

Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND
Wednesday, 8 July 2020

Committee: Council

Date: Thursday, 16 July 2020

Time: 10.00 am

Venue: THIS IS A VIRTUAL MEETING - PLEASE USE THE LINK ON THE AGENDA TO LISTEN TO THE MEETING

Members of the public will be able to listen to this meeting by clicking on this link:

[Link for Council meeting 16.7.20](#)

Please note that this meeting will be made available through Microsoft Teams Live Events - your device will need to meet the minimum specification as detailed on the Microsoft website at this link: [Device Specification](#)

- **You will need to download MS Teams (free) and click on the link to listen to the meeting if you are using a PC**
- **If using a mobile device, you will need to download the MS Teams app (free) before clicking the link**
- **Use the link at 1.00 am on the day of the meeting and click on 'Join as Guest'**
- **You may receive an error message or a request for login details if you try to gain access before 11.00 am**

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

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

Ann Hartley (Chairman)
Peter Nutting (Leader)
Vince Hunt (Speaker)
Steve Charmley (Deputy Leader)
Peter Adams
Roy Aldcroft
Clare Aspinall
Nicholas Bardsley
Joyce Barrow
Thomas Biggins
Ed Bird
Andy Boddington
Gwendoline Burgess

Gwilym Butler
Karen Calder
Dean Carroll
Lee Chapman
Ted Clarke
Gerald Dakin
Steve Davenport
Julian Dean
Pauline Dee
David Evans
Roger Evans
Hannah Fraser
Rob Gittins
Nat Green

Kate Halliday
Simon Harris
Nigel Hartin
Nick Hignett
Ruth Houghton
Richard Huffer
Tracey Huffer
Roger Hughes
Ioan Jones
Simon Jones
Mark Jones
Heather Kidd
Christian Lea
Matt Lee

Elliott Lynch
Robert Macey
Jane MacKenzie
Chris Mellings
Paul Milner
David Minnery
Dan Morris
Pamela Moseley
Alan Mosley
Cecilia Motley
Peggy Mullock
Kevin Pardy

William Parr
Vivienne Parry
Tony Parsons
Malcolm Pate
Alexander Phillips
Lezley Picton
Ed Potter
John Price
Keith Roberts
Madge Shingleton
Robert Tindall
Dave Tremellen

Kevin Turley
David Turner
David Vasmer
Claire Wild
Brian Williams
Leslie Winwood
Michael Wood
Tina Woodward
Paul Wynn

Your Committee Officer is:

Julie Fildes Committee Officer

Tel: 01743 257723

Email: julie.fildes@shropshire.gov.uk

AGENDA

1 Apologies for Absence

2 Disclosable Pecuniary Interests

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

3 Minutes of the meetings held on 27th February and 6th May 2020 (Pages 1 - 14)

To approve as a correct record the minutes of the previous meeting held on 27th February and 6th May 2020.

4 Announcements

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

5 Public Questions

To receive any questions from the public, notice of which has been given in accordance with Procedure Rule 14. Deadline for notification for this meeting is 10am on Tuesday 14th July 2020.

A petition, bearing over 1000 signatures has been received from Jake Thompson, requesting a debate under the Council's Petition Scheme. The petition requests that the Council:

Remove Clive of India statue from Shrewsbury town centre

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

6 Financial Outturn 2019/20 (Pages 15 - 60)

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

Contact James Walton Tel 01743 255011

7 Community Infrastructure Levy - Spending Update (Pages 61 - 66)

Report of the Director of Place is attached.

Contact Mark Barrow Tel 01743 258919

8 Sustainable Temporary Housing Solutions in Shropshire (Pages 67 - 154)

Report of the Interim Acting Chief Executive and Director of Adult Services is attached.

Contact Andy Begley Tel 01743 258911

9 Shrewsbury Civic Centre Project (Pages 155 - 162)

Report of the Director of Place is attached.

Contact Mark Barrow Tel 01743 258919

10 Virtual Planning Committee Process (Pages 163 - 174)

Report of the Planning Services Manager is attached.

Contact Ian Kilby Tel 01743 258718

11 Local Government Ombudsman Report - Finding of Fault with Injustice (Pages 175 - 188)

Report of the Director of Legal and Democratic Services is attached.

Contact Claire Porter Tel 01743 252763

12 Portfolio Holder Report - Lezley Picton: Culture, Leisure, Waste and Communications (Pages 189 - 206)

Report of the Portfolio Holder for Culture, Leisure, Waste and Communications is attached.

Portfolio Holder: Lezley Picton

13 Portfolio Holder Annual Report - Councillor Steve Davenport for Highways and Transport (Pages 207 - 220)

Report of the Portfolio Holder for Highways and Transport is attached.

Portfolio Holder: Steve Davenport

14 Report of the Portfolio Holder for Adult Social Care/Public Health and Climate Change (Pages 221 - 244)

Report of the Portfolio Holder for Adult Social Care, Public Health and Climate Change is attached.

Portfolio Holder: Dean Carroll

15 Annual Report 2019/20 Health and Adult Social Care Overview and Scrutiny Committee (Pages 245 - 248)

The Annual Report of the Chair of the Health and Adult Social Care Overview and Scrutiny Committee is attached.

Health and Adult Social Care Overview and Scrutiny Committee Chair: Councillor Karen Calder

16 Motions

The following motions have been received in accordance with Procedure Rule 16:

1. The following motion has been received from Councillor Julian Dean and supported by Councillors Hannah Fraser, Pauline Dee and David Vasmer

Pension Fund Fossil Fuel Disinvestment motion

Council notes:

Shropshire and Telford & Wrekin Councils have both declared climate emergencies and pledged to be net zero by 2030.

Shropshire County Pension Fund (SCPF) currently has around £294 million invested in fossil fuel companies including Shell and BP and through asset manager BlackRock.

These investments are incompatible with the climate emergency declaration and the councils' commitment to reach net zero within the next ten years.

Fossil fuel investments are increasingly financially risky as a result of both the Covid19 pandemic and the global transition to a more sustainable economic and environmental model. They are now being regularly out-performed by renewables.

Former Bank of England Governor Mark Carney warned in December 2019 that fossil fuel investments risk becoming "stranded assets" (i.e., worthless) as investors exit the sector. "A question for every company, every financial institution, every asset manager, pension fund or insurer – what's your plan?"

The 'engagement' approach does not mitigate the financial risks the sector faces. There is also no evidence of any multinational corporation changing its core business model in response to investor pressure.

Council believes it is time for Shropshire's flagship pension fund to commit to divestment from fossil fuels over a three year timeframe.

This would;

Allow for the development of 'impact investment' directed towards internationally recognised sustainable development goals and/or investment in a local sustainable economy.

Provide for a more sustainable future of all pension fund stakeholders.

Provide leadership in the face of the climate emergency.

This Council resolves:

To instruct the Acting Chief Executive to write to the Pension Fund Committee asking the Committee to follow best practice by;

1. Adding a statement to their strategy that climate change constitutes financial risks to the fund.
2. Setting a 3 year timescale for the reinvestment of funds currently invested in fossil fuel dependant assets.
3. Developing an investment strategy consistent with sustainable development goals and developing a local sustainable economy.

Finally we recognise that fossil fuel investments constitute part of the councils

‘carbon footprint’ and so resolve that this element should be reported on within our greenhouse gas reporting for Scope 3.

2. The following motion has been received from Councillor David Vasmer and is supported by the Liberal Democrat Group

This Council notes that:

- As COVID-19 restrictions ease, the Government is encouraging people to walk and cycle, where possible, instead of taking public transport or returning to their cars.
- The Government has stated that it aims to have all school children returning to school in September 2020.
- The Government has specifically stated that it wishes more children to walk and cycle to school.
- To enable this the Government has announced a £250 million ‘Emergency Active Travel Fund’ for temporary infrastructure to enable safe walking and cycling – of which, Shropshire has been allocated an indicative funding allocation of £432,000. 20% of this money was available in ‘tranche one’ (June 2020), the remaining 80% is available in ‘tranche two’ (Summer 2020).
- The Secretary of State for Transport, Grant Shapps, issued new Statutory Guidance on 9 May to all Highways Authorities, requiring them to deliver ‘transformative change’ within an urgent timeframe.
- Measures listed under the Statutory Guidance include (but are not limited to) ‘pop-up’ cycle facilities, widening footways, ‘school streets’ schemes, and reducing speed limits.
- The guidance further states that ‘measures should be taken as swiftly as possible, and in any event within weeks, given the urgent need to change travel habits before the restart takes full effect.’
- The Department for Transport wrote to councils in the week commencing 22nd June 2020 about their award from ‘tranche 1’. This letter stated that they had “been asked to convey from ministers that they would like to see proposals of an even higher level for tranche two”.
- Speaking in front of the Transport Select Committee on 24th June 2020, the Secretary of State stated “We want to make sure that we reprioritise the way that local authorities think about road space so that they think about putting walking and cycling as the first two of those—possibly e-scooters as well since they are coming along—and driving as the next thing, rather than how we just construct it around the car and the other things will have to fit in around vehicles.”.
- ‘School Streets’ restrict motor traffic at the school gates for a short period of time, generally at drop-off and pick-up times.
- ‘School Streets’ improve road safety for pupils, encouraging active travel to school (and a modal shift out of cars). They also enable social distancing outside schools, and additionally improve the air quality and environment at the school gates.
- Prior to COVID-19, ‘school streets’ schemes have already been successfully

introduced or were being trialled at multiple local authorities across the UK*.

- Since then, planning and implementation of 'school streets' has accelerated, with many more councils introducing these schemes before schools reopened in June.
- Multiple NGOs are calling for the introduction of 'school streets' to manage social distancing at the school gate.
- Councils are introducing the measures under their own considerable statutory powers, making experimental traffic orders where necessary.
- Shropshire Council has already made a number of road alterations to assist with active travel and social distancing associated to town centres, but none specifically targeted at schools. It has also taken the first step to improve safety outside schools by adopting a 20mph blanket policy for all schools in December 2019
- As promoted by the Secretary of State, this is a once-in-a-generation opportunity to take the next step and positively impact travel choices, including the associated benefits on health, air quality and road safety.
- Research from Sustrans following trials of School Streets says that 90% of parents and residents surveyed say they would support regular traffic-free streets outside schools.

* Including but not limited to: Birmingham City Council, Bristol City Council, Cardiff Council, The City of Edinburgh Council, Glasgow City Council, Greater Manchester, Leeds City Council, Sheffield City Council, Southampton City Council, City of York Council, and many London Boroughs.

This Council agrees to follow Government guidance and work collaboratively with councillors, schools, and local partners to:

- a) swiftly identify those schools in the county that could put a 'school streets' scheme in place
- b) have 'school streets' in place at these schools by the first day of the new school term in September – taking advantage of experimental traffic orders and new statutory guidance over fast-tracked Traffic Regulation Orders
- c) introduce measures to promote walking and cycling in those schools that are not suitable for a 'school streets' scheme

3. The following motion has been received from Councillor David Vasmer and is supported by the Liberal Democrat Group

This Council notes that:

Due to the COVID-19 virus it is noted that there are a reduced number of meetings being held. This has led to long delays in publishing the minutes of meetings that have been held.

We note that Parish and Town Councils are expected to publish minutes of their meetings within 4 weeks of the them being held. This to be in draft form if a meeting has not been held to formally ratify them. This is good practise and enables both the public and members to be better informed on matters that are

discussed and agreed.

It is therefore proposed that:

- This council meeting requests officers to put in place a policy similar to our local councils and publish minutes of all public meetings within 4 weeks of their being held. This to be in draft form if no formal meeting has taken place. This will enable all members and the public to be aware of what was discussed and agreed at our council meetings.
- This revised policy to be effective from the date of this council meeting.

Note. For information please see two extracts from the

“Transparency code for smaller authorities” published by the **Department for Communities and Local Government**

P4 Policy context.

1, This Code is issued to meet the Government’s desire to place more power into citizens’ hands to increase democratic accountability. Transparency gives local people the tools and information they need to hold local public bodies to account.

P9 Minutes, agendas and papers of formal meetings.

29. Smaller authorities should publish the draft minutes from all formal meetings (i.e. full council or board, committee and sub-committee meetings) not later than one month after the meeting has taken place. These minutes should be signed either at the meeting they were taken or at the next meeting.

4. The following motion has been received from Councillor Nat Green and is supported by the Liberal Democrat Group

As a result of recent demonstrations, a spotlight has fallen upon various monuments to individuals who, upon examination, had controversial aspects to their lives that some argue are offensive to contemporary eyes, and that their behaviour should not be worthy of such public commemoration. In Shrewsbury, this takes the form of the statue of Robert Clive that stands in The Square. It is clear that passions have run high on both sides of the argument and, noting the trying times that we find ourselves in, this motion is intended to take a measured, democratic approach to a fraught issue. In light of this, as member for the Division in which this statue stands, I propose the following:

That first, a history board should be placed adjacent to the statue giving a balanced narrative of Clive and his history.

Then second, after an information campaign in the media and perhaps through public meetings, a referendum of the people of Shropshire is held on whether Clive should stay, or go; with options as to his replacement should his removal be required. After all, it is their town and their Square.

By taking this course of action, Shropshire Council will have shown itself mindful both of contemporary sensibilities, but not have been seen to have discarded the past on a whim.

17 Questions from Members (Pages 249 - 256)

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

18 Appointments to Committees

Health and Adult Social Care Overview and Scrutiny Committee

Cllr Ruth Houghton and Cllr Viv Parry to replace Cllr David Vasmer as substitute members of the Health and Adult Social Care Overview and Scrutiny Committee.

Performance Management Scrutiny Committee

Cllr David Vasmer to become a substitute member of the Performance Management Scrutiny Committee.

Place Overview Committee

Cllr Andy Boddington to replace Cllr David Vasmer as a full member of the Place Overview Committee.

Cllr David Vasmer to become a substitute member of the Place Overview Committee.

People Overview Committee

Cllr Ruth Houghton to replace Cllr David Vasmer as a full member of the People Overview Committee.

Cllr David Vasmer to replace Cllr Roger Evans as a substitute member of the People Overview Committee.

Standards Committee

Cllr David Vasmer to become a substitute member of the Standards Committee.

19 Shropshire and Wrekin Fire and Rescue Authority Chair's Report of the Meeting held on 24th June 2020 (Pages 257 - 262)

To receive the report of the Shropshire and Wrekin Fire and Rescue Authority arising from its meeting held on 24th June 2020.

20 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.

21 Exempt Minutes of 27th February 2020 (Pages 263 - 266)

To approve as a correct record the exempt minutes of the Council meeting held on 27th February 2020.

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Committee and Date

Council

16 July 2020

COUNCIL

Minutes of the meeting held on 6 May 2020

In the THIS IS A VIRTUAL MEETING - PLEASE USE THE LINK ON THE AGENDA TO LISTEN TO THE MEETING

10.00 - 10.10 am

Responsible Officer: Tim ward

Email: tim.ward@shropshire.gov.uk Tel: 01743 257713

Present

Councillors Ann Hartley and Peter Nutting (Leader)

Councillors Vince Hunt (Speaker), Steve Charmley (Deputy Leader), Joyce Barrow, Karen Calder, Dean Carroll, Lee Chapman, Steve Davenport, Pauline Dee, Roger Evans, Nigel Hartin, Heather Kidd, Robert Macey, David Minnery, Alan Mosley, Cecilia Motley, Peggy Mullock, Tony Parsons, Lezley Picton, Ed Potter, Dave Tremellen and Claire Wild

In opening the meeting, the Speaker made reference to the current situation regarding the Covid 19 virus and offered best wishes and condolences to all those families affected.

111 Apologies for Absence

Apologies for absence were received from Councillors Peter Adams, Roy Aldcroft, Clare Aspinall, Nicholas Bardsley, Thomas Biggins, Edward Bird, Andy Boddington, Gwen Burgess, Gwilym Butler, Ted Clarke, Gerald Dakin, Julian Dean, David Evans, Hannah Fraser, Rob Gittins, Nat Green, Kate Halliday, Simon Harris, Nick Hignett, Ruth Houghton, Richard Huffer, Tracy Huffer, Roger Hughes, Ioan Jones, Mark Jones, Simon Jones, Christian Lea, Matt Lee, Elliot Lynch, Jane Mackenzie, Chris Mellings, Paul Milner, Dan Morris, Pam Moseley, Kevin Pardy, William Parr, Vivienne Parry, Malcolm Pate, Alexander Phillips, John Price, Keith Roberts, Madge Shingleton, Robert Tindall, Kevin Turley, David Turner, David Vasmer, Brian Williams, Les Winwood, Michael Wood, Tina Woodward and Paul Wynn.

112 Attendance at Meetings of the Authority

It was proposed by the Speaker, Councillor Vince Hunt and seconded by the Leader, Councillor Peter Nutting that under Section 85 of the Local Government Act 1972, the Council formally approves the reasons for the failure of any member of Shropshire Council to attend meetings of the authority, and that the matter be reviewed before the end of October 2020. Councillor Hunt explained that this was necessary as due to the current ongoing Coronavirus situation, it was likely that there will be fewer meetings of the Council.

RESOLVED:

That under Section 85 of the Local Government Act 1972, the reasons for the failure of any member of Shropshire Council to attend meetings of the authority be approved, and that the matter be reviewed before the end of October 2020.

Signed (Chairman)

Date:

COUNCIL

Minutes of the meeting held on 27 February 2020

In the Council Chamber, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

10.00 am - 1.35 pm

Responsible Officer: Julie Fildes

Email: julie.fildes@shropshire.gov.uk Tel: 01743 257723

Present

Councillors Ann Hartley and Peter Nutting (Leader)

Councillors Vince Hunt (Speaker), Steve Charmley (Deputy Leader), Peter Adams, Nicholas Bardsley, Joyce Barrow, Thomas Biggins, Ed Bird, Andy Boddington, Gwendoline Burgess, Dean Carroll, Ted Clarke, Gerald Dakin, Steve Davenport, Julian Dean, Pauline Dee, David Evans, Roger Evans, Hannah Fraser, Rob Gittins, Nat Green, Kate Halliday, Simon Harris, Nigel Hartin, Nick Hignett, Ruth Houghton, Richard Huffer, Tracey Huffer, Ioan Jones, Simon Jones, Mark Jones, Heather Kidd, Christian Lea, Robert Macey, Chris Mellings, Paul Milner, David Minnery, Dan Morris, Pamela Moseley, Alan Mosley, Cecilia Motley, Peggy Mullock, Kevin Pardy, William Parr, Vivienne Parry, Tony Parsons, Alexander Phillips, Lezley Picton, Ed Potter, John Price, Keith Roberts, Madge Shingleton, Dave Tremellen, David Turner, David Vasmer, Claire Wild, Brian Williams, Leslie Winwood, Michael Wood and Tina Woodward

86 Apologies for Absence

Apologies for absence were received from Councillors Claire Aspinall, Gwilym Butler, Karen Calder, Lee Chapman, Roger Hughes, Matt Lee, Jane Mackenzie, Malcolm Pate, Robert Tindall, Kevin Turley and Paul Wynn.

87 Disclosable Pecuniary Interests

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

88 Minutes

RESOLVED:

That the Minutes of the meeting held on 19th December 2019, as circulated with the agenda papers, be approved and signed as a correct record.

89 Announcements

Chairman's Engagements

The Speaker referred Members to the list of official engagements carried out by himself and the Chairman since the last meeting of the Council on 19th December 2019, which had been circulated to Members by email.

New Year's Honours 2020

The Chairman reported that the following Shropshire residents had been awarded honours in the Queen's New Year's Honours List 2020 and advised that she had written to each of the recipients to congratulate them on their achievement:

Member of the Order of the British Empire (OBE)

Andrew Jowett of Shrewsbury. For services in Education in Zambia.

British Empire Medal (BEM)

Georgina Gibbons of Shrewsbury. For services to Education in Shropshire.

Order of the Companions of Honour (CH)

Sir Keith Thomas, FBA of Ludlow. For services to the Study of History in Shropshire.

The Speaker informed members that on the rising of the meeting, Members would receive a briefing on Shropshire Council's response to Storm Denis and the recent floods.

90 **Public Questions**

Public Questions

The Speaker advised that four public questions had been received from Mr S Mulloy, Mr M Fermor, Mr F Oldaker and Mr R Wilson who were present at the meeting and received answers to their questions from the respective Portfolio Holders. [A copy of the questions and the responses given by the Portfolio Holders are attached to the signed minutes.]

91 **Members Allowances**

It was proposed by The Leader, Councillor P Nutting and seconded by Deputy Leader and Portfolio Holder for Assets, Economic Growth and Regeneration, Councillor S Charmley that the report of the Director of Legal and Democratic Services on Members' Allowances, a copy of which is attached to the signed minutes and the recommendations contained therein be received and agreed.

Members were advised that the Independent Remuneration Panel would meet later in the year in order that any amendments that they proposed to the scheme could be approved and come into force after the next elections.

RESOLVED:

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

92 Financial Strategy 2020/21 - 2024/25

It was proposed by the Leader, Councillor P Nutting and seconded by Portfolio Holder for Finance, Councillor D Minnery that the report of the Director of Finance, Governance and Assurance on the Financial Strategy 2020/21 to 2024/25, a copy of which is attached to the signed minutes, and the recommendations contained therein be received and agreed.

Members expressed concerns at further cuts to budgets and the increasing costs of social care and stated that extra funding from government was needed. Members welcomed the opportunity to join the administration in cross party lobbying to secure this.

Members welcomed the conclusion of the Fairer Funding Review but expressed concern that it would not provide all the additional funding required.

On being put to a recorded vote the proposition was carried by 41 Members voting in favour, 14 against and 6 abstention, as follows:

FOR (41)

Cllrs Adams, Bardsley, Barrow, Biggins, Bird, Burgess, Carroll, Charmley, Dakin, Davenport, Dee, D Evans, Gittins, Harris, Hartley, Hignett, Hughes, Hunt, , M T Jones, S Jones, Lea, Macey, Milner, Minnery, Morris, Motley, Mullock, Nutting, Parr, Phillips, Picton, Price, Potter, Roberts, Shineton, Tremellen, Turner, Wild, Williams, Winwood, Wood, and Woodward.

AGAINST (14)

Cllrs Boddington, Dean, R Evans, H Fraser, Green, Hartin, Houghton, R Huffer, T Huffer, I Jones, Kidd, Mellings, Parry and Vasmer

ABSTENTION (6)

Cllr Clarke, Halliday, Moseley, Mosley, Pardy, Parsons,

RESOLVED:

- i) That the 2020/21 budget of £575.462m outlined in the Budget Book at Appendix 2, including the savings proposals outlined in section 4.5 of the Medium Term Financial Strategy (MTFS) at Appendix 1 be approved.
- ii) That the changes required to the 2020/21 budget as a result of the Provisional and Final Local Government Finance Settlement and revised business rates and collection fund estimates be noted.
- iii) That the revised funding gap for the years 2021/22 to 2024/25 be noted
- iv) That the Statement of Chief Financial Officer on the Robustness of Estimates and Adequacy of Reserves as set out in sections 6.1 – 6.3 of the MTFS at Appendix 1, noting the Council's general fund balance over this period be noted.
- v) That the continued use of the Policy for Flexibility around the use of Capital Receipts as detailed in section 8.1 of the MTFS be noted.
- vi) That the Pay and Rewards Policy for all Council staff for 2020/21 as set out in Appendix 3 be agreed.

93 Council Tax Resolution 2020/21

It was proposed by the Leader, Councillor P Nutting and seconded by Portfolio Holder for Finance, Councillor D Minnery, that the report of the Director of Finance, Governance and Assurance on Council Tax Resolution 2020/21, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

On being put to a recorded vote the proposition was carried by 60 Members voting in favour, 0 against and 0 abstention, as follows:

FOR (60)

Cllrs Adams, Bardsley, Barrow, Biggins, Bird, Boddington, Burgess, Carroll, Charmley, Clarke, Davenport, Dean, Dee, D Evans, R Evans, Fraser, Green, Gittins, Halliday, Harris, Hartin, Hartley, Hignett, Houghton, Hughes, R Huffer, T Huffer, Hunt, I Jones, M T Jones, S Jones, Kidd, Lea, Macey, Mellings, Milner, Minnery, Morris, Moseley, Mosley, Motley, Mullock, Nutting, Pardy, Parr, Parry, Parsons, Phillips, Picton, Price, Potter, Roberts, Shineton, Tremellen, Turner, Vasmer, Wild, Williams, Winwood, Wood, and Woodward.

AGAINST (0)

ABSTENTION (0)

RESOLVED:

- i) That a 3.99% Council Tax rise resulting in a basic amount of council tax for a Band D property of £1,443.62 in the billing authority's area, calculated in accordance with the provisions of the Local Government Finance Act 1992 (section 44) and the Local Government (Structural Changes) (Further Financial Provisions and Amendment) Regulations 2008 be approved.
- ii) That in accordance with the provisions of Section 40 (2) of the 1992 Act, the amount of Council Tax calculated for each category of dwelling in the billing authority's area to be approved as follows:

Property Band	2020/21 Charge £
A	962.41
B	1,122.82
C	1,283.21
D	1,443.62
E	1,764.42
F	2,085.23
G	2,406.03
H	2,887.24

iii) That a total precept of £163,933,777 be levied.

iv) That the formal council tax resolution as set out in Appendix 1 to determine the levels of Council Tax for Shropshire Council for 2020/21 be approved.

94 **Fees and Charges 2020/21**

It was proposed by the Portfolio Holder for Finance, Councillor D Minnery and seconded by the Leader Councillor P Nutting that the report of the Director of Finance, Governance and Assurance, which set out the level of fees and charges to be applied in 2020/21, a copy of which is attached to the signed minutes, and the recommendations contained therein be received and agreed.

RESOLVED:

- i) That the breakdown of the total income for 2019/20 and 2020/21 and in particular that the proposed 2020/21 charges for discretionary services represent only £44.325m of the £84.104m of income derived from Fees and Charges be noted
- ii) That the charges for 2020/21 as detailed in Appendix 3 to be implemented on 1 April 2020, recognising that managers have proposed varying policies for 2020/21.
- iii) Note that as previously agreed, any changes to fees and charges proposed by Shropshire Community Leisure Trust Ltd. in relation to the outsourced leisure facilities will only be referred to cabinet and council for approval if the proposed increases exceed Consumer Price Index (CPI) for the preceding November.
- iv) That subject to restrictions or exemptions identified in the Welfare Reform and Work Bill it be agreed that:
 - a) Social Housing rents for 2020/21 are increased by 2.7% from 6th April 2020.
 - b) Affordable rents for 2020/21 are increased by 2.7% from 6th April 2020.

- c) Shared Ownership rents continue to be set at 2.75% of the outstanding capital value of the home at the time of sale and thereafter increased each April in accordance with the terms specified in the lease agreements.
- d) Service charges continue to be set on the basis of actual cost.

95 **Capital Strategy 2020/21 - 2024/25**

It was proposed by the Leader, Councillor P Nutting and seconded by the Portfolio Holder for Finance, Councillor D Minnery, that the report of the Director of Finance, Governance and Assurance on the Capital Strategy 2020/21-2024/25, a copy of which is attached to the signed minutes, and the recommendations contained therein be received and agreed.

In response to a Members question, the Portfolio Holder for Finance confirmed that a return of 5% was the objective but that for a number of reasons this was not achieved in all cases.

In response to a Members question, the Leader confirmed that funding for the North West Relief Road had been secured from central government and the LEP and that any shortfall would be covered by the sale of assets.

RESOLVED:

- i) That the adoption of the Capital Strategy 2020/21 - 2024/25 attached as Appendix 1 be agreed.
- ii) That the revised Capital Programme as set out in the report and detailed at Section 7 and Appendix B to the Capital Strategy be agreed.

96 **Treasury Strategy 2020/21**

It was proposed by Portfolio Holder for Finance, Councillor D Minnery and seconded by the Leader, Councillor P Nutting that the report of the Director of Finance, Governance and Assurance on the Treasury Strategy 2020/2021 a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

- i) That the Treasury Strategy for 2020/21 be approved.
- ii) That the Prudential Indicators, set out in Appendix 1, be approved in accordance with the Local Government Act 2003.
- iii) That the Investment Strategy, set out in Appendix 2 be approved in accordance with the MHCLG Guidance on Local Government Investments.
- iv) That the Minimum Revenue Provision (MRP) Policy Statement, set out in Appendix 3 be approved

- v) That the Section 151 Officer be authorised to exercise the borrowing powers contained in Section 3 of the Local Government Act 2003 and to manage the Council's debt portfolio in accordance with the Treasury Strategy.
- vi) That the Section 151 Officer be authorised to use other Foreign Banks which meet Link's creditworthiness policy as required.

97 Shropshire Community Governance Review

It was proposed by Councillor D Turner and seconded by Councillor C Motley that the report of the Director of Legal and Democratic Services on proposals for a Community Governance Review a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

- i) That preparatory work is undertaken with a view to submitting draft Terms of Reference for consideration by Council in 2021 for community governance reviews including areas to be transferred from one parish to another and considering wider governance issues including numbers of Councillors and warding/division arrangements.
- ii) That the existing Community Governance Review Working Group, currently comprising Councillors Bardsley, Butler (Chairman), Mellings, Mosley, Motley, Shineton, and Turner oversee the preparation of the draft terms of reference.

98 Community Governance Review - Bridgnorth

It was proposed by Councillor D Turner and seconded by Councillor C Motley that the report of the Director of Legal and Democratic Services on the Community Governance Review for Bridgnorth, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

That, having regard to the provisions of the Local Government and Public Involvement in Health Act 2007, associated Guidance on Community Governance Reviews produced jointly by the department for Communities and Local Government and the Local Government Boundary Commission for England and to the responses that have been received during the consultation periods, there should be no change to the current community governance arrangements for parishes of Bridgnorth, Tasley and Worfield.

99 Portfolio Holder Annual Report for Assets, Economic Growth and Regeneration

It was proposed by Councillor S Charmley, the Portfolio Holder for Assets, Economic Growth and Regeneration that the report, a copy of which is attached to the signed minutes, and the recommendations therein be received and agreed.

Councillor Charmley presented and amplified his report and responded to questions, concerns and comments.

RESOLVED:

That the contents of the report be noted and approved.

100 Oxon Link Road and Shrewsbury North West Relief Road - Project Combination

It was proposed by the Portfolio Holder for Highways and Transport Councillor S Davenport and seconded by the Portfolio Holder for Assets, Economic Growth and Regeneration, Councillor S Charmley, that the report of the Executive Director - Place, a copy of which is attached to the signed minutes, and the recommendations therein be received and agreed.

In presenting the report the Portfolio Holder advised that the report related just to proposals to combine the two projects and that further reports regarding funding and other matters would be brought to future meetings.

Members expressed concerns regarding climate change and environmental matters, they were advised that these concerns would be addressed during the consultation and planning processes.

RESOLVED:

- i) That the proposal that Shropshire Council combine the North West Relief Road and the Oxon Link Road Projects be approved.
- ii) That the combined objectives for the new combined project and which are listed at paragraph 3.12 of this report be adopted.

101 Appointment to Committees

It was proposed by the Speaker, Councillor V Hunt, and seconded by the Chairman, Councillor A Hartley, that the changes to committee memberships be considered and agreed.

RESOLVED:

Performance Management Scrutiny Committee

Cllr M Wood to replace Cllr S Harris as substitute member of the Performance Management Scrutiny Committee.

It was agreed that Agenda Item 22 would be taken next.

102 **Motions**

Notice of Motion 1

The following motion had been received from Councillor Brian Williams and supported by Councillors Cecilia Motley, David Turner, Michael Wood and Roy Aldcroft:

This Council recalls that, for many years, its Arboriculture Section ran a free tree scheme which was very popular among Shropshire residents. Unwanted surplus whips from tree nurseries in the area were obtained and distributed to residents on a "first come, first served" basis. However last year the scheme did not run since, though the trees were available, it was decided there was a "shortage of staff resources".

This Council requests the Chief Executive to ensure that, as a service to residents and as evidence of its determination to assist in carbon reduction, the free tree scheme be re-instated and widely publicised in 2020

RESOLVED:

That the Notice of Motion be supported.

Notice of Motion 2

The following motion had been received from Councillor Roger Evans and supported by the Liberal Democrat Group:

Council notes that during the whole of 2019 Councillors have been raising issues about the growing number of potholes and the general failure of Shropshire Highways and its contractors Kier and WSP to deal with these issues.

When a department fails it used to be the norm that the political person answerable for that department resigns.

Despite many assurances, many from Cllr Davenport himself, the Council has felt the need to appoint a consultant to tell them what was going wrong

We ask the Council to support our call for the resignation of Councillor Steve Davenport from the post of Cabinet Member responsible for Highways.

It was proposed by Councillor B Williams and seconded by Councillor M Wood that the meeting move to the next item on the agenda and following a vote it was

RESOLVED:

That the meeting move to the next item.

103 **Member Questions Report**

The Speaker advised that two questions had been received in accordance with Procedure Rule 15. A copy of the report containing the detailed questions and their formal response is attached to the signed minutes.

- i) Received from Councillor I Jones and answered by Councillor Ed Potter, Portfolio Holder for Children's Services in relation to "Kinship Care"

By way of a supplementary question Councillor Jones sought assurance that the Council did all that it could to keep vulnerable children in family settings. Councillor Potter assured him that this was the case as the best outcomes were achieved when children were in such a setting

- ii) Received from Councillor D Tremellen and answered by the Leader, Councillor P Nutting in relation to the use of consultants.

By way of a supplementary question Councillor Tremellen raised other concerns. Councillor Nutting agreed to meet with Councillor Tremellen outside the meeting to discuss the matter.

104 **Shropshire and Wrekin Fire and Rescue Authority Chair's Report**

It was proposed by Councillor K Roberts and seconded by Councillor C Mellings that the report of the Shropshire and Wrekin Fire and Rescue Authority, a copy of which is attached to the signed minutes, be received and noted.

RESOLVED:

That the report of the Shropshire and Wrekin Fire and Rescue Authority meeting held on 12 February 2020 be noted.

105 **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.

106 **Exempt Minutes of 19th December 2019**

RESOLVED:

That the exempt minutes of the Council meeting held on 19th December 2019 be approved and signed as a correct record.

107 The Tannery Development, Block A

It was proposed by the Deputy Leader and Portfolio Holder for Assets, Economic Growth and Regeneration Councillor S Charmley and seconded by the Leader Councillor P Nutting, that the exempt report of the Assistant Director Commercial Services on The Tannery Development, Block A, a copy of which is attached to the exempt signed minutes and the recommendations therein be received and agreed.

RESOLVED:

That the six exempt recommendations be approved as detailed in the exempt report.

108 Oswestry Growth Corridor - Infrastructure Delivery Programme

It was proposed by the Deputy Leader and Portfolio Holder for Assets, Economic Growth and Regeneration Councillor S Charmley and seconded by Councillor M Jones, that the exempt report of the Executive Director of Place on The Oswestry Growth Corridor – Infrastructure Delivery Programme, a copy of which is attached to the exempt signed minutes and the recommendations therein be received and agreed.

RESOLVED:

That the five exempt recommendations be approved as detailed in the exempt report.

109 Cornovii Developments Limited - Loan Facility

It was proposed by the Portfolio Holder for Finance Councillor D Minnery and seconded by the Portfolio Holder for Housing and Strategic Planning, Councillor R Macey, that the exempt report of the Director of Finance, Assurance and Governance on The Cornovii Developments Limited – Loan Facility, a copy of which is attached to the exempt signed minutes and the recommendations therein be received and agreed.

RESOLVED:

That the three exempt recommendations be approved as detailed in the exempt report.

110 Senior Team Reorganisation

Members were advised that this item had been withdrawn

Signed (Chairman)

Date:

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<u>Committee and Date</u>	<u>Item</u>
Cabinet 6 th July 2020 Council 16 th July 2020	

FINANCIAL OUTTURN 2019/20

Responsible Officer James Walton

Email: james.walton@shropshire.gov.uk

Tel: (01743) 255011

1. Summary

- 1.1 This report provides details of the revenue and capital outturn position for Shropshire Council for 2019/20 and provides a summary of:
- The revenue outturn for each service area with a commentary of the main variations and an outline of how the position has changed since Quarter 3.
 - The movements in the Council's General Fund balance.
 - The Council's reserves and provisions.
 - The capital outturn for each service area with a commentary of the main variations and the budget slipped for 2019/20.
- 1.2 The Council's controllable revenue position for 2019/20 has deteriorated by £0.159m when compared with projections made at Quarter 3, resulting in a net controllable overspend of £1.692m, which represents a variance of 0.3% on the gross budget.
- 1.3 The outturn on non-controllable insurance is an underspend of £0.041m. When deducted from the controllable overspend, the total outturn adjustment to the general fund is a reduction in the fund of £1.651m.
- 1.4 The outturn capital expenditure for 2019/20 is £59.149m, representing 83% of the re-profiled budget of £70.982m. All £11.773m of this underspend has been carried forward to the 2020/21 programme.

2. Recommendations

It is recommended that Members:

- A. Note that the outturn for the revenue budget for 2019/20 is a controllable overspend of £1.692m. This represents 0.3% of the original gross budget of £568.489m.
- B. Note that had £0.460m of the Council's General Fund not been applied in response to the Storm Dennis emergency event, and had £0.387m Coronavirus funding not been applied to revenue at year end, the controllable outturn position would have been an overspend of £2.539m.

- C. Note that the level of the General Fund balance after adjusting for the outturn overspend and insurance position stands at £13.510m, which is significantly below the recommended level.
- D. Note that the outturn for the Housing Revenue Account for 2019/20 is an underspend of £4.106m and the level of the Housing Revenue Account reserve stands at £10.140m (2018/19 £9.813m).
- E. Note the increase in the level of Earmarked Reserves and Provisions (excluding delegated school balances) of £1.931 in 2019/20 and the reasons for this.
- F. Note that the level of school balances stand at £1.891m (2018/19 £4.178m).
- G. Approve net budget variations of £9.710m to the 2019/20 capital programme, detailed in Appendix 5 / Table 11 and the re-profiled 2019/20 capital budget of £70.982m.
- H. Approve the re-profiled capital budgets of £127.309m for 2020/21, including slippage of £11.773m from 2019/20, £89.835m for 2021/22 and £103.110m for 2022/23 as detailed in Appendix 5 / Table 15.
- I. Accept the outturn expenditure set out in Appendix 5 of £59.209m, representing 83% of the revised capital budget for 2019/20.
- J. Approve retaining a balance of capital receipts set aside of £19.619m as at 31st March 2020 to generate a one-off Minimum Revenue Provision saving of £0.693m in 2020/21.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 Details of the potential risks affecting the balances and financial health of the Council are detailed within the report. Each variation from budget is also RAG rated to confirm the level of risk to the Council's balances.

4. Financial Implications

- 4.1 This report is based on the financial outturn of the Council's revenue and capital budget for 2019/20 and therefore considers the effect that the overspend has on the Council's balances.

5. Background

- 5.1 Cabinet has received quarterly monitoring reports on the revenue and capital budget during the course of the year. This has meant that management action has been taken to reduce the forecast overspend position as budget pressures have arisen. However the scale of budget pressures and unachieved savings within the year, combined with emergency events that took place within Q4, have meant that officers have been unable to reduce the overspend position to nil.

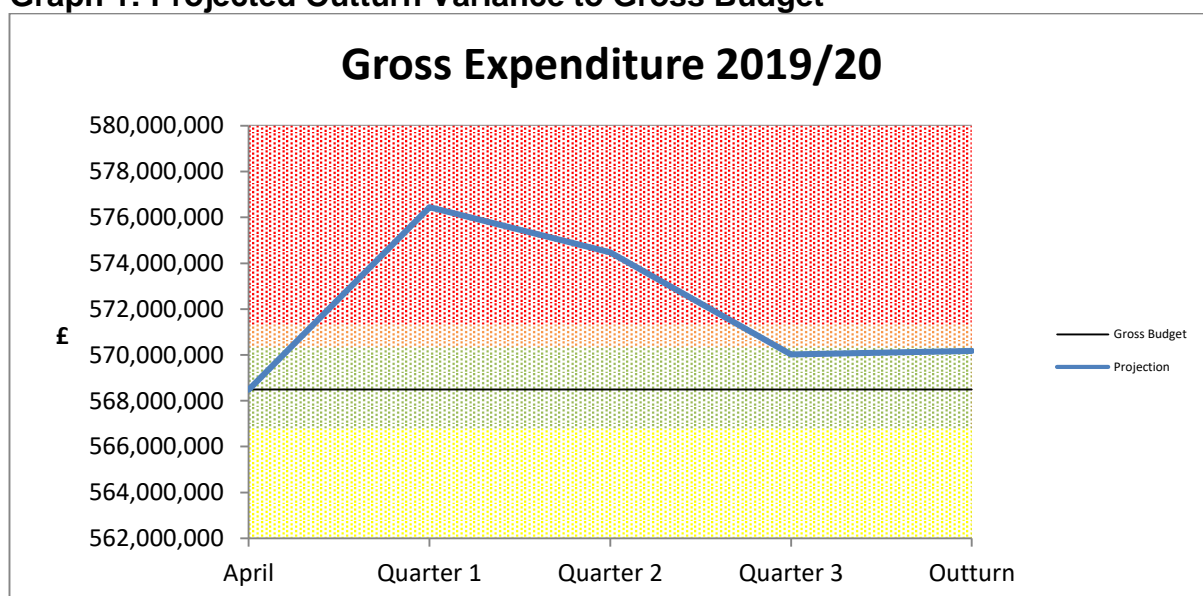
6. Revenue Outturn Position

- 6.1 The final outturn for 2019/20 shows net controllable revenue expenditure of £215.530m and a controllable overspend of £1.692m. The overall position for service areas is detailed in Table 1 below.

Table 1 – Final Controllable Outturn

	£'000
Net Budget	213,839
Controllable Outturn for 2019/20	215,530
Controllable Overspend for 2019/20	1,692

- 6.2 The forecast year end position for the Council is revised each Quarter (monthly for Directors) and reported using the graph below. The area of the graph banded green shows the extent of variance from the budget that can be seen as reasonable given the size and complexity of the Council's budget. The outturn overspend of £1.692m is narrowly falling within the green banding as shown in Graph 1 below.

Graph 1: Projected Outturn Variance to Gross Budget

- 6.3 During Quarter 4, Storm Dennis caused significant flooding in Shropshire, resulting in £0.520m emergency revenue expenditure being incurred. Expenditure over and above the Council's Bellwin threshold is eligible to be reimbursed by Central Government, however the Council's threshold for 2019/20 stands at £0.460m, meaning that the first £0.460m expenditure incurred is expected to be funded from the Council's General Fund. Therefore £0.460m has been drawn down from the General Fund at year end to cover expenditure incurred during the emergency event. This, however, does not support the loss of income from car parking and theatre income that would have been lost and is reflected in the accounts and later in this report.
- 6.4 Further to the Storm Dennis expenditure incurred, £0.387m revenue costs were incurred within 2019/20 as a result of the coronavirus pandemic. £0.387m of the £17.918m funding provided by MHCLG to help the local authority respond to coronavirus pressures across all of the services that it delivers has therefore been applied to the 2019/20 outturn position. Without utilising this funding, and without utilising £0.460m of the General Fund to offset Storm Dennis expenditure as above, the Council's controllable outturn position would have

been an overspend of £2.539m, which, when represented in Graph 1, would have been very close to the red (danger) zone.

- 6.5 The controllable overspend of £1.692m for 2019/20 is presented below by service area in Table 2. End of year entries include items of non-controllable spend (e.g. insurance) that are not included within service projections throughout the year. The non-controllable element of spend has been excluded from the figures presented below to enable a direct comparison to be made between controllable expenditure at year end, and projections made throughout the year.

Table 2: 2019/20 Budget Variations Analysed by Service Area (£'000)

Service Area	Revised Budget £'000	Outturn £'000	(Under) / Overspend £'000	RAGY Classification
Adult Services	107,823	108,708	885	G
Central DSG	-	-	-	G
Children's Services	49,863	56,531	6,668	R
Corporate Budgets	(5,236)	(16,588)	(11,352)	Y
Finance, Governance & Assurance	2,828	2,280	(548)	Y
Legal & Democratic Services	506	380	(125)	Y
Place	57,655	63,911	6,256	R
Strategic Management Board	(14)	(107)	(92)	Y
Workforce & Transformation	414	414	(0)	Y
Total	213,839	215,530	1,692	G

- 6.6 Services have worked to attempt to deliver a balanced council position overall, through the implementation of a spending freeze and recruitment freeze implemented mid year, however it has not been possible to reduce the overspend position to nil.
- 6.7 Further analysis of the variations to budgets for all service areas is provided within Appendix 1.

7. Update on Savings Delivery

- 7.1 During the year the savings projections are RAG rated in order to establish the deliverability of the savings and any potential impact on the outturn projection for the 2019/20 financial year. The RAG ratings are categorised as follows:

- Red – Savings are not solved on an ongoing basis, nor have they been achieved in the current financial year. These are reflected as unachieved within this monitoring report.
- Amber – Savings have been identified on an ongoing basis in the current financial year, however there is no clear evidence to support the delivery as yet.
- Green – Savings have been identified on an ongoing basis in the current financial year, with evidence of delivery.

The RAG ratings are updated monthly to determine progress on delivery.

Table 3: 2019/20 Savings Proposals – Final Outturn

Service Area	Red £'000	Amber £'000	Green £'000	Total Savings £'000
Adult Services	1,166	-	4,231	5,397
Central DSG	-	-	-	-
Children's Services	737	-	171	908
Corporate Budgets	-	-	4,103	4,103
Finance, Governance and Assurance	-	-	589	589
Legal and Democratic Services	20	-	45	65
Place	3,621	-	2,695	6,315
Strategic Management Board	-	-	-	-
Workforce and Transformation	990	-	121	1,112
Council	6,535	-	11,955	18,490

- 7.2 The figures presented above show that 65% of the 2019/20 savings required were achieved and rated green with the remainder unachieved and rated red. Paragraph 7.4 below provides further detail on the red savings.
- 7.3 Table 4 provides further analysis of savings delivery impact on final position for each service area.
- 7.4 As per Table 3, £6.535m savings remain unachieved at outturn, some of which have been offset in part by one-off savings in year. However, when setting the Council's budget for 2020/21, growth funding has been applied in order to remove the 2019/20 red savings that have been determined to be undeliverable. Following the application of growth funding during the budget setting process, £3.606m of the red savings still remain within the Council's budget and are still required to be delivered, as the delivery of these savings targets was considered to be delayed rather than undeliverable. Delivery of these savings will be scrutinised at regular savings challenge meetings scheduled to take place with Directors throughout 2020/21. Red savings carried forward are listed below.

Ref	Directorate	Service Area	Description	2019/20 Saving Required (£)	Value Unachieved and Carried Forward to 2020/21 (£)
P41	Children's Services	Children's Services Management	Negotiate contract savings upon renewal through better contract management	46,490	20,460
P28	Place	Strategic Asset Management	Increased installation and use of solar panels	100,000	100,000

P34 & P39	Place	Head of Commercial Services	Land acquisition, development and investment	50,000	50,000
P66	Place	Director of Place	Innovation and efficiencies within Shire Services	126,100	101,100
P68	Place	Shire Services	Stretch income target within Shire Services	300,000	300,000
P72	Place	Director of Place	New Development Dividend	1,025,000	1,025,000
P69	Place	Highways and Transport	Infrastructure related to new development	100,000	100,000
P29	Place	Highways and Transport	Review of concessionary travel for Park & Ride	50,000	50,000
P41	Place	Director of Place	Negotiate contract savings upon renewal through better contract management	63,970	63,970
P59	Place	Highways and Transport	Increase income generated from car parks	400,000	400,000
P64	Place	Highways and Transport	Review of bus subsidies	405,000	105,000
P78	Place	Highways and Transport	Additional fleet management income	52,000	52,000
P75	Place	Outdoor Partnerships	Rights of way - risk based approach	50,000	50,000
P76	Place	Libraries	Libraries review	98,000	98,000
P80	Place	Culture, Leisure and Tourism	Heritage Assets – new operating model	£100,000	£100,000
R34	Workforce and Transformation	ICT Digital Transformation Project	Digital Transformation	990,430	990,430
TOTAL				3,956,990	3,605,960

More detail on these, and all of the 2019/20 red savings, is provided within the relevant service sections of Appendix 1.

- 7.6. In addition to the red savings pressures, a number of ongoing pressures were identified within service areas during the year totaling £3.154m. £0.537m of these ongoing pressures have arisen as a result of previous years' unachieved savings. Ongoing pressures that have been identified are as follows:

Directorate	Service / Description	Nature of Pressure	Value (£)
Adult Services	Housing - Temporary Accommodation	Demography	403,873
Adult Services	Public Health - Out of Hours Call Service	Historic unachieved saving	24,800

Children's Services	Shrewsbury Training and Development Centre	Reduced income	42,000
Children's Services	Children's Social Care Placements	Staff budget / demography	475,500
Children's Services	Social Work Teams	Staff budget	19,310
Children's Services	Children's Social Care Agency Costs	Staff budget	145,300
Finance, Governance and Assurance	Revenues and Benefits	Reduced income (Housing Benefits subsidy)	573,150
Place	Corporate Landlord	Increased contract costs / reduced income	249,000
Place	Strategic Asset Management	Staff budget	88,000
Place	Shrewsbury Shopping Centres	Reduced rental income and increased costs of rates and insurance	429,000
Place	Planning Services	Building control emergency works	166,480
Place	Leisure Facilities	Staff budget / reduced income at in house facilities	26,000
Workforce and Transformation	Digital Services	Historic unachieved saving	17,000
Workforce and Transformation	DTP - Single Front Door / Face to Face Review	Historic unachieved saving	495,000
TOTAL			3,154,413

All of these budget pressures are forecast to impact budget positions in 2020/21. Significant further work is required within service areas to find an ongoing basis for managing and funding these pressures so that further growth is not required within the Financial Strategy, leading to an increase in the funding gap.

7.8 Table 4 below shows the impact of the ongoing pressures identified in 2019/20 on each service area's outturn position.

Table 4: Reconciliation of Monitoring Projections to Savings Delivery

	Controllable Outturn	Savings Pressure in 2019/20	Ongoing Monitoring Pressures Identified	Ongoing Monitoring Savings Identified	One Off Monitoring Pressures Identified	One Off Monitoring Savings Identified
	£000	£000	£000	£000	£000	£000
Adult Services Business Support & Development	(152)				198	(350)
Adult Services Management	44				155	(111)
Provider Services	(196)				230	(426)
Housing Services	46		404		130	(488)
Social Care Operations	613				1,809	(1,196)
Bereavement Services	(38)					(38)
Regulatory Services	(211)					(211)
Trading Standards and Licensing	(229)					(229)
Registrars and Coroners	(56)					(56)
Non Ring Fenced Public Health Services	284	207			116	(39)
Ring Fenced Public Health Services	781	959	25		91	(294)
Adult Services	885	1,166	429	0	2,729	(3,439)

	Controllable Outturn £000	Savings Pressure in 2019/20 £000	Ongoing Monitoring Pressures Identified £000	Ongoing Monitoring Savings Identified £000	One Off Monitoring Pressures Identified £000	One Off Monitoring Savings Identified £000
Central DSG	0				1,368	(1,368)
Central DSG	0	0	0	0	1,368	(1,368)
Learning & Skills	2,189	717	42		1,791	(362)
Children's Social Care & Safeguarding	4,697		640		5,089	(1,032)
Early Help, Partnerships and Commissioning	(235)				0	(235)
Children's Services Management	18	20			18	(21)
Children's Services	6,668	737	682	0	6,898	(1,650)
Corporate Budgets	(11,352)				371	(11,724)
Corporate Budgets	(11,352)	0	0	0	371	(11,724)
Audit Services	(80)					(80)
Finance	12				189	(176)
Pension Administration Services	4				4	
Revenues and Benefits	(118)		573			(691)
Treasury Services	(55)					(55)
Commissioning Development and Procurement	(280)			(100)		(180)
Risk Management and Insurance	(31)					(31)
Finance, Governance and Assurance	(548)	0	573	(100)	193	(1,214)
Democratic Services	(139)					(139)
Elections	(183)	20			8	(211)
Legal & Democratic Services	197				290	(93)
Legal and Democratic Services	(125)	20	0	0	298	(443)
Head of Commercial Services	64	50			14	
Corporate Landlord	777		249		870	(341)
Facilities Management	54	26			28	
Property Services	441				441	
Strategic Asset Management	322	100	88		134	
Commercial Investment Team	(527)					(527)
Shire Services	0	300			252	(552)
Director of Place	1,254	1,190			64	
Head of Economic Growth	1				1	
Planning Services	186		166		34	(14)
Economic Growth	(133)					(133)
Shrewsbury Shopping Centres	434		429		180	(175)
Broadband	(29)					(29)
Planning Policy	(174)					(174)
Head of Infrastructure and Communities	175				175	
Arts	(2)					(2)
Highways and Transport	2,241	1,007			2,520	(1,286)
Shropshire Hills AONB	(19)					(19)
Outdoor Partnerships	23	50				(27)
Leisure	272		26		281	(35)
Libraries	110	98			99	(87)
Museums and Archives	(38)				102	(140)
Theatre Services	60				60	
Waste Management	602	700				(98)
Head of Culture, Leisure and Tourism	162	100			79	(17)
Place	6,256	3,621	958	0	5,334	(3,657)
Strategic Management Board	(92)					(92)
Strategic Management Board	(92)	0	0	0	0	(92)
Customer Services	(342)				235	(577)

	Controllable Outturn £000	Savings Pressure in 2019/20 £000	Ongoing Monitoring Pressures Identified £000	Ongoing Monitoring Savings Identified £000	One Off Monitoring Pressures Identified £000	One Off Monitoring Savings Identified £000
ICT Digital Transformation Project	1,524	990	495		39	
ICT Services	(654)		17		243	(914)
Communications	(54)					(54)
Information, Intelligence and Insight	(152)					(152)
Human Resources & Organisational Development	(323)				98	(421)
Workforce and Transformation	(0)	990	512	0	615	(2,117)
TOTAL	1,692	6,534	3,154	(100)	17,806	(25,702)

7.8. The Council operates two internal funds to help deliver savings now and into the future. The Invest to Save Fund was established in 2014 enabling business cases to be put forward with the aim to generate savings and repay the investment back into the fund with interest. From an opening balance of £2.0m in 2014, additional investment into and repayments to the fund since have resulted in an opening balance of £3.920m in 2019. In total since the fund was created investment of £4.138m has been approved, of which £2.184m has been spent to date, and repayments totaling £1.900m have been made from projects. There are expected bids pending in 2020/21 that would fully commit the fund until further repayments have been achieved. The Development Fund was established for similar purposes, but where a proposal would not deliver a direct or short-term return on investment. Spend in year has totaled £0.768m, with approved commitments of £1.430m, leaving uncommitted funds of £0.097m year end. The base budget of £0.619m has been reduced as part of the savings strategy for 2020/21 to £0.319m, with additional one-off funding added to the fund at the end of 19/20, meaning that the total available funding for 20/21 to support appropriate schemes and investments stands at £0.717m.

8. General Fund Balance

8.1. The effect on the Council's reserves of the outturn is detailed below. The Council's policy on reserve balances is to have a General Fund balance (excluding schools balances) of between 0.5% and 2% of the gross revenue budget. For 2019/20 the minimum balance required would therefore be £2.842m, although this is no longer considered to be an acceptable guide.

8.2. The more appropriate risk-based target balance for the General Fund, as calculated in the Robustness of Estimates and Adequacy of Reserves section of the MTFS, reported to Council on 27th February 2019, is £16.071m in 2019/20, rising to £29.925m by 2024/25. These figures were significantly increased within the review, reflecting the remaining funding gap in these years as set out in the Financial Strategy, and the significant level of risk associated with the uncertainty over local government funding.

8.3. The Council has received one-off funding in 2019/20 of £0.210m to fund any cost implication arising from Brexit. This is in addition to the £0.105m received in 2018/19. The funding has been contributed to the General Fund as shown in table 5 below, as any residual costs arising from Brexit will have to be found

from the General Fund balance. Expenditure in 2019/20 has been £0.044m, incurred within Regulatory Services.

- 8.4. In 2019/20 the General Fund has been used to pay for the emergency expenditure incurred during Storm Dennis, up to the value of the Bellwin threshold (£0.460m), as described above. The fund has also been used to offset Shire Services' deficit outturn position, as £0.082m deficit remained unfunded after drawing down Shire Services' earmarked reserve. This use of the General Fund effectively represents a loan to Shire Services which must be repaid in 2020/21.
- 8.5. Predominantly due to the outturn position, the General Fund balance has reduced at year-end to £13.510m, as shown in table 5 below. The balance remains significantly below the required risk assessed target, and has reduced by £2.027m (13%) since 31st March 2019.

Table 5: General Fund Balance as at 31 March 2020

General Fund Balance as at 31 March 2019	15,537
One-Off Brexit Funding for 2019/20	105
One-Off Brexit Funding for 2020/21	105
Brexit Expenditure	(44)
Net Increase in Brexit Funds Held	166
Use of Fund for Emergency Storm Dennis Expenditure	(460)
Use of Fund to Offset Shire Services' Deficit Position - to be repaid by Shire Services in 2020/21	(82)
Outturn Controllable Overspend	(1,692)
Outturn Non-Controllable Insurance Underspend	41
Net Reduction to Offset Overspend	(1,651)
Balance at 31 March 2020	13,510

9. Housing Revenue Account (Appendix 2)

- 9.1 The Housing Revenue Account (HRA) outturn for 2019/20 shows a surplus of (£0.327m) against a budgeted deficit of £3.780m, giving a (£4.106m) variance against the approved budget, which represents 23% of the gross turnover of £17.691m. The HRA was due to make a direct contribution of £4.898m to part finance the capital works programme for major repairs and building new affordable homes, however delays in these capital schemes have resulted in this spend being delayed and therefore this spend will instead be released in 2020/21. As at 31 March 2020 the HRA reserve stood at £10.1m and these funds are available to finance future HRA capital works or for the repayment of HRA debt.

10. Reserves and Provisions (Appendix 4)

- 10.1. The Council has created a number of specific reserves and provisions to provide for known or anticipated future liabilities and to assist in protecting essential services. Earmarked reserves are balances held for specific items that will occur in the future. Provisions are held to meet expenses that will occur as a result of past events and where a reliable estimate can be made of the obligation.
- 10.2. The overall position for reserves and provisions is set out in the Statement of Accounts 2019/20, however a detailed breakdown of the balances is contained at Appendix 4, with an explanation of each reserve and provision. These figures may be subject to change before the Council's final Statement of Accounts is produced. The change in revenue reserves and provisions are detailed in table 6 below. The level of reserves had decreased more significantly in 2019/20 than demonstrated below however due to the receipt of the first instalment of the COVID-19 grant of £8.97m on the 23rd March, this has resulted in this being carried forward in reserves to be utilised in 2020/21 as expenditure has arisen.

