

Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND
Date: 15 February 2017

Committee: COUNCIL

Date: Thursday, 23 February 2017

Time: 10.00 am

Venue: Council Chamber, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

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

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

Ann Hartley (Chairman)
Brian Williams (Speaker)
Malcolm Pate (Leader)
Steve Charmley (Deputy
Leader)
Peter Adams
Andrew Bannerman
Nicholas Bardsley
Tim Barker
Joyce Barrow
Tudor Bebb
Thomas Biggins
Andy Boddington
Vernon Bushell
Gwilym Butler
John Cadwallader
Karen Calder
Dean Carroll
Lee Chapman
Anne Chebsey
Peter Cherrington
Ted Clarke
Gerald Dakin
Steve Davenport
Andrew Davies
Pauline Dee

David Evans
Roger Evans
John Everall
Hannah Fraser
Nigel Hartin
Richard Huffer
Tracey Huffer
Roger Hughes
Vince Hunt
John Hurst-Knight
Jean Jones
Simon Jones
Jonny Keeley
Miles Kenny
Duncan Kerr
Heather Kidd
Nic Laurens
Christian Lea
Amy Liebich
David Lloyd
Robert Macey
Jane MacKenzie
Chris Mellings
David Minnery
Pamela Moseley
Alan Mosley

Cecilia Motley
Peggy Mullock
Peter Nutting
Kevin Pardy
William Parr
Vivienne Parry
John Price
Malcolm Price
David Roberts
Keith Roberts
Madge Shingleton
Jon Tandy
Robert Tindall
Dave Tremellen
Kevin Turley
David Turner
Arthur Walpole
Stuart West
Claire Wild
Leslie Winwood
Michael Wood
Tina Woodward
Paul Wynn

Your Committee Officers are:

Karen Nixon Committee Officer and **Jane Palmer** Senior Committee Officer

Tel: 01743 257720 or 01743 257712

Email: karen.nixon@shropshire.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

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 - 16)

To approve as a correct record the minutes of the previous meeting held on 15 December 2016 which are attached.

Contact Jane Palmer Tel 01743 257712.

4 ANNOUNCEMENTS

To receive such communications as the Chairman, Speaker, Leader and Head of Paid Service may desire to lay before the Council.

5 PUBLIC QUESTIONS

To receive any questions from the public, notice of which has been given in accordance with Procedure Rule 14.

A petition, bearing over 1,000 signatures, has been received from Mr Robert Peacey, on behalf of the 'Stretton Pool Action Group' requesting a debate under the Council's Petition Scheme.

On the day, this petition will be presented by Sandra Burgess, on behalf of Mr Peacey, who is unfortunately unable to attend the meeting in person. The wording on the petition reads;

'Church Stretton swimming pool is essential for the community's health, enjoyment and wellbeing alongside ensuring that our children are competent swimmers by the time they leave primary school. With the funding cuts to the pool, it simply will not stay open. This would be a tragic loss for the town - and for our school children. We need to prove that there is community support for the pool.'

The petitioner will be allowed 5 minutes to outline their case, after which there may be a debate of up to 15 minutes maximum.

6 REPORT OF THE PORTFOLIO HOLDER FOR HEALTH (Pages 17 - 32)

To receive the report from the Portfolio Holder for Health which is attached.

7 REPORT OF THE PORTFOLIO HOLDER FOR ADULTS (Pages 33 - 38)

To receive the report from the Portfolio Holder for Adults which is attached.

8 ANNUAL REPORT OF THE HEALTH & ADULT SOCIAL CARE SCRUTINY COMMITTEE 2015/16 (Pages 39 - 44)

To receive the report of the Chairman of the Health and Adult Social Care Scrutiny Committee which is attached.

9 MEMBERS ALLOWANCES (Pages 45 - 56)

Report of the Head of Legal & Democratic Services is attached.

Contact Claire Porter Tel 01743 252763.

10 FINANCIAL STRATEGY 2017/18 - 2019/20 (Pages 57 - 160)

Report of the Head of Finance, Governance and Assurance is attached.

Contact James Walton Tel 01743 255011.

11 COUNCIL TAX RESOLUTION 2017/18 (Pages 161 - 180)

Report of the Head of Finance, Governance and Assurance is attached.

Contact James Walton Tel 01743 255011.

12 INCOME REVIEW OF FEES AND CHARGES FOR 2017/18 (Pages 181 - 236)

Report of the Head of Finance, Governance and Assurance is attached.

Contact James Walton Tel 01743 255011.

13 SOCIAL VALUE CHARTER FOR SHROPSHIRE (Pages 237 - 266)

Report of the Director of Place and Enterprise is attached.

Contact George Candler Tel 01743 255003.

14 AMENDMENTS TO THE COUNCIL CONSTITUTION - GOVERNANCE OF STAR HOUSING THROUGH THE ASSET ASSURANCE BOARD (Pages 267 - 290)

Report of the Director of Adult Services is attached.

Contact Andy Begley Tel 01743 258911.

15 MOTION

The following motion has been received in accordance with Procedure Rule 16 from Councillor Nick Bardsley:

“This Council is pleased to note that the first steps towards the construction of the North West Relief Road have been taken with:

- the award of nearly £1million towards developing the Business Case for the new road
- the publication of firm plans for the Oxon Link Road where work is due to start in 2019.

Once completed the North West Relief Road and Oxon Link Road will provide a strategic road link from the Churncote roundabout on the A5 to Battlefield bypassing the town centre completely.

The Council believes that the new roads will not only provide a much needed stimulus for the economic development of Shropshire as a whole, but will also relieve Shrewsbury and villages in rural communities North of the town of through traffic which currently causes so much congestion, pollution and danger to school children and other local residents.

The Council congratulates Portfolio Holders and Officers on recent success in developing plans for the new roads and

- urges that, working with the LEP, local MPs and Ministers, every effort should be made to bring forward the construction of the North West Relief Road and
- looks forward to further reports of progress in coming months.”

16 QUESTIONS FROM MEMBERS (Pages 291 - 298)

To receive any questions from Members, notice of which has been given in accordance with Procedure Rule 15.2.

17 EXCLUSION OF THE PRESS AND PUBLIC

To RESOLVE that in accordance with the provisions of Schedule 12A, Local Government Act 1972 and paragraph 10.4(3) of the Council’s Access to Information Procedure Rules, the public and press be excluded during the consideration of the following items:

18 SHREWSBURY BUSINESS PARK, PHASE THREE - EXEMPT ITEM (Pages 299 - 306)

An Exempt report by the Strategic Asset Manager is attached.

Contact: Steve Law Tel 01743 281017.

19 LAND AT WELSHPOOL ROAD, BICTON - EXEMPT ITEM (Pages 307 - 314)

An Exempt report by the Strategic Asset Manager is attached.

Contact: Steve Law Tel 01743 281017.

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Committee and Date

Council

23 February 2017

COUNCIL

Minutes of the meeting held on 15 December 2016 in the Council Chamber, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

10.00 am - 2.45 pm

Responsible Officer: Jane Palmer

Email: jane.palmer@shropshire.gov.uk Tel: 01743 25772012

Present

Councillors Ann Hartley and Malcolm Pate (Leader)

Councillors Brian Williams (Speaker), Steve Charmley (Deputy Leader), Peter Adams, Andrew Bannerman, Nicholas Bardsley, Tim Barker, Thomas Biggins, Vernon Bushell, Gwilym Butler, John Cadwallader, Karen Calder, Lee Chapman, Anne Chebsey, Peter Cherrington, Ted Clarke, Gerald Dakin, Steve Davenport, Andrew Davies, Pauline Dee, David Evans, Roger Evans, John Everall, Hannah Fraser, Nigel Hartin, Richard Huffer, Tracey Huffer, Vince Hunt, John Hurst-Knight, Jean Jones, Simon Jones, Jonny Keeley, Miles Kenny, Duncan Kerr, Heather Kidd, Christian Lea, David Lloyd, Robert Macey, Jane MacKenzie, Chris Mellings, David Minnery, Pamela Moseley, Alan Mosley, Cecilia Motley, Peggy Mullock, Peter Nutting, Kevin Pardy, William Parr, Vivienne Parry, John Price, Malcolm Price, Keith Roberts, Madge Shingleton, Jon Tandy, Robert Tindall, Dave Tremellen, Kevin Turley, David Turner, Arthur Walpole, Stuart West, Claire Wild, Michael Wood, Tina Woodward and Paul Wynn

52 Apologies for Absence

The Chief Executive reported that apologies for absence had been received from Mrs J Barrow, Mr T Bebb, Mr A Boddington, Mr D Carroll, Mr R Hughes, Mr N Laurens, Ms A Liebich and Mr D Roberts.

53 Disclosable Pecuniary Interests

Members were 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.

54 Minutes

Subject to it being agreed under Minute 47.3 that the cancellation from October 2016 of the 6% Community Pharmacy Funding be accepted and adopted by Council, it was

RESOLVED: That the Minutes of the meeting held on 22 September 2016, as circulated with the agenda papers, be approved and signed as a correct record.

55 Announcements

Chairman's Engagements

The Chairman referred Members to the list of official engagements carried out by herself and the Speaker since the last meeting of the Council on 22 September 2016, which had been circulated at the meeting.

56 Public Questions

Petitions

The Speaker advised that a petition bearing more than 1,000 signatures on behalf of the 'Stop the Meole Brace Roundabout Works' Campaign Group had been received from Mr and Mrs Stoddart, requesting a debate under the Council's Petition Scheme. Mr Stoddart was given 5 minutes to open the debate and outline his case, which was outlined in the information paper included with the agenda papers for the meeting with the key points highlighted as:

1. The design proposals make the current congestion at the Meole Brace retail roundabout worse and increase the likelihood of an accident. The cut through road from the Roman Road towards the Meole Brace retail park should be removed.
2. The priority route should run from Roman Road towards Hazeldine Way and onwards towards Telford Way [the inner ring road]
3. The status of Meole Brace island as a gateway to Shrewsbury should be retained.
4. The scheme is nothing more than a means to access Central Government funds provided through the Marches Local Enterprise Partnership and should be reconsidered and revised.

A debate ensued and the following members spoke in support of the key points made by the petitioners: Mr J Tandy, Mrs A Chebsey, Mr T Clarke, Mrs H Kidd, Mr M Kenny, Mr R Evans and Mr D Kerr. In formally responding to the petition, the Portfolio Holder for Highways and Transportation, Mr S Jones, commented that the debate had not brought forward any additional views to those raised by the petitioners. He stated that the scheme was intended to encourage people to use the inner ring road and not traverse the town centre. He stressed that the Meole Brace retail park was private property and discussions had been held with the landowners with a view to working together to address the issues but he added, that this was a separate issue to the Strategic Integrated Transport Plan. In the absence of the local Member, Mr N Laurens, the Portfolio Holder commented that two public meetings had been held since January 2016, each property in the Ward had received written information and drawings about the works and two drop in public sessions had been held in Shrewsbury.

It was agreed by the majority to take no further action in respect of the petition and the Portfolio Holder for Highways and Transportation to write to the petitioners in response to the main points raised in the petition.

Public Questions

The Speaker advised that a public question had been received in accordance with the Procedure Rule 15 (a copy of the report containing the question and the formal response was attached to the signed Minutes)

- i) Received from Mr P Gilbert regarding a public consultation on the Shropshire Bus Strategy 2016-21 and the date it would take place.

There was no supplementary question.

57 **Retuning Officer's Report**

The Chief Executive reported the result of a recent bi-election.

RESOLVED: That the contents of the report be noted that on Thursday 15 September 2016 Mr Jonathan Peter Stacey Keeley was elected as Councillor to represent the Bishop's Castle Electoral Division.

58 **Portfolio Holder Annual Report for Planning, Housing and Regulatory Services & Environment**

It was proposed by Mr M Price, Portfolio Holder for Planning, Housing and Regulatory Services and Environment and seconded by Mr T Barker that the report, a copy of which is attached to the signed minutes be received.

Mr Price presented and amplified his detailed report on undertaking his responsibilities as Portfolio Holder for Planning, Housing and Regulatory Services and Environment and drew attention to the key areas within the report relating to Strategic planning, strategic housing, regulatory services, housing options services, waste management and planning services. He drew particular attention to the excellent work undertaken by the Housing Options team in drawing in funding for disabled home owners.

He responded to particular questions and comments raised by Members, including M, Mrs P Dee, Mrs H Kidd, Mrs M Shinton, Mr N Hartin, Mr K Turley and A Mosley. In conclusion, he thanked all Members for their support and also thanked all Officers for their hard work and continuing commitment.

RESOLVED: That the contents of the report of the Portfolio Holder for Planning, Housing and Regulatory Services and Environment be received.

59 Report of the Portfolio Holder for Rural Services and Communities

It was proposed by Mrs C Motley, Portfolio Holder for Rural Services and Communities, and seconded by Mr G Butler that the report, a copy of which is attached to the signed Minutes be received.

Mrs Motley presented her report on undertaking her responsibilities as Portfolio Holder for Rural Services and Communities. The report detailed all that had been achieved so far and the direction for the future. In amplifying her report Mrs Motley, assisted by the Deputy Portfolio Holder Mr G Butler, responded to the questions, queries and concerns raised by Members, including Mr R Evans, Mr M Kenny, Mr A Bannerman, Dr J Jones and Mrs S Shingleton.

In conclusion, she thanked all those who had been, and continued to be, involved in the areas of work covered by the Portfolio and for the support of the Deputy Portfolio Holder, Mr G Butler.

RESOLVED: That the contents of the report of the Portfolio Holder for Rural Services and Communities be received.

60 Report of the Portfolio Holder for Business and Economy

It was proposed by Mr S Charmley, Portfolio Holder for Business and Economy, and seconded by Mr S Davenport that the report, a copy of which is attached to the signed Minutes, be received.

The Speaker introduced the new Head of Economic Development, Gemma Davies, to the Council and wished her well in her new role.

Mr Charmley presented and amplified his report and responded to the question, queries and concerns raised by Members, including Mrs H Kidd, Mr R Evans, Mr A Mosley and Mrs M Shingleton. He drew attention to the key headings within the report namely Economic Growth, Marches Local Economic Partnership, Enabling Growth in Shropshire, Shropshire Business Board, Supporting business, 2014-20 EU Programme, key sites and infrastructure, skills, Broadband and the restructure of the Economic Growth team within the Council.

RESOLVED: That the contents of the report of the Portfolio Holder for Business and Economy be received.

61 Annual Report of the Enterprise and Growth Scrutiny Committee

It was proposed by Mr S Davenport, Chair of the Enterprise and Growth Scrutiny Committee, and seconded by Mr N Barclay, that the Annual Report 2015-16, a copy of which is attached to the signed Minutes, be received and agreed.

Mr Davenport presented his report and drew attention to the significant number of Task and Finish Groups that had been initiated by the Committee. He also made

particular mention of a newly developed website dedicated to new business in the county entitled, 'Investing in Shropshire'.

RESOLVED: That the contents of the Annual Report 2015-16 of the Enterprise and Growth Scrutiny Committee be received.

62 **Report of the Portfolio Holder for Strategy, Budget and Business Plan**

Mr M Pate presented his report, a copy of which is attached to the signed Minutes, on undertaking his responsibilities as Portfolio Holder for Strategy, Financial Strategy, Budget and Business Plan. Mr Pate amplified the report and responded to questions, queries and concerns raised by Members, including Mr M Kenny and Mr R Evans.

In conclusion, he stressed the fundamental need to attract more business to Shropshire; land was available and business needed to be encouraged to locate in the area.

RESOLVED: That the contents of the report of the Portfolio Holder for Strategy, Financial Strategy, Budget and Business Plan be received.

63 **Report of the Portfolio Holder for Corporate Support**

It was proposed by Mr M Wood, Portfolio Holder for Corporate Support, and seconded by Mr T Barker that the report, a copy of which is attached to the signed Minutes, be received.

Mr Wood presented and amplified his report and responded to the questions, concerns and comments from Members, including Mrs V Parry, Mr N Hartin, Mrs M Shingleton and Mr A Mosley.

In conclusion, he expressed his sincere thanks to the work and support of the two Deputy Portfolio Holders, Mr R Tindall and Mr N Laurens and also thanked staff for their continued hard work and dedication.

RESOLVED: That the contents of the report of the Portfolio Holder for Corporate Support be received.

64 **Annual Report of the Performance Management Scrutiny Committee**

It was proposed by Mrs C Wild, Chair of the Performance Management Scrutiny Committee, and seconded by Mr S Davenport that the Annual Report of the Performance Management Scrutiny Committee 2015-16, a copy of which is attached to the signed Minutes, be received.

Mrs Wild presented her report and provided an overview of the work of the Committee during the last twelve months.

RESOLVED: That the contents of the Annual Report 2015-16 of the Performance Management Scrutiny Committee be received.

65 **Setting the Council Taxbase for 2017/18**

Council noted that there was a duty on any Councillor whose Council Tax payments are two months' overdue to make a declaration to that effect and to refrain from voting where specified matters concerning calculation of budget requirements, Council Tax amounts, or precepts are considered. Councillor S Davenport made such a declaration and left the Chamber at this point.

It was proposed by Mr M Pate, and seconded by Mr M Wood, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

Responding to a question from Mr R Evans, Mr Pate stated that he would inform Mr Evans of the number of properties that had been removed from the Council Tax taxbase list.

RESOLVED:

- i) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Shropshire Council as its Council Tax taxbase for the year 2017/18, as detailed in Appendix A, totalling 106,565.90 Band D equivalents, be approved.
- ii) That continuation of the Council's current localised Council Tax Support (CTS) scheme in 2017/18 be noted. The scheme is attached at Appendix B.
- iii) That the exclusion of 10,419.63 Band D equivalents from the taxbase as a result of localised Council Tax Support be noted.
- iv) That continuation be noted of the discretionary Council Tax discount policy of 0% in respect of second homes (other than those that retain a 50% discount through regulation as a result of job related protection) and note the inclusion of 669.82 Band D equivalents in the Council Tax taxbase as a result of this discount policy.
- v) That continuation be noted of the discretionary Council Tax discount policy of 50% for up to 12 months in respect of vacant dwellings undergoing major repair, i.e. former Class A exempt properties, and the resulting exclusion of 133.94 Band D equivalents from the Council Tax taxbase.
- vi) That continuation be noted of the discretionary Council Tax discount policy in respect of vacant dwellings, i.e. former Class C exempt properties, of 100% for one month, i.e. effectively reinstating the exemption, and then a 25% discount for the remaining five months and the resulting exclusion of 234.66 and 255.58 Band D equivalents respectively from the Council Tax taxbase.

- vii) That continuation be noted of the “six week rule” in respect of vacant dwellings, i.e. former Class C exempt properties.
- viii) That continuation be noted of the discretionary power to levy a Council Tax premium of 50% in relation to dwellings which have been empty for more than two years and the resulting inclusion of 235.38 Band D equivalents in the Council Tax taxbase.
- ix) That a collection rate for the year 2017/18 of 98.2% be approved.

66 Financial Strategy 2017/18

It was proposed by the Leader, Mr M Pate, and seconded by Mr D Turner, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

Mr Pate commented that elderly care was not currently fairly funded by Central Government and it was hoped that this was to change in future particularly given that Shropshire had 30% more elderly in the county and a vast rural area in which to provide the necessary support services. He added that the use of one-off reserves to retain services was a short term plan and on receipt of further information from Government a Strategy beyond 2020 would be developed.

RESOLVED:

- i) That the revised projections for expenditure and resources be approved, as set out in Appendices 1 and 2, for the Financial Years 2017/18 and 2018/19
- ii) That the revised savings proposals be approved as set out in Appendices 4 and 5.
- iii) That the revised funding gap be noted and the revised proposals be approved to deliver a balanced budget in 2017/18 and 2018/19 as set out in Appendix 3, including the release of earmarked reserves as set out in Appendix 6.
- iv) That the virement of funding allocations be approved as set out in paragraph 4.4.
- v) That the draft outline Revenue Budget be approved as set out in Appendix 7, and the draft outline Capital Programme as set out in Appendix 8, which together will form the basis for Budget Consultation for 6 weeks from 7 December 2016 to 18 January 2017, which has been amended by one week from the dates previously agreed by Cabinet.

Council adjourned at 12.45pm and reconvened at 1.40pm

67 Treasury Strategy 2016/17 - Mid Year Review

It was proposed by the Leader, Mr M Pate, and seconded by Mr M Wood, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

RESOLVED:

- i) That the position as detailed in the report, be accepted; and
- ii) That it be noted that any capital schemes brought forward that would impact on the current Strategy would need to be approved by Council.

68 LGPS Central - Investment Pooling

It was proposed by the Leader, Mr M Pate and seconded by Mr A Davies, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

Responding to comments by Mr M Kenny, the Leader Mr M Pate stressed that the duty of the Pension Fund was to maximise the benefits to the fund and its beneficiaries

RESOLVED:

That the following be approved:

- i) To enter into an Inter Authority Agreement with Cheshire West & Chester Council, Derbyshire County Council, Leicestershire County Council, Nottinghamshire County Council, Staffordshire County Council, Wolverhampton City Council and Worcestershire County Council to establish a joint pension fund investment pool, in accordance with the requirements of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 and pursuant to that Inter Authority Agreement set up; and operate a Joint Committee under s102 of the Local Government Act 1972 to oversee the joint investment arrangements.
- ii) To agree that Cheshire West and Chester shall provide governance and administrative support to the Joint Committee on behalf of the participating Council's, subject to the appropriate cost sharing arrangements in respect of officer time and other expenses.
- iii) To become a joint shareholder of LGPS Central; a private company, limited by shares, held solely by the participating funds named in recommendation 2.1, on a 'one fund, one vote' basis; incorporated for investment management purposes and regulated under the Financial Services and Markets Act 2000.

- iv) To authorise the Shropshire Council Member who holds either the position of Chair or Vice Chair of the Shropshire County Pension Fund, to appoint themselves or other Shropshire Council Members of the Pension Committee to undertake the following roles:
 - i) To act as the Council's representative on the Joint Committee;
 - ii) To exercise the Council's voting rights as a shareholder of LGPS Central, to be exercised in consultation with the Head of Finance Governance & Assurance (s151 Officer) where the vote is in respect of a Reserved Matter as set out in Schedule 1 of the Shareholders agreement;

and each Member so appointed shall have delegated authority to undertake such roles.

- v) To agree that the Shropshire Council Members appointed under recommendations 2.4 above shall be authorised to appoint a substitute, provided that substitute is a Shropshire Council Member of the Pensions Committee, and agree that, wherever possible, the Member (or their substitute) appointed to the Joint Committee shall not be the same Member as currently appointed to the Shareholder Forum, so as to avoid potential conflicts of interest.
- vi) To agree that the signatory on behalf of the Council as Shareholder shall be the Council's Head of Legal & Democratic Services.
- vii) To appoint the Head of Finance Governance & Assurance (s151 Officer) and Scheme Administrator of the Pension Fund or their nominated representative to represent the Council on a Practitioner Advisory Forum, providing joint officer support to the Joint Committee and Shareholder Forum.
- viii) To approve the revised terms of reference for the Shropshire County Pension Fund Committee as set out in Appendix 3 to this report.
- ix) To delegate authority to the Head of Finance Governance & Assurance (s151 Officer) in consultation with the Shropshire Council Chair or Vice Chair of the Pension Committee to negotiate and agree all necessary legal agreements to establish a joint asset pool and investment management company as outlined in this report and to implement the recommendations and to authorise their execution.

69 Changes to Arrangements for Appointment of External Auditors

It was proposed by Mr M Pate, and seconded by Mr T Barker, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

That the Council formally opt-in to the Public Sector Audit Appointments Ltd (PSAA), Local Government Association National Sector Led Body.

70 Draft Shropshire Council Corporate Plan 2016/17 to 2018/19

It was proposed by the Leader, Mr M Pate and seconded by Mrs C Wild, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

Mr Pate commented that Members and Officers had been widely consulted on the content of the document and appropriate feedback had been incorporated. In noting comments made by Mr M Kenny, Mr A Bannerman, Mrs H Fraser, Mr P Cherrington and Mr D Kerr, he stated that the document bound together other Strategies held by the Council and was a rolling document, constantly evolving to provide a map of the way forward for the Council.

The Chief Executive added that a Task and Finish Group on performance had held three meetings on the Corporate Plan and its recommendations had been accepted by Cabinet on 30 November 2016. However he urged any Member to come forward with their ideas but to be mindful of the available resources and to have realistic expectations. Mr Pate agreed that the targets were general in nature but 'sensible' specifics may be able to be incorporated.

RESOLVED:

- i) That the Corporate Plan 2016/17 to 2018/19, be approved;
- ii) That the Corporate Plan be annually refreshed alongside the Financial Strategy and be subject to a complete review and rewrite every three years simultaneously with the Financial Strategy
- iii) That the Plan, if approved by the Council, is a working document and any necessary additions or amendments prior to annual review will be brought to a future meeting of full Council for approval.

71 West Mercia Youth Justice Plan 2016-17

Mr T Barker left the meeting during consideration of this item.

It was proposed by Mr D Minnery, and seconded by Mrs K Calder, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed. Members noted the Plan detailing the structure of youth justice services across the West Mercia area and the key actions identified to address risks to service delivery and improvement.

RESOLVED:

That the Youth Justice Plan 2016/17, attached as Appendix A to the report, be approved.

72 Adoption of the Shifnal Neighbourhood Plan

It was proposed by Mr M Price, and seconded by Mr S West, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

RESOLVED:

That Shropshire Council as the Local Planning Authority 'makes' i.e. adopts the Shifnal Neighbourhood Plan and brings it into force as part of the Development Plan for Shropshire.

73 Review of Polling Districts, Polling Places and Polling Stations 2016

It was proposed by Mr M Wood, and seconded by Mr K Roberts, that the report, a copy of which is attached to the signed Minutes and the recommendations contained therein be received and agreed.

RESOLVED:

- i) That the following changes be approved, which have been agreed with Division Members, in order for them to be implemented on or by 1 January 2017.
- ii) That delegated powers be granted to the Returning Officer to find a suitable alternative, in conjunction with local Members, should any polling station not be available for a particular election.

DIVISION	PROPOSED CHANGES
SIA Copthorne Division (Part of)	It is recommended Woodfield County Infants School be replaced by Copthorne Army Reserve Centre.
SPB Porthill Division (Part of)	It is recommended Woodfield County Infants School be replaced by Copthorne Army Reserve Centre.
SOB Monkmoor Division (Part of)	It is recommended Crowmoor Primary School be replaced by Shrewsbury Baptist Church Community Hall.

74 Appointments to Committees

RESOLVED:

That the following changes to Committee memberships be approved and noted as follows:

- Audit Committee
The appointment of Peter Nutting as a Substitute Member to replace Nic Laurens.
- Environment & Services Scrutiny Committee
The appointment of Nick Bardsley as a Substitute Member to replace John Price
The appointment of Roger Evans as a Substitute Member
- Children & Young People's Scrutiny
The appointment of Arthur Walpole as a Full Member.
The appointment of Nic Laurens as a Substitute Member.
- Enterprise & Growth Scrutiny Committee
The appointment of Jonny Keeley as a Full Member
The appointment of Roger Evans as a Substitute Member
- Health and Adult Social Care Scrutiny Committee
The appointment of Dean Carroll as a Substitute Member to replace David Roberts.

75 Questions from Members

The Speaker advised that six questions had been received in accordance with Procedure Rule 15 (copies of the report containing the detailed questions and their formal responses are attached to the signed Minutes).

- a) Received from Mr D Kerr and answered by Mr M Pate, the Leader of the Council and Portfolio Holder for Strategy, Financial Strategy, Budget and Business Plan about consideration of holding a Referendum on increasing Council Tax above the capping limit.

By way of a supplementary question Mr Kerr requested a written breakdown of the costs of a referendum.

In response, the Leader and Portfolio Holder stated that he would provide Mr Kerr with a written response.

- b) Received from Mr D Kerr and answered by Mr M Price, Portfolio Holder for Planning, Housing, Regulatory Services and Environment about the time taken to process a change of circumstances in relation to a constituent's benefit.

By way of a supplementary question, Mr Kerr asked the cause of the problem and what changes were being made as a result of this.

In response, the Portfolio Holder stated that he would provide Mr Kerr with a written response.

- c) Received from Mr M Kenny and answered by Mr S Jones, Portfolio Holder for Highways and Transportation about issues surrounding the Shrewsbury North West Relief Road including the funding bid and grant obtained under the Department of Transport's Local Majors Fund [LMF]; those to be involved in the associated Outline Business Case and the need for an ecological survey along the entire route of the North West Relief Road.

By way of a supplementary question, Mr Kenny asked how the proposals would illustrate benefits that accorded with the Council's Corporate Plan.

In response, the Portfolio Holder stated that he would provide Mr Kenny with a written response.

- d) Received from M Kenny and answered by Mr M Price, Portfolio Holder for Planning, Housing, Regulatory Services and the Environment about the supply of affordable homes not keeping pace with the demand from those eligible for social housing.

By way of a supplementary question, Mr Kenny asked for further clarification on the plans to answer the current problems caused by the fall in the number of affordable homes for rent.

In response, the Portfolio Holder stated new Policies would be emerging in January 2017 to deal with the issues, the Local Plan would be used to greater advantage and challenges would continue to be made to Government on the level of housing benefit. He considered that properties were available but the biggest issue was whether people could afford to be in them.

- e) Received from Mr T Barker and answered by Mr L Chapman, Portfolio Holder for Adult Services about the cost and delivery performance of the Council's Adult Services as shown in the National Performance and Cost Tables as compared against other authorities.

By way of a supplementary question, Mr Barker conveyed his congratulation to the Portfolio Holder and queried to what the Council's success could be attributed.

In response, the Portfolio Holder paid tribute to the wealth of committed, hardworking staff including a management team striving for the best, an informative peer review, social workers, care workers, volunteers and carers and all staff involved in this service.

- f) Received from Mr D Turner and answered by Mr M Pate, the Leader of the Council and Portfolio Holder for Strategy, Financial Strategy, Budget and Business Plan about the steps taken to give the Authority a clear forward direction.

By way of a supplementary question, Mr Turner queried whether there were any other achievements and ambitions to be made known at this time.

In response, the Leader and Portfolio Holder emphasised the efforts made by the Administration to try to mitigate the Council's financial position and move the authority forward. He stressed that the primary aim was to continue to deliver excellent services to the people of Shropshire.

76 Motions

- a) The following Motion was proposed by Mrs T Huffer and seconded by Mr L Chapman

'Sustainability and Transformation Plan

On 28 November, the STP for Shropshire and Telford and Wrekin was published. The plan lacks financial detail and fails to adequately consider the deficit in social care funding. Rural services do not feature strongly enough in the plan and any review of community bed capacity must take account of the needs of all our communities across Shropshire, and the importance of these beds in keeping people out of the acute hospital environment.

This Council requests that the Leader writes to Simon Wright, the area lead for the STP, and Shropshire MPs, calling for all services, including maternity services, in our rural communities to be given the priority they deserve in the STP."

After debate and on being put to the vote, the motion was carried with the majority voting in favour.

- b) The following Motion was proposed by Mrs H Fraser and seconded by Mr R Evans

"This Council notes with concern that the government's proposals for an Apprenticeship Levy will result in Local Authority maintained schools contributing 0.5% of their budget to the scheme. This authority considers that public funding for education should not be diverted to supporting the Apprenticeship Levy, and that schools should be exempt from the scheme, particularly as children in Local Authority Schools will be disadvantaged compared with children in Academies or Free Schools.

This Council resolves to write to the relevant Government Minister and our Shropshire MPs to express our concern regarding the proposals, and make the case for schools to be exempt from the Apprenticeship Levy."

After debate and on being put to the vote the Motion was not supported with the majority voting against.

- c) Proposed by Mr R Evans/ the Liberal Democrat Group, seconded by Mr M Price

'This Council notes that the recent Financial Report which was considered and agreed by Cabinet on 9th November proposed some funding be diverted into recycling empty homes. This was to help regenerate Shropshire's communities. The amount allocated however is just £250,000 for this year with a similar amount for next year. This is not enough.

Council is disappointed to see just this relatively small amount being allocated. When the present Empty Homes Strategy 2014–17 was first proposed in 2014 the Liberal Democrat Group called it in for examination by a Scrutiny Committee. This cross party group of backbench councillors looked at what was proposed and made five recommendations. The fifth recommendation was

“That 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 be 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 report's 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.”

The report including the above statement was presented to and adopted by the Cabinet on 29 July 2015.

It is understood a business case was produced but never published, was kept secret. Resources were in fact reduced and proposals were made to redeploy staff.

A number of our neighbouring local authorities took a different attitude and have so gained both extra cash off the Government by drastically reducing the number of long term empty homes in their areas and of course increasing the number of home available for residents to live in.

Two examples are

- Cheshire East Unitary Authority has reduced the number of long term empty homes since they were formed in 2009 by just over 50%. In October 2009 they had 3,200 long term vacant dwellings. In October 2015 the total had reduced to 1540.
- Herefordshire has also reduced theirs by over 50%. Reducing the number of long term empty homes over a similar period from 845 to 419.

Shropshire by comparison in October 2009 had 1,940 long term empty homes and 1,526 in October 2015. A reduction of just over 20%, equal to just 69 homes per year being made available for families to live in. The staff we have working in this area work hard but lack resources to enable them to do their work as they would wish, as we would wish and importantly as those in housing need want them to.

It is further noted that;

- For 2016/17 this council is receiving £9.2m from our Government in New Homes Bonus. This includes the contribution council receives from Government due to the 35 vacant homes returned to occupation between October 2014 and October 2015.
- The Shropshire Council web page covering this area was last updated in May 2016 with the message
“This strategy is currently under review. An updated version will be made available on this page as soon as possible.”

Council asks Cabinet to agree “that Public Protection be allowed to use the existing allocated funding for both capital and revenue purposes to achieve the best outcome of reducing the number of empty properties and maximising income from new homes bonus. In any event the performance of the empty property section be reviewed by scrutiny after 12 months”.

After debate, and on being put to the vote the motion was agreed with the majority voting in favour.

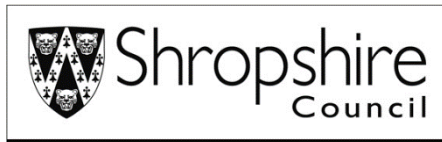
Signed

(Chairman)

.....

Date:

.....



<u>Committee and Date</u>
COUNCIL
23 February 2017
10.00am

REPORT OF THE PORTFOLIO HOLDER FOR HEALTH **Councillor Karen Calder**

Contact details: Karen.calder@shropshire.gov.uk
Tel: 01743 252929

1. Introduction

- 1.1 Overall, the health and wellbeing of people in Shropshire is good and life expectancy is higher than the national average. However, as more of us live longer, we want to ensure that we are able to maintain good health, and the quality of our lives, for longer – adding life to years as well as years to life. Currently men in Shropshire are expected to live healthily up to the age of 65, however life expectancy is 80 years old for men, leaving 15 years of ill health on average. The comparable figure for women is 18 years difference between healthy life expectancy and life expectancy.
- 1.2 Many people in Shropshire can expect to live a long life, have a good education, earn a decent wage and live in appropriate accommodation. However this is not the case for everyone, health inequalities do exist meaning that some of us do not have the same life chances due to where we live, the jobs and education we have, or other factors such as having a physical or learning disability. Other influences that can affect our health and wellbeing are the lifestyle choices we make such as smoking, drinking alcohol and levels of physical activity.
- 1.3 Our Joint Strategic Needs Assessment (JSNA) tells us that our key health issues in Shropshire include:
 - Mental health, including dementia;
 - Rising obesity;
 - Child poverty;
 - Ageing population.
- 1.4 In addition, the rural nature of our county requires us to think carefully about how we organise services, influence policy, and support communities to make certain that Shropshire people are able to access the right support at the right time. This issue of rurality poses particular difficulties due to Shropshire being one of the lowest funded Local Authorities in the country.

2. Budget

- 2.1 In early 2016 the Government confirmed that total public health spending in 2016/17 will be set at £3,388m and £3,304m in 2017/18. This resulted in a reduction in the Shropshire allocation by 10% by the end of this Parliament. To date we have had almost a 5% reduction in the grant

- 2.2 As well, the Government will consult on options to fully fund local authorities' public health spending from their retained business rates receipts, as part of the move towards 100 per cent business rate retention.
- 2.2 The ringfence on public health spending will be maintained until 2016/17 and 2017/18. In their statutory financial returns to Government, councils are required to report spending on public mental health separately.
- 2.2 Shropshire Council has continued to lobby for fair funding allocations that take into account the cost of delivering services in a rural county with a high proportion of older people. As well, in 2016 Shropshire Council continued to lobby for fair reimbursement of costs relating to cross border health arrangements between Shropshire and neighbouring counties in Wales.

3. Health Profiles

- 3.1 The Local Authority Health Profiles are produced annually by Public Health England and bring together a number of outcome measures that highlight issues in the population's health.

Overall, Shropshire is a generally healthy county and performs well on several health outcomes, some of the areas where Shropshire was better than the national average include:

- Premature mortality from CVD and cancer;
- Life expectancy at birth for both males and females;
- Smoking related deaths;
- Smoking prevalence in adults
- Physically active adults
- Obesity in Year 6 children
- Under 18 conceptions
- Hospital stays for alcohol related harm
- Recorded diabetes
- New sexually transmitted infections (STI)

- 3.2 There were only two indicators in the health profile where Shropshire performed worse than the national average, which were 'Statutory homelessness' and 'Killed and seriously injured on roads'. In the previous year's health profile, Shropshire was rated as significantly worse than England for smoking in pregnancy, however, this is no longer the case.
- 3.3 Although performance on the other indicators was either better or similar to the national average there is room for improvement on some of the indicators, for example:
- Smoking status at time of delivery
 - Breastfeeding initiation
 - Excess weight in adults.
 - Hospital stays for self-harm
 - Hospital stay for alcohol related harm
 - Hip fractures in people aged 65 and over
 - Excess winter deaths
- 3.4 Although Shropshire has similar a profile compared to the national figures for these indicators they have a large impact on the population overall as they affect large

numbers of people. They also contribute to future ill-health therefore to prevent people from being affected by long term conditions in the future it is important to tackle obesity and low levels of physical activity. The Health Profiles for Shropshire are included in the appendices of this report.

4. Update from the Health and Wellbeing Board

- 4.1 Taking on board the recommendations from the Health and Wellbeing Board (HWBB) Peer Challenge in 2015, both the Health and Wellbeing Strategy and Terms of Reference (ToR) were refreshed and approved in early 2016.
- 4.2 The new ToR clarified the role of the Board and significantly changed the membership of the Board by inviting Provider partners to sit on the Board as non-voting members. The ToR will be reviewed again in early 2017.
- 4.3 The HWB Strategy was updated to reflect the HWBB as a system leader and reflected the role of all organisations and people in supporting the improvement of Shropshire people's health and wellbeing.

5 Portfolio for Health Annual Report

Health and Wellbeing Board Update 2016

- 5.1 Taking on board the recommendations from the Health and Wellbeing Board (HWBB) Peer Challenge in 2015, both the Health and Wellbeing Strategy and Terms of Reference (ToR) were refreshed and approved in early 2016.
- 5.2 The new ToR clarified the role of the Board and significantly changed the membership of the Board by inviting Provider partners to sit on the Board as non-voting members. The ToR will be reviewed again in early 2017.
- 5.3 The HWB Strategy was updated to reflect the HWBB as a system leader and reflected the role of all organisations and people in supporting the improvement of Shropshire people's health and wellbeing.

6. From the HWB Strategy - Executive Summary:

- 6.1 The HWBB believes that Shropshire needs a new approach to health and care that nurtures wellness and encourages positive health behaviour at all stages of people's lives, across all communities and across all the places and organisations in which we work and live.
- 6.2 **HWBB Aim:** To improve the population's health and wellbeing; to reduce health inequalities that can cause unfair and avoidable differences in people's health; to help as many people as possible live long, happy and productive lives by promoting health and wellbeing at all stages of life.
- 6.3 **HWBB Vision: For Shropshire people to be the healthiest and most fulfilled in England**

HWBB Priorities:

Prevention

- **Health promotion and resilience**

- Health promotion and resilience are about encouraging people to make good choices at every stage of life. Prevention is also about making sure that the right support is available when it is needed and that services are there not only to help us to feel better, but to help stop illness or physical difficulty from happening again.

Sustainability

- **Promoting independence at home**

Promoting independence at home will involve planning support so that people are able to stay in a place that is familiar to them as well as having the assistance of their community in keeping well and living their daily life.

- **Promoting easy to access and joined up care**

Promoting easy to access and joined up care means that people experience care that best meets their individual needs. Care will not feel disjointed and people will have the right information about where to go and what to expect. People will also receive the right information to help them make informed choices.

6.4 System leadership and taking a whole system approach to our strategy

delivery: *System leadership involves decision making that empowers individuals, empowers communities, and leads and influences services & policy*

6.5 In realising this strategy the HWBB will put Shropshire people at the heart of decision making. On behalf of Shropshire people the Board will make decisions and influence decisions across the whole system, not just care and wellbeing, but other services and decision making that have an impact on all factors of our wellbeing, including economy and jobs, education, housing and the environment. The Board will use evidence that is gathered through data and through talking to Shropshire people and it will develop a common purpose and agreed outcomes for people and with people. Through this, the Board will enable social change that improves the health and wellbeing of local people and reduces inequalities.

6.6 Improving the health and wellbeing of our population is therefore the responsibility of our Board and its members, as well as every person and organisation in Shropshire. The full strategy can be found [here](#).

7. Developing Actions: Exemplars

7.1 To embed this new approach within the mind-set and at the core of the planning of all our partners and Shropshire people, the Board intends to establish exemplar/development projects in three key areas. Through these, we will focus on reworking the whole system along the principles and objectives set out in this strategy. These projects will form the HWBB Action Plan and are:

- **Healthy weight and diabetes prevention**
- **Carers**
- **Mental health**

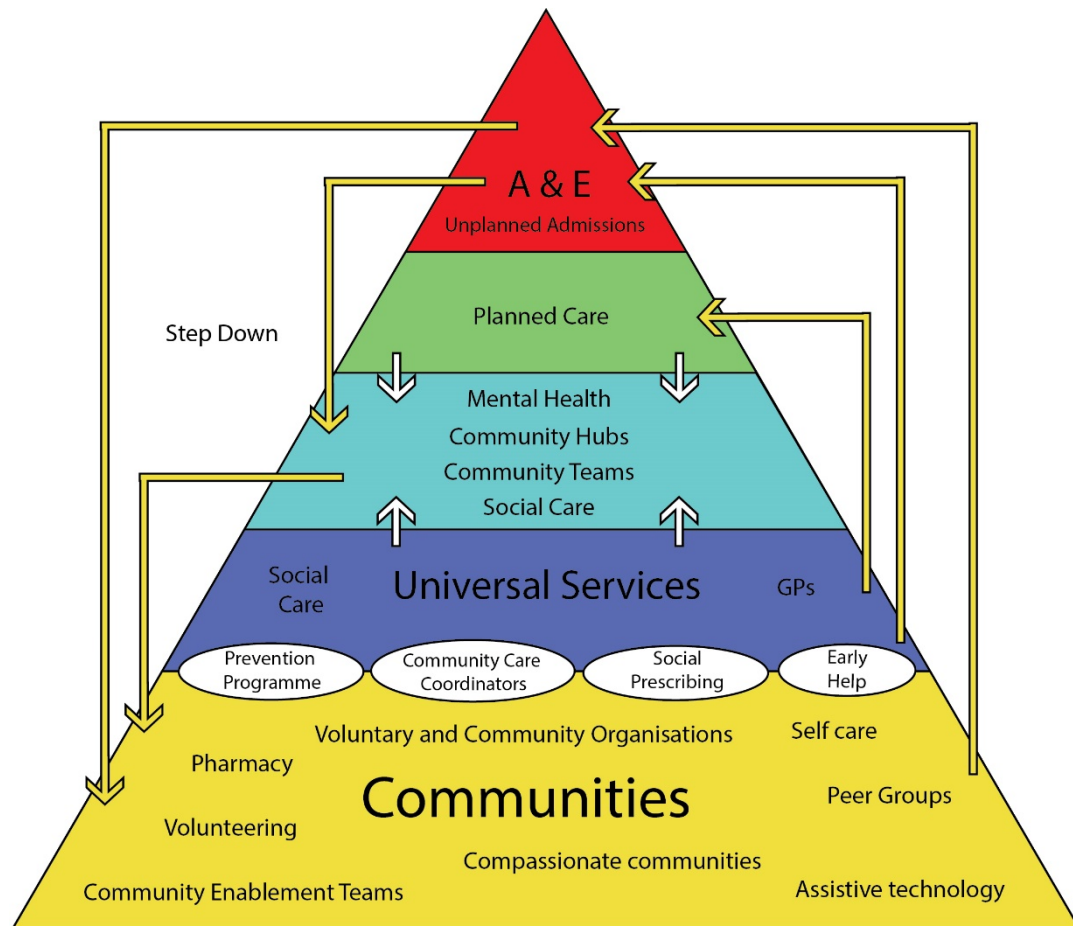
7.2 To deliver these actions and make a real difference to these areas, the HWBB needs to make sure that everyone plays a part in working together to improve health and

wellbeing. This means making sure that this thinking and action is embedded in existing health and social care work including programmes such as the Better Care Fund, Future Fit & Community Fit and work through the Children’s Trust and implementation of the Care Act.

8 HWB Strategy Delivery

8.1 During 2016 the three HWBB Exemplars have been brought into one programme alongside other prevention activity known as the Partnership Prevention Programme, Healthy Lives. The programme draws together current prevention activity (from Public Health, Better Care Fund, Adult Social Care, Shropshire CCG and Provider partners), as well as development of new prevention activity into one programme that will focus on taking a whole system approach to reducing demand on services. As required by the HWB Strategy, this programme relies on working together in partnership and with our communities to improve Shropshire people’s health and wellbeing.

8.2 As the diagram below describes Healthy Lives programme is about communities supporting people and their families to take control over their own health and health risk so that they can live well for longer. It relies on partners working together to identify health risk in the population and working with people to identify support mechanisms in their communities and within services (where needed).



8.3 Healthy Lives is being developed initially by trialling a number of projects/ programmes as a pilot in Oswestry (some may be piloted elsewhere as well). The programme is being designed with flexibility so that schemes can be trialled together or separately and relies on working closely with Resilient Communities and the voluntary and community sector. The programme will be delivered by focussing on the following 7 elements:

- **Social Prescribing**
- **Mental Health**
- **Cardiovascular Disease & Diabetes Prevention and Healthy Weight**
- **Falls Prevention**
- **Carer Support, Dementia and Urinary Tract Infections**
- **Future Planning and Housing**
- **Respiratory and Fire Service Safe & Well Visits**

Healthy Lives is also part of the Shropshire and T&W footprint, Sustainability and Transformation Plan (STP); the Shropshire Neighbourhood element of the plan details how we are work differently together in order to support the movement of resources towards prevention, keeping people well and reducing demand on services.

9 Communication and Engagement

9.1 The HWBB Communication and Engagement Group will be taking forward the Shropshire Neighbourhoods STP Communication and Engagement Plan. Shropshire Council Communications will be taking a lead role in this, in support of partners and Shropshire people.

10. BCF – 2016/17

10.1 A total of £22.733m is currently allocated to the Better Care Fund in 2016/17 this compares to a minimum prescribed allocation of £21.800m. The 2016/17 budget reflects the local position to move away from a Payment by Performance arrangement and to invest the total budget up front. As part of this arrangement the Delivery Group committed to an in year line by line budget review to jointly establish any refinements that can be made to investments. This work is currently underway.

10.2 The latest performance available is up to the end of August 2016 and is summarised below:

Summary of latest local performance

- Reducing Non Elective (NEL) admissions to hospital continues to perform on target and is rated green for the period.
- Performance in relation to Delayed Transfers of Care deteriorated significantly in August. Interrogation of the data shows significant delays around assessments, further non acute NHS treatment, nursing home placements and care packages at home. As such performance is rated red.
- Performance in relation to Admissions to Residential Care metrics is behind profile and is under regular review to ensure that we continue to provide the most appropriate care to meet people's needs.
- Local Metric – Admissions to Redwoods with a diagnosis of dementia. This metric measures the number of people admitted to Redwoods with a diagnosis of

dementia as a proportion of the population with a diagnosis of dementia. This is an annually reported target and will be reported in Q3.

- Patient Experience Metric – for 2016/17 this focuses on patient experience of discharge from Hospital in line with the CQC inpatient survey. This reports annually in Q1 and shows an improvement on last year.

10.3 Planning for next year's BCF is now underway and the NHSE regional BCF lead has confirmed the following in relation to BCF planning for 17/18:

- BCF will be a 2-year plan covering 2017/18 and 2018/19
- BCF Policy Framework expected to be published 18th November 2016 and BCF Planning Guidance to follow shortly after
- The 8 National Conditions used in 2016/17 may reduce
- The intention is to have a planning and assurance timetable which enables BCF plans to be finalised, assured, and approved by the end of March 2017 so that implementation can commence from 1st April 2017.
- There will be an emphasis on ensuring that BCF Plans are strongly joined up between health and social care and that the Fund is being used to facilitate genuinely collaborative work.

10.4 The HWBB receives regular reports from subgroups on strategy delivery, including the BCF and the prevention programme. The Board also receives regular reports regarding the system issues such as the STP, Healthwatch, the Children's Trust and Primary Care. All board reports can be found via this [link](#).

11. HWBB Plans for 2017

- Refresh its Terms of Reference
- Updated BCF 2 Year Plan
- Evaluation of the Oswestry Pilot
- Roll out of Healthy Lives programmes
- Communication and Engagement Plan for the Shropshire Neighbourhood STP
- Continued joint working on system planning including the STP

12. Development of the JSNA

12.1 The JSNA continues to be developed with input from the Local Authority services and from partners. New topic reports are being added to the JSNA regularly as well as updating existing ones, and the content of it is being moved onto the new website that is hosted by the Shropshire partnership board.

12.2 Further development is planned for 2017 to migrate the JSNA onto the Shropshire Together website. This will allow for more flexibility on how the information is displayed and ensure a more collective ownership over how the JSNA can be developed and used.

13 Help2Change

13.1 Help2Change has a key role to play in reducing demand on the health and social care system from people with long term health conditions, and is supporting key areas of work within the NHS Sustainability and Transformation Plan (Neighbourhoods 'Healthy Lives' programme). Help2Change services such as the NHS Health Check, Help2Quit and Help2Slim reduce the impact of conditions such as diabetes, stroke and dementia on the health and wellbeing of people in

Shropshire, which is needed to ensure the sustainability of the health and social care economy into the future.

- 13.2 Help2Change has strong relationships with primary care and has developed a model for Social Prescribing which is being piloted in the Oswestry Area prior to rollout across Shropshire. Social prescribing provides GPs and other accredited prescribers with a formal referral pathway into non-clinical support services, with associated governance, data capture and evaluation of outcomes. This provides an alternative to clinical treatments and referral, and has been shown in other areas to reduce the demand on acute services.
- 13.3 Working with GPs, Help2Change has developed systems that allow patient data captured in other settings to be coded and fed back into GP practice records. Audit software has also been installed in all GP practices that enables Help2Change to support GP practices to proactively identify patients at risk of disease and offer them preventive interventions.
- 13.4 Help2Change also has a remit for commercial development that is bearing fruit. It has undertaken workplace health checks for both large commercial companies and within the public sector such as the Police. This has proven to very popular and work has already begun on expanding the offer nationally. Help2Change is also piloting an Education and Training Offer, providing a range of structured health related training programmes to support individuals in managing their health. In response to the need to shift people's behaviour towards healthier food options to combat the rise in obesity, diabetes and other diet-related conditions, Help2Change is developing a Healthy Food offer which will be promoted through local authorities, hospitals, colleges and other public buildings as well as to private sector workplaces.

14 NHS Health Check

- 14.1 Commissioning and monitoring of the NHS Health Check has been the mandated responsibility of Local Government since April 2013. NHS Health Check promotes the systematic and early detection of cardiovascular disease risk and contributes to the prevention of strokes, heart attacks, diabetes, kidney disease and vascular dementia. Local Authorities are obliged to invite all eligible individuals over a five year rolling cycle, with a continuous improvement in the percentage of eligible population attending their Check. Eligible individuals include those aged 40-74 years who are not currently being clinically managed for a cardiovascular related condition and have not attended a NHS Health Check within the previous 5years.
- 14.2 Help2Change works closely with general practices and Shropdoc in the delivery of NHS Health Checks. It is also establishing community clinics to target the hardest to reach. A health software platform has been created in general practice to allow systematic invitation of patients and year on year increase in delivery. Shropshire performance is continuously improving, and year 2016-17 is expected to show a greater than 15% increase in uptake by patients.

15 Stop Smoking Services and Tobacco control

- 15.1 Help2Change has been very successful in reducing the prevalence of smoking in Shropshire to below the national average. However, smoking still remains a leading

cause of health inequalities, preventable illness and death. The total annual cost to the NHS in Shropshire of treating smoking-related ill health is approximately £10 million. The social care cost of smoking-related conditions is estimated at £7.4 million a year, representing £4.3 million in costs to Shropshire Council and £3.2 million in costs to individuals who fund their own care.

- 15.2 Help2Quit's stop smoking clinics are being delivered in 35 general practices, 22 pharmacies and half a dozen other community venues, offering easy access to support that is recognised nationally as one of the most effective interventions for reducing chronic disease and cost-saving to the healthcare economy. Help2Quit is an award-winning service, providing a range of behavioural support and stop smoking medications.
- 15.3 Electronic cigarette use has increased in recent few years and Help2Change has provided a position statement on e-cigarettes that recommends the use of licensed stop smoking medicines for quitting but which offers behavioural support to those who wish to use unlicensed, self-purchased e-cigarettes as part of their quit attempt.
- 15.4 Help2Change continues to work with the hospital and mental health trusts, in support of smoke-free policies and referral of patients that smoke into Help2Quit. Help2Change is also commissioned by NHS England to provide stop smoking support to HMP Stoke Heath, and is scaling up activity over the following months as prisons across the country also become smoke-free.

16 Weight management services and obesity prevention

- 16.1 Overweight and obesity is a major cause of chronic illness, especially type 2 diabetes. In Shropshire, there are now more than 16,000 adults with diabetes and another 31,000 with pre-diabetes. The cost to the NHS in Shropshire of treating diabetes and its complications is estimated at £47m per year, and total social care costs are estimated at £8m per year.
- 16.2 Help2Change continues to expand the reach of its weight management support, with Help2Slim clinics provided in a range of community settings, including GP Surgeries, pharmacies, community centres and workplaces. A pilot of enhanced psychological support is underway to address the increased needs of patients with severe obesity.
- 16.3 Help2Change leads Shropshire's delivery of the National Child Measurement Programme (NCMP) which annually measures the height and weight of children in reception class (aged 4 to 5 years) and Year 6 (aged 10 to 11 years) to assess overweight and obesity levels in children. Help2Change works in partnership with Shropshire's School Nursing Service to undertake the checks and to offer a 'Fit Families' weight management intervention for obese children aged 5-15 years.

17 Promotion of Physical Activity

- 17.1 Physical activity is one of the most important protective factors for health, significantly reducing risk of conditions such as dementia, heart disease and cancer, and improving mental health. Help2Change has worked closely with the Community Enablement team to deliver 4 Everybody Active Towns projects in Wem, Whitchurch,

Craven Arms and Broseley, to engage local people and organisations in developing opportunities for physical activity levels among the least active. Community votes in Wem, Whitchurch and Craven Arms resulted in 1,486 people voting for their favoured projects, such as exercise classes for adults with dementia and their carers, outdoor gyms, and children's story –telling walking programmes. Successful projects were supported by a small public health grant.

18 Falls Prevention

18.1 Falls are a major cause of disability and early death, and have a significant impact on health and care budgets. Help2Change is providing support for falls prevention across three main areas:

- Supporting the CCG to re-commission the Community NHS Trust falls prevention service and broaden its focus in line with the STP falls, fractures and frailty pathway.
- Developing a community-based postural stability exercise pilot to increase access to therapeutic exercise for reducing risk of falls.
- Working with Age UK and the Business Design Team to develop a 'reduce your risk' communication campaign that promotes a range of national evidence-based resources that enable people to understand their personal falls risks and to take action to reduce their risk.

19 Making Every Contact Count (MECC)

19.1 MECC uses using the myriad of day-to-day interactions that staff and volunteers have with other people to support them in making positive changes to their physical and mental health. Help2Change has developed a 2016 programme of Making Every Contact Count training for Adult Social care (with a focus on physical activity and fall prevention), Age UK and Shropshire Fire and Rescue Service. A 'Healthy Conversations' seminar has been held to engage the voluntary sector and partners in applying behaviour change approaches within their services, and targeting areas of high priority such as falls risk. This approach underpins the developing 'Healthy Lives' STP programme and Fire Service 'Safe and Well' visits.

20 Pregnancy Health

20.1 Working closely with maternity services, Help2Change has achieved a 71 % increase in pregnancy referrals to Help2Quit between 2015 and 2016. This has meant that a record number of pregnant women were supported to stop smoking in Shropshire. The dedicated Help2Quit in Pregnancy service offers flexible support for pregnant women and their families, including home visits and telephone/text support. The Help2Change team have been nationally commended for this work in The Advisor Team of the Year competition 2016.

20.2 Help2Change has established a Healthy Baby project group which is building on social marketing insights from pregnant women in Shropshire to further enhance local services. The group is working with midwives, children's' centres, family nurses and health visitors to develop care pathways and consistent communication on health in pregnancy including physical activity, diet, healthy weight and stopping smoking.

21 Workplace Preventive Health Services

- 21.1 In accordance with its business plan, Help2Change has developed a commercial workplace health programme which, unlike most 'reactive' occupational health services, is focussed on a preventive health approach. It provides a simple and effective means for employers to improve the health of their workforce, while also generating income for Help2Change. Employees receive personalised health risk assessments focussed on the factors which are known to be the key contributors to an individual's disease risk. The aim of the checks is to equip a workforce with the knowledge and resources to improve employee health, and provide a return on investment for employers through reduced sickness absence and improved productivity.
- 21.2 With over 800 checks completed across a range of businesses, feedback from clients has been excellent, with 100% of those saying they would recommend the service to others. The service is now being developed further in response to requests from employers for follow on services.

22 Pharmaceutical Needs Assessment

- 22.1 In April 2015 Shropshire published a Pharmaceutical Needs Assessment (PNA). PNA is a key document used by NHS England local area teams to make decisions on new applications for pharmacies and change of services or relocations by current community pharmacies. It is also used by commissioners to help them to commission local services from community pharmacies in areas of need.
- 22.2 The PNA is a statutory requirement and has to be updated and refreshed by 2018, as such during 2017 a partnership working group will be convened to refresh the PNA. Key partners will include the Shropshire Clinical Commissioning Group and Primary Care colleagues.

23 Health Visiting Services

- 23.1 From 1st October 2015, the commissioning responsibility for Health Visiting services and Family Nurse Partnership transferred from NHS England to Public Health Departments within Local Authorities. The budgets and allocations were agreed. Work was particularly focused on embedding the mandated core contacts within the service. Health Visiting services continue to be delivered by Shropshire Community Health Trust. There have been on-going improvements to service.
- 23.2 Work was also undertaken to look at developing an integrated two year review with both health and early years settings. The aim of the integrated two year review is to:
- To identify the child's progress, strengths and needs at this age, in order to promote positive outcomes in health and wellbeing, learning and behaviour.
 - To facilitate appropriate intervention and support for children and their families, especially those for whom progress is less than expected utilising the information from both reviews;
 - To generate information which can be used to plan services and contribute to the reduction of inequalities in children's outcomes Integrated Review Development Group, 2012;
 - To increase the number of children receiving a two year review.

- 23.3 The 2-year integrated review which is to be called “All About Me @ 2” has now come to the end of the pilot stage and will be rolled out across all Early Years settings from January 2017. The pilot has allowed amendments to be made to the way in which this is delivered to best meet the outcomes for the child. All Early Years settings will now have a named health visitor link who they can contact for information, support and guidance.
- 23.4 Antenatal Solihull training has been delivered to a cohort of health visitors, midwives and family support workers who are now delivering courses to parents across the County. The course mirrors that of Understanding Your Child and embeds good reciprocity, containment and attachment from pregnancy. As part of a pilot we are also able to offer on-line courses up to the end of March 2017, to parents who are unable to access the group sessions. To date 176 parents have accessed the online course since the Summer.
- 23.5 As part of the CAMHS Transformation plan, perinatal mental health was identified as needing to be improved. As a result of this all health visitors and FNP nurses have attended a 3-day training programme delivered by Staffordshire University. The training consisted of knowledge and skills for staff to assess, identify and provide appropriate interventions or referral to specialist services as required to meet the recommendations of the revised NICE guidance for perinatal mental health. The training also upskilled the staff to enable them to deliver low level cognitive behavioural therapy or self-help interventions to women suffering mild-moderate depression or anxiety in the perinatal period.
- 23.6 Family Nurse Partnership (FNP) commenced recruitment of pregnant women under the age of 20 in November 2015. The team, who are based at the Roman Way Children’s Centre, provide an intensive visiting programme for these parents up until the child’s second birthday. FNP are working closely with other agencies including midwifery, health visiting and children’s centres.
Family Nurse Partnership have now reached capacity of 100 clients. Initial reporting shows an improvement in breastfeeding initiation and smoking cessation in pregnancy. Capacity had been increased through Strengthening Families to a further 10 clients who will be recruited using these criteria. The first clients are due to graduate in February 2017.
- 23.7 The health visiting and children’s centre services have been working collaboratively over the last few years to achieve Baby Friendly Initiative Accreditation. The UK Baby Friendly Initiative is based on a global accreditation programme of UNICEF and the World Health Organization. It is designed to support breastfeeding and parent infant relationships by working with public services to improve standards of care. In July 2015 the BFI designation committee awarded both services full accreditation. Both services will need to be re-assessed in 2017/18.
- 23.8 The contracts for Health Visiting, FNP and School Nursing services are due to end on 30th September 2017 and therefore procurement processes have been commenced. Engagement events took place in February of this year with the current service providers to review the potential for seamless and more effective service provision and potential areas of development. Stakeholder engagement events have been held in November 2016 to seek feedback from partner organisations to feed in to the development of a new service specification. It is proposed that the new Public Health services specification would cover 0-19 years and up to 25 where additional needs are identified e.g. disability. This also fits with the new 0-25 Emotional Health and Well-being service. The service specification will therefore cover those services currently

delivered by health visiting, family nurse partnership and school nursing services. A market engagement event for potential providers is being held on 9th December 2016 jointly with Telford and Wrekin although the contracts will be separate.

24 Screening and Immunisation

- 24.1 Following the transfer of public health commissioning responsibilities to local authorities, screening and immunisation programmes are now commissioned by NHS England. Local authorities have a responsibility of supporting, reviewing and challenging delivery of these programmes. This responsibility is discharged through a joint Shropshire and Telford and Wrekin health protection quality assurance group.
- 24.2 The uptake of childhood and seasonal flu immunisation programmes is higher than national and regional averages. Though the coverage is consistently high, the uptake rates vary among different areas. Public Health is working with NHS England to address this through working with local health economy partners. Over the last 12 months, the extension of children flu vaccination years 1 and 2 has been implemented successfully.
- 24.3 Nationally the coverage for cervical and breast screening is reducing. This trend is also seen locally. Shropshire Council is working with Public Health England and NHS England to develop an action plan to promote uptake of screening programmes.

25 Substance Misuse

New Community Drug and Alcohol Services

- 25.1 On the 1 April 2016 the new integrated drug and alcohol community service, Shropshire Recovery Partnership, was launched bringing together a number of substance misuse services into one easily accessible service. The new provider, Arch Initiatives, have formed a partnership with Addaction, providing Shropshire with over 50 years of experience in supporting people with substance misuse problems and their families.
- 25.2 Focused on recovery, the new service offers a range of pharmacological, psychosocial and mutual aid support to meet individual service user needs to achieve the best outcomes. The service also provides support to young people, parents, people in hospital and those in the criminal justice service. Still situated in the main market towns the new service continues to offer support from facilities that are well known to service users and their families. Working with a number of key partners the overall objective of the service is to support recovery offering a range of activities to support lifestyle changes including promoting peer support and mutual aid to reduce social isolation.

25.3 Strategy to Reduce Alcohol Related Harm 2016-2019

In October the 2016 -2019 Alcohol Strategy for Shropshire was signed off by the Health and Well Being Board. The aim of the strategy is to reduce the burden of alcohol related harm across the life course with a consistent approach to promote sensible drinking and deter behaviour that can do most harm. The strategy will incorporate both environmental approaches to reducing harm through licensing and enforcement

and promoting opportunities to address individual risks through the roll out of Identification and brief advice (IBA) to create capacity in responding to risky alcohol related harm.

25.4 Building on previous strategies the themes within the strategy remain the same to:

- Promote Safer Communities
- Improve Health and Well-Being
- Protect Children and Young People
- Create capacity

25.5 To achieve the ambitions of this strategy requires a multifaceted approach across a number of departments and organisations working together to strengthen resource efficiencies and reduce duplication within the system.

25.6 **Needle and Syringe Programmes**

Needle and syringe programme (NSP) in the community is a vital public health intervention for reducing blood borne viruses such as HIV and Hepatitis B and Hepatitis C. Following the retender of the community drug and alcohol service the Drug and Alcohol Action Team (DAAT) undertook a review of current provision. Working with the Local Pharmacy Committee a new model and payment structure for community pharmacy NSP provision was introduced that ensured services were compliant with National Institute of Health and Care Excellence (NICE). A small retender programme was undertaken by the DAAT and through the process the service was able to extend from ten pharmacies to twenty-one pharmacies within the same budget. The new service is encouraging better needle returns, offering harm reduction advice and signposting those with high-risk injecting behaviour to specialist substance services.

25.7 **Disclosure December - Recovery and Employability**

The local response to a national programme between the Department of Work and Pensions and Public Health England to support substance misuser's back into work is gaining momentum. Working in partnership with colleagues across Telford and Wrekin the 'employability' group have focused on identifying people where substance misuse is a barrier to work.

25.8 Disclosure December is a promotion of the help and support that is on offer to people struggling with substance misuse issues who are receiving benefits. A poster has been designed by service users to highlight the help available and between 5 December 2016 and the 16 December 2016 a representative from Shropshire Recovery Partnership (SRP) will be available in each job centre for half a day in each week. Whilst in the job centre SRP will promote the service available and answer any questions people might have. As the service use volunteers, some of whom are ex-service users, it is hoped people's lived experience will be helpful in demonstrating the benefits of treatment and support. The project will be monitored and the impact this has on disclosure, treatment service take up and job centre compliance will help to inform future service planning.

25.9 **Drug and Alcohol Performance**

Two new indicators have been added to the Public Health Outcome Framework (PHOF), the first is the successful completion of alcohol treatment and non-

representation, the second new indicator is on engaging people leaving prison on community drug and alcohol treatment to ensure continuity to reduce re-offending. Introduced on the 1 April 2016 the new PHOF indicators performance for the first quarter for alcohol and prison pick-up show Shropshire to be performing above the national average.

- 25.10 The number of young people entering specialist services continues to decline at a faster rate than the national average. According to the Quarter 1 performance report since the start of the year there have been no new presentations to young people's specialist services.

30 Sexual Health

- 30.1 In April 2016, following a formal procurement process, Shropshire's contract for Integrated Sexual Health Services was awarded to South Staffordshire and Shropshire NHS Foundation Trust, for a period of 3 years, with an option to extend for a further 2 years.. The contract provides the mandated sexual health services of comprehensive, open-access, contraception and sexually transmitted infections (STIs) testing and treatment services. Shropshire Council's Public Health Team completed a comprehensive needs assessment of sexual health in 2015 in order to inform the service specification and baseline activity.
- 30.2 Shropshire continues to have the lowest diagnosis rates for all new sexually transmitted infections in the West Midlands. Teenage pregnancy rates also continue to remain lower than national and regional rates, and again is the lowest in the West Midlands region.
- 30.3 The service will meet the following objectives:
- To build knowledge and resilience among young people
 - To provide rapid access to high quality services
 - To ensure people remain healthy as they age
 - To prioritise prevention
 - To reduce rates of STIs among people of all ages
 - To reduce onward transmission of HIV and avoidable deaths from it
 - To reduce the late diagnosis of HIV
 - To reduce unintended pregnancies among all women of fertile age
 - To continue to reduce the rate of under 16 and under 18 conceptions
- 30.4 HIV diagnosis in Shropshire remains low in comparison to both the West Midlands region and rest of England, however, the late diagnosis rate is higher than both the West Midlands and England rate. PH continues to work with the provider, PHE and NHSE, to develop unique and sensitive approaches to HIV prevention services, to encourage those at risk to access HIV testing who are reluctant to access main stream services. PH commissions a free and confidential HIV home sampling service for those at higher risk and has developed with Health Protection England, County wide prevention campaign material, widely advertising access to the online HIV home sampling service which is integral to the National HIV testing campaign.

Appendices

1. Shropshire Health Profile



Shropshire Health
Profile 2016.pdf

2. Shropshire ChiMat Profile



ChildHealthProfile2
016-Shropshire.pdf

3. Public Health Annual Report



Appendix 3 - Public
Health Annual Repo



Committee and Date
Council

23 February 2017

10.00am

REPORT OF THE PORTFOLIO HOLDER FOR ADULTS

Portfolio Holder: Councillor Lee Chapman

[Email: lee.chapman@shropshire.gov.uk](mailto:lee.chapman@shropshire.gov.uk)

1. Introduction

- 1.1 This has been another extremely challenging but rewarding year as the Portfolio Holder for Adult Services. Building on last year, we have further embedded the legislative changes brought about by the Care Act and worked further to develop the community focus of the new operating model for Shropshire and strengthen our relationships with service users through the Making it Real Board.
- 1.2 As previously we have focused on managing our money, developing our staff and strengthening our relationships with partners.
- 1.3 We have continued to work with our health colleagues on the Better Care Fund (BCF) and also this year with both health and our neighboring local authority Telford and Wrekin on the Transforming Care Partnership for people with learning disabilities (TCP) and the Sustainability Transformation plan (STP).
- 1.4 In addition we continued our work in the following key areas:
 - Early intervention and wellbeing (preventive services)
 - Deprivation of Liberty Safeguards (DOLS)
 - IT system for care management
 - Housing Services
 - Integrated Community Services Development (ICS) and Delayed Transfers of Care (DETOC)
 - Working with Carers
 - Transformation of in house services
 - Supporting Refugees

2. Early Intervention and wellbeing (preventive services)

- 2.1 These services underpin our operating model and our approach through the BCF and STP in developing resilient communities. This approach of working much earlier with families, individuals and communities has focused on the strengths and capacity of individuals, their families and the local communities that they live in and contributes to reducing cost pressures within the service. This move has been welcomed by the VCS who continue to develop services that support vulnerable people in their local communities.

Over the previous 12 months our £4m expenditure with the Voluntary & Community Sector (VCS) on Early Intervention and Wellbeing Services has been the focus of much discussion with consideration given to removal of the budget which would result in these services ending.

I am however pleased to report that these services will continue throughout 2017/18 and that the focus of these services will continue to support vulnerable people in our local communities to reduce the need for higher cost paid support.

- 2.2 The last 12 months has also seen our social work operating model, continue to develop alongside the maturity and growth of People 2People (P2P), our adult social work service. I am pleased to report that over 75% of individuals who contact us through First Point of Contact (FPoC) continue to have their query or need met during the initial telephone conversation without any ongoing funded support requirement from the council. This has helped us to manage demand and direct our resources to where they are most needed.
- 2.3 Our Let's Talk Local hubs continue to develop. These community based hub sessions underpin our approach to early intervention and wellbeing. Wherever possible individuals are booked into these sessions from their initial contact with the Council and a range of information and advice is available including housing and benefits advice, information about assistive technology and services for carers. We have also introduced drop in sessions this year and looking forward we will be developing this option further during 2017/18. We have shared our practice and experiences with a number of other interested local authorities over the year who all consider this approach to be an innovative way of helping and supporting people to remain independent and in their own homes.
- 2.4 As a partnership Shropshire Council, People2People (P2P) and Making it Real (MiR) are working to change the nature of Adult Social Care Services in Shropshire. Transformation, personalisation, and resilience are at the heart of what we do and our vision for the future of Adult Social Care is to put people in the driving seat enabling them to decide how they want to live their lives.
- 2.5 Through Making it Real we believe that all social care services should be devised and enhanced with service user participation, giving shared opportunities to solve problems and design services.
- 2.6 This would not be possible without a commitment to placing local people at the heart of change through 'Making it Real'. There has been an incredible commitment to involvement and change from "experts through experience". These individuals have endorsed the responsibility of the MiR Board by ensuring that there is a co-production approach with people who use services and their carers.
- 2.7 It has taken time to establish the centrality of 'Making it Real' in Shropshire and the journey is by no means complete and it is only in the last year that Making it Real has started to exert its influence in a way that makes a tangible impact on the lives of individuals.
- 2.8 Looking forward our challenge is to make sure that the Making it Real Board and Advisory Groups continue to review areas of development and performance so that the Board can hold the Council to account and support and assist further progress toward personalisation and community based support.

3.0 Deprivation of Liberty Safeguards (DOLS)

- 3.1 Demand continues to grow on our Deprivation of Liberty Safeguards team function. Whilst we continue to manage demand we are not always able to achieve this within the required timescales and resources. Along with Legal Services, we are also seeking to deal with deprivations of liberty in the community which require Court of Protection approval.
- 3.2 It is the Council's view supported by senior leading counsel that the Government has failed to adequately fund the deprivation of liberty process. The Council has therefore joined with Liverpool City Council, Nottinghamshire Council and the London Borough of Richmond upon Thames and is pursuing a judicial review of the Government. Permission has been granted and a two day hearing scheduled for March 2017.

4. IT System for care management

- 4.1 The social care system project was fully authorised and its funding was agreed, as part of the Digital Transformation Programme approval by full Council on the 21st of July.
- 4.2 Since then, there has been thorough engagement with the Adults and Children's Social Work teams and other who will be uses of our new social care system. This has enable us to prepare a fully agreed specification of requirements, on which we have based our invitation to tender, which was issued on the 4th of October.
- 4.3 We have had good responses from the market leading providers of social care systems, which we are currently evaluating in order to decide a short list of potential suppliers. Over the next few weeks, we will attend a number of product demonstrations from our shortlisted suppliers and carry out a number of visits to other local authorities. We plan to visit those who have been using their systems for long enough to provide a clear and independent reference on each of the potential suppliers and the quality of their systems. We will then use this insight along with the detailed responses to our extensive set of questions in our invitation to tender, to select our preferred supplier.
- 4.4 We are currently progressing very well with our project plan, are slightly ahead of schedule and well within the forecast budget at this point. The contract for the new system is due to be agreed and signed within the first few months of 2107, when we will commence the preparation and testing of our new system.
- 4.5 As an integral part of the Digital Transformation Programme team, the Social Care Project team are working closely with the other project teams, to ensure that the solution that is procured and implemented is designed to be a fully integrated part of the new digital platform for Shropshire Council.

5. Housing Services

- 5.1 We have continued this year to consolidate housing services within Adult Social care. This has included the successful development of additional supported living accommodation, the provision of housing for refugee families and making better and more effective use of temporary accommodation which has reduced the use of bed and breakfast accommodation so as to deliver better outcomes for families.
- 5.2 Occupational health services are now aligned through both housing and adult social care and, this along with recommissioned independent living and handyperson services, ensures that targeted early help and support is provided to individuals which facilitates hospital discharges and enables to people to maintain their independence in their own homes.

6.0 Integrated Community Services Development (ICS) and Delayed Transfers of Care (DETOC)

- 6.1 As I have previously reported, the NHS both locally and nationally is facing increased pressure. In Shropshire this is particularly apparent as an ongoing financial pressure.
- 6.2 Adult Social Care Services have worked hard to improve the discharge process for people from hospital. This has included revisiting and undertaking a review of the ICS service whilst simultaneously improving how we purchase domiciliary care through the development of a dynamic e-brokerage system. This has resulted in faster response times from request for service to the start of a care package. As part of the 'Urgent Care System' we continue to work closely with providers to improve the discharge processes for individuals and are now exploring the use of the e-brokerage system for the purchase of care home placements.

7. Working with Carers

- 7.1 Adult Social Care continues to support family carers and to recognise the needs of carers enabling them to continue in their care role for as long as they are able to or wish to.
- 7.2 During the year support services for family carers were recommissioned and a new service developed which includes the continuation of the Carers Emergency Response Service, direct support for carers and the introduction of peer to peer care support.

8.0 Transformation of In house Services

- 8.1 The Council has continued to be a CQC registered provider of adult care services through its own in house provision. During the year, Kempsfield a care home for adults with learning disabilities was transferred to an external provider who will redevelop the services into supported living accommodation.
- 8.2 Four Rivers has been the subject to a tender exercise during the year, but this will remain in house as it was not possible to identify an alternative suitable provider. The service has maintained its CQC "good" rating.
- 8.3 The START services has been reconfigured as part of our ICS review to improve hospital discharges and this continues to be monitored as we embed the new ways of working into the system.
- 8.4 With regards to our in house day services I am pleased to report the successful transfer of our Church Stretton service to Mayfair Community Centre and some very detailed work is underway to transfer our Bridgnorth services at Innage Lane and Oak Farm to Bethphage. Work is continuing and is well advanced in Ellesmere where the day service will merge with the Library Service early next year which will provide a new range of opportunities for both users of the service and the local community.
- 8.5 Also looking ahead to next year the Learning Disability Employment Services at Maesbury Metals and Corner Patch will be further developed for transfer to an alternative provider following extensive consultation with service users, their families and carers.

9. Refugees

- 9.1 A new and emerging area of work for Adult Social Care and Housing has been the Council's participation in the UNHCR Syrian Refugee Repatriation Scheme. Shropshire is supporting 13 families in the county from 3 flight arrivals in June, August and November. Support has been commissioned from Refugee Action with additional support provided by the Red Cross and local voluntary groups.
- 9.2 I am pleased to report that all families are settling well into their local communities, the children are attending school, some of the adults are volunteering with local charities and community groups and all are accessing English language classes.

10.0 Managing our money 2016/17

- 10.1 This year the service received a significant level of budgetary growth which has addressed the inherent historic budget pressures seen in previous years. This puts the service on a more sustainable footing going forward. Also, a significant amount of work has been undertaken to develop a robust growth model. This model allows us to better understand the past patterns of growth in the service and therefore project forward more accurate estimates for future growth. There is more work to do to refine the model and development including the upgrading of the Adult Social Care IT system will go a long way towards assisting this important work.
- 10.2 At £66m the Council's care purchasing budgets amounts to over three quarters of the total Adult Services net budget. We are currently estimating growth in the net purchasing budges of 8% year on year. This is well above the rate of general inflation and continues to be driven by high numbers of people who have previously arranged and funded their own care now asking the Council for financial support as well as costly packages of care resulting from hospital discharge arrangements where individual have complex care needs. In addition, this year has seen cost pressures arising as a result of health partners ceasing to fund key services in the hospital discharge process which has had a knock on effect for the service in financial terms.
- 10.3 This year the service has continued to deliver against the current programme of savings targets despite it becoming increasingly more difficult to do so. Also Adults Services remains committed to working with providers and voluntary sector partners to identify cost efficiencies on an ongoing basis whilst always ensuring the person at the centre of the care remains priority.

