy. Should the paper trigger specific areas of focus then these could be explored as potential agenda topics	Tom Dodds to provide a briefing paper for circulation	Briefing paper to be circulated		Officer Time	

THE CABINET FORWARD PLAN

This Notice, known as the Cabinet Forward Plan, sets out the Decisions, including Key Decisions, which are likely to be taken during the period covered by the Plan by either Cabinet as a whole or by individual members of the Executive. The Plan is updated each month and regularly amended and at least 28 clear days before a key decision is to be taken and is available from Council Offices, libraries and on the Council's Internet site (www.shropshire.gov.uk). This edition supersedes all previous editions.

Further Information

Cabinet is comprised of the following members: Mr K Barrow (Leader); Mrs A Hartley (Deputy Leader); Mr T Barker; Mrs K Calder; Mr L Chapman; Mr S Charmley; Mr S Jones; Mr M Owen; Mr M Price; and Mrs C Wild. To view more details, please click on the following link: <http://shropshire.gov.uk/committee-services/mgCommitteeDetails.aspx?ID=130>

A Key Decision is one which is likely to result in income, expenditure or savings of £500,000 or greater, or to have a significant effect, on, two or more Electoral Divisions. In two member divisions i.e. Oswestry and Market Drayton, these are to be treated for the purpose of a key decision as two divisions.

Members of the public are welcome to attend full Cabinet meetings and ask a question and/or make a statement in accordance with the Council's Procedure Rules. If you would like further details please email penny.chamberlain@shropshire.gov.uk or telephone 01743 252729.

Members of the public are also welcome to submit a request to address or to ask a question of the Member making the Portfolio Holder decision. Any request should be submitted in writing to the Chief Executive at the address below by no later than 2 clear working days before the proposed Member Session. This is to ensure that the individual member has sufficient time to decide whether or not to hear such persons and if so the arrangements to be made. If you would like further details please telephone 01743 252729 or email penny.chamberlain@shropshire.gov.uk.

All Executive including individual member decisions (except in extreme urgency) are subject to call-in and Scrutiny.

Documents submitted for decision will be a formal report, which if public, will be available on this website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email penny.chamberlain@shropshire.gov.uk or telephone 01743 252729.

Documents shown are listed at Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

CABINET FORWARD PLAN FOR 3 JUNE 2015 ONWARDS

DECISION MAKER - Cabinet - 10 June 2015

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Wednesday, 10 June 2015	Revenue Outturn 2014/2015	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 10 June 2015	Capital Outturn 2014/2015	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 10 June 2015	Treasury Management Update - Quarter 4 2014/2015	Yes	Portfolio Holder for Resources, Finance and Support		Justin Bridges, Head of Treasury and Pensions Tel: 01743 252072 justin.bridges@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 10 June 2015	Quarter 4 Performance Report 2014/2015	Yes	Tim Barker, Portfolio Holder		Tom Dodds, Performance Manager Tel: 01743 252011 tom.dodds@shropshire.gov.uk	Thursday, 26 February 2015

Wednesday, 10 June 2015	Community Infrastructure Levy Brogyntyn Hall Exceptional Circumstances Relief <i>Item previously included on the Plan for a decision to be taken by the Portfolio Holder for Regulatory Services, Housing and Commissioning (Central) on 12th June 2015.</i>	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Andrew M Evans, Head of Business Growth and Prosperity Tel: 01743 253869 andy.evans@shropshire.gov.uk	Tuesday, 12 May 2015
Wednesday, 10 June 2015	Finance Report - ip&e Annual Business Plan - final <i>(Item previously included in Forward Plan and considered at meeting on 20th May 2015.)</i>	Yes	Deputy Leader and Portfolio Holder for Business, ip&e, Culture and Commissioning (North)	Part Exempt	James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Tuesday, 26 May 2015
Wednesday, 10 June 2015	Battlefield Energy Recovery Facility	Yes	Deputy Leader and Portfolio Holder for Business, ip&e, Culture and Commissioning (North)	Exempt	Dr Larry Wolfe, Head of Waste Management and Bereavement Services Unit Tel: 01743 255995 larry.wolfe@shropshire.gov.uk	Tuesday, 12 May 2015
DECISION MAKER - Cabinet - 29 July 2015						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan

