



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

Date: Tuesday, 26 June 2018

Committee: Cabinet

Date: Wednesday, 4 July 2018

Time: 12.30 pm

Venue: Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND

You are requested to attend the above meeting.

The Agenda is attached

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

Members of Cabinet

Peter Nutting (Leader)
Steve Charmley (Deputy Leader)
Joyce Barrow
Lezley Picton
David Minnery
Robert Macey
Nic Laurens
Nicholas Bardsley
Lee Chapman
Steve Davenport

Deputy Members of Cabinet

Dean Carroll
Rob Gittins
Roger Hughes
Elliott Lynch
Alex Phillips
Simon Harris

Your Committee Officer is:

Jane Palmer Senior Democratic Services Officer

Tel: 01743 257712

Email: jane.palmer@shropshire.gov.uk

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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 - 4)

To approve as a correct record and sign the Minutes of the Cabinet meeting held on 23 May 2018.

4 Public Question Time

To receive any questions or petitions from members of the public, notice of which has been given in accordance with Procedure Rule 14. Deadline for notification for this meeting is no later than 24 hours prior to the commencement of the meeting i.e. by 12.30pm on Tuesday 3 July 2018.

5 Member Questions

To receive any questions of which members of the Council have given due notice, the deadline for notification for this meeting is 5.00pm on Friday 29 June 2018.

6 Scrutiny Items

To consider any scrutiny matters from Council or any of the Scrutiny Committees.

7 Quarter 4 Performance Report for 2017/2018 (Pages 5 - 12)

Lead Member – Councillor Steve Charmley – Deputy Leader of the Council and Portfolio Holder for Commercial and Corporate Support

Report of the Chief Executive

Contact: Clive Wright Tel: 01743 257736

8 Financial Strategy 2019/20 to 2021/22 (Pages 13 - 18)

Lead Member – Councillor David Minnery – Portfolio Holder for Finance

Report of the Head of Finance, Governance and Assurance [Section 151 Officer]

Contact: James Walton Tel: 01743 258915

9 Review of Non Domestic Rates Discretionary Relief and Council Tax Discretionary Discounts (Pages 19 - 70)

Lead Member – Councillor David Minnery – Portfolio Holder for Finance

Report of the Head of Finance, Governance and Assurance [Section 151 Officer]

Contact: James Walton Tel: 01743 258915

10 Shrewsbury Business Improvement District [BID] Renewal (Pages 71 - 104)

Lead Member – Councillor Nic Laurens – Portfolio Holder for Economic Growth

Report of the Head of Economic Growth

Contact: Gemma Davies Tel: 01743 258985

11 Project Update and Approval: Ludlow Assembly Rooms (Pages 105 - 112)

Lead Member – Councillor Steve Charmley – Deputy Leader and Portfolio Holder for Commercial and Corporate Support

Report of the Head of Infrastructure and Communities

Contact: Chris Edwards Tel: 01743 258912

12 Exclusion of the Public and Press

To resolve that, in accordance with the provisions of Schedule 12A of the Local Government Act 1972, and Paragraph 10.4 (3) of the Council's Access to Information Rules, the public and press be excluded from the meeting during consideration of the following item/s.

13 Exempt Minutes (Pages 113 - 114)

To approve as a correct record and sign the exempt Minutes of the Cabinet meeting held on 23 May 2018.



Committee and Date

Cabinet

4th July 2018

CABINET

**Minutes of the meeting held on 23 May 2018 in the Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND
12.30 - 1.07 pm**

Responsible Officer: Emily Marshall
Email: emily.marshall@shropshire.gov.uk Tel: 01743 257717

Present

Councillor Peter Nutting (Leader)
Councillors Steve Charmley (Deputy Leader), Lezley Picton, David Minnery,
Robert Macey, Nic Laurens, Nicholas Bardsley, Lee Chapman and Steve Davenport

1 Apologies for Absence

Apologies for absence were received from Councillor J Barrow.

2 Disclosable Pecuniary Interests

Councillor Robert Macey declared that he was the Council's representative on Shropshire Towns and Rural Housing (ST&RH). He left the room whilst exempt agenda item 10, Housing Stock Options Review Phase 1 Report was under consideration.

3 Minutes

RESOLVED:

That the Minutes of the Cabinet meeting held on 2 May 2018 be approved as a correct record and signed by the Leader.

4 Public Question Time

There were no public questions.

5 Member Questions

There were no Members questions.

6 Scrutiny Items

The Chair of the Performance Management Scrutiny Committee presented the Section 106, CIL and New Homes Bonus Performance Management Scrutiny Committee update report, which set out the findings and recommendations of the Performance Management Scrutiny Committee. She began by thanking Councillor Macey and officers for their work with the Task and Finish Group.

RESOLVED:

That the recommendations from the Performance Management Scrutiny Committee be noted, as follows:

- a) That the CIL 'Local' fund be used to support infrastructure provision within the Place Plan area where the development occurred, unless it is agreed these funds should be used to facilitate the delivery of agreed infrastructure priorities across Place Plan areas where the cross boundary community benefits of doing so can be demonstrated, such as through the delivery of additional health, education or highway provision;
- b) That officers review the current 90/10 percentage split between CIL 'Local' and CIL 'Strategic' funds;
- c) That a Member Advisory Group be established to provide comments to the officer Internal Infrastructure Group for their consideration when recommending the use of CIL monies;
- d) That the CIL approach, including any agreed change, be communicated to all Parish and Town Councils in a clear manner

7 Financial Outturn 2017/2018

The Portfolio Holder for Finance presented the report which provided details of the revenue and capital outturn position for Shropshire Council for 2017/18.

RESOLVED:

- i. That it be noted that the Outturn for the Revenue Budget for 2017/18 is an underspend of £0.655m, this represents 0.12% of the original gross budget of £563.3m.
- ii. That it be noted that the level of general balance after adjusting for the underspend and insurance position stands at £15.436m, which is above the anticipated level assessed in February 2017.
- iii. That it be noted that the Outturn for the Housing Revenue Account for 2017/18 is an underspend of £0.007m and the level of the Housing Revenue Account reserve stands at £8.225m (2016/17 £9.031m).

- iv. That the increase in the level of Earmarked Reserves and Provisions (excluding delegated school balances) of £8.026 in 2017/18 and the reasons for this, be noted.
- v. That the level of school balances stand at £5.381 (2016/17 £6.280m), be noted.
- vi. That net budget variations of £1.472m to the 2017/18 capital programme be approved, detailed in Appendix 5/Table 11 and the re-profiled 2017/18 capital budget of £59.748m.
- vii. That the re-profiled capital budgets of £61.795m for 2018/19, including slippage of £10.140m from 2017/18, £25.986m for 2019/20 and £15.568m for 2020/21 be approved, as detailed in Appendix 5 /Table 15.
- viii. That the outturn expenditure be accepted as set out in Appendix 5 of £49.608m, representing 83% of the revised capital budget for 2017/18.
- ix. That retaining a balance of capital receipts set aside of £20.857m as at 31st March 2018 to generate a one-off Minimum Revenue Provision saving of £0.485m in 2018/19, be approved.

8 Data Protection Policy

The Deputy Leader and Portfolio Holder for Commercial and Corporate Support presented the report which sought Cabinet's approval for a revised Data Protection Policy which takes account of new data protection legislation, which would come into effect on 25th May 2018. The Portfolio Holder reminded Members of the importance of completing the online training module.

RESOLVED:

That the introduction of the revised Data Protection Policy to establish an effective framework for governing the Council's use of personal information be agreed.

9 Exclusion of the Public and Press

RESOLVED:

That, in accordance with the provisions of Schedule 12A of the Local Government Act 1972, and Paragraph 10.4 (3) of the Council's Access to Information Rules, the public and press be excluded from the meeting during consideration of the following items.

10 Housing Stock Options Review Phase 1 Report

In accordance with his declaration made at minute 201, Councillor Robert Macey withdrew from the meeting during consideration of this exempt item.

The Portfolio Holder for Adult Services, Health and Social Housing presented a confidential report from the Director of Housing and Adult Social Care on the Housing Stock Options Review Phase One.

RESOLVED:

That, subject to an amendment to the delegation of responsibilities, the four confidential recommendations be approved.

Councillor Robert Macey re-joined the meeting at this point.

11 Review and Re-tender of Community Drug and Alcohol Services

The Portfolio Holder for Adult Services, Health and Social Housing presented a confidential report from the Director of Public Health on the Review and Retender of Community Drug and Alcohol Services.

RESOLVED:

That the three recommendations detailed in the confidential report, be approved.

Signed Leader

Date:



Committee and Date

Cabinet

4th July 2018

Quarter 4 Performance Report 2017/18

Responsible: Tom Dodds, Performance Manager

e-mail: tom.dodds@shropshire.gov.uk

01743 258518

1. Summary

- 1.1 This report presents Cabinet with the Council's Performance against its key Outcomes for Quarter 4 2017/18.
- 1.2 The Corporate Plan and the High Level Outcomes provide the shape and focus of the updated Performance Management Framework. The measures in the framework will be refined as the strategic action plans for the coming 12 to 18 months set out how the outcomes will be delivered.

The new framework will include project milestones from the strategic action plans, as they are confirmed, to help demonstrate the change being delivered.

- 1.3 The new framework is presented with four key outcome areas: Healthy People, Prosperous Economy, Resilient Communities and Your Council. The range of performance measures covers a broader range of service areas than previously reported.
- 1.4 As part of developing the new Performance Management Framework and reporting of additional measures, a different way of presenting performance information has been developed. The online performance portal has been to be used in conjunction with this report, and can be accessed here -

<https://shropshireperformance.inphase.com/>
- 1.5 This is the first stage of improving access to performance information and that of data transparency. Member and user feedback will help to inform further developments of performance information, which will form part of the new IT system developments.

2. Recommendations

Members are asked to:

- A. Consider the key underlying and emerging issues in the reports and appendices.
- B. Review the performance portal and identify any performance areas that they would like to consider in greater detail or refer to the appropriate Overview and Scrutiny Committee.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 Poor performance could have implications for vulnerable people (including children) who are supported by Council services and economic growth in Shropshire. In turn, there may be significant financial, legal and reputational risk to the Council, Schools (and Academies), and partners from across the public and voluntary and independent care sectors.
- 3.2 Effective monitoring and follow-up against key measures of success provides the opportunity to manage risks and ensure that Children and Young People and vulnerable adults in Shropshire remain safe and achieve the desired outcomes. Increasingly, performance reporting will reflect the impact of commissioning decisions by the Council, linking directly with the management of contracts and building on the current approach of looking at how effective the Council is at delivering its outcomes.

4. Financial Implications

- 4.1 This report does not have any direct financial implications, but presents service and financial information to support decision making. Accountable officers and senior managers may use the information to inform actions or interventions for improving service performance and the prioritisation and use of resources.
- 4.2 Full financial details are presented as part of the Financial Reports.

5. Introduction

Each of the four outcome areas contains a number of sub-outcomes with a range of associated performance measures. The frequency of the availability of the data varies from monthly and quarterly updates to annual updates. All measures, regardless of frequency will be available on the performance portal to improve accessibility to information.

Quarterly Cabinet reports will be used to highlight performance exceptions and changes to measures reported annually.

A new Corporate Plan was approved by Council on 17th May 2018, as a result of this the online performance portal will be updated to reflect the new measures and

milestones from Q1 2018/19. This report will also be aligned to the new Corporate Plan, focussing on the performance of the new measures and milestones.

6. **Healthy People**

The sub outcomes for Healthy People are; Improving Public Health, Keeping People Safe, Participation in Positive Activities for Health and Well-being.

6.1 Measures for Improving Public Health are mainly updated annually and will be reported as and when new data becomes available. No measures are updated this quarter.

6.2 Participation in positive activities is beneficial for both physical and mental well-being. Participation rates have been mainly positive with increased visitors to leisure centres, outdoor recreation sites, visitor attractions, Theatre Severn and the Old Market Hall.

The Country Parks and Countryside Heritage Sites remain popular and are an important asset for local people and visitors. Collection of accurate visitor data has always been difficult, relying on sample counts. Following a review, electronic counters have been installed at sites, which should provide more accurate figures. The quarter 4 2017/18 visitor figures of (869,262) is lower than quarter 4 2016/17 (953,419). This decrease, which may be attributed to the improved collection of visitor numbers, is also likely to have been due to the bad weather during the quarter.

There has been a continued long-term reduction in visits to libraries. When comparing the same period last year there has been a 10.98% reduction in visitor numbers 902,231 for 2017/18 compared to 1,013,505 in 2016/17.

Following several years of increases in visitor numbers to the Theatre Severn attendance figures for the year were maintained at similar levels to the previous year. Annual attendance figures for 2017/18 were 184,810 compared with 2016/17 185,264.

The Theatre is also making a positive contribution to the visitor economy of Shropshire with 33.6% of visitors coming from outside of the county. The Old Market Hall Cinema visitors for the year increased to 69,805 compared to 64,570 for 2016/17. This resulted in a record combined visitor figure for the Theatre and Market Hall of over 254,000.

6.3 Keeping safe measures show that food and drink premises in Shropshire continue to maintain high food safety standards. 98% of premises are rated as generally satisfactory or higher.

6.4 As identified and detailed in previous Corporate Performance reports the number of people Killed or Seriously Injured (KSI) on the roads in Shropshire has continued to increase. The annual average over the past 3 years is for 167 people to be seriously or fatally injured.

A new approach to the determining of the severity of casualties was introduced in Dec 2015 and now relies less on the judgement of officers. This has seen a

national increase in the rate of reported severities. It is forecast that the reported number of KSI in this report will continue to rise until December 2018 after which the new methodology for recording casualties will have completed a 3 year cycle.

It should be noted that the number of casualties does not reflect the number of accidents which have remained at similar levels throughout the period.

7. Prosperous Economy

The sub outcomes for Prosperous Economy are; Physical and Digital Infrastructure, Employment and Income, Educational Achievement.

- 7.1 Satisfaction results with highways and transport from the public satisfaction survey were published in December 2017. Overall satisfaction with highways and transport has decreased slightly from 55% in 2016 to 53% in 2017. More detailed information of survey results can be found at: <http://www.nhtnetwork.org/nht-public-satisfaction-survey/home/>.

Shropshire Council maintains 5,200km of road and has a very low spend per km of road and per head of population when compared to all other unitary authorities in England.

The annual SCANNER road conditions survey was conducted last year to determine and prioritise planned road maintenance and resurfacing schedules. This does not affect highway inspection regimes to identify highway faults.

The latest results show that similar levels of maintenance should be considered when compared to the previous year. Non-principal classified roads where maintenance should be considered was at 9% a slight improvement on the previous 11% in 2016 and for principal roads 4% (4% in 2016)

Following on from the survey the severe winter conditions have led to unprecedented levels of pot holes and highway faults. Newly appointed contractors are addressing the backlog of repairs but it is recognised that public satisfaction with highway conditions is likely to be reflected in the next satisfaction survey.

Uncertainty around council funding has resulted in a reduction of the funding for discretionary highways maintenance (Cabinet 14th Feb 2018). For the years 2018/19 and 2019/20 an agreed annual budget reduction of £5m capital funding across the entire Highways and Transport budget has been implemented. This may be reversed when there is more clarity on long term national funding. In the meantime the service will use the annual survey data and inspection regimes to prioritise and schedule maintenance programmes to maximise the available budget.

- 7.2 Being young and unemployed can lead to an increase in the risk of poverty, de-skilling and social exclusion as well as cause loss of motivation and mental health problems. Current rate of claimants for Job Seekers Allowance or Universal Credit actively seeking work in Shropshire is below the regional and national averages. The claimant count for young people (aged 18 – 24) saw a continued reduction from the peak in February 2013 when there were 1370 claimants. Since June 2015 the

number of claimants has remained fairly constant; the number of young claimants as at March 2018 was 555.

- 7.3 Average wages for people working in Shropshire (workplace wages) fell by £8.30 to £470.80 gross per week (-1.7%) in the year to April 2017, this is lower than the West Midlands average of £514.90. This is also lower than the average annual weekly wage for Great Britain which was up by £12.20 to £552.30; this means that the gap between national and local pay rates widened to £81.50. This difference may be due to a higher percentage of our businesses being within lower paid sectors of agriculture, care, hospitality and leisure.
- 7.4 Residents pay has fallen by £1.50 a week to £517.20; residents pay in Shropshire is now similar to the West Midlands average of £517.40. Shropshire average pay for residents remains lower than the Great Britain average of £552.70. Residents pay is higher than workplace pay indicating that skilled workers are commuting to surrounding areas to achieve higher pay levels. Due to sampling sizes, both pay measures are likely to see a greater annual variance when compared to regional and national results.

8. Resilient Communities

The sub outcomes for Resilient Communities are; Support for Families and Keeping Children Safe, Volunteering, Keeping Communities Clean, People are supported to Stay in their Local Communities, Adults Entering Paid for Care and Adult Social Care - User Feedback.

The rate of Looked After Children per 10,000 children aged under 18 has risen during quarter 4 to 56.9. This is a raise from 54.9 at the end of quarter 3, and a rise from 49.1 at the end of March 2017. Shropshire's rate is now similar to statistical neighbour averages, and remains lower than the England average. We have seen an increase in children becoming looked after over the year. This rate is much more in line with our statistical neighbours. Despite this increase we have also seen a decreasing use of s20 accommodation (children living away from the family home, usually foster care) by 10 percentage points, a trend that has been maintained since April 2017. We have seen an increase in care proceedings being initiated which has resulted in more young children entering the care of the local authority under the auspices of court orders. The increase in the level of care proceedings is as a result of strengthened child protection planning, early identification of risk and a revised national legal planning process.

- 8.1 The overall aim of a Child Protection Plan is to ensure the child is safe and prevent him or her from suffering further harm. Numbers of Children with a Child Protection Plan are continually monitored to ensure children have the right support to promote welfare, health and development.

The rate of children with a Child Protection Plan (CPP) has begun to decline during 2017/18 and is still lower than this time last year. Progress in the quality of our child protection planning is evidenced in the Independent Review Unit RAG Rating Reports. Where safeguarding concerns are addressed, we are now ending CPP as appropriate and stepping down to Child In Need planning; ensuring that children have a gradual step down in services before stepping down to Early Help. The rate of Child Protection plans per 10,000 children aged under 18 rose slightly at end of

2quarter 4 to 32 but is still lower than at the same point last year Q4 16/17 40.8; Shropshire is below both Statistical Neighbours and England Average.

- 8.2 Children's services provided by Shropshire Council have been rated as 'good' overall by Government inspectors Ofsted, following a four-week inspection in September and October 2017. The inspection looked at services for children in need of help and protection, looked-after children, and care leavers. Only 46 councils are currently rated as 'good' for their children's services, and only three have achieved the top rating of 'outstanding'. This means that Shropshire Council's children's services are now in the top 30% nationally. The 'good' rating is an improvement from the 'adequate' rating that was awarded following the last Ofsted inspection in November 2012.
- 8.3 The rate of permanent admissions of adults aged 65+ into residential or nursing homes is lower (better) than the profile and is currently lower than in previous years. The rate of admissions for adults aged 18 – 64 at the end of quarter 4 is above profile. The service remains committed to enabling people to remain in their homes and maintain a decent quality of life for as long as possible. The service also confirms that it assesses the needs of each person to ensure that the right service is provided at the right time ensuring that residential and nursing care is provided at the most appropriate time.
- 8.4 The new Delayed Transfer of Care measure was established in April 2017

National targets have been set to reduce the number of patients who are delayed in their transfer from hospital. The aim is to reduce bed blocking to less than 3.5% of all available NHS beds.