11.0 Conclusion

- 11.1 I am pleased to present this report to Council, it is important that we recognise both the challenges and the journey that the Council and services supporting Adult Social Care have made during the last 12 months and to continue to support the transformational activities and journey moving forward.

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Committee and Date
Council

23 February 2017

10.00 am

**Councillor Gerald Dakin, Chairman
Health and Adult Social Care Scrutiny Committee**

ANNUAL REPORT OF THE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE 2015 - 2016

1.0 Summary

1.1 This is an overview of the work of the Health and Adult Social Care Scrutiny Committee and covers the work of the Shropshire and Telford and Wrekin Joint Health Overview and Scrutiny Committee.

2.0 What have we done? – *Health and Adult Social Care Scrutiny Committee*

2.1 Since the last Annual Report, considered by Council in July 2015, the Committee has met formally 11 times. Members of the Committee have also met in smaller groups to consider the Quality Accounts of the NHS Trusts operating in Shropshire and to visit day care settings and meet service users.

West Midlands Ambulance Service Performance

2.2 Representatives of the Ambulance Service, Shropshire CCG and Shrewsbury and Telford Hospital Trust have attended meetings on three occasions to address response times in Shropshire, particularly in sparse rural areas, and work being done to address this issue. The Committee has made recommendations and asked for future updates in relation to :

- Ambulance patient handover at hospital,
- work with the Fire and Rescue Service to provide a joint response to medical emergencies,
- a high intensity user scheme
- pre-hospital acute service with GP in car, and
- recruitment of Community First Responders.

2.3 The Committee continues to request the collation of information on waiting time, response time, travel time and clinical outcome. It has also requested that performance information by postcode continue to be provided.

Non-Emergency Patient Transport – Assessment for Eligibility

- 2.4 The Committee asked Shropshire CCG to attend a meeting in February 2016 and provide details of communication and engagement work and timescales around implementation of a consistent approach to eligibility to access the Non-Emergency Passenger Transport Service, and the reasons for the change. An update was requested in September 2016 and the Committee noted few complaints had been received since implementation, and that there had not been any appeals made to date. Healthwatch provided an update on comments received and agreed to work with the Committee if any serious concerns arose.

Orthopaedic Surgery

- 2.5 The Committee asked for an explanation on CCG proposals to change the pathways for hip and knee replacement surgery, the reasons for the change, and proposals for the public engagement planned. It was reassured that comparisons with other areas had been made with similar CCGs in terms of work, ethnic mix, age, deprivation and rurality. It concluded that the proposal was the right way forward but emphasised the need for any changes to be kept under careful review.

Shropshire Clinical Commissioning Group

- 2.6 The Committee has asked Shropshire CCG to attend meetings on three occasions to provide an update on the financial situation, the reasons for it and the actions proposed to address it. It held a special meeting in November 2016, asking the new Interim Accountable Officer to attend and particularly explain the work proposed on recommissioning and disinvestment. The Interim Accountable Officer informed the Committee that he was committed to proper and appropriate engagement with all stakeholders and the public, in an open and transparent way.

Adult Safeguarding

- 2.7 In its consideration of Adult Safeguarding in February and November 2016, the Committee heard from the Independent Chair of the Keeping Adults Safe in Shropshire Board. It was pleased to hear of successful collaborative working between organisations. Members explored how the 'Making Safeguarding Personal' agenda gave people as much control as possible over their lives. The Committee has received the first Annual Report of the Board, noted that performance indicators are under development and has asked for a dashboard style of presentation of these. The Committee agreed that Safeguarding is everyone's business and that Members had a part to play in raising the profile of adult abuse.

Shared Lives and Community Living

- 2.8 The Committee heard positive feedback from service users, carers and managers from Midland Heart and Positive Steps, the Community living and shared lives services which had been Council provided prior to summer 2014. The Committee were pleased to conclude that the development had been very successful in terms of outcomes for service users and were well placed to progress and expand, which would be essential to meet increasing demand on social care. It agreed to monitor and track progress and the Committee will return to this area in early 2017.

Integrated Community Services

- 2.9 The Committee established that one of the key areas of development related to Integrated Community Services was the development of a brokerage function for domiciliary care, which was critical for business going forward and changed the behaviour of the market. The Committee congratulated everyone involved in this development.

Adult Social Care Performance and Feedback

- 2.10 The Committee assesses performance and customer feedback in key areas of social care, along with Adult Social Care Outcomes Framework (ASCOF) measures on an annual basis. The Committee is able to compare performance with other local authorities, identify progress over time and to identify any potential topics for future scrutiny consideration. Through their consideration of the information and issues the Committee has identified support for carers and delayed transfer of care from hospital as areas for closer scrutiny attention.

Annual Social Care Annual Account

- 2.11 In its consideration of the Adult Social Care Annual Account, the Committee considered what the Council has achieved, key challenges ahead and areas of focus for improvement. The Account included national Adult Social Care Outcomes Framework (ASCOF) measures to help assess how the Council compares with other local authorities.

Day Care Services

- 2.12 A small group of Members visited Oak Farm, Innage Lane Day Services and the Meres Community Centre in Ellesmere to meet service users and staff prior to a change in provider. It is intended to make a follow up visit following the change.

Public and Member Questions

2.13 The Committee has received public and member questions on issues such as CCG decommissioning and disinvestment, rural midwifery units, minor injury units, adult social care spending, Ludlow Hospital, scanning services and the Better Care Fund. The questions and responses provided have been considered by the Committee and signposting to other sources of information has been provided where necessary.

3. ***Shropshire and Telford and Wrekin Joint Health Overview and Scrutiny Committee***

3.1 The Joint HOSC has had an ongoing role in scrutinising the development of the proposals for the Future Fit Programme and the continued safety of hospital services. Issues that the Committee has identified to investigate have included: risks for current services; deficit reduction/sustainability and transformation plan; clinical model and workforce planning; activity and capacity; equipment and information technology; governance and timescales; leadership and capacity; and consultation. The Committee will carry out its statutory function to scrutinise and respond to the proposals agreed by the Telford and Wrekin and Shropshire Commissioning Groups during the formal period of public consultation, now expected to commence in January. It is expecting to have sight of the draft consultation document at a meeting on 21 December 2016.

3.2 The Committee has also considered and made recommendations relating to the development of the Emotional Health and Wellbeing Service for 0 – 25 year olds, and funding for Pharmacy Services.

3.3 The Committee has confirmed its commitment to independent scrutiny. The Joint HOSC does not represent any particular authority or political group and 50% of the Committee’s membership are voting co-opted members who are not councillors of Shropshire Council or Telford and Wrekin Council.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Reports to Health and Adult Social Care Scrutiny Committee and the Joint Health Overview & Scrutiny Committee 2015-16

Human Rights Act Appraisal

The recommendations contained in this report are compatible with the provisions of the Human Rights act 1998

Environmental Appraisal

There are no environmental issues relating to this report.

Risk Management Appraisal

There are no risks associated with this report.

Community / Consultations Appraisal

Consultation is a component of Scrutiny work to collect information to support the development of conclusions and recommendations.

Cabinet Member

Councillor Karen Calder, Councillor Lee Chapman

Local Member

All

Appendices

None

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Committee and Date

Council

23 February 2017

10.00am

MEMBERS ALLOWANCES

Responsible Officer Claire Porter

Email: claire.porter@shropshire.gov.uk

Tel: (01743) 252763

1.0 SUMMARY

- 1.1 The Council is required each year to approve a Members' Allowance Scheme for the financial year ahead.

2.0 RECOMMENDATIONS

- 2.1 That the current Members' Allowance Scheme, attached at Appendix 1 be approved.

REPORT

3.0 BACKGROUND

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to "make" an Allowance Scheme before the beginning of each financial year.
- 3.2 It is recommended that the current scheme attached at Appendix 1 is approved. Before any amendments to the Members' Allowance scheme, the authority must have regard to recommendations from the Independent Remuneration Panel, there are none presently.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

The Local Authorities (Members' Allowances) (England) Regulations 2003

Cabinet Member (Portfolio Holder)

Malcolm Pate

Local Member

All

Appendices

Appendix 1 – Shropshire Council's Members' Allowance Scheme

Part 6 – Members’ Allowances Scheme

MEMBERS’ ALLOWANCES

1. SHROPSHIRE COUNCIL – MEMBERS’ ALLOWANCES SCHEME

Shropshire Council, in exercise of the powers conferred by the Local Authorities (Members’ Allowances) (England) Regulations 2003, hereby adopts the following scheme:

This scheme may be cited as the Shropshire Council Members’ Allowances scheme, and this amended scheme shall have effect from 1 April 2014 unless otherwise specified, and subsequent years from 1st April.

2. In this scheme,
“Councillor” means a member of the Shropshire Council who is a councillor;
“year” means the 12 months ending with 31 March.

3. Basic Allowance

Subject to paragraph 7, for each year a Basic Allowance of £11,514.00 shall be paid to each councillor.

4. Special Responsibility Allowance

- (a) For each year a Special Responsibility Allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.
- (b) All Special Responsibility Allowances are based on multiples of the Basic Allowance.
- (c) No member receives more than one Special Responsibility Allowance.
- (d) The Leader of the Council receives a Special Responsibility Allowance which is twice the level of the Basic Allowance.
- (e) The Deputy Leader receives a Special Responsibility Allowance which is 1.25 times the Basic Allowance.
- (f) The remaining eight Portfolio Holders and five Scrutiny Panel Chairs receive a Special Responsibility Allowance which is equivalent to the Basic Allowance.
- (g) The seven Deputy Portfolio Holders receive a Special Responsibility Allowance which is 0.5 times the Basic Allowance.
- (h) The Speaker and the Chairman of the Council receive a Special Responsibility Allowance which is 0.75 times the Basic Allowance.
- (i) The Chairs of the Area Planning Committees receive a Special Responsibility Allowance which is 0.5 times the Basic Allowance.
- (j) The Vice Chairs of the Area Planning Committees receive a Special Responsibility Allowance which is 0.125 times the Basic Allowance.

Part 6 – Members’ Allowances Scheme

- (k) The Chair of the Strategic Licensing Committee receives a Special Responsibility Allowance which is 0.25 times the Basic Allowance.
- (l) The Chairman of the Licensing Sub-Committee / Vice Chairman of the Strategic Licensing Committee receives a Special Responsibility Allowance which is 0.25 times the Basic Allowance.
- (m) All leaders of any Political Group with a membership of 10% of the total membership of the Council (7 members) receive a Group Leader’s Allowance of 0.5 times the Basic Allowance assuming that they are not already in receipt of a greater allowance.
- (n) The Chair of the Audit Committee receives a Special Responsibility Allowance of 0.5 times the Basic Allowance.
- (o) The Chair of the Pensions Committee receives a Special Responsibility Allowance of 0.25 times the Basic Allowance or the Vice Chair of the Pensions Committee receives a Special Responsibility Allowance of 0.125 times the Basic Allowance.

5. Child and Dependant Carers’ Allowance

A child care allowance of up to £6.19 per hour (wef 01/10/12), subject to a maximum of £2,500 per member per annum, will be paid towards the costs of child care, on evidence being supplied of the amount claimed having been incurred in employing a carer to look after a child or dependant who is a member of the councillor’s family and living with the councillor and who cannot be left alone.

6. Renunciation

A councillor may by notice in writing given to the Democratic Services Manager elect to forego any part of his entitlement to an allowance under this scheme.

7. Part-year Entitlements

- (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to Basic and Special Responsibility Allowances, where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.
- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods.
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

Part 6 – Members’ Allowances Scheme

- (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a Basic Allowance shall be to the payment of such part of that Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsist bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of a councillor does not subsist throughout the period mentioned in sub-paragraph (2), the entitlement of any such councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor’s entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2) of that paragraph any special responsibilities as entitles him or her to a Special Responsibility Allowance, that councillor’s entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (7) Payments in respect of Basic and Special Responsibility Allowances shall be made subject to paragraph (8) below, in instalments of one-twelfth of the amount specified in this scheme on the 20th of each month. Payments in respect of child and dependant care allowances shall be made only on receipt of a claim with receipted accounts for payments made.

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- (8) Where a payment of one-twelfth of the amount specified in this scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph (6), he or she is entitled, the payment shall be restricted to such amounts as will ensure that no more is paid than the amount to which he or she is entitled.

2. WITHHOLDING AND REPAYMENT OF ALLOWANCES

- (1) Where a member (or co-opted member) is suspended or partially suspended from his/her responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000, or regulations made under that part, any allowance payable to him/her in respect of the responsibilities or duties may be withheld by the Authority.
- (2) If a member (or co-opted member) ceases to be a member of the Authority or ceases to be entitled to receive an allowance for a period, any allowance payable to him/her in respect of the responsibilities or duties may be withheld by the Authority.
- (3) The Authority may require that such part of the allowance as relates to any such period be repaid to the Authority.

3. CO-OPTED MEMBERS – FINANCIAL LOSS ALLOWANCE

A payment may be made to non-elected members/co-opted members for any loss of earnings or additional expenses (other than travelling or subsistence expenses) necessarily suffered or incurred in the performance of an approved duty as defined in paragraph 4(3) to this scheme. Co-opted members who represent charitable or voluntary organisations may claim an allowance as a contribution towards the cost that their employers have incurred in their absence, whilst they were carrying out an approved duty.

The allowances payable are as follows:

- (1) for a period of absence not exceeding 4 hours – £75.00.
- (2) for a period of absence exceeding 4 hours, but not exceeding 24 hours – £143.00.

4. TRAVELLING AND SUBSISTENCE ALLOWANCES

- (1) Travelling allowances may be claimed for expenditure on travelling necessarily incurred for a duty approved for this purpose. The current rates of travelling allowances are set out in the Schedule of Members’ Allowances Rates issued by the Council.
- (2) Subsistence allowances may be claimed for expenditure on subsistence necessarily incurred for a duty specified as an approved duty. The current rates of subsistence allowances are set out in the

Part 6 – Members’ Allowances Scheme

Schedule of Members’ Allowances Rates issued by the Council. Subsistence allowances are not payable to councillors for lunches taken within the County of Shropshire. (Working lunches and teas taken as part of a meeting are permissible where approved by the appropriate Chief Officer and paid for by the Council).

- (3) An approved duty for the purposes of this part of the Scheme is:
- A meeting of the Executive
 - A meeting of a committee of the Executive
 - A meeting of the authority
 - A meeting of a committee or sub-committee of the authority
 - A meeting of some other body to which the authority make appointments or nominations
 - A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
 - A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
 - A meeting of a local authority association of which the authority is a member
 - Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
 - Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
 - Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
 - Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees
 - Any duty undertaken in connection with the discharge of the functions of the Council by virtue of holding the office of Councillor, or co-optee or Appointed Member.

Part 6 – Members’ Allowances Scheme

- (4) Exceptions are as follows:-
- (i) Attendance at conferences unless approved in advance by the Council, a Committee, Sub-Committee or Panel or a Chief Officer in consultation with the appropriate Chair/Portfolio holder.
 - (ii) Any duty or activity undertaken by virtue of being a School Governor.
 - (iii) Any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the Council’s functions.
 - (iv) Meetings with individual or groups of electors to discuss constituency issues which are covered by the Basic Allowance with the exception of approved surgeries.
- (5) When it is necessary for the Chairman of the Council to be accompanied at official engagements by his/her consort the Chairman may submit a claim for his/her consort’s reasonable expenses, other than subsistence, subject to the prior approval of the Chief Executive.

5. ATTENDANCE AT CONFERENCES

Travelling and subsistence allowances may be paid for attendance at conferences provided that:

- (i) the conference has not been organised by any person or body who is doing so by way of trade;
- (ii) the conference has not been organised by anybody whose objects are wholly or partly political;
- (iii) the purpose of the conference is to discuss matters which, in the Council’s opinion, relate to the interests of their area, or part of it, or to the inhabitants of their areas, or some of them;
- (iv) any attendance at a conference has been authorised by the appropriate Committee or Sub-Committee or officer prior to the conference taking place, either as a standing arrangement for recurring, established conferences or by way of a specific resolution for other conferences;
- (v) on any occasions when insufficient notice is available to enable a Committee approval to be obtained, attendance is authorised by the Chief Officer, after consultation with the Chair of the Committee or Sub-Committee concerned.

Part 6 – Members’ Allowances Scheme

SCHEDULE 1

SHROPSHIRE COUNCIL ALLOWANCES SCHEME 1 APRIL 2014

		£	Multiplier
BASIC ALLOWANCE	(74)	11,514.00	
SPECIAL RESPONSIBILITY ALLOWANCES			
Chairman of Council/Deputy Speaker	(1)	8,635.50	(0.75)
Speaker/Vice-Chairman	(1)	8,635.50	(0.75)
Leader of Council (inc Group Leader)	(1)	23,028.00	(2)
Deputy Leader of Council + Portfolio Holder	(1)	14,392.50	(1.25)
Executive Members (Portfolio Holders)	(8)	11,514.00	(1)
Deputy Portfolio Holders	(7)	5,757.00	(0.5)
Opposition Group Leader(s)	(2)	5,757.00	(0.5)
Chairmen of Scrutiny Committee(s)	(5)	11,514.00	(1)
Chairman of Area Planning Committees	(3)	5,757.00	(0.5)
Vice Chairman of the Area Planning Committees	(3)	1,439.25	(0.125)
Chairman of Strategic Licensing Committee	(1)	2,878.50	(0.25)
Chairman of Licensing Sub-Committee / Vice Chairman of the Strategic Licensing Committee	(1)	2,878.50	(0.25)
Chairman of Audit Committee	(1)	5,757.00	(0.5)
Chairman of Pensions Committee or Vice-Chairman of Pensions Committee	(1)	2,878.50 1,439.25	(0.25) (0.125)

Part 6 – Members’ Allowances Scheme

SCHEDULE OF MEMBER ALLOWANCES RATES AT 1 APRIL 2014

1. TRAVELLING ALLOWANCES

(a) CAR

Mileage allowance (regardless of engine size): 45 p

Passenger allowance: 3 p

BICYCLE

Mileage allowance: 45 p

(b) TRAIN

Normally Councillors are entitled to claim: SECOND CLASS fare, reservation and left luggage expenses as well as the cost of getting to the station.

However, FIRST CLASS fare may be claimed for a particular journey which has been specifically authorised by the Chief Executive. All receipts for individual claims **less than £25.00** must be retained by the Member for audit purposes for at least two years. For claims **over £25.00** the original receipt must be submitted to the Democratic Services Team.

(Tickets should be obtained via the Members’ Secretariat, on the Council’s Contract, which allows discounts to be obtained)

(c) TAXI

Councillors are entitled to claim:

- the fare and reasonable gratuity where the need to travel is URGENT or
- where no public transport is reasonably available
- the appropriate public transport fare (e.g. bus fare) in other cases

Additional expenses can be claimed for the actual cost of parking.

All receipts for individual claims **less than £25.00** must be retained by the Member for audit purposes for at least two years. For claims **over £25.00** the original receipt must be submitted to the Democratic Services Team.

2. SUBSISTENCE ALLOWANCES

(i) Breakfast Allowance

Payable in respect of absence from home for at least 4 hours, before 11.00 am **£4.95**

(ii) Lunch Allowance-**Restricted-out of county duties only**

Payable in respect of absence from home for at least 4 hours, including the whole of the period 12 noon to 2.00 pm **£6.77**

(iii) Tea Allowance

Payable in respect of absence from home for at least 4 hours, including the whole of the period 3.00 pm to 6.00 pm **£2.67**

Part 6 – Members’ Allowances Scheme

- (iv) Evening Meal Allowance
Payable in respect of absence from home for at least 4 hours,
ending after 7.00 pm **£8.38**

- NOTE:** (i) Tea and Evening Meal Allowances will not be paid in respect of the same evening.
- (ii) These are **maximum** allowances up to which Members can reclaim the actual cost incurred. All receipts for individual claims **less than £25.00** must be retained by the Member for audit purposes for at least two years. For claims **over £25.00** the original receipt must be submitted to the Democratic Services Team

Claims can be made where overnight absences from the usual place of residence exceed 24 hours. The following maximum cash limit for allowances apply:

- visits to London or where attending a national conference **£145.00 (excl VAT)**
- all other cases **£120.00 (excl VAT)**

NOTE:

- (i) The Council has an inclusive arrangement for bed, breakfast and an evening meal with a small number of London hotels. See the Members’ Secretariat for details.
- (ii) The above rates will be reduced by the appropriate amount where a meal is provided by a local authority or other body.
- (iii) When staying overnight Members are able to determine the amount spent on bed, breakfast and evening meal as long as together these do not exceed the cash limit as stated above.
- (iv) These are also **maximum** allowances up to which Members can reclaim the actual cost incurred.
- (v) **Receipts:** All receipts for individual claims **less than £25.00** must be retained by the Member for audit purposes for at least two years. For claims **over £25.00** the original receipt must be submitted to the Democratic Services Team (unless the booking is made through the Members’ Secretariat).

3. SPECIAL RESPONSIBILITY ALLOWANCE

Special Responsibility Allowances are in accordance with the Schedule of the Shropshire Council Members’ Allowances Scheme. One twelfth of the annual allowance is payable each month and will be paid automatically to all qualifying Councillors.

4. BASIC ALLOWANCE

All Councillors are entitled to an annual allowance of £11,514.00. This will be paid automatically, in equal monthly instalments to all elected Councillors each month unless the Member formally indicates in writing that he/she does not wish to receive it **£959.50 per month**

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Committee and Date
Council

23 February 2017

10.00 am

FINANCIAL STRATEGY 2017/18 – 2019/20

Responsible Officer James Walton

e-mail: james.walton@shropshire.gov.uk Tel: 01743 255011

1. Summary

The Council's Financial Strategy reflects a point in time of unprecedented uncertainty in local government finance. The Government's offer of a multi-year settlement has been taken by Shropshire Council (as approved by Council in October 2016) and ostensibly provides certainty in finances through to 2019/20. The reality, however, is that a number of significant funding streams (for example Improved Better Care Fund and New Homes Bonus) are excluded from the multi-year settlement and the fourth and final year of the settlement period (2019/20) is also the year that 100% Business Rate Retention and Fair Funding is timetabled to begin. Government backed Technical Working Groups continue to develop this approach, representing the greatest change in local government finance for a generation, but at present no details of how this could operate have been forthcoming. It is therefore impossible to calculate the impact of these changes on Shropshire Council. The option to create a long-term financial strategy is consequently not available and as such the Council has developed a two-stage approach:

- 1) Develop a short-term financial strategy for the years 2017/18 and 2018/19 based on achievable, lower impact savings proposals and using one-off resources to close the resultant gap.
- 2) Ahead of the 2019/20 Financial Year, develop strategies alongside the emerging themes emanating from Central Government to create fit for purpose and consistent Corporate Plan, Economic Growth and Commercial Strategies, to form the infrastructure by which a coherent, long-term Financial Strategy can be developed alongside the mechanics and implications of the emerging Fair Funding mechanism.

In the meantime, Shropshire Council continues to manage its budget within the confines of significantly reducing resources as a result of government cuts. A model of growth in costs over the next three years was created and demonstrated that the Council could not afford, for example, to fund the growth in Adult Social Care based on the resources that would be available. A review of Adult Social Care expenditure attempted to model, in detail, how spend is expected to grow in future years as a result of demographic change and an

aging population. The level of growth in the budget necessary to reflect the model was in the order of £15m in 2016/17 and growth of £8m to £10m every year thereafter. A series of savings proposals in other areas of the Council were put forward to enable this level of growth to be redirected to Adult Social Care, but the resultant impact on other statutory and discretionary services was considered to be unachievable. As a result, a funding gap was identified and reported to Council.

We have a legal obligation to deliver statutory services such as Adult Social Care, and we also have a statutory duty to set a legal budget. As a result, the Financial Strategy attempts to accurately reflect the level of spend we are due to undertake in future years reflecting the services we believe we have a duty to deliver. To produce a balanced budget, the gap between this estimated level of spend and our estimated level of resources has been bridged by the use of one-off funds. **The outcome (regardless of how it is described within the budget process) is that the growth in Adult Social Care and the costs of other statutory responsibilities of this council are not affordable under the current funding model.** This Financial Strategy sets out the planning in the short and medium term to attempt to manage this, in advance of the Government Fair Funding Review.

This report provides an update on the Council's base budget position including; a review of delivery timescales and values for savings proposals, the implications of information supplied to Cabinet via the Revenue and Capital Monitoring reports, a review of overall resources including Business Rates and Council Tax Taxbase and an update of assumptions around one-off resources such as investment funding, ear-marked reserves, core grants and capital receipts.

Although the overall extent of the changes within this report do not represent a significant shift from the financial implications previously agreed by Council and Cabinet, this revised report does provide updated figures, and a more robust overview of budget planning over the next two years. This report continues to adopt the approach agreed by Council in July 2016, and provides the updated information following consultation on the budget plan. The Council's Performance and Management Scrutiny Committee (PMSC), and the Financial Strategy Budget Setting Task and Finish Group, have taken the opportunity to scrutinise the proposals brought forward over the year. The approach outlined above was agreed by PMSC on 16 November 2016.

At the time of writing, the Council has not received the Final Local Government Settlement which was expected to be published on 8 February 2017, but may not be received until 22 February 2017. As a consequence, it will be necessary to progress the Financial Strategy on the basis of the provisional settlement and devolve responsibility to the Council's Section 151 Officer to make amendments following receipt of the Final Settlement. It is recommended that amendments are funded from the Council's General Fund Balance and/or Financial Strategy Reserve, and undertaken in consultation with the Leader of the Council. It was originally expected that the Final Settlement would have been received and analysed ahead of full Council on 23 February 2017, thereby allowing Council to ratify any amendments made following Cabinet on 8 February 2017. This

now appears unlikely. Members will be provided with the opportunity to consider any impacts of the Final Settlement before Full Council, with any significant changes tabled on the day of Council as far as this is possible. This report, therefore, provides an update to Cabinet on all changes made since Council on 15 December 2016 but does not necessarily represent the final budget position for 2017/18, and cannot do so until the Final Local Government Finance Settlement has been received and analysed.

2. Recommendations

It is recommended that members:

- A. Approve the 2017/18 budget of £563.350m including the savings proposals previously approved by Council and the revised proposals to deliver a balanced budget in 2017/18 as outlined in Appendix 3.
- B. Note the changes required to the 2016/17 budget as a result of the Local Government Settlement and the revised business rates and collection fund estimates.
- C. Note the changes required to future years budgets as a result of the Local Government Settlement.
- D. Note the revised funding gap for the years 2018/19 and 2019/20.
- E. Approve the revised Capital Programme as set out in the report.
- F. Approve the Policy for Flexibility around the use of Capital Receipts as set out in Appendix 7.
- G. Agree the Statement of Chief Financial Officer on the Robustness of the Estimates and Adequacy of Reserves 2016-20 as set out in Appendix 8, noting the Council's general fund balance over this period.
- H. Agree the Pay and Rewards Policy for all Council staff for 2017/18 as set out in Appendix 9.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1. The development and delivery of the Council's Financial Strategy is the key process in managing many of the Council's strategic risks. The opportunities and risks arising are assessed each time the document is refreshed for Cabinet consideration. The Council's Strategic Risks are reported separately, but the Financial Strategy makes specific reference to the Council's ability to set a sustainable budget (the highest of the Council's key

strategic risks). Other risks associated with or mitigated by the setting of an approved Financial Strategy are listed below:

- ICT Provision
- ICT Digital Transformation
- Future Funding Levels

Financial Uncertainty

- 3.2. There is a significant risk that the Council's financial position will impact on service delivery, both statutory and non-statutory in future years. It is still unclear as to the extent of this impact as a great deal of work, including consultation where necessary, is required to move from the production of savings proposals to actual changes in service delivery seen on the ground. Nevertheless, we will continue to identify proposals for service reductions that are necessary to deliver a balanced budget over the medium term. This approach needs detailed consideration to ensure the Council is not placed at risk of being unable to deliver statutory functions to an appropriate quality or being unable to meet the needs of the most vulnerable. The impact of the Final Finance Settlement (Provisional in mid-December 2016, Final in February 2017) is unknown at the present time, but could have a bearing on our medium term plans and also our ability to deliver a Sustainable Business Model in the longer term.
- 3.3. The Autumn Statement was announced on 23 November 2016. The statement confirmed that as the deficit remains so high, the government is committed to spending plans as set out in the Spending Review 2015. The Statement confirmed the national living wage increases identified previously and therefore these changes have already been considered and built into earlier Financial Strategies. Changes were announced however to business rate relief, specifically for those businesses subject to rural rate relief.
- 3.4. The Final Local Government Finance Settlement from February 2016 provided details for the financial years 2016/17 to 2019/20. In addition, Central Government offered to provide all local authorities with a confirmed multi-year offer (to 2019/20) where any Council was prepared to provide details of its efficiency statement before the deadline of 14 October 2016. Shropshire Council agreed to accept this offer and as a result the following allocations provided in the final settlement are now expected to be honoured:
- Revenue Support Grant (RSG)
 - Rural Services Delivery Grant (RSDG)
 - Transition Grant (2016/17 and 2017/18 only)
 - Business Rates Top-Up Grant

The offer, however, did not cover the following key grants and as a result cannot be guaranteed despite being set out in the Local Government Settlement:

- New Homes Bonus (NHB)
- Improved Better Care Fund (IBCF)

- 3.5. To help mitigate risks all core grants identified in the two lists above have been considered as one-off funding. Reliance on these funds, however, has still been assumed over the medium term.
- 3.6. The Financial Strategy is based upon delivery of a balanced budget over the Medium Term. Each year the delivery of services and savings proposals is monitored and reported to Cabinet on a quarterly basis. The impact of significant additional pressures (for example, demographic pressures in Adult Services) and the non-achievement of savings proposals impact not only on the relevant financial year, but also in future years of the Strategy. In previous years there has been an ability to freeze spending elsewhere in the budget to compensate for these pressures. In the future, there is a significant risk that there will be insufficient controllable budgets left in the Council to mitigate pressures appearing elsewhere. This may mean that reserves held for emergencies instead become relied upon to cover known pressures. If reserves are depleted in this way, the Council's funding position will become unsustainable.
- 3.7. Detailed work has been undertaken to revise the growth projections for Adult Services. This work is influenced by numerous variables which are often non controllable. Each of these issues can lead to uncertainty in the base data or assumptions which are then extrapolated. If the pressure in Adult Services in future years is understated this would lead to short term decision making to deliver a balanced budget. If this pressure is over stated in future years, this would lead to decisions being taken elsewhere in the Council's budget that may have been unnecessary. The risk of continued budget variances in this area have been reduced by allocating additional resources to model future spend projections and by attempting to model and identify all variables. Spending on Adults Services, however, still represents the Council's greatest risk area in terms of potential budget overspends. For this purpose, it is proposed to introduce a 'contingent budget' to reduce the risk of major variation in the short term. Additionally, the decision to utilise short-term resource in the following two financial years to mitigate and delay the impact of service reductions across the Council will enable greater time for assurance from the modelling in Adult Services Finances to be gained.
- 3.8. Setting the Financial Strategy and agreeing the detailed changes necessary to deliver the agreed budget for the next financial year, will take into account

the requirements of the Human Rights Act, any necessary environmental appraisals and the need for Equalities Impact Needs Assessments and any necessary service user consultation.

4. 2016/17 Financial Year Implications for Future Years

- 4.1. Cabinet approved the Quarter 3 Budget Monitoring Position for 2016/17 which outlined a projected underspend of £0.244m with the Council's General Fund Balance projected to be £18.614m by 31st March 2017.
- 4.2. The report also identified that £23.054m savings had been identified for delivery in the 2016/17 Financial Year and that £1.286m of these savings were RAG-rated as Red. This means that there is a high probability that they will not be achieved in-year, but have been offset by other initiatives, hence the overall projected underspend of £0.244m for the Council. The implications of the non-delivery of these savings on future years has been taken into account in the revision of figures within this Financial Strategy Report.

5. 2017/18 and 2018/19 Proposed Budget Plans

- 5.1. Council approved the Financial Strategy in July 2016 setting out the funding and spend position for the Council over the Medium Term and agreed an approach whereby a mix of base budget savings would be implemented alongside the use of one-off proposals to deliver a balanced budget plan for the 2017/18 and 2018/19 Financial Years. In July, Council approved these base budget proposals, and in September Cabinet approved the one-off proposals that would be implemented to bring the budget into overall balance. In November Cabinet also received Revenue and Capital monitoring reports updating the current year position and identifying implications and movements necessary for future years and have considered a revised Financial Strategy on 30 November 2016.
- 5.2. On 15 December 2016 Council received a Financial Strategy report detailing the latest projections of the budget for the financial years 2017/18 and 2018/19 and outlined the assumptions around the use of one-off resources to deliver a balanced budget for two financial years. This report also provided an update to the savings plans for 2017/18 and Council formally approved the £15.026m of savings for delivery. No further amendment is proposed to those savings plans approved for 2017/18 and therefore delivery against those proposals will be monitored closely during the 2017/18 financial year.
- 5.3. Since December, the Government has announced details of the funding provided for under the provisional local government settlement. The Council had previously adopted to accept the Government's multi-year settlement proposal for the period 2016/17 – 2019/20 in order to provide some certainty around our funding so that the Council could plan accordingly. Despite this

offer of certainty, the Government has amended the local government settlement for 2017/18 from that outlined in the original offer to Shropshire Council. The revenue support grant funding has remained at the same level as well as funding allocations for Rural Services Delivery Grant, Transition grant and (at present) the Improved Better Care Fund. The Government did, however, announce changes to the funding provided under the New Homes Bonus.

- 5.4. The Government had previously planned to reduce the number of years paid in New Homes Bonus allocations from 6 years to 4 years in 2018/19, therefore the multi-year settlement announced in 2016/17 had previously allowed for 6 full years of New Homes Bonus Allocations in 2017/18. The Government has now announced a change to this and has introduced a transitional year for 2017/18 reducing the New Homes Bonus allocations to 5 years in 2017/18 in order to provide a step change towards the reduced 4 year allocation in 2018/19. It should also be noted that the Government has introduced a 0.4% baseline for growth assumptions around new homes being delivered from 2017/18 and New Homes Bonus funding will only be provided for growth over and above this 0.4% baseline. This has reduced the figure anticipated to be received in New Homes Bonus by a greater balance than purely the loss of one year's allocation as shown in table 1 below.

Table 1: New Homes Bonus Funding Changes in 2017/18

	2017/18 £'000
Original Notification of New Homes Bonus as detailed in multi-year settlement	9,378
Reduction of 1 year's New Homes Bonus Allocation	(1,038)
Reduction due to 0.4% Baseline Introduction	(776)
Further change in National Allocation affecting individual authorities	228
Final New Homes Bonus Allocation	7,792
Therefore loss of New Homes Bonus in Year	(1,586)

- 5.5. The Government have stated that the balance of funding withdrawn from local authorities under New Homes Bonus (NHB, totalling £241m nationally) will be reallocated back to local government through a more appropriate mechanism to help solve the acknowledged national underfunding of Adult Social Care. An Adult Social Care Support Grant has been allocated to relevant authorities based on the 2013-14 Relative Needs Formula (RNF). In two tier areas this change enables the shift of NHB funds away from District Authorities to County Councils who deliver Social Care Services. The RNF methodology employed focusses predominantly on deprivation rather than the age profile of residents within local government areas. As a result the

allocation for Shropshire has been calculated at £1.400m, which is £0.185m less than the balance of funding removed under the New Homes Bonus changes. This has therefore resulted in less funds being available within New Homes Bonus to use in the funding gap, and so the Council has needed to bring forward the release of some earmarked reserves to bridge this gap. Ironically, the reductions in government funding meant that NHB was already allocated to be spent on Adult Social Care and therefore the impact of this change in Shropshire has been to directly remove funding from the area identified by both government and the Council as a priority.

- 5.6. At the same time that these changes in funding were announced, the Government also gave local government the option to increase the Adult Social Care Precept that can be raised through Council Tax from 2% per annum for three years to 3% in the next two years. This change was intended to give local authorities more funding in 2017/18 towards the cost pressures for Adult Social Care, but was still limited to the same 6% total increase over three years.
- 5.7. The Council has calculated the impact of making such a change, and whilst this would give an additional £1.292m in 2017/18, over the 3 year period, the net effect would be a loss of £0.186m given that the Council would only benefit from increases in the council's taxbase for 2 years compared to 3. Therefore, this revised proposal will not be pursued and the Council will continue with their original plans to precept 2% per annum for Adult Social Care over a 3 year period.
- 5.8. Government have also amended the top-up funding grant relating to non-domestic rates which reflects the impact of the new rating list that is being introduced for 2017/18. In order to prevent differing authorities from benefitting or being disadvantaged by this change, the Government have recalculated and allocated the top up grant payable.
- 5.9. The other most significant changes in the Council's resources projections as shown in Appendix 1 is the update on specific grant allocations for 2017/18 and the inclusion of updated figures for the Collection Fund surplus. A paper detailing the calculation of the Collection Fund surplus is being considered on this committee agenda; it has been identified that the council will benefit from a combined surplus of £4.162m from council tax and non-domestic rates, offset by the changes to spending set out below.
- 5.10. Further work has also been ongoing to refine the Council's budget plans for 2017/18. This has included updating the impact on expenditure for changes in specific grant allocations, updating detailed budgets for service areas which has identified the need to remove an income budget of £1.8m which related to an old specific grant received, and a further update to the figures

on pension inflationary increases. The effect of these changes have been to increase expenditure projections by £1.235m. Further detail of these latest figures are provided in the expenditure projections outlined in Appendix 2.

- 5.11. The outcome of these changes to resources and expenditure has reduced the Council's funding gap for 2017/18 but has increased the gap in 2018/19 this is shown in Table 3 below.

Table 3: Revised Funding Gap for 2017/18 and 2018/19

	2017/18 £'000	2018/19 £'000
Funding Gap as at 15 Dec 2016	18,086	20,447
Changes to New Homes Bonus	0	(185)
Changes to Non Domestic Rates and Council tax figures including change to top up grant	(1,306)	(1,312)
Net changes to specific grants	2,080	3,150
Removal of income budget	1,835	1,835
Collection Fund Surplus	(4,162)	0
Adjustment to Pension Inflation	(346)	(113)
Revised Funding Gap	16,187	23,822

- 5.12. On 15 December 2016 Council received details of how the funding gap would be resolved using a series of one-off proposals which would deliver a balanced budget in 2017/18 and reduce the funding gap to £2m in 2018/19. Given the change in the funding gap it has now been necessary to reallocate how one-off proposals will be used across the two years, however it should be noted that the funding gap for both 2017/18 and 2018/19 has now been fully funded from these proposals. This has been achieved by fully utilising the earmarked reserves that have been identified for conditional release based on generating and using capital receipts in order to fund this expenditure. An updated policy for the flexible use of capital receipts in 2017/18 is attached at Appendix 7 for approval.

Table 4: Short Term Proposals to fund the budget in 2017/18 and 2018/19

	2017/18 £'000	2018/19 £'000
Funding Gap (as per Table 3)	16,187	23,822
Use of One Off Grants: RSDG (Provisional Settlement)	(1,633)	(1,633)

Improved RSDG (Final Settlement)	(3,675)	(2,450)
Transition Grant (Final Settlement)	(586)	0
New Homes Bonus	(2,792)	(868)
Adult Social Care Support Grant – One Off	(1,400)	0
Improved Better Care Funding	(217)	(4,329)
Applying existing savings proposals early	(890)	(9)
Delivering anticipated and managed underspends	(960)	0
Collection fund adjustments	0	(2,100)
Carry forward unapplied Adult Services Contingent Budget	0	(2,500)
Release Earmarked Reserves	(4,034)	(6,375)
Conditional Release of Reserves	0	(3,559)
Total Short Term Proposals	(16,187)	(23,822)

6. Long Term Financial Strategy

6.1. The above proposals represent a significant departure from the original approach agreed by Cabinet in October 2015. At that point the Council was proposing to implement a Long Term Strategy based upon a Sustainable Business Model which would identify future resources available and fit spending patterns within that financial envelope. This approach has been revised for two key reasons:

- The implications for service delivery into the future suggested that statutory duties could not be delivered in a sustainable manner within the projected financial envelope.
- The impact of 100% Local Business Rates Retention and as yet unidentified new burdens to be funded from locally raised resources from 2019/20 created new levels of uncertainty that rendered long term projections pure speculation.

6.2. The Sustainable Business Model, as a concept however, is still valid as it has the power to accurately describe the financial envelope within which a self-sufficient Council has to prioritise services and operate. The model will be modified and eventually will become the foundation of future Financial Strategy Reports, but not until the relevant parameters and necessary financial assumptions are adequately described, clarified and fully understood.

- 6.3. The development of the Council's Corporate Plan is an essential element of this approach and provides the framework for Council priorities and strategic outcomes within which a Financial Strategy can be developed.
- 6.4. Alongside the Financial Strategy, the Corporate Plan will also be supported by a number of key strategy documents currently in different stages of development and refresh including:
- The Economic Growth Strategy
 - The Commercial Strategy
 - The Workforce Strategy
 - The Digital Transformation Strategy
 - The IT Strategy
 - The Investment Strategy
 - The Treasury Strategy
- 6.5. The development of the Economic Growth Strategy will enable the Council to produce a more developed Capital Investment Strategy, setting out the longer-term aspirations of the Council in terms of development and regeneration and expectations of yield, Return on Investment and break-even periods for all future investment proposals. Following a review of the current Capital programme work will be undertaken to set out these principles in an aspirational Investment Strategy, which will form an integral part of the developing Financial Strategy.
- 6.6. While it is too early at this stage to clearly set out the priorities that will be established within these strategic documents, the following considerations are likely to be developed further and become a consistent theme running through each:
- Operating the most efficient services and being commercial in outlook across all that we do. This will require cultural change within the workforce and investment funds to develop new initiatives. Expected outcomes include delivering more efficient services at lower cost and/or subsidised by additional sources of income.
 - Our population becoming the healthiest, to improve quality of life and reduce strain on services. This requires a change in outlook, with services redesigned to meet outcomes rather than spending or income targets.
 - Growing income from business rates and housing. Investment of the right kind for Shropshire will generate much-needed funds for the Local Authority to enable sustainable delivery of priority services to the most vulnerable now and in the future.

- Increasing investment income. Investing in a programme of works designed to deliver higher yields of income that currently available, while understanding the associated risks as well as potential rewards.
- Maximising the potential of our investment in IT and technology. The Digital Transformation Programme is designed to be the first step in a fundamental reshaping of the Local Authority, providing easier access for the public and greater transparency alongside reduced costs and delivery of better outcomes for the public and communities.

6.7. Drafts of each of these documents are in different stages of development and are likely to be brought forward throughout the 2017 calendar year.

7. Budget Consultation

7.1 The budget consultation ran from the 7th December 2016 to 18 January 2017. A total of 49 responses were received and in general the responses were supportive of the proposals that the Council has included within the 2017/18 Budget Strategy.

7.2 The first area of the consultation looked at whether the public agreed that the Council should fund Adults Social Care costs from local resources and by diverting funding from other services. As shown below the majority disagreed with this proposal and the comments to accompany this answer gave the consensus that National government should fund this pressure rather than local authorities having to generate funds locally for this. Also, there was concern raised that by moving resources from other key local services, this could damage the long term future for attracting younger people into the county.

Question 1	Yes	No	Don't Know
Do you agree that the Council should have to fund statutory costs such as Adult Social Care from local resources, such as a 2% additional precept on Council Tax and by diverting funding from other services?	37.50%	58.33%	4.17%

7.3 The next area of the consultation focussed on the council's proposal to delay budgetary savings and instead fund these through a temporary source of funding. In general, there was support for this proposal however the public was concerned that this is a temporary measure only and were concerned by the effect that not addressing the underlying budgetary issue would have in future years.

Question 2	Yes	No	Don't Know
Do you agree with the Council's proposal to delay implementation of some budgetary savings in 2017/18 and use one-off funds as a temporary source of funding to close the funding gap?	59.18%	28.57%	12.24%

- 7.4 The public were also canvassed for their views on increasing council tax in 2017/18 by 1.99%. Generally, people were supportive of an increase however concern was raised through the comments about how a council tax increase affects those on low incomes disproportionately.

Question 3	Fully support	Somewhat support	Don't support at all
To what extent do you support the council raising its share of council tax by 1.99% in 2017/18 and using that money to help protect key services in the future?	46.94%	24.49%	28.57%

- 7.5 The final area of the consultation looked at the council's proposal to use capital receipts for projects that would generate future revenue savings in the budget. Over 83% agreed to some degree with this proposal as long as the efficiencies in services are achieved and the funding then reinvested in statutory services. Some respondents raised that this policy could be viewed as a short term solution to the funding problem.

Question 4	Fully agree	Somewhat agree	Don't agree at all
Do you agree that the Council should target the use of capital receipts in order to generate future revenue savings and efficiencies in the budget?	51.02%	32.65%	16.33%

8. Capital

- 8.1 This section of the report updates the Capital Programme for the period 2017/18 to 2019/20. This update is a holding position of the previous programme, updated to reflect new confirmed funding and the delivery schedule for schemes.
- 8.2 The Council is developing business cases for a number of proposed large schemes, however at this stage the business cases are not finalised. As a result these schemes cannot be considered at this point for inclusion in the capital programme and reports will come forward at a future date for consideration.

Capital Allocations 2017/18 to 2019/20

- 8.3 The capital programme report 2016/17 to 2018/19, approved Council 25 February 2016, contained details of confirmed and indicative capital grants

allocations. Where the Council has received updated confirmed allocations, these have been built into the updated capital programme. Any changes to capital allocations have been pass-ported through to the service area, as will any allocations still to be confirmed. The following section details these allocations.

- 8.4 **Department of Education – Schools Programme.** The Department of Education has previously confirmed Basic Need allocations through to 2017/18 and indicative allocations of Condition grant for the same period. The Condition allocation is revised annually to reflect schools moving responsible body, opening or closing, and final confirmation of the 2017/18 allocation is awaited. The same confirmation is required for the 2017/18 Devolved Formula Capital grant allocation. Once confirmed these will be built in the capital programme and reported through the quarterly Capital Monitoring report. There are currently no future indicative allocations published for 2018/19 onwards.
- 8.5 In addition to the new funding allocations expected for 2017/18 there is significant funding that has been brought forward from previous year's capital programmes. The table below summarises the funding currently available in the 2017/18 Learning & Skills Capital Programme:

Table 5: Learning & Skills Capital Funding

Funding	2017/18 Funding		
	B/F Funding £	New Allocation £	Total £
Basic Need	14,293	1,784,013	1,798,306
Condition (<i>provisional</i>)	0	3,322,364	3,322,364
DFC	900,000	0	900,000
Capital Receipts	3,953,491	0	3,953,491
Revenue Contributions	4,694	0	4,694
Total	4,872,478	5,106,377	9,978,855

- 8.6 This funding has been allocated by programme areas and individual schemes as detailed in the Capital Programme (see Appendix 4). This is a combination of schemes slipped from 2016/17, multi-year schemes and allocations by programme area, which will be allocated to specific schemes based on school priorities. Learning & Skills have developed a programme to utilise all the above funding and expected funding that will be available to them in 2017/18, with Condition works being the largest area of the programme and this has been fully allocated against individual school schemes to be delivered in 2017/18. Further consideration will be made to the deliverability of a programme consisting of the brought forward funding and the 2017/18 funding of Basic Need grant in the financial year, once the full programme of schemes is approved.
- 8.7 In addition to the above funding, £1.9m is currently projected to be generated in future years from the disposal of surplus former school sites, following

Department of Education approval to dispose of the sites. These receipts are ring fenced for investment in Learning & Skills capital schemes as previously agreed by Council as part of the amalgamation programme.

- 8.8 **Department of Transport** - Local Transport Plan (LTP). The Department of Transport previously announced allocations of funding for Highways confirmed through to 2017/18 and indicative allocations for 2018/19 to 2020/21. The Shropshire allocations are detailed in Table 6 below.
- 8.9 In addition to the LTP allocations further funding for Pothole repairs has been allocated nationally by formula shared by local highway authorities based on the road length for which each authority is responsible. The funding announcement for 2017/18 is an additional £1,335,000 for Shropshire Council.
- 8.10 The Department for Transport recently announced new funding in the Autumn Statement 2016 for a National Productivity Investment Fund in 2017/18. This is funding for local highway and other local transport improvements which aim to reduce congestion at key locations, upgrade or improve the maintenance of local highway assets, to improve access to employment and housing and to develop economic and job creation opportunities. Shropshire Councils allocation for 2017/18 is an additional £2,827,000.
- 8.11 There is a further £578 million that will be allocated nationally based on incentivising good asset management and efficiencies. Shropshire Council has submitted the required self-assessment exercise to Department for Transport for 2017/18 and is awaiting confirmation of the additional funding to be received for 2017/18. The self-assessment questionnaire submitted in 2016/17 resulted in Shropshire Council being awarded funding at Level 2 entry and this has been assumed for 2017/18 at this stage also. The self-assessment questionnaire has been submitted for 2017/18 and it is expected that Shropshire Council will rise from Level 2 to Level 3 award (the top level) which could result in additional funding of £137,000.00 above the £1,236,000 forecast. From 2018/19 onwards the indicative allocation has been assumed at Level 3 funding allocations.

Table 6: Department for Transport LTP allocations

Funding	2017/18 Allocation £	2018/19 Indicative Allocation £	2019/20 Indicative Allocation £	2020/21 Indicative Allocation £
Highways Maintenance	14,667,000	13,275,000	13,275,000	13,275,000
Integrated Transport	1,626,000	1,626,000	1,626,000	1,626,000
Pothole Fund	1,335,000	0	0	0
National Productivity Investment Fund	2,827,000	0	0	0
Incentive/Efficiency Element Funding	1,236,000	2,765,000	2,765,000	2,765,000
Total	21,691,000	17,666,000	17,666,000	17,666,000

- 8.12 Also under the Highways Maintenance there is a 'Challenge Fund' of £75m for 2017/18 into which the Council can submit bids for major maintenance projects

that are otherwise difficult to fund through to normal Needs Based Formula funding received. The Council is currently considering which schemes could be put forward and are expecting to submit a bid for 2017/18.

- 8.13 Within the Department for Transport Roads Funding 2017/18 announcement Shropshire was identified as one of the Local Highways Authorities which was deemed to have one of the most dangerous local roads in the West Midlands area where the risk of fatal and serious collisions is highest, based on analysis by the Road Safety Foundation. Two sections of road on the A529 in the North East area of the County have been identified and Shropshire Council has been invited to submit proposals to improve safety on this road. If successful Shropshire Council could receive additional funding from £25m set aside nationally.
- 8.14 A summary of how the Department for Transport funding has been allocated across service areas within Highways and Transport is provided in Table 7 below and further detailed in Appendix 5:

Table 7: Highways Capital Programme & Financing 2017/18

Funding	Maintenance Block £	Integrated Transport £	Total £
Structural Maintenance of Bridges	4,000,000	0	4,000,000
Structural Maintenance of Roads	12,638,000	126,000	12,764,000
National Productivity Fund – to be confirmed	2,827,000		2,827,000
Street Lighting	600,000	0	600,000
Total Highways	20,065,000	126,000	20,191,000
Integrated Transport			
Integrated Transport	0	1,000,000	1,000,000
Contribution to Shrewsbury Integrated Transport Package	0	500,000	500,000
Total	20,065,000	1,626,000	21,691,000

- 8.15 The highways capital maintenance programme is developed based on an Asset Management approach. With funding allocations based on using network intelligence gained from routine condition surveys as well as other sources of information; investment will be prioritised where it will achieve the greatest returns.
- 8.16 Integrated transport schemes are prioritised based on the contributions to key objectives such as safety, network efficiency, environmental benefits and levels of local support. For the next few years an element of the funding will be used to support the Shrewsbury Integrated Transport Package scheme.
- 8.17 **NHS – Better Care Fund.** The Better Care Fund includes capital grant allocations for Disabilities Facilities Grant (DFG) and the Community Capacity

Grant. Allocations for 2017/18 are yet to be confirmed, but expected to be broadly in line with the 2016/17 allocation of £2,498,220

- 8.18 Additional funding was secured in 2016/17 from the Department for Health Housing and Technology Fund after a successful bid was submitted by Shropshire Council for the sum of £2,415,000 profiled over both 2016/17 and 2017/18 financial years. The award is part of a £25m national programme to deliver sustainable housing solutions for people with learning disabilities in conjunction with community partners.
- 8.19 Further funding of £454,825 is included in the Adult Social Care capital programme for 2017/18. This is funding which has been re-profiled from previous years. Plans are being developed to allocate this, and new funding, to schemes that will deliver financial savings across both the health and social care economy through remodelled services and better outcomes for individuals.
- 8.20 **Housing Revenue Account (HRA).** During 2016/17 the Council has undertaken the transition from using the baseline Major Repairs Allowance (MRA) figure in the HRA self-financing determination for Shropshire as the basis for the amount allocated for capital investment. There was a five year transitional period to implement component-based depreciation for the HRA to use for determination of the level of capital investment required in the housing stock.
- 8.21 The HRA has agreed a major repairs programme of £3.55m 2017/18, plus £1.75m slippage from 2016/17. During 2017/18 £0.3m is also included for completion of the New Build Phase 3 programme, financed from ring-fenced capital receipts, generated from HRA property disposals.
- 8.22 **Local Enterprise Partnership (LEP).** The Council has been awarded Local Enterprise Partnership (LEP) funding for three projects after submission of business cases in 2015/16, these projects continue until 2020/21
- 8.23 The Council received confirmation of £6m (across 2015/16 to 2018/19) in LEP funding for the Shrewsbury Integrated Transport Package. The scheme will include a number of measures aimed at alleviating congestion and improving town centre pedestrian areas. The scheme will be supplemented by funding from the annual Integrated Transport allocation and developers contributions through Community Infrastructure Levy and Section 106 contributions.
- 8.24 Following submission of the business case for the Oxon Link Road scheme in 2015/16 the Council was awarded £4.2m (across 2015/16 to 2019/20) towards the total cost of the £12.934m project. The scheme will be supplemented by funding from developer contributions through Section 106 agreements.
- 8.25 Funding from the Local Enterprise Partnership has also been awarded towards the Broadband delivery project. This funding of £5,022,000 (across 2015/16 – 2020/21) has been used in conjunction with funding from BDUK and Shropshire Council to facilitate the upgrade of Broadband provision to premises within Shropshire.

8.26 Corporately Financed capital schemes

The previous Capital Strategies have reduced the number of corporately financed schemes to align the programme to available resources and avoid the unaffordable ongoing revenue costs of borrowing to finance the programme. Following a final review of the capital programme in 2016/17 there is limited scope to make further savings; especially as given the nature of capital schemes, a number of schemes are ongoing across financial years with contracts in place to deliver these schemes.

8.27 No changes have been made as part of the 2017/18 Capital Strategy. However, these will be subject to review following the production of a Capital Investment Strategy which will give consideration as to how the Council will prioritise and finance future schemes, in particular any schemes that will generate revenue savings.

8.28 Capital Programme 2017/18 to 2019/20

The revised capital programme, following the grant changes and the review of the capital programme is detailed in Appendix 4 and a summary of the programme and the financing is provided in Table 8.

Table 8: Capital Programme 2016/17 to 2018/19

Service Area	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £
General Fund			
Place & Enterprise	38,301,000	25,784,041	2,320,000
Adult Services	2,369,825	0	0
Children's Services	9,978,855	0	0
Public Health	500,000	0	0
Resources & Support	9,256,230	0	0
Total General Fund	60,405,910	25,784,041	2,320,000
Housing Revenue Account	5,652,467	16,319	0
Total	66,058,377	25,800,360	2,320,000
Self-Financed Prudential Borrowing	300,000	0	0
Government Grants	39,314,074	24,904,962	1,636,372
Other Grants	0	0	0
Other Contributions	382,750	0	0
Revenue Contributions to Capital	709,040	0	0
Major Repairs Allowance	4,833,074	0	0

Corporate Resources (Capital Receipts/Prudential Borrowing)	20,519,439	895,398	683,628
Total Financing	66,058,377	25,800,360	2,320,000

8.29 **Proposed Future Schemes** The Council is currently undergoing a review of its capital investment priorities and undertaking the production of a Capital Investment Strategy which will support investment decisions going forward and will provide links to support other key strategies. The purpose of the Capital Investment Strategy will be to ensure that all capital investments are consistent with the Council's priorities and service delivery strategies, consider associated risks, recognise financial constraints over the long term and represent value for money. In addition any capital investments should comply with the Prudential Code for local authority capital investment introduced through the Local Government Act 2003. The key objectives of the Code are to ensure that capital investment plans are affordable, prudent and sustainable.

8.30 It has been recognised that the Council's capital investment decisions are no longer solely to support the achievement of social goals, and whilst this remains the focus, there is also the requirement to invest in opportunities that will generate a return on investment for the Council and provide greater resilience going forward. The Capital Investment Strategy will be designed to guide the Council to make appropriate investment decisions within the following areas:

- own fit for purpose, well maintained and appropriate assets for the work of the Council and delivery of its services.
- ensure that assets contribute to income generation wherever possible.
- address the maintenance requirements of its current assets.
- invest in income generating and cost saving capital programmes.

8.31 Alongside the Capital Investment Strategy the Council is developing business cases for a number of proposed large schemes. At this stage the business cases are not finalised or are awaiting confirmation of external funding. As a result these schemes cannot be considered at this point for inclusion in the capital programme. Reports will come forward to consider these once the business cases have been finalised. These reports will also consider the financial implications of the Council financing these schemes and the effect on revenue budgets in the long term.

8.32 **Capital Receipts**

Capital receipt projections are based on current projections of assets to be disposed, the estimated capital receipt they will generate from disposal and the financial year in which the disposal will be completed. There is a high level of risk in these projections as they are subject to changes in property and land receipts and the revised allocated capital receipts; Table 9 shows the capital receipts position across the years of the capital programme.

Table 9: Capital Receipts Projections 2017/18 to 2019/20

Service Area	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £
Corporate Resources Allocated in Capital Programme	20,519,439	895,398	683,628
To be allocated from Ring Fenced Receipts	4,874,890	0	0
Total Commitments	25,394,329	895,398	683,628
Capital Receipts in hand/projected:			
Estimated carry forward	21,386,352	0	0
Projected - Green	1,407,780	50,000	0
Total in hand/projected	22,794,132	50,000	0
In year Shortfall/(Surplus) to be financed from additional capital receipts/Prudential Borrowing	2,600,197	845,398	683,628
Further Assets Being Considered for Disposal	20,184,390	2,555,400	0

- 8.33 The above capital receipt projections for 2017/18 to 2019/20 are based on current scheduled disposals that are profiled for each year. However, a number of proposed disposals are subject to business case approval against the Councils disposal protocol. Those listed as Green are where it is rated as 'highly likely' that the disposals will be completed in year. In addition to these there are a number of further disposals that have been identified for potential disposal in future years. These receipts hold significant risk against delivery and therefore until the plans for disposal against these assets are formally agreed, these will not be included when considering the programmes affordability. The current programme has a shortfall in total of £4,129,233 against low risk capital receipts. Further work is required on the deliverability of the list of assets being considered for disposal to address this shortfall going forward.
- 8.34 If the Council cannot generate the required level of capital receipts, the Council will need to further reduce or re-profile the capital programme or undertake prudential borrowing, which will incur revenue costs that are not budgeted in the revenue financial strategy.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Cabinet Member (Portfolio Holder)

Malcolm Pate

Local Member

All

Appendices

Appendix 1 – Resource Projections

Appendix 2 – Expenditure Projections

Appendix 3 – Funding Gap

Appendix 4 – Capital Budget 2017/18 – 2018/19

Appendix 5 – Highways and Transport Capital Programme 2017/18

Appendix 6 – Draft Budget Book for 2017/18 (distributed separately – TO FOLLOW)

Appendix 7 – Policy for Flexibility around the use of Capital Receipts

Appendix 8 – Statement of Chief Financial Officer on the Robustness of the Estimates and Adequacy of Reserves 2016-20 – Cabinet Report 8th February 2017.

Appendix 9 – Pay and Reward Policy

Resource Projections

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	Assumptions
Council Tax	127,068,947	134,220,817	141,775,469	149,755,910	2017/18 based on 1.58% increase in Taxbase, future years assume 1.6% increase in Taxbase p.a. and 3.99% increase in Band D p.a.
Business Rates:					
Business Rates Collected	38,746,737	41,621,088	42,373,597	43,139,711	2017/18 based on NNDR1, future years based on growth of 0.8% and multiplier increase of 1%
Estimated Reduction in Business Rates (s31 see below)		-3,860,000	-3,860,000	-3,860,000	
Top Up Grant	10,119,908	9,481,429	9,786,471	10,134,578	As per Provisional Local Government Finance Settlement 2017
RSG	31,565,931	20,447,511	13,301,166	6,119,050	As per Provisional Local Government Finance Settlement 2017
Collection Fund:					
Council Tax	2,987,003	2,182,897	500,000	500,000	2017/18 based on collection fund estimate
Business Rates	-5,961,407	1,979,273	-500,000	-500,000	2017/18 based on collection fund estimate
NET BUDGET	204,527,118	206,073,014	203,376,703	205,289,250	
Grants included in Core Funding:					
Improved Better Care Fund	0	216,823	4,328,805	0	As per Provisional Local Government Finance Settlement 2017
New Homes Bonus	9,327,598	7,792,449	5,867,971	0	As per Provisional Local Government Finance Settlement 2017
Rural Services Delivery Grant	6,573,303	5,307,636	4,082,797	5,307,636	As per Provisional Local Government Finance Settlement 2017
Transition Grant	575,652	585,686	0	0	As per Provisional Local Government Finance Settlement 2017
Adult Social Care Support Grant	0	1,400,051	0	0	As per Provisional Local Government Finance Settlement 2017
s31 Business Rates Grants	0	3,860,000	3,860,000	3,860,000	
CORE FUNDING	221,003,671	225,235,659	221,516,276	214,456,886	
Local Income					
Fees and charges	66,020,470	73,445,890	74,522,919	75,727,265	
Other Grants and contributions	33,906,417	24,476,890	24,476,890	24,476,890	
Specific Grants (excluding Core Funding Grants above)	238,527,570	231,314,047	231,263,196	231,215,832	
Internal Recharges	10,563,760	8,877,020	8,877,020	8,877,020	
TOTAL FUNDING	570,021,888	563,349,506	560,656,301	554,753,893	

Expenditure Projections

	2016/17	2017/18	2018/19	2019/20
	£	£	£	£
Original Gross Budget Requirement	576,378,810	590,672,245	579,536,856	584,478,366
Inflationary Growth :				
Pay	1,991,292	1,361,007	1,166,054	996,311
Prices	5,006,995	1,861,804	1,669,604	1,717,763
Pensions	0	2,077,982	3,555	14,575
Demography	15,387,442	7,314,149	6,999,013	7,556,318
National Government Policy changes :				
NI	2,000,000			
Minimum Living Wage (included in pay and prices for adjusted)	1,000,000			
Apprenticeships	500,000			
Local Generated Pressures :				
Debt charges	1,000,000			
Elections		700,000	-700,000	
Grant loss/ grant rolled into Base funding	1,970,870			
Specific Grants Changes between years	2,600,576	-6,307,882	-188,526	-3,412,855
ASC Care Grant removed		1,835,000		
Income Changes	-10,079,103			
All other changes in 2016/17	-746,244	-4,405,737		
Adjustment to Gross budget offset by Income changes	4,536,807	-429,523		
Adjust for Reduction to offset income reduction		-444,000	-320,242	
Savings:				
Add Savings carried forward from 2015/16 to be achieved	15,961,130			
Deduct ongoing Savings - 2016/17	-26,836,330			
Deduct ongoing Savings - 2017/18		-15,026,024		
Deduct ongoing Savings - 2018/19			-3,623,072	
2016/17 Savings not achievable		327,835	-64,875	
TOTAL EXPENDITURE	590,672,245	579,536,856	584,478,366	591,350,479

Funding Gap

	2016/17	2017/18	2018/19	2019/20
	£	£	£	£
Resources	570,021,888	563,349,506	560,656,301	554,753,893
Expenditure	590,672,245	579,536,856	584,478,366	591,350,479
Gap in year	20,650,357	16,187,350	23,822,066	36,596,586
One Off Funding to be used:				
Financial Strategy Reserve	9,355,970			
Rural Services Delivery grant - Ongoing	1,633,119	1,633,119	1,633,119	1,633,119
Rural Services Delivery grant - One Off	4,940,184	3,674,517	2,449,678	3,674,517
Transition Grant - One Off	575,652	585,686		
New Homes Bonus - One Off	4,145,432	2,792,449	867,971	
Adult Social Care Support Grant - One Off		1,400,051		
Improved Better Care Funding		216,823	4,328,805	
Savings BF		890,462	8,851	
One off Monitoring underspends		960,000		
Adult Services Contingency			2,500,000	
Collection Fund Adjustments			2,100,000	
Earmarked Reserves - Freed up		4,034,243	6,374,722	
Free up Conditional Release Reserves		-2,077,982	1,477,383	9,782,924
Free up Conditional Reserves - Pensions		2,077,982	2,081,536	
TOTAL ONE OFF FUNDING	20,650,357	16,187,350	23,822,066	15,090,560
Remaining Gap to be Funded	0	0	0	21,506,026

Capital Budget 2017/18 – 2019/20

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
<u>Place & Enterprise</u>						
<u>Infrastructure & Communities</u>						
Leisure						
Sports Equipment Phase 2	KCL01	P Davis	300,000	0	0	
Total			300,000	0	0	
Waste Services						
In Vessel Composting Facility	K6WMO	P Beard	325,000	0	0	
Total			325,000	0	0	
Highways and Transport - LTP						
Structural Maintenance of Bridges & Structures	KBG%	T Sneddon	3,500,000	1,500,000	0	
Structural Maintenance of Roads		S Brown	15,891,000	10,601,000	0	
Street Lighting		J Hughes	800,000	800,000	0	
Local Transport Plan - Integrated Transport Plan		V Merrill	1,000,000	1,000,000	0	
Total			21,191,000	13,901,000	0	
LEP Schemes						
LEP Oxon Relief Road Project	KOX01	M Johnson	1,300,000	1,900,000	400,000	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
LEP Shrewsbury Integrated Transport Package	KIT01	M Johnson	3,550,000	1,679,079	0	
Total			4,850,000	3,579,079	400,000	
Flood Defences & Water Management						
Church Stretton - Flood & Water Management	K6FW3	T Sneddon	35,000	0	0	
Shifnal - Flood & Water Management	K6FW4	T Sneddon	150,000	222,000	0	
Shropshire IPP Scheme Phase 1	K6FWA	T Sneddon	36,000	0	0	
Shropshire Slow the Flow Project	KEF01	T Sneddon	70,000	70,000	70,000	
Total			291,000	292,000	70,000	
Environmental Maintenance - Depots						
Depot Redevelopment - Unallocated	K6H03	S Brown	90,000	0	0	
Total			90,000	0	0	
Outdoor Partnerships						
Shelton Recreation Ground Pavilion (S106)	KBR07	M Blount	4,750	0	0	
Total			4,750	0	0	
Total Infrastructure & Communities			27,051,750	17,772,079	470,000	
Economic Dvelopment						
Economic Growth						
Flaxmill Project - Implementation	K6FM1	A Stirling	500,000	500,000	0	
Shrewsbury Vision - New Riverside Development	K6HR1	A Stirling	150,000	0	0	
Total			650,000	500,000	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Natural & Historical Environment						
Old Rectory, Whitchurch Section 106	KBN01	A Cooper	150,000	0	0	
Total			150,000	0	0	
Planning Policy - Affordable Housing						
Affordable Housing - Rolling Fund	K6AHG	N Wood	346	0	0	
Shrewsbury Self Build Scheme	K6AHT	N Wood	150,000	0	0	
Community Led Affordable Housing Grant Scheme	K6AHV	N Wood	54,000	0	0	
Affordable Housing Contributions Grant Scheme (S106)	K6AHW	N Wood	200,000	0	0	
Total			404,346	0	0	
Broadband Project						
Broadband Project - Milestone 1	KB001	C Taylor	2,000,000	0	0	
Broadband Project - Milestone 3	KB003	C Taylor	1,000,000	0	0	
Broadband Project - Phase 2 - Milestone 0	KB004	C Taylor	472,521	0	0	
Broadband Project - Phase 2 - Milestone 1	KB005	C Taylor	538,335	0	0	
Broadband Project - Phase 2 - Milestone 2	KB006	C Taylor	2,335,988	1,142,104	0	
Broadband Project - Phase 2 - Milestone 3	KB007	C Taylor	0	236,261	0	
Broadband Project - Phase 2b - Lot 1	KB008	C Taylor	2,672,000	5,112,402	1,850,000	
Broadband Project - Phase 2b - Lot 2	KB009	C Taylor	1,021,194	1,021,195	0	
Total			10,040,038	7,511,962	1,850,000	
Total Economic Development			11,244,384	8,011,962	1,850,000	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Business Enterprise & Commercial Services						
Gypsy Sites						
Travellers Sites Unallocated Grant (Phase 1&2 HCA)	K6T00	J Taylor	4,866	0	0	
Total			4,866	0	0	
Total Business Enterprise & Commercial Services						
			4,866	0	0	
Total Place & Enterprise						
			38,301,000	25,784,041	2,320,000	
Adult Services						
Social Care						
Community Capacity Grant	KA000	A Begley	128,000	0	0	New Grant Allocation awaited
IT Hardware - Implementation of Care Bill	K5B02	A Begley	208,825	0	0	
London Road Assisted Living Bungalow - Phase 4	K5B05	A Begley	23,000	0	0	
The Rowans Refurbishment Works	KA019	A Begley	13,000	0	0	
Hearne Way Caretakers Bungalow Refurbishment	KA022	A Begley	10,000	0	0	
Aquamira - New Pool Cover/ additional changing rooms	KA027	A Begley	60,000	0	0	
Aquamira - New Sensory Equipment	KA028	A Begley	12,000	0	0	
Total			454,825	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Housing Health & Wellbeing						
Disabled Facilities Grants	K5P03	L Fisher	0	0	0	New Grant Allocation awaited
HOLD Project	K5P04	L Fisher	1,915,000	0	0	
Total			1,915,000	0	0	
Total Adult Services						
			2,369,825	0	0	
Public Health						
Private Sector Housing						
Shropshire County Empty Property Incentive Grant	KPS01	K Collier	500,000	0	0	
Total			500,000	0	0	
Total Public Health						
			500,000	0	0	
Resources & Support						
Customer Involvement						
ICT Digital Transformation	KIC00	M Leith	9,256,230	0	0	
Total			9,256,230	0	0	
Total Resources & Support						
			9,256,230	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Childrens Services						
Learning & Skills						
Early Years						
Early Years Unallocated	KLE00	N Ward	100,000	0	0	
Much Wenlock Extension EY Demountable	KLE08	N Ward	40,000	0	0	
Worthen Primary Early Years	K3L12	N Ward	110,000	0	0	
Total			250,000	0	0	
Basic Need						
Basic Need Unallocated	KLB00	P Wilson	2,690,671	0	0	
Shrewsbury Mount Pleasant	KLB01	P Wilson	53,541	0	0	
Shifnal Primary	KLB03	P Wilson	14,293	0	0	
Market Drayton Infant/Junior - Ste TBC	KLB05	P Wilson	380,000	0	0	
Shifnal St Andrews	KLB06	P Wilson	760,000	0	0	
Sundorne Infants/Harlescott Junior - Site TBC	KLB07	P Wilson	400,000	0	0	
Market Drayton Primary	KLB08	P Wilson	400,000	0	0	
Shifnal St Andrews	KLB09	P Wilson	400,000	0	0	
Total			5,098,505	0	0	
School Amalgamations						
School Amalgamations Unallocated	KLA00	P Wilson	100,000	0	0	
Total			100,000	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Condition						
Condition Unallocated	KL000	P Wilson	77,394	0	0	
Belvidere Primary - Re-fenestration and asbestos removal	KL300	P Wilson	27,250	0	0	
Belvidere Secondary - Re-roof Hall	KL301	P Wilson	87,200	0	0	
Coleham Primary - Phase 1 re-wire	KL302	P Wilson	32,700	0	0	
Crowmoor Primary - Re-fenestration to Hall & Kitchen	KL303	P Wilson	87,200	0	0	
Bishops Castle Primary - Demountable re-roof	KL304	P Wilson	16,350	0	0	
Bishops Castle CC - Block A re-roof	KL305	P Wilson	87,200	0	0	
Belvidere Secondary - Phase 5 re-wire	KL306	P Wilson	54,500	0	0	
St Marys Ablbrighton - Renewal of fan convectors	KL364	P Wilson	38,150	0	0	
Gobowen Primary - Replace Kitchen Windows	KL307	P Wilson	10,900	0	0	
Mary Webb Secondary - Phase 2 Replacement Windows	KL308	P Wilson	54,500	0	0	
Mary Webb Secondary - Humanities Block re-wire	KL309	P Wilson	54,500	0	0	
Coleham Primary - Phase 3 Walls, Windows & Doors	KL310	P Wilson	49,050	0	0	
Weston Rhyn Primary - Replace Corridor Windows	KL311	P Wilson	21,800	0	0	
Whitchurch Infants - Phase 2 re-wire	KL312	P Wilson	21,800	0	0	
Market Drayton Infant - Replacement Windows & Doors	KL313	P Wilson	65,400	0	0	
St Giles Primary - Phase 3 Re-wire	KL314	P Wilson	76,300	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Thomas Adams - Kitchen Fan & Canopy replacement	KL315	P Wilson	38,150	0	0	
Woore Primary - Phase 1 re-wire	KL316	P Wilson	16,350	0	0	
Coleham Primary - Replace Gas Meter & Pipework	KL317	P Wilson	16,350	0	0	
Meole Brace Primary - Re-roof KS2	KL318	P Wilson	76,300	0	0	
Brockton Primary - Phase 1 re-wire	KL319	P Wilson	21,800	0	0	
Sundorne Infants - Phase 3 window replacement	KL320	P Wilson	27,250	0	0	
Pontesbury Primary - Phase 2 window replacement	KL321	P Wilson	21,800	0	0	
Whitchurch Infants - Classroom Floors	KL322	P Wilson	21,800	0	0	
Hinstock Primary - Re-roof	KL323	P Wilson	65,400	0	0	
Trinity,Ford - Final re-wire	KL324	P Wilson	21,800	0	0	
Belvidere Secondary - Block 1 re-roof	KL325	P Wilson	109,000	0	0	
Hadnall Primary -Main Toilet Refurbishment	KL326	P Wilson	32,700	0	0	
Cheswardine Primary - Demountable Window Replacement	KL327	P Wilson	10,900	0	0	
Bishops Castle CC - Phase 2 re-wire	KL328	P Wilson	54,500	0	0	
Kinnerley Primary - Phase 1 Heating	KL329	P Wilson	49,050	0	0	
Lower Heath Primary -Phase 2 Window Replacement	KL330	P Wilson	32,700	0	0	
Mereside Primary - Phase 1 re-wire	KL331	P Wilson	32,700	0	0	
Pontesbury Primary - KS2 Girls Toilet Refurbishment	KL332	P Wilson	54,500	0	0	
St Laurence, Ludlow - Hall & Corridor re-wire	KL333	P Wilson	16,350	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Market Drayton Infant - Demountable Window Replacement	KL334	P Wilson	19,620	0	0	
Church Preen Primary - Toilet refurbishment	KL335	P Wilson	43,600	0	0	
Cockshutt Primary - Toilet refurbishment	KL336	P Wilson	16,350	0	0	
Hinstock Primary - Toilet refurbishment	KL337	P Wilson	32,700	0	0	
Market Drayton Junior - Phase 1 Windows	KL338	P Wilson	32,700	0	0	
Much Wenlock - KS2 Toilet refurbishment	KL339	P Wilson	16,350	0	0	
Newtown Primary - Toilet refurbishment	KL340	P Wilson	21,800	0	0	
St Georges Primary - Phase 2 Toilet refurbishment	KL341	P Wilson	43,600	0	0	
St Lawrence Primary - Toilet refurbishment	KL342	P Wilson	65,400	0	0	
Stiperstones Primary - Toilet refurbishment	KL343	P Wilson	43,600	0	0	
Trinity,Ford - Junior Toilet refurbishment	KL344	P Wilson	54,500	0	0	
Woore Primary - Toilet refurbishment	KL345	P Wilson	38,150	0	0	
St Peters Wem, Phase 3 slate re-roof	KL346	P Wilson	98,100	0	0	
Castlefields Primary - replacement windows	KL347	P Wilson	32,700	0	0	
Thomas Adams - window replacement	KL348	P Wilson	43,600	0	0	
Grove - Window fenestration 3 storey block	KL349	P Wilson	152,600	0	0	
Hinstock Primary - window replacement	KL350	P Wilson	27,250	0	0	
Woodfield Primary - replace kitchen roof	KL365	P Wilson	92,650	0	0	
Thomas Adams - Phase 3 re-wire	KL351	P Wilson	54,500	0	0	
Bryn Offa Primary - Phase 3 re-wire	KL352	P Wilson	21,800	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Brockton Primary - replace front elevation windows	KL353	P Wilson	21,800	0	0	
Brockton Primary - part re-wire, asbestos removal	KL354	P Wilson	32,700	0	0	
Much Wenlock - rotten timber replacement	KL355	P Wilson	32,700	0	0	
Meole Brace Primary - KS2 Hall re-roof	KL356	P Wilson	49,050	0	0	
Meole Brace Secondary - replacement of timber to south	KL357	P Wilson	54,500	0	0	
Meole Brace Secondary - replacement of timber to side	KL358	P Wilson	54,500	0	0	
Meole Brace Secondary - replacement of timber windows	KL359	P Wilson	38,150	0	0	
Minsterley Primary - Phase 1 re-wire	KL360	P Wilson	54,500	0	0	
Meole Brace Primary - Phase 3 re-wire	KL361	P Wilson	54,500	0	0	
Chirbury Primary - Demountable Toilet refurbishment	KL362	P Wilson	27,250	0	0	
Stiperstones Primary - remove render & repair stone	KL363	P Wilson	27,250	0	0	
Total			2,980,064	0	0	
Energy Efficiency						
Various - Boiler Control Replacement	KLG01	P Wilson	32,700	0	0	
Whitchurch Infants - phase 2 single pipe heating system	KLG02	P Wilson	32,700	0	0	
Mereside Primary - Boiler & Controls Upgrade	KLG03	P Wilson	54,500	0	0	
Woodlands primary - Boiler & Controls Upgrade	KLG04	P Wilson	98,100	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Trinity, Ford - Replace Heating Boiler	KLG05	P Wilson	54,500	0	0	
Total			272,500	0	0	
Fire Safety Schemes						
Clive Primary - Fire Alarm Replacement	KLF30	P Wilson	5,450	0	0	
Total			5,450	0	0	
Suitability						
Kinlet Primary - Heads Office/PPA/Lobby Works	K3A54	P Wilson	3,292	0	0	
Bicton Primary -Eco Classroom	KLP14	P Wilson	4,694	0	0	
Farlow P)primary- PPA Space & Headteachers Office	KLS11	P Wilson	49,950	0	0	
Norbury Primary- PPA Space	KLS12	P Wilson	76,300	0	0	
Stoke On Tern Primary - PPA Space	KLS13	P Wilson	32,700	0	0	
Hodnet - Secure Access	KLS14	P Wilson	155,400	0	0	
Total			322,336	0	0	
Special Education Needs						
Schools Access Initiative Unallocated	KLD00	P Wilson	50,000	0	0	
Total			50,000	0	0	
Devolved Formula Capital						
			900,000	0	0	
Total Learning & Skills						
			9,978,855	0	0	
Total Children's Services						
			9,978,855	0	0	

Scheme Description	Code	Project Manager	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	Further Details
Total General Fund Capital Programme			60,405,910	25,784,041	2,320,000	
<u>Housing Revenue Account</u>						
Major Repairs Programme						
Housing Major Repairs Programme - Unallocated	K5P01	A Begley	3,769,393	0	0	
STaR Roofing	K5R05	A Begley	80,000	0	0	
STaR Major Works	K5R06	A Begley	150,000	0	0	
STaR Kitchens & Bathrooms	K5R07	A Begley	400,000	0	0	
STaR Heating Insulation Works (Liberty)	K5R14	A Begley	150,000	0	0	
STaR Sewage Treatment Works	KSH01	A Begley	60,000	0	0	
STaR Asbestos Removal	KSH02	A Begley	90,000	0	0	
STaR Off Grid Properties Investment	KSH06	A Begley	300,000	0	0	
STaR Heating Works - Reactive	KSH07	A Begley	300,000	0	0	
Total			5,299,393	0	0	
New Build Programme						
Housing New Build Programme - Phase 2	KSNB2	A Begley	53,074			
Housing New Build Programme - Phase 3	KSNB3	A Begley	300,000	16,319	0	
Total			353,074	16,319	0	
Total Housing Revenue Account			5,652,467	16,319	0	
Total Capital Programme			66,058,377	25,800,360	2,320,000	

Financing			2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	
Self Financed Prudential Borrowing			300,000	0	0	
Government Grants						
Department for Transport			21,691,000	14,901,000	0	
Department for Health - Better Care Fund			0	0	0	New Grant Allocation awaited
Department for Health - HOLD Grant			1,915,000	0	0	
Department for Education						
- Condition Capital Grant			3,322,364	0	0	
- Basic Need Capital Grant			1,798,306	0	0	
- Devolved Formula Capital			900,000	0	0	
HCA - Travellers			4,866	0	0	
HCA - New Build			62,500	0	0	
BDUK - Broadband			4,368,038	7,011,962	0	
Environment Agency			291,000	292,000	70,000	
Local Enterprise Partnership (LEP) Fund			4,961,000	2,700,000	1,566,372	
			39,314,074	24,904,962	1,636,372	
Other Grants						
Other Grants			0	0	0	
Other Contributions						
Section 106			382,750	0	0	
Community Infrastructure Levy (CIL)			0	0	0	
Other Contributions			0	0	0	
			382,750	0	0	
Financing			2017/18	2018/19	2019/20	

			Budget £	Budget £	Budget £	
Revenue Contributions to Capital			709,040	0	0	
Major Repairs Allowance			4,833,074	0	0	
Corporate Resources (expectation - Capital Receipts only)			20,519,439	895,398	683,628	
Total Confirmed Funding			66,058,377	25,800,360	2,320,000	

Highways and Transport Capital Programme 2017/18

The Department of Transport has confirmed allocations of capital highways funding for 2017/18 and indicative allocations for 2018/19 to 2020/21. The funding for the next 3 years is summarised below, together with the summary allocation of the budget and the detailed list of schemes to be delivered. In addition to the Highways Maintenance allocation on a needs-based formula, for 2017/18 onwards, there is a further £580 million that will be allocated nationally based on incentivising good asset management and efficiencies. Shropshire Council has submitted the required self-assessment exercise to Department for Transport and is waiting confirmation of the additional funding (indicative estimate £1,236,000) to be received for 2017/18. For the purpose of budget setting it has been assumed that Shropshire will be awarded the minimum level 2 assessment as received in 2016/17.