Wednesday, 29 July 2015	Report of the Empty Homes Strategy Task and Finish Group	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Karen Collier, Service Manager - Environmental Health Tel: 01743 251711 karen.collier@shropshire.gov.uk	Wednesday, 10 June 2015
Wednesday, 29 July 2015	Report 1 - Financial Strategy 2015/2016 to 2025/2026	Yes	Portfolio Holder for Resources, Finance and Support		Clare Charlesworth Jones, Manager Financial Advice - Forward Plan Tel: 01743 255937 clare.charlesworth-jones@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 29 July 2015	Revenue Monitor 2015/2016 Quarter 1	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 29 July 2015	Capital Monitor 2015/2016 Quarter 1	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 29 July 2015	Treasury Management Update - Quarter 1 2015/2016	Yes	Portfolio Holder for Resources, Finance and Support		Justin Bridges, Head of Treasury and Pensions Tel: 01743 252072 justin.bridges@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 29 July 2015	Annual Treasury Report 2014/2015	Yes	Portfolio Holder for Resources, Finance and Support		Justin Bridges, Head of Treasury and Pensions Tel: 01743 252072 justin.bridges@shropshire.gov.uk	Friday, 27 March 2015

Wednesday, 29 July 2015	Draft Discretionary Housing Payments Scheme	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Chris Westwood, Contact Transfer Manager Tel: 07990085259 chris.westwood@shropshire.gov.uk	Tuesday, 2 June 2015
Wednesday, 29 July 2015	Draft Local Support and Prevention Fund Policy	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Chris Westwood, Contact Transfer Manager Tel: 07990085259 chris.westwood@shropshire.gov.uk	Tuesday, 2 June 2015
Wednesday, 29 July 2015	Place Plan Priorities and Community Infrastructure Levy 123 List Update	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Andrew M Evans, Head of Business Growth and Prosperity Tel: 01743 253869 andy.evans@shropshire.gov.uk	Tuesday, 9 June 2015
Wednesday, 29 July 2015	Regulation of Investigatory Powers Policy	Yes	Deputy Leader and Portfolio Holder for Business, ip&e, Culture and Commissioning (North)		Frances Darling Tel: 01743 251715 frances.darling@shropshire.gov.uk	Friday, 19 June 2015
Wednesday, 29 July 2015	Formal transfer of responsibility for the delivery of youth activities and the related budget from Shropshire Council to Shrewsbury Town Council	Yes	Deputy Leader and Portfolio Holder for Business, ip&e, Culture and Commissioning (North)	Exempt	Neil Willcox, Local Commissioning Manager Tel: 01743 255051 neil.willcox@shropshire.gov.uk	Monday, 1 June 2015
Wednesday, 29 July 2015	Greenacres Day Opportunities - Award of Contract	Yes	Portfolio Holder for Adult Services and Commissioning (South)	Exempt	Ruth Houghton, Head of Social Care Improvement and Efficiency Tel: 01743 254203 ruth.houghton@shropshire.gov.uk	Tuesday, 13 January 2015

Wednesd ay, 29 July 2015	Commissioning Out Social Work Practice	Yes	Portfolio Holder for Adult Services and Commissioning (South)	Exempt	Andy Begley, Head of Adult Social Care Operations andy.begley@shropshire.go v.uk	Monday, 11 May 2015
DECISION MAKER - Cabinet - 14 October 2015						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Wednesd ay, 14 October 2015	Report 2 - Financial Strategy 2015/2016 - 2025/2026	Yes	Portfolio Holder for Resources, Finance and Support		Clare Charlesworth Jones, Manager Financial Advice - Forward Plan Tel: 01743 255937 clare.charlesworth- jones@shropshire.gov.uk	Friday, 27 March 2015
Wednesd ay, 14 October 2015	Revenue Monitor 2015/2016 Quarter 2	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire. gov.uk	Friday, 27 March 2015
Wednesd ay, 14 October 2015	Capital Monitor 2015/2016 Quarter 2	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire. gov.uk	Friday, 27 March 2015