The target set for Shropshire Adult Social Care by the Department of Health was to reduce delays attributed to social care by 60% by September and to maintain that level. This is based on a baseline of delayed patients between February and April 2017.

From September the daily number of Shropshire residents who are delayed in hospital due to social care should, on average, be no more than 6.7 patients per day. The latest available data for March was published on the 10th May 2018 and shows that Shropshire Council has achieved and maintained performance below its target. Performance for the year has shown a significant improvement with Shropshire Council being one of the most improved Adult Social Care departments in England.

- 8.5 The annual social care survey results for 2016/17 were published in October 2017
- Results compare favourably with the West Midlands region and England. Details of the following measures are updated in the performance portal.
- % of Adult Social Care users reported that they have as much social contact as they would like – within the 2nd quartile of English authorities
- Quality of life measurement – within the top quartile of English authorities
- % of Adult social care users who feel safe - within the top quartile of English authorities

The proportion of people who use services who have control over their daily life - within the 2nd quartile of English authorities

9. Your Council

- 9.1 Revenue spend for the year (2017/18) recorded an underspend of £655,000. The underspend is based on a gross budget of £563.3m (net £206.1m). Full details are reported in the revenue and capital monitor report, presented to Cabinet on the 23rd May 2018.
- 9.2 The number of non-school FTE employees has increased slightly from 2508 at quarter 3 17/18 to 2527 at quarter 4 17/18. This increase can partially be attributed to additional recruitment in Adult Social Care who have received additional Government funding to target improved performance in key areas including the reduction of delayed transfers of care.

10. Conclusion

- 10.1 This performance report provides an update on the results achieved and the impact on delivering the outcomes for Shropshire.
- 10.2 Performance for the year of 2017/18 has generally been positive with continued improvements or stabilisation of performance.
- Delayed Transfer of Care has significantly improved with performance now in the top quartile for England.
 - Combined attendance at Theatre Severn and the Old Market Hall has continued to increase with annual attendance now more than a quarter of a million.
 - Permanent admissions to residential care is better than the expected profile.
 - Annual budget underspend of £655,000

In addition to these improvements there are confirmed challenges to be faced, and these are being managed by the relevant service areas.

- The number of Looked After Children has increased placing additional pressure on the service
- Satisfaction with highways and transport has reduced whilst winter conditions have increased road defects.

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

Business Plan and Financial Strategy 2014 – 2017

Draft Corporate Plan 2018/19

Cabinet Member (Portfolio Holder)

Cllr Steve Charmley - Portfolio Holder for Commercial and Corporate Support

Local Member All

Appendices https://shropshireperformance.inphase.com/



Committee and Date

Cabinet

4 July 2018

FINANCIAL STRATEGY 2019/20 – 2021/22

Responsible Officer James Walton

e-mail: james.walton@shropshire.gov.uk Tel: 01743 258915

1. Summary

This report is the first financial strategy report for 2018/19 and provides information and recommendations on the financial position given the increase in expenditure resulting from the approval of an amendment to the Pay and Reward Policy.

This report provides an update on the delivery of compensatory savings to fund the part year costs of the increase in pay from 1 October 2018, and the remaining full year effect of the increase in 2019/20.

To date, there is scope to deliver up to £2.215m of savings proposals from a number of approaches in the short term, with the potential to fund the part year cost of £2.071m in 2018/19. There is risk around the delivery of these with only £1.904m being categorised as Green and the remaining £0.311m being Amber rated. In addition, some of these savings are one-off in nature.

For 2019/20, savings of £2.332m have been identified against the £3.208m cost identified however 75% of these savings identified are categorised as red with significant risk around delivery. Further savings proposals amounting to approximately £2m are being taken forward in parallel but these have not yet been validated, nor clarified in terms of delivery timescales.

If the savings identified in Appendix 1 are delivered, there remains a funding gap of £1.963m over the two years to be resolved, with a £0.783m pressure in the 2018/19 financial year solved by a one-off contribution. With delivery of a proposed additional £2m savings the Financial strategy can be brought back into balance, and the 2018/19 budget pressure can potentially be solved by a one-off contribution from earmarked reserves of £0.799m.

2. Recommendations

It is recommended that members:

- A. Note the financial implications identified in 2018/19 and 2019/20 from the implementation of the amended Pay and Reward Policy.

- B. Approve the savings proposals which will contribute towards the cost of introducing the amended Pay and Reward Policy as outlined in Appendix 1.

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).
- 3.2. 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 Equality and Social Inclusion Impact Assessments (ESIIA) and any necessary service user consultation.

4. Revised Pay and Reward Policy

- 4.1. Full Council approved a revision to the Pay and Reward Policy on 17 May 2018. The financial impact of this amendment is a part year additional cost of £2.07m in 2018/19, and £5.28m for 2019/20.
- 4.2. It was agreed that the following savings proposals would be progressed to fund the additional costs relating to the pay and reward policy:
- Review of Adult Social Care/Children's Social Care joint commissioning with the CCG.
 - Public Health commissioned outcomes review.
 - Review of external funding, corporate assumptions and contingencies.
- 4.3. The saving relating to joint commissioning with the CCG has not progressed in terms of delivery as the focus to date has been on recovering outstanding debts already in place with the CCG. This saving is therefore categorised as red given the status of plans for delivery. It should be noted that this proposal was considered likely to generate a saving in excess of £1m.
- 4.4. A detailed review of Public Health outcomes has been considered over the last month and base budget savings proposals to a value of £1.615m have been identified in the Council's net budget. Of this value £0.588m has been

identified for 2018/19 and £1.027m in 2019/20 and more information on these savings proposals is shown in Appendix 1. In considering these savings proposals, the delivery has been RAG rated as shown below in Table 1.

Table 1: RAG Rating of Public Health Outcomes Review

	2018/19 £000	2019/20 £000	Total £000
Green	277	6	283
Amber	311	291	602
Red	0	730	730
Total	588	1,027	1,615

- 4.5 The review of corporate budgets has identified additional savings of £0.700m in 2018/19 relating to inflationary growth which is no longer required. This is considered as a green rated saving.
- 4.6 In addition, a review of earmarked reserves has identified that a further £0.799m can be released from a number of reserves to part fund these costs on a one-off basis in 2018/19.
- 4.7 A further external review of Adult Services, Children's Services and Public Health outcomes is in the process of being commissioned. The scale of savings to be delivered is not yet quantified or a timescale for delivery identified, but the current working assumption is that approximately £2m could be delivered before 2020/21 which would be sufficient, in addition to the measures identified above, to bring the Financial Strategy back to a balanced budget after the application of the Pay and Reward Policy changes. Any overachievement of savings, either in quantum or timescales, would be reflected in a corresponding reduction in the short-term reliance on one-off funding.

5. The Funding Gap

- 5.1. Given the risk around delivery of the savings identified, Table 2 demonstrates that there would be a funding gap of £3.4m remaining if only the green and amber savings currently identified are delivered. If the identified Red categorised savings are delivered, this would leave a funding gap of £1.66m to be closed from the external review mentioned in 4.7 above.

Table 2: Funding Gap resulting from Amended Pay and Reward Policy for 2018/19 and 2019/20

	2018/19 £'000	2019/20 £'000	TOTAL £000
Additional Expenditure from Pay and Reward Policy	2,071	3,208	5,279
Savings (Green and Ambers):			
Joint Commissioning with CCG	0	0	0
Public Health Outcomes Review	(588)	(297)	(885)
Corporate Budgets	(700)	0	(700)
Earmarked Reserves (One Off)	(799)	799	0
Funding Gap	(16)	3,710	3,694
Savings (Red):			
Joint Commissioning with CCG	0	(1,000)	(1,000)
Public Health Outcomes Review	0	(730)	(730)
External Review	0	(2,000)	(2,000)
Remaining Funding Gap	(16)	(20)	(36)

6. Alternative Proposals to Close the Funding Gap

- 6.1 The Council has implemented three spending freezes during the last five financial years which have enabled the Council to bring its projected outturn position from an overspend to a balanced budget or slightly underspent. Therefore this tool has been extremely effective in delivering in year savings where pressures have arisen.
- 6.2 The level of agency spend within the Council has increased over the last twelve months, and a contributory factor to this spend is the difficulty that service areas have had to recruit staff given the lower pay rates to other local Councils. Once the pay scales are increased to NJC rates, it is anticipated that recruitment to positions within the Council will improve and the need for agency staff and the additional costs that are generated from agency staff will be removed.
- 6.3 Whilst alternative proposals may need to be considered to help provide resilience in balancing the 2018/19 budget, there would still be a need to address any funding gap on an on-going basis with permanent savings. It is therefore necessary to keep delivery of the proposed savings under constant review, to ensure the plans for savings categorised as red in Table 2 are progressed and detailed plans for additional savings identified for inclusion in the 2019/20 Financial Strategy in February 2019.

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)

David Minnery

Local Member

All

Appendices

Appendix 1 – New Savings Proposals

Appendix 1 – New Savings Proposals

Ref	Directorate	Portfolio Holder	Description	2018/19	2019/20	2020/21	2021/22	2022/23	RAG Rating	Status
A28	Adult Services	Lee Chapman	Joint Commissioning with CCG	0	1,000,000	0	0	0	Red	Recommended for approval at Cabinet 04/07/18
H20	Public Health	Lee Chapman	Senior management salary saving	30,000	6,000	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
H21	Public Health	Lee Chapman	Vision screening allocation	23,180	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
H22	Public Health	Lee Chapman	LAC funding	23,000	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
C18	Children's Services	Nick Bardsley	0-25 PHNS to take over management of one EH Hub	0	75,000	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H23	Public Health	Lee Chapman	Health Visitor services in Wales	40,000	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
C19	Children's Services	Nick Bardsley	Remove non-mandated activity from current 0-25 PHNS contract	0	380,000	0	0	0	Red	Recommended for approval at Cabinet 04/07/18
H24	Public Health	Lee Chapman	Integrated Sexual Health Services - Pharmacies/School Nurses	0	50,000	0	0	0	Red	Recommended for approval at Cabinet 04/07/18
H25	Public Health	Lee Chapman	Integrated Sexual Health Services - recharge for Welsh residents	67,500	22,500	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H26	Public Health	Lee Chapman	Pathology tests	0	30,000	0	0	0	Red	Recommended for approval at Cabinet 04/07/18
H27	Public Health	Lee Chapman	Library Contract	5,000	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
A29	Adult Services	Lee Chapman	Improved service integration - NHS Health checks, Help to Quit	69,250	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
A30	Adult Services	Lee Chapman	Staffing restructure -Help to Change	36,630	38,960	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
A31	Adult Services	Lee Chapman	Contract review	21,500	64,500	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
A32	Adult Services	Lee Chapman	Roll out of social prescribing with Adults Services Lets Talk Local hubs	135,000	0	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H28	Public Health	Lee Chapman	Infection Prevention Control	30,000	0	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H29	Public Health	Lee Chapman	Mental Health Promotion	20,000	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
H30	Public Health	Lee Chapman	Specialist Advice	0	12,040	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H31	Public Health/Adult Services	Lee Chapman	Community Training	26,960		0	0	0	Green	Recommended for approval at Cabinet 04/07/18
H31	Public Health/Adult Services	Lee Chapman	Community Training		28,000	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H32	Public Health	Lee Chapman	Inpatient retender	20,000	10,000	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H33	Public Health	Lee Chapman	Community Drug and Alcohol Service	0	250,000	0	0	0	Red	Recommended for approval at Cabinet 04/07/18
H34	Public Health	Lee Chapman	Prescribing budget	40,000		0	0	0	Green	Recommended for approval at Cabinet 04/07/18
H34	Public Health	Lee Chapman	Prescribing budget		40,000	0	0	0	Amber	Recommended for approval at Cabinet 04/07/18
H35	Public Health	Lee Chapman	Pharmacy supervision	0	20,000	0	0	0	Red	Recommended for approval at Cabinet 04/07/18
R25	Resources and Support	David Minnery	Removal of inflationary growth	700,000	0	0	0	0	Green	Recommended for approval at Cabinet 04/07/18
Total value of proposals				1,288,020	2,027,000	0	0	0		



Committee and Date

Cabinet

4 July 2018

REVIEW OF NON DOMESTIC RATES DISCRETIONARY RELIEF AND COUNCIL TAX DISCRETIONARY DISCOUNTS

Responsible Officer James Walton

e-mail: James.walton@shropshire.gov.uk Tel: (01743) 258915

1. Summary

- 1.1 The Authority has responsibility for the collection and administration of Business Rates and Council Tax revenues. There is complex legislation detailing how the amount due from Business Rates and Council Tax is calculated. Within the legislation and government guidelines, the Local Authority has certain discretions to award reliefs and discounts in certain circumstances. The current Business Rate Relief and Council Tax Discretionary Discount Policy was last considered by Council on 14 May 2015. At this time there was a commitment to review the policy every three years.

2. Recommendations

- A. Members are asked to approve the Discretionary Relief Policy set out in appendix A.
- B. The Council Policy for Discretionary Business Rates and Council Tax reductions should be reviewed by every three years.

3. Risk Assessment and Opportunities Appraisal

- 3.1 The authority has a statutory duty to bill and collect business rates. Prior to the introduction of the Rates Retention scheme on 1 April 2013 the way the cost of relief was met by Shropshire Council and the Government depended on the type of relief being awarded. Under the rates retention scheme the Authority bears the cost of 49% of any business rate relief awarded. This is detailed in the policy attached.

4. Financial Implications

- 4.1 With effect from 1 April 2013, under the arrangements for Local Business Rate Retention, the cost of discretionary Business Rate Reliefs is split between the Government (50%), Shropshire Council (49%) and the Fire Authority (1%). The total cost of discretionary relief is currently £1.172m. The cost of discretionary relief awarded in the attached policy is therefore funded 49% by Shropshire Council and the Council Tax payer, at a cost of £0.574m.
- 4.2 The amendments proposed within this report would reduce discretionary Business Rates relief in total by a minimum of £0.277m. One element of the proposed amendments relates to Social Enterprises and the financial implications of this cannot be quantified at this stage. The current cost of this discretion is £0.297m. The proposed amendments would result in a saving to Shropshire Council of approximately £0.136m, excluding the yet to be quantified impact of Social Enterprises.
- 4.3 The Government are proposing increasing rate retention for Unitary Authorities to 75%. The cost of any discretionary relief to Shropshire Council will increase if the percentage of rates collected retained locally increases.
- 4.4 There are no financial implications in any reliefs awarded following Autumn Statement announcements as these are all 100% funded by grants under Section 31 of the Local Government Finance Act 2003.

5.0 Background

- 5.1 The Rate Relief Policy for Shropshire Council was agreed by Cabinet on 21 July 2010. The aim was to bring together the most common award elements from the policies that had been in operation from the previous five districts.
- 5.2 The policy was amended by cabinet on 14 December 2011 to award 100% discretionary rate relief to Social Enterprises under certain conditions, and 20% discretionary top-up relief that Charity Shops that evidence that 90% of their gross profit is invested in the local community.
- 5.3 The policy was last reviewed by Council on 14 May 2015. No further amendments were made to the policy at that time.
- 5.4 A link to the current policy is given below:
- <http://shropshire.gov.uk/committee-services/documents/s7432/12%20Review%20of%20business%20rates%20relief%20-%20FINAL.pdf>
- 5.5 In March 2018 letters were sent out to all businesses that qualified for discretionary business rate relief at that time under the current policy, to advise them that the policy was to be reviewed during 2018. Sending these letters also provided the statutory financial years notice for any changes to

entitlement to discretionary rate relief that may result from the new policy. Members have been made aware of the review, and Cabinet have been presented with current costings and options going forward.

5.6 As a result, the following amendments to the current policy are recommended, which will take effect from 1 April 2019.

- Qualifying criteria for discretionary top up relief (for charities that already receive 80% mandatory relief) that provide a benefit to the local community to be more clearly defined, and awarded in respect of the following types of organisation:
 - o Scouts, guides, cadets and youth clubs
 - o Museums
 - o Drop in/advice centres
 - o Nursery/pre-schools
 - o Sports/community centres providing sporting leisure facilities to the general public with no membership requirement
 - o Organisations that provide care and support to vulnerable people
 - o Organisations providing animal welfare, advancement of religion or the arts.

The net result of this amendment would be to remove the additional 20% top up relief for those Housing Associations that qualify for 80% mandatory relief. The estimated saving would be £97,000 (£47,530 to Shropshire Council).

- Continue to award top up relief to Community Amateur Sports Clubs (CASCs) and Charity Shops (under certain conditions)
- Remove discretionary rate relief to Sports Clubs that are not registered as CASCs. The estimated saving would be £180,000 (£88,200 to Shropshire Council).
- Amend qualifying criteria for Social Enterprises/Community Interest Companies that are non-profit making, to only award relief where there is no provision to remunerate the directors of the company. It is not possible to estimate the cost saving of this change as qualification for relief under the new criteria would have to be established by the Business Rates Team undertaking a full review which would take place in the autumn.
- Continue to award relief to village halls and similar charitable organisations without bars where the emphasis is on recreational activity rather than social activity.

5.7 Shropshire Council's Council Tax Support Scheme was amended in 2018 with the introduction of a minimum 20% payment for all working age claimants. This has led to an increase in requests for discretionary council tax discount (discretionary discounts can be awarded in accordance with Section 13A of the Local Government Finance Act 1992). This element of the policy has been expanded slightly to provide clarification to potential claimants of the process that we will follow when considering requests for discretionary discount, and the appeal process. Discretion to award council tax discounts,

as well as other general discretions, continue to be delegated to the Council's Section 151 Officer.

- 5.8 The full proposed Discretionary Rate Relief policy is at Appendix A. A summary of the award criteria is on page 11 of the policy.
- 5.9 An Equality and Social Inclusion Impact Assessment (ESIIA) has been completed and the result is that this change is not likely to have an adverse impact on any particular group. The ESIIA is at Appendix B.

6 Consultation

- 6.1 It is proposed to undertake a consultation exercise over a period of six weeks which would enable a final decision to be taken at the full Council meeting on 20 September 2018. The business rates team would then undertake a full review of entitlement against the agreed criteria during the autumn, to enable bills to show the correct amount of relief for 2019-20 billing in March 2019.

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

N/A

Cabinet Member (Portfolio Holder)
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Councillor David Minnery

Local Member

N/A

Appendices

Appendix A - NNDR Discretionary Rate Relief and Council Tax Discretionary Discount Policy

Appendix B - Equality and Social Inclusion Impact Assessment
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Business Rate Relief and Council Tax Discretionary Discount Policy



Shropshire
Council

PHIL WEIR – REVENUES AND BENEFITS SERVICE MANAGER

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Introduction

The authority has discretion to award business rates relief and rural rate relief to certain qualifying businesses and a Business Rate and Council Tax discount in certain circumstances that it sees fit. This report recommends the circumstances in which these reductions are awarded and the process to be followed.