The highways capital maintenance programme is developed based on an Asset Management approach. With funding allocations based on using network intelligence gained from routine condition surveys as well as other sources of information; investment will be prioritised where it will achieve the greatest returns.

Integrated transport schemes are prioritised based on the contributions to key objectives such as safety, network efficiency, environmental benefits and levels of local support.

Highways and Partners are developing a much improved, coordinated and managed process for schemes and projects, via a centralised team, working directly with Ringway. The new Engineering consultancy contract will allow for new methods of delivery and procurement of work and schemes. However, the programme will be dynamic and there may be the need to deviate from the approved programme in year. As such, authority is delegated to the Area Commissioner South in consultation with the Portfolio Holder to approve any changes to the implementation plan of schemes for delivery in 2017/18, within the parameters of the outline capital programme.

Funding in capital Programme	2017/18 £	2018/19 £	2019/20 £
DfT - Maintenance Block	14,667,000	13,275,000	13,275,000
DfT - Integrated Transport Block	1,626,000	1,626,000	1,626,000
Dft - Incentivisation Funding	1,236,000	2,765,000	2,765,000
DfT - Pothole Action Fund	1,335,000	-	-
	18,864,000	17,666,000	17,666,000

Summary of Programme to be delivered	2017/18 Budget £	Financing			2018/19 Provisional Budget £	2019/20 Provisional Budget £
		DfT - Maintenance Block	DfT - Integrated Transport	DfT - Pothole Action Fund		
Highways						
Structural Maintenance of Bridges & Structures						
Bridgeguard & Structure Programme	4,000,000	4,000,000			1,500,000	1,500,000
Structural Maintenance of Roads						
Countywide Programme						
Major Resurfacing Programme	2,435,000	2,435,000				
Centrally Managed Ringway Surface Dressing Programme	2,000,000	2,000,000				
Countywide Re-Surfacing/Patching Schemes Tender Package	3,000,000	3,000,000				
Drainage	250,000	250,000				
Depot Fixed Costs	1,200,000	1,074,000	126,000			
Countywide Roadmaster Programme	500,000	265,000		235,000		
Countywide Permanent Repair Programme	1,100,000			1,100,000		
Countywide Unallocated Budget	1,079,000	1,079,000			13,366,000	13,866,000
Total Countywide Programme	11,564,000	10,103,000	126,000	1,335,000	13,366,000	13,866,000
North West Shropshire	240,000	240,000				
North East Shropshire	240,000	240,000				
South East Shropshire	240,000	240,000				
Central Shropshire	240,000	240,000				
South West Shropshire	240,000	240,000				
Total Structural Maintenance of Roads	12,764,000	11,303,000	126,000	1,335,000	13,366,000	13,866,000
Street Lighting						
Street Lighting	600,000	600,000			800,000	800,000
Integrated Transport						
Integrated Transport	1,000,000		1,000,000		1,000,000	1,000,000
Contribution towards other schemes: Shrewsbury Integrated Transport Package	500,000		500,000		1,000,000	500,000
	1,500,000	-	1,500,000	-	2,000,000	1,500,000
Total	18,864,000	15,903,000	1,626,000	1,335,000	17,666,000	17,666,000

In addition to the above table of funding the Department for Transport have awarded the Council £2,827,000 as their share of the National Productivity Investment Fund.

Detailed Highways & Transport Capital Programme 2017/18

COST CENTRE	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
Structural Maintenance of Bridges & Structures								
KBG01	BRIDGEGUARD - UNALLOCATED RESPONSIVE BUDGET	N/A		N/A		N/A	N/A	104,095
KBG03	BRIDGEGUARD - CONSULTANCY FEES	N/A		N/A		N/A	N/A	540,000
KBG05	BRIDGEGUARD - HADNALL CULVERT	N/A		N/A	RETENTION	N/A	N/A	30,155
KBG07	BRIDGEGUARD - SNAILBEACH RETAINING WALL	N/A		N/A	RETENTION	N/A	N/A	1,750
KBG29	BRIDGEGUARD - TWMPATH BRIDGE	N/A		N/A		N/A	N/A	5,000
KBG33	BRIDGEGUARD - SANDYFORD BRIDGE	N/A		N/A		N/A	N/A	100,000
KBG39	ROW - MORVILLE NO 1 FOOTBRIDGE	N/A		N/A		N/A	N/A	50,000
KBG41	ROW - EATON BROOK FOOTBRIDGE	N/A		N/A		N/A	N/A	20,000
KBG45	BRIDGEGUARD - BRIDGNORTH BYPASS	N/A		N/A		N/A	N/A	2,600,000
KBG49	BRIDGEGUARD - WINTERBURN BRIDGE	N/A		N/A		N/A	N/A	160,000
KBG50	BRIDGEGUARD - DEAN CULVERT BRIDGE	N/A		N/A		N/A	N/A	1,500
KBG51	BRIDGEGUARD - HARPSWOOD NO 2 CULVERT	N/A		N/A		N/A	N/A	65,000
KBG52	BRIDGEGUARD - CASTLEWALK FOOTBRIDGE SHREWSBURY	N/A		N/A		N/A	N/A	40,000
KBG53	ROW - FORD FOOTBRIDGE	N/A		N/A		N/A	N/A	50,000
KBG55	ROW - HOGSTOW HALL FOOTBRIDGE	N/A		N/A		N/A	N/A	15,000
KBG60	BRIDGEGUARD - SWAN BACH (BOUNDARY) BRIDGE	N/A		N/A		N/A	N/A	0
KBG61	BRIDGEGUARD - WINDMILL LANE CANAL BRIDGE	N/A		N/A		N/A	N/A	0
KBG63	BRIDGEGUARD - GASWORKS (SALOP) BRIDGE OWESTRY	N/A		N/A		N/A	N/A	150,000
KBG64	BRIDGEGUARD - BETTON STREET FOOTBRIDGE	N/A		N/A		N/A	N/A	2,500
KBG65	ROW - ADCOTE MILL	N/A		N/A		N/A	N/A	50,000
KBG66	INWOOD CATTLE GRID	N/A		N/A		N/A	N/A	15,000
Total Structural Maintenance of Bridges & Structures								4,000,000
Structural Maintenance of Roads								
Structural Maintenance of Principal Roads								
Countywide								
Depot Fixed Costs - Principal								
KGP01	DEPOT FIXED COSTS - PRINCIPAL	N/A		N/A		N/A	N/A	400,000
Countywide Resurfacing								
KHP11	A490 CHIRBURY TO COUNTY BOUNDARY	N/A	N/A	Retention Payment for 16/17 Scher	Surfacing	N/A	N/A	50,380
KHP16	A41 TERN HILL ROUNDABOUT	N/A	N/A	Retention Payment for 16/17 Scher	Surfacing	N/A	N/A	13,800
KHP17	A529 ADDERLEY TO COUNTY BOUNDARY	N/A	N/A	Retention Payment for 16/17 Scher	Surfacing	N/A	N/A	34,758
KHP19	A4117 BRIDGNORTH JUNC TO WESTON FM CLEOBURTY MO	N/A	N/A	Retention Payment for 16/17 Scher	Surfacing	N/A	N/A	32,231
KHP20	WEeping CROSS ROUNDABOUT & LINK ROADS	N/A	N/A	Retention Payment for 16/17 Scher	Surfacing	N/A	N/A	16,314
KHP21	A495 PORTH Y WAEN TO LLAMSAINTFFRAID JUNCTION	N/A	N/A	Resurfacing	Surfacing	N/A	N/A	605,000
KHP23	A41 HINSTOCK	N/A	N/A	Resurfacing	Surfacing	N/A	N/A	670,000
Total Countywide Resurfacing								1,422,483
Countywide Drainage								
KPS9F	UNALLOCATED RESPONSIVE BUDGET	N/A		N/A		N/A	N/A	250,000
Total Structural Maintenance of Principal Roads								2,072,483

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COST Ctr	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
Structural Maintenance of Secondary Roads								
Countywide								
Depot Fixed Costs - Secondary								
K6S01	DEPOT FIXED COSTS - SECONDARY	N/A		N/A		N/A	N/A	800,000
Centrally Managed Ringway Secondary Surfacing Programme								
KHS1	COUNTYWIDE							2,000,000
Countywide Resurfacing								
KHS15	B5065 PRESS GREEN TO LOWER HOUSE			Retention Payment for 16/17 Scher	Surfacing	N/A	N/A	32,231
KHS18	B4397 LOPPINGTON TO HORTON			Resurfacing	Surfacing	N/A	N/A	351,000
KHS16	B4364 NEENTON			Resurfacing	Surfacing	N/A	N/A	308,000
KNS9A	Countywide Secondary Roads Resurfacing							321,286
Countywide Patching Schemes Tender Package								
KHT02	SOUTH WEST	N/A	N/A	N/A		N/A	N/A	600,000
KHT02	SOUTH EAST	N/A	N/A	N/A		N/A	N/A	600,000
KHT02	CENTRAL	N/A	N/A	N/A		N/A	N/A	600,000
KHT02	NORTH WEST	N/A	N/A	N/A		N/A	N/A	600,000
KHT02	NORTH EAST	N/A	N/A	N/A		N/A	N/A	600,000
North West Shropshire								
Unallocated								
KHS1A	DIVISIONAL ANNUAL RESPONSIVE BUDGET - SECONDARY	N/A		N/A		N/A	N/A	95,312
Footways, Footways & Cycle tracks								
KHS1J	BERLLAN CLOSE, WESTON RHYN	BERLLAN CLOSE	Whole link	Footway reconstruction	footway resurfacing	322.5	Sq M	4,128
KHS1J	OLD WHITTINGTON ROAD, GOBOWEN	OLD WHITTINGTIN ROAD	Whole link	Footway reconstruction	footway resurfacing	882	Sq M	11,290
KHS1J	AGNES HUNT CLOSE, GOBOWEN (40MPH SECTION)	AGNES HUNT CLOSE	Whole link	Footway reconstruction	footway resurfacing	24	Sq M	307
KHS1J	AGNES HUNT CLOSE, GOBOWEN (30'S TO MEMORIAL)	AGNES HUNT CLOSE	Whole link	Footway reconstruction	footway resurfacing	86.4	Sq M	1,106
KHS1J	AGNES HUNT CLOSE, GOBOWEN (MAIN LOOP FROM MEMORIAL)	AGNES HUNT CLOSE	Whole link	Footway reconstruction	footway resurfacing	360	Sq M	4,608
KHS1J	CHIRK ROAD, CHIRK BANK (OAKLANDS ROAD TO TELFORD)	CHIRK ROAD	Whole link	Footway reconstruction	footway resurfacing	336.7	Sq M	4,310
KHS1J	BROWNHILLS, RUYTON (LITTLE NESS RD JUNC TO PLATT BR)	BROWNHILLS	Whole link	Footway reconstruction	footway resurfacing	1319.5	Sq M	16,890
KHS1J	LABURNAM DRIVE, OSWESTRY	LABURNAM DRIVE	Whole link	Footway reconstruction	footway resurfacing	1572	Sq M	20,122
KHS1J	SALOP ROAD, OSWESTRY	SALOP ROAD	Whole link	Footway reconstruction	footway resurfacing	2720	Sq M	34,816
KHS1J	NEW ROAD, ST MARTINS	NEW ROAD	Whole link	Footway reconstruction	footway resurfacing	133.5	Sq M	1,709
KHS1J	OSBOURNE CORNER TO ELLESMERE		Whole link	Footway reconstruction	footway resurfacing	397.5	Sq M	5,088
KHS1J	SCHOOL LANE, GOBOWEN	SCHOOL LANE	Whole link	Footway Slurry sealing	Slurry seal	60	Sq M	210
KHS1J	DAYWELL CRESCENT, GOBOWEN	DAYWELL CRESCENT	Whole link	Footway Slurry sealing	Slurry seal	120	Sq M	420
KHS1J	DAYWELL CRESCENT, GOBOWEN	DAYWELL CRESCENT	Whole link	Footway Slurry sealing	Slurry seal	72	Sq M	252
KHS1J	CHURCH GREEN, COCKSHUTT	CHURCH GREEN	Whole link	Footway Slurry sealing	Slurry seal	180	Sq M	630
KHS1J	THE PARKLANDS, COCKSHUTT	THE PARKLANDS	Whole link	Footway Slurry sealing	Slurry seal	97.5	Sq M	341
KHS1J	FIVE WAYS TO OSWESTRY (30'S TO 40'S)		Whole link	Footway Slurry sealing	Slurry seal	567	Sq M	198
KHS1J	FIVE WAYS TO OSWESTRY (40'S TO A5)		Whole link	Footway Slurry sealing	Slurry seal	1581.6	Sq M	5,535
KHS1J	RUYTON TO BASCHURCH (RUYTON 30'S TO 40'S)		Whole link	Footway Slurry sealing	Slurry seal	254	Sq M	890
KHS1J	RUYTON TO BASCHURCH (RUYTON 40'S TO BASCHURCH 40'S)		Whole link	Footway Slurry sealing	Slurry seal	1269	Sq M	4,442
KHS1J	RUYTON TO BASCHURCH (BASCHURCH 40'S TO BASCHURCH 30'S)		Whole link	Footway Slurry sealing	Slurry seal	372	Sq M	1,302
KHS1J	RUYTON TO BASCHURCH (BASCHURCH 30'S TO NEWTOWN X-RDS)		Whole link	Footway Slurry sealing	Slurry seal	87	Sq M	305
KHS1J	WOODSIDE, OSWESTRY (MAIN RD TO T-PIECE)		Whole link	Footway Slurry sealing	Slurry seal	315	Sq M	1,103
KHS1J	VYRNWY ROAD, OSWESTRY	VYRNWY ROAD	Whole link	Footway Slurry sealing	Slurry seal	1473	Sq M	5,156
KHS1J	CRANBROOK DRIVE, OSWESTRY	CRNBROOK DRIVE	Whole link	Footway Slurry sealing	Slurry seal	90	Sq M	315
KHS1J	FINDON DRIVE, OSWESTRY	FINDON DRIVE	Whole link	Footway Slurry sealing	Slurry seal	96	Sq M	336
KHS1J	DENHAM DRIVE, OSWESTRY	DENHAM DRIVE	Whole link	Footway Slurry sealing	Slurry seal	150	Sq M	525
KHS1J	THORNHURST AVENUE, OSWESTRY	THORNHURST AVENUE	Whole link	Footway Slurry sealing	Slurry seal	522	Sq M	1,827
KHS1J	SOUTH VIEW, OSWESTRY	SOUTH VIEW	Whole link	Footway Slurry sealing	Slurry seal	114	Sq M	399
KHS1J	WHITE MINSTER, OSWESTRY	WHITE MINSTER	Whole link	Footway Slurry sealing	Slurry seal	399.6	Sq M	1,399
KHS1J	PRINCE CHARLES ROAD, OSWESTRY	PRINCE CHARLES ROAD	Whole link	Footway Slurry sealing	Slurry seal	402	Sq M	1,407
KHS1J	PRINCE CHARLES CLOSE, OSWESTRY	PRINCE CHARLES ROAD	Whole link	Footway Slurry sealing	Slurry seal	174	Sq M	609
KHS1J	SYCAMORE DRIVE, OSWESTRY	SYCAMORE DRIVE	Whole link	Footway Slurry sealing	Slurry seal	228	Sq M	798
KHS1J	CHERRY TREE DRIVE, OSWESTRY	CHERRY TREE DRIVE	Whole link	Footway Slurry sealing	Slurry seal	1179	Sq M	4,127
KHS1J	WOODSIDE, OSWESTRY (MAIN RD TO T-PIECE)	WOODSIDE	Whole link	Footway Slurry sealing	Slurry seal	309	Sq M	1,082
KHS1J	ELM COURT, ELSON (MAIN ROAD TO SUB-STATION)	ELM COURT	Whole link	Footway Slurry sealing	Slurry seal	64.5	Sq M	226
KHS1J	ELM COURT, ELSON (JUNC BERSE TO END OF CUL-DE-SAC)	ELM COURT	Whole link	Footway Slurry sealing	Slurry seal	124.5	Sq M	436
KHS1J	THE HAWTHORNS, ELLESMERE (MAIN SECTION)	THE HAWTHORNS	Whole link	Footway Slurry sealing	Slurry seal	471	Sq M	1,649
KHS1J	HOLLY CLOSE, ELLESMERE	HOLLY CLOSE	Whole link	Footway Slurry sealing	Slurry seal	222	Sq M	777
KHS1J	BRACKEN RISE, ELLESMERE	BRACKEN RISE	Whole link	Footway Slurry sealing	Slurry seal	118.5	Sq M	415
KHS1J	OVERTON ROAD, ST.MARTINS (SCHOOL LANE JCT TO YEW)	OVERTON ROAD	Whole link	Footway Slurry sealing	Slurry seal	375	Sq M	1,313
KHS1J	BIRCH ROAD, ELLESMERE	BIRCH ROAD	Whole link	Footway Slurry sealing	Slurry seal	540	Sq M	1,890
144,688								

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COST CENTRE	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
North East Shropshire								
Unallocated								
KHS2A	DIVISIONAL ANNUAL RESPONSIVE BUDGET - SECONDARY	N/A		N/A		N/A	N/A	207,280
Drainage Structures								
KHS2H	RUEWOOD GRANGE JUNC TO TILLEY ROAD			Drainage Improvement	Adj to Tilley Road Bridge# APPROX 230M PIPE AND NEW			2,680
KHS2H	WAYLAND ROAD, WHITCHURCH			Drainage Improvement	connection to existing system to alleviate flooding			0
KHS2H	OSSAGE LANE, OUTSIDE ROSE FARM			Drainage Improvement	NEW GULLY AND OUTFALL TO DITCH 70M			0
KHS2H	PLEX ROAD, HADNALL			Drainage Improvement	HEADWALL IN DITCH TO LARGER GULLY AND ROAD CROSSING			0
								2,680
Kerbs, Footways & Cycle tracks								
KHS2J	SHREWSBURY RD, MARKET DRAYTON (BUNTINGSDALE RD)	SHREWSBURY ROAD	Whole link	Footway reconstruction	Footway Re-surface	630	Sq M	1,300
KHS2J	LOWE HILL ROAD, WEM	LOWE HILL ROAD	Whole link	Footway reconstruction	Footway Re-surface	516	Sq M	980
KHS2J	SHREWSBURY ROAD, MARKET DRAYTON	SHREWSBURY ROAD	Whole link	Footway reconstruction	Footway Re-surface			0
KHS2J	EGERTON PLACE, IN FRONT OF BUNGALOWS	EGERTON PLACE	Whole link	Footway reconstruction	Footway Re-surface			0
KHS2J	WALKMILL ROAD	WALKMILL ROAD	Whole link	Footway reconstruction	Footway Re-surface			0
KHS2J	GROTTO ROAD, MARKET DRAYTON (MAIN ROAD)	GROTTO ROAD	Whole link	Footway Slurry sealing	Slurry seal	655	Sq M	1,240
KHS2J	SIMONS ROAD, MARKET DRAYTON	SIMONS ROAD	Whole link	Footway Slurry sealing	Slurry seal	240	Sq M	450
KHS2J	ALEXANDRA ROAD, MARKET DRAYTON (30MPH SECTION)	ALEXANDRA ROAD	Whole link	Footway Slurry sealing	Slurry seal	1020	Sq M	1,930
KHS2J	ROWAN ROAD, MARKET DRAYTON	ROWAN ROAD	Whole link	Footway Slurry sealing	Slurry seal	2500	Sq M	4,730
KHS2J	WINDSOR DRIVE, MARKET DRAYTON	WINDSOR DRIVE	Whole link	Footway Slurry sealing	Slurry seal	950	Sq M	1,800
KHS2J	BALMORAL DRIVE, MARKET DRAYTON	BALMORAL DRIVE	Whole link	Footway Slurry sealing	Slurry seal	390	Sq M	740
KHS2J	GLEBELANDS, SHAWBURY (FIRST JUNCTION OFF POYNTON	GLEBELANDS	Whole link	Footway Slurry sealing	Slurry seal	1904	Sq M	3,600
KHS2J	NOBLE STREET, WEM	NOBLE STREET	Whole link	Footway Slurry sealing	Slurry seal	900	Sq M	1,700
KHS2J	POYNTON ROAD, SHAWBURY (CHURCH STREET JUNC WITH	PONTON ROAD	Whole link	Footway Slurry sealing	Slurry seal	1335	Sq M	2,520
KHS2J	PARK ROAD, WEM	PARK ROAD	Whole link	Footway Slurry sealing	Slurry seal	661	Sq M	1,250
KHS2J	SHRUBBERY GARDENS, WEM (SECTION OFF STATION RD SE	SHRUBBERY GARDENS	Whole link	Footway Slurry sealing	Slurry seal	1452	Sq M	2,740
KHS2J	B5065 SOULTON ROAD, WEM (RAILWAY CROSSING TO CHL	SOULTON ROAD	Whole link	Footway Slurry sealing	Slurry seal	1275	Sq M	2,410
KHS2J	ASTON ROAD, WEM (FROM JUNCTION AT SOULTON ROAD	ASTON ROAD	Whole link	Footway Slurry sealing	Slurry seal	900	Sq M	1,700
KHS2J	THE FIRS, WHITCHURCH (SECOND CUL-DE-SAC ON LHS)	THE FIRS	Whole link	Footway Slurry sealing	Slurry seal	504	Sq M	950
KHS2J	EGERTON ROAD	EGERTON PLACE	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	WOLLERTON 30MPH		Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	NEWTOWN, WHITCHURCH	NEWTOWN	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	CASTLE HILL, WHITCHURCH	CASTLE HILL	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	ANCHOR CLOSE, WHITCHURCH	ANCHOR CLOSE	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	WREXHAM ROAD, WHITCHURCH	WREXHAM ROAD	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	TALBOT CRESCENT, WHITCHURCH	TALBOT CRESCENT	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	CALDECOTT CRESCENT, WHITCHURCH	CALDECOTT CRESCENT	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	SHARPS DRIVE, WHITCHURCH	SHARPS DRIVE	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	BOWENSFIELD, WEM	BOWENSFIELD	Whole link	Footway Slurry sealing	Slurry seal			0
KHS2J	ASTON STREET, WEM	ASTON STREET	Whole link	Footway Slurry sealing	Slurry seal			0
								30,040
South East Shropshire								
Unallocated								
KHS4A	DIVISIONAL ANNUAL RESPONSIVE BUDGET - SECONDARY	N/A		N/A		N/A	N/A	83,000
Drainage Structures								
KHS4H	B4363 MARLBROOK BRIDGE				Drainage improvement			5,000
KHS4H	LION LANE ROMSLEY				Drainage improvement			8,000
KHS4H	DYE LANE ALVELEY				Drainage improvement			7,000
KHS4H	CHESTERTON				Drainage improvement			12,000
								32,000

COST CENTRE	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
Kerbs, Footways & Cycle tracks								
KHS4J	THREE ASHES ROAD	THREE ASHES ROAD		Footway reconstruction	footway resurfacing	309.6	Sq M	4,000
KHS4J	ROSEHILL DRIVE	ROSEHILL DRIVE		Footway reconstruction	footway resurfacing	594	Sq M	13,000
KHS4J	VICTORIA ROAD	VICTORIA ROAD		Footway reconstruction	footway resurfacing	400	Sq M	6,000
KHS4J	SYDNEY COTTAGE DRIVE	SYDNEY COTTAGE DRIVE		Footway reconstruction	footway resurfacing	338	Sq M	4,000
KHS4J	LISTLEY STREET BRIDGNORTH	LISTLEY STREET		Footway reconstruction	footway resurfacing	684	Sq M	9,000
KHS4J	BIRCH GROVE	BIRCH GROVE		Footway reconstruction	footway resurfacing	1138	Sq M	13,000
KHS4J	GOLDEN ACRES	GOLDEN ACRES		Footway reconstruction	footway resurfacing	410	Sq M	5,000
KHS4J	PARK VIEW	PARK VIEW		Footway reconstruction	footway resurfacing	720	Sq M	8,000
KHS4J	PARK VIEW	PARK VIEW		Footway reconstruction	footway resurfacing	360	Sq M	6,000
KHS4J	CORONATION STREET	CORONATION STREET		Footway reconstruction	footway resurfacing	446	Sq M	6,000
KHS4J	QUEEN STREET BROSELEY	QUEEN STREET	whole link	Footway Slurry sealing	slurry seal	229	Sq M	1,000
KHS4J	STATION ROAD DITTON PRIORS	STATION ROAD	whole link	Footway Slurry sealing	slurry seal	540	Sq M	2,000
KHS4J	BEECHURST GARDENS ALBRIGHTON	BEECHURST GARDENS	whole link	Footway Slurry sealing	slurry seal	128	Sq M	1,000
KHS4J	BRIDGNORTH ROAD	BRIDGNORTH ROAD	whole link	Footway Slurry sealing	slurry seal	3856	Sq M	8,000
KHS4J	APPLE ACRE	APPLE ACRE	whole link	Footway Slurry sealing	slurry seal	187	Sq M	1,000
KHS4J	OAK STREET HIGHLEY	OAK STREET	whole link	Footway Slurry sealing	slurry seal	502	Sq M	3,000
KHS4J	ASH STREET HIGHLEY	ASH STREET	whole link	Footway Slurry sealing	slurry seal	428	Sq M	1,000
KHS4J	BEECH STREET HIGHLEY	BEECH STREET	whole link	Footway Slurry sealing	slurry seal	703	Sq M	3,000
KHS4J	THE SHOPS HIGHLEY	THE SHOPS HIGHLEY	whole link	Footway Slurry sealing	slurry seal	230	Sq M	1,000
KHS4J	LUDLOW ROAD BRIDGNORTH	LUDLOW ROAD	whole link	Footway Slurry sealing	slurry seal	90	Sq M	1,000
KHS4J	LUDLOW ROAD BRIDGNORTH	LUDLOW ROAD	whole link	Footway Slurry sealing	slurry seal	207	Sq M	2,000
KHS4J	BELL LANE TO HOLMES ORCHARD	BELL LANE TO HOLMES ORCHARD	whole link	Footway Slurry sealing	slurry seal	184	Sq M	1,000
KHS4J	INNAGE GARDENS	INNAGE GARDENS	whole link	Footway Slurry sealing	slurry seal	171	Sq M	2,000
KHS4J	BRIDGE STREET BRIDGNORTH	BRIDGE STREET	whole link	Footway Slurry sealing	slurry seal	480	Sq M	2,000
KHS4J	UNDERHILL STREET BRIDGNORTH	UNDERHILL STREET	whole link	Footway Slurry sealing	slurry seal	1392	Sq M	5,000
KHS4J	UNDERHILL STREET BRIDGNORTH	UNDERHILL STREET	whole link	Footway Slurry sealing	slurry seal	189	Sq M	1,000
KHS4J	UNDERHILL STREET BRIDGNORTH	UNDERHILL STREET	whole link	Footway Slurry sealing	slurry seal	189	Sq M	1,000
KHS4J	WHITE LADIES COURT ALBRIGHTON	WHITE LADIES COURT	whole link	Footway Slurry sealing	slurry seal	270	Sq M	1,000
KHS4J	GRANGE PARK ALBRIGHTON	GRANGE PARK	whole link	Footway Slurry sealing	slurry seal	1235	Sq M	6,000
KHS4J	GRANGE PARK ALBRIGHTON	GRANGE PARK	whole link	Footway Slurry sealing	slurry seal	126	Sq M	1,000
KHS4J	FAIR LAWN ALBRIGHTON	FAIR LAWN	whole link	Footway Slurry sealing	slurry seal	803	Sq M	3,000
KHS4J	FAIR LAWN ALBRIGHTON	FAIR LAWN	whole link	Footway Slurry sealing	slurry seal	436	Sq M	1,000
KHS4J	DELAWARE AVENUE ALBRIGHTON	DELAWARE AVENUE	whole link	Footway Slurry sealing	slurry seal	1066	Sq M	3,000
KHS4J	REDFORD DRIVE ALBRIGHTON	REDFORD DRIVE	whole link	Footway Slurry sealing	slurry seal	317	Sq M	1,000
								126,000
Central Shropshire								
Unallocated								
KHS5A	DIVISIONAL ANNUAL RESPONSIVE BUDGET - SECONDARY	N/A		N/A		N/A	N/A	173,300
Kerbs, Footways & Cycle tracks								
KHS5J	STAPLETON ROAD	STAPLETON ROAD	Whole street	Footway reconstruction				17,200
KHS5J	SHOMERE CRESCENT	SHOMERE CRESCENT	Whole street	Footway reconstruction				6,700
KHS5J	SHREWSBURY ROAD, BOMERE HEATH (CROSS-ROADS TO V	SHREWSBURY ROAD	Whole street	Footway reconstruction				2,800
KHS5J	MERRINGTON RD, BOMERE HEATH	MERRINGTON ROAD	Whole street	Footway reconstruction				1,800
KHS5J	HAWKESTONE ROAD	HAWKESTONE ROAD	Whole street	Footway reconstruction				0
KHS5J	WHITCHURCH SERVICE ROAD	WHITCHURCH SERVICE ROAD	Whole street	Footway reconstruction				0
KHS5J	SUNDORNE SERVICE ROAD	SUNDORNE SERVICE ROAD	Whole street	Footway reconstruction				0
KHS5J	NEW PARK STREET	NEW PARK STREET	Whole street	Footway Slurry sealing				800
KHS5J	VICTORIA STREET	VICTORIA STREET	Whole street	Footway Slurry sealing				1,300
KHS5J	SEVERN STREET	SEVERN STREET	Whole street	Footway Slurry sealing				1,200
KHS5J	LINDLEY STREET	LINDLEY STREET	Whole street	Footway Slurry sealing				500
KHS5J	JOHN STREET	JOHN STREET	Whole street	Footway Slurry sealing				1,100
KHS5J	DORSET STREET	DORSET STREET	Whole street	Footway Slurry sealing				300
KHS5J	BURTON STREET	BURTON STREET	Whole street	Footway Slurry sealing				1,500
KHS5J	ALBERT STREET	ALBERT STREET	Whole street	Footway Slurry sealing				1,000
KHS5J	BEACALLS LANE ONE-WAY	BEACALLS LANE	Whole street	Footway Slurry sealing				2,000
KHS5J	NEW PARK ROAD	NEW PARK ROAD	Whole street	Footway Slurry sealing				5,100
KHS5J	ARLINGTON WAY	ARLINGTON WAY	Whole street	Footway Slurry sealing				2,300
KHS5J	SHORNCUFFE DRIVE	SHORNCUFFE DRIVE	Whole street	Footway Slurry sealing				1,400
KHS5J	WOODCOTE WAY (30MPH TO MONKMOOR RD R'BOU) UN	WOODCOTE WAY	Whole street	Footway Slurry sealing				3,400
KHS5J	FEATHERBED LANE (A5112 BATTLEFIELD RD 30MPH SECTION	FEATHERBED LANE	Whole street	Footway Slurry sealing				4,500
KHS5J	SUNDORNE ROAD (HEATHGATES RBOU EXIT TO 40MPH)	SUNDORNE ROAD	Whole street	Footway Slurry sealing				11,800
								66,700
South West Shropshire								
Unallocated								
KHS6A	DIVISIONAL ANNUAL RESPONSIVE BUDGET - SECONDARY	N/A		N/A		N/A	N/A	-6,550

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COST CENTRE	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
Drainage Structures								
KHP6H	A4117 DODDINGTON TO FOXWOOD			Drainage Improvement	At Bus Stop			3,000
KHS6H	MIDDLE WOOD ROAD			Drainage Improvement	Various locations, mapped			25,000
KHS6H	B4367 CLUNGUNFORD TO MARLOW 60MPH SECTION			Drainage Improvement				8,000
KHS6H	B4368 GREENWAY CROSS TO PEDLARS REST			Drainage Improvement	Castle Barn Bank			25,000
KHS6H	OAKFIELD COTTAGES TO BROCKTON			Drainage Improvement	B4386- oakfield cottages junction			6,000
KHP6H	A488 COLEBATCH TO OLD HALL CROSS ROADS 60MPH SECTION			Drainage Improvement	THE PINES COLEBATCH TO BISHOPS CASTLE			25,000
KHS6H	B4368 END 30MPH ASTON-ON- CLUN-LONGMEADOWEND 60MPH SECTION			Drainage Improvement				5,000
KHS6H	B4365 PEDLARS REST TO CULMINGTON			Drainage Improvement	Opposite Pottery			3,000
KHS6H	TITTERHILL - HAYTONS BENT				Pillar Box Farm			8,000
								108,000
Kerbs, Footways & Cycle tracks								
KHS6J	LOWER MILL STREET	LOWER MILL STREET		Footway reconstruction	Adjacent to Maryvale	50	Sq M	6,000
KHS6J	UPPER GALDEFORD	UPPER GALDEFORD		Footway reconstruction	Adjacent to traffic lights			2,000
KHS6J	LAVENDER BANK	LAVENDER BANK		Footway reconstruction	All Footways	450	Sq M	13,000
KHS6J	OAKFIELD COTTAGES, BROCKTON	OAKFIELD COTTAGES, BROCKTON		Footway reconstruction	All Footways	400	Sq M	12,000
KHS6J	B5477 LUDLOW RD LITTLE STRETTON	B5477 LUDLOW RD LITTLE STRETTON		Footway reconstruction	All Footways			8,000
KHS6J	FOOTWAY HOUSEMAN CRESCENT TO SHEET RD	FOOTWAY HOUSEMAN CRESCENT TO SHEET RD		Footway reconstruction	Housman Crescent to Sheet Road	230	Sq M	7,000
KHS6J	B4386 CHIRBURY EAST	B4386 CHIRBURY EAST		Footway reconstruction	Outside Village Hall	80	Sq M	2,000
KHS6J	B5477 LUDLOW RD CHURCH STRETTON	B5477 LUDLOW RD CHURCH STRETTON		Footway reconstruction	WHOLE SECTION			6,000
KHS6J	B4371 SANDFORD AVENUE WEST OF A49 20MPH SECTION	B4371 SANDFORD AVENUE WEST OF A49 20MPH SECTION		Footway reconstruction	Beaumont Rd to Fire station	300	Sq M	9,000
KHS6J	A490 CHIRBURY CH TO LOWER LANE	A490 CHIRBURY CH TO LOWER LANE		Footway reconstruction		216	Sq M	8,000
KHS6J	TEMESIDE	TEMESIDE		Footway reconstruction	No. 1 to 18 Temeside Cottages	120	Sq M	4,000
KHS6J	THE SQUARE	THE SQUARE		Footway reconstruction	Churchway - setts			6,000
KHS6J	EASTHOPE ROAD	EASTHOPE ROAD		Footway reconstruction	Mayfair Court	120	Sq M	4,000
KHS6J	ESSEX ROAD	ESSEX ROAD		Footway reconstruction	All Footways	340	Sq M	10,200
KHS6J	A456 LEDWICH TO BURFORD	A456 LEDWICH TO BURFORD		Footway Slurry sealing	Burford to Church	2240	Sq M	4,500
KHS6J	CORRICKS RISE	CORRICKS RISE		Footway Slurry sealing	All Footways	350	Sq M	700
KHS6J	OAK MEADOW	OAK MEADOW		Footway Slurry sealing	All Footways	250	Sq M	1,000
KHS6J	OAK MEADOW	OAK MEADOW		Footway Slurry sealing	All Footways	250	Sq M	1,000
KHS6J	CORICKS RISE	CORICKS RISE		Footway Slurry sealing	All Footways	250	Sq M	1,000
KHS6J	OAK MEADOW	OAK MEADOW		Footway Slurry sealing	All Footways	250	Sq M	1,000
KHS6J	BISHOPS CASTLE	BISHOPS CASTLE		Footway Slurry sealing	All Footways	250	Sq M	1,000
KHS6J	DOG KENNEL LANE (MYND JUNC- CHAPEL LAWN ROAD)	DOG KENNEL LANE (MYND JUNC- CHAPEL LAWN ROAD)		Footway Slurry sealing	WHOLE SECTION	450	Sq M	900
KHS6J	THE CRESCENT	THE CRESCENT		Footway Slurry sealing	All Footways	200	Sq M	400
KHS6J	THE CRESCENT	THE CRESCENT		Footway Slurry sealing	All Footways	200	Sq M	400
KHS6J	THE CRESCENT	THE CRESCENT		Footway Slurry sealing	All Footways	200	Sq M	400
KHS6J	CORPORATION STREET	CORPORATION STREET		Footway Slurry sealing	All Footways	1000	Sq M	2,200
KHS6J	BROOKLANDS PARK	BROOKLANDS PARK		Footway Slurry sealing	WHOLE SECTION	540	Sq M	1,080
KHS6J	SWAN LANE TO FORRESTERS ROAD	SWAN LANE TO FORRESTERS ROAD		Footway Slurry sealing		270	Sq M	600
KHS6J	A4113 BROMFIELD VILLAGE 30MPH SECTION	A4113 BROMFIELD VILLAGE 30MPH SECTION		Footway Slurry sealing	Bromfield Village (both sides)	1200	Sq M	2,500
KHS6J	BROOK ROAD	BROOK ROAD		Footway Slurry sealing	WHOLE SECTION	750	Sq M	1,500
KHS6J	BRAMPTON ROAD BISHOPS CASTLE	BRAMPTON ROAD BISHOPS CASTLE		Footway Slurry sealing	All Footways	1150	Sq M	2,300
KHS6J	ARCHERS WAY	ARCHERS WAY		Footway Slurry sealing	All Footways	200	Sq M	400
KHS6J	OLD NEWTON STREET	OLD NEWTON STREET		Footway Slurry sealing	WHOLE SECTION	500	Sq M	1,000
KHS6J	SWAN CLOSE	SWAN CLOSE		Footway Slurry sealing	All Footways	150	Sq M	300
KHS6J	OLD NEWTON STREET	OLD NEWTON STREET		Footway Slurry sealing	WHOLE SECTION	285	Sq M	570
KHS6J	TEMESIDE CLOSE	TEMESIDE CLOSE		Footway Slurry sealing	All Footways	150	Sq M	300
KHS6J	OAKS ROAD	OAKS ROAD		Footway Slurry sealing	WHOLE SECTION	378	Sq M	756
KHS6J	FORRESTERS ROAD	FORRESTERS ROAD		Footway Slurry sealing	All Footways	830	Sq M	1,700
KHS6J	HAWTHORN CLOSE	HAWTHORN CLOSE		Footway Slurry sealing	WHOLE SECTION	225	Sq M	450
KHS6J	CASTLE CLOSE	CASTLE CLOSE		Footway Slurry sealing	All Footways	675	Sq M	1,350
KHS6J	COPPICE DRIVE	COPPICE DRIVE		Footway Slurry sealing	WHOLE SECTION	240	Sq M	480
KHS6J	COPPICE DRIVE	COPPICE DRIVE		Footway Slurry sealing	WHOLE SECTION	282	Sq M	564
KHS6J	TENBURY RD CLEE HILL	TENBURY RD CLEE HILL		Footway Slurry sealing	All Footways	5500	Sq M	11,000
								138,550
					Total Structural Maintenance of Secondary Roads			8,013,517
Countywide - to be allocated (split Principal/Secondary)								
Roadmater Programme								
KPS9A	COUNTYWIDE ROADMASTER PROGRAMME	N/A		N/A		N/A	N/A	500,000
Countywide Permanent Repair Programme								
KPS9B	COUNTYWIDE PERMANENT REPAIR PROGRAMME	N/A		N/A		N/A	N/A	1,100,000
Resurfacing Design Budget								
KHP00	UNALLOCATED DESIGN BUDGET	N/A		N/A		N/A	N/A	0
Design & Engineering Fees								
KSA94	DESIGN & ENGINEER FEES	N/A		N/A		N/A	N/A	0
Unallocated Responsive Budget								
KSA01	COUNTYWIDE UNALLOCATED RESPONSIVE BUDGET	N/A		N/A		N/A	N/A	815,608
					Total Countywide - to be allocated (split Principal/Secondary)			2,415,608
					Total Structural Maintenance of Roads			12,501,608

COST C£	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
Drainage Structures								
KHP6H	A4117 DODDINGTON TO FOXWOOD			Drainage Improvement	At Bus Stop			3,000
KHS6H	MIDDLE WOOD ROAD			Drainage Improvement	Various locations, mapped			25,000
KHS6H	B4367 CLUNGUNFORD TO MARLOW 60MPH SECTION			Drainage Improvement				8,000
Programme of structural replacement of lighting columns								
K6SL1	SHREWSBURY - PHASE 1	VARIOUS	VARIOUS	Lighting Replacement Schemes	Replace Steel Lighting Columns	179	Columns	223,750
K6SL1	OSWESTRY PHASE 1	VARIOUS	VARIOUS	Lighting Replacement Schemes	Replace Steel Lighting Columns	70	Columns	87,500
K6SL1	MARKET DRAYTON	VARIOUS	VARIOUS	Lighting Replacement Schemes	Replace Steel Lighting Columns	128	Columns	156,250
K6SL1	LUDLOW PHASE 1	VARIOUS	VARIOUS	Lighting Replacement Schemes	Replace Steel Lighting Columns	136	Columns	170,000
K6SL1	BROSELEY	VARIOUS	VARIOUS	Lighting Replacement Schemes	Replace Steel Lighting Columns	126	Columns	157,500
K6SL1	PROGRAMME OF STRUCTURAL REPLACEMENT OF COLUMN	N/A		N/A		N/A	N/A	-195,000
								600,000
								Total Programme of structural replacement of lighting columns
								600,000
Integrated Transport								
Pedestrian & Cycle Facilities								
KST09	SPRING GARDENS CYCLE PATH			Highway Improvement Schemes	POST SCHEME			3,500
KTC13	B4373 WENLOCK ROAD & WESTGATE BRIDGNORTH PEDEST	B4373 WENLOCK ROAD		Highway Improvement Schemes	POST SCHEME			6,000
KTC15	B4379 MARSH ROAD JUNC TO KETTLEMORE LANE JUNC	B4379SHERIFFHALES XRD-KETTLEMORE LN	USRN 4310212 15/16 carry over scheme	Highway Improvement Schemes	IMPLEMENT			57,500
KTC16	A464-PARK STREET-END 30 MPH	PARK STREET	USRN 4300493 15/16 carry over scheme	Highway Improvement Schemes	POST SCHEME/RETENTION			2,438
KTC23	B4373 CROSS LANE HEAD FOOTWAY, CANTREYN	B4373 CROSS LANE		Highway Improvement Schemes	IMPLEMENT			54,500
KTC29	SALOP STREET BRIDGNORTH PEDESTRIAN CROSSING (S106)			Highway Improvement Schemes	POST SCHEME			4,000
KTC31	B4361 BROMFIELD ROAD, LUDLOW (S106) PEDESTRIAN CR	B4361 BROMFIELD RD LUDLOW		Highway Improvement Schemes	POST SCHEME/RETENTION			5,602
KTC35	SANDPITS ROAD, LUDLOW PEDESTRIAN SAFETY SCHEME	SANDPITS ROAD, LUDLOW		Highway Improvement Schemes	SCHOOL CROSSING PATROL DESIGN			15,000
KTC36	STATION ROAD WHITCHURCH PEDESTRIAN SAFETY SCHEM	STATION ROAD WHITCHURCH		Highway Improvement Schemes	SCHOOL CROSSING PATROL DESIGN			15,000
								163,540
Safety/Speed Reductions								
KTC12	INNAGE LANE TO STANLEY LANE BRIDGNORTH JUNCTION IMP			Highway Improvement Schemes	IMPLEMENT			4,000
KTR06	B5069 MOORS BANK ST MARTINS SPEED REDUCTION			Highway Improvement Schemes	POST SCHEME			600
KTR07	B5065 PREES LOWER HEATH SPEED REDUCTION			Highway Improvement Schemes	POST SCHEME			600
KTR08	B4397 STATION ROAD, BASCHURCH SPEED REDUCTION	STATION ROAD	BASCHURCH	Highway Improvement Schemes	POST SCHEME			600
KTR09	B4396 KNOCKIN VILLAGE SPEED REDUCTION			Highway Improvement Schemes	POST SCHEME			600
KTR10	A49 HADNALL TO PRESTON BROCK SAFETY			Highway Improvement Schemes	POST SCHEME			3,500
KTR13	A49 PREES HIGHER HEATH SPEED REDUCTION	WHITCHURCH ROAD		Highway Improvement Schemes	POST SCHEME			3,500
KTR14	B5063 THE BALMER SPEED REDUCTION	B5063 FROM ROWE LANE JCT TO A495 JCT	B5063/20 from Rowe Lane junc to A495 junc 15	Highway Improvement Schemes	POST SCHEME			3,500
KTR15	A442 NORTON SPEED REDUCTION			Highway Improvement Schemes	POST SCHEME			1,000
KTR16	A456 WORCESTER ROAD BURFORD 40MPH SECTION	WORCESTER ROAD	Mini roundabout	Highway Improvement Schemes	IMPLEMENT			15,000
KTR21	A458 MORVILLE ROAD SAFETY IMPROVEMENTS			Highway Improvement Schemes	IMPLEMENT			5,000
KTR22	HOPE VALLEY SPEED REDUCTION	A488 HOPEGATE JCT-SABC BDY	A488/360 Hopegate junc-SABC bdy	Highway Improvement Schemes	IMPLEMENT			26,500
KTR23	CHORLEY SPEED LIMIT			Highway Improvement Schemes	IMPLEMENT			2,000
KTR25	IRONBRIDGE ROAD, BROSELEY ROAD SAFETY	IRONBRIDGE ROAD	Ironbridge Road	Highway Improvement Schemes	IMPLEMENT			46,500
KTR27	A528 COCKSHUTT SPEED REDUCTION	SHREWSBURY ROAD	A528/90 Shrewsbury Rd 15/16 carry over scher	Highway Improvement Schemes	IMPLEMENT			32,000
KTR29	A454 SPOONLEYGATE CROSSROADS IMPROVEMENT NR SH	A454 RUDGE HTH RD J-SHIPLEY 2 J W/B4176	AD scheme	Highway Improvement Schemes	IMPLEMENT			1,000
KTR30	A41 STANTON ROAD TONG JUNCTION IMPROVEMENTS			Highway Improvement Schemes	IMPLEMENT			78,000
KTR32	FEATHERBED LANE (ARLINGTON WAY – SUNDORNE ROAD)	FEATHERBED LANE	C7108/06 Featherbed Lane 30 section	Highway Improvement Schemes	RETENTION			9,958
KTR33	COLEHAM SCHOOL SAFETY SCHEME, SHREWSBURY	GREYFRIARS ROAD	U4403/10 Greyfriars Road	Highway Improvement Schemes	RETENTION			8,180
KTR34	B4380 LEIGHTON SPEED MANAGEMENT	B4380-HOLYHEAD RD M B-HOLYHEAD RD BICT	B4380/30 Leighton village	Highway Improvement Schemes	IMPLEMENT			17,000
KTR35	PRIORY AND MEOLE BRACE SCHOOLS SAFETY SCHEME, LON	LONGDEN ROAD	C7115/21 Longden Road	Highway Improvement Schemes	RETENTION			10,015
KTR36	ACTON BURNELL CROSSROADS	IZAS WOOD J LEEBOTWOOD-ACTON BURNELL J	C5156/30 Frodesley to Acton Burnell 30 section	Highway Improvement Schemes	DESIGN			8,000
KTR37	A488 HANWOOD SPEED MANAGEMENT	A488 HANWOOD VILLAGE	A488/570 A488 Hanwood Vil	Highway Improvement Schemes	DESIGN			12,000
KTR38	B4373 BRIDGNORTH ROAD SPEED REDUCTION, BROSELEY	BRIDGNORTH ROAD	AD scheme	Highway Improvement Schemes	IMPLEMENT			41,500
KTR39	MEADOW FARM DRIVE SHREWSBURY SPPED MGMT			Highway Improvement Schemes	IMPLEMENT			17,000
KTR40	DARK LANE ROAD SAFETY, BROSELEY	DARK LANE	AD scheme	Highway Improvement Schemes	IMPLEMENT			70,000
KTR43	B5062 SUNDORNE ROAD MEDICAL CENTRE JUNCTION			Highway Improvement Schemes	IMPLEMENT			22,000
KTR48	BUTTON OAK SPEED LIMIT			Highway Improvement Schemes	POST SCHEME			1,000
KTR50	BRIDGNORTH VAS			Highway Improvement Schemes	POST SCHEME			1,000
KTR51	REDSTONE DRIVE HIGHLEY ROAD SAFETY REVIEW			Highway Improvement Schemes	IMPLEMENT			31,500
KTR53	MUCH WENLOCK, BARROW & BROSELEY HGV MGMT			Highway Improvement Schemes	IMPLEMENT			51,500
KTR54	A51 PIPEGATE TO WOORE SPEED REDUCTION			Highway Improvement Schemes	IMPLEMENT			8,500
KTR57	A41 SANDFORD SPEED REDUCTION			Highway Improvement Schemes	IMPLEMENT			17,000
KTR58	B4176 ROYAL OAK SPEED & SAFETY MANAGEMENT			Highway Improvement Schemes	NEW DESIGN			10,000
KTR59	WESTON SPEED REDUCTION			Highway Improvement Schemes	NEW DESIGN			12,000
KTR60	CLUN ROAD CRAVEN ARMS SPEED REDUCTION			Highway Improvement Schemes	NEW DESIGN			20,000
KTR61	NEW PARK ROAD SHREWSBURY SCHOOL SAFETY IMPROVEMENTS			Highway Improvement Schemes	NEW DESIGN			20,000
KTR62	MYDDLE PRIMARY SCHOOL SAFETY SCHEME			Highway Improvement Schemes	NEW DESIGN			16,000
KTR63	A456 BURFORD SPEED REDUCTION			Highway Improvement Schemes	DESIGN			17,000
KTR64	TENBURY ROAD CLEOBURY MORTIMER JUNCTION SAFETY SCHEME			Highway Improvement Schemes	NEW DESIGN			25,000
								670,053

COST C£	LOCATION	STREET	LOCATION (From/To)	WORKTYPE	WORK DESCRIPTION	QUANTITY	UNIT	BUDGET £
Drainage Structures								
KHP6H	A4117 DODINGTON TO FOXWOOD			Drainage Improvement	At Bus Stop			3,000
KHS6H	MIDDLE WOOD ROAD			Drainage Improvement	Various locations, mapped			25,000
KHS6H	B4367 CLUNGUNFORD TO MARLOW 60MPH SECTION			Drainage Improvement				8,000
Programme of structural replacement of lighting columns								
Accident Cluster Sites								
KTA00	ACCIDENT CLUSTER SITES NEW DESIGN UNALLOCATED			Highway Improvement Schemes	NEW DESIGN			70,000
KTA01	A5/B4379 CRACKLEY BANK			Highway Improvement Schemes	DESIGN			10,000
KTA02	HEATHGATES ROUNDABOUT SHREWSBURY			Highway Improvement Schemes	DESIGN			15,000
KTA03	A442 WORFE BRIDGE			Highway Improvement Schemes	IMPLEMENT			5,000
KTA04	DITHERINGTON ROAD/MOUNT PLEASANT SHREWSBURY			Highway Improvement Schemes	IMPLEMENT			11,000
KTA05	A529 MOUNT PLEASANT CROSSROADS SHREWSBURY			Highway Improvement Schemes	IMPLEMENT			11,000
KTA06	A458 COLUMN/HAYCOCKS WAY			Highway Improvement Schemes	IMPLEMENT			22,000
KTA07	A458 SMITHFIELD ROAD / RAVEN MEADOWS			Highway Improvement Schemes	IMPLEMENT			9,000
								153,000
Traffic Management								
KTR26	A4169 SHEINTON STREET MUCK WENLOCK TRAFFIC MGMT			Highway Improvement Schemes	POST SCHEME			1,000
KTR31	COALPORT ROAD, BROSELEY TRAFFIC MGMT	KINGSWOOD ROAD	C4171/30 Coalport Road within 30	Highway Improvement Schemes	POST SCHEME/RETENTION			3,799
KTM03	RACECOURSE LANE CLOSURE (LAMBOURN DRIVE), COPTHORPE	RACECOURSE LANE	U3804/10 Racecourse Lane	Highway Improvement Schemes	POST SCHEME			3,500
KTM10	CROSS ROAD ALBRIGHTON			Highway Improvement Schemes	IMPLEMENT			3,000
KTM12	A528 CROSS STREET BRIDGE ADVANCE SIGNING SHREWSBURY			Highway Improvement Schemes	IMPLEMENT			13,000
KST15	ITP SOUTH LUDLOW SIGN SCHEMES			Highway Improvement Schemes	IMPLEMENT			5,000
								29,299
Network Improvements								
KTN02	ANNUAL BUS SHELTER GRANT			Highway Improvement Schemes	Grants			15,000
Signal Enhancements								
KTS08	BULL RING JUNCTION REFURBISHMENT			Highway Improvement Schemes	POST SCHEME			1,500
KTS09	A495 SCOTLAND STREET ELLESMERE			Highway Improvement Schemes	POST SCHEME			1,500
KTS10	A495 WILLOW STREET ELLESMERE PEDESTRIAN CROSSING			Highway Improvement Schemes	IMPLEMENT			37,000
KTS11	A442 HOSPITAL STREET BRIDGNORTH			Highway Improvement Schemes	IMPLEMENT			37,000
KTS12	A495 MERESIDE ELLESMERE PEDESTRIAN CROSSING			Highway Improvement Schemes	POST SCHEME			1,500
KTS14	SIGNALS DESIGN FOR FOLLOWING YEAR PROGRAMME			Highway Improvement Schemes	Signal Enhancements			9,500
KTS15	SHELTON ROAD/WELSHPOOL ROAD SHREWSBURY			Highway Improvement Schemes	Signal Enhancements Design			22,000
KTS16	BELLE VUE ROAD/TRINITY STREET SHREWSBURY			Highway Improvement Schemes	Signal Enhancements Design			8,500
KTS17	ALEXANDRA ROAD, MARKET DRAYTON			Highway Improvement Schemes	Signal Enhancements Implement			37,000
KTS18	BROWNLOW STREET /ST JOHNS STREET WHITCHURCH			Highway Improvement Schemes	Signal Enhancements Implement			74,000
								229,500
Parking Infrastructure								
KTP01	THE INNAGE SHIFNAL PARKING ARRANGEMENTS			Highway Improvement Schemes	IMPLEMENT			2,000
Contribution towards other schemes								
LEP SITP Project Contribution								
KIT01	LTP ANNUAL CONTRIBUTION TO LEP SITP PROJECT			Highway Improvement Schemes		N/A	N/A	500,000
								1,762,392
Total Highways & Transport Capital Programme:								18,864,000

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Policy for Flexibility around the use of Capital Receipts

1. The greater flexibilities around the use of capital receipts offered in the financial years 2016 to 2019 allow the Council to utilise capital receipts generated in this period to fund the revenue costs of service reform. Any qualifying expenditure under this flexibility must be on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs or demand for services in future years.
2. Over the 2 year period 2017/18 to 2018/19, Shropshire proposes to use the flexibility to help fund the following:
 - £8m to fund redundancy costs. This is in line with an average annual cost of redundancy of approximately £4m over the last 5 years and will allow the council to manage service redesign and restructure changes.
 - IT Digital Transformation is estimated to cost £32.050m over a three-year period of 2016/17 – 2018/19. Given that spend in 2016/17 has been lower than originally anticipated, there remains a cost of £26.803m to be funded in the next two years. This project involves a complete review of the Council's IT infrastructure and new systems proposed for back office functions and Adult Social Care that will deliver significant efficiency savings estimated to reach £8.9m per annum and an overall return on investment by year 4.

The split over the two financial years is shown in the table below:

	2017/18 £m	2018/19 £m	Total £m
Redundancy costs	4.000	4.000	8.000
IT Digital Transformation	18.289	8.514	26.803
Total per annum	22.289	12.514	34.803



Committee and Date	Item
Cabinet 8 February 2017	<u>Public</u>

STATEMENT OF CHIEF FINANCIAL OFFICER ON THE ROBUSTNESS OF THE ESTIMATES AND ADEQUACY OF RESERVES 2016-20

Responsible Officer James Walton
 Email: james.walton@shropshire.gov.uk Telephone: (01743) 255011

1. Summary

1.1. Under Section 25 of the Local Government Act 2003, the Authority’s Chief Financial Officer is required to report on the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed reserves.

2. Recommendations

Members are asked to:

- A Approve the recommended level of general balances to support the 2017/18 revenue budget at £13.29m, noting that the projected balance will be above this for 2017/18;
- B Note the projected recommended level of general reserves for the following two years at £16.80m in 2018/19 and £33.68m in 2019/20.
- C. Note that the Council General Fund Balance and/or Financial Strategy Reserve may be amended as required to facilitate any amendments required to the Financial Strategy following receipt of the Final Local Government Financial Settlement.

3. Background

- 3.1. Each year council considers a Statement of the Robustness of Estimates. Budget estimates are estimates of spending and income made at a point in time. This statement about the robustness of estimates cannot give a guaranteed assurance about the budget, but in an objective and systematic manner gives members reasonable assurances that the budget has been based on the best available information and assumptions.
- 3.2. In order to meet the requirements for the robustness of estimates a number of key processes were put into place, including:

- Review of expenditure and resources for the entire council for next three years to identify the underlying viability of the council's resource envelope when compared to cost.
 - Review of existing budgets and focus on key risk areas as part of the budget setting and budget monitoring process. For example, our key risk area in terms of budget size and volatility is Adult Services. Over the last twelve months, key personnel have been gaining a better understanding of cost drivers within the new operating model for this service area. As a result we have a better understanding of the pressures in this area and have used this in the modelling of future costs.
 - Identification of the in-year and the full year impact of any variations compared to budget. This ensures that the underlying budget and any pressure can always be separately identified and arrangements to manage pressures (for example by the use of one-off resources) is undertaken in an open and transparent mechanism, approved by Cabinet.
 - The Financial Strategy and Budget Monitoring Reports are updated and reported to Cabinet on a quarterly basis. In this period of unprecedented uncertainty in terms of Local Government funding and spending pressures, the latest position is always reported transparently even though this position can change significantly from one reporting period to the next.
 - Separation of roles within the Finance Team in setting budget control totals, identifying budget requirement and inputting into the Finance System which is subject to review by Internal Audit as part of the Council's Internal Audit Plan.
 - Review by Finance Staff with Service Managers to understand the achievability, deliverability and timescales for all proposed service redesign.
 - Notwithstanding these arrangements, which are designed to test the budget throughout its various stages of development, considerable reliance is placed on Senior Managers having proper arrangements in place to identify issues, project demand data, performance information and to consider value for money and efficiency.
- 3.3. On an annual basis the Council also considers the level of reserves held, including the General Fund Balance, to assess whether they are adequate. There are two main approaches for deciding the optimum level of the general balances. One method is to set an arbitrary percentage of expenditure, however this generally has little reflection of the potential contingencies that the Council may need to draw on. An alternative, preferable, method is an approach based on a risk assessment of the budget.
- 3.4. This paper sets out the framework for a risk assessment approach. The issues the framework considers include strategic, operational and financial risks that the authority is facing. This includes, for example, changes in external funding or the council's ability to deliver savings; the effectiveness of budget monitoring to identify variances from spending plans and trigger timely remedial action; the availability of other funds to cover costs – for example, from an insurance policy, or from the government under the Bellwin Scheme for emergency financial assistance; and the extent to which

contingency is built into individual departmental budgets and the council's overall budget.

4. Risk Assessment

- 4.1. On an annual basis the Council will undertake a formal review of risks associated with the budget and Financial Strategy and identify balances at appropriate level compared to the risks. The development and introduction of this risk assessment is not intended to replace the Council's existing Risk Registers, rather that they should inform any revision of these Risk Registers.
- 4.2. The Risk Assessment is intended to form part of the onward budgetary control framework and used at budgetary control meetings with service area personnel and reviewed annually by the authority.
- 4.3. Throughout the budget process Members are able to challenge and assess the robustness of budgets and the achievability of savings, income and budget reductions. The key financial risks that remain are:
 - Changes to staffing arrangements through redundancy, restructure or remodelling of services or the overall Council Structure;
 - The delivery of service redesign proposals, savings and income targets and efficiency measures within the required timeframe;
 - Improvements in budgeting and/or associated IT systems, the implementation of which may throw up funding challenges;
 - The impact of changes on a national or regional basis that do not fall within the existing budget process; and
 - Lack of clarity from Central Government on the future funding levels and changes to Local Government powers and financing, plus increased uncertainty re: local resources, which inhibits the ability to calculate future budgets.
 - Inability to set a sustainable budget with the resources available, resulting in services not being delivered or a legal budget not being set from 2017/18 and beyond.
- 4.4. These assumptions and potential changing circumstances will require the forecasts for future years to be reviewed in each financial year leading to more detailed budgets being prepared for the next financial year and for the Medium Term Financial Strategy. Impacts within year are reported to Members within the existing monitoring reports for both revenue and capital.

5. Robustness of Revenue Estimates

- 5.1. The 2017/18 budget process continues progress in improving the Council's budget preparation, most notably in the process of medium term forecasting due to information and trend data drawn from the monitoring of the budget and associated systems, reported as a minimum to Cabinet on a quarterly basis.
- 5.2. As part of developing the 2017/18 budget, Council Members have had the opportunity to consider available options, implications and impact on outcomes, and these are reflected in the proposed budget.
- 5.3. The development of the 3 year financial strategy has reported on the Council's need for services to be fully funded from sustainable resources over the next five years and the move towards this is demonstrated in the resources and expenditure projections given in Table 1 below. This is reflected in the Council's Business Plan and Financial Strategy, which has identified a funding gap of £36.6 million over the three years to 2019/20.

Table 1: Gross Resources and Expenditure Projections

	2017/18 £'000	2018/19 £'000	2019/20 £'000
Projected Resources	563,350	560,656	554,754
Current Projected Expenditure	579,537	584,478	591,350
Funding Gap	16,187	23,822	36,597
Year on Year Funding Gap		7,635	12,775

- 5.4. Savings proposals have been identified for 2017/18 and 2018/19 and even though almost 25% are currently RAG rated red, it is considered that these are achievable and so progress against these proposals will be monitored carefully to consider the impact on the budget strategy.
- 5.5. It should be noted that the Council is still awaiting details of the Final Local Government Settlement and therefore any changes announced to the Provisional Settlement Funding announced may result in further changes to the above projected resources and funding gap. Should this occur, the Section 151 Officer in consultation with the Leader of the Council has requested devolved responsibility to make amendments following the receipt of the Final Settlement and will use either the Council's General Fund Balance and/or Financial Strategy Reserve to fund such late amendments.
- 5.6. To improve the medium term financial planning for the authority it is proposed to undertake mid-term reviews of the medium Term Financial Strategy every three years (with a refresh in intervening years. Annex 1 shows the factors taken into account in developing the draft budget.

6. Capital Budget

- 6.1. The agreed programme is fully funded within the 3 year timescale however this is heavily dependent on the Council generating significant levels of capital receipts. Projects have been costed at current year prices but may be subject to tender process after inclusion in the programme which may lead to a variance in the final cost. In some areas, the design brief may not be finalised, again giving rise to potential price variance.
- 6.2. The risk of the Council being unable to fund variations outside of the programme is minimal mainly due to phasing of projects. If necessary the Council can choose to freeze parts of the programme throughout the year to ensure spend is kept within the agreed budget.
- 6.3. There are two main risks.
- Firstly, the ability to deliver the capital programme within the agreed timescales. Slippage from 2016/17 is fully funded over the Financial Strategy period but this in itself will increase pressure on the Council to deliver the anticipated 2017/18 programme.
 - Secondly, the draft 3 year 2016-19 programme has an amount set aside for new starts based on the availability of capital receipts. In the continuing, difficult financial climate, these receipts may be lower than expected, which will have to be managed.
- 6.4. The capital programme will be actively managed and reprofiled during the course of the financial year to reflect scheme delivery timescales and revisions to funding agreements for projects. However at the end of the year, slippage within the programme normally occurs which had not previously been anticipated. This will be due to delays in delivery of schemes and the net of underspends and overspends against specific projects. As shown in Table 2 below, in 2015/16 there was slippage of £7.4m which represents 14% of the revised capital programme. Action has already been taken during the course of 2016/17 to reprofile budgets to future years to reflect latest data on project delivery.

Table 2: Three Year Capital position (£000's)

	2015/16	2016/17	2017/18
Capital Programme	+51,543	+55,868	+66,058
Reprofile Budgets	+337	-1,917	-
Revised Capital Programme	+51,880	+53,951	+66,058
Slippage	-7,437	-	-
Actual Capital Programme	+44,443	+53,951	+66,058

- 6.5 The capital programme includes a target for capital receipts to be delivered to ensure the programme is fully funded and removing the necessity for prudential borrowing to be undertaken to meet a funding gap. This target generally decreases during the course of the year to reflect the reprofiled budget, however the full capital receipt target will still be required to fully fund the capital programme. In 2015/16 capital receipts of £4.2m was generated and in addition to those brought forward from previous years, the level of receipts were over the value required to fund the re-profiled capital programme.
- 6.6 Over the last 2 years (2015/16 and 2016/17) the level of capital receipts have been sufficient for a balance of capital receipts to be carried forward to offset any requirement for funding in the next financial year. This has been managed by natural slippage in the programme which has enabled other sources of funding to be used initially. In 2017/18 the level of capital receipts required is £25.0m and a shortfall of £2.6m currently exists within receipt projections. Whilst every effort will be made to bring this level of resources in to the Council, should there be a delay in the delivery schedule of capital receipts it is anticipated that this will again be controlled through natural and potentially managed slippage in the capital programme.

7. The Framework for the General Balance

- 7.1 A Framework has been developed to identify areas of risk with an appropriate budget amount, an assessed level of risk (high, medium and low) and a percentage factor which will vary according to the level of risk. This process produces a value from which a risk assessed optimum level of general balance can be created.
- 7.2 There are six main areas that the General Fund Balance is required to cover and the individual risks within these areas have been considered. These risks are detailed, with explanatory text, in Appendix 1, while Appendix 2 provides a summary of the calculation for the general balance.
- 7.3 The risk based assessment of the General Fund Balance was examined in detail by a Task and Finish Group of the Performance Management Scrutiny Committee in 2016, to confirm that the method for calculating the indicative risk based General Fund Balance was a sound basis. It was agreed that this method does cover and appropriately measures the potential financial risks that the Council needs to provide for and so should continue to be used in future years.

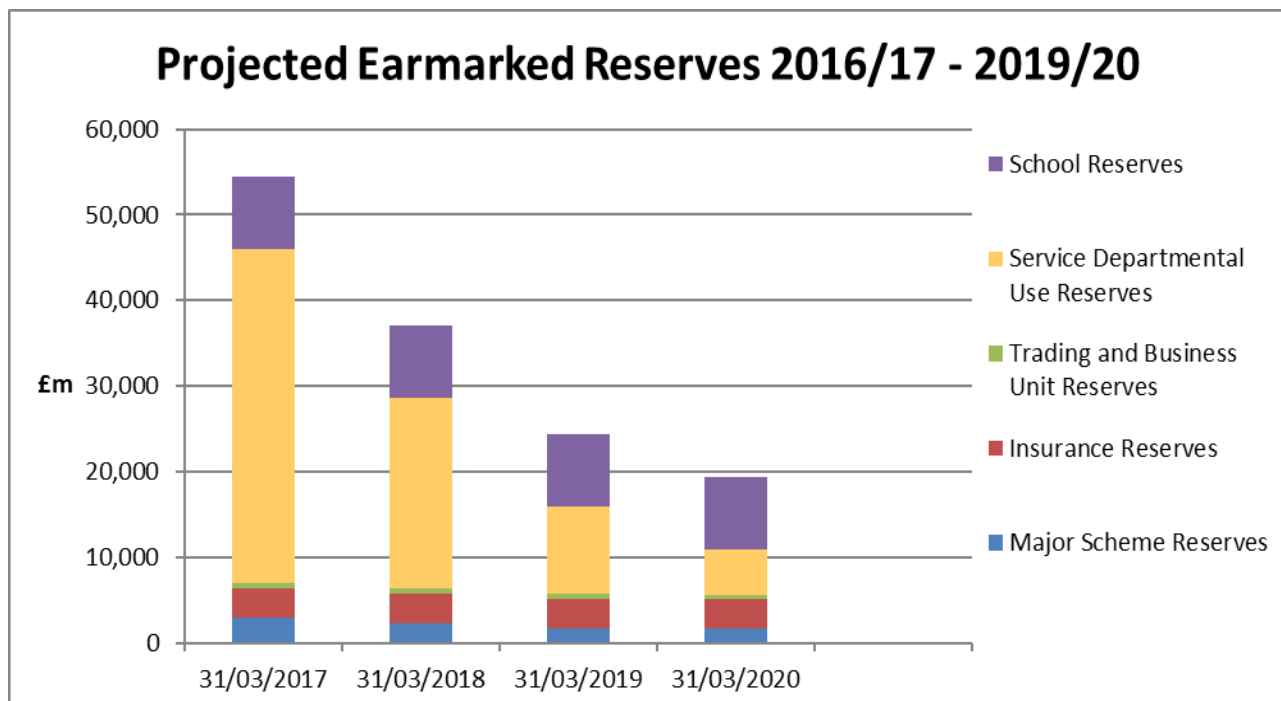
8. Review of Earmarked Reserves and Provisions

- 8.1 A review of the earmarked balances held by the Council has also been performed to establish the purpose of the reserves and the likely timescale that these reserves will be utilised.
- 8.2 Earmarked reserves are created to meet known or predicted requirements in the future. There are 5 main categories of earmarked reserves that the Council holds:

- Sums set aside for major schemes, such as capital developments, or to fund major reorganisations
- Insurance Reserves
- Reserves of trading and business units
- Reserves retained for service departmental use
- School Balances

8.3 The Council held balances of £60.841m in earmarked reserves at 31 March 2016 which includes schools budget balances of £9.206m. During the course of 2016/17 it is anticipated that a net £43.698m will be released from earmarked reserves to fund known commitments, however this will be offset by a contribution of £37.247m to fund the known funding gap in 2017/18 and future years as agreed in the Financial Strategy paper to Cabinet in December 2016. A full breakdown of the earmarked reserves is attached at Appendix 3 with details of the purpose of each reserve.

8.4 A projection has been made on the level of earmarked reserves that will be held over the next 3 years of the financial strategy based on likely timescales of when these balances will be used to fund known commitments, investment in service redesign and help to smooth the impact of savings proposals. Overall a reduction of 61% is anticipated in the earmarked reserves held with the most significant reduction coming within the Financial Strategy Reserve in the next two years, and this is shown in the graph below.



9. General Fund Balance

- 9.1 It is essential in setting a balanced budget that the Council has money available in the event of unexpected spending pressures. The “balances” need to reflect spending experience and risks to which the Council is exposed.
- 9.2 The revenue monitoring reports have provided members with an updated projection on the General Fund and the projected General Fund Balance is provided below:

	Projection as per Quarter 3 (£'000)
General Fund Balances as at 31 March 2016	18,370
Projected outturn as at Quarter 3	244
Projected General Fund Balance as at 31 March 2017	18,614

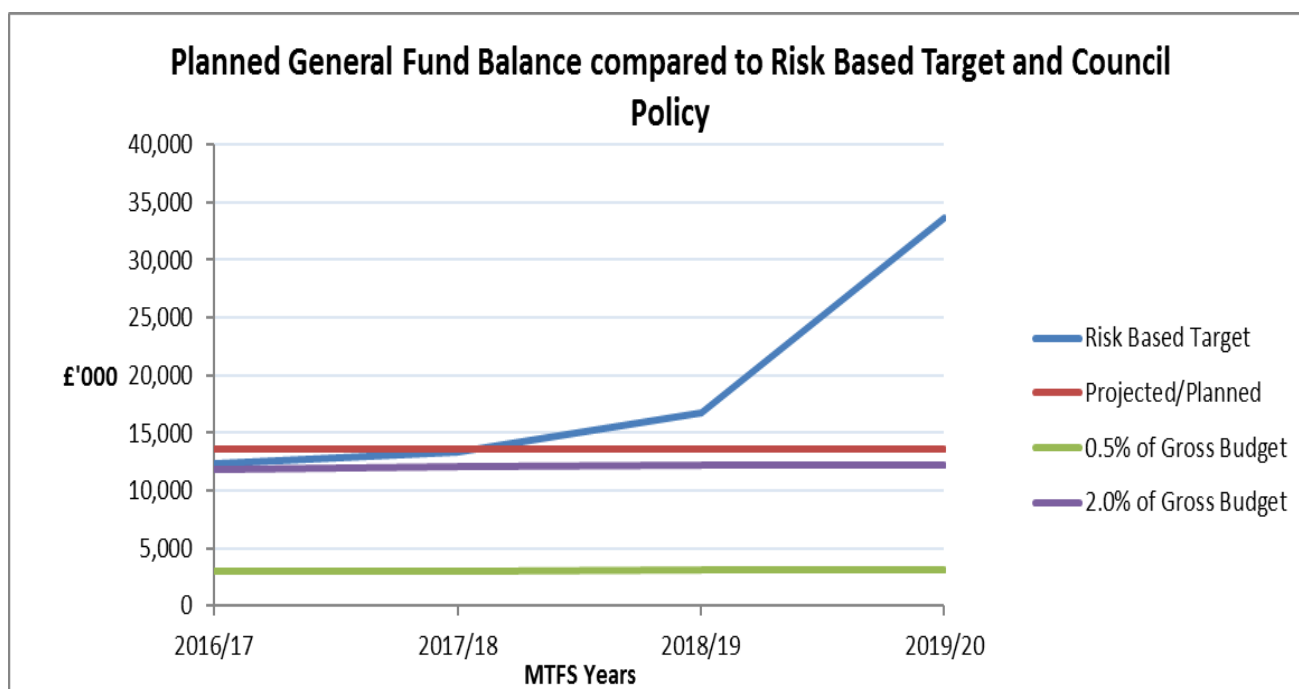
- 9.3 The Financial Strategy recognised that balances need to be increased to the risk assessed level and additional base budget contributions were made over the previous 4 years to increase the balance to its current level. The budget no longer includes any base budget contribution and so the projected level as per the Financial Strategy will now remain at £18.614m. The risk based calculation for the General Fund Balance is significantly higher than this value over the course of the 3 year Financial Strategy as shown below:

Table 3: Comparison of Risk Based Calculation to Projected General Fund

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Risk assessed level of General Fund Balance	12,325	13,289	16,801	33,683
Projected level of General Fund Balance as per Financial Strategy	18,614	18,614	18,614	18,614

- 9.4 As shown in Table 3, the risk assessed General Fund Balance is lower than the projected level in the current financial year, and the next two years. This reflects the fact that the Council has undertaken a strategy of only pursuing robust and deliverable savings proposals for the next two financial years, and financing the remaining funding gap through the use of one off resources. It is therefore considered appropriate in the short term that £5.000m is released from the General Fund Balance to bring the balance more in line with the risk assessed level. The balance released from the General Fund Balance will then be contributed to the Financial Strategy Earmarked Reserve so that it can be utilised in 2019/20 to help fund the known funding gap in that financial year.
- 9.5 Whilst this revised balance brings the General Fund Balance more in line with the risk assessed balance in the current and next financial year, it should be noted that this will be short of the risk assessed level in 2018/19 and significantly below the required

level in 2019/20. This increased risk assessed level in 2019/20 reflects that the funding gap remains at £36.597m and a number of funding sources have not yet been confirmed as part of the multi-year settlement that the Council has signed up to. Whilst it is anticipated that the Council will pursue savings and efficiencies to help reduce this gap, there is a risk that a significant funding gap will still remain that may fall on the General Fund Balance. It should be noted that 2019/20 is the year that the fair funding formula will be implemented and the Council will retain 100% share of business rate income. It is not known at this point whether this will be favourable or present the Council with a further funding pressure. In light of this combined additional risk in 2019/20, the Council should consider planning for future contributions to the General Fund Balance in order to bring the balance in line with the risk based assessment by 2019/20.