Table 6: Movement in Reserves and Provisions 2019/20

Balance Held	Reserves £000	Provisions £000	Bad Debt Provisions £000	Total Reserves & Provisions £000
As at 31 March 2019	71,726	12,410	12,260	96,396
As at 31 March 2020	67,993	14,466	13,580	96,039
Increase/(Decrease)	(3,733)	2,056	1,320	(357)
Delegated School Balances Movement	(2,288)	0	0	(2,288)
Increase/(Decrease) (excluding Delegated School Balances)	(1,445)	2,056	1,320	1,931

- 10.3. In accordance with the financial strategy the Council plans to use one off funding to close the funding gap between 2020/21 and 2021/22. This will result in the Financial Strategy Reserve reducing to zero by 2021/22 unless an alternative strategy is followed. It should be noted that this plan as per the MTFs was established before the COVID-19 pandemic that is affecting the 2020/21 financial year, and it may become necessary to utilise this reserve in 2020/21 instead. The balance of digital transformation funding is also held in the Development Reserve and this will be fully applied in 2020/21. Other Earmarked Reserves are expected to fall over the coming years for a number of reasons. It is difficult to project use with any accuracy, but balances would not be expected to fall to below £25m in the long term. The estimated future balances on earmarked reserves are as shown in table 7 below:

Table 7: Estimated Future Balances on Earmarked Reserves and Provisions

	Balance c/f 2019/20	Estimated Closing Balance	
		2020/21	2021/22

	£'000	£'000	£'000
Financial Strategy Reserve	20,802	20,502	0
Development Reserve	7,243	2,136	782
Other Earmarked Reserves	39,948	36,910	26,760
Provisions	28,046	28,046	28,046
Total	96,039	87,594	55,588

Delegated School Balances

10.4. The movement in delegated schools' balances are detailed in table 8.

Table 8: Movement in delegated schools' balances 2019/20

	2018/19 £000	2019/20 £000	Increase/ (Decrease) £000
Schools:			
- Revenue Balances	2,983	3,041	58
- Invested Balances	607	516	(91)
- Extended Schools Grant Balance	645	623	(22)
Sub Total within Schools	4,235	4,180	(55)
Purchasing IT equipment	(55)	(41)	14
DSG Deficit	0	(2,248)	(2,248)
Total Delegated School Balances	4,180	1,891	(2,289)

- 10.5. Schools' balances have to be ringfenced for use by schools and schools have the right to spend those balances at their discretion. Of the 87 schools with balances, 82 schools have surplus balances and 5 have deficit balances.
- 10.6. The Extended Schools Grant allocations for schools were paid over during 2019/20, these balances have been ringfenced to each individual school within School Balances.
- 10.7. Following consultation with the school's forum and head teachers, the school balances have been used to purchase IT equipment for schools, the cost of this equipment is then recharged to schools over the life of that equipment, effectively operating as an internal leasing arrangement. At the end of 2019/20 £0.41m of the £4.180m was being used in this way.
- 10.8. In 2018/19 there was a deficit position on the Dedicated Schools Grant (DSG) where expenditure, particularly within the High Needs Block was in excess of the DSG funding received. This was temporarily funded from the Council's earmarked reserves in 2018/19. The balance was due to be repaid by schools as soon as possible, however this has not been possible in 2019/20, and the deficit has increased further. In addition, the Department for Education have now stated that any deficit balance should be held against school balances rather than the Council's earmarked reserves and so the cumulative deficit of £2.248m has reduced schools' balances down to £1.891m.

11. Original & Final Capital Programme for 2019/20

- 11.1 The capital budget for 2019/20 was subject to a review of all projects at Quarter 3 and re-profiling where required into future years with no further re-profiling into future years being anticipated during Quarter 4. However, in Quarter 4 it has been necessary to undertake further re-profiling. Additionally, in Quarter 4 there has been a net budget increase for 2019/20, compared to the position reported at Quarter 3 2019/20. In total, during Quarter 4 there has been a net budget increase of £9.710m. Table 9 summarises the overall movement, between that already approved, changes for Quarter 4 that require approval.

Table 9: Revised Capital Programme Quarter 4 2019/20

Detail	Agreed Capital Programme - Council 28/02/19 £	Slippage & Budget Changes Approved To Quarter 3 2019/20 £	Quarter 4 Budget Changes to be Approved £	Revised 2019/20 Capital Programme Quarter 4 £
General Fund				
Place	37,276,536	(594,495)	8,044,457	44,726,498
Adult Services	3,600,000	440,074	-	4,040,074
Public Health	230,000	(141,364)	-	88,636
Childrens Services	14,628,959	(6,381,707)	708,145	8,955,397
Resources & Support	5,000,000	(868,422)	1,020,224	5,151,802
Total General Fund	60,735,495	(7,545,913)	9,772,826	62,962,408
Housing Revenue Account	7,600,950	481,409	(62,887)	8,019,472
Total Approved Budget	68,336,445	(7,064,504)	9,709,939	70,981,880

- 11.2 Full details of all budget changes are provided in Appendix 5 to this report. A summary of the significant budget changes for 2019/20 and future years are detailed below:

Budget Increases

- Increase in Prudential Borrowing of £12.420m and £0.900m in relation to commercial investments as approved in the Capital Investment Strategy and the Children's Residential Care scheme respectively.
- Increase in government grants of £3.517m in relation to the North West Relief Road (NWRR) scheme following the award of Department for Transport (DfT) Local Majors funding of £54.406m.
- Increase in revenue contributions of £1.020m in relation to Invest to Save (I2S) ICT Upgrade capital schemes.
- Increase in government grants of £0.025m in relation to the Rapid Vehicle Electric Charging Points scheme following notification of additional DfT funding.
- Increase in Community Infrastructure Levy (CIL) of £0.500m in relation to the Shrewsbury Integrated Transport Programme (SITP).
- Increase in S106 Grant Scheme funding of £0.345m for Town and Parish Council schemes added to the programme.
- Increase in ERDF funding of £0.109m and revenue contributions of £0.095m in relation to the Corporate Landlord Sustainable Energy in Public Sector Buildings (SEPUBU) programme.

- Increase in government grants of £0.157m in relation to the Schools Full Fibre Broadband programme following the award of Department for Education (DfE) Full Fibre Broadband Grant.
- Increase in Section 106 and private sector contributions of £0.149m and £0.009m respectively in relation to integrated transport schemes.
- Increase in private sector contributions of £0.075m in relation to the Broadband scheme.
- Increase in Corporate Landlord Revenue Contributions to specific schemes of £0.162m.
- Increase in schools Revenue Contributions to specific schemes of £0.014m.

Budget Decreases

- Reduction of £0.347m in capital receipts requirement in relation to Corporate Landlord scheme following confirmation that the scheme is no longer proceeding.
- Transfer of One Public Estate Funding of £0.075m to Clinical Commissioning Group (CCG).
- Reduction of £0.063m in capital receipts requirement in relation to the HRA Housing New Build Phase 5 scheme to match anticipated expenditure profile.
- Reduction in schools' DFC allocations of £0.018m as a result of an academy conversion.
- Reduction in diocese contribution to specific schools' scheme of £0.017m.
- Reduction in I2S revenue contributions of £0.001m required in relation to the Corporate Landlord SEPUBu programme.

Budget Re-profiling

- **Place:** re-profiling of £8.945m Prudential Borrowing in relation to commercial investments to reflect expected expenditure at outturn.
- **Children's Services:** re-profiling of £0.014m capital receipts, £0.156m Early Years Capital Grant and £0.153m Basic Need Grant Other Contributions in relation to both the School Place Plan Programme (£0.198m) and Early Years schemes (£0.125m) to match the anticipated expenditure profile and reflect expected expenditure at outturn respectively.

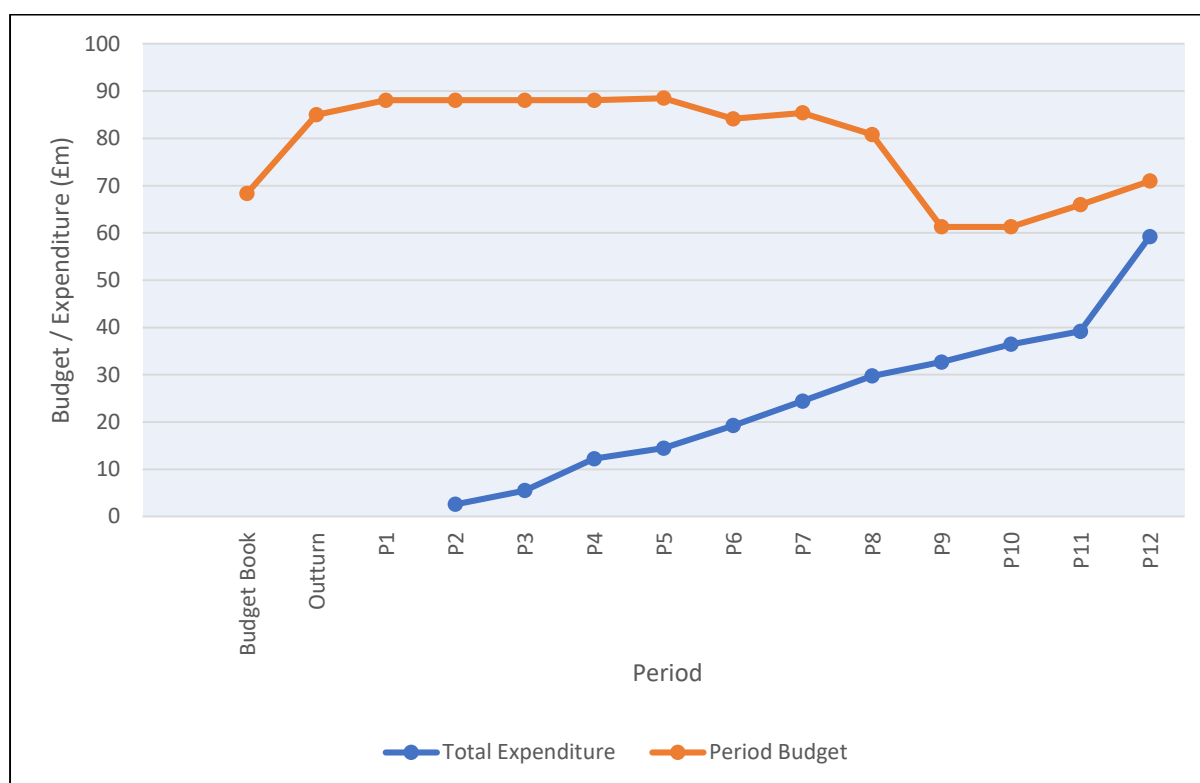
12. Capital Outturn Position

- 12.1. The capital programme is reviewed on a regular basis to re-profile the budget to reflect the multi-year nature of capital schemes, whereby spend may slip into later years. However, it is possible that a level of underspend or overspend may be experienced against the revised capital budget at outturn. Outturn projections are incorporated into the capital monitor to enhance the monitoring information provided and allow the early identification where schemes are deviating from budget. Table 10 summarises the outturn position for 2019/20.

Table 10: Capital Programme Outturn Position by Service Area 2019/20

Detail	Revised Capital Programme - Outturn 2019/20 £	Actual Expenditure 31/03/2020 £	Variance £	Spend To Budget %
General Fund				
Place	44,726,498	39,043,092	5,683,406	87%
Adult Services	4,040,074	3,089,165	950,909	76%
Public Health	88,636	81,509	7,128	92%
Childrens Services	8,955,397	6,869,768	2,085,629	77%
Resources & Support	5,151,802	4,156,901	994,902	81%
Total General Fund	62,962,408	53,240,435	9,721,973	85%
Housing Revenue Account	8,019,472	5,968,912	2,050,560	74%
Total Approved Budget	70,981,880	59,209,347	11,772,533	83%

12.2. Total capital expenditure for 2019/20 was £59.209m, which equated to 83% of the re-profiled capital programme of £71.981m. The graph below shows actual expenditure by period and tracks the period by period changes to the budget.



12.3. There was a total variance of £11.773m between the revised Outturn Budget and the Outturn Expenditure. All of this underspend will be slipped to 2020/21 to facilitate completion of projects commenced in 2019/20. Full details of expenditure variances are in Appendix 5. A summary of significant variances by service area are provided below.

12.4. **Place** - Total underspend against the Place capital programme was £5.683m. The most significant areas of underspend are:

- £0.908m against the Broadband Project due to reprofiling with BDUK.

- £0.720m against the North West Relief Road scheme, this has been carried forward into 2020/21 as the project develops.
- £0.700m against the local transport plan due to storm and flood re-prioritisation of staff and the underspend has been carried forward into 2020/21.
- £0.706m against Corporate Landlord. £0.280m of this is against the Ellesmere Remediation scheme.
- £0.650m against the Commercial Investment Programme.
- £0.634m against LEP schemes, primarily SITP (£0.482m).
- £0.327m against Parking Strategy - Car Park Machines.
- £0.300m against Bridges and Structures due to storm and flood re-prioritisation of staff and the underspend is carried forward to 2020/21.
- £0.277m against Physical Regeneration schemes, £0.251m of which relates to Oswestry HIF.
- £0.130m against Planning Policy - Affordable Housing schemes.
- £0.100m against drainage due to storm and flood re-prioritisation of staff and underspend has been carried forward into 2020/21.
- Various other minor underspends have occurred on projects across other areas of Place & Enterprise.

- 12.5. **Adult Services** - Total underspend against Adult Services was £0.951m. This was £0.314m on Social Care schemes and £0.637m on Housing Health & Wellbeing. Within Housing Health & Wellbeing, £0.462m is against Disabled Facilities Grant (DFG), despite significant re-profiling at Quarter 3. This is simply due to the nature of the grant awards and assessment timeframes. A further £0.175m is against the HOLD scheme. This is due to genuine delays in securing mortgages from providers resulting in low grant awards to assist purchase. The scheme will continue in 2020/21 with continued Government support.
- 12.6. **Public Health** - Total underspend against the Public Health capital programme was £0.007m. This was entirely in relation to Private Sector Housing Empty Property Incentive Grants.
- 12.7. **Children's Services** - Total underspend against the Children's Services capital programme was £2.086m. The most significant areas of underspend were £0.618m in Children's Residential Care, £0.663m on Basic Need schemes, £0.157m on Full Fibre schemes and £0.538m on Condition schemes. These overspends occurred despite re-profiling in year.
- 12.8. **Resources & Support** - Total underspend against the Resources & Support capital programme was £0.995m in relation to the ICT Digital Transformation Programme.
- 12.9. **Housing Revenue Account** - Total underspend against the HRA programme of £2.051m, of which £1.464m was on the Major Repairs Programme and £0.500m was on the New Build Programme.

13. Financing of the Capital Programme

13.1. Appendix 5 provides a full summary of the financing of the 2019/20 capital programme. Table 11 summarises the financing sources and changes made to Quarter 3 and to be approved to Quarter 4.

Table 11: Revised Capital Programme Financing

Financing	Agreed Capital Programme - Council 28/02/19	Slippage & Budget Changes Approved To Quarter 3 2019/20	Quarter 4 Budget Changes to be Approved	Revised 2019/20 Capital Programme Quarter 4
	£	£	£	£
Self Financed Prudential Borrowing *	4,252,000	1,104,420	4,375,000	9,731,420
Government Grants	38,254,230	(3,704,688)	3,297,334	37,846,876
Other Grants	50,040	895,713	183,787	1,129,540
Other Contributions	2,899,459	646,745	987,244	4,533,448
Revenue Contributions to Capital	4,214,293	(1,193,504)	1,290,724	4,311,513
Major Repairs Allowance	3,900,950	652,649	-	4,553,599
Corporate Resources (expectation - Capital Receipts only)	14,765,473	(5,465,839)	(424,150)	8,875,484
Total Confirmed Funding	68,336,445	(7,064,504)	9,709,939	70,981,880

* Borrowing for which on-going revenue costs are financed by the Service, usually from revenue savings generated from the schemes.

13.2 Within the financing of the Capital Programme £4.312m is funded from revenue contributions. The major areas of revenue contributions to capital are in ringfenced HRA monies to undertake major housing stock repairs (£0.761m) and new build schemes (£1.700m), ICT Upgrades (£1.020m) and essential repairs in relation to the Corporate Landlord estate (£0.688m).

14. Projected Longer Term Capital Programme to aid Medium Term Financial Plan

14.1. The updated capital programme is summarised by year and financing in Table 12 below:

Table 12: Capital Programme 2020/21 to 2022/23

Service Area	2020/21	2021/22	2022/23
General Fund			
Place	74,232,860	56,934,566	75,709,635
Adult Services	8,237,606	3,200,000	3,200,000
Public Health	267,127	-	-
Childrens Services	17,869,859	11,000,000	5,500,000
Resources & Support	2,394,901	-	-
Total General Fund	103,002,353	71,134,566	84,409,635
Housing Revenue Account	24,306,173	18,700,000	18,700,000
Total Approved Budget	127,308,526	89,834,566	103,109,635
Financing			
Self Financed Prudential Borrowing *	41,780,062	30,910,000	30,910,000
Government Grants	48,791,451	34,244,172	61,499,635
Other Grants	1,140,154	-	-
Other Contributions	13,964,196	13,565,277	-
Revenue Contributions to Capital	4,906,890	2,014,293	2,000,000
Major Repairs Allowance	5,879,247	3,700,000	3,700,000
Corporate Resources (expectation - Capital Receipts only)	10,846,526	5,400,824	5,000,000
Total Confirmed Funding	127,308,526	89,834,566	103,109,635

* Borrowing for which on-going revenue costs are financed by the Service, usually from revenue savings generated from the schemes.

14.2. The Corporate Resources financing line above is the element of internal resources through capital receipts and corporately financed prudential borrowing required to finance the programme. Current expectation is these will all be through capital receipts, see Section 15 for the current projected position. The Capital Investment Board continues to consider proposals for new schemes for the Council to invest in, with an emphasis on invest to save schemes and schemes that create revenue generation.

15. Capital Receipts Position

15.1 The current capital programme is heavily reliant on the Council generating capital receipts to finance the capital programme. There is a high level of risk in these projections as they are subject to changes in property and land values, the actions of potential buyers and being granted planning permission on sites. Table 13 below, summarises the current allocated and projected capital receipt position across 2019/20 to 2022/23. A RAG analysis has been applied for capital receipts projected, based on the current likelihood of generating them by the end of each financial year. Those marked as green are highly likely to be completed by the end of the financial year, amber are achievable but challenging and thus there is a risk of slippage, and red are highly unlikely to complete in year and thus there is a high risk of slippage. However, no receipts are guaranteed to complete in this financial year as there may be delays between exchanging contracts and completing.

15.2 Capital receipts of £20.478m were brought forward from 2018/19 and £5.135m was generated in 2019/20. As previously reported, following the re-profiling in the capital programme and mid-year review of the programme, enough receipts have been generated to finance this year's capital programme without any corporate prudential borrowing. Of the receipts generated in year, £2.329m has been used to finance redundancy costs under the recent flexibilities around the use of Capital Receipts for transformation revenue purposes.

Table 13: Projected Capital Receipts Position

Detail	2019/20 £	2020/21 £	2021/22 £	2022/23 £
Corporate Resources Allocated in Capital Programme	5,003,870	8,423,566	5,400,824	-
Capital Receipts used to finance redundancy costs	2,329,434	-	-	-
To be allocated from Ring Fenced Receipts	-	14,158,758	-	-
Total Commitments	7,333,304	22,582,324	5,400,824	-
Capital Receipts in hand/projected:				
Brought Forward in hand	20,478,421	18,280,241	464,849	(4,935,975)
Generated 2019/20 YTD	5,135,125	-	-	-
Projected - 'Green'	-	4,766,932	-	-
Total in hand/projected	25,613,546	23,047,173	464,849	(4,935,975)
Shortfall to be financed from Prudential Borrowing / (Surplus) to carry forward	(18,280,241)	(464,849)	4,935,975	4,935,975
Further Assets Being Considered for Disposal	-	26,941,235	8,623,404	-

- 15.3 Following the underspend position for the capital programme for 2019/20 and the Council policy of applying un-ringfenced capital grants in place of capital receipts where they are not required in full due to scheme underspends, the Council has £19.619m in capital receipts in hand at 31/03/20. These will be set-aside, enabling the Council to achieve an additional MRP saving of £0.693m in 2020/21. These capital receipts are required to finance schemes they are allocated to in the future years' capital programme.
- 15.4 Based on the current approved position, across the life of the programme there is a small surplus in capital receipt projections of £0.465m in 2020/21 and a shortfall of £4.936m in 2021/22 based on receipts rated green in the RAG analysis to fund the required budget in the capital programme. There is, therefore, the requirement to progress the disposals rated amber and red which total £35.565m to ensure they are realised, together with realising the revenue running cost savings from some of the properties. Considerable work is required to realise these receipts, with generally a lead in time of at least 12 to 18 months on larger disposals. In addition to the current expenditure commitments, the programme will also grow as new schemes are approved through the Capital Investment Board.
- 15.5 It is important that work progresses, to avoid a funding shortfall in 2020/21 and minimise any shortfall in future years. Failure to generate the required level of capital receipts will result in the need to further reduce or re-profile the capital programme, some of which will occur naturally as part of the review of the delivery of schemes; or undertake prudential borrowing, which will incur future year's revenue costs that are not budgeted in the revenue financial strategy.
- 15.6 The projected shortfall in capital receipts is purely based on the currently approved capital programme for the period 2020/21 to 2022/23. The current Capital Strategy 2020/21 to 2024/25, approved by Council in February 2020, identifies potential future capital schemes with estimated costs of £402.422m. It is prudent for schemes which are not anticipated to generate additional income to be funded from capital receipts. This will further increase the future pressure on capital receipts generation.

16. Unsupported borrowing and the revenue consequences

- 16.1. The Council can choose what level of unsupported (prudential) borrowing to undertake to fund the capital programme, based on affordability under the prudential code. There is an associated revenue cost to fund the cost of the unsupported borrowing. This consists of the Minimum Revenue Provision (MRP) charge for the repayment of the principal amount, based on the asset life method and the interest charge associated with the borrowing. The current PWLB borrowing rate over 25 years is around 2.40% and is currently only projected to rise by around 0.30% across the next 18 months. As covered in Section 15 above there are insufficient receipts in hand/projected to finance the existing approved programme. If there were to be a requirement for new schemes financed from borrowing, this could be accommodated from within

existing borrowing and current cash balances in the short term, without the requirement to undertake new borrowing. This would, however, create an additional MRP cost, which would need to be met from the revenue budget.

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

Revenue and Capital Budget 2019/20

Financial Rules

Financial Monitoring Report – Quarter 1 2019/20

Financial Monitoring Report – Quarter 2 2019/20

Financial Monitoring Report – Quarter 3 2019/20

Appendices

1. Service Area Outturn 2019/20
2. Housing Revenue Account 2019/20
3. Amendments to Original Revenue Budget 2019/20
4. Reserves and Provisions 2019/20
5. Capital Budget and Expenditure 2019/20

Appendix 1

Service Area Outturn 2019/20**Summary**

Directorate	Full year			RAG BY	FOR INFO ONLY		
	Net Budget £	Controllable Outturn £	Controllable Variation £		Outturn (incl. Non Controllable items*) £	Non Controllable Variation £	Total Variation £
Adult Services	107,822,930	108,708,418	885,488	G	109,080,339	371,921	1,257,409
Central DSG	-	-	-	G	-	-	-
Children's Services	49,862,833	56,530,881	6,668,048	R	57,167,120	636,240	7,304,287
Corporate Budgets	(5,235,570)	(16,587,912)	(11,352,342)	Y	(18,456,407)	(1,868,495)	(13,220,837)
Finance, Governance & Assurance	2,828,070	2,280,326	(547,744)	Y	2,325,409	45,082	(502,661)
Legal & Democratic Services	505,730	380,318	(125,412)	Y	391,924	11,606	(113,806)
Place	57,655,110	63,911,265	6,256,155	R	64,481,128	569,863	6,826,018
Strategic Management Board	(14,230)	(106,728)	(92,498)	Y	(107,119)	(392)	(92,889)
Workforce & Transformation	413,887	413,719	(168)	Y	607,393	193,675	193,506
TOTAL	213,838,760	215,530,287	1,691,527	G	215,489,786	(40,500)	1,651,026

*The non-controllable items included in the table above include items such as depreciation, impairment of assets, other capital charges and IAS19 (pension costs) that are not included within service projections throughout the year. These charges are produced at the year-end as they are calculated as part of the closedown procedures. The budgets for the year are set in the February of the preceding financial year, and rather than reallocate these budgets at the year end to match where the accounting entries are processed, we allow variations from budget to be reported instead. With the exception of insurance costs, the net effect of these variations across the Council will always be nil, as any overspends within non-controllable budgets for service areas will be offset by a Corporate underspend which reflects the statutory requirement that any variations in these budgets should not impact on the Council Tax payer and ultimately the Council Tax that we charge.

Detail of Controllable Outturn and Variations

ADULT SERVICES	Full Year			RAGY
	Budget £	Controllable Outturn £	Controllable Variance £	
Total	107,822,930	108,708,418	885,488	G

Adult Services Business Support and Development	Portfolio Holder Adult Social Services and Climate Change	3,420,180	3,267,959	(152,221)	Y
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<p>There is an underspend within Business Support and Development of (£0.152m) which is largely due to a number of managed vacancies across the service. The vacancies are not sustainable beyond the short-term, but have not impacted service delivery in 2019/20. A summary of the major variances are as follows:</p> <ul style="list-style-type: none"> • (£0.084m) underspend on Business Support. This is largely down to staffing and costs associated with the posts, due to delays in appointing to vacant posts and staff movements within the service. • (£0.042m) underspend on Joint Training and the Professional Development Unit which relates to reduced service delivery and staffing costs. This is offset by an under achievement of income/loss of grants. • (£0.024m) underspend on Project costs where we have not managed to roll budget into service delivery. There will be a corresponding overspend within Social Care Operations. 					
Adult Services Management	Portfolio Holder Adult Social Services and Climate Change	2,667,680	2,711,984	44,304	G
<p>There is an overspend within Adult Services Management of £0.044m. A summary of the major variances are as follows:</p> <ul style="list-style-type: none"> • (£0.056m) underspend on staffing due to in year delays in recruitment to Service Manager posts. • £0.050m overspend on the Apprenticeship Levy. • £0.050m one-off overspend on IT consultancy charges due to investment in new technology. 					
Provider Services	Portfolio Holder Adult Social Services and Climate Change	2,787,890	2,592,026	(195,864)	Y
<p>There is an underspend within Provider Services of (£0.196m). The major variances are as follows:</p> <ul style="list-style-type: none"> • (£0.154m) underspend on preventative services contracts and increased Shared Lives Housing Benefit. This is a one-off saving in year. • (£0.262m) underspend across all Day Services. (£0.101m) due to in year staffing vacancies. (£0.057m) due to overachievement of CHC income and (£0.104m) due to reducing the provision for bad debt. • £0.066m historic overspend relating to Four Rivers Nursing Home, due to higher than budgeted staff costs, including agency spend of £0.148m. • £0.156m overspend relating to the START teams, this is due to the growth of the service to take over cases previously dealt with by external providers. There is a corresponding underspend in Social care Operations. 					
Housing Services	Portfolio Holder Housing and Strategic Planning	3,199,410	3,245,651	46,241	G
<p>There is an overspend within Housing Services of £0.046m. The major variances are as follows:</p> <ul style="list-style-type: none"> • (£0.007m) underspend on staffing due to in year staff vacancies. • (£0.052m) net effect of over-achievement of income targets linked to savings plans. These have been built into 20/21 income savings • £0.052m increase of bad debt provision • £0.053m net effect of temporary accommodation overspend of £0.404m, which was offset by the use of one-off flexible homelessness grant and reserves (£0.350m) 					
Social Care Operations	Portfolio Holder Adult Social Services and Climate Change	91,087,340	91,700,698	613,358	G
<p>There is an overspend of £0.613m within the Social Care Operations section of Adult Services. The major variances are as follows:</p> <ul style="list-style-type: none"> • £1.398m overspend within the purchasing budget. Although we have not seen a material increase in service user numbers there are more service users with complicated needs aged 18-24 that are higher costs than elderly low level support service users. Coupled with growing average weekly costs of care, this has led to an overspend in provision. Growth allocated in 20/21 should solve this problem. We have also increased the bad debt provision in this area, which equates to £0.180m of the overspend. • (£0.424m) underspend on all operational social work staffing due to delays in appointing to a number of staff vacancies. This is not sustainable in the longer term. • £0.041m overspend within maintenance costs across social care operations mainly with regards to occupational therapy equipment and supported living properties. • £0.136m overspend on transport costs. • (£0.537m) underspend on OT equipment. A decision was made to fund this spend from Capital monies which has freed up the revenue budget 					
Bereavement Services	Deputy Portfolio Holder Public Health	(217,880)	(256,371)	(38,491)	Y
<p>Overall, an underspend of (£0.038m) is reported, as work on grounds maintenance has improved the cemetery areas and resulted in a greater number of burial plots available for sale, increasing Council revenues.</p>					

Regulatory Services	Portfolio Holder Communities, Place Planning and Regulatory Services	3,061,800	2,850,589	(211,211)	Y
An underspend of (£0.211m) is reported due to a number of vacant posts within the service and the long term secondment of a Team Manager. Plans are in place to appoint to the vacant posts and the budget for the Team Manager is required to be held substantively; therefore the underspend variance is not sustainable beyond the short term.					
Trading Standards and Licensing	Portfolio Holder Communities, Place Planning and Regulatory Services	960,050	730,801	(229,249)	Y
(£0.145m) of the (£0.229m) variance is as a result of overperformance on Penalty Charge Notice income compared with the annual target set. Penalty Charge Notice income generated as a result of Parking Enforcement activities are performed on a cost recovery basis and therefore any surplus is reinvested into the delivery of the services. The remaining underspend variance of (£0.084m) is due to a number of vacant posts within the service and long term absences. Plans are in place to appoint to the vacant posts and therefore this underspend variance is not sustainable beyond the short term.					
Registrars and Coroners	Deputy Portfolio Holder Public Health	795,530	739,257	(56,273)	Y
An underspend of (£0.056m) is reported due to lower than expected Coroner fees and higher than budgeted Registration Fee income. The Registration service continues to operate commercially in order to maximise income and control its costs and has delivered £0.040m of savings in 2019/20.					
Non Ring Fenced Public Health Services	Deputy Portfolio Holder Public Health	33,250	317,282	284,032	R
Public Health services funded from Council budgets have been reviewed and savings have been made through the decommissioning of non-mandatory services and staffing restructures. The intention to close the Shrewsbury CCTV monitoring service to generate a saving has now been rescinded and therefore the operating costs of this service are a £0.225m cost pressure to the Council in 2019/20. This includes previously unachieved savings of £0.113m on the CCTV budget. Discussions are ongoing with partner organisations in order to identify potential funding streams to offset annual operating costs. In addition to this, a number of savings were not fully achievable in 2019/20 as they are subject to statutory time scales, such as 45 day consultation periods in relation to staffing restructures, leading to a delay in achievement.					
Therefore, Non Ring Fenced Public Health services are reporting an overspend of £0.284m in 2019/20.					
Ring Fenced Public Health Services	Deputy Portfolio Holder Public Health	27,680	808,542	780,862	R
Services funded from the Ring Fenced Public Health grant have been reviewed and savings have been made through the decommissioning of non-mandatory services and from the realisation of synergies as Public Health has been subsumed within the Adult Services directorate from 1st April 2019.					
A number of savings from the Ring Fenced funded services have been delayed and were therefore not fully achievable in 2019/20 as they are subject to statutory time scales, such as 45 day consultation periods in relation to staffing restructures. A restructuring of the Substance Misuse team to work more closely with the Adult Social Care commissioning team has been implemented on 1st October 2019, resulting in redundancies from the existing Public Health team.					
Further savings achieved include the decommissioning of non-mandated services provided by Help2Chang. This has resulted in staff redundancies and a reduction in services from 1st September 2019.					
Further pressures on the Public Health budget include unachievable savings which have been committed in prior financial years, however, the cost pressures remain in the service and impact on the level of savings that can be achieved; this includes pathology services, FP10 prescribing, inpatient beds and Children and Young People's hubs. In addition, cost pressures remain due to; increasing costs and expenditure on prescribing (a nationally identified budget pressure) which has exceeded budgeted levels, and the out of hours call monitoring contract which is resulting in an overspend as the financial resources allocated have been removed as savings. Work continues to review services and budgets in order to identify opportunities to reduce the overspend in Public Health services and to return the services to financial balance in future years.					

CENTRAL DSG	Full Year			RAGY
	Budget £	Controllable Outturn £	Controllable Variance £	
Total	-	-	-	G

Central DSG	Deputy Portfolio Holder Education	-	-	-	G
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There was an overspend of £1.368m against the Central DSG budget. This is the in-year deficit which when added to last year's deficit of £0.879m results in the Central DSG reporting a cumulative deficit of £2.247m.

The Department for Education requires Local Authorities to submit a DSG deficit recovery plan in the event that their cumulative DSG overspend at the end of a financial year, exceeds 1% of their DSG allocation. Given that Shropshire's DSG allocation for 2019-20 is currently £204.587m the 1% threshold is equal to £2.046m and therefore the cumulative deficit position being reported of £2.247m breaches this limit and triggers the requirement for a detailed DSG deficit recovery plan to be submitted to the Department.

To recover this deficit and bring the Central DSG back into balance, a task and finish group comprising various stakeholders has been exploring strategies to generate savings to be included in this plan. The focus of their work has been the High Needs Block.

£1.127m of the £1.368m overspend on Central DSG related to the High Needs Block of DSG where the total High Needs budget was £26.165m comprising a published High Needs Block DSG allocation of £25.768m plus the transfer of £0.397m from the Schools Block of DSG to the High Needs Block DSG as approved by Schools Forum. The main budget pressures related to top-up funding to mainstream settings (£0.270m), post 16 further education colleges (£0.488m) and independent special school placements (£0.175m).

The overspend on independent special school placements mirrors the national picture being reported by the f40 group of local authorities, concluding increasing demand for independent special school placements, and higher contributions from education towards joint social care placements signalling increasing complexity of children's needs. The overspend on Post 16 further education is also a national pressure. The Council has and will continue to experience significant expenditure growth in this area as a direct result of changes in legislation which has seen local authorities having significant new statutory duties for students with special educational needs up to the age of 25 years under the Childrens and Families Act (September 2014). As a result, Shropshire has seen a sharp increase in students with SEN requiring additional support in further education year on year. The local authority's SEN team work closely with local colleges to increase accessibility to education within mainstream colleges rather than more expensive independent specialist providers.

The outturn position for the Early Years Block of DSG is an overspend by £0.558m on a provisional budget of £15.565m. This overspend was identified once the Spring Term Nursery payments for two, three and four year olds had been processed. The main reason for this pressure is a large overspend in relation to the Early Years allocations for two, three and four year old nursery entitlement. The Council has experienced a higher take up of provision in this year than previously resulting in a greater draw on the funding. Across the course of the year there were more children taking up provision over the course of the year for whom the Council receives funding through the Early Years National Funding Formula. The Council will receive some compensation for this when the 2019/20 funding allocation is revised to take account of the January 2020 census figures. However, we will only receive 5/12ths of the full year funding for those additional children.

There are one-off budget monitoring pressures and savings on some Central DSG budget areas which partially offset the large overspends on the Early Years and High Needs Blocks of DSG to give the in-year deficit position of £1.367m.

CHILDREN'S SERVICES		Full Year			RAGY
		Budget £	Controllable Outturn £	Controllable Variance £	
Total		49,862,833	56,530,881	6,668,048	R
Children's Social Care and Safeguarding	Portfolio Holder Children's Services	30,463,983	35,160,958	4,696,975	R

Although there were no unachieved savings targets in Children's Social Care and Safeguarding in 2019/20 the service continued to experience ongoing budget pressures which reflects the national picture.

The largest budget pressure of £1.271m was caused by agency staffing costs in the social work teams. This pressure has continued from previous years. It is necessary to ensure that children who are looked after, on a Child Protection Plan or children in need of a plan are adequately supported in line with statutory timescales and this will dictate that sickness, maternity or temporary vacancy must be covered in the interim through agency staff. There is also a heavy reliance on agency social workers due to the number of social worker vacancies and the challenges in recruiting to vacant posts. The service remains focused on recruitment and retention with the identification of a dedicated HR worker to support with the timely recruitment of social workers. The recruitment campaign for children's services has been reviewed and updated and we are part of two graduate programmes for social work including Frontline and Step Up. The service has also recently appointed 8 social work apprentices. A retention payment has been made available to retain social workers in the teams that are hardest to recruit. This strategy in itself led to a further one-off budget pressure of £0.160m on staffing but this strategy should reduce costs over the longer term. There has been some success in recruiting to a number of social worker posts in the latest round of recruitment, however as a number of the new starters are inexperienced, agency workers will be required to stay in post for a limited time to support these new social workers until such time that they are able to take on full caseloads. Due to increasing caseloads as a result of increasing Looked-after-children (LAC) numbers in 2018-19 there are currently a number of additional capacity agency social workers who are not covering vacant posts but taking on additional caseloads or supporting ASYE's with their caseloads. It is estimated that £0.165m of the £1.271m overspend related to these additional capacity agency workers.

There is a highly complex financial position across Children's Placements in 2019/20. In the summer of 2018 a detailed Children's Placements growth modelling exercise was undertaken to understand the budget required for Children's placements for 2019/20 and ongoing taking account of a projected increase in Looked-after-children (LAC) numbers, contributions towards these placements from other partners and existing strategies to manage the budget pressures e.g. growth of internal residential homes. The result of this exercise was to build £2.294m expenditure growth into the Children's Placements budget for 2019/20 with this growth allocated across both residential and fostering placements as forecast in the growth modelling exercise. Due to this growth in budget there was a relatively small budget pressure of £0.782m on external residential placements and both internal and external fostering budgets. A commissioning and contracts manager was appointed earlier in the financial year to scrutinise high cost residential placements with private providers where the Council is incurring additional costs relating to the child, which may include 1:1 or 2:1 levels of care, therapeutic intervention and education provision. By providing monitoring of these placements to provide assurance of value for money and challenge as to whether the increased levels of support often provided at a start of a placement could be reduced, this post has successfully managed to generate in-year savings of £0.109m therefore reducing the overall budget pressure as well as covering its own cost.

At the end of the 2018/19 financial year, the Council embarked on a strategy to develop additional in-house internal residential provision. There has been capital investment of £0.710m to acquire 3 properties with the aim that these 3 children's homes will deliver revenue savings through supporting a few of the children in our highest cost placements at a lower cost than the market rate. One home has opened in February and is operational while the second home is anticipated to open once Ofsted have undertaken their inspection and assessment. This process has been delayed due to Covid-19. For this second home, some residential care staff have been recruited and have started their roles in advance of the opening in order to undertake the necessary training. This home was planned to open in April but this has been delayed due to the impact of Covid-19. A third property has been purchased but no staff have been appointed for this home. In the meantime, there was an overspend of £0.524m from the work required in this interim period, however this is being categorised as a one-off pressure as the homes should generate savings on external placements once fully operational.

Children's Safeguarding are committed to increasing foster placement sufficiency so that the Council can care for more looked after children within a family environment. This is not only in the best interests of the majority of

looked after children but will lead to significant financial savings. The aim is to increase the pool of foster carers and look to identify and support foster carers with looking after more complex children. This will reduce demand for expensive residential provision. An ongoing monitoring pressure of £0.271m relates to increased capacity built into the Children's Placement Service to enable the recruitment of more carers and retain and support current carers. A business case was approved to permit this.

Elsewhere, there was also an ongoing budget monitoring pressure of £0.297m being reported in the Adoption Service. This relates specifically to Special Guardianship Allowances. No growth was built into the budget for 2019/20, however we have continued to see an increase in Special Guardianship Orders issued. These are less costly options than residential or fostering placements and give a child more permanence than a regular fostering arrangement. The increase in SGOs mirrors the national trend where there has been a steep increase in the number of SGOs over the past 8 years. Significant expenditure growth has been built into 2020/21 budget to address this pressure.

There was a budget pressure of £0.125m against the Leaving Care Team. Following changes in statutory guidance that mean that; Personal Advisors are now required to offer support to all care leavers up until the age of 25 years (an increase from the previous age of 21 years), this means that young people will be remaining in the service for longer increasing capacity issues within the team. As a result of this and recommendations from a Department for Education National Advisor on Care Leavers and a "requires improvement" Ofsted judgement, a number of strategies have been put in place to address this. One such strategy that was agreed via a business case was to increase the number of Personal Advisors in the team and to enhance the offer available to care leavers. Expenditure growth has been built into 2020/21 budget to address this pressure.

There was a one-off pressure of £0.347m in the Disabled Children's Team. The majority of this relates to an increase in Disabled Children's Team Direct Payments and prevention and support payments. This is being categorised as one-off rather than ongoing as some of this increased expenditure will be a direct consequence of the temporary closure of the Council's commissioned overnight short breaks provision.

The bad debt provision for the service area has been increased by £0.343m in 2019/20 following a detailed review of the service's aged debt and the likelihood of this being recovered. This has led to not only a £0.343m overspend being reported but an increase of £0.343m compared to the position previously reported due to the timing of this decision.

The remaining £0.576m forecast overspend relates to one-off monitoring pressures on non-staffing budgets such as barrister fees, transport recharges and interpreting fees across several social work teams.

Early Help, Partnerships and Commissioning	Portfolio Holder Children's Services	2,024,260	1,789,211	(235,049)	Y
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One-off monitoring savings have been achieved in various teams within the Early Help budget area. £0.156m of the overall underspend of £0.235m relates to Family Hubs where a combination of underspends against premises related budgets for the 6 new Family Hubs and in year vacancy management has delivered one-off savings.

An underspend totalling £0.053m relates to the Early Help Commissioned Services budget and specifically the early achievement of a 2020/21 savings target.

An underspend of £0.016m is reported against the Local Youth Commissioning budgets. On 22nd January 2020, Cabinet approved to cease the current commissioning model and agree a new model of Targeted Youth Support which will be managed in-house as part of Shropshire's Early Help provision. On the basis that this new delivery model will require additional investment to reduce the demand in Children's Social Care it is considered that this underspend will not continue.

The remaining £0.010m underspend was one-offs against a range of Early Help teams including Parenting, Specific Needs Clubs and the Family Information Service.

Children's Services Management	Portfolio Holder Children's Services	334,860	352,361	17,501	G
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Minor variation from budget at outturn

Learning and Skills	Deputy Portfolio Holder Education	17,039,730	19,228,350	2,188,620	R
<p>The final outturn position reflects unachieved savings within Home to School Transport where the 2019/20 savings target was £0.717m. On 22 May 2019, a paper was presented to Cabinet on the discretionary areas of School and College Transport comprising: nursery SEND pupil transport, SEND post 16 students and post 16 mainstream students. This paper followed an extensive seven week consultation process and recommended a number of revised policy changes to these discretionary areas to deliver savings taking account of concerns raised by parents and carers within the consultation process. The revised recommendations that were approved by Cabinet will deliver £0.110m of the original £0.203m proposed savings that were consulted on.</p>					
<p>To address the remaining £0.607m savings target the Passenger Transport team will continue to develop other innovative savings strategies such as Personal Transport Budgets, Independent Travel Training, and reducing costs in areas such as single occupancy taxis, TMBSS and Exclusion Transport. Some of these strategies were implemented from the start of the new academic year, however work is ongoing to determine the value of savings that have been achieved in 2019/20.</p>					
<p>The overall overspend in Home to School Transport was £2.091m. This means there were budget pressures of £1.374m in addition to the unachieved savings. Comparing the total expenditure to 2018/19 shows an increase in expenditure of £0.685m in 2019/20. £0.351m of this increase relates to Special Education Needs transport, an increase of 7.6%. In addition to the established trend of an increase in SEN passenger numbers, the service has also experienced an increase in the complexity of the needs of the children that are being transported which has had the effect of increasing unit costs per passenger. The introduction of a new Post-19 policy as approved by Cabinet, imposing a duty on the Council to make transport arrangements for adult learners aged 19 and over attending educational institutions has also increased expenditure in this area. Significant expenditure growth has been built into the budget for 2020/21 to deal with this shortfall in budget.</p>					
<p>The remaining £0.334m increase relates to mainstream transport costs and the costs of running the schools fleet.</p>					
<p>Learning and Skills' financial position has suffered from reductions in Central Government grants, specifically the loss of Dedicated Schools Grant funding. This was a direct result of a baselining exercise undertaken by the Department for Education to remove any Dedicated Schools Grant funding that did not meet strict criteria that constitutes a historic spending commitment, but that fund statutory functions that the Council is required to undertake. The pressure which has continued from 2018/19 was £0.194m. Growth has been built into the budget for 2020/21 to deal with this shortfall in budget.</p>					
<p>There was a £0.048m overspend in Governor Services. A redesign of Governor Services was implemented and the consequence of this has been a reduction in the size of the team with the Casual Governor Services Clerks ceasing to be employed by the Council from 1st April 2019, now employed directly by schools/MATs. The revised model of a Governor advisory service did not deliver the level of buyback income from schools to cover its costs causing the overspend. A £0.056m overspend relates to one-off costs incurred in supporting the implementation of a new Education Management System from April 2021. There have also been net overspends totalling £0.043m across a number of service areas.</p>					
<p>The cost pressures above were partially offset by a £0.243m one-off underspend on the Council's schools redundancy budget. This budget funds redundancy and pension strain costs for schools' teaching and non-teaching staff where it has been assessed that the Council should fund these costs rather than the school directly. There have been a much smaller number of redundancies funded in this financial year compared to previous years. This is partly explained by a reducing number of maintained schools. It is noteworthy that maintained schools do contribute to this overall budget through a top-slice approved by Schools Forum and decrease in expenditure in 2019/20 will lead to a smaller contribution from schools in the 2020/21 financial year.</p>					

CORPORATE BUDGETS	Full Year			RAGY
	Budget £	Controllable Outturn £	Controllable Variance £	
Total	(5,235,570)	16,725,347	(11,489,777)	Y

Corporate Budgets	Portfolio Holder Finance and Corporate Support	(5,235,570)	(16,725,347)	(11,489,777)	Y
Savings have been confirmed in year from MRP of (£0.621m), and savings of (£0.800m) against the expected interest receivable and payable budgets. An early review of funds held for corporate inflation identified a one-off in year saving of (£0.685m).					
Savings of (£0.107m) were achieved relating to reduced expenditure on staffing and subscriptions, (£0.086m) was achieved from savings realised on PFI contracts, (£0.050m) was achieved against external audit expenditure, and an underspend was achieved against non-distributable costs of (£0.087m). There was an overspend relating to a reduction in profit share from WME £0.086m.					
One-off corporate funding from MRP, s31 grant and Pension Fund advance payments totalling (£5.170m) was applied to the Quarter 2 position to offset pressures arising in Adults and Children's Services. A further (£1.000m) s31 grant was applied at Quarter 3. The availability of Corporate funds to address any future issues arising is now extremely limited. A final review of MRP budgets at period 11 confirmed uncommitted budget of (£1.682m). At year end additional grant allocations were received and applied totalling (£0.401m), and additional s31 grant was applied of (£0.885m).					
Business Continuity - Covid 19	Portfolio Holder Finance and Corporate Support	-	-	-	G
No variation from budget at outturn.					

FINANCE, GOVERNANCE & ASSURANCE	Full Year			RAGY
	Budget £	Controllable Outturn £	Controllable Variance £	
Total	2,828,070	2,280,326	(547,744)	Y

Audit Services	Portfolio Holder Finance and Corporate Support	(4,450)	(84,315)	(79,865)	Y
Underspends within staffing budgets totalled (£0.057m) whilst there was an overachievement of external income of (£0.030m) against the budget.					
Finance	Portfolio Holder Finance and Corporate Support	109,990	122,366	12,376	G
Minor variation from budget at outturn.					
Pension Administration Services	Portfolio Holder Finance and Corporate Support	53,720	57,928	4,208	G
Minor variation from budget at outturn.					
Revenues and Benefits	Portfolio Holder Finance and Corporate Support	2,142,310	2,024,004	(118,306)	Y

The housing benefit subsidy saw an overspend of £0.573m. This reflects a position which has worsened over the last few years. Actions to halt this trend include addressing the growing level of homelessness in the county and reducing the reliance on bed and breakfast accommodation. However, for this financial year a number of one-off savings mitigated this overspend and ensured an underspend overall across the service area. Vacancy management created an underspend of (£0.240m) and an adjustment to the bad debt provision created unbudgeted income totalling (£0.172m). One off savings in IT and software costs saved a further (£0.142m) whilst grant income was (£0.109m) above budget.

Treasury Services	Portfolio Holder Finance and Corporate Support	3,510	(51,359)	(54,869)	Y
An income overachievement created a (£0.033m) saving, whilst savings in expenditure budgets provided a further (£0.022m) underspend.					
Commissioning Development and Procurement	Deputy Portfolio Holder Procurement	483,740	203,704	(280,036)	Y
A new income stream has been identified by the Commissioning Development and Procurement team, and this created (£0.250m) of unbudgeted income in the 2019-20 financial year. This income has been budgeted for in the 2020-21 budget and has helped achieve corporate savings targets whilst retaining some flexibility for the service area.					
Risk Management and Insurance	Portfolio Holder Finance and Corporate Support	39,250	7,997	(31,253)	Y
Small savings across controllable budgets in the Risk Management and Insurance and Emergency Planning budgets generated this small one-off underspend.					

LEGAL AND DEMOCRATIC SERVICES	Full Year			RAGY
	Budget £	Controllable Outturn £	Controllable Variance £	
Total	505,730	380,318	(125,412)	Y

Democratic Services	Portfolio Holder Finance and Corporate Support	320	(138,752)	(139,072)	Y
There have been in year efficiencies relating to vacancy management (£0.016m), efficiencies across supplies and services (£0.020m) and additional income generation of (£0.028m) across Committee Services. Further in year savings have been identified within Member Services of (£0.075m) relating to training, supplies and services, and allowances.					
Elections	Portfolio Holder Finance and Corporate Support	497,050	313,593	(183,457)	Y
Application of the IER/JLB grant at year end of (£0.121m) and income relating to Elections Services has contributed (£0.050m) towards the overall underspend for the service.					
Legal Services	Portfolio Holder Finance and Corporate Support	8,360	205,477	197,117	R
The budget pressure within Legal Services in relation to increased support costs within the child care service has resulted in additional staffing resources being required to include both employed and locum staffing of £0.188m and increased legal disbursement costs of £0.102m. These increased costs have been offset in part by additional income of (£0.043m), and savings due to the spending freeze of (£0.050m).					

PLACE		Full Year			RAGY
		Budget £	Controllable Outturn £	Controllable Variance £	
Total		57,655,110	63,911,265	6,256,155	R
Head of Commercial Services	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	143,490	207,655	64,165	A
An unallocated savings target of £0.050m remained unachieved at year end. This will carry into the 2020/21 budget and will be tackled commercially.					
Corporate Landlord	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	1,458,710	2,236,180	777,470	R
<p>Following the decision to pause the Shirehall redevelopment project, previously incurred costs totalling £0.381m were charged to revenue. Repairs and maintenance of the estate remains a huge challenge; this budget was overspent by £1.032m, although this was offset by a reserve drawdown totalling (£0.966m); a one-off mitigation for this financial year.</p> <p>Mardol House and The Tannery outturned at £0.120m over budget, primarily due to income shortfall on unfilled rooms, and retail space being unable to be let out during the construction of the adjacent medical practice. The level of occupancy in the student rooms was maximised prior to Covid-19 with the majority of rooms being filled.</p> <p>Smallholdings were £0.081m over budget. It is anticipated that this is a one-off overspend following progression of a number of urgent maintenance issues.</p> <p>The council's admin buildings outturned at £0.110m over budget. Despite savings being realised in building efficiencies, a loss of income was suffered, in particular by the courts relocating from Shirehall.</p> <p>Gypsy and Traveller sites outturned £0.061m over budget. There were water leaks at a number of the sites which have now been rectified.</p>					
Facilities Management	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	26,730	80,793	54,063	A
A £0.055m savings target was only partially achieved in 2019-20. £0.026m was unachieved and will be carried forward into 2020-21. The remaining £0.028m overspend related to increased staffing costs in the form of casual staff and overtime, as a means of meeting operational demands.					
Property Services Group	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	(35,380)	405,714	441,094	R
£0.436m of the over-spend related to an income shortfall. A significant portion of this shortfall was professional fees at completion that will be processed in 2020/21. As a result of this, the service area is in position to deliver an improved outturn for 2020/21, although factors such as projects slipping or being halted will always be a risk.					
Strategic Asset Management	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	201,090	522,932	321,842	R
A savings target totalling £0.100m relating to improving energy efficiency and savings on energy costs was unachieved in 2019/20. Although a number of projects have been progressed that have both environmental and financial benefits, the initial investment offsets the financial savings until payback can be realised. The staffing budget was overspent by £0.131m, as the service area bought in additional resource to add resilience to a number of key areas. This included short-term agency staff and consultants and so whilst a pressure remains for 2020/21, it will be reduced. A number of unbudgeted items of expenditure were also incurred, including surveys, contractor works, PV maintenance and office reconfigurations, all of which contributed to the overspend.					

Shire Services	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	204,550	204,550	0	G
Minor variation from budget at outturn.					
Director of Place	Portfolio Holder Communities, Place Planning and Regulatory Services	(443,390)	810,518	1,253,908	R
The savings target relating to the creation of the Housing Company is within this area and has been fully unachievable in this financial year (£1.025m). Expenditure relating to the setting up of Shropshire Council's Housing Company, Cornovii, up to the point that the company was formed constitutes part of the overspend. The remainder of the overspend relates to unachievable savings targets, some of which is in relation to contract negotiation.					
Head of Economic Growth	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	218,910	220,368	1,458	G
Minor variation from budget at outturn.					
Planning Services	Portfolio Holder Communities, Place Planning and Regulatory Services	1,573,850	1,760,050	186,200	R
There have been a large number of Building Control enforcement cases requiring officer time to investigate, resulting in additional costs of the Council funded element of this service. In addition, the number of land charges/searches has been lower than at its peak a couple of years ago, resulting in reduced income of £0.070m. These additional costs are slightly reduced by additional net income within Development Management.					
Economic Growth	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	1,192,720	1,060,017	(132,703)	Y
There have been two vacant posts (Project Manager and Project & Sector Development Officer) which have generated a saving on employee costs. In addition, there has been income and use of reserves on specific project activity.					
Broadband	Deputy Portfolio Holder Broadband	191,650	162,477	(29,173)	Y
Additional use of reserves to reduce net expenditure.					
Planning Policy	Portfolio Holder Housing and Strategic Planning	717,490	543,433	(174,057)	Y
As part of the Community Infrastructure Levy (CIL) receipts from developments, up to 5% can be applied to cover revenue costs. In the 2019/20 reconciliation, we were able to demonstrate eligible costs in excess of those anticipated, enabling (previously unused) admin funding to be applied in year, resulting in the net reduction in service cost.					
Shrewsbury Shopping Centres	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	(1,859,480)	1,425,205	434,275	R
As changes in the retail sector continue, the shopping centres have been subject to changing lease renewal negotiations. Pressures on the budget have continued all year creating a reduced rental income that totals £0.609m that has been partially offset by a reduction in support service, rates and service charge liabilities of (£0.175m).					
Arts	Portfolio Holder Culture, Leisure, Waste and Communications	70,910	68,662	(2,248)	Y
Minor variation from budget at outturn.					

Highways and Transport	Portfolio Holder Highways and Car Parking	16,220,990	18,461,904	2,240,914	R
<p>There are a number of large variances across the service:- an overspend in Winter Maintenance (including some storm related expenditure) of £0.165m, an overspend relating to Street Lighting energy of £0.140m and additional highway maintenance expenditure to address potholes and other road defects. In addition, following consultation on the savings proposals around subsidies for Public Transport and Concessionary Fares, the initial savings were not implemented, (however, any efficiencies have, and continue to be, maximised). In addition there was a significant increase in the cost of subsidised bus routes as passenger numbers dropped significantly during March. The Grey Fleet scheme (the introduction of the Enterprise Car Club to reduce expenditure on mileage reimbursements within service areas) was operational, however, the savings were realised in other service areas, and hence the saving “benefit” has not been reflected back into this budget. In addition, the new parking strategy was implemented in phases from November 2018. Whilst the strategy has been successful in terms of influencing parking behaviour and reducing volumes within the town centre, it has impacted the net income from parking, with net receipts £0.820m lower than anticipated. This includes a reduction in parking income as Storm Dennis and Storm Ciara took effect in February leaving main revenue generating car parks flooded and repairs needed. These additional costs are somewhat offset by additional income generated by the Streetworks team and the application of the Covid-19 grant to offset further lost income throughout the lockdown period in March.</p>					
Shropshire Hills AONB	Portfolio Holder Culture, Leisure, Waste and Communications	63,110	44,373	(18,737)	Y
Minor variation from budget at outturn.					
Outdoor Partnerships	Portfolio Holder Culture, Leisure, Waste and Communications	1,010,980	1,033,749	22,769	G
Minor variation from budget at outturn.					
Leisure	Portfolio Holder Culture, Leisure, Waste and Communications	1,989,560	2,261,293	271,733	R
<p>A consultant was brought at the beginning of the financial year to review Leisure Services and advise on the future operation of facilities. A decision was made to bring two facilities back in-house on 1st April 2020 which required additional resilience across the service, including IT infrastructure and system upgrades. Additional staffing requirements and a reduction in income at our in-house facilities have led to further pressures on the budget. Additional financial support was provided to a contracted leisure facility in order to try to improve sustainability.</p>					
Libraries	Portfolio Holder Culture, Leisure, Waste and Communications	3,380,400	3,490,205	109,805	R
<p>An unachievable savings target of £0.098m makes up the majority of the overspend, as well as some variances against libraries where the Council received contributions from other organisations, and also additional vehicle maintenance costs incurred by the mobile libraries. This has been partly offset by reduced expenditure on library materials as a result of the spending freeze being implemented earlier in the financial year.</p>					
Museums and Archives	Portfolio Holder Culture, Leisure, Waste and Communications	1,401,420	1,363,477	(37,943)	Y
<p>The underspend mostly relates to vacancy management and also income targets exceeding expectations across some facilities. The loss of income at facilities throughout the lockdown period has been alleviated with the application of the Covid-19 grant.</p>					
Theatre Services	Portfolio Holder Culture, Leisure, Waste and Communications	13,470	72,991	59,521	A
<p>The loss of income relating to the current lockdown period has been alleviated somewhat through application of the Covid-19 grant. The largest budgetary pressure relates to increased costs of production expenses.</p>					
Waste Management	Portfolio Holder Culture, Leisure, Waste and Communications	28,962,900	29,564,836	601,936	R

It was intended that £1.500m savings would be made in Waste Management in 2019/20 through a review of waste collection and recycling services. Of this figure, £0.800m has been achieved through removing bring bank facilities and removing surplus landfill budget, as the annual volume of waste sent to landfill is significantly below the contracted level. The remaining £0.700m savings target will not be achieved and has been removed at 2020/21 budget setting due to Members decision not to implement green waste savings. In year, the budget pressure caused by the unachieved saving has been offset by the low tonnage of waste sent to landfill this year and by increased income generated from third party use of the Energy Recovery Facility.