Background Information

1. The Local Government Finance Act (LGFA) 1988 provides that Local Authorities can award a discretionary relief to ratepayers in various circumstances. The Local Government Act 2003 extended the Council discretion to allow discretionary Council Tax discount to be awarded where the Council sees fit and the Localism Act 2011 extended the Council's power to award business rate discounts. The areas for discretionary consideration are listed below.

Discretionary Charitable Top-Up Relief (Section 47 LGFA 1988)
Discretionary Charitable Rate Relief (Section 47 LGFA 1988)
Rural Discretionary Relief (Section 47 LGFA 1988)
Hardship Relief (Section 49 LGFA 1988)
Local Business Rate Discounts (Section 47 LGFA 1988)
Part Occupied Relief (Section 44A LGFA 1988)
Section 31 Grants/Autumn Statement Relief (Section 47 LGFA 1988)
Council Tax Discretionary Discounts (Section 13A Local Government Finance Act 1992)

2. Up until 1 April 2013 business rate relief was funded in the following manner.

Mandatory Relief – fully funded by Central Government
Discretionary Top-Up Relief – 25% Government and 75% Shropshire Council
Discretionary Relief – 75% Government and 25% Shropshire Council
Rural Mandatory Relief – fully funded by Central Government
Rural Discretionary Relief – 75% Government and 25% Shropshire Council
Hardship Relief (Section 49) – 75% Government and 25% Shropshire Council
Part Occupied relief (Section 44A) – fully funded by Central Government
Local Discounts – Fully funded by Shropshire Council

3. Under the current system of rates retention (post 1 April 2013) Shropshire Council bears the cost of 49% of any relief awarded, with the government bearing the cost of 50% and the Fire Authority 1%
4. Shropshire Council's discretionary relief policy was first approved by Cabinet on 21 July 2010. Two amendments to the policy were approved by Cabinet on 14 December 2011. The policy was last considered by Council on 14 May 2015.

Discretionary Charitable Top-Up Relief

Guidance

5. On receipt of an application for charitable relief, billing authorities should first consider whether the institution or organisation is eligible for mandatory relief.
6. To qualify for mandatory relief the property must be wholly or mainly used for charitable purposes and the institution or organisation must be established for charitable purposes. Registration under the charities Act 1993 is conclusive evidence of charitable status.
7. Mandatory Relief of 80% of the full rate liability for charities and other organisations is provided for in sections 43 and 45 of the 1988 act.
8. Under section 47 of the 1988 Act Shropshire Council has the discretion to top-up this relief to 100%.

Community Amateur Sports Clubs (CASCS)

9. Registered CASCS are entitled to mandatory relief at the same level as charities. This provision came into force with effect from 1 April 2004.
10. CASCS are defined by Schedule 18 Finance Act 1988 and registration forms are available from the Inland Revenue Website.
11. As with charities, billing authorities are also allowed to top-up the remaining 20%.

Charity Shops

12. Charity Shops are entitled to 80% mandatory relief providing that they are registered charities and they are used wholly or mainly for the sale of donated goods and the proceeds of the sale of goods are applied for the purposes of the charity.

Financial Implications

13. With effect from 1 April 2013 and the introduction of the rate retention scheme the cost of all reliefs is split between the government (50%), the billing authority (49%) and the Fire Authority (1%).

Approved Relief in Shropshire

14. To award 20% top-up to those local or national charities that provide a benefit to the local community that are classed as:
 - Community Centres, Village Halls, Meeting Rooms
 - Scouts, guides, cadets and youth clubs
 - Museums

- Drop in/advice centres
 - Nursery/pre schools
 - Sports/community centres providing sporting leisure facilities to the general public with no membership requirement
 - Provision of care and support to vulnerable people
 - Animal Welfare
 - Advancement of religion or the arts
15. Award 20% top-up to sports clubs that can demonstrate that:
- They are registered CASCS
 - Their membership is mainly composed of active membership rather than social membership
 - The club is accessible to all.
 - The club has achieved the CLUBMARK accreditation standard
 - (CLUBMARK and associated individual sports equivalents is the only national cross sports quality accreditation scheme for clubs with junior sections. It is built around a set of core criteria which ensure that accredited clubs operate to a set of consistent, accepted and adopted minimum operation standards).
16. Award charity shops with the 20% top up if they evidence that 90% of their gross profit is invested in the local community
17. To delegate the determination of applications for discretionary top up relief outside this policy to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel.

Discretionary Relief for Charities

Guidance

18. Where the property does not qualify for mandatory relief authorities can still consider the award of a discretionary rate relief under section 47 of LGFA 1988. Authorities have discretion to award up to 100% to certain non-profit making bodies.
19. To be eligible for consideration the ratepayer:
- Must be a charity or trustees of a charity and the property must be wholly or mainly used for charitable purposes; or
 - The property is not an excepted property and all or part of it is occupied for the purposes of one or more institutions none of which is established or

conducted for profit and each of whose objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts: or

- The property is not an excepted property and is wholly or mainly used for the purposes of recreation, and all or part is occupied for the purposes of a club, society or other organisation not established or conducted for profit.

20. Discretionary relief may not be granted where the hereditament is an excepted property, such as a billing authority or a precepting authority.

Financial Implications

21. With effect from 1 April 2013, under the arrangements for local business rate retention, the cost of all reliefs is split between the Government (50%), Shropshire Council (49%), and the Fire Authority (1%).

Approved Relief in Shropshire

22. To award Village Halls and Community Centres 100% discretionary rate.
23. To award other similar voluntary organisations (e.g. Senior Citizens Clubs, Scouts/Guide Huts) whose emphasis is on recreational activity rather than social activity 100% discretionary rate relief.

Social Enterprises

24. To award 100% discretionary relief to social enterprises that that provide benefit to the local community and are:-
- Community Interest Companies that are limited by guarantee providing that they:-
 - Are registered as a Community Interest Company. Reference can be made to Gov.Uk website on Community Interest Companies and to Companies House
 - <https://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies>
 - <http://www.companieshouse.gov.uk/>
 - Also the Company's Articles of Association or Memorandum should clearly state that any surplus of income over expenditure will be applied in a particular manner to ensure that no profit is actually made
 - Not conducted for profit
 - Do not remunerate the Directors of the Company
 - Industrial and Provident Societies and Companies Limited by Guarantee providing that they:-
 - Are a not for profit company.

- Provide benefit for the local community.
 - Not for profit companies are normally limited by guarantee (as opposed to shares)
 - Reference should be made to Companies House website above
 - Also the Company's Articles of Association or Memorandum should clearly state that any surplus of income over expenditure will be applied in a particular manner to ensure that no profit is actually made.
 - Do not remunerate the Directors of the Company
25. To delegate the determination of applications for discretionary relief outside this policy to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel.

Rural Discretionary Relief

Guidance

26. The Local Government Finance and Rating Act 1997 introduced a scheme of 50% mandatory rate relief for certain kinds of property with effect from 1 April 1998. To qualify businesses must be within a rural settlement with a population of not more than 3,000.
27. The Rural Settlement List for Shropshire is at Appendix B.
28. Mandatory rate relief applies to a qualifying property which is within a settlement identified in an authority's rural settlement list for the chargeable financial year where its rateable value is not, at the beginning of the year in question more than a relevant prescribed amount. The rateable value limits are as follows:
- For qualifying sole shop, general store or post office £8,500.
 - For qualifying sole petrol filling station or pub £12,500.
29. In addition discretionary rate relief may be allowed if:
- The property is in a rural settlement
 - The rateable value of the property is £16,500 or less.
 - The property is used for purposes which are of benefit to the local community:
and
 - It is reasonable for the Council to grant relief taking into account the interests of its council taxpayers

Financial Implications

30. With effect from 1 April 2013, under the arrangements for local business rate retention, the cost of all reliefs is split between the Government (50%), Shropshire Council (49%), and the Fire Authority (1%).

Approved Relief in Shropshire

31. To award 25% rate relief to qualifying post offices and general stores and to delegate the determination of applications for rural rate relief outside this policy to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel.
32. In 2016 the Government announced their intention to legislate to award mandatory rural rate relief of 100% to qualifying rural business. As yet the legislation to allow this has not been passed. Instead, the Government have required billing authorities to award 100% relief to qualifying rural businesses using discretionary powers and this is fully funded by the Government via payment of Section 31 grant.

Hardship Relief

33. Section 49 of the Local Government Finance Act 1988 provides that the Council may reduce or remit any amount that a person is liable to pay in respect of Non-Domestic Rates. The Council cannot act under this section unless it is satisfied that:
 - The ratepayer would sustain hardship if the authority did not do so, and
 - It is reasonable for the authority to do so, having regard to the interest of its council tax payers.
34. Any amount up to 100% of the rates liability can be remitted.
35. Government guidance on the award of hardship relief is that each case must be treated on its merits and a 'blanket policy' must not be adopted.

Financial Implications

36. With effect from 1 April 2013, under the arrangements for local business rate retention, the cost of all reliefs is split between the Government (50%), Shropshire Council (49%), and the Fire Authority (1%).

Options

37. The recommendation is to delegate the determination of non-domestic rate hardship relief to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel.

Local Discounts

38. The Localism Act 2011 removed the previous restriction that discretionary relief could only apply to charities and other organisations of prescribed type. However discretionary relief may not be granted where the hereditament is an excepted hereditament such as a billing authority or a precepting authority.

Financial Implications

39. With effect from 1 April 2013, under the arrangements for local business rate retention, the cost of all reliefs is split between the Government (50%), Shropshire Council (49%), and the Fire Authority (1%).

Options

40. The recommendation is to delegate the determination of non-domestic rates local discounts to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel.

Part Occupied Relief

41. This can be awarded where business premises are partly occupied or not fully occupied providing that the situation exists for a short time. When awarding the relief Shropshire Council ask the Valuation Office to provide amended rateable values based on the occupied and unoccupied areas.

Financial Implications

42. With effect from 1 April 2013, under the arrangements for local business rate retention, the cost of all reliefs is split between the Government (50%), Shropshire Council (49%), and the Fire Authority (1%).

Options

43. The recommendation is to delegate the determination of non-domestic rate part-occupied relief to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel.

Section 31 Grant Relief (Autumn Statement)

44. Since 2012 the Government has required Billing Authorities to grant relief to businesses in various circumstances. These reliefs are awarded under Section 47 of the Local Government Finance Act 1988 (discretionary powers) but the Council are fully compensated for the cost of these reliefs through payment of grant under Section 31 of Local Government Act 2003.

Financial Implications

45. The full cost of awarding these reliefs are covered by the Government through a Section 31 grant payment.

Options

46. The authority should delegate authority to award **any reliefs** that are awarded under Section 47 Local Government Finance Act 1988 but fully compensated via Section 31 grant payment, to the Council's Section 151 Officer.

Council Tax Discretionary Discount

47. The Local Government Act 2003 introduced a new power as Section 13A of the Local Government Finance Act 1992, whereby a billing authority may reduce the liability of a council tax payer to such extent as it sees fit.
48. The power can be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced.

Financial Implications

49. Any cost associated with such a reduction is borne by the billing authority.

Options

50. The authority should have a due process for consideration of applications for discretionary council tax discount.

Process to consider applications to the authority to exercise its discretion

51. Requests for Section 13A discount may come from a variety of people for a variety of reasons.
52. Where applicants for discretionary discount are applying due to financial hardship consideration will be given to:
 - The applicants personal circumstances
 - The applicants income and expenditure and budget management
 - Any savings or assets available to the applicant
 - Any discount, relief, exemption, benefit, or any other financial assistance the applicant may be entitled to
 - Any other factors the authority deems to be relevant
53. In order to properly understand the claimants circumstances the applicant will be asked to provide reasonable evidence in support of their application. This may include:
 - Income and Expenditure statement
 - Documentary evidence to verify information provided on Income and Expenditure statements
 - Evidence that all other benefit eligibility has been explored thoroughly and maximised
 - Evidence of any applications made to other organisations for financial assistance
 - Any special circumstances that the Council is aware of

- Any other relevant documentation
54. Government guidelines state that an authority may delegate the decision making process on applications for discretionary relief either to individual officers or committees.
 55. The authority should have a mechanism that allows applicants to appeal against a decision by an authority to revoke, reject or restrict the award of discretionary relief. The same officials that made the original decision should not consider appeals. Guidelines suggest that it may be appropriate to refer any appeal to a panel of council members, especially where an officer of the council made the original decision under delegated powers.
 56. The timescales for appealing against a decision of a billing authority in relation to council tax liability are set out in Section 16 of the Local Government Finance Act 1992. This allows a person to appeal directly to the Valuation Tribunal if they have received no notification from the billing authority within two months of appealing against a decision.

Recommendation

57. The recommendation is to delegate the determination of council tax discretionary discount awards to the Council's Section 151 Officer with any appeal against that decision to be heard by the General Appeals Panel. Where an appeal against a decision of Section 151 Officer is received the General Appeal Panel of Members will hear the appeal within two months of the appeal being received.
58. The council tax payer may appeal directly to the Valuation Tribunal if they remain dissatisfied with the outcome of the appeal, or if they have received no notification from the billing authority within two months of appealing against a decision of Section 151 Officer.
59. The flowchart at Appendix C details the process for considering requests for Section 13A discount.

Appendix A – Shropshire Council Discretionary Relief Policy

Relief Type	Relief Description	Award %
Top up	<p>Local or national charities that provide a benefit to the local community that are classed as:</p> <ul style="list-style-type: none"> - community centres, village halls, meeting rooms - scouts, guides, cadets and youth clubs - museums - drop in/advice centres - nursery/pre schools - provision of care and support to vulnerable people - animal welfare - advancement of religion or the arts - sports/community centres providing sporting leisure facilities to the general public with no membership requirement <p>Charity shops that commit 90% of gross profit to the local community</p> <p>Sports clubs that are registered as Community Amateur Sports Clubs that can demonstrate that:</p> <ul style="list-style-type: none"> - Their membership is mainly composed of active membership rather than social membership - (Reference can be made as to whether the club has a bar or not) - The club is accessible to all - The club has achieved the CLUB MARK accreditation standard 	20%
non profit making	<p>Village Hall and similar charitable organisation without bars</p> <p>Organisations whose emphasis is on recreational activity rather than social</p> <ul style="list-style-type: none"> - Senior Citizen’s Clubs - Scout and guide huts - Youth clubs <p>Social Enterprises that provide a benefit to the local community:</p> <ul style="list-style-type: none"> - Registered Community Interest Companies - Industrial and Provident Societies - Companies Limited by Guarantee - Where articles of association or memorandum clearly state not conducted for profit and surplus is applied for benefit for community - directors receive no remuneration 	100%
Rural Rate Relief	25% to rural post offices and village shops that qualify for mandatory relief	25%
Hardship Relief	Applications to be considered by Section 151 Officer and any appeal to the General Appeals Panel	N/A
Local Business Rate Discounts	Applications to be considered by Section 151 Officer and any appeal to the General Appeals Panel	N/A
Part Occupied Relief	Applications to be considered by Section 151 Officer and any appeal to the General Appeals Panel	N/A
Section 31 Grant Relief	Applications to be considered by Section 151 Officer and any appeal to the General Appeals Panel	N/A
Council Tax discretionary discounts	Applications to be considered by Section 151 Officer and any appeal to the General Appeals Panel	N/A



**National Non Domestic
Rates**

**RURAL SETTLEMENT
LIST**

2015

1. Background

1.1 Legislation

With effect from 1st April 1998, the Local Government Finance and Rating Act 1997 introduced a scheme of mandatory rate relief for certain kinds of hereditament situated in 'rural settlements'. A 'rural settlement' is defined as a settlement that has a population of not more than 3,000 on 31st December immediately before the chargeable year in question.

The Non-Domestic Rating (Rural Settlements) (England) (Amendment) Order 2009 (S.I. 2009/3176) prescribes the following hereditaments as being eligible with effect from 1st April 2010:-

- Sole food shop within a rural settlement and has a RV of less than £8,500;
- Sole general store within a rural settlement and has a RV of less than £8,500;
- Sole post office within a rural settlement and has a RV of less than £8,500;
- Sole public house within a rural settlement and has a RV of less than £12,500;
- Sole petrol filling station within a rural settlement and has a RV of less than £12,500;

Section 47 of the Local Government Finance Act 1988 provides that a billing authority may grant discretionary relief for hereditaments to which mandatory relief applies, and additionally to any hereditament within a rural settlement which is used for purposes which are of benefit to the local community.

1.2 Current Discretionary Rate Relief Policy

Currently, Shropshire Council's discretionary rate relief policy, as agreed by Council on 14 May 2015, allows the following awards to be made:-

- 25% to the sole post office within the rural settlement that qualify for mandatory relief;
- 25% to the sole village shop within the rural settlement that qualify for mandatory relief.

1.3 Source of Information

The population figures are currently based upon the 2011 Census, the relevant details of which are contained in Section 2.

The following tables in Section 3 details such rural settlements within Shropshire Council's area of responsibility.