Wednesday, 9 December 2015	Improved Swimming Facilities for Shrewsbury	Yes	Portfolio Holder for Business Growth, ipe, Culture and Commissioning (North)		George Candler, Director of Commissioning Tel: 01743 255003 george.candler@shropshire.gov.uk	Thursday, 31 July 2014
Wednesday, 14 October 2015	Quarter 1 Performance Report 2015/2016	Yes	Tim Barker, Portfolio Holder		Tom Dodds, Performance Manager Tel: 01743 252011 tom.dodds@shropshire.gov.uk	Thursday, 26 February 2015
Wednesday, 14 October 2015	Commissioning Out Social Work Practice	Yes	Portfolio Holder for Adult Services and Commissioning (South)	Exempt	Andy Begley, Head of Adult Social Care Operations andy.begley@shropshire.gov.uk	Monday, 11 May 2015
DECISION MAKER - Cabinet - 9th December 2015						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Wednesday, 9 December 2015	Treasury Management Update - Quarter 2 2015/2016	Yes	Portfolio Holder for Resources, Finance and Support		Justin Bridges, Head of Treasury and Pensions Tel: 01743 252072 justin.bridges@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 9 December 2015	Treasury Strategy 2015/2016 - Mid Year Review	Yes	Portfolio Holder for Resources, Finance and Support		Justin Bridges, Head of Treasury and Pensions Tel: 01743 252072 justin.bridges@shropshire.gov.uk	Friday, 27 March 2015

Wednesday, 9 December 2015	Report 3 - Financial Strategy 2015/2016 - 2025/2026	Yes	Portfolio Holder for Resources, Finance and Support		Clare Charlesworth Jones, Manager Financial Advice - Forward Plan Tel: 01743 255937 clare.charlesworth-jones@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 9 December 2015	Capital Strategy 2015/2016 - 2019/2020 Draft	Yes	Portfolio Holder for Resources, Finance and Support		Cheryl Williams, Head of Financial Management and Reporting Tel: 01743 258937 cheryl.williams@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 9 December 2015	Setting the Council Tax Taxbase for 2016/2017	Yes	Portfolio Holder for Resources, Finance and Support		Clare Charlesworth Jones, Manager Financial Advice - Forward Plan Tel: 01743 255937 clare.charlesworth-jones@shropshire.gov.uk	Friday, 27 March 2015
Wednesday, 9 December 2015	Quarter 2 2015/2016 Performance Report	Yes	Tim Barker, Portfolio Holder		Tom Dodds, Performance Manager Tel: 01743 252011 tom.dodds@shropshire.gov.uk	Thursday, 26 February 2015
DECISION MAKER - Cabinet - 10th February 2016						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan

Wednesday, 10 February 2016	Revenue Monitor 2015/2016 - Quarter 3	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Capital Monitoring 2015/2016 - Quarter 3	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Financial Strategy 2015/2016 - 2025/2026 - Final	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Capital Strategy 2015/2016 - 2019/2020 - Final	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Robustness of Estimates and Adequacy of Reserves	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015

Wednesday, 10 February 2016	Estimated Collection Fund Out-turn 2015/2016	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Fees and Charges 2016/2017	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Treasury Strategy 2016/2017	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Treasury Management Update - Quarter 3 2015/2016	Yes	Portfolio Holder for Resources, Finance and Support		James Walton, Head of Finance, Governance and Assurance (Section 151 Officer) Tel: 01743 255001 james.walton@shropshire.gov.uk	Thursday, 23 April 2015
Wednesday, 10 February 2016	Quarter 3 2015/2016 Performance Report	Yes	Tim Barker, Portfolio Holder		Tom Dodds, Performance Manager Tel: 01743 252011 tom.dodds@shropshire.gov.uk	Thursday, 26 February 2015