Head of Infrastructure and Communities	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	169,920	345,028	175,108	R
The pressure in this area relates to management changes.					
Commercial Investment Team	Deputy Leader and Portfolio Holder Assets, Economic Growth and Regeneration	649,010	121,678	(527,332)	Y
2019/20 was the first year of a dedicated and budgeted Commercial Investment team and hence no savings target had been attributed. The underspend relates to staffing savings following the period of time establishing the team. A number of individuals have now been appointed, and a savings target of (£0.500m) has been budgeted for in 2020/21.					
Head of Culture, Leisure & Tourism	Portfolio Holder Culture, Leisure, Waste and Communications	131,500	293,588	162,088	R
Some of the overspend is offset by an underspend in Outdoor Partnerships in relation to a vacant post. £0.100m of the overspend represents an unachievable saving target relating to moving the Council's heritage assets into a trust model. A project board was set up to discuss the options for this but the required saving remained unachievable. Costs relating to a new appointment of Head of Culture, Leisure & Tourism are also shown here.					

STRATEGIC MANAGEMENT BOARD		Full Year			RAGY
		Budget £	Controllable Outturn £	Controllable Variance £	
Total		(14,230)	(106,728)	(92,498)	Y
Strategic Management Board	Leader and Portfolio Holder Strategy	(14,230)	(106,728)	(92,498)	Y
Savings of (£0.086m) have been delivered from planned vacancy management within the PA team. Additional small savings have been delivered on a one-off basis across subscriptions, supplies and services and as a result of the spending freeze.					

WORKFORCE AND TRANSFORMATION		Full Year			RAGY
		Budget £	Controllable Outturn £	Controllable Variance £	
Total		413,887	413,719	(168)	Y
Customer Services	Portfolio Holder Finance and Corporate Support	448,200	105,828	(342,372)	Y
In year savings have been delivered in relation to vacancy management and contract savings of (£0.95m). A total one-off saving of (£0.247m) has been delivered from supplies and services budgets and from additional income.					

ICT Digital Transformation Project	Portfolio Holder Organisational Transformation and Digital Infrastructure	(441,920)	1,082,229	1,524,149	R
Savings targets relating to the “single front door” and the wider Digital Transformation Programme of £1.490m have not yet been achieved. Work is ongoing to identify and confirm how these savings will be delivered.					
ICT Services	Portfolio Holder Organisational Transformation and Digital Infrastructure	521,810	(132,151)	(653,961)	Y
In year savings were achieved relating to planned vacancy management of (£0.0293m). A complete review of contracts and income was undertaken, and one-off savings were identified of (£0.220m). Additionally, at year end savings of (£0.210m) have been generated from telecoms and from schools income. These savings will be made on an ongoing basis and are included in Financial Strategy savings in future years.					
Communications	Portfolio Holder Culture, Leisure, Waste and Communications	(8,290)	(61,901)	(53,611)	Y
In year savings have been achieved in relation to vacancy management of (£0.054m).					
Information, Intelligence and Insight	Portfolio Holder Organisational Transformation and Digital Infrastructure	55,807	(96,049)	(151,856)	Y
Vacancy management savings across Information Governance and Intelligence & Insight Team total (£0.106m), while the spending freeze across both teams has realised (£0.046m).					
Human Resources and Organisational Development	Portfolio Holder Finance and Corporate Support	(161,720)	(484,238)	(322,518)	Y
Savings relating to the in-year spending freeze were achieved of (£0.042m) against supplies and services, and a further (£0.095m) relating to vacancy management was delivered. Additional income of (£0.122m) across Human Resources & Development was generated from commercial activity. At year end, savings of (£0.045m) were confirmed in relation to systems support and maintenance costs.					

Appendix 2**Housing Revenue Account 2019/20**

As at March 2020	Original Estimate £	Outturn £	Variance Adverse/ (Favourable) £
<u>Income</u>			
Dwellings Rent	(16,945,000)	(17,360,717)	(415,717)
Garage Rent	(122,030)	(122,816)	(786)
Other Income	(17,000)	(226,574)	(209,574)
Charges for Services	(607,190)	(864,812)	(257,622)
Total Income	(17,691,220)	(18,574,919)	(883,699)
<u>Expenditure</u>			
ALMO Management Fee	8,268,230	8,268,230	0
Supplies and Services	538,310	833,592	295,282
Capital Charges - Dwelling Depreciation	3,770,150	3,780,100	9,950
Capital Charges - Depreciation Other	169,960	172,990	3,030
Interest Paid	2,991,960	2,989,760	(2,200)
Repairs charged to revenue	500,000	446,410	(53,590)
Revenue Financing Capital Expenditure	4,898,160	1,668,060	(3,230,100)
New development feasibility	150,000	41,810	(108,190)
Increase in Bad Debt Provision	50,000	50,000	0
Corporate & Democratic Core	163,960	173,630	9,670
Total Expenditure	21,500,730	18,424,582	(3,076,148)
Net Cost of Services	3,809,510	(150,337)	(3,959,847)
Interest Received	(30,000)	(176,490)	(146,490)
Net Operating Expenditure	3,779,510	(326,827)	(4,106,337)
Net Cost of Service/(Surplus) for Year	3,779,510	(326,827)	(4,106,337)
<u>HRA Reserve</u>			
B/fwd 1 April	9,813,486	9,813,486	
Surplus/(Deficit) for year	(3,779,510)	326,827	
Carried Forward 31 March	6,033,976	10,140,313	

Earmarked Reserves for the HRA

	Purpose of Balance	Balance Brought Forward (£'000)	Expenditure in 2019/20 (£'000)	Income in 2019/20 (£'000)	Balance Carried Forward (£'000)
HRA Earmarked Reserves					
Major Repairs Reserve	Required to meet the costs of major repairs to be undertaken on the Council's housing stock.	4,240	(3,700)	3,953	4,492
Total		4,240	(3,700)	3,953	4,492

Appendix 3**Amendments to Original Budget 2019/20**

£000	Total	Adult Services	Children's Services	Corporate Budgets	Finance, Governance and Assurance	Legal and Democratic Services	Place	Strategic Management Board	Workforce and Transformation
Original Budget as Agreed by Council	213,839	107,679	49,643	(3,894)	2,062	498	57,860	0	(10)
Quarter 1									
Correction of salary budgets as a result of review of Grades 1-8 and SPB salary scales	0	157	31	(403)	56	8	111	5	34
Transfer of Youth Commissioning budget from Place to Children's Services	0		197				(197)		
Movement of premises budgets between service areas and Corporate Landlord	0		(25)				25		
Allocation of contract management savings across the Council	0	(143)	(46)		284		(64)		(30)
Final allocation of 2018/19 voluntary redundancy savings, according to where they have been achieved	0	(31)			(8)		(76)		115
Q1 Revised Budget	213,839	107,661	49,800	(4,297)	2,393	506	57,660	6	110
Quarter 2									
Corporate budget reallocation to offset savings	0			(598)	522				76
Transfer of Shrewsbury Town Council contract costs to appropriate directorates	0	30		(200)			170		
Creation of ERP systems team	0				(135)				135
Movement of premises budgets between service areas and Corporate Landlord	0	55	(75)				20		
Transfer of subscription budgets	0						20	(20)	
Adjustment re SPB salary scale review	0		10	(10)					
Q2 Revised Budget	213,839	107,747	49,735	(5,105)	2,780	506	57,870	(14)	321
Quarter 3									
Realignment of Better Care Fund grant following CCG agreement	0	(105)	105						
Q3 Revised Budget	213,839	107,641	49,839	(5,105)	2,780	506	57,870	(14)	321
Quarter 4									
Corporate budget reallocation to offset historic unachieved saving				(116)					116
Final adjustment re SPB salary scale review		14		(14)					
Transfer of ALMO Governance budget from Adult Services to Place		(50)					50		
Reallocation of ring-fenced Public Health grant		217			48		(265)		
Transfer of post			23						(23)
Q4 Revised Budget	213,839	107,823	49,863	5,235	2,828	506	57,655	14	414

Appendix 4**Reserves and Provisions 2019/20**

	Purpose of Balance	Balance Brought Forward (£'000)	Transfer Balance Between Reserves (£'000)	Expenditure in 2019/20 (£'000)	Income in 2019/20 (£'000)	Balance Carried Forward (£'000)
Reserves						
Sums set aside for major schemes, such as capital developments, or to fund major reorganisation						
Redundancy	Required to meet one-off costs arising from approved staffing reductions, allowing the full approved savings in salaries or wages to reach the revenue account.	0	12	(12)	0	0
Revenue Commitments for Future Capital Expenditure	Comprises of underspends against budgeted revenue contributions available for capital schemes. The underspends have arisen due to slippage in capital schemes or because other funding streams were utilised during the year so as to maximise time limited grants.	3,539	(99)	(581)	2,434	5,293
Development Reserve	Required to fund development projects or training that will deliver efficiency savings.	9,886	(12)	(3,231)	600	7,243
Invest to save Reserve	Required to fund invest to save projects in order to deliver the service transformation programme.	3,983	0	(440)	47	3,590
		17,408	(99)	(4,265)	3,082	16,126
Insurance Reserves						
Fire Liability	Required to meet the cost of excesses on all council properties.	2,832	0	(278)	0	2,553
Motor Insurance	An internally operated self-insurance reserve to meet costs not covered by the Council's Motor Insurance Policy.	1,111	0	0	100	1,211
		3,942	0	(278)	100	3,764
Reserves of trading and business units						
Shire Catering and Cleaning Efficiency	Built up from trading surpluses to invest in new initiatives, to meet exceptional unbudgeted costs or cover any trading deficits.	478	0	(536)	57	0

	Purpose of Balance	Balance Brought Forward (£'000)	Transfer Balance Between Reserves (£'000)	Expenditure in 2019/20 (£'000)	Income in 2019/20 (£'000)	Balance Carried Forward (£'000)
		478	0	(536)	57	0
Reserves retained for service departmental use						
Building Control	Required to manage the position regarding building control charges.	299	0	0	129	428
Care Act & IBCF Reserve	Required to fund the costs of implementing the Care Act requirements within the Council. This will be committed to the costs of one off posts required to implement the changes and training costs for staff within Adult Services. Plus unspent 17/18 IBCF monies required to fund the IBCF programme in future years.	4,827	0	(2,953)	95	1,969
Economic Development Workshops Major Maintenance	Established to meet the costs of major maintenance of Economic Development Workshops.	149	0	0	0	149
External Fund Reserve	Reserves held where the Council is the administering body for trust funds or partnership working.	1,399	0	(209)	595	1,785
Financial Strategy Reserve	Established specifically to provide one off funding for savings proposals in the Financial Strategy	20,867	0	(3,464)	3,399	20,802
Savings Management - Highways	Established specifically to provide one off funding for highways savings proposals in the Financial Strategy	7,098	0	(5,191)	0	1,907
Highways Development & Innovation Fund	Set aside funds for pump priming the Development and Innovation programme.	385	0	(26)	360	719
New Homes Bonus	Established from unapplied New Homes Bonus Grant balances.	2,608	0	(8,107)	7,754	2,254
Public Health Reserve	This reserve includes balances committed to specific public health projects.	255	0	(167)	0	88
Repairs & Maintenance Reserve	Set aside for known repairs and maintenance required to Council owned properties.	966	0	(966)	0	0

	Purpose of Balance	Balance Brought Forward (£'000)	Transfer Balance Between Reserves (£'000)	Expenditure in 2019/20 (£'000)	Income in 2019/20 (£'000)	Balance Carried Forward (£'000)
Resources Efficiency	Established for investment in new developments, particularly information technology, that service area would not be expected to meet from their internal service level agreements for support services.	452	0	(209)	101	344
Revenue Commitments from Unringfenced Revenue Grants	Established from unapplied unringfenced Grant balances. Commitments have been made against these balances in 2019/20.	942	99	(592)	9,986	10,434
Severe Weather	Required to meet unbudgeted costs arising from the damage caused by severe weather. The policy of the Council is to budget for an average year's expenditure in the revenue accounts and transfer any underspend to the reserve or fund any overspend from the reserve.	2,924	0	(65)	0	2,859
TMO Vehicle Replacement	Set up to meet the costs of replacement vehicles by the Integrated Transport Unit.	300	0	(130)	0	170
		43,471	99	(22,080)	22,419	43,909
School Balances						
Balances held by schools under a scheme of delegation	Schools' balances have to be ringfenced for use by schools and schools have the right to spend those balances at their discretion.	4,179	0	(5,997)	3,709	1,891
Education – Staff Sickness Insurance	Schools' self-help insurance for staff sickness with premiums met from delegated budgets.	18	0	(18)	0	0
Education – Theft Insurance	Schools' self-help insurance scheme to cover equipment damage and losses.	65	0	(63)	0	2
Schools Building Maintenance Insurance	The schools building maintenance insurance scheme is a service provided by Property Services for schools. In return for an annual sum all structural repairs and maintenance responsibilities previously identified as the "authority's responsibility" are carried out at no additional charge to the school.	2,164	0	0	137	2,301
		6,427	0	(6,078)	3,846	4,194
Total Reserves		71,726	0	(33,237)	29,504	67,993

	Purpose of Balance	Balance Brought Forward (£'000)	Transfer Balance Between Reserves (£'000)	Expenditure in 2019/20 (£'000)	Income in 2019/20 (£'000)	Balance Carried Forward (£'000)
Provisions						
Provisions - Short Term						
Accumulated Absences Account	Provision to cover potential future payments of employee benefits not taken as at the end of the year. This is required under IFRS accounting regulations.	1,887	0	(1,887)	2,328	2,328
Other Provisions - Short Term	Includes a number of small provisions including Environmental Maintenance contract commitments and Shopping Centre rental payments	280	0	(248)	1,028	1,060
Provisions - Long Term						
Other Provisions - Long Term	Includes a number of small provisions including S106 Accrued Interest, profit share agreements and Shopping Centre rental payments.	300	0	(3)	0	297
Liability Insurance	Provision to meet the estimated actuarial valuation of claims for public liability and employers' liability	4,002		(23)	234	4,213
NDR Appeals	Represents the Council's share of the provision held for successful appeals against business rates.	5,775	0	(3,662)	4,275	6,389
Council Tax Bad Debt	Held for potential write offs of Council tax debtor balances.	5,184	0	(128)	1,000	6,056
NNDR Bad Debt	Held for potential write offs of NNDR debtor balances.	983	0	(205)	390	1,168
Tenancy Deposit Clawbacks	This represents deposits held for the economic development workshops that may be repaid at some point in the future.	166		(13)	26	179
General Fund Bad Debts	Held for potential write offs of debtor balances for General Fund Services including Housing Benefits.	5,700	0	(530)	795	5,965
HRA Bad Debts	Held for potential write offs of debtor balances for Housing Revenue Account rents and other debtor balances.	393		(52)	50	391
Total Provisions		24,670	0	(6,750)	10,126	28,047
Total Reserves & Provisions		96,396	0	(39,986)	39,630	96,040

	Purpose of Balance	Balance Brought Forward (£'000)	Transfer Balance Between Reserves (£'000)	Expenditure in 2019/20 (£'000)	Income in 2019/20 (£'000)	Balance Carried Forward (£'000)
HRA Earmarked Reserves						
Major Repairs Reserve	Required to meet the costs of major repairs to be undertaken on the Council's housing stock.	4,240	0	(3,700)	3,953	4,492
		4,240	0	(3,700)	3,953	4,492

Shropshire Council - Capital Programme 2019/20- 2022/23**APPENDIX 5****Capital Programme Summary - Quarter 4 2019/20**

Directorate	Revised Budget Q3 19/20 £	Budget Virements Q4 £	Revised Budget Q4 19/20 £	Actual Spend 31/03/20 £	Spend to Budget Variance £	% Budget Spend	Outturn Projection £	Outturn Projection Variance £	2020/21 Revised Budget £	2021/22 Revised Budget £	2022/23 Revised Budget £
General Fund											
Place	36,682,041	8,044,457	44,726,498	39,043,092	5,683,406	87%	44,726,498	5,683,406	74,232,860	56,934,566	75,709,635
Adult Services	4,040,073	-	4,040,073	3,089,165	950,908	76%	4,040,073	950,908	8,237,606	3,200,000	3,200,000
Public Health	88,636	-	88,636	81,509	7,127	92%	88,636	7,127	267,127	-	-
Children's Services	8,247,251	708,145	8,955,396	6,869,768	2,085,628	77%	8,955,396	2,085,628	17,869,859	11,000,000	5,500,000
Resources & Support	4,131,578	1,020,224	5,151,802	4,156,901	994,901	81%	5,151,802	994,901	2,394,901	-	-
Total General Fund	53,189,579	9,772,826	62,962,405	53,240,435	9,721,970	85%	62,962,405	9,721,970	103,002,353	71,134,566	84,409,635
Housing Revenue Account	8,082,362	(62,887)	8,019,475	5,968,912	2,050,563	74%	8,019,475	2,050,563	24,306,173	18,700,000	18,700,000
Total Approved Budget	61,271,941	9,709,939	70,981,880	59,209,347	11,772,533	83%	70,981,880	11,772,533	127,308,526	89,834,566	103,109,635

Potfolio Holder	Revised Budget Q3 19/20 £	Budget Virements Q4 £	Revised Budget Q4 19/20 £	Actual Spend 31/03/20 £	Spend to Budget Variance £	% Budget Spend	Outturn Projection £	Outturn Projection Variance £	2020/21 Revised Budget £	2021/22 Revised Budget £	2022/23 Revised Budget £
General Fund											
Adult Social Services & Climate Change - Dean Carroll	4,040,073	-	4,040,073	3,089,165	950,908	76%	4,040,073	950,908	8,237,606	3,200,000	3,200,000
Assets, Economic Growth & Regeneration - Steve Charmley	14,686,072	3,484,617	18,170,689	15,421,996	2,748,693	85%	18,170,689	2,748,693	44,462,960	20,000,000	20,000,000
Children's Services - Ed Potter	8,247,251	712,772	8,960,023	6,869,768	2,090,255	77%	8,960,023	2,090,255	17,869,859	11,000,000	5,500,000
Communities, Place Planning & Regulatory Services - Gwilym Butler	88,636	-	88,636	81,509	7,127	92%	88,636	7,127	267,127	-	-
Culture, Leisure, Waste & Communications - Lezley Picton	808,268	8,614	816,882	778,701	38,181	95%	816,882	38,181	363,181	-	-
Highways & Car Parking - Steve Davenport	20,446,935	4,201,737	24,648,672	21,895,947	2,752,725	89%	24,648,672	2,752,725	26,933,511	35,334,566	55,709,635
Housing & Strategic Planning - Robert Macey	740,766	344,862	1,085,628	946,448	139,180	87%	1,085,628	139,180	2,473,208	1,600,000	-
Organisational Transformation & Digital Infrastructure - Lee Chapman	4,131,578	1,020,224	5,151,802	4,156,901	994,901	81%	5,151,802	994,901	2,394,901	-	-
Public Health - Rob Gittins	-	-	-	-	-	0%	-	-	-	-	-
Total General Fund	53,189,579	9,772,826	62,962,405	53,240,435	9,721,970	85%	62,962,405	9,721,970	103,002,353	71,134,566	84,409,635
Housing Revenue Account - Lee Chapman	8,082,362	(62,887)	8,019,475	5,968,912	2,050,563	74%	8,019,475	2,050,563	24,306,173	18,700,000	18,700,000
Total Approved Budget	61,271,941	9,709,939	70,981,880	59,209,347	11,772,533	83%	70,981,880	11,772,533	127,308,526	89,834,566	103,109,635

CAPITAL BUDGET MONITORING REPORT

APPENDIX 5

Financial Year: 2019 / 2020
Period: 12

Directorate Service Area	Revised Budget Quarter 3	Budget Virements Quarter 4	Revised Budget Quarter 4	Actual Spend 31/03/2020	Spend to Budget Variance	Outturn Projection	Outturn Projection Variance	2020/21 Revised Budget	2021/22 Revised Budget	2022/23 Revised Budget
Adult Services Capital	4,040,073	-	4,040,073	3,089,165	950,908	4,040,073	950,908	8,237,606	3,200,000	3,200,000
Contracts & Providers	-	-	-	-	-	-	-	-	-	-
Housing Services	2,690,227	-	2,690,227	2,053,612	636,615	2,690,227	636,615	6,843,313	3,200,000	3,200,000
Social Care Operations	1,349,846	-	1,349,846	1,035,553	314,293	1,349,846	314,293	1,394,293	-	-
Children's Services Capital	8,247,251	712,772	8,960,023	6,869,768	2,090,255	8,960,023	2,090,255	17,869,859	11,000,000	5,500,000
Children's Residential Care	1,100,000	900,000	2,000,000	1,381,539	618,461	2,000,000	618,461	618,461	-	-
Non Maintained Schools	572,927	(29,132)	543,795	505,477	38,318	543,795	38,318	2,081,681	4,000,000	-
Primary School	6,715,355	(41,727)	6,673,628	4,607,389	2,066,239	6,673,628	2,066,239	11,359,626	4,000,000	5,000,000
Secondary School	403,562	(30,664)	372,898	258,917	113,981	372,898	113,981	1,113,981	2,000,000	-
Special Schools	152,665	577	153,242	116,446	36,796	153,242	36,796	36,796	-	-
Unallocated School	(697,258)	(86,282)	(783,540)	0	(783,540)	(783,540)	(783,540)	2,659,314	1,000,000	500,000
Place Capital - Commercial Services	8,410,957	3,409,617	11,820,574	10,230,557	1,590,017	11,820,574	1,590,017	33,565,957	20,000,000	20,000,000
Corporate Landlord	8,410,957	3,409,617	11,820,574	10,230,557	1,590,017	11,820,574	1,590,017	33,565,957	20,000,000	20,000,000
Place Capital - Economic Development	7,015,881	419,862	7,435,743	6,137,887	1,297,856	7,435,743	1,297,856	13,370,211	1,600,000	-
Broadband	5,050,247	75,000	5,125,247	4,217,451	907,796	5,125,247	907,796	10,646,123	-	-
Development Management	148,620	344,862	493,482	484,729	8,753	493,482	8,753	42,435	-	-
Economic Growth	1,224,868	-	1,224,868	973,988	250,880	1,224,868	250,880	250,880	-	-
Planning Policy	592,146	-	592,146	461,719	130,427	592,146	130,427	2,430,773	1,600,000	-
Place Capital - Infrastructure & Communities	21,255,203	4,210,351	25,465,554	22,674,648	2,790,906	25,465,554	2,790,906	27,296,692	35,334,566	55,709,635
Highways and Transport	20,446,935	4,201,737	24,648,672	21,895,947	2,752,725	24,648,672	2,752,725	26,933,511	35,334,566	55,709,635
Leisure	429,957	-	429,957	398,768	31,189	429,957	31,189	429,957	-	-
Outdoor Partnerships	378,311	8,614	386,925	379,933	6,992	386,925	6,992	6,992	-	-
Visitor Economy	-	-	-	-	-	-	-	-	-	-
Waste	-	-	-	-	-	-	-	325,000	-	-
Public Health Capital	88,636	-	88,636	81,509	7,127	88,636	7,127	267,127	-	-
Public Health	-	-	-	-	-	-	-	-	-	-
Public Protection	88,636	-	88,636	81,509	7,127	88,636	7,127	267,127	-	-
Workforce and Transformation Capital	4,131,578	1,020,224	5,151,802	4,156,901	994,901	5,151,802	994,901	2,394,901	-	-
ICT Digital Transformation - CRM	1,054,370	-	1,054,370	597,675	456,695	1,054,370	456,695	456,695	-	-
ICT Digital Transformation - ERP	1,617,675	-	1,617,675	1,428,820	188,855	1,617,675	188,855	188,855	-	-
ICT Digital Transformation - Infrastructure & Architecture	542,671	1,020,224	1,562,895	1,496,883	66,012	1,562,895	66,012	66,012	-	-
ICT Digital Transformation - Social Care	818,740	-	818,740	633,523	185,217	818,740	185,217	185,217	-	-
ICT Digital Transformation - Unallocated	98,122	-	98,122	-	98,122	98,122	98,122	1,498,122	-	-
Housing Revenue Account Capital	8,082,362	(62,887)	8,019,475	5,968,912	2,050,563	8,019,475	2,050,563	24,306,173	18,700,000	18,700,000
HRA Dwellings	8,082,362	(62,887)	8,019,475	5,968,912	2,050,563	8,019,475	2,050,563	24,306,173	18,700,000	18,700,000
Total Capital Programme	61,271,941	9,709,939	70,981,880	59,209,346.88	11,772,533.12	70,981,880.00	11,772,533	127,308,526	89,834,566	103,109,635

Shropshire Council - Capital Programme 2019/20- 2022/23**APPENDIX 5**

Financing	Revised Budget Q3 19/20 £	Budget Virements Q4 £	Revised Budget Q4 19/20 £	2020/21 Revised Budget	2021/22 Revised Budget £	2022/23 Revised Budget £
Self Financed Prudential Borrowing	5,356,420	4,375,000	9,731,420	41,780,062	30,910,000	30,910,000
Government Grants						
Department for Transport	22,076,379	3,516,951	25,593,330	25,622,926	25,859,289	54,799,635
- Rapid Electric Vehicle Charging Points Grant	30,135	25,385	55,520	11,386	-	-
Ministry of Housing, Communities & Local Gov						
- Land Release Fund	500,596	-	500,596	280,343	-	-
- Housing Infrastructure Fund	1,050,454	-	1,050,454	250,880	-	-
- One Public Estate	75,000	(75,000)	-	-	-	-
Department for Health - Better Care Fund	2,584,017	-	2,584,017	4,703,354	3,200,000	3,200,000
Department for Health - HOLD Grant	300,000	-	300,000	1,971,962	-	-
Department for Education						
- Condition Capital Grant	1,843,328	-	1,843,328	1,528,620	1,000,000	500,000
- Basic Need Capital Grant	163,311	(153,418)	9,893	5,663,742	1,153,418	-
- Devolved Formula Capital	760,821	(17,712)	743,109	987,930	-	-
- Special Provision Funds	192,370	-	192,370	681,104	-	-
- Healthy Pupils Capital Grant	35,020	-	35,020	13,606	-	-
- Full Fibre Broadband	-	-	-	156,602	-	-
Department for Communities and Local Government						
- Community Housing Fund	-	-	-	361,296	-	-
Disabled Facilities Grant (Additional)	-	-	-	-	-	-
Education Funding Agency						
- Early Years Capital Fund	-	(155,474)	(155,474)	124,009	31,465	-
HCA - Travellers	370,000	-	370,000	-	-	-
HCA - New Build	4,367,248	-	4,367,248	3,280,426	3,000,000	3,000,000
BDUK - Broadband	273,426	-	273,426	667,633	-	-
Environment Agency	-	-	-	933,597	-	-
DEFRA	(295,101)	156,602	(138,499)	125,095	-	-
Local Enterprise Partnership (LEP) Fund	-	-	-	1,426,940	-	-
Public Health England	34,549,542	-	34,549,542	-	-	-
	68,876,546	3,297,334	72,173,880	48,791,451	34,244,172	61,499,635
Other Grants						
Historic England/English Heritage	683	-	683	-	-	-
Natural England	-	-	-	683	-	-
Other Grants	945,753	108,787	1,054,540	1,139,471	-	-
	946,436	108,787	1,055,223	1,140,154	-	-
Other Contributions						
Section 106	1,558,117	495,063	2,053,180	4,114,572	11,265,277	-
Community Infrastructure Levy (CIL)	441,027	500,000	941,027	6,315,986	2,300,000	-
Other Contributions	3,546,204	67,181	3,613,385	3,533,638	-	-
	5,545,348	1,062,244	6,607,592	13,964,196	13,565,277	-
Revenue Contributions to Capital	-	1,290,724	1,290,724	4,906,890	2,014,293	2,000,000
Major Repairs Allowance	-	-	-	5,879,247	3,700,000	3,700,000
Corporate Resources (expectation - Capital Receipts only)	-	(424,150)	(424,150)	10,846,526	5,400,824	5,000,000
Total Confirmed Funding	80,724,750	9,709,939	90,434,689	127,308,526	89,834,566	103,109,635

Funding Changes - Quarter 4**APPENDIX 5**

Budget Increase/Decrease	2019/20	2020/21	2021/22	2022/23	Details
Self Financed Prudential Borrowing	4,375,000	(3,475,000)			Children's Residential Care schemes (£900,000) and completion of acquisition of Castletown Oswestry
Government Grants					
Department for Transport - Rapid Electric Vehicle Charge Points	3,516,951 25,385				DfT Local Majors Funding. Additional funding notification from Highways England.
Ministry of Housing, Communities & Local Government - One Public Estate	(75,000)				Grant funded directly to CCG.
Department for Health - Better Care Fund		9,291			Notification of 2020/21 grant confirmed.
Department for Education - Basic Need Capital Grant			(153,418)		Reallocation of underspent Basic Need unallocated budget to School Place Plan Programme.
- Devolved Formula Capital	(17,712)				Transfer to Academy School.
Education Funding Agency - Early Years Capital Fund			(31,465)		Reallocation of underspent Early Years Capital unallocated budget to School Place Plan Programme.
DEFRA	156,602				DfE Full Fibre Broadband Grant.
Local Enterprise Partnership (LEP) Fund		(300,000)			Reprofiling of scheme budget to match expected expenditure profile. Reversal of Period 10 slippage.
Total Government Grants	3,606,226	(290,709)	(184,883)	-	
Other Grants					
Other Grants	108,787	89,431			ERDF contributions to Corporate Landlord SEPUBu Programme (£108,787) and Ludlow Assembly Rooms project (£89,431).
Total Other Grants	108,787	89,431	-	-	
Other Contributions					
Section 106	495,063				S106 contribution to ITP South schemes - Shifnal Network Improvement (£23,418), Shifnal Bradford Street Enhancement (£126,783) and Parish/Town council schemes (£344,862).
Community Infrastructure Levy (CIL)	500,000				CIL contribution to SITP scheme.
Other Contributions	67,181	57,922			Private sector contributions to ITP Central scheme - Morrisons, Shrewsbury Right Turn Traffic Lights (£9,200 in 2019/20 and £10,300 in 2020/21). Diocese contribution to Baschurch Primary Basic Need scheme (£17,019 in 2019/20 and £43,363 in 2020/21). £75,00 contribution to Broadband Project in 2019/20 and £4,259 contribution to Ludlow Assembly Rooms refurbishment project in 2020/21.
Total Other Contributions	1,062,244	57,922	-	-	
Revenue Contributions to Capital	1,290,724				Invest to Save (I2S) revenue contribution to Corporate Landlord SEPUBu Programme (£94,078) and ICT Upgrades Programme (£1,020,224) and schools revenue contribution to Wistanow DFC scheme (£1,502). £12,708 schools revenue contributions to a number of Devolved Formula Capital schemes and £162,212 contribution to the Corporate Landlord Programme.
Corporate Resources (expectation - Capital Receipts only)	(409,733)		(13,426)		In 2019/20 budgets amended to match STaR profile and financing (£62,887) and removal of budget requirement (£346,848) as scheme removed from programme. In 2021/22 reallocation of underspent School Amalgamations unallocated budget (£4,000) and underspent Basic Need unallocated budget (£9,426) to
	10,033,248	(3,618,356)	(198,309)	-	
Re-Profiling					
Children's Services					
Basic Need Unallocated	(162,844)		162,844		Reprofiling of unallocated underspent budget to match profile of School Place Plan Programme.
Early Years	(156,465)	125,000	31,465		Reprofiling of unallocated underspent budget to match profile of School Place Plan Programme.
School Amalgamations Schemes	(4,000)		4,000		Reprofiling of unallocated underspent budget to match profile of School Place Plan Programme.
	(323,309)	125,000	198,309	-	



Committee and Date

Council

16 July 2020

Item

Public

COMMUNITY INFRASTRUCTURE LEVY – SPENDING UPDATE

Responsible Officer Mark Barrow Executive Director of Place

e-mail: Mark.barrow@shropshire.gov.uk Tel: ext.

1. Summary

- 1.1 The purpose of this report is for Council to agree the spending of £8,142,487 of Community Infrastructure Levy (CIL) funds on two infrastructure projects within the County. Both projects outlined here are over £1 million.
- 1.2 Both of the projects are requesting CIL local funding for schemes which have been previously approved by Council and are within the Shrewsbury and Oswestry Place Plans.

2. Recommendations

That Council agree:

- 1) That £8,142,487 of CIL local funds are allocated to the two projects outlined within Section 6 of this report.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 As Local Planning Authority, Shropshire Council is charged with ensuring that new development is accompanied by the local facilities, services, and infrastructure which are needed to support a sustainable community. The Council receives contributions from new development through various mechanisms to help mitigate its impact and to deliver infrastructure to support the development of the area. The effective management of these revenue collection mechanisms and appropriate use

of the resultant revenue is essential for compliance with national legislation and to manage the impact of new development by providing the infrastructure required.

4. Financial Implications

4.1 New development can impose a significant burden on existing facilities, services and infrastructure, including those which are the responsibility of Shropshire Council. Whilst substantial sums are collected annually from developer contributions, including CIL and Section 106, these amounts are highly unlikely to be able to support all identified infrastructure improvements. It is therefore essential that this revenue is prioritised and used effectively for investment in infrastructure for which no other funding sources are available.

4.2 Below is a table which sets out the CIL that has been collected at the 31st March 2020.

TOTAL CIL COLLECTED AT 31 MARCH 2020	
ADMIN	£1,813,299
NEIGHBOURHOOD	£5,278,506
STRATEGIC	£2,919,611
LOCAL	£26,276,499
TOTAL	£36,287,915

4.3 Of the £36million of CIL which has been collected across the County, over £5 million of this has been passed to Town and Parish Council's as Neighbourhood Fund to support projects in their areas.

4.4 Within the Councils current Capital Strategy for 2020/21 to 2024/25 the following projects are committed against CIL funds as a result of previously approved schemes and Expressions of Interest which have been approved for schemes to date.

	CIL Strategic £	CIL Local £
Opening Balance	2,919,611	26,276,499
CIL spend 2012 to 31 March 2020		2,340,723
Projects approved/ in delivery:		
Shrewsbury Integrated Transport Project		1,743,997
Oxon Link Road – Churncote Roundabout	300,000	
Whitchurch Medical Practice	474,899	
Education Place Planning – Phase 1		847,090
Expression of Interest, Technical Checks and Highways approved allocations	332,474	3,901,398
Balance available to allocate	1,812,238	17,443,291

- 4.5 The recommendation to Council is to part fund the following key projects as identified in previous Council reports from these available funds:

	CIL Strategic £	CIL Local £	Place Plan Area
Opening Funds	1,812,238	17,443,291	
Projects to be funded:			
Highways Infrastructure		2,192,487	Oswestry
Education		5,950,000	Shrewsbury
Balance remaining	1,812,238	9,300,804	

- 4.6 This would leave a total of £11,113,042 of CIL strategic and local available.

- 4.7 CIL Local available in Oswestry and Shrewsbury Place Plan areas:

Place Plan	CIL Local collected at 31.03.20	CIL Local Approved Allocations	CIL Local Available
Oswestry	£2,937,882	£302,500	£2,635,382
Shrewsbury	£11,317,451	£2,805,808	£8,511,643

5. Background

- 5.1 In Shropshire CIL is a charge on new housing development to help fund supporting infrastructure across the County.
- 5.2 Shropshire Council took a decision in 2012 to distribute CIL receipts in the following way and this remains the current arrangement:
- Administrative Expenses – up to 5% of total, as set out in national regulations
 - Neighbourhood Fund – 15%, or 25% where there is a Neighbourhood Plan or Neighbourhood Development Order, as set out in national regulations

Of the remainder:

- CIL 'Strategic' – 10%
- CIL 'Local' – 90%

- 5.3 CIL Strategic in Shropshire will be allocated to infrastructure which is vital to the delivery of Shropshire's development strategy and which will have County-wide importance, as well as to infrastructure required in order to fulfil the Council's statutory functions. This infrastructure has the highest level of priority.
- 5.4 Place Plans form a key part of the decision-making process for allocation of CIL funds, as they provide us with a comprehensive record of infrastructure requirements in each Place Plan area. There are 18 Place Plans across the county, with the most recent versions published in October 2019. These Place Plans are considered to be 'live' documents, which communities can update on an ongoing basis by working with their local Place Plan Officer.

6. Project detail

Project	CIL funds required
<p>School Places in Shrewsbury</p> <p>As per the previous report to Council (dated 19 December 2019) CIL funds are required to part-fund the provision of additional school places as part of three projects within Shrewsbury. These are:</p> <ul style="list-style-type: none"> increased primary provision in north Shrewsbury, centred on the Haughmond Federation of schools, with the proposal to re-locate Sundorne Nursery and Infant School to the Harlescott Junior School site on Featherbed Lane; a new mainstream school in west Shrewsbury on a site in Bowbrook, which will be co-located with a new special school with the construction of the latter being funded by the Department for Education; and additional secondary provision in the town, with the construction of a new 5 classroom teaching block at Meole Brace School. <p>The total project cost of the projects is £27.2m</p>	<p>£5,950,000</p>
<p>Mile End roundabout and Oswestry Innovation Park enabling infrastructure Oswestry</p> <p>As per the Council report (dated 27 February 2020), CIL funds are required to fund part of this project, as match funding to external funding secured. This project will help unlock housing and employment land.</p> <p>Highways Infrastructure funds secured £9,321,963 LEP funding secured £5 million</p> <p>The total project cost is £16,514,449</p>	<p>£2,192,487</p>

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List of Background Papers

- | |
|---|
| <ul style="list-style-type: none"> • Cabinet Paper – 14 August 2019 – Community Infrastructure Levy Update • Council Paper – 19 December 2019 – Shrewsbury School Place Planning • Exempt Council Paper – 27 February 2020 – Mile End Infrastructure |
|---|

Cabinet Member (Portfolio Holder)
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Cllr Gwilym Butler – Portfolio Holder for Communities, Place Planning and Regulatory Services

Local Member – All

Appendices – None

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**Committee and Date**

Council
16th July 2020

Item

SUSTAINABLE TEMPORARY HOUSING SOLUTIONS IN SHROPSHIRE

Responsible Officer - Andy Begley

e-mail: andy.begley@shropshire.gov.uk

Tel: 01743 258911

1. Summary

- 1.1 The need to reduce the Council's rising costs on homelessness temporary accommodation and the need to find a satisfactory and sustainable solution for the Council and its residents is now an urgent issue, further exacerbated by the Covid-19 pandemic.
- 1.2 This report sets out how it is proposed to use existing S106 contributions, along with leasehold and freehold acquisitions with private investors to acquire property for use as affordable housing in a range of locations across what is a very large and sparsely populated rural county primarily in towns which evidence the greatest need.
- 1.3 Shropshire Council's Corporate Plan priorities "*More people with a suitable home*" and "*Sustainable places and communities.*" support this initiative.
- 1.4 The overall aim of each solution is to reduce the number of placements into B&B accommodation and therefore reduce the associated costs to the Council.

2 Recommendations

- 2.1 Approve the outline financial case set out in this report, together with the delivery of the outcomes set out in section 4 of this report and at Appendix 1 to acquire suitable properties for homeless temporary accommodation.
- 2.2 Subject to a final business case and financial appraisals being approved in accordance with Recommendation 2.3:
 - A. Approve the acquisition of freehold interest of open market property in support of recommendation 2.1 up to maximum price of £1.5 million plus stamp duty, VAT and any other disbursements and associated costs.

- B. Approve that capital investment estimated to be £1.5m of S106 contributions is made to allow the freehold acquisition, adaptation and fit out of appropriate properties in Shropshire.
 - C. Approve that long-term leases with private landlords can be entered on open market property in support of recommendation 2.1 utilising existing revenue budgets.
 - D. Delegate to the Strategic Asset Manager, in consultation with the Portfolio Holder for Assets, Economic Growth and Regeneration, the authority to agree and complete appropriate freehold acquisitions or long-term leases in accordance with recommendation 2.1, 2.2A and 2.2C.
 - E. Delegate to the Strategic Asset Manager in consultation with the Portfolio Holder for Assets, Economic Growth and Regeneration, the authority to enter into leases/contracts with partners/providers to manage facilities on the Council's behalf if deemed relevant and necessary.
- 2.3 Delegates authority to the Director of Finance, Governance and Assurance (s151 officer) in consultation with the Portfolio Holder for Finance and Corporate Support to approve a final business case and financial appraisals setting out the financial arrangements to support the acquisition of appropriate properties and to approve the appropriate source of the funding based on existing and future S106 contributions for any purchase.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 As per Homeless Legislation (Housing Act 1996 as amended by the Homelessness Reduction Act 2017) there is a statutory obligation under Section 188(1) on the Council to provide accommodation to applicants and their households if they have reason to believe that the applicant may:
 - (a) be homeless;
 - (b) be eligible for assistance; and,
 - (c) have a priority need.
- 3.2 On reaching a decision that an applicant has priority need and is intentionally homeless, the housing authority must secure accommodation for a period that will provide a reasonable opportunity for them to find their own accommodation. Under section 202, applicants have the right to ask for a review of a housing authority's decision on a number of issues relating to their case, and may also request that accommodation is secured for them pending a decision on the review.

3.3 Where an applicant is unintentionally homeless, eligible for assistance and has a priority need for accommodation, the housing authority has a duty under section 193(2) to secure that accommodation is available for their occupation (unless it refers the application to another housing authority under section 198). This is commonly known as 'the main housing duty'.

3.4 A screening Equality and Social inclusion Impact Assessment (ESIIA) has been carried out for the proposed service change. The ESIIA is attached at Appendix 2.

- This indicated that additional self-contained temporary accommodation in Shropshire will be positive for all client groups requiring housing assistance. Having wheelchair accessible rooms within units will enable us to better accommodate those with disabilities as we will no longer have to rely on local B&B/hotel accommodation. As each B&B/hotel only has limited numbers of accessible rooms they are often booked meaning placements are outside of the County, creating negative impacts for people, and their support networks.
- The impacts are therefore anticipated to be medium positive for the groupings of Disability and Social Inclusion, and low to medium positive across all groupings.
- There is potential to further enhance the positive impact of this change, if data is collected on actual usage by people within groupings, including those for whom the opportunity to cook for themselves will better fit with their cultural and other dietary needs, and in so doing also provide benefits for their mental health and well-being.
- Housing will work with the Estates team regarding the due diligence of this project including any surveys needing to be undertaken before committing to the purchase or lease. This will include development of an operational management plan that covers attendance/supervision, fire risk and security.

3.5 The main risks are identified in the table below:

Identified Risk	Impact
The time taken to get the project up and running.	The longer it takes to get options agreed, the more the Council will have to continue to rely on B&B accommodation and therefore continue to increase spend on temporary accommodation options.
Repair and Maintenance budget and covering voids.	Repair and Maintenance budget – The Council will be responsible for making good any damage caused by the tenants. They will also have to fund any works needed at the end of a lease (if relevant) to return the properties back to the standard the property was initially leased at. Currently housing have to fund repairs and damage in all accommodation used,

	which can equate to £1000+ per room as these establishments expect everything to be replaced. The expense of this would therefore be covered via the current budgets used.
Opposition from local residents.	All purchases and / or leases would need to be discussed with the local member enabling us to understand whether there is a need for engagement and discussion with the local community.
Housing will only receive Housing Benefit income when rooms are occupied	<p>Currently we have in excess of 70 households in B&B which has been a stagnant figure for approx. 18 months. We therefore are aware of the number of units we need to purchase / lease thereby maximising the income potential.</p> <p>Covering Voids – Although the Council will be responsible for void periods, these are expected to be minimal. As demonstrated in previous data the levels of households requiring temporary accommodation has been growing year on year.</p>
Staffing level with regards to management of the property	This project will be managed via current staff within Housing Services who would ordinarily have had to manage the B&B placements.

4. Financial Implications

- 4.1 The cost to the Council of providing temporary accommodation is increasing significantly. Gross costs of providing temporary accommodation have risen from £700,802 in 2015/16 to £2,235,116 in 2019/20. After reclaiming a proportion of costs from Central Government (as described in paragraph 4.2), net costs to the Council have risen from £254,150 in 2015/16 to £949,064 in 2019/20. This is a net increase in costs of £694,914 per annum in five years.
- 4.2 The cost savings delivered by this project would be mainly within the Housing Benefit team. For every household placed in temporary accommodation, Housing receives all the cost back via Housing Benefit except for £19.10 p/week (as per Housing Benefit regulations). However, the Council (ie, the Housing Benefit team) only gets £92.31 back from central government meaning anything additional to this has to be covered by the Council. Note that Central Government funds £92.31 of B&B accommodation but only £83.08 for temporary accommodation units (which we are seeking to increase our numbers of). As an example of this cost see Table E1 below.

Table E1

Current costs to LA (based on 1 person)		
Current costs to LA (based on 70 people which is average number in B&B at any time)		
Average cost of B&B	£50.00	Per person per night
	£350.00	Per person per week
	£18,250.00	Per person per annum
	£1,277,500.00	70 people per annum
Costs reclaimed from Central Government	(£13.19)	Per person per night
	(£92.31)	Per person per week
	(£4,813.00)	Per person per annum
	(£336,910.00)	70 people per annum
Net cost to LA for 70 people placed in B&B per annum		£940,590.00

In comparison see Table E2 below for the cost of temporary accommodation units.

Table E2

Current costs to LA (based on 1 person)		
Current costs to LA (based on 70 people which is average number in B&B at any time)		
Average cost of 1 bed property (self-contained)	£16.43	Per person per night
	£115.00	Per person per week
	£5,980.00	Per person per annum
	£418,600.00	70 people per annum
Costs reclaimed from Central Government	(£11.86)	Per person per night
	(£83.08)	Per person per week
	(£4,320.16)	Per person per annum
	(£302,411.20)	70 people per annum
Net cost to LA for 70 people placed in temporary accommodation units per annum		£116,188.80

Saving to LA for 70 people placed in temporary accommodation units when compared with 70 people placed in B&Bs, per annum	(£824,401.20)
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- 4.3 The aim of this project would be to maximise the usage of temporary accommodation units before any use of B&B. The position in Housing, would be no different to above if the units were fully occupied. The pressure would be when there are voids or significant damage. If there was no-one needing to be placed in temporary accommodation, then the cost of any properties that had been leased would still have to be met. However, given the increase in numbers requiring emergency accommodation this is a highly unlikely scenario. To provide context, during the last five financial years, the number of households in temporary accommodation has risen from 84 to 236. Further growth and cost information is provided in appendix 1.

5. Climate Change Appraisal

SC Guidance	Sustainable Temporary Housing Solutions In Shropshire
<p>1. Energy and fuel consumption (buildings and / or travel): How will the decision in the report affect heating and energy bills and the need to travel? Quantify outcomes wherever possible (How much additional energy in kWh is required or will be saved; How many additional miles or mileage saved will result?);</p>	<p>Within Housing we are very keen to be at the forefront of efforts to help reduce the carbon emission of both Shropshire Council and the County as a whole. Not least as this agenda links very well with one of our own priorities that of driving down fuel poverty in the county. Ensuring reduction will be a priority for us in all elements of the scheme/project. Given the nature of this scheme/project it will not be possible to estimate potential carbon emission reductions until later in the process when we are looking to purchase or build the properties and we know more about the clients that will be residing in them. But at that point we will look to ensure that the properties are as energy efficient and therefore as affordable as possible for the potential resident. At all points we will look to reduce or minimise this projects impact on carbon emissions.</p>
<p>2. Renewable energy generation: Does the decision create opportunities to generate renewable energy? Quantify outcomes wherever possible (How much additional renewable energy peak capacity will be created in MW);</p>	<p>We will look to utilise domestic scale renewable energy generation technologies wherever possible again to ensure affordability as well as to manage carbon emissions.</p>
<p>3. Carbon offsetting or mitigation: Does the decision create opportunities to offset or mitigate carbon emissions through measures such as tree planting or peat soil enhancement? Quantify outcomes wherever possible (How much carbon in kgCO₂e);</p>	<p>Though this section does not feel truly relevant to this scheme/project, if we do decide to develop new build options all efforts will be made to build to the highest energy efficiency standards practicable via Fabric First principles and developments will be built to high standards of sustainability.</p>

<p>4. Climate Change adaptation: Does the decision include specific measures which will help Shropshire to adapt to the effects of more extreme weather or improve resilience to increased risks to the health and well-being of Shropshire's residents, economy and natural environment? Give examples of outcomes wherever possible.</p>	<p>This project will assist Shropshire to make accommodation available which better meets the needs of service users as a contribution to improving health and therefore resilience to more extreme weather conditions. In circumstances where we are the property owner, we would also be able to ensure that climate change adaptation measures are built into the design (in the case of new build) or are reflected in any R&M schedule.</p>
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6. Background

- 6.1 The Council is short of temporary accommodation options and is having to utilise B&B placements across the county. This is wholly unsuitable for households who have been placed in such accommodation as well as financially costly to the Council. The number of households presenting as homeless and therefore requiring accommodation is increasing year on year meaning an alternative option is needed urgently.
- 6.2 During the period of Covid19 the use of B&B and homeless presentations has increased significantly. On average the team have seen an increase of 156% in presentations of homeless households with B&B placements up by 150%. Most of the placements are single households who will struggle to move on due to a lack of 1 bed properties in county. Both homeless today and triage cases have been steadily increasing throughout the pandemic and are not showing any signs of lessening. This is all whilst evictions are on hold, meaning an increase in families presenting in September 2020 is highly likely due to an increase in rent arrears following a loss of job and reliance on benefits.
- 6.3 Sadly, the social isolation and lack of support networks caused by placements in B&B's can often damage the chances of a successful stay and the opportunity to demonstrate to future landlords that a tenancy is possible. This often means a client is not deemed to be tenant ready and therefore skipped for a permanent offer, leaving them to remain in B&B which is a costly expense for the Council. As some B&B placements are out of county this results in increased support worker costs with longer travel times and also limits the time available to support and assist in accessing other more permanent forms of housing. For more detail on the level of homelessness within Shropshire please note the data in Appendix 1 of this report.

- 6.4 Utilising S106 contributions and working with external partners will allow the Council to acquire more suitable accommodation for any clients who require temporary accommodation. An increase in the number of units owned by and in the control of the Council will give clients who are homeless a more settled future as they will be able to remain in the accommodation until more permanent, accessible accommodation can be secured for them which would result in cost savings for the Council.
- 6.5 Shropshire Core Strategy (Adopted 2011) Policy CS11 required all open market development to contribute to the provision of affordable housing through either on-site delivery of affordable housing or by way of a financial contribution and sometimes a mixture of the two, which are secured through a S106 Agreement. These are generally referred to as S106 contributions and are required to be spent on affordable or supported housing within the Council's area. The spend criteria and affordable housing definitions are embodied in the Council's Type and Affordability of Housing Supplementary Planning Document which can be found at Appendix 3 (the SPD).
- 6.6 The Council's Constitution already grants delegation to the Director of Place and Enterprise to approve the release of contribution money and the SPD identifies how the contributions can be spent. This report is not seeking to change this, but to advise members of the way in which some of the S.106 contributions are proposed to be spent going forward.
- 6.7 The SPD identifies how the contributions can be spent. Paragraph 4.21 identifies that 'the financial contributions for off-site affordable housing will be pooled to be spent on facilitating the delivery of additional affordable housing and/or supported housing in Shropshire'. It is proposed to use S106 contributions to secure housing for rented tenures recognised by the Council in the SPD, for use solely by households whose housing needs are not being met by the market, due to affordability of the household and availability. The acquired dwellings would remain as affordable housing in perpetuity. The property/ies being acquired would be used for the immediate occupation for those in urgent need of temporary accommodation.
- 6.8 Under the Council's Constitution and Scheme of Delegation the S106 contributions have already been used to support a range of affordable housing schemes throughout the County that have been developed by Registered Providers and Housing Trusts and this report does not seek to change this. S106 contributions have been used in conjunction with the Registered Provider's own funds and Homes England grants as a 'top up' fund which will continue to be the preferred option.
- 6.9 The S106 contributions have not previously been used to support the acquisition of affordable housing for retention by the Council. However, due to the increased numbers of those requiring temporary accommodation and therefore the increase in cost to the Council in providing the accommodation it has prompted the Council to look at other options available to it.

- 6.10 There has been an escalation of demand for temporary accommodation and general needs affordable housing and there is no evidence to suggest that this need is diminishing, especially given the current Covid19 crisis. There is a geographical cascade for spending S106 contributions, which starts with the Parish of the development that generated the contribution, this progresses to the Place Plan area and then extends to the County. The S106 contributions are required to be allocated or spent within 10 years of receipt. This report does not seek to change this cascade process.
- 6.11 The options currently used by the Council to provide temporary accommodation are set out below:
- Partnership working with local housing associations, utilising S.106 contributions to increase the supply of affordable units and property being managed by social landlords;
 - Leasing units from private investors thereby having full nomination rights to the building. Housing claim the Housing Benefit for each client (as long as eligible) as they are placed, with the owners receiving guaranteed rent.
- 6.12 The aim is to bring in a 3rd option allowing purchase from the Open Market using S106 contributions with properties being managed by the temporary accommodation team.
- 6.13 There is an urgent need to secure accommodation for residents who have more challenging housing requirements. The Council is ideally placed to respond to this challenge by controlling and managing in house, alternative housing options, via the temporary accommodation team. It is intended to secure appropriate property through the market and partnership working with local social landlords.

7. Additional Information – Key Aims of Work Programme:

- Reduce the use of B&B placements to emergency use only. Therefore, minimising the cost to the Council through subsidy loss to Housing Benefit.
- Provide more suitable accommodation for those who present as homeless and have need for accessible accommodation.
- Increase the temporary accommodation portfolio.

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

Cabinet Member (Portfolio Holders)

Cllr. Robert Macey – Portfolio Holder for Housing and Strategic Planning

Local Members

Appendices

Appendix 1 – Growth of Homelessness Placements in Shropshire

Appendix 2 – Shropshire Council Equality & Social Inclusion Impact Assessment (ESIIA)

Appendix 3 – Adopted Type and Affordability of Housing SPD 2012

Appendix 1 – Growth of Homelessness Placements in Shropshire

Spending on temporary accommodation by Shropshire Council has significantly increased over the past 8 years, in the main due to an increase in placements where Shropshire Council relies on B&B accommodation. Note – Table A below.

Table A:

Date (snapshot)	Total households (persons) placed in temporary accommodation	Of which – Number of households placed in B&B
31.03.2010	73 (148)	2
31.03.2011	75 (166)	11
31.03.2012	78 (191)	9
31.03.2013	61 (120)	9
31.03.2014	62 (116)	11
31.03.2015	79 (173)	20
31.03.2016	84 (155)	38
31.03.2017	90 (163)	28
31.03.2018	131 (241)	48
31.03.2019	167 (315)	68
31.03.2020	236 (383)	133

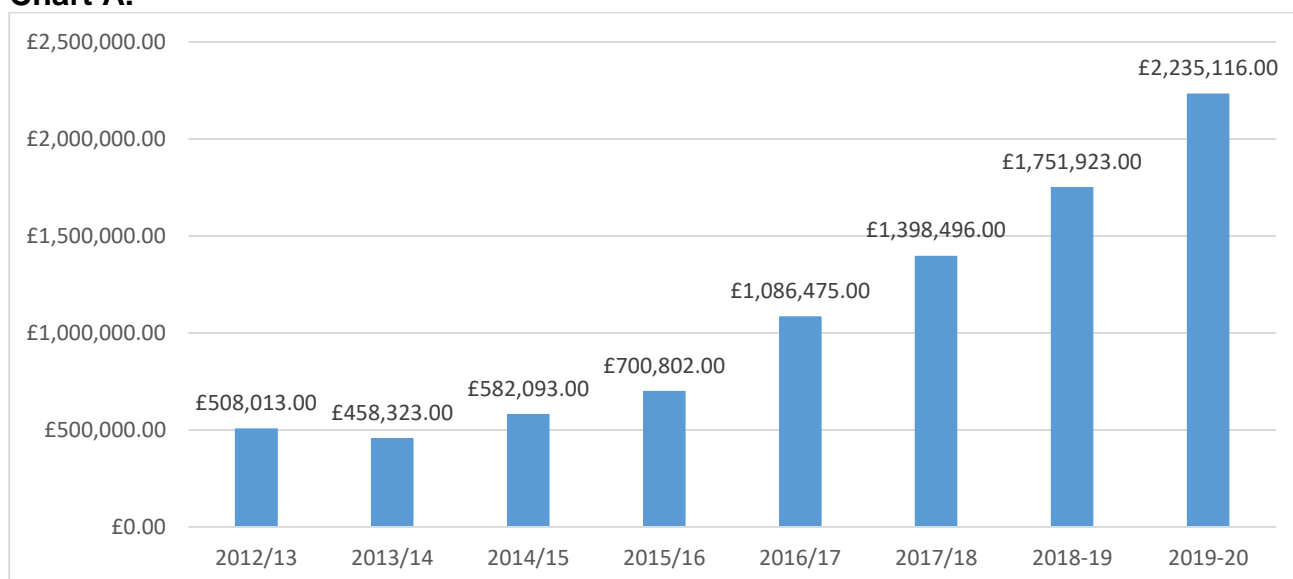
As the numbers being placed increases, so does the cost to provide temporary accommodation. As Bed and Breakfast is the most expensive form of temporary housing the Council can provide, the increase in numbers of households means a direct increase in the amount spent on provision. Note – Table B and C and Chart A below.

Table B:

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018-19
Temp	347,439	303,038	307,421	306,274	479,976	687,789	940,224
B&B	160,574	155,285	274,672	394,528	606,499	710,707	811,699
Total	508,013	458,323	582,093	700,802	1,086,475	1,398,496	1,751,923

Table C:

	2019-20
Temp	£851,227
B&B	£1,383,889
Total	£2,235,116

Chart A:

Although the cost of providing temporary accommodation has significantly increased, the increased cost to the Council is primarily due to the loss of subsidy due to the increased use of B&B accommodation. Over the past 6 years, the amount of money lost through subsidy has more than quadrupled.

As of 01.04.2020, for the financial year 2019/20, the loss of subsidy to Shropshire Council using B&B and temporary accommodation was £949,064. Note – Table D below.

Table D:

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
B&B	£151,491.00	£216,114.00	£332,687.00	£351,853.00	£460,705.00	£778,747.00
Self-contained	£28,562.00	£38,036.00	£46,383.00	£86,850.00	£123,527.00	£170,317.00
Total loss	£180,053.00	£254,150.00	£379,070.00	£438,703.00	£584,232.00	£949,064.00

Covid19 has sought to demonstrate the negative impact a B&B placement will have on an individual. Providing a roof is not enough and the project run from The Prince Rupert over the past 10 weeks demonstrates the need for ongoing support and assistance for all. Recent announcements from the government during the daily briefing on 31st May 2020 supports this, with an increased budget to provide more supported housing for those requiring temporary accommodation. Continuing to place individuals into B&B accommodation only exacerbates their stressful situation and their lack of stability. It places increased unnecessary financial pressure on the Council as well as extra workload on the Housing Service.

Appendix 2 – Shropshire Council Equality & Social Inclusion Impact Assessment (ESIIA)

Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA) Part One Screening Record

A. Summary Sheet on Accountability and Actions

Name of proposed service change

Please use this box for the full formal name of the proposed service change, whether it is a policy, a procedure, a function, a project, an update of a strategy, etc. The term “service change” is used in this form as shorthand for whatever form the changes may take.