2. Census 2011 Population Figures

Census Settlement	Population Estimate (unrounded)	Population Estimate (rounded)	Census Settlement	Population Estimate (unrounded)	Population Estimate (rounded)
Abdon	15	20	Bedstone	60	60
Ackleton	287	300	Bentlawnt	83	80
Acton Burnell	216	200	Berrington	57	60
Acton Round	29	30	Berwick	49	50
Acton Scott	27	30	Besom Woods/Wheathill	46	50
Adderley	206	200	Bettws-Y-Crwyn	4	5
Alberbury	109	110	Bicton	494	500
Albrighton (1)	4462	4500	Billingsley	129	13
Albrighton (2)	35	40	Bings Heath	57	60
Aldon	16	20	Binweston	12	10
All Stretton	288	300	Bishops Castle	1735	1700
Allfordgreen	37	40	Bitterley	104	100
Alveley	1566	1600	Bletchley	45	40
Angel Bank/Farden	227	250	Bomere Heath	1256	1300
Annscroft	228	250	Boningale	47	50
Arscott	72	70	Boraston	38	40
Ash Magna/Ash Parva	247	250	Bouldon	33	30
Ashford Bowdler	45	50	Bourton	76	80
Ashford Carbonell	326	350	Bourton Westwood	17	20
Asterley	112	110	Brandhill	24	20
Asterton	22	20	Breadon Heath	37	40
Astley	114	110	Bridgnorth	12312	12300
Astley Abbots	79	80	Broad Oak/Six Ashes	46	50
Aston	70	70	Brockton	46	50
Aston Botterell	33	30	Brockton (1)	70	70
Aston Eyre	43	40	Brockton (2)	57	60
Aston Munslow	114	110	Bromfield	81	80
Aston Pigott	33	30	Bromlow	57	60
Aston Rogers	50	50	Brompton	21	20
Aston-On-Clun	221	200	Bronygarth/Castle Mill	103	100
Atcham	127	130	Broome	98	100
Babbinswood	175	180	Broseley	4752	4800
Badger	107	110	Broughall	55	50
Bagley	74	70	Brown Heath	26	30
Barkers Green	47	50	Bryn	11	10
Barrow	17	20	Bucknell	405	400
Baschurch/Newtown/	1602	1600	Buildwas	143	140

Prescot					
Bayston Hill	4837	4800	Burford	1216	1200
Beambridge/Aston Mill	32	30	Burlton	114	110
Beckbury	221	200	Burwarton	108	110
Bedlam	76	80	Button Bridge	58	60
Bushmoor/Leamoor Common	82	80	Condover	526	550
Button Oak	81	80	Coppice Gate	50	50
Callaughton	41	40	Coreley	31	30
Calverhall	156	160	Corfton/Corfton Bache	68	70
Cardeston	38	40	Cosford/Donnington	954	950
Cardington/Gretton	124	120	Cound/Upper Cound	179	180
Castle Pulverbatch	120	120	Coundmoor/Evenwood Common	96	100
Catherton Common	124	120	Crackley Bank	34	30
Caynham	149	150	Craven Arms	2370	2400
Cefn Blodwel	18	20	Cressage	632	650
Cefn Einion	23	20	Crickheath	63	60
Chapel Lawn	32	30	Croesaubach	28	30
Chavel	41	40	Cross Houses	744	750
Chelmarsh	244	250	Cross Lane Head	56	60
Cheney Longville	39	40	Crowsnest	42	40
Chesterton	62	60	Cruckmeole	50	50
Cheswardine	625	650	Cruckton	90	90
Chetton	66	70	Culmington	131	130
Childs Ercall	492	500	Darliston	38	40
Chipnall	101	100	Deuxhill	9	10
Chirbury	220	200	Dhustone	91	90
Chirk Bank/Gledrid	622	600	Diddlebury	182	180
Chorley	121	120	Ditton Priors	408	400
Church Preen	41	40	Dobsons Bridge/Roving Bridge	65	60
Church Pulverbatch	35	40	Doddongton	269	250
Church Stretton	3676	3700	Donnington/Charlton Hill	31	30
Claverley	672	650	Dorrington	606	600
Clee Hill/The Knowle	854	850	Dovaston/Knockin Heath	264	250
Clee St Margaret	84	80	Draycott	51	50
Cleeton St Mary	51	50	Dudleston	28	30
Cleobury Mortimer	2750	2700	Dudleston Heath/Gadlas	861	850
Cleobury North	30	30	Eardington	332	350
Clive	423	400	Eardiston	33	30
Clun	760	750	East wall	44	40

Clunbury	95	90	Easthope	59	60
Clungunford	200	200	Eaton Constantine	137	140
Clunton	120	120	Eaton Upon Tern	100	100
Cockshutford	29	30	Edge	20	20
Cockshutt	611	600	Edgebolton/Moreton Mill	176	180
Coed-Y-Go	63	60	Edgerley	52	50
Colebatch	68	70	Edgton/Basford	66	70
Colemere	71	70	Edstaston	43	40
Colemore Green	40	40	Ellesmere	3726	3700
Elson	63	60	High Hatton	48	50
Enchmarsh	20	20	Highley/Netherton	3158	3200
English Frankton	26	30	Hilton	179	180
Ensdon	22	20	Hindford	34	30
Exfords Green	27	30	Hinstock/Wood Lane	768	750
Eyton	21	20	Hinton	30	30
Eyton On Severn	16	20	Hints	148	150
Farley	23	20	Hodnet/Hodnet Heath	639	650
Farlow	15	20	Holdgate	22	20
Faulsgreen	108	110	Hollinwood	121	120
Felhampton	26	30	Homer	247	250
Felton Butler	24	20	Hookagate	114	110
Fenn Green	55	60	Hope	42	40
Fitz	31	30	Hope Bagot	30	30
Ford	595	600	Hope Bowdler	139	140
Ford Heath	52	50	Hopesay	65	70
Forton Heath/Mytton	118	120	Hopton Bank	77	80
Frodesley	126	130	Hopton Cangeford	11	10
Garmston	69	70	Hopton Castle	53	50
Glazeley	32	30	Hopton Heath	36	40
Gleedon Hill	16	20	Hopton Wafers	94	90
Glynmorlas/Rhyn	65	60	Hopton/Valeswood	100	100
Gobowen/Rhewl	2747	2700	Hordley	28	30
Grafton	106	110	Horsebridge	32	30
Great Ness	73	70	Hughley	43	40
Great Sutton	24	20	Hungerford/Broadstone	66	70
Great Wytheford	33	30	Ightfield	199	200
Greete	33	30	Jackfield	112	110
Grimpo	51	50	Kemberton	194	190
Grindle	30	30	Kempton	61	60
Grindley Brook	118	120	Kenley	44	40
Grinshill	153	150	Kinlet	65	70
Habberley	68	70	Kinnerley	297	300

Hadnall	568	550	Kinton	83	80
Halfway House	142	140	Knockin	182	180
Halston/Plealey Road	60	60	Knowbury	344	350
Hampton Loade	150	150	Lea	13	10
Hanwood	603	600	Lea Cross	65	60
Hanwood Bank	371	350	Leaton	24	20
Harley	139	140	Lee	43	40
Harmer Hill	318	300	Lee Brockhurst	122	120
Hatton	17	20	Leebotwood	113	110
Houghton	36	40	Leighton	132	130
Haytons Bent/Up Lo Hayton	107	110	Lilyhurst	25	20
Heath	13	10	Little Brampton	15	10
Heath Hill	65	60	Little Ness	108	110
Heathton	60	60	Little Stretton	238	250
Llanfair Waterdine	36	40	Montford	40	40
Llanyblodwel	69	70	Montford Bridge	320	300
Llanymynech	418	400	Morda	1553	1600
Llynclys	281	300	More	20	20
Lockleywood	78	80	Moreton Corbet	40	40
Long Meadow End	50	50	Moreton Say	40	40
Longden	247	250	Morton/Morton Common	89	90
Longden Common	109	110	Morville	81	80
Longford	60	60	Much Wenlock	2242	2200
Longnor	284	300	Muckley	13	10
Longslow	27	30	Muckley Cross	18	20
Longville In The Dale	66	70	Munslow	99	100
Longwood	38	40	Myddle	450	450
Loppington	220	200	Nantmawr	56	60
Loughton	16	20	Nash	33	30
Lower Frankton	61	60	Neen Savage	3	5
Lower Hordley/Bagley Marsh	102	100	Neen Sollars	76	80
Ludlow	10174	10200	Neenton	88	90
Lydbury North	234	250	Nesscliffe	221	200
Lydham	92	90	Netchwood Common	39	40
Lyneal	179	180	New Marton	17	20
Lyth Bank/Lyth Hill	218	200	Newcastle	152	150
Maesbrook/Maesbroo k Green	160	160	Newtown	101	100
Maesbury	240	250	Noneley/Commonw ood/Ruewood	78	80
Maesbury Marsh	252	250	Norbury	53	50
Mainstone	11	10	Nordley	38	40
Marchamley	196	200	Nordley Common	67	70

Market Drayton	11794	11800	Northwood	109	110
Marshbrook	39	40	Norton	151	150
Marton	118	120	Norton In Hales	296	300
Meadowtown	19	20	Nox	17	20
Melverley	31	30	Obley	21	20
Melverley Green	87	90	Oldbury	204	200
Merrington	33	30	Ollerton	46	50
Middle/Lower Hengoed	140	140	Onibury	112	110
Middlehope	13	10	Oreton	150	150
Middleton	95	90	Oswestry	17260	17300
Middleton Priors	48	50	Overton	65	70
Middleton Scriven	43	40	Pant Glas	57	60
Middleton/Aston Square	58	60	Pant/Pen-y-Coed	1199	1200
Mill Green	30	30	Park Hall	525	550
Milson	53	50	Peaton	24	20
Minsterley	1408	1400	Peatonstrand	29	30
Minton	30	30	Pennerley/The Bog	90	90
Monkhopton	90	90	Pentre	52	50
Peplow	29	30	Rushton	31	30
Petton	76	80	Ruyton XI Towns	940	950
Picklescott	38	40	Ryton	239	250
Pipegate	177	180	Sansaw Heath	59	60
Pitchford	129	130	Shawbury	1573	1600
Plash	45	50	Sheinton	40	40
Platt Lane	53	50	Shelderton	16	20
Plealey	130	130	Shelve	19	20
Ploxgreen	99	100	Shepherds Lane/Calcott	133	130
Pont Faen	42	40	Sheriffhales	261	250
Pontesbury	1665	1700	Shifnal	6179	6200
Pontesbury Hill	203	200	Shipleigh	22	20
Pontesford	90	90	Shipton	43	40
Porthywaen	137	140	Shorthill	42	40
Posenhall	37	40	Shrawardine	134	130
Prees / Prees Wood	1037	1000	Shrewsbury	71460	71500
Prees Green	84	80	Sibdon Carwood	9	10
Prees Heath	130	130	Sidbury	28	30
Prees Higher Heath	1013	1000	Siefton	53	50
Prees Lower Heath	69	70	Siefton Bache	26	30
Preston	23	20	Silvington	25	30
Preston Brockhurst	73	70	Snailbeach	234	250
Preston Gubbals	38	40	Snitton	16	20
Preston Montford	3	5	Soudley	39	40

Priest Weston	69	70	Soudley (Great)	130	130
Priors Halton	4	5	Spurtree/Hammerhill	59	60
Purslow	15	10	St Martin Moor	60	60
Quatford	266	250	St Martins/Ifton Heath	120	120
Quatt	70	70	Stableford	64	60
Queens Head	92	90	Stanley Green	106	110
Quina Brook	77	80	Stanmore Camp	169	170
Ratlinghope	13	10	Stanton Lacy	35	40
Rednal	32	30	Stanton Long	43	40
Rhoswiell	181	180	Stanton Upon Hine Heath	233	250
Rhyd-y-Croesau	9	10	Stanwardine In The Fields	55	60
Richards Castle/Batchcott	43	40	Stapleton	117	120
Romsley	58	60	Stapleton Common	68	70
Rorrington	38	40	Stiperstones/Perkins Beach	146	150
Rosehill	68	70	Stockton	14	10
Roughton	50	50	Stoke Heath	288	300
Rowton	23	20	Stoke St Milborough	67	70
Ruckley/Langley	52	50	Stoke Upon Tern	120	120
Rudge	36	40	Stokesay	28	30
Rudge Heath	7	5	Stoney Stretton	50	50
Rushbury/Roman Bank	44	40	Stottesdon	176	180
Stowe	23	20	Wattlesborough Heath	142	140
Street Dinas	46	50	Weirbrook	39	40
Strefford	48	50	Welsh Frankton/Perthy	196	200
Stretford Bridge	41	40	Welshampton	204	200
Stretton Westwood	30	30	Welsh End	31	30
Sutton	36	40	Wem	5813	5800
Sutton Maddock	89	90	Wentnor	66	70
Sweeney Mountain/Nant-Y-Caws	142	140	Wern Ddu	9	10
Ternhill	67	70	West Felton	1032	1000
Tetchill	293	300	Westbury	519	500
The Down	23	20	Westhope	48	50
The Hobbins	354	350	Westley	22	20
The Hope	31	30	Weston	46	50
The Sheet	214	200	Weston and Wixhill	161	160
The Smithies	20	20	Weston Heath	73	70
The Wern	76	80	Weston Lullingfields	102	100
Ticklerton	49	50	Weston	1512	1500

			Rhyn/Preesgweene		
Tilley	60	60	Weston Wharf/Weston Common	142	140
Tilstock	401	400	Whitchurch	9297	9300
Tong	105	100	Whitcot	15	20
Tong Norton	118	120	Whitcot Keysett	53	50
Treflach	180	180	Whittingslow	17	20
Trefonen	746	750	Whittington	1509	1500
Tuckhill	29	30	Whitton	65	70
Tugford	26	30	Whittytrees/Duxmoor	43	40
Twitchen	43	40	Whixall	72	770
Uffington	125	130	Wilcott	169	170
Upper Affcot	17	20	Wistanstow	147	150
Upper Astley	84	80	Wistanstow/Crickmerry	308	300
Upper Hengoed	49	50	Withington	152	150
Uppington	56	60	Wollaston	24	20
Upton Cressett	13	10	Wollerton	201	200
Upton Magna	148	150	Woodseaves	180	180
Vennington	39	40	Woofferton	68	70
Vernolds Common	48	50	Woolstaston	27	30
Vron Gate	17	20	Woolston	97	100
Walford Heath/Oldwood	125	120	Woore/Irelands Cross	696	700
Walkmill	11	10	Wooton	27	30
Wall Under Heywood	105	110	Worfield	215	200
Wallbank	41	40	Worthern/Brockton	634	650
Walton	12	10	Wotherton	52	50
Waterloo	24	20	Wrentnall	33	30
Wroxeter	65	70			
Wyken	67	70			
Wykey	44	40			
Yeaton	52	50			
Yockleton	222	200			
Yorton	35	40			

3. Rural Settlements

i) Bridgnorth Parishes

Code	Parish & Designated Rural Settlement	Census Settlement	Census Settlement Population	Parish Population
NBN001	Acton Round	Acton Round	29	60
		Muckley	13	
		Muckley Cross	18	
NBN002	Albrighton	NOT RURAL	4462	4462
NBN003	Alveley	Alveley	1566	1650
		Fenn Green	55	
		Tuckhill	29	
NBN004	Astley Abbots	Astley Abbots	79	280
		Colemore Green	40	
		Cross Lane Head	56	
		Nordley	38	
		Nordley Common	67	
NBN005	Aston Botterell	Aston Botterell	33	33
NBN006	Aston Eyre	Aston Eyre	43	43
NBN007	Badger	Badger	107	107
NBN008	Barrow	Barrow	27	84
		Posenhall	37	
		The Smithies	20	
NBN009	Beckbury	Beckbury	221	221
NBN010	Billingsley	Billingsley	129	129
NBN011	Boningale	Boningale	47	47
NBN012	Boscobel	Boscobel	0	0
NBN013	Bridgnorth	NOT RURAL	12079	12549
		Oldbury	204	
		Quatford	266	
NBN014	Broseley	NOT RURAL	4929	5041
		Jackfield	112	
NBN015	Burwarton	Burwarton	108	108
NBN016	Chelmarsh	Chelmarsh	244	430
		Hampton Loade	150	
		Sutton	36	
NBN017	Chetton	Chetton	66	89
		The Down	23	
NBN018	Claverley	Broad Oak/Six Ashes	46	836
		Claverley	672	
		Draycott	51	
		Heathton	60	

		Rudge Heath	7	
NBN019	Cleobury North	Cleobury North	30	30
NBN020	Deuxhill	Deuxhill	9	9
NBN021	Ditton Priors	Ditton Priors	408	495
		Middleton Priors	48	
		Netchwood Common	39	
NBN022	Donington	Cosford/Donington	954	954
NBN023	Eardington	Eardington	332	332
NBN024	Easthope	Easthope	59	59
NBN025	Farlow	Farlow	15	165
		Oreton	150	
NBN026	Glazeley	Glazeley	32	32
NBN027	Highley	NOT RURAL	3158	3158
NBN028	Kemberton	Kemberton	194	194
NBN029	Kinlet	Button Bridge	58	254
		Button Oak	81	
		Coppice Gate	50	
		Kinlet	65	
NBN030	Middleton Scriven	Middleton Scriven	43	43
NBN031	Monkhopton	Monkhopton	90	90
NBN032	Morville	Morville	81	81
NBN033	Much Wenlock	Bourton	76	2669
		Bourton Westwood	17	
		Callaughton	41	
		Gleedon Hill	16	
		Homer	247	
		Much Wenlock	2242	
		Stretton Westwood	30	
NBN034	Neen Savage	Neen Savage	3	3
NBN035	Neenton	Neenton	88	88
NBN036	Quatt	Quatt	70	70
NBN037	Romsley	Romsley	58	58
NBN038	Rudge	Rudge	36	58
		Shipley	22	
NBN039	Ryton	Grindle	30	269
		Ryton	239	
NBN040	Sheriffhales	Crackley Bank	34	385
		Heath Hill	65	
		Lilyhurst	25	
		Sheriffhales	261	
NBN041	Shifnal	NOT RURAL	6179	6179
NBN042	Shipton	Shipton	43	43
NBN043	Sidbury	Sidbury	28	28
NBN044	Stanton Long	Brockton	70	113
		Stanton Long	43	
NBN045	Stockton	Norton	151	165

		Stockton	14	
NBN046	Stottesdon	Chorley	121	297
		Stottesdon	176	
NBN047	Sutton Maddock	Sutton Maddock	89	89
NBN048	Tasley	Tasley	0	0
NBN049	Tong	Tong	105	223
		Tong Norton	118	
NBN050	Upton Crescent	Upton Crescent	13	13
NBN051	Worfield	Ackleton	287	1447
		Chesterton	62	
		Hilton	179	
		Roughton	50	
		Stableford	64	
		Stanmore Camp	169	
		The Hobbins	354	
		Worfield	215	
		Wyken	67	

ii) North Shropshire Parishes

Code	Parish & Designated Rural Settlement	Census Settlement	Census Settlement Population	Parish Population
NNS001	Adderley	Adderley	206	206
NNS002	Baschurch	Baschurch/Newtown/Prescott	1602	1953
		Stanwardine In The Fields	55	
		Weston Lullingfields	102	
		Weston Wharf/Weston Common	142	
		Yeaton	52	
NNS004	Cheswardine	Cheswardine	625	895
		Chipnall	101	
		Soudley	39	
		Soudley (Great)	130	
NNS005	Childs Ercall	Childs Ercall	492	492
NNS006	Clive	Clive	423	423
NNS007	Cockshutt	Cockshutt	611	637
		English Frankton	26	
NNS008	Ellesmere Rural	Dudleston	28	1547
		Dudleston Heath/Gadlas	861	
		Elson	63	
		Lee	43	
		New Marton	17	
		Street Dinas	46	

		Tetchill	293	
		Welsh Frankton/Perthy	196	
NNS009	Ellesmere Urban	NOT RURAL	3726	3726
NNS010	Grinshill	Grinshill	153	212
		Sansaw Heath	59	
NNS011	Hadnall	Hadnall	568	568
NNS012	Hinstock	Hinstock/Wood Lane	768	676
		Lockleywood	78	
		Mill Green	30	
NNS013	Hodnet	Hodnet/Hodnet Heath	639	1065
		Marchamley	196	
		Peplow	201	
		Wollerton	29	
NNS014	Hordley	Bagley	74	204
		Hordley	28	
		Lower Hordley/ Bagley Marsh	102	
NNS015	Ightfield	Calverhall	156	355
		Ightfield	199	
NNS017	Loppington	Brown Heath	26	438
		Burlton	114	
		Loppington	220	
		Noneley/Commonwood/ Ruewood	78	
NNS018	Market Drayton	NOT RURAL	11794	11794
NNS019	Moreton Corbet	Lee Brockhurst	122	235
		Moreton Corbet	40	
		Preston Brockhurst	73	
NNS020	Moreton Say	Bletchley	45	239
		Longford	60	
		Longslow	27	
		Moreton Say	40	
		Tern Hill	67	
NNS021	Myddle	Harmer Hill	318	921
		Marton	118	
		Myddle	450	
		Yorton	35	
NNS022	Norton In Hales	Norton In Hales	296	296
NNS024	Petton	Petton	76	76
NNS025	Prees	Darliston	38	2349
		Fauls Green	108	
		Prees Green	84	
		Prees Higher Heath	1013	
		Prees Lower Heath	69	
		Prees/Prees Wood	1037	
NNS027	Shawbury	Edgebolton/Moreton Mill	176	1782
		Great Wytheford	33	