9.5 It can be seen from the graph above that the projected and risk assessed balance is anticipated to be greater than the balance required as per the Council’s current policy of holding between 0.5% and 2% of the Gross Revenue Budget. This policy was adopted by the Council in order to provide a sufficient balance that would cover any potential liabilities, however as the financial position of local authorities has been affected by the uncertainty around Government funding reductions, this has led to the need to hold significantly higher balances than this policy provides for. It therefore seems appropriate that the Council’s policy for holding the General Fund Balance is reviewed and amended accordingly to reflect the more uncertain financial environment that the Council is faced with.

List of Background Papers (This MUST be completed for all reports, but does not

include items containing exempt or confidential information)
Cabinet Member (Portfolio Holder) Malcolm Pate - Leader
Local Member All
Appendices Appendix 1: Analysis of Budget Assumptions and Financial Risks, including the Council's Financial Management Arrangements and Appropriate Mitigation Appendix 2: Risk Based Calculation of General Fund Balances Appendix 3: Earmarked Reserves

Analysis of Budget Assumptions and Financial Risks, including the Council's Financial Management Arrangements and Appropriate Mitigation

Budget Assumption	Explanation of Risk	Financial Standing and Management and Mitigating Action
1. The treatment of inflation	<p>There are two key issues in relation to inflation.</p> <ul style="list-style-type: none"> • There may be some items of expenditure – fuel or energy costs for example - where any estimate of inflation is a 'best guess'. The risk assessment puts a figure to the higher level of inflation that would seem to be unreasonable to include in a budget, but might come to pass. • Information is less accurate for years 2 and 3; the risk assessment covers the higher range. <p>It is difficult to predict the direction that the wider economy will take and thus the level of inflation required.</p>	<p>Pay – 1% has been provided in the 2017/18 budget to reflect the pay award for staff with 1% thereafter. Funding has also been provided for increments due to be awarded for 2017/18 based on existing staffing levels.</p> <p>Pension contribution rates will increase in 2017/18 for the remainder of the MTFP in addition to an increase in the lump sum element of the contribution. This inflationary increase has been built into the 2017/18 budget.</p> <p>Price inflation has been provided on contractually or quasi-contractually committed budgets at the rate stated in the relevant agreement.</p>
2. Interest rates on borrowing and investment	<p>This issue here are similar to those in 1 above, but for a specific area.</p> <p>The Council's policy of generating capital receipts to prevent new borrowing, and allowing existing borrowing to mature has resulted in a reduction in available cash balances to invest. The level of interest rates on investments has also dropped to record lows resulting in reduced returns on cash balances. In the past it was possible for the Council to lend money and get a better interest rate than it was paying for borrowed money.</p> <p>The Council's borrowing has been undertaken at fixed rates of interest and so the level of interest payable is not considered as a risk to variable rates. However if borrowing should be required, there is a potential risk that any new borrowing may not be secured at similar interest rates to those currently budgeted for.</p>	<ul style="list-style-type: none"> • Interest receivable budgets have been set based on 2016/17 profile of the interest gained on cash balances held. These range from investments for 12 months gaining 1% to short term call accounts which gain only 0.25%. • The average interest rate of the total debt portfolio (excl. HRA) is calculated at 5.32% for 2017/18 and this is used for all borrowing costs.
3. Estimates of the level and timing of capital receipts.	<p>The Council has developed an asset management strategy and has a policy of reducing borrowing costs around the capital programme where possible. Therefore the capital programme is dependent on the delivery of capital receipts. The planned receipts estimated to the Council are made</p>	<p>Capital receipts are monitored monthly in the capital monitoring report and are RAG rated in terms of their anticipated delivery against target.</p>

Budget Assumption	Explanation of Risk	Financial Standing and Management and Mitigating Action
	more difficult due to reducing market values and problems for potential procurers in obtaining finance.	
4. The treatment of demand led pressures	<p>There are long standing areas of risk due to volatility, where we budget for demographic changes in future years, but might find the actual is at the higher end resulting in a shortfall, particularly in the short term.</p> <p>Two areas specifically affected by demography are adult social care and children's social care, where we have seen significant budget pressures due to increasing numbers of clients receiving care packages.</p>	<p>Managers review their base budgets including demand led pressures. Services are expected to put forward management and policy actions to manage the additional demand within the relevant legislation either within the relevant budget or reprioritising within their Service budgets. If this is not possible and under-spending management action or policy actions in other Services are not sufficient to cover the additional demand, then reserves may have to be used to address the additional expenditure temporarily.</p> <p>Such an eventuality has been considered in future years' budgets and it is assumed that general fund reserves are restored to an appropriate prudent level over the course of the MTFP.</p> <p>The 2017/18 budget has been based upon specific demand levels identified during budget monitoring in 2016/17 and projections made by Heads of Service of demand levels in future years.</p>
5. The treatment of efficiency savings	<p>The budget includes improvement programmes that will deliver savings; the risk is that they may be delivered at a slower rate.</p> <p>This includes total savings targets of £18m over the next two years projected in the MTFFS which will have risks involved in terms of delivery, and also the delays in delivery. It should also be noted that in the final year of the MTFFS, the Council has a funding gap of £36.6m which will require compensatory savings to be identified.</p>	<p>All Managers have a responsibility to ensure the efficient delivery of services and when efficiency savings are proposed that those savings are both realistic in terms of the level of savings and timing.</p> <p>Should the level and timing of such savings vary due to unforeseen events and under-spending, management action or policy actions within the relevant Service Area and corporately will be implemented where appropriate. Alternatively the General Fund Balance will be utilised as a temporary funding mechanism until the full savings are achieved.</p>

Budget Assumption	Explanation of Risk	Financial Standing and Management and Mitigating Action
<p>6. The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments</p>	<p>The Council may decide to establish separate delivery vehicles in order to improve service delivery in the future. Full business cases are required for any services being considered for transfer to an alternative service vehicle.</p>	<p>The sharing of risk is in accordance with the principle of the risks being borne by the party best placed to manage that risk. Inherent risks include any guarantee or variation of service throughput (service volumes). If risks materialise the expectation is that such an eventuality will be considered in future years' budgets.</p> <p>Business cases for any new delivery vehicles will fully investigate any financial risks that the Council may face in the future and the MTFS updated accordingly.</p>
<p>7. The availability of other funds to deal with major contingencies</p>	<p>Were a disaster to occur, we have to have a reserve in place to pick up costs that will fall to the Council.</p> <p>The impact of flooding within the Council area based on present experience is that it is limited to localised pockets.</p> <p>The geographical area covered by the Council has resulted in budget pressures in some years due to extreme weather conditions and additional costs such as snow clearance. Changes to the base budget provision has been made in previous years to help mitigate this, but overspends in previous years have, at times, been in excess of this growth level. In more recent years it has not been necessary to utilise all available funding, but a risk remains.</p> <p>Other disasters such as those relating to ICT could occur on a one off basis.</p>	<p>The level of reserves assumes that management and policy actions will be taken to address major contingencies. Should these be insufficient, the general fund balance may have to be used.</p> <p>An earmarked reserve has been established for Severe Weather however any pressure not covered by this reserve would need to be funded from the general fund balance. A risk based approach in calculating the general fund balance takes into consideration the types of incidents and costs associated and this is reviewed annually.</p> <p>The Council's insurance arrangements are a balance between external insurance premiums and internal funds to "self-insure" some areas. Premiums and self-funds are reactive to external perceptions of the risks faced by the Council which includes both risks that are generic to all organisations and those specific to the authority. Therefore the values of Insurance Reserves are reviewed each year to ensure that the optimum balance is held based on the level of outstanding liabilities.</p> <p>Any major incident or emergency may result in significant costs to the Council. Depending on the incident concerned, the Council may be able to recover such costs through the Bellwin Scheme however the Council would need to cover any expenditure up to the agreed threshold level. This level is fully included within the Council's general fund balance.</p>

Budget Assumption	Explanation of Risk	Financial Standing and Management and Mitigating Action																					
8. Impact on council funding of announcements of national changes	Council funding is always subject to change, especially in the current economic climate. However the Business and Financial Strategy takes account of projected changes in the Revenue Support Grant and specific government grants.	The major risk factor included is in relation to the Housing Benefits grants which the Council receives. Changes are planned for welfare benefits which may increase the Council's exposure to costs over and above the grant that is received. This has been factored into the General Fund risk based calculation.																					
9. The overall financial standing of the authority (level of, debt outstanding, council tax collection rates etc.)	<p>Changes may mean doing things in a way for which we have no ready evidence and any assumptions made may be wrong. Additionally, the areas of change will alter over time.</p> <p>An allowance for budget pressures has been built in to accommodate any corrective action that needs to be taken if the assumptions about changes in service delivery should change.</p> <p>In the current economic downturn the risk of collecting all income due to the Council is enhanced, which includes all sundry debt, and charges relating to Council Tax and Business Rates. Any such pressure identified should be evaluated and provided for.</p> <p>Income from fees and charges is also vulnerable to change based on the current economic climate. This is likely to continue and is adjusted for within the Financial Strategy, but is subject to short term negative variations from year to year.</p>	<p>The level of aged debt within the sundry debtors figure is monitored reported to management regularly so that the appropriate action may be taken. Bad debt provisions are maintained to protect the budget against any such pressures, but should these not be sufficient, the general fund would be used.</p> <p>The assumed Council Tax collection rate for 2017/18 onwards is 98.2% and is judged to be achievable based on previous experience. Legislation states that any Collection Fund surplus/deficit be corrected through the Council Tax in the next year. The surplus is distributed in 2017/18.</p> <p>An income review is produced for Cabinet covering income from fees and charges. This review considers the level of income as monitored in the quarterly revenue monitors to Cabinet, and considers the impact of increases in charges, or the freezing of charges on the 2017/18 budget.</p>																					
10. The authority's track record in budget and financial management.	<p>Any overspend realised in a financial year would result in the use of the general fund balance. The Council has identified that general fund balances need to be in place in order to protect the Council against specific financial risks, and so any general overspend due to weaknesses in budget management, undermine any planned action being taken on the General Fund Balance.</p> <p>Financial management needs to be considered across all service areas of the Council. If a particular service area is unable to manage a particular overspend pressure, this may present a need to use general fund balance in the current financial year. Also this may have implications on future level of balances if no action is taken</p>	<p>The Council's recent track record in budget and financial management 2012 to 2017 shows potential variations from a £0.3m overspend to a £2.8m underspend (a range of £3m).</p> <table border="1" data-bbox="1003 1528 1479 1881"> <thead> <tr> <th>Financial Year</th> <th>(£'000)</th> <th>Underspend/ Overspend</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>284</td> <td>Over</td> </tr> <tr> <td>2013/14</td> <td>(390)</td> <td>Under</td> </tr> <tr> <td>2014/15</td> <td>(300)</td> <td>Under</td> </tr> <tr> <td>2015/16</td> <td>(2,816)</td> <td>Under</td> </tr> <tr> <td>2016/17*</td> <td>(244)</td> <td>Under</td> </tr> <tr> <td>Total 2012</td> <td></td> <td>Under</td> </tr> </tbody> </table>	Financial Year	(£'000)	Underspend/ Overspend	2012/13	284	Over	2013/14	(390)	Under	2014/15	(300)	Under	2015/16	(2,816)	Under	2016/17*	(244)	Under	Total 2012		Under
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2016/17*	(244)	Under																					
Total 2012		Under																					

Budget Assumption	Explanation of Risk	Financial Standing and Management and Mitigating Action		
	<p>to reduce the spending pressure for the service area in future years or offset by compensating savings.</p>	to 2017		
		<p>* As projected at Quarter 3 monitoring</p> <p>This has been achieved by considerable management and policy actions to ensure spending is in line with the budget each year.</p> <p>Ultimately, financial performance relies on all budget holders actively managing their budgets and complying with financial regulations, including not committing expenditure if there is no budget provision available.</p> <p>The most recent three years outturn (estimated outturn for 2016/17) position suggests that variances are underspends.</p> <p>The authority needs to continually improve its ability to manage in-year budget pressures. The following steps are already in place:</p> <ul style="list-style-type: none"> • Accuracy of projections has improved over the year, but further work is required, particularly in light of redesign work being undertaken. • The monitoring system continues to be improved in terms of accuracy, the frequency of reporting and the challenge process. <p>Collaborative Planning budget monitoring tool is now used within the Council to improve the financial information provided and the consistency of financial reports produced.</p> <p>The Council's virement and carry forward rules are clear and detailed in the Constitution.</p>		

Risk Based Calculation of General Fund Balances

Calculation of Risk Assessed General Fund Balance

2016/17					2017/18			2018/19			2019/20		
Budget/ Value £000	Risk Level	Risk Assessed General Fund £000	Budget Assumption	Area of Risk	Budget/ Value £000	Risk Level	Risk Assessed General Fund £000	Budget/ Value £000	Risk Level	Risk Assessed General Fund £000	Budget/ Value £000	Risk Level	Risk Assessed General Fund £000
Treatment of inflation and interest rates													
93,328	0.25%	233	Inflation	Salaries	92,348	0.25%	231	92,356	0.25%	231	92,380	0.25%	231
20,238	2.00%	405		Premises	20,026	2.00%	401	20,027	2.00%	401	20,032	2.00%	401
29,735	1.00%	297		Transport	29,423	1.00%	294	29,425	1.00%	294	29,433	1.00%	294
56,298	0.25%	141		Supplies & Services	55,707	0.25%	139	55,711	0.25%	139	55,726	0.25%	139
165,916	0.25%	415		Third Party Payments	164,174	0.25%	410	164,188	0.25%	410	164,230	0.25%	411
71,304	0.25%	178		Transfer Payments	70,555	0.25%	176	70,561	0.25%	176	70,579	0.25%	176
1,669			Total Inflation		1,652			1,652			1,652		
Interest rates													
268,368	0.00%	0	Interest rates	Existing Borrowing	262,368	0.00%	0	256,368	0.00%	0	252,368	0.00%	0
0	0.00%	0		New Borrowing	47,000	0.00%	0	47,000	3.10%	1,457	60,000	3.10%	1,860
6,400	1.00%	64		PWLB	6,000	1.00%	60	4,000	1.00%	40	4,000	1.00%	40
134,806	0.50%	674		Investment	134,806	0.50%	674	134,806	0.50%	674	134,806	0.50%	674
738			Total Interest Rates		734			2,171			2,574		
Level and timing of capital receipts													
-16,989	0.00%	0	Capital Receipts	Land Sales	-11,868	0.00%	0	3,406	5.00%	170	845	5.00%	42
4,642	0.00%	0		Required for new Powers to use for Revenue	13,342	0.00%	0	13,342	3.10%	414	13,342	3.10%	414
0			Total Capital Receipts		0			584			456		
Treatment of demand led pressures													
113,541	0.00%	0	Demand Led Pressures	Adult Social Care	113,987	1.00%	1,140	120,690	1.00%	1,207	127,931	1.00%	1,279
16,426	5.00%	821		Childrens Social Care	16,704	2.00%	334	17,000	2.00%	340	17,316	2.00%	346
517	100.00%	517		IT Licensing	517	100.00%	517	517	100.00%	517	517	100.00%	517
1,338			Total Demand Led Pressures		1,991			2,064			2,143		
Treatment of planned efficiency savings/productivity gains													
31,526	0.83%	262	Efficiency Savings	16/17 non achievement of savings	31,526	0.00%	0	31,526	0.00%	0	31,526	0.00%	0
31,526	3.25%	1,025		16/17 slippage of savings	31,526	0.00%	0	31,526	0.00%	0	31,526	0.00%	0
0	0.00%	0		17/18 non achievement of savings	15,026	1.00%	150	15,026	0.00%	0	15,026	0.00%	0
0	0.00%	0		17/18 slippage of savings	15,026	3.00%	451	15,026	0.00%	0	15,026	0.00%	0
0	0.00%	0		18/19 non achievement of savings	0	0.00%	0	3,623	1.00%	36	3,623	0.00%	0
0	0.00%	0		18/19 slippage of savings	0	0.00%	0	3,623	3.00%	109	3,623	0.00%	0
0	0.00%	0		19/20 funding gap requiring savings	0	0.00%	0	0	0.00%	0	7,092	50.00%	3,546
1,286			Total Efficiency Savings		601			145			3,546		
Availability of reserves, government grants and other funds to deal with major contingencies and the adequacy of provisions													
3,929	24.00%	943	Insurance and Emergency Planning	Provision	3,929	24.00%	943	3,929	24.00%	943	3,929	24.00%	943
3,411	24.00%	819		Reserve	3,411	24.00%	819	3,411	24.00%	819	3,411	24.00%	819
500	Quantum	500		ICT Disaster	500	Quantum	500	500	Quantum	500	500	Quantum	500
500	Quantum	500		Other Incident	500	Quantum	500	500	Quantum	500	500	Quantum	500
458	Quantum	458		Bellwin	458	Quantum	458	458	Quantum	458	458	Quantum	458
2,058	20.00%	412		Severe Weather	2,058	20.00%	412	2,058	20.00%	412	2,058	20.00%	412
3,631			Total Insurance and Emergency Planning		3,631			3,631			3,631		
Funding Changes													
2,547	0.00%	0	Funding Changes	ESG	2,429	0.00%	0	2,429	77.00%	1,870	2,429	77.00%	1,870
16,476	0.00%	0		Other Government Settlement Changes	15,302	5.00%	765	14,280	5.00%	714	13,784	100.00%	13,784
69,978	0.25%	175		Housing Benefits	69,978	0.25%	175	69,978	0.25%	175	69,978	0.25%	175
1,100	50.00%	550		Academy School transfer leaving deficit budget	880	50.00%	440	880	50.00%	440	880	50.00%	440
725			Total Funding Changes		1,380			3,199			16,269		
General Financial Climate													
5,248	5.00%	262	General Financial Climate	Debt Collection	5,248	10.00%	525	5,248	10.00%	525	5,248	10.00%	525
127,069	0.50%	635		Council Tax	134,221	0.50%	671	141,775	0.50%	709	149,756	0.50%	749
38,747	1.00%	387		Business Rates	40,320	1.00%	403	43,339	1.00%	433	44,123	1.00%	441
31,450	2.00%	629		Discretionary Income	33,546	2.00%	671	33,546	2.00%	671	33,546	2.00%	671
1,914			Total General Financial Climate		2,270			2,338			2,386		
Additional Budget Pressures													
204,527	0.50%	1,023	Additional Budget Pressures		206,073	0.50%	1,030	203,377	0.50%	1,017	205,289	0.50%	1,026
12,325			TOTAL RISK ASSESSED GENERAL FUND		13,289			16,801			33,683		

APPENDIX 3

Earmarked Reserves

Reserves	Balance Brought Forward (£'000)	2016/17	Balance Carried Forward (£'000)
		Anticipated Movement (£'000)	
Sums set aside for major schemes, such as capital developments, or to fund major reorganisations			
Redundancy	6,973	-6,973	0
Revenue Commitments for Future Capital Expenditure	646	0	646
Development Reserve	6,175	-5,115	1,059
Invest to save Reserve	0	990	990
University	244	-46	199
	14,037	-11,143	2,894
Insurance Reserves			
Fire Liability	2,434	0	2,434
Motor Insurance	977	0	977
	3,411	0	3,411
Reserves of trading and business units			
Shire Catering and Cleaning Efficiency	607	0	607
	607	0	607
Reserves retained for service departmental use			
Care Act Reserve	500	-500	0
Economic Development Workshops Major Maintenance	380	-220	160
External Fund Reserve	0	471	471
Financial Strategy Reserve	9,805	18,296	28,101
Highways Development & Innovation Fund	492	90	582
Major Planning Inquiries	504	-504	0
New Homes Bonus	5,547	-1,638	3,909
Planning Reserve	1,147	-1,147	0
Public Health Reserve	2,152	-2,152	0
Repairs & Maintenance Reserve	1,421	0	1,421
Resources Efficiency	3,662	-3,400	262
Revenue Commitments from Unringfenced Revenue Grants	3,763	-1,985	1,778
Severe Weather	3,151	-1,100	2,051
Shropshire Waste Partnership (Smoothing)	389	-389	0
Theatre Severn R&M	29	-29	0
TMO Vehicle Replacement	638	-338	300
	33,579	5,455	39,035
School Balances			
Balances held by schools under a scheme of delegation	7,173	-764	6,409
Education – Staff Sickness Insurance	187	0	187
Education – Theft Insurance	98	0	98
Schools Building Maintenance Insurance	1,749	0	1,749
	9,206	-764	8,442
Total Reserves	60,841	-6,452	54,389

Pay and Reward Policy Statement For All Council Staff 2017-2018

Contents

1. Introduction
2. Legal Framework
3. Definitions
4. Principles
5. Notice Periods
6. Pensions
7. Senior Pay
8. Accountability and Decision Making on Remuneration and Reward
9. Review of Policy

Appendices

- i) **Appendix A – Shropshire Council Pay Scales (NJC Staff)**
- ii) **Appendix B – Pensions and Retirement Policy**
- iii) **Appendix C – Redundancy and Compensation Policy**

Summary

Shropshire Council recognises the importance of managing pay fairly and in a way that motivates staff to make a positive contribution and support the delivery of the Council's objectives. The pay policy details our approach to managing pay and reward in a way which supports the aims and objectives of the organisation.

This policy applies to all council staff, excluding schools where a separate policy exists.

1.0 Introduction

- 1.1 Shropshire Council has a clear written policy on wages and salaries for all staff employed at the Council to ensure that all staff are rewarded fairly, without discrimination, for all the work they do.
- 1.2 When reviewing the pay policy, Trade Union Representatives will be consulted as appropriate and their views taken into account when deciding the respective elements of the pay policy.
- 1.3 Shropshire Council recognises that pay is not the only means of rewarding and supporting staff, and the Council endeavours to ensure that all staff have good working conditions, regular access to appropriate development and training opportunities, and other forms of financial and non-financial reward.
- 1.4 This policy aims to reflect:-

- pay and grading underpinned by job evaluation (where a scheme exists)
 - fairness and equality of opportunity
 - the need to encourage and enable people to perform to the best of their ability
 - the need to recruit and retain skilled, experienced, and qualified staff in a competitive market
- 1.5 Shropshire Council's employment offer includes a wider range of benefits alongside pay
- access to learning and development
 - access to local government pension scheme
 - flexible working where this fits business needs
 - Performance management which incorporates smart objectives and behaviours
 - access to a range of benefits offered through 'Shropshire Rewards'
 - carrying out work which is of public value and contributes to making Shropshire a great place to live and work.
- 1.6 To make these principles work, Shropshire Council needs remuneration arrangements which:-
- Are based on a clear and rational process for setting and reviewing the pay of employees;
 - Provide a pay framework and levels of remuneration which are sufficiently flexible and reasonably competitive, taking account of relevant benchmarking, and market related pay data at local and national level;
 - Enable the Council to recruit and retain employees with the required skills, knowledge and experience; and
 - which are affordable by the Council and support the provision of good quality public services.
- 1.7 Shropshire Council will make this policy and any related procedures available to all staff, ensuring that any concerns, complaints or formal appeals about its application are managed promptly, fairly and objectively.
- 1.8 Shropshire Council wishes to ensure that development and promotion opportunities, where possible, are available to all employees.
- 1.9 Shropshire Council will not promote staff through the grading system nor use other pay mechanisms in order to assist in securing an employee's improved pension entitlement on retirement.

2.0 Legal Framework

- 2.1 The primary legislation governing equal pay is the Equalities Act 2010 and subsequent amendments. This requires employers to ensure that men and women in the same employment, carrying out equivalent work (as defined below), receive the same level of pay. The following terms are contained in Equal Pay Legislation:
- 'Like work' is defined as work which is the same or broadly similar
 - 'Work rated as equivalent' is defined as work which has achieved the same or similar number of points under a job evaluation scheme.

- 'Work of equal value' is defined as work which is broadly equal in value when compared under headings such as effort, skill and decision making responsibility.

2.2 In addition, indirect discrimination has been incorporated into equal pay as a result of case law in the UK and Europe. Indirect discrimination may arise when the pay policy has a disproportionate impact on one particular sex.

2.3 Differences in pay may be justified where it is established that the difference is for a genuine and material reason which is not related to gender.

3.0 Definitions

3.1 For the purposes of this policy and in line with legislation, pay is defined by Article 141 of the Treaty of Rome as:

The ordinary basic or minimum wage or salary and any other consideration, whether in cash or kind, which the worker receives, directly or indirectly, in respect of his (or her) employment from his (or her) employer.

3.2 Pay therefore includes allowances, pensions, discretionary bonuses, annual leave and sick pay, as well as other non-financial benefits such as vocational training.

3.3 Chief Officer means the Head of Paid Service - Chief Executive, Director of Children's Services, Director of Adult Services, Director of Public Health, Director of Place & Enterprise, Monitoring Officer, Section 151 Officer, and Heads of Service. For further details of the Council's delegations to officers including delegations to Chief Officers, see Part 8 of the Council's Constitution or follow the link below:

[http://www.shropshire.gov.uk/democracy.nsf/viewAttachments/MJOS-97REXG/\\$file/08-part-8-delegations-to-officers.pdf](http://www.shropshire.gov.uk/democracy.nsf/viewAttachments/MJOS-97REXG/$file/08-part-8-delegations-to-officers.pdf)

4.0 Principles

4.1 Pay Structures

4.1.1. Shropshire Council's pay structure is currently split across three sectors, described below. The pay range for a large proportion of staff will be based on the NJC framework for Local Government Services. (The Green Book). The national pay spine will apply for posts on Grades 1 to PO 22 / Band 15. Salaries in Shropshire Council have been reduced, as part of changes by the Council to staff terms and conditions of employment, except for those employees on the lowest pay levels, in two stages October 2011 and again in October 2012. In the latter there was a pay increase and a pay reduction wrapped into the change.

Current arrangements for these grades provide for individuals to receive annual incremental progression within the grade.

(NB. Incremental progression was frozen from 1 April 2011 until 31st March 2013 and reinstated from 1 April 2013.)

4.1.2. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining

machinery and/or as determined by Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of commissioning or providing high quality services to the community, delivered effectively and efficiently and at the times at which those services are required.

- 4.1.3. Equal Opportunity Considerations – pay and conditions will apply equally to employees working full-time and part-time in accordance with the Part-time Employment (Prevention of Less Favourable Treatment) Regulations 2000.

See Appendix A for current pay scales for Grade1 to PO22 / Band 15.

4.2 Pay Range – Grades 1 to 10

- 4.2.1. For the majority of its staff, Shropshire Council operates a Grade 1 to 10 pay structure, ranging from spinal column point (SCP) 8 to SCP 34. The Shropshire grading structure has been developed through the local application of the National Joint Council (NJC) Job Evaluation Scheme. The NJC Scheme is designed for application within local authorities and provides a mechanism for reviewing the duties and responsibilities of the posts to determine the appropriate grade.
- 4.2.2. Salary on recruitment in all pay ranges should be set at a level within the range consistent with attracting and securing the appointment of good calibre people. Flexibility exists to pay a higher incremental point or a higher salary within the range for both recruitment and retention purposes. Such practice must be made within budgetary arrangements and taking account of equality implications.
- 4.2.3. The lowest remuneration for Council employees is Grade 1, SCP 8 £14,617 p.a. These are, in essence, the council's "lowest paid employees", by the fact that this grouping comprises the lowest paid workers in the council. These jobs have been objectively evaluated against their job content in the course of the implementation of Job Evaluation in Shropshire Council. (The Council also employs apprentices who are not included within the definition of 'lowest paid' as they are temporary training posts).
- 4.2.4 Following national negotiations between the NJC and three trade unions (Unison, GMB and Unite), agreement was reached for a pay award for 2016-2018. The agreement covers employees on spinal column points scp 6 to 60.
- 4.2.5 On 1 April 2016 the National Living Wage (NLW) for employees aged 25 or over came into effect. This started at £7.20 per hour and will rise annually to £9.00 by 2020.
- 4.2.6 Shropshire Council's pay structure was amended in agreement with the Trade Unions on 1 April 2016 to take account of the NLW. The pay structure starts at scp 8 and the values for 8, 9 and 10 are shown below:

Grade	Scp	Hourly Rate £
1	8	7.5768
2	9	7.6882
3	10	7.7458

4.3 Pay Ranges – Principal Officer (PO)

- 4.3.1. Shropshire Council has operated a PO pay scale, ranging from SCP 33 to SCP 57, across 22 grades. This means that each grade overlaps with the pay scale of the grade above and below. These cover posts requiring a high level of technical/ professional competence or have management responsibilities.
- 4.3.2. Work has been ongoing to implement a new pay structure for PO graded posts based on a 5 band, 5 increment pay structure with each band abutting (rather than overlapping) each other. This pay structure uses existing spinal column points and has been developed by carrying out a benchmarking job evaluation exercise on approximately 100 jobs using the Monks JE Scheme. Implementation of the new bands is being carried out as part of restructuring activities. All PO graded posts will be moved to the new banded pay structure by during 2017.
- 4.3.3 As previously mentioned in 4.2.4 the NJC agreed a pay award made up of a % increase to salary which was implemented in April 2016 for all grades covering scp 6 to scp 60.

4.4 Pay Ranges – Senior Pay Band

- 4.4.1 The Senior Manager Pay bands were revised in December 2010. The bands were determined following an assessment of median base pay for Public Sector Managers carried out by Price Waterhouse Coopers in September 2010. The rates were reduced by 2.7% with effect from 1 January 2012, and were further reduced in October 2012 by 1.7%.
- 4.4.2 The Joint National Council (JNC) for Chief Officers agreed a pay award for the period 1st April 2016 to 31st March 2018. The award was 1% increase for all Chief Officers paid on 1st April 2016 and 1st April 2017.
- 4.4.3 The current grades are shown below and take account of the position detailed in 4.4.2 and 4.8.2.

Grade	Pay Range	Job Title
SP 1	£101,990	Chief Executive
SP 2	£99,929	Director
SP 3	£87,567 to £92,718	Head of Service
SPB 4	£70,700 to £83,667	
SPB 5	£54,137 to £63,981	Service Manager

4.5 Other Pay Schemes

- 4.5.1 Shropshire Council has a small number of employees on other nationally determined pay scales and conditions, including:
- Soulbury (teaching staff now in Education Improvement Roles)
 - NJC for Youth Workers
 - NHS (TUPE staff only)

4.5.2 These pay schemes are used to give greater flexibility to meet particular service needs and assist in recruitment and retention of appropriately qualified and experienced staff within the respective sectors.

4.6 Salary Progression

Grade 1 to PO22/PO Band 15 (scp 8 to scp 59)

- 4.6.1. Incremental progression within the evaluated grade is due on the 1st April each year based on performance at work, or 6 months after appointment if less than 6 months in the new grade by 1st April, i.e. an increment is paid after 6 months if the employee is appointed between 1st October and 31st March.
- 4.6.2. Posts are usually advertised within salary bands which contain several annual increments, and where the top of the salary band advertised represents the maximum incremental point within that pay range. Appointments are normally made at the minimum of the pay range, unless there is an objectively justifiable reason e.g. the candidate's previous experience or difficulties in recruiting at the lowest pay point. However, the advice of Human Resources must be sought in these cases, to ensure equality issues have been considered.
- 4.6.3. Incremental progression (for posts on NJC for Local Government Services terms and conditions) up to Band 14 within the pay range for the job takes place until the maximum SCP of the job is achieved.
- 4.6.4 For Band 15, individuals are appointed to one of three spinal column points (55, 57 or 59). There is no automatic incremental progression within this grade.
- 4.6.5. **Accelerated Increments** -The salary of an employee may be accelerated within the grade on the grounds of special merit or ability, by up to two increments, provided that the maximum of the grade is not exceeded. The additional benefit of increments granted in this way is not carried over on the regrading of the post or on the employee's promotion to a higher graded post.
- 4.6.6. **Additional Increments**
- 4.6.6.1. Up to two additional increments may be granted to employees (graded on an NJC grade) beyond the normal maximum of the grade of the post to which they are appointed.
- 4.6.6.2. The award of up to two additional increments may only be made to employees who have consistently achieved a high level of performance and who have made a significant contribution to the Council's work.
- 4.6.6.3 All employees who have completed 35 years of service will be considered, but not automatically accepted for the additions.
- 4.6.6.4 At any one time, the number of employees receiving additional increments shall not exceed 3% of the number of full time employees employed under the conditions of service to which the scheme applies.
- 4.6.7. **Honoraria**

4.6.7.1. An employee, who for any reason other than the annual leave of another employee is called upon at the request of their Directorate to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, is entitled to be paid in accordance with the grading of the post temporarily occupied. The salary to be paid in such circumstances is the salary that would apply if the employee were promoted to the higher graded post. Once the qualifying period of four weeks has been satisfied the higher salary will be paid with effect from the first day on which the employee was required to undertake the full duties and responsibilities of the higher post.

4.6.7.2. In any case where there is no automatic entitlement to a higher salary the Council may consider granting an honorarium (of an amount dependent upon the circumstances of each case) to an employee who performs duties outside the scope of his post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous.

4.6.8. Ex Gratia Payments

4.6.8.1. The principal purpose of the ex-gratia payments scheme is to maintain the goodwill of staff who have suffered personal loss during the course of their duties and where no provision exists for the claim to be referred to the council's Insurers.

4.7 Senior Pay Band

4.7.1 New appointments will normally commence on the bottom of the salary band or on an 'entry salary' within the bottom 10% of the salary band. However, this may be adjusted to take account of previous experience and remuneration.

4.7.2. Any additional payment within the Senior Pay Band will be based on performance in relation to the achievement of objectives and on meeting the behavioural competences set.

4.7.3 Progression within Senior Pay Band was frozen for 2 years until 1 April 2013, pending the implementation of a Performance Related Pay Scheme. Decisions have been made not to proceed with implementing such a scheme given the amount of change and service redesign that is taking place across the organisation. In April 2013, an Increment was created and applied to those on SPB5 in recognition of performance and in the absence of a formal Performance Related Pay Scheme. The increment was equivalent to 2.4% of current pay within the grade and the value did not exceed the top of the pay band. No further pay progression within SPB5 has occurred since.

4.7.4 Given that the SPB grades for Senior Managers have been in place since 2010, it is intended to undertake a review of these grades during 2017 to ensure they are still fit for purpose.

4.7.5 Senior Pay SP1 – Chief Executive Pay

4.7.5.1 From national data produced for Local Government Employers, we have identified that the pay of the Chief Executive is circa 60% lower than the median salary when compared to other similar local authorities. There is significant risk to this local authority that the Chief Executive will leave for a higher paid post, or that if he should move on there is a

real risk that at the current remuneration level we would not be able to recruit a suitable successor. In addition the low level of remuneration of the Chief Executive has a negative impact on the reputation of the Council.

4.7.5.2 A performance related pay element specifically for SP1 was established on 1 April 2016 which is a non-consolidated payment of up to £25,000 per annum. A performance related pay scheme with a mutually agreed set of objectives has been introduced to measure the performance of the Chief Executive.

4.8 Pay Review

4.8.1. Grades 1 to PO22/PO Band 15 are reviewed in line with the National Pay Award for Local Government staff, as described in 4.2.4.

4.8.2 Shropshire Council's Senior Pay Bands are locally determined and not subject to national pay negotiations by the JNC for Chief Executives and Chief Officers in Local Authorities. There are no automatic cost of living increases any adjustments to the pay band range are based on affordability and market forces. In the absence of any other locally agreed method for pay determination for this group for 2016-18 the pay review reflected the nationally agreed award detailed in 4.4.2

4.9 Market Supplement

4.9.1. Basic pay may be supplemented by a market supplement which reflects the current national or regional rate for the nature of the post, as long as market evidence on demand for these skills supports it. This market supplement will apply to a relatively small number of people, and will be subject to review, e.g. Children's Safeguarding Social Workers.

4.9.2. Any Market Supplements are reviewed annually and can be adjusted or removed in line with market changes.

4.10. Recruitment and Retention Payments

4.10.1 The Head of Human Resources has delegated powers under Shropshire Council's Constitution to introduce and maintain employee benefits, other than the provision of cars, where these are likely to assist with recruitment and retention and where the costs can be found within existing budgets.

4.11 Pay Data

4.11.1. Shropshire Council will obtain up to date local, regional and, if appropriate, national pay data to inform decision making on local pay awards and market levels, alongside, other relative factors e.g. labour turnover rates.

4.12 Allowances

- **Sick pay**

During 1st year of service 1 month's full pay
 During 2nd year of service 2 months' full pay
 During 3rd year of service 4 months' full pay
 During 4th and 5th years of service 5 months' full pay

After 5 years of service 6 months' full pay

- **Overtime**

Additional hours / overtime, which are not eligible for an enhancement (for night, weekend or public holiday work), will be paid at plain time.

- **Subsistence**

Subsistence payments for reimbursement of the cost of breakfast and evening meal are made when an employee is required to stay away from their home overnight on Council business, on production of appropriate receipted evidence of such expenditure.

- **Annual Leave**

All staff are eligible to receive 25 days annual leave plus bank holidays per year, with 5 days extra awarded to those staff with 5 years local government service, giving a maximum entitlement of 30 days a year.

- **Office Hours / Annualised Hours**

The public opening hours for Shropshire Council are 7am to 7pm, Monday to Friday and 8am to 1pm on a Saturday. All staff are subject to Annualised Hours, i.e. they are contracted to work a set number of hours over a year, not a fixed working week, with working patterns being made in line with the Flexible Working Hours policy.

- **Callout/Standby**

Payments are made to reflect the unsociability of working in particular circumstances, where an employee is recalled to work at short notice. These are locally agreed.

- **Relocation**

Shropshire Council may provide relocation assistance to new recruits as part of the employment package; this is offered on an exceptional basis to attract candidates to hard to fill roles. The Council does not make payments to employees to reflect the costs of increased travel to work if the employee's work location changes. Approval of relocation assistance is delegated to the Head of Human Resources.

- **Salary Protection**

Shropshire Council operates salary protection arrangements in a range of circumstances including:

- where an employee has been at risk of redundancy and is successfully redeployed to another post at a lower salary (within 15%)
- Where an employee has been redeployed to another lower graded post due to a disability or health related issue
- Where as a result of a restructuring or grading review/ job evaluation process the grade of the post is reduced

In these circumstances the employee will receive pay protection (based on the level of pay but not hours of work). Protection normally applies for a period of up to 12 months.

- **Car Allowances**

Employees using their cars, motor cycles or cycles for the efficient performance of their duties, which have been agreed by their line manager, will be eligible to receive an allowance in line with HMRC Approved Mileage rates as follows

Cars	Up to 10,000 miles (in each financial year April to March) – 45p per mile Over 10,000 miles (in each financial year April to March) – 25p per mile
Motor Cycle	24p per mile
Cycles	45p per miles for the first 10,000 miles (for cycles, reimbursement above 20p per mile is liable for income tax)

4.13 Termination of Employment

4.13.1. In relation to the termination of employment, the Council will have due regard to making any appropriate payments where it is in the Council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risks and liabilities to the Council, including any legal costs, disruption to services, impact on employee relations and management time. This is consistent with the risk management practices of well governed organisations in private, public and voluntary/charitable sectors.

4.13.2 Where a severance package (not including employee statutory entitlements) exceeds £100,000, the decision to award such a package will be made by full Council.

4.13.3. Shropshire Council has adopted a policy preventing any employee who has retired early from being re-employed or re-engaged by the authority other than in exceptional circumstances.

5.0 Notice Periods

5.1 The contractual period of notice required to be given to an employee to terminate their employment, and that required of them on resignation, will be clearly stated in the terms of their appointment. The following local scheme on contractual notice periods has been adopted for NJC employees:-

Those graded up to and including Grade 8	1 month
Those graded Grades 9 and 10 (scp 29-34) inclusive	2 months'
Those graded Band 11 (scp 35-39)	2 months'
Those graded Band 12 (scp 40-44)	3 months'
Those graded Band 13 (scp 45-49)	3 months'
Those graded Band 14 (scp 50-54)	3 months'
Those graded Band 15 (scp 55, 57, 59)	3 months'

Where appointments are made to linked grades the contractual notice period will be as at the maximum of the grade advertised.

5.2 The contractual notice period for Chief Officers is 3 months.

- 5.3. The statutory provisions relating to minimum periods of notice to be given by the employer to any employee are as contained in the Employment Rights Act 1996

Period of continuous employment - Minimum notice

One month or more but less than 2 years	Not less than 1 week
Two years or more but less than 12 years	1 week for each year of continuous service
12 years or more	Not less than 12 weeks

- 5.4 The employer's obligation to the employee under the contractual notice agreed must always be read against any additional notice required to be given to the employee under the statutory grade. Therefore an employee with one month's contractual notice entitlement, with 5 years' service, will be entitled to five weeks statutory notice on the termination of their employment by the Council and an additional week's notice for each additional year's service up to a maximum of 12 weeks' notice.

6.0 Pensions

- 6.1 All Council employees are entitled to join the Local Government Pension scheme (LGPS) which is offered by Local Government Employers. If staff are eligible for membership of the LGPS, they will automatically become a member of the "scheme". in accordance with the Auto Enrolment Regulations. Employees have the right to decide to opt out of the "scheme" by following the required process. The benefits and contributions payable under the Fund are set out in the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2013. Appendix B provides details of Shropshire Council's Pensions and Retirement Policy and Appendix C details of the Council's Redundancy and Compensation Policy.
- 6.2 The current level of contribution to the scheme by employees effective from 1 April 2015 is as follows, based on actual pensionable pay:

Band	Full-time equivalent salary	Contribution rate
1	£0 - £13,600	5.5%
2	>£13,600.01 - £21,200	5.8%
3	>£21,200.01 - £34,400	6.5%
4	>£34,400.01 - £43,500	6.8%
5	>£43,500.01 - £60,700	8.5%
6	>£60,700.01 - £86,000	9.9%
7	>£86,000.01 - £101,200	10.5%
8	>£101,200.01 - £151,800	11.4%
9	More than £151,800.01	12.5%

The contribution band will be assessed using the actual pensionable pay plus any pensionable extra payments.

7.0 Senior Pay

- 7.1. The salary levels of Chief Officers on appointment is set by elected members, at the relevant committee of the council. The salary details for Chief Officers are published at: <http://www.shropshire.gov.uk/opendata.nsf/open/C9FDB1C9DB74769980257829003B6C52>

This information has been published since October 2010 in the interests of openness and transparency, and shows levels of remuneration for Chief Officers for the previous financial year. The definition of Chief Officer is contained in paragraph 3.3 above.

- 7.2 Under Regulation 4 of the Accounts and Audit (Amendment No2) (England) Regulations 2009 [SI 2009 No.3322] the Council has a legal requirement to report the remuneration of senior employees as part of its published salaries information. This requirement has now been reinforced under section 38 (1) of the Localism Act 2011, which requires the Council to produce a pay policy statement on an annual basis.
- 7.3 The relationship between the rate of pay for the lowest paid Council employees and the chief officers' is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton review 'Review of Fair Pay in the Public Sector' 2010. The Government supports the case for a fixed limit on dispersion of pay, through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The Hutton report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest paid salary and the median average salary of the authority's workforce.
- 7.4 The remuneration of the most senior manager within Shropshire Council, the Chief Executive is £101,990. The median basic remuneration for a full time equivalent employee of Shropshire Council is £18,863 per annum. The mean basic pay, based on 3,576 posts ranging in pay from the Chief Executive remuneration to Grade 1 (SCP 8 - £14,617), is £22,498. The current pay multiple from top to bottom of the organisation is 1:7. The ratio from the median pay to the Chief Executive pay is 1:5, which is well within the limits outlined in the Hutton Review.
- 7.5 Chief Officers do not receive bonuses.
- 7.6 The Section 151 Officer (Head of Governance and Assurance) and The Monitoring Officer (Head of Legal and Democratic Services) receive a responsibility allowance of £15,000 per annum.
- 7.7 All Chief Officers are eligible for the same Car Allowance as outlined for all employees in section 4.12 above
- 7.8 Chief Officers are currently entitled to 30 days annual leave.
- 7.9 The Council will have regard to the specific legal requirements which apply to the termination of employment of the Head of Paid Service, the Section 151 Officer and the Monitoring Officer as its Statutory Officers.
- 8.0 Accountability and Decision Making on Remuneration and Reward**
- 8.1 The Council's Cabinet has powers delegated to it in accordance with Section 3 of the Constitution, to make decisions on major policy matters affecting the council as a whole

and to make decisions which have significant service or resource implications across the Council as a whole This includes significant locally determined changes to staff terms and conditions and remuneration.

- 8.2 The Employees' Joint Consultative Committee which consists of Trade union representatives and Members is constituted to agree changes to employee terms and conditions, such as changes to allowances, mileage, and annual leave, subject to ratification by Cabinet and, where the decision has significant financial implications, by full Council.
- 8.3 In accordance with the Council's constitution the Head of Paid Service (Chief Executive) has delegated powers to approve the grading and regrading of posts (covered by NJC for Local Government Service, Soulbury and Youth and Community Worker Conditions of Service) where the grade maximum is PO17/Band 15 or above (or equivalent). Chief Officers have authority to approve changes to the grading of posts (covered by NJC for Local Government Service, Soulbury and Youth and Community Worker Conditions of Service), taking account of job evaluation outcomes for posts covered by these schemes and subject to financial provision for the current and future years being available, and the proposed maximum of the grade being below PO 17/Band 15 (or equivalent).
- 8.4 New appointments that are made which have a remuneration package with a value of over £100,000 will be subject to approval of full Council.

9.0 Review of the Policy

- 9.1 This policy will be subject to annual review and amendment, taking account of legislation, external best practise, internal data on recruitment and retention and external pay data etc.

scp	Current 1/4/16		NJC 2016 Pay Offer	
	Salary	Hourly Rate	Salary	Hourly Rate 2016
6				
7				
08	13890.00	7.2000	14617.00	7.5768
09	14199.00	7.3601	14832.00	7.6882
10	14507.00	7.5198	14943.00	7.7458
11	14798.00	7.6706	15094.00	7.8240
12	15104.00	7.8292	15406.00	7.9858
13	15511.00	8.0402	15759.00	8.1688
14	15631.00	8.1024	15865.00	8.2237
15	15876.00	8.2294	16067.00	8.3284
16	16172.00	8.3828	16366.00	8.4834
17	16469.00	8.5368	16635.00	8.6228
18	16758.00	8.6866	16926.00	8.7737
19	17383.00	9.0106	17557.00	9.1008
20	18019.00	9.3402	18199.00	9.4335
21	18676.00	9.6808	18863.00	9.7777
22	19159.00	9.9312	19351.00	10.0307
23	19723.00	10.2235	19920.00	10.3256
24	20367.00	10.5573	20571.00	10.6631
25	21013.00	10.8922	21223.00	11.0010
26	21698.00	11.2473	21915.00	11.3597
27	22418.00	11.6205	22642.00	11.7366
28	23150.00	11.9999	23382.00	12.1202
29	24066.00	12.4747	24307.00	12.5997
30	24872.00	12.8925	25121.00	13.0216
31	25658.00	13.3000	25915.00	13.4332
32	26416.00	13.6929	26680.00	13.8297
33	27194.00	14.0961	27466.00	14.2371
34	27963.00	14.4948	28243.00	14.6399
35	28549.00	14.7985	28834.00	14.9462
36	29305.00	15.1904	29598.00	15.3423
37	30125.00	15.6154	30426.00	15.7715
38	31007.00	16.0726	31317.00	16.2333
39	32028.00	16.6019	32348.00	16.7677
40	32870.00	17.0383	33199.00	17.2089
41	33736.00	17.4872	34073.00	17.6619
42	34597.00	17.9335	34943.00	18.1129
43	35459.00	18.3803	35814.00	18.5644
44	36331.00	18.8324	36694.00	19.0205
45	37148.00	19.2558	37519.00	19.4482
46	38045.00	19.7208	38425.00	19.9178
47	38918.00	20.1733	39307.00	20.3750
48	39782.00	20.6212	40180.00	20.8275
49	40637.00	21.0644	41043.00	21.2748
50	41513.00	21.5185	41928.00	21.7336
51	42382.00	21.9689	42806.00	22.1887
52	43516.00	22.5567	43951.00	22.7822

53	44076.00	22.8470	44517.00	23.0756
54	44935.00	23.2923	45384.00	23.5250
55	45808.00	23.7448	46266.00	23.9822
56	46678.00	24.1958	47145.00	24.4378
57	47514.00	24.6291	47989.00	24.8753
58	48393.00	25.0848	48877.00	25.3356
59	49258.00	25.5331	49751.00	25.7887



Pensions and Retirement Policy

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Appendix 1 – Flexible Retirement Process Flow

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1.0 Statement of Purpose/Objective

In supporting one of our core values of promoting diversity, Shropshire Council no longer applies compulsory retirement at age 65. An early and flexible retirement age is provided as part of enhancing of the employment policies. This is to ensure that Shropshire Council's retirement policy meets the requirements of the Equalities Act 2010.

2.0 Scope

This policy is effective from April 2014, as a result of the changes in LGPS Regulation.

This policy applies to all Shropshire Council employees, other than those employed by schools, for which a separate policy will apply.

3.0 Roles and Responsibilities

3.1 The Responsibilities of Managers

3.1.1 Managers have a statutory duty to ensure that all employees approaching retirement age are informed of Shropshire Council's retirement policy, 6 to 12 months prior to an employee reaching the age of 65. They are also required to be aware of the flexible retirement provisions.

3.2 The Responsibilities of Employees

3.2.1 Employees are responsible for deciding whether or not they wish to be a member of the pension scheme and for taking the necessary actions to request the transfer in of any other scheme membership as outlined in this policy. They are also responsible for following the relevant processes outlined below in respect of pension transfers, early retirement or flexible retirement.

4.0 Pensions

4.1 Pension Auto-enrolment

The government has introduced new regulations to encourage more people in the UK to save for their retirement and require employers (both private and public sector) to automatically enrol employees' into a 'qualifying pension scheme'. The Shropshire Pension Scheme is classified as a 'qualifying scheme'.

Employees who have previously opted out of the Pension Scheme, and who are eligible (please see below) for auto enrolment on 1 February 2013, will not be auto enrolled until 1 October 2017 due to a transitional delay.

4.1.2 Eligibility criteria for auto enrolment?

Criteria set by the government means that you will be eligible for auto enrolment if you:-

- are aged 22 or over, and are below state pension age, and
- are paid more than Pension Regulator threshold, which is subject to change each year in line with inflation.

4.1.3 How does this affect you?

Under the Pension Regulations, employees can join the scheme at any time.

If you are currently a member of the Pension Scheme, you will still receive correspondents (for each of your posts) regarding auto-enrolment as the Authority is required by legislation to keep you informed about how this affect you or the Scheme.

If you are not currently a member of the Scheme, and you meet the eligibility criteria on 1st February 2013, you will be automatically enrolled into the LGPS on 1 October 2017. You will receive correspondence from Pensions Services advising you of this. You will have the right to opt out if you wish

You may also be auto enrolled in the following circumstances: -

- a) If you change your role or take on an additional role.
- b) If you become eligible for auto enrolment after 1 February 2013. You will be auto enrolled into the Scheme from the date you become eligible.

So, for example, if your 22nd birthday falls after 1 February 2013, and you are paid more than Pension Regulator threshold you will be auto enrolled from your 22nd birthday.

Likewise, if you are paid more than the Pension Regulator threshold and you meet the age criteria, you will be auto enrolled from the first of the month that your pay increases over that threshold.

If you are auto enrolled, Pension Services will write and advise you of this. You do have the option to opt out of the Scheme if you wish. Forms for this purpose are available on the County Pension Scheme Website.

4.2 Joining the Pension Scheme and Contribution Rates

4.2.1 Employees will automatically become a member of the pension scheme, unless one of the following applies: -

- Unless in a post in which the employee is required to join another public sector scheme, e.g. teachers
- Employed as a casual worker, in which case, if you have worked for us for three consecutive months or more, you are not already in the LGPS and you meet the eligibility criteria detailed in section 4.1.2, you will be written to advising you that we will be applying the transitional delay. If you have worked on a casual basis for less than three consecutive months, you'll be written to advising you that we'll postpone auto enrolment until you have worked for three months, but that you have the right to opt into the LGPS at any time.
- Whereby the offer of employment, and subsequent contract does not exceed three months – You'll be written to advising you that auto enrolment will be postponed for three months, but that you have the right to opt into the LGPS at any time. If your contract is then extended beyond three months, you will be auto enrolled into the LGPS if you are not already a member and you meet the eligibility criteria detailed in section 4.1.2.
- Where the employee has written to Shropshire Pension Fund to confirm they do not want to be a member of the pension scheme. This can only be done once employment with the organisation has commenced.
- Employees aged 75 or over.

4.2.2 Bandings

Effective from 1st April 2015, employees' pension contribution rate will be based on their actual pensionable pay according to the following table:

Band	Full-time equivalent salary	Contribution rate
1	Up to £13,600	5.5%
2	>£13,600.01 - £21,200	5.8%
3	>£21,200.01 - £34,400	6.5%
4	>£34,400.01 - £43,500	6.8%
5	>£43,500.01 - £60,700	8.5%
6	>£60,700.01 - £86,000	9.9%
7	>£86,000.01 - £101,200	10.5%
8	£101,200.01 - £151,800	11.4%
9	More than £151,800.01	12.5%

For those employees who elect to pay reduced contributions, (the 50:50 option), contribution rates will be half of the amount detailed in the table above.

The contribution band will be assessed using the actual pensionable salary plus any pensionable extra payments.

For term time staff, the actual pensionable salary will be based on the actual pensionable salary across the term time week's only, plus any pensionable extras.

Any fee earning staff will be assessed on the previous year's earnings to 31st March or part year if the individual is not employed for the whole year.

The salary figures detailed in the table above will increase on 1st April each year by the rise in the Consumer Price Index.

4.2.3 –Reassessment of Banding

The Council will re-assess bandings for all employees every April, with the exception of the following:

- Promotion or permanent/long term honoraria payments
- Down-grading or demotion
- A re-grading exercise

All of the above will prompt an immediate reassessment.

4.2.4 The Council will not re-assess pension contribution bandings after a back dated pay award.

4.2.5 Individual Pension contribution banding (reviewed every April) can be found on your payslip accessed through MyView

4.2.6 Any appeal against a decision regarding an employees pension contribution banding, or any other decision relating to an employees rights or liabilities under the scheme, will be as detailed in paragraph 9.1 below.

4.2.7 All payments in respect of the job carried out by the employee are pensionable, save for the following exclusions:

- Any sum which has not had income tax liability determined on it
- Any expenses incurred in carrying out the duties of the role
- Any payment made in consideration of loss of holidays
- Any payment in lieu of notice to terminate the contract of employment
- Any retention payment made in order not to terminate the contract
- Any amount paid in relation to the provision of a motor vehicle or any amount in lieu of
- Any payment in consideration of loss of future pensionable payment or benefits
- Any award of compensation for the purposes of achieving equal pay in relation to other employees
- Any payment made by the Authority to a member of staff on reserve forces service leave
- Returning Officer (or acting) fees other than those paid in respect of local government elections, elections for the National Assembly of Wales, Parliamentary Elections or European Parliamentary Elections.

4.2.8 In addition to pensionable contributions, an employee is able to pay additional pension contributions (APC). There is no minimal payment, although the maximum is £6,500 per annum. Advice on this is available from the Pensions team (see paragraph 11.1 below).

4.3 Those scheme members wishing to voluntarily draw benefits on or after 55 and before 60, the 85 year rule will not be applied by the Authority in this circumstance. For those employees would have to meet any strain on fund cost via an actuarial reduction applied to their pension.

85 year rule is a very complex area and individuals considering retirement should contact Shropshire County Pension Fund for clarification as to whether, and if so how, protections apply to their pension benefits.

4.4 50:50 Option

4.4.1 This option allows employees to contribute half the normal contribution rates to the pension scheme, yet still provides the full death in service benefit.

4.4.2 The intention is that this option allows those who wish to join the scheme, but can't afford to pay the full contribution rates, as a "stepping stone" into the scheme.

4.4.3 Should you wish to remain in this option longer term, you will be required to opt out of the full contribution rate scheme every three years and re-join the 50:50 option

4.4.4 The employer will pay the same contribution rates as members paying the full contribution rates.

4.4.5 For new employees to the Council who wish to join the 50:50 option, you must elect to pay reduced contributions as a 50:50 member. You are only allowed to do this once you have started your employment with the Council.

4.4.5 Should you elect to join the 50:50 option, please refer to the Shropshire County Pension Scheme website where you are able to find the application form.

4.4.6 The switch to the 50:50 option will only take effect from the next available pay period and not the date that the application form has been completed.

4.4.7 The Pension Scheme will provide you with information regarding how joining the 50:50 option will impact on your benefits.

4.5 Transferring Pension into the Shropshire Pension Fund

4.5.1 Employees may choose to transfer other pension rights into the Shropshire Pension Scheme. Advice on this is available from the Pensions Team (see paragraph 11.1 below).

4.5.2 Transfers between Local Government Pensions Funds will happen automatically, unless the employee requests for this not to happen.

4.5.3 The request to transfer pension rights as per section 4.4.1, or in the event of 4.4.2 the employee then decides to transfer other Local Government Pension Fund benefits, should normally be made within 12 months of the employee starting employment with Shropshire Council.

4.5.4 In exceptional circumstances, where an employee can demonstrate good cause, they may seek an extension to the first twelve months by up to a further 12 months before making a decision on making an application to transfer their pension rights subject to confirmation from their Director that they are not likely to retire, or be subject to ill-health retirement in the near future. Please note that this provision is **discretionary** and in **all instances**, the employee should write to the Head of Human Resources requesting an extension to the twelve months, detailing any extenuating circumstances. The Head of Human Resources will be the first stage approval, with the Pension Fund having to also agree to the transfer.

4.5.5 Any appeal against a decision not to allow an employee to transfer pension rights, or any other decision relating to an employee's rights or liabilities under the scheme, will be as detailed in paragraph 9.1 below.

4.5.6 Relevant employees (those who have AVC contracts taken out prior to 13th November 2001) at retirement may request to transfer in AVCs (Additional Voluntary Contributions). Requests should be made within 1 month of retiring; however this may be extended to 3 months to allow for administrative procedures.

4.6 Awarding extra Annual Pension

4.6.1 As a result of the changes to the Local Government Pension Scheme Regulations 2014, Augmentation (also known as "Added Years") will no longer be permitted as part of the Scheme and will be replaced by the option for the employer to grant extra annual pension of up to £6,500 to an active member of the scheme, or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency (APC)

4.6.2 Granting extra pension will be considered only in exceptional circumstances and is not an automatic entitlement. The Head of Human Resources, in consultation with the Head of Finance, has discretion to approve an award after taking into account all the financial implications, including sharing the cost with the employee (Shared Cost Additional Pension Contributions – SCAPC). It should be noted that any extra annual pension granted would be subject to an actuarial reduction if the pension is drawn early, other than if on the grounds of Ill Health,

4.6.3 Granting extra pension will also be permitted in accordance with the Council's Redundancy and Compensation Policy

5.0 Retirement

For information on all aspects of retirement please refer to the “Shropshire Fund Pension Scheme Booklet – a guide to your pension” available from the Pensions Team (01743 – 252130) or look on their website <http://shropshirecountypensionfund.co.uk/>

5.1 Early Retirement on Compassionate or Exceptional Grounds

- 5.1.1 With effect from 1st April 2014, the opportunity to apply for early release of benefits on compassionate or exceptional grounds will no longer be available. Employees that left prior to 01 April 2014, the provision for compassionate grounds remains **discretionary** and in **all instances**, the employees should write to the Head of Human Resources detailing the exceptional circumstances and any associated evidence to support their request. The case will then be considered on the basis of the submission and any associated costs that the Council may have to meet.

5.2 Early Retirement on the Grounds of Ill Health

- 5.2.1 With effect from 1st April 2008, a three tiered ill health retirement scheme will apply (amended under the 2013 regulations). Extra membership on the grounds of ill health retirement will be awarded on the following basis:

- The first condition is that the member is, as a result of ill-health or infirmity of mind or body, permanently incapable (that the member will, more likely than not, be incapable until at the earliest, the member’s normal pension age) of discharging efficiently the duties of the employment the member was engaged in.
- The second condition is that the member, as a result of ill-health or infirmity of mind or body, is not immediately capable of undertaking any gainful employment (in this instance, “gainful” is defined as “paid employment for not less than 30 hours per week for a period of not less than 12 months”)

- 5.2.2 The process for ill health retirements can be found within the Council’s policy on “Caring about Sickness”, Section 9

5.3 Flexible Retirement

- 5.3.1 Under the flexible retirement arrangements, employees who are members of the Local Government Pension Scheme, may request a reduction in their hours or move to a lower graded post and also draw their pension whilst continuing to work, under regulation 30(6) of the LGPS Regulation 2013 of the pension scheme regulations. This will be subject to management consent and will only be considered where there is a justifiable business case and the cost, if any, of early release of pension is managed within the section’s budget.

It should be noted that as this provision needs to be cost effective, cases will be considered on an individual basis and a reduction in hours needs to equate to a minimum requirement equivalent to one working day (pro-rotta) if already part-time.

- 5.3.2 To be considered for this, employees must:

- be aged 55 or over
- not work in a post or area of work where there are difficulties in recruiting; there are skill shortages or work of a particular nature which requires their skills; with the exception of ill-health (see 5.2)

- get authorisation for early release of their pension.
- 5.3.3 Employees who request a reduction in their hours or in the grade of their post should use the procedure outlined in the Flexible and Agile Working Policy and submit a Flexible and Agile Working Request Form to their Manager. The manager will then complete a Flexible Retirement Request Manager Report, outlining the business case. See Appendix 1 Flexible Retirement Process Flow and Appendix 2 for manager report template.
- 5.3.4 Early release of pension before age 65 may mean pension benefits are reduced (please refer to Section 5.3.5). Employees should therefore obtain information on their pensionable benefits, which would apply in these circumstances before submitting a request. This is available from the Pensions team (see paragraph 11.1 below).
- 5.3.5 The decision to permit an employee to receive immediate payment of their pension under flexible retirement will be authorised by their Director, in discussion with the Head of Human Resources.
- 5.3.6 When making the decision to permit Flexible Retirement, all benefits pre 1st April 2008 will be released. A cost analysis of benefits accrued between the 1st April 2008 and 31st March 2014, and 1st April 2014 onwards will determine whether all, part or none of the benefits are released and whether actuarial reduction, in whole or in part, will be waived to benefits taken before Normal Pension Age (NPA).
- 5.3.7 Once the Manager has received approval from their Director and Head of Human Resources, they should complete the Flexible and Agile Working Acceptance Form and submit a Contract Amendment e-Form through MyView (refer to Appendix 1 for process).

Please note that in order to be accepted for Flexible Retirement, approval is required from the Head of Human Resources and the appropriate Director. Merely accepting the reduction in hours does not automatically release the pension benefits of the employee

6.0 Working beyond the age of 65

6.1 Job applicants over the age of 65

There will be no upper age restriction for job applicants to the Council. Where a job applicant aged 65 or over is appointed, they will receive the standard contractual terms which apply to the post.

6.2 Existing employees working beyond age 65

- 6.2.1 The Employment Equality (Age) Regulations 2006 state that employees have the right to request not to be retired. As Shropshire Council does not apply a compulsory retirement age, an employee can continue in their post beyond the age of 65 if they wish to do so.
- 6.2.2 Performance of all employees will continue to be reviewed through the normal annual performance appraisal mechanisms. When being appraised, no employee should be treated differently because of their age.

6.3 Implications for employees in the Local Government Pension Scheme (LGPS) who work beyond age 65

6.3.1 Employees in the LGPS who continue to work beyond 65

Employees over the age of 65 can remain in the scheme to the eve of their 75th birthday and their LGPS benefits earned up to their Normal Pension Age will be increased to compensate for their late payment. Benefits must be paid from age 75, even if employment continues beyond that age.

6.3.2 Employees formerly in the LGPS who after a break in service are re-employed at 65 or above

Employees under the age of 75 can re-join and remain in the scheme up to that age and benefits must be paid from age 75, even if employment continues beyond that age. Any LGPS pension already in payment will not be affected, but any part of that pension resulting from added years given in early retirement cases may be subject to adjustment. Details are available from the pension section in individual cases.

6.3.3 Employees appointed at 65 or above with no previous reckonable service

Employees under the age of 75 can join and remain in the scheme up to that age and benefits must be paid from age 75, even if employment continues beyond that age.

7.0 Pre-retirement Courses

7.1 Employees who have indicated that they wish to retire will have the opportunity of attending a Pre-Retirement Course, to better prepare them for that change.

7.2 Further details of the Planning a Positive Retirement course are available on SC Intranet: <http://staff.shropshire.gov.uk/training-and-development/staff/planning-a-positive-retirement/>

8.0 Links to Other Policies

8.1 This policy links to Shropshire Council's Flexible Working Framework and to the Council's Redundancy and Compensation Policy, Absence Management Policy with relation to ill health.

9.0 Pensions Appeals

9.1 In accordance with Regulation 73 of the Local Government Pension Scheme (Administration) Regulations 2013, the Council is required to draw all employees' attention to the fact that, if they are dissatisfied with any decision in relation to their rights or liabilities under the Scheme, they may make an application to the Head of Treasury and Pensions, as the person appointed for resolving first stage disputes. An appeal must be made within six months of the event. Standard forms and guidelines are available from the Pension Team for this purpose.

If employees remain dissatisfied, they may apply for a reconsideration of the decision to the Head of Legal and Democratic Services. The final level of appeal would be to the Pensions Ombudsman.

In all instances, all initial concerns, or matters whereby an employee is not in agreement, should be referred to the individual who made the original decision. The Pension Scheme will also be available to advise you of your rights under the Scheme.

10.0 Monitoring and Review

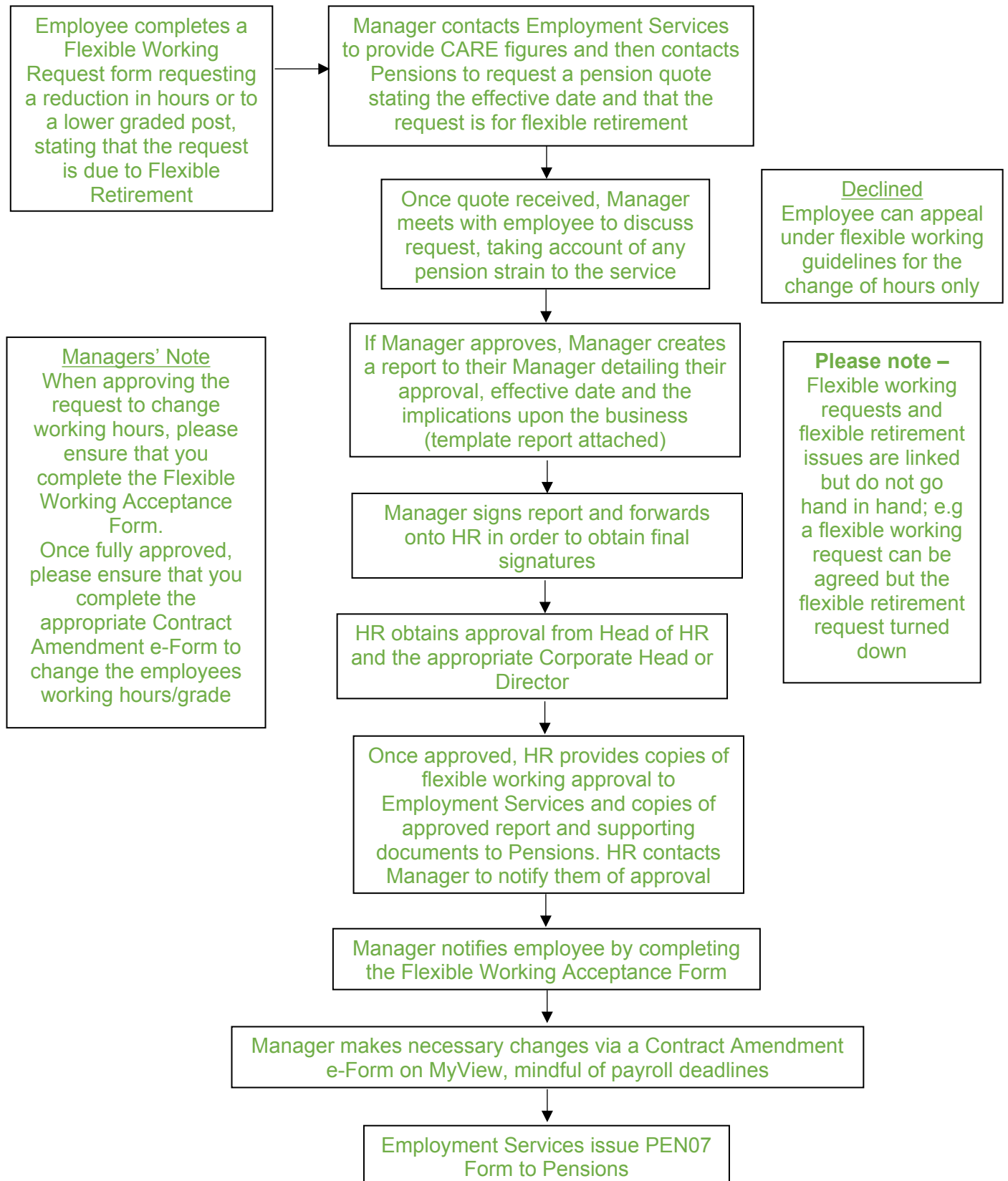
- 10.1 Human Resources will work with Managers to monitor the application of this policy. Shropshire Council may review any aspect of the procedure in the light of changing circumstances at any time, in consultation with the trade unions.
- 10.2 The policy will be reviewed at regular intervals, in conjunction with changes to legislation, and any changes to the regulations as informed by the LGPS that may impact upon it. .

11.0 Further Advice on Pensions

- 11.1 Advice and information on the Local Government Pension Scheme (LGPS) is available from the Pensions team who can be contacted on 01743 252130 or at pensions@shropshire.gov.uk. Further useful information can also be found at <http://shropshirecountypensionfund.co.uk/>

	Approval date
Policy Forum	8/10/2015
EJCC	23/10/2015

Appendix 1 - Flexible Working Process Flow



Flexible Retirement Request Manager Report

Employee Name:

Employee number:

Background

Include the following in your business case:

- *Current employment details – include current post, hours worked and current SCP details*
- *Effective date of change and what that change will be*
- *How the approval of the request will benefit the team*
- *Details regarding the strain (if any) on the pension fund, and the cost implications in relation to the team budget (if any)*

I agree to this request for flexible retirement and that pension payments commence with effect from (date).

Direct Line Manager

.....Date.....
(Name and sign)

Post:

Next Level of Line Management

.....Date.....
(Name and sign)

Post:

Head of Human Resources & Development

.....Date.....
(Name and sign)

Director of Group or Service Area

.....Date.....
(Name and sign)

Attached supporting paperwork:
Flexible Working Request Form
Flexible Working Approval Form



Redundancy Policy

Contents

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1. Introduction

- 1.1 Shropshire Council aspires to be a fair and equitable employer committed to the principle of maintaining the highest possible level of job security for its employees. However, it is recognised that there may be certain circumstances e.g. in times of severe budgetary constraints when staffing reductions are necessary.
- 1.2 In the event of a potential redundancy situation being identified Shropshire Council will endeavour to address this by limiting external recruitment, redeploying employees where possible, considering requests for voluntary redundancy and other reasonably practicable measures in order to avoid a compulsory redundancy situation. However, should compulsory redundancy become necessary Shropshire Council will strive to ensure a consistent and fair method of selection is applied.
- 1.3 The Redundancy Policy sets out how potential redundancy situations and, if necessary, compulsory redundancies will be managed within Shropshire Council.
- 1.4 The policy applies to all Council employees, except those employed directly by schools who have a specific policy available on the Schools Learning Gateway.

2. Exclusions to the Policy

- 2.1 The Redundancy Policy will not apply in the following circumstances:
 - Termination during, or at the end of a probationary period of service in accordance with the Probationary Performance Policy, whether or not the probationary period was extended beyond its originally specified duration.
 - Resignation by an employee, or other termination, by mutual consent.
 - To agency staff, contractors or external consultants.
 - Apprentices who do not secure permanent employment after their training.
 - Employees on a fixed term contract with less than 2 years' service in the affected post.

3. Objectives

- 3.1 The objectives of the Redundancy Policy are to:
- Ensure the Council complies with its legislative requirements in relation to redundancy situations;
 - Provide clear advice when handling potential redundancy situations;
 - Outline measures that may be available to seek to minimise or avoid compulsory redundancy;
 - Set out a clear framework for the management of compulsory redundancy situations including the application of a Redundancy Selection Criteria;
 - Ensure that where compulsory redundancy is necessary employees leave the Council feeling that they have been treated in a fair and equitable manner.

4. Potential Redundancy Situation

- 4.1 A potential redundancy situation arises when:
- An employer has ceased, or intends to cease, to carry on the business in the place where an employee was so employed; or
 - Where the requirements of the business for employees to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish; or
 - Where the requirements of the business for employees to carry out work of a particular kind, in the place where they are so employed, have ceased or diminished or are expected to cease or diminish.
- 4.2 As soon as it becomes evident that a potential redundancy situation could exist then the Service Manager, in conjunction with HR Business Partner will identify those likely to be affected, both directly and indirectly.
- 4.3 In some instances the employee(s) to be made redundant will comprise all those undertaking a particular job. In these circumstances, however, care must be taken to check whether a wider group of employees could potentially be affected as a consequence of them having similar or common contracts of employment. In this situation it may be appropriate to ring fence those employees highlighted and follow the process as detailed in Appendix A.

5. Alternatives to Compulsory Redundancy

- 5.1 In order to avoid or reduce the need for compulsory redundancy alternative measures will be considered. These will include the following:
- Natural wastage through normal staff turnover;
 - Suspending relevant external recruitment;
 - Reducing overtime;
 - Reducing the number of hours worked;
 - Voluntary redundancy;
 - Redeployment within the Council.

6. The Consultation Process

- 6.1 Consultation must be carried out “in good time” i.e. as soon as redundancies are proposed. Where 20 or more redundancies are proposed there is a statutory duty to consult with the Trade Unions. The Chief Executive or Director with the support of HR will be responsible for issuing a Section 188 notice to the relevant Trade Unions and submitting a HR1 form to the Secretary of State.

- 6.2 When consulting staff, it is important to consult those who are sick, on maternity, paternity or adoption leave. Failure to consult an employee on maternity leave may lead to a successful sex discrimination claim at tribunal, with unlimited compensation.
- 6.3 Where the Council is proposing to make redundancies consultation must begin at the earliest opportunity and no less than follows:

Number of employees	Period of Consultation
between 20 and 99 employees at one establishment within a period of 90 days or less,	at least 30 days before the first of the dismissals takes effect.
Over 100 employees at one establishment within a period of 90 days or less,	a period of at least 45 days consultation will apply.
fewer than 20 in one establishment	the Council will endeavour to observe a consultation period of at least 30 days

- 6.4 Fixed term contracts that have reached their termination date or will terminate during the consultation time are excluded from the requirement to consult collectively.
- 6.5 An employee(s) and, where appropriate, his/her representative(s) will be provided with the following information as part of the genuine and meaningful consultation process:
- The reason(s) for the proposal(s);
 - The number(s) and description of employees proposed to be dismissed as redundant;
 - The total number of employees of that description employed at the establishment in question;
 - The timeline of the planned consultation period;
 - The proposed structure;
 - The proposed method of selecting the employees who may be dismissed;
 - The proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect; and
 - The proposed method of calculating the amount of any redundancy payments – other than statutory payments – to be made to the employees who are dismissed.

Consultation will also include ways of:

- Avoiding or reducing the number of dismissals i.e. considering other options instead of dismissal; e.g. suspending recruitment or reviewing the options for redeployment; and
- Mitigating the consequences of dismissal, e.g. outplacement support

During the consultation process all employees have the option to have individual consultations with management and HR to discuss their options or to put forward evidenced counter proposals to the planned restructure or redundancy.

7. Application of the Compulsory Redundancy Selection Criteria

- 7.1 If, despite consideration of alternative measures, the need for compulsory redundancy is unavoidable, then the 'Redundancy Selection Criteria', attached at Appendix A to the Policy, will be used to determine which employee(s) will ultimately be declared redundant unless it is evident that all employees will be made redundant. In the event of a restructure or job re-design the selection method may be through interviews. It should be noted that the Council reserves the

right to amend the redundancy selection criteria/weighting where circumstances suggest that this would be reasonable.

- 7.2 All employees involved in the redundancy selection process will be provided with a copy of the 'Redundancy Selection Criteria', together with an explanation as to how this will be applied, prior to the redundancy selection taking place.

8. Redeployment

- 8.1 The Council will make every reasonable effort to find alternative work within the organisation for any employee who is selected for redundancy. Such employees will be added to the redeployment register for any available vacancies at the time of their redundancy selection and during their notice period.
- 8.2 Where either an employee or management have identified a post as being potentially suitable alternative employment the employee will need to participate in a selection process in order to establish whether or not the position is suitable for the employee taking into account his/her skills, knowledge, experience, level of seniority as well as the terms and conditions of the post.
- 8.3 Employees who are on Maternity, (or Adoption), leave are legally entitled to be offered any suitable alternative job before any other employee Failure to do so will result in the dismissal being automatically unfair.
- 8.4 Where an alternative post offered is substantially the same with regards to:
- Existing Grade
 - Work location;
 - Duties of the post;
 - Working hours

the post will be considered Suitable Alternative Employment (SAE).

If the employee accepts the offer of redeployment they will be entitled to a 28 day trial period. The purpose of the trial period is to enable both the Council and an employee to assess the suitability of the post.

- 8.5 Should the Council deem an employee to be unsuitable for the post, or the employee themselves has concerns about their new role during the 28 day trial period, appropriate action will be taken in consultation with the employee, which may include seeking further redeployment opportunities, but may also include an employee finishing work in line with notice previously issued.