Sustainable temporary housing solutions in Shropshire

Name of lead officer carrying out the screening

Laura Fisher – Service Manager, Housing

Decision, review and monitoring

Decision	Yes	No
Part One ESIIA Only?	✓	
Proceed to Part Two Full Report?		✓

If completion of a Part One assessment is an appropriate and proportionate action at this stage, please use the boxes below and sign off as indicated. If a Part Two report is required, please move on to separate full report stage.

Actions to mitigate negative impact or enhance positive impact of the service change in terms of equality and social inclusion considerations

Additional self-contained temporary accommodation in Shropshire will be positive for all client groups requiring housing assistance. Currently we have to utilise B&B placements which have minimal access to cooking facilities and can be out of county and away from support networks. A self-contained unit, in County, will give clients who are already homeless a more settled future as they will be able to remain in the accommodation until more permanent, accessible accommodation can be secured for them.

Having wheelchair accessible rooms within units, will enable us to better accommodate those with disabilities as we will no longer have to rely on hotels with accessible rooms. As each hotel only has limited numbers of accessible rooms they are often booked out when we require them meaning placements are outside of the County. We cannot book out indefinitely due to the cost this would incur when there is a void period.

The impacts are therefore anticipated to be medium positive for the groupings of Disability and Social Inclusion, and low to medium positive across all groupings.

There is potential to further enhance the positive impact of this change, if data is collected on actual usage by people within groupings, including those for whom the opportunity to cook for themselves will better fit with their cultural and other dietary needs, and in so doing also provide benefits for their mental health and well-being.

Actions to review and monitor the impact of the service change in terms of equality and social inclusion considerations

Housing are keen to develop a number of schemes in the County to better provide suitable accommodation for those in emergency housing need. In planning this we will analyse current housing need data as well as ensure local Member involvement.

We will closely monitor those clients who require temporary accommodation in terms of their age, disability, race, religion and other protected characteristics to aid the service area in further assessing positive impacts in equality and social inclusion terms. A further action will also be to work with The Food Poverty Alliance to collect data related to the use of cooking facilities by people in emergency housing need and whether these are cultural or not. We will also work with public health colleagues to look at the increased wellbeing brought about by being placed both in county and in accommodation where cooking facilities are available, rather than reliance on 'take out' food as an additional positive impact.

We will also continue to liaise with and share approaches with other local authorities, both those who are neighbouring us and so whom we have worked with in regard to sharing placements but particularly those with whom the Council shares commonalities in terms of geographical size and sparsity of the population, and similar challenges in regards of costs of service delivery to be balanced with environmental and social inclusion considerations.

Associated ESIIAs

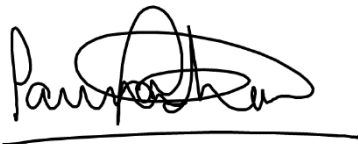

This is the first ESIIA being carried out in relation to this project. It links in with ESIIAs associated with Housing service area policy, such as for the Le Grande temporary accommodation property report prepared May 2019, and with ESIIAs carried out for the Local Plan Partial Review.

Actions to mitigate negative impact, enhance positive impact, and review and monitor overall impacts in terms of any other considerations including health and well being

The utilisation of more suitable temporary accommodation is aligned to the Council's strategic approach, specifically in relation to Shropshire Council's Corporate Plan priorities "More people with a suitable home" and "Sustainable places and communities."

Cabinet gave recent approval to the use of health impact assessments. This proposal provides an early opportunity for utilising the guidance that has been developed for use in this regard, in order to more fully capture the health and wellbeing benefits anticipated arising for households in moving from B&B to more suitable temporary accommodation, potentially nearer to support networks for these households.

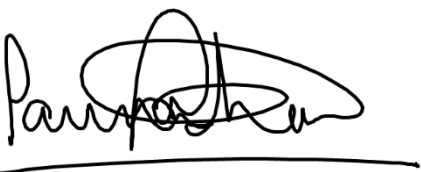
Scrutiny at Part One screening stage

People involved	Signatures	Date
Lead officer carrying out the screening		04.05.2020
Any internal support*		
Any external support** Mrs Lois Dale, Rurality and Equalities Specialist		27 th May 2020

**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
Lead officer's name		04.05.2020
Accountable officer's name*		

**This may either be the Head of Service or the lead officer*

B. Detailed Screening Assessment

Aims of the service change and description

Homelessness is an increasing national problem. In Shropshire we have seen the numbers of households in housing need increase meaning the number to whom we have a duty to accommodate also increase. It is important to note that the number of households placed in B&B (snapshot on 31st March each year) has risen from 2 in 2010 to 133 in 2020.

Since 2013/14 there has been an increase in costs of approx. £1m regarding the provision of temporary accommodation, in the main due to the council's reliance on B&B's. This is due to the majority of B&B costs being unclaimable by either Housing Services or Housing Benefit and so having to be funded from the Council's budgets rather than being repaid by central government. It is important we utilise different types of temporary accommodation where we can reclaim a larger percentage of the costs back.

As of 31.03.2020 there were the following households in temporary accommodation:

- Temporary Accommodation overall = 236
- Of which 133 were in B&B's
- Of which 2 were in accessible rooms

The Council is short of accommodation options for those who require temporary accommodation, especially those in need of an accessible room, the majority having to be accommodated in a hotel placements or in care home placements, all of which are costly to the Council.

A reduction in loss of subsidy to the Council presents an opportunity for the Council to not only save money, which may be then utilised in further assistance to our communities, but also be in a position to provide more appropriate housing for homeless households.

The aim is to reduce the number of placements into B&B accommodation.

Intended audiences and target groups for the service change

Stakeholders and people / groups who will have an interest in the outcome of this project include:

- Local Councillor(s)
- Parish Council(s)
- MHCLG (Ministry for Housing, Communities & Local Government) and other Government departments and agencies
- Households who are in housing need
- Local MPs

- Registered Housing Providers
- Local businesses
- Local employers
- Service providers
- Housing Developers
- Utilities companies
- Neighbouring local authorities

Evidence used for screening of the service change

- HomePoint data
- HCLIC statistical returns
- Right Home, Right Place data
- Housing Needs statistics and analysis
- Housing Strategy and Homeless & Rough Sleeping Strategies

Detailed charts with regard to the increase in homelessness are provided on the Cabinet report, together with a map to show the property location and illustrate the size and sparsity of the county and consequent issues arising for costs of service delivery

We will closely monitor those clients who require temporary accommodation in terms of their age, disability, race, religion and other protected characteristics to aid the service area in further assessing positive impacts in equality and social inclusion terms. A further action will also be to work with The Food Poverty Alliance to collect data related to the use of cooking facilities by people in emergency housing need and whether these are cultural or not. We will also work with public health colleagues to look at the increased wellbeing brought about by being placed both in county and in accommodation where cooking facilities are available, rather than reliance on 'take out' food as an additional positive impact.

We will also continue to liaise with and share approaches with other local authorities, both those who are neighbouring us and so whom we have worked with in regard to sharing placements but particularly those with whom the Council shares commonalities in terms of geographical size and sparsity of the population, and similar challenges in regards of costs of service delivery to be balanced with environmental and social inclusion considerations.

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

Discussions will be carried out with local Councillors and the portfolio holder for Housing and Strategic Planning along with relevant council teams / departments.

The service will ensure they work across the client groups to ensure feedback on the use of types of accommodation on client mental and physical wellbeing. This engagement will assist us when setting up similar projects elsewhere in the county and would enable equalities information to be collected and help to assess what we all hope will be really positive impacts.

We will also continue to share approaches with neighbouring LA's through the WMHOG (West Midlands Housing Officers Group)

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)			✓	

Identification of likely impact of the service change in terms of other considerations including health and well being

It is expected that any impact arising from this project will be positive for all households in housing need and will positively contribute to the strategic aims of the Council.

There are health and wellbeing benefits anticipated for homeless households in moving from B&B arrangements to more suitable temporary accommodation. This proposal provides an early opportunity for utilising the guidance that has been developed by Public Health colleagues with regard to impact upon health and wellbeing, in order to more fully capture these health and wellbeing benefits.

There may be a negative economic impact on in county and out of county hotels that we currently use as we reduce our use of them. That said, we are limited to the number of people we can place per establishments as often the households we are placing are not considered desirable by these organisations.

Appendix 3 – Adopted Type and Affordability of Housing SPD 2012

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Shropshire Local Development Framework

Type and Affordability of Housing Supplementary Planning Document (SPD)

Adopted 12th September 2012

Shropshire Council
Strategy Group
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

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1. Introduction

Introduction

- 1.1 This Supplementary Planning Document (SPD) supplements the Shropshire Core Strategy, adopted 24th February 2011. The Shropshire Core Strategy includes strategic objective 5:

“Provide for a mix of good quality, sustainable housing development of the right size, type, tenure and affordability to meet the housing needs and aspirations of all sections of the community, including provision for specialist needs and the elderly.”

- 1.2 The Type and Affordability of Housing SPD helps deliver this objective, supplementing the Shropshire Core Strategy, including policies CS1 Strategic Approach; CS4 Community Hubs and Community Clusters; CS5 Countryside and Green Belt; CS6 Sustainable Design and Development Principles; CS11 Type and Affordability of Housing; CS12 Gypsy and Traveller Provision; CS13 Economic Development, Enterprise and Employment and CS17 Environmental Networks. It also reflects paragraph 50 of the NPPF¹ which seeks to widen choice including for those people wishing to build their own home.

Policies and documents superseded

- 1.3 This Supplementary Planning Document supersedes the Type and Affordability of Housing SPD adopted by Shropshire Council on 16th March 2011.

Monitoring and Review

- 1.4 Monitoring of the delivery of affordable housing and specialist accommodation will take place as part of the *Annual Monitoring Report* (AMR). The AMR is published each December and will be available on the Council website under the Planning Policy pages.
- 1.5 The state of the housing market in Shropshire is also monitored through updates to the Local Housing Market Assessment, a Developer and Housing Market Review Panel and reviews of the Housing Strategy, available on the Council’s website under planning policy and housing respectively.
- 1.6 This SPD will be kept under review in light of all material information and guidance. A review may be triggered by national changes in policy, updated information on housing needs or issues raised by the public, private or third sector regarding the operation of the SPD.

¹ The National Planning Policy Framework published by Government March 2012

2. Type, mix and design of housing

Redressing Local Imbalances in the Housing Stock

- 2.1 It is the Council's aspiration that all developments contribute to a sustainable mix of dwelling types, sizes and tenures. The issue of tenure is considered in Chapter 4 of this SPD. With regard to the mix of types and sizes of homes, Core Strategy Policy CS11 seeks *"housing developments which help to balance the size, type and tenure of the local housing stock"*.
- 2.2 As part of pre-planning application discussions, the Council will advise developers on the acceptable mix of types and sizes of dwellings in any particular location, whether urban or rural. Overall the Council seeks to achieve mixed, balanced, inclusive and sustainable communities.
- 2.3 With this objective in mind, in the case of larger housing developments (10 plus houses in Shrewsbury, the market towns and other key centres and 5 plus houses in rural areas), the Council will generally seek to achieve a suitable mix of types and sizes of dwellings in the development. In particular it is normally important to include an adequate proportion of smaller dwellings as part of a development, particularly in rural areas where market forces tend to lead to the provision of larger dwellings at the expense of smaller dwellings. If this trend is unchecked it leads to the exclusion of less well-off people from rural villages and the countryside.
- 2.4 However, in any given case consideration will also be given to the local housing situation, as well as the proposed mix of housing types and sizes within an individual development. For example, in some areas the Council may consider there is a need for a development to provide a higher than usual number of smaller dwellings that are suitable as starter homes and/or homes for older people wishing to downsize, to make up for a shortage of such dwellings in the local area. This is most likely to be the case in rural areas.
- 2.5 In advising developers and in determining planning applications the Council will take into account evidence of imbalances in the existing housing stock and any other relevant factors, including the aspirations of local communities expressed through Parish, Town and Neighbourhood Plans. Whilst it is not the intention of the Council to restrict the occupation of general housing stock to specific groups, it is envisaged that addressing imbalances and increasing the delivery of affordable housing will assist in rectifying any identified issues in a particular area.

Addressing Specialist and Supported Housing Needs

- 2.6 Provision has to be made for the increasing number of elderly people in Shropshire and for other vulnerable groups who need either specialist accommodation or a setting where appropriate support can be provided. This provision may be made through the provision of new market housing (eg. for older people), adaptation to existing housing or through some form of

specialist provision, such as supported housing for adults with learning difficulties or other types of accommodation to enable people to live independently in their own homes.

- 2.7 Examples of types of specialist housing needs include the provision of accommodation suitable to meet the housing and support needs of people with learning difficulties; people with physical disabilities; people with mental health problems; people with substance misuse issues; people with acquired brain injuries; people who are ex-offenders; vulnerable young people and also older people who may require smaller and/or adapted accommodation to help maintain their independence for as long as possible.
- 2.8 To provide for specialist housing needs, there may be flexibility in the normal affordable contribution, where the development provides for a specific need in the locality that has been identified and evidenced to the satisfaction of the Council. Where the Local Planning Authority accepts the case for specialist housing provision in lieu of (or partly in lieu of) the affordable housing contribution, negotiations will be on a site-by-site basis, between the developer and the Council's Housing Enabling Officers. It will normally be assumed that these developments will fall within Use Class C3 (Dwelling Houses) rather than Use Class C2 (Residential Institutions).

Supporting Community-Led Affordable Housing in Shropshire

- 2.9 The Council is committed enabling the delivery of 'Community-Led' affordable housing projects which empower communities of all shapes and sizes to commission their own homes to meet local needs. We recognise that this is an ambition for some communities and have responded with an initiative to help Parish Councils to secure delivery of the homes that local people want and need in order to make their places more sustainable and resilient.
- 2.10 Community-Led affordable housing has many models of delivery – from general stewardship and oversight of dwellings financed and owned by a housing association or land trust, through to actual tenancy management and outright ownership of the asset. Regardless of the model adopted, it is important that the community is genuinely engaged with the project and over time can develop the capacity necessary to actively guide delivery matters such as: site assembly, timescales, funding, design, tenures, planning, local lettings policies and local standards for estate maintenance and management.

Supporting Self Build in Shropshire

- 2.11 The UK is way behind most other countries when it comes to the proportion of homes built via self build/ custom build. The need to look more closely at self build as a means of extending the range of intermediate affordable housing is as important in Shropshire as it is nationally and is now recognised in the National Housing Strategy 'Foundations for Growth' 2011 and the NPPF 2012. Shropshire Council will continue to explore ways of supporting self build, either individual bespoke properties or group projects, as part of

achieving mixed and balanced communities. More information is available via the new self build portal at www.selfbuildportal.org.uk .

Design of Residential Homes and Care Homes

- 2.12 Residential and care homes tend to either be purpose built newbuild or conversions / extensions of large older buildings to the new use.
- 2.13 Where such schemes are conversions / extensions of existing buildings the development should be capable of taking place so as to be sympathetic to the character and appearance of the existing building. Successive piecemeal additions should be avoided, particularly where they detract from the character and appearance of the building and location and they will be unacceptable where they do not leave a satisfactory level of parking, service areas and external amenity space for the occupants of the home.
- 2.14 Where entirely new residential and care homes are proposed these should be sympathetic to the character and appearance of the area and developments should have adequate surrounding amenity land and land for parking and servicing for the requirements of the home in the long term. Proposals submitted for planning permission should aim to provide for the long term needs of the site so as to avoid successive piecemeal built additions.
- 2.15 With newbuild, conversions and extensions to dwellings, the design, layout, parking, servicing and access should avoid detrimental impacts on neighbours, such as noise and disturbance, excessive traffic and overshadowing.

Amenity and Space Standards for New, Converted or Extended dwellings

- 2.16 Whilst there is a need to make efficient use of development land, it is also important to maintain acceptable living standards for the occupants of dwellings, in terms of the internal size of living accommodation and the provision of external private amenity space. Developments must not provide cramped accommodation and minimal outside amenity space. It is also important to ensure such developments do not have unacceptable consequences for neighbours, such as overshadowing or loss of privacy.
- 2.17 In assessing planning applications for residential developments, including multiple and single plots, extensions, subdivisions and conversions, the Council will therefore take account of the internal and external space provided, with a view to ensuring reasonable living space requirements for the occupants, as well as protecting the living conditions of neighbours who might be affected. Developments providing unacceptably cramped accommodation will be resisted. With regard to private open space / storage facilities, developments will normally at least provide for a satisfactory level of children's play (in the case of family accommodation), the external drying of washing, storage of tools and garden equipment, secure bicycle storage, water butts, waste, compost and recycling bins. All developments should provide acceptable facilities / conditions for the storage and collection of

waste and recycling (the Council publishes guidance for developers on waste and recycling storage and collection, in the Sustainable Design SPD).

- 2.18 In recent years, substantial building has taken place nationally on domestic garden land and this has been controversial. While such development can be positive, in terms of making efficient use of land and avoiding building in the open countryside, building on garden land can also have negative impacts including creating a cramped living environment, increased overlooking and loss of privacy. The potential impact on character and appearance of neighbourhoods is of great significance together with the loss of private amenity space and habitats. In considering proposals for building on domestic gardens, the Council will give careful consideration to all of the relevant factors on a case by case basis, ensuring that proposals provide satisfactory residential amenity for both existing and new dwellings.
- 2.19 In rural areas where new dwellings are permitted, consideration will be given to removing permitted development rights where it is considered that this is important to reduce the visual impact of building or to preserve the stock of smaller rural dwellings. Removal of permitted development rights will be in accordance with Government guidance.

House Extensions and Replacement Dwellings in the Countryside

- 2.20 As noted above, the size of dwellings in the countryside can be of concern, as the market trend is towards providing larger and more expensive dwellings and this tends to exclude the less well-off, including those who need to live and work in rural areas. Whilst this problem can be partly addressed through providing affordable rural dwellings, it is also important to maintain and provide an appropriate stock of smaller, lower cost, market dwellings.
- 2.21 With these objectives in mind, the Council is concerned to control both the size of any replacement dwellings in the countryside and the size of extensions to houses in the countryside, as these can otherwise create larger and larger dwellings. In addition there are other considerations which require the size of dwellings in the countryside to be controlled, namely the visual impact of large buildings in rural areas and the need to ensure the development is sympathetic to the character and appearance of the original building.
- 2.22 In the first instance, rural replacement dwellings outside of settlements will only be permitted provided that the existing building has established and continuing residential use rights and has not been abandoned.
- 2.23 In the case of proposals for replacement rural dwellings and extensions to existing dwellings in rural areas, which are important for self-builders, development must meet Core Strategy policies CS6 and CS17. Regard will also be had to paragraph 89 of the NPPF which refers to redundant buildings in the Green Belt, and to the following:-

- The visual impact of the replacement dwelling or existing dwelling plus extension on the surroundings and the need to respect the local character of the area, taking account of bulk, scale, height and external appearance of the resultant dwelling.
- A requirement to be sympathetic to the size, mass, character and appearance of the original building. A replacement dwelling should ordinarily be sited in the same position as the original dwelling.
- The existing balance of housing types and tenures in the local area, and the need to maintain a supply of smaller and less expensive properties in the local area that are suitable for the needs of many newly-forming households.

2.24 Permitted development rights will generally be removed from replacement dwellings in rural areas. In general, multiple successive extensions to dwellings should normally be avoided as this tends to lead to the creation of excessively large properties, where the extensions are often unsympathetic to the character and appearance of the original dwelling or the surrounding area.

Sub-divisions in the Countryside

2.25 Core Strategy Policy CS5 controls the countryside and Green Belt from inappropriate development whilst allowing, “development proposals on appropriate sites which maintain and enhance countryside vitality and character...where they improve the sustainability of rural communities by bringing local economic and community benefits”. Sub-divisions of existing residential properties can improve sustainability by helping rebalance the housing stock, particularly in the countryside where there can be a shortage of smaller dwellings (also see paragraphs 2.1 to 2.5 above).

2.26 Sub-divisions also enable rural communities to be adaptable and more resilient to changing economic and demographic needs. In rural areas there are fewer properties available and this can make it difficult for residents to find suitable property in their local area to accommodate their changing needs. For example if they wish to downsize, and/or accommodate the needs of other family members, sub-division is an option that avoids them having to leave the local community and its social support network. Such sub-divisions may be eligible for a nil or reduced affordable housing contribution, either as some form of “low cost home ownership” (see paragraph 4.24) or on the grounds of meeting specialist housing needs (paragraph 2.8), where they enable a current resident to meet their needs without leaving their home community.

Residential Conversions of Buildings in the Countryside

2.27 Core Strategy Policy CS5 sets out the basis for the control of development in the countryside and makes provision for the conversion of suitable rural buildings for employment, residential and other appropriate uses such as

community or heritage facilities. Priority is given to conversions for economic type uses and residential conversions to provide affordable housing to meet a local need (including agricultural workers' dwellings).

2.28 The emphasis of Policy CS5 is on improving the sustainability and resilience of rural communities. There is recognition of the need to manage the nature of development through providing criteria to achieve a quality of development which protects the character and setting of the buildings and the countryside which takes into account environmental considerations. There are specific links between Policies CS5, CS6 and CS17 and additional criteria on sustainability requirements are given as part of Policy CS6 and the Sustainable Design SPD. In order to take into account the importance of such buildings as landscape and heritage assets, the approach to conversions will be informed by evidence such as the Shropshire Farmstead Project. Conversion design guidance, such as that produced by English Heritage, will also inform the approach to considering applications.

2.29 Core Strategy Policy CS5 allows conversion of existing buildings that are considered a "heritage asset" into open market dwellings. "Heritage assets" normally:

- pre-date 1950;
- comprise traditional materials and building methods;
- are of permanent and substantial construction;
- are of local significance and add value to the landscape

2.30 In the Green Belt the re-use of buildings is not inappropriate provided that the building is of a permanent and substantial construction. It would also be expected that buildings to be converted are of a design and form which have merit either as heritage, architectural or landscape features. Where a market residential conversion is proposed either for speculative sale or for self build / custom build purposes, there is a particular emphasis on the need to satisfy high sustainability requirements and to ensure that the heritage asset is respected. Contributions to affordable housing are also expected, except in the case of listed buildings (as set out in Core Strategy Policy CS11).

3. Farm Workers' and Other Occupational Dwellings in Rural Areas, and Conversion of Holiday Lets

Introduction

- 3.1 It is recognised that agricultural, forestry and other occupations associated with rural-based enterprises sometimes require one or more workers to live on or near the site. Inevitably farms and rural enterprises change over time and the need for a tied dwelling may cease and the status of the dwelling then needs to be reviewed. Applications for the building of new rural occupational dwellings need careful assessment in order to prevent abuse of the planning system. The system of granting occupational dwellings and, when required, considering the removal of occupational conditions, must be fair and based on an accurate assessment of the needs of the enterprise.

Business Case Requirements

- 3.2 The National Planning Policy Framework indicates that new isolated occupational dwellings in the countryside should be avoided unless there is an “essential need for a rural worker to live permanently at or near their place of work in the countryside” (paragraph 55, NPPF). Applicants will be required to demonstrate that a dwelling at the business is essential by showing a functional need for the occupier to be present at the business for the majority of the time (“time” being 24 hours a day, 7 days a week). Consideration may be given to business cases which support farmers with a family connection seeking to retire on the farm, if an advantage to the business continuity can be proven and the property is treated on a similar footing to an affordable dwelling.
- 3.3 Strategic Objective 7 of the Core Strategy aims to support rural enterprise and diversification of the rural economy. In accordance with this objective, where a business case is shown, the Council will support applications for temporary dwellings. This accords with Policy CS13 of the Core Strategy (Economic Development, Enterprise and Employment). At the end of the temporary period a reassessment of the functional need would be required.

Rural Occupancy Restrictions

- 3.4 In accordance with Core Strategy Policy CS5, which treats occupational dwellings as part of the pool of affordable housing to meet local needs, and in alignment with the NPPF's requirement for local planning authorities to be, “responsive to local circumstances and plan housing development to reflect local needs, particularly for affordable housing” (NPPF paragraph 54), our starting position is that new occupational dwellings will also be secured from the start by a section 106 agreement for affordable housing, to make them more flexible than in the past.

- 3.5 In some situations where there are also other dwellings associated with the farm / business unit it may be appropriate to require a legal agreement which also ties these other dwellings to the unit and / or imposes occupancy conditions on them. This is justified so as to prevent situations arising where an existing unrestricted farm dwelling is sold-off on the open market when the new occupational dwelling is built.
- 3.6 Permission will not normally be granted if other suitable buildings or dwellings on the site have been sold off in the last 3 years or if the need could be accommodated by existing buildings, dwellings on site or by suitable and available affordable dwellings nearby.

Size of Permitted Occupational Dwellings

- 3.7 In locations where market housing is not normally permitted, occupational dwellings are justified on their functional need. Should the need disappear, they will default to become rural affordable housing. It is accepted that, for example, there may be a need for a farm office or wet room as part of the development, and this will be taken into account. As a starting point it is proposed that rural occupational dwellings should aim for a maximum gross internal floorspace of 100 sq m, for consistency with the maximum size allowed for single plot affordable housing exception sites and as a reasonable figure given that 100 sqm is considered by the Homes and Communities Agency to be the size of property needed to meet the needs of 6 persons, and is larger than the national average for new dwellings of 76 sqm². For dwellings that will be the principal dwelling for a rural enterprise an appropriately larger dwelling may be acceptable. Applicants will need to make the case for a larger amount of floorspace on a case by case basis. Similarly any outbuildings will need to be justified and permitted development rights for the dwelling will normally be taken away, as is the case for exception site dwellings.
- 3.8 Given the importance of the Shropshire landscape, and particularly in the Shropshire Hills Area of Outstanding Natural Beauty, dwellings will need to be built to a high design standard and incorporate appropriate materials and landscaping, to make a positive contribution to their rural location. Good design “should contribute positively to making places better for people” (NPPF paragraph 56).

Lifting of Existing Occupancy Restriction Conditions

- 3.9 Applications will from time to time be made to remove occupancy conditions on a farm dwelling when an on-site farm worker is no longer needed. In such cases that pre-date the requirement for a default to affordable housing introduced in paragraph 3.4 above, the applicant will be required to demonstrate that the condition is no longer appropriate, by demonstrating there is no functional need either from the original rural enterprise, or from other rural enterprises in the locality. To demonstrate the latter, applicants

² CABE (Commission for Architecture and the Built Environment) Survey 2009

will be expected to appropriately market the property for let or sale at a price that reflects its occupancy condition for a period of at least 12 months; a lesser period may be considered in exceptional circumstances.

- 3.10 The removal of an occupancy condition effectively creates a new market dwelling. In accordance with Core Strategy policy CS11, an appropriate contribution will be required towards local needs affordable housing at the prevailing affordable housing target rate. The only exceptions allowed are listed in paragraph 4.24.
- 3.11 To ensure that such conversions satisfy Core Strategy Policy CS4, which requires market housing development in the rural area³ to deliver community benefits through the provision of affordable housing and infrastructure, and in light of the fact that the removal of occupancy conditions is not accompanied by payment of the Community Infrastructure Levy, in calculating the contribution to affordable housing the *whole floorspace* will be applied in the calculation (ie. there is no cap of 100sqm for such properties). For example, removal of an occupancy condition on an agricultural workers' dwelling of 200sqm would make a financial contribution to affordable housing of 200sqm x prevailing % target rate x £900/sqm cost of construction.

Conversion of holiday lets into dwellings

- 3.12 Conversion of holiday lets to dwellings is subject to the buildings being of permanent construction and suitable for full time occupation having regard to current building regulation standards and environmental constraints. Temporary holiday units such as caravans or chalets etc would not normally be acceptable as permanent dwellings.
- 3.13 Core Strategy Policy CS5 allows conversion of existing buildings that are considered a "heritage asset" into open market dwellings. "Heritage assets" normally:
- pre-date 1950;
 - comprise traditional materials and building methods;
 - are of permanent and substantial construction;
 - are of local significance and add value to the landscape
- 3.14 If the buildings are of heritage value in terms of the character of the buildings and their contribution to the countryside, and provided high standards of sustainability are achieved, then removal of the occupancy conditions may be acceptable subject to payment of an affordable housing contribution in line with Policies CS5 and CS11, i.e. having regard to the current prevailing target rate, set annually using the Shropshire Viability Index. To ensure that such conversions satisfy Core Strategy Policy CS4, which requires market housing development in the rural area² to deliver community benefits through the provision of affordable housing and infrastructure, and in light of the fact that

³ NB. The third bullet point in Core Strategy Policy CS4 relates to the whole rural area, not just to development in Community Hubs and Clusters (see also Policy CS1).

conversions usually do not pay the Community Infrastructure Levy, the target rate will be applied to the *whole floorspace* (ie. there is no cap of 100sqm for such properties). For example, a 200sqm holiday let would make a financial contribution to affordable housing of 200sqm x prevailing % target rate x £900/sqm cost of construction.

- 3.15 Buildings that are not of particular heritage value may still be considered acceptable to conversion to use as dwellings (subject to access and other general design considerations) where they enter into a section 106 legal agreement to restrict their value in perpetuity as an affordable home. The definition of an affordable home will normally be the same as that of a single plot exception site (see paragraphs 5.32 – 5.35). However any of the definitions of affordable housing given in Appendix G would be acceptable in principle, including rented affordable housing.

4. Affordable housing on market housing developments

Introduction

- 4.1 The Core Strategy seeks to deliver 9,000 affordable homes over the plan period 2006-2026 (Policy CS1), equating to around a third of all new homes. Two primary means of achieving this are through developer contributions to affordable housing from open market developments (Chapter 4 of the SPD) and affordable housing 'exception' sites (Chapter 5). To help achieve more affordable homes, the threshold for developer contributions set in Policy CS11 is one dwelling. In other words, *all* new open market housing will make a contribution to meeting affordable housing needs in Shropshire.
- 4.2 Core Strategy Policy CS11 requires “appropriate contributions to the provision of local needs affordable housing having regard to the current prevailing target rate, set using the Shropshire Viability Index.” “All new open market housing” includes any additional dwellings created by conversions and subdivisions, and includes the residential aspect of live-work units. The number of new market dwellings is *net* of any demolitions of existing dwellings (providing their use as dwellings has not been abandoned).

The current prevailing target rate

- 4.3 To provide a balance between flexibility and certainty, the current prevailing target rate for affordable housing is set for a period of twelve months at a time through the process set out in Appendix A. The prevailing target rate is reassessed annually in December each year, for the following financial year (1st April – 31st March). The rate is published on the Council’s website at www.shropshire.gov.uk/planningpolicy, based on the template at Appendix B.
- 4.4 The annual assessment allows the prevailing target rate to reflect changes to house prices, cost of construction, and alternative land use value, thereby accurately reflecting economic viability in Shropshire at any point in time, facilitating the processing of planning applications, and reducing the scope for disputes and appeals.
- 4.5 The year’s target rate will take effect on 1st April, for all planning applications submitted on and after that date. “Submission” means the date at which the application *and* all accompanying matters that are necessary to validate the planning application are received in full by the Council.
- 4.6 For outline permissions, the affordable housing contribution for each phase will be specified in the section 106 legal agreement as a formula which applies the affordable housing target rate that is prevailing at the time that the reserved matters for each phase is submitted.

- 4.7 The Index provides some certainty for developers so that they can plan ahead, factoring in the effect that changes in the market will have on the housing target rate in future years. Developments at pre-application stage will have some indication of the likely future target by tracking the three indices and applying the appropriate values to the dynamic viability index published on the Council's website.
- 4.8 The SHLAA Developer Panel at the autumn Housing Market Assessment Review Panel meeting (usually November) will have the opportunity to discuss the latest published house price index (HPI), the construction cost index (BCIS) and agricultural land value (the alternative use value). Using the dynamic viability index on the Council's website, it will be apparent what the affordable housing target rate is likely to be in the year ahead. This will input into the Panel's wider discussions about the state of the housing market and its implications.

Affordable housing contributions

- 4.9 Core Strategy Policy CS11 requires that:

“all new open market housing development makes appropriate contributions to the provision of local needs affordable housing having regard to the current prevailing target rate, set using the Shropshire Viability Index”.

- 4.10 As permitted by Policy CS11, it may be appropriate for some small developments to make a financial contribution in lieu of on-site provision, unless the developers prefer to provide the contribution on site.
- 4.11 Financial contributions will be normal where the amount of affordable housing required is less than one dwelling, unless the developer prefers to provide a whole unit on site instead. For example, at a prevailing target rate of 13% (the 2012/13 rate) a site of 7 dwellings would have an affordable housing requirement of 0.91 dwelling. The calculation for financial contributions differs according to whether it is a fraction of an affordable home and therefore cannot be provided on-site (paragraphs 4.14 – 4.18 below) or whether it is a financial contribution in lieu of a whole house (paragraph 4.20 below).
- 4.12 A standard section 106 legal agreement will be required for all residential developments, for on-site provision or financial contributions as appropriate. The section 106 legal agreement for financial contributions (Appendix D) is a non-negotiable, tried and tested standard agreement for which the Council makes a minimal charge. Financial contributions will be required to be paid as follows:

Number of dwellings in the development	Payment Periods for financial contributions to affordable housing
1	2 years from commencement, or 3 months after completion of the development, whichever is the sooner
2 +	1 year from commencement or on completion of the development, whichever is the sooner

4.13 Where on-site delivery is required, the affordable units should normally be integrated with the market homes on the development in accordance with provision of paragraph 4.41 of this Supplementary Planning Document.

Financial contributions for fractions of an affordable dwelling

4.14 The affordable housing target rate will seldom equal a round number of affordable properties. While a round number of affordable homes will be provided on-site, the balance will be provided as a financial contribution. In the formula below, the on-site affordable housing contribution is denoted by A_{ah} and the off-site balance is denoted by B_{ah} .

4.15 For example, a development of 14 homes with a 13% affordable housing contribution requires 1.82 affordable houses. The on-site contribution, $A_{ah} = 1$ while the off-site balance $B_{ah} = 0.82$. Similarly a development of 1 home with a 13% affordable housing contribution requires 0.13 of an affordable home as a financial contribution ($B_{ah} = 0.13$).

4.16 The total amount of affordable housing required is:

$$\text{Total affordable housing (on-site } A_{ah} + \text{off-site } B_{ah}) = \text{net no. new dwellings} \times \text{affordable housing target rate}$$

4.17 Of this total, the on-site contribution is calculated using the following formula:

$$\text{on site } A_{ah} = \text{net no. new dwellings} \times \text{affordable housing target rate, rounded down to the nearest whole number}$$

4.18 The amount to be provided as an off-site financial contribution (FC) is calculated using the following formula:

$$FC = B_{ah} \times F \times C$$

Where

B_{ah} = Balance of the affordable housing remaining after the on-site contribution has been calculated

F = The average internal floorspace⁴ of the proposed units, **OR** 100 square metres (whichever is the lower) provided the unit is not currently subject to an occupancy condition⁵

C = £900 per square metre (being the standardised cost of construction at Code Level 3 standards, regardless of the actual development cost, which will vary from site to site)

Worked examples of contributions for fractions of an affordable dwelling

NB. The examples below use the 2011/12 prevailing target rate of 13%. Rates for future years can be found on the Council's website at www.shropshire.gov.uk/planningpolicy.

Example 1

On a development of 14 dwellings totalling 1260m² floorspace, at a target rate of 13%:

Total affordable housing ($A_{ah} + B_{ah}$) = $14 \times 13\% = 1.82$ affordable homes
ie. 1 affordable home on-site (A_{ah}) and 0.82 affordable home off-site (B_{ah})
The financial contribution (FC) for the balance (B_{ah}) is calculated as follows:

$F = 1260\text{sqm} / 14 \text{ units} = 90\text{sqm}$ average floorspace

$C = £900$ per sqm

$$\begin{aligned} FC &= B_{ah} \times F \times C \\ &= 0.82 \times 90\text{sqm} \times £900/\text{sqm} \\ &= £66,420 \end{aligned}$$

Alternatively, the developer may choose to over-provide by delivering 2 affordable homes on-site, if he wishes to do so.

⁴ In the case of live-work units or other mixed use schemes, only the residential floorspace is applied.

⁵ In the case of applications to remove an occupancy condition (eg. conversion of a holiday let or agricultural worker's dwelling to an open market dwelling) the actual floorspace will be applied with no upper cap. NB. Such applications to create a new market dwelling generally do not also have to pay the Community Infrastructure Levy as no new build is involved.

Example 2

On a development of one dwelling of 120 square metres floorspace, at a target rate of 13%, the off-site contribution would be:

Total affordable housing ($A_{ah} + B_{ah}$) = 1 x 13% = 0.13 affordable homes

A_{ah} = 0 affordable homes on-site

B_{ah} = 0.13 affordable homes off-site

F = 120sqm / 1 units = 120sqm - **but** 100sqm maximum applies

C = £900 per sqm

$$\begin{aligned} FC &= B_{ah} \times F \times C \\ &= 0.13 \times 100\text{sqm} \times £900/\text{sqm} \\ &= £11,700 \end{aligned}$$

Other options

- 4.19 Instead of making a direct financial contribution, developers could choose to 'over-provide' affordable housing on-site and mitigate their position through sale of the dwelling(s) to a housing association. In example 1 above, the developer could choose to 'over-provide' by building 2 affordable homes on site, thus removing the need for any financial contribution. Where a single affordable dwelling is being created through planning-gain it should initially be assumed that the tenure of this will be rental. Developers should discuss on-site provision with the Housing Enabling Officers (see paragraphs 4.34-4.50 below).

Financial contributions for whole affordable units in lieu of on-site provision

- 4.20 Where the affordable housing contribution involves whole dwellings, they will normally be provided on-site. On rare occasions where it is agreed with the Housing Enabling Officers, provision may exceptionally be made off-site. In these circumstances the calculation of the off-site financial contribution (FC) will be based on the full cost of provision of affordable housing elsewhere, including land acquisition, in accordance with the following formula :-

$$FC = A \times F \times C$$

Where :-

A = The number of new dwellings multiplied by the affordable housing target % rate from dynamic viability, (expressed as a decimal)

F = The average gross internal floorspace of the proposed units, **OR** 100 square metres (whichever is the lower)

C = £1,155 per square metre (being the average typical cost of provision of an affordable unit at Code Level 3 standards, plus the cost of infrastructure, services, professional & enabling fees, and land purchase)

Worked example of whole dwelling contribution where provided off-site

For example, for a site of 8 dwellings (averaging 130 square metres internally) with the 2011/12 prevailing rate of 13%:-

Total affordable housing = 8 new dwellings x 0.13
= 1.04 affordable homes

A = 1 unit

B_{ah} = 0.4 units (to be provided using the calculation in paragraph 4.18 above)

F = 100sqm (the maximum that can apply)

C = £1,155 per square metre

FC = A x F x C

FC = 1 x 100sqm x £1,155/sqm = £115,500

Use of financial contributions for off-site provision

- 4.21 The financial contributions for off-site affordable housing will be pooled to be spent on facilitating the delivery of additional affordable and/or supported housing in Shropshire. Generally this will be additional housing in the local area (defined as the parish) but this may be widened over time (see below), to ensure housing is delivered and prevent the unused contribution having to be returned to the developer.
- 4.22 Where it appears to the Housing Enabling Officer that there is no realistic prospect of delivering affordable housing in the parish within one year, the financial contributions may be pooled with other settlements in the Place Plan area and spent within their combined area. If again there is no realistic prospect of delivery arising from the financial contribution within a further four years (five years in total), then the contribution concerned may be spent elsewhere in Shropshire. This helps to ensure that the contribution has every opportunity to deliver local needs affordable housing and not be returned to the developer if not spent within the specified period (normally ten years) stipulated in the relevant section 106 agreement.
- 4.23 The priorities and specific schemes to be funded through financial contributions for affordable housing are managed in partnership with Town and Parish Councils through the Place Plan process. This process enables Town and Parish Councils to engage in the decision-making process, with the administration and financial responsibility for the use of s106 contributions borne by Shropshire Council. Administration of the delivery of affordable housing from developer contributions will be part-funded by those contributions. The Council will keep the proportion under review to ensure that it remains appropriate.

Exemptions

4.24 All new open market housing is required by Core Strategy Policy CS11 to make appropriate contributions to the provision of local needs affordable housing. The following are exempt from the definition of “new open market housing” for the purpose of making affordable housing contributions:

- Replacement dwellings and formally constituted residential annexes (ie. where there is no net increase in the number of dwellings).
- Use Class C2 (Residential Institutions) developments.
- Conversions of listed buildings⁶, as exempted by Core Strategy Policy CS11.
- Non-market housing, including affordable rented housing, low cost home ownership (as defined within this SPD); specialist non-market supported housing schemes for vulnerable groups and Almshouses.
- Farm workers’ dwellings that have a legal agreement that they will default to affordable housing if no longer required for the agricultural business.
- Other accommodation that is limited in its occupation by a planning condition or legal agreement, and is therefore not fully open market housing, including military accommodation and Service Family Accommodation properties; nurses accommodation; estate workers’ dwellings; designated accommodation for Clergy and other tied housing (excluding live-work units). Removal of such a condition or legal agreement will trigger payment of the appropriate affordable housing contribution as a new market property.

Exceptional cases where development is not viable

4.25 The Council accepts that within Shropshire, there will be some areas and some types of development where the financial viability may be marginal. In these cases, compromise may be necessary over the affordable housing contribution in order to deliver new homes for the benefit of the local community, or other benefits such as the provision of low cost market housing or employment premises. Any such compromise must result in a stalled development either commencing or continuing towards completion. Advice should be sought from the Housing Enabling Officer before formal planning proposals, revisions or requests for variations are submitted.

⁶ Including ‘curtilage listed buildings’, namely buildings that lie within the curtilage of a listed building, and are thereby part of the listing as defined in Chapter 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

- 4.26 The conversion or sub-division of existing buildings already in the ownership of the applicant may in some instances also warrant consideration in recognition of reduced viability. This applies where specific build costs and differing VAT regulations result in additional development costs not normally experienced by equivalent new build projects. In such cases a reduction in the affordable housing contribution may be appropriate.
- 4.27 Where a development can demonstrate to the satisfaction of the Housing Enabling Officer that it is not viable at the level of contribution required, negotiations will determine what would be a viable contribution. An open book accounting approach will be used to assess the financial aspects of the development including land acquisition costs, finance costs, 'abnormal' development costs, professional fees, prevailing market conditions and level of risk. The Council will assume that the actual land price paid by the developer fully reflected market conditions *and* all of the planning policy obligations applicable to the site at the date of that purchase (or at the date of entering into a legally binding option agreement). The template used by the Council as a starting point for discussions on viability is available at Appendix C.
- 4.28 Small schemes will normally be assessed in-house by Shropshire Council, while large or complex schemes, or schemes where the developer wishes to have independent scrutiny, may be referred (at the developer's cost) to the District Valuer Service or other independent assessor. Large developments with phased reserved matters should expect to be assessed for viability at each phase.
- 4.29 The open book accounting approach will expect land prices to reflect current market conditions, current alternative land use value and current policy requirements. This also includes any specific design costs, for example the cost of preserving heritage assets.
- 4.30 The financial difficulties of a scheme do not automatically trigger a reduction in the affordable housing contribution, as assessing economic viability is only one part of the process. There are also wider contextual issues for the Council to consider when reaching a conclusion about whether a scheme should be enabled to proceed at a lower level of affordable housing provision. The Council will make an overall judgment taking into account not only development viability, but also the strategic importance of the scheme in terms of :-
- Current levels of need for affordable housing in the local area;
 - The existing and likely future supply of affordable housing from other sites in the local area;
 - Consideration of specific representations received from the local Shropshire Council Member, Portfolio Holder for Economic Growth & Prosperity or Town / Parish Council;

- Any site-specific reasons to bring forward the development of a site where the provision of the affordable housing element is currently financially unviable – such as the appearance of the site and its impact on local residential and visual amenity.

- 4.31 Where a developer demonstrates to the satisfaction of the Council that a scheme is not currently viable at the affordable housing target rate **and** the Council determines that it is appropriate to negotiate a reduced contribution rate, the section 106 agreement may include an overage clause. This sets an agreed completion date for a further appraisal that will be based on achieved development values and actual development costs at that point in time. If a profit of over 20% Gross Development Value (GDV) is achieved by the development, the overage clause will normally require the surplus above this profit level to be recouped by the Council up to the remaining balance of the affordable housing contribution at the affordable housing target rate that was applicable at the time of the submission of the latest relevant application⁷.
- 4.32 It is important to note that this figure of 20% profit on GDV only applies when determining Overage. It should **not** be interpreted by developers as a general 'benchmark' figure to be used when presenting viability appraisals to the Council.
- 4.33 In cases where financial viability is demonstrably an issue, other developer contributions may be reduced instead of, or in addition to, reductions in the affordable housing contribution. In deciding what is the priority contribution (whether affordable housing or other infrastructure), the Council will have regard to the current LDF Implementation Plan. The LDF Implementation Plan reflects locally determined priorities as identified in the 18 Place Plans. These reflect community concerns, town, parish and neighbourhood plans, and investment available from other organisations. Where viability is an issue, the identified priorities for the local area will inform the Council's decision on which contributions take precedence.

Mix, type and layout of the affordable housing requirement

- 4.34 Within the affordable housing component, a 70%:30% split between rented housing (70%) and low cost home ownership (30%) will be the starting point for negotiations on the mix with the Housing Enabling Officer (unless there is evidence that a different local mix would be appropriate - see paragraph 4.36 below). It must also be assumed by all parties that the affordable housing is being delivered **without** public sector grant. Where a single affordable dwelling is being created through planning-gain it should initially be assumed that the tenure of this will be rental.
- 4.35 Detailed definitions relating to the specific types of affordable housing tenure acceptable to the Council are given in Appendix G of this Supplementary Planning Document.

For large sites, this will usually be the reserved matters application- see paragraph 4.6.

- 4.36 A suitable mix of tenures, house types and sizes will be required, informed by any local needs evidence, including Choice Based Lettings data; the Shropshire Local Housing Market Assessment, the Housing Strategy, Shropshire Tenure Strategy and any relevant parish needs survey. A duly prepared and adopted Town or Parish Plan, Neighbourhood Plan or Village Design Statement will also be considered as a material policy consideration.
- 4.37 Shropshire Council will expect prospective developers to seek clarification on the number, tenure, type and size of affordable housing required in the course of pre-application discussions with the Development Management case officer, in consultation with the Council's Housing Enabling Officer for the area. A schedule of the proposed affordable housing, showing the tenures, property type and size, and locations within the development, must be provided with the application.
- 4.38 As part of our enabling role, we encourage developers to construct affordable homes to gross internal floor areas which meet the minimum space standards used by the Homes and Communities Agency:
- 2 bedspace - 45 to 50 sq m (1 Bedroom)
 - 3 bedspace - 57 to 67 sq m (2 Bedroom)
 - 4 bedspace - 67 to 75 sq m (2 or 3 Bedroom)
 - 5 bedspace - 1 storey 75 to 85 sq m (3 Bedroom)
 - 5 bedspace - 2 storey 82 to 85 sq m (3 Bedroom)
 - 5 bedspace - 3 storey 85 to 95 sq m (3 or 4 Bedroom)
 - 6 bedspace - 1 storey 85 to 95 sq m (3 Bedroom)
 - 6 bedspace - 2 storey 95 to 100 sq m (3 or 4 Bedroom)
- 4.39 The appropriateness of affordable homes is not just determined by floor space, but also includes consideration of whether their layouts are acceptable. Layouts should show the relevant amount of furniture in each room, dependent upon the dwelling's intended number of residents, along with associated circulation spaces. The provision of larger affordable homes (eg 5+ bedroom) and bespoke 'supported housing' will be negotiated on a case by case basis subject to evidence of need.
- 4.40 For information regarding other non-mandatory best practice on the internal layout of affordable homes please refer to the National Housing Federation document *"Standards and Quality in Development: A good practice guide"*.
- 4.41 Affordable housing should be integrated with market properties in terms of their appearance, design, layout and siting within the development. For ease of management, small clusters of affordable homes, for example pragmatic groupings of up to six properties, may be acceptable provided that when viewed as a whole the development meets this requirement for integration. Additionally, the Council may also be guided on this matter by any specific factors or reasoning put forward by Registered Providers on a scheme by scheme basis.

Standard definitions of affordability

- 4.42 In responding to the overwhelming scale of housing need, Shropshire Council proposes a broad range of affordable housing options available to qualifying people in perpetuity. These provide residents with access to well designed, high quality and environmentally sustainable housing at affordable prices, regardless of property size and tenure.
- 4.43 In addition to traditional rented and shared ownership housing provided by the Council and Housing Associations, we also recognise the role of other providers and even self-help to deliver alternative affordable housing tenures that help to meet housing need in Shropshire (for more details regarding these tenures see Appendix G).
- 4.44 Affordable homes for outright ownership (100% freehold) fall into two categories - those within mixed developments that also include open market housing, and those on 'single plot' exception sites. In both cases, the future resale value of the property will be expressed in the section 106 agreement as a simple percentage of open market value to be safeguarded in perpetuity through the use of resale covenants.

Allocations of affordable housing on open market developments

- 4.45 All new affordable dwellings on open market developments will be conditioned to the effect that homes for rent shall be advertised through the Council's preferred Choice Based Letting scheme and allocated through the adopted Shropshire Allocation Policy and Scheme (in combination with any Local Lettings Plan, section 106 agreement, or alternative arrangements agreed in writing with the Council). This is to ensure that affordable homes for rent are allocated in accordance with the Shropshire Housing Allocation Policy whether or not they are managed by a Registered Provider.
- 4.46 All affordable homes for sale shall be advertised through the Council's preferred Choice Based Letting scheme (or through alternative arrangements agreed in writing with the Council) at the same time as any other sales and marketing is carried out in relation to the property or properties. This is to ensure that affordable homes for sale are marketed as widely as possibly whether or not they are managed by a Registered Provider.
- 4.47 Section 106 agreements will refer to the use of Local Lettings Plans that may be in operation (these being local variations allowed by the Shropshire Housing Allocation Policy) to overcome any risk of conflict between the section 106 agreement and the housing allocations process.

Section 106 agreement Heads of Terms

- 4.48 The section 106 Agreement will, as appropriate, cover the following Heads of Terms:

1. No more than x% of the market housing units shall be occupied before all the affordable units are fully completed and fit in every respect for occupation as affordable dwellings (appropriate percentage depending on the clustering of the affordable housing units and infrastructure costs).
 2. The affordable housing units shall be of the size, type, tenure and specific plot numbers that are specified in a schedule that has been agreed with the Council's Housing Enabling Officers. (Note that the definition of "affordable housing" will be consistent with the definitions in Appendix G.)
 3. The agreed Registered Provider shall, so far as is legally permissible, exclude any right to buy / right to acquire or any other such mechanism that results in the home being removed from the affordable housing stock.
 4. In relation to affordable housing for Shared Ownership – no greater than 80% ownership to be transferred to the buyer with the Registered Provider retaining the balance in perpetuity.
 5. In relation to low cost home ownership housing to purchase outright and non-Registered Provider affordable properties – restriction on the Title in favour of Shropshire Council to prevent resale unless the Council's written consent is given, (similar to that contained in the model section 106 agreement in Appendix D).
 6. Restrictions on tenure, cost, allocation and occupancy as well as provisions to prevent, so far as is possible (without making the property unmortgagable), such dwellings from becoming available for sale at full open market values.
- 4.49 The Council will monitor compliance with the section 106 agreement, and will work with Registered Providers and others to ensure that its provisions are adhered to. The Council will respond to, and fully investigate any reports of a breach of condition or the terms of a section 106 legal agreement, and enforcement action will be taken where necessary.
- 100% affordable housing on planning gain sites**
- 4.50 For the avoidance of doubt, Registered Providers and others may continue to develop 100% affordable housing schemes on planning gain sites within their control providing that such proposals meet with the Council's strategic housing and planning objectives and the tenures proposed accord with those given in Appendix G of this Supplementary Planning Document.

5. Affordable homes for local people: exception sites

Introduction

- 5.1 “Exception sites” are in locations that would not normally obtain planning permission for new housing development. The exception is made because it is development of affordable housing for local people. The sites can involve a number of dwellings (usually between 2 and 25) or be “single plot” exception sites. The former are normally developed by Registered Providers (housing associations) for a mixture of rental and Shared Ownership, while the latter are usually individuals who wish to utilise the Council’s “build your own affordable home” single plot scheme (ie. owner occupied affordable housing). The Core Strategy treats both types of exception sites in the same manner.
- 5.2 Our policies are intended to engender additional community resilience and sustainability by encouraging those with resources (both land and finance) to invest them in the stock of rural affordable housing. We seek to maximize the opportunities for the delivery of affordable housing by:
- Registered Providers, philanthropic organizations, Community-Led venture groups such as community land trusts, landed estates and other potential developers.
 - Private individuals and families, to build their own affordable home on land that would not normally obtain planning permission through the single plot “build your own affordable home” scheme. Since adopting our Build Your Own policies some 75 homes have been built by people commissioning the building of their own home, another 30 are under construction and in total 130 planning permissions have been granted to date (figures as at May 2012).
- 5.3 For exception sites, the Council will provide a draft section 106 legal agreement to the applicant detailing the requirements and restrictions that will apply. However, where a Registered Provider is the applicant/developer matters can normally be controlled by standard planning conditions which prescribe the affordable housing requirements. Model section 106 agreements for housing on exception sites are available in Appendix D, and the standard planning conditions for Registered Providers are given in paragraphs 5.60 to 5.67 of this Supplementary Planning Document.

Exception sites criteria

- 5.4 Core Strategy Policy CS11 permits, “exception sites for local needs affordable housing on suitable sites in and adjoining Shrewsbury, Market Towns and Other Key Centres, Community Hubs, Community Clusters and recognisable named settlements, subject to suitable scale, design, tenure and prioritisation for local people and arrangements to ensure affordability in perpetuity.” Core Strategy Policy CS5 allows such homes in the countryside (with special

safeguards in the Green Belt) “on appropriate sites which maintain and enhance countryside vitality and character”.

5.5 This section covers these aspects in turn, namely:

- Green Belt
- Local needs
- Location
- Scale and design
- Tenure – general
- Tenure - the single plot, “build your own affordable home” scheme
- Prioritising local people
- Ensuring affordability in perpetuity
- Standard conditions

Green Belt

5.6 A small part of Shropshire is in the metropolitan Green Belt that surrounds the Wolverhampton / Birmingham conurbation. The National Planning Policy Framework (NPPF) places stronger restriction on development in the Green Belt than the wider countryside but does allow for “limited affordable housing for local community needs under policies set out in the Local Plan”. The Shropshire Core Strategy Policy CS5 permits “*limited* local needs affordable housing” in the Green Belt on exception sites that accord with Policy CS11, namely, in and adjoining recognisable named settlements. These include appropriate Green Belt settlements.

Local needs

Local needs on all exception sites

5.7 The Core Strategy allows *local needs* affordable housing *in or adjoining settlements* of all sizes, including appropriate settlements in the Green Belt. Exception sites must, first and foremost, relate to the local needs of the settlement and its ‘hinterland’ (sphere of influence). Secondly, they must be in or adjoining an existing settlement. Sparsely populated settlements will be likely to have a correspondingly small level of local need (due to their population size), whilst larger settlements such as main villages and market towns will generally have a larger level of need.

5.8 The provision of affordable housing should be reflective of the size of the community and its local economy, enabling local people to live in close proximity to their work and/or family support network. For group exception sites (i.e. more than one dwelling), evidence of housing need arising in the Parish area should initially be accounted for, with need arising in the immediate ‘hinterland’ being considered thereafter. Where the site is in a settlement which forms part of a Community Cluster, housing need arising in all parishes included in that Community Cluster may also be included. Where the settlement bridges more than one parish, housing need arising in any of

those parishes may also be included as part of the justification. Notwithstanding this, where exception sites are proposed that seem out of proportion to the scale of local housing need, Shropshire Council will consider carefully whether the evidence matches the development that is proposed. Where there is no clear evidence that the exception scheme is proportionate to need after taking into account the guidance above, together with the size and character of the settlement and existing affordable housing provision in the local area, then this can form the basis for a refusing a planning application.

- 5.9 The Council will take account of any duly prepared and adopted Parish, Town and Neighbourhood Plan or local design statement as well as Choice Based Lettings data, information from parish housing needs surveys and information in the local housing market assessment or other sources when determining the requirement for local needs affordable housing in a specific area. Relevant 'Place Plan' documents may also be used help inform this process.

Local needs for Single Plot exception sites (“*Build Your Own*” Scheme)

- 5.10 To engender additional community resilience and sustainability, and increase the affordable rural housing stock, the Council operates an innovative 'self-help' scheme enabling qualifying people to build their own affordable home on single plot exception sites. The scheme encourages those with resources (both land and finance) to invest them in the stock of rural affordable housing to the benefit of the local community in the long term. In overview, this tenure provides a solution for those people in rural communities whose needs are not met by the market, and yet may also not be a priority for the more mainstream (and publically funded) affordable tenures developed by Registered Providers. When the first occupier no longer has need for the dwelling, they will transfer it at the appropriate affordable value to another local person in need with minimum intervention from the Council. Thus, the 'community benefit' of providing the affordable dwelling in the first place is itself recycled.

- 5.11 Applicants will normally be the prospective occupiers of the proposed single plot affordable dwelling and existing homeowners will be required to dispose of their current home. Speculative single plot development is **not** permitted. To qualify for the scheme, all applicants must demonstrate the following points to the satisfaction of the Housing Enabling Officer:

- (1) That they are in housing need and are unable to identify or afford a suitable alternative home currently available for sale on the open market in the local area or within 5km of the proposed site.

- *Housing need* is demonstrated where the household unit has no independent home of its own, or is renting and would like to become an owner-occupier, or occupies accommodation deemed by the Council to be unsuitable for either their current or reasonably foreseeable future needs for some other reason.

For example, the current housing may be too large or too small for the household; be of an unsuitable type, size or design due to the impact of age, a medical condition or mobility issue; be in a poor state of repair; be available to the household on an insecure basis; or be too costly for them to maintain or sustain. It may be in a location that is considered to be too far from existing employment, schools or support networks and the cost or availability of transport may be prohibitive to the particular household.

These examples are not exhaustive and other relevant considerations may also be taken into account when determining whether or not a household is in housing need.

- *Unable to identify or afford a suitable alternative home* is demonstrated where:
 - (i) At the date upon which the applicant applies to the Housing Enabling Officer for the scheme, they can demonstrate that there are no suitable properties available for sale within the local area and within 5km of the site, or up to the Shropshire Council border if this is closer (excluding from that radius settlements exceeding 3,000 population); *or*
 - (ii) In purchasing a suitable home that is potentially available, the monthly repayments on any mortgage required by the applicant (after allowing for a 10% deposit) would be greater than 25% of their household's gross monthly income.
- (2) That they have a strong local connection to the area (as set out later in paragraph 5.37 of this SPD). Applicants are expected to be proactive in obtaining formal written confirmation of their 'strong local connection' from the relevant Parish or Town Council.
- (3) That their housing need *should* be met in the local area. This is satisfied if:
 - They need to live in the local area for employment reasons, or
 - They need to live in the local area to receive or provide support to / from a close relative, including (but not limited to) childcare or supporting an elderly or disabled relative, or
 - They can demonstrate with evidence active community involvement within the local area for a minimum period of 2 years.