		Shawbury	1573	
NNS028	Stanton Upon Hine Heath	High Hatton	48	281
		Stanton Upon Hine Heath	233	
NNS029	Stoke on Tern	Eaton Upon Tern	100	862
		Ollerton	46	
		Stoke Heath	288	
		Stoke on Tern	120	
		Wistanswick/Crickmerry	308	
NNS030	Sutton on Tern	Rosehill	68	284
		Sutton	36	
		Woodseaves	180	
NNS031	Welshampton	Breaden Heath	37	491
		Colemere	71	
		Lyneal	179	
		Welshampton	204	
NNS032	Wem Rural	Aston	70	507
		Barkers Green	47	
		Edstaston	43	
		Newtown	101	
		Northwood	109	
		Quina Brook	77	
		Tilley	60	
NNS033	Wem Urban	NOT RURAL	5813	5813
NNS034	Weston Under Redcastle	Weston	46	280
		Weston & Wixhill	161	
		Weston Heath	73	
NNS035	Whitchurch Rural	Ash Magna/Ash Parva	247	833
		Broughall	55	
		Prees Heath	130	
		Tilstock	401	
NNS039	Whitchurch Urban	NOT RURAL	9297	9415
		Grindley Brook	118	
NNS041	Whixall	Dobsons Bridge/ Roving Bridge	65	472
		Hollinwood	121	
		Platt Lane	53	
		Stanley Green	106	
		Waterloo	24	
		Welsh End	31	
		Whixall	72	
NNS042	Woore	Pipe Gate	177	873
		Woore/Irelands Cross	696	

iii) Oswestry Parishes

Code	Parish &	Census Settlement	Census	Parish
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	Designated Rural Settlement		Settlement Population	Population
NOW001	Kinnerley	Dovaston/Knockin Heath	264	825
		Edgerley	52	
		Kinnerley	297	
		Maesbrook/Maesbrook Green	160	
		Pentre	52	
NOW002	Knockin	Knockin	182	182
NOW003	Llanyblodwel	Cefn Boldwel	69	275
		Llanyblodwel	69	
		Porthywaen	137	
NOW004	Llanymynech & Pant	Llanymynech	418	1898
		Llynclys	281	
		Pant/Pen-y-Coed	1199	
NOW005	Meverley	Meverley	31	118
		Meverley Green	87	
NOW006	Oswestry Rural	Coed-y-Go	63	2497
		Crickheath	63	
		Croesaubach	28	
		Maesbury	240	
		Maesbury Marsh	252	
		Middleton/Aston Square	58	
		Morda	1553	
		Morton/Morton Common	89	
		Rhyd-y-Croesau	9	
		Sweeney Mountain/Nant-Y-Caws	142	
NOW007	Trefonen	Nantmawr	56	991
		Treflach	180	
		Trefonen	746	
		Wern Ddu	9	
NOW008	Ruyton XI Towns	Eardiston	33	1017
		Ruyton XI Towns	940	
		Wykey	44	
NOW009 NOW010	Selattyn Gobowen	Gobewen/Rhewl	2747	3058
		Middle/Lower Hengoed	140	
		Pant Glas	57	
		Upper Hengoed	49	
		Glynmorlas/Rhyn	65	
NOW011	St. Martins	St. Martins/Ifton Heath	12	123
		St. Martins Moor	60	
		Grimpo	51	
NOW012	West Felton	Haughton	36	1231
		Queens Head	92	
		Rednall	32	
		Weirbrook	39	

		West Felton	1032	
NOW013	Weston Rhyn	Bronygarth/Castle Mill	103	2536
		Chirk Bank/Gledrid	622	
		Pont Faen	42	
		Rhoswel	181	
		The Wern	76	
		WestonRhyn/Preesgweene	1512	
NOW014	Whittington	Babbinswood	175	2304
		Hindford	34	
		Lower Frankton	61	
		Park Hall	525	
		Whittington	1509	
NOW015	Oswestry Town	NOT RURAL	17260	17260

iv) Shrewsbury & Atcham Parishes

Code	Parish & Designated Rural Settlement	Census Settlement	Census Settlement Population	Parish Population
NSA101	Acton B, Frod, Pitch, Ruck, Lang	Acton Burnell	216	523
		Frodesley	126	
		Pitchford	129	
		Ruckley/Langley	52	
NSA102	Alberbury and Cardeston	Alberbury	109	454
		Cardeston	38	
		Halfway House	142	
		Rowton	23	
		Wattlesborough Heath	142	
NSA103	All Stretton, Smethcote & Woolstan	All Stretton	288	353
		Picklescote	38	
		Woolstaston	27	
NSA104	Astley	Astley	114	255
		Bings Heath	57	
		Upper Astley	84	
NSA105	Atcham	Atcham	127	176
		Berwick	49	
NSA106	Bayston Hill	Not Rural	4837	4837
NSA107	Berrington	Berrington	57	822
		Brompton	21	
		Cross Houses	744	
NSA108	Bicton	Bicton	494	630
		Preston Montford	3	
		Shepherds Lane/Calcott	133	
NSA109	Bomere Heath & District	Albrighton	35	
		Bomere Heath	1256	

		Fitz	31	1767
		Forton Heath/Mytton	118	
		Grafton	106	
		Leaton	24	
		Merrington	33	
		Preston Gubbals	39	
		Walford Heath/Oldford	125	
NSA110	Buildwas	Buildwas	143	143
NSA111	Cardington	Cardington/Gretton	124	189
		Enchmarsh	20	
		Plaish	45	
NSA112	Church Preen, Hughley & Kenley	Church Preen	41	128
		Hughley	43	
		Kenley	44	
NSA113	Church Pulverbatch	Castle Pulverbatch	120	188
		Church Pulverbatch	35	
		Wrenthall	33	
NSA114	Condover	Condover	526	1249
		Dorrington	606	
		Stapleton	117	
NSA115	Cound	Cound/Upper Cound	179	275
		Coundmoor/Evenwood Common	96	
NSA116	Cressage, Harley & Sheinton	Cressage	632	811
		Harley	139	
		Sheinton	40	
NSA117	Ford	Chavel	41	636
		Ford	595	
NSA118	Great Hanwood	Hanwood	603	974
		Hanwood Bank	371	
NSA119	Great Ness & Little Ness	Felton Butler	24	778
		Great Ness	73	
		Hopton/Valeswood	100	
		Kinton	83	
		Little Ness	108	
		Nesscliffe	221	
		Wilcott	169	
NSA120	Leebotwood & Longnor	Leebotwood	113	397
		Longnor	284	
NSA121	Leighton & Easton Constantine	Eaton Constantine	137	376
		Garmston	69	
		Leighton	132	
		Longwood	38	
NSA122	Longden	Annscroft	228	
		Exfords Green	27	
		Hook a Gate	114	

		Longden	247	1011
		Longden Common	109	
		Lyth Bank/Lyth Hill	218	
		Stapleton Common	68	
NSA123	Minsterley	Horsebridge	32	1558
		Meadowtown	19	
		Minsterley	1408	
		Ploxgreen	99	
NSA124	Montford	Ensdon	22	516
		Montford	40	
		Montford Bridge	320	
		Shrawardine	134	
NSA125	Pontesbury	Arcscott	72	2663
		Asterley	112	
		Cruckmeole	50	
		Cruckton	90	
		Edge	20	
		Farley	23	
		Habberley	68	
		Halston/Plealey Road	60	
		Hinton	30	
		Lea	13	
		Lea Cross	65	
		Plealey	130	
		Pontesbury	1665	
		Pontesbury Hill	203	
		Pontesford	20	
		Shorthill	42	
NSA126	Uffington	Uffington	125	125
NSA127	Upton Magna	Preston	23	171
		Upton Magna	148	
NSA128	Westbury	Ford Heath	52	938
		Nox	17	
		Stoney Stretton	50	
		Vennington	39	
		Vron gate	17	
		Westbury	519	
		Westley	22	
		Yockleton	222	
NSA129	Withington	Withington	152	152
NSA130	Wollaston	Wollaston	24	24
NSA131	Wroxeter & Uppington	Donnington/Charlton Hill	31	199
		Eyton on Severn	16	
		Rushton	31	
		Uppington	56	
		Wroxeter	65	

NSA132	Shrewsbury Town	NOT RURAL	71460	71460
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v) South Shropshire Parishes

Code	Parish & Designated Rural Settlement	Census Settlement	Census Settlement Population	Parish Population
NSS01	Abdon	Abdon	15	63
		Holdgate	22	
		Tugford	26	
NSS02	Acton Scott	Acton Scott	27	27
NSS03	Ashford Bowdler	Ashford Bowdler	45	45
NSS04	Ashford Carbonel	Ashford Carbonel	326	326
NSS05	Bitterley	Angelbank/farden	227	660
		Bedlam	76	
		Bitterley	104	
		Cleeton St Mary	51	
		Dhustone	91	
		Middleton	95	
		Snitton	16	
NSS06	Boraston	Boraston	38	97
		Spurtree/Hammermill Hill	59	
NSS07	Bromfield	Bromfield	81	85
		Priors Halton	4	
NSS08	Burford	Burford	1216	1216
NSS09	Caynham	Caynham	149	1347
		Clee Hill/The Knowle	854	
		Knowbury	344	
NSS10	Church Stretton & Little Stretton	Church Stretton	3676	3983
		Little Stretton	238	
		Marshbrook	30	
		Minton	39	
NSS13	Clee St. Margaret	Clee St Margaret	84	113
		Cockshutford	29	
NSS14	Cleobury Mortimer	Cleobury Mortimer	2750	2750
NSS15	Coreley	Coreley	31	179
		Hints	148	
NSS16	Culmington	Culmington	131	258
		Seifton	53	
		Seifton Bache	26	
		Vernolds Common	48	
NSS17	Diddlebury	Corfton/Corfton Bache	68	388
		Diddlebury	182	
		Great Sutton	24	
		Middlehope	13	

		Peaton	24	
		Peatonstrand	29	
		Westhope	48	
NSS18	Eaton Under Heywood	Hatton	17	66
		Ticklerton	49	
NSS20	Greete	Greete	33	33
NSS22	Heath	Heath	13	13
NSS23	Hope Bagot	Hope Bagot	30	30
NSS24	Hope Bowdler	Hope Bowdler	139	139
NSS26	Hopton Cangeford	Hopton Cangeford	11	11
NSS27	Hopton Wafers	Catherston Common	124	564
		Doddington	269	
		Hopton Bank	77	
		Hopton Wafers	94	
NSS29	Ludford	The Sheet	214	214
NSS30	Ludlow	NOT RURAL	10174	10174
NSS34	Milson	Milson	53	53
NSS35	Munslow	Aston Munslow	114	279
		Hungerford/Broadstone	66	
		Munslow	99	
NSS36	Nash	Nash	33	33
NSS37	Neen Sollars	Neen Sollars	76	76
NSS38	Onibury	Onibury	112	194
		Walton	12	
		Whittytrees/Duxmoor	43	
		Wooton	27	
NSS39	Richards Castle	Overton	65	176
		Richards Castle/Batchcott	43	
		Woofferton	68	
NSS40	Rushbury	East Wall	44	300
		Longville In The Dale	66	
		Rushbury/Roman bank	44	
		Wallbank	41	
		Wall Under Heywood	105	
NSS41	Sibdon Carwood	Sibdon Carwood	9	9
NSS43	Stanton Lacy	Haytons Bent/Upper & Lower Hayton	107	184
		Hopton Cangeford	11	
		Stanton Lacy	35	
		The Hope	31	
NSS44	Craven Arms	Aldon	16	2471
		Bouldon	33	
		Brandhill	24	
		Craven Arms	2370	
		Stokesay	28	
NSS45	Stoke St.	Stoke St. Milborough	67	67

	Milborough			
NSS47	Wheathill	Besom Woods/Wheathill	46	87
		Loughton	16	
		Silvington	25	
NSS48	Whitton	Whitton	65	92
		Wooton	27	
NSS49	Wistanstow	Bushmoor/Leamoor Common	82	473
		Cheney Longville	39	
		Felhampton	26	
		Strefford	48	
		Upper Affcot	17	
		Whittingslow	17	
		Wistanstow	147	
		Woolston	97	
NSS51	Bedstone	Bedstone	60	60
NSS52	Bettws-y-Crwyn	Bettws-y-Crwyn	4	4
NSS53	Bishops Castle	Bishops Castle	1735	1735
NSS55	Bucknell	Bucknell	405	405
NSS56	Chirbury with Brompton	Chirbury	220	379
		Priest Weston	69	
		Rorrington	38	
		Wotherton	52	
NSS57	Clun & Chapel Lawn	Bryn	11	856
		Chapel Lawn	32	
		Clun	760	
		Whitcott Keysett	53	
NSS58	Newcastle	Newcastle	152	152
NSS59	Clunbury	Clunbury	95	370
		Clunton	120	
		Kempton	61	
		Little Brampton	15	
		Obley	21	
		Purslow	15	
		Twitchen	43	
NSS60	Clungunford	Clungunford	200	252
		Hopton Heath	36	
		Shelderton	16	
NSS61	Colebatch	Colebatch	68	68
NSS62	Edgton	Edgton/Basford	66	66
NSS63	Hopesay	Aston-On-Clun	221	466
		Beambridge/Aston Mill	32	
		Broome	98	
		Hopesay	65	
		Long Meadow End	50	
NSS64	Hopton Castle	Hopton Castle	53	53
NSS65	Llanfair Waterdine	Llanfair Waterdine	36	36

NSS66	Lydbury North	Brockton	27	261
		Lydbury North	234	
NSS67	Lydham	Lydham	92	92
NSS68	Mainstone	Cefn Einion	23	34
		Mainstone	11	
NSS69	More	More	20	20
NSS70	Myndtown	Asterton	22	22
NSS71	Norbury	Norbury	53	79
		Walkmill	11	
		Whitcot	15	
NSS72	Ratlinghope	Ratlinghope	13	13
NSS74	Stowe	Stowe	23	23
NSS75	Wentnor	Wentnor	66	66
NSS76	Worthen with Shelve	Aston Pigott	33	1442
		Aston Rogers	50	
		Bentlawnt	83	
		Binweston	12	
		Bromlow	57	
		Crows Nest	42	
		Hope	42	
		Pennerley/The Bog	90	
		Shelve	19	
		Snailbeach	234	
		Stiperstones/Perkins Beach	146	
		Worthen/Brockton	634	

Council Tax Payer requests Section 13A discount in writing. Request acknowledged by Revenues Team



Liaison between applicant and Revenues staff to understand and verify application



Report prepared for Section 151 Officer detailing the claimants reasons for the request and circumstances



Section 151 Officer reviews application and makes a **decision**



Discount awarded – claimant notified in writing



Discount refused- claimant notified in writing



Appeal received from council tax payer against decision



General Appeal Panel of Members convened within two months of appeal being received to hear appeal



Appeal successful and discount awarded – claimant notified in writing



Appeal unsuccessful - claimant is notified in writing. Claimant can appeal to Valuation Tribunal

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Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA)

Name of service change: Review of Non-Domestic Rates Discretionary Relief and Council Tax Discretionary Discounts

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

Review of Council discretionary around non-domestic rate relief and council tax discretionary discount

Aims of the service change and description

The Authority has responsibility for the collection and administration of Business Rates and Council Tax revenues. There is complex legislation detailing how the amount due from Business Rates and Council Tax is calculated. Within the legislation and government guidelines, the Local Authority has certain discretions to award reliefs and discounts in certain circumstances. The current Business Rate Relief and Council Tax Discretionary Discount Policy was last considered by Council on 14 May 2015. At this time there was a commitment to review the policy every three years.

Intended audiences and target groups for the service change

- *members of the public*
- *members*
- *members of the business community*
-

Evidence used for screening of the service change

Specific consultation and engagement with intended audiences and target groups for the service change

*A consultation on the proposed scheme for 2018 onwards will commence in July 2018 and run for six weeks. Business groups and representative bodies will be made aware of the consultation to allow them to respond.
All businesses that currently qualify for business rate discretionary relief have already been contacted in March 2018 to advise them that this review was taking place.*

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)				√
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)				√

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?	√	
Proceed to Part Two Full Report?		√

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
<i>This is the section where you can explain what the service area is already planning to do. Check: for the groups who may be affected, what actions will you now take to mitigate or enhance impact of the service change? For example, if you are reducing a service there may be further use you could make of publicity and awareness raising through social media and</i>

other channels to reach more people who may be affected.

Actions to review and monitor the impact of the service change

This is the section where you can explain what actions the service area will be taking to review and monitor the impact of the service change, and with what frequency. Check: what arrangements will you have in place to continue to collect evidence and data and to continue to engage with all groups who may be affected by the service change, including the intended audiences? For example, customer feedback and wider community engagement opportunities, including involvement of elected Shropshire Council councillors for a locality.

Scrutiny at Part One screening stage

People involved	Signatures	Date
<i>Lead officer carrying out the screening</i>	Phil Weir	12 June 2018
<i>Any internal support*</i>		
<i>Any external support**</i>		
<i>Head of service</i>	James Walton	12 June 2018

**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
<i>Lead officer's name</i>	Phil Weir	12 June 2018
<i>Head of service's name</i>	James Walton	12 June 2018

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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Committee and Date

Cabinet

4th July 2018

Shrewsbury Business Improvement District (BID) Renewal

Responsible Officer Gemma Davies, Head of Economic Growth
e-mail: Gemma.davies@shropshire.gov.uk Tel: 01743 258985

1. Summary

- 1.1 Business Improvement Districts (BIDs) are business led partnerships which are created through a ballot process to deliver additional services to local businesses. A BID is a defined area in which a levy is charged on all business rate payers in addition to their business rates bill. The levy collected is then used to develop projects to benefit businesses and improve the trading environment.
- 1.2 Shrewsbury BID is an independent, not-for-profit company, dedicated to delivering projects, programmes and services that improve the trading environment for businesses in Shrewsbury Town Centre. The Shrewsbury BID was elected in November 2013. It has approximately 500 members and together with partners has invested circa £1.6m into projects over the last 5 years. The Shrewsbury BID is nearing the end of its first 5 year term and as such is up for renewal. The intention is that a ballot of all businesses within the defined BID area will take place from 27th September to 25th October 2018 where businesses will be asked to vote for or against a second term of the BID.
- 1.3 The purpose of this report is to update Cabinet on the progress of the Shrewsbury BID renewal process, to seek sign-off on the drafted BID Business Plan and to delegate authority for the council's voting rights.
- 1.4 As per the mandatory notice period of 126 days before the ballot date, the Board of Shrewsbury BID has notified Shropshire Council (as the billing authority) and the Secretary of State of their intention to seek a renewal ballot.
- 1.5 There are a number of Council properties within the BID area which will be subject to the levy and Shropshire Council receives one vote for each of these premises. Given the importance and impact of the BID company and its activities within the BID area, as detailed in the proposed Business Plan, it is recommended that Shropshire Council vote yes for the renewal of the BID.

2. Recommendations

- 2.1 That Cabinet notes that Shrewsbury BID has served notice of their intention to seek a renewal ballot to the Secretary of State and Shropshire Council.
- 2.2 That Cabinet endorses the draft Shrewsbury BID 2019 – 2024 business plan and renewal proposal (attached as Appendix 1).
- 2.3 That Cabinet approves a vote in support of Shrewsbury BID's continuation in respect of the Council's voting rights for the Council owned premises in the renewal ballot and delegates authority to exercise this vote to the Head of Business Enterprise and Commercial Services.