The determination of what is suitable and, indeed, what constitutes an unreasonable refusal is not statutorily defined and hence each case will need to be determined on merit and in consultation with HR

Should an employee unreasonably refuse an offer of SAE, the employee will lose his/her right to any redundancy payment that may be due.

For more information please refer to the Redeployment Procedure.

9. Issuing Notice of Redundancy

- 9.1 Notice of redundancy will not be issued until the agreed consultation period has elapsed.

- 9.2 The Council's obligation to the employee must always be read against any additional notice required so the notice period will be whichever is greater; statutory or contractual. Therefore an employee in a Grade 7 post with a contractual notice period of 1 month who has 6 years' service will be given 6 weeks statutory notice. For more information on notice periods please see the Periods of Notice Policy.
- 9.3 Payment in lieu of notice is not justifiable in cases where the timetable for redundancy is known sufficiently well in advance to give normal notice, and there is nothing else preventing this.
- 9.4 If you have been made aware through consultation that you are at risk of redundancy the employee and manager need to work together to ensure that all pro rata annual leave and credit/debit hours are taken wherever possible. Payment of annual leave is not justifiable in cases where employees have known sufficiently well in advance of their termination date. Annual leave needs to be pro rata to their termination date and used prior to leaving. In the event that an individual has exceeded their annual leave entitlement, action will be taken to recover the amount from pay.

10. Appeals against Redundancy

- 10.1 Notice of redundancy will contain details of the right of appeal against Selection for Redundancy to the Redundancy Appeals Panel. Any appeal must be submitted in writing to the Head of HR within **10** working days of receipt of the redundancy notification and provide all details of the reason for the appeal. For the full appeal process see Appendix B.
- 10.2 While an appeal is in progress, the contractual period of notice will continue to run from the original date of notification of redundancy.

11. Redundancy Payments

- 11.1 All eligible employees (see paragraph 2.1) who are made redundant either following a call for volunteers, or through a compulsory redundancy and have a minimum of two years continuous service with local government or a Redundancy Modification Order body are entitled to a redundancy payment. Redundancy payments are calculated dependent of the length of continuous service in the affected post. The maximum length of service counted for statutory redundancy pay is 20 years.
- 11.2 Employees will receive the following entitlement:

Service	Entitlement
For service between ages 16 – 21	½ weeks' pay for each completed year of service multiplied by 1.5
For service between ages 22 – 40	1 weeks' pay for each completed year of service multiplied by 1.5
For service from age 41 and above.	1 ½ weeks' pay for each completed year of service multiplied by 1.5

- 11.3 A weeks' pay is defined as the amount to which an employee is entitled under his or her contract of employment when he/she works a normal week. If an employee's working hours vary, or where additional payments are made, pay is averaged over the previous 12 weeks from the date of your termination letter.
- 11.4 If an employee holds more than one post they will only be made redundant from the affected post and will remain in any other posts. Redundancy pay will be calculated on the continuous start date of the post from which they are being made redundant and all other continuous start dates will remain.

For Example:

Post 1: Admin post started 01/01/1990

Post 2: Assistant Social Worker post started 01/01/2005

If you were made redundant from your Admin post then the continuous start date used for redundancy calculations would be 01/01/1990 and your start date would remain as 01/01/2005 for the other post.

If you were made redundant from your Assistant Social Worker post then the continuous start date used for your redundancy pay would be 01/01/2005.

- 11.5 The additional compensatory payment (1.5 multiplier) is calculated taking account of any local government service, and service covered by the Redundancy Payments Modification Order up to a maximum of 20 years in total.

For example:

Current Continuous Service: 4 years from age 41 = 6 weeks' pay (4 x ½ week's pay)

Previous Service: 10 years from age 20 = 9 weeks' pay (2 years at ½ week's pay + 8 years at 1 weeks' pay)

Total: 6 + 9 = 15 week's pay x 1.5 multiplier

- 11.6 Final redundancy payments will be made once the employee has completed their notice period and all final salary payments have been made. The redundancy payment will then be calculated and paid on the next available pay run.
- 11.7 Redundancy payments are expressly exempt from income tax. They will, however, be taken into account in determining whether or not the total compensation paid to an employee exceeds the £30,000 tax-free limit.
- 11.8 Any offer of employment made by any local authority (or specified body covered by the Modification Order) accepted whilst under notice of redundancy and commencing within four weeks of the date of redundancy would disqualify an employee from receiving a redundancy payment.
- 11.9 In the event of being re-employed in another local authority post (or with a related employer) after termination and having received a redundancy payment, continuity of service for purposes of any future redundancy pay rights will start afresh.
- 11.10 All employees are responsible for checking their redundancy calculations to ensure any errors are highlighted as soon as possible.

12. **Payment of Pension**

- 12.1 Any employee who is subject to these redundancy provisions, who is aged 55 and over at the date of termination and is a member of the pension scheme, will be eligible to receive immediate payment of their pension. In these cases, the employing service will meet any additional strain on pension fund.
- 12.2 Purchasing Additional Pension Benefits

If the employee is a member of the Local Government Pension scheme, there will be an option for the council to purchase additional pension benefits under regulation 13 of the Local Government Pension Scheme Regulations 2013 as an **alternative**, but not as well as additional compensation under section 11.1. The award of additional pension cannot exceed £6,500 from

1st April 2015 and that figure is increased on 1st April each year. Additional pension benefits can be purchased by the notional additional compensation i.e. the excess over the statutory payment calculated in accordance with paragraph 11.1. This will be at no extra cost to the Council and the calculation will take into account any additional pension costs met by the Council resulting from the early payment of pension benefits. The employee must be an active member of the LGPS and any decision to opt for this alternative must be made before their employment is terminated.

13. Assistance to Seek New Employment

- 13.1 An employee with at least two years continuous service at the dismissal date has a statutory entitlement to reasonable time off with pay during his/her notice period to look for new employment or to make arrangements to undertake training for future employment. The Employment Rights Act 1996 does not specify what is deemed to be a reasonable amount of time off, However, employers do not have to pay more than two-fifths of a week's pay regardless of the length of time off allowed. For example, if an employee works five days a week and they take four days off in total during the whole notice period, Shropshire Council is only obliged to pay employees for two days. Employees are required to provide reasonable notice of their interview, including proof of the interview date, time and location to their Manager
- 13.2 The council also provides a number of courses for employees facing redundancy to give them the skills and knowledge to apply for alternative employment. Further information is available here.

14. Review of Policy

- 14.1 This policy will be reviewed by HR and Development, in consultation with unions.

Redundancy Selection Criteria**Appendix A****1.0 Introduction**

- 1.1 It is essential that during a redundancy process the Council ensures that fair and transparent criteria for selection for redundancy are identified and applied consistently.
- 1.2 As a preliminary stage to selection, volunteers for redundancy may be invited to express an interest and be considered by management. However the Council is under no obligation to accept these volunteers. Care must be exercised when selecting from a list of volunteers to ensure that a balanced workforce remains in order to meet the demands of the service.
- 1.3 The handling of compulsory redundancies where selection is involved requires a systematic approach, if any dismissals are to be judged as fair. There is also an expectation amongst Trade Unions that in the event of compulsory redundancies being necessary, the Council will adopt reasonable selection criteria. These guidelines are to be used in the event of compulsory redundancies affecting National Joint Council for Local Government Services, Soulbury, Youth Service employees, other than those whose posts form part of the establishment of a school. The guidelines aim to ensure that good industrial relations practice is maintained in dealing with difficulties of this kind. There may be occasions where different selection criteria is used and in this case employees will be made aware of this at the beginning of the consultation period.
- 1.4 Any team or service faced with the problem of achieving employee reductions by selection for compulsory redundancy will have the principal objective of maintaining a balanced workforce after the redundancies are carried out, measured against the anticipated needs of the Authority. On this basis the approach to selection will be as follows:-

2.0 Unit of Selection

- 2.1 The "unit of selection" should be clearly defined - that is the area of work (based on geography, function and/or level) where reductions are necessary. The relevant Trade Unions and employees concerned will be made aware of the unit of selection by the consultative stages required by the Redundancy Policy.

3.0 Selection Procedure

- 3.1 Wherever possible two senior managers and a HR Business Partner together, with responsibility and/or knowledge of staff in the unit of selection will then apply selection criteria in the following way:-

Stage 1

Completion of the Selection Criteria Matrix. The application of the redundancy matrix will effectively score or rank the individuals within the pool and identify those employees who are likely to be 'at risk' of redundancy, depending on the number of redundancies needed in the particular service area. Once agreed, for a specific situation, matrices and weighting cannot be changed to influence the results.

Relevant Qualification and skills	Score
Has all the relevant qualifications and skills required	5
Is working towards a relevant qualification and has the skills required	4
Either has the relevant qualification but does not have all the skills required OR has the skills required but does not have the relevant qualification	3
Does not have the relevant qualification or skills	1

Relevant Experience	Score
Has the relevant experience to be able to be effective in the role with immediate effect, or with minimal development	5
Has relevant experience but would require some structured development	3
Has insufficient experience	1

Work Performance	Score
Regularly exceeds target performance in a number of different and additional tasks	5
Regularly achieves target performance in usual tasks	3
Usually performs below target performance	1

Ability to learn new tasks	Score
Learns new tasks faster than the majority of employees at the same level	5
Learns new tasks as quickly as the majority of employees at the same level	3
Needs longer than the majority of other employees at the same level to learn new tasks	1

Attitude towards others	Score
Is always co-operative with colleagues and managers and demonstrates a positive attitude	5
Usually co-operative with colleagues and managers and normally demonstrates a positive attitude	3
Can sometimes be negative and does not always co-operate fully with colleagues or managers.	1

Continuous Employment	Score
Over 15 years' service	5
Between 10 and 15 years' service	4
Between 5 and 10 years' service	3
Between 2 and 5 years' service	2
Up to 2 years' service	1

Weighting

Compulsory Redundancy

To achieve the total score for an employee, each criterion is weighted by a factor of 1-3 to reflect its relative importance. The weightings take into account the service's requirements to meet its future service needs and targets as well as the need to maintain a balanced workforce. The weighting will be as follows:

- Qualifications & Skills (x3)
- Experience (x3)
- Work performance (x3)
- Ability to learn new tasks (x2)
- Attitudes towards other (x2)
- Continuous Service (x1)

Having weighted the scores, a total is calculated for each employee. For example, where necessary to reduce the headcount in a service area from 20 to 15 a selection matrix is completed for all 20 employees. The 5 with the lowest scores will be provisionally selected for redundancy.

Voluntary Redundancy

- Qualifications & Skills (x1)
- Experience (x1)
- Work Performance (x3)
- Ability to learn new tasks (x1)
- Attitudes towards others (x1)
- Continuous Service (x3)

Stage 2

Where a tie-break situation arises and more than 1 employee has a similar score, the following criteria will be taken into consideration. This criteria is to be used only in such a situation.

Disciplinary Record	Score
No disciplinary record	5
Informal disciplinary discussion / letter of concern	4
Verbal warning	3
Written Warning	2
Final written warning	1

Only current warnings on file where the disciplinary process has been completed at the date of the selection exercise should apply. Do not take into consideration any current or outstanding disciplinary investigations.

Stage 3

If selection is still necessary, timekeeping records will be considered from the previous 12 months. The frequency of and reasons for poor timekeeping will be taken into account.

Stage 4

If it has not been possible to select by Stage 3 then an interview or assessment will be carried out.

- 3.2 The personal circumstances of employees at risk of redundancy must not be taken into account at any stage of the selection process. At all stages the employees concerned should be given details of any records to be used.
- 3.3 Where selection criteria have been applied those selected must be notified as soon as possible and in a sensitive manner which fully recognises the difficulties faced by the employee. Those not selected should also be told of the decision as soon as possible.
- 3.4 Where someone has been selected for compulsory redundancy, they must be given the reasons for their selection in writing and notifying them of their right to appeal (refer to section 11).

Redundancy Appeals Procedure**Appendix B****1 Process to be followed prior to the Appeal**

- 1.1 The Appeal will be heard by the Chief Executive, or a delegated Director, and the Head of HR will appoint a Clerk to the Appeal.
- 1.2 The Clerk to the Appeal will write to the employee informing of them of the date and time of the appeal hearing which will usually be held within three weeks of receipt of the notification of appeal. However, if this will not be possible the employee will be notified of the likely timescale. Acknowledgement of receipt will be required from the employee and the employee must also provide any written evidence they intend to use in the hearing to the clerk of the Appeal at least seven days in advance of the hearing.
- 1.3 Seven days prior to the Appeal, the manager who made the redundancy decision will prepare a statement of case and send it to the Clerk of the Appeal. The statement of case will need to explain the following:
- The papers (often including committee reports) which provide information on the need for the redundancy
 - The selection criteria used (where applicable)
 - Details of the employees in all posts included in the pool for redundancy selection broken down by gender, age, start date, ethnic origin, disability and length of service in current post.
 - Any measures taken to try and avoid compulsory redundancy
 - Details of consultation arrangements
 - The reasons provided by the employee appealing against redundancy.
- 1.4 Although the employee is likely to have seen the documentation contained within the statement a copy should be sent to the employee seven days before the hearing by the Clerk of the Appeal.

2 Process to be followed at the Appeal

- 2.1 An employee has the right to be accompanied, at the Appeal, by a Trade Union representative or work colleague.
- 2.2 At the Appeal it will be the responsibility of the manager who made the redundancy decision to demonstrate to the Redundancy Selection Appeals Panel that the redundancy selection criteria have been applied fairly. It will be for the employee or his/her Trade Union representative, or work colleague, to demonstrate to the Redundancy Selection Appeals Panel that the redundancy selection criteria have been applied inappropriately and/or the information considered had been incorrect resulting in the employee being selected wrongly for redundancy.
- 2.3 The Chief Executive, having considered submissions from both parties, can determine that the redundancy selection criteria had:
- Been applied correctly and dismiss the appeal;
 - Not been applied correctly and/or the information upon which it was based was incorrect but that the resultant amendments would have made no difference to the outcome of the redundancy selection and on these grounds dismiss the appeal;
 - Not been applied correctly and/or the information upon which it was based was incorrect but it was unclear what impact this would have on the redundancy selection and so refer the matter back to the Redundancy Selection Panel for reassessment;

- Been applied incorrectly and/or the information upon which it was based was incorrect with the result that the employee had been selected wrongly for redundancy and so uphold the appeal;
- Not been applied to the correct group of employees and so refer the matter back to the Redundancy Selection Panel for re-assessment.

3. Process to be followed after the Appeal

- 3.1 The decision of the Chief Executive will be final.
- 3.2 The Chief Executive will give the outcome to the appeal in writing as soon as reasonably practicable and normally within 14 working days.
- 3.3 Where the appeal is unsuccessful and a redundancy decision is confirmed, employment will terminate on the date specified in the original written notification of redundancy.
- 3.4 In the event that an appeal against redundancy selection is allowed this may mean that another employee will have to be selected for redundancy, provided that the alternatives to redundancy have been considered in respect of the selected employee and the employee has subsequently been afforded the right of appeal. In these circumstances the employee concerned should be advised as soon as is practicable and the opportunity to appeal afforded.



Committee and Date
Council

23 February 2017

10.00 am

COUNCIL TAX RESOLUTION 2017/18

Responsible Officer James Walton

e-mail: james.walton@shropshire.gov.uk

Tel: (01743) 258915

1. Summary

- 1.1 This report details the budget requirement for 2017/18 and sets the council tax precept to be levied.
- 1.2 The Council Tax increases approved by the various precepting authorities for the 2017/18 financial year are summarised below:

Precepting Authority	Increase Over 2016/17
Shropshire Council	3.99%
West Mercia Police & Crime Commissioner	0.00%
Shropshire & Wrekin Fire Authority	0.50%
Parish / Town Council (Average)	5.77%

2. Recommendations

Members are asked to:

- 2.1 Approve a 3.99% Council Tax rise resulting in a basic amount of council tax for a Band D property of £1,259.51 in the billing authority's area, calculated in accordance with the provisions of the Local Government Finance Act 1992 (section 44) and the Local Government (Structural Changes) (Further Financial Provisions and Amendment) Regulations 2008.

- 2.2 In accordance with the provisions of Section 40 (2) of the 1992 Act, approve the amount of Council Tax calculated for each category of dwelling in the billing authority's area to be as follows:

Property Band	2017/18 Charge £
A	839.68
B	979.62
C	1,119.57
D	1,259.51
E	1,539.40
F	1,819.29
G	2,099.19
H	2,519.02

- 2.3 Approve that a total precept of £134,220,817 be levied.
- 2.4 Approve the formal council tax resolution as set out in Appendix 1 to determine the levels of Council Tax for Shropshire Council for 2017/18.

REPORT

3. Risk Assessment & Opportunities Appraisal

- 3.1 The 2017/18 budget drawn up within the parameters detailed in the Financial Strategy agreed by Cabinet on 8 February 2017 sets out the Council's approach to managing its finances over the period 2017/18 to 2019/20.

4. Financial Implications

- 4.1 The Council's Financial Strategy 2017/18 to 2019/20 identifies the financial implications of the overall strategic direction of the Authority.

5. Background

- 5.1. Council is expected to agree a net budget of £206.073m. This would result in an average Council Tax rise for its own purposes, for 2017/18, of 3.99%. In setting this increase, Shropshire Council has used the additional flexibility to increase its council tax above the core referendum principle by utilizing the 2% increase to specifically fund adult social care duties and responsibilities in 2017/18.

5.2 Local Precepting Authorities

The Parish Precepts for 2017/18 total £7,155,056. These are detailed, on a Band D equivalent basis at Appendix 2 which also details the change in Band D amounts between 2016/17 and 2017/18.

5.3 Major Precepting Authorities

The West Mercia Police & Crime Commissioner (WMP&CC) met on the 07 February 2017 to agree its precept requirement for 2017/18. The WMP&CC approved a net budget of £202.455m and will precept £20,205,307 from Shropshire. The Band D equivalent is £189.60, an increase of 0% from 2016/17.

The Shropshire & Wrekin Fire Authority (S&WFA) will meet on 22 February 2017 to agree its precept requirement for 2016/17. The recommendation to S&WFA is that they approve a net budget of £21.313m and a precept of £10,072,610 from Shropshire. This will equate to a Band D equivalent of £94.52, a 0.5% increase from 2016/17. The information in this report assumes the recommendation is approved. If this is not the case, a revised Appendix 1, Schedule C will be issued prior to the Council meeting.

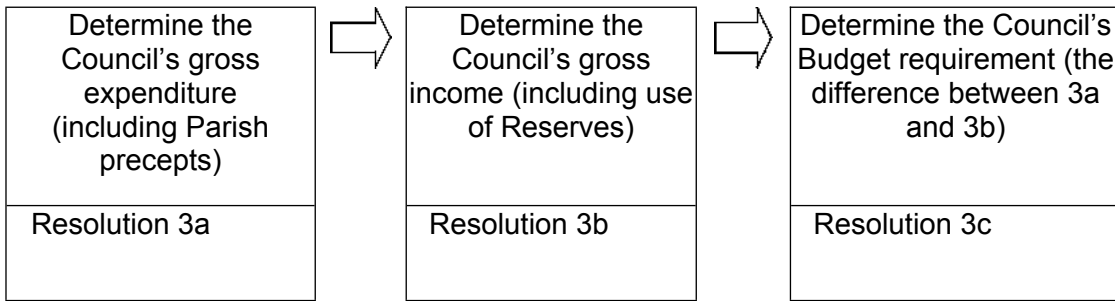
6. Special Items

- 6.1 Sections 34 and 35 of the Local Government Act 1992 require Parish precepts to be determined by the Council as special items. This is reflected in the Council Tax resolution (Appendix 1). The individual parish precepts on a Band D basis are detailed at Appendix 2.

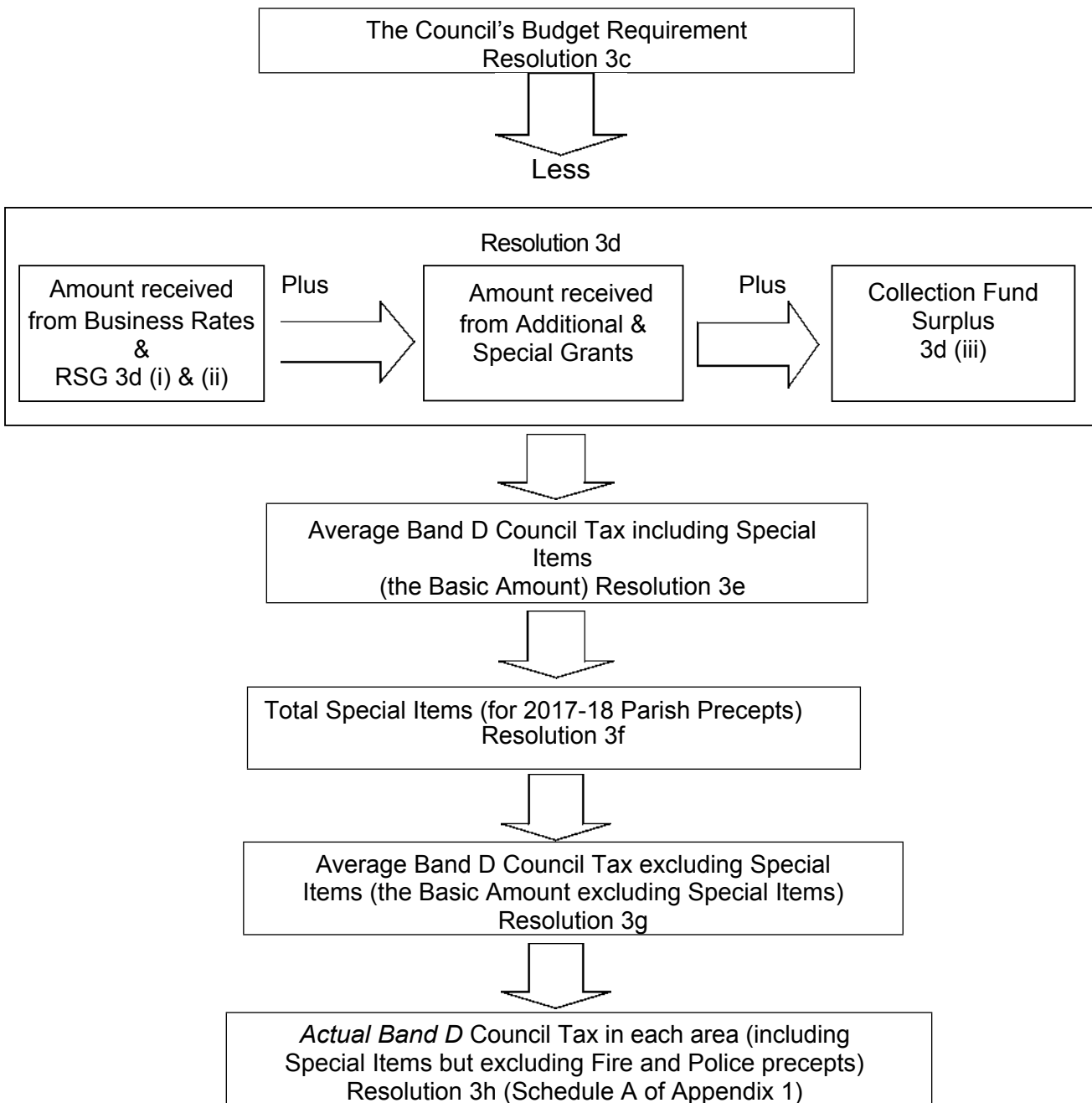
7. Setting the Council Tax

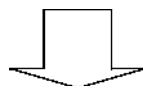
- 7.1 If the recommendations above are approved, the Band D Council Tax for Shropshire Council services will be set at £1,259.51. After taking account of the Parishes, the Police & Crime Commissioner, and the Fire Authority, the average increase in Shropshire's tax levels will vary depending on the relevant area's tax charge. The details behind these charges are set out at Appendix 1.
- 7.2 In order to set the Council Tax legally, the Council must agree a complex set of resolutions shown at Appendix 1. These resolutions build up from the Council's budget requirement including Parish precepts, through deducting Business Rates, Revenue Support Grant and collection fund surpluses (or adding a deficit) to arrive at a basic Council Tax including and excluding Parish precepts. To that is added the precepts for the Fire Authority and the Police & Crime Commissioner to arrive at a total Council Tax by Parish and by Council Tax Band.
- 7.3 Draft Resolution 1 reiterates the General Fund budget requirement and special items that are then covered more formally in Resolution 2. Resolution 3 confirms the Council has calculated the Council Tax base at a total area level and at a parish level. The remainder of the Council Tax setting process is shown below diagrammatically.

Stage 1: Determining The Council's Budget Requirement (Resolutions 3a, 3b, and 3c)



Stage 2: Determining the Amount to be raised from Council Taxes excluding Fire and Police (Resolutions 3c to 3j)

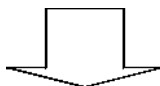




Actual Council Tax by Band in each area (including Special Items but excluding Fire and Police precepts)
Resolution 3i (Schedule B of Appendix 1)

Stage 3: Determining the Amount to be Raised from Council Taxes including Fire and Police (Resolutions 4 to 5)

Council Tax by Band for the Police & Crime Commissioner and Fire Authority
Resolutions 4



Council Tax by Band including Police & Crime Commissioner and Fire Authority i.e. total Council Tax by Parish and Band
Resolutions 5 (Schedule C to Appendix 1)

8. Legal

- 8.1 The Council is required to set its Council Tax level before 11 March. The legal requirements in relation to the setting of the Council Tax are noted against the relevant resolutions in **Appendix 1**.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Financial Strategy - 2017/18 to 2019/20.

Cabinet Member (Portfolio Holder)

All

Local Member

All

Appendices

Appendix 1 Council Tax Resolution 2017/18

Appendix 1 Schedule A - Band D Council Tax for Combined Shropshire Council and Parish/Town Councils 2017/18

Appendix 1 Schedule B - Council Tax for Combined Shropshire Council and Parish/Town Councils 2017/18 by each valuation Band

Appendix 1 Schedule C - Council Tax for Combined Shropshire Council, Parish/Town Councils, Police and Fire 2017/18

Appendix 2 - Basic Amounts of Council Tax at Band D for Parish/Town Councils 2017/18

COUNCIL TAX RESOLUTION 2017/18

1. The format of the Council Tax setting resolution that the Council must approve, has been previously agreed between the Local Government Association and Communities and Local Government, and the determination follows that format.
2. That it be noted that at its meeting on 15th December 2016 the Council calculated the following amounts for the year 2017/18 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33(5) of the Local Government Finance Act 1992 (The Act):

(a) **106,565.90** being the number calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 2002 (The Regulations), as its Council Tax Base for the year.

(b)

Parish of:	Taxbase
Abdon & Heath	106.27
Acton Burnell, Frodesley, Pitchford, Ruckley & Langley	247.33
Acton Scott	35.33
Adderley	186.11
Alberbury with Cardeston	368.17
Albrighton	1,487.54
All Stretton, Smethcott & Woolstaston	166.86
Alveley & Romsley	826.93
Ashford Bowdler	38.10
Ashford Carbonel	185.81
Astley	193.43
Astley Abbots	238.19
Aston Bottrell, Burwarton & Cleobury North	114.09
Atcham	121.48
Badger	53.79
Barrow	260.09
Baschurch	984.52
Bayston Hill	1,750.28
Beckbury	149.82
Bedstone & Bucknell	297.87
Berrington	341.43
Bettws-Y-Crwyn	86.71
Bicton	438.90
Billingsley, Deuxhill, Glazeley & Middleton Scriven	160.29
Bishops Castle Town	623.16
Bitterley	335.70
Bomere Heath & District	783.29
Bonningale	138.78
Boraston	74.50
Bridgnorth Town	4,478.45
Bromfield	115.08
Broseley Town	1,432.09
Buildwas	98.72
Burford	429.26
Cardington	200.39

Parish of:	Taxbase
Caynham	491.66
Chelmarsh	217.50
Cheswardine	382.30
Chetton	155.95
Childs Ercall	286.49
Chirbury with Brompton	328.89
Church Preen, Hughley & Kenley	121.34
Church Pulverbatch	162.46
Church Stretton & Little Stretton Town	2,124.28
Claverley	841.83
Clee St. Margaret	69.23
Cleobury Mortimer	1,123.64
Clive	233.42
Clun & Chapel Lawn	492.97
Clunbury	237.31
Clungunford	142.06
Cockshutt-cum-Petton	282.82
Condover	814.40
Coreley	132.39
Cound	207.24
Craven Arms Town	778.96
Cressage, Harley & Sheinton	400.78
Culmington	165.21
Diddlebury	258.92
Ditton Priors	325.52
Donington & Boscobel	587.57
Eardington	237.62
Easthope, Shipton & Stanton Long	201.68
Eaton-Under-Heywood & Hope Bowdler	178.29
Edgton	45.45
Ellesmere Rural	879.78
Ellesmere Town	1,365.36
Farlow	179.31
Ford	287.80
Great Hanwood	367.38
Great Ness & Little Ness	434.25
Greete	49.57
Grinshill	110.90
Hadnall	306.47
Highley	1,008.69
Hinstock	427.00
Hodnet	548.21
Hope Bagot	28.96
Hopesay	232.59
Hopton Cangeford & Stoke St. Milborough	159.55
Hopton Castle	38.25
Hopton Wafers	274.29
Hordley	100.02
Ightfield & Calverhall	187.70
Kemberton	115.96
Kinlet	399.93
Kinnerley	483.06
Knockin	116.20

Parish of:	Taxbase
Leebotwood & Longnor	195.43
Leighton & Eaton Constantine	206.53
Llanfairwaterdine	98.59
Llanyblodwel	261.66
Llanymynech & Pant	653.16
Longden	514.46
Loppington	268.22
Ludford	243.58
Ludlow Town	3,379.80
Lydbury North	218.44
Lydham & More	124.07
Mainstone & Colebatch	86.33
Market Drayton Town	3,687.68
Melverley	52.46
Milson & Neen Sollars	121.57
Minsterley	554.52
Montford	221.84
Moreton Corbett & Lee Brockhurst	126.50
Moreton Say	200.25
Morville, Acton Round, Aston Eyre, Monkhopton & Upton Cressett	350.27
Much Wenlock Town	1,183.68
Munslow	176.02
Myddle & Broughton	588.24
Myndtown, Norbury, Ratlinghope & Wentnor	255.11
Nash	138.11
Neen Savage	153.57
Neenton	64.45
Newcastle	126.05
Norton-In-Hales	263.24
Onibury	129.47
Oswestry Rural	1,555.63
Oswestry Town	5,057.03
Pontesbury	1,175.47
Prees	1,041.62
Quatt Malvern	86.05
Richards Castle	133.53
Rushbury	267.21
Ruyton-XI-Towns	449.91
Ryton & Grindle	77.91
Selattyn & Gobowen	1,171.67
Shawbury	811.86
Sheriffhales	318.30
Shifnal Town	2,567.50
Shrewsbury Town	23,381.59
Sibdon Carwood	35.42
St. Martins	860.51
Stanton Lacy	165.83
Stanton-Upon-Hine Heath	220.23
Stockton	129.75
Stoke-Upon-Tern	457.96
Stottesdon & Sidbury	312.66
Stowe	47.72
Sutton Maddock	108.25
Sutton-Upon-Tern	405.11
Tasley	395.93
Tong	117.64

Parish of:	Taxbase
Uffington	99.39
Upton Magna	154.36
Welshampton & Lyneal	353.38
Wem Rural	663.20
Wem Town	1,911.97
West Felton	518.26
Westbury	524.87
Weston Rhyn	821.70
Weston-Under-Redcastle	123.05
Wheatthill	74.05
Whitchurch Rural	552.33
Whitchurch Town	3,062.00
Whittington	820.90
Whitton	56.65
Whixall	329.66
Wistanstow	327.61
Withington	104.45
Woore	572.33
Worfield & Rudge	906.09
Worthen with Shelve	757.75
Wroxeter & Uppington	158.14
Shropshire Council	106,565.90

being the amounts calculated by the Council in accordance with Regulation 6 of The Regulations, as the numbers of its Council Tax taxbase for the year for dwellings in those parts of the Council to which one or more special items relate.

3. That the following amounts be now calculated by the Council for the year 2017/18 in accordance with Sections 32 to 36 of The Act:

	Description	Amount £	Notes
A	Gross Expenditure	570,504,562	Gross expenditure including Parish precepts in accordance with s32(2) (a) - (e) of the Act.
B	Gross Income	357,276,492	Gross income including the use of reserves in accordance with s32(3) (a) - (c) of the Act.
C	Budget Requirement	213,228,070	The budget requirement in accordance with s32(4) of the Act
D	i) Business Rates	47,242,517	From the LG Finance Settlement
	ii) Revenue Support Grant	20,447,511	From the LG Finance Settlement
	iii) Transfer to Collection Fund	4,162,170	Collection Fund surplus in accordance with s97 of the Local Government Finance Act 1988 and regulations made under s98 of the 1988 Act
	iv) Total of (D i-iv) inclusive	71,852,198	Business Rates, RSG, special grants and Collection Fund surplus.
E	Basic Amount of Council Tax	1,326.65	Item (c) - (d) divided by tax base (resolution 2(a) - this represents the weighted average Council Tax at Band D including Parish precepts but excluding Fire and Police in accordance with s33(1) of the Act.
F	Total of Special Items	7,155,056	This represents the total of Parish precepts in accordance with s34(1) of the Act.
G	Basic Amount of Council Tax for dwellings in parts of the area to which no special items relate	1,259.51	Item (c) - (d) - (f) divided by tax base (resolution 2(a)) in accordance with s34(2) of the Act.
H	Basic Amount of Council Tax for dwellings in parts of the area to which one or more special items relate	Sums shown in Schedule A Appendix 1	This represents the Band D Council Tax by Parish including Parish precepts but excluding Fire and Police in accordance with s34(3) of the Act.
I	Amount of Council Tax as in (h) for each Council Tax Band	Sums shown in Schedule B Appendix 1	This represents the Council Tax by Parish and by each valuation band including Parish precepts but excluding Fire and Police in accordance with s36(1) and s5(1) of the Act..

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4. That it be noted that for the year 2017/18 the West Mercia Police & Crime Commissioner and the Shropshire & Wrekin Fire Authority have stated that the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwelling shown below:

Precepting Authority	Valuation Bands – 2017/18							
	A £	B £	C £	D £	E £	F £	G £	H £
Shropshire & Wrekin Fire Authority	63.01	73.52	84.02	94.52	115.52	136.53	157.53	189.04
West Mercia Police & Crime Commissioner	126.40	147.47	168.53	189.60	231.73	273.87	316.00	379.20

5. That having calculated the aggregate in each case of the amounts at 3(i) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts listed in Schedule C Appendix 1 as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings in the Council's area.

Schedule A

**Basic Amounts of Council Tax at Band D for Combined Shropshire Council and Parish/Town Councils
2017/18**

Parish / Town Council	£:p
Abdon & Heath	1,259.51
Acton Burnell, Frodesley, Pitchford, Ruckley & Langley	1,281.80
Acton Scott	1,263.76
Adderley	1,328.64
Alberbury with Cardeston	1,278.52
Albrighton	1,331.11
All Stretton, Smethcott & Woolstaston	1,285.40
Alveley & Romsley	1,319.01
Ashford Bowdler	1,259.51
Ashford Carbonel	1,297.18
Astley	1,292.74
Astley Abbotts	1,278.56
Aston Bottrell, Burwarton & Cleobury North	1,298.95
Atcham	1,302.82
Badger	1,315.28
Barrow	1,286.42
Baschurch	1,303.49
Bayston Hill	1,345.21
Beckbury	1,308.24
Bedstone & Bucknell	1,319.94
Berrington	1,286.97
Bettws-Y-Crwyn	1,306.22
Bicton	1,286.74
Billingsley, Deuxhill, Glazeley & Middleton Scriven	1,284.22
Bishops Castle Town	1,430.78
Bitterley	1,279.94
Bomere Heath & District	1,283.50
Bonningale	1,267.80
Boraston	1,261.52
Bridgnorth Town	1,384.85
Bromfield	1,264.05
Broseley Town	1,399.52
Buildwas	1,319.76
Burford	1,299.11
Cardington	1,280.63
Caynham	1,296.73
Chelmarsh	1,297.12
Cheswardine	1,313.12
Chetton	1,291.57
Childs Ercall	1,301.40
Chirbury with Brompton	1,289.92
Church Preen, Hughley & Kenley	1,280.11
Church Pulverbatch	1,278.27
Church Stretton & Little Stretton Town	1,430.25
Claverley	1,284.83
Clee St. Margaret	1,259.51
Cleobury Mortimer	1,357.41
Clive	1,311.91
Clun & Chapel Lawn	1,334.04
Clunbury	1,274.68
Clungunford	1,286.26
Cockshutt-cum-Petton	1,324.92
Condover	1,303.16
Coreley	1,291.17
Cound	1,274.95
Craven Arms Town	1,321.37
Cressage, Harley & Sheinton	1,299.36
Culmington	1,280.29
Diddlebury	1,279.32
Ditton Priors	1,295.18
Donington & Boscobel	1,310.79
Eardington	1,303.70
Easthope, Shipton & Stanton Long	1,274.88
Eaton-Under-Heywood & Hope Bowdler	1,281.38
Edgton	1,264.20
Ellesmere Rural	1,299.10
Ellesmere Town	1,404.60
Farlow	1,275.68
Ford	1,307.61
Great Hanwood	1,319.28
Great Ness & Little Ness	1,299.19
Greete	1,259.51
Grinshill	1,295.24
Hadnall	1,292.92
Highley	1,341.31
Hinstock	1,302.84
Hodnet	1,295.79
Hope Bagot	1,273.32
Hopesay	1,307.96
Hopton Cangeford & Stoke St. Milborough	1,273.30
Hopton Castle	1,259.51
Hopton Wafers	1,285.03

Schedule A

**Basic Amounts of Council Tax at Band D for Combined Shropshire Council and Parish/Town Councils
2017/18**

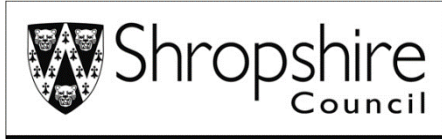
Parish / Town Council	£:p
Hordley	1,290.97
Ightfield & Calverhall	1,307.46
Kemberton	1,285.38
Kinlet	1,279.83
Kinnerley	1,307.12
Knockin	1,345.57
Leebotwood & Longnor	1,292.51
Leighton & Eaton Constantine	1,280.35
Llanfairwaterdine	1,295.65
Llanyblodwel	1,296.37
Llanymynech & Pant	1,297.33
Longden	1,297.66
Loppington	1,274.05
Ludford	1,275.05
Ludlow Town	1,392.66
Lydbury North	1,309.62
Lydham & More	1,259.51
Mainstone & Colebatch	1,268.09
Market Drayton Town	1,373.98
Melverley	1,282.38
Milson & Neen Sollars	1,318.46
Minsterley	1,291.07
Montford	1,284.30
Moreton Corbett & Lee Brockhurst	1,271.37
Moreton Say	1,304.45
Morville, Acton Round, Aston Eyre, Monkhoppton & Upton Cressett	1,288.77
Much Wenlock Town	1,414.89
Munslow	1,278.43
Myddle & Broughton	1,303.71
Myrdtown, Norbury, Ratlinghope & Wentnor	1,277.34
Nash	1,270.01
Neen Savage	1,295.21
Neenton	1,259.51
Newcastle	1,301.16
Norton-In-Hales	1,308.75
Onibury	1,295.81
Oswestry Rural	1,286.51
Oswestry Town	1,330.83
Pontesbury	1,314.81
Prees	1,282.11
Quatt Malvern	1,328.42
Richards Castle	1,296.95
Rushbury	1,280.84
Ruyton-XI-Towns	1,314.14
Ryton & Grindle	1,287.75
Selattyn & Gobowen	1,325.84
Shawbury	1,321.10
Sheriffhales	1,306.64
Shifnal Town	1,405.41
Shrewsbury Town	1,300.99
Sibdon Carwood	1,259.51
St. Martins	1,317.85
Stanton Lacy	1,278.81
Stanton-Upon-Hine Heath	1,306.17
Stockton	1,293.26
Stoke-Upon-Tern	1,290.08
Stottesdon & Sidbury	1,358.33
Stowe	1,285.14
Sutton Maddock	1,278.23
Sutton-Upon-Tern	1,269.38
Tasley	1,276.78
Tong	1,283.82
Uffington	1,340.92
Upton Magna	1,292.32
Welshampton & Lyneal	1,304.93
Wem Rural	1,297.21
Wem Town	1,410.95
West Felton	1,295.04
Westbury	1,284.28
Weston Rhyn	1,285.68
Weston-Under-Redcastle	1,283.11
Wheathill	1,290.57
Whitchurch Rural	1,293.99
Whitchurch Town	1,408.36
Whittington	1,308.00
Whitton	1,259.51
Whixall	1,282.26
Wistanstow	1,290.79
Withington	1,316.95
Woore	1,304.06
Worfield & Rudge	1,281.58
Worthen with Shelve	1,305.70
Wroxeter & Uppington	1,284.60

Basic Amounts of Council Tax at Band D for Parish / Town Councils 2017/18

2016/17 Band D Council Tax £	Parish / Town Council	2017/18 Band D Council Tax £	Band D Change Increase/(Decrease) %
-	Abdon & Heath	-	-
22.29	Acton Burnell, Frodesley, Pitchford, Ruckley & Langley	22.29	0.00
4.18	Acton Scott	4.25	1.67
69.13	Adderley	69.13	0.00
19.03	Alberbury with Cardeston	19.01	(0.11)
67.90	Albrighton	71.60	5.45
23.71	All Stretton, Smethcott & Woolstaston	25.89	9.19
56.82	Alveley & Romsley	59.50	4.72
-	Ashford Bowdler	-	-
29.57	Ashford Carbonel	37.67	27.39
33.23	Astley	33.23	0.00
19.05	Astley Abbotts	19.05	0.00
34.74	Aston Bottrell, Burwarton & Cleobury North	39.44	13.53
40.86	Atcham	43.31	6.00
55.13	Badger	55.77	1.16
26.79	Barrow	26.91	0.45
33.99	Baschurch	43.98	29.39
71.94	Bayston Hill	85.70	19.13
49.04	Beckbury	48.73	(0.63)
53.31	Bedstone & Bucknell	60.43	13.36
27.46	Berrington	27.46	0.00
47.47	Bettws-Y-Crwyn	46.71	(1.60)
27.23	Bicton	27.23	0.00
25.49	Billingsley, Deuxhill, Glazeley & Middleton Scriven	24.71	(3.06)
102.77	Bishops Castle Town	171.27	66.65
20.43	Bitterley	20.43	0.00
23.99	Bomere Heath & District	23.99	0.00
8.23	Bonningale	8.29	0.73
2.02	Boraston	2.01	(0.50)
120.52	Bridgnorth Town	125.34	4.00
4.59	Bromfield	4.54	(1.09)
133.66	Broseley Town	140.01	4.75
67.86	Buildwas	60.25	(11.21)
33.76	Burford	39.60	17.30
18.18	Cardington	21.12	16.17
37.33	Caynham	37.22	(0.29)
35.39	Chelmarsh	37.61	6.27
53.61	Cheswardine	53.61	0.00
28.72	Chetton	32.06	11.63
41.79	Childs Erccall	41.89	0.24
28.56	Chirbury with Brompton	30.41	6.48
28.90	Church Preen, Hughley & Kenley	20.60	(28.72)
17.84	Church Pulverbatch	18.76	5.16
160.02	Church Stretton & Little Stretton Town	170.74	6.70
24.58	Claverley	25.32	3.01
-	Clee St. Margaret	-	-
97.89	Cleobury Mortimer	97.90	0.01
49.22	Clive	52.40	6.46
63.13	Clun & Chapel Lawn	74.53	18.06
13.89	Clunbury	15.17	9.22
27.11	Clungunford	26.75	(1.33)
58.25	Cockshutt-cum-Petton	65.41	12.29
43.65	Condover	43.65	0.00
31.66	Coreley	31.66	0.00
15.80	Cound	15.44	(2.28)
56.72	Craven Arms Town	61.86	9.06
40.57	Cressage, Harley & Sheinton	39.85	(1.77)
17.76	Culmington	20.78	17.00
20.03	Diddlebury	19.81	(1.10)
35.67	Ditton Priors	35.67	0.00
50.65	Donington & Boscobel	51.28	1.24
38.66	Eardington	44.19	14.30
15.37	Easthope, Shipton & Stanton Long	15.37	0.00
17.93	Eaton-Under-Heywood & Hope Bowdler	21.87	21.97
4.62	Edgton	4.69	1.52
39.59	Ellesmere Rural	39.59	0.00
143.31	Ellesmere Town	145.09	1.24
16.14	Farlow	16.17	0.19
44.83	Ford	48.10	7.29
49.97	Great Hanwood	59.77	19.61
39.15	Great Ness & Little Ness	39.68	1.35
-	Greete	-	-
26.70	Grinshill	35.73	33.82
33.41	Hadnall	33.41	0.00
77.95	Highley	81.80	4.94
41.23	Hinstock	43.33	5.09
33.62	Hodnet	36.28	7.91
11.78	Hope Bagot	13.81	17.23
40.34	Hopesay	48.45	20.10
11.86	Hopton Cangeford & Stoke St. Milborough	13.79	16.27
-	Hopton Castle	-	-
23.47	Hopton Wafers	25.52	8.73

Appendix 2

2016/17 Band D Council Tax £	Parish / Town Council	2017/18 Band D Council Tax £	Band D Change Increase/(Decrease) %
31.46	Hordley	31.46	0.00
43.51	Ightfield & Calverhall	47.95	10.20
17.93	Kemberton	25.87	44.28
20.02	Kinlet	20.32	1.50
47.72	Kinnerley	47.61	(0.23)
83.95	Knockin	86.06	2.51
32.22	Leebotwood & Longnor	33.00	2.42
20.54	Leighton & Eaton Constantine	20.84	1.46
42.64	Llanfairwaterdine	36.14	(15.24)
34.67	Llanyblodwel	36.86	6.32
38.24	Llanymynech & Pant	37.82	(1.10)
30.13	Longden	38.15	26.62
15.27	Loppington	14.54	(4.78)
15.54	Ludford	15.54	0.00
107.06	Ludlow Town	133.15	24.37
49.99	Lydbury North	50.11	0.24
-	Lydham & More	-	-
8.48	Mainstone & Colebatch	8.58	1.18
114.47	Market Drayton Town	114.47	0.00
23.13	Melverley	22.87	(1.12)
59.01	Milson & Neen Sollars	58.95	(0.10)
32.08	Minsterley	31.56	(1.62)
22.25	Montford	24.79	11.42
4.03	Moreton Corbett & Lee Brockhurst	11.86	194.29
35.81	Moreton Say	44.94	25.50
13.51	Morville, Acton Round, Aston Eyre, Monkhopton & Upton Cressett	29.26	116.58
153.64	Much Wenlock Town	155.38	1.13
17.78	Munslow	18.92	6.41
36.17	Myddle & Broughton	44.20	22.20
17.83	Myrdtown, Norbury, Ratlinghope & Wentnor	17.83	0.00
11.13	Nash	10.50	(5.66)
35.70	Neen Savage	35.70	0.00
-	Neenton	-	-
39.92	Newcastle	41.65	4.33
42.48	Norton-in-Hales	49.24	15.91
35.41	Onibury	36.30	2.51
22.80	Oswestry Rural	27.00	18.42
69.92	Oswestry Town	71.32	2.00
51.23	Pontesbury	55.30	7.94
22.38	Prees	22.60	0.98
66.47	Quatt Malvern	68.91	3.67
29.73	Richards Castle	37.44	25.93
15.07	Rushbury	21.33	41.54
40.78	Ruyton-XI-Towns	54.63	33.96
14.11	Ryton & Grindle	28.24	100.14
66.33	Selattyn & Gobowen	66.33	0.00
57.34	Shawbury	61.59	7.41
53.08	Sheriffhales	47.13	(11.21)
145.90	Shifnal Town	145.90	0.00
39.89	Shrewsbury Town	41.48	3.99
-	Sibdon Carwood	-	-
58.34	St. Martins	58.34	0.00
17.51	Stanton Lacy	19.30	10.22
43.16	Stanton-Upon-Hine Heath	46.66	8.11
33.75	Stockton	33.75	0.00
28.84	Stoke-Upon-Tern	30.57	6.00
82.92	Stottesdon & Sidbury	98.82	19.18
25.63	Stowe	25.63	0.00
18.72	Sutton Maddock	18.72	0.00
9.78	Sutton-Upon-Tern	9.87	0.92
13.48	Tasley	17.27	28.12
25.15	Tong	24.31	(3.34)
81.41	Uffington	81.41	0.00
32.81	Upton Magna	32.81	0.00
45.42	Welshampton & Lyneal	45.42	0.00
33.97	Wem Rural	37.70	10.98
146.32	Wem Town	151.44	3.50
35.53	West Felton	35.53	0.00
25.08	Westbury	24.77	(1.24)
26.76	Weston Rhyn	26.17	(2.20)
23.60	Weston-Under-Redcastle	23.60	0.00
29.45	Wheathill	31.06	5.47
32.67	Whitchurch Rural	34.48	5.54
148.85	Whitchurch Town	148.85	0.00
46.48	Whittington	48.49	4.32
-	Whitton	-	-
21.46	Whixall	22.75	6.01
25.19	Wistanstow	31.28	24.18
57.80	Withington	57.44	(0.62)
39.34	Woore	44.55	13.24
14.80	Worfield & Rudge	22.07	49.12
33.02	Worthen with Shelve	46.19	39.88
22.44	Wroxeter & Uppington	25.09	11.81
63.48	Parish / Town Council Average	67.14	5.77



Committee and Date

Council

23 February 2017

10.00 am

INCOME REVIEW OF FEES AND CHARGES FOR 2017/18

Responsible Officer James Walton

e-mail: James.walton@shropshire.gov.uk

Tel: (01743) 258915

1. Summary

- 1.1 The Council has a revised gross budget of £564.879m for 2016/17 and a proposed gross budget of £563.350m for 2017/18 which is funded by Council Tax, Localised Business Rates, Revenue Support and Top up Grant, Other Specific Grants and Contributions and Fees and Charges. Fees and Charges contribute significantly to the Council's ability to provide a diverse range of services.

As the government continues to reduce central funding so the reliance on local taxes increases. The Council provides a diverse range of services and it is important that it is clear on how the services it provides are funded. This will allow it to not only set fair charges for users when it is appropriate to do so but also to make a clear case for additional funding where the cost of key statutory services cannot be met by locally raised taxes. For non-priority services, there will be a need to cover the full cost of the service by charges if the service is to continue in the longer term. This in turn will allow the Council to allocate a reducing net budget to priority services which the Council has a duty to provide.

This report recommends the level of fees and charges to be applied in 2017/18 and a full schedule of 2017/18 charges is contained in Appendix 3.

The report also recommends the approach to be followed to calculate rent levels for the Council's retained housing stock for the 2017/18 financial year. Over recent years the Government's policy regarding the level of rent for social housing has been subject to significant changes, the most recent being those introduced by the Welfare Reform and Work Act 2016. This Act imposed the requirement for social housing rent to be cut by 1% each April for 4 years commencing in April 2016. The rent level for the 2017/18 financial year will be the second year of this policy and as such rent will be subject to a 1% reduction from April 2017. Service charges and rent for Shared Ownership homes are not bound by this requirement.

2. Recommendations

It is recommended that Members:-

- 2.1 Note the breakdown of the total income for 2016/17 and 2017/18 and in particular that the proposed 2017/18 charges for discretionary services represent only £33.413m of the £73.446m of income derived from Fees and Charges.
- 2.2 Approve the charges for 2017/18 as detailed in Appendix 3 to be implemented 1 April 2017, recognising that managers have proposed varying policies for 2017/18.
- 2.3 Note that as previously agreed, any changes to fees and charges proposed by Shropshire Community Leisure Trust Ltd. in relation to the outsourced leisure facilities will only be referred to cabinet and council for approval if the proposed increases exceed Consumer Price Index (CPI) for the preceding November.
- 2.4 Subject to restrictions or exemptions identified in the Welfare Reform and Work Bill it is recommended to Council that
 - I. Social Housing rents for 2017/18 are reduced by 1% from 3rd April 2017.
 - II. Affordable rents for 2017/18 are reduced by 1% from 3rd April 2017.
 - III. Shared Ownership rents continue to be set at 2.75% of the outstanding capital value of the home at the time of sale and thereafter increased each April by the greater of the preceding September Consumer Price Index plus 1% or 1%.
 - IV. Service charges continue to be set on the basis of actual cost.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 Income is a key part of the Council's financial strategy. The identification of additional income across the Council provides opportunities to remove the Council's reliance on other forms of funding, some of which we are unable to control. The key risks associated with income generation relate to the potential for under-recovery through a number of factors such as elasticity of demand, changing economic circumstances and emergence of competition. Growth in the reliance of income from fees and charges heightens this risk. Consideration of new charges will take into account the requirements of the Human Rights Act, any necessary environmental appraisals, the need for Equalities Impact Needs Assessments and in some cases any necessary service user feedback.

4. Financial Implications

- 4.1 The Council's proposed 2017/18 gross revenue budget includes £357.277m of income. The majority of this income is specific grants and the amount to be received in the year is generally known and fixed within a year. The balance, which for the Council is £106.800m, can vary significantly and requires careful management and monitoring throughout the year. Variations in income can significantly affect the Council's financial

position. By detailed consideration of income streams and factors which affect the levels of income the Council receives, the risk of significant budget variations caused by a shortfall in income levels will be reduced.

5. Background

- 5.1 The financial landscape for local authorities continues to be very challenging as we look towards 2017/18. Having already delivered £21.769m savings to the end of 2016/17 the Council has identified savings of £14.698m and funding from one-off sources of £16.187m in 2017/18. To meet the challenges of reduced government funding and additional service pressures the Council needs to continue to explore all options to reduce net expenditure, by both reducing gross expenditure and/or increasing income.
- 5.2 The Council has the power to charge for some services under various legislation dating back many years e.g. 1949 Prevention of Damage by Pests Act. The Local Government Act 2003 provides clarity over charging powers and is clear that a local authority can charge for discretionary services on the basis of recovering the full costs of providing the service but that it should not make a profit year on year. The same Act also covers local authority's power to trade whereby a profit/surplus can be made as long as trading is carried out through a company. This report concentrates on charging for discretionary services. A key point is that charges should be set at the right level to balance the subsidy between service user and taxpayer.
- 5.3 The current Financial Strategy does not specifically identify additional income from fees and charges in future years. Within agreed savings plans, however, there are reviews of income levels which will contribute to the savings. The Financial Strategy details how the projected funding for the Council over the next 3 years will not be sufficient to enable it to continue to deliver all services. To allow non-priority services to continue both alternative delivery mechanism and revised charging strategies will need to be explored. Increases in charges may deliver savings, or offset existing service pressures. An increase in individual fees and charges does not necessarily create additional funding beyond the current approved budget and it is important not to "double count" any potential savings from increased income. As savings are implemented budgets will need fine tuning and adjustments will be required to both expenditure and income headings.
- 5.4 As central funding is reducing the Council is striving to become more commercial and generate income from fees and charges. Services within the Council are reviewing areas where they can sell their existing services to external clients and also identifying new services they can provide. Examples of these include Outdoor Partnerships who have developed services and products which can be delivered to other organisations, the Education Psychologist Team who are taking on chargeable work to subsidise the cost of statutory duties and Development Management who have introduced charges in 2017/18 to cover the costs of providing the Street Naming and Numbering Service. Since 2015, Shropshire HR have developed a commercial model delivering a range of HR Services to customers in Shropshire and other local authority areas. They have developed a bespoke offer to secure contracts with Multi-Academy Trusts, Town and Parish Councils, Charities and private organisations across Shropshire and Herefordshire. Services include HR Advice, Payroll, Recruitment, Occupational Health, Health & Safety and Business Design.

6. 2017/18 Income Budgets

- 6.1 The Council's proposed gross revenue budget for 2017/18 is £563.350m. This budget is part funded by government grants and other income such as fees and charges to give the Council's net budget of £206.073m which is funded by formula grant and council tax. A large proportion of the income funding the Council's gross budget comes from national government in the form of specific and/or ringfenced grants. A breakdown of these grants is included in Appendix 1. This report looks at the remaining "Other Income" figure with a view to understanding how this figure is made up and how much control the Council has over this figure in terms of seeking to increase it.
- 6.2 It should be noted that the Council has not received the Final Local Government Settlement which was expected to be published on 8 February 2017, but may not be received until 22 February 2017. As a consequence, it may be necessary to amend the 2017/18 income budgets accordingly to reflect any amendments necessary following receipt of the Final Settlement. It was originally expected that the Final Settlement would have been received and analysed ahead of full Council on 23 February 2017, thereby allowing Council to ratify any amendments made following Cabinet on 8 February 2017. This now appears unlikely. Members will be provided with the opportunity to consider any impacts of the Final Settlement before Full Council, with any significant changes tabled on the day of Council as far as this is possible. This report, therefore, does not necessarily represent the final fees and charges position for 2017/18, and cannot do so until the Final Local Government Finance Settlement has been received and analysed.
- 6.3 The total gross income for the Council is shown in Table 1 below.

Table 1: 2016/17 Gross Income and 2017/18 Proposed Gross Income

	2016-17 Revised Budget	2017-18 Proposed Budget
	£m	£m
RSG (including returned amounts)	31.566	20.448
Top up Grant	10.120	9.481
Business Rates	38.747	37.761
Council Tax and Collection Funds	124.095	138.383
Net Budget Requirement	204.528	206.073
Specific Grants (incl. DSG) (Appendix 1)	254.911	250.477
Other Income	105.440	106.800
Total Gross Income	564.879	563.350

- 6.4 Other Income is broken down further in Table 2.

Table 2: Categorisation of “Other Income”

	2016-17 Revised Budget	2017-18 Proposed Budget
	£m	£m
Other Grants and Contributions	24.177	24.477
Fees & Charges	73.323	73.446
Internal Recharges	7.940	8.877
Total Other Income	105.440	106.800

6.5 The income figure shown above for fees and charges can be further categorised into income arising from fees and charges for the provision of services which can be set at the discretion of the Council (discretionary) and income where the levels are set by statute or restricted by regulations or guidance. The latter includes planning fees, which are set at a statutory level and other fees, the level of which must follow statutory guidance (for example charges for residential accommodation which are governed by CRAG (Charges for Residential Accommodation Guide)).

6.6 The report, although detailing all fees and charges in Appendix 3, concentrates on discretionary income areas where there is a decision to be made by the Council on the level of charge.

7. 2017/18 Fees and Charges Analysis

7.1 The latest budget for fees and charges income for 2016/17 is £73.323m and the proposed budget for 2017/18 is £73.446m. Table 3 below provides details of this income by Directorate and also details the breakdown of the proposed 2017/18 income figure as discretionary and non-discretionary income. Further detail by service area is provided in Appendix 2.

Table 3: Analysis of 2016/17 and 2017/18 proposed Income by Service Area

Service Area	2016/17 Revised Budget			2017/18 Proposed Budget		
	Total Income £m	Discretionary Income £m	Non- Discretionary Income £m	Total Income £m	Discretionary Income £m	Non- Discretionary Income £m
Adults	24.037	1.041	22.996	21.808	1.133	20.675
Children's	2.625	0.786	1.839	2.405	0.786	1.619
Place & Enterprise	37.019	27.082	9.937	39.432	28.538	10.894
Public Health	2.186	1.603	0.583	2.410	1.739	0.671
Resources and Support	7.456	1.111	6.345	7.391	1.217	6.174
Total Fees and Charges	73.323	31.623	41.700	73.446	33.413	40.033

7.2 The proposed 2017/18 level of non-discretionary income, £40.033m, shown in Table 3 above can be further analysed between statutory income and other, as shown in Table 4:

Table 4: Analysis of Non-Discretionary Income by Service Area

Service Area	2016/17 Revised Budget		2017/18 Proposed Budget	
	Statutory Income £m	Other Income £m	Statutory Income £m	Other Income £m
Adults	22.957	0.039	20.634	0.041
Children's	0.626	1.213	0.555	1.064
Place & Enterprise	8.643	1.294	9.163	1.731
Public Health	0.583	0.000	0.576	0.095
Resources and Support	0.036	6.309	0.000	6.174
Total Non-Discretionary Income	32.845	8.855	30.928	9.105

7.3 The Statutory income figure in Adults relates to charges to clients which are set by individual assessments and are governed by Department of Health guidelines. The Council's Policy for charging, the Personal Budgets Contributions Policy, is updated annually. This update is contingent upon information from the Department of Health which has not yet been circulated.

7.4 The majority of the remaining statutory income is in Place and Enterprise. This relates to income in Development Management (planning and land charges search fees) Highways & Transport (highways development control and New Road & Street Works Act).

7.5 The Other Income for Resources and Support relates to interest arising from financing arrangements including interest earned on the Council's investments which is dictated by the financial markets and recovery of Housing Benefit overpayments.

7.6 For discretionary income, totalling £33.413m, more detail on individual services is provided in Appendix 2. The Council generates discretionary income from contracts for the provision of specific services e.g. payroll services. The main areas where the Council has discretion to agree fees and charges outside of any contract or service level agreement are

- Car parking
- New road and street works
- Theatre

- Leisure and Visitor Economy
- Music and Arts Services
- Registrars

Appendix 2 also provides details where income levels have changed from 2016/17 detailing whether this is due to price increases or an increase in demand.

7.7 Appendix 3 provides details of the recommended charges for 2017/18.

8. Housing Revenue Account Rent Levels

- 8.1 The Housing Revenue Account (HRA) is a ring fenced account separate from the General Fund that records the financial transactions relating to the management and maintenance of the Council's retained housing stock, and the primary source of income (approximately 98%) comes from tenants' housing rent.
- 8.2 Over recent years the Government's policy regarding the level of rent for social housing has been subject to significant changes, the most recent being those introduced by the Welfare Reform and Work Act 2016. More detail on this is provided in Appendix 4 with recommendations at section 2.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Charging Policy – Cabinet 4 June 2014, Council 17 July 2014

Income Review of Fees and Charges for 2017/18– Cabinet 8 February 2017

Cabinet Member (Portfolio Holder)

Malcolm Pate

Local Member

All

Appendices

Appendix 1 Specific Grants Schedule

Appendix 2 Discretionary Income - Service Specific Detail

Appendix 3 2017/18 Fees and Charges

Appendix 4 Housing Revenue Rent Level 2017/18

Grant Schedule	Appendix 1	
	2016/17 Revised Budget £	2017/18 Budget £
Dedicated Schools Grant	135,851,870	132,547,740
Education Services Grant	2,547,360	1,393,960
Local Reform & Community Voices Grant	251,740	190,550
Quality in Community Services - Private Finance Initiative	1,522,650	1,522,650
Waste - Private Finance Initiative	3,185,610	3,185,610
New Homes Bonus	9,219,280	7,792,450
Housing Benefit Administration Subsidy	860,320	789,500
Localised Council Tax Support Administration Subsidy	306,000	306,000
Public Health Grant	9,024,710	8,802,450
Local Services Support Grant	296,600	296,600
Pupil Premium Grant	6,604,410	6,444,150
EFA (Education Funding Agency) - School Sixth Forms	2,028,950	2,028,950
Mandatory Rent Allowances: Subsidy	55,971,370	55,971,370
Rent Rebates: Subsidy	10,496,880	10,496,880
Magistrates Courts Loan Charges	3,910	1,960
Tackling Troubled Families	939,800	569,000
Youth Justice Board - Children on Remand	8,510	8,510
Local Enterprise Partnerships Core Funding Grant	250,000	250,000
Business Rates Retention Scheme - Section 31 Grants	2,750,350	4,530,800
SEN Reform Grant - Ongoing	202,830	223,920
Public Health Childrens 0-5 Allocation	3,603,290	3,514,550
Unaccompanied Asylum Seeking Children (UASC)	40,000	172,310
Independent Living Fund	1,665,670	1,610,160
Rural Services Delivery Grant	6,573,300	5,307,640
Transitional Grant	575,650	585,690
Real Time Information New Burdens	5,060	5,060
Family Premium Removal	4,110	4,110
Single Fraud Investigation Service	4,850	4,850
Fraud and Error Reduction Incentive Scheme	41,090	41,090
Welfare Reform New Burdens	37,430	37,430
Southern Shropshire LEADER Programme - DEFRA	37,090	63,160
Improved Better Care Fund	0	216,820
Social Care In Prisons	0	40,730
Adoption Support Fund	0	120,000
Adult Social Care Support Grant	0	1,400,050
Total	254,910,690	250,476,700

Appendix 2**Discretionary Income - Service Specific Detail**

Summary

- 1.1 The table below provides a summary of the Fees and Charges income for the Council by Directorate. More detail per directorate is then provided in the relevant sections below.

Service Area	2017/18 Budget £m	Discretionary Income £m	Non-Discretionary Income £m
Adults	21.808	1.133	20.675
Children's	2.405	0.786	1.619
Place & Enterprise	39.432	28.538	10.894
Public Health	2.410	1.739	0.671
Resources and Support	7.391	1.217	6.174
Total Fees and Charges	73.446	33.413	40.033

- 1.2 The following paragraphs summarise the key areas and nature of income within each service area, concentrating on discretionary income (£33.413m)

Adult Services

- 1.3 The total Fees and Charges for Adult Services proposed for 2017/18 are £21.808m of which £1.133m is discretionary.

- 1.3.1 Discretionary income is primarily made up of charges for Day Care (£0.123m), Choice Based Letting Advertising (£0.127m) and Work Placement Income (£0.821m).

- 1.3.2 Work Placement Income has increased by £0.0744m, which equates to a 10% increase in income. Additional income has been generated in this area due to new contracts. This is a traded service and income will change to reflect any changes in expenditure. General price inflation for Day Care charges is an increase of 1%. These increases have contributed towards an increase in discretionary income of £0.092m from 2016/17 (8.84%).

Children's Services

- 1.4 The total Fees and Charges for Children's Services proposed for 2017/18 are £2.405m of which £0.786m is discretionary.

1.4.1 The discretionary element is wholly made up of income from Shropshire Music and Arts Service.

Places and Enterprise

1.5 The total Fees and Charges for Places and Enterprise proposed for 2017/18 are £39.432m of which £28.538m is discretionary.

1.5.1 The majority of the Council's total discretionary income received is by services within the Places and Enterprise directorate, which also includes Shire Services. In summary, the main areas of discretionary income are Shire Services (£11.350m), Car Parking (£4.657m), Theatre Services (£4.543m), Leisure Services (£0.431m), Corporate Landlord (£4.892m) and Streetworks (£0.745m).

1.5.2 Total discretionary income has increased by £1.456m from 2016/17 (5.38%).

1.5.3 There are various levels of increases over all of the services within Place and Enterprise and some of the main changes are;

- The majority of discretionary fees for Theatre Severn have increased between 1.6% and 4%. This has contributed to an increase in budgeted income for Theatre Services of 15%.
- Car parking income has been increased by £0.200m in the 2017/18 budget. Consultation on new car parking tariffs is likely to be undertaken in 2017.
- There is an overall increase in income for Corporate Landlord of £0.793m. This increase is a combination of a general increase in Fees and Charges, between 0% and 44% and significant rental income from letting new accommodation. These increases are however offset by some sites where income is budgeted to reduce to nil due to the proposed sale of assets.
- The Shires Services discretionary Income of £11.350m can be further split between fees collected via Shropshire Council Schools (£7.261m) and fees charged to Schools, Colleges and Academies outside of Shropshire Council's control (£4.089m). The fees shown for Shire Services are 2016/17 latest estimates. As in previous years, the level of charges for Shires Services will be set to ensure a break-even position for 2017/18.

Public Health

1.6 The total Fees and Charges for Public Health proposed for 2017/18 are £2.410m of which £1.739m is discretionary.

1.6.1 Total discretionary income has increased by £0.136m from 2016/17 (8.48%).

1.6.2 The main components of the discretionary income are Registrars (£0.720m), Pest Control (£0.135m), various Licensing charges (£0.324m), Penalty Charge Notices (£0.410m) and Cemetery Burial Rights (£0.075m).

1.6.3 Registrars income streams have various price increases for 2017/18, ranging from 0% to 15.4% increase. These changes are contributing towards an increase in budgeted income of £0.087m (13.8%) for this service.

1.6.4 Licence fees relating to Taxi and Private Hire are under consultation until 26 February 2017, and will be agreed by the Strategic Licensing Committee 22 March 2017. The proposed fees are included in Appendix 3.

Resources and Support

1.7 The total Fees and Charges for Resources and Support proposed for 2017/18 are £7.391m of which £1.217m is discretionary.

1.7.1 The discretionary income includes income from Town Councils, charities, academies and other external organisations for services such as payroll provision and the provision of finance services which are covered by annual contracts. Charges relating to services not covered by annual contracts such as specific First Aid and Occupational Health Services and Legal Fees are detailed in Appendix 3.