5.12 Eligibility for the scheme is confirmed in writing by the Housing Enabling Officer following a personal interview with each household and consideration of all subsequently submitted information to support their case. A positive determination is dependent upon the applicant satisfying the criteria listed in paragraph 5.11.

Location

- 5.13 Other than when built as part of the rural occupational dwelling scheme, (Section 3 of this SPD), exception sites must be demonstrably part of, or adjacent to, a recognisable named settlement. Larger settlements, such as market towns and villages, obviously qualify as recognizable named settlements. Guidance is provided in paragraphs 5.15 to 5.17 regarding whether a small hamlet or group of houses qualifies as a recognizable named settlement.
- 5.14 Sites that do not lie in a settlement, constituting isolated or sporadic development, or which would adversely affect the landscape, local historic or rural character (for example due to an elevated, exposed or other prominent position) are not considered acceptable.
- 5.15 Each case is treated on its merits, but the following guidelines apply when assessing whether a small hamlet constitutes a “recognisable named settlement”. A settlement always comprises a group of houses occupied by households from different families. The group becomes a settlement due to the *number and proximity* of the houses in the group. Although a matter of judgment in each case, particularly for settlements where the number is small or where the houses are dispersed, for example strung along a road, it is the *combination* of these two factors that determines whether the dwellings constitute a settlement.
- 5.16 Recognisable settlements are also characterised by how local people refer to them – by a place name that is shared by a number of dwellings. This might not necessarily be reflected in the postal address. It will usually (but not always) be named on the Ordnance Survey map. Whether a site is in a recognizable settlement will be influenced by the character of the settlement as set out at paragraph 5.17 below. The views of the local Shropshire Council Member about whether the site is in or adjoining a recognisable settlement as required by Core Strategy Policy CS11 will be canvassed by the case officer at the pre-application stage to inform their professional judgement. The case officer may seek the views of the Parish Council for additional assistance in cases where it is a finely balanced judgement. The identity of the applicant is kept anonymous at this pre-application stage.
- 5.17 Because a settlement is a *relationship* between different properties, the limits of the settlement are defined by where the relationship peters out. This varies from settlement to settlement, depending on a number of factors. For example, a site a short distance from a loose-knit settlement may be considered “adjoining” while a similar distance in a tightly clustered settlement would not be. Larger settlements also have a wider “pull” or “sphere of influence” than small settlements, influencing the relationship between a site and the settlement.



Example of a loose-knit settlement Example of a tight-knit settlement

- 5.18 All sites will be assessed on an individual basis and be subject to the same considerations as other developments with regard to sustainable design, environmental networks and water management (Core Strategy Policies CS6, CS17 and CS18 respectively, supplemented by the Sustainable Design SPD).

Scale and design

- 5.19 Exception site developments must have regard to housing need and are relatively small sites. The scale of any individual scheme must reflect the character and scale of the settlement.
- 5.20 The Council is seeking a development in harmony with the character of the area, of a suitable design and construction materials and appropriate to its location. Given the exceptional nature of these developments, high quality design is essential and full, rather than outline, planning applications will be required for single plot exception sites. Normal planning criteria relating to highway safety, neighbour amenity, wildlife and heritage considerations, open space, etc will apply. An early dialogue with Planning Officers is essential and account should be taken of any relevant duly adopted Village Design Statements or Parish Plans. In the Shropshire Hills Area of Outstanding Natural Beauty (AONB), the AONB Management Plan should also be taken into account.
- 5.21 Where an applicant owns land which could provide a number of possible sites, the most environmentally sustainable and appropriate site (assessed against the range of normal planning considerations) will be sought. Once again early advice should be sought.
- 5.22 In the case of owner-occupied affordable tenures (such as the single plot “build your own affordable home” scheme), **the dwelling size will not normally be permitted to exceed 100 square metre gross internal floor space** (defined by the Royal Institute of Chartered Surveyors (RICS) as the area within external walls including internal partitions). Attached garages will count against the 100sqm. Detached garages and other outbuildings for

storage purposes will not count against the 100sqm and therefore may be permitted, where they are suitably designed and appropriate to their context. Any permitted buildings will be subject to suitable conditions to ensure they are for not simply a means of circumventing the 100sqm maximum dwelling size.

- 5.23 For single affordable homes, the overall plot size must be appropriate in terms of the general pattern of development in the surrounding area. However, **a plot size exceeding 0.1 hectare will not normally be permitted.** Sites which form part of the curtilage of an existing property must provide an appropriately sized plot for the new dwelling. In this respect, it will be important to achieve a ratio of dwelling size to overall plot size which is in keeping with surrounding properties. Such sites must also respect the existing character and setting of the original property, so as not to adversely alter that character or create a cramped form of development.
- 5.24 For all exception sites, the following requirements in terms of design of the proposed dwelling and the appearance of the curtilage around it must be met:
- Materials of construction and external finishes should be sympathetic to those in use locally.
 - Standardised, “off the peg” designs of the type found on large estates will not be accepted. Design elements – chimneys, eaves, dormers, doors and windows for example – will be expected to reflect the site’s unique context.
 - Garages and outbuildings should reflect the local rural vernacular in layout, style and materials.
 - Important features such as trees, hedgerows and boundary walls which contribute to the character of the site or the area in general, must not be lost or substantially altered as a result of the development without direct replacement resulting in demonstrable betterment over the altered features.
 - Any new boundaries created must utilise locally native species of trees and hedgerow. Landscaping proposals which involve the introduction of any clearly non-native (eg leylandii) planting that is designed to “hide” the development will not be acceptable. This can quickly become unsightly and alien in its own right.
 - The Council will be looking to avoid the introduction of urban features such as brick walls defining visibility splays and entrances, and the use of suburban style close-boarded fencing to define boundaries.
 - Driveways will need to be constructed in material that is appropriate to the area. Natural finishes will always be preferred to brick paviors and plain or coloured tarmacadam.

- Additional care is needed in the Shropshire Hills Area of Outstanding Natural Beauty (AONB) and in designated Conservation Areas, where regard must be had to the AONB Management Plan and the relevant Conservation Area Appraisal respectively.

5.25 Pre-application discussion of your design ideas with the Development Management service at an early stage is always advisable.

Tenure

Tenure - general

5.26 The appropriate mix of tenures on an exception site will be informed by local housing information regarding identified community needs. This can include information from duly prepared and adopted Town, Parish or Neighbourhood Plans or Village Design Statements together with Choice Based Lettings data, the Shropshire Local Housing Market Assessment and any relevant parish needs survey.

5.27 In the absence of local housing information to the contrary, a 70%:30% split between rented housing (70%) and low cost home ownership (30%) will be the starting point for negotiations. Detailed definitions relating to the specific types of affordable housing tenure acceptable to the Council are given in Appendix G of this Supplementary Planning Document.

5.28 Shropshire Council expects prospective applicants to seek clarification in advance on the number, tenure, type and size of affordable housing required in the course of pre-application discussions with the Council's Planning and Housing Enabling Officers. A schedule of the agreed affordable housing, showing the tenures, property type and size, and locations within the development, must be provided with the application. Dwellings on exception sites must also be constructed to a minimum of an equivalent to the 'Code for Sustainable Homes' level 3 for energy and water efficiency.

5.29 As part of our enabling role, we encourage developers to construct affordable homes to gross internal floor areas which meet the minimum space standards used by the Homes and Communities Agency:

- 2 bedspace - 45 to 50 sq m (1 Bedroom)
- 3 bedspace - 57 to 67 sq m (2 Bedroom)
- 4 bedspace - 67 to 75 sq m (2 or 3 Bedroom)
- 5 bedspace - 1 storey 75 to 85 sq m (3 Bedroom)
- 5 bedspace - 2 storey 82 to 85 sq m (3 Bedroom)
- 5 bedspace - 3 storey 85 to 95 sq m (3 Bedroom)
- 6 bedspace - 1 storey 85 to 95 sq m (3 Bedroom)
- 6 bedspace - 2 storey 95 to 100 sq m (3 or 4 Bedroom)

- 5.30 The appropriateness of affordable homes is not just determined by floor space, but also includes consideration of whether their layouts are acceptable. Layouts should show the relevant amount of furniture in each room, dependent upon the dwelling's intended number of residents, along with associated circulation spaces. The provision of larger affordable homes (eg 5+ bedroom) and bespoke 'supported housing' will be negotiated on a case by case basis subject to evidence of local need.
- 5.31 For information regarding other non-mandatory best practice on the internal layout of affordable homes please refer to the National Housing Federation document *"Standards and Quality in Development: A good practice guide"*.

Tenure – single plot "Build your own affordable home" scheme

- 5.32 The single plot "build your own affordable home" scheme enables qualifying local people to fund the development of their own home on exception site land from their own resources, ie. capital from savings or the sale of existing property as well as through a mortgage. Whilst the planning permission and total project / construction costs are similar to those of an equivalent open market property built by a developer, dwellings commissioned under this scheme are significantly cheaper for applicants due to the avoidance of speculative land values and developer profit. Additionally, there is often a significant element of 'sweat-equity' provided directly by the applicant and their friends/family which further reduces the total cost.
- 5.33 The future re-sale value of the affordable home is fixed in perpetuity below open market value (normally 60% of market value) to ensure that it remains affordable for subsequent occupiers. The valuation is based upon the dwelling itself and therefore disregards the potential additional gain from any garaging or other incidental buildings constructed within the curtilage. Purchasers of the property in the future must also meet the local needs criteria detailed in paragraph 5.11 or, if applicable, the cascade criteria detailed in paragraph 5.48.
- 5.34 To qualify for this scheme, applicants must be in housing need, be unable to access a suitable home currently available on the open market in the Parish (or within 5km of the site), need to live locally and have strong local connections to the Parish (see paragraph 5.37). Applicants will normally be the prospective occupiers of the proposed affordable dwelling and speculative development of this tenure is **not** permitted.
- 5.35 As a requirement of the section 106 legal agreement, the property cannot change hands without the written consent of Shropshire Council. This will only be forthcoming if the Council is satisfied that the new purchaser is paying the prevailing 'affordable' price and meets the local needs or cascade criteria as defined in the section 106 legal agreement. Inheritance of the property by family members is permitted, and they may occupy the dwelling providing that they meet the local needs criteria detailed in paragraph 5.11, or otherwise let or sell it in accordance with the provisions of the s106 agreement.

Prioritising local people

5.36 Exception sites are granted planning permission as an exception to normal planning policies in order to meet a local need for affordable housing. In its broadest sense, this includes the provision of affordable housing for people who have a strong local connection to a specific area (eg a Parish or group of Parishes) who are unable to afford or secure open market housing in that area. Exception site policies can be utilised to assist local people such as these *before* meeting the general housing needs of the wider community of Shropshire.

Definition of “strong local connection”

5.37 It is necessary for prospective occupiers to demonstrate strong local connections to the area where the settlement in question lies. This will require them to satisfy at least **two** of the following criteria for at least one of the adult members of the household:

- Their parents were permanently resident in the local area at the time of the applicant’s birth;
- They were in permanent residence in the local area for any period of five years as a child attending a local school, (or who for special reasons attended a school outside of the local area but would have been expected to attend a local school but for those special reasons);
- They are currently lawfully resident in the local area and have lived there for at least the previous 3 years (**5** years in the case of applicants seeking to utilise the ‘build your own’ single plot scheme);
- They don’t currently live in the local area but have previously lived there at some point for 15 continuous years as an adult;
- They are currently employed or routinely carry out self-employed work within either the local area or 5km of the site;
- They have a confirmed written offer of permanent work within either the local area or 5km of the site;
- They can demonstrate active community involvement in the local area sustained for at least the previous 2 years; or are determined by the Parish Council as having some other form of strong connection with the local community and/or its hinterland.
- Their parents currently live in the local area; or another close family member who provides or requires a substantial degree of support currently lives in the local area;
- If over 55, they have a close family member currently living in the local area

- 5.38 The above criteria are also replicated in the model section 106 legal agreements for exception sites. For single plot exception sites, the personal eligibility of applicants' is determined by the Council's Housing Enabling Officers (see paragraph 5.11 above). For affordable homes managed or part owned by a Registered Provider, the Registered Provider is required to assess eligibility as appropriate.

Definition of "local area"

- 5.39 The Core Strategy definition of "local need" is,

"the need in the settlement and its hinterland. The extent of a settlement's hinterland is essentially its sphere of influence, and ends where another settlement's sphere of influence becomes more dominant. For practical purposes this can be approximated by a set distance, or a parish boundary. In relation to affordable housing, section 106 legal agreements will define the extent of "local area" in relation to a particular development. "Local area" can differ between settlements and over time. Consequently the extent of "local area" is defined in the Type and Affordability of Housing SPD, as a document that is both more detailed and more readily updated than the Core Strategy."

- 5.40 For rural single plots, the "local area" is initially defined as the parish⁸ in where the site is located.

- 5.41 For exception sites involving more than one dwelling, the 'local area' is initially defined as the Parish. Where the settlement bridges more than one parish, 'local area' includes all of the parishes in the settlement. Where the settlement is part of a Community Cluster, the meaning of 'local area' may also be extended to encompass all parishes included with that Community Cluster.

- 5.42 The cascade mechanism then applies as below.

'Cascade' approach

- 5.43 A balance needs to be struck between keeping the affordable housing for local people, and affordable housing lying empty if there are no local persons at that time who are eligible to occupy the affordable housing. While exception sites are for local people and they will rightly be considered first, if there are no eligible local persons in housing need then the property must be made available to a wider catchment area of potentially eligible occupiers.

- 5.44 The 'cascade' approach is a progressive widening of the local area over time until an eligible person in housing need is found. The two important elements of a cascade are the geographic extent, and the time required before moving to the next level of the cascade. Such provisions may be revised from time to

⁸ N.B.The Parish is not necessarily the same as the Parish Council area

time, taking account of advice received from registered providers, mortgage lenders, financial advisors, government advice and other best practice. This is especially relevant for Shared Ownership and Single Plot affordable dwellings.

Registered Provider Cascade

5.45 For Registered Provider managed rented and Shared Ownership dwellings, a Local Lettings Plan may detail the agreed local cascade. In the absence of any such Local Lettings Plan the default cascade will be as follows:

1. For an initial period of six weeks, persons having a strong local connection with the “local area”, where this is defined as being any parish forming part the settlement where the site lies;
2. After six weeks, the definition of “local area” is extended to include a ten kilometre radius of the Site (excluding from that radius any settlements exceeding 3,000 persons), **and** where the settlement is part of a Community Cluster (as defined in Core Strategy Policy CS4), all parishes included within that Cluster.
3. After twelve weeks, the definition of “local area” may be further extended to also include anywhere within the Shropshire Council area as a whole, including all settlements exceeding 3,000 persons.

5.46 A model section 106 legal agreement for such sites is contained in Appendix D2 and the provisions are also contained within the meaning of the standard planning conditions given in paragraphs 5.60 to 5.67 of this Supplementary Planning Document.

Cascade for owner-occupied exception sites

5.47 For owner-occupied affordable ‘single plot’ or other forms of low cost home ownership not managed by Registered Providers’, the resale cascade needs to satisfy mortgage lenders that the mortgagee will not be trapped in a property he/she cannot sell. Current best practice recommendations are that the dwelling must be free from local occupancy and housing need restrictions within 20 weeks of it being put on the market by the owner.

5.48 The default cascade contained within section 106 agreements (Appendix D1) for this type of housing on exception sites is therefore:

1. For an initial period of twelve weeks, persons with a need of affordable housing having a strong local connection with either the parish or within a ten kilometre radius of the site, excluding from that radius settlements exceeding 3,000 persons;
2. After twelve weeks, persons with a need of affordable housing that arises within the Shropshire Council area including settlements

exceeding 3,000 persons; or a sale to the Council or a body nominated by the Council;

3. After a cumulative period of sixteen weeks, the dwelling may be sold (for that particular sale only) without restriction as to the qualification of the purchaser. However, it must still be sold at the affordable price.

5.49 The above cascade allows for an additional two week period at the beginning of the sale process for the affordable price to be determined and a suitable marketing plan to be agreed between the Owner and the Council.

5.50 In the unlikely event of the property failing to sell after a cumulative period of twenty four weeks, the owner may apply to the Council for all of the affordable housing restrictions to be removed from the Land Registry title. The dwelling may then be sold at full value on the open market with 50% of the value of the difference between the affordable and market prices being paid to the Council and recycled into the provision of affordable dwellings elsewhere in Shropshire. This arrangement is to balance trying to ensure that these properties remain affordable in perpetuity with minimising the financial risks for lenders in order to ensure that affordable properties for outright sale are mortgageable.

Local Lettings Plans

5.51 The allocation of tenants or purchasers for affordable housing is done through operation of both the section 106 legal agreement *and* Shropshire Council's Housing Allocation Policy and Scheme. Selection of potential candidates will be undertaken strictly in accordance with the terms of the section 106 agreement (or relevant planning conditions). Housing need criteria are then applied in accordance with the Housing Allocations Policy and Scheme. A 'Local Lettings Plan' may be applied in addition to the section 106 agreement and/or planning conditions.

5.52 Local Lettings Plans are negotiated and time-limited local variations allowed by the Shropshire Housing Allocation policy. They normally relate to a specific named settlement or housing development and balance priority for allocation between different household types and factors of housing need. They are also a useful housing management tool in helping to foster and sustain balanced communities.

Ensuring affordability in perpetuity

5.53 Affordable housing that is granted as an exception to normal planning policies must, so far as is possible, remain within the affordable housing stock in perpetuity. This is usually achieved through a planning condition where the development consists solely of properties managed by a Registered Provider, and through a section 106 legal agreement in all other cases.

5.54 To ensure affordability in perpetuity (defined as the lifetime of the building), wherever possible restrictions will be put on the Right to Buy / Right to

Acquire for rented homes managed by Registered Providers, and on the ability of purchasers to 'staircase' beyond 80% ownership for Shared Ownership. Similar restrictions will also be applied to private affordable housing for rent and shared ownership or equity share purchase together with mechanisms to ensure that their values remain affordable over time.

5.55 The affordable value of housing for outright sale on exception sites is expressed within a section 106 agreement as a simple fixed percentage of prevailing open market value. This percentage of open market value will apply in perpetuity and is used to determine the sale value applicable at subsequent changes in ownership. The section 106 legal agreement will also place a Restriction on the Title of the property, to the effect that the property cannot change hands without the written consent of Shropshire Council. Therefore the Land Registry will effectively enforce this provision, as it will not be possible to register a new ownership with the Land Registry without the appropriate written consent from Shropshire Council.

5.56 Homes developed under the Council's single plot "build your own affordable home" scheme are valued as follows:

For ease of both mortgageability and administration the Council deems that the value of completed single plots is normally 60% of the prevailing full open market value (OMV). The percentage figure is incorporated into the section 106 agreement and currently translates to a potential 'target valuation' of around £140,000 for a 100 square metre dwelling (*inclusive of a notional £10,000 for land value but disregarding any garaging or other incidental buildings constructed within the curtilage.*)

5.57 In exceptional cases, the percentage of Open Market Value will be assessed on an individual 'off-plan' basis by the Housing Enabling Officer to ensure that the property is both financially viable for the owner to develop and also remains affordable for future purchasers in the local area. It is envisaged that this provision will only be exercised in a limited number of circumstances and where the variation is greater than 10%. This may include the following scenarios :

1. Where the local property market lags so far behind the normal position in Shropshire so as to make 60% Open Market Value an unviable proposition for the owner to develop - (increased % against lower than normal OMV to maintain the potential affordable sale value at around the target of £140k).

2. Where through special circumstances (eg specialist wheelchair standard) a property larger than 100 sq m is permitted - (reduced % against higher than normal OMV to maintain the potential affordable sale value at around the target of £140k).

3. Where the permitted affordable dwelling is demonstrated to be unviable for the named individual to develop due to the discovery or imposition of abnormal costs beyond their reasonable control - (increased % to reflect late

discovery of abnormal development costs to bring the project as a whole back into viability).

5.58 Because the affordable price is a percentage of Open Market Value, it will go up, or down, in line with local market prices.

5.59 Other emerging rented and low cost home ownership models and tenures may potentially be acceptable on exception sites. The 'local need', 'allocation', 'affordability' and 'in perpetuity' requirements for any such tenures will be determined on a case by case basis. However they will be broadly similar to those required for the established low cost home ownership tenures already permitted through this Supplementary Planning Document (See Appendix G). The advertising and marketing of such properties will be carried out through a combination of the Council's preferred Choice Based Lettings system and direct marketing by the developer to qualifying people in accordance with the terms of a section 106 agreement.

Standard planning conditions for "exception sites"

Standard condition regarding design requirements

5.60 In order to provide a consistent and manageable approach to exception sites, Shropshire Council proposes to use standard planning conditions on all exception sites to ensure that sustainable construction, energy and water efficiency aspects equivalent to a minimum of level 3 of the Code for Sustainable Homes will apply to *all* schemes involving affordable housing until this is exceeded by changes in the Building Regulations. The recommended condition is:-

- | |
|--|
| <p>1. The new (affordable) dwelling(s) hereby permitted shall be constructed to a minimum of an equivalent to the Code for Sustainable Homes level 3, for energy and water efficiency. REASON: To ensure the dwelling is constructed with a view to reducing its carbon footprint.</p> |
|--|

Standard conditions for single plot exception sites

5.61 In order to ensure that dwellings approved are, and will remain, affordable, a dwelling size restriction will be imposed. The size of dwellings will normally be restricted to no more than 100 square metres gross internal floor space, with a curtilage normally not exceeding 0.1ha. In the majority of cases, 100 sq m is adequate for a family of up to six persons. Larger properties are, by definition, more expensive and run counter to the primary aims of ensuring affordability. Therefore the following standard condition will be applied to single plot owner-occupied affordable housing schemes:-

- | |
|---|
| <p>2. The dwelling hereby permitted, shall not exceed 100 square metres gross internal floor area, including any future extensions. No further internal habitable space shall be created within the dwelling by</p> |
|---|

internal alterations. REASON: To ensure that the dwelling is of a size appropriate to the local affordable housing market.

- 5.62 Permitted development rights of the affordable dwellings will normally be removed in order to retain control over future extensions. Applications for extensions and adaptations will be considered on their merits, including the personal circumstances of the applicant such as the needs of an occupant with disabilities or to accommodate appropriate extensions for significant family growth or formal homeworking.

3. Notwithstanding the provisions of Schedule 2 part 1 of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order modifying, revoking or re-enacting that Order), no garage, carport, extension or other building shall be erected within the curtilage of the dwelling hereby permitted without the prior consent in writing of the Local Planning Authority. REASON: To enable the Local Planning Authority to retain control of the siting and external appearance of any buildings to be erected in the interest of visual amenity and to maintain the future affordability of the dwelling.

- 5.63 While households that can afford suitable open market properties are expected to meet their needs in the market by moving house, the Council recognises that there are genuine difficulties faced by growing households already occupying affordable housing, due to its chronic shortage in Shropshire. Consequently it may be acceptable to enlarge an existing affordable house in order to accommodate the needs of the existing household, but applicants should be aware that its potential sale value will remain restricted as if it were still a maximum of 100 square metres and therefore there will be no financial profit from an enlargement.

Standard conditions for exception sites promoted by Registered Providers

- 5.64 Local occupancy and maintaining affordability in perpetuity is usually controlled through a section 106 agreement. However, where a Registered Provider is the applicant/developer these aspects can normally be controlled by a standard planning condition which sets out the affordable housing requirements that apply. The local occupancy condition will apply the cascade approach, giving persons in housing need with local connections priority, as set out previously in this Supplementary Planning Document.

- 5.65 The Standard Condition to ensure affordability in perpetuity is as follows: -

4. The dwellings shall not be let or occupied other than either:-
a. under a tenancy in accordance with the normal letting policy of a Registered Provider;
or

- b. by way of a Shared Ownership lease or equity share arrangement whereby the occupier cannot progress to or achieve a share greater than 80% of the whole;

and/or

- c. by way of discounted sale price secured through a restriction on the Land Registry title of the dwelling providing that the development has been made in accordance with the Council's "Cross-Subsidy" model for exception site housing in accordance with the relevant provisions given in Appendix G of the Supplementary Planning Document.

REASON: To ensure compliance with the requirements of Shropshire Core Strategy Policy CS11 to ensure affordability in perpetuity.

- 5.66 The standard conditions to prioritise local people by controlling occupancy of the property are:-

5. In addition to the requirements of the Shropshire Affordable Housing Allocation Policy and Scheme, all lettings by Registered Providers shall meet the local connection and/or cascade requirements set out in the Shropshire Type and Affordability of Housing SPD or any policy or guidance that may from time to time replace it.

REASON: To ensure compliance with Shropshire Core Strategy Policy CS11 with regard to local needs and prioritisation for local people.

6. The affordable housing units for rent shall be advertised through the Shropshire Choice Based Letting scheme, and allocated through the Shropshire Housing Allocation Policy and Scheme. The affordable housing units for sale shall be advertised in the Shropshire Choice Based Letting scheme.

REASON: To ensure that all affordable properties are advertised to local people and that the Shropshire Housing Allocation Policy and Scheme (in combination with any local lettings plan or section 106 agreement) is applied in allocating the affordable properties for rent.

- 5.67 A section 106 legal agreement may potentially be necessary on sites immediately adjoining a settlement exceeding 3,000 population to remove the ability to staircase (ie. the ability to purchase homes outright from the Registered Provider) or to control other affordable houses available for purchase as part of a mixed development.

6. Gypsy and Traveller Sites

Introduction

- 6.1 Gypsy and Travellers have a recognisable culture, protected by law. In Gypsies and Traveller culture, the extended family is extremely important, and they have their own language, beliefs and traditions. Originally Gypsies and Travellers were nomadic, regularly travelling to earn a living, as some still do. Others travel part of the time, but many settle on permanent sites or in houses. Wherever they live, most Gypsies and Travellers want to retain their cultural identity. However life can be very difficult when there is nowhere to park a caravan, or neighbours are hostile.

General considerations – the Human Rights Act

- 6.2 The Human Rights Act (1998) has particular relevance to determining planning applications for Gypsy and Traveller accommodation. Article 8 of the Human Rights Act (HRA), applies to everyone, regardless of race or origin, and establishes:

‘1. Everyone has the right to respect for his private and family life [and] his home...

2. There should be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.’

- 6.3 Case law has established that, for Gypsy and Traveller planning applications, the balance between rights of the individual and the rights of others has to take into account the difficulties faced by this recognised ethnic group in finding any suitable sites on which to live that respect their culture. Consequently legal judgments in the Courts tend to emphasise the right for Gypsies and Travellers to a home, unless there is demonstrable and considerable harm to the public interest. The careful balance that needs to be struck in the planning system is one of fairness in the eyes of both the settled and travelling communities.
- 6.4 The legal situation means that the identified need for Gypsy and Traveller sites is a paramount consideration in assessing a planning application. The identified need for this specialist type of dwelling, compared to current provision, is reported annually in the LDF Annual Monitoring Report and periodically in the Local Housing Market Assessment, both available at www.shropshire.gov.uk/planning.nsf.
- 6.5 The importance given by the Courts to the Human Rights Act when examining Gypsy and Traveller cases means that the personal circumstances of the

applicants are material considerations when considering planning applications. Whilst Shropshire's approach is to narrow the distinction between settled and travelling communities, the distinctions remain a material consideration if we are to meet the housing needs of all sectors of the community.

Sites to meet identified need

- 6.6 Core Strategy Policy CS12 seeks to address the needs of Gypsies and Travellers by providing for the allocation of sites to meet identified needs and the support of suitable proposals. As with other types of residential development, sites should be located close to Shrewsbury, the market towns and key centres, and community hubs and community clusters. Sites that are not close to these settlements must be under 5 pitches in size and accord with Core Strategy Policy CS5.
- 6.7 Occupancy conditions will be used⁹ to limit initial and future occupancy to bona fide Gypsies and Travellers who meet the established lawful definition. In all cases, genuine Gypsy or Traveller status must be demonstrated. Evidence that the intended occupiers of a site fall within the legal definition of a Gypsy or Traveller must be provided (eg. documentary evidence, oral evidence, photographic evidence, supporting statements from known members of the community).
- 6.8 The need for Gypsy and Traveller sites in Shropshire is identified in the Gypsy and Traveller Accommodation Assessment. In assessing a planning application, the Council will consider whether the applicant is a bona fide Gypsy or Traveller and the availability of alternative suitable sites. The Council will seek to establish whether the applicant(s) reside in or resort to Shropshire. Further guidance on the criteria in Policy CS12 is provided in the table below.

⁹ For example, using the Planning Inspectorate's model conditions for gypsy and traveller sites

Policy CS12 criteria	Guidance
<p>“Reasonably accessible to services and facilities”</p>	<p>Although the ideal may be that Gypsy and caravan sites are located amongst other residential areas of our towns and villages, in practice it has proved extremely difficult to obtain such sites. The evidence is that, over time, the Gypsy and Traveller community is becoming more integrated in the wider community. However, it takes time to overcome long-term prejudice and antagonisms towards Gypsies and Travellers in the settled community and while these still exist it is necessary to make special provision to ensure that everyone in the community has a home. Consequently sites should be reasonably accessible to facilities and services, but may be further outside settlements than would normally be allowed for other developments in the interests of promoting a peaceful and integrated co-existence between the site and the local community.</p> <p>A further consideration is the benefit that a permanent site brings in terms of providing a settled base to access schools, health care and other facilities, compared to a transitory lifestyle on unauthorised encampments.</p>
<p>“incorporate suitable design and screening”</p>	<p>Landscaping and planting with appropriate trees and shrubs can help sites blend into their surroundings, give structure and privacy, and maintain visual amenity. Enclosing a site with too much hard landscaping, high walls or fences can give the impression of deliberately isolating the site and its occupants from the rest of the community, as well as being alien to the character of rural areas, and should be avoided.</p>
<p>“have suitable access and areas for manoeuvring caravans and parking for all essential uses”</p>	<p>Vehicular access to and from the public highway must be safe, with suitable sightlines. On-site roads should be adequate for residents and visitors. There must be sufficient capacity for touring caravans and any visiting caravans. Planning conditions will be used to control the number of visiting caravans to a number that can be reasonably accommodated on the site.</p>

<p>“make provision for essential business uses...as appropriate”</p>	<p>Where business use is likely to be involved, the site must be suitable for the type and scale of business, taking account of neighbouring uses, access and parking and environmental considerations.</p>
<p>“make provision for....recreational facilities as appropriate”</p>	<p>Refer to the Sustainable Design SPD and Site Allocations and Management of Development DPD for open space requirements.</p>
<p>Policy CS6 requirements</p>	<p>Romany Gypsies, Irish Travellers and Scottish Gypsies/Travellers are protected under the Race Relations Act because they are distinct ethnic groups. There is also legal recognition that their right to a home (under the Human Rights Act) includes the right to live in a caravan rather than in bricks-and-mortar housing.</p> <p>Policy CS6 is designed for bricks-and-mortar buildings, and therefore some flexibility is necessary in applying it to Gypsy and Traveller sites. Nevertheless, the objectives of good location, siting and design – including sensitivity to the setting, reducing reliance on the car, seeking resource efficient construction and energy efficiency to ensure warm accommodation, among other factors – still apply.</p> <p>The site must have adequate space to protect the amenity of residents and their neighbours, taking into account potentially free ranging animals and any use of the site for business or storage uses.</p> <p>In areas with nationally recognised designations (including among others the South Shropshire Hills Area of Outstanding Natural Beauty (AONB), Sites of Special Scientific Interest, National Nature Reserves, RAMSAR sites, Conservation Areas, Registered Historic Battlefields and Registered Parks and Gardens) planning permission will only be granted where it can be demonstrated that the objectives of the designation will not be compromised by the development.</p>

	Where more than two residential caravans are proposed and there are legitimate concerns about residential and local amenity, a planning condition may be used to require that a site management plan is agreed with the Council's Gypsy and Traveller Liaison Officer.
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Green Belt

- 6.9 The Green Belt is a special designation surrounding the metropolitan urban areas, in which there is a general presumption against inappropriate development. In accordance with section 9 of the NPPF, Gypsy and Traveller sites are considered inappropriate in the Green Belt.
- 6.10 Inappropriate development is only permitted in “very special circumstances” where the applicant can demonstrate that there are other considerations which mean that the harm caused to the Green Belt by allowing the development are exceeded. Previous cases in the Green Belt show that “very special circumstances” can include the harm caused by a lack of provision to meet identified needs for Gypsy and Traveller accommodation in Shropshire. The availability of other sites elsewhere in Shropshire will therefore be a key consideration when considering proposals for sites in the Green Belt.

Exception sites

- 6.11 Gypsy and Traveller sites that are not close to settlements in which development is allowed (second bullet point of Policy CS12) will be subject to the normal restrictions that apply to development in the open countryside (Policy CS5). In the countryside, residential development is tightly controlled. Exceptions are made for local needs affordable housing (Policy CS11) and for dwellings to house agricultural, forestry or other essential countryside workers and other affordable housing / accommodation to meet a local need in accordance with national planning policies (Policy CS5). Small exception sites for Gypsies and Travellers are considered to comply with Policy CS5 where a strong local connection is demonstrated (third bullet point of Policy CS12).
- 6.12 In addition to the standard requirement to demonstrate genuine Gypsy or Traveller status (paragraph 6.7), in the case of an exception site there is also a requirement to demonstrate a strong local connection. As part of normal consultation procedures for exception sites, the Parish or Town Council will be asked for their views on both the planning application *and* the applicant’s local connection,
- 6.13 Accommodation for Gypsies and Travellers is included in the “other affordable housing / accommodation to meet a local need” category in Policy CS5 and in

the “local needs affordable housing” category in Policy CS11. “Local needs affordable housing” is defined in the glossary to the Core Strategy as:

“Affordable housing that is provided for people with a strong connection to the local area....Detailed definitions of what constitutes a ‘strong connection’ and the extent of the ‘local area’ are contained in the Type and Affordability of Housing SPD.”

6.14 “Local area” has the same definition as in paragraph 5.37 of the SPD, namely the parish.

6.15 For the purposes of applying Core Strategy Policy CS12, “Strong local connection” is therefore defined as meeting 2 or more of the following criteria:

- The applicants were born in the Shropshire Council area or lived in the Shropshire Council area as a child;
- The applicants normally reside in the local area and have done so for at least 3 years*;
- The applicants have family who are normally resident (and have been for at least 15 years) in the local area*;
- The Shropshire Council area is their main place of work.*

*In the case of applications for retrospective planning permission, these criteria relate to the situation at the time of commencement of the development.

6.16 Planning applications for a rural exception site must be accompanied by a supporting statement that provides evidence of the applicant’s local connection (eg. birth certificate; school records; license agreements; work contracts; oral evidence; photographic evidence; supporting statements from known members of the community). Early discussion with the Council’s planning officers is strongly encouraged.

6.17 As with other types of accommodation, as circumstances change Gypsy and Traveller sites may be sold on. To prevent any abuse of the system, where planning permission is granted for residential accommodation it will be subject to planning conditions¹⁰ and/or section 106 legal agreements, similar to agricultural workers’ dwellings, limiting initial and future occupancy to bona fide Gypsies and Travellers meeting the established lawful definition.

¹⁰ For example, using the Planning Inspectorate’s model conditions for gypsy and traveller sites

Appendix A: Setting the Current Prevailing Target Rate Using the Shropshire Viability Index

A1.1 The purpose of the Shropshire Dynamic Viability Index is to allow the affordable housing target rate to alter over time, to reflect current economic viability in constantly changing market conditions. The Viability Index is based on the Council's most recent viability study, "which calibrates the Index to Shropshire conditions. It enables the affordable housing target rate to be varied over time in relation to changes in three published indices, namely market prices as measured by the Halifax House Price Index (HPI); construction costs as measured by the Building Cost Information Service (BCIS) and alternative land use value as measured by the Valuation Office Index of land values.

A1.2 The indices on which the dynamic viability matrix is based are given in table A1 below.

Table A1. Indices for automatic updating of Dynamic Viability

Variable	Index
House Price	Halifax House Price Index: West Midlands Seasonally Adjusted Source: Halifax House Price Index (free, quarterly)
Build cost	BCIS General Building Cost Index Source: BCIS Review Online (subscription only, monthly) Produced by the Royal Institute of Chartered Surveyors
Alternative use value	Agricultural Land (Equipped Mixed) with vacant possession West Midlands (Shropshire) Valuation Office Agency: Property Market Reports (free, annual)

A1.3 The recommended initial affordable housing target rate at the base date of November 2008 was 20%, as shown in table A2 below. Dynamic viability enables the affordable housing target rate to change in response to changes in house prices (the columns in the table), construction costs (the rows in the table) and land values (the 8 figures in each box in the table).

A1.4 The key below shows which of the 8 figures in each cell relates to various changes in land value. The central figure in each cell assumes zero land value change, while the three figures at the top of each cell reflect the impact of lower land values, and so on.

Key

CHANGE LAND VALUE	TO	-30%	-20%	-10%
			0%	+10%
		+20%	+30%	+40%

A1.5 To illustrate the effect of changes, a 2% rise in the price of homes (HPI) would result in the target rate moving to the next column on the right, to 23%. Similarly, the effect of a rise of 2% in the cost of construction index (BCIS) would result in a move the next row down, to 17%. A combination of a 2% rise in both the HPI index and the BCIS index would result in a diagonal move to a rate of 20%. An increase in land values by 40% would move the target rate to the bottom right figure in the cell, in this example 19%.

Table A2: extract from the Dynamic Viability Matrix

		CHANGE TO PRICE (HPI)														
		-4%			-2%			0%			2%			4%		
CHANGE TO COST (BCIS)	-4%	19%	19%	19%	23%	23%	23%	26%	26%	26%	29%	29%	29%	32%	32%	32%
		19%	19%		23%	23%		26%	26%		29%	29%		32%	31%	
		19%	19%	19%	22%	22%	22%	25%	25%	25%	28%	28%	28%	31%	31%	31%
	-2%	16%	16%	16%	20%	20%	20%	23%	23%	23%	26%	26%	26%	29%	29%	29%
		16%	16%		19%	19%		23%	23%		26%	26%		29%	29%	
		16%	16%	16%	19%	19%	19%	22%	22%	22%	25%	25%	25%	29%	28%	28%
	0%	13%	13%	13%	17%	17%	17%	20%	20%	20%	23%	23%	23%	26%	26%	26%
		12%	12%		16%	16%		20%	20%		23%	23%		26%	26%	
		12%	12%	12%	16%	16%	16%	19%	19%	19%	23%	22%	22%	26%	25%	25%
	2%	10%	10%	10%	13%	13%	13%	17%	17%	17%	20%	20%	20%	23%	23%	23%
		9%	9%		13%	13%		17%	17%		20%	20%		23%	23%	
		9%	9%	9%	13%	13%	12%	16%	16%	16%	20%	19%	19%	23%	23%	23%
	4%	6%	6%	6%	10%	10%	10%	14%	14%	14%	17%	17%	17%	20%	20%	20%
		6%	6%		10%	10%		13%	13%		17%	17%		20%	20%	
		6%	6%	5%	10%	10%	9%	13%	13%	13%	17%	17%	17%	20%	20%	20%

A1.6 The current dynamic viability matrix, calibrated to Shropshire's conditions and kept up-to-date by regular viability study reviews, can be found on the Council's website.

A1.7 To provide a balance between flexibility and certainty, the target rate is set for a period of twelve months at a time through the following process:

Deriving the Current Prevailing Target Rate

A1.8 The process for updating the prevailing target rate is :

Updating the Affordable Housing Prevailing Target Rate
Step 1
Checking the current indices
In December each year, the latest available quarterly house price index for the West Midlands (usually Q3), the latest available <i>firm</i> construction cost index (BCIS) (usually August of that year, published December), together with the agricultural land value as at January of that year (published July) are obtained.
Step 2

Applying change in indices to the Dynamic Viability Index
<p>The three index values are related to the dynamic viability index (Appendix B of the SPD) to determine a viable affordable housing target rate for the year ahead. The amount of change from the starting figure determines which row and column are appropriate for this year's figure. If the HPI or BCIS figure has changed by more than half the interval to the next step, then the target cell will change. This may or may not involve a target rate change, since some of the target rates will be the same in several cells.</p>
<p>Step 3</p> <p>Revised affordable housing target rate</p>
<p>The updated HPI, BCIS and agricultural land value, together with the new affordable housing target rate is published in the LDF Annual Monitoring report and on the Council's website in order to provide certainty to the development industry. The updated prevailing target rate will take effect for the financial year ahead, namely 1st April to 31st March.</p>

Appendix B: Template for Setting the Current Prevailing Target Rate

The prevailing target rate for affordable housing contributions for the financial year ahead is published every year in December on the Council's website, based on this template.

Affordable Housing Prevailing Target Rate for 20xx/xx

The calculation and application of the current prevailing target rate for affordable housing contributions is detailed in the Type and Affordability of Housing SPD. It employs a Dynamic Viability Index to adjust the affordable housing target rate on an annual basis, to reflect changing market conditions with reference to three variables: changing house prices, cost of construction, and alternative land use value. Its purpose is to provide an affordable housing target rate for developer contributions that is economically viable in current market conditions for the majority of developments.

Step 1: checking the current index values

The most recent update values for the three indices are compared with the starting values in the Table below.

December 20xx Current Indices				
	Index	Starting Value (a)	Current Value (b)	% change (b-a)/a
House Price	Halifax Price Index West Midlands Quarterly (Seasonally adjusted)			
Build Cost	BCIS Build Cost Index			
Alternative Use Value	VOA Property Market Report Mixed Equipped Agricultural Land (Shropshire)			

Step 2: applying change in indices to the Dynamic Viability Matrix (commentary as appropriate)

Step 3: Revised affordable housing prevailing target rate

**Revised affordable housing target rate for
1st April 20xx – 31st March 20xx
is x%**

Appendix C: Basic Development Appraisal

Gross Development Value			
Unit Type	Floor Area (sq m)	Number of Units	Actual or Anticipated Sales Value
TOTAL GROSS DEVELOPMENT VALUE			

Total Development Costs				
Cost Centre		Rate		Total
A	Construction	£	per sq m	
B	Roads and Services	£	lump sum	
C	Landscaping	£	lump sum	
D	Marketing & Advertising	£	lump sum	
E	S106 (off-site contributions)	£	lump sum	
F	Land Acquisition Cost	£	lump sum	
G	Planning & Feasibility Fees	£	lump sum	
H	Other (specify)	£	lump sum	
	Contingencies (please specify)			
	Abnormal costs (please specify)			
I	Land Acquisition Fees	£ & %	of F	
J	Legal Fees on Sales / Lettings	£ & %	of GDV	
K	Agents Fees on Sales / Lettings	£ & %	of GDV	
A to K Sub-total				

L	Professional Fees	£ & %	of sub-total	
M	Project Management	£ & %	of sub-total	
TOTAL DEVELOPMENT COSTS				

Cost Of Bank Finance		
Interest Rate	% please state actual likely to be paid now.	
Development Period	Years	
Total Development Costs	Multiplied by	{[(1+Interest Rate expressed as a fraction) to the power of the number of yrs] -1} x 0.5
£	X	[(1 + IR) ^Y -1] x 0.5
TOTAL FINANCE COST		

Development Surplus / Loss			
	Money In	Money Out	
GDV			
Development Costs			
Bank Interest			
TOTAL SCHEME SURPLUS OR LOSS			
Expressed as a % of Gross Development Value			

Appendix D1: Model legal agreement for rural single plot exception sites

Appendix D2: Model legal agreement for registered provider exception sites

Appendix E1 – model legal agreement for multiple open market developments

Appendix E2 – model legal agreement for single open market developments

Appendix F1 – model legal agreement for affordable housing on site

Appendix F2 – model legal agreement for discounted rent on site

Available on the Council's website as separate documents.

Appendix G: Types of affordable dwellings

For the purposes of this guidance the definition of affordable housing follows that set out in the National Planning Policy Framework (March 2012) as social rented, affordable rented, low cost home ownership and other intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Low cost home ownership tenures are generally available for households with up to £63,000 gross annual income (reviewed annually in line with the Council's adopted Housing Allocations Policy).

Affordable housing must also include provisions to remain available at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision. Homes that do not meet the above definition of affordable housing, such as "low cost market" housing, and unrestricted market self build housing, may not be considered as affordable housing for planning purposes.

To help ensure affordability over the long term, affordable dwellings will normally be no larger than 100 sq m gross internal floor area.

The specific affordable housing tenures recognised by the Council through this Supplementary Planning Document are set out below:

(1) **Social Rent** (Registered Providers)

This type of rented affordable housing is owned and managed by Registered Providers of affordable housing (eg: the Council and Housing Associations as defined in section 80 of the Housing and Regeneration Act 2008). These organisations are regulated by the Homes and Communities Agency.

Properties are let to people in need from the Council's Housing Register on either a Secure or Assured tenancy with the tenant having security of tenure. Standards for management, maintenance and the provision of other services are set nationally.

Net rent levels for Social Housing managed by a Registered Provider are calculated in accordance with a "Target Rent" formula set by the Homes and Communities Agency which takes account of the number of bedrooms in a dwelling, local property values as at 1999 and average earnings data. Applicable Service Charges may be added to the Target Rent figure resulting in the total Social Rent level.

Social Rented Housing shall wherever legally possible be excluded (in perpetuity) from mechanisms that could result in such dwellings becoming available for rental or sale on the open housing market. Relevant Planning Conditions and/or Section 106 Agreements will also be used to ensure that controls on rent levels, local occupancy, cascade requirements, tenant selection, allocation and general management standards are agreed and honoured in perpetuity.

This type of tenure is regulated by the Homes and Communities Agency.

(2) Affordable Rent (Registered Providers)

This type of rented affordable housing is owned and managed by Registered Providers of affordable housing (eg: the Council and Housing Associations as defined in section 80 of the Housing and Regeneration Act 2008). These organisations are regulated by the Homes and Communities Agency and this tenure is applied to dwellings being delivered in partnership with them.

Properties are let to people in need from the Council's Housing Register on a flexible type of tenancy. Standards for management, maintenance, annual rent increases and the provision of other services are set nationally. The tenure is regulated by the Homes and Communities Agency.

Rent levels for Affordable Rent Housing are set at 80% of the open market rental value that a property could otherwise yield (with a cap being imposed at the maximum amount of Local Housing Allowance payable for that property in Shropshire if this is lower than the calculated 80% figure). Applicable Service Charges must also be included within this 80% formula price calculation.

The relevant Local Housing Allowance figures are published on Shropshire Council's website as attachments on the following page:
<http://www.shropshire.gov.uk/counciltax.nsf/open/613237F9DC39EB42802575600031051D>

Affordable Rent Housing shall wherever legally possible be excluded in perpetuity from mechanisms that could result in such dwellings becoming available for open market rental or sale at full values. Relevant Planning Conditions and/or Section 106 Agreements and/or Local Lettings Plans will also be used to ensure that controls on affordability, allocation and occupation are applied in perpetuity.

Further technical details regarding this tenure are available from the Homes and Communities Agency: <http://www.homesandcommunities.co.uk/affordable-homes>

(3) Discounted Rent

The Council recognises that private landlords, landed estates, community land trusts, development companies and registered providers may seek to provide rented affordable housing in Shropshire independently of the grant-funded Homes and Communities Agency Affordable Homes Programme. Such rented housing may be delivered as part of a planning-gain obligation, or could be used to increase the proportion of affordable dwellings on a particular development site. We are keen to encourage this type of innovative practice in the delivery of rented affordable housing.

Rented dwellings delivered through this tenure in fulfilment of a planning-gain obligation shall be provided without public subsidy. They will be secured as affordable

housing in perpetuity and be subject to Council regulation in respect of rent levels, occupancy requirements, allocation procedures and general management standards through the use of a Section 106 Agreement and/or relevant Planning Conditions.

Dwellings delivered through this tenure will be let to people from the Council's Housing Register on an Assured Shorthold tenancy granted by the Landlord in accordance with the provisions of the Housing Act 1988 as amended by the Housing Act 1996 (and subsequent amending legislation). A minimum initial fixed tenancy period of 12 months will be granted by the Landlord extending for a further 2 years (and beyond by mutual agreement) providing that there is no breach of tenancy causing the Landlord to seek Possession. When the property is vacated it will be reallocated to another person from the Council's Housing Register on the same terms.

Rent levels for this tenure are set at a maximum of 80% of the open market rental value that a property could potentially yield (with a cap being imposed at the maximum amount of Local Housing Allowance payable for that property in Shropshire if this is lower than the calculated 80% figure). All Service Charges must also be included within this 80% maximum formula price calculation.

The methodology for determining the open market rental value is the definition settled by the International Valuation Standards Committee and shall be carried out by a Royal Institution of Chartered Surveyors (RICS) accredited valuer:

"Market rent: The estimated amount for which the dwelling should lease (let) on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms in an arm's-length transaction after proper marketing wherein the parties had acted knowledgeably, prudently and without compulsion" (@IVSC, GN 2, para. 3.1.9.1)

The relevant Local Housing Allowance figures are published on Shropshire Council's website as attachments on the following page: <http://www.shropshire.gov.uk/counciltax.nsf/open/613237F9DC39EB42802575600031051D>

The maximum annual rent increase on an Affordable Rented property will be Retail Price Index (RPI) + 0.5%. RPI will be taken as at September of the previous year as published by the Office of National Statistics: <http://www.ons.gov.uk>

If the September RPI figure + 0.5% results in a negative amount, the new level will reflect this change by way of a rent reduction for tenants.

The Council will assist non-Registered Providers delivering dwellings through this tenure by producing specific 'Tenancy Allocation' and 'Rent Setting Policies' on a scheme by scheme basis. Such policies will contain all of the relevant information detailed above and will normally be incorporated within the Section 106 Agreement.

Additional safeguards regarding the management of discounted rental dwellings by non-registered providers may also be required by the Council through enrolment of the Owner and/or Landlord into a Council-approved accredited landlord scheme or landlord's association. For example – National Landlords Association (Shropshire Branch): <http://www.landlords.org.uk/in-my-area/west-midlands/nla-shropshire>

Additional Notes for Registered Providers using this Discounted Rent tenure

For the avoidance of doubt, this tenure is only applicable for properties not previously let as either the Social Rent or Affordable Rent tenures. The Council will therefore not permit a Registered Provider to convert the tenure of any existing Social Rent or Affordable Rent properties to housing for Discounted Rent.

Guidance received from the Homes and Communities Agency (HCA) indicates that Registered Providers seeking to utilise this tenure are still required to meet the “Tenancy Standard” and are therefore likely to have to enter into a “Short Form Agreement” (SFA) with the HCA on a scheme by scheme basis. Obligations relating to the Design and Quality Standards (including minimum sizes), and use of the HCA’s online Information Management System (IMS) to seek approval for the dwellings will also apply as part of the SFA.

The Council recommends that Registered Providers seek further clarification from the HCA after referring to the following documents published on their website:

<http://www.homesandcommunities.co.uk/sites/default/files/aboutus/affordable-rent-outside-programme-guidance-note-270711.pdf>

<http://www.homesandcommunities.co.uk/sites/default/files/our-work/short-form-agreement-exrsl-registered-provider.pdf>

(4) Incentivised Discounted Rented Housing (Any Provider)

This new type of rented affordable housing is as (3) above, except it applies not in perpetuity but for an initial minimum period of 65 years. After 65 years the option arises for the property to become unrestricted at the discretion of the owner. This type of tenure may only be used where the affordable housing thus provided is **over and above** the Council’s standard or negotiated planning policy requirements. It may not be used on rural exception sites.

Dwellings delivered through this tenure over and above a planning-gain obligation may be eligible for an element of discretionary grant funding from the Council, in return for remaining as rented affordable housing for at least the initial minimum period of 65 years from the date of first occupation. Any award of Council funding will be subject to full open-book accounting together with strategic relevance and ‘value-for-money’ assessments.

(5) Shared Ownership (Registered Providers)

This type of low cost home ownership (sometimes also referred to as homebuy) is operated by Registered Providers of affordable housing (eg: the Council and Housing Associations as defined in section 80 of the Housing and Regeneration Act 2008). These organisations are regulated by the Homes and Communities Agency.

Shared Ownership enables people in need from the Council's Housing Register to purchase a share of a property from a Registered Provider and pay rent on the remaining part that they don't own. The Council requires all Registered Providers to retain no less than 20% of the equity of a Shared Ownership property at all times.

A share of between 25% (minimum) and 80% (maximum) is purchased at market value with rent being paid to the Registered Provider for their remaining share at a maximum rate of 2.75% of the retained equity. Applicable Service Charges may also be added to the rental figure. The purchaser may increase their share of ownership over time through a process known as 'staircasing' up to the maximum of 80%.

Relevant Planning Conditions and/or Section 106 Agreements and/or Local Lettings Plans will also be used to ensure that controls on affordability, allocation, occupation and minimum retained equity are applied in perpetuity.

Shared Ownership is normally only acceptable to the Council as part of a mixed affordable tenure scheme that also incorporates rented housing.

For the avoidance of doubt, references in this SPD and the accompanying Section 106 Agreements to "Shared Ownership" include conventional 'part rent/part buy' schemes *and* the deferred purchase options provided by some Registered Providers on a 'rent to shared ownership' basis.

(6) Private Shared Ownership / Shared Equity

These types of affordable housing enable people in need from the Council's Housing Register to purchase a share of a property from a non-registered provider.

Purchasers either pay rent to the private provider for the remaining part that they don't own, or make repayments towards the capital value of remaining part that they didn't initially pay for, or otherwise enter into some form of legal agreement to defer repayment of the capital value of the outstanding equity share at a date or trigger point in the future.

There are many private sector models of shared ownership / shared equity provision and not all of them will be acceptable to the Council under the general terms and requirements of this Supplementary Planning Document. Regardless of the specific model employed, the Council requires all Private Providers to retain part of the equity in the property to ensure in perpetuity that 100% of the freehold cannot be sold at full open market value.

This type of tenure is regulated by the Council and is only acceptable where the private provider enters into a Section 106 Agreement to ensure that obligations similar to those required from Registered Providers in relation to cost, local occupancy, cascade requirements, purchaser selection, allocation and general management standards are agreed and honoured in perpetuity.

This type of low cost home ownership is normally only acceptable to the Council as part of a mixed affordable tenure scheme that also incorporates rented housing.

Other emerging private models of low cost home ownership may be acceptable to the Council in certain circumstances and will be negotiated on a case by case basis under the general terms and requirements of this Supplementary Planning Document.

**(7) Affordable Outright Sale on planning-gain sites
(Discounted Market Sale)**

This type of low cost home ownership enables people in housing need to purchase a property outright from a developer as part of the affordable housing requirement on mixed open market sites. It is not an applicable tenure for exception sites and is normally only acceptable on planning gain sites as part of a mixed affordable tenure scheme that also incorporates rented housing.

The tenure enables people to purchase a property outright (100% freehold) at a discounted price which is set at an agreed percentage of full Open Market Value. Dwellings developed under this form of tenure will normally be no larger than 100 sq m gross internal floor area and be marketed at **60% of their prevailing Open Market Value** (i.e. a 40% discount).

The same percentage of prevailing open market value will be used in perpetuity and applied as 'resale covenants' through a Section 106 Agreement to determine future affordable sale values. This provision ensures that the same proportion of "discount" is passed from purchaser to purchaser over time. Eligibility provisions, and cascade requirements are also incorporated in to the legal agreement as additional covenants

These properties are intended to help address the housing needs and home ownership aspirations of people whose household income is around the median figure for Shropshire, but are not able to purchase a suitable home at full market value.

The accuracy of the figures used to determine the appropriate "discount" for new dwellings developed under this tenure will be reviewed annually by the Council to ensure that relevance is maintained over time.

**(8) Cross Subsidised Affordable Housing for Rent on Exception Sites
(enabled through the sale of housing at 90% of open market value)**

One of the big challenges facing rural affordable housing, is how to bring forward local needs rented homes on exception sites with either no or limited public subsidy.

In the event of either no, or limited public subsidy being available, or at the particular request of the Council or a local community to proceed, an exception site (cross subsidised by a form of low cost home ownership) can be considered under the following criteria:

- That a proportion (no more than 50%) of the housing on the exception site to be a form of low cost home ownership of sufficient value to the developer to allow them to 'cross subsidise' and develop on that same site, a proportion (no less than 50%) of local needs rented housing or other such affordable tenure as the Housing Enabling & Development Officer agrees in writing.
- That the properties for rental on the exception site will normally be owned and managed by a Registered Provider and be intended to meet local housing needs. They will be subject to occupancy restrictions and will be let in accordance with the Council's Housing Allocations Policy and Scheme using our preferred Choice Based Lettings system.
- That the sale value of the properties required to generate the necessary cross subsidy **must not** exceed 90% of their Open Market Value as determined by an average of no less than two written 'off-plan' valuations calculated at the granting of full planning approval and carried out by independent qualified valuers accredited by the RCIS.
- These are therefore 'discounted' open market properties and should ideally initially be targeted for local needs. There will be a resale covenant (to ensure that the 90% Open Market Value limit is applied in perpetuity), but no specific housing need or local occupancy requirements.
- That the number of discounted open market properties required on the site must be agreed in the first instance by the Housing Enabling Officer.
- That the scheme proposal has support from the Parish Council and elected Shropshire Council Member(s) for the Ward.
- That the scheme shall be developed via an open book approach and will be reappraised at site completion by the Council. Any excess in profit above the original agreed scheme will be divided equally between the developer and the local community or Parish, with the community share to be used to aid future affordable housing schemes or other community projects highlighted in the relevant Place Plan.
- This scheme **must** hold no "hope" value, or offer any enhancement to the landowner. The site value will be as a conventional exception site (maximum £10,000 per plot). Should the developer exceed this value on site acquisition, the excess paid will not form part of the proposed negotiated calculations to determine the relevant scheme.

(9) The “Build Your Own” affordable home Single Plot Exception Scheme

This low cost home ownership option is available in a limited range of circumstances (as single plots on exception sites) where **the affordable dwelling is to be occupied initially by the individual applying for planning permission and is not immediately for resale or rent.**

Affordable dwellings built under this scheme should not normally exceed 100 sq m gross internal floor space (including any garaging that is either attached or integral to the structure of the dwelling itself).

A Section 106 Agreement is used to apply housing need, local occupancy and cascade requirements together with future affordability provisions. The Agreement also includes a potential buy-back option for the Council or its nominee in certain circumstances together with special provisions for a Mortgagee (lender) in Possession of the property.

The initial affordable ‘formula price’ of the property is stated in the Section 106 Agreement and is normally 60% of the prevailing open market value to ensure that the initial affordable ‘target’ value is in the region of £140,000 (inclusive of an appropriate £10,000 land value). This same percentage of future prevailing open market value is used to determine subsequent resale values.

The accuracy of the figures used to determine the ‘formula price’ for new single plot Section 106 Agreements will be reviewed annually by the Council to ensure that relevance is maintained over time.