REPORT

3. Risks Assessment and Opportunities Appraisal

- 3.1 The most significant risk faced is if Shrewsbury BID is not successful in their renewal as Shrewsbury town centre would lose investment in the region of £2 million over the course of the next five years.
- 3.2 Without Shrewsbury BID there would be a significant loss of momentum and activity in the Town Centre. During its first 5 year term the BID has achieved a great deal against its key project themes, together with a number of major marketing campaigns, significant cost savings for businesses, and strategic development work highlighted most recently with the development of the Shrewsbury Big Town Plan.
- 3.3 Shrewsbury continues to face increasing competition from nearby towns and cities, retail parks and the internet. Shrewsbury BID has made significant achievements in its first term but for the town to remain competitive it needs to continue to deliver projects which attract more people to the town, improves the experience for visitors and supports the business community on key strategic and operational matters.
- 3.4 The following alternative options have been considered but are not recommended;
 - To vote against the BID renewal: not recommended due to the significant positive impact to the business community and the partnership.
 - To abstain for the vote: not recommended due to the significant impact to the business community and the desire for Shropshire Council to be seen as positively leading the way for businesses to vote yes.

4. Financial Implications

- 4.1 Shropshire Council's current annual Shrewsbury BID Levy is £24,484 which would change to £26,565 in the second term due to a number of changes to rateable values and a small expansion to the BID area at Abbey Foregate.

4.2 Shropshire Council currently charges Shrewsbury BID £10,000 per annum (before VAT) per annum to collect the BID levy on their behalf. This figure ensures that the Council makes full cost recovery.

5. Background

5.1 A Business Improvement District (BID) is a business-led and controlled partnership in a given area such as Shrewsbury Town Centre, which delivers an agreed set of services and projects. These are agreed, and formally voted for, by all businesses in the BID and are additional to what the public agencies provide.

5.2 A BID typically lasts for five years with the overall aim being that it improves the trading environment for businesses. BIDs are governed by legislation contained in the Local Government Act 2003 and The Business Improvement Districts (England) Regulations 2004 (“ the 2004 Regulations “).

5.3 BIDs can deliver any projects or services that are agreed by businesses in the BID area. Over the past four years, Shrewsbury BID has delivered projects and services across four areas:

- Marketing, Profile & Promotion
- Access & Car Parking
- Backing Business
- Drive & Direction

5.4 Shrewsbury BID is set up as a Company Limited by Guarantee. This is a business controlled, not-for-profit company that is responsible for the delivery of the Shrewsbury BID Business Plan and is accountable to the BID Board and its levy payers.

5.5 Shrewsbury BID operates in the area of the river loop, part of Frankwell and in its second term will incorporate part of Abbey Foregate (see the draft Business Plan at appendix 1 for full map), reflecting the improved Eastern gateway to the town. Those businesses that are located within the Shrewsbury BID area and whose property has a rateable value of £12,000 (in line with small business rate relief threshold) and above pay 1.5% of their rateable value towards the BID. This is called a BID Levy. The BID Levy is normally paid by the occupiers of a property. The Shrewsbury BID Levy is collected in April on an annual basis and invoices are issued by Shropshire Council. Properties with a rateable value below the threshold that are located within Shrewsbury Town Centre are invited to be a voluntary member of Shrewsbury BID for an annual fee of £200. This means that the property will receive similar benefits of levy paying members including promotion through the Original Shrewsbury platform.

5.6 BIDs can only carry out projects or services in addition to those that public agencies have to provide on a statutory basis and/or choose to deliver on a discretionary basis.

5.7 Shrewsbury BID is governed by a board of directors consisting of 18 elected members that is representative of the sectors in the town including: Independent Retail (3), National Retail (2), Entertainment Hospitality & Leisure (2), Office &

Commercial (2), Bars & Pubs (2), Property (1), Education, Health & Third Sector (1)
Non-specific (3).

- 5.8 In line with the 2004 Regulations; Regulation 4, Shrewsbury BID must submit to Shropshire Council a copy of their renewal proposal, their proposed financial business plan, a summary of the consultation taken with the BID levy payers and a summary of the financial management arrangements for the BID. These have been provided as part of the draft business plan at appendix 1. Officers have reviewed these documents and have ensured that they satisfactorily meet the regulation requirements.
- 5.9 The content of the BID business plan and renewal proposal are determined by Shrewsbury BID in consultation with their members. Shropshire Council has no right to veto the proposal based on opinions regarding the contents, although may choose to vote against the proposal if it is opposed to the content of the plan.
- 5.10 The Council owns a number of assets located within the proposed BID area and therefore will be invited to vote as part of the ballot, with one vote for each asset that would be subject to the BID levy. It is the recommendation of this report that the Council votes in favour of the BID given the importance of this initiative and the positive impact on the town centre trading environment and delivery of key projects it has demonstrated in the first term. These improvements and impacts will be continued if the BID renewal is successful through the delivery of the activities outlined in the draft business plan at appendix 1.

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

Annual Reviews and the past four years accounts are available at:

www.shrewsburybid.co.uk

Cabinet Member (Portfolio Holder)

Cllr Nic Laurens – Portfolio Holder for Economic Growth

Local Member

Cllr Nat Green & Cllr Hannah Fraser

Appendices

Shrewsbury BID 2019-24 Draft Business Plan and Renewal Proposal



**SHREWSBURY
BUSINESS
IMPROVEMENT
DISTRICT**

BUSINESS PLAN 2019-2024



**A proposal for the renewal
of the Shrewsbury Business
Improvement District**

THE FUTURE OF YOUR BID

As we approach the end of our first five-year term, it's appropriate to reflect and celebrate the positive impact which our projects and services have had in nurturing a healthier environment for business to flourish.

From securing £1 Sunday Car Parking, to stand out Original Shrewsbury promotional campaigns; from the management of award winning safety partnerships, to saving you money through our cost saving initiatives, we have delivered on our promise to give value back to you our levy payers.

Through Shrewsbury BID, local businesses have been able to make our collective voice heard and affect town centre policy. Our creation of the Shrewsbury Big Town Plan with key partners is ensuring that the business community has a genuine stake in the future development of our great town.

I look forward to a second term and all that we can deliver for Shrewsbury together.



Mike Matthews

Chair of Shrewsbury BID & owner of The Prince Rupert Hotel



In our first term, through our partnership with levy-paying members and collaborative working with local organisations, Shrewsbury BID has delivered.

You've told us what you want to see more of, the issues which we need to address and shared ideas to make Shrewsbury the very best it can be. We want to continue this work with you. A vote for another five years will mean a further £2 million invested in our town centre.

That will allow us to build on the promotional work of Original Shrewsbury, lobbying on your behalf about important town centre issues, and the continuation of key services in the town such as Shrewsbury Watch and BID Ambassadors.

Together we are a stronger voice, and we look forward to more shared success.



Seb Slater

Executive Director of Shrewsbury BID



WHAT IS A BID?

A BID is a Business Improvement District that enables coordinated investment in the management and marketing of a commercial area.

Governed by legislation to ensure fairness and transparency, a BID is created for a five year period following a successful ballot.

During the term of the BID all businesses defined within this Business Plan will be required to pay the mandatory levy irrespective of whether they cast a vote in the ballot.

The current term of the Shrewsbury BID runs until 31st March 2019.

This renewal business plan seeks to establish agreement to a second term that would run from 1st April 2019 to 31st March 2024.

The Ballot will run from 27th September 2018 to 25th October 2018 and require a positive majority to succeed and continue with the BID for a further five years.



There are now over 300 BIDs in the UK including Chester, Bath, Aberystwyth, Oswestry, Stafford & Leamington Spa.

THIS IS SHREWSBURY

DRAFT

Shrewsbury is the thriving county town of Shropshire with an enviable mix of independent and national businesses, lush green spaces, all nestled in an island setting, in the embrace of the River Severn. We have an impressive work life balance to offer with our wonderful heritage and natural environment, vibrant creative and commercial scene, and a wealth of educational options. To top it off, we are regularly voted as one of the happiest and best places to live in the West Midlands and the UK.

Shrewsbury BID was established in 2014 with a vision to make Shrewsbury a better place to do business, visit, work and spend time in. During our first term Shrewsbury BID have invested in continual promotion, services and management of the town centre to ensure its prosperity. In the last five years, we've attracted additional above levy income of £430,000 bringing the total amount invested in our work to over £1.9m.

Shrewsbury BID is now firmly established as a key partner in the management of the town centre and is respected by government and industry partners at local, regional and national levels.

There is much to do and equally a lot to lose, as we seek to influence the agenda and maximise opportunity for business.

This Business Plan sets out our priorities and strategies to manage and promote both the day and evening economies and to ensure that the commercial and educational sectors are given the attention they deserve.

We are asking for your support to ensure that Shrewsbury remains and grows as a vibrant and professionally managed destination until 2024.

As a now well established and connected organisation, the past five years have seen us deliver demonstrable change and progress across the range of key issues outlined in our first Business Plan – a plan directly influenced by and developed with businesses within the town.

We have shown effective leadership and influence through growing the town's business voice, leading on strategic projects such as the creation of **The Big Town Plan** and the development of a **new town map** and Wayfinding system. We have lobbied on topics affecting the health of the town centre, from **retention of the Quarry Swimming Pool** within the town, to negotiating **significant improvements** to the car parking strategy, kicked off by introducing **£1 Sunday car parking**.

We have delivered **costs savings** which on average have saved businesses £2,300 and provided support through regular business communications, the **DISC phone app** and **free training and workshops**. We have helped over 150 businesses through the **Shrewsbury Watch Safety partnership** and operated the **award-winning Pub Watch scheme** for the night time economy, further supported by our **BID Ambassadors**. We led on securing the prestigious **Purple Flag** status for Shrewsbury, three years in a row.

Powerful destination marketing has seen us deliver **memorable experiences** animating and promoting the town. Seasonal campaigns with vibrant, high quality materials and imaginative events from the **Nutcracker Trail**, **Evolution Explored Photo exhibition** to creating **Wild Cop** and an energised **Darwin Festival**. Our Original Shrewsbury website, featuring all our businesses, now attracts over **1 million page views**, and we a social media following of **over 17,000 people**.

FIVE YEARS OF ACHIEVEMENT

We screened the Royal Wedding at St Alkmunds to drive footfall into the town.





£1.9m

invested in the town centre over the past five years



500+

members attended our free business workshops and training



We negotiated £1 Sunday Car Parking across Shrewsbury



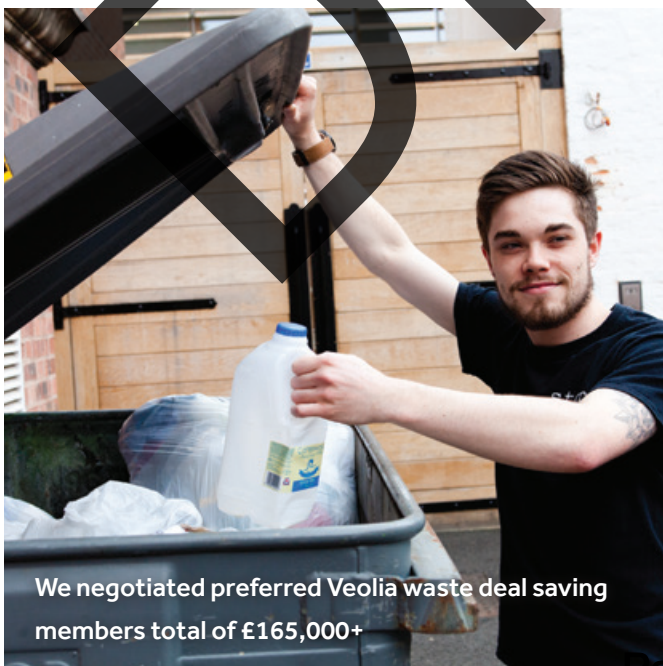
£2,300 savings

250+ members have used our cost savings service, saving average of £2,300



£420,000

We have attracted £420,000 additional above-levy income for BID projects



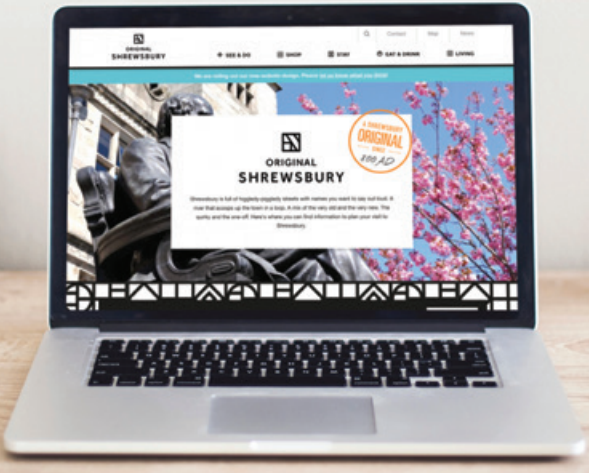
We negotiated preferred Veolia waste deal saving members total of £165,000+



Shrewsbury Watch

is provided as free service to 175+ BID members





We operate the town's only visitor website: originalshrewsbury.co.uk

1008+
pieces of positive media for Shrewsbury with total PR value of **£1,016,612**



Over 200 BID businesses featured in our Christmas Gift Guide and Independents Passport distributed to 125,000 people



550,000+
views of Original Shrewsbury promotional videos



We brought Wild Animals to Wyle Cop during roadworks

19,000+
followers on Original Shrewsbury social media channels



Original Shrewsbury videos promoting the town viewed 550,000+ on Facebook & Youtube






Sponsored and enhanced the annual Christmas Light Switch On Event



Organised the reinvigorated Darwin in Shrewsbury festival each February




500,000+
 annual visitors to Original Shrewsbury, the town's only visitor website



Created seasonal campaigns including Nutcracker trail and Little Book of Shrewsbury series


50+
 Original Shrewsbury Instagram takeovers for local businesses





Successfully lobbied to keep Quarry Swimming Pool in the town centre



Average Monthly Footfall

Year on Year change
Jan - May 2018

Shrewsbury	+1.2%
West Midlands	-3.7%
UK	-3.4%
Market Towns	-6.4%



Purple Flag

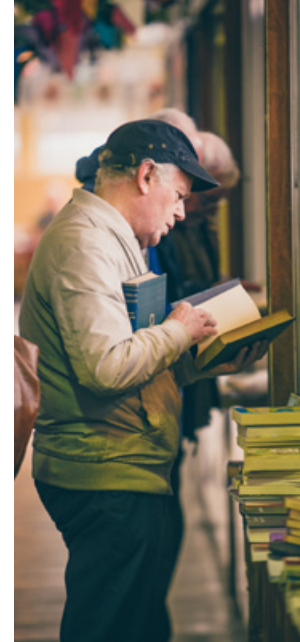
awarded 3 years in a row recognising our safe & vibrant night time.


800+ hours

of BID Ambassador support provided for the night time economy



Our night time BID Ambassadors improve the experience for visitors to the town





Park & Ride

Funded additional park and ride services in the run up to Christmas



174

Shrewsbury Watch members part of the town radio or DISC app



MENT AND PLACE

VE YOUR SAY

Collected over 2,500 local comments as part of the Big Town Plan



New Shrewsbury Night Bus Service

LEAVES FROM THE BUS STATION

For timetables go to originalshrewsbury.co.uk/nightbus





Running Fridays and Saturdays, every hour between 8pm and 2am (excluding 10pm) until the end of December.

N1
Shrewsbury Night Bus - North Route
via Battlefield, Harlescott, Mount Pleasant, Hubert Way & Ellesmere Rd

N2
Shrewsbury Night Bus - South Route
via Shirehall, Meole Brace, Radbrook Green, RSH, Bicton Heath & Gains Park

This is a trial service brought to you by Shrewsbury BID and Arriva.

YOUR VIEWS

Shrewsbury BID is focused on delivering projects and services for your benefit so it is important that we understand what is of greatest value to you.

We ran an extensive consultation process during March to May 2018 to communicate with all businesses who will be voting in the renewal ballot.

A consultation document was produced that was distributed in hard copy and digital format. The printed version was distributed to 100% of business voters and was also made available on our website and emailed out.

We followed up on this with direct contact and managed to reach over 65% of voters.

“West Mercia Police is proud to work with Shrewsbury BID - their commitment to making Shrewsbury a safer place is very much appreciated.”

– Inspector Ed Hancox



BID 1 PROJECT RATINGS



WHAT WILL BID2 DELIVER?

Our second term will see us building on the strong foundations established over the past five years. Your dedicated BID team will work to provide leadership and representation to champion business within the town and ensure a strong voice on the issues that matter most.

We will enhance the trading environment and experience further, generating tangible value and cost savings for businesses, promoting and supporting those living, working and trading within the town - as well as inspiring new visitors to discover all we have to offer.



WHAT WILL BID2 DELIVER?

PROMOTING & ANIMATING BID2

Fresh ideas to attract new visitors

We will grow Shrewsbury's profile by developing fresh ideas to excite and attract people to Shrewsbury. Taking ownership of our identity and narrative, we will bring our story to life through high impact, targeted campaigns promoting our personality as a town where independent thinking flourishes: a great place to eat and drink, shop and stay, see and do business.

Building on the strength of Original Shrewsbury

Our Original Shrewsbury website is now the town's top ranked website attracting half a million visits a year, and we have a rapidly growing social media following of over 19,000 people. We will create new opportunities for our members to create content and showcase their business to this wide audience. Enhanced business profiles will be rolled out to all BID members which will also allow businesses to promote special events and offers.

Celebrating Shrewsbury as the origin of Independent thinking

Through collaborating with the town's educational organisations, we will promote Shrewsbury as a 'learned town' and great place to study for all ages, celebrating Shrewsbury as the birthplace of Charles Darwin and growing the impact and engagement with Darwin Shrewsbury Festival each February.

New Seasonal experiences for families

Inspiring integrated seasonal campaigns, events and activities will attract more visitors and customers into the town centre. These will make sure we're maximising busy periods of the year, and boosting footfall during quieter periods of the year. These campaigns will be maximised through social media conversation, print media space, our digital presence and the real 'experience' of being here. Local, regional and national communications will encourage others to come and feel this experience for themselves.

Showcasing Shrewsbury through authentic photography

We will use authentic photography and video to help us reflect the town's welcoming and independent nature, generating positive press and social media coverage. We will build loyalty amongst those who live, work or regularly visit Shrewsbury through special promotions and campaigns; and vitally, bringing in fresh people, opportunities and partnerships to showcase Shrewsbury on the national stage.

SHREWSBURY



PASSPORT OF INDEPENDENTS

We will continue to showcase our business through impactful marketing campaigns

“Without Shrewsbury BID, the town stands to lose £800,000 worth of dedicated marketing activity which brings our businesses to life and people to our businesses.”