DECISION MAKER - Deputy Leader & Portfolio Holder for Business Growth, ip&e, Culture and Commissioning (North) - No items known to date

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
DECISION MAKER - Portfolio Holder for Adult Services and Commissioning (South) - Lee Chapman - no items known to date						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
DECISION MAKER - Portfolio Holder for Children's Services - Ann Hartley						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Not before Monday, 22nd June, 2015	Transport Policy for Children's Services <i>(Item previously included in the Forward Plan under the remit of Cabinet.)</i>	Yes	Portfolio Holder for Children's Services		Karen Bradshaw, Director of Childrens Services Tel: 01743 254201 Karen.Bradshaw@shropshire.gov.uk	Friday, 9 January 2015
Monday, 13 July 2015	Decision to consult on school closure	Yes	Portfolio Holder for Children's Services		Karen Bradshaw, Director of Childrens Services Tel: 01743 254201 Karen.Bradshaw@shropshire.gov.uk	Wednesday, 3 June 2015

Tuesday, 21 July 2015	Foster Carer Payment for Skills	Yes	Portfolio Holder for Children's Services		Tina Russell, Head of Children's Social Care and Safeguarding Tel: 01743 254254 tina.russell@shropshire.gov.uk	Tuesday, 26 May 2015
Tuesday, 21 July 2015	Finance Permanency Policy	Yes	Portfolio Holder for Children's Services		Tina Russell, Head of Children's Social Care and Safeguarding Tel: 01743 254254 tina.russell@shropshire.gov.uk	Wednesday, 10 June 2015
DECISION MAKER - Portfolio Holder for Health - Karen Calder - no items known to date						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
DECISION MAKER - Portfolio Holder for Highways and Transport - Simon Jones and/or Area Commissioner (South)						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Not before Saturday, 20th June, 2015	Award of Traffic Signals Contract	Yes	Portfolio Holder for Highways and Transport	Exempt	Chris Edwards, Area Commissioner South chris.edwards@shropshire.gov.uk	Wednesday, 20 May 2015

Wednesday, 15 July 2015	Prioritisation of schemes for Integrated Transport Block Funding	Yes	Portfolio Holder for Highways and Transport		Chris Edwards, Area Commissioner South chris.edwards@shropshire.gov.uk	Thursday, 11 June 2015
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DECISION MAKER - Portfolio Holder for Performance - Tim Barker - no items known to date

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
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DECISION MAKER - Portfolio Holder for Regulatory Services, Housing and Commissioning (Central) - Malcolm Price

Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan
Not before Monday, 22nd June, 2015	Minor Amendments to the Shropshire Affordable Housing Allocations Policy and Scheme	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Andy Begley, Head of Adult Social Care Operations andy.begley@shropshire.gov.uk	Thursday, 28 August 2014
Not before Friday, 17th July, 2015	Oakland and Glebe Land, Bayston Hill - Planning Brief	Yes	Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)		Steph Jackson, Head of Commercial Services Tel: 01743 253862 steph.jackson@shropshire.gov.uk	Wednesday, 17 June 2015

DECISION MAKER - Portfolio Holder for Resources, Finance and Support - Mike Owen

Date of	Purpose and Report title	Key	Portfolio Holder	Report	Contact for further	Date
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Meeting		Decision		Exempt / confidential	information re documents / report to be submitted to decision maker	Uploaded onto Plan
Wednesday, 22 July 2015	Disposal of Properties	Yes	Portfolio Holder for Resources, Finance and Support	Exempt	Steph Jackson, Head of Commercial Services Tel: 01743 253862 steph.jackson@shropshire.gov.uk	Wednesday, 17 June 2015
DECISION MAKER - Portfolio Holder for University Centre & Shrewsbury BID - Claire Wild - No items known to date						
Date of Meeting	Purpose and Report title	Key Decision	Portfolio Holder	Report Exempt / confidential	Contact for further information re documents / report to be submitted to decision maker	Date Uploaded onto Plan