For further information regarding this innovative affordable housing tenure please refer to Chapter 5 of this document together with the separately produced “*Build Your Own Affordable Home*” Information Pack available on our website at:

<http://www.shropshire.gov.uk/housing.nsf/open/8B5D92576FA482EE802578B7005411DD>

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Committee and Date

Council

16 July 2020

Item

Public

Shrewsbury Civic Centre Project

Responsible Officer Mark Barrow, Executive Director of Place
e-mail: Mark.barrow@shropshire.gov.uk Tel:(01743)258919

1. Summary

- 1.1 This report sets out the proposal to stop the Shirehall redevelopment project and take a different approach which involves relocating the council's headquarters to Shrewsbury town centre. This is informed by the way services have been delivered as a result of the COVID19 pandemic and provides greater scope to significantly reduce building related costs and carbon emissions. This in turn will allow the council to spend more on people and less on buildings.
- 1.2 The report seeks Members' approval to undertake more detailed work to consider options for a new civic centre, which also demonstrates to potential investors and local businesses that the council is creating additional footfall in the town centre and supporting growth in the county's economy.
- 1.3 The report considered by Council on 13 December 2018 resolved:
 - i. That the refurbishment of the entire Shirehall building be approved in principle, subject to a further report to be considered by Cabinet with a final business case, developed designs and final project budget.
 - ii. That the addition of £1.15m to the capital programme to support Stage 3 of the project with delegation to the Director of Place to oversee the production of the final business case be approved. Further option appraisal work be undertaken by officers, at no additional cost and in parallel with the procurement of the design consultants, to ensure that the best value option is secured for the Council.
 - iii. Delegates to the Director of Place, in consultation with the Portfolio Holder for Corporate and Commercial Support, the development of the procurement strategy for stage 3 Design stage process with developed designs brought back to Cabinet and Council for approval together with the final project budget be approved.
 - iv. Further reports be considered by the appropriate overview and scrutiny committee prior to consideration by Council

- 1.4 In spring 2019, officers undertook further option appraisal work for a civic centre location in Shrewsbury at no additional cost, the timing of which aligned with work being undertaken as part of the Big Town Plan. The purpose was to identify alternative locations for the Council's base which had the potential to accommodate other public sector partners and produce additional footfall for Shrewsbury town centre.
- 1.5 In Autumn 2019, officers paused further work on the Shirehall project to ensure that the future requirements for a civic centre involved a more thorough assessment of environmental and economic factors. The Council also needed to review its financial strategy in light of further pressures at this time.
- 1.6 Subsequently as a result of COVID19 pandemic; there has been a fundamental change in the way that staff have been working. Over 95% of staff who work at the Shirehall before the pandemic have been working from home and from other locations during the lockdown period.
- 1.7 A Council staff survey was undertaken in June 2020 in which 90% of staff who responded said they want to work from home, or a mixture of working from home and the office in the future. Embracing this positive response from staff to working differently has enabled the opportunity for the Council to rethink its accommodation requirements and to question the need for a large amount of office space for staff to be based in Shrewsbury.
- 1.8 This report seeks approval for a much smaller amount of investment in the Shirehall building to allow for essential repair, maintenance works and agreed re-alignment of working areas for a period of up to three years to 31 March 2023.

2. Recommendations

It is recommended that Council:

- A. Stop work on the project which involves the full refurbishment of the Shirehall building.
- B. Delegates to the Executive Director of Place, in consultation with the Portfolio Holder for Assets, Economic Growth and Regeneration, to provide a full evaluation of potential civic centre locations in Shrewsbury town centre along with outline costs and benefits.
- C. Delegates to the Executive Director of Place, in consultation with the Portfolio Holder for Assets, Economic Growth and Regeneration, to work on a potential disposal strategy for the Shirehall.
- D. A report covering the work in B and C will be provided to Performance Management Scrutiny Committee prior to consideration by Council.

REPORT

3.0 Opportunities Appraisal and Risk Assessment

- 3.1 In 2017, Shropshire Council approved an ICT Digital Transformation Programme with the aim of transforming IT systems, reshaping services and 'back-office' functions, reducing costs, removing duplication, improving efficiency and enabling more effective agile service delivery across a rural geography. By 2019 significant progress had been made in respect of this work. With the capacity and functionality of these systems being tested in real time in 2020; firstly with the flooding events and then closely followed by the COVID 19 pandemic. The organisational response to maintaining services through this period, has been exceptional. With a step change in the number of staff working remotely and their ability to respond to change both with new software and working arrangements to ensure that service delivery has been maintained.
- 3.2 Shropshire's business continuity arrangements for Council services in response to the Coronavirus pandemic has demonstrated that a significant amount of work has been undertaken by staff using digital technology from home and/or from remote locations. Only small numbers of staff continue to attend their usual work base during the lockdown period. Over a period of eight weeks during April and May 2020 staff numbers averaging between 30 to 40 have occupied the Shirehall building. This represents a 95% reduction in occupancy prior to the pandemic and lockdown.

Table A shows the County wide position on building occupancy before and during the COVID19 lockdown period.

Building	Pre-covid occupancy	Current occupancy
Shirehall	800*	35
Mount. Mckinley	229	24
Ptarmigan	188	13
Castleview	141	3
Canterbrook	83	1
Old St. Ludlow **	10	0
Raven House	56	1
Longden Rd	32	4
The Gateway	46	1
Edinburgh House	31	1

- 3.3 Further work is required with staff to understand how sustainable this way of working is. There is the potential to 'lock in' some elements of this way of working and accelerate the implementation of our Digital Workforce, Asset Management and Carbon Reduction plans. By investing in further technology, training and support for staff and customers, there is huge potential to reduce our reliance on office space, giving us the opportunity to share buildings with partners to improve service delivery as well as make financial efficiencies. This would be a paradigm shift for the Council and establish a new way of working which we will need to communicate to staff, Members, customers and our partners.
- 3.4 The business model which underpinned the work and proposals for a full refurbishment of the Shirehall has changed following the outbreak of the Coronavirus pandemic. Staff have had to work away from their office work base in line with Government guidance. This has provided opportunity for the Council to rethink its accommodation needs going forward. This includes reviewing the need for a large amount of office space for staff to be based in Shrewsbury.
- 3.5 As part of the transition to a new way of working, we will seek to mothball floors/areas of Shirehall to limit future occupancy levels and to ensure that we can fully comply with Fire Safety Regulations at a reasonable cost.
- 3.6 Similarly the investment required to retrofit carbon efficient infrastructure and reduce the Shirehall's carbon footprint will not be required if the size and scale of the headquarters is significantly reduced. With the opportunity to consider more sustainable methods of travel for those who need to access and use it. The Council owns a number of buildings and land in Shrewsbury and the wider County and is able to manage its estate and redevelop land accordingly to meet the business requirements.
- 3.7 There is a risk that the development plans for Shrewsbury, primarily the Big Town Plan, and the plans to invest in a new civic centre could be disconnected if managed as separate projects. This can be addressed by including a new civic office centre in the wider development plans for the town centre. In this way it is possible to design and develop a new civic centre that can be used by the council and partners who seek similar benefits in terms of location, cost, carbon efficiency and more modern working environments. This in turn generates additional footfall and business for Shrewsbury town centre.

4.0 Financial Considerations

- 4.1 The proposal to fully refurbish the Shirehall which was presented to full Council in December 2018 stated that the estimated overall cost for the project had increased to £24.1m.
- 4.2. The running costs associated with the Shirehall Building are approximately £1.3m per annum and these costs would expect to be incurred over the next three years, totalling around £4m, if no changes were made. The running costs include utility costs (gas and electricity) of £0.35m and in 2019/20,

included contract maintenance works of £0.2m. It is estimated that some reconfiguration of the existing layout in Shirehall will be required alongside additional essential maintenance works to ensure the building is safe and functional for the next three years. Work to make Shirehall health and safety compliant in the long term was projected to cost around £5m. It is estimated, however, that the revised proposals detailed in section 3.5 and 3.6 of this report will cost no more than £0.5m per year. This cost will be managed via the capital programme going forward as part of the review of the current Asset Management Programme prioritisation and funding availability within the current programme.

- 4.3. It is anticipated that a move to an alternative, smaller and more carbon and energy efficient building within the next three years will reduce the costs associated with administration buildings for Shropshire Council and deliver a revenue saving. As a result, the cost of running and maintaining Shirehall as it is decommissioned over the next three years will be factored into the Financial Strategy from 2021/22. These costs are expected to decrease due to reduced occupation and demands on the building across the three year period and with resultant savings associated with utility costs combined with potential reduction in cleaning and facilities management costs. It is estimated savings could be in the region of 30% per annum in this respect, dependent on the development of the occupation model for the three year period linked to the recovery process in response to Covid-19.
- 4.4 Revenue funding allocated via the One Public Estate programme of £50,000 can be used if required to pump prime the commissioning of further work on civic hub options as part of the wider Shrewsbury big town plan.
- 4.5 Work will also be commissioned to undertake a disposal strategy for the Shirehall complex and site to determine the value and costs associated with this. This will help inform the asset management plans for the Council's future business model.

5.0 Climate Change Appraisal

- 5.1 The Shirehall complex which occupies over 20,500 square meters generates more carbon emissions than any other council owned building. It generates around 1,044 tonnes of carbon per year and costs about £316,000 p.a. (19/20 electric and gas). In addition to carbon savings from buildings the need for staff to take fewer longer journeys will significantly reduce carbon emissions and encourage more staff to work in an agile way using technology. Active transport options will be considered to further reduce emissions and promote healthy lifestyles.
- 5.2 Renewable energy generation: The accommodation strategy proposed will also provide opportunities for the installation of new renewable energy equipment such as solar PV panels on buildings. Our current solar assets (which amount to 1.2MW capacity) save £115k p.a. across the sites electric bills and generate a further £130-140k p.a. in feed-in-tariff depending on the type of year and maintenance issues. This mitigates over 250 tonnes CO2 annually (and over 2000 tonnes cumulative).

6.0 Background

- 6.1 In July 2017, the Council appointed a specialist team, led by HLM Architects and Real Estate Works, to consider options to reconfigure and refurbish the Shirehall in order to meet the Council's priorities to make it better suited to modern working and create income generating opportunities for the Council.
- 6.2 That initial piece of feasibility work was presented to Cabinet on 13th December 2017. The consultants recommended a significant investment to address the problems with the building and achieve the desired project objectives. Cabinet agreed, in principle, to move forward the option of refurbishing the entire building and progressing the necessary due diligence and feasibility work to inform the decision making process.
- 6.3 It was agreed that a sum of £300,000 should be added to the capital programme to enable to project to proceed to Stage 2, which would provide significantly increased certainty around the project costs and the business case.
- 6.4 The Stage 2 financial business case was prepared by Rider Levett Bucknell (RLB) which identified an estimated cost of £24.1m and a potential yield of 7% (after borrowing), with a payback period of 11 years and a likely stabilised cash flow (assuming borrowing) of £1.8m.
- 6.5 Council resolved on 13 December 2018 to approve in principle the refurbishment of the entire Shirehall building, subject to a further report to be considered by Cabinet with a final business case, developed designs and final project budget.
- 6.6 Further Council resolved that further option appraisal work be undertaken by officers, at no additional cost and in parallel with the procurement of the design consultants, to ensure that the best value option is secured for the Council.
- 6.7 This work identified a number of potential venues in Shrewsbury town centre which may be considered as a suitable base for a new civic centre and one which may be shared with partners to derive a commercial income.
- 6.8 Since then the working environment has fundamentally changed. The Coronavirus pandemic has initiated new ways of working for staff work during a prolonged period of lockdown. It also provides valuable evidence and intelligence in terms of how the Council could fundamentally change how it operates and delivers services for residents, clients and customers.
- 6.9 This provides the opportunity to bring forward a smaller civic hub footplate for the Council, enabling home/agile working for staff. It also allows the council to establish a wider network of venues in local communities from which staff can work involving less travel time and cost, and increase the council's presence.
- 6.10 There are also significant economic considerations as part of this strategy for a town centre base therefore helping to drive footfall, supporting sustainable modes of travel and encouraging spend in the local economy.

- 6.11 Greater use of digital technology and a reduction in poorly used, costly and carbon emitting buildings will allow a range of benefits to be realised. Valuable evidence and learning gained during the pandemic period suggests that there is a growing case for changing how the Council operates in future.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information) Shire Hall Redevelopment & Refurbishment Project – 13 December 2018 Shirehall DEC and Advisory Report AMR utilities data – 5 Year Summary Excel
Cabinet Member: Cllr Steve Charmley – Portfolio Holder for Assets, Economic Growth and Regeneration
Local Members: All Members
Appendices: N/A

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Committee and Date

Council

16th July 2020

Item

Public

VIRTUAL PLANNING COMMITTEE PROCESS

Responsible Officer

e-mail: lan.kilby@shropshire.gov.uk

Tel: 01743 258718 Fax 01743 252795

1. Summary

This report is presented to Members for consideration of procedures introduced to deliver planning committees in a virtual format in response to the Covid 19 pandemic.

2. Recommendations

That Members agree to the virtual planning committee procedures to be applied as necessary in the view of the Director of Place and Monitoring Officer in consultation with the Chair and Vice Chair of the planning committees for the duration set out in the regulations made under Coronavirus Act 2020 or as amended.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 The Covid-19 pandemic has had significant implications for the workplace and the economy as a whole as social distancing and other health and safety measures introduced by Government have made it difficult for people to meet in person with others outside their household. While the number of new cases is now declining, there is no identified cure and risks remain of an increase in cases. This has forced a transformational change across all sectors in the way people work and how services are delivered. The pandemic has had far reaching effects for how public and private sectors function and is likely to be a relevant consideration for the foreseeable future.

4. Financial Implications

- 4.1** The delivery of virtual planning committees requires all those taking part to have relevant ICT equipment, in particular lap tops, head sets and in some cases second screens. Mileage costs are reduced for those taking part in virtual meetings and as these are broadcast via a live stream they have the potential for reaching more people without the need for them to travel either.

5. Climate Change Appraisal

- 5.1** As stated in the financial considerations there will be a reduction in travel for all those taking part or listening to a virtual planning committee meeting.

6. Background

- 6.1** In his March 2020 newsletter addressed to all Councils (Appendix A) Steve Quartermain, the Governments Chief Planning Officer said in respect of decision making for local planning authorities:-

“We understand that some councils are concerned about the implications of COVID-19 for their capacity to process planning applications within statutory timescales. It is important that authorities continue to provide the best service possible in these stretching times and prioritise decision-making to ensure the planning system continues to function, especially where this will support the local economy.

We ask you to take an innovative approach, using all options available to you to continue your service. We recognise that face-to-face events and meetings may have to be cancelled but we encourage you to explore every opportunity to use technology to ensure that discussions and consultations can go ahead. We also encourage you to consider delegating committee decisions where appropriate. The Government has confirmed that it will introduce legislation to allow council committee meetings to be held virtually for a temporary period, which we expect will allow planning committees to continue.

We encourage you to be pragmatic and continue, as much as possible, to work proactively with applicants and others, where necessary agreeing extended periods for making decisions.

We recognise that there may be circumstances where a local planning authority is unable to consider a permitted development prior approval application within the deemed consent period. It remains important to prioritise these so important economic activity can continue. In these exceptional circumstances the authority can, if necessary seek to agree an extended approval date with the applicant. Where agreement cannot be reached an authority may need to consider whether prior approval.”

- 6.2** The Director of Place and the Council's Monitoring Officer agreed with the Head of Planning Services that an officer group be convened to consider the practical options for delivering the planning process in Shropshire during the pandemic restrictions. It was not considered appropriate to suspend the consideration of planning applications by committees indefinitely as the

Government advice clearly identified the importance of the planning process in supporting the local economy. Nor was it considered appropriate to introduce changes to the scheme of delegation so as to avoid applications being considered by committee at all through the pandemic period.

- 6.3 The Coronavirus Act 2020 passed into law in March 2020, and the enabling regulations came into force on 4th April 2020, allowing councils to operate remotely and removing some requirements for physical attendance. Planning committee is a significant investment of time and resources for most councils, and requires the close coordination of planning, democratic services and legal teams. It is an important shop window for the council and plays a crucial role in providing democratic and transparent decisions on sometimes controversial issues. For these reasons, moving to a virtual committee is a careful balancing act, ensuring that the committee is seen as providing a robust and reliable process but also one that is fair and accessible to those wishing to contribute to or follow the process.
- 6.4 The scheduled meetings of the Northern and Southern Planning Committees for April 2020 were cancelled while consideration was given to developing a process for virtual planning committee meetings that would work for Shropshire Council having regard to the safety of those taking part, the resilience of the available technology and the processes for the delivery of planning committees.
- 6.5 An officer team developed a draft process to deliver virtual meetings utilising Microsoft Teams and the Head of Planning Services was in contact with the Chair and Vice Chair of the two committees and Portfolio Holder in this period to brief them on the emerging process. It was agreed with the Chair and Vice Chair during agenda setting meetings (held virtually) that it would be important for all committee members and officers to hold a practice session in advance of an actual meeting taking place. Regard was had to the procedures for real life planning committees and how to translate those into a virtual environment in a fair and consistent way considering cyber security, the need for fair access, technological capabilities and the legal requirements regarding consideration of planning applications. The practice meetings helped further to refine protocols and process. The process is attached as Appendix B.
- 6.6 Planning committee members were given opportunities to practice and comment in advance. This has also necessitated equipping members with laptops rather than iPads and arranging training on Microsoft Teams and ongoing support for members to access the meetings. The procedure was set out on the Council's website was agreed by the Director of Place and the Monitoring Officer.
- 6.7 At the close of the first two virtual Planning Committees the Head of Planning Services asked Committee Members for their views on the virtual meeting and process. The feedback was generally positive with some members commenting that they felt the virtual process allows them to focus on the relevant issues and the substance of the public speaking submissions. At the Southern Planning Committee no particular concerns were raised though

there was a question about how it might work with a more complicated application to consider. It is recognised that some concerns have been raised and these have been discussed further below

Late Representations

- 6.8 There can often be significant numbers of late representations made by those with an interest in a planning application as with real life committees. Officers will always provide comment on them where relevant. In the virtual procedure, the “speakers” can’t comment on the late representations as they will already have provided their submissions. However, this is the same for all “speakers” so they are treated equally. In any event most late representations cover the same ground as in previous comments and are considered in the officer report. Should there be any new issues raised, officers will highlight that to committee in the meeting. If it is anything of particular note that has simply not been raised at all with before the it may be necessary to adjourn consideration of the item.

Local Member Speaking

- 6.9 The real-life committee procedure allows for the applicant to have the last word in the order of speaking including after the local member and indeed they cannot speak if there is no-one speaking against the application. Accordingly, when dealing with public speaking submissions in writing, it is necessary to have all the submissions in writing in advance including from the local member in order to allow for the applicant to respond.
- 6.10 In light of feedback received the virtual planning committee process has been amended so as to allow the local member to join the Committee meeting and deliver their public speaking submission in person if they wish but in order to be fair to the applicant a script would still be needed in advance. Alternatively their comments will be read out by the solicitor as with other public speaking submissions.
- 6.11 The procedure has also been changed in response to feedback received about the time allowed for those wishing to make a speaking submission following publication of the officer report. This has been extended from 3pm on the Thursday to 12 noon on the Friday following publication of the Committee report. The time available to the applicant to provide a response reduced accordingly. This was in response to an assertion that the process might be considered too favourable to the applicant.
- 6.12 The Head of Planning Services advised all members of these changes by email on 18th June 2020 and a copy of the virtual committee process is attached as Appendix B to this report.

Public Speaking

- 6.13 The procedure allows for the public speaking element of the existing procedure to be delivered by the submission of written submissions according

to the deadlines set out in the attached procedure. Those submissions (apart from the local member submissions as mentioned in 6.12 above) are read out in the meeting by the solicitor. In the light of issues concerning technology, IT security, capacity of staff support for the process, broadband variability and the need for equal access for all parties, we are not in a position to invite members of the public to join meetings in order to speak themselves. It should be noted that joining a MS Teams live event broadcast to the public is not straight forward for non-Council participants and indeed there remain unresolved technical issues for this. It is different to a normal non live MS Teams meeting which is likely to be what some may have previously experienced.

Participation of the Public

- 6.14 The procedure using the Microsoft Teams Live event technology allows members and officers to participate in the meeting and see and be seen by each other. Members of the public can access a live audio feed of the meeting and can see the slides that are presented to the committee showing plans, drawings and photographs of the application and site. Some comments have been made that the public would have preferred to see the committee and be seen themselves and that as result they felt like spectators rather than participants. Members of the public will always be spectators to a planning committee not participants as a planning meeting is a meeting held in public not a public meeting. The law requires that the public can at the least hear the meeting. Broadcasting the audio of the meeting with the slides is the most effective way to ensure that happens. To broadcast a visual feed of members would require greater broadband width so may mean not everyone was able to have the same experience. Also, in a MS Teams Live event, it would not be possible to view all members and officers and the images would be very small as the slides being shown would take most of the screen. Therefore, it is not considered that there are any real benefits of attempting to go beyond audio at this time.

7.0 Conclusions

- 7.1 The virtual planning committee processes were introduced urgently in response to the Covid 19 pandemic. They are considered essential to maintain service delivery and to support the local economy. The processes have been developed having regard to the key aims of providing a safe and resilient process for all those taking part. The regulations allowing this process apply to meeting only up 7 May 2021. The virtual planning committee process will be kept under review in the meantime taking account of any changes to Government legislation or guidance issued prior to this date.

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)
Councillor Gwilym Butler

Local Member

All

Appendices

Appendix A - Letter from Steve Quartermain – Governments Chief Planning officer

Appendix B – Virtual Planning Committee Process

PLANNING UPDATE NEWSLETTER

This is my last Chief Planners letter as I step down from this role at the end of the month. I was hoping to include a reflective note on my time in central government but this, for obvious reasons, will need to wait for another occasion. This edition includes some usual updates but also important information on the COVID-19 position. We are dealing with many questions relating to the planning implications of the current situation, and while we deal with some here, we will write further on other matters as they arise. Can I thank you for all your support during these difficult times and indeed throughout my time here. Planning is a wonderful profession and we have great people doing a great job. Be practical, be pragmatic and let's plan for the recovery.

Steve Quartermain CBE

Chief Planner

COVID-19 Advice

Decision Making

We understand that some councils are concerned about the implications of COVID-19 for their capacity to process planning applications within statutory timescales. It is important that authorities continue to provide the best service possible in these stretching times and prioritise decision-making to ensure the planning system continues to function, especially where this will support the local economy.

We ask you to take an innovative approach, using all options available to you to continue your service. We recognise that face-to-face events and meetings may have to be cancelled but we encourage you to explore every opportunity to use technology to ensure that discussions and consultations can go ahead. We also encourage you to consider delegating committee decisions where appropriate. The Government has confirmed that it will introduce legislation to allow council committee meetings to be held virtually for a temporary period, which we expect will allow planning committees to continue.

We encourage you to be pragmatic and continue, as much as possible, to work proactively with applicants and others, where necessary agreeing extended periods for making decisions.

We recognise that there may be circumstances where a local planning authority is unable to consider a permitted development prior approval application within the deemed consent period. It remains important to prioritise these so important economic activity can continue. In these exceptional circumstances the authority can, if necessary, seek to agree an extended approval date with the applicant. Where agreement cannot be reached an authority may need to consider whether prior approval is refused if the application cannot be considered with the requisite attention.

Enforcement

A [Written Ministerial Statement](#) was published on Friday 13 March which urges local planning authorities to apply pragmatism to the enforcement of restrictions on food and other essential deliveries at this time. Local planning authorities should also use their discretion on the enforcement of other planning conditions which hinder the effective response to COVID-19.

Planning Inspectorate guidance

In response to the spread of COVID-19, the Planning Inspectorate (PINS) has published [guidance](#) on how it will continue to carry out its duties under the Town and Country Planning Act 1990, the Planning and Compulsory Purchase Act 2004 and the Planning Act 2008. While some site visits, hearings, inquiries and events will have to be cancelled or postponed, PINS is considering alternative arrangements where possible.

PINS will keep its guidance under review, which could change at short notice to reflect the Government's wider advice. It is recommended that you check the [PINS website](#) regularly for updates.

MHCLG Planning casework

The Planning Casework Unit (PCU) at MHCLG will be continuing to deal with its regular range of cases. However, as all staff are following the Prime Minister's advice aimed at limiting the spread of COVID-19 and are largely working from home, PCU will not be able to receive or process hard copy correspondence.

All correspondence for the Unit should be sent electronically to:

- PCC@communities.gov.uk for recovered appeals and applications which have been called in by the Secretary of State.
- PCU@communities.gov.uk for all other case types.

It would be very helpful if local planning authorities could help to publicise this.

Permitted Development Rights

The government has made clear that all pubs, restaurants and cafes should no longer be open for on-site consumption but can remain open to provide a takeaway service and that this right will be enshrined in legislation with a permitted development right (PDR) coming into force at 10am on Tuesday 24 March for a 12 month period.

To support pubs and restaurants and ensure access to food during the emergency period, this new national PDR will enable pubs, restaurants and cafes to operate temporarily as hot food takeaways (A5 use class). To give greater flexibility, the PDR will also seek to cover cold and pre prepared food and will allow for takeaway and delivery. The pub, restaurant or café will remain in its current use class during this period. The PDR will be time limited to 12 months. Beyond this time, a planning application would be required for continued use as a takeaway.

Plan-making

We understand that local planning authorities may also be concerned about the implications of COVID-19 on their capacity to prepare and progress local plans and support neighbourhood planning. We encourage all local planning authorities to continue, as much as possible, to work proactively with their community and other stakeholders to progress plans, even if some adjustments to timetables are necessary.

Neighbourhood Planning Referendums

We understand there are concerns about holding scheduled neighbourhood planning referendums at this time. [The Coronavirus Bill](#), introduced into Parliament on 19 March, contains provisions to enable the postponement of electoral events, including neighbourhood planning referendums, over the course of the year. As set out in a [Written Ministerial Statement](#) on 19 March, the Government will give its full support to Returning Officers and others running polls who make the decision to suspend their polls.

Neighbourhood Planning New Burdens Funding

In order to minimise the financial impact of any delays to neighbourhood planning referendums, we will allow local planning authorities in 2020/21 to submit claims for New Burdens grant at an earlier point in the neighbourhood planning process. A claim will be able to be made at the point when the local planning authority issues a decision statement (as set out under [Regulation 25 of the Neighbourhood Planning \(General\) Regulations 2012](#) detailing its intention to send the plan to referendum rather than when a referendum date has been set.

Wider Planning Updates

Planning for the Future

On 12 March the Secretary of State made an important statement on [Planning for the Future](#). It sets out a number of housing and planning reforms, including the intention to bring forward a bold and ambitious Planning White Paper this Spring.

Airport Noise Guidance

In October 2019 the Department for Transport published [guidance](#) for local planning authorities in England and Wales clarifying the requirements of the [Airports \(Noise-related Operating Restrictions\) \(England and Wales\) Regulations 2018](#).

There are currently nine local authorities in England and Wales that have airports within their boundaries that meet the criteria under the regulations, namely the local authorities for Heathrow, Gatwick, Stansted, Luton, Manchester, Birmingham, London City, East Midlands, and Bristol airports. Other airports will come within the scope of the regulations if their civil aircraft movements in a calendar year (averaged out over a three year period) exceed 50,000. If you have any queries please contact [Jonathan Friel](#).

Building Better Building Beautiful Commission publishes report

The [Building Better, Building Beautiful Commission](#) was established in November 2018 to advise the Government on how to promote high-quality design for new buildings and neighbourhoods, making them more likely to be welcomed, rather than resisted, by existing communities. The Commission's [final report](#) was published on 30 January. The Secretary of State has indicated that the government will look to take forward many of the Commission's recommendations and will publish its response alongside the Planning White Paper.

The Secretary of State has already announced that he intends to produce a National Model Design Code by Autumn to set clearer and more predictable parameters for securing well-designed places.

Aggregate Mineral Survey for England and Wales 2019

MHCLG have appointed the British Geological Survey to undertake the national collation for 2019. Aggregate Minerals surveys, normally undertaken at four-yearly intervals since 1973, provide an in-depth and up-to-date understanding of national and sub-national sales, inter-regional flows, transportation, consumption and permitted reserves of primary aggregates. The surveys are used to inform the development of minerals policy in respect to the production, movement and consumption of aggregates. The data are made publicly available. MHCLG are communicating with mineral planning authorities and the mineral industry about how to participate with this online survey.

Virtual Planning Committee Process

In accordance with the Coronavirus Act 2020 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the Council may now hold meetings including planning committees remotely where members are not all present. This note sets out the Council's procedure for holding virtual planning committees.

Meetings will be held using Microsoft Teams. Members of the Committee and officers will be able to participate and hear and see each other where broadband widths allow. Members of the public will be able to listen to the meeting via the Microsoft Teams Live Event. The slides presented to the committee will be visible to the public via the Live Event.

Agenda published	<p>5 clear days before meeting the agenda will be published electronically and can be viewed via the council's website. The agenda will contain a link for the public to click to access the audio of the meeting. The meeting will go "live" slightly before the meeting starts to enable people to access it. The link will not work before the meeting goes "live".</p> <p>The agenda will include all officer reports and recommendations to committee.</p> <p>You won't be notified in writing of when applications are to be considered by committee.</p> <p>If you have an interest in an application, you should track progress via our Public Access website.</p>
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Can I speak at Committee and how long may I speak for?	<p>Public speaking will operate by a written procedure where comments will be read out at the committee meeting as set out below.</p> <p>Those wishing to "speak" in respect of a committee item should register to do so by 12 noon on the Friday before the Tuesday Planning Committee meeting*.</p> <p>You should email Committee Services to express your interest as follows:</p> <p>Northern Planning Committee : emily.marshall@shropshire.gov.uk or shelley.davies@shropshire.gov.uk</p> <p>Southern Planning Committee : tim.ward@shropshire.gov.uk</p> <p>As with the non-virtual process this will work on first come first served basis. Public speaking requests should be made by email and by 12 noon on Friday before a Tuesday planning committee meeting and must include a written transcript of the public speaking statement of no more than 550 words. This is a word count equivalent to the 3 minutes provided for non-virtual meetings.</p> <p>Public Speaking comments from the Local Councillor and Town or Parish Council must also be received in writing, by email and for the Parish or Town Council must be a maximum of 550 words— and for Local Councillor must be a maximum of 900 words (equivalent to 5 minutes). The Local Councillor will be able to join the meeting to read out their public speaking comments if they wish, otherwise these comments will be read out by the solicitor. These submissions must also be received by 12 noon on Friday before a Tuesday Committee.</p>
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	<p>Any other written submissions submitted as part of a public speaking request (i.e. not the first request) will be summarised and responded to in the planning committee meeting as a late representation by the planning officer and made available to the committee members.</p> <p>All public speaking transcripts expressing a view against a planning application will be emailed to the agent/applicant to provide them with an opportunity to provide a written response of up to 550 words to be received by 3 pm on the Monday before the Tuesday Committee.</p> <p>Please remember there are laws against defamation. If you say something in public about a person that isn't true, you risk legal action being taken against you. When addressing the committee your comments should stick to the facts and any opinion you may have concerning them.</p> <p><i>*NB Where the committee meeting is held on a day other than a Tuesday the deadlines for notification of a wish to speak will be altered accordingly. EG – if the meeting will be on a Wednesday, objectors and supporter should register by 4pm on the Friday before.</i></p>
Order of Speaking	<p>The chairman will introduce the agenda item and invite the planning officer to outline the case.</p> <p>The public speaking comments will be read out at the meeting by the Councils Solicitor in the following order:</p> <p>any objector or supporter parish or town council representative local ward councillor applicant/agent</p>
Human Rights Act	<p>As with committees held in public, in the council's opinion, the public doesn't have a 'right to a fair hearing' at planning committee meetings under Article 6 of the European Convention of Human Rights.</p> <p>The procedures for public speaking at committee are permissive, and don't arise from any obligation.</p>
Equalities	<p>The public can access the meeting by listening to the audio transmission via your own device (smart phone, tablet computer etc.) it is considered that there will be no adverse impact on anyone with a protected characteristic compared to a meeting held in public.</p>
Site Visits	<p>The procedures for site visits will follow the established protocol. Where these are necessary social distancing measures will be adopted in accordance with Public Health England and Government advice.</p> <p>Additional photographic images will be added to committee presentations at committee where required to provide contextual information.</p>



Committee and Date

Council

16th July 2020

Item

Public

LOCAL GOVERNMENT OMBUDSMAN REPORT - FINDING OF FAULT WITH INJUSTICE

Responsible Officer

e-mail: Claire.porter@shropshire.gov.uk Tel: 01743 252763 Fax 01743 252795

1. Summary

This report is presented to Members as required by legislation following an investigation into a complaint to the Local Government & Social Care Ombudsman (LGSCO) which related to a particular planning matter.

2. Recommendations

That Members note the content of the LGSCO report attached at Appendix 1 and the actions taken to date, together with those proposed, in order to comply with the LGSCO's recommendations.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 The Local Government Act 1974 requires the Council on a finding of maladministration to consider the LGSCO's report within three months of the date of receipt of the report (or such other period as agreed with the LGSCO) and to notify the LGSCO of the action which the Council propose to take or that which they have taken. Failure to do this will result in a further report from the LGSCO.

In light of the fact that the LGSCO's report made recommendations which required a separate regulatory decision to be taken by the Council and the timing of the scheduled Council meetings, the LGSCO agreed to an extension of time in which to bring this report to Council for consideration.

4. Financial Implications

- 4.1 The decision of the LGSCO required the Council to make a number of financial payments as set out in its report attached at Appendix 1. The recommendations required the Council to meet the cost of the erection of a new demountable fence of £17,165, to agree a future maintenance contribution toward the fence (the cricket club has agreed a fixed one off payment of £1000 in respect of future maintenance). the LGSCO also required the Council to pay for the cost of the trajectory report commissioned by Hinstock Cricket Club (£480) and to meet the cost incurred by the cricket club in hiring alternative venues to play £877.80. The cost of the LGSCO recommendations is £19,522.80.

5. Climate Change Appraisal

- 5.1 There are no climate change implications arising from this report.

6. Background

- 6.1 The LGSCO has investigated a complaint made against the Council and as a result has issued a report which Members will find attached at Appendix 1. Members will note that the report has been anonymised to protect the identity of the complainant.
- 6.2 Members will note from the Report Summary at page 3 of the report that the complaint related to a planning matter and in particular that *“the Council failed to consult with Sport England, before approving a planning application for development next to the home ground of a cricket club he represents. This meant the development was constructed without measures to mitigate the risk of damage from cricket balls.”*
- 6.3 The finding of the LGSCO as set out at page 3 of the report. The LGSCO considered there is fault causing injustice and recommendations were made. The recommendations are:

“...To remedy the injustice identified in this report, we recommend the Council:

- meets with the club to agree the most appropriate ball-strike mitigation measure. The agreed solution should be of adequate height and length to protect the new development, in accordance with the trajectory report. Once agreed, it is for the Council to seek the most cost-effective quote for the work. However, it should ensure the work is complete before the beginning of the 2020 cricket season.*
- offers to reimburse the club for its cost in commissioning the trajectory report.*

The Council has agreed to the above recommendations. However, we also

recommend the Council:

- *agrees to bear financial responsibility for future maintenance of the fence. It is for the Council and club to determine the best way to implement this, but the agreement should be made in writing by the time the fence is completed.*

- *offers to reimburse the club for its costs in hiring an alternative venue*

6.4 The Local Government Act 1974 requires the Council, where there has been a LGSCO report and a finding of maladministration, to publicise the finding in the local press and make copies of the report available to the public. These requirements have been complied with so far as possible in light of Covid-19 restrictions. In addition the legislation states that the report “...shall be laid before the authority concerned and it shall be the duty of that authority to consider the report and... to notify the Local Commissioner of the action which the authority have taken or propose to take.”

6.5 In this instance all actions recommended by the LGSCO either have or are in the process of being complied with. The only outstanding matter is the erection of a new demountable net to be erected when cricket matches are being played. This has been commissioned and is in the process of installed.

7.0 Conclusions

7.1 In light of the statutory requirement to present the LGSCO’s report to Members, Members are asked to note the actions taken as a result of the complaint and to note the LGSCO’s report.

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) Councillor Peter Nutting & Gwilym Butler
Local Member Rob Gittins
Appendices Appendix 1 – Anonymised report of the Local Government Ombudsman dated 24 January 2020

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**Report by the Local Government and Social Care
Ombudsman**

**Investigation into a complaint against
Shropshire Council
(reference number: 18 019 770)**

24 January 2020

The Ombudsman's role

For more than 40 years the Ombudsman has independently and impartially investigated complaints. We effectively resolve disputes about councils and other bodies in our jurisdiction by recommending redress which is proportionate, appropriate and reasonable based on all the facts of the complaint. Our service is free of charge.

Each case which comes to the Ombudsman is different and we take the individual needs and circumstances of the person complaining to us into account when we make recommendations to remedy injustice caused by fault.

We have no legal power to force councils to follow our recommendations, but they almost always do. Some of the things we might ask a council to do are:

- > apologise
- > pay a financial remedy
- > improve its procedures so similar problems don't happen again.

Section 30 of the 1974 Local Government Act says that a report should not normally name or identify any person. The people involved in this complaint are referred to by a letter or job role.

Key to names used

Mr G The complainant

Report summary

Planning & Development

Mr G complains the Council failed to consult with Sport England, before approving a planning application for development next to the home ground of a cricket club he represents. This meant the development was constructed without measures to mitigate the risk of damage from cricket balls.

Finding

Fault found, causing injustice, and recommendations made.

Recommendations

The Council must consider the report and confirm within three months the action it has taken or proposes to take. The Council should consider the report at its full Council, Cabinet or other appropriately delegated committee of elected members and we will require evidence of this. (*Local Government Act 1974, section 31(2), as amended*)

To remedy the injustice identified in this report, we recommend the Council:

- meets with the club to agree the most appropriate ball-strike mitigation measure. The agreed solution should be of adequate height and length to protect the new development, in accordance with the trajectory report. Once agreed, it is for the Council to seek the most cost-effective quote for the work. However, it should ensure the work is complete before the beginning of the 2020 cricket season.
- offers to reimburse the club for its cost in commissioning the trajectory report.

The Council has agreed to the above recommendations. However, we also recommend the Council:

- agrees to bear financial responsibility for future maintenance of the fence. It is for the Council and club to determine the best way to implement this, but the agreement should be made in writing by the time the fence is completed.
- offers to reimburse the club for its costs in hiring an alternative venue.

The complaint

1. The complainant, whom we will call Mr G, represents a local cricket club of which he is a member.
2. Mr G complains the Council gave permission for a new home to be built adjacent to the club's ground, without first consulting with Sport England. He says the club has been unable to safely use the ground since the home was constructed, because of the risk of damage or injury from cricket balls, and that consulting with Sport England would have highlighted this risk in advance.
3. Mr G considers the Council should fund the construction of a fence, as well as compensating the club for its costs in hiring an alternative ground since the house was constructed.

Legal and administrative background

4. We investigate complaints about 'maladministration' and 'service failure'. In this report, we have used the word fault to refer to these. We must also consider whether any fault has had an adverse impact on the person making the complaint. We refer to this as 'injustice'. If there has been fault which has caused an injustice, we may suggest a remedy. (*Local Government Act 1974, sections 26(1) and 26A(1), as amended*)
5. We cannot question whether a council's decision is right or wrong simply because the complainant disagrees with it. We must consider whether there was fault in the way the decision was reached. (*Local Government Act 1974, section 34(3), as amended*)

Planning permission

6. Planning permission is required for the development of land (including its material change of use). It is for the local planning authority (LPA) to consider applications for development.
7. Planning permission may be granted subject to conditions relating to the development and use of land.

Consultation

8. Article 18 of the Town and Country Planning Act (Development Management Procedure) Order (England) 2015 ('the DMPO') says:
Before granting planning permission for development which, in their opinion, falls within a category set out in the Table in Schedule 4, a local planning authority must consult the authority or person mentioned in relation to that category ...
9. Part (z) of Schedule 4 of the DMPO names Sport England as a consultee for:
Development which ... is likely to prejudice the use, or lead to the loss of use, of land being used as a playing field.

How we considered this complaint

10. We reviewed the case officer's report, a trajectory report commissioned by the club, the Council's response to our enquiries and its correspondence with Mr G. We also consulted Sport England.

Findings

11. Mr G's cricket club's ground is in a rural area. There is a small cluster of dwellings close to the ground's southern boundary, separated from the cricket ground by a hedge.
12. In June 2016, the Council received an application for the construction of a new dwelling on the southern boundary, in between two existing ones. The proposed building was to be directly in line with the wicket.
13. In July, the Council granted permission. It did not place a condition on the permission for the developer to take any action to mitigate the risk of ball-strike.
14. Mr G says construction on the new dwelling commenced in Spring 2017. By the start of 2018 cricket season, the shell of the building was complete.
15. Mr G says it was at this point the club realised that, because of the building's proximity, and its placement directly in line with the wicket, there was a significant risk of ball-strike. The club proactively took safety measures, including constructing a fence along that portion of the boundary, but it became apparent this was inadequate; and so it decided to hire an alternative venue for its home fixtures.
16. The club then contacted the England and Wales Cricket Board (EWCB) for guidance. The EWCB recommended the club obtain a professional trajectory report, and in turn contacted Sport England for its own view. Sport England responded to say the Council had a statutory duty to consult it about planning applications under these circumstances; and had it done so, Sport England would have recommended the commissioning of a trajectory report, and that suitable mitigatory measures be taken.
17. The club then commissioned a trajectory report, from a private company endorsed by the EWCB. The report recommended the construction of a 15m high fence to protect the new dwelling and its occupants from ball-strike.
18. In November 2018, Mr G submitted a complaint to the Council. In response, on 5 February 2019, the Council explained it had discretion whether to consult with Sport England, and in this instance had decided not to.
19. Mr G says he spoke to a member of the Council's planning department on 12 February, who said he would refer the matter to the Council's insurers; but reiterated the Council was not at fault because it had made a conscious decision not to consult with Sport England.
20. On 15 February, Mr G submitted a Stage 2 complaint. The Council acknowledged this and said it would respond by 10 March.
21. Having heard nothing further, Mr G raised a complaint with the Ombudsman on 26 March.
22. During our initial enquiries, on 18 April, the Council confirmed the matter was currently with its insurers. However, due to the passage of time since Mr G had raised the Stage 2 complaint, we decided it was appropriate to proceed with an investigation.

Analysis

23. Mr G says the construction of the new dwelling effectively prevents the club from using its own ground. Although the club has constructed a fence, with its own players as labour, the fence is inadequate to mitigate the risk of ball-strike. It has

been forced to hire another ground for its home matches, and will be unable to return to its own ground unless a much higher fence is constructed. The club has obtained a quote for a suitable fence, which is nearly £24,000.

24. The Council's position is that it has discretion under the DMPO whether to consult with Sport England. In this case, the case officer and their manager discussed the proximity of the development to the club's ground, and concluded the 7m hedge was sufficient to mitigate the risk of ball-strike. The Council also says the club did not object to the planning application during its consideration.
25. Article 18 of the DMPO gives LPAs the right to rely on their opinion, in deciding whether the application falls into a specified category; but if it does, the LPA *must* consult with the relevant body. So the LPA's discretion lies in whether the application is a relevant one, not whether it should be put for consultation.
26. In this case, the Council says it considered the proximity of the club during the application, and decided the hedge was sufficient protection. We note there is no reference to this consideration in the case officer's report.
27. However, if the Council did consider this issue during the application process, this demonstrates clearly it considered that the use of the cricket ground was likely to be prejudiced. Notwithstanding the Council's view the existing hedge was sufficient, it was obliged to consult with Sport England under these circumstances.
28. Even if the Council had not considered the application prejudicial, however, we would still not accept the Council's failure to consult was appropriate. The law may give the Council discretion to decide whether an application meets the criteria for consultation; but this does not mean the Council's discretion can never be misapplied.
29. In this case, the development is approximately 20-25m from the boundary, and approximately 46m from the far end of the wicket. The trajectory report says, even considering the club's players are amateurs, a fence of 22m in height would be needed to stop all shots. It recommends a fence of 15m as a reasonable compromise.
30. The Council points out the trajectory report refers only to the two pre-existing buildings, and not the new development. We infer the Council considers this to reduce the report's weight.
31. We do not agree. We can see the report contains a screenshot from *Google Earth*, which appears to have been taken before the new development started. This screenshot then informs the measurements in the report.
32. However, the new development is marginally closer to the boundary than the two pre-existing buildings; it is also directly in line with the wicket. The trajectory report is clear there is a risk of ball-strike to the pre-existing buildings, so it logically follows there is an equal – if not greater – risk to the new development. We do not accept the report's weight is undermined by its reliance on an outdated screenshot.
33. So, given the risk of personal injury and damage to property from cricket balls, and the trajectory report's conclusion that a fence even of 15m in height would not entirely negate the risk, we are satisfied the Council should have consulted with Sport England on this application. It not doing so is fault.
34. We asked Mr G to comment on the club's failure to object to the application. He explained the Council's notification letter was delivered during the off season.

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- This meant it was not picked up for several weeks, and by the time the club was made aware of the application, it was too late to comment or object.
35. The Council has refuted this claim. It says the application was considered during the summer, which is the cricket season, and so the club's explanation does not make sense.
36. We do not consider this disagreement is material to our decision. Even if the club's comment was correct, we would not find fault by the Council in this respect, as it has no duty to chase up responses from those it notifies.
37. In any event, the Council's duty to refer applications to statutory consultees is not contingent on the receipt of persuasive objections from third parties. The proximity of the development to the club's ground was abundantly clear from the plans. The Council should have consulted with Sport England, regardless of the club's response.
38. And in fact, we note from the Council's website that the deadline for responses from the public and consultees in this case was the same – 5 July 2016. So, for the Council to have consulted with Sport England, within the normal consultation period, it would need to have done so while the application was still open for the club's comments anyway. So the club's failure to reply in no way explains, or excuses, the Council's failure to consult.
39. We contacted Sport England, and asked it to provide us with a retrospective view on the application. It explained it had already been made aware of the situation via the club's contact with the EWCB, and said:
- Had Sport England been consulted, we would have explained that due to the proximity of the proposed dwelling and its associated curtilage to the proposed cricket pitch, that a ball strike assessment should be undertaken to assess the risk, and to consider possible mitigation measures **prior to the determination of the planning application.***
- Sport England would have explained that it would not be sufficient to include a planning condition requiring the applicant to provide such an assessment after consent had been granted, as to do so would have assumed that there was an acceptable solution, which may not have been the case. The absence of a ball strike assessment would have led to Sport England **objecting to the application.***
- Sport England's advice would have been that the applicant should instruct [the company which produced the trajectory report] to undertake an assessment, and where this demonstrates that there is a risk of ball strike, to put forward appropriate proposals for mitigation in line with the recommendations in this assessment. Where this involves solutions such as ball-stop netting, in accordance with the agent of change principle as set out in Paragraph 182 of the NPPF, the applicant should make appropriate provision for the implementation and future maintenance of any proposed ball stop mitigation measures.*
40. Local planning authorities are not legally bound by consultee responses, including those from Sport England. So, even if the Council had consulted with Sport England here, it had the power not to follow its recommendations.
41. However, the courts have found that considerable weight should be attached to consultees' views. In the case of *R (East Meon Forge & Cricket) v. East Hampshire DC & Ors* ([2014] EWHC 3543 (Admin)), the judge quashed planning permission, in part because the LPA had failed to properly consider Sport

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- England's response, which was to ensure mitigatory measures were installed to prevent cricket ball-strike – a virtually identical situation to that presented here.
42. So, in conclusion, we are satisfied the Council should have consulted with Sport England. It is clear Sport England would have recommended mitigatory measures be agreed before the application was decided, and that the developer meet the cost of this.
43. And although the Council would not have been bound by this recommendation, caselaw dictates it would need to have made a strong, evidence-based argument not to follow it.
44. On the balance of probabilities, we are persuaded the Council would have required the developer to install mitigatory measures if it had consulted with Sport England. We consider the lack of mitigation to be a direct consequence of the Council's fault.
45. This has caused the club a significant injustice. It has been unable to play at its ground for much of the 2018 cricket season, and the whole of the 2019 season. It has incurred expenses in hiring an alternative venue for those fixtures it should have been able to play at home. It also paid for the trajectory report, which is a cost which should rightly have been met by the developer.
46. The Council says the club's decision to hire an alternative venue was premature, because there was no evidence any damage had actually been caused by cricket balls, and also disproportionate to the risk, as the trajectory report suggests only a "low percentage" of shots would travel far enough to be dangerous.
47. We do not agree. We consider it entirely sensible for the club to have taken proactive steps to avoid injury or damage to property.
48. The trajectory report does not specify a percentage of shots which would present this risk. We accept, of course, that not every shot during a match will travel the same distance, or carry the same power; but the report says that even the 15m fence it recommends would not stop everything. Given, again, the potential consequences of ball-strike, we do not consider the club's decision to play elsewhere to be disproportionate to the risk highlighted by the report.

Conclusions

49. We consider the Council should meet the cost of mitigation measures, to allow the club's ground to be brought back into use. As we understand it, there are several different possible solutions, such as a wire fence or panelling. It is not for us to say which solution is the most appropriate and cost-effective, and so we will leave this for the Council to agree with the club. However, the Council should pay close attention to the trajectory report when deciding on the solution.
50. The Council points out the club's quote is for a fence of 50m. It says this would cover the entire southern boundary of the ground, including stretches to either side of the new development, where the boundary instead abuts the pre-existing buildings' land. The Council says, as the club did not complain about a lack of fencing before the new development was built, it should only be expected to meet the costs for fencing off the new development, and not the pre-existing buildings.
51. From our own estimation, the boundary is actually longer than 50m, so a fence of this length would not cover the whole distance; but we do accept this appears longer than is necessary to protect the new development. The club's complaint

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- was generated by the new development, and not the pre-existing ones, and so the fault and injustice we have found here relate only to the new development.
52. So, on this basis, we agree the Council should bear responsibility for a fence of adequate length and height to protect the new development *only*. It is clear from the trajectory report the height should be 15m, but we will again leave it for the Council to agree the appropriate length of the fence with the club.
53. Sport England has also raised the question of which side of the boundary a fence should be placed, and who should be responsible for maintaining it.
54. Had this matter been addressed at the appropriate time, the Council would have been able to place a condition for the fence to be constructed on the development's land, and for maintenance to fall to the owner. Unfortunately it cannot do this in retrospect.
55. There is nothing in Mr G's correspondence to suggest the club would oppose the fence being situated on its side of the boundary hedge. It may be the new development's owner would agree to it being located on their side instead; but if not, it does not appear there is any option except for it to be on the club's side. Either way, this is again a matter for the Council and club to explore and agree.
56. However, we are satisfied the Council should also bear responsibility for future maintenance of the fence. As Sport England has said, it was the development which created the risk of ball-strike, as the cricket club was already there, and so we do not consider the club should bear any of the costs.
57. The Council should also reimburse the club for its costs in hiring an alternative venue for its home matches, during the 2018 and 2019 seasons, and for its costs in commissioning the trajectory report.

Recommendations

58. The Council must consider the report and confirm within three months the action it has taken or proposes to take. The Council should consider the report at its full Council, Cabinet or other appropriately delegated committee of elected members and we will require evidence of this. (*Local Government Act 1974, section 31(2), as amended*)
59. Within one month of the date of this report, the Council has agreed to meet with the club to agree the most appropriate ball-strike mitigation measure. The agreed solution should be of adequate height and length to protect the new development, in accordance with the trajectory report. Once agreed, it is for the Council to seek the most cost-effective quote for the work. However, it should ensure the work is complete before the beginning of the 2020 cricket season.
60. The Council has also agreed to meet the club's costs in commissioning the trajectory report, within one month of our final report.
61. We also recommend the Council agrees to bear financial responsibility for future maintenance of the fence. It is for the Council and club to determine the best way to implement this, but the agreement should be made in writing by the time the fence is completed.
62. The Council should offer to reimburse the club for its costs in hiring an alternative venue.

Decision

63. We have completed our investigation. There was fault by the Council which caused injustice to Mr G, and the cricket club he represents. The Council should take the action identified in paragraphs 58 to 62 to remedy that injustice.



Committee and Date

COUNCIL : 16.07.2020

Item

Public

Portfolio Holder Report - Lezley Picton: Culture, Leisure, Waste and Communications

Responsible Officer:

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1.0 Summary

This report provides an overview of the activity and outcomes for the Portfolio for Culture, Leisure, Waste and Communications, and allows the Portfolio Holder to inform Council of key areas of work and issues for the council.

2.0 Recommendations

- 2.1 That Full Council accept the contents of this report and recognises the varied scope of works and achievements delivered.

REPORT

3.0 WASTE MANAGEMENT

- 3.1 Shropshire Councils waste management services are provided through a 27-year PFI Integrated Contract with Veolia Environmental Services Shropshire which covers collection, transport, treatment and disposal of municipal waste. The contract began in 2007. As a review document this focusses on key performance issues and activity during the last year. The impact of Covid-19 and the actions taken to manage the crisis are covered briefly as this situation is constantly evolving.

3.2 Recycling and Composting Rate

Waste Performance data for England in 2018/19 was released in November. This showed Shropshire's recycling and composting rate as 55.5%, ranking 38th out of 345 authorities in England. This is an increase of 1.4 percentage points on the figure for 2017/18, mainly due to increased composting.

3.3 **Collections**

The collection service is in three parts, refuse, dry recycling (paper, glass, metals and plastics), and compostable waste, all provided on a fortnightly basis to around 140,000 properties. In total there are approximately 10.9 million collections made in the county each year. There were 1830 missed collections in 2019, which is the equivalent of 1 miss for every 5,900 completed.

3.4 Veolia introduced their new collections management system, ECHO in 2018. It includes links to an in-cab system on all collection vehicles which has improved communications with their depots, the Councils Customer Service Centre (CSC) and the Waste Management Unit. Combined with increased use of the 360-degree cameras fitted to collection vehicles this has significantly improved resolution times for missed collections and reduced the time needed to resolve complaints and queries related to the service.

3.5 The kerbside collections of refuse, recycling and compostable waste continued as normal through March, April and May. This was achieved by significant use of agency staff and drivers brought in from Veolia's commercial arm to provide back up to the regular staff. Despite this, the number of missed collections on all rounds remained low.

3.6 Additional refuse and recycling vehicles were introduced where needed as a result of a significant increase in the quantity of both waste streams. Overall there was an increase of around 15% in the weight of refuse collected and a 20% increase in recycling tonnage. It should be noted that there was no loss of Residual Waste or Green collections during the peak of COVID-19, which reflects on the joint work of Shropshire Council and Veolia staff during this period.

3.7 The contract also includes a Bulky Collection service which removes large items direct from properties on request. There is a charge for this service starting at £35 for up to 3 items. There were 2234 collections of this type in 2019. The service was suspended at the end of March and is scheduled to re-start in the week commencing 6th July.

3.8 **In-Vessel Composting**

Both Shropshire Council and Veolia have continued to search for land suitable for the construction of an In-Vessel Composting (IVC) facility. This would enable the food and garden waste collections to be extended countywide. Currently, properties in the former Oswestry and Bridgnorth districts (about 30% of the total) cannot put food waste in their garden waste bins.

3.9 When collected by itself garden waste can be processed outdoors in what is called an open-windrow process. The enclosed nature of an IVC means that the temperature of the material can be raised and monitored to ensure that food waste can also be composted in a safe and legal manner.

3.10 The aim is to construct a plant capable of processing 50,000 tonnes of food and garden waste per year. Several sites are currently being evaluated before a formal planning application is submitted.

3.11 Bring Banks

Following a public consultation, the Bring Bank recycling service ended in June 2019 as part of a package of measures to establish a balanced budget for 2019/20. The aim was to make savings while minimising the impact on the overall service as there were established alternatives for householders in terms of kerbside recycling collections which offered environmental benefits over the bring bank system.

- 3.12 The withdrawal of the service achieved a saving of £19,750 per month. The consultation highlighted two main concerns amongst respondents, that of an increase in fly-tipping and a fall in recycling tonnages. Suitable mitigation has ensured that to date neither issue has arisen. The loss of Bring Bank recycling tonnage has been offset by the expected increase in kerbside collected material. The number of fly tipping incidents in the six months following removal of the Bring Banks was consistently below the level recorded in the previous year.

3.13 Household Recycling Centres (HRC's)

Shropshire Council and Veolia operate 5 HRCs in the county where residents can bring their household waste for recycling or disposal. These can be found in Shrewsbury, Whitchurch, Oswestry, Bridgnorth, and Craven Arms and together they have received around 35,500 tonnes of waste in the last year.

Over 30 different waste streams are segregated for recycling at each site with an average 56 % recycling and composting rate, excluding soil and rubble. They also act as transfer stations for the waste brought in by the collection service as well as 1,200 tonnes of litter and 4,700 tonnes of road sweepings from the Councils Street Cleansing Contractor Kier.

All HRCs were closed on Weds 25th March in response to lockdown restrictions. The sites were successfully reopened on Tuesday 5th May following new site rules on social distancing, support from SC Highways and Community Enforcement Officers, and a comprehensive communications plan.

3.14 Energy Recovery Facility (ERF) at Battlefield

Around 68,600 tonnes of Shropshire's residual waste was processed at the ERF in the last 12 months. The main outputs from the plant are electricity, enough to power 10,000 homes via the national grid, and ash, which is recycled via use as an aggregate in the construction industry. The plant is one of the most efficient in the UK, with an availability of 95% in 2019, exporting 58,000 MWh of electricity.

3.15 Waste Minimisation

Over the last 6 months the Waste Management Unit has increased efforts significantly to promote waste minimisation and reduction. Historically this concept had been challenging to promote beyond the already very environmentally aware segment of our community. However, recent media coverage on issues like single use plastics has engaged individuals and

communities and a growing appetite is evident with many more wanting to take steps to reduce their waste and impact upon the environment.

3.16 Recognising the small size of the Waste Team and its limited resource, effort has focussed on establishing or re-establishing links with the grass roots individuals and networks active in this field. Acknowledging that whilst limited in what direct action could be delivered, it was important to be visibly engaged and be able to signpost others.

3.17 Since embarking on this programme of work an action plan has been created and worked to; we have pooled collective knowledge and examined our performance and promoted the following initiatives;

- Water refill app and locations,
- reuse and loan facilities for seasonal festivities of Halloween and Christmas
- home composting
- and met and forged links with Shrewsbury's Food Hub and Environment Centre and community project, the Ashley Street Collective.

3.18 Our use of social media has increased to assist promoting the waste minimisation message. This has included a refresh of a waste themed Council newsletter, a new Twitter account, and jointly managing the Shropshire Recycles Facebook page with Veolia's PR and Communications Team.

3.19 Looking Ahead

The Waste Management Unit have been working on two projects with the Digital Transformation Team. A portal to increase self-service options for waste services, including reporting missed collections and requests for container replacement, was scheduled for May 2020, this has been delayed by the impact of Covid 19. A project to replace the current paper permits used to access the Household Recycling Centres with a digital version on smartphones was intended to launch in June, again delayed by Covid-19, it is hoped that this new system will be launched in the autumn.

3.20 The Environment Bill, including measures to implement the national Resources & Waste Strategy, began its progress through Parliament in 2019. Shropshire Council responded to consultations on the strategy. A further phase of consultations was expected in 2020. However, the disruption of the legislative programme due to Covid-19 will see significant slippage in the planned timetable.