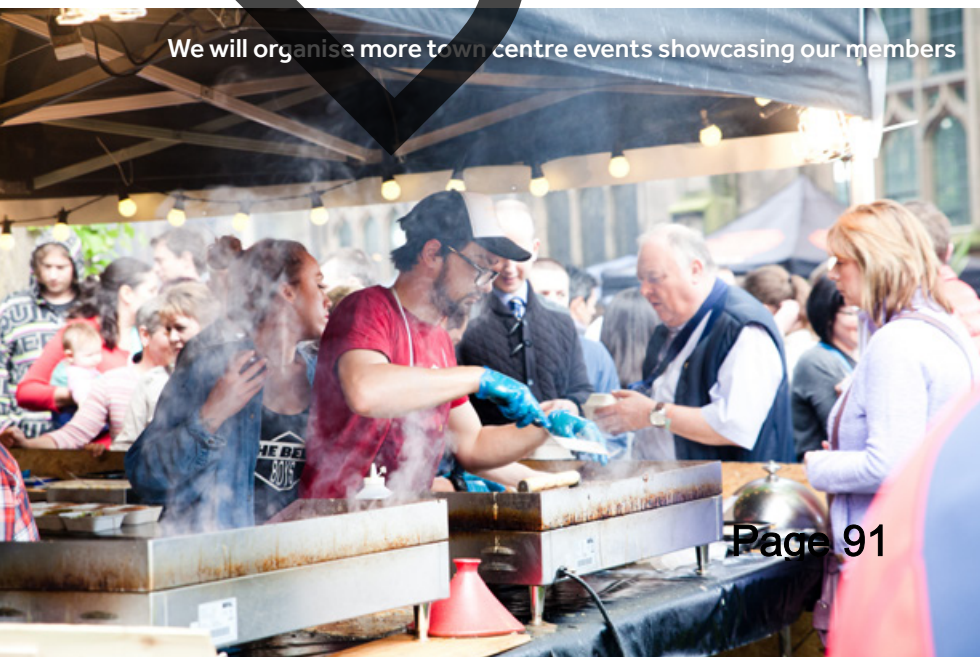
– Name of quote



We will continue to grow the Darwin in Shrewsbury Festival with high profile events and national promotion



We will promote Shrewsbury as the origin of independent thinking and a place of life long learning



We will organise more town centre events showcasing our members



WHAT WILL BID2 DELIVER?

ENHANCING & SUPPORTING BUSINESS

We will continue to support business through delivering a range of projects which improve the trading environment and the visitor experience.

Improving walkability and the streetscape

We will deliver projects to improve the walkability of the town centre with the roll out of the new wayfinding system and new town trails to encourage visitors to explore different areas of the town, helping spread footfall and spend.

Enhancing the streetscape

Working in association with partners we will improve the streetscape and attractiveness of specific areas of our town centre with vibrant window vinyls to reduce the impact of vacant units. We will also provide a new clean-up service to BID members where a specific area of the town is in need of urgent attention.

Retaining an active role within the Team Shrewsbury Partnership

We will continue to manage and operate the award-winning safety partnership Shrewsbury Watch and assist in retaining our coveted Purple Flag accreditation. Our night time Ambassadors programme will provide members with an extra level of support as well as enhancing the experience for visitors to the town.

Delivering savings off the bottom line

Delivering cost saving initiatives to our members will remain a strong focus and we will negotiate favourable BID member tariffs with key local suppliers and provide a free digital health check service. Free workshops for business owners and workers, sector breakfast forums will be hosted on issues affecting business to help share and network ideas and best practice.

Reducing the impact of begging

The BID will work with partner organisations and businesses with renewed energy and resources to impact the level of begging, rough sleeping and anti-social behaviour in the town centre.



We will continue to lobby for improvements to the public realm across Shrewsbury town centre



“We need to make it easier for people to come to Shrewsbury. The experience needs to improve and the BID is our voice for driving this positive change.”



We will ensure the roll-out of the Wayfinding scheme across Shrewsbury



WHAT WILL BID2 DELIVER?

REPRESENTING & INFLUENCING

Influencing local decision making

We are committed to the commercial wellbeing of the town centre. Our mission is to give the business community a voice to influence decision and policy making across local government. This will see us continuing to play an active role at local level and across the wider BID network helping drive change and improvement on national policy affecting members.

Driving the Big Town Plan forward

Through continued collaboration and effective partnerships already established, we will develop town centre policy with proposals to support investment in the public realm. We will provide leadership and champion the Shrewsbury Big Town Plan in partnership with Shrewsbury Town Council and Shropshire Council.

Monitoring performance

We understand the importance of representing the business community on issues affecting trade including road works and connectivity and through monitoring performance across the town centre, including footfall, we can feedback and improve the management and development of the town further.

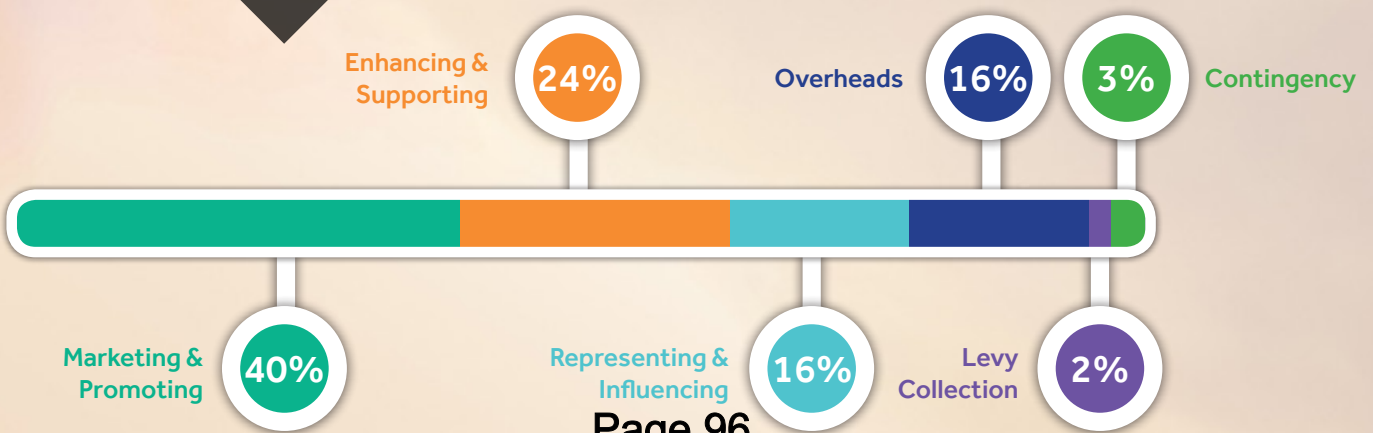
Transport and access lobbying

We will lobby on behalf of the business community for substantial investment in transport and access for our town. The BID will work with partner organisations to ensure any access or traffic system changes are thoroughly investigated and challenged where appropriate.

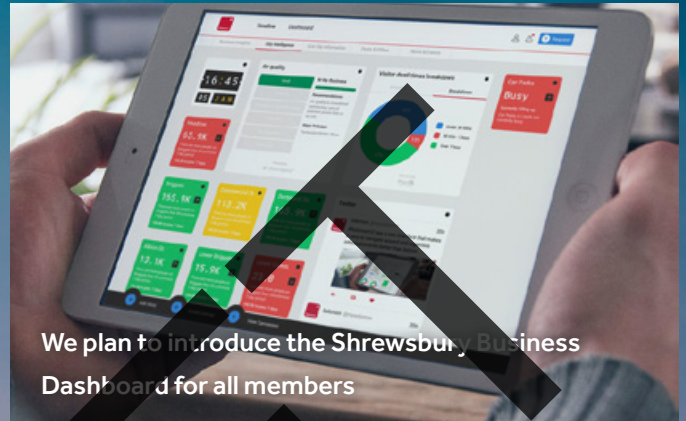


FINANCES

FINANCES							
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
Levy Income	£323,000	£326,000	£331,000	£336,000	£340,000	£1,656,000	82%
Voluntary Membership	£10,000	£11,000	£12,000	£12,000	£12,000	£57,000	3%
Grants & Sponsorship	£60,000	£60,000	£60,000	£60,000	£60,000	£300,000	15%
Total Income	£393,000	£397,000	£403,000	£408,000	£412,000	£2,013,000	100%
Projects Expenditure							
Promoting & Animating	£155,235	£156,815	£159,185	£161,160	£162,740	£795,135	40%
Enhancing & Supporting	£93,141	£94,089	£95,511	£96,696	£97,644	£477,081	24%
Representing & Influencing	£62,094	£62,726	£63,674	£64,464	£65,096	£318,054	16%
Total Projects	£310,470	£313,630	£318,370	£322,320	£325,480	£1,590,270	
Other Expenditure							
Overheads	£60,740	£61,460	£62,540	£63,440	£64,160	£314,840	16%
Levy Collection	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000	2%
Contingency	£11,790	£11,910	£12,090	£12,240	£12,360	£60,390	3%
Total Expenditure	£393,000	£397,000	£403,000	£408,000	£412,000	£2,013,000	100%



KEEPING YOU UPDATED



We plan to introduce the Shrewsbury Business Dashboard for all members

“As a levy paying member of the BID, it's good to be kept fully up to date with the work and achievements being delivered on our behalf change.”

– BID member

An important part of our role is to arm business with the intelligence it needs to stay ahead. We will continue to produce regular newsletters and updates from footfall trends to future transport and access issues. We make it our business to meet your business through one to one meetings, sector breakfast meetings and other forums. This ensures we constantly listen to your views so we can reflect them in our work.

Each year, we produce a transparent and detailed Annual Report to illustrate what has been achieved and what has still to be accomplished. This provides tangible progress reporting and return on investment for every business to see.

We will continue to host and update the BID website and this coming year we will be introducing Shrewsbury Business Dashboard.

We look forward to serving the town centre business community in the years ahead.

We will keep you updated through:

- **Email Newsletters and Updates**
- **Annual Reports**
- **One to one business meetings**
- **BID Website and Social Media**
- **Sector Breakfast Meetings**
- **Shrewsbury Business Dashboard**
www.mysolomon.co.uk

MANAGEMENT & GOVERNANCE OF THE BID

The management and governance of the BID will be open and transparent and will be accountable to the levy payers.

The Shrewsbury BID operates as a company limited by guarantee and as such has a Board of Directors made up from BID levy payers. This Board takes responsibility for the strategic and financial management of the BID and will meet on a quarterly basis as a minimum.

The composition of the Board reflects the breakdown of the levy payers across the town.

Alongside the Board there be a variety of short life and/or ongoing working groups that will feed into the Board as and when required.

It is the responsibility of the Board of Directors to ensure good management of the BID. The management team will be a combination of salaried and contracted resource depending on the needs of the business during the term of the BID.

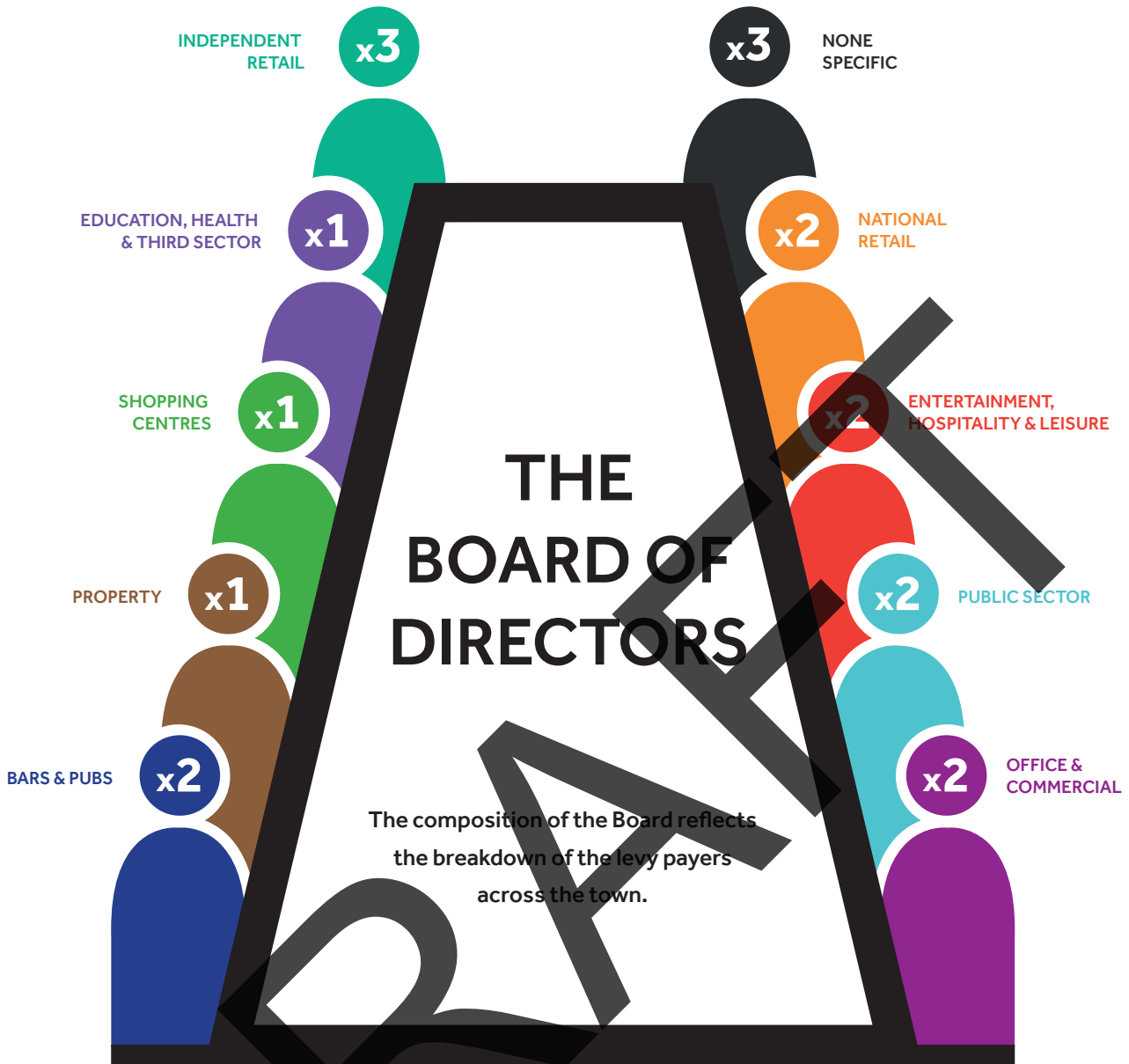
The BID will enter into two legal agreements with Shrewsbury Council.

A baseline agreement is in place, which sets out the minimum service standards to be delivered by Shropshire Council and Shrewsbury Town Council.

An operating agreement between the BID and Council will define the contractual arrangements for the collection and enforcement of the BID levy collection, which be carried out by the Council on the BID's behalf. This contractual relationship is in line with the requirements of the BID legislation.

Copies of both agreements are available to be viewed at www.shrewsburybid.co.uk/BID2





LEVY RULES

1. The levy rate will be fixed at 1.5% of rateable value as at 1st April 2019 based on the 2017 Rating List.
2. All new hereditaments entering the Rating List after 1st April 2019 will be levied at 1.5% of the prevailing list at the start of each chargeable year.
3. The levy will be charged annually in advance for each chargeable period from April to March, starting on 1st April 2019 utilising the prevailing values on the 2017 Rating List.
4. New businesses will be charged from the point of occupation based upon the rateable value at the time they enter the rating list.
5. If a business ratepayer occupies the premises for less than one year, the levy paid will be on a daily basis.
6. A threshold of £12,000 rateable value will be applied, exempting any business hereditament within the defined BID area falling below this rateable value.
7. The BID levy may increase by an annual inflationary factor of up to 2% (ie. up from 1.5% multiplier to 1.52% in year 2 and so on). The board will be required to decide on whether to apply the inflation factor each year.
8. In the case of an empty or untenanted premises, the property owner (the subsequent eligible ratepayer) will be liable for the BID levy with no void period, and will be entitled to vote in the BID ballot.
9. Non-retail charities with no trading income, arm or facilities, not-for-profit subscription and volunteer-based organisations will be exempt from paying the BID levy. No other exemptions will apply.
10. VAT will not be charged on the BID levy.
11. The term of the BID will be five years from 1st April 2019 to 31st March 2024.

YOUR BID TEAM



Seb Slater
Executive Director



Aleks Vladimirov
Partnerships Manager



Emma Molyneux
Projects Co-ordinator

THE BOARD

Mike Matthews, Chairman – The Prince Rupert Hotel
John Hall, Deputy Chairman – Write Here! Ltd
Kevin Lockwood – Darwin and Pride Hill Shopping Centres
Helen Ball – Shrewsbury Town Council
Tina Boyle – Acoustic Boutique
Gemma Davies – Shropshire Council
Trish Donovan – Vinterior
Alessio Dyfnallt – Cooper Green Pooks
James Handley – AHR Architects

James Hitchin – The Alb and Pubwatch
Neil Jacques – Tesco and Shopwatch
Nicholas Johnson – Hokum
Paul Kirkbright – University Centre Shrewsbury
Dilwyn Jones – Sabrina Boat
John Major – Majors
Emily Periam – The Armoury
Ann Tudor – Claremont Accounting
Rachel Williams – Marks and Spencer