FEES & CHARGES

APPENDIX 3

LIBRARIES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	NOTES
LIBRARY CHARGES					
DVD - Standard titles	Discretionary	2.00	2.00	0.0%	
DVD - Premium titles	Discretionary	2.75	2.75	0.0%	
Compact Discs - Music	Discretionary	1.00	1.00	0.0%	
Talking Books & Language courses					
Up to 2 tapes	Discretionary	1.00	1.00	0.0%	
CD & larger tape packs	Discretionary	2.50	2.50	0.0%	
The above for the Visually Impaired	Discretionary	Free	Free		
Computer Use					
	Discretionary	£1.00 for guests, free for library members.	£1.10 for guests, free for library members.		
Printing/Photocopying					
Printing & Photocopying - A4 sheet	Discretionary	0.15	0.18	20.0%	Increased to cover cartridge cost
Printing & Photocopying - A4 sheet colour	Discretionary	0.40	0.40	0.0%	
Laminating copies - A4 sheet	Discretionary	1.50	1.50	0.0%	
Laminating copies - A3 sheet	Discretionary	2.50	2.50	0.0%	
Fax Services					
Message sent UK - per sheet	Discretionary	1.50	1.50	0.0%	
Message sent Overseas - per sheet	Discretionary	2.50	2.50	0.0%	
Message received (per 10 sheets)	Discretionary	1.50	1.50	0.0%	
Fines					
Adult items per item per day	Discretionary	0.25	0.25	0.0%	Based on national benchmarking
Children's items per item per day	Discretionary	No charge	No charge		
Music/drama sets returned late or incomplete	Discretionary	20.00	20.00	0.0%	
Final reminder letters	Discretionary	No charge	No charge		Done via automated E-mail system, previously sent by post
Library Cards					
New library membership card	Discretionary	Free	Free		
Replacement library membership card	Discretionary	1.00	1.25	25.0%	To encourage Library Users to retain Cards
Requests					
per item	Discretionary	0.60	0.70	16.7%	Increased to reflect administration cost of service
per item through inter-lending scheme	Discretionary	6.00	6.00	0.0%	
Sets of vocal scores through inter-lending scheme - per copy	Discretionary	0.90	0.90	0.0%	
Orchestral sets through inter-lending scheme	Discretionary	20.00	20.00	0.0%	
Drama sets through inter-lending scheme - per copy	Discretionary	0.90	0.90	0.0%	
Room Hire					
Room Hire - Shrewsbury Library per session	Discretionary	32.50 for personal/voluntary group/charity group use. 65.00 for business use	32.50 for personal/voluntary group/charity group use. 65.00 for business use	0.0%	Charge doubles for business use
Room Hire - Oswestry Library per session - without projector	Discretionary	25.00 for personal/voluntary group/charity group use. 50.00 for business use	25.00 for personal/voluntary group/charity group use. 50.00 for business use	0.0%	Charge doubles for business use
Room Hire - Bridgnorth Library per session	Discretionary	30.00 for personal/voluntary group/charity group use. 60.00 for business use	30.00 for personal/voluntary group/charity group use. 60.00 for business use	0.0%	Charge doubles for business use
Interview Room Hire - Bridgnorth Library per Hour	Discretionary	5.00 for personal/voluntary group/charity group use. 10.00 for business use	5.00 for personal/voluntary group/charity group use. 10.00 for business use	0.0%	Charge doubles for business use
Room Hire - Church Stretton Library per session	Discretionary	20.00 for personal/voluntary group/charity group use. 40.00 for business use	20.00 for personal/voluntary group/charity group use. 40.00 for business use	0.0%	Charge doubles for business use
Room Hire - Wem Library per session	Discretionary	12.00 for personal/voluntary group/charity group use. 24.00 for business use	12.00 for personal/voluntary group/charity group use. 24.00 for business use	0.0%	Charge doubles for business use
Room Hire - Ludlow Education Room per session	Discretionary	32.50 for personal/voluntary group/charity group use. 65.00 for business use	32.50 for personal/voluntary group/charity group use. 65.00 for business use	0.0%	Charge doubles for business use
Room Hire - Ludlow Library gallery space per session	Discretionary	25.00	25.00	0.0%	
Hire of gallery hanging space at Oswestry Library per month	Discretionary	25.00 for personal/voluntary group/charity group use. 50.00 for business use	25.00 for personal/voluntary group/charity group use. 50.00 for business use	0.0%	Charge doubles for business use
Hire of gallery hanging space at Market Drayton Library per month	Discretionary	25.00 for personal/voluntary group/charity group use. 50.00 for business use	25.00 for personal/voluntary group/charity group use. 50.00 for business use	0.0%	Charge doubles for business use
Hire of window display space at Bridgnorth Library per month	Discretionary	25.00 for personal/voluntary group/charity group use. 50.00 for business use	25.00 for personal/voluntary group/charity group use. 50.00 for business use	0.0%	Charge doubles for business use

FEES & CHARGES

APPENDIX 3

LIBRARIES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	NOTES
Ludlow Library and Museum Resource Centre Gallery Commission	Discretionary	20%	20%	0.0%	
Book Sales					
At local discretion	Discretionary	Variable	Variable		Dependent on condition of book
Filming					
Flat rate filming fee per day	Discretionary	300.00	300.00	0.0%	
Provision of staff member per hour	Discretionary	Dependent on member of staff.	Dependent on member of staff.		
Hot Drinks					
Oswestry & Bridgnorth	Discretionary	0.60	0.60	0.0%	
Deliveries via library vans					
per box	Discretionary	1.00	1.00	0.0%	
per small package	Discretionary	0.50	0.50	0.0%	

FEES & CHARGES

APPENDIX 3

WASTE SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
WASTE					
Bulky waste charges					
Up to 3 items of bulky household waste	Discretionary	30.30	30.80	1.65%	
4-6 items of bulky household waste	Discretionary	45.50	46.20	1.54%	
7-9 items of bulky household waste	Discretionary	60.70	61.70	1.65%	
10-12 items of bulky household waste	Discretionary	74.90	76.10	1.60%	
13-15 items of bulky household waste	Discretionary	91.00	92.40	1.54%	
up to 10 sacks of residual waste	Discretionary	46.50	47.20	1.51%	
Other Charges					
Excess Black Bags (max 10)	Discretionary	47.00	48.00	2.13%	
Second Garden Bin	Discretionary	60.00	65.00	8.33%	
Liners & Caddies					
Liners	Discretionary	4.00	4.00	0.00%	
Caddies	Discretionary	3.50	3.50	0.00%	
Schedule 2 contract rates per fortnightly collection (based on waste type and container size)					
Admin Fee	Discretionary	40.00	40.00	0.00%	
No Disposal					
Residual Sack (cost per sack)	Discretionary	35.50	36.10	1.69%	excludes above admin fee
Residual 240	Discretionary	81.20	82.50	1.60%	excludes above admin fee
Residual 360	Discretionary	113.70	115.40	1.50%	excludes above admin fee
Residual 660	Discretionary	194.90	197.90	1.54%	excludes above admin fee
Residual 750	Discretionary	205.70	208.80	1.51%	excludes above admin fee
Residual 1100	Discretionary	281.60	285.90	1.53%	excludes above admin fee
Residual 1280L	Discretionary				
With Disposal					
Residual Sack (cost per sack)	Discretionary	47.30	48.10	1.69%	excludes above admin fee
Residual 240	Discretionary	135.50	137.60	1.55%	excludes above admin fee
Residual 360	Discretionary	192.30	195.20	1.51%	excludes above admin fee
Residual 660	Discretionary	338.70	343.80	1.51%	excludes above admin fee
Residual 750	Discretionary	373.40	379.00	1.50%	excludes above admin fee
Residual 1100	Discretionary	522.80	530.70	1.51%	excludes above admin fee
Residual 1280L	Discretionary				
With or without Disposal					
Recycling 240	Discretionary	62.30	63.30	1.61%	excludes above admin fee
Recycling 360	Discretionary	86.60	87.90	1.50%	excludes above admin fee
Recycling 660	Discretionary	143.50	145.70	1.53%	excludes above admin fee
Recycling 750	Discretionary	154.40	156.80	1.55%	excludes above admin fee
Recycling 1100	Discretionary	194.90	197.90	1.54%	excludes above admin fee
Recycling 1280	Discretionary				
Annual Schedule 4 collection contract rates (based on waste type and container size)					
With Disposal					
Residual Sack (cost per sack)	Discretionary	108.30	110.00	1.57%	excludes above admin fee
Residual 240	Discretionary	326.20	331.10	1.50%	excludes above admin fee
Residual 360	Discretionary	360.50	366.00	1.53%	excludes above admin fee
Residual 660	Discretionary	501.80	509.40	1.51%	excludes above admin fee
Residual 1100	Discretionary	670.10	680.20	1.51%	excludes above admin fee

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		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS				
Types Of Membership - BeActive Card									
Adult Membership	Discretionary	5.00	n/a	5.00	n/a	0.0%	n/a	Concessionary Rate is not applicable to non member rates. Keeping membership card prices the same to encourage participation in the scheme. The difference between % increases for members and non-members below is further designed to encourage BeActive membership.	
Adult Concessionary Rate 60+	Discretionary	2.50	n/a	2.50	n/a	0.0%	n/a		
Junior Membership	Discretionary	2.50	n/a	2.50	n/a	0.0%	n/a		
Junior Concessionary Rate	Discretionary	2.50	n/a	2.50	n/a	0.0%	n/a		
Team/Group Membership	Discretionary	1.25	n/a	1.25	n/a	0.0%	n/a		
	Discretionary	20.00	n/a	20.00	n/a	0.0%	n/a		
Learn to Swim Programme									
Parents & Toddlers	Discretionary	43.15	53.95	44.00	56.65	2.0%	4.8%		
Parents & Toddlers - Concessionary	Discretionary	21.60	26.95	22.00	28.30	1.9%	4.8%		
Parent & Toddlers - Pay as you go	Discretionary	4.95	6.20	5.05	6.50	2.0%	4.6%		
Pre-School (3yrs to 5yrs)	Discretionary	49.00	61.00	50.00	64.00	2.0%	4.7%		
Pre-School (3yrs to 5yrs) - Concessionary	Discretionary	24.50	30.65	25.00	32.00	2.0%	4.2%		
Junior Lessons	Discretionary	49.00	61.00	50.00	64.00	2.0%	4.7%		
Junior Lessons - Concessionary	Discretionary	24.50	30.65	25.00	32.00	2.0%	4.2%		
Adult Lessons	Discretionary	65.55	81.95	66.90	86.00	2.1%	4.7%		
Adult Lessons - Concessionary	Discretionary	32.80	41.00	33.50	43.00	2.1%	4.7%		
60+	Discretionary	49.00	61.00	50.00	64.00	2.0%	4.7%		
Private Lessons - 1 to 1	Discretionary	12.95	16.25	13.20	17.00	1.9%	4.4%		
Private Lessons - 1 to 2	Discretionary	19.30	24.40	19.70	25.60	2.1%	4.7%		
Private Lessons - 1 to 1 - Concessionary	Discretionary	6.55	8.20	6.70	8.60	2.3%	4.7%		
Private Lessons - 1 to 2 - Concessionary	Discretionary	9.70	12.15	9.90	12.75	2.1%	4.7%		
Private Lessons - 1 to 3 - Concessionary	Discretionary	11.45	14.30	11.70	15.00	2.2%	4.7%		
Individual Support Classes	Discretionary	98.65	123.35	100.00	130.00	1.4%	5.1%		
Individual Support Classes - Concessionary	Discretionary	49.00	61.00	50.00	64.00	2.0%	4.7%		
Lessons - Direct Debit (per month)	Discretionary	18.90	18.90	18.90	18.90	0.0%	0.0%		
Lessons - Direct Debit (per month) - concessionary	Discretionary	9.45	9.45	9.45	9.45	0.0%	0.0%		

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Water Sports								
Synchro - 45 mins	Discretionary	49.35	61.65	50.30	64.75	1.9%	4.8%	
Synchro - 45 mins Concessionary	Discretionary	24.60	30.75	25.00	32.30	1.6%	4.8%	
Canoeing - 30 mins	Discretionary	49.35	61.65	50.30	64.75	1.9%	4.8%	
Canoeing - 30 mins Concessionary	Discretionary	24.60	30.75	25.00	32.30	1.6%	4.8%	
Water Polo - 45 mins	Discretionary	49.35	61.65	50.30	64.75	1.9%	4.8%	
Water Polo - 45 mins Concessionary	Discretionary	24.60	30.75	25.00	32.30	1.6%	4.8%	
Distance Awards - up to 60 mins	Discretionary	49.35	61.65	50.30	64.75	1.9%	4.8%	
Distance Awards - up to 60 mins Concessionary	Discretionary	24.60	30.75	25.00	32.30	1.6%	4.8%	
Diving - 30 mins	Discretionary	49.35	61.65	50.30	64.75	1.9%	4.8%	
Diving - 30 mins Concessionary	Discretionary	24.60	30.75	25.00	32.30	1.6%	4.8%	
Snorkelling - 30 mins	Discretionary	49.35	61.65	50.30	64.75	1.9%	4.8%	
Snorkelling - 30 mins Concessionary	Discretionary	24.60	30.75	25.00	32.30	1.6%	4.8%	
Possible Countywide Promotions								
Introduce a Friend and get £5 off next months membership								
Introduce a Friend and get next months DD Membership for Free.								
6 Months DD membership for the Price of 5								
Price for Life on all new DD Memberships - this encourages members to remain signed up, changes to price are a trigger for members to leave.								
Free Inductions for a calendar month								
Club mark Discounts - Affiliated Clubs receive 10% discount								
Large Groups of Children (Over 20) accompanied by Adults - pay Junior BeActive Rates								
Golf Course Loyalty Card to continue buy 9 get 1 free								
Full-time students 18yrs+ monthly special rate similar to 60+ rate.								
Outdoor Court full court hire on special offer such as hire for £12 per 55 minutes								
Outdoor Tennis Court hire special offer £4 per court								
Olympics Track Special Offer - Juniors £1, Adults £2. (Olympic Legacy								
6-week student membership during summer holidays								
D/D sign up in October, November & December and get a free badminton court once a week for initial month								
Give 15% reduction (Member rate) to those on holiday at local camp/caravan sites on production of their camping permit during summer holiday period								
Couples evenings for £4.00 per couple - All facilities								
Count down to Christmas 10-week membership price with a programme set								
50% off Tennis Court hire as a pre-Wimbledon promotion								
50% off Netball Court prior to start of Summer League as a training offer								
50% off Football Court during summer months to promote off-season training offer								
Holiday Course offer of pay for 4-days and get 5th day free								
Special Children's Activities - Junior 60 mins								
Arts Events (i.e. panto £7 tickets)								
FREE Fun Days for Centre promotion								
PRIZES for Facebook (i.e. swim course / birthday party / month membership)								

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		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
All fees individual sites								
Meole Brace Golf Course								
Annual membership								
Adult Be Active Members	Discretionary	500.00	N/A	500.00	N/A	0.0%	N/A	No price increase due to continued competition
Junior Be Active Members	Discretionary	250.00	N/A	250.00	N/A	0.0%	N/A	
Green Fees 18 Holes								
Adult	Discretionary	14.00	17.00	14.00	17.00	0.0%	0.0%	
Adult 60+	Discretionary	11.00	14.00	11.00	14.00	0.0%	0.0%	
Adult Concessionary Rate	Discretionary	8.80	N/A	8.80	N/A	0.0%	N/A	
Junior	Discretionary	7.00	9.00	7.00	9.00	0.0%	0.0%	
Junior Concessionary Rate	Discretionary	4.60	N/A	4.60	N/A	0.0%	N/A	
Green Fees 12 Holes								
Adult	Discretionary	9.00	11.20	9.00	11.20	0.0%	0.0%	
Adult 60+	Discretionary	8.00	9.75	8.00	9.75	0.0%	0.0%	
Adult Concessionary Rate	Discretionary	5.85	N/A	5.85	N/A	0.0%	N/A	
Junior	Discretionary	5.00	6.00	5.00	6.00	0.0%	0.0%	
Junior Concessionary Rate	Discretionary	3.00	N/A	3.00	N/A	0.0%	N/A	
Temporary Green Fees 18 Holes								
Adult	Discretionary	11.00	14.00	11.00	14.00	0.0%	0.0%	
Adult 60+	Discretionary	9.00	11.00	9.00	11.00	0.0%	0.0%	
Junior	Discretionary	5.75	7.00	5.75	7.00	0.0%	0.0%	
Temporary Green Fees 12 Holes								
Adult	Discretionary	8.00	9.70	8.00	9.70	0.0%	0.0%	
Adult 60+	Discretionary	6.50	7.90	6.50	7.90	0.0%	0.0%	
Junior	Discretionary	4.00	5.20	4.00	5.20	0.0%	0.0%	
Winter Tickets								
Adult Winter Ticket	Discretionary	155.00	N/A	155.00	N/A	0.0%	N/A	
Junior Winter Ticket	Discretionary	80.00	N/A	80.00	N/A	0.0%	N/A	
Afternoon Special rates								
Afternoon Ticket (After 1pm)	Discretionary	8.00	9.50	8.00	9.50	0.0%	0.0%	
Pitch and Putt (All Times)								
Adult	Discretionary	3.10	3.90	3.10	3.90	0.0%	0.0%	
Adult 60+	Discretionary	2.50	3.05	2.50	3.05	0.0%	0.0%	
Junior	Discretionary	1.65	2.05	1.65	2.05	0.0%	0.0%	
Family Ticket (2 Adults + 2 Juniors)	Discretionary	7.10	8.85	7.10	8.85	0.0%	0.0%	

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		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
Roman Road Sports Centre								
Peak Period								
Whole hall (Hockey/Basketball/Volleyball)	Discretionary	29.30	36.60	29.90	38.50	2.0%	4.9%	
Badminton Court	Discretionary	9.60	12.00	9.80	12.60	2.1%	4.8%	
Bowls Lane (max. 3 lanes per court)	Discretionary	12.80	16.05	13.00	16.85	1.6%	4.8%	
Table Tennis Table (max. 3 tables per court)	Discretionary	12.80	16.05	13.00	16.85	1.6%	4.8%	
Sports Hall - Party Bookings								
Whole Hall	Discretionary	105.50	131.90	107.50	138.50	1.9%	4.8%	
Half Hall	Discretionary	53.35	66.70	54.50	70.00	2.2%	4.7%	
Courses and Coaching (per person)								
General:								
Adult 60 mins	Discretionary	5.25	6.55	5.35	6.90	1.9%	5.1%	
Adult Concessionary 60 mins	Discretionary	2.55	N/A	2.60	N/A	2.0%	N/A	
60+ 60 mins	Discretionary	4.25	5.30	4.35	5.60	2.4%	5.4%	
Adult 90 mins	Discretionary	7.65	9.55	7.80	10.00	2.0%	4.5%	
Adult Concessionary 90 mins	Discretionary	3.75	N/A	3.85	N/A	2.7%	N/A	
60+ 90 mins	Discretionary	6.00	7.50	6.10	7.90	1.7%	5.1%	
Junior 60 mins	Discretionary	2.55	3.20	2.60	3.36	2.0%	4.8%	
Junior Concessionary 60 mins	Discretionary	1.45	N/A	1.50	N/A	3.4%	N/A	
Junior 90 mins	Discretionary	3.75	4.70	3.85	4.95	2.7%	5.1%	
Junior Concessionary 90 mins	Discretionary	1.95	N/A	2.00	N/A	2.6%	N/A	
Group Activities (per person)								
Aerobics, Keep Fit etc.:								
Adult 60 mins	Discretionary	5.45	6.80	5.45	6.80	0.0%	0.0%	
Concessionary Rate 60 mins	Discretionary	2.55	N/A	2.55	N/A	0.0%	N/A	
60+ 60 mins	Discretionary	4.35	5.40	4.35	5.40	0.0%	0.0%	
Junior 60 mins	Discretionary	2.75	3.45	2.81	3.62	2.0%	4.8%	
Concessionary Rate 60 mins	Discretionary	1.50	N/A	1.50	N/A	0.0%	N/A	
Miscellaneous Charges								
Changing Rooms Only (Sports Hall)	Discretionary	13.00	16.30	13.30	17.00	2.3%	4.1%	
Spectators - Adult	Discretionary	1.25	1.60	1.30	1.70	4.0%	5.9%	
Spectators - Junior	Discretionary	0.65	0.80	0.65	0.80	0.0%	0.0%	
Shower Only - Adult	Discretionary	1.55	1.90	1.60	2.00	3.2%	4.8%	
Shower Only - Adult Concessionary Rate	Discretionary	0.70	N/A	0.70	N/A	0.0%	N/A	
Shower Only - Adult 60+	Discretionary	1.10	1.40	1.10	1.45	0.0%	3.4%	
Shower Only Junior	Discretionary	0.70	0.90	0.70	0.95	0.0%	4.8%	
Shower Only Junior Concessionary Rate	Discretionary	0.35	N/A	0.35	N/A	0.0%	N/A	
Synthetic Pitch AREA								
Whole Pitch 55 mins	Discretionary	56.00	70.00	57.00	73.50	1.8%	4.8%	
Half Pitch 55 mins	Discretionary	36.00	44.50	36.75	46.75	2.1%	4.8%	
Quarter Pitch 55 mins	Discretionary	24.00	30.00	24.50	31.50	2.1%	4.8%	
Whole Pitch 1hr 25 mins	Discretionary	81.75	102.20	83.40	107.30	2.0%	4.8%	
Half Pitch 1hr 25 mins	Discretionary	52.10	65.15	53.10	66.40	1.9%	4.8%	
Quarter Pitch 1hr 25 mins	Discretionary	33.40	41.75	34.00	43.85	1.8%	4.8%	
Whole Pitch 1hr 55 mins	Discretionary	110.00	137.50	112.20	144.40	2.0%	4.8%	
Half Pitch 1hr 55 mins	Discretionary	67.70	84.65	69.05	88.90	2.0%	4.8%	
Quarter Pitch 1hr 55 mins	Discretionary	45.50	56.90	46.40	59.75	2.0%	4.8%	

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		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
OFF PEAK CHARGE								
Whole hall	Discretionary	21.90	27.40	22.35	28.75	2.1%	4.7%	
Half Hall	Discretionary	10.95	13.70	11.15	14.40	1.8%	4.9%	
Badminton Court	Discretionary	7.20	9.00	7.35	9.45	2.1%	4.8%	
Bowls Lane (max. 3 lanes per court)	Discretionary	9.60	12.00	9.80	12.60	2.1%	4.8%	
Table Tennis Table (max. 3 tables per court)	Discretionary	9.60	12.00	9.80	12.60	2.1%	4.8%	
Trampoline (to include hire of one court)	Discretionary	13.25	16.60	13.50	17.45	1.9%	4.9%	
Sports Hall - Party Bookings								
Whole Hall	Discretionary	78.65	98.30	80.20	103.20	2.0%	4.7%	
Half Hall	Discretionary	39.80	49.75	40.60	52.25	2.0%	4.8%	
OUTDOOR SPORTS								
Synthetic Pitch AREA								
Whole Pitch 55 mins	Discretionary	42.00	52.50	42.85	55.10	2.0%	4.7%	
Half Pitch 55 mins	Discretionary	26.70	33.50	27.25	35.20	2.1%	4.8%	
Quarter Pitch 55 mins	Discretionary	18.10	22.70	18.50	23.85	2.2%	4.8%	
Whole Pitch 1hr 25 mins	Discretionary	61.50	76.90	62.75	80.75	2.0%	4.8%	
Half Pitch 1hr 25 mins	Discretionary	39.00	48.75	39.80	51.20	2.1%	4.8%	
Quarter Pitch 1hr 25 mins	Discretionary	25.00	31.25	25.50	32.80	2.0%	4.7%	
Whole Pitch 1hr 55 mins	Discretionary	82.70	103.40	84.35	108.50	2.0%	4.7%	
Half Pitch 1hr 55 mins	Discretionary	50.80	63.50	51.80	66.70	2.0%	4.8%	
Quarter Pitch 1hr 55 mins	Discretionary	34.20	42.75	34.90	44.90	2.0%	4.8%	
Junior Play & Pay	Discretionary	0.00	1.00	0.00	1.00	N/A	0.0%	Various sports - if specific area not being used
Idesall Sports Centre								
Sports Hall								
Adult peak	Discretionary	40.95	51.20	41.75	53.75	2.0%	4.7%	
Adult Off Peak	Discretionary	30.80	38.50	31.40	40.45	1.9%	4.8%	
Junior Peak	Discretionary	20.65	25.80	21.05	27.10	1.9%	4.8%	
Junior off peak	Discretionary	15.15	18.95	15.45	19.90	2.0%	4.8%	
Badminton Court								
Adult peak	Discretionary	9.85	12.35	10.05	12.95	2.0%	4.8%	
Adult Off Peak	Discretionary	7.40	9.25	7.55	9.70	2.0%	4.6%	
Junior Peak	Discretionary	5.10	6.35	5.20	6.65	2.0%	4.5%	
Junior off Peak	Discretionary	3.70	4.60	3.75	4.85	1.4%	5.2%	
Adult Trampoline Hire (1 Court)	Discretionary	21.30	26.65	21.75	28.00	2.1%	4.8%	
Junior Trampoline Hire (1 Court)	Discretionary	10.65	13.30	10.85	13.95	1.9%	4.7%	
Cricket Nets								
Adult	Discretionary	49.05	61.30	50.00	64.35	1.9%	4.7%	
Junior	Discretionary	24.50	30.65	25.00	32.20	2.0%	4.8%	

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Fitness Suite								
Room Hire	Discretionary	31.55	39.45	32.20	41.40	2.1%	4.7%	
Adult peak	Discretionary	5.25	6.55	5.35	6.90	1.9%	5.1%	
Adult peak - Concessionary	Discretionary	3.35	4.20	3.40	4.40	1.5%	4.5%	
Junior peak	Discretionary	2.65	3.30	2.70	3.45	2.0%	4.3%	
Adult off peak	Discretionary	3.90	4.85	4.00	5.10	2.6%	4.9%	
Junior off peak	Discretionary	2.00	2.50	2.05	2.65	2.5%	5.7%	
Casual Session 60+	Discretionary	3.35	4.20	3.40	4.40	1.5%	4.5%	
Adult Induction	Discretionary	11.25	14.05	11.50	14.75	2.2%	4.8%	
Youth Induction (11yrs - 18yrs)	Discretionary	5.60	7.00	5.70	7.35	1.8%	4.8%	
Gymnasium / Small Gym (per 55 minutes)								
Room Hire Adult peak	Discretionary	33.00	41.30	33.65	43.35	2.0%	4.7%	
Room Hire Junior peak	Discretionary	16.30	20.35	16.65	21.35	2.1%	4.7%	
Room Hire Adult off peak	Discretionary	24.75	30.90	25.25	32.45	2.0%	4.8%	
Room Hire Junior off peak	Discretionary	12.10	15.10	12.35	15.85	2.1%	4.7%	
Table Tennis (per 55 minutes)								
Adult peak	Discretionary	11.05	13.80	11.25	14.50	1.8%	4.8%	
Junior peak	Discretionary	5.35	6.70	5.45	7.05	1.9%	5.0%	
Adult off peak	Discretionary	8.20	10.25	8.35	10.75	1.8%	4.7%	
Junior off peak	Discretionary	4.05	5.05	4.15	5.30	2.5%	4.8%	
OUTDOOR FACILITIES								
All Weather full pitch (1 hour)								
Adult with lights peak	Discretionary	71.65	89.60	73.10	94.10	2.0%	4.8%	
Junior with lights peak	Discretionary	34.90	43.65	35.60	45.85	2.0%	4.8%	
Adult with lights off peak	Discretionary	57.85	72.30	59.00	75.90	2.0%	4.7%	
Junior with lights off peak	Discretionary	28.30	35.35	28.85	37.10	1.9%	4.7%	
Adult without lights peak	Discretionary	52.35	65.45	53.40	68.70	2.0%	4.7%	
Junior without lights peak	Discretionary	25.55	31.95	26.05	33.55	2.0%	4.8%	
Adult without lights off peak	Discretionary	49.70	62.15	50.70	65.25	2.0%	4.8%	
Junior without lights off peak	Discretionary	24.20	30.25	24.70	31.75	2.1%	4.7%	
All Weather half pitch (1 hour)								
Adult with lights peak	Discretionary	35.55	44.45	36.25	46.65	2.0%	4.7%	
Junior with lights peak	Discretionary	17.35	21.65	17.70	22.75	2.0%	4.8%	
Adult with lights off peak	Discretionary	29.00	36.25	29.60	38.05	2.1%	4.7%	
Junior with lights off peak	Discretionary	14.10	17.65	14.40	18.55	2.1%	4.9%	
Adult without lights peak	Discretionary	26.3	32.9	26.85	34.55	2.1%	4.8%	
Junior without lights peak	Discretionary	12.85	16.10	13.10	16.90	1.9%	4.7%	
Adult without lights off peak	Discretionary	24.85	31.05	25.35	32.60	2.0%	4.8%	
Junior without lights off peak	Discretionary	12.20	15.25	12.45	16.00	2.0%	4.7%	
Netball Court (per 55 minutes)								
Adult with lights peak	Discretionary	28.15	35.20	28.70	36.95	2.0%	4.7%	
Junior with lights peak	Discretionary	13.70	17.15	13.95	18.00	1.8%	4.7%	
Adult without lights off peak	Discretionary	18.20	22.75	18.55	23.90	1.9%	4.8%	
Junior without lights off peak	Discretionary	8.85	11.10	9.05	11.65	2.3%	4.7%	
All Courts Adult with lights peak	Discretionary	69.55	86.95	70.95	91.30	2.0%	4.8%	
All Courts Junior with lights peak	Discretionary	34	42.55	34.70	44.70	2.1%	4.8%	
All Courts Adult without lights off peak	Discretionary	50.80	63.55	51.80	66.75	2.0%	4.8%	
All Courts Junior without lights off peak	Discretionary	25.95	32.40	26.45	34.00	1.9%	4.7%	
Tennis Court (per 55 minutes)								
Adult without lights	Discretionary	8.40	10.50	8.55	11.05	1.8%	5.0%	
Junior without lights	Discretionary	4.20	5.25	4.30	5.50	2.4%	4.5%	
Adult with lights	Discretionary	10.50	13.15	10.70	13.80	1.9%	4.7%	
Junior with lights	Discretionary	5.35	6.70	5.45	7.05	1.9%	5.0%	

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LEISURE (Non SCLT facilities)	Statutory or Discretionary	Fee for 2016/17	Fee for 2016/17	Fee for 2017/18	Fee for 2017/18	% Increase MEMBERS	% Increase NON MEMBERS	Notes
		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
Football Pitches per match								
Adult Pitch	Discretionary	55.55	69.45	56.65	72.90	2.0%	4.7%	
Youth Pitch	Discretionary	41.40	51.80	42.25	54.40	2.1%	4.8%	
Junior Pitch	Discretionary	27.40	34.25	27.95	35.95	2.0%	4.7%	
Mini Football Pitch	Discretionary	17.25	21.60	17.60	22.70	2.0%	4.8%	
Football Training Adult	Discretionary	30.85	38.60	31.45	40.55	1.9%	4.8%	
Football Training Junior	Discretionary	15.05	18.85	15.35	19.80	2.0%	4.8%	
Rugby Pitches per match								
Adult Pitch	Discretionary	55.55	69.45	56.65	72.90	2.0%	4.7%	
Youth Pitch	Discretionary	27.70	34.65	28.25	36.40	2.0%	4.8%	
Changing Rooms								
Adult group	Discretionary	22.70	28.35	23.15	29.75	2.0%	4.7%	
Junior group	Discretionary	11.15	13.90	11.35	14.60	1.8%	4.8%	
Room Hire								
Adult per hour	Discretionary	13.40	16.75	13.65	17.60	1.9%	4.8%	
Birthday Parties								
1 Hour (no party room)	Discretionary	65.70	82.10	67.00	86.20	2.0%	4.8%	
1½ Hour (with party room)	Discretionary	78.75	98.45	80.35	103.35	2.0%	4.7%	
1½ Hour (no party room)	Discretionary	82.70	103.35	84.35	108.50	2.0%	4.7%	
2 Hour (with party room)	Discretionary	91.95	114.90	93.80	120.65	2.0%	4.8%	
Classes								
Adult Yoga/Pilates/Circuits (per hour)	Discretionary	4.50	5.65	4.60	5.95	2.2%	5.0%	
Junior Yoga/Pilates/Circuits (per hour)	Discretionary	2.25	2.80	2.30	2.95	2.0%	5.1%	
Junior Gymnastics Class (1½ hours)	Discretionary	4.50	5.65	4.60	5.95	2.2%	5.0%	
Junior Trampoline Class (per hour)	Discretionary	3.35	4.20	3.40	4.40	1.5%	4.5%	
Equipment Hire								
Hire Badminton	Discretionary	2.20	2.75	2.25	2.90	2.3%	5.2%	
Hire Tennis Racket	Discretionary	2.20	2.75	2.25	2.90	2.3%	5.2%	
Sundries for purchase								
Tea, Coffee & Biscuits (per person)	Discretionary	1.40	1.75	1.45	1.85	3.6%	5.4%	
Tennis Balls (per tube)	Discretionary	7.15	8.95	7.30	9.40	2.1%	4.8%	
Football	Discretionary	9.45	11.80	9.65	12.40	2.1%	4.8%	
Shuttlecock	Discretionary	1.20	1.50	1.20	1.60	0.0%	6.3%	
Headphones	Discretionary	2.25	2.80	2.30	2.95	2.0%	5.1%	
Membership fees								
Individual Monthly D/D	Discretionary	22.00	N/A	22.45	N/A	2.0%	N/A	
Joint Monthly D/D	Discretionary	40.00	N/A	40.80	N/A	2.0%	N/A	
Annual Individual fee	Discretionary	220.00	N/A	224.40	N/A	2.0%	N/A	
Membership includes; fitness suite & fitness classes during community time								
Monthly Card Adult	Discretionary	30.00	37.50	30.60	39.40	2.0%	4.8%	
Monthly Card Junior	Discretionary	15.00	18.75	15.30	19.70	2.0%	4.8%	
Monthly Card includes; fitness suite & fitness classes during community time								
Junior Play & Pay	Discretionary	1.00	N/A	1.00	N/A			

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LEISURE (Non SCLT facilities)	Statutory or Discretionary	Fee for 2016/17	Fee for 2016/17	Fee for 2017/18	Fee for 2017/18	% Increase MEMBERS	% Increase NON MEMBERS	Notes
		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
Much Wenlock Leisure Centre								
Sports Hall & Gymnasium								
Whole Main Sports Hall	Discretionary	41.00	51.25	41.80	53.80	2.0%	4.7%	
Half Main Sports Hall	Discretionary	20.65	25.80	21.10	27.10	2.2%	4.8%	
Badminton Court	Discretionary	9.85	12.35	10.00	12.95	1.5%	4.6%	
Gymnasium room hire	Discretionary	20.65	25.80	21.00	27.10	1.7%	4.8%	
Equipment Hire								
Hire Badminton/Tennis Racket	Discretionary	2.50	3.05	2.55	3.20	2.0%	4.8%	
Buy Shuttlecock	Discretionary	1.20	1.50	1.30	1.60	8.3%	6.3%	
Hire Football / basketball / Netball	Discretionary	1.50	1.85	1.55	1.95	3.3%	5.1%	
Fitness Suite								
Room Hire	Discretionary	33.35	N/A	33.35	N/A	0.0%	N/A	
Adult Induction	Discretionary	11.25	N/A	11.25	N/A	0.0%	N/A	
Youth Induction (16yrs - 18yrs)	Discretionary	5.60	N/A	5.60	N/A	0.0%	N/A	
Adult Session	Discretionary	5.00	N/A	5.00	N/A	0.0%	N/A	
Adult Session - Concessionary	Discretionary	2.50	N/A	2.50	N/A	0.0%	N/A	
Youth Session (16yrs - 18yrs)	Discretionary	2.45	N/A	2.45	N/A	0.0%	N/A	
Youth Session (16yrs - 18yrs) - Concessionary	Discretionary	1.25	N/A	1.25	N/A	0.0%	N/A	
60+ Session	Discretionary	3.20	4.05	3.20	4.05	0.0%	0.0%	
60+ Session - Concessionary	Discretionary	2.15	N/A	2.15	N/A	0.0%	N/A	
Fitness Classes								
Adult Session	Discretionary	4.30	5.35	4.30	5.35	0.0%	0.0%	
Adult Session - Concessionary	Discretionary	2.15	N/A	2.15	N/A	0.0%	N/A	
Junior Session (16yrs - 18yrs)	Discretionary	2.10	2.55	2.10	2.55	0.0%	0.0%	
Junior Session (16yrs - 18yrs) - Concessionary	Discretionary	1.05	N/A	1.05	N/A	0.0%	N/A	
60+ Casual Session	Discretionary	3.20	4.05	3.20	4.05	0.0%	0.0%	
60+ Casual Session - Concessionary	Discretionary	2.15	N/A	2.15	N/A	0.0%	N/A	
Changing Rooms								
Adult group	Discretionary	21.85	27.30	22.30	28.70	2.1%	4.9%	
Junior group	Discretionary	10.60	13.25	10.80	13.90	1.9%	4.7%	
POOL FACILITIES								
Public Swimming								
Adult Swim	Discretionary	4.20	5.25	4.30	5.50	2.4%	4.5%	
Adult Swim - Concessionary	Discretionary	2.10	N/A	2.15	N/A	2.4%	N/A	
Junior Swim	Discretionary	2.15	2.70	2.20	2.85	2.3%	5.3%	
Junior Swim - Concessionary	Discretionary	1.05	N/A	1.10	N/A	4.8%	N/A	
60+ Casual Session	Discretionary	3.20	3.35	3.25	3.50	1.6%	4.3%	
60+ Casual Session - Concessionary	Discretionary	2.15	N/A	2.20	N/A	2.3%	N/A	
Inflataplay Adult	Discretionary	4.85	6.05	4.95	6.35	2.0%	4.8%	
Junior Inflataplay - Concessionary	Discretionary	2.70	N/A	2.75	N/A	2.0%	N/A	
Inflataplay Junior	Discretionary	2.90	3.60	2.95	3.80	1.7%	5.3%	
Junior Inflataplay - Concessionary	Discretionary	1.45	N/A	1.50	N/A	3.4%	N/A	
60+ Inflataplay	Discretionary	4.30	5.35	4.40	5.60	2.3%	4.5%	
60+ Inflataplay - Concessionary	Discretionary	2.15	N/A	2.20	N/A	2.3%	N/A	
Swimming - Activity Classes								
Adult Aqua Aerobics	Discretionary	4.30	5.40	4.30	5.40	0.0%	0.0%	
Adult Aqua Aerobics - Concessionary	Discretionary	2.15	N/A	2.15	N/A	0.0%	N/A	
Junior Aerobics / Fit Swim (16yrs - 18yrs)	Discretionary	2.15	2.70	2.15	2.70	0.0%	0.0%	
Junior Aerobics / Fit Swim (16yrs - 18yrs) - Concessionary	Discretionary	1.05	N/A	1.05	N/A	0.0%	N/A	
60+ Aerobics / Fit Swim	Discretionary	3.20	4.00	3.20	4.00	0.0%	0.0%	
60+ Aerobics / Fit Swim - Concessionary	Discretionary	2.15	N/A	2.15	N/A	0.0%	N/A	
Children's Parties								
Sports Hall Party (55mins)	Discretionary	66.60	83.25	67.95	87.40	2.0%	4.7%	
Sports Hall Party (90mins)	Discretionary	99.95	124.90	101.95	131.15	2.0%	4.8%	
Pool Party with Inflatable (55mins)	Discretionary	100.50	125.65	102.50	131.95	2.0%	4.8%	
Pool Party with Inflatable (90mins)	Discretionary	112.55	140.70	114.80	147.75	2.0%	4.8%	
Pool Party Pool Only (55mins)	Discretionary	83.45	104.30	85.10	109.50	2.0%	4.7%	
Pool Party Pool Only (90mins)	Discretionary	104.10	130.15	106.20	136.65	2.0%	4.8%	
Swimming Pool Hire								
Pool only Adult	Discretionary	83.45	104.30	85.10	109.50	2.0%	4.7%	
Lane hire	Discretionary	15.75	19.70	16.10	20.70	2.2%	4.8%	

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LEISURE (Non SCLT facilities)	Statutory or Discretionary	Fee for 2016/17	Fee for 2016/17	Fee for 2017/18	Fee for 2017/18	% Increase MEMBERS	% Increase NON MEMBERS	Notes
		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
OUTDOOR FACILITIES								
Artificial Turf Pitch (not floodlit)								
Whole Pitch Adult	Discretionary	68.75	85.90	70.10	90.20	2.0%	4.8%	
Half Pitch Adult	Discretionary	34.40	43.00	35.10	45.15	2.0%	4.8%	
1/3 Pitch Adult	Discretionary	26.75	33.40	27.30	35.10	2.1%	4.8%	
Athletics Track (not floodlit)								
Whole Track Adult (exclusive access)	Discretionary	40.00	49.90	40.80	52.40	2.0%	4.8%	
Whole Track Junior (exclusive access)	Discretionary	19.45	24.30	19.85	25.50	2.1%	4.7%	
Pay & Play Adult (per person)	Discretionary	4.70	5.85	4.80	6.15	2.1%	4.9%	
Pay & Play Junior (per person)	Discretionary	2.20	2.75	2.25	2.90	2.3%	5.2%	
Multi Use Games Area (floodlit)								
Full MUGA Adult without lights	Discretionary	56.30	70.35	57.45	73.90	2.0%	4.8%	
Full MUGA Junior without lights	Discretionary	28.15	35.20	28.70	36.95	2.0%	4.7%	
Full MUGA Adult with lights	Discretionary	72.00	90.00	73.45	94.50	2.0%	4.8%	
Full MUGA Junior with lights	Discretionary	36.00	45.00	36.70	47.25	1.9%	4.8%	
Netball/5-a-side Court Adult without lights	Discretionary	19.70	24.65	20.10	25.90	2.0%	4.8%	
Netball/5-a-side Court Junior without lights	Discretionary	9.90	12.35	10.10	12.95	2.0%	4.6%	
Netball/5-a-side Court Adult with lights	Discretionary	29.00	36.25	29.60	38.10	2.1%	4.9%	
Netball/5-a-side Court Junior with lights	Discretionary	14.50	18.20	14.80	19.10	2.1%	4.7%	
7-a-side Court Adult without lights	Discretionary	37.20	46.50	37.95	48.85	2.0%	4.8%	
7-a-side Court Junior without lights	Discretionary	18.60	23.25	18.95	24.40	1.9%	4.7%	
7-a-side Court Adult with lights	Discretionary	46.40	58.00	47.30	60.90	1.9%	4.8%	
7-a-side Court Junior with lights	Discretionary	23.15	28.95	23.60	30.40	1.9%	4.8%	
Tennis Court Adult without lights	Discretionary	9.25	11.60	9.45	12.20	2.2%	4.9%	
Tennis Court Junior without lights	Discretionary	4.70	5.85	4.80	6.15	2.1%	4.9%	
Tennis Court Adult with lights	Discretionary	11.55	14.45	11.80	15.15	2.2%	4.6%	
Tennis Court Junior with lights	Discretionary	5.80	7.25	5.90	7.60	1.7%	4.6%	
Football Pitches per match								
Junior Pitch	Discretionary	27.40	34.30	27.95	36.00	2.0%	4.7%	
Football Training Junior	Discretionary	15.10	18.80	15.40	19.75	2.0%	4.8%	

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LEISURE (Non SCLT facilities)	Statutory or Discretionary	Fee for 2016/17	Fee for 2016/17	Fee for 2017/18	Fee for 2017/18	% Increase MEMBERS	% Increase NON MEMBERS	Notes
		MEMBERS	NON MEMBERS	MEMBERS	NON MEMBERS			
INDOOR FACILITIES								
Main Sports Hall								
Whole Main Sports Hall	Discretionary	30.85	38.50	31.50	40.40	2.1%	4.7%	
Half Main Sports Hall	Discretionary	16.50	20.65	16.85	21.70	2.1%	4.8%	
Badminton Court	Discretionary	7.40	9.25	7.55	9.70	2.0%	4.6%	
Gymnasium room hire	Discretionary	16.50	20.65	16.85	21.70	2.1%	4.8%	
Fitness Suite								
Adult Session	Discretionary	3.90	N/A	3.90	N/A	0.0%	N/A	
Adult Session - Concessionary	Discretionary	2.55	N/A	2.55	N/A	0.0%	N/A	
Youth Session (16yrs - 18yrs)	Discretionary	2.00	N/A	2.00	N/A	0.0%	N/A	
Youth Session (16yrs - 18yrs) - Concessionary	Discretionary	1.30	N/A	1.30	N/A	0.0%	N/A	
60+ Session	Discretionary	3.15	N/A	3.15	N/A	0.0%	N/A	
60+ Session - Concessionary	Discretionary	1.70	N/A	1.70	N/A	0.0%	N/A	
Artificial Turf Pitch (not floodlit)								
Whole Pitch Adult	Discretionary	56.75	71.00	57.80	74.55	1.9%	4.8%	
Half Pitch Adult	Discretionary	28.40	35.50	28.95	37.30	1.9%	4.8%	
1/3 Pitch Adult	Discretionary	22.00	27.50	22.45	28.90	2.0%	4.8%	
Membership fees								
Individual Monthly D/D	Discretionary	28.95	N/A	28.95	N/A	0.0%	N/A	
Individual Monthly D/D Swimming or Fitness Suite only	Discretionary	20.00	N/A	20.00	N/A	0.0%	N/A	
Joint Monthly D/D	Discretionary	52.95	N/A	52.95	N/A	0.0%	N/A	
Annual Individual fee	Discretionary	274.60	N/A	274.60	N/A	0.0%	N/A	
<i>Membership includes; casual swim, fitness suite & fitness classes during community time</i>								
Monthly Card	Discretionary	43.25	N/A	43.25	N/A	0.0%	N/A	
Student Monthly Card	Discretionary	21.65	N/A	21.65	N/A	0.0%	N/A	
<i>includes; casual swim, fitness suite & fitness classes during community time</i>								
Junior Play & Pay	Discretionary	1.00	1.00	1.00	1.00	0.0%	0.0%	
SPORTS DEVELOPMENT								
Seven Bridges Road Race								
Pre Paid Attached Runner	Discretionary	12.00	N/A	12.00	N/A	0.0%	N/A	
Pre Paid Non Attached Runners	Discretionary	14.00	N/A	14.00	N/A	0.0%	N/A	

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DEVELOPMENT MANAGEMENT	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
DEVELOPMENT MANAGEMENT					
PLANNING APPLICATIONS - Fees for Processing Planning Applications	Statutory	Please see website for current charges	Please see website for current charges		Planning Fees are updated in line with Statutory guidance https://new.shropshire.gov.uk/planning/_/submit-an-application/
BUILDING CONTROL	Please see note	Please See Building Control section of the Council's Website for detailed table of charges	Please See Building Control section of the Council's Website for detailed table of charges		Shropshire Council adopts the Chartered Institute of Public Finance and Accountancy (CIPFA) guidelines on building control accounting. Fees are set in accordance with this guidance https://new.shropshire.gov.uk/building-control/applications/fees/
LAND CHARGES - Search Fees	Please see note	Please see website for current charges	Please see website for current and proposed charges		Search Fees are updated in line with Statutory guidance. As from 1.4.17 VAT, at the standard rate of 20%, will apply to CON29R and CON29O products. https://new.shropshire.gov.uk/land-charges/land-charges-fees/
STREET NAMING AND NUMBERING - Fees for Processing Applications for the creation and amendment of addresses					New approach for charging for services following a similar approach by other Authorities
Creation of a new individual address	Discretionary		35.00		New charge for 2017/18
Creation of new addresses on developments up to 25 plots – per plot	Discretionary		35.00		New charge for 2017/18
Creation of new addresses on developments of more than 25 plots up to 50 plots – per plot between 26 and 50 plots	Discretionary		25.00		New charge for 2017/18
Creation of new addresses on developments over 50 plots – per plot for plots 51 and above	Discretionary		15.00		New charge for 2017/18
Individual property renaming or renumbering	Discretionary		35.00		New charge for 2017/18
Addition of a name to a numbered property	Discretionary		35.00		New charge for 2017/18
Alterations to development after initial notification - per affected address	Discretionary		25.00		New charge for 2017/18
Confirmation of postal addresses for solicitors or conveyancers and all consultees	Discretionary		25.00		New charge for 2017/18
PLANNING - OTHER					
Pre planning application advice					
- Category A (Largescale Major)	Discretionary	1750.00	1750.00	0%	
- Category B (Small scale Major)	Discretionary	1000.00	1000.00	0%	
- Category C (Minor)	Discretionary	500.00	500.00	0%	
- Category D (Other proposals)	Discretionary	80.00	80.00	0%	
- Minerals proposals - EIA Proposals	Discretionary	1750.00	1750.00	0%	
- Minerals proposals - Major Non EIA Proposals exceeding 1ha	Discretionary	1000.00	1000.00	0%	
- Minerals proposals - All other proposals	Discretionary	250.00	250.00	0%	
Bespoke Service (on agreement) - relevant flat rate fee plus a unit cost of-	Discretionary	-	60.00 per hour		Charge for additional advice beyond that which can be delivered for the flat rate fee
Minerals and Waste Landfilling site monitoring	Discretionary	Please see website for current charges	Please see website for current charges		https://new.shropshire.gov.uk/planning/_/submit-an-application/
Plan Copying (including copyright fee)					
- Using Plan printer (per copy)	Discretionary	25.00	26.30	5%	
Copying of documents					
- Planning Decision Notices (per copy)	Discretionary	17.50	18.40	5%	
- Planning Decision Notices (additional copies of same site)	Discretionary	4.40	4.60	5%	
Tree Preservation Orders					
- First 3 sheets	Discretionary	6.90	7.20	4%	
- Additional Sheets	Discretionary	1.10	1.20	9%	
Appeal Statements					
- First 3 sheets	Discretionary	6.90	7.20	4%	
- Additional Sheets	Discretionary	1.10	1.20	9%	
Section 52's and 106's (per Legal Agreement)	Discretionary	13.10	13.80	5%	
Details of Listed Buildings (per copy)	Discretionary	2.60	2.70	4%	
Survey Maps/Large Plans (per copy)	Discretionary	8.90	9.30	4%	
High Hedge Complaints	Discretionary	400.00	400.00	0%	
Historic Environment					
Officer time for Historic Environment Record (HER) searches (commercial clients)	Discretionary	85.00 per hour	85.00 per hour		
Provision of Countryside Stewardship consultation advice - middle tier responses					
- Band 1 Application area 0 - 30 ha	Discretionary	35.00	Please see note		Notification by 31 March 2017
- Band 2 Application area 31 - 75 ha	Discretionary	70.00	Please see note		Rates are agreed as part of a national Service Standard agreed by Natural England, Historic England and ALGAO
- Band 3 Application area 76 - 150 ha	Discretionary	140.00	Please see note		
- Band 4 Application area 150 ha upwards	Discretionary	280.00	Please see note		
Provision of Countryside Stewardship consultation advice - higher tier responses					
- Band 1 Application area 0 - 30 ha	Discretionary	52.00	Please see note		Notification by 31 March 2017
- Band 2 Application area 31 - 75 ha	Discretionary	105.00	Please see note		Rates are agreed as part of a national Service Standard agreed by Natural England, Historic England and ALGAO
- Band 3 Application area 76 - 150 ha	Discretionary	210.00	Please see note		
- Band 4 Application area 150 ha upwards	Discretionary	420.00	Please see note		

FEES & CHARGES

APPENDIX 3

DEVELOPMENT MANAGEMENT	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
<u>Mapping Services (available for any reason not just Planning related reasons)</u>					
A4 Maps					
1:500 - Rural and Urban					
- 1 Copy	Discretionary	13.10	13.80	5%	
- 2 Copies	Discretionary	14.40	15.10	5%	
- 3 Copies	Discretionary	15.60	16.40	5%	
- 4 Copies	Discretionary	16.90	17.70	5%	
- 5 Copies	Discretionary	18.10	19.00	5%	
- 6 Copies	Discretionary	19.30	20.30	5%	
- Extra Copies	Discretionary	1.30	1.40	8%	
1:1250 - Rural and Urban					
- 1 Copy	Discretionary	21.80	22.90	5%	
- 2 Copies	Discretionary	23.20	24.40	5%	
- 3 Copies	Discretionary	24.40	25.60	5%	
- 4 Copies	Discretionary	25.70	27.00	5%	
- 5 Copies	Discretionary	26.80	28.10	5%	
- 6 Copies	Discretionary	28.10	29.50	5%	
- Extra Copies	Discretionary	1.30	1.40	8%	
1:2500 - Urban					
- 1 Copy	Discretionary	56.90	59.70	5%	
- 2 Copies	Discretionary	58.20	61.10	5%	
- 3 Copies	Discretionary	59.40	62.40	5%	
- 4 Copies	Discretionary	60.70	63.70	5%	
- 5 Copies	Discretionary	62.00	65.10	5%	
- 6 Copies	Discretionary	63.00	66.20	5%	
- Extra Copies	Discretionary	1.80	1.90	6%	
1:2500 - Rural					
- 1 Copy	Discretionary	26.80	28.10	5%	
- 2 Copies	Discretionary	28.10	29.50	5%	
- 3 Copies	Discretionary	29.40	30.90	5%	
- 4 Copies	Discretionary	30.70	32.20	5%	
- 5 Copies	Discretionary	31.90	33.50	5%	
- 6 Copies	Discretionary	33.20	34.90	5%	
- Extra Copies	Discretionary	1.80	1.90	6%	
A3 Maps					
1:500 - Rural and Urban					
- 1 Copy	Discretionary	18.10	19.00	5%	
- Extra Copies	Discretionary	1.30	1.40	8%	
1:1250 - Rural and Urban					
- 1 Copy	Discretionary	39.40	41.40	5%	
- Extra Copies	Discretionary	1.80	1.90	6%	
1:2500 - Urban					
- 1 Copy	Discretionary	107.10	112.50	5%	
- Extra Copies	Discretionary	2.50	2.60	4%	
1:2500 - Rural					
- 1 Copy	Discretionary	44.50	46.70	5%	
- Extra Copies	Discretionary	2.50	2.60	4%	
Photocopying Planning Permissions (and other documents requiring research and/or extraction of info)					
- Copies of documents per hour (plus cost of copying)	Discretionary	48.30	50.70	5%	
- Hourly rate for requests for information	Discretionary	76.30	80.10	5%	
POLICY					
Shropshire CIL - Levy Rates per Square Metre:-					
Shrewsbury, the market towns and other key Centres					
Residential Developments (use class C3) excluding affordable housing as defined below	Discretionary	45.90	45.90	0%	CIL rates relate to calendar years and are subject to annual indexation using the national BCIS All-in Tender Price Index. The 2017 rates have not yet been notified.
Rural - Rest of Shropshire					
Residential Developments (use class C3) excluding affordable housing as defined below	Discretionary	91.79	91.79	0%	
LOCAL PLAN RELATED					
Core Strategy	Discretionary	41.00	41.00	0%	
Site Allocations and Management of Development (SAMDev Plan)	Discretionary	150.00	150.00	0%	
Annual Monitoring report	Discretionary	30.00	30.00	0%	
Objectively Assessed Need for Housing	Discretionary	95.00	95.00	0%	
Supplementary Planning Documents	Discretionary	20.00	20.00	0%	
Statement of Community Involvement	Discretionary	10.00	10.00	0%	
Printed copies of any other planning policy or evidence base documents	Discretionary		0.10	n/a	New charge for 2017-18

FEES & CHARGES

APPENDIX 3

ENVIRONMENTAL MAINTENANCE	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
Alterations to the Highway					
Advisory disabled bay	Discretionary	275.00	275.00	0.0%	
H bar markings	Discretionary	330.00	330.00	0.0%	
Double H bar markings	Discretionary	330.00	330.00	0.0%	
Mirrors	Discretionary	600.00	600.00	0.0%	
Brown tourism signs	Discretionary	at cost	at cost		
Traffic data - historic data on record	Discretionary	110.00	150.00	36.4%	
Automatic traffic counter data and report	Discretionary	700.00	750.00	7.1%	
Highway accident data	Discretionary	110.00	150.00	36.4%	
Dog Control					
Collection fee for stray dogs	Statutory	25.00	25.00	0.0%	
Release/Admin fee (plus costs - like for like)	Discretionary	45.00	45.00	0.0%	
Re-Offending Penalty Charge:					
- Incident No. 2	Discretionary	16.00	16.00	0.0%	
- Incident No. 3	Discretionary	30.00	30.00	0.0%	
- Incident No. 4	Discretionary	44.00	44.00	0.0%	
ABANDONED VEHICLES					
On road, upright not damaged					
- Removal of Vehicle-On road (less than 3.5 tonnes)	Statutory	150.00	150.00	0.0%	
- Removal of Vehicle-On road (3.5 to 7.5 tonnes)	Statutory	200.00	200.00	0.0%	
- Removal of Vehicle-On road (7.5 to 18 tonnes)	Statutory	350.00	350.00	0.0%	
- Removal of Vehicle-On road (more than 18 tonnes)	Statutory	350.00	350.00	0.0%	
On road damaged or not upright					
- Removal of Vehicle-On road, damaged (less than 3.5 tonnes)	Statutory	250.00	250.00	0.0%	
- Removal of Vehicle-On road, damaged (3.5 to 7.5 tonnes)	Statutory	650.00	650.00	0.0%	
- Removal of Vehicle-On road, damaged (7.5 to 18 tonnes)	Statutory	Unladen £2000, Laden £3000	Unladen £2000, Laden £3000	0.0%	
- Removal of Vehicle-On road, damaged (more than 18 tonnes)	Statutory	Unladen £3000, Laden £4500	Unladen £3000, Laden £4500	0.0%	
Off road, upright not damaged					
- Removal of Vehicle-off road (less than 3.5 tonnes)	Statutory	200.00	200.00	0.0%	
- Removal of Vehicle-off road (3.5 to 7.5 tonnes)	Statutory	400.00	400.00	0.0%	
- Removal of Vehicle-off road (7.5 to 18 tonnes)	Statutory	Unladen £1000, Laden £1500	Unladen £1000, Laden £1500	0.0%	
- Removal of Vehicle-off road (more than 18 tonnes)	Statutory	Unladen £1500, Laden £2000	Unladen £1500, Laden £2000	0.0%	
Off road damaged or not upright					
- Removal of Vehicle-off road, damaged (less than 3.5 tonnes)	Statutory	300.00	300.00	0.0%	
- Removal of Vehicle-off road, damaged (3.5 to 7.5 tonnes)	Statutory	850.00	850.00	0.0%	
- Removal of Vehicle-off road, damaged (7.5 to 18 tonnes)	Statutory	Unladen £3000, Laden £4500	Unladen £3000, Laden £4500	0.0%	
- Removal of Vehicle-off road, damaged (more than 18 tonnes)	Statutory	Unladen £4500, Laden £6000	Unladen £4500, Laden £6000	0.0%	
Storage of Vehicle (per day) two wheeled	Statutory	10.00	10.00	0.0%	
Storage of Vehicle (per day) less than 3.5 tonnes	Statutory	20.00	20.00	0.0%	
Storage of Vehicle (per day) 3.5 to 7.5 tonnes	Statutory	25.00	25.00	0.0%	
Storage of Vehicle (per day) 7.5 to 18 tonnes	Statutory	30.00	30.00	0.0%	
Storage of Vehicle (per day) more than 18 tonnes	Statutory	35.00	35.00	0.0%	
Disposal of Vehicle - two wheeled	Statutory	50.00	50.00	0.0%	
Disposal of Vehicle - less than 3.5 tonnes	Statutory	75.00	75.00	0.0%	
Disposal of Vehicle - 3.5 to 7.5 tonnes	Statutory	100.00	100.00	0.0%	
Disposal of Vehicle - 7.5 to 18 tonnes	Statutory	125.00	125.00	0.0%	
Disposal of Vehicle - more than 18 tonnes	Statutory	150.00	150.00	0.0%	

FEES & CHARGES

APPENDIX 3

HIGHWAYS & TRANSPORT	Discretionary or Statutory	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
HIGHWAYS					
Licences (per application)					
Charge for road closure:-					
- Road Closure by Temporary Notice	Discretionary	1,150.00	1,150.00	0.0%	
- Extension to Temporary Notice Road Closure	Discretionary	750.00	750.00	0.0%	
- Road Closure by Temporary Order	Discretionary	1,600.00	1,600.00	0.0%	
- Extension to Temporary Order Road Closure	Discretionary	750.00	750.00	0.0%	
New apparatus	Discretionary	370.00	370.00	0.0%	
Existing apparatus	Discretionary	370.00	370.00	0.0%	
Boring	Discretionary	310.00	310.00	0.0%	
Skip permit	Discretionary	115.00	115.00	0.0%	
Extension to skip permit	Discretionary	100.00	100.00	0.0%	
Illegal Skip permit	Discretionary	250.00	250.00	0.0%	
Scaffold permit	Discretionary	115.00	115.00	0.0%	
Extension to scaffold permit	Discretionary	100.00	100.00	0.0%	
Illegal Scaffold Permit	Discretionary	250.00	250.00	0.0%	
Temporary excavations	Discretionary	370.00	370.00	0.0%	
Building materials	Discretionary	115.00	115.00	0.0%	
Skip bags	Discretionary	115.00	115.00	0.0%	
Temporary signage	Discretionary	90.00	90.00	0.0%	Per 6 months
Temporary signage extension	Discretionary	85.00	85.00	0.0%	
NRSWA sample inspections	Statutory	50.00	50.00	0.0%	
Sample inspection defects	Statutory	47.50	47.50	0.0%	
Third party defect notifications	Statutory	68.00	68.00	0.0%	
Coring defects	Discretionary	300.00	300.00	0.0%	HAUC guidance used
Section 74 contractor overrun charges	Statutory	As per Statutory Guidance	As per Statutory Guidance		
PUBLIC TRANSPORT					
Operator fee per departure from Bus Station					
- Shrewsbury	Discretionary	0.50	0.50	0.0%	
- Oswestry	Discretionary	0.50	0.50	0.0%	
- Market Drayton	Discretionary	0.35	0.35	0.0%	
Sale of railcards (each)	Discretionary	9.00	9.00	0.0%	
Car Parking Charges (On and Off Street)					
- In accordance with current Traffic Regulation Orders	Discretionary	Subject to a Member Led Parking Review	Subject to a Member Led Parking Review		Proposed Charging Structure is at the Public Consultation stage
Carpark 'Lock in Fees':-					
- Ravens Meadow Multi Storey Car Park	Discretionary	20.00	40.00	100.0%	Increase to bring charge in line with Security Provider Charge
- Meole Brace Park and Ride	Discretionary	20.00	40.00	100.0%	
- Oxon Park and Ride	Discretionary	20.00	40.00	100.0%	

FEES & CHARGES

APPENDIX 3

OUTDOOR RECREATION	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
COUNTRYSIDE ACCESS					
Guided walk adult	Discretionary	3.50	3.50	0.0%	
Guided walk Child (under 16's)	Discretionary	2.00	2.00	0.0%	
Children's school holiday events	Discretionary	3.50	4.00	14.3%	
Car parking charges countryside sites	Discretionary	2.00	2.20	10.0%	
School Visits per hour per Ranger	Discretionary	35.00	35.00	0.0%	
Birthday Parties @ Severn Valley Country Park	Discretionary	130.00	130.00	0.0%	
Room Hire at SVCP (insurance extra)	Discretionary	130.00	130.00	0.0%	
Fishing Fees at The Mere	Discretionary	5.00	5.00	0.0%	
Community room hire at Mere Wardens Bungalow (per hour)	Discretionary		14.00		New charge 2017-18
Community room hire at Mere Wardens Bungalow (per day)	Discretionary		70.00		New charge 2017-18
Memorial bench	Discretionary	420.00	450.00	7.1%	
Adopt a bench	Discretionary	40.00	50.00	25.0%	
Use of Countryside Sites for commercial filming (1 day)	Discretionary	175.00	200.00	14.3%	
Use of Countryside Sites for commercial filming (per hour)	Discretionary	50.00	60.00	20.0%	
Sponsor a fruit tree	Discretionary	60.00	60.00	0.0%	
Bags of firewood at SVCP	Discretionary	2.50	3.50	40.0%	
Hire of Countryside Sites for commercial events per day (not incl facilities)	Discretionary		200.00		New charge 2017-18
Hire of Countryside Sites for community events per day (not incl facilities)	Discretionary	50.00	70.00	40.0%	
Shropshire's Great Outdoors Membership Scheme - (Annual Payment)	Discretionary		36.00		New charge 2017-18
Shropshire's Great Outdoors Membership Scheme - (Monthly Direct Debit)	Discretionary		3.00		New charge 2017-18
Public Path Order - Standard Charge					
Pre-publication					
Initial investigative work	Discretionary	150.00	157.50	5.0%	
Site visit	Discretionary	200.00	210.00	5.0%	
Formal consultation letter	Discretionary	230.00	241.50	5.0%	
Officer time	Discretionary	350.00	367.50	5.0%	
Assessment of legal implications	Discretionary	75.00	78.75	5.0%	
Research into history and status of right of way	Discretionary	70.00	73.50	5.0%	
Preparation of committee reports / delegated powers report	Discretionary	250.00	262.50	5.0%	
Publication					
Drawing up map / legal notice	Discretionary	185.00	194.25	5.0%	
Letters to consultees	Discretionary	215.00	225.75	5.0%	
Consideration and response to statutory consultation	Discretionary	250.00	262.50	5.0%	
Drawing up statement of reasons for order	Discretionary	75.00	78.75	5.0%	
Site visit	Discretionary	150.00	157.50	5.0%	
Admin cost for advert	Discretionary	40.00	42.00	5.0%	
Confirmation of Order					
Negotiations of objections	Discretionary	155.00	162.75	5.0%	
Forward order to DEFRA	Discretionary	125.00	131.25	5.0%	
Final site visit	Discretionary	150.00	157.50	5.0%	
Confirmation of order	Discretionary	215.00	225.75	5.0%	
Admin costs for advertisement	Discretionary	40.00	42.00	5.0%	
Site visit	Discretionary	150.00	157.50	5.0%	
Additional Charges					
Officer time including extra time at site visits (per hour)	Discretionary	20.00	24.50	22.5%	In accordance with Charge out rate calculator
Additional Letters not covered by above (per letter)	Discretionary	70.00	73.50	5.0%	
Additional Visits for first hour.	Discretionary	150.00	157.50	5.0%	
Motor Rallies	Discretionary	150.00	157.50	5.0%	
Landowner Statements	Discretionary	350.00	367.50	5.0%	
Landowner Statements - additional notices/site visits (per additional location)	Discretionary	150.00	157.50	5.0%	
ROW Search	Discretionary	60.00	60.00	0.0%	
Copies of legal orders	Discretionary	6.50	6.50	0.0%	
Temporary & Permanent Closures	Discretionary	1,000.00	1,050.00	5.0%	
Mapping Services					
A4 Map	Discretionary	10.00	10.00	0.0%	
A3 Map	Discretionary	11.00	11.00	0.0%	
A1 Plotter	Discretionary	60.00	60.00	0.0%	
A0 Plotter	Discretionary	80.00	80.00	0.0%	
Copies of ROW documents requiring research/extraction	Discretionary	40.00	40.00	0.0%	
Contracting labour rates (per hour)					
C'Side Maintenance Manager	Discretionary	47.95	49.65	3.5%	
Contracts Development Officer	Discretionary	35.44	36.88	4.1%	
Area Officer	Discretionary	34.39	34.74	1.0%	
C'Side Maintenance Officer	Discretionary	24.72	24.98	1.1%	

FEES & CHARGES

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THEATRE SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
THEATRE SEVERN					
Not for Profit Organisations					
- Auditorium (NEW - All charges subject to a 7% commission on Box Office income or minimum £1 per ticket venue levy)					
- Hire Per Day (Mon to Thur)					
- 1 Performance					
Daily rate :Mon - Thurs	Discretionary	1,311.00	1,337.00	2.0%	
- 2 Performances (same day)	Discretionary	1,658.00	1,691.00	2.0%	
- Hire Per Day (Fri to Sun)					
- 1 Performance					
- 2 Performances	Discretionary	1,530.00	1,560.00	2.0%	
- Setting Up/Rehearsal Charges					
- 4 hours	Discretionary	368.00	375.00	1.9%	
- 8 hours	Discretionary	735.00	750.00	2.0%	
Per hour after midnight	Discretionary	108.00	110.00	1.9%	
- Studio Theatre (NEW - All charges subject to a 7% commission on Box Office income or minimum £1 per ticket venue levy)					
- Hire Per Day (Mon to Thur)					
- 1 Performance					
Discretionary		567.00	578.00	1.9%	
- 2 Performances (same day)					
Discretionary		806.00	822.00	2.0%	
- Flat Floor					
Daily rate :Mon - Thurs	Discretionary	908.00	926.00	2.0%	
Daily rate : Fri-Sun	Discretionary	959.00	978.00	2.0%	
- Hire Per Day (Fri to Sun)					
- 1 Performance					
Discretionary		735.00	750.00	2.0%	
- 2 Performances					
Discretionary		969.00	988.00	2.0%	
- Flat Floor					
Discretionary		959.00	978.00	2.0%	
- Setting Up/Rehearsal Charges					
- 4 hours	Discretionary	184.00	188.00	2.2%	
- 8 hours	Discretionary	368.00	376.00	2.2%	
- Per hour after midnight	Discretionary	62.00	63.00	1.6%	
- Dance Studio, Term Time Only					
- Hire Per Hour (with minimum hire being 2 hours)					
Discretionary		27.00	28.00	3.7%	
- Hire Per Hour for 10-17 hours per week (with minimum hire being 2 hours)					
Discretionary		25.00	25.00	2.0%	
- 18 or more hours per week					
Discretionary		-	22.40	n/a	New charge for 2017-18
- Haydn Smith Room					
Per day (8 hours)					
Discretionary		204.00	208.00	2.0%	
Per Hour (Minimum 2 hours)					
Discretionary		31.00	32.00	3.2%	
Additional Charges					
Credit Card Commission	Discretionary	3%	3.50%	16.7%	
Merchandise / Programme Commission	Discretionary	15%	15%	0.0%	
Merchandise / Programme Commission using Theatre Staff	Discretionary	20%	20%	0.0%	
Performing Rights Society Charges	Discretionary	POA	POA		
Staffing (per Hour):-					
- Extra Staff before midnight					
Discretionary		17.00	18.00	5.9%	
- Extra Staff after midnight					
Discretionary		25.00	26.00	4.0%	
- Extra Staff bank holidays					
Discretionary		-	35.00	n/a	New charge for 2017-18
Security Staff (at discretion of Theatre Management when security staff required)					
Discretionary		POA	POA		
Marketing Services					
Discretionary		POA	POA		
Commercial Organisations					
- Auditorium (All charges subject to 10% Box Office Commission)					
- Hire Per Day (Mon to Thur)					
- 1 Performance					
Discretionary		1,923.00	1,962.00	2.0%	
- 2 Performances (same day)					
Discretionary		2,364.00	2,411.00	2.0%	
- Hire Per Day (Fri to Sun)					
- 1 Performance					
Discretionary		2,183.00	2,227.00	2.0%	
- 2 Performances					
Discretionary		2,652.00	2,705.00	2.0%	
- Setting Up/Rehearsal Charges					
- 4 hours	Discretionary	510.00	520.00	2.0%	
- 8 hours	Discretionary	1,020.00	1,040.00	2.0%	
Per hour after midnight	Discretionary	143.00	146.00	2.1%	
- Studio Theatre (All charges subject to 10% Box Office Commission)					
- Hire Per Day (Mon to Thur)					
- 1 Performance					
Discretionary		918.00	936.00	2.0%	
- 2 Performances (same day)					
Discretionary		1,275.00	1,301.00	2.0%	
- Flat Floor					
Discretionary		1,275.00	1,301.00	2.0%	
- Hire Per Day (Fri to Sun)					
- 1 Performance					
Discretionary		1,102.00	1,124.00	2.0%	
- 2 Performances					
Discretionary		1,423.00	1,451.00	2.0%	
- Flat Floor					
Discretionary		1,423.00	1,451.00	2.0%	
- Setting Up/Rehearsal Charges					
- 4 hours	Discretionary	255.00	260.00	2.0%	
- 8 hours	Discretionary	510.00	520.00	2.0%	
Per hour after midnight	Discretionary	79.00	81.00	2.5%	
- Dance Studio, Term Time Only (Commercial Organisations)					
- Hire Per Hour (with minimum hire being 2 hours)					
Discretionary		30.50	32.00	4.9%	
- Hire Per Hour for 10 -17 hours per week (with minimum hire being 2 hours)					
Discretionary		27.50	28.50	3.6%	
- 18 hours or more per week					
Discretionary		-	25.60	n/a	New charge for 2017-18
- Haydn Smith Room					
Per day (8 hours)					
Discretionary		342.00	349.00	2.0%	
Per Hour (Minimum 2 hours)					
Discretionary		49.00	50.00	2.0%	
Additional Charges					
Credit Card Commission	Discretionary	3%	3.5%	16.7%	
Merchandise / Programme Commission	Discretionary	15%	15%	0.0%	
Merchandise / Programme Commission using Theatre Staff	Discretionary	20%	20%	0.0%	
Performing Rights Society Charges	Discretionary	POA	POA		
Staffing (per Hour):-					
- Extra Staff before midnight					
Discretionary		17.00	25.00	47.1%	
- Extra Staff after midnight					
Discretionary		25.00	33.00	32.0%	
Extra staff bank holidays					
Discretionary		-	42.00	n/a	New charge for 2017-18
Security Staff (at discretion of Theatre Management when security staff required)					
Discretionary		POA	POA		
Marketing Services					
Discretionary		POA	POA		
Hire of the whole building, longer lets and / or special events - charges by negotiation					
OLD MARKET HALL					
Film Ticket Admission Fees					
Discretionary		The OMH has the discretion to vary admission charges	The OMH has the discretion to vary admission charges		

FEES & CHARGES

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VISITOR ECONOMY	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
VISITOR ECONOMY					
ACTON SCOTT					
Admissions					
Adult 18+	Discretionary	9.00	9.00	0.0%	
Senior Citizens	Discretionary	8.00	8.00	0.0%	
Children					
- Children (5-17)	Discretionary	5.00	5.00	0.0%	
- Children (0-4)	Discretionary	Free of Charge	Free of Charge		
Family Tickets (2 Adults & up to 3 Children)	Discretionary		25.00		New charge for 2017-18
Season Tickets					
Adult 18+	Discretionary	20.00	20.00	0.0%	
Senior Citizens	Discretionary	17.00	17.00	0.0%	
Children					
- Children (5-17)	Discretionary	12.00	12.00	0.0%	
- Children (0-4)	Discretionary	Free of charge	Free of charge		
Family	Discretionary	50.00	50.00	0.0%	
Groups - Adults	Discretionary	7.25	7.25	0.0%	
Groups - Seniors	Discretionary	7.25	7.25	0.0%	
Groups - Children	Discretionary	5.00	5.00	0.0%	
Coach Tour Admissions					
Coach tour passengers	Discretionary	7.25	7.25	0.0%	
Tours & Talks					
Guided (up to 25 people)	Discretionary	37.00	37.00	0.0%	
Introductory (up to 55 people)	Discretionary	50.00	50.00	0.0%	
Education Visitors					
Pre-school, Playgroup & Nursery Education Admissions					
Child	Discretionary	3.25	3.25	0.0%	
Adult	Discretionary	8.00	8.00	0.0%	
Pre-school, Playgroup & Nursery Education Sessions					
Various	Discretionary	55.00	55.00	0.0%	
Primary Education Admissions					
Child (with session)	Discretionary	3.25	3.25	0.0%	
Child (without session)	Discretionary	4.50	4.50	0.0%	
Primary Education Sessions					
Various	Discretionary	55.00	55.00	0.0%	
Secondary Education Admissions					
Child (with session)	Discretionary	3.25	3.25	0.0%	
Child (without session)	Discretionary	4.50	4.50	0.0%	
Secondary Education Sessions/Talks					
Sessions	Discretionary	55.00	55.00	0.0%	
Talks/Seminars	Discretionary	55.00	55.00	0.0%	
ROOM HIRE ETC					
Room					
<i>A 10% discount on room hire is available for return bookings in same financial year. A 10% discount is available for SC bookings. Only one discount can be applied to any booking. Other discounts may be offered to achieve best return on space*</i>					
- New Barn - per day (or part thereof)	Discretionary	75.00	75.00	0.0%	
- Black Barn - per day (or part thereof)	Discretionary	50.00	50.00	0.0%	
LIMITED FACILITY OPEN DAYS					
In 'season'					
- Adult (18+)	Discretionary	3.50	3.50	0.0%	
- Senior	Discretionary	3.50	3.50	0.0%	
- Child (5-17)	Discretionary	3.50	3.50	0.0%	
- Child (0-4)	Discretionary	Free of Charge	Free of Charge		
Christmas					
- Adult (18+)	Discretionary	3.50	3.50	0.0%	
- Senior	Discretionary	3.50	3.50	0.0%	
- Child (5-17)	Discretionary	3.50	3.50	0.0%	
- Child (0-4)	Discretionary	Free of Charge	Free of Charge		
Out of 'season'					
- Adult (18+)	Discretionary	4.25	4.25	0.0%	
- Senior	Discretionary	4.25	4.25	0.0%	
- Child (5-17)	Discretionary	4.25	4.25	0.0%	
- Child (0-4)	Discretionary	Free of Charge	Free of Charge		

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VISITOR ECONOMY	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
Ludlow Museum Resource Centre					
Education Sessions (Various)	Discretionary	110.00 - 200.00	110.00 - 200.00	0.0%	
Room Hire (Various Per Day)	Discretionary	32.00	32.00	0.0%	
Room Hire (Various Per Day to Partner Organisations)	Discretionary	16.00	16.00	0.0%	
MUCH WENLOCK MUSEUM					
Room Hire (Per Day)	Discretionary	10.00	10.00	0.0%	
Room Hire (Per Day Partner Organisations)	Discretionary	5.00	5.00	0.0%	
SHREWSBURY MUSEUMS					
Weddings/ Civil Partnership Ceremonies (Circular Room & Castle Grounds)					
- Per Ceremony (2 hours - Saturdays)	Discretionary	450.00	550.00	22.2%	
- Per Ceremony (2 hours - Tuesday - Friday)	Discretionary	400.00	500.00	25.0%	
- Per Ceremony (2 hours - Sunday - Monday)	Discretionary	Negotiable	Negotiable		
- Steward Service	Discretionary	50.00	50.00	0.0%	
Naming Ceremony Castle					
- Per Ceremony (Saturday)	Discretionary	450.00	550.00	22.2%	
- Per Ceremony (Tuesday -Friday)	Discretionary	400.00	500.00	25.0%	
- Per Ceremony (Sunday - Monday)	Discretionary	Negotiable	Negotiable		
Adult(18+)	Discretionary	4.00	4.00	0.0%	
Concession Senior 60+	Discretionary	3.00	3.00	0.0%	
Child (5-17)	Discretionary	1.00	1.00	0.0%	
Child (0-4)	Discretionary	Free of Charge	Free of Charge		
Child Education Visit (5-17)	Discretionary	1.00	1.00	0.0%	
Room Hire (Circular Room per hr.)	Discretionary	20.00	20.00	0.0%	
Castle Ground Event Hire per hour - guide price	Discretionary	100.00	100.00	0.0%	
Castle Grounds Hire Per Day - guide Price	Discretionary	300.00	300.00	0.0%	
Shropshire Regimental Trust Grounds Hire - per hour	Discretionary	75.00	75.00	0.0%	
Shropshire Regimental Trust Hire per day	Discretionary	250.00	250.00	0.0%	
Education Session (2 hr. Session)	Discretionary	80.00	80.00	0.0%	
Advertising (Per Week)	Discretionary	25.00	25.00	0.0%	
SHREWSBURY VISITOR INFORMATION CENTRE					
Bed booking service-deposit	Discretionary	10%	10%	0.0%	
Bed booking service fee	Discretionary	3.00	3.00	0.0%	
Bed booking service over telephone	Discretionary	4.00	4.00	0.0%	
Photocopying	Discretionary	0.20	0.20	0.0%	
Ticket Sales	Discretionary	5%-15%	5%-15%	0.0%	
Arts and Crafts Cabinet commission	Discretionary	20%	20%	0.0%	
Guided Walks (public) Adult	Discretionary	6.00 & 7.50	6.00 & 7.50	0.0%	
Guided Walks (public) Child	Discretionary	3.00	3.00	0.0%	
Guided Walks (private)	Discretionary	55.00	55.00	0.0%	
Guided Walks Themed (private)	Discretionary	60.00	60.00	0.0%	
Language supplement	Discretionary	POA	POA		
Talks	Discretionary	45.00	45.00	0.0%	
Coach Tours full day	Discretionary	POA	POA		
Coach Tours half day	Discretionary	POA	POA		
Supplement Cadfael Tour	Discretionary	POA	POA		
Online Booking Transaction Fee	Discretionary	0.50	0.50	0.0%	

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APPENDIX 3

VISITOR ECONOMY	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
SHREWSBURY MUSEUM & ART GALLERY					
Admissions					
Adult 18+	Discretionary	4.50	4.50	0.0%	
Senior Citizens	Discretionary	4.00	4.00	0.0%	
Children (5-17)	Discretionary	2.00	2.00	0.0%	
Children (0-4)	Discretionary	Free of Charge	Free of Charge		
Essential Companion to a disabled person	Discretionary	Free of Charge	Free of Charge		
Student	Discretionary	3.60	3.60	0.0%	
Family Day Ticket (2 Adults and up to 3 children)	Discretionary	10.00	10.00	0.0%	
Family Day Ticket (1 Adult and up to 3 children)	Discretionary	7.00	7.00	0.0%	
Museum Guided Tour (minimum 12)	Discretionary	5.00	5.00	0.0%	
Themed Events - Various	Discretionary	VARIOUS	VARIOUS		
Season Tickets					
Adult 18+	Discretionary	25.00	25.00	0.0%	
Two Adults	Discretionary	35.00	35.00	0.0%	
Senior Citizens	Discretionary	22.50	22.50	0.0%	
Two Senior Citizens	Discretionary	30.00	30.00	0.0%	
Children (0-4)	Discretionary	Free of Charge	Free of Charge		
Children (5-17)	Discretionary	25.00	25.00	0.0%	
Student	Discretionary	23.00	23.00	0.0%	
Family [2 adults & 3 Children]	Discretionary	47.50	47.50	0.0%	
Family [1 adult & 3 children]	Discretionary	30.00	30.00	0.0%	
Friends of Shrewsbury Museum	Discretionary	10.00	10.00	0.0%	
Be Active Season Tickets - Concessions					
Adult 18+	Discretionary	20.00	20.00	0.0%	
Two Adults	Discretionary	30.00	30.00	0.0%	
Senior Citizens [60+]	Discretionary	17.50	17.50	0.0%	
Two Senior Citizens	Discretionary	24.00	24.00	0.0%	
Family [2 Adults/3 Children]	Discretionary	42.50	42.50	0.0%	
Family [1 Adult & 3 children]	Discretionary	25.00	25.00	0.0%	
Be Active - non concession					
Adult (18+)	Discretionary	3.00	3.00	0.0%	
Senior Citizen [60 +]	Discretionary	2.50	2.50	0.0%	
Student	Discretionary	2.60	2.60	0.0%	
Child [5-17]	Discretionary	2.00	2.00	0.0%	
Be Active - concession					
Adult	Discretionary	2.00	2.00	0.0%	
Senior Citizen [60+]	Discretionary	1.75	1.75	0.0%	
Student	Discretionary	1.80	1.80	0.0%	
Children (5-17)	Discretionary	1.00	1.00	0.0%	
Group Admissions (12 or more)					
Adult 18+	Discretionary	4	4.00	0.0%	
Senior Citizens	Discretionary	3.5	3.50	0.0%	
Children (5-17)	Discretionary	1.5	1.50	0.0%	
Children (0-4)	Discretionary	Free of Charge	Free of Charge		
Pre-school, Playgroup & Nursery Education Sessions					
Various	Discretionary	80.00 - 250.00	80.00 - 250.00	0.0%	
Primary Education Admissions					
Child (with session)	Discretionary	Free of Charge	Free of Charge		
Child (without session)	Discretionary	2.00	2.00	0.0%	
Primary Education Sessions					
Various Sessions (1/2/Full Day and Specialist Sessions)	Discretionary	80.00 - 250.00	80.00 - 250.00	0.0%	
Secondary Education Admissions					
Child (with session)	Discretionary	Free of Charge	Free of Charge		
Child (without session)	Discretionary	2.00	2.00	0.0%	
Secondary Education Sessions/Talks					
Sessions	Discretionary	30.00 - 70.00	30.00 - 70.00	0.0%	

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VISITOR ECONOMY	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
Per Class	Discretionary	individually priced to reflect cost of delivery	individually priced to reflect cost of delivery		
Room Hire (POA - dependant on numbers)					
Special Exhibitions Gallery (10.00 - 16.00 - Half Day Rate min 3 hours)	Discretionary	80	80	0.0%	
Special Exhibitions Gallery (10.00-16.00 minimum 2 hours - Hourly Rate)	Discretionary	POA	POA		
Special Exhibitions Gallery (16.00 - 23.00 Minimum 3 hours -Hourly Rate)	Discretionary	POA	POA		
Special Exhibitions Gallery Full Day (7 hours)	Discretionary	275.00	275.00	0.0%	
Owen Room (10.00-16.00 minimum 2 hours - Hourly Rate)	Discretionary	15.00	15.00	0.0%	
Owen Room (16.00 - 23.00 Minimum 2 hours -Hourly Rate)	Discretionary	POA	POA		
Owen Room Half Day (3 hours)	Discretionary	40.00	40.00	0.0%	
Owen Room Gallery Full Day (7 hours)	Discretionary	75.00	75.00	0.0%	
Balcony (10.00-16.00)* Limited Availability - Hourly Rate	Discretionary	50.00	50.00	0.0%	
Balcony (16.00- 23.00) (min 2 hrs) - Hourly Rate	Discretionary	POA	POA		
Balcony Half Day Limited Availability (3 hours)	Discretionary	125.00	125.00	0.0%	
Balcony Gallery Full Day Limited Availability (7 hours)	Discretionary	200.00	200.00	0.0%	
Vaughans (10.00-16.00 minimum 2 hours - Hourly Rate)	Discretionary	25.00	25.00	0.0%	
Vaughans (16.00 - 23.00 Minimum 2 hours -Hourly Rate)	Discretionary	POA	POA		
Vaughans Half Day (3 hours)	Discretionary	55.00	55.00	0.0%	
Vaughans Gallery Full Day (7 hours)	Discretionary	100.00	100.00	0.0%	
Walker Education [education use up to 18 years per hour]	Discretionary	12.00	12.00	0.0%	
Walker (10.00-16.00 minimum 2 hours - Hourly Rate)	Discretionary	25.00	25.00	0.0%	
Walker (16.00 - 23.00 Minimum 2 hours -Hourly Rate)	Discretionary	POA	POA		
Walker Half Day (3 hours)	Discretionary	60.00	60.00	0.0%	
Walker Gallery Full Day (7 hours)	Discretionary	110.00	110.00	0.0%	
Projector/Whiteboard	Discretionary	12.50	12.50	0.0%	
Flip Chart	Discretionary	6.00	6.00	0.0%	
*Staffing charges may need to be applied for evening events or where multiple rooms/spaces are being hired		POA	POA		
Admission Packages/Passports					
SM&CA					
Adult 18+	Discretionary	7.00	7.00	0.0%	
Senior Citizens	Discretionary	5.50	5.50	0.0%	
Children (5-17)	Discretionary	2.50	2.50	0.0%	
THE SQUARE					
Hire Charges					
Reg Charities (Mon to Thurs)	Discretionary	30.00	30.00	0.0%	
Reg Charities (Fri and Sat)	Discretionary	35.00	35.00	0.0%	
Not for Profit Organisations (Mon to Thurs)	Discretionary	60.00	60.00	0.0%	
Not for Profit Organisations (Fri and Sat)	Discretionary	65.00	65.00	0.0%	
Tech Support per Hour (min 4 Hours)	Discretionary	17.00	17.00	0.0%	
Commercial					
Trading (Per day) - (10%) discount fro 2 consecutive days)	Discretionary	440.00	440.00	0.0%	
Non trading (Per day) - (10%) discount fro 2 consecutive days)	Discretionary	210.00	210.00	0.0%	
Single Trading Pitch (Per day) - (local Business only) 12.5 m2	Discretionary	220.00	220.00	0.0%	
Single Non Trading Pitch (Per day) - (local Business only) 12.5 m3	Discretionary	105.00	105.00	0.0%	
Power Supply Install /Tech support (Per day)	Discretionary	165.00	165.00	0.0%	