4.0 CULTURE, LEISURE AND TOURISM

4.1 Changes have been made to the way in which Culture, Leisure and Tourism Services will be delivered. Libraries, tourism, leisure, sport and physical activity, museums, heritage and arts, archives services and the theatre and old market hall have all been brought together in one new Culture, Leisure and Tourism Service with effect from 1st February 2020.

- 4.2 A new Head of Service has been appointed to lead the delivery of the Council's priorities through continued development and improvement of the service and through increasing participation by our communities and visitors in the wide range of opportunities that exist across Shropshire.
- 4.3 A new Visitor Economy Post has also been created to support the development of tourism across Shropshire, with the successful candidate commencing work with the Council in June 2020.
- 4.4 **Cultural Strategy**
The Council have been working with partners to develop a Shropshire Council area Cultural Strategy which will underpin the way in which Cultural organisations work together to develop and promote Shropshire's unique cultural offer. The stakeholders involved include national and regional organisations, voluntary, private and public sector partners and includes arts, museums, heritage, sport and physical activity, libraries, play, creative industries, open spaces, parks, AONB and archives. The draft strategy will be out for consultation later this year.
- 4.5 **Leisure Review**
A review of leisure services resulted in the Council taking over the management of Bishops Castle and Church Stretton Leisure Centres from 1st April 2020. A review and update of the Leisure Facilities Strategy and the development of a Sport and Physical Activity Strategy is underway to inform the future priorities and strategic direction for the service.
- 4.6 A management options appraisal is also underway to assess the options for managing Shropshire's leisure centres in the future. This will investigate the optimum delivery mechanism for all sites and provide a clear direction for a sustainable way forward, taking into account the impact of COVID -19. It will assess the sites taking into account the remaining length of the current main leisure centre contract and the sites currently managed directly by Shropshire Council.
- 4.7 **Shrewsbury Swimming Project**
Sport England supported a piece of work to develop an outline pre-feasibility piece of work on swimming provision in Shrewsbury. A report was completed and approved by Cabinet in February. The piece of work focussed on the Quarry site and included:
- Assessing land options, suitability, ownership accessibility
 - Suitability of the site itself and planning issues
 - Ability of the site to deliver the services identified in the Council's vision for swimming in Shrewsbury
 - Ability of the site to enhance the public realm and stimulate economic regeneration whilst contributing to social and community regeneration

- The financial sustainability of the facility, its potential to attract new users alongside its potential for partnership working and shared service provision working with other leisure, educational, healthcare and community partners
- 4.8 A further, more detailed piece of feasibility work will be commissioned and undertaken this year. The options to be considered include building all facilities on one site at the Quarry, or a 'leisure' type facility on the Quarry site and a competition style pool at the Sports Village, Sundorne site. Each of these options will be considered in the feasibility study.
- 4.9 **Playing Pitch Strategy**
The development of a new Playing Pitch Strategy is underway and is likely to be concluded by September 2020. This will inform the future development and investment priorities for the Council and inform the Local Plan.
- 4.10 **Impact of Covid -19**
The Coronavirus pandemic is having a considerable impact on Culture, Leisure and Tourism services with the closure of Libraries, Leisure Centres, Museum services, Theatre and Old Market Hall, golf course and initially parks and open spaces.
- 4.11 The financial impact on income levels has been and continues to be significant due to the ongoing closure or part closures of leisure centres and theatres.

The impact of Covid-19 on Culture, Leisure, Tourism according to the Period 2 projections for 2021 are as follows:

Old Market Hall & Theatre Severn	£1.8M
Other CL&T	£3.0M
Delay of savings plans	£0.1M
<u>TOTAL</u>	<u>£4.9M</u>

- 4.12 The emergency has also provided the services with the opportunity to rethink ways in which we work and how services should be delivered in the future. We are focusing on the development of digital services and outdoor activities, cross service working and better collaboration across Directorates, as well as within Culture Leisure and Tourism. We are also considering how we can support community led local service delivery in line with the new Community and Rural Strategy.
- 4.13 **Community Reassurance Teams**
The closure of facilities also provided the opportunity for many of the Culture Leisure and Tourism staff to get involved in the development of the Community Reassurance Teams and Emergency Food Hub.

- 4.14 Culture, Leisure and Tourism staff from Libraries, Leisure, Theatres, Outdoor Partnerships and the Shropshire Hills AONB Partnership have been central to the development of the Community Reassurance Team and the Emergency Food Hub, in response to the Covid-19 pandemic. The aim of the Community Reassurance Teams (CRT) is to work with the community and address any gaps in provision, to ensure that all community groups and people in Shropshire receive the help and support that they need to stay at home and stay well during the crisis.
- 4.15 The team has done this by identifying vulnerable people in the community, understanding and facilitating the community response to meet people's needs, and by identifying and filling gaps in provision when needed. As part of this, members of the Outdoor Partnerships team led and managed the Emergency Food Hub, delivering food parcels to those identified as 'Shielded' as defined by Central Government and to those who were unable to source or fund food for themselves. Library staff did phone back calls for all those receiving food parcels.
- Over 600 volunteer organisations and businesses have been collated on a new Community Volunteering Directory that is being shared internally and on the SC website
 - 218 referrals and welfare checks have been co-ordinated
 - Over 2,120 people have benefited from food parcels deliveries.
 - 48 PPE deliveries to staff
 - 842 meals delivered for the homeless
 - 818 phone calls to those who received food parcels
- 4.16 **Libraries**
- 4.17 Library services development has also been driven by the Council's Corporate priorities as well as feedback from our communities, library users, and the Universal Offers set nationally by Libraries Connected. In Health and Well-being, Shropshire Libraries is emerging as a key player regarding social prescribing with influence at regional and national levels. The Shared Memory Bags project has been extended and acknowledged as an exemplar of good practice in tackling dementia, with one of the team shortlisted for a national award.
- 4.18 The Human Library has continued to challenge stereotypes and discrimination within communities. Other library authorities across the country are now following this lead and setting up their own versions. The Summer Reading Challenge, for children and young people, has been very successful engaging over 2,800 children who borrowed 43,000 books. The Arts Award scheme in libraries has enabled 85 young people to develop their creativity and gain a recognised qualification, working in partnership with schools and Home Educated groups. Through the nationally funded Bookstart initiative and working with a wide range of partner organisations 12,250 Early Years books worth £121,000 were gifted.

4.19 To reflect changing needs and digital developments our e-book and e-audio services have grown, use of these has increased by 37% on the previous year. A strong focus has been maintained around developing the Libraries team. Over 80 staff attended Away Days with the theme of 'meeting future needs'. Frontline staff have also been introduced to a new project to collect and map evidence that demonstrates the range of positive impacts that library services deliver.

4.20 As part of strategic development a range of public and staff engagement activities were carried out. These captured views from over 1,300 individuals, feeding directly into the draft library strategy. The library service underwent an LGA Peer Challenge that recognised a strong and vibrant service while also highlighting opportunities for further development. Shropshire Libraries staff via the LGA, was part of an Early Years Social Mobility Peer Review team working in Lincolnshire, bringing back valuable learning for Shropshire.

4.21 Whilst library buildings have been closed since 23rd March through the COVID -19 lockdown and will be reopening with a phased approach from 4th July, the service has taken the opportunity to fast track the provision of digital and electronic services during this period and will continue to progress as the remaining services reopen. The impact has seen:-

- almost as many new users in the first three months than all of last year
- more than half of last year's e-book issues in three months
- almost half of last year's e-audio issues in three months
- more requests in the last three months than all of last year.

4.22 **Theatre Severn and Old Market Hall**

4.23 Theatre Severn and the Old Market Hall saw combined annual attendance of over 250,000 for the third consecutive year, as audiences enjoyed highlights including hit musicals *Cabaret* and *Buddy*, and acclaimed drama such as *The Girl on the Train* and *An Inspector Calls*. Theatre Severn also hosted another record breaking pantomime season as more than 42,000 people attended the latest production, *Aladdin*, including nearly 12,000 local school children. Alongside the pantomime, the theatre introduced a new 'Relaxed Space', to enable audiences who find the live environment and special effects overwhelming to enjoy the show in a more comfortable setting, and this received hugely positive feedback.

Theatre Severn and Old Market Hall have been closed since the end of March due to Covid-19 and sadly there is no planned date for the reopening of these facilities.

4.24 **Arts**

Thirty professional arts organisations and festivals from across Shropshire have been successful in securing funding from the Arts Grants scheme for 2019/20. The grants support the organisations to deliver a regular high-quality

programme of arts activity which meets council priorities and supports the delivery of the Arts Strategy. In 2019/20 the total investment of £24,550 will help lever more than three million pounds of external earned income into the county, 10,113 artists will be employed, the programmes will engage 31,297 participants and attract audiences of 541,950.

4.25 Arts Grants Review

The grant scheme has been updated in 2020/21 in order to continue the council's vital support for the arts sector and ensure the £25,000 investment has the most impact. From March 2020 the Council will no longer be providing small scale grants, funding will be invested into the arts sector through a larger scale grant programme. The new programme has been designed in response to feedback from the sector. Arts organisations and festivals will be invited to apply for one of five grants, with a value of £5,000 each. The criteria reflects the new draft Cultural Strategy and other council priorities and was launched in March 2020, with deadlines for applications August 2020.

- 4.26 A key criteria, alongside delivering high quality arts activity, will be for applicants to work in partnership with other arts organisations and festivals in the county and with Shropshire Council Cultural Services.

4.27 Funding to Support Children and Young People with SEND (Special Educational Needs & Disabilities) and their Families

CCS (Culture Consortium Shropshire), and Action Consortium (Energize, Parent & Carers Council and ignition), have secured funding from Arts Connect, which is being matched by a range of other partners, to deliver a three-year programme for children and young people with SEND. This programme has been developed from research, commissioned by Shropshire Council, showing that children and young people currently accessing activity through the 'All In' programme would like opportunities to participate in a broader range of activity particularly in arts and culture.

- 4.28 The aim of the programme is to enable children and young people aged 0 to 19 with SEND and their families to take part in more and better-quality Arts and Cultural activities.

4.29 Emergency Arts Grants - COVID -19

In response to the current Coronavirus crisis, Shropshire Council is providing emergency grant funding for arts organisations, venues and festivals in the county.

- 4.30 The aim of the funding is to support arts organisations during May to November, to develop and deliver digital and online programmes of work and continue to engage with user groups, communities, participants and audiences in a virtual way.

- 4.31 23 organisations have been awarded funding which equates to £1,000 per organisation from Shropshire Council. This in turn will assist the arts organisations and festivals to secure up to £580,717 in total to support their emergency projects for delivery of arts activities during the Covid pandemic period.

4.32 **Museums Service**

The discovery of a rare Bronze Age object in Shropshire by a metal detector user has been the catalyst for a significant partnership between the British Museum and Shropshire Museums Service. The Bulla, or Shropshire Sun Pendant as it will be known, is a masterpiece of European Bronze Age gold work and evidence of the importance of the sun and cosmology during the period. The pendant was acquired by the British Museum for £250,000 with help from the Art Fund and the American Friends of the British Museum and will be lent to Shrewsbury Museum & Art Gallery for its first public display in November 2020. With support from Friends groups and funders, Shropshire Museums are in the process of acquiring a hoard of exceptional objects found alongside the Sun Pendant. Negotiations with the British Museums have led to the submission of a draft partnership agreement to the British Museum's senior leadership team and trustees for the creation of a major pre-history partnership gallery at SM&AG. Our shared aspiration is that the new gallery will immerse visitors in the rich and varied Bronze Age material discovered at the wetland find-spot where the Sun Pendant and other objects were deposited, seemingly as religious offerings. It has the potential to highlight the religious and cultural importance of watery locales during this period and explore the ways in which past communities experienced and interacted with their natural world.

4.33 **Shropshire Archives**

Friends of Shropshire Archives Conservation Appeal - Life of Sir Philip Sidney by Fulke Greville

The Friends of Shropshire Archives appeal for funding to conserve the manuscript of the life of Sir Philip Sidney by Fulke Greville achieved its target in early 2020. Sir Philip Sidney (1554-1586) was one of Elizabeth I's preeminent courtiers. A scholar, poet and soldier, he died at the age of 31 at the battle of Zutphen in the Netherlands. The unique manuscript requires urgent conservation work to prevent it deteriorating further. The ink used in the volume is acidic and is literally eating away the paper it is written on. We are very grateful to everyone who contributed to the appeal.

4.34 **David Evans Stained Glass Cartoons**

Shropshire Archives holds a small but important collection of large-scale cartoons, or working drawings, produced by the stained-glass artist David Evans (1793-1861) whose work can be found in churches across Wales and Shropshire. The cartoons are in very poor condition and require urgent conservation work. Shropshire Archives has been awarded £9,800 in grant

funding from the National Conservation Manuscripts Trust to work on these unique items.

Work will start on these two conservation projects once Shropshire Archives reopens.

4.35 On-line resources

On-line resources have been enhanced during the year following work by staff and volunteers. The on-line catalogue at www.shropshirearchives.org.uk now includes over 500,000 records including over 70,000 images. Highlights of the resources catalogued this year include:

- Records of Radbrook College, Shrewsbury
- Records of the More and Hope-Edwards family of Linley Hall
- Photographs by Ted Pickin of Bucknall
- Records of the Owen family of Shrewsbury and North Wales
- Print and drawing collections

4.36 Country Parks

4.37 Northern Parks

In northern Shropshire there are 15 sites covering 330 hectares of land, attracting well over half a million visitors a year. Over the last year the number of sites under 10 year countryside stewardship has increased to 7. This equates to funding of £200K over the 10 year period enabling us to manage these sites for people and wildlife, some of which are sites of special scientific interest, regionally important geological sites and internationally important RAMSAR wetland sites.

- 4.38 Walkmill Meadows, Market Drayton's only area of accessible wild greenspace has been secured with a new 10-year lease with Severn Trent Water and financial support from Severn Trent Water of £120K over that period. This has enabled greater involvement with the Town Council and local people and given rise to increased participation and local ownership of this site.

- 4.39 Nesscliffe hillfort – 2019 was a summer of archaeological discovery and activity at this iron age hillfort, working closely with Dr Andy Wigley from Natural and Historic Environment Team and Oxford University Archaeology Department. The first official archaeological dig revealed well preserved features of 'national significance'. Oxford University will be continuing with the dig later in the year. A new interpretation package is being devised for the site in association with Chester and Shrewsbury Universities to include augmented technology as well as traditional interpretation panels. The first of these has already gone up and is giving people an idea of what the site would have been like 2000 years ago. We intend to work closely with Museums on this in future.

4.40 Southern parks and countryside heritage sites

Severn Valley Country Park re-development

The Visitor Centre has benefitted from a £500k extension (funded through the EARDF). The new building opened in September 2019 and now has a dedicated visitor welcome and interpretation area with extensive displays and interactive features showing visitors the incredible history and wildlife of the park. The new and improved Kestrel Café has now also opened under management of Shire Services. Overall the team are now equipped to provide a top-quality visitor experience and help the park to move towards a self-funding model

4.41 Family Play Trail at Severn Valley Country Park

The new play trail opened in Summer 2019. This has been funded by the Unlocking the Severn project (a river conservation project). The new play trail cost around £90,000 and features bespoke wooden play equipment that is already proving extremely popular for families visiting the park

4.42 Severn Valley Lives in the Landscape project

This is a project being funded by the National Lottery Heritage Fund. The project officer has delivered some fantastic work delving into the heritage of Severn Valley Country Park and presenting these fascinating stories to visitors. Outcomes have included oral history, family archaeology, creating a new heritage walk with interpretation boards, archival research, working with local schools and volunteer training

4.43 Providing specialist services for Town and Parish Councils

Over recent years a number of funding agreements have been set up for managing parks and countryside sites in partnership with Town and Parish Councils. The Outdoor Partnerships Team have also been helping with management of Rectory Wood and Field on behalf of Church Stretton Town Council and, from April 2020, will also be helping with management of Coppice Leasowes LNR. The specialist services of the team are increasingly seen as a commercially valuable service.

4.44 Countryside Stewardship

A number of new stewardship agreements have been agreed with Natural England during 2019. At Lyth Hill Countryside Heritage Site, this has funded additional stock fencing to enable grazing to be extended across the site, with benefits to rare grassland plant communities.

4.45 Birchmeadow sports pitches

Staff from Outdoor Partnerships managed a £70,000 drainage scheme to improve playing conditions on 2 football pitches that were previously water-logged and not useable for much of the playing season. The project was delivered on time and in budget despite some issues on site. Through autumn/winter 2019, the local football clubs reported that the pitches on Birchmeadow Park are now some of the best in the county.

5.0 COMMUNICATIONS

- 5.1 The communications team have continued to develop over the past year with some key changes to the structure of the team proving beneficial, these are
- The formalisation of two “senior” comms officers to support specific areas of the authority.
 - The recruitment of two Media apprentices, who focus on graphic design, video production, photography and animation. These additions have transformed the authority’s media offerings, with teams now benefitting from a more comprehensive and timely media support service.
 - From late November 2019, comms manager Laura Pell went on maternity leave and Head of Technology Andrew Boxall agreed to support the comms team. During this change, the two senior comms officers jointly took on the comms manager role with two comms officers back-filling the seniors’ roles. This change has given all those involved an opportunity to work in a more senior role whilst recognising the complexity of recruiting someone into a specialist team for what is a relatively short period in maternity cover.
- 5.2 Developed a communications tool kit – this document is available for staff to benefit from advice on producing their own communications, attempting to empower them with a greater understanding of how good communications are produced.
- 5.3 The Communications Team were one of the first in the authority to benefit from cloud collaboration tools, in this instance Microsoft Teams and SharePoint. This tool is now a cornerstone of their working day with a number of virtual conversations taking place to coordinate the work being undertaken. Further to this, the “Communications and Marketing Support” Teams site which is open to anyone at the authority was created. This second teams site stores all the resources staff need to stay on brand and get help – such as PowerPoint, letter and document templates – simply search for the name to join the site.
- 5.4 Planner – another digital tool that is helping the team coordinate their efforts is the use of Microsoft planner. This digital Kanban board is providing a go-to location for details of campaigns and workload.
- 5.5 STP – working closely with the Shropshire, Telford and Wrekin STP the team are able to collaborate on County wide communications projects and campaigns – this has been particularly important with the floods and most notably Covid-19.
- 5.6 The ‘proud to make a difference’ campaign was launched last year as part of a drive to highlight the council’s successes, and to use real staff members in the council’s communications - to stress that council services are provided by real, often local, people and to help show the human side of the council. The campaign has since been reviewed, and revised/refreshed ‘proud to make a difference’ artwork will be rolled out internally and externally once the

coronavirus response ends. This artwork will make much greater use of staff members to highlight the many and varied roles carried out by council officers, and to raise awareness of the council's numerous achievements. A number of officers have already been photographed and these photographs will be central to the campaign. The 'proud to make a difference' strapline will also be widely used, including on bin lorries, social media and more.

- 5.7 New newsroom – in late 2019 the newsroom website was re-created with a fresher, more branded and search engine friendly design. This evolution is in line with web standards and delivers accessibility with elegance alongside simplicity.
- 5.8 Instagram – a new addition to the Council's Social Media accounts Shropshire's Instagram account offers a different perspective to the other channels. As Instagram is media based and, generally, for a younger audience – the approach has been a much softer, more interactive, brighter authority – with pictures and stories of people. This has been, in many ways, in preparation for the authorities change to a person-centred approach to all communications.
- 5.9 To bring an element of branding and recognition to the authority's videos and animations, a style guide has been developed detailing the specific types of shot, framing, text and other key components should be used.
- 5.10 Social Media – the authority benefits from the use of social media and those involved work hard to provide quality information in the correct format. As of early April, the number of twitter followers stands at 24K, over 17K people follow the Facebook page and the Instagram account has over 200 followers (it's less than eight months old and still in development).
- 5.11 Social Media statistics between April 2019 – March 2020
 - Total twitter reach: 14.4M
 - Total Facebook reach: 1.09M

Referrals from social media to website:

- Facebook, 59,5422
 - Twitter, 43,300
- 5.12 Visits to the website April 2019 – March 2020: visits = 2,027,770 (+862,654 on previous year). This increase in visitors is an excellent sign that we continue to improve access to information for residents. It should be noted that this is likely higher than it will (hopefully) be next year as we had the floods and are now in a pandemic but it's still an excellent achievement.
- 5.13 Visits to newsroom April 2019 – March 2020: visits = 1,355,700 (previous year = 633,084). As with visits to the website, this significant increase demonstrates that our newsroom is a used source of information. It should be noted that this is likely higher than it will (hopefully) be next year as we had the floods and are now in a pandemic but it's still an excellent achievement.

- 5.14 Flooding – as with many teams, communications were a key component in the authority's response to the flooding of 2020, with staff working long hours to make sure that the messages were getting out to the public.
- 5.15 As part of the response to Covid-19 some external support has been engaged to provide a local, expert perspective on the communications produced.
- 5.16 A communications Dashboard, as in a digitised series of live reports demonstrating specific points, are being introduced to those who require current information on the communications of the Council. At present, these include details of all the articles featured in the news with details of whether they were deemed positive, negative or neutral, it also features a similar rating for comments when they are available. In June 2020 details of web site visits were added, with plans for social media and call centre stats to be added in July.
- 5.17 A new social media management tool is being implemented to support the authority with a more interactive use of Social Media. External support has also been instigated to study and support the authority with its ever-expanding use of social media and other interactive communications tools.
- 5.18 The Councillors portal has been implemented and introduced for members to have a single place to access their digital worlds. In June 2020, this was updated to include a news section for updates to be issued to members. The tool is Sharepoint based and offers categorisation of news with templated styles for ease of navigation and use.
- 5.19 The comms team have been working with a local specialist in media and communications, receiving a few hours support each week. This support sees a monthly review of the work, the following is an extract from the May review:
- “In the current climate, with the ever-changing Government guidelines, and the challenge of so many people working from home, I feel that the output of the council's comms team during May has been creditable.”*
- 5.20 A new communications officer will be recruited in June 2020 with interviews taking place towards the end of the month. This position will likely work with the place directorate with a specific remit to support economic growth.
- 5.21 Covid-19 has seriously impacted the communications team and requirement on the authority to communicate. Additional requirements and opportunities have included:
- 5.21.1 Support with regular Chief Exec updates, initially daily, then three times a week and presently twice a week;
 - 5.21.2 Weekday updates for members – predominantly with updates from Public Health England (PHE);
 - 5.21.3 Communicating key messages from PHE and our own PH department;
 - 5.21.4 Attendance at several meetings relating to the situation within SC and beyond, such as meetings with other partner organisations;

- 5.21.5 Closer working with the local media as Covid-19 is, in many ways, a common cause in terms of sharing relevant information with residents and businesses;
- 5.21.6 An increase in staffing has been identified as a requirement with PH funding a further post in early July (recruitment taking place during the production of this document).

6.0 Risk Assessment and Opportunities Appraisal

- 6.1 This report identifies several issues across a wide and diverse areas, each one of these areas has a reputational and financial risk to the council and the wider communities across Shropshire. As this report is a retrospective update of key issues and aspects of work there is minimal risk to consider.

7.0 Financial Implications

- 7.1 There are no direct financial implications arising from this report.

8.0 Climate Change Appraisal

- 8.1 There are no direct climate change implications arising from this report.

9.0 Background

- 9.1 The Portfolio Holder is responsible for key services of the Council, i.e. the 25-year PFI waste contract with Veolia that impacts upon every household and potential business within Shropshire, Leisure services across leisure centres, sports centres and cultural settings provides important cultural services for residents and tourists across the county.

10.0 Conclusions

- 10.1 This report identifies the varied and complex scope of works that are the responsibility of the Portfolio Holder.

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

Previous report of the Portfolio Holder

<http://shropshire.gov.uk/committee-services/documents/s19371/Portfolio%20Report%20-%20Culture%20Leisure%2026.07.18.pdf>

Cabinet Member (Portfolio Holder)
Lezley Picton
Appendices
None

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Committee and Date

Council
16th July 2020

Item

Public

PORTFOLIO HOLDER REPORT – COUNCILLOR STEVE DAVENPORT FOR HIGHWAYS AND TRANSPORT

Responsible Officer: Steven Brown, Interim Assistant Director Infrastructure.

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1.0 Introduction

- 1.1. This report provides information on key achievements and developments during the previous year financial year 2019/2020, as well as highlighting strategic priorities for the forthcoming year within the remit of the Highways and Transport Portfolio Holder Councillor Davenport.

2.0 Local Transport Plan 4 (LTP4).

- 2.1 The Transport Act 2000 placed a requirement on all local transport authorities in England, outside of London, to produce a Local Transport Plan (LTP).
- 2.2 The Local Transport Act (LTA) 2008 gives local authorities the power to review and propose their own arrangements for local transport governance to support more coherent planning and delivery of local transport. This Act retains the statutory requirement to produce and review Local Transport Plans and policies however the amendments under the LTA 2008 were intended to enable authorities to prepare LTPs that best meet their area's needs.
- 2.3 Authorities are expected to review their LTP to make sure that it remains up to date. Initially this was every five years, but the 2008 legislation enabled Local Authorities to set their own time span for renewal of LTPs. Shropshire Council last produced a provisional LTP in 2011.
- 2.4 The next (fourth) version of the Local Transport Plan (LTP) will cover the period up to 2035/36. It will address all aspects of transport and highways, including walking, cycling, public transport, carbon reduction via transport, car-based travel, freight, and the management and maintenance of highways. It will look establish links to wider Council policies and strategies where transport and highways have a strong influence such as economic growth, climate change and health.

- 2.5 The development of LTP4 has been reviewed in light of COVID-19 and the changing national agenda, to incorporate key emerging issues such as enhanced park and ride, movement strategies, key infrastructure developments, green issues, this now means a draft of LTP will be expected later this financial year. A draft strategy will be presented to Cabinet later this year for consideration and then approval for formal consultation in early 2021.

3.0 20mph speed restrictions

- 3.1 Shropshire Council's current approach for dealing with 20mph speed restrictions is embedded in Shropshire Council's Road Safety Policy and is based upon supporting the delivery of appropriate and achievable traffic management interventions in locations where the potential benefits are greatest.
- Outside schools or where there are high numbers of vulnerable road users.
 - On urban residential streets in specific cases (where wide community support can be demonstrated, where there is evidence that streets are being used by people on foot and on bicycles and where the characteristics of the street are suitable) and,
 - On town centre streets / pedestrian dominated areas.
- 3.2 20mph speed restrictions must be implemented with clear objectives and with an understanding of potential future liabilities. In particular, this means consideration of whether a 20mph speed restriction the most suitable measure to implement to address a defined problem, whether it would have a measurable and positive speed reducing effect, whether additional physical measures would be required to promote self-compliance and whether there are any climate or aesthetic factors in a given location.
- 3.3 At its meeting on 19th December 2019, Shropshire Council passed a motion to support the principle of a 20-mph speed limit outside all schools in the county and asks officers to bring a report to Council within 6 months to consider how this could be implemented. Due to the COVID-19 pandemic, this report is due to be presented for consideration at September's Full Council 2020.

4.0 Woore HS2

- 4.1 Detailed meetings held to assist with identification of HGV mitigations, SC updating detail on mitigations and will share with WPC and HS2 for further discussion, HS2 have stated that there is still an open door on possible use of an alternative HGV route – SC and WPC would rather see alternative routes given greater consideration. SC represented on both the Phase 2a Highways and Planning subgroups.
- 4.2 Joint working with HS2 and Woore Parish continues as the impact on HS2 for the village is recognised and the development of local infrastructure and improvements delivered from HS2 is beginning to be finalised.

5.0 Re opening of High Streets / Social Distancing

- 5.1 During March 2020, the Highways and Transport service started to prepare for the reopening of High Streets and Social Distancing, this work was planned and several grants, funding opportunities and government guidance from numerous arms of government was received.
- 5.2 The work was designed to support the return to highstreets by making them feel safe, of which the physical work was delivered in May 2020 with temporary road closures, temporary wider footpaths, information signs, spray painted stencils on major routes.
- 5.3 Work across the council to develop support for our high streets continued with the development of the council wide town centres recovery group consisting of highways and transport, Economic Growth, Public Protection and Public Health to provide a response, guidance, and support. This group continues to meet and wider initiatives such as the support packs, trading on the pavement and maximising available space from social distancing measures to business etc were delivered.

6.0 A529 Scheme

- 6.1 Agreed allocation of funds to Cheshire East for the length of the A529 between the county boundary at Swanbach and the A525 at Audlem.
- 6.2 Various maintenance issues have been considered and prepared alongside the SRF works to make best value use of site works and road closures. Likewise, CIL funding for schemes associated with the route have been forwarded for specific areas.
- 6.3 Delivery of the works has been broken down into 12 scheme packages (A – L) for ease of design and construction. Target for completion of site works is mid-2022.

7.0 Accident data led schemes

- 7.1 Accident cluster sites are identified annually using police data on reported road traffic accidents and Shropshire Council's spatial accident data. A cluster site is where three or more:
- accidents occur within a 50m radius of each other over the past three-year period. The Highways Department carries out this process to fulfil its statutory duty under the Road Traffic Act 1988 to conduct studies into accidents on roads, other than trunk roads, within the local authority area and take appropriate measures to prevent such accidents.
- 7.2 Phase 1 of the annual accident cluster work uses a detailed process to identify a ranked list of sites on Shropshire's highway network. Each site is validated and those

sites that would benefit from a more detailed investigation and analysis as part of Phase 2 were determined. A key consideration is whether the road environment has been recorded as factor.

- 7.3 Phase 2 of the process considers any trends in terms of cause, casualty type and severity. This information is used to determine whether further highway design work may be required and feeds directly into the forthcoming design programme.
- 7.4 The council has a statutory duty from its LTP funds to assess highways improvements were Killed or Seriously Injured (KSI) issues or data demonstrated an apparent need and this information is collected and informs any traffic improvement work coming forward and is often utilised to inform town or parish councils if local concerns are raised.

8.0 North West Relief Road (NWRR)

- 8.1 There is now ongoing pre planning engagement with key stakeholders, and these include The Environment Agency, Severn Trent Water, Highways England, and Natural England. In order to reduce planning objections from these parties, there are numerous in principle approvals currently being sought at this time.
- 8.2 Negotiations have formally commenced through SC Estates with all affected landowners in order to negotiate the purchase of the required land to construct the road. This is currently expected to be undertaken through negotiation and agreement, although in order to remove programme and financial risks, the CPO process is also running in parallel behind this in order to guarantee land availability. There is also a re-costing of the land acquisition process (revisiting the original assumptions in the OBC), that will in due course give a more robust forecast on the project costs.
- 8.3 A further paper to Council is proposed in September 2020, when the more fully estimated budget outturn, and the local developer contributions and match funding options to meet the local match obligations are more fully resolved.
- 8.4 A Full NWRR Planning Application is currently due at the end of July. As part of this will be the full supporting documentation required as regards Environmental Impact Assessment, Designs, and a full NWRR Carbon Account report. These will be put in the public domain as a requirement at that time.
- 8.5 Work continues at pace in order to look for synergies and joint delivery benefits around the NWRR river crossing and the ambition within EA to develop a flood management scheme for the River Severn catchment area. The NWRR project, with is now undertaking regular meetings with the EAs Senior Management, design, and policy team in order to assess the feasibility of this joint approach.

9.0 Street Works

- 9.1 “Street Manager” was successfully implemented on the 1st July 2020. This is the new transfer of information / application system that all Highway Authorities (including Highways England) and statutory undertakers / Utilities have to use from the Department for Transport. This replaces the old Eton (electronic transfer of information) system which we previously used.
- 9.2 The Street Works team manage the permit system which delivers high levels of income that is reinvested back into the network. This “income” is derived from Fixed Penalty Notices or other enforcement action taken against works providers on the highway. The performance of this team and its work is ensuring that works on the highway are planned and managed effectively.

10.0 Strategic Drainage

- 10.1 Severe Weather Plan: A severe weather working group has been established and a Highways Severe Weather plan is being developed.
- 10.2 Shropshire Flood Barriers Plan: A review of this plan is being undertaken prior to the next flood season in November. Work had begun on this pre-COVID but resource from other agencies (EA, STW, SC) has been limited.
- 10.3 The Property Flood Resilience Recovery Support Scheme is being implemented which will coordinate actions for affected communities.

11.0 Passenger Transport

- 11.1 Passenger Transport continue to provide transport to school pupils who are attending the various primary and secondary schools within Shropshire, with the majority remaining open to allow access for children whose parents are keyworkers and those who are classed as vulnerable. Whilst the number of pupils is significantly lower than normal, we are at the same time continually adjusting the network to reflect this, which included providing transport over the Easter holidays and transport to alternative placements.
- 11.2 Using community car drivers to deliver prescriptions or organising taxis to deliver food bank parcels around the Shrewsbury area.
- 11.3 Some of the community transport groups within Shropshire are being inundated with requests for help and to free up some capacity for them we are utilising commercial operators who would normally have been providing school transport to provide medical journeys and shopping deliveries to assist.

- 11.4 Through liaison with Shire Catering we are currently developing a network to deliver hot meals to people housed in temporary accommodation around the county, utilising our own internal fleet for the larger deliveries and our commercial transport operators for smaller county wide distribution.
- 11.5 A review of the Shrewsbury Park & Ride service has taken place over a number of months and a strategy developed taking into consideration best practice elsewhere in the Country, trials undertaken on the service itself, which included a 10 minute frequency, the deployment of electric buses and fare incentives, which were all very well received by the public.
- 11.6 Following this review Park & Ride will be developed into the Shrewsbury Connect service which will provide for a semi-express link from three strategically placed sites across the outskirts of Shrewsbury to the town centre, ultimately giving passengers a greater choice of destinations within the town and the ability to interchange with other services.
- 11.7 This strategy includes creating true interchanges at current and new strategically placed sites where passengers can catch services to access wider Shropshire or travel into Shrewsbury on sustainably powered electric vehicles. Over a number of years Park and Ride patronage has fallen for a number of reasons, which this strategy not only intends to address but at maturity increase patronage significantly above levels previously achieved.
- 11.8 To compliment this strategy the Council have submitted an expression of interest that potentially could attract a £40 million funding package to the DfT under their Electric Bus Town funding program and if successful this would not only provide Electric vehicles for Shrewsbury Connect, but also for the wider bus services within the Town. The process is still at its expression of interest stage and details will follow if the project progresses.
- 11.9 An expression of interest has also been submitted to the DfT for funding to support a rural Demand Responsive Service that would integrate with the Public Bus network to provide essential journeys for residents and access to health services, if successful this bid would realise funding of £1.1 million.
- 11.10 In addition to the funding submissions above we were also successful in March with an application of funding for £319k to support an extension to the Park & Ride operating hours and the creation of a bus service linking the two main hospitals in Shropshire, both of these projects will be developed once the impact of Covid-19 on the bus industry reduces

12.0 Reports and Scrutiny

- 12.1 A number of Highway and Transport reports have been presented to Scrutiny during 2019/20 to provide updates to members and support improvements to systems, process and recommendations from Audit reports.

13.0 Highway Maintenance

- 13.1 In January 2020, the Council commissioned the services of a Highways Consultant to help the Council make further improvements to the Highways Service. The Consultant undertook a detailed review of the Service and identified 10 key issues where improvements should be made and recommended 57 key actions be undertaken to improve the Service as part of a Highways Improvement Plan linked to the priorities within the Council's Corporate Plan.
- 13.2 The Highways Improvement Plan was launched at two Member workshops on 2 & 6 March 2020. Progress on implementing the actions within the Improvement Plan is closely governed and monitored by the Highways Improvement Board which meets every 2 weeks.
- 13.3 The Highways Improvement Plan has delivered dramatic improvements to the Highway network.
- By changing the way defects are identified, ordered and repaired we have improved the timeliness and quality of repairs and reduced costs.
 - We have increased permanent repairs of potholes to 95%.
 - We have repaired approximately 12,000 potholes since the beginning of March.
 - We repair potholes adjacent to others previously identified for repair
 - A new Governance Framework has been introduced to improve management of the Contract with Kier.
 - We have commenced the planning and delivery of works within 16 Place based Parish areas making works more visible and effective for residents, Local Councils and Members.
 - We are developing a new suite of KPI's into our Contract with Kier to incentivise high performance and hold them to account.
 - We have updated our winter maintenance processes to improve decision making and reduce costs. Further improvements will be implemented for winter 2020.
 - Between March and 31 May, we reduced the backlog of highway defects from 5259, (and increasing), to under 1,000.
 - By implementing our own Find and Fix lengthsman gang directly we have dramatically reduced the costs of repairing defects by up to 90%.
 - We have introduced new alternative innovative pothole repair methods.
 - We have delivered low cost drainage interventions which have resolved long standing issues and will extend the life of our roads and prevent flooding issues.
 - We have instigated a mixed local economy and reinstated ditching and grip clearance using local contractors reducing future damage upon road surfaces.
 - The front face of the service has been transferred to the Council's Customer Service Centre and residents enquires have reduced from over 1,400 a week by approximately 90%.
 - The Members portal has been launched and enquiries have reduced by approximately 80%.

- A new Highways Customer Engagement and Liaison Strategy has been launched and a Highways Customer Panel is being established with SALC.
- New Highways Staff and Team Leader Forums have been established and a customer focused Vision for the service has been agreed.
- The Highways Service is being restructured, a new Assistant Director of Infrastructure and Head of Highways have been appointed. The remaining restructure will be implemented during the next few months.
- The Highways Forward Capital Programme is visible Council's website.

13.4 The Highways Improvement Plan will continue to be used to deliver further improvements to the service ensuring maximum benefits are provided to Shropshire's residents, Local Councils and Members.

14.0 Reactive Maintenance

14.1 Since the launch of the Improvement Plan, the Highways Service have implemented a number of changes which have delivered dramatic and visible improvements to the way highway defects and potholes are actioned. These have dramatically reduced the size of the backlog whilst improving the quality, timeliness and cost of the service to our communities of which:

- We instructed Kier to increase the number of gangs to 40 to deliver immediate improvements to the numbers of defects being repaired. We have repaired approximately 12,000 potholes since the beginning of March.
- Using the new forms of data collected on network condition, performance and productivity, we used this as evidence to "right source" and trial new ways of working to improve the quality, timeliness and productivity of services.
- Our inspectors are now undertaking emergency repairs themselves improving both the effectiveness and efficiency of repairs. The repair material is an accredited permanent standard repair product.
- We have initiated our own find and fix lengthsman gangs who have undertaken urgent repairs ourselves in advance of inspections on less trafficked roads before they are identified or reported. This has delivered average defect repair costs at approximately half the cost of the National average. *These repairs are being carried out using an accredited permanent repair product and prevents defects from being added to the backlog of outstanding and overdue defects and also allows them to be inspected. Repairs are uploaded onto Confirm immediately by the gang, so all are recorded as previously. As our carriageways are returned to a better condition, these gangs will move onto other parish-based activities such as small Parish improvements and sign cleaning.*
- We directly took control of 5 gangs to undertake emergency and 1-day defects alongside any other works we direct. *We identified all the locations where we wanted to direct the gangs to work and improved the productivity of the gangs so emergency repairs were not. These have now been returned to Keir's control.*

- We have introduced alternative repair methods including Texpatch, thermal treatment and jet patching gangs. *We have identified the locations, specify the treatments required and direct the most appropriate gangs which were previously undertaken by Keir's 2-man gangs.*
- Between March and May 2020, we updated our inspections policy to prioritise emergency and 1-day defects and ensure the network was kept safe. *Since 1 June we have reverted back to our previous policy.*
- Reactive gangs now work in 16 Parish based Place areas. *This means we know where gangs will be to better programme work and audit the quality of works undertaken. Programmes will be placed on the Council's website as soon as possible.*
- Working with our legal, procurement, audit and transport colleagues, we have brought in 2 of our own direct delivery gully cleaning wagons with gangs. These also include cameras and root cutting equipment. This has enabled us to address difficult issues which have remained unresolved for over 2 years under the previous arrangements. These have provided us with a high-quality service, with added flexibility, availability and at a cost saving of approximately 60%.
- We have commissioned local contractors to deliver cost effective ditching and grip clearing. These works prevent water draining onto our carriageways and eroding the surfaces.
- We have set up a joint improvement team with Kier to review weekly performance data of reactive maintenance gangs and take actions to improve productivity. This has identified areas of both good and poor performance enabling improvements to be implemented.

15.0 Customer Service

- 15.1 The front face of customer enquiries has now been transferred to the CSC and colleagues have been provided with the necessary accesses into Confirm to be able to view orders and statuses. This enables the CSC to log and monitor requests, respond quicker, manage multiple enquiries to the same issue and provide residents and Members with an improved service.
- 15.2 The service is now focussed on responding and/or actioning existing enquiries and new ones received. During June 2020, *residents' enquiries have reduced by approximately 90%* to between 100-150 a week and the backlog has reduced by over 70% to approximately 1,600.
- 15.3 During February and March 2020, 615 Highway enquiries were received from Members by the CSC and service combined peaking in March. 295 of these were received by the service directly and were not logged on the reporting system and were therefore unable to be tracked.
- 15.4 More than half of Councillors attended the Highways workshops in Shire Hall at the beginning of March. Members were shown how to send all enquiries to the CSC online who will log their enquiries, respond directly where they can, assign to a technical officer for further details or to raise an order, and respond and close down

requests. The Members' Portal has been launched and Members have been trained on its use. The Portal enables Members to log enquiries quickly and also be able to track and trace actions. This is now being developed further to enable Members to view details of work undertaken in their Wards together with forthcoming works and details of customer enquiries. It will also include a map showing the location of all known defects and their status towards repair. A new feature is being placed on its front page to highlight completed and future programmes of works.

- 15.5 During June 2020, *Members' enquiries have reduced by approximately 80%*, with nearly half of those logged and tracked through the Members portal.
- 15.6 Enquiries from MP's and those directed and escalated to the Chief Executive are now forwarded to the CSC to manage. These have now been reduced to a very small amount as enquiries are responded to more effectively.
- 15.7 A working group has been initiated between the CSC, IT and Highways to improve the whole customer journey between enquiry made and closure. This will ensure that the right actions are taken at the right time to resolve concerns raised and that the correct form of response is provided to customers throughout the whole process. Currently a large proportion of the highway service customer service interaction sits on the Council's old Darwin system which doesn't allow the same service to residents as the new 365 system. IT are prioritising the transfer of the remaining services as quickly as possible in order that residents receive a consistent service in response to enquiries.
- 15.8 The Council's website is being updated and once complete will enable the Highways Service to make improved information available, such as upcoming planned and programmed works, for residents to view themselves and thereby reduce the need to raise enquiries to the Council.
- 15.9 A new Customer Engagement and Liaison Strategy has been developed through consultation with staff, Team Leaders and the Shropshire Association of Local Councils, SALC. A "Highways Customer Panel" of representatives chosen by SALC from local Town and Parish Councils is being established to review the customer satisfaction results and to help prioritise actions to improve our highway services to address any areas of dissatisfaction.

16.0 Asset Management

- 16.1 A Value for Money assessment was been undertaken by Proving Solutions in February 2020 to evaluate the performance of the service against other Councils. Its recommendations to improve our Value for Money and place us within the highest performing Councils in the Country were incorporated within the actions of the Improvement Plan.
- 16.2 The Council's Asset Management Policy and Strategy have been reviewed. Recommendations have been provided to enhance the documents into a new Asset Management+ which will place Shropshire residents at the heart of the future service and ensure flexibility in allocating budgets more effectively to different asset groups.

Immediate improvements have already been implemented this financial year with increased allocations provided to rural roads, drainage and preventative maintenance, such as ditching and surface dressing, to help arrest the deterioration of roads in the County.

- 16.3 The Highways Capital programme has been placed on the Council's website to provide forward visibility to Residents, Local Councils and Members. Longer term 3- or 5-year programmes are being developed and will be uploaded as soon as they completed.
- 16.4 A Highways Severe Weather plan is being developed including input from Highways Team Leaders to enable the Council and its partners to plan and respond to severe weather events effectively and efficiently in the future.

17.0 Capital Works

- 17.1 Using the 16 reactive maintenance Place Based Parish areas, programmes of work are being developed with communities at their heart. Minor works, which have historically been difficult to deliver within the existing contract constraints, have been improved and a new process has been agreed with Kier which will enable improvements to be delivered. Additionally, with Legal, Procurement and Finance colleagues, new ways of commissioning minor works have also been established using local contractors to deliver a more effective and efficient service when needed.

18.0 Contract Management

- 18.1 Improved contract management capacities, capabilities and processes are being developed into the new structure with new posts being created to focus on this critical area.
- 18.2 A new suite of 9 Key Performance Indicators has been developed to supplement the existing Contract indicators which are being proposed to be written into the Environment and Highways Term maintenance Contract as a variation. The indicators incentivise Kier to deliver an improved performance on the parts of the service which are most critical to the Council and provide evidence to hold them to account. The KPI's are focussed on.

1. Reactive Maintenance.
2. Routine and Planned Maintenance.
3. Highway Projects and Schemes.
4. Financial Management.
5. Forward Plans and Programmes.
6. Performance Information.
7. Applications for Payment.
8. Customer Satisfaction.
9. Winter Service.

18.3 An enhanced programme of audit inspections of highways works undertaken has been implemented. This is being developed further within the new structure and responsibilities of staff to ensure maximum effectiveness and efficiencies.

18.4 All recommendations from the Council's 2019 Audit review of the contract management of the term maintenance contract have been actioned and closed.

19.0 Service Providers

19.1 A review into the retained monies from the previous contract with Ringway has been undertaken. No anomalies were identified, and the report has been shared with the Council's Audit team.

19.2 The Service has commenced developing a new mixed local economy for highway services. A trial is being undertaken with a local contractor to undertake ditching works in the South of the County. Early indications are that this is providing greater effectiveness and efficiency than previously received through the Term Maintenance Contract. If proven successful, this could be extended wider and to other services as appropriate.

19.3 An external audit on the Highway Service's management of the Professional Services Contract has been undertaken. The results will be presented to a future Audit committee meeting and recommendations incorporated into the Improvement Plan.

20.0 Risk Assessment and Opportunities Appraisal

20.1 This report identifies several issues across a wide and diverse areas, each one of these areas has a reputational and financial risk to the council and the wider communities across Shropshire. As this report is a retrospective update of key issues and aspects of work there is minimal risk to consider.

21.0 Financial Implications

21.1 There are no direct financial implications arising from this report.

22.0 Legal Implications

22.1 There are no direct legal implications arising from this report.

22.0 Climate Change Appraisal

23.1 There are no direct climate change implications arising from this report.

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

Previous report of the Portfolio Holder:

<https://shropshire.gov.uk/committee-services/documents/s19443/Portfolio%20Report%20-Highways%20and%20Transport.pdf>

Cabinet Member (Portfolio Holder)

Councillor Steve Davenport, Portfolio Holder for Highways and Transport

Local Members –

All local members for update on the Portfolio.

Appendices

None

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Committee and Date

Council
16 July 2020

Item

REPORT OF THE PORTFOLIO HOLDER FOR ADULT SOCIAL CARE/PUBLIC HEALTH AND CLIMATE CHANGE

Portfolio Holder: Councillor Dean Carroll

Email: dean.carroll@shropshire.gov.uk

ADULT SOCIAL CARE

1.0 Introduction

1.1 Adult Social Care (“ASC”) and Public Health has had another challenging year starting with the “people” response to the floods, followed by the Coronavirus pandemic. As Portfolio Holder I continue to be impressed with the progressive culture in Adult Social Care and Public Health. Whilst Housing does not come under my portfolio, I would like to acknowledge the key role Housing has working alongside ASC colleagues. The resilience in these two service areas exemplifies the vital role the Local Authority has in supporting our many and diverse communities. What we have seen is an amazing person-centred approach that reaches out to local people when they need support. I would like to take this opportunity to thank all staff in Adult Social Care, Housing and Public Health who, this year, have gone over, above and beyond what is normally expected. My Portfolio Report provides Cabinet with an overview of the significant developments and achievements that have been delivered in 2019/20

2.0 Integrated Community Services (ICS)

2.1 During 2019 the ICS team has continued to work strategically and in partnership with Shropshire's health and social care services and on the frontline. As a team, and with partners, ICS has been pivotal in leading and maintaining the delivery of our shared vision. Shropshire has had 5 years of continual growth in the total numbers of older people being discharged from hospital to reablement services. In 2019/20 we have seen a 41% increase in Shropshire.

2.2 In 2019 ICS continued to exceed the targets in delayed transfers of care (DTOC), which consistently made Shropshire ASC the number one performer in the West Midlands region and by December 2019, our performance was 4th in England.

2.3 Pathway Zero was launched in September 2019. This is a joint partnership between Shropshire Council, Telford and Wrekin Council and Shropshire and Telford Hospital Trust (SaTH). Pathway Zero focuses on people with low level needs that fall below the criteria for Pathways 1, 2 & 3, but who may be at risk of re-admission to hospital.

2.4 For the patients discharged through Pathway Zero, their rate of hospital re-admission reduced from 25% to 3% in just 4 months. 97% of patients remained supported within the community and were not re-admitted. This innovative and person-centred work has been recognised by NHSE/I as an exemplar of good practice.

3.0 START

3.1 START (Short Term Assessment and Reablement Team*) is Shropshire Council's frontline reablement care provider. It offers a unique service within the Domiciliary Care Provider market. The service works with people in their own homes, utilising a person centred, strength and asset-based approach.

3.2 People supported through the START reablement programme have significantly improved outcomes and remain more independent in the community for longer. In the last year 60% of people using START no longer required an ongoing service. This resulted in significantly lower pressure on the ASC budget and proves the effectiveness of the reablement programme, which works from a strength and asset-based approach, harnesses community assets and encourages greater self-care for people and their families.

4.0 Community Social Work Team (Adults)

4.1 The Community Social Work Teams have continued to respond effectively to their daily referral activity. There has been some focussed work during the last 12 months in all our teams to reduce waiting times. This has resulted in a significant reduction in the number of individuals waiting to be contacted and where required, assessments are being undertaken with minimal delay. Our teams currently have the lowest waiting list numbers than they have had for several years. This is a clear impact of the digital transformation work, improved systems and use of 'live' data that was previously unavailable.

4.2 The Community Teams have contributed towards maintaining good performance in permanent residential and nursing care home placements. We continue to support individuals in their own homes and consider a care home placement only when all other options to safely support individuals in their own homes (or a community setting) have been explored. The total number of council funded placements has remained constant over the last 12 months.

- 4.3 We continue to develop our Let's Talk Local (LTL) hubs around the county to respond to the demand on our services and encourage people to have a conversation or their assessment with us at a LTL hub, which means we can see people more quickly and in a more convenient way.
- 4.4 In response to ASC's increasing care home placement costs, we have taken a number of key actions to mitigate risk, improve quality and manage spend, including:
- A pilot project with care home providers with the aim of improving the rates the Council is charged for placements. This has resulted in us reviewing our standard weekly rates in line with local and national market data.
 - workshops were developed and set up to support our practitioner staff to improve their individual negotiation skills and to provide information to support them.
 - ASC was seeing noticeable changes and some alignment to the weekly fees that care homes were charging and the Council's improved standard rates.

5.0 Direct Payments

- 5.1 A new Direct Payment team has been set up to both support people with their Direct Payment (DP) and encourage greater take up.
- 5.2 Direct Payment Board is chaired jointly by an individual who receives a direct payment and the Assistant Director for Adult Social Care. Membership of the Board includes both staff and experts by experience.
- 5.3 The board facilitated two development workshops, 185 people attended the sessions that were delivered in partnership by staff, experts by experience and the national organisation Think Local Act Personal
- 5.5 A new Direct Payments Vision and policy has been created (Open & Honest / Flexible & Creative / Clear & Simple)

6.0 Continuing Health Care (CHC)

- 6.1 During the last 12 months, ASC and Shropshire CCG have worked collaboratively to develop and enhance the existing joint working and this has resulted in supporting both authorities to work more closely together in respect of joint agreements and process.
- 6.2 Collectively, we have developed monitoring and reporting systems which are supporting both services in ensuring that joint CHC assessment, recommendations and outcomes are delivered appropriately in relation to funding responsibilities.

7.0 Carers

- 7.1 The impact of Covid-19 and the associated shielding and lockdown has been keenly felt by existing and new families and unpaid carers. We have made additional investment in the voluntary sector to ensure that there is adequate support for Shropshire's carers at such a difficult time. This included grant funding for both A4U, to support those caring for people living with autism, and for Taking Part, specifically to provide additional support for people caring for someone with a learning disability.
- 7.2 Our Carers' Lead has worked hard to ensure family carers contacting the council directly receive appropriate advice and support. This included:
- providing carers with 'carers' passes' during lockdown to reassure them that it was understood that they may need more time outside for shopping and collecting prescriptions.
 - During lockdown our Carers Lead has played a key role in connecting with the organisations in Shropshire that work with carers to understand what their new way of working is and ensure that this is well communicated and promoted.
 - We have seen an increasing interest and take-up in the use of digital technology by carers to connect with support and with each other.
 - The recent review into the services has resulted in the updating of the Shropshire All-Age Carer Strategy priorities and action plan. The intelligence gathered will directly inform the delivery and future commissioning of support service

8.0 Preparing for Adulthood Team

- 8.1 Our virtual team has the Preparing for Adulthood (PFA) worked with 200 young people under the age of 25
- 8.2 We have been working with a new consortium (PACC, Ignite and Energise) to explore the expansion and development of an 'All In' type of group for young adults. The team, together with Severndale Academy, organised a large 'Preparing for Adulthood' event in September 2019.
- 8.3 A recent Ofsted inspection and outcome report identified some outcomes as a result we are focussing development of pathways and the improvement of coordinated work between all the partners, including health.

9.0 Mental Health Team

- 9.1 In February 2020 we welcomed Jill Bates to the team. Jill has responsibilities for the Redwoods functional in-patients, and we have reconfigured existing staff structures and developed a shared approach to managing the inpatient and community needs of citizens.

10.0 Adult Safeguarding Team

- 10.1 This team continues to make decisions on a daily basis about whether contacts made to the Council about safeguarding should result in an enquiry being undertaken. Through a joint approach with First Point of Contact (FPOC), we have been able to reduce inappropriate referrals by approximately 28%.
- 10.2 80% of the people who lacked capacity in completed safeguarding enquiries were supported by an advocate.
- 10.3 Referrals are up by 30% compared to this time last year with an increase in cases deemed 'high' risk during the period of Covid 19.

11.0 Deprivation of Liberty Safeguards (DoLS)

- 11.1 The volume of requests is still a challenge to the service. Numbers have risen considerably over the year from 1447 in 2018/19 to 1857 in 2019/20. The onset of Public Health restrictions in March 2020 has had a subsequent effect on referrals reducing.
- 11.2 It is anticipated that the scheme to replace DoLS, known as the Liberty Protection Safeguards, will be delayed. The current implementation date is October 2020, but a ministerial announcement of delay is expected imminently.
- 11.3 Shropshire has led the way during the Covid -19 crisis in providing guidance on remote assessments which has been taken up by many councils in England as well as promoted by the Office of the Public Guardian and the Vice President of the Court of Protection.

12.0 Four Rivers Nursing Home

- 12.1 Four Rivers as the only nursing home run by Shropshire Council presents unique opportunities and challenges. Their last CQC report rated the home as good in all five of the assessment areas. Over the last year the use of IT has moved forward with conversations about opportunities for electronic case recording programmes being explored. The home now has internet access.
- 12.2 Future work for the team includes how to support visitors to be able to return to visit their loved ones safely for both the home and the visitor. Continued development into using IT for several tasks from food ordering, medication monitoring, recording and ordering and case records. To support the registered

manager her tasks and roles have been analysed, with consideration of the options from a business manager, more nursing or admin staff etc. It has been decided that a second deputy manager post is required which is now being set up.

13.0 Principal Social Worker (PSW) and Professional Development Unit (PDU)

- 13.1 The professional development team supports students, apprentices, Assessed Year in Employment (AYSE) post qualification, Approved Mental Health Practitioner (AMHP) training, AMHP required ongoing registration and Social Care Practitioner programme. During 2019/20 the team has supported 18 students and 7 apprenticeships onto the social work degree course at Chester University.
- 13.2 The PSW lead on The Mend the Gap Project which focused on improving support planning for Direct Payment (DP) recipients using grant funded money from the West Midlands Teaching Partnership. It includes a mixed group of participants that includes DP recipients, carers managing a DP for relatives, students, practitioners and the University of Wolverhampton. king in relation to support planning.

14.0 Occupational Therapy

- 14.1 New ways of working have been incorporated into the need to supply equipment and continue assessments over the pandemic period without visiting the home, and the aim is to continue this post Covid19. New ways of working include telephone assessments and the use of IT to gain a visual aspect of a home via Skype and WhatsApp platforms.
- 14.2 We have the aim of the handyperson service becoming trusted assessors to enable them to complete tasks such as fitting handrails without an assessment from an OT. This is both timely and effective for people requesting them and for teams.

15.0 Community Partnerships Team

- 15.1 The members of the team provided critical support during the floods and then into the council's Community Reassurance Team as it was created at the start of the pandemic. The team has strong experience of working with Shropshire's communities and the voluntary sector and were able to immediately put their skills to good use ensuring that our most vulnerable residents are supported.
- 15.2 We have been exploring how to expand the ASC community led strengths model and Let's Talk Local by building the knowledge and confidence of community groups to support residents looking for sources of advice and help

that will maintain wellbeing and independence. The social action that we have seen during the pandemic has been a source of inspiration and we will be talking to the newly formed local groups about their interest in continuing to support their community.

16.0 Making it Real

16.1 The Board has been ensuring the principles of personalisation, co-production and listening to 'experts by experience' is embedded in our development and transformation of ASC activity. It seems likely that virtual and digital ways of connecting and communicating will now increase for MiR and we have the opportunity to work together to make that a creative, successful, inclusive and impactful experience.

16.2 The chair of Marking it real board attends a monthly DMT.

17.0 Day Opportunities

17.1 In recent months our centres supporting people with community-based daytime activities and opportunities have had to radically alter the way that they deliver these. It has not been possible to support people within our buildings or use our transport, and a very different approach has been adopted.

17.2 Finding these new ways of supporting people has given us a tremendous opportunity to build and grow a different way of working together, which is much wider than 'buildings-based'.

17.3 This will be designed within the principles of the Community Partnership Team – essentially person-centred and strengths-based, and will encompass -

- Our Communities
- Our Spaces
- Our Digital Spaces
- Our Homes

17.4 We are working with community partners on the Good Things to Do at Home project – inspired by the Happy Boxes that the teams immediately started to deliver to the people they would usually be supporting at the centres – and will learn from the project to create an exciting, creative, interactive and ambitious new stream of activity at the heart of our work.

18.0 Enable (Supported Employment Service)

18.1 Enable helps a wide variety of disadvantaged people in Shropshire find paid work, as well as providing long term post-employment support to ensure

sustainability. The year-end has been over-shadowed by Covid-19 and this has impacted hugely on employment opportunities for our clients.

- 18.2 Some staff have been re-deployed from internal programmes to support the Council's response to Covid whilst other staff have concentrated on supporting our customers through an extremely difficult time and continuing to look for job opportunities.
- 18.3 Enable staff are looking at working to support the Council's recovery strategy for Shropshire, and especially at how to meet the challenges of greatly increased unemployment that may occur later in the year. Staff are looking at an increased emphasis on working digitally with employers as this is likely to be a main way of finding employment opportunities for our customers in the future.