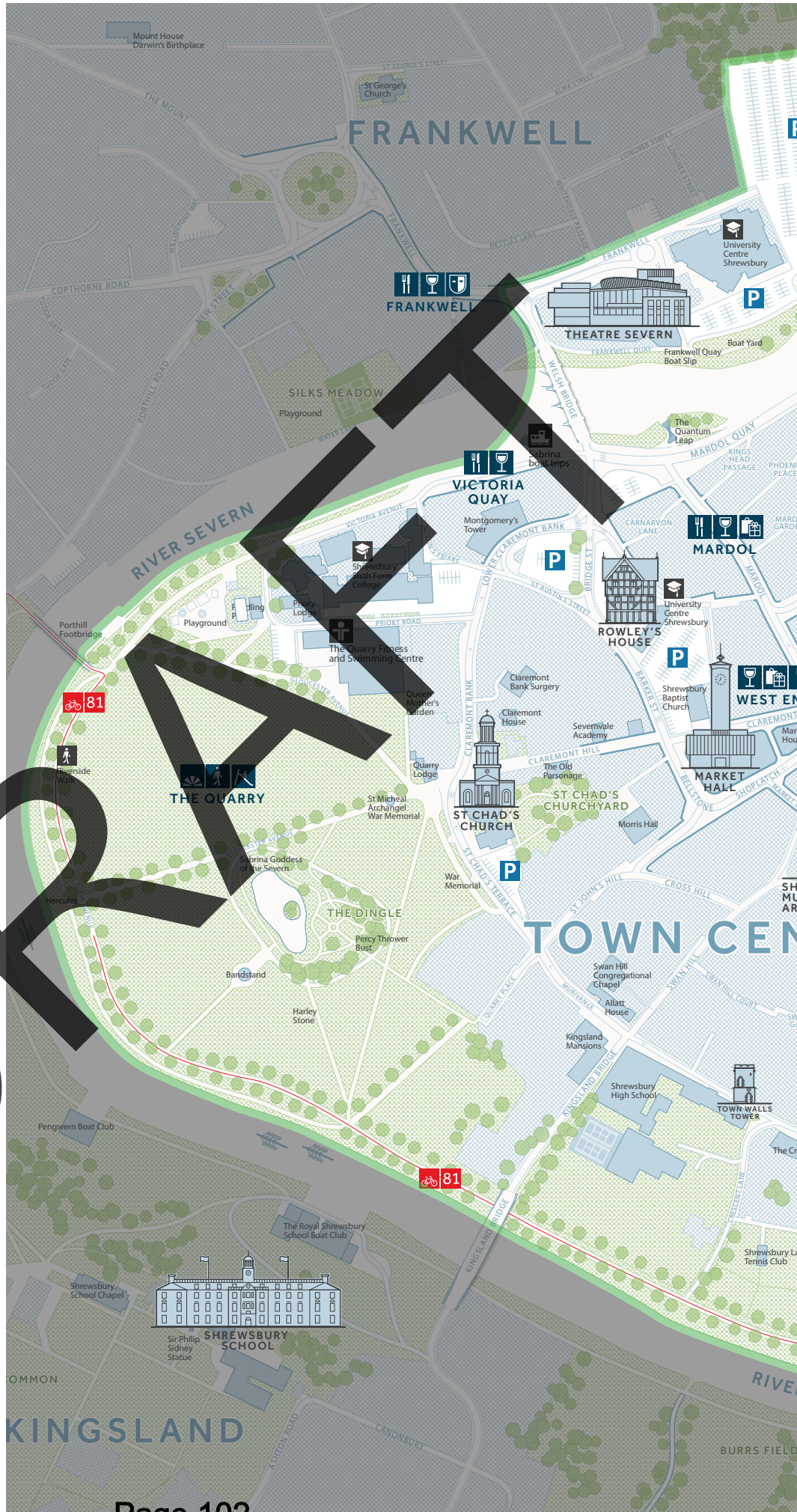
Industry partners

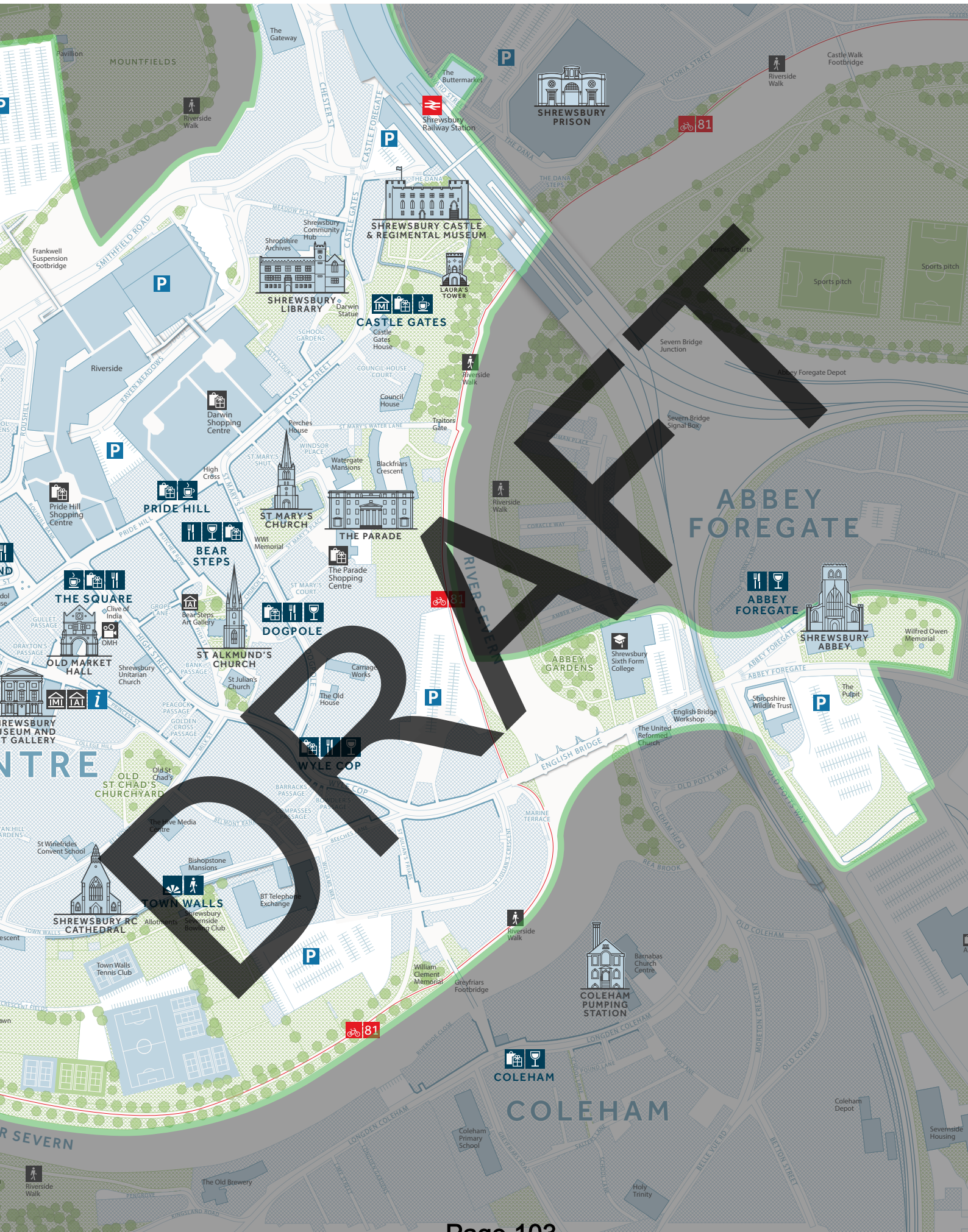




BID AREA

- Abbey Foregate (Part)
- Bank Passage
- Barker Street
- Barracks Passage
- Beeches Lane
- Bellstone
- Belmont
- Belmont Bank
- Bowdler's Passage
- Bridge Street
- Butcher Row
- Caste Gates
- Castle Street
- Chester Street
- Church Street
- Claremont Bank
- Claremont Hill
- Claremont Street
- College Hill
- Compasses Passage
- Coton Hill
- Crescent Lane
- Cross Hill
- Darwin Shopping Centre
- Dogpole
- English Bridge
- Fish Street
- Frankwell (part)
- Frankwell Quay
- Golden Passage
- Grope Lane
- High Street
- Hills Lane
- Howard Street
- Kings Head Passage
- Lower Claremont Bank
- Mardol
- Mardol Head
- Market Street
- Meadow Place
- Milk Street
- Murivance
- Peacock Passage
- Phoenix Lane
- Pride Hill
- Pride Hill Centre
- Princess Street
- Priory Road
- Quarry Place
- Ravens Meadows
- Roushill
- Roushill Bank
- Shoplatch
- Smithfield Road
- Spring Gardens
- Spring Road
- St Alkmund's Place
- St Austin's Street
- St Chad's Terrace
- St John's Hill
- St Julian's Crescent
- St Julian's Friars
- St Mary's Street
- St Mary's Place
- St Mary's Street
- St Mary's Water Lane
- Swan Hill
- Swan Hill Court
- Sydney Avenue
- The Square
- Town Walls
- Victoria Avenue
- Victoria Quay
- Windsor Place
- Welsh Bridge
- Wyle Cop





Vote YES to secure £2m additional investment into Shrewsbury Town Centre over the next five years.

**27TH SEPTEMBER 2018 –
25TH OCTOBER 2018**

A postal ballot of all defined business ratepayers in the BID area will take place from 27th September 2018 to 25th October 2018.

The result will be announced on 26th October 2018.

The BID ballot will be successful if the following two tests are met:

1. A simple majority by number of those voting must vote in favour
2. Those voting in favour must represent the majority of rateable value of those voting



Committee and Date

Cabinet

4th July 2018

Project Update and Approval: Ludlow Assembly Rooms

Responsible Officer: Chris Edwards, Head of Infrastructure and Communities
e-mail: chris.edwards@shropshire.gov.uk Tel: 01743 258912

1. Summary

- 1.1 Cabinet on the 21st March 2018 approved a new 30 year lease for the whole of the Ludlow Assembly Rooms (LAR) building. This new lease can now facilitate capital refurbishment projects funded by ERDF, Arts Council England and Shropshire Council.
- 1.2 Since the signing of the new lease, the appointed Architects, Lyndon Goode, and other specialist advisors have been preparing the necessary drawings, specifications, method statements, tender packages and works programmes etc in order that the works can start on site during August 2018.
- 1.3 Detailed cost estimates have also now been completed by the appointed Quantity Surveyors for the project and these have confirmed that the projects can be delivered within the combined ERDF, ACE and Shropshire Council agreed budgets.
- 1.4 It is therefore now proposed to let 3 separate contract packages in order to deliver the projects in the most efficient, effective and timely way. These separate contract packages are estimated at:
 - A) General building work/enabling work details at £243,668
 - B) Specialist mechanical and electrical systems at £734,210
 - C) Specialist fit out of the ground floor café/entrance at £280,000
- 1.5 Added to the above items in 1.4 are the consultancy and professional fees, totalling £240,456, contingency, £83,938, and marketing, £35,850.
- 1.6 The total for the ERDF element of the works, against which the Council are putting their capital match, is £1,338,122

- 1.7 The detailed work now completed by the Architects and the other specialist advisors confirms that the Council can now formally take the project forward for inclusion in the Capital Programme.

2 Recommendations

- 2.1 That the progress that the Architect and other specialist advisors have made since the signing of the lease on 29th March 2018 be noted and that Cabinet formally approve the project for inclusion in the Council's Capital Programme.
- 2.2 That delegated authority be given to the Head of Business Enterprise and Commercial Services to agree the works and the final letting of the contracts.
- 2.3 That delegated authority be given to the Head of Business Enterprise and Commercial Services to progress, agree final terms and conclude the contracts process.

REPORT

3 Risk Assessment and Opportunities Appraisal

- 3.1 There has been the desire to transfer the Ludlow Assembly Rooms to LAR for many years. Two issues have previously prevented the transfer to date, namely modernising/putting the building into a good state of repair and secondly the lack of capital funding to redevelop the ground floor section of the building which fronts onto Castle Square to include a new box office and café/restaurant.
- 3.2 An ERDF grant funded project of £1.34m has been awarded to the Council for the modernisation of the mechanical and electrical equipment within the building and this project is programmed for completion by the end of March 2019.
- 3.3 In addition to the ERDF project, Shropshire Council as Landlord is contributing £220k to undertake necessary structural repairs to the roof, drains and walls etc.
- 3.4 Additionally, LAR have also been awarded £350k from Arts Council England as part of a £615k project to create a new café and box office on the ground floor.
- 3.5 The coming together of various funding streams and projects have provided the opportunity to significantly improve the building prior to the transfer of the asset to LAR in accordance with the Community

Asset Transfer process. LAR can then develop a range of arts, community and commercial activities which can sustain and make the building viable and sustainable for the future.

- 3.6 Full project and risk management governance/processes are in place to oversee the delivery of these projects. For information, the Construction Programme for the works is detailed in Appendix 1.
- 3.7 The continuation of the use of the building and its availability for local groups will mean its accessibility continues into the future for the whole community.

4 Current Lease Arrangements

- 4.1 Cabinet at its meeting held on 21st March 2018 approved a new 30 year lease (Lease 1) for the whole of the building. This new lease facilitated the capital refurbishment projects funded by ERDF and Arts Council England
- 4.2 During the first two years of Lease 1, the Landlord will complete the proposed ERDF funded project and LAR, working alongside the landlord, will complete the ACE funded project. Upon satisfactory completion of these two projects plus any repairs as referred in 3.3 above, it is proposed that Shropshire Council as Landlord and LAR as Tenant will, within 3 months of completion of the projects, enter into a 123 year CAT lease (Lease 2) on Full Repairing and Insuring terms.

5. Financial Implications

- 5.1 The ERDF funded project to modernise the mechanical and electrical equipment within the building is made up of the following elements:

ERDF Approved Funding	£ 803,704
LAR Match Funding Contribution	£ 50,000
Shropshire Council Match Funding	£ 485,802
TOTAL	£1,339,506

- 5.2 Shropshire Council as Landlord is contributing up to £220,000 in order to undertake necessary structural repairs to the roof etc. in order to put the fabric of the building in good order. See paragraph 3.3 above.
- 5.3 Shropshire Council is not funding any of the works to create the new café and box office on the ground floor of the building. This project is being funded by LAR and is made up of the following elements:

Arts Council England Grant	£350,000
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LAR Reserves	£100,000
Fundraising Activities	£135,000
Donation	£ 30,000
TOTAL	£615,000

- 5.4 Since 2009 Shropshire Council has provided a revenue grant to LAR in order to support the delivery of arts and community programmes. The current level of grant is £73,810 per annum. The development of the new café on the ground floor will generate new revenue income streams for LAR and as part of the Community Asset Transfer Process, it has been agreed in the Financial Strategy that Shropshire Council will only make one more revenue grant of up to £73,810 available to LAR.
- 5.5 Rent from LAR in respect of the new 123 years CAT lease, Lease2, is proposed below market value at a rent of £1 if demanded, as LAR will not be operating the facility on a commercial basis. (Any commercial returns from running productions, cinema, room hire, café etc. will be reinvested back into the repair and maintenance of the building and arts/community activities).

6. Contract Packages, Tender and Programme Information

- 6.1 In order to benefit from cost saving, and programming efficiencies, the intention is to carry out the ERDF and the Arts Council works at the same time and the architects have been working on the designs and specification for the full refurbishment.
- 6.2 Both funding streams require the works to be complete by March 2019. Due to slippage in the programme, while the lease negotiations were finalised, and the necessity to fit around Ludlow Assembly Rooms' busiest period, the programme has been condensed. Start on site is expected in August 2018.
- 6.3 The overall programme of work has been broken down into separate packages. This will protect the programme, by allowing some of the early enabling works to be carried out in advance of LAR's quiet time over the summer and while the specialist items are on order. The specialist mechanical & electrical items will be fitted and then connected and the ground floor café and box office will be fitted out last, whilst the auditorium is back in operation. This should also provide cost savings by not requiring one contractor to carry out three distinctly specialist areas of work.
- 6.4 The packages are expected to be split as follows:

- a. General building work/enabling work £243,668
- b. Specialist mechanical and electrical Systems £734,210
- c. Specialist fit out of the ground floor café/entrance £280,000

6.5 The work will be let as a traditional contract, rather than design and build. Designing and specifying in detail up front gives certainty on price when the tenders come in. Equally importantly it provides greater quality control, which is of particular significance on a historic building.

7. Conclusions:

7.1 Since the signing of the new lease in March 2018, the appointed Architects Lyndon Goode and other specialist advisors have been preparing all of the necessary drawings, specifications, contract packages etc required in order to tender the projects.

7.2 Detailed cost estimates have now been completed and these have confirmed that the projects can be delivered within the combined ERDF, ACE and Shropshire Council agreed funding packages

7.3 The Council is therefore now in a position to formally approve the project and include it within the current capital programme.

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

Cabinet Report 21st March 2018 – Lease and Community Asset Transfer, Ludlow Assembly Rooms.

Shropshire Council Community Asset Transfer Policy.

Formal Expression of Interest from LAR plus supporting correspondence.

Cabinet Member (Portfolio Holder)

Cllr Steve Charmley – Portfolio Holder for Commercial and Corporate Support

Local Members

Councillors Andy Boddington, Tracey Huffer and Vivienne Parry

Appendices

Appendix 1 - Construction programme.

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ID	Task Name	Duration	Start	Finish	Predecessors	Dec	Qtr 1, 2018			Qtr 2, 2018			Qtr 3, 2018			Qtr 4, 2018			Qtr 1, 2019			Qtr 2, 2019	
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
1	Stage 0 - Strategic Definition	7 days	Fri 05/01/18	Mon 15/01/18																			
2	Procurement: standstill period	7 days	Fri 05/01/18	Mon 15/01/18																			
3	Procurement: contract award	0 days	Mon 15/01/18	Mon 15/01/18	2																		
4	Stage 1 - Preparation and Brief	10 days	Mon 15/01/18	Fri 26/01/18																			
5	Site Information (measured survey)	2 wks	Mon 15/01/18	Fri 26/01/18																			
6	Stage 2 - Concept Design	65 days?	Mon 29/01/18	Fri 27/04/18	4																		
7	Concept Design	4.8 wks	Mon 29/01/18	Thu 01/03/18																			
8	Cost Information	5 days	Mon 05/03/18	Fri 09/03/18	7																		
9	Programme (draft paper and review)	7 days	Mon 12/03/18	Tue 20/03/18	8																		
10	Programme (Cabinet meeting)	0 days	Wed 21/03/18	Wed 21/03/18	9																		
11	Concept Design (existing)	12 days?	Mon 05/03/18	Tue 20/03/18																			
12	Concept Design (proposed)	18 days	Wed 21/03/18	Fri 13/04/18	10,11																		
13	Project Strategies	5 days	Mon 16/04/18	Fri 20/04/18	12																		
14	Final Project Brief	5 days	Mon 23/04/18	Fri 27/04/18	13																		
15	Information Exchange	0 days	Fri 27/04/18	Fri 27/04/18	14																		
16	Stage 3 - Developd Design	35 days	Mon 30/04/18	Fri 15/06/18	6																		
17	Developed Design	5 wks	Mon 30/04/18	Fri 01/06/18																			
18	Cost Information	2 wks	Mon 04/06/18	Fri 15/06/18	17																		
19	Stage 4 - Technical Design	115 days	Mon 18/06/18	Fri 23/11/18	16																		
20	Technical Design (GAs)	2 wks	Mon 18/06/18	Fri 29/06/18																			
21	Technical Design (building fabric)	6 wks	Mon 25/06/18	Fri 03/08/18	20SS+1 wk																		
22	Procurement (building fabric)	6 wks	Mon 06/08/18	Fri 14/09/18	21																		
23	Technical Design (fitout)	12 wks	Mon 23/07/18	Fri 12/10/18	21FS-2 wks																		
24	Procurement (fitout)	6 wks	Mon 15/10/18	Fri 23/11/18	23																		
25	Technical Design (mechanical)	8 wks	Mon 18/06/18	Fri 10/08/18																			
26	Technical Design (electrical)	8 wks	Mon 18/06/18	Fri 10/08/18																			
27	Procurement (mech and elec)	6 wks	Mon 13/08/18	Fri 21/09/18	26																		
28	Technical Design (lift)	2 wks	Mon 13/08/18	Fri 24/08/18	26																		
29	Procurement (lift)	6 wks	Mon 27/08/18	Fri 05/10/18	28																		
30	Technical Design (drainage)	2 wks	Mon 13/08/18	Fri 24/08/18	26																		
31	Procurement (drainage)	4 wks	Mon 27/08/18	Fri 21/09/18	30																		
32	Stage 5 - Construction	145 days	Mon 27/08/18	Fri 15/03/19																			
33	Construction (building fabric)	16 wks	Mon 17/09/18	Fri 04/01/19	22																		
34	Construction (fitout)	16 wks	Mon 26/11/18	Fri 15/03/19	24																		
35	Construction (mech and elec)	24 wks	Mon 24/09/18	Fri 08/03/19	27																		
36	Construction (lift)	22 wks	Mon 27/08/18	Fri 25/01/19	28																		
37	Construction (drainage)	4 wks	Mon 24/09/18	Fri 19/10/18	31																		
38	Stage 6 - Handover and Close Out	10 days	Mon 18/03/19	Fri 29/03/19	32																		
39	Handover of building	2 wks	Mon 18/03/19	Fri 29/03/19																			

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Project: LAR-S2-ProjectProgramme
Date: Tue 06/03/18

Task Split Milestone Summary External Tasks

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

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