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VISITOR ECONOMY	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
Archives and archaeology					
<i>Reprographics</i>					
Postal handling charges, 1-5 pages	Discretionary	n/a	n/a		
Postal handling charges, 6-10 pages	Discretionary	n/a	n/a		
Postal handling charges, 11-15 pages	Discretionary	n/a	n/a		
Postal handling charges, over 15 pages	Discretionary	n/a	n/a		
Digital image file via email, low resolution	Discretionary	n/a	n/a		
Consultancy, room hire					
Consultancy, bespoke training, workshops, archives/archaeology	Discretionary	£120 per half day	£120 per half day	0.0%	
Commercial research	Discretionary	n/a	n/a		
Conservation work, basic cleaning etc.	Discretionary	£30 per hour	£30 per hour	0.0%	
Conservation work, repair work	Discretionary	£40 per hour	£40 per hour	0.0%	
Hire of Shropshire Archives for events	Discretionary	£110 per evening session plus refreshments	£110 per evening session plus refreshments	0.0%	
Photography permit					
Daily	Discretionary	10.00	10.00	0.0%	
Weekly	Discretionary	15.00	15.00	0.0%	
Monthly	Discretionary	45.00	45.00	0.0%	
Annual	Discretionary	70.00	70.00	0.0%	
Research/consultancy					
Research/photography service	Discretionary	40 per hour	40 per hour	0.0%	
Consultancy/commercial research/photography	Discretionary	60 per hour	60 per hour	0.0%	
Short search (one item)	Discretionary	10.00	10.00	0.0%	
Advice surgeries	Discretionary	n/a	n/a		
Photocopying					
Printed up to A4	Discretionary	0.20	0.20	0.0%	
Printed up to A3	Discretionary	0.40	0.40	0.0%	
Archives A4	Discretionary	1.00	1.00	0.0%	
Archives A3	Discretionary	2.00	2.00	0.0%	
Microform printouts					
Printed A4 (self service)	Discretionary	0.50	0.50	0.0%	
Printed A4 (staff)	Discretionary	1.00	1.00	0.0%	
Printed up to A3	Discretionary	1.50	1.50	0.0%	
Archives A4 or A3	Discretionary	n/a	n/a		
Colour					
Printed up to A4	Discretionary	n/a	n/a		
Printed up to A3	Discretionary	n/a	n/a		
Archives A4	Discretionary	4.00	2.00	-50.0%	New charge for 2017-18
Archives A3	Discretionary		3.00		
Internet printouts					
	Discretionary	0.20	0.20	0.0%	
Image services					
Print up to A4	Discretionary	10.00	10.00	0.0%	
Print up to A3	Discretionary	14.00	14.00	0.0%	
Digital file	Discretionary	10.00	10.00	0.0%	
Low res via email	Discretionary	n/a	n/a		
Records Management					
External customers, storage and retrieval service	Discretionary	£8.20 per box	£8.20 per box	0.0%	

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APPENDIX 3

Youth Centres	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes	
Bridgnorth Youth Centre						
<u>Commercial Charges</u>						
Hall (30ft x 30ft)/kitchen area/ computers	Discretionary	51.00	52.02	2.0%	This charge is for all day	
Hall (Elections)	Discretionary	120.00	122.40	2.0%		
Small Room (Chill out room) (up to 15 x 15 ft)	Discretionary	31.00	31.62	2.0%		
Whole building (Public areas)	Discretionary	65.00	66.30	2.0%		
<u>Voluntary / Charity Rate</u>						
Hall (30ft x 30ft)/kitchen area/ computers	Discretionary	21.00	21.42	2.0%		
Small Room (Chill out room) (up to 15 x 15 ft)	Discretionary	21.00	21.42	2.0%		
Whole building (Public areas)	Discretionary	40.00	40.80	2.0%		
Grange Youth Centre						
<u>Commercial Charges</u>						
Small Room	Discretionary	33.00	33.66	2.0%	Charges are for 55 minute session: off-peak before 5pm week days : peak time after 5pm week days & weekends	
Large Room	Discretionary	51.00	52.02	2.0%		
<u>Voluntary / Charity Rate</u>						
Small Room	Discretionary	21.00	21.42	2.0%		
Large Room	Discretionary	30.00	30.60	2.0%		
Market Drayton Youth Centre						
<u>Commercial Charges</u>						
Coffee bar & Well	Discretionary	51.00	52.02	2.0%		
Coffee bar, Well & Computer room	Discretionary	66.00	67.32	2.0%		
Computer room	Discretionary	33.00	33.66	2.0%		
Small interview room	Discretionary	33.00	33.66	2.0%		
<u>Voluntary / Charity Rate</u>						
Coffee bar & Well	Discretionary	33.00	33.66	2.0%		
Coffee bar, Well & Computer room	Discretionary	51.00	52.02	2.0%		
Computer room	Discretionary	21.00	21.42	2.0%		
Small interview room	Discretionary	21.00	21.42	2.0%		
Monkmoor Youth Centre						
<u>Commercial Charges</u>						
Small Room (up to 15 x 15 ft)	Discretionary	33.00	33.66	2.0%		
Large Room (up to 30 x 30 ft)	Discretionary	51.00	52.02	2.0%		
<u>Voluntary / Charity Rate</u>						
Small Room (up to 15 x 15 ft)	Discretionary	21.00	21.42	2.0%		
Large Room (up to 30 x 30 ft)	Discretionary	30.00	30.60	2.0%		
Pontesbury Youth Centre						
<u>Commercial Charges</u>						
Small Room	Discretionary	33.00	33.66	2.0%		
Large Room	Discretionary	51.00	52.02	2.0%		
<u>Voluntary / Charity Rate</u>						
Small Room	Discretionary	21.00	21.42	2.0%		
Large Room	Discretionary	30.00	30.60	2.0%		
Sundorne Youth Centre						
Sports Hall:						
<u>Off Peak Charges</u>						
Games Hall	Discretionary	23.00	23.46	2.0%		
Half Hall Space	Discretionary	15.60	15.91	2.0%		
<u>Peak Charges</u>						
Games Hall	Discretionary	30.50	31.11	2.0%		
Half Hall Space	Discretionary	19.20	19.58	2.0%		
Square Room:						
Off Peak Charges	Discretionary	11.65	11.88	2.0%		
Peak Charges	Discretionary	15.50	15.81	2.0%		
Whitchurch Youth Centre						
<u>Commercial Charges</u>						
Laura's Room	Discretionary	33.00	33.66	2.0%		
Coffee Bar	Discretionary	51.00	52.02	2.0%		
Meeting room	Discretionary	51.00	52.02	2.0%		
<u>Voluntary / Charity Rate</u>						
Laura's Room	Discretionary	21.00	21.42	2.0%		
Coffee Bar	Discretionary	30.00	30.60	2.0%		
Meeting room	Discretionary	30.00	30.60	2.0%		

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Youth Centres	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
The Centre, Oswestry					
<u>Commercial Charges</u>					
Main Hall	Discretionary	38.00	38.76	2.0%	Maximum Capacity 120
Art Room	Discretionary	25.00	25.50	2.0%	15
Kitchen	Discretionary	32.00	32.64	2.0%	n/a
Café	Discretionary	25.00	25.50	2.0%	
Meeting Room 1	Discretionary	10.00	10.20	2.0%	5
Meeting Room 2	Discretionary	10.00	10.20	2.0%	5
Meeting Room 3	Discretionary	28.00	28.56	2.0%	30
Meeting Room 4	Discretionary	18.00	18.36	2.0%	8
Meeting Room 10	Discretionary	10.00	10.20	2.0%	
Recording Studio (x2 rooms)	Discretionary	35.00	35.70	2.0%	
<u>Charity Rate</u>					
Main Hall	Discretionary	19.00	19.38	2.0%	01/01/2017 Charity rate newly implemented
Art Room	Discretionary	12.50	12.75	2.0%	
Café	Discretionary	12.50	12.75	2.0%	
Kitchen	Discretionary	16.00	16.32	2.0%	
Meeting Room 1	Discretionary	8.00	8.16	2.0%	
Meeting Room 2	Discretionary	8.00	8.16	2.0%	
Meeting Room 3	Discretionary	14.00	14.28	2.0%	
Meeting Room 4	Discretionary	9.00	9.18	2.0%	
Meeting Room 10	Discretionary	8.00	8.16	2.0%	
Recording Studio (x2 rooms)	Discretionary	17.50	17.85	2.0%	
Discounts - at the discretion of the centre	Discretionary				
Only one discount (to a maximum of 20%) is available to non-constituted groups per booking.	Discretionary				
Constituted groups may be entitled to a 50% reduction in room hire cost at the discretion of The Centre.	Discretionary				
Proof of eligibility may be required.	Discretionary				

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COMMERCIAL SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
Room Hire Charges					
Shirehall Meeting Rooms					
Monday - Friday					
Council Chamber - Full day	Discretionary	125.00	127.50	2.0%	
Council Chamber - Full day (concessionary)	Discretionary	62.50	63.75	2.0%	
Council Chamber - Half day	Discretionary	70.00	71.40	2.0%	
Council Chamber - Half day (concessionary)	Discretionary	35.00	35.70	2.0%	
Council Chamber - Evening	Discretionary	90.00	91.80	2.0%	
Council Chamber - Evening (concessionary)	Discretionary	45.00	45.90	2.0%	
Committee Rooms - Full day	Discretionary	75.00	76.50	2.0%	
Committee Rooms - Full day (concessionary)	Discretionary	37.50	38.25	2.0%	
Committee Rooms - Half day	Discretionary	45.00	45.90	2.0%	
Committee Rooms - Half day (concessionary)	Discretionary	22.50	22.95	2.0%	
Committee Rooms - Evening	Discretionary	50.00	51.00	2.0%	
Committee Rooms - Evening (concessionary)	Discretionary	25.00	25.50	2.0%	
Gallery - Full day	Discretionary	60.00	61.20	2.0%	
Gallery - Full day (concessionary)	Discretionary	30.00	30.60	2.0%	
Gallery - Half day	Discretionary	45.00	45.90	2.0%	
Gallery - Half day (concessionary)	Discretionary	22.50	22.95	2.0%	
Gallery - Evening	Discretionary	50.00	51.00	2.0%	
Gallery - Evening (concessionary)	Discretionary	25.00	25.50	2.0%	
Saturday					
Council Chamber - Full day	Discretionary	155.00	158.10	2.0%	
Council Chamber - Full day (concessionary)	Discretionary	78.00	79.56	2.0%	
Council Chamber - Half day	Discretionary	90.00	91.80	2.0%	
Council Chamber - Half day (concessionary)	Discretionary	45.00	45.90	2.0%	
Committee Rooms - Full day	Discretionary	80.00	81.60	2.0%	
Committee Rooms - Full day (concessionary)	Discretionary	40.00	40.80	2.0%	
Committee Rooms - Half day	Discretionary	60.00	61.20	2.0%	
Committee Rooms - Half day (concessionary)	Discretionary	30.00	30.60	2.0%	
Gallery - Full day	Discretionary	65.00	66.30	2.0%	
Gallery - Full day (concessionary)	Discretionary	35.50	36.21	2.0%	
Gallery - Half day	Discretionary	50.00	51.00	2.0%	
Gallery - Half day (concessionary)	Discretionary	25.00	25.50	2.0%	
Castle View - Oswestry					
Monday - Friday					
Council Chamber - Full day	Discretionary	100.00	102.00	2.0%	
Council Chamber - Full day (concessionary)	Discretionary	50.00	51.00	2.0%	
Council Chamber - Half day	Discretionary	50.00	51.00	2.0%	
Council Chamber - Half day (concessionary)	Discretionary	25.00	25.50	2.0%	
Council Chamber - Evening	Discretionary	50.00	51.00	2.0%	
Council Chamber - Evening (concessionary)	Discretionary	25.00	25.50	2.0%	
Meeting Rooms - Full day	Discretionary	50.00	51.00	2.0%	
Meeting Rooms - Full day (concessionary)	Discretionary	25.00	25.50	2.0%	
Meeting Rooms - Half day	Discretionary	40.00	40.80	2.0%	
Meeting Rooms - Half day (concessionary)	Discretionary	20.00	20.40	2.0%	
Meeting Rooms - Evening	Discretionary	40.00	40.80	2.0%	
Meeting Rooms - Evening (concessionary)	Discretionary	20.00	20.40	2.0%	
The Lantern - Please see separate worksheet as charging per room rather than flat rate					
Charity / Community Rate Monday to Friday	Discretionary	£8.00 per hour	£8.00 per hour	0.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday	Discretionary	£13.00 per hour	£13.00 per hour	0.0%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday	Discretionary	£18.00 per hour	£18.00 per hour	0.0%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday	Discretionary	£18.00 per hour	£18.00 per hour	0.0%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday	Discretionary	£33.00 per hour	£33.00 per hour	0.0%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday	Discretionary	£48.00 per hour	£48.00 per hour	0.0%	9:00 am to 11:00 pm

FEES & CHARGES

APPENDIX 3

COMMERCIAL SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
Louise House					
Meeting Rooms 1 & 2					
Charity / Community Rate	Discretionary	£6 per 2 hours	£6 per 2 hours	0.0%	
Commercial Rate	Discretionary	£21 per 2 hours	£21 per 2 hours	0.0%	
Reception Interview Room					
Charity / Community Rate	Discretionary	£3 per 2 hours	£3 per 2 hours	0.0%	
Commercial Rate	Discretionary	£16 per 2 hours	£16 per 2 hours	0.0%	
IT Suite					
Charity / Community Rate	Discretionary	£3 per 2 hours	£3 per 2 hours	0.0%	
Commercial Rate	Discretionary	£20 per 2 hours	£20 per 2 hours	0.0%	
Computer Use	Discretionary	£8 per 2 hours	£8 per 2 hours	0.0%	
Physio Suite					
Charity / Community Rate	Discretionary	£11 per 2 hours	£11 per 2 hours	0.0%	
Commercial Rate	Discretionary	£36 per 2 hours	£36 per 2 hours	0.0%	
PROPERTY MAINTENANCE					
Testing of portable appliance					
Attendance Charge	Statutory	26.00	26.00	0.0%	
1 - 199 items	Statutory	2.01	2.01	0.0%	
200 - 499 items	Statutory	2.00	2.00	0.0%	
500 - 999 items	Statutory	1.97	1.97	0.0%	
1000 - 1999 items	Statutory	1.95	1.95	0.0%	
2000+ items	Statutory	1.90	1.90	0.0%	
Plugtops and Fuses					
Supply & fit plugtop	Discretionary	3.22	3.22	0.0%	
Supply & fit fuse	Discretionary	0.15	0.15	0.0%	
Supply & fit 1 gang trailing cable	Discretionary	2.99	2.99	0.0%	
Supply & fit 2 gang trailing cable	Discretionary	4.93	4.93	0.0%	
Supply & fit 4 gang trailing cable	Discretionary	9.41	9.41	0.0%	
Supply & fit socket on kettle	Discretionary	2.37	2.37	0.0%	
Cable Repair					
Supply & fit 2 core 0.5 (per metre)	Discretionary	0.15	0.15	0.0%	
Supply & fit 2 core 0.75 (per metre)	Discretionary	0.17	0.17	0.0%	
Supply & fit 3 core 0.5 (per metre)	Discretionary	0.22	0.22	0.0%	
Supply & fit 3 core 0.75 (per metre)	Discretionary	0.29	0.29	0.0%	
Supply & fit 3 core 1.0 (per metre)	Discretionary	0.32	0.32	0.0%	
Supply & fit 3 core 1.25 (per metre)	Discretionary	0.41	0.41	0.0%	
Supply & fit 3 core 1.5 (per metre)	Discretionary	0.45	0.45	0.0%	
Stationery Prices					
SCC Register Stickers (per label)	Statutory	0.02	0.02	0.0%	
Green 'Do Not Use After' (per label)	Statutory	0.02	0.02	0.0%	
Plastic Cable Tags (per label)	Statutory	0.03	0.03	0.0%	
Register Sheets EN6 (per label)	Statutory	0.03	0.03	0.0%	
Red Defective Labels (per label)	Statutory	0.03	0.03	0.0%	
Equipment Servicing					
Microwave leakage & performance tests	Statutory	14.75	14.75	0.0%	
Fly killer service (Clean etc.)	Discretionary	17.15	17.15	0.0%	
Fly Killer lamp replacement (lamps + starters)					
I 603 – TS15 WS	Discretionary	8.20	8.20	0.0%	
I 607 – circular	Discretionary	9.18	9.18	0.0%	
I 608 – TS20	Discretionary	8.63	8.63	0.0%	
I 610 – TS08	Discretionary	8.20	8.20	0.0%	
I 691 – 15W UV	Discretionary	8.34	8.34	0.0%	
I 800 – TT25 WS	Discretionary	10.94	10.94	0.0%	
Starters	Discretionary	1.40	1.40	0.0%	

Fees & charges set to a level to ensure the service remains competitive

FEES & CHARGES

APPENDIX 3

PUBLIC PROTECTION	Statutory or Discretionary	Fee for 2016/17	Fee for 2017/18	% Increase	Notes
		£	£		
LICENCES					
LICENSING ACT 2003 - Personal licences, temporary events and other fees					
Application for a grant or renewal of personal licence	Statutory Fee	37.00	37.00	0.0%	
Temporary event notice	Statutory Fee	21.00	21.00	0.0%	
Theft, loss etc. of premises licence or summary	Statutory Fee	10.50	10.50	0.0%	
Application for a provisional statement where premises being built etc.	Statutory Fee	315.00	315.00	0.0%	
Notification of change of name or address	Statutory Fee	10.50	10.50	0.0%	
Application to vary licence to specify individual as premises supervisor	Statutory Fee	23.00	23.00	0.0%	
Application for transfer of premises licence	Statutory Fee	23.00	23.00	0.0%	
Interim authority notice following death etc. of licence holder	Statutory Fee	23.00	23.00	0.0%	
Theft, loss etc. of certificate of summary	Statutory Fee	10.50	10.50	0.0%	
Notification of change of name or alteration of rules of club	Statutory Fee	10.50	10.50	0.0%	
Change of relevant registered address of club	Statutory Fee	10.50	10.50	0.0%	
Theft, loss etc. of temporary event notice	Statutory Fee	10.50	10.50	0.0%	
Theft, loss etc. of personal licence	Statutory Fee	10.50	10.50	0.0%	
Duty to notify change of name or address	Statutory Fee	10.50	10.50	0.0%	
Right of freeholder etc. to be notified of licensing matters	Statutory Fee	21.00	21.00	0.0%	
Minor Variation	Statutory Fee	89.00	89.00	0.0%	
Removal of DPS at Community Premises	Statutory Fee	23.00	23.00	0.0%	
Copy of public register entry (per individual entry)	Discretionary	37.00	37.00	0.0%	
LICENSING EXCEPTIONALLY LARGE EVENTS					
Additional Application Fee (5,000 - 9,999)	Statutory Fee	1,000.00	1,000.00	0.0%	
Additional Annual Fee (5,000 - 9,999)	Statutory Fee	500.00	500.00	0.0%	
Additional Application Fee (10,000 - 14,999)	Statutory Fee	2,000.00	2,000.00	0.0%	
Additional Annual Fee (10,000 - 14,999)	Statutory Fee	1,000.00	1,000.00	0.0%	
Additional Application Fee (15,000 - 19,999)	Statutory Fee	4,000.00	4,000.00	0.0%	
Additional Annual Fee (15,000 - 19,999)	Statutory Fee	2,000.00	2,000.00	0.0%	
Additional Application Fee (20,000 - 29,999)	Statutory Fee	8,000.00	8,000.00	0.0%	
Additional Annual Fee (20,000 - 29,999)	Statutory Fee	4,000.00	4,000.00	0.0%	
Additional Application Fee (per additional 10,000 up to 90,000)	Statutory Fee	8,000.00	8,000.00	0.0%	
Additional Annual Fee (per additional 10,000 up to 90,000)	Statutory Fee	4,000.00	4,000.00	0.0%	
Additional Application Fee (90,000 and over)	Statutory Fee	64,000.00	64,000.00	0.0%	
Additional Annual Fee (90,000 and over)	Statutory Fee	32,000.00	32,000.00	0.0%	
PREMISES LICENCES AND CLUB PREMISES CERTIFICATES					
No rateable value to £4,300 (Band A)					
Application Fee (Initial/Variation)	Statutory Fee	100.00	100.00	0.0%	
Annual Fee	Statutory Fee	70.00	70.00	0.0%	
Rateable value £4,301 - £33,000 (Band B)					
Application Fee (Initial/Variation)	Statutory Fee	190.00	190.00	0.0%	
Annual Fee	Statutory Fee	180.00	180.00	0.0%	
Rateable value £33,001 - £87,000 (Band C)					
Application Fee (Initial/Variation)	Statutory Fee	315.00	315.00	0.0%	
Annual Fee	Statutory Fee	295.00	295.00	0.0%	
Rateable value £87,001 - £125,000 (Band D) - All premises other than where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	450.00	450.00	0.0%	
Annual Fee	Statutory Fee	320.00	320.00	0.0%	
Rateable value £125,001 and above (Band E) - All premises other than where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	635.00	635.00	0.0%	
Annual Fee	Statutory Fee	350.00	350.00	0.0%	
Rateable value £87,001 - £125,000 (Band D) - where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	900.00	900.00	0.0%	
Annual Fee	Statutory Fee	640.00	640.00	0.0%	
Rateable value £125,001 and above (Band E) - where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	1,905.00	1,905.00	0.0%	
Annual Fee	Statutory Fee	1,050.00	1,050.00	0.0%	

FEES & CHARGES

APPENDIX 3

PUBLIC PROTECTION	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
GAMBLING ACT 2005					
Regional Casino Premises Licence					
Fee in respect of other premises	Statutory	13,100.00	13,100.00	0.0%	
Annual Fee	Statutory	13,000.00	13,000.00	0.0%	
Fee for application to vary licence	Statutory	6,500.00	6,500.00	0.0%	
Fee for application to transfer a licence	Statutory	5,600.00	5,600.00	0.0%	
Fee for application to reinstate a licence	Statutory	5,600.00	5,600.00	0.0%	
Fee for application for provisional statement	Statutory	13,100.00	13,100.00	0.0%	
Large Casino Premises					
Fee in respect of other premises	Statutory	8,700.00	8,700.00	0.0%	
Annual Fee	Statutory	8,700.00	8,700.00	0.0%	
Fee for application to vary licence	Statutory	4,350.00	4,350.00	0.0%	
Fee for application to transfer a licence	Statutory	1,900.00	1,900.00	0.0%	
Fee for application to reinstate a licence	Statutory	1,900.00	1,900.00	0.0%	
Fee for application for provisional statement	Statutory	8,700.00	8,700.00	0.0%	
Small casino premises					
Fee in respect of other premises	Statutory	6,900.00	6,900.00	0.0%	
Annual Fee	Statutory	4,300.00	4,300.00	0.0%	
Fee for application to vary licence	Statutory	3,450.00	3,450.00	0.0%	
Fee for application to transfer a licence	Statutory	1,500.00	1,500.00	0.0%	
Fee for application to reinstate a licence	Statutory	1,500.00	1,500.00	0.0%	
Fee for application for provisional statement	Statutory	6,900.00	6,900.00	0.0%	
Bingo premises licence					
Fee in respect of other premises	Statutory	2,000.00	2,000.00	0.0%	
Annual Fee	Statutory	900.00	900.00	0.0%	
Fee for application to vary licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application to transfer a licence	Statutory	950.00	950.00	0.0%	
Fee for application to reinstate a licence	Statutory	950.00	950.00	0.0%	
Fee for application for provisional statement	Statutory	2,000.00	2,000.00	0.0%	
Adult Gaming Centre Premises Licence					
Fee in respect of other premises	Statutory	1,500.00	1,500.00	0.0%	
Annual Fee	Statutory	900.00	900.00	0.0%	
Fee for application to vary licence	Statutory	820.00	820.00	0.0%	
Fee for application to transfer a licence	Statutory	900.00	900.00	0.0%	
Fee for application to reinstate a licence	Statutory	900.00	900.00	0.0%	
Fee for application for provisional statement	Statutory	1,500.00	1,500.00	0.0%	
Betting Premises (track) licence					
Fee in respect of other premises	Statutory	1,850.00	1,850.00	0.0%	
Annual Fee	Statutory	900.00	900.00	0.0%	
Fee for application to vary licence	Statutory	790.00	790.00	0.0%	
Fee for application to transfer a licence	Statutory	790.00	790.00	0.0%	
Fee for application to reinstate a licence	Statutory	790.00	790.00	0.0%	
Fee for application for provisional statement	Statutory	1,850.00	1,850.00	0.0%	
Family Entertainment Centre Premises Licence					
Fee in respect of other premises	Statutory	1,400.00	1,400.00	0.0%	
Annual Fee	Statutory	600.00	600.00	0.0%	
Fee for application to vary licence	Statutory	800.00	800.00	0.0%	
Fee for application to transfer a licence	Statutory	700.00	700.00	0.0%	
Fee for application to reinstate a licence	Statutory	700.00	700.00	0.0%	
Fee for application for provisional statement	Statutory	1,400.00	1,400.00	0.0%	
Betting Premises (other) licence					
Fee in respect of other premises	Statutory	2,100.00	2,100.00	0.0%	
Annual Fee	Statutory	575.00	575.00	0.0%	
Fee for application to vary licence	Statutory	1,160.00	1,160.00	0.0%	
Fee for application to transfer a licence	Statutory	950.00	950.00	0.0%	
Fee for application to reinstate a licence	Statutory	950.00	950.00	0.0%	
Fee for application for provisional statement	Statutory	2,100.00	2,100.00	0.0%	
Applicable for all gaming licences					
Change of circumstances fee - for all gaming licences	Statutory	45.00	45.00	0.0%	
Fee for copy licence - for all gaming licences	Statutory	22.00	22.00	0.0%	
Copy of public register entry (per individual entry)	Discretionary	37.00	39.00	5.4%	
LOTTERIES					
Lottery - new registration	Statutory Fee	40.00	40.00	0.0%	
Lottery - renewal of existing registration	Statutory Fee	20.00	20.00	0.0%	
LICENSED PREMISES GAMING MACHINE PERMITS					
Notice of intention					
Gaming Machine - Up to 2 Machines	Statutory Fee	50.00	50.00	0.0%	
Gaming Machine Permits - New	Statutory Fee	150.00	150.00	0.0%	
Gaming Machine Permits - Variation	Statutory Fee	100.00	100.00	0.0%	
Gaming Machine Permits - Change of name	Statutory Fee	25.00	25.00	0.0%	
Gaming Machine Permits - Transfer of permit	Statutory Fee	25.00	25.00	0.0%	
Gaming Machine Permits - Copy (lost, stolen, damaged)	Statutory Fee	15.00	15.00	0.0%	
Gaming Machine Permits - annual fee	Statutory Fee	50.00	50.00	0.0%	

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APPENDIX 3

PUBLIC PROTECTION	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
CLUB GAMING / CLUB MACHINE PERMITS					
Club Gaming / Club Machine Permits - New or Renew	Statutory Fee	200.00	200.00	0.0%	
Club Gaming / Club Machine Permits for holders of club premises certificates - New or Renew	Statutory Fee	100.00	100.00	0.0%	
Club Gaming / Club Machine Permits - Annual Fee	Statutory Fee	50.00	50.00	0.0%	
Club Gaming / Club Machine Permits - Variation	Statutory Fee	100.00	100.00	0.0%	
Club Gaming / Club Machine Permits - Copy (lost, stolen, damaged)	Statutory Fee	15.00	15.00	0.0%	
PRIZE GAMING PERMITS					
Prize Gaming Permits - New or Renewal	Statutory Fee	300.00	300.00	0.0%	
Prize Gaming Permits - Change of Name	Statutory Fee	25.00	25.00	0.0%	
Prize Gaming Permits - Copy (lost, stolen or damaged)	Statutory Fee	15.00	15.00	0.0%	
FAMILY ENTERTAINMENT GAMING CENTRE GAMING MACHINE PERMITS					
Family Entertainment Gaming Centre Gaming Machine Permits - New or Renewal	Statutory Fee	300.00	300.00	0.0%	
Family Entertainment Gaming Centre Gaming Machine Permits - Change of Name	Statutory Fee	25.00	25.00	0.0%	
Family Entertainment Gaming Centre Gaming Machine Permits - Copy (lost, stolen, damaged)	Statutory Fee	15.00	15.00	0.0%	
PUBLIC HEALTH - GENERAL LICENCES					
Zoo licences (plus Vet Fees) (new)	Discretionary	662.00	782.00	18.1%	Initial application fee £531. Fee due after licence granted £251.
Zoo licences (plus Vet Fees) (renewal)	Discretionary	465.00	723.00	55.5%	Initial application fee £469. Fee due after renewal granted £254.
Animal Boarding					
Animal Boarding (new) - up to 10 animals	Discretionary	167.00	168.00	0.6%	
Animal Boarding (new) - 11 and more animals	Discretionary	216.00	216.00	0.0%	
Animal Boarding (renewal) - where number of boarding animals increases to such extent that a different category of licence is applicable.	Discretionary	268.00	274.00	2.2%	Initial application fee £166. Fee due after renewal granted £108.
Breeding Establishments for Dogs					
Animal Breeding (new) - up to 10 animals (plus vets fees)	Discretionary	167.00	168.00	0.6%	
Animal Breeding (new) - 11 and more animals (plus vets fees)	Discretionary	216.00	216.00	0.0%	
Animal Breeding (renewal) - applicable to all categories, where the number of breeding animals increases to such an extent that a different category of licence is applicable.	Discretionary	268.00	274.00	2.2%	Initial application fee £166. Fee due after renewal granted £108.
Pet Shops					
Pet Shops (New) (where total licensing procedure takes no more than 6 hrs) (plus vet fees)	Discretionary	167 + hourly charge (if exceed 4.5 hrs) for each additional hour of part thereof @ £24/hr	168.00	0.6%	+ hourly charge (if exceed 6 hrs) for each additional hour of part thereof @ £24/hr
Pet Shops (renewal) where total licensing procedure takes no more than 6 hrs (plus vet fees)	Discretionary	268 + hourly charge (if exceed 3.5 hrs) additional hour or part thereof @ £24/hr	274.00	2.2%	+ hourly charge (if exceed 4.5 hrs) for each additional hour of part thereof @ £24/hr Initial application fee £166. Fee due after renewal granted £108.
Riding Establishments					
Riding Establishment - New - where total licensing procedure takes no more than 9 hrs (plus vet fees)	Discretionary	239 + Vet fees (if exceed 7 hrs) hourly charge for each additional hour or part thereof @ £24/hr	242.00	1.3%	+ hourly charge (if exceed 9 hrs) for each additional hour of part thereof @ £24/hr
Riding Establishments(Renewal) - where total licensing procedure takes no more than 3.75 hrs (plus vet fees)	Discretionary	287 + hourly charge (if exceed 3.5 hrs) for each additional hour or part thereof @ £24/hr	250.00	-12.9%	+ hourly charge (if exceed 3.75 hrs) for each additional hour of part thereof @ £24/hr
Dangerous Animals					
Dangerous Wild Animals (plus Veterinary Surgeon's fee) - New	Discretionary	239 + Vet fees (if exceed 7 hrs) hourly charge for each additional hour or part thereof @ £24/hr	242.00	1.3%	+ hourly charge (if exceed 9 hrs) for each additional hour of part thereof @ £24/hr
Dangerous Wild Animals (plus Veterinary Surgeon's Fee) (renewal) - where total licensing procedure takes no more than 3.75 hrs	Discretionary	287 + hourly charge (if exceed 3.5 hrs) for each additional hour or part thereof @ £24/hr	250.00	-12.9%	+ hourly charge (if exceed 3.75 hrs) for each additional hour of part thereof @ £24/hr
Performing Animals					
Performing Animals (indefinite registration) - where total licensing procedure takes no more than 6 hrs	Discretionary	167 + hourly charge (if exceed 4.5 hrs) for each additional hour or part thereof @ £24/hr	168.00	0.6%	+ hourly charge (if exceed 6 hrs) for each additional hour of part thereof @ £24/hr
Street Trading Consent					
- Minimum charge for up to 7 days (The 7 days may be used at any time within a 12 month period commencing from the date the consent is issued, but the dates must be confirmed on application)	Discretionary	75.00	76.00	1.3%	
Each additional day or part thereof (the dates must be confirmed on application)	Discretionary	4.00	4.00	0.0%	

FEES & CHARGES

APPENDIX 3

PUBLIC PROTECTION	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
Public Health (skin piercing techniques) - Each Person (not including premises) - submitted separately)	Discretionary	48.00	50.00	4.2%	
Public Health (skin piercing techniques) - Premises including one person	Discretionary	145 + £24 per additional person included on same application.	153.00	5.5%	Additional persons included on same application £29/person
Scrap Metal Dealers					
Scrap Metal Dealers - Site (New)	Discretionary	660.00	638.00	-3.3%	Initial application fee £94. Fee due after licence granted £544.
Scrap Metal Dealers - Site (Renewal)	Discretionary	763.00	745.00	-2.4%	Initial renewal application fee £201. Fee due after licence granted £544.
Scrap Metal Dealers - Collectors (New)	Discretionary	177.00	194.00	9.6%	Initial application fee £119. Fee due after licence granted £75.
Scrap Metal Dealers - Collectors (Renewal)	Discretionary	280.00	301.00	7.5%	Initial renewal application fee £226. Fee due after renewal granted £75
Scrap Metal Dealer Site Manager Variation	Discretionary	87.00	90.00	3.4%	
Scrap Metal Dealer - Site/Collector Licensee Name - Variation (not transfer of licensee)	Discretionary	46.00	50.00	8.7%	
Scrap Metal Dealer - collector to site variation	Discretionary	470.00	435.00	-7.4%	Initial application fee £250 Fee due after variation granted £185
Scrap Metal Dealer - site to collector variation	Discretionary	92.00	105.00	14.1%	
TAXI AND PRIVATE HIRE LICENCES					
<p>Vehicles</p> <p>Hackney Carriage Vehicle - New Discretionary 135.00 142.00 5.2%</p> <p>Hackney Carriage Vehicle - Renewal Discretionary 152.00 154.00 1.3%</p> <p>Hackney Carriage Licence Transfer (Transfer of existing licence to a new vehicle) Discretionary 99.00 102.00 3.0%</p> <p>Private Hire Vehicle - New Discretionary 142.00 148.00 4.2%</p> <p>Private Hire Vehicle - Renewal Discretionary 164.00 142.00 -13.4%</p> <p>Private Hire Vehicle Licence Transfer (Transfer of existing licence to a new vehicle) Discretionary 107.00 108.00 0.9%</p> <p>Exterior Plate replacement following damage or loss Discretionary 45.00 45.00 0.0%</p> <p>Internal Plate replacement following damage or loss Discretionary 45.00 45.00 0.0%</p> <p>Fare Card replacement following damage or loss Discretionary 2.50 2.50 0.0%</p> <p>Private hire door signs replacement (pair) Discretionary 45.00 45.00 0.0%</p> <p>Additional administrative charges</p> <p>Licence holder transfer/change of details Discretionary 24.00 24.00 0.0%</p> <p>Drivers</p> <p>Driver's Joint Badge New - 3 year (inc. DVLA, DBS Check, first knowledge test and first driver training assessment) Discretionary 218.00 235.00 7.8%</p> <p>Driver's Badge Renewal - 3 Years (including DVLA and DBS check). Discretionary 190.00 202.00 6.3%</p> <p>Driver Training Assessment Discretionary 23.00 23.00 0.0%</p> <p>Driver's Knowledge Test Resit Discretionary 53.00 53.00 0.0%</p> <p>Driver's Badge Replacement following damage or loss Discretionary 45.00 45.00 0.0%</p> <p>Safeguarding Training Discretionary N/A 39.00 0.0%</p> <p>Private Hire Operators - 5 Years (Formerly 3 years) - New</p> <p>Private Hire Operator - up to and including 30 vehicles and one base Discretionary 250.00 317.00 26.8%</p> <p>Private Hire Operator - 31 vehicles and more and/or more than one base Discretionary 672.00 676.00 0.6%</p> <p>Private Hire Operators - 5 Years (Formerly 3 years) - Renewal</p> <p>Private Hire Operator - up to and including 30 vehicles and one base Discretionary 332.00 253.00 -23.8%</p> <p>Private Hire Operator - 31 vehicles and more and/or more than one base Discretionary 755.00 666.00 -11.8%</p> <p>Sex establishments (application) New Discretionary 2,391.00 2,362.00 -1.2%</p> <p>Sex establishments Renewal Discretionary 1,705.00 1,679.00 -1.5%</p> <p>PLEASURE BOATS AND VESSELS</p> <p>Per Annum (plus Marine Inspector's fees) Discretionary 145 + marine surveyor's report fee 168.00 15.9%</p> <p>DISTRIBUTION OF FREE PRINTED MATTER</p> <p>Weekly permit Discretionary 87.00 81.00 -6.9%</p> <p>Monthly Discretionary 126.00 115.00 -8.7%</p> <p>Annual permit Discretionary 169.00 150.00 -11.2%</p>					
			<p>'All taxi and private hire licences are provisional fees and under consultation between 30 January 2017 and 26 February 2017; fees to be confirmed by the Strategic Licensing Committee by 22 March 2017'</p>		

FEES & CHARGES

APPENDIX 3

REGULATORY SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes			
POLLUTION PREVENTION AND CONTROL ACT**								
Local Authority Integrated Pollution Prevention and Control Charges								
Application Fee								
Standard process (includes solvent emission activities)	Statutory Fee	1,579.00	To be updated following Statutory Guidance in March 2017					
Additional fee for operating without a permit	Statutory Fee	1,137.00						
PVRI, SWOBs and Dry Cleaners	Statutory Fee	148.00						
PVR I & II combined	Statutory Fee	246.00						
VRs and other Reduced Fee Activities	Statutory Fee	346.00						
Reduced fee activities: Additional fee for operating without a permit	Statutory Fee	68.00						
Mobile plant**	Statutory Fee	1,579.00						
for the third to seventh applications	Statutory Fee	943.00						
for the eighth and subsequent applications	Statutory Fee	477.00						
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	Statutory Fee							
Annual Subsistence Charge								
Standard process Low	Statutory Fee	739.00 (+99.00)						
Standard process Medium	Statutory Fee	1111.00 (+149.00)						
Standard process High	Statutory Fee	1672.00 (+198.00)						
PVRI, SWOBs and Dry Cleaners L/M/H	Statutory Fee	76.00 / 151.00 / 227.00						
PVR I & II combined L/M/H	Statutory Fee	108.00 / 216.00 / 326.00						
VRs and other Reduced Fees L/M/H	Statutory Fee	218.00 / 349.00 / 524.00						
Mobile plant, for first and second permits L/M/H**	Statutory Fee	618.00 / 989.00 / 1484.00						
for the third to seventh permits L/M/H	Statutory Fee	368.00 / 590.00 / 884.00						
eighth and subsequent permits L/M/H	Statutory Fee	189.00 / 302.00 / 453.00						
Late payment Fee	Statutory Fee	50.00						
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation								
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts								
Transfer and Surrender								
Standard process transfer	Statutory Fee	162.00						
Standard process partial transfer	Statutory Fee	476.00						
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	Statutory Fee	75.00						
Surrender: all Part B activities	Statutory Fee	0.00						
Reduced fee activities: transfer	Statutory Fee	0.00						
Reduced fee activities: partial transfer	Statutory Fee	45.00						
Temporary transfer for Mobiles								
First transfer	Statutory Fee	51.00						
Repeat following enforcement or warning	Statutory Fee	51.00						
Substantial Change								
Standard process	Statutory Fee	1,005.00						
Standard process where the substantial change results in a new PPC activity	Statutory Fee	1,579.00						
Reduced fee activities	Statutory Fee	98.00						
LAPPC mobile plant charges for 2016/17 (Not using simplified permits)								
Number of Permits								
1 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	1579.00 / 618.00 / 989.00 / 1484.00						
2 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	1579.00 / 618.00 / 989.00 / 1484.00						
3 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	943.00 / 368.00 / 590.00 / 884.00						
4 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	943.00 / 368.00 / 590.00 / 884.00						
5 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	943.00 / 368.00 / 590.00 / 884.00						
6 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	943.00 / 368.00 / 590.00 / 884.00						
7 (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	943.00 / 368.00 / 590.00 / 884.00						
8 and over (Application fee/Subsistence Fee Low/Med/High)	Statutory Fee	477.00 / 189.00 / 302.00 / 453.00						
LA-IPPC charges								
Application	Statutory Fee	3,218.00						
Additional fee for operating without a permit	Statutory Fee	1,137.00						
Annual Subsistence LOW	Statutory Fee	1,384.00						
Annual Subsistence MEDIUM	Statutory Fee	1,541.00						
Annual Subsistence HIGH	Statutory Fee	2,233.00						
Late Payment Fee	Statutory Fee	50.00						
Substantial Variation	Statutory Fee	1,309.00						
Transfer	Statutory Fee	225.00						
Partial transfer	Statutory Fee	668.00						
Surrender	Statutory Fee	668.00						
<p>NB – every subsistence charge includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation</p> <p>Key</p> <p>Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36. Reduced fee activities are listed in the Schedule to the Part B scheme</p> <p>Newspaper advertisements</p> <p>Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.</p>								

FEES & CHARGES

APPENDIX 3

REGULATORY SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
GENERAL SERVICES COSTS					
Professional PPO hourly rate	Discretionary	67.75	67.75	0.0%	
Support PPO Hourly Rate	Discretionary	37.50	37.50	0.0%	
ENVIRONMENTAL HEALTH PRIVATE WATER SUPPLIES					
Risk Assessment:					
Risk Assessment(each assessment)	Statutory Max	300.00	300.00	0.0%	
Risk Assessment(each assessment)additional hours up to a statutory maximum of £500	Statutory Max	50.00	50.00	0.0%	
Auditing risk assessments carried out by others	Statutory Max	100.00	100.00	0.0%	
Auditing risk assessments carried out by others additional hours (up to sta max of £500)	Statutory Max	50.00	50.00	0.0%	
Sampling fee per visit	Statutory Max	100.00	100.00	0.0%	
Investigation (each investigation)	Statutory Max	100.00	100.00	0.0%	
Analysis for check and audit sampling of supplies	Statutory Max	actual cost up to maximum £25	actual cost up to maximum £25	0.0%	
Analysis of samples taken during check monitoring	Statutory Max	actual cost up to maximum £100	actual cost up to maximum £100	0.0%	
	Statutory Max	actual cost up to maximum £500	actual cost up to maximum £500	0.0%	
Analysis for samples taken during auditing monitoring					
Swimming pool sampling - (plus analysis costs at direct cost)	Discretionary	100.00	100.00	0.0%	
PRIVATE SECTOR HOUSING					
Mandatory HMO Licence (Homes in Multiple Occupancy)	Discretionary	£500 (for up to 6 units) then £75 per additional unit	£500 (for up to 6 units) then £75 per additional unit		
Inspection of dwellings for immigration	Discretionary		£120 + VAT		
STUDENT ACCOMMODATION ACCREDITATION SCHEME					
Inspection of property	Discretionary		£135		Fee payable every 3 years
Half day briefing for Landlords	Discretionary		£40		Fee payable every 3 years
ENVIRONMENTAL & OTHER INFORMATION					
Pollution Prevention & Control Act/Environmental Protection Act					
- Register Copy - per entry	Discretionary	11.00	11.00	0.0%	
- Copy - documents relating to authorisation (per hour, plus the cost of any materials)	Discretionary	62.50	62.50	0.0%	
- Environmental Information Regulations (pollution information)					
- Information request (minimum charge for up to 1 hour)	Discretionary	67.75	67.75	0.0%	
- Additional charge per hour for more than 1 hours work	Discretionary	67.75	67.75	0.0%	
- Factual Statements					
- Civil Proceedings - re accidents in Retail Premises (plus the cost of any materials)	Discretionary	Traded	Traded		
- Food Safety Act 1990 (register copies)					
- Copy of total register (based on hourly rate) - per hour	Discretionary	62.50	62.50	0.0%	
- Copy of individual entry	Discretionary	11.00	11.00	0.0%	
HEALTH CERTIFICATES					
Export Health Certificate	Discretionary	60.00	60.00	0.0%	
VOLUNTARY SURRENDER					
Voluntary Surrender Certificate (does not include other charges such as disposal)	Discretionary		62.50 + VAT		New charge for 2017-18
PRIMARY AUTHORITY					
	Discretionary		Bespoke based on hourly rate		New charge for 2017-18
SAFETY AT SPORTSGROUNDS					
	Discretionary		62.50 per hour		New charge for 2017-18
ENVIRONMENTAL HEALTH TRAINING COURSES					
Level 2 food hygiene course per person	Discretionary	Traded	51.00		Based on up to 18 attendees. On-site courses will be priced individually. This figure has been amended from £29 + booklets + VAT which was recommended for approval by Cabinet on 08 February 17
Refresher food hygiene course per person	Discretionary	Traded	42.00		Based on up to 18 attendees. On-site courses will be priced individually. This figure has been amended from £21 + booklets + VAT which was recommended for approval by Cabinet on 08 February 17
Bespoke course (based on hourly rate) - per hour	Discretionary	Traded	POA		

FEES & CHARGES

APPENDIX 3

REGULATORY SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes	
PEST CONTROL						
Domestic Premises						
Within Normal Working Hours						
Wasps	Discretionary	50.00	50.00	0.0%	Fully Traded Changed from up to 2 treatment visits in a 4 week period to a single treatment Up to three treatment visits over an eight week period	
Fleas & crawling insects (two or less bedrooms)	Discretionary	80.00	80.00	0.0%		
Fleas & crawling insects (each additional bedroom)	Discretionary	15.00	20.00	33.3%		
Rats (up to three treatment visits)	Discretionary	70.00	75.00	7.1%		
Mice (up to three treatment visits)	Discretionary	70.00	75.00	7.1%		
Bedbugs (up to 2 bedrooms and one revisit)	Discretionary	80.00	100.00	25.0%		
Bedbugs (each additional bedroom)	Discretionary	-	20.00			
Moles ,rabbits & squirrels	Discretionary	POA	POA			
Cockroaches	Discretionary	50 per hour	58 per hour			
Rabbits & pigeons	Discretionary					
Minimum charge for any call out even if no treatment is necessary or possible	Discretionary	25.00	20.00	-20.0%	Subsistence fee removed as no longer viable with the introduction of Universal Credit. Prevention of Damage by Pests Act and Environmental Protection Act available for vulnerable / high risk cases.	
All above costs are subject to a 50% discounted rate for those on Guaranteed Pension Credit or Income Support						
Non Domestic Premises						
Contract Work	Discretionary		POA			
Non-Contract Work (per hour, plus the cost of any materials)	Discretionary		58 + VAT			
TRADING STANDARDS						
Weights & measures: testing weighing equipment (additional costs will be incurred for hire of specialised weighing and measuring equipment on a case-by-case basis and will be recharged at direct cost)						
Up to 15kg	Discretionary	Hourly rate on a case by case basis	Hourly rate on a case by case basis		Hourly rate of £60 for a W&M Inspector and £36.12 for a Technical/Support Officer	
Over 15kg and up to 60kg	Discretionary					
Over 60kg and up to 500 kg	Discretionary					
Over 500kg and up to 1 tonne	Discretionary					
Over 1 tonne and up to 2 tonne	Discretionary					
Over 2 tonne and up to 50 tonne	Discretionary					
Over 50 tonne and up to 60 tonnes	Discretionary					
Weights & measures: testing liquid fuel						
Containers Un-subdivided	Discretionary					
Single and multi-outlets - First Nozzle	Discretionary					
Each additional nozzle	Discretionary					
Peripheral equipment and credit card acceptor	Discretionary					
Bulk Fuel Meter Systems	Discretionary					
Certificate of errors	Discretionary					
Hourly rate (TSD + support officer)	Discretionary					
Weights and measures: hiring of equipment						
A. Hand weights - per tonne or part thereof per day or part thereof	Discretionary					
B. Suspended load platform - per day or part thereof	Discretionary					
C. Delivery and collection of weights/suspended load platform - per hour per officer	Discretionary					
FIREWORKS AND EXPLOSIVES (Explosives Regulations 2014)						
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed						
1 year	Statutory Fee	185.00	185.00	0.0%	The fees listed are for whole years. Fees for parts of a year are charged on a pro-rata basis.	
2 years	Statutory Fee	243.00	243.00	0.0%		
3 years	Statutory Fee	304.00	304.00	0.0%		
4 years	Statutory Fee	374.00	374.00	0.0%		
5 years	Statutory Fee	423.00	423.00	0.0%		
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed						
1 year	Statutory Fee	86.00	86.00	0.0%		
2 years	Statutory Fee	147.00	147.00	0.0%		
3 years	Statutory Fee	206.00	206.00	0.0%		
4 years	Statutory Fee	266.00	266.00	0.0%		
5 years	Statutory Fee	326.00	326.00	0.0%		
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed						
1 year	Statutory Fee	109.00	109.00	0.0%		
2 years	Statutory Fee	141.00	141.00	0.0%		
3 years	Statutory Fee	173.00	173.00	0.0%		
4 years	Statutory Fee	206.00	206.00	0.0%		
5 years	Statutory Fee	238.00	238.00	0.0%		
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed						
1 year	Statutory Fee	54.00	54.00	0.0%		
2 years	Statutory Fee	86.00	86.00	0.0%		
3 years	Statutory Fee	120.00	120.00	0.0%		
4 years	Statutory Fee	152.00	152.00	0.0%		
5 years	Statutory Fee	185.00	185.00	0.0%		
Varying the name of licensee or address of site	Statutory Fee	36.00	36.00	0.0%		
Transfer of licence	Statutory Fee	36.00	36.00	0.0%		
Replacement of licence if lost	Statutory Fee	36.00	36.00	0.0%		
Any other kind of variation (charged on a cost-recovery hourly rate basis)	Discretionary	67.75	67.75	0.0%		
CIVIL PARKING ENFORCEMENT FINES						
Higher Level	Statutory Fee	70.00	70.00	0.0%		
Lower Level	Statutory Fee	50.00	50.00	0.0%		
BLUE BADGE PERMITS						
	Statutory Fee	10.00	10.00	0.0%		
PAVEMENT PERMITS						
New Application	Statutory Fee	135.00	135.00	0.0%		
Renewal	Statutory Fee	50.00	50.00	0.0%		

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PUBLIC HEALTH	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes	
<u>REGISTRARS</u>						
<u>Civil Weddings / Partnerships at approved venues</u>						
Mon - Thu	Discretionary	361.00	386.00	6.9%	Fees & charges increased following due consideration to charges of the alternative providers in the area.	
Fri	Discretionary	386.00	386.00	0.0%		
Sat	Discretionary	421.00	446.00	5.9%		
Sun & Bank Holiday	Discretionary	446.00	446.00	0.0%		
Advanced booking fee for ceremonies booked over a year but under two years from the date of the ceremony	Discretionary	60.00	60.00	0.0%		
Advanced Booking Fee for ceremonies booked within one year-Not Refundable	Discretionary	46.00	46.00	0.0%		
Administration fee for changes to dates or venues	Discretionary	25.00	25.00	0.0%		
Civil Partnerships in Council Ceremony Rooms on Saturdays up to 12:00	Discretionary	150.00	166.00	10.7%		
Civil Partnerships/Weddings at Registration Offices after 12.30 on Saturday	Discretionary	240.00	246.00	2.5%		
Civil Partnerships/Weddings at Registration Offices after 12.30 on Sundays and Bank Hols	Discretionary	280.00	296.00	5.7%		
Additional charge for use of Ceremony room for photographs only	Discretionary	50.00	50.00	0.0%		
<u>Reaffirmation of vows & civil naming ceremonies at approved venues</u>						
Mon - Fri	Discretionary	250.00	265.00	6.0%		
Sat	Discretionary	250.00	265.00	6.0%		
Sun & Bank Holiday	Discretionary	280.00	300.00	7.1%		
<u>Reaffirmation of vows & civil naming ceremonies at Registration Office</u>						
Mon - Fri	Discretionary	250.00	250.00	0.0%		
Sat	Discretionary	250.00	250.00	0.0%		
After 12.30 on Saturday	Discretionary	250.00	250.00	0.0%		
On Sunday & Bank Hols	Discretionary	280.00	300.00	7.1%		
Civil Funeral	Discretionary	170.00	180.00	5.9%		
<u>Private Citizenship ceremonies</u>						
At the Shropshire Register Office, Mon - Fri	Discretionary	160.00	170.00	6.3%		
Group Citizenship ceremonies	Statutory	80.00	80.00			
<u>Licensing of approved venues</u>						
First time applications (up to 2 rooms) - 3 year duration	Discretionary	1,610.00	1,610.00	0.0%		
Renewals (up to 2 rooms) - 3 year duration	Discretionary	1,610.00	1,610.00	0.0%		
Renewals (up to 2 rooms) - 5 year duration	Discretionary	2,410.00	2,410.00	0.0%		
Renewals (up to 2 rooms) - 7 year duration	Discretionary	3,210.00	3,210.00	0.0%		
Renewals (up to 2 rooms) - 10 year duration	Discretionary	4,410.00	4,410.00	0.0%		
Addition of extra room	Discretionary	220.00	220.00	0.0%		
Licensing of additional building within curtilage, outside application period.	Discretionary	710.00	710.00	0.0%		
Appeals against revocation or refusal to issue approval (non-refundable charge)	Discretionary	1,200.00	1,200.00	0.0%		
<u>Copy certificates-issued at registration</u>						
Short birth certificates	Statutory	4.00	4.00	0.0%		
Standard birth certificates	Statutory	4.00	4.00	0.0%		
Death certificates	Statutory	4.00	4.00	0.0%		
Marriage certificates	Statutory	4.00	4.00	0.0%		
Extract from civil partnership register	Statutory	4.00	4.00	0.0%		
Standard certificate from civil partnership register	Statutory	4.00	4.00	0.0%		
Marriage Certificates following Conversion from a Civil Partnership. Issued on the day	Statutory	4.00	4.00	0.0%		
<u>Copy certificates-issued after registration</u>						
Short birth certificates	Statutory	7.00	7.00	0.0%		
Standard birth certificates	Statutory	7.00	7.00	0.0%		
Death certificates	Statutory	7.00	7.00	0.0%		
Marriage certificates	Statutory	7.00	7.00	0.0%		
Extract from civil partnership register	Statutory	10.00	10.00	0.0%		
Standard certificate from civil partnership register	Statutory	10.00	10.00	0.0%		

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PUBLIC HEALTH	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
Copy certificates - issued month or more after registration					
Short birth certificates	Statutory	10.00	10.00	0.0%	
Standard birth certificates	Statutory	10.00	10.00	0.0%	
Death certificates	Statutory	10.00	10.00	0.0%	
Marriage certificates	Statutory	10.00	10.00	0.0%	
Extract from civil partnership register	Statutory	10.00	10.00	0.0%	
Standard certificate from civil partnership register	Statutory	10.00	10.00	0.0%	
Marriage Certificates following Conversion from a Civil Partnership. Issued after the day	Statutory	10.00	10.00	0.0%	
Gold - priority service					
Expedited service charge (including certificate fee)					
Expedited service charge - next day delivery (including certificate fee)	Discretionary	40.00	40.00	0.0%	
Silver - premium service					
Recorded delivery (including certificate fee)	Discretionary	16.50	16.50	0.0%	
Bronze - standard service					
Certificate fee only	Discretionary	10.00	10.00	0.0%	
Bronze Service Handling and postage	Discretionary	1.00	1.00	0.0%	
Registration of birth					
Certificate	Statutory	10.00	10.00	0.0%	
Registration of birth - additional charge for late appointment 16:30-18:30	Discretionary				
Registration of death					
Certificate	Statutory				
Notice of marriage (per person)	Statutory	35.00	35.00	0.0%	
Fee payable for a statutory basic marriage ceremony in a registrar's office	Statutory	46.00	46.00	0.0%	
Notice of marriage - additional charge for late appointment 16:30-18:30	Discretionary	20.00	20.00	0.0%	
Notice of civil partnership registration (per person)	Statutory	35.00	35.00	0.0%	
Fee payable for a statutory basic civil partnership formation in a registrar's office	Statutory	45.00	46.00	2.2%	
Conversion of Civil Partnership to Marriage					
Conversion of Civil Partnership to Marriage (BASIC SINGLE STAGE)	Statutory	45.00	45.00	0.0%	
Conversion of Civil Partnership to Marriage (2 stage)	Statutory	27.00	27.00	0.0%	
SR's attendance at a building registered for the marriage of same sex couples, or at a conversion at according to the usages of the Jews or Society of Friends, or at a military, naval or air force chapel registered for the marriage of same sex couples.	Statutory	91.00	91.00	0.0%	
Nationality checking service fees					
- Adult	Discretionary	75.00	80.00	6.7%	Benchmarked against Dudley MBC
- Husband and wife (who apply at same time)	Discretionary	110.00	120.00	9.1%	
- Husband and wife plus up to 4 children (who apply at same time)	Discretionary	130.00	150.00	15.4%	
- Additional child	Discretionary	60.00	60.00	0.0%	
- One or more children under the age of 18 who apply separately from their parents	Discretionary	60.00	60.00	0.0%	
Rehearsals					
Rehearsals at any Registration Office Mon-Fri normal office hours	Discretionary	50.00	50.00	0.0%	
Rehearsals at any Registration Office Sat pre 12.30	Discretionary	70.00	70.00	0.0%	
Personalisation of Wedding Vows					
Commemorative Certificate-e.g. for siblings	Discretionary	4.50	4.50	0.0%	
Commemorative Certificate-e.g. anniversaries	Discretionary	6.00	6.00	0.0%	
Commemorative Certificate Laminating	Discretionary	1.00	1.00	0.0%	

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HUMAN RESOURCES & DEV	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
HUMAN RESOURCES & DEV					
Media skills development	Discretionary	Fee to be determined through consultation with trainers to establish costs	Fee to be determined through consultation with trainers to establish costs		
Disengagement / MAPA	Discretionary	Fee to be determined through consultation with trainers to establish costs	Fee to be determined through consultation with trainers to establish costs		
SAFETY					
Managing Safety	Discretionary	300 (internal). 350.00 (external)	300 (internal). 350.00 (external)	0.0%	
First Aid & Occupational Health					
Pre employment review of questionnaire	Discretionary	33.00	33.00	0.0%	
Pre employment review of medical and risk assessment	Discretionary	N/A	N/A		
Pre employment medical	Discretionary	75.00	75.00	0.0%	
Medical review and report to employer	Discretionary	75.00	75.00	0.0%	
Medical Review and report to employer by OHP	Discretionary	160.00	160.00		
Visits to employee	Discretionary	75.00 per hour	75.00 per hour	0.0%	
Ill health retirements, review of papers and certificate signed	Discretionary	130.00	130.00	0.0%	
Ill health retirements, interview, review of papers and certificate signed	Discretionary	205.00	205.00	0.0%	
Provision of Health Surveillance (price per appointment)					
Hand Arm Vibration, Initial and annual screen	Discretionary	25.00	25.00	0.0%	
Hand Arm Vibration, Clinical assessment by OHA	Discretionary	50.00	50.00	0.0%	
Hand Arm Vibration, Clinical assessment by OHP	Discretionary	145.00	145.00	0.0%	
Spirometry (lung function test)	Discretionary	25.00	25.00	0.0%	
Audiometric screening	Discretionary	25.00	25.00	0.0%	
Courses					
First Aid at work	Discretionary	215.00	215.00	0.0%	Based on local market place review.
First Aid at work - refresher	Discretionary	163.00	163.00	0.0%	Based on local market place review.
Emergency Aid / Appointed person (per group)	Discretionary	78.00 per person, 702.00 per group	78.00 per person, 702.00 per group	0.0%	Based on local market place review.
Annual update for First Aid at work trained personnel	Discretionary	43.00	43.00	0.0%	Based on local market place review.
Paediatric Course	Discretionary	100.00	100.00	0.0%	Based on local market place review.

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LEGAL & DEMOCRATIC	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
LEGAL FEES					
All legal advice and transactions (excluding disbursements) - level of charge dependent on charge out rate of respective fee earner)					
S106 Agreements Generally	Discretionary	£80 - £120 per hour	£80 - £120 per hour	0.0%	
S106 Agreement - Single Plot	Discretionary	450.00	450.00	0.0%	
S106 Agreement - For Off-site Affordable Housing Contributions	Discretionary	200.00	200.00	0.0%	
Hourly Charge	Discretionary				
S 38 Agreements	Discretionary	£80- £120 per hour plus disbursements	£80- £120 per hour plus disbursements	0.0%	
S 278 Agreements	Discretionary	£80- £120 per hour plus disbursements	£80- £120 per hour plus disbursements	0.0%	
Deed of Grant for surface water drainage	Discretionary	£80- £120 per hour plus disbursements	£80- £120 per hour plus disbursements	0.0%	
Consents for sublease / charge on Battlefield/Oxon business park	Discretionary	40.00	40.00	0.0%	
Deeds of covenant for assignments on Battlefield/ Oxon	Discretionary	175.00	175.00	0.0%	
Deeds of covenant for assignments on former smallholdings	Discretionary	350.00	350.00	0.0%	
Commons Register Amendments	Discretionary	1,000.00	1,000.00	0.0%	
Education Appeals (There are further charges for each appeal whc)					
Admissions Appeals					
If the Chairman of the Appeals Panel considers that further legal advice is necessary then the Appeals Clerk will seek advice from the Council's legal services at a cost of £100 per hour (pro rata)					
	Discretionary	£100 per hour (pro rata)	£100 per hour (pro rata)	0.0%	
Exclusion Appeals					
Recharge school at cost separately for any legal services, if required, which will be charged at the rate of £80 to £120 per hour depending upon the solicitor instructed. (NB: It is highly likely that a Solicitor will be required to attend for the entire Panel hearing.)					
	Discretionary	£80 - £120 per hour	£80 - £120 per hour	0.0%	
ELECTORIAL REGISTRATION					
Sale of Full or Edited Register of Electors					
In Data Form	Statutory	£20 plus £1.50 per 1000 entries	£20 plus £1.50 per 1000 entries (or part)	0.0%	
In Printed Form	Statutory	£10 plus £5 per 1000 entries	£10 plus £5 per 1000 entries (or part)	0.0%	
Sale of Full list of Overseas Electors					
In Data Form	Statutory	£20 plus £1.50 per 100 entries	£20 plus £1.50 per 100 entries (or part)	0.0%	
In Printed Form	Statutory	£10 plus £5 per 100 entries	£10 plus £5 per 100 entries (or part)	0.0%	
Elections Charges to Parish and Town Councils					
Uncontested Elections	Discretionary	£100 per election (if warded or grouped the cost is £100 for each ward or parish as they are classed as separate elections)	£100 per election (if warded or grouped the cost is £100 for each ward or parish as they are classed as separate elections)	0.0%	
Contested Elections	Discretionary	Actual cost of election.	Actual cost of election.		

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SHIRE SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
SHIRE SERVICES					
Cleaning					
Average charge per hour	Discretionary	12.87	To be determined in 2017/18 to ensure a break-even level.		Trading Trading
Catering					
Primary (Reception to Year 2) - average per meal	Statutory	2.00	Prices of meals to be charged in 2017/18 is determined by each individual school		Trading
Primary (Year 3 onwards) - average per meal	Discretionary	2.00			Trading
Secondary - average per meal	Discretionary	2.30			Trading
Worcester schools - average per meal	Discretionary	2.20			Trading

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CHILDREN'S SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes	
MUSIC SERVICE (Charges Based on Academic Year)						
Bought In						
Bought-in Lesson (per hour)	Discretionary	45.00	} charges in 2017/18 academic year are likely to rise in line with any teachers national pay award			
Bought-in Lesson (including admin service) (per hour)	Discretionary	49.00				
Bought-in Lesson (pupils that cannot be grouped) (per hour)	Discretionary	37.00				
Whole Class Tuition (KS2) (per hour)	Discretionary	35.00				
Whole Class Tuition (per hour)	Discretionary	50.00				
Curriculum Support (per hour)	Discretionary	47.00				
School Ensembles	Discretionary	47.00				
Remissions						
Income Support (Free School Meals) (Refund per term)	Discretionary	Up to £90.00 + free instrument				
Looked After Child (Refund per term)	Discretionary	Up to £90.00 + free instrument				
Child Tax Credit & Working Tax Credit (contact Service for criteria) (Refund per term)	Discretionary	Up to £22.50+ 25% off instrument hire				
School of Music						
A – see Service ensemble list	Discretionary	39.50				
B – see Service ensemble list	Discretionary	26.00				
C – see Service ensemble list	Discretionary	30.00				
Special Double Bass Lessons						
Term 1 (per hour)	Discretionary	Free + free instrument				
Term 2 & 3 (per hour)	Discretionary	Half Price (BI rate) + free instrument				
Continuation from Whole Class (Groups of 6 or more in half an hour)						
Year 1 (per hour)	Discretionary	£45.00 + free instrument				
Festivals and Workshops - Charges to Schools						
Area Festivals (per pupil) - minimum £95 and maximum £265	Discretionary	2.00				
Djembe and Stomp Workshops	Discretionary	Price Upon Request				
Colleges (per hour)	Discretionary	43.00				
Instrument Hire						
Instrument Hire (Violin/Ukulele/Guitar) (per term)	Discretionary	8.50		0%		
Instrument Hire (Popular) (per term)	Discretionary	15.00		0%		
Instrument Hire (Other) (per term)	Discretionary	20.00		0%		
Popular - bassoon, double bass, euphonium, French horn, tuba, tenor horn, viola, oboe, Other - cello, clarinet, cornet, flute, trombone, trumpet, snare drum, saxophone, harp						
SPECIAL EDUCATION						
EWO Penalty Charges						
- Per pupil (if paid within 21 days)	Statutory	60.00	} The SI prescribing these charges will not be issued until early 17/18			
- Per pupil (if paid within 22 - 28 days)	Statutory	120.00				
Home to School / College Transport Charges (Charges Based on Academic Year)						
Post 16						
Post 16 Contribution Scheme	Discretionary	See below	See below			
Full Term - Autumn / Spring / Summer		See below	See below			
Autumn		293.00	293.00	0.0%		
Spring		291.00	291.00	0.0%		
Summer		291.00	291.00	0.0%		
Annual		875.00	875.00	0.0%		
Benefits (Admin Fee)		142.50	142.50	0.0%		
Temporary Seats Payment Scheme						
Temporary Seats Payment Scheme	Discretionary	See below	See below			
In Catchment Pupils (Full Term)						
Post 16	Discretionary	293.00	293.00	0.0%		
Primary & Secondary	Discretionary	161.00	161.00	0.0%		
2nd Child	Discretionary	138.00	138.00	0.0%		
Half Term / AM or PM	Discretionary	105.00	105.00	0.0%		
2nd Child	Discretionary	94.00	94.00	0.0%		
Free School Meals	Discretionary	10.00	10.00	0.0%		
Out of Catchment Pupils (Full Term)						
Post 16	Discretionary	293.00	293.00	0.0%		
Primary / Secondary	Discretionary	227.00	227.00	0.0%		
Free School Meals	Discretionary	10.00	10.00	0.0%		
COUNTY TRAINING						
Commercial courses	Trading	} Variable rates dependent on course, market forces and size of employer	} Variable rates dependent on course, market forces and size of employer		Trading	
Employer contributions	Trading				Trading	

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HOUSING HEALTH	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	% Increase	Notes
TRADING ACCOUNT					
HOUSING REVENUE ACCOUNT					Trading
HOUSING RENTS (48 week basis)					
Housing Rents-Increased by Formula rent calculation	Statutory	Subject to separate recommendation	Subject to separate recommendation	Subject to separate recommendation	
Heating Charges (per week - 48 week basis)					
Greenfields	Discretionary	3.81	3.85	1%	
Sheldon Court	Discretionary	11.95	12.07	1%	
Service Charges (per week - 48 week basis)					
Admirals Flats	Discretionary	5.68	5.74	1%	
Greenfields	Discretionary	8.71	8.80	1%	
Sheldon Court	Discretionary	12.16	12.28	1%	
Intensive Housing Management - South (proposed by ST&R Housing subject to agreement with Sustain Consortium)	Discretionary	10.50	10.50	0%	
Intensive Housing Management - North (proposed by ST&R Housing subject to agreement with Sustain Consortium)	Discretionary	10.50	10.50	0%	
Intensive Housing Management - new for 2016/17 (General Needs)	Discretionary	8.00	8.00	0%	
Communal Cleaning - Oswestry	Discretionary	1.80	1.82	1%	
Communal TV aerial	Discretionary	0.74	0.75	1%	
Caretaking Service - new for 2016/17 (subject to tenant consultation)	Discretionary	2.30	2.30	0%	
GARAGE RENTS					
Bridgnorth (VAT charged to Council tenants on 3rd or more garages and all non-tenants)	Discretionary	£7.40 per wk (+VAT where due)	£7.50 per week (+VAT where due)	1%	
Oswestry - tenant (VAT charged on 3rd or more garages)	Discretionary	£7.40 per wk (+VAT where due)	£7.50 per week (+VAT where due)	1%	
Oswestry - non-tenant	Discretionary	£8.90 per wk +VAT	£9 per wk +VAT	1%	
Garage base (48-week basis)	Discretionary	£1.31per wk (+VAT where due)	£1.32per wk (+VAT where due)	1%	
COMMUNITY ALARMS					
Leased Service (Council tenants) - service charge set by ST&R Housing	Discretionary	44.85 + VAT	45.24 + VAT	1%	Charge per quarter
Private Customers					
Leased Service (Non-Council tenants) - charge set by ST&R Housing	Discretionary	45.12 + VAT	45.24 + VAT	0.4%	Charge per quarter
Bridgnorth (Non Council Tenants) Charge set by ST&R Housing	Discretionary			0%	Charge per quarter
Monitoring charge on non-leased unit charge set by ST&R Housing	Discretionary	13.00 + VAT	13.00 + VAT	0%	Charge per quarter
Former Grant Supported - Council Tenant Sheltered Schemes	Discretionary	2.17 + VAT	2.17 + VAT	0	Per week (48 weeks)
Former Grant Supported - Other	Discretionary	2.17 + VAT	2.17 + VAT	0	Per week (48 weeks)
Installation Charge					
Oswestry Charge set by ST&R Housing	Discretionary	25.00	25.00	0%	
Bridgnorth Charge set by ST&R Housing	Discretionary	25.00	25.00	0%	
Replacement Pendants					
Per pendant. Charge set by ST&R Housing	Discretionary	50.00	50.00	0%	
Other peripheral equipment (cost plus installation & admin charge)	Discretionary	0.00	Cost plus installation & admin charge		
FURNITURE SCHEME					
Mini option (incl. admin fee of 10%)	Discretionary	£12.02 + VAT	£12.02 + VAT		Per week (52 weeks)
Option 1 (incl. admin fee of 10%)	Discretionary	£21.56 + VAT	£21.56 + VAT		Per week (52 weeks)
Option 2 (incl. admin fee of 10%)	Discretionary	£29.35 + VAT	£29.35 + VAT		Per week (52 weeks)
GARDEN MAINTENANCE - HRA Properties (48 week basis)					
Lawn Cut - Annual Maintenance (20mm to 60mm)	Discretionary	1.81 (+VAT where due)	1.83 (+VAT where due)	1%	Front or rear garden
Hedge Cutting - Annual Maintenance	Discretionary	0.89 (+VAT where due)	0.90 (+VAT where due)	1%	Front or rear garden
Housing Options					
		Figures provided are estimated Universal Credit rental figures based on 15/16 LHA rates, 16/17 LHA Rates are published at the end of January. Charge per week Inclusive of £45 management fee. UC	Figures provided are estimated Universal Credit rental figures based on 15/16 LHA rates, 16/17 LHA Rates are published at the end of January. Charge per week Inclusive of £45 management fee. UC		
Temporary Accommodation (52 week basis)					
Shared accommodation or most single aged under 35	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
1 bedroom	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
2 bedrooms	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
3 bedrooms	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
4 bedrooms	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
Hostels (predominantly 1 bedroom and part furnished)	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
Bed & Breakfast	Statutory	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee	LHA entitlement for size of household up to max of 4 bedroom entitlement plus £40 management fee		
Note: There has been no date specified yet for the introduction of UC to couples or families in Shropshire. UC is paid according to the size of the household not the size of the property.					

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ADULT SERVICES	Statutory or Discretionary	Fee for 2016/17 £	Fee for 2017/18 £	Increase %	Notes
Day Care Related Charges:					
Transport Daily Charges					
5 mile radius (up to 10 miles per day)	Discretionary	4.65	4.69	1.00%	
10 mile radius (up to 20 miles per day)	Discretionary	6.97	7.04	1.00%	
Over 10 miles radius (over 20 miles per day)	Discretionary	9.29	9.38	1.00%	
Day Centre Attendance Charge per day (includes refreshments and some activities)					
Older People					
Helena Lane	Discretionary	51.91	52.43	1.00%	
The Meres Day Centre	Discretionary	51.91	52.43	1.00%	
Four Rivers (bathing)	Discretionary	21.50	21.72	1.00%	It is recommended that fees be increased by 1% from 1st April 2017
Learning Disabilities					
Abbotswood	Discretionary	49.79	50.29	1.00%	
Aquamira	Discretionary	100.60	101.60	1.00%	
Greenacres	Discretionary	37.37	37.74	1.00%	
Albert Road	Discretionary	44.64	45.09	1.00%	
Helena Lane	Discretionary	57.07	57.64	1.00%	
Wayfarers	Discretionary	42.52	42.95	1.00%	
Elesmere	Discretionary	42.52	42.52	0.00%	
Avalon	Discretionary	62.22	62.84	1.00%	
Patchworks	Discretionary	53.93	54.47	1.00%	
Maesbury Metals	Discretionary	41.51	41.93	1.00%	
Hydrotherapy charges (based on hirers using their own staff)					
20 minute Hydro session	Discretionary	10.10	10.20	1.00%	
1 hour pool hire	Discretionary	30.30	30.60	1.00%	
Multi sensory room Aquamira (per person for a half hour session)	Discretionary	5.05	5.10	1.00%	
Residential Related Charges:					
Older People					
Four Rivers	Discretionary	It is recommended that fees be increased by 1% from 1st April 2016	It is recommended that fees for current clients be increased by 1% from 1st April 2017	1.00%	
COURT OF PROTECTION CLIENT PROPERTY CHARGES					
Work up to court decision appointing a deputy	Statutory Fee				
Annual management fee -first year	Statutory Fee	As per statute	As per statute		
Annual management fee -after 1st year	Statutory Fee				
Annual property management fee	Statutory Fee				
COMMUNITY SERVICES JOINT TRAINING COURSES					
- Band A Half Day (Voluntary Sector in Shropshire - paid workers)	Discretionary	£10 - £30	£10 - £30		
- Band A Full Day (Voluntary Sector in Shropshire - paid workers)	Discretionary	£40 - £50	£40 - £50		
- Band B Half Day (Shropshire)	Discretionary	£10 - £35	£10 - £35		
- Band B Full Day (Shropshire)	Discretionary	£45 - £50	£45 - £50		
- Band B Half Day (Telford & Wrekin)	Discretionary	£20 - £40	£20 - £40		
- Band B Full Day (Telford & Wrekin)	Discretionary	£45 - £55	£45 - £55		
- Band C Half Day (Other (Out of county care providers, other LAs and commercial organisations which are not care or health providers)	Discretionary	£60 - £70	£60 - £70		
- Band C Full Day (Other (Out of county care providers, other LAs and commercial organisations which are not care or health providers)	Discretionary	£100	£100		
- In House Training Half Day	Discretionary	Guideline price £220	Guideline price £245	11%	Fees for In house training have not been separate to those for bespoke training before. We are now delivering increasing numbers of this and have adjusted our fees to more realistically recoup our costs for this type of training in line with our competitors.
- In House Training Full Day	Discretionary	Guideline price £380	Guideline price £420	11%	
- Bespoke Training	Discretionary	Prices quoted on application	Prices quoted on application		

HOUSING REVENUE ACCOUNT RENT LEVEL 2017/18

Summary

This paper recommends the approach to be followed to calculate rent levels and service charges for the Council's retained housing stock and shared ownership homes for the 2017/18 financial year. Over recent years the Government's policy regarding the level of rent for social housing has been subject to significant changes, the most recent being those introduced by the Welfare Reform and Work Act 2016. This Act imposed the requirement for social housing rent to be cut by 1% each April for 4 years commencing in April 2016. The rent level for the 2017/18 financial year will be the second year of this policy and as such rent will be subject to a 1% reduction from April 2017. Service charges and rent for Shared Ownership homes are not bound by this requirement.

Recommendations

It is recommended that:

Social Housing rents for 2017/18 are reduced by 1% from 3rd April 2017.

Affordable rents for 2017/18 are reduced by 1% from 3rd April 2017.

Shared Ownership rents continue to be set at 2.75% of the outstanding capital value of the home at the time of sale and thereafter increased each April by the greater of the preceding September Consumer Price Index plus 1% or 1%.

Service charges continue to be set on the basis of actual cost.

Background

The Housing Revenue Account (HRA) is a ring fenced account separate from the General Fund that records the financial transactions relating to the management and maintenance of the Council's retained housing stock, and the primary source of income (approximately 98%) comes from tenants' housing rent.

Since 2002 Council house rents in Shropshire were increased annually based on the Government's recommended formula rent calculation. This approach was followed by the former District and Borough Councils in Bridgnorth and Oswestry from 2002 and by subsequently Shropshire Council from 2009.

In May 2014 the coalition Government issued new Guidance on Rents for Social Housing. This guidance ended the previously complex formula rent calculation and replaced it with a simple annual inflationary uplift determined by the preceding September Consumer Price Index (CPI) plus 1%. The new guidance took effect from April 2015 and was intended to apply for 10 years.

Following the general election in May 2015 the Chancellor announced in his Budget Statement made on the 8th July 2015 that the new Government intended to abandon the 10 year guidance and instead impose a requirement for local authorities and housing associations to cut rent by 1% for 4 years commencing in April 2016. This policy was subsequently incorporated in the Welfare Reform and Work Act 2016 and will apply to rents for 2017/18.

Affordable Rent

The Phase 1 and 2 new build programmes have delivered a total of 95 affordable homes for rent or shared ownership. These programmes have been part funded by Homes and Communities Agency (HCA) grant which has enabled the conversion of up to 241 homes from social rent to affordable rent as a further contribution to the funding. Affordable rents are set at 80% of the market rent for a similar property in the area and are on average £18 a week higher than the social rent. Suitable properties are converted at re-let and to date a total of 226 homes have been switched. All rented new build homes (69) are let on an affordable rent.

Shared Ownership Rent

Under shared ownership the purchaser buys a share of the home (typically between 40% and 60%) and pays rent to the Council initially set at 2.75% of the remaining unpurchased market value. Each subsequent April the rent payment is increased by the greater of the preceding September Consumer Price Index (CPI) plus 1% or 1%. These terms are specified in the lease agreements between the Council and the purchaser and are not affected by the requirements of the Welfare Reform and Work Act 2016. The September 2016 CPI was 1.0% meaning that the uplift for April 2017 will be 2%. To date we have 22 occupied shared ownership properties.

Service Charges

Service charges are applied to a number of tenancies in respect of specific services relating to either the property (such as cleaning in communal areas) or provided specifically for the tenant (such as assisted garden maintenance). Service charges are applied in addition to the rent charge and are subject to an individual calculation based on recovery of costs incurred in the provision of the service.