19.0 Market Engagement and Commissioning

- 19.1 ASC has been in consultation with Shropshire Partners in Care (SPIC) and providers regarding the overarching fee uplift for 2020/21 since February 2020. In order to utilise our limited resources to the greatest effect and support a sustainable market, the decision was made to uplift the lowest paid end of the market, resulting in 2% uplift to any residential or nursing home placements that fall below the determined average weekly rate, with no uplift awarded to providers already receiving the determined average rate, or above, the average rate. This uplifted rate is lower in terms of percentage than some neighbouring authorities however Shropshire Council base rates are in general higher and lowest rates were automatically uplifted.
- 19.2 The lowest domiciliary care rates have been automatically uplifted from £14.95 to £16.50 whilst highest rates have remained the same. This is in order to support sustainability at the lowest paid end of the market.
- 19.3 Within Supported Living services an average rate was also calculated for both non-complex and complex care, and a 2% uplift was awarded to providers received below the average hourly rate identified. A 2% uplift has also been awarded to all external day service providers and Shared Lives carers.
- 19.4 In November 2019 we recommissioned our Shared Lives services following the end of a contract we have a new provider delivering the service and they plan to focus on not only on the placements they currently offer, but also on developing a home from hospital service and recruiting more carers who can support those with extremely complex needs, to be able to offer this as an alternative to high cost residential care.

20.0 Supported Living

- 20.1 We historically have an excellent track record of keeping people out of residential and nursing care and providing care and support by offering

Supported Living as an alternative. We currently have 190 individuals in 96 different properties. We still need more access to suitable housing schemes for individual with complex needs, as some are still having to be placed out of county in high cost placements. We are working with developers and our colleagues in planning and policy to look at investment in new housing schemes that can meet the needs of these individuals

- 20.2 We have submitted a plan for capital investment to build suitable accommodation that can then be leased to Registered Providers and provide in-county Supported Living housing to individuals with extremely complex needs; bringing them back to Shropshire from high cost out of county placements.
- 20.3 We have supported our Supported Living providers through the challenges presented by Covid-19 as Supported Living residents have not been able to go out into the community and attend their usual daytime activities
- 20.4 At the start of the COVID 19 pandemic, in recognition of the challenges that care providers would be likely to face, Shropshire Council wrote to all providers to offer assurance, support and flexibility in how care could be delivered.

21.0 Support for Providers

- 21.1 Our providers have incurred significant additional costs in relation to the purchasing of PPE, agency staff, funding for staff who were unable to work and other financial challenges. The council took a decision to pay providers who we contract with a one-off payment, representative of an additional 10% of their contract value (at 31.3.20) for 12 weeks.
- 21.2 Other support to providers has been given as follows:
 - Domiciliary Care Providers are able to flex hours delivered by 25% without recourse to the council to facilitate them working adaptively to support people with changing needs. We agreed this until the end of May 2020,
 - Direct Payments - On April 1st 2020 the new standard Personal Assistant rate increased from £8.62 to £9.30 an hour. There is increased flexibility around how the DP recipient uses this PA support at this time
 - Advice and support around PPE price gouging in partnership with trading standards
 - Working with SPiC to maintain a verified list of PPE suppliers
 - Access to Shropshire Councils Emergency PPE supply chain
 - The set-up of a care market support team who contact providers on a regular basis to offer support and guidance
 - Referring businesses to corporate grant opportunities

21.3 We have worked closely with the organisations within the VCS consortia who deliver well-being and independence services and advice, advocacy and welfare benefit support to some of Shropshire's most vulnerable residents. These organisations have had to swiftly organise their teams to be able to work from home, support their volunteers – many of whom were advised to self-isolate, and redesign the way they delivered their services. The resilience and flexibility shown by Shropshire's voluntary and community organisations during the pandemic is hugely appreciated and we hope this time will lead to stronger partnerships between the council and the VCS.

22.0 Finance

22.1 Adult Services controllable variance in 2019/20 was an overspend of £0.885m. The majority of the overspend was incurred within Social Care Operations and Public Health services, offset by underspends on staffing (due to vacancy management across the directorate), joint training, day services and preventative service contracts, combined with increased income within Trading Standards, Licensing and Registrars.

22.2 Social Care Operations was overspent by £0.613m. Through good demand management we have not seen a material increase in service user numbers, through there are more service users with complicated needs aged 18-24. Coupled with growing average weekly costs of care across all service users, this has led to significantly increased costs of provision.

23.0 Conclusion

23.1 Adult Social Care has had a remarkable year and has continued to achieve great outcomes for Shropshire residents despite the extra challenges this year has brought. The service has worked hard to develop excellent relationships with partners in health, voluntary and private sectors, resulting in a strong social care identity with a respected ethos of collaboration, innovation, exploration and above all, tenacity. The change achieved during Covid-19 has led to us moving from silos to working together and building trust and connections with people and partners.

23.2 The impact of Covid-19 is unknown at this stage but it is clear that ASC will continue to play a key active role in the council's response to the ongoing recovery and restoration phase.

23.3 ASC in Shropshire, like all social care across the country, is facing unprecedented challenges. Although £15.209m demographic growth has been added to its budget for 2020/21, £7.097m of new savings are required to be made across the directorate. This includes £6.010m from ACS (including Housing) and £1.087m from Public Health. There will be significant challenges

delivering these savings this year, particularly due to the impact of Covid-19, which is delaying the ability to redesign services on an ongoing basis.

PUBLIC HEALTH

24.0 Introduction

- 24.1 This section of the report provides an overview of the context and delivery of Public Health outcomes in Shropshire for the period April 2019 to June 2020. It summarises Public Health's key health and wellbeing priorities and the work over the past 14 months.

Public Health is "The science and art of promoting and protecting health and well-being, preventing ill-health and prolonging life through the organised efforts of society". Importantly, Public Health is about preventing illness and promoting health to reduce the need for hospital or long-term care. It is about good health and wellbeing in our communities.

- 24.2 For Public Health, the past 14th months have been arguably the most challenging in Shropshire, certainly since the transition of public health back into the local authority in 2013. In April 2019, Public Health began a programme of work to deliver a radical ambition to redesign and co-produce a new model of Public Health within Shropshire that embeds, upscales and see's improvements in Public Health outcomes across the County and by the end June 2020, Public Health continues to play a leading role in responding to the COVID-19 pandemic.
- 24.3 Included within this section of the report, is also an update on the provision of Shropshire's mandated Public Health services, and the Councils approach to the assurance of delivery of Public Health outcomes. The report also includes a description of the approach to tackle wider determinants of health and ensuring that wellbeing is embedded in Shropshire Council services to achieve improved public health outcomes at scale and the protection of the public's health in responding to the current pandemic.
- 24.4 Delivery of public health outcomes in Shropshire must be through; integration, partnerships, workforce and good relationships; an evidence-based approach, prevention; community/place-based approach; wider determinants of health and commissioning of mandated services. Details are given below.

25.0 Healthy Lives Programme

- 25.1 Healthy Lives is the name of the prevention programme of the Health and Wellbeing Board. The Programme takes a population-based approach to keeping people well in their local communities, building on existing assets. The provision of clinical care has been shown to have less impact on people's health than their lifestyle behaviours and the conditions in which they live.

- 25.2 Partners across health, social care and the voluntary and community sector are working together proactively rather than in isolation, to reach Shropshire's residents before their health or condition develops or gets worse.
- 25.3 Healthy Lives is a proactive and reactive programme, where these partner organisations are combining to innovate, make the best use of their human and monetary resources, and individual knowledge and expertise to help make a difference to Shropshire people. Evidence base is used for in all Healthy Lives work and clear governance processes are in place. Figure 1 illustrates some of the main partners.

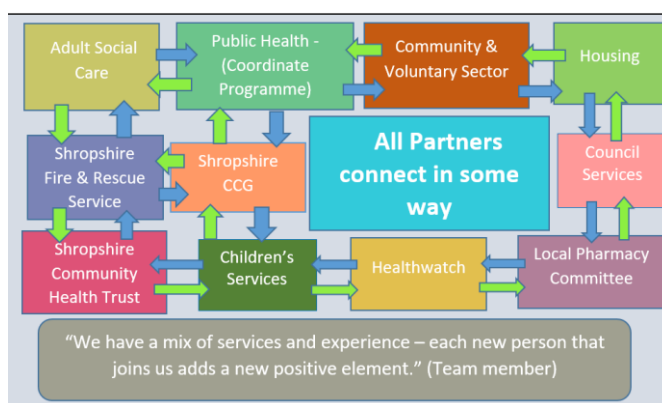


Fig. 1 Examples of Healthy Lives Partners for illustrative purposes

- 25.4 The other wider population health programmes have made considerable progress in the past 14 months with the following achievements: -

25.5 Physical activity, musculoskeletal health and falls prevention

- Evidence based programme 'Elevate' is funded through the IBCF and delivered by a local provider by local experienced instructors in Postural Stability Instruction (PSI). The sessions, delivered across the county, build on core strength i.e. strengthening muscles to maintain strength and balance, rather than becoming muscular and is aimed at those aged 65+ who are a bit unsteady on their feet, and at risk of falling, rather than frail. The programme has been very successful with a total of 651 referrals, with more (375) self-referring. Timed up and go scores (time taken to walk around a chair and back) to date, have shown 78% of people have improved, 10% have maintained and 12% have slowed / declined – but it was noted that this group reported they may have been 'rushing around' more and needed to slow down.
- On behalf of Public Health, Shropshire RCC has delivered Functional Fitness MOT events. Participants are unsteady rather than a high falls risk. Classes have been delivered across the county. Over 18 months, 17 events

across the county. 298 clients overall, 31% were men with an average age of 78.4 years.

25.6 Cardio-Vascular Disease (CVD) risk prevention

Use of AliveCor Kardia Atrial Fibrillation (AF) testing devices in the community

- AF devices are a simple tool which can detect (not diagnose) a person's stroke risk. 11 pharmacies and 3 GP practices in Shropshire are using these and 185 interactions have taken place. Data (which is combined across Shropshire and Telford & Wrekin) has detected 57 possible risks of AF. The devices have also been used opportunistically at three public events, with small numbers of abnormalities detected. Further opportunities are being investigated to roll out the devices wider in community Local Authority and other settings.

25.7 Food Poverty

- £10,000 of surplus grant funding was identified and agreed to be transferred to the Shropshire Food Poverty Alliance through the Healthy Lives Steering Group. This will be used as a means for the Alliance to implement their Action Plan. A Memorandum of Understanding (MOU) has been agreed and signed and reporting on progress comes back to the Steering Group.

25.8 Making Every Contact Count – Healthy Conversations

- This bespoke training programme on behaviour change has been delivered to Physiotherapists, Let's Talk Local practitioners, Social Care practitioners, Library staff and staff from the Voluntary and Community Sector. The training has been well received and continues.

25.9 Carers

- There is an ongoing strategy and action plan in place with 5 priorities. This work now has been transferred over to Adult Social Care who have recently completed a comprehensive review of the strategy. Learning from this is now being taken forward.

25.10 Health and Wellbeing Board

- Two Health and Wellbeing Workshops were held in October and December 2019 and were well attended. Based on the evidence and workshop outcomes, the Health and Wellbeing Board held on the 16th January 2020 endorsed the key identified key priorities of;
 - ❖ Adverse Childhood Experiences
 - ❖ Workforce
 - ❖ Healthy Weight and Physical Activity

- As well as recognising the ongoing prioritisation and work happening which includes; Smoking in Pregnancy, Social Prescribing, Domestic Abuse, Dementia, Alcohol, Mental Health - wellbeing support, suicide prevention, County Lines and Air Quality. Work is now happening to take this priority work forward.

25.11 Social Prescribing

- During 2019 the programme has seen a continuation of the social prescribing programme, learning from the demonstrator site in the Oswestry/Ellesmere locality systematically applied as the programme has scaled up, ongoing working with the voluntary and community sector and the publication of the paper includes the full and final report from Westminster University who were commissioned to carry out an independent evaluation of the Social Prescribing Service in Shropshire. The report showed the service design adhered to national best practice identified by the Social Prescribing Network and NHS England. A reduction of 40% of GP appointments was found at 3 month follow up. The patient reported outcome data showed improvements in Measure Yourself Concerns and Wellbeing (MYCaW) concerns. Changes translated into improvement in weight, Body Mass Index, cholesterol, blood pressure, levels of smoking and physical activity
- Next steps include work to roll out Social prescribing to the whole of the South East Shropshire and South West Shropshire Primary Care Network areas and continue to work in the central and north areas already established.
- Social prescribing is being linked Shropshire's Councils Community Reassurance response to Covid-19 to offer support to residents in every area of Shropshire. The consultations will take place by telephone rather than face to face whilst social distancing is being advised. As well as the usual reasons for referral, social prescribing will offer particular support to people who are feeling the effects of shielding or social distancing and struggling with isolation, practical issues or anxiety regarding Covid-19.
- Development of a children/young people's proposal for social prescribing has also begun during May 2020

26.0 Children and Young People Team

26.1 Health Visiting and School Nursing now 0-25 Public Health Nursing Service: 25 Local Authorities are responsible for commissioning Public Health Nursing Services (PHNS) for 0-19-year olds and up to 25 where additional needs are identified. The service incorporates Family Nurse Partnership (FNP), Health Visiting and School Nursing.

26.2 Family Nurse Partnership: offers an intensive visiting programme to first time young parents aged 19 and under. The current contract has capacity for 100 families, and this has been extended to 110, with additional funding from

Strengthening Families until the end of August 2020. The visiting programme commences in early pregnancy and continues until the child reaches their second birthday. In order to ensure that the most vulnerable young people receive the programme the FNP supervisor triages all referrals. There has been a significant rise in the complexity of parents within the caseload seen over the last 12-18 months, this includes an increase in the vulnerabilities including child protection, exploitation, and mental health concerns. Despite this the programme continues to demonstrate some good outcomes.

- 26.3 The 0-5 offer within the service consists of 5 mandated contacts. These include an antenatal contact between 28 weeks and term, new birth visit between 10-14 days, 6-8 weeks, 12 months and 2 years. The 12 months and 2 year review despite being a 100% offer are not as well taken up by parents and work continues to raise awareness and encourage/support take up.
- 26.4 An All About Me @2 pathway is in place to utilise and share the information gained through the 2-year review with Early Years settings to further support and to inform the 2 and a half year Early Years Foundation Stage (EYFS) progress check. This has improved the communication between early years settings and the PHNS. Health promotion activities continue within the service.
- 26.5 The service has also participated in the Institute for Health Visiting speech and language train the trainers. This training includes joint delivery with speech and language therapists to enable professionals within the 0-5 element of the PHN service to better identify and offer early intervention for speech and language delay/concerns. It is hoped that this training, which also compliments training being delivered to early years practitioners, will improve the speech, language and communication skills and ultimately the school readiness of pre-school children in Shropshire
- 26.6 The number of women continuing to breastfeed at 6-8 weeks has dropped over the last 3 years and work is underway within the PHN and maternity services to look at how this can be better supported and to understand the reasons behind this drop. Shropshire Community Health Trust have developed a pledge for breastfeeding which will be shared with partners over the coming months
- 26.7 National Child Measurement Programme (NCMP) continues to be delivered and proactive follow up by the 5-19 practitioners within the service is undertaken where a child is identified as being overweight or obese.
- 26.8 The PHN service is planning on piloting health needs assessments in schools for reception, year 6 and age 13. The pilot is planned for later this year and it is anticipated that this will help inform schools of the needs of their children and young people and shape the support that is required.
- 26.9 **TaMHS (targeted mental health support)**
Encompasses training, support and raising awareness in early intervention and prevention to support and co-ordinate activity across a wide range of agencies,

including schools, colleges, social work etc. to develop expertise of frontline staff in identifying, supporting and referring appropriately, children and young people who experience emotional and mental health issues. A number of professionals working with children and young people have been trained in Mental Health First Aid and this training continues to be offered.

26.10 Emotional & Mental Health

As a follow on from the Anna Freud Mental Health Services & Schools Link Programme (The Link Programme) run in 2018 and the Cascade Framework review, we are committed to supporting the implementation and development of these networks across Shropshire and would encourage Mental Health Leads to attend.

26.11 Our Children & Young Peoples Mental Health Service BeeU, Early Help, the Public Health Nursing Service, SEN & Education Psychology Service as well as other partners are committed to supporting these termly meetings with a view to offer support and guidance to ensure:

- Sharing of both good practice and challenges in supporting children, young people and their families.
- A clear understanding of how to access appropriate and timely local support for children & young people.
- The development & implementation of a mental health policy for your setting.
- Support for mental health leads in their aim to embed a whole school approach the supporting the emotional & mental health of staff and children & young people.
- On-going knowledge and skills-based CPD.

26.12 Public Health will continue to offer strategic support to ensure that the work, developments and profile of each of the groups is fed across the system to ensure that any local and national opportunities for the networks are made available.

26.13 The Link Programme

The Link Programme is a major national initiative which is being rolled out over four years and started in September 2019. All Clinical Commissioning Groups are expected to take part and every school and college in England will be invited to participate. The programme has a simple aim: to bring together education and mental health professionals so that more children and young people get the help and support they need, when they need it. It centres around two full-day workshops which bring together education and mental health professionals from across the CCG.

26.14 The programme is funded by the Department for Education and is delivered by the Anna Freud Centre and our training partners. Shropshire are running the

second round of the programme March 2020 and are inviting all schools who were not involved in the September & November 2018 workshops to get involved.

26.15 Mental Health Support Teams Trailblazer

Shropshire Local Authority along with Telford & Wrekin, both CCGs and Midlands Partnership Foundation Trust are in the process of implementing new Mental Health Support Teams (MHSTs) in schools and colleges as set out in the 'Transforming children and young people's mental health provision' Green Paper. Over the next five years, the NHS will fund new MHSTs working in schools, colleges and other education settings, building on the support already available, which will be rolled out to between one-fifth and a quarter of the country by the end of 2022-2023.

26.16 Shropshire, along with Telford & Wrekin have been successful in securing our place on the trailblazer and are now in the process of bringing together education settings and children's services who will receive support from a MHST and help shape its implementation.

26.17 The bid itself was based on Shropshire's most significant areas of need and where indicators of poor mental health were prevalent (adverse childhood experiences, Domestic Violence, DV, substance misuse etc) – broadly this encompassed schools in Shrewsbury and Oswestry. This is the second wave of the scheme and it dictates how we operate therefore the bid was more about showing the evidence around what's already in place and the evidence of need.

26.18 The bid was limited to one team to cover approximately 8,000 pupils, however this trailblazer will link closely with the work being driven through the Mental Health Lead Networks and the second phase of The Link Programme which is being run by the Anna Freud Centre and the department of education.

26.19 PSHE, RSE and working with schools

From September 2020, all schools have a responsibility to deliver relationship (primary), relationship sex education (secondary) and health education. Shropshire schools are able to access and receive support, advice and training from the Public Health Curriculum Advisor. The programme delivers evidence based, young people informed curriculum and whole school approaches, which address and contribute to cross cutting strategic priorities for health, education and safeguarding.

26.20 Shropshire continues to be recognised at a national and regional level. This year featuring in LGA publication on RSE for LGBT inclusive work and producing guidance for schools and colleges on Transgender. A particular focus has been dissemination of the Drug and Alcohol guidance for schools, linked to the Timpson report on exclusions. Student/Pupil voice has

underpinned the quality assurance work and funding secured has enabled 2019 PSHE Review for eight secondary schools, delivered by voluntary sector partners Shropshire Youth Association. A senior leadership conference with lead Ofsted inspector for PSHE has been secured to disseminate findings. Training and support continues to be provided to schools via PSHE lead network and initial and newly qualified teachers. Primary schools in particular have required and requested support working with parents

- 26.21 Shropshire has continued to support and contribute to regional and national developments via W.M. Public Health England, Sex Education Forum advisory group and PSHE Association; thereby ensuring local best practice is developed.

27.0 Drug and Alcohol

27.1 Retender of Drug and Alcohol services

The retender of the community drug and alcohol service was competitive and in April 2019 the contract was awarded to We Are With You (formerly Addaction). The service hit the ground running as the organisation had been the sub-contractor previously, providing clinical and young people's services. Upskilling staff in psychosocial interventions and new work processes, as well as the introduction of a new referral process was achieved in the first six months.

- 27.2. As part of the new contract other service changes include a greater focus on group work, dedicated outreach support to the homeless community and two new initiatives, Breaking Free Online and Intuitive Recovery. The first, a clinically approved intervention for use in a one to one session, individually (self-help), or as part of a group and secondly Intuitive Recovery, which is an accredited education programme that empowers and supports people to understand their addiction with practical solutions to support their recovery. In partnership with SATH, the service also offer Hep C treatment in Crown House, Shrewsbury and Castle View Oswestry, as part of the global initiative to eradicate Hep C by 2030.
- 27.3 It is acknowledged there is still more to be done and performance in successful completions in treatment has still some way to go. However, there are positive signs in respect of quality measures with waiting times down to a matter of days and well within the national three week wait, and the numbers of people still engaged at 12 weeks increasing.
- 27.4 Up until the 31 Dec 2019 the service had:
- Received 850 referrals (almost double of the same period the year before)
 - Registered 227 people registered on Breaking Free Online

- Active caseload of 1068 with marked increases in the number of people presenting as alcohol only.
- 32% of alcohol only and 5% of opiate only clients successfully completed,

27.5 We Are with You Young People's Substance Misuse Service

The young people's substance misuse service form part of the community drug and alcohol contract. As this service was already provided by We Are With You as part of the sub-contract arrangement, the service is already embedded into the wider young people's service. Offering one to one support, targeted programmes for groups through the STAR programme and a helpline for parents and carers.

- 27.6 Partnership working is integral to the team and they support the wider children services system with child exploitation, targeted youth support and safeguarding. Late last year, with children's services, they co-delivered the prevention and education workshop 'Time to Listen' to over 500 parents on the subject of child exploitation. The service also provides training and support to staff in the use of the SMARTER substance misuse screening tool. Unlike the national picture, which has seen a 5% decrease in the number of young people presenting to services, Shropshire has experienced a 9% increase, we believe this is due to the wide promotion and use of the tool across the system.

28.0 Sexual Health

- 28.1 In April 2016, following a formal procurement process, Shropshire's contract for Integrated Sexual Health Services was awarded to South Staffordshire and Shropshire NHS Foundation Trust, for a period of 3 years, with an option to extend for a further 2 years. The contract provides the statutory sexual health services of comprehensive, open-access, contraception and sexually transmitted infections (STIs) testing and treatment services.
- 28.2 In April 2019, a business case was written and set out the intention to procure mandatory sexual health services as part of a re-designed sexual health system for the residents of Shropshire. Prevention is the key priority and the procurement included services for prevention, condom distribution (CDS), clinical outreach services, psychosexual counselling, digital technology (allowing easier access to self-testing), and treatment services for sexually transmitted infections (STI's). The main focus of the service is to achieve sustainable and long term positive sexual health outcomes for the population of Shropshire. A procurement exercise then commenced.
- 28.3 Despite awarding the digital services and psychosexual counselling service due to the current COVID-19 pandemic we have been unable to conclude the procurement process and are therefore in negotiations with the current provider to continue services until end of March 2021.

28.4 HIV diagnosis in Shropshire remains low in comparison to both the West Midlands region and rest of England, however, the late diagnosis rate is higher in Shropshire than both the West Midlands and England rate. PH continues to work with the provider, PHE and NHSE, to develop unique and sensitive approaches to HIV prevention services, to encourage those at risk to access HIV testing who are reluctant to access mainstream services. PH commissions a free and confidential HIV home sampling service for those at higher risk and has developed with PHE, Countywide prevention campaign material, widely advertising access to the free online HIV home sampling service which is integral to the annual National HIV testing campaign.

28.5 Public Health continues to develop Sexual Health services in community pharmacies to ensure easier access for its community. Many community pharmacies now offer Sexually Transmitted Infection (STI) test kits, chlamydia screening and treatment, and emergency contraception services.

29.0 Health Checks Team

29.1 Shropshire Council Public Health is working to bring together services, support and information to help people make positive lifestyle choices which will improve their health and prevent illness. The Health Checks Team delivers a range of services including NHS Health Checks, Preventive Health workplace health checks, Health TV, Smoking in Pregnancy support and Social Prescribing.

29.2 NHS Health Checks

The NHS Health Check is a national screening programme for adults in England aged between 40-74 years who are not currently being managed for a cardiovascular related disease. Its purpose is to reduce the risk of cardiovascular disease, helping identify and reduce the risk of heart attacks, stroke, diabetes, kidney disease, including some cancers and dementia.

29.3 Shropshire Council is responsible for ensuring there is provision in place for its eligible population to be invited and have access to the service in an appropriate and timely manner. The commissioned Shropshire service continues to be delivered via all 40 Shropshire general practices, with support from the Health Check team within Shropshire Council Public Health. During 2018-19 over one fifth of the total eligible population (21,568) were invited, with 10,207 accepting and receiving their check. The percentage of uptake was 47.3%, higher than both regional and national levels. Locally within year 2,341 patients attending their check recorded high cholesterol and 1,381 patients were recorded as obese, 738 were considered pre-diabetic and eligible for entry to the National Diabetes Prevention Programme. The Health Check continues to support both the clinical management of risk, and influence positive lifestyle change, both of which impact upon the demand for social care. During 2019-20 similar trends

in uptake and invite had been observed, these have been impacted due to the current pandemic.

29.4 **Help2Change**

From the 1st of September, Help2Slim and Help2Quit services were decommissioned for performance and efficiency reasons. Following the decommissioning of a number of services last year the he Director of Public Health has worked closely with Shropshire CCG to agree a response and alternative services for GPs and patients. Evidence around best practice for smoking and weight management services will be reviewed over the next 6-12 months, paused due to COVID-19 in February 2019.

29.5 **Smoking in Pregnancy (SIP)**

Following discussions with partners, it was agreed that smoking in pregnancy services would be retained, and funding was secured, in Shropshire while a review was undertaken to establish and agree a best practice model across Shropshire and Telford and Wrekin. Three meetings have taken place with partners across Telford, Shropshire, the local maternity system (LMS) and Public Health England. These meetings have reviewed current performance in local SIP services, best practice nationally and locally and brought these together into an options paper for a new service moving forward. The new model of care focuses on a whole family and healthy mum approach, embed in the hospital with training for a wider range of staff on an ongoing basis. It considers the skill mix of staff and incentives.

30.0 **Intelligence Support Evidence Base – JSNA and Annual Report**

30.1 In March 2020 the Director of Public Health Annual Report 2019//20 was published. This year's report includes: an overview of patterns and variation of health and wellbeing of the Shropshire population, a reflection of progress during 2019, an outline of key preventative priorities and interventions to improve health and wellbeing during 2020 and importantly the shared responsibility partners communities and individuals play in improving outcomes.

30.2 **Health Protection**

Directors of Public Health (DPH), and since 1 April 2013 Local Authorities (LA), have been responsible for improving the health of their population. DPHs have an assurance role in health protection issues including outbreaks however, depending on the scale and specific outbreak, provide local leadership, expertise and advice and possibility management. An outbreak is defined as two or more linked cases of the same illness in the same setting or situation.

31.0 COVID-19

- 31.1 COVID-19 is a novel coronavirus. New knowledge about the virus is developing every day, however the science of how the virus acts and human immunity is in the early stages of development. For this reason, the UK government is planning for the longer term and the importance of protecting health underpins the opening up the UK economy. Up to 16 June 2020 there were 296,857 cases in the UK leading to 41,736 COVID-19 related deaths. Shropshire has had 854 cases confirmed to date and over 200 deaths.
- 31.2 Since the start of the novel coronavirus (COVID-19) pandemic, Public Health, Shropshire Council and its partners have worked to contain and delay the spread within the County. This has meant moving Public Health into a business continuity mode since February 2020, this currently is expected to continue through June 2020, until the team moves, with additional resource, into the “new normal” which includes a significantly strengthened health protection function to meet increased responsibilities.
- 31.3 From June 2020 the government will be launching the national Test and Trace service, which will form a central part of the Covid-19 recovery strategy. As we move our focus to the next phase of management of the COVID-19 epidemic, a locally led system to prevent and reduce transmission of the virus is critical. This plan will build on the strong relationships with key partners and the approach already in place for tackling situations and outbreaks locally during the pandemic including work across our 120 care homes
- 31.4 Local Directors of Public Health are responsible for producing Local Outbreak Control Plans, working through Covid-19 Health Protection Boards. They will be supported by System-wide partners and work in collaboration with Local Resilience Forum and a public-facing Board led by Council Members to communicate openly with the public.

32.0 Conclusion

This last year has been an exceptionally challenging year for the Public Health Team starting with a major restructure, responding to the floods then ending with the biggest public health crisis in living memory; all of this has been achieved within limited capacity. The response from the team has been outstanding across the whole year. The team have shown dedication to the health of people of Shropshire, flexibility and passion in these most challenging of times; continuing to deliver priority services throughout. Moving forward 2020 is set to continue to be demanding on the team and require significant public health resource as they respond to local outbreaks and planning for a potential second wave of COVID-19, building additional capacity to do this and ensure other public health priorities beyond health protection are delivered.

33. Climate Change

- 33.1 Shropshire Council was already working to reduce its' carbon footprint and direct impact on the climate prior to the declaration of a climate emergency in May 2019. An internal officer working group was established in April 2019 and the Climate Change Task Force was established under the leadership of Adrian Cooper in November 2019. A Climate Strategy Framework, which established the objective of achieving net-zero carbon performance for Shropshire Council and set out the scale of the challenge, key objectives and principles and a route map for our response was approved by Council in December 2019.
- 33.2 The current focus is on the development of a Climate Emergency Strategy and Action Plan which will summarise the best available information about the Council's current direct and indirect carbon emissions and identify the scale of reductions and residual offsetting which will be required to reach our objective of net-zero performance by 2030. Finally, the Action Plan element of the document will identify a range of specific projects to help deliver progress.
- 33.3 About 80% of the council's current direct carbon footprint is generated by the operation of its buildings and officers are continuing to work across council services to develop and implement design guidance for new Council buildings, and to improve the performance of existing ones. Since September 2019, all of the electricity consumed by Shropshire Council has been supplied purely from renewable sources.
- 33.4 In 2019, Government data showed that Shropshire was ranked fifth nationally for installed renewable energy capacity. Shropshire Council's own assets contribute to this and, since the first installation in 2012, solar PV installed on Shropshire Council assets has generated enough to power 2,000 homes for a year.
- 33.5 Through grant funding, solar PV has been installed at Greenacres Farm and Shrewsbury Market Hall and we have installed energy efficiency measures including LED lighting at Theatre Severn, Shropshire Archives, Bridgnorth Library as well as an air-source-heat-pump at Severn Valley Country Park. Further details of these schemes are available on the Council's web pages.
- 33.6 For a number of years we have been working to reduce the carbon impact of transport across the county including the recent successful trials with electric buses. We have drawn up several expressions of interest for funding from the Department of Transport and were recently successful in our initial bid for funding to improve part of the current public transport offer. We are also hoping to electrify the Shrewsbury bus fleet and to improve rural transport solutions to reduce the need for longer journeys. In addition to this, we are currently drafting a new Park & Ride Strategy for Shrewsbury which will prove a 'Next Generation Transport System' and compliment active travel within the town. As well as all of these initiatives, we are also exploring opportunities to electrify our own vehicle fleet. The Council has already converted over 3,300 street lights to LED lighting, but over the next three years, we will be investing around £6.83 million

to convert the remaining 16,253 street lights reducing energy consumption by 56% saving 794.5 tonnes of CO2 emissions per year.

- 33.7 The Council's waste management contract continues to perform strongly in carbon terms. High levels of recycling performance and energy recovery mean that very little waste is now landfilled and this has generated a net carbon saving overall. Despite Covid-19 our corporate Warp-it (waste action re-use programme) membership has grown to 237 staff, with over 17 tonnes CO2e saved – which is the equivalent of planting 17 trees – nearly 8 tonnes waste has been avoided, and we are still on target for £50k financial savings by the end of this year.
- 33.8 Given the undoubted climate benefits we have seen globally during the lockdown caused by COVID-19, we are carefully examining opportunities for the Council to 'build back better' and permanently sustain higher levels of home working to help us to achieve our ambition of being carbon net zero by 2030 at the latest. Efforts to mitigate the Council's own carbon footprint and adapt its services to the challenge of the climate crisis will allow the Council to 'lead by example', using its direct and indirect influence to foster positive changes by other public and private sector organisations, communities and individual residents in Shropshire.
- 33.9 In February 2020, the Council held a climate action workshop which was attended by over 100 people drawn from a wide range of sectors including business and agriculture as well as community groups.
- 33.10 The event has also led to the establishment of an informal stakeholder working group which is now playing a pivotal role in shaping our future plans. Officers are also working jointly with this group and Telford & Wrekin Borough Council to develop a 'Climate Action Partnership' of stakeholders to foster the development of a Shropshire-wide climate action strategy.
- 33.11 Shropshire Council has recently joined a group of council leaders from other rural areas to launch a new network to promote the voice of the countryside in the climate change debate. Working in partnership with other rural local authorities will help us highlight and raise the profile of the unique challenges we face in comparison to urban areas.



Committee: Council 20 th July 2020	<u>Item</u>
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Annual Report 2019-20

Health and Adult Social Care Overview and Scrutiny Committee

1.0 Summary

- 1.1 The annual statement of the Health and Adult Social Care Overview and Scrutiny Committee provides a brief review of the committee's work during the previous eighteen months, as well as an overview of its work for the year ahead.

2.0 Health and Adult Social Care Overview and Scrutiny Committee

- 2.1 During 2019 and 2020, the Health and Adult Social Care Overview and Scrutiny Committee has looked at topics from across its remit. The following have been the main areas of focus:

- Care closer to home**
 Members scrutinised plans for a community model of care, including plans for its implementation. In particular committee sought assurance that community models of care were appropriate for a rural setting, and any plans were created in co-ordination with health partners in Powys. It also wished to ensure that rapid-response teams were available at all hours and not just service core hours.
- Adult Social Care Quality Assurance Framework**
 The committee wished to understand how Adult Social Care used a range of opportunities to continually review its service delivery, its standard of training and support for practitioners, communication within the whole system and learning from users of the service. Members asked officers to ensure that signposting to services for carers was clearer, and that information for patients and carers was clearer – in particular those waiting for long periods for an home visit.
- West Midlands Ambulance Service**
 The service provided details on the Trust, the key messages from its operating plan and details of activity, demand and performance. Members sought reasons for delays in ambulances responding to emergencies, and asked about the installation of defibrillators in community settings. The committee also greater integration of records between GP surgeries and hospitals.

- **The Contribution of Regulatory Services to Health and Wellbeing**

The committee considered the contribution of regulatory services to public health and wellbeing, in particular its contribution to the council's public health outcomes. Members were keen understand the council's role in services that could indirectly affect health, such as affordable warmth in homes and air quality in built up areas

- **Review of 111 services**

Telford and Wrekin CCG explained to the group the changes in commissioning arrangements for 111 services, moving from a Shropshire-based service to a nationally standardised service, commissioned locally. Members raised concerns about how service quality was monitored, and requested that future performance analysis be presented on a regular basis to the committee. They also sought assurance that cross-border arrangements were working well, particularly in light of differing funding arrangements in England and Wales.

- **Whitehall Medical Practice**

The committee scrutinised proposals to close Whitehall Medical Practice in Shrewsbury. It heard how the existing contractor was closing his practice, and that the CCG had been unable to find a new contractor to take on the practice.

- **Better Care and Improved Better Health Care Funds**

The committee received an update on proposals for the Better Care Fund for 2019-2020. Members were particularly concerned that funding might discontinue, and sought assurance that any cessation of the fund might impact measures to reduce admissions and improve transfers of care.

- **Future of primary care provision and an update on primary care networks**

Members received a report on the eight key areas of delivery of the Primary Care Strategy. Members scrutinised the challenges to deliver more care remotely, including telecare and online consultations. Members expressed concern that greater reliance on online consultations could lead to a consolidation of GP practices throughout Shropshire. Officers assured members that increased recruitment of GPs would strengthen the network of existing practices.

- **Public health outcomes**

Members received an update on proposals to measure funding for public health initiatives that sit outside the council's public health function. Members sought assurance that funding for such schemes was linked to tangible

outcomes, and were measured and considered appropriately.

3.0 2020-2021 planned work

3.1 Significant topics emerging for the coming year include:

- Covid-19 outbreak plan
- Care home support plan
- Better Care and Improved Better Care funds
- 111 commissioning
- Commissioning arrangements in Shropshire
- Public health outcomes update

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

None

Human Rights Act Appraisal

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

Environmental Appraisal

There are no environmental issues relating to this report.

Risk Management Appraisal

There are no risks associated with this report.

Community / Consultations Appraisal

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

Cabinet Members

Cllr Lee Chapman, Adult Services, Health, Social Housing

Local Member/s

All

Appendices

None

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COUNCIL 16th JULY 2020

MEMBER QUESTIONS REPORT

1. Question from Councillor Kevin Pardy

A statement by the Head of Legal and Democratic Services, Claire Porter, published in the Shropshire Star and copied to me, included the following, "We did used to offer this training in mid-term too, but it was stopped due to the poor take-up."

If it is the case that that training has been "stopped", will the Leader please explain why the temporary CEO, Karen Bradshaw stated, "Councillor Nutting has attended this training but, as it was some time ago, he has confirmed that he is scheduled to, and will, undertake refresher diversity training."

Response from the THE LEADER

COUNCILLOR PETER NUTTING, LEADER:

Whilst this training is only mandated for new Members after a local election, it is expected that Members take responsibility for their own training and development. The learning portal is available to all Members for on-line learning and Members are expected to book onto appropriate training. It is not a training course where you attend in person.

I determined that it was time that I did some update training on diversity and equalities, and I undertook this training recently.

2. Question from Councillor Viv Parry

The Councils agenda in cutting the wild flowers on grass verges is hopefully going to change by not cutting where it is not needed if this does not happen is it possible for the litter including plastics to be removed first by litter picking. Plastic shredded into small bits with a strimmer this can cause death to birds and small mammals, we need to help to save them. *There* is a reduction in garden birds, insects and small voles and I as a resident and Councillor realise that there is a shortage of money and labour, but we are pledging to help wild life in Shropshire for Tourists and Locals. Please spend that bit more to save the way beautiful Shropshire looks and help nature

Response from the Portfolio Holder for Highways

COUNCILLOR STEVE DAVENPORT

The question rightly raises the importance of Shropshire`s 5,000km`s of diverse and valued verges. I regret the points raised are not site specific, therefore I am unable to provide site specific responses. It is however widely known we have been consulting

with other authorities, looking at best practice such as the Wildlife Trust's excellent advice document "Managing road verges" alongside exploring operational options for a much more refined approach to verge maintenance balancing safety, wildlife and nature. The competitive environment created by nature and the dominance of problem species means it is not as simple as mowing is automatically a bad thing. Shropshire can look forward to a more diverse verge network in the future, building on the work we have already done such as the reinstatement of the ditching and culvert maintaining program, which has transformed miles of ditches already this year restoring a long-lost wildlife habitat. So far this year we have already reinstated approximately 30km of rural highway ditches in south Shropshire.

Shropshire can also look forward to a comprehensive paper on the subject within the current financial year.

3. Question from Councillor Andy Boddington

Councillors have been frustrated for several years that controversial and difficult applications in their divisions have not been selected for consideration by a planning committee. The selection process of which applications goes to committee is opaque. That undermines the core principal underpinning local government and planning – that all decisions at every point should be open and transparent. Decisions on which items go to planning committees are decided in agenda setting meetings. These are private meetings with no public minutes or public terms of reference. It is not clear what the criteria are for selecting one application over any other. We are told that decisions are based on 'material considerations'. But this phrase is ill-defined – legally it means anything that is material in the judgement of the decision maker.

Planning is one of the most public functions of our council. We need to ensure that it is delivered using robust criteria in the most open and transparent way possible.

Can the portfolio holder:

1. Explain the criteria by which planning applications are selected for consideration by planning committees, including what weight is given to parish council and local member opinions?
2. Provide the membership template for agenda setting committees?
3. Commit to routinely publish the minutes of agenda setting committees?

Response from the Portfolio Holder for Communities, Place Planning and Regulatory Services

COUNCILLOR GWILYM BUTLER

The process for determining planning applications is set out in the Council's constitution and scheme of delegation and this identifies those planning applications which will be determined by planning committee.

Within the constitution:

"Applications requested to be referred, by the Local Member, to the relevant Planning Committee within 21 days of electronic notification of the application and agreed by the Planning Services Manager in consultation with the committee chairman or vice chairman to be based on material planning reasons"

In terms of the Parish or Town Council the constitution provides for committee referral in the following circumstances

“Applications where the Parish Council submit a view contrary to officers (approval or refusal) based on material planning reasons the following tests need to be met:

(i) these contrary views cannot reasonably be overcome by negotiation or the imposition of planning conditions; and
(ii) the Team Manager (Planning) or Principal Planning Officer in consultation with the committee chairman or vice chairman and the Local Member agrees that the Parish/Town Council has raised material planning issues and that the application should be determined by committee”

To clarify, the agenda setting meetings are organised to agree which planning applications should be considered by planning committees. It is not an agenda setting “committee”.

4. **Question from Councillor David Vasmer**

For each year over the last five years could you give me the following information about planning enforcement:

- 1) The number of staff employed to undertake this task
- 2) The total number of planning enforcement investigations undertaken
- 3) The number of cases when an applicant was asked to submit a retrospective planning application
- 4) The number of cases which resulted in enforcement action being taken by the Council

Response from the Portfolio Holder for Communities, Place Planning and Regulatory Services

COUNCILLOR GWILYM BUTLER

1. The number of staff employed to undertake this task

There are two dedicated Planning Enforcement lead officers working across the County with specialist knowledge and experience who undertake the majority of formal enforcement work.

Another officer provides dedicated business support to the planning enforcement process and all planning & enforcement officers and some of the natural and historic environment team also undertake preliminary enforcement investigations usually in relation to cases they have had prior involvement with or which is associated with the locality they work in.

This brings the total to 37 officers overall who have some involvement with the planning enforcement process.

In addition to this the Council was successful in bidding for £40,000 from Government in July 2019 to fund a temporary resource to provide Enforcement support in areas of Shropshire covered by the Greenbelt.

2. The total number of planning enforcement investigations undertaken

Data is only held from 17/18.

- 2017/18 - 531 cases received, 477 cases closed.
- 2018/19 - 625 cases received, 507 cases closed
- 2019/20 - 609 cases received, 471 cases closed

There will always be a number of cases on hand and under consideration.

3. The number of cases when an applicant was asked to submit a retrospective planning application

Planning Enforcement cases are considered in accordance with the Council's Planning Enforcement Protocol and having regard to Government advice in the NPPF and National Planning Practice Guidance (NPPG). In over half all cases received following investigation there is no planning breach found or a minor technical breach is identified. The NPPG states:-

- In deciding, in each case, what is the most appropriate way forward, local planning authorities should usually avoid taking formal enforcement action where:
- there is a trivial or technical breach of control which causes no material harm or adverse impact on the amenity of the site or the surrounding area;
- development is acceptable on its planning merits and formal enforcement action would solely be to regularise the development.

5. **Question from Councillor Tracy Huffer**

Support for young people during and after lockdown

It is now more than three months since the UK imposed lockdown on most of its residents. Young people found their schools had closed overnight. Youth activities were cancelled. Drop in sessions such as BEAM became phone only access. Young people found themselves having to spend more time in the family home than they were used to. Having to confront family tensions without the relief of being able to talk to a teacher or adviser at school. Without being able to drop to a youth event or BEAM in a casual way.

We have built up easy access to wellbeing and mental health support over decades. We have seen how youth events, drop in sessions and positive activities have reduced tensions and prevented longer term issues with younger people. During the Covid-19 emergency, young people have found it difficult to access support.

In this question, I am not asking for details of how young peoples' education has changed. That is well documented. What our council needs to know is:

- 1) What plans were put in place to support young people through youth clubs and other positive activities during lockdown?
- 2) What are the recorded outcomes from the interventions of these plans (at an aggregated level)?
- 3) What plans have been put in place to support young people through youth clubs and other positive activities as we emerge from lockdown?
- 4) Will unspent budgets for youth support from 2019/20 be transferred into 2020/22?

Response from the Portfolio Holder for Children's Services

COUNCILLOR ED POTTER

1) SYA are the main provider of commissioned youth activities in Shropshire, and has moved its operation to inviting young people to attend 'virtual youth clubs', as an alternative to face to face open access youth clubs given the lock down and social distancing rules provided by the Government. SYA has not furloughed staff throughout this period – which has supported the continuation of this provision to young people.

2) SYA as the commissioned provider have provided the following information

- Family specific positive outcomes and examples include:
 - Through virtual zoom sessions, a disabled older sibling has been able to join in with the session. Giving the parents well-deserved time to themselves while all children are being occupied safely. - Bridgnorth
 - A young lady self-isolating due to having chemo and is now still able to access zoom session fun with a few individuals - Market Drayton
 - An LGBT+ young man was given a birthday cake by us (Doorstep delivery) when we found out no one was celebrating his birthday with him, as the family aren't supportive of him. Attends Shrewsbury XYZ group, lives in Telford - Children in need funded work
- Encouraged, supported and trained voluntary youth groups to use virtual platforms - all affiliated clubs contacted 100 across the county uptake from: Bridgnorth, Whitchurch, Hinstock, Hanwood, Nesscliffe, Wem, Shrewsbury, Scouts, Young Carers, Broseley
- Over 40 club sessions per week are being delivered by SYA and affiliated clubs
- Delivered commissioned clubs in Ludlow, Bridgnorth, Whitchurch, Market Drayton, Westbury & Minsterley
- VCSA clubs in Bridgnorth x 5, Wem x 2, Hinstock, Hanwood, Nesscliffe, Broseley, Whitchurch x 5, Shrewsbury x 7 (inc 5 x STC provision), Oswestry.
- County wide XYZ, Scouts, YFC

In addition:- Shropshire Council Early Help Teams during the month of April 2020 and in response to Covid 19, have supported a total of 407 families. Offering direct support to more than 314 parents/carers and more than 145 children and young people. The

Schools Family Support Workers financed through the Troubled Families funding have supported a further 226 families in total.

During this period the Early Help teams have worked with 48 families at Tier 2 that would normally access their schools and other agencies for this level of support and the Schools Family Support workers have offered support to 134 families from the schools 'vulnerable list'.

Children who are open to Children's Social Care (Child in Need, Child Protection and Looked After Children) have received direct support where needed. This has included the provision of art materials or outdoor games to children who needed them from their social workers.

We have a Targeted Youth Worker and Family Support Worker who have continued to work with our older Looked After Children supporting them with activities, visits in the garden, supporting foster carers as well as developing online activities.

The Virtual School has supported carers where children have needed to be educated at home and linked children in with activities such as The Hive on Line.

3) SYA are currently updating their policies and procedures and risk assessments to ensure outreach support is available on the streets for the minority of young people who are meeting and socialising, to a greater extent ignoring the rules. Next steps include re-engaging with known young people to promote the re-opening of clubs, check on the physical and mental health and help them work through any issues, whilst reinforcing government covid-19 messages. As part of the youth support proposal – throughout Covid 19 period - Shropshire Council has had and will continue to have ongoing conversations with Town and Parish Councils in preparedness for changes in Government's Covid 19 guidance. The fully funded detached youth support team will be recruited with the management team being recruited first – which is underway now July 2020 – who will then recruit the rest of detached frontline workers. This will help to provide the capacity to further develop and support town and parish councils to move forward with their commissioning plans to fund open access youth clubs in local communities, before and up to March 2021.

4) Youth support activity has continued to be funded and delivered, throughout 20/21. The timeline to deliver the youth support implementation plan as agreed in Cabinet paper is March 2021.

6. **Question from Councillor Dave Tremellen**

On Friday 22 May 2020 elected Members were copied-in to the daily Covid-19 up-date from joint interim Chief Executive, Andy Begley, to all salaried staff of Shropshire Council.

In the middle of that staff up-date Mr Begley said...

We have mentioned changes and the new normal many times, but what has perhaps not been as clear is the fact that we will not be returning to the old ways of working. We cannot return to how we worked for many reasons. Covid is an obvious issue, but the reality is we need to make sure that our services and our organisation, as a whole, is fit for purpose going forward, and able to serve our residents as effectively and efficiently as possible.

He went on to say...

There is no more room for inefficiencies, there is no more time to delay - this is here, the need is now.

As a management team, and with the support of several council services, plans are being drawn up as to what Shropshire Council could look like. These plans are being fed by responses from the staff survey, data we have about how we are working now, service requirements and Shropshire's future needs.

Critically, the reference to...

"... the fact that we will not be returning to the old ways of working"...

...is an unequivocal statement of intent sealed with that one word "fact".

"There is no more room for inefficiencies, there is no more time to delay - this is here, the need is now."

"Throughout this process we will work with staff to make sure everyone has a voice".

Well, that's one joint-interim-Chief Executive doing his job by telling the salaried staff what's about to happen to the council in the future.

Which begs the question: when will the Leader of the Council do his job and tell elected representatives what's about to happen to the council in the future, given "... that we will not be returning to the old ways of working"?

Response from the LEADER

COUNCILLOR PETER NUTTING, LEADER:

I have made no secret of the fact that Shropshire Council, like every other Council in the country, acknowledges that the post Covid world will be very different, and that the way Councils do things will inevitably adapt based on the Covid experience. We have successfully continued to deliver services to the people of Shropshire during lockdown. Over 2,500 staff have been working from home, meetings have been held virtually, including Cabinet and Council meetings. We have worked in ways that would have been unimaginable less than six months ago, and we must now adapt based on what has worked well during this time. I have set out my direction in the Financial Strategy report that was approved at Cabinet on 6th July, and in reports at this Council meeting today, that we must build on our recent experience, build on what works, rely less on our buildings, use IT to maximum impact, enable staff to work in an agile way and use local assets in a much more efficient way. This is, of course, still work in progress, but I am ambitious for a new and dynamic Shropshire Council which is flexible in adapting to the needs of our communities.

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Shropshire and Wrekin Fire and Rescue Authority Chair's Report of the Meeting held on 24 June 2020

Vote of Thanks and Welcome

The Fire Authority gave a vote of thanks to Councillor Kelly Middleton from Telford & Wrekin Council who left the Fire Authority in May.

The Fire Authority welcomed Councillor James Lavery from Telford & Wrekin Council to the Fire Authority.

Code of Corporate Governance 2019/20

Shropshire and Wrekin Fire and Rescue Authority is committed to the principles of effective corporate governance and has, therefore, adopted a Code of Corporate Governance, which is based on guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE).

The Fire Authority has conducted its annual review of the Code of Corporate Governance and agreed the recommendation of its Standards, Audit and Performance Committee that the Code be formally adopted.

Appointment of Clerk and Monitoring Officer and Deputy Monitoring Officer

As a consequence of Jonathan Eatough, who has been the Fire Authority's Clerk and Monitoring Officer since December 2008, leaving Telford & Wrekin Council, the Fire Authority considered the appointment of a replacement Clerk and Monitoring Officer.

The Fire Authority agreed to continue to use Telford & Wrekin Council for Monitoring Officer provision and confirmed the appointment of Anthea Lowe, Associate Director: Policy & Governance as the Monitoring Officer. The Fire Authority have requested that Anthea Lowe appoints a suitable Deputy Monitoring Officer to act in her absence.

Statement of Accounts 2019/20

The Fire Authority received a report, setting out the key revenue issues, which have arisen from work on the Statement of Accounts 2019/20.

In February 2019, Shropshire and Wrekin Fire and Rescue Authority approved a revenue budget of £22.288m for 2019/20 and set a 2.99% precept increase (equivalent of 5p per week for a Band D household):

The revenue budget was therefore funded as follows:

Council tax income £16.565m; Non-domestic rates from authorities £1.529m; Business rates top-up grant £2.350m; and Government Grant £1.844m; giving £22.288m

The financial outturn was £21.252m with underspends being achieved in pay, legal services, training, development, prevention and technical services budgets and additional income and grant leaving a balance of £1.017m available for distribution to reserves.

The Fire Authority agreed that

- £100,000 should be added to the STP Staff Reserve
- £70,000 should be added to the Equipment Replacement Reserve
- £450,000 should be added to the Income Volatility Reserve; and
- The balance (currently £397,000) should be added to the Major Capital Projects Reserve

It was recognised The General Fund balance is subject to audit and therefore these figures may change.

Draft Integrated Risk Management Plan 2021-25 – Consultation

The Fire Authority has approved the publication of draft Integrated Risk Management Plan (IRMP) 2021-25 for public consultation and the Service's proposed methodology for that consultation process.

The IRMP is the Fire Authority's overall plan for improving public safety. It consists of an overview of fire and rescue related risks and sets out high-level plans for identifying, assessing and mitigating the identified risks.

One of the key objectives of the Strategic Fire Alliance between this Authority and Hereford & Worcester Fire and Rescue Service is to align the integrated risk management planning processes for both Services. Officers from both Services have therefore worked collaboratively to develop Shropshire's IRMP and Hereford & Worcester's Community Risk Management Plan 2021-25 (CRMP) using the same approach to identifying and assessing risks and to managing those risks through core prevention, protection and response activities.

There is a statutory requirement for a 12-week period of public consultation to be undertaken before the IRMP is finalised and formally adopted by the Fire Authority. Due to the current Covid-19 pandemic, the consultation will primarily be conducted via an online process utilising the Service's website, press and social media channels and with virtual focus group meetings being held. This will be the Service's first experience of using social media to help with targeting communities for consultation.

The consultation process will commence in July 2020 and consultees will include the general public; the Service's employees and their representative bodies; and other

key groups such as neighbouring fire and rescue services, Police and local authorities. Fire Authority Members will support the consultation process by assisting officers with staff engagement work; using social media to share the IRMP consultation; and using their community knowledge and contacts to match IRMP proposals to the appropriate community groups.

The Scheme for the Payment of Members' Allowances 2020/21

The Fire Authority has agreed its Scheme for the Payment of Members' Allowances 2020/21.

The Scheme has been updated to reflect the recommendations of the review of Member Allowances that was undertaken in November 2019 by the Independent Remuneration Panel of Telford & Wrekin Council.

In addition, the Fire Authority's travel and subsistence allowances will be amended to align them with local authority travel and subsistence schedules.

Service Response to Covid-19

The Fire Authority received an overview of the planning and measures that have been put in place to enable the Service to continue to deliver its services during the pandemic whilst also assisting partners to mitigate the impacts of Covid-19 on vulnerable individuals and communities within the county.

The initial planning stages focussed on resilience planning and the introduction of preventative measures to ensure that the Service could maintain an effective emergency response to incidents and enable its support services to continue to operate effectively. This was facilitated by numerous methods, including

- Suspension or postponement of activities such as non-essential training, multi station exercises, Safe and Well visits and attendance at community events
- Minimising staff movement between stations and restricting access to critical areas such as Fire Control
- Limiting the number of riders on On-Call appliances to five to ensure social distancing principles are adhered to
- Increased cleaning across all the Service's locations
- Provision of mobile devices and access to agile working systems to enable effective homeworking for support staff

Absence rates have been monitored throughout the pandemic and these have remained significantly lower than the initial planning assumptions where the Service was estimating that absence levels could peak at 20%. The highest level of absence for the Service was 7.2% in week commencing 30 March 2020 and as of 24 June 2020, Covid-19 related absence was at 0.7%.

The Service has engaged with a wide range of partners during the course of the pandemic, mainly through the Tactical and Strategic Co-ordination Groups, and

practical support undertaken involves assisting with the delivery of personal protective equipment to primary and social care settings in the county and Service employees supporting Shropshire Council with welfare checks for vulnerable and shielding individuals.

As lockdown measures are relaxed at the national level, the Service is considering its response to these changes and have created a series of corporate objectives to support this restoration phase. The objectives are to make its workplaces safe; to restore full service in a restricted environment; and to remain flexible and adapt quickly. A group of key stakeholders has been established to support these changes and will seek to identify best practice to enable the Service to continue service delivery, support partners and contribute to minimising the spread of Covid-19.

Collaborative and Partnership Working

Partnership working is a key element in the Fire Authority's strategy to meet its vision of "Putting Shropshire's Safety First". It is also a key theme of the Fire Service National Framework. The Fire Authority and the Service are actively involved in a number of partnerships, which are risk assessed for liability and reputation and scrutinised by the Service's Risk Management Group. This Group maintains a partnership register and monitors the outcome and productivity of each of the partnerships.

Over recent years the Service has developed many partnerships, which primarily support its prevention activities providing a means to target some of the most vulnerable people in the community. All partnerships have been risk assessed and measurable objectives set.

The Fire Authority has received a report, giving details of the more significant partnerships, with which the Service is involved, in relation to its prevention and operational response activities and Equality and Diversity.

Appended to the report was a Fire Alliance Update Report. This reported on the progress with each of the four priority projects developed by the Fire Alliance (the Alliance) between Shropshire Fire and Rescue Service and Hereford & Worcester Fire and Rescue Service. The Alliance has been in place since 2018 with the purpose of supporting the long-term sustainability of both Services by enhancing their capacity and resilience.

The Alliance currently has four key areas that it has identified as foundation activities that will in time support wider future working. These are Fire Control; Integrated Risk Management Plan; Information and Communications Technology; and Procurement. The Update Report sets out the developments with each of these areas and the next phases of the projects. It also provided a summary of the efficiencies and savings achieved by the Alliance as it takes positive steps forward and becomes embedded in the day to day workings of both Services.

Corporate Risk Management Annual Report 2019/20

The Fire Authority has received an annual report on corporate risk management work during the last 12 months.

Ongoing monitoring of the Service's corporate risk management work is a responsibility of the Service Management Team and the Risk Management Group (RMG) with the Standards, Audit and Performance Committee receiving regular corporate risk management reports.

The RMG's primary function is to ensure that the Authority has an effective and efficient risk management process in place. The Group does this through reviewing the Corporate Risk Register, Departmental Statements of Assurance, Departmental Risk Registers and Internal Audit findings, highlighting, where necessary, issues or areas of concern through to the Service Management Team and/or the appropriate committee.

There are currently eleven open risks on the Service's Corporate Risk Register, which includes two new risks that have been added during this reporting year.



Eric Carter
Chair
Shropshire and Wrekin Fire and Rescue Authority
June 2020

Background Papers

Agenda and Papers for the Meeting of Shropshire and Wrekin Fire and Rescue Authority held on 24 June 2020

The agendas and reports (with the exception of exempt or confidential items) for all Fire Authority meetings and those of its Committees appear on the Brigade's website:

<http://www.shropshirefire.gov.uk>

To access reports go to the Fire Service's website and follow the steps below.

- Click on 'About Us' in the red bar at the top of the page
- Click on 'Fire and Rescue Authority'
- Click on 'Meetings' in the list on the right hand side of the screen
- Click on '24 June 2020' and the various reports and appendices will be listed

If you have any difficulty with the website, please contact Lynn Ince, Executive Support Officer, on 01743 260225.

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