Financial Implications

Application of a 1% rent cut will result in the 52 week average social rent falling by 83p to £81.57 per week and the average affordable rent falling by £1.01 to £99.82 per week. The overall impact to the HRA will be a reduction in rent income of £179,100 from 2016/17 to 2017/18. The recommend inflationary increase for shared ownership properties will increase the average weekly rent by 64p to £32.64 (52 week basis).



Committee and Date

Council

23rd February 2017

SOCIAL VALUE CHARTER FOR SHROPSHIRE

Responsible Officer George Candler – Director of Place and Enterprise
e-mail: George.candler@shropshire.gov.uk Tel: 01743 255003

1. Summary

The Public Services (Social Value) Act 2012 (the 'Act') places a statutory duty on the Council to consider:

1. how what we propose to procure might improve social, economic and environmental wellbeing of the 'relevant area' (for the Council this is the Shropshire Council area); and
2. through procurement, how we might go about securing those improvements.

'Social Value' means social, economic and environmental benefits or outcomes that have been created. The Act does not prescribe in detail the nature of the social, economic and environmental improvements to be secured, which means that there is flexibility for local areas to define the nature of such improvements based on local needs and requirements.

During the time of implementation of the Act we recognised that, as the principles of the Act apply to all public commissioning organisations, there was benefit in setting up a Social Value Group in order to develop a common approach to securing Social Value. The Social Value Group is comprised of representatives from Shropshire Council, Shropshire CCG, local Housing Associations, West Mercia Police & Crime Commissioner and NHS Commissioning as well as voluntary sector and provider representation.

The Social Value Group has developed a Social Value Charter for Shropshire. Adopting the Social Value Charter is not a requirement of the Act but it does serve to demonstrate a commitment to 3 key, locally defined, principles to support improvements in social, economic and environmental wellbeing for Shropshire. These 3 key principles are:

1. Supporting the Shropshire economy
2. Promoting wellbeing in Shropshire
3. Shropshire is a great place to live

Public sector commissioning bodies which operate in Shropshire (Shropshire Council, Shropshire CCG, Housing Associations, Police & Crime Commissioner, NHS Commissioning) can become a signatory to the Charter through adopting the Charter via their approvals processes. Businesses, parish & town councils and community groups can also sign up to the Charter.

By adopting the Social Value Charter Shropshire Council is committing to:

- Embedding Social Value in its commissioning strategies and plans
- Incorporating appropriate and proportionate Social Value requirements which reflect the Charter in its procurement, contracts and grants documentation
- Capturing data and intelligence which demonstrates the Social Value generated through its commissioning and procurement activity

2. Recommendations

- That Shropshire Council adopts the Social Value Charter for Shropshire as recommended by Cabinet and as set out in Appendix 1

REPORT

3. Risk Assessment and Opportunities Appraisal

An engagement exercise was carried out for a 12 week period between September and December 2016. The exercise was primarily aimed at key stakeholder groups including the Voluntary & Community Sector, business groups, parish & town councils and provider organisations.

Feedback from this exercise established that adoption of a Social Value Charter would help to improve social, economic and environmental outcomes for Shropshire. In addition, by adopting the measures suggested in Appendix 2, there will be better coordination of Social Value outcomes between the public sector bodies and a more coherent demonstration of value generated.

An Equality and Social Inclusion Impact Assessment (ESIIA) was developed alongside the engagement exercise and has now been finalised. The ESIIA has determined that there will be no negative impacts on any of the protected characteristics groupings and a medium positive impact on the social inclusion grouping. This is due to the Charter principles supporting, amongst others, initiatives to address social and rural isolation, contributions to community infrastructure and keeping people connected. The ESIIA is attached at Appendix 3.

4. Financial Implications

There are no direct financial implications arising from the adoption of the Social Value Charter. Organisations adopting the Charter will commit to supporting the Shropshire economy which includes support for the local supply chain, local jobs, skills development and inward investment. It is anticipated that there will be indirect financial benefit to the local economy arising from adoption of the Charter, although this will be difficult to quantify.

5. Background

The Public Services (Social Value) Act 2012 made it a legal requirement for any public body (councils [but not town or parish councils], Clinical Commissioning Groups, Police and Crime Commissioners, Housing Associations) to consider how it may improve social,

economic and environmental outcomes in its area and how it might secure this through its procurement activity.

Social Value is a measure of additional benefits that can be generated for the local area through the way that the public sector commissions, and contractors deliver, services or works. For example a care provider may provide value through promoting care provision as a positive career choice in schools or colleges which in the longer term will assist with local recruitment to the sector; or a building contractor may commit to the creation of local employment and training opportunities and extend this into the supply chain; or an advice services provider may provide volunteering opportunities.

In Shropshire a Social Value Group was formed prior to the legislation going live in 2013 in order to consider a coordinated approach across the county's commissioners. The group is chaired by Cllr Lee Chapman and consists of representatives from:

- Shropshire Council
- Shropshire CCG
- NHS Midlands & Lancashire Commissioning Support Unit
- Office of the West Mercia Police & Crime Commissioner
- Shropshire Voluntary & Community Sector Assembly
- Housing via Severnside Housing
- Provider organisations via Shropshire Providers' Consortium

The Social Value Group developed a Social Value Commissioning and Procurement Framework. The framework is designed to guide Council officers and members on how to embed Social Value into the council's commissioning and procurement activity. The framework sets out what Social Value means to the council, how it can help us to deliver on our outcomes and priorities and how we will apply it in practice. In addition, the framework sets out how we will ensure, through our commissioning and procurement activity, that we achieve the greatest possible impact on behalf of Shropshire's residents. It identifies how customer outcomes are linked to the council's priorities and suggests measures, milestones or specific indicators by which Social Value can be demonstrated.

The Social Value Charter was developed from work undertaken with Social Enterprise UK and the Institute for Voluntary Action Research. The work identified the need for a common understanding of Social Value across the public sector partners, common outcomes and a need to raise the profile of Social Value more generally. Other local authority areas have implemented Social Value Charters as a way to achieve these aims.

6. Additional Information

The 12 week engagement exercise was publicised through the Council's website and through briefings provided to stakeholder groups including Shropshire Association of Local Councils, Shropshire Partners In Care (care providers), Shropshire Voluntary & Community Sector Assembly, Shropshire Providers' Consortium and the Business Board. Responses were invited via an online questionnaire.

Over 30 responses were received, although not all responders answered all questions. A full description of the methodology and responses received is set out in Appendix 4.

Once adopted by all parties to the Social Value Group the Social Value Charter will be launched and publicised. A logo will be developed for all signatories to display and Shropshire Council will maintain a log of signatories on its Social Value webpages.

7. Conclusions

A Social Value Charter will provide a focus for improving social, economic and environmental outcomes for Shropshire residents and communities. Measures adopted to support the Charter aims will assist with demonstrating what, and how much, Social Value is generated as a result of procurement activity undertaken by all public sector bodies in Shropshire.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Cabinet Member (Portfolio Holder)

Cllr Michael Wood – Portfolio Holder for Corporate Support

Local Member

All members

Appendices

Appendix 1 – A Social Value Charter for Shropshire

Appendix 2 – Social Value Measures

Appendix 3 – Equality and Social Inclusion Impact Assessment

Appendix 4 – Social Value Charter Engagement Methodology & Final Responses



A Social Value Charter for Shropshire

The Social Value Charter for Shropshire sets out how public sector commissioners, service providers, voluntary, community & social enterprise organisations and businesses will aim to improve the social, economic and environmental wellbeing of Shropshire.

The Social Value Charter aims to clearly communicate the Social Value priorities for Shropshire and to create a framework within which commissioners, providers and other stakeholders will operate.

These principles have been developed by the Shropshire Social Value Group which consists of representatives from the Local Authority, Health, Police & Crime Commissioner's Office, Housing and the Voluntary & Community Sector.

The Charter is aligned to the Shropshire Council Social Value Commissioning & Procurement Framework, the Cogs Shropshire Procurement Charter and other related frameworks.

Charter signatories will commit to the Charter principles and must demonstrate either how they are currently delivering Social Value in accordance with these principles or how they plan to achieve compliance in accordance with a timetabled plan.

It is our long-term aspiration that future commissioning and contracting decisions made by signatory organisations will take full account of the principles of this Charter by being formally incorporated into new contracts and procurement policies.

Commissioners will:

- Embed Social Value in their commissioning strategies and plans
- Incorporate appropriate and proportionate Social Value requirements which reflect this Charter in their procurement, contracts and grants documentation
- Capture data and intelligence which demonstrates the Social Value generated through their commissioning and procurement activity

Contracted Providers will:

- Operate in a way which maximises the Social Value generated through their activities
- Provide clear evidence and data to commissioners which demonstrate the Social Value they generate through their contracted activities

Other Charter Signatories will:

- Operate in a way which maximises the Social Value generated through their activities

By signing up to this Charter signatories commit to the following principles, either by fully adopting the Charter at the time of signature or alternatively making a commitment to full adoption within a clear timetable.

The Charter principles are as follows:

1. Supporting the Shropshire economy:
 - a. Supporting / purchasing from the local supply chain where possible
 - b. Supporting or creating the conditions for growth in the Shropshire economy
 - c. Developing education, skills and training opportunities within the Shropshire economy
 - d. Employment opportunities for local people
 - e. Good conditions of employment and fair wage rates and structures
2. Promoting wellbeing in Shropshire:
 - a. Keeping people connected and maximising use of community infrastructure
 - b. Initiatives to address social and rural isolation
 - c. Supporting people and communities to be self-reliant, resilient, safe and mutually supportive
 - d. Addressing the social, economic and environmental factors which contribute to poverty and inequality (prevention)
 - e. Residents are involved in the design and delivery of integrated and accessible quality services
3. A great place to live:
 - a. Support or contribution to community initiatives
 - b. People are able to contribute through volunteering opportunities
 - c. People have a good, decent and appropriate place to live
 - d. People are proud to live in Shropshire and have a stake in their communities
 - e. A green and sustainable county

Implementation of the Charter

Charter signatories will commit to supporting the three principles set out above. Measures to demonstrate how signatories to the Charter are delivering on their commitments will be implemented in stages linked to these three principles. Stage 1 will concentrate on the principle 'Supporting the Shropshire Economy'. Measures for principles 2 and 3 will be developed in succession over the course of the following 12 months.



A Social Value Charter for Shropshire: Metrics and Measurement

The Social Value Charter for Shropshire sets out how public sector commissioners, service providers, voluntary, community & social enterprise organisations and businesses will aim to improve the social, economic and environmental wellbeing of Shropshire.

Development of a Social Value Charter is essentially a commitment by Charter signatories (which can be the public bodies but is also designed for providers and other organisations) to deliver on a number of principles.

One of the things that we, and many other areas, are trying to get better at is demonstrating and measuring the social value that is delivered. This is crucial to the implementation of the Charter because we will need to establish measures which will demonstrate the nature of, and how much, Social Value which is being generated.

The initial focus for Social Value measures is around Economic value – the Charter principle of ‘Supporting the Shropshire Economy’ with the following specific commitments being demonstrated:

- a. Supporting / purchasing from the local supply chain where possible
- b. Supporting or creating the conditions for growth in the Shropshire economy
- c. Developing education, skills and training opportunities within the Shropshire economy
- d. Employment opportunities for local people
- e. Good conditions of employment and fair wage rates and structures

A review of the approaches to measurement taken in other areas and discussion with the council’s Economic Growth Specialist in the Performance, Intelligence and Policy team has resulted in the creation of measures to support / demonstrate the achievement of these commitments; there may well be more than one measure for each commitment.

It would not be expected or practical that all Charter signatories would report on and demonstrate achievement of all the proposed measures. Measures would be set out in contract specifications for contracted providers and non-contracted organisations would

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select measures appropriate to their activities to demonstrate the Social Value they are generating.

The measures to support demonstration of these commitments are as follows:

Supporting / purchasing from the local supply chain where possible	% supply chain spend with Shropshire-based businesses and organisations
Supporting or creating the conditions for growth in the Shropshire economy	<p>Investment brought in to Shropshire:</p> <ul style="list-style-type: none"> • Financial value of investment • As a % of contract value <p>Contribution to initiatives which support local economic growth – this to be provided as a narrative</p>
Developing education, skills and training opportunities within the Shropshire economy	<p>During a 12 month period:</p> <ul style="list-style-type: none"> • No. apprenticeships • No. training places offered • No. work experience places offered • % of staff offered training / continuing professional development • No. new qualifications achieved by staff / trainees
Employment opportunities for local people	<p>No. jobs created:</p> <ol style="list-style-type: none"> 1. In total 2. For Shropshire residents
Good conditions of employment and fair wage rates and structures	% employees who rate employment conditions favourably

Further measures will be developed by the Social Value Group to support the remaining Charter principles of Promoting Wellbeing in Shropshire and Shropshire being a great place to live.

Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA)

Name of service change: Social Value Charter for Shropshire

Contextual Notes 2016

The What and the Why:

The Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA) approach helps to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

This assessment encompasses consideration of social inclusion. This is so that we are thinking as carefully and completely as possible about all Shropshire groups and communities, including people in rural areas and people we may describe as vulnerable, for example due to low income or to safeguarding concerns, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

The How:

The guidance and the evidence template are combined into one document for ease of access and usage, including questions that set out to act as useful prompts to service areas at each stage. The assessment comprises two parts: a screening part, and a full report part.

Screening (Part One) enables energies to be focussed on the service changes for which there are potentially important equalities and human rights implications. If screening indicates that the impact is likely to be positive overall, or is likely to have a medium or low negative or positive impact on certain groups of people, a full report is not required. Energies should instead focus on review and monitoring and ongoing evidence collection, enabling incremental improvements and adjustments that will lead to overall positive impacts for all groups in Shropshire.

A **full report (Part Two)** needs to be carried out where screening indicates that there are considered to be or likely to be significant negative impacts for certain groups of people, and/or where there are human rights implications. Where there is some uncertainty as to what decision to reach based on the evidence available, a full report is recommended, as it enables more evidence to be collected that will help the service area to reach an informed opinion.

Shropshire Council Part 1 ESIIA: initial screening and assessment

Please note: prompt questions and guidance within boxes are in italics. You are welcome to type over them when completing this form. Please extend the boxes if you need more space for your commentary.

Name of service change

Social Value Charter for Shropshire

Aims of the service change and description

The Public Services (Social Value) Act 2012 made it a legal requirement for any public body (councils [but NOT town or parish councils], Clinical Commissioning Groups, Police and Crime Commissioners, Housing Associations) to consider how it may improve social, economic and environmental outcomes in its area AND how it might secure this through its procurement activity.

In Shropshire a Social Value Group was formed prior to the legislation going live in 2013 in order to consider a coordinated approach across the county's commissioners. The group consists of representatives from:

- Shropshire Council
- Shropshire Clinical Commissioning Group
- West Mercia Police & Crime Commissioner
- Shropshire Voluntary & Community Sector
- Housing
- Provider organisations via Shropshire Providers' Consortium

Examples of Social Value which can be generated include creation of employment opportunities for local people, businesses purchasing from other Shropshire-based businesses in order to support the local supply chain, volunteering opportunities, support for community-based activities or facilities.

Through the Social Value Group we have developed a Social Value Charter for Shropshire. This is essentially a commitment by signatory organisations to strive to maximise social, economic and environmental value through the things they commission or do. The initial focus will be on the 'Economic Value' element of Social Value. The public sector commissioning bodies (council, CCG, Housing Associations, PCC) can 'sign up' through adopting the Charter via their approvals processes.

Providers and other organisations of any type (private business, social enterprise, charitable, voluntary and community) can voluntarily sign up to the Charter as a demonstration of their commitment to generating social, economic and environmental value through the way that they operate.

The Social Value Charter asks organisations to commit to:

1. Supporting the Shropshire economy through:
 - a. Supporting / purchasing from the local supply chain where possible
 - b. Supporting or creating the conditions for growth in the Shropshire economy
 - c. Developing education, skills and training opportunities within the Shropshire economy
 - d. Employment opportunities for local people
 - e. Good conditions of employment and fair wage rates and structures

- 2. Promoting wellbeing in Shropshire through:
 - a. Keeping people connected and maximising use of community infrastructure
 - b. Initiatives to address social and rural isolation
 - c. Supporting people and communities to be self-reliant, resilient, safe and mutually supportive
 - d. Addressing the social, economic and environmental factors which contribute to poverty and inequality (prevention)
 - e. Residents are involved in the design and delivery of integrated and accessible quality services

- 3. Enhancing Shropshire’s reputation as a great place to live through:
 - a. Support or contribution to community initiatives
 - b. People are able to contribute through volunteering opportunities
 - c. People have a good, decent and appropriate place to live
 - d. People are proud to live in Shropshire and have a stake in their communities
 - e. Supporting a green and sustainable county

The Social Value Charter is designed to complement existing plans and strategies such as Shropshire Council’s Corporate Plan and the Shropshire CCG Mandate Document.

Through these commitments we aim to improve social, economic and environmental outcomes generated by, and for, all people and organisations living, working or doing business in Shropshire.

Intended audiences and target groups for the service change

The Charter aims to improve social, economic and environmental outcomes generated by, and for, all people and organisations living, working or doing business in Shropshire. Where relevant, Social Value outcomes will be targeted at vulnerable groups or communities.

As such it is relevant to Shropshire’s citizens, businesses, charitable, voluntary and community sector organisations.

Adoption of the Charter will inform the way that commissioning, procurement and contracting staff operate within public sector organisations in Shropshire.

Evidence used for screening of the service change

Shropshire had support through the Health & Social Value programme to develop its approach to Social Value. This work identified the need for a common understanding of Social Value in Shropshire terms; aligned outcomes between commissioners and support to the Voluntary, Community and Social Enterprise sector. The development of a Social Value Charter came out of this work.

In addition a review was undertaken of other local authority areas which had developed and adopted a Social Value Charter, although evidence of their overall effectiveness will take time to be demonstrated.

Specific consultation and engagement with intended audiences and target groups for the service change

An online survey was developed to capture feedback on proposals from the Social Value Group to create a Social Value Charter and Charter Mark.

Potential impact on Protected Characteristic groups and on social inclusion

Using the results of evidence gathering and specific consultation and engagement, please consider how the service change as proposed may affect people within the nine Protected Characteristic groups and people at risk of social exclusion.

1. Have the intended audiences and target groups been consulted about:
 - their current needs and aspirations and what is important to them;
 - the potential impact of this service change on them, whether positive or negative, intended or unintended;
 - the potential barriers they may face.
2. If the intended audience and target groups have not been consulted directly, have their representatives or people with specialist knowledge been consulted, or has research been explored?
3. Have other stakeholder groups and secondary groups, for example carers of service users, been explored in terms of potential unintended impacts?
4. Are there systems set up to:
 - monitor the impact, positive or negative, intended or intended, for different groups;
 - enable open feedback and suggestions from a variety of audiences through a variety of methods.
5. Are there any Human Rights implications? For example, is there a breach of one or more of the human rights of an individual or group?
6. Will the service change as proposed have a positive or negative impact on:
 - fostering good relations?
 - social inclusion?

Initial assessment for each group

Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column. Please add any extra notes that you think might be helpful for readers.

Protected Characteristic groups and other groups in Shropshire	High negative impact <i>Part Two ESIIA required</i>	High positive impact <i>Part One ESIIA required</i>	Medium positive or negative impact <i>Part One ESIIA required</i>	Low positive or negative impact <i>Part One ESIIA required</i>
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				X
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				X

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Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				X
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				X
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				X
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				X
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				X
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				X
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				X
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)			X	

Guidance on what a negative impact might look like

High Negative	Significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
Medium Negative	Some potential impact, some mitigating measures in place but no evidence available how effective they are: would be beneficial to consult with customers, general public, workforce
Low Negative	Almost bordering on non-relevance to the ESIIA process (heavily legislation led, very little discretion can be exercised, limited public facing aspect, national policy affecting degree of local impact possible)

Decision, review and monitoring

Decision	Yes	No
Part One ESIIA Only?	YES	
Proceed to Part Two Full Report?		NO

If Part One, please now use the boxes below and sign off at the foot of the page. If Part Two, please move on to the full report stage.

Actions to mitigate negative impact or enhance positive impact of the service change

Once the Social Value Charter has been adopted it will be marketed widely amongst stakeholders both to raise awareness and to develop the Social Value in Shropshire 'brand'

Actions to review and monitor the impact of the service change

The Social Value Group will be responsible for monitoring and reviewing the effectiveness of the Social Value Charter in improving social, economic and environmental outcomes in the county.

Scrutiny at Part One screening stage

People involved	Signatures	Date
Neil Evans		23/12/2016
<i>Any internal support*</i>		
<i>Any external support**</i>		
<i>Head of service</i>		

****This refers to other officers within the service area***

*****This refers either to support external to the service but within the Council, eg from the Rurality and Equalities Specialist, or support external to the Council, eg from a peer authority***

Sign off at Part One screening stage

Name	Signatures	Date

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Neil Evans		23/12/2016
<i>Head of service's name</i>		

Shropshire Council Part 2 ESIIA: full report

Guidance notes on how to carry out the full report

The decision that you are seeking to make, as a result of carrying out this full report, will take one of four routes:

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

The Part Two Full Report therefore starts with a forensic scrutiny of the evidence and consultation results considered during Part One Screening, and identification of gaps in data for people in any of the nine Protected Characteristic groups and people who may be at risk of social exclusion, eg rural communities. There may also be gaps identified to you independently of this process, from sources including the intended audiences and target groups themselves.

The forensic scrutiny stage enables you to assess:

- **Which gaps need to be filled right now, to help you to make a decision about the likely impact of the proposed service change?**

This could involve methods such as: one off service area focus groups; use of customer records; examination of data held elsewhere in the organisation, such as corporate customer complaints; and reference to data held by similar authorities or at national level from which reliable comparisons might be drawn, including via the Rural Services Network. Quantitative evidence could include data from NHS Foundation Trusts, community and voluntary sector bodies, and partnerships including the Local Enterprise Partnership and the Health and Well Being Board. Qualitative evidence could include commentary from stakeholders.

- **Which gaps could be filled within a timeframe that will enable you to monitor potential barriers and any positive or negative impacts on groups and individuals further along into the process?**

This could potentially be as part of wider corporate and partnership efforts to strengthen the evidence base on equalities. Examples would be: joint information sharing protocols about victims of hate crime incidents; the collection of data that will fill gaps across a number of service areas, eg needs of young people with learning disabilities as they progress through into independent living; and publicity awareness campaigns that encourage open feedback and suggestions from a variety of audiences.

Once you have identified your evidence gaps, and decided on the actions you will take right now and further into the process, please record your activity in the following boxes. Please extend the boxes as needed.

Evidence used for assessment of the service change: activity record

How did you carry out further research into the nine Protected Characteristic groups and those who may be at risk of social exclusion, about their current needs and aspirations and about the likely impacts and barriers that they face in day to day living?

And what did it tell you?

Specific consultation and engagement with intended audiences and target groups for the service change: activity record

How did you carry out further specific consultation and engagement activity with the intended audiences and with other stakeholders who may be affected by the service change?

And what did it tell you?

Further and ongoing research and consultation with intended audiences and target groups for the service change: activity record

What further research, consultation and engagement activity do you think is required to help fill gaps in our understanding about the potential or known affect that this proposed service change may have on any of the ten groupings and on the intended audiences and target groups? This could be by your service area and/or at corporate and partnership level.

Full report assessment for each group

Please rate the impact as you now perceive it, by inserting a tick. Please give brief comments for each group, to give context to your decision, including what barriers these groups or individuals may face.

Protected Characteristic groups and other groups in Shropshire	High negative impact	High positive impact	Medium positive or negative impact	Low positive or negative impact
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)				

ESIIA Full Report decision, review and monitoring

Summary of findings and analysis - ESIIA decision

You should now be in a position to record your decision. Please highlight in bold the route that you have decided to take.

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

Please add any brief overall comments to explain your choice.

You will then need to create an action plan and attach it to this report, to set out what further activity is taking place or is programmed that will:

- *mitigate negative impact or enhance positive impact of the service change,*
- AND*
- *review and monitor the impact of the service change*

Please try to ensure that:

- *Your decision is based on the aims of the service change, the evidence collected, consultation and engagement results, relative merits of alternative approaches and compliance with legislation, and that records are kept;*
- *The action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.*

Scrutiny at Part Two full report stage

People involved	Signatures	Date
<i>Lead officer</i>		
<i>Any internal support</i>		
<i>Any external support</i>		
<i>Head of service</i>		

Sign off at Part Two full report stage

Signature (Lead Officer)	Signature (Head of Service)
Date:	Date:

Appendix: ESIIA Part Two Full Report: Guidance Notes on Action Plan

Please base your action plan on the evidence you find to support your decisions, and the challenges and opportunities you have identified. It could include arrangements for:

- continuing engagement and involvement with intended audiences, target groups and stakeholders;
- monitoring and evaluating the service change for its impact on different groups throughout the process and as the service change is carried out;
- ensuring that any pilot projects are evaluated and take account of issues described in the assessment, and that they are assessed to make sure they are having intended impact;
- ensuring that relevant colleagues are made aware of the assessment;
- disseminating information about the assessment to all relevant stakeholders who will be implementing the service change;
- strengthening the evidence base on equalities.

Please also consider:

- resource implications for in-house and external delivery of the service;
- arrangements for ensuring that external providers of the service are monitored for compliance with the Council's commitments to equality, diversity and social inclusion, and legal requirements including duties under the Equality Act 2010.

And finally, please also ensure that the action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.

These are:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations

Note: Shropshire Council has referred to good practice elsewhere in refreshing previous equality impact assessment material in 2014 and replacing it with this ESIIA material. The Council is grateful in particular to Leicestershire County Council, for graciously allowing use to be made of their Equality and Human Rights Impact Assessments (EHRIAs) material and associated documentation.

For further information on the use of ESIIAs: please contact your head of service or contact Mrs Lois Dale, Rurality and Equalities Specialist and Council policy support on equality, via telephone 01743 255684, or email lois.dale@shropshire.gov.uk.

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Social Value Charter – Engagement Methodology and Final Responses

Background

The Public Services (Social Value) Act 2012 made it a legal requirement for any public body (councils [but NOT town or parish councils], Clinical Commissioning Groups, Police and Crime Commissioners, Housing Associations) to consider how it may improve social, economic and environmental outcomes in its area AND how it might secure this through its procurement activity.

In Shropshire a Social Value Group was formed prior to the legislation going live in 2013 in order to consider a coordinated approach across the county's commissioners. The group is chaired by Lee Chapman and consists of representatives from:

- Shropshire Council
- Shropshire CCG
- West Mercia PCC
- Shropshire VCS
- Housing
- Provider organisations via Shropshire Providers' Consortium

What is a Social Value Charter and why are we doing this?

Through the Social Value Group we are developing a Social Value Charter for Shropshire. This is essentially a commitment by signatory organisations to strive to maximise social, economic and environmental value through the things they commission or do. The initial focus will be on the 'Economic Value' element of Social Value. The public sector commissioning bodies (council, CCG, Housing Associations, PCC) can 'sign up' through adopting the Charter via their approvals processes. Shropshire Council's adoption of a Social Value Charter will require a Cabinet recommendation to Council.

The Social Value Group wished to engage with stakeholders around two proposals in connection with the Charter:

1. Whether adoption of a Social Value Charter would help to improve social, economic and environmental outcomes for Shropshire, and
2. Whether adoption of a 'Charter Mark' award would further help to improve social, economic and environmental outcomes

It is intended that providers and other organisations can voluntarily sign up to the Social Value Charter as a demonstration of their commitment to improving social, economic and environmental outcomes. It was further proposed that, once an organisation is a signatory, they will have the opportunity to be awarded a Charter Mark if they can demonstrate achievement in a range of measures.

A draft Social Value Charter and measures in respect of ‘Economic Value’ have been developed and responses / comments sought from stakeholders.

The Engagement Exercise

An engagement exercise commenced on 26th September 2016 for a 12 week period and closed for responses on 18th December. An online survey was developed which asked a number of direct questions with multiple-choice answers and with the opportunity to add free-text comments to some answers.

In addition respondents were given the opportunity to describe in their own words any additional resources or support that their organisation may need in order to be able to maximise Social Value.

The online survey questions were as follows:

Q1	Name and contact details (not compulsory)	
Q2	What size is your business or organisation (number of employees)?	<ul style="list-style-type: none"> • Micro (0-9) • Small (10-49) • Medium (50-249) • Large (250+)
Q3	Which of the following best describes the sector your business or organisation operates in?	<ul style="list-style-type: none"> • Private Sector • Public Sector • Parish or Town Council • Voluntary / Third Sector • Social Enterprise • Other
Q4	Which of the following best describes the area of activity your organisation operates in?	<ul style="list-style-type: none"> • Health • Social care • Education • Training & employability • Leisure, recreation and sports • Transport • Manufacturing • Retail • Construction and property • Admin & support • Professional services • Other
Q5	Which of the following stakeholder groups best describes you or your organisation?	<ul style="list-style-type: none"> • Provider / supplier with current or past local public sector contracts • Provider / supplier with no local public sector

		<p>contracts</p> <ul style="list-style-type: none"> • Elected councillor • Commissioner • Member of the public • Service user • Public body • Member of staff of public body
Q6	Are you, or do you commission, an organisation or service that is run by or for a particular group with protected characteristics?	<ul style="list-style-type: none"> • Young people • Older people • Disability • Ethnicity • Gender • Pregnancy & maternity • Religion & belief • Sexual orientation • Transgender • None
Q7	<p>To what extent do you agree with the following statements:</p> <ol style="list-style-type: none"> a. A social value charter will help to improve social, economic & environmental outcomes for Shropshire b. The award of a Social Value Charter Mark will encourage organisations to improve social, economic and environmental outcomes for Shropshire c. The charter principles as set out in the Social Value Charter are the correct ones for Shropshire d. (Organisations only) You would be, or would consider being, a Social Value Charter signatory 	<p>Strongly agree / Tend to agree / Neither agree nor disagree / Tend to disagree / Strongly disagree</p>
Proposed Social Value Measures – State to what extent you agree or disagree with the following proposed measures:		<p>Strongly agree / Tend to agree / Neither agree nor disagree / Tend to disagree / Strongly disagree</p>
Q8	<p>Supporting the local supply chain:</p> <ul style="list-style-type: none"> • % supply chain spend with Shropshire-based businesses and organisations 	
Q9	<p>Supporting or creating the conditions for growth in the Shropshire economy:</p> <ul style="list-style-type: none"> • Investment brought into Shropshire – financial value • Investment brought into Shropshire – as a % of any contract value • Contribution to initiatives which support local economic growth – narrative or case study 	
Q10	<p>Developing education, skills and training opportunities within the Shropshire economy:</p> <ul style="list-style-type: none"> • Number of apprenticeships created • Number of training places offered • Number of work experience places offered 	

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	<ul style="list-style-type: none"> • % staff offered training / CPD • Number of new qualifications achieved by staff / trainees 	
Q11	<p>Employment opportunities for local people:</p> <ul style="list-style-type: none"> • Number of jobs created in total • Number of jobs created which are taken up by Shropshire residents 	
Q12	<p>Good conditions of employment and fair wage rates and structures:</p> <ul style="list-style-type: none"> • % employees who rate employment conditions favourably • Sickness rates • Staff turnover • Other (please state) 	
Q13	If you think there are any other measures we should consider please describe them	Comments
Q14	<p>Under which circumstances should we award a Social Value Charter Mark:</p> <ul style="list-style-type: none"> • Option 1 – Set a minimum number of measures to be achieved. With each signatory agree which measures and minimum performance targets for each measure • Option 2 - with each signatory agree how many measures and which measures but with fixed minimum performance targets for all signatories • Option 3 – with each signatory agree a combination of measures and performance targets proportionate to the organisation's size 	Option 1 / Option 2 / Option 3 / Comments
Q15	How many measures is it reasonable for us to specify as a minimum in order to be awarded a Social Value Charter Mark?	1 – 14
Q16	Are you responding as an organisation?	Yes / No
Q17	Please describe any resources or support you or your organisation may need in order to be able to maximise the Social Value you are able to create	Free text

The invitation to participate in the engagement exercise was sent directly to members of the Social Value Group, key stakeholders and representative groups and was also distributed to Shropshire Council Members and through the Council's internal communications system. Key stakeholders included:

- Shropshire Clinical Commissioning Group
- West Mercia Police & Crime Commissioner's Office
- Voluntary & Community Sector Assembly
- Association of Local Councils
- Business Board
- Shropshire Providers in Care
- Shropshire Providers Consortium
- COGS – Shropshire and Telford & Wrekin procurement group

In addition, this has been raised at various regular meetings and fora including the VCSA Board, Health and Social Care Forum, Cogs business briefing. Organisations have been encouraged to respond to the online questionnaire.

Responses Received

In total the Council has received 31 individual responses, although not every response answered every question. All responses were received online.

The largest number of responses was received from VCS organisations (8 responses) and public sector bodies (7 responses), followed by private sector organisations (4). 10 organisations describe themselves as a micro-organisation (up to 9 employees) and 9 organisations describe themselves as large (500+ employees).

Organisations who have responded cover a wide range of activities including social care (6), transport (3), health (2), leisure, recreation and sport (2). 9 responders described themselves as a current provider, 4 as members of staff of a public body and 2 commissioners.

With regard to the general principles of having a Social Value Charter and Charter Mark responses were broadly in favour of both, although there was a stronger consensus for just the Charter than for the implementation of a Charter Mark. Of those who answered the question 90% indicated that they would consider being a signatory to a Social Value Charter. Nearly all responders felt that the principles proposed in the Social Value Charter were the correct ones for Shropshire:

Answer Options	Strongly agree	Tend to agree	Neither agree or disagree	Tend to disagree	Strongly disagree
A Social Value Charter will help to improve social, economic and environmental outcomes for Shropshire	5	6	2	0	1
The award of a Social Value Charter Mark will encourage organisations to improve social, economic and environmental outcomes for Shropshire	3	4	5	1	1
The Charter Principles as set out in the Social Value Charter are the correct ones for Shropshire	5	7	2	0	0
(For organisations only) You would be, or would consider being, a Social Value Charter signatory	6	3	0	1	0

Further comments received in respect of the Charter and its principles included:

- “Whilst I support the principles of the charter and the concept of working together for the benefit of Shropshire people the resources to deliver are limited for all organisations.”
- “Having a social value charter with clear priorities will provide guidance and assist VSC groups in understanding 'good' local impact and assist us in knowing what to measure to in advance to support the county agenda.”
- “I fully support the principles of the charter, particularly the focus on purchasing within Shropshire and supporting the local economy in every way possible”
- “Anything which promotes Shropshire and encourages businesses and the public sector & voluntary sector to look for local solutions - whether for goods or services, and encourages volunteering and more community interaction is good. What I would not want to see is any arbitrary targets set as part of this initiative that would make it harder to do business within the county.”

APPENDIX 4

- “The initial focus around economic value is good but perhaps the scope could be widened to include all three areas from the outset, starting as it means to go on. This could avoid the potential for confusion in the future as to what it is all about.”
- “Charters are just window-dressing - no-one even thinks about them day-to-day. No good making policies voluntary, they need to be legally enforceable.”

And comments regarding the Charter Mark included:

- “I believe most organisations are striving for this anyway, but it can only help.”
- “I think the Mark itself will serve as a quick prompt / flag to make people think "oh that organisation's into social value stuff, I like that way of thinking, maybe I'll do something in my organisation along those lines". Having the Mark only comes after you've demonstrated you are doing things to improve social, economic, environ outcomes etc. There may be a risk that kind of activity may tail off once the Mark's been awarded and it's not 'fashionable' anymore.”
- “Personally I'm not a fan of charter marks, unless there is going to be effort made into ensuring that impact is actually being made, which can take up a lot of capacity. I think it would be better to connect local services better than can support organisations in understanding how to create real impact in the best way possible for each individual organisation, without creating a lot of extra work.”
- “Awards have little effect in encouraging social value policies to be adopted by organisations unless backed up with substantial financial benefit.”
- “Organisations will do and say all the right things to get the Mark but then do nothing with it.”

Social Value Measures

With regard to the proposed measures of Social Value respondents were asked to state how strongly they agreed or disagreed with each measure. Responses were as follows:

Proposed Measure	Strongly agree	Tend to agree	Neither agree or disagree	Tend to disagree	Strongly disagree
% supply chain spend with Shropshire-based businesses and organisations	8	2	1	0	0
Investment brought into Shropshire - financial value	5	5	1	0	0
Investment brought into Shropshire - as a % of any contract value	3	5	2	1	0
Contribution to initiatives which support local economic growth - narrative or case study	4	4	2	0	1
Number of apprenticeships created	6	2	2	1	0
Number of training places offered	6	2	3	0	0
Number of work experience places offered	5	2	3	1	0
% of staff offered training or CPD	4	5	2	0	0
Number of new qualifications achieved by staff / trainees	4	3	3	1	0
Number of jobs created in total	6	4	0	0	0
Number of jobs created taken up by Shropshire residents	7	2	1	1	0
% employees who rate employment conditions favourably	7	3	1	1	0
Sickness rates	4	2	1	2	3
Staff turnover	5	2	3	2	0

Other measures proposed by responders included staff progression, pay rises, opportunities for promotion, volunteering opportunities and people leaving to work in another county.

Comments regarding these measures related in the main to the staff turnover measure – one saying that a high turnover can be an indicator of the success of an organisation in training and developing its staff. However, others said that this figure on its own does not tell the full story and needs to be backed up by case studies. Other comments included that using sick days as a measure may have a detrimental effect on employees who are genuinely sick but are put under pressure due to a contractual requirement; and also that many small organisations in Shropshire are unable to offer work experience or apprenticeships.

With regard to how and in what combination we use the proposed measures to award the Charter Mark there was a mixed response. 7 people expressed a preference of which 3 selected Option 1 - set a minimum number of measures to be achieved; and then with each signatory agree which measures and minimum performance targets for each measure. 3 respondents also selected Option 3 - with each signatory agree a combination of measures and performance targets proportionate to the organisation's size.

In terms of the minimum number of measures we should be asking organisations to achieve in order to be awarded a Charter Mark, again this was very mixed with only 10 respondents stating a preference and answers fairly evenly distributed between 1 and 14.

Other comments on using the proposed measures to achieve the Charter Mark included:

- “The range of organisations who would wish to sign up for this charter is going to be so vast in size and also in the nature of what they do that I am unsure if it is possible to set a minimum level of requirement. That said, if it is possible to have a minimum level which would be fair and achievable for all then I agree that is a more equitable way to do things and would then support option 1.”
- “I feel that the size and scale of the organisation means that a tailor made approach will ensure that the organisation is going the extra mile and that each organisation is making the best impact possible to achieve this recognition. It's down to the quality of each measure - not how many measures there are?”
- “We are a small organisation working with a targeted group achieving a lot with limited resources. Our success in this area should be in relation to the resources we have.”
- “For this to work you need to be able to resource the checking..... and if this makes the Charter expensive you will penalise the smaller businesses”
- “In the voluntary sector we, as volunteers, cannot be guided by 'performance targets'. It simply cannot be. In the voluntary sector it happens when and if the volunteers decide to get involved. Value for money will always be an overriding issue for charities whether spend is local or not.”
- “Option 3 allows us to set - in consultation with people who are expert in their own fields - challenging and 'high enough' targets to be worthy of the Mark, and reward (with accreditation) that achievement even if it's only in one particular thing/measure. I'm in favour of recognising all efforts, certainly in the early days, every little helps, targets can be stretched or increased later in future years.”
- “I think it's important, however, for charter mark holders to continue to demonstrate they are 'worthy holders”
- “It doesn't matter which approach you take - organisations are canny enough to make it look as if they qualify. It needs to be legally binding not a voluntary charter.”

Additional Support

Finally, we asked what resources or support your organisation may need in order to be able to maximise Social Value. Responses included:

- “We need to be more connected and part of a bigger voice shouting out about Social Value. Shropshire is an area thriving with social businesses ... but we can’t help noticing that we get asked to go to other places around the country more to network, share best practice and learn more about Social Value and social enterprise than in Shropshire.”
- “Any process needed to achieve the Charter Mark needs to be accessible to all sizes of organisations and not overly bureaucratic.”
- “A list of businesses that are engaged with Social Value by way of offering substantial discounts for their goods and services to the voluntary and charity sector.”
- “The council should be leading the way. This will require strong direction from senior management as to the approach to be followed.”
- “An employee dedicated to fiddling the figures so that we look good enough to get the Mark – then reassign them”

Social Value Group Recommendations

Based on responses received during this engagement exercise the Social Value Group makes the following recommendations:

1. That a Social Value Charter for Shropshire is adopted by members of the Social Value Group
2. That organisations operating in Shropshire are given the opportunity to sign up to the Social Value Charter
3. That the implementation of a Charter Mark is not adopted for the time being
4. That the economic measures set out in this exercise be adopted except for the measures around sickness rates and staff turnover. Additional economic measures may be proposed and adopted in future. Social and environmental measures will be developed through the Social Value Group.
5. That a ‘logo’ is developed and adopted for the Social Value Charter for Shropshire and is available to be used by signatories
6. That the launch of the Social Value Charter for Shropshire is widely publicised using appropriate media



Committee and date

Council

23rd February 2017

AMENDMENTS TO COUNCIL CONSTITUTION – GOVERNANCE OF STAR HOUSING THROUGH THE ASSET ASSURANCE BOARD.

Responsible Officer Andy Begley – Director Adult Services

Email: andy.begley@shropshire.gov.uk Tel: 252763

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1. Summary

Shropshire Towns and Rural Housing (ST&RH) was established on 1st April 2013. ST&RH is responsible for the management of the Council's retained housing stock, the well-being of tenants and the strategic management of the Housing Revenue Account (HRA). ST&RH is an Arms Length Management Organisation (ALMO).

The governance of this arrangement was set out in Appendix 2 of the approved Cabinet report dated 13th March 2013 (Governance Framework Arrangements Between Shropshire Council and ST&RH Ltd), and is a framework that describes the way in which the Council as Commissioner will review and manage the business performance and relationship with ST&RH working through a Housing Governance Board.

Changes to the name and functions of that Board have been approved by Cabinet and therefore to avoid inconsistency in the Constitution, have resulted in the need to make a number of changes to the Council's Constitution which are detailed in this report.

2. Recommendations

- a) That the Council agrees the changes to Part 3 (Responsibility for function – p44) of the Constitution to reflect that the Housing Governance Board set up to deliver the appropriate governance has now changed its name to that of the Asset Assurance Board.
- b) That the Council agrees the changes to Part 3 (Responsibility for function – p44) of the Constitution to reflect that the Housing Governance Board's overarching advisory role to inform Cabinet/Council on developing and discharging the Council's Housing Strategy, will be transferred to the existing Social Housing Forum in recognition of the Asset Assurance Board more business focussed approach.

REPORT

3. Risk Assessment and Opportunities Appraisal

- The establishment of ST&RH Limited has been approved by full Council and the Homes and Communities Agency. The governance arrangements agreed by Cabinet were designed to reduce the financial and reputational risk to the Council. It is important that the Council works in accordance with the Constitution and therefore it is necessary to ensure the Constitution reflects the way it is intended the Council now works and also that decision making is carried out transparently with proper authority, and that anomalies are corrected so that the source of the authority for decisions is clearly understood.

4. Financial Implications

- The financial implications of the governance system for ST&RH were explored in the Cabinet report when they were approved. This report seeks authority to amend the Constitution to reflect those arrangements and to make other minor changes to the Constitution. If the Constitution is not kept up to date, any flaws in decision making could lead to the risk of costs arising from challenges to decisions or delays in decision making leading to unforeseen costs.

5. Background

Shropshire Towns and Rural Housing (ST&RH) was established on 1st April 2013. ST&RH is responsible for the management of the Council's retained housing stock, the well-being of tenants and the strategic management of the Housing Revenue Account (HRA). Shropshire Council is the sole shareholder of the Company run by a Board who oversee the strategic and operational arrangements for the Company.

ST&RH and Shropshire Council have agreed a contract termed the 'Management Agreement', which details the specific terms of the agreement between the parties and is in place for an initial period of 10 years to 31st March 2023.

ST&RH has its own management structure and Board which includes Council Member, Council Officer and tenant representatives; and Independent Board Members who provide specialist skills and knowledge.

The approved Cabinet report of 13th March 2013, and in particular Appx 2 (Governance Framework Arrangements between Shropshire Council and ST&RH Ltd), provide the governance arrangements that describe the way in which the Council as Commissioner will manage the relationship with ST&RH, working

through a Housing Governance Board, in reviewing business performance and managing the relationship. The Housing Governance Board also had an overarching advisory role to inform Cabinet/Council on developing and discharging the Council's Housing Strategy.

These Governance Arrangements and terms of reference had never been formally agreed and "signed off" which has been highlighted as a significant weakness in Governance by the Council's Internal Audit Service. This added to the ongoing thorough review of the Governance Framework and Terms of reference arrangement that were seeking to better reflect how the Council and ST&RH work together after 3 successful years.

As a result of this review, the Housing Governance Board was replaced by the Asset Assurance Board (AAB) that provides a high level framework for discussing future efficiencies, investment opportunities and key challenges and for ensuring that the broad strategic direction of ST&RH is complementary to wider Council priorities. A key function of the Board will be to review and endorse proposals from ST&RH.

This more business focussed approach means that the previously overarching advisory role to inform the Council's Housing Strategy is removed as it is a function that is best articulated through the existing Social Housing Forum.

The established Social Housing Forum (SHF) brings together the chief housing representatives of the Council and local registered housing providers to address strategic housing matters as part of a collaborative local approach.

The revised, updated and agreed Governance Framework and Terms of Reference were considered by the Asset Assurance Board on the 5th Oct 2016 and recommended to Council.

6. Additional Information

None

7. Conclusions

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Cabinet Member (Portfolio Holder)

Cllr Mal Price - Portfolio Holder for Planning, Housing, Regulatory Services and Environment

Local Member

Appendices

Appendix 1 – Governance Framework Arrangements Between Shropshire Council and Shropshire Town And Rural Housing Ltd.

ALMO Governance Framework

1) Background:

Shropshire Towns and Rural Housing (ST&RH) was established on 1st April 2013. ST&RH is responsible for the management of the Council's retained housing stock; the well-being of tenants and the strategic management of the Housing Revenue Account (HRA). Additional services may be added by agreement.

Shropshire Council is the sole shareholder of the Company run by a Board who oversee the strategic and operational arrangements for the Company. The Constitution of the Company sets out the required objects of the Company.

ST&RH and Shropshire Council have agreed a contract termed the 'Management Agreement'. This details the specific terms of the agreement between ST&RH and Shropshire Council. The Management Agreement is in place for an initial period of 10 years to 31st March 2023.

2) Governance Framework:

The Governance Framework has been designed to have regard to strategic and policy issues relating to ST&RH. ST&RH has its own management structure and Board which includes Council Member and Officer representatives; tenant representatives; and Independent Board Members who provide specialist skills and knowledge.

An annual review procedure (see appendix 2) has been established to agree the Services Fee; Asset Management Strategy; Capital Programme; Works Fee; Targets/ KPIs and the annual action plan each year, to become effective from 1 April the following year.

An Asset Assurance Board (AAB) provides a high level framework for discussing future efficiencies; investment opportunities and key challenges and for ensuring that the broad strategic direction of ST&RH is complementary to wider Council priorities. A key function of the Board will be to review and endorse proposals from ST&RH.

Overall, the purpose of this framework is to:

- Provide clarity on the outputs and outcomes expected from the Council and ST&RH.
- Detail the relationship that the Council will seek to develop and maintain with ST&RH.
- Ensure that the Council and ST&RH work together in a constructive and co-operative manner.
- Support continuous improvement in housing services

Governance describes the way in which the Council as Commissioner will manage the relationship with ST&RH. Effective governance will have a positive impact on business and operational performance. The Council and ST&RH will need to meet at regular intervals to manage the contract, maintain relationships including third party partnerships, identify risks and issues, and challenge and support performance.

Contractual arrangements

The contractual arrangements between the Council and ST&RH for the managed housing service are defined in the Management Agreement. This provides for a service fee which relates to the operational and management activities of the company (revenue expenditure) and a works fee which relates to planned maintenance and new development (capital expenditure). All expenditure be it revenue, capital or debt financing is ultimately funded by tenants through rent and service charges and the need to maximise value for money within the resources available is a key requirement to deliver the aspirations of all

stakeholders. The cost of managing the contract by the Council, or Governance, also properly falls to the HRA whilst the remainder of the Council's statutory and strategic housing functions fall to the Council's General Fund and are costs borne by all Shropshire charge payers.

The annual fee setting discussions between the Asset Assurance Board and ST&RH will establish a framework for future efficiencies.

Client Meetings

Quarterly meetings will take place between Shropshire Council (the Client) and ST&RH to:

- Review headline performance against the agreed targets (by exception) and other aspects of performance such as risk.
- Review risks to the Annual Action Plan and Management Agreement.
- Review headline financial information.
- Provide a formal mechanism for escalating issues within the Council for ST&RH when liaison meetings have not resolved issues.
- Act as a conduit for information exchange on wider Council issues and the sharing of forward plans.
- Review management information prepared by ST&RH.

In addition

- Consider annual update of the Service Level Agreements (June)
- Agree proposals as part of Annual Review (November) before formal consideration by the Asset Assurance Board (December)

Client meetings would normally be attended by the ST&RH Senior Management team; the Housing Shareholder (or appropriate substitute depending on key issues to be discussed) and the Housing Strategy Service Lead (or other duly appointed Officer), with financial and performance management input as required.

Outside of the more formal meetings, officers will be expected to meet as and when necessary to discuss performance against agreed targets as well as ad hoc issues of importance and to generally develop a mature appreciation of potential areas of performance failure or risk.

Managing Performance

Contract Management

ST&RH will be monitored against the Council's strategic housing priorities and the agreed outcomes and contract performance measures. The Council, as Commissioner, will not monitor the day to day operations of ST&RH. It will focus on service outcomes and ensuring that ST&RH is properly exercising its delegated powers in pursuance of the Council's objectives. In recognition of the obligations of both parties, the meetings will also be a mechanism to enable ST&RH to raise issues in relation to the Council's duty to assist and facilitate ST&RH to achieve these outcomes. It is recognised that there may be occasions where closer working relationships at an operational level will be required to ensure improved service delivery.

Performance Reporting

Shropshire Council's Housing Strategy Service Lead (or other duly appointed Officer), will work with ST&RH to ensure that the Business Plan, Annual Action Plan and targets to be put in place by ST&RH adequately reflect the Council's strategic housing priorities.

On a quarterly basis, ST&RH will report a single set of operational performance data and a single set of financial performance data unless agreed performance indicators include longer time horizons. These will be delivered in an agreed format and the same single set of data will be used to supply the Client meetings and the Asset Assurance Board as necessary thus avoiding duplication and unnecessary work.

Business Planning

The Council's objectives are set out in the Shropshire Sustainable Business Plan and Financial Strategy and the Housing Strategy. ST&RH's Annual Action Plan will be expected to show how it contributes to these objectives. To enable ST&RH to business plan effectively the Council will:

- Publish and update its Housing Strategy every 3 years; setting the strategic housing framework for the Council and its partners.
- Ensure that the strategy has an Action Plan which is annually updated

ST&RH will be required to provide the following:

(a) A rolling Business Plan which will cover at least a 3 year period:

- Set out all the outputs of the organisation, the key performance requirements of the services and includes the performance standards expected;
- Include the overall strategy of the organisation and how the organisation will deliver the key strategic goals of the Council and the communities the Council represents;
- Detail the financial and staffing resources required to enable the organisation to discharge its Business Plan and the Councils Delivery Plan and perform the services with skill, care and diligence.
- Include performance measures and associated targets as agreed from time to time between ST&RH and the Council. Updates and amendments to the Business Plan will be discussed with the Client officers.

(b) Annual Action Plan (together with the Business Plan) which:

- Set the outputs of the organisation, the key performance requirements of the services and includes performance standards for the coming year;

- Detail the financial and other resources required to enable the organisation to deliver the Business Plan and the Council's Delivery Plan for the coming year;
- Provide an analysis of the organisation's objectives in respect of the services delivered;
- Includes an action plan for improvement and delivery.

(c) Capital Investment Programme that:

- Is required to deliver the priorities set out in the Capital Programme. This will form the basis of the annual programme of investment that would be agreed prior to the start of the financial year.

The Housing Strategy Service Lead (or other duly appointed Officer), reporting to the senior manager responsible for housing (currently Director of Adult Services) and supported by specialist advice including from colleagues in Legal and Finance, will assess the above plans proposed by ST&RH. This is to ensure that links are made with Corporate objectives and through the performance management and Governance framework ensure all plans are agreed and signed off by the Asset Assurance Board (and Shropshire Council Cabinet) in advance of the 1st April each year with the aim of an in principle agreement at the December Asset Assurance Board meeting in line with annual financial management cycles.

Annual Performance Report

ST&RH will provide a written Annual Performance Report to the Asset Assurance Board in October (which will be presented to Cabinet by exception) which unless otherwise agreed will include the following:

- An analysis of achievement against service improvement targets with commentary;
- An analysis of performance against targets with commentary;

- Year-end out turn on annual organisational health, equality and diversity and tenant satisfaction indicators;
- Description of benchmarking exercises and findings;
- Outcomes of any service improvement reviews;
- Detailed analysis of the capital programme;
- Analysis of tenant involvement initiatives and customer satisfaction information;
- Outcome of internal and external audit reports;
- A Board review outlining any membership changes;

Where there is continued under-performance below the agreed standard or quality of services for two quarterly reporting periods the Council may request further explanation and timescale against which Shropshire Towns and Rural Housing Limited will deliver improved performance.

The Annual Performance Report will only be presented to Cabinet where a Cabinet decision is required to address a performance issue or alternatively where Cabinet explicitly requests the Report.

Financial reporting

Reporting Risk

ST&RH will be required to maintain a system of internal controls and provide assurance in its effectiveness. To demonstrate this, ST&RH will need to maintain a Risk Register of their key business risks. The register should be reviewed quarterly by ST&RH taking into account risks identified by the Council. Any risk categorised as high will be reported to the Client for consideration at quarterly Client meetings which review performance.

For some key risk areas to both ST&RH and the Council, the Housing Strategy Service Lead (or other duly appointed Officer) may monitor

ST&RH compliance with certain Council policies; legislation and regulations. This will be discussed at quarterly Client meetings. Typically, this may include (only in so far as they apply to ST&RH):

- Health and Safety.
- Corporate Procurement.
- Capital Programme Management.
- Statutory housing policies and duties.
- Tenancy management.

The Client will also identify those risks that are deemed to cut across both organisations and therefore should be deemed as partnership risks. These will be reflected on the Council's risk register under strategic housing.

Information Requirements

Shropshire Towns and Rural Housing Limited will provide accurate and complete information for the statutory returns to achieve the published timescales, ensuring that all information recorded and provided meets the Council's data quality requirements.

The Council will need to be satisfied with the quality of all information provided and to be able to check it and sign it off with potential errors and improvements to data quality being undertaken at no extra cost. ST&RH will also collect and provide data that contributes to the planning, management and delivery of other services provided by or commissioned by Shropshire Council e.g. Adult Social Care where there is a shared agreement as to how this both matches the objects of ST&RH and the Council's Housing and Corporate priorities.

ST&RH will fully cooperate to respond to any queries raised by the Council (or other relevant stakeholders) in a timely manner relating to the statutory returns after the submission of the information and

maintain familiarity with any requirements for current and/or future statutory returns regarding their activity.

Appendix 1: Asset Assurance Board Terms of Reference

ASSET ASSURANCE BOARD	
ROLE OF BOARD	To monitor and advise Cabinet and Council, as Commissioner, on the performance of Shropshire Towns and Rural Housing Limited and advise on budgets to be set.
BOARD MEMBERSHIP	<p>Two elected members (not ST&RH Board elected members).</p> <p>Portfolio Holder with responsibility : (Planning, Housing, Regulatory Services, and Environment)</p> <p>Housing Shareholder: (Director of Adult Services)</p> <p>Head of Finance, Governance and Assurance - Section 151 officer or representative</p> <p>Corporate Head of Legal and Democratic Services – Monitoring Officer or representative</p> <p>The Board will be supported by invited representatives from ST&RH and Shropshire Council. This includes:</p> <p><u>Shropshire Towns & Rural Housing (ST&RH):</u></p> <p><i>Managing Director of ST&RH.</i></p> <p><i>Chair of the Board of ST&RH.</i></p> <p><i>Finance and Resources Director of ST&RH.</i></p>

	<p><u>Shropshire Council:</u></p> <p>Council Officer representative ST&RH Board Member.</p> <p><i>Posts in italics would not participate in closed meetings of the Board</i></p> <p>Other key officers will be invited to attend the Board as required.</p> <p>The Board shall be considered quorate when all members of the Board (or their nominated representatives) are present. Where a Board meeting is not quorate the minutes will record this.</p>
<p>OFFICER SUPPORT</p>	<p>The Asset Assurance Board is supported by a Housing Strategy Service Lead (or duly appointed officer). Additionally, further Council expertise may be called upon as required.</p>
<p>FREQUENCY AND SCOPE OF MEETINGS</p>	<p>Meetings will be held to review and consider Annual Performance Report (October) and agree the Annual Review (December). In addition, a meeting in June will consider ongoing performance, Service Level Agreements and the annual agreement of the Board Terms of Reference. Additional meetings will be held as required.</p> <p>The programme of meetings will provide sufficient flexibility to consider the key issues relating to ST&RH as they arise but will include as a minimum:</p> <ol style="list-style-type: none"> 1) Review of Service Level Agreements and Board Terms of Reference (June). 2) Analysis and review of detail of the Annual

	<p>Performance Report (October).</p> <p>3) Presentation and agreement of proposals by ST&RH concerning Services Fee; Asset Management Strategy; Capital Programme; Indicative Works Fee; Annual Action Plan; Targets/ KPIs. Review and endorse proposals prior to submission to Cabinet. Direction setting for ST&RH (December).</p> <p>An exception report covering progress against agreed Key Performance Indicators will be presented to every AAB meeting. As the meetings do not align with the publication of quarterly performance reports, these reports will be batched together where necessary to enable coverage of longer time periods.</p> <p>Arrangements for the frequency and scope of meetings will be reviewed on an annual basis.</p>
<p>RESPONSIBILITIES</p>	<p>Key responsibilities of the Asset Assurance Board are:</p> <ul style="list-style-type: none"> • To ensure that ST&RH is properly exercising its delegated powers in pursuance of the Council’s objectives. • To provide updates on the Council’s investment priorities that in turn will inform the ST&RH and HRA business plan and Annual Action Plans. • Where appropriate, identifying opportunities to work with ST&RH in pursuit of wider Council objectives. • To oversee the governance framework for the contract to ensure that joint resources (both mainstream and additional funding) are assigned to

	<p>key partnership priorities and in geographical areas of identified need, ensuring its implementation through the Business Plan and Annual Action Plan, reporting annually to Council.</p> <ul style="list-style-type: none"> • To oversee performance against the ST&RH Self-financing Business Plan and annual action plans and the outcomes, targets and performance measures established from time to time by the Council including key improvement priorities. • To review the previous year’s successes and failures. • To endorse future plans and aspirations of ST&RH and the Council including consideration of proposals to amend the ST&RH Constitution. • To update ST&RH on plans and policies which may affect ST&RH and the delivery of delegated housing services. • To provide a forum for all key senior personnel (officers, members and chairs of the respective boards) to have an open and frank round table discussion on issues important to both the Council and ST&RH. • To provide ST&RH with an opportunity to challenge the Council. <p>The responsibilities of the AAB may be subject to change in order to reflect the changing structures of Shropshire Council.</p>
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Appendix 2 Annual Review Procedure

1 Introduction

1.1 The draft Management Agreement between the Council and ST&RH envisages an annual review procedure which will be used for agreeing:

1.1.1 the Services Fee;

1.1.2 the Asset Management Strategy;

1.1.3 the Capital Programme;

1.1.4 the Works Fee;

1.1.5 targets/KPIs; and

1.1.6 the annual action plan.

1.2 This Appendix recognises the spirit of the Management Agreement and the requirement to agree the matters above by 30 November but also reflects Annual Review process in practice. Formal in principle agreement will take place at Asset Assurance Board meeting in December with informal agreement at the Client meeting by the end of November each year.

1.3 It is agreed that the process for agreeing the above matters should be by 30 November in each year in respect of the revised fees, strategy, programme and targets/KPIs and the annual action plan. This agreement will take place at the November Client meeting with the Asset Assurance Board providing formal in principle agreement in December.

1.4 All the matters agreed will be effective from 1 April in the following year.

2 **Proposal stage**

ST&RH will submit to the Council its written proposals for the next year, and all relevant supporting information for the following, for discussion and agreement at the Client meeting in November.

2.1 For the Services Fee:

2.1.1 proposed figure as calculated in accordance with paragraph 2.1 of Schedule 5 to the management agreement together with the calculation used;

2.1.2 any adjustment which ST&RH believes to be necessary to the figure in **paragraph 2.1.1** above (in particular, having regard to the principles listed in paragraph 3 of Schedule 5 to the management agreement);

2.1.3 explanation, evidence or justification for any adjustments proposed under **paragraph 2.1.2** above; and

2.2 For the Asset Management Strategy:

2.2.1 any proposed changes to the then current Asset Management Strategy together with an explanation and all relevant supporting information and evidence; or

2.2.2 a confirmation that ST&RH does not see the need to amend the Asset Management Strategy.

2.3 For the Capital Programme:

2.3.1 any proposed changes to the then current Capital Programme together with an explanation and all relevant supporting information and evidence; or

- 2.3.2 a confirmation that ST&RH does not see the need to amend the Capital Programme.

- 2.4 For the Works Fee:
 - 2.4.1 any proposed changes to the then current Works Fee together with an explanation and all relevant supporting information and evidence; or
 - 2.4.2 a confirmation that the current Works Fee is sufficient and does not require to be revised.

- 2.5 For the targets/KPIs:
 - 2.5.1 any proposed changes to the then current targets/KPIs together with an explanation and all relevant supporting information and evidence; or
 - 2.5.2 a confirmation that ST&RH does not see the need to amend the current targets/KPIs.

- 2.6 For the annual action plan:
 - 2.6.1 ST&RH will submit to the Council its written proposals for the next year and all relevant supporting information for the following:
 - 2.6.2 proposed action plan for improvements in Service delivery;
 - 2.6.3 proposed action plan for improvements in delivery of the Capital Programme; and
 - 2.6.4 Identified priorities within the above plans.

3 **Review stage**

3.1 The Council shall consider the proposals and other information provided by ST&RH under **paragraph 2** above and respond to ST&RH ahead of the November Client meeting. In so doing it will:

3.1.1 identify any proposals which are not acceptable to the Council and reasons therefore;

3.1.2 confirm any proposals which are acceptable to the Council;

3.1.3 suggest any changes to the matters which ST&RH believed not to require any revision and provide reasonable justification/explanation for its proposed changes.

3.2 ST&RH shall consider the Council's response received under **paragraph 3.1** above and notify the Council ahead of the Client meeting whether there are any issues of disagreement.

3.3 If there are no issues of disagreement provisions of **paragraphs 4** and **5** below can be disregarded.

4 **Negotiation stage**

4.1 If there are any issues of disagreement then the parties shall arrange a meeting or a number of meetings (as may be required) with the relevant representatives from each side to attend with a view that this negotiation stage be completed by the end of November.

4.2 The party which has proposed the change which is not acceptable to the other party shall be responsible for preparation of the agenda and minutes of any meetings that take place in connection with such matter.

4.3 The parties shall act reasonably and in the spirit of co-operation to try to resolve any issues of disagreement between themselves so that there is no need to invoke the formal dispute resolution procedure.

5 **Formal dispute resolution stage**

5.1 Any issues that remain unresolved following the process in **paragraph 4** above shall be dealt with as follows:

5.2 In relation to the Services Fee, the matter shall be referred to an Expert for determination pursuant to clause 34 of the management agreement.

5.3 In relation to the Asset Management Strategy, the matter shall be referred to an Expert for determination pursuant to clause 34 of the management agreement.

5.4 In relation to the Capital Programme, if ST&RH believes that the changes proposed by the Council are:

5.4.1 inconsistent with the Asset Management Strategy; or

5.4.2 not reflected in the Works Fee for that year (i.e. the proposed Works Fee is insufficient to carry out the proposed Capital Programme);

the matter shall be referred to an Expert for determination pursuant to clause 34 of the management agreement. In all other circumstances (i.e. where provisions of **paragraph 5.4.1** or **5.4.2** above do not apply) the Council shall before 30 November notify ST&RH in writing of its final decision which shall be accepted by ST&RH.

5.5 In relation to the Works Fee, if ST&RH believes that the changes proposed by the Council are such that the revised Works Fee is insufficient to:

5.5.1 carry out the Capital Programme for the following year; or

5.5.2 meet its obligations under any Works Contracts

the matter shall be referred to an Expert for determination pursuant to clause 34 of the management agreement. The timescales to be agreed but should be before 1st April of the following year. In all other circumstances (i.e. where provisions of **paragraph 5.5.1** or **5.5.2** above do not apply) the Council shall before 30 November notify ST&RH in writing of its final decision which shall be accepted by ST&RH.

5.6 In relation to the targets/KPIs, if any issues that remain unresolved the matter shall be referred to an Expert for determination pursuant to clause 34 of the management agreement.

5.7 In relation to the annual action plan any issues if any issues remain unresolved the matter shall be referred to an Expert for determination pursuant to clause 34 of the management agreement.

6 Implementation

6.1 The above process should be completed by 30th November each year with in principle agreement at the December Board meeting. The only exceptions should be by agreement and include, for example, where an Expert needs to consider the matters referred to it.

6.2 The agreed or determined changes shall take effect from 1st April in the following year.

7 Monitoring and review

The parties shall act in good faith to monitor and review this procedure and agree any improvements to it.

8 Conflicts

In the event of any conflicts between the provisions contained herein and those in the management agreement entered into by the parties (and as may be amended from time to time) the provisions of the management agreement shall prevail.

Governance Framework and Asset Assurance Board Terms of Reference agreed by:

Director of Adult Services

_____ **Date**_____

Portfolio Holder (Planning, Housing, Regulatory Services, and Environment)

_____ **Date**_____

Asset Assurance Board Chair

_____ **Date**_____

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MEMBERS' QUESTIONS

AGENDA ITEM 16

QUESTION 1

MR DUNCAN KERR will ask the following question to the Portfolio Holder for Planning, Housing, Regulatory Services and Environment:

As you will be aware Bromford Housing Association, an organisation that made over £40m in profits in the last reported year, are closing the only supported specialist provision for young single people in Oswestry. Neither I nor Councillor Vince Hunt, who sits on the management meeting, can establish why this organisation, which receives most of its income from the public purse, has made this regressive decision which has denied many young people the chance of a fresh start. However given the timing, the impact of future housing benefit restrictions must be a key suspect. Would the Portfolio Holder undertake to use his influence to seek a full understanding of the economics that have driven this decision and to write to the Housing Minister expressing the Council's concern that a housing association with a very healthy balance sheet seems to be putting profits before the people they are supposed to serve?

MR MALCOLM PRICE, the Portfolio Holder for Planning, Housing, Regulatory Services and Environment will reply:

Shropshire Council received notification from Bromford in September 2016 that they no longer felt it was viable for them to deliver a service at New Century Court. This was in part due to government decisions surrounding funding for supported housing, as well as them feeling that the business was not in line with what they wanted to deliver as an organisation. Bromford stated they had not made the decision lightly and had explored a number of options before coming to this conclusion, but ultimately due to funding issues for these types of schemes, were not able to put together a sustainable solution.

At the point of notification Housing Services worked with Bromford to again explore a number of options and alternatives but were not able to put together a solution to meet the needs of Bromford, meaning the decision was made by Bromford to dispose of New Century Court via the open market as they own the building.

Shropshire Council have always funded New Century Court via the supporting people contracts which are out for tender at present. Due to the need for supported accommodation projects in the county Shropshire Council have had an exemption granted on all supported accommodation projects and therefore the money Bromford would normally have received was available for them should they have wanted to continue to provide the service at New Century

Court. As stated above, despite this money being available, Bromford have decided to withdraw this service and dispose of the building.

I am aware that other Registered Providers are considering New Century Court as an option, but as Bromford only want to sell the property (as opposed to lease to another provider) it is a big ask for a provider to take it on given the current situation with unknown support funding. If another provider chooses to purchase the property and take it on we would look to support them via supporting people monies but we only have this guaranteed for the next 2 years. To entice a provider it would be beneficial for the Council to agree the funding for a period of 5-10 years, as this would provide a certain and secure income for providers at this time of government changes.

Housing Services are working alongside Bromford to ensure all clients currently placed at New Century Court are rehoused before the end of March 2017 and regular meetings are ongoing with residents and officers. We have committed to ensuring accommodation for all the young people currently housed at the project, regardless of statutory duty.

QUESTION 2

MR DUNCAN KERR will ask the following question to the Leader of the Council:

At the last Council meeting I asked whether you had given serious consideration to the decision by Surrey county council to hold a referendum on a council tax increase. In response you said, that a referendum would cost £700,000 a figure subsequently released to the press. In my supplementary question I asked for a breakdown of how you had calculated this and following a reminder in January you asked officers to reply.

I hesitate to use the term "alternative facts" but the Monitoring Officer was unable to account for your figure. The last two elections having cost less than £500,000. But of course by combining the referendum with the local election Surrey only have the additional costs of printing ballot papers and some extra administration. It would probably cost less than £100,000, I can't say for certain because clearly no one in Shropshire had been asked to calculate it and that in itself is telling.

The Big Conversation showed that 47% of residents would rather pay more tax than have services cut, and with ministers now supporting surreys actions we have a once in a four year opportunity to put the issue to the public. And if they turn it down then, as Surrey recognises, it will strengthen our hand with a government whose latest attempt at a solution simply made the problem worse. Will he let residents decide the issue or condemn them to the collapse of local government in Shropshire when the capital receipts on which we are surviving now run dry in three years' time?

THE LEADER, MR M PATE will reply:

Thank you for your question.

In response to your first paragraph, the figure of £700,000 is the amount that has been put aside in the budget to cover our local elections. The Monitoring Officer confirmed this to you, but did assist further by providing costs for the last Election (Police and Crime Commissioner) and the EU referendum. It is always very difficult to predict exact costs as they do increase over the years.

In relation to a potential increase in Council Tax by holding a referendum to coincide with local elections, which could allow existing limits for an increase to be exceeded. This has been considered, but our conclusion is that a referendum is not appropriate at this time. The position of the Administration is that the costs of Social Care should not fall on the local Council Tax payer. To do so would be unfair as some UK populations, including Shropshire, have a much higher proportion of older people, which creates a disproportionate burden of cost. This is an ongoing argument and I have had several direct discussions and have exchanged correspondence with Government Ministers to drive home this point.

At this juncture it would not be practicable to run a referendum alongside local elections as our plans and preparations are too far advanced. If a referendum was held, our evidence shows it is unclear what the result is likely to be. We have tested public opinion through 'The Big Conversation' and this demonstrated less than half of all respondents (49%) said that they agreed with increasing Council Tax. In such circumstances it might be considered irresponsible to waste public funds on a referendum.

Thank you again for your question.

QUESTION 3

MR DEAN CARROLL will ask the following question to the Portfolio Holder for Culture and Leisure:

Will the Portfolio Holder for Culture and Leisure join me in congratulating the staff of the Shropshire Archives at Castle Gates in Shrewsbury on the recent Archive Accreditation Award they have received? Would the Portfolio Holder please explain to Council what criteria and standards the Shropshire Archives have reached to receive this prestigious award?

MR STUART WEST, Portfolio Holder for Culture and Leisure will reply:

Archive accreditation is the the UK quality standard which recognises good performance in all areas of archive service delivery. It is administered by The National Archives and replaces the previous inspection scheme for places of deposit of public records.

The Accreditation Standard consist of three Sections:

1. Organisational Health, including:
 - 1.1 Mission Statement
 - 1.2 Governance and Management Structures
 - 1.3 Forward Planning
 - 1.4 Resources: buildings and storage
 - 1.5 Resources: finance
 - 1.6 Resources: workforce
2. Collections, including:
 - 2.1 Collections Management
 - 2.2 Collections Development
 - 2.3 Collections Information
 - 2.4 Collections Care and Conservation
3. Stakeholders and their experiences, including:
 - 3.1 Access Policies
 - 3.2. Access Plans and Planning
 - 3.3 Access Information, Procedures and Activities

In order to achieve accreditation, archive services need to meet the detailed requirement of each section of the standard in terms of policies, plans and procedures. Over the last 12 months staff at Shropshire Archives have worked to develop and refine a full suite of policies and procedures in order to meet these criteria. This has involved research into customers and collections, including demand for varying types of access, as well as consultation with stakeholders.

To maintain accredited status, services are required to complete a review after three years and a full re application after six.

Full details of the standard can be found at www.nationalarchives.gov.uk/documents/archives/archive-service-accreditation-standard-june-2014.pdf

QUESTION 4

MRS PAM MOSELEY will ask the following question to the Portfolio Holder for Adult Services:

Shropshire Council, as many Local Authorities, faces huge challenges in funding Adult Social Care (ASC) for its citizens, with the issues of an older and ageing demographic profile, rurality and complex care needs well recognised. A recent Cabinet report called this “the Council’s greatest risk area in potential budget overspends” and stated that additional resources were to be used to model and identify all variables for spending on ASC – which would develop data sets to help to forecast future costs and understand historic cost patterns.

The cost to the Council of providing care has continued to increase massively over recent years, with the majority of the growth associated with purchasing

budgets in Adult Services, where care is commissioned and purchased externally.

One off savings, the short term use of resources, and the ability to increase the council tax precept specifically for care, by 2% for three years (with a recent option of 3% for two years) are all measures which the Council may, and has chosen to employ. At the same time, the amount of money remaining in the Council's controllable budgets has diminished, which further narrows options for funding care from other areas.

A recent report to scrutiny has shown a big increase in delayed discharge days in the 12 month period to November 2016 which are attributed to SC Social Care (38.2%) or to SC Social Care jointly with the NHS (44.7%). This delay impacts adversely upon both bed capacity in local hospitals, and the future health and care needs, and associated costs, of those whose discharge is delayed.

Can the Portfolio Holder give an absolute guarantee to Members and Shropshire residents, that the Council is confident that its work to date will ensure that appropriate, timely and good quality care will be provided - both now and in the future - for those who need it, and also that strenuous efforts will be made to reduce unnecessary time spent in hospital before patients are discharged?"

MR LEE CHAPMAN Portfolio Holder for Adult Services will reply:

In a word yes I am confident that we can ensure appropriate, timely and good quality care for those who need it and are ready for discharge from hospital.

During 2016/17 Shropshire Council has worked in collaboration with its NHS partners to ensure that it continues to support the health and social care economy to facilitate discharges from hospital as quickly and appropriately as possible. This has been in the context of increased Care Act duties and the national trend of a step change in demand for health and social care services with pressures now felt all year round and not just over the winter months. We are seeing increasing numbers of older people in need of care and support with multiple long term conditions. Nationally the number of people who remain in hospital longer than they need to continues to rise and delays due to health and social care have increased. In the last nationally reported figures, the main reasons for social care delays was patients awaiting care packages in their own home.

In response to these circumstances the Council has sought to give high priority to helping people home from hospital. The Shropshire Integrated Community Services Team (ICS) is a joint team with social work staff from the Local Authority and occupational therapy and physiotherapy and clinical staff from Shropshire Community Health Trust (SCHAT). Staff are co-located at Medway House on the William Farr site. This team has a particular focus on moving people back home if at all possible.

We also have a Brokerage system which up until the last few weeks has been very successful in sourcing packages of care for patients in a timely manner. However, the pace and speed of flow through the acute hospitals and increased pressure to enable early discharge has put significant pressure on the domiciliary and residential care market. In Shropshire In January 2017 we facilitated 236 discharges and 177 of these required package of care at home compared to 46 sourced in 2016.

The demand for care at home has meant that care providers cannot keep up with the requests. If we cannot source care within 3 days then we spot purchase residential care beds as we know it's not in the best interests of the patient to remain in hospital whilst waiting for care and that such an option is more appropriate than the person either remaining in hospital or returning home without the support they need.

We have prepared a detailed action plan which can be provided to Cllr Moseley (and other interested Members) should she wish to see it. This sets out how, amongst other things we plan to ensure that sufficient domiciliary care is available in the market and how it can be procured in a timely manner. We have re-procured the block re-ablement domiciliary care contract with quicker response times with 1500 hours per week being available across Shropshire and arranged access via Brokerage. We have commissioned a 6 month pilot for Emergency Response Out of Hours Domiciliary Care via Carers Trust 4 All to respond to requests from EDT and ICS.

QUESTION 5

MR ROGER EVANS will ask the following question to the Portfolio Holder for Culture and Leisure:

Can an update be given on how the Transformation Challenge Award (TCA) money has been spent?

What is the up to date position regarding the libraries in Shropshire, including the mobile library network please?

MR STUART WEST, Portfolio Holder for Culture and Leisure will reply:

Can an update be given on how the TCA money has been spent.

To date TCA money has been spent in support of the completed transfer of five libraries – Bishops Castle, Cleobury Mortimer, Broseley, Shifnal and Albrighton - to town and parish councils and local charities and on capacity building across the VCS and parish and council sectors. A final account reconciliation is still to take place but this amounts to approximately £360,000 against a total TCA budget allocation of £520,000.

Projects that meet TCA funding requirements (a transfer to a third party organisations on an overall “invest to save basis”) are continuing to be developed.

What is the up to date position regarding the libraries in Shropshire, including the mobile library network please

Summary of existing library service provision in Shropshire:

- 21 Libraries:
 - 6 principal libraries run by Shropshire Council – Shrewsbury, Oswestry, Bridgnorth, Ludlow, Whitchurch, Market Drayton
 - 8 smaller community libraries run by Shropshire Council – Gobowen, Ellesmere, Church Stretton, Bayston Hill, Wem, Lantern, Pontesbury, Much Wenlock
 - 7 smaller libraries run by local community groups / town councils – Albrighton, Bishops Castle, Broseley, Craven Arms, Highley, Shifnal, Cleobury Mortimer
- 4 mobile libraries
- Stoke Heath Prison Library
- Specialist library services:
 - Home library service
 - Community Directory
 - Music & drama service
 - Reading group service
 - Visitor information services
 - Customer Service Point

QUESTION 6

MR ROGER EVANS will ask the following question to the Portfolio Holder for Highways and Transportation:

How many Shropshire schools have a 20mph zone outside their school?
How many requests for having a 20mph zone outside their school have been received?
How much has been spent in each of the last 4 years implementing 20mph zones outside schools?

MR SIMON JONES, Portfolio Holder for Highways and Transportation will reply:

How many Shropshire schools have a 20mph zone outside their school?
20 schools with a 20mph speed limit/ zone

How many requests for having a 20mph zone outside their school have been received?
18 total over the last 4 years.

How much has been spent in each of the last 4 years implementing 20mph zones outside schools?
£262,000 in total - £40,000 spent 2013 and £232,000 for schemes completed in 2016.

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