



Overview and Scrutiny Committee

Meeting: Monday, 21st July 2014 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Lugg (Chair), S. Witts (Vice-Chair), Gravells (Spokesperson), Haigh, Hanman, Lewis, Wilson, Ravenhill, Field, Dee, Taylor, Beeley, Hansdot, Toleman, Pullen and Patel (substitute for Councillor Taylor)
Contact:	Sonia Tucker Democratic Services Officer (Scrutiny Support) 01452 396126 sonia.tucker@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	MINUTES (Pages 7 - 14) To approve as a correct record the minutes of the meeting held on 23 June 2014.
4.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings, or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers
5.	PETITIONS AND DEPUTATIONS (15 MINUTES) To receive any petitions and deputations provided that no such petition is in relation to: <ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings
6.	ALLOTMENTS STRATEGY

	<p>To receive the report of the Cabinet Member for the Environment which seeks adoption, for the purposes of consultation, an Allotment Strategy for Gloucester City detailing how the City Council intends to manage its allotment holding over coming years.</p> <p><i>Please note that this report will be published as a separate supplement to the agenda when it is available.</i></p>
7.	<p>2013/14 FINANCIAL OUTTURN (Pages 15 - 24)</p> <p>To receive the report of the Cabinet Member for Performance and Resources which informs Members of the final Council position against agreed budgets for the 2013/14 financial year and which also highlights some key performance indicators.</p>
8.	<p>ANNUAL PERFORMANCE REPORT CIVICA (REVENUES AND BENEFITS) (Pages 25 - 38)</p> <p>To receive a presentation on the performance of the Civica Revenues and Benefits Partnership for the year 2013-14. A supporting paper is attached</p>
9.	<p>UPDATE ON CIVICA IT PARTNERSHIP</p> <p>To receive a verbal update on progress and performance of the Civica IT Partnership.</p>
10.	<p>NOMINATIONS FOR TASK AND FINISH GROUPS</p> <p>The Committee has recently selected the following subjects for Task and Finish Groups:-</p> <ul style="list-style-type: none"> Topic 1 - Management of parcels of unadopted green land Topic 2 - Council's Communications and Consultation Strategies Topic 3 - Housing Conditions in the Private Rented Sector <p>As it is best practice to run a maximum of two Task and Finish Groups at any one time it is proposed to defer the start of Task and Finish Group No 2 (Council's Communications and Consultation Strategies) to a later date.</p> <p>The Committee is asked to nominate three Members for Task and Finish Groups topics 1 and 3.</p>
11.	<p>CABINET FORWARD WORK PROGRAMME (Pages 39 - 50)</p> <p>To consider the Cabinet Forward Work Programme which is provided for information.</p>
12.	<p>OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 51 - 52)</p> <p>To consider the latest version of the Overview and Scrutiny Committee Work Programme.</p>
13.	<p>MEMBER UPDATE ON OUTSIDE BODIES ACTIVITIES</p> <p>To receive verbal updates as appropriate from Members of the Committee who sit as City Council representatives on any of the outside bodies.</p>

14.

DATE OF NEXT MEETING

Monday 15 September 2014 at 18.30 hours.

M. Shields

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Martin Shields
Corporate Director of Services and Neighbourhoods

Date of Publication: Friday, 11 July 2014

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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For further details and enquiries about this meeting please contact Sonia Tucker, 01452 396126, sonia.tucker@gloucester.gov.uk.

For general enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.

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OVERVIEW AND SCRUTINY COMMITTEE

MEETING : Monday, 23rd June 2014

PRESENT : Cllrs. Lugg (Chair), S. Witts (Vice-Chair), Gravells (Spokesperson), Haigh, Lewis, Wilson, Ravenhill, Field, Taylor, Beeley, Toleman, Pullen,

Others in Attendance

Councillor Jim Porter, Cabinet Member for Environment

Councillor Colin Organ, Cabinet Member for Housing, Health and Leisure

Mr Steve Whiteman, Account Director, Amey

Mr Ross Cook, Head of Neighbourhood Services, Gloucester City Council

Ms Gill Ragon, Head of Public Protection, Gloucester City Council

1. APPOINTMENT OF CHAIR AND VICE-CHAIR

RESOLVED: That the appointments made at Annual Council be noted.

2. APOLOGIES AND WELCOME TO NEW MEMBERS OF THE COMMITTEE

Apologies were received from Councillors Dee, Hanman and Hansdot.

The Chair welcomed four new Members to the Committee:-

- Councillor Hanman
- Councillor Lewis
- Councillor Pullen
- Councillor Ravenhill

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

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23.06.14

The minutes of the meeting held on 31 March 2014 were approved as a correct record and signed by the Chair.

5. PUBLIC QUESTION TIME (15 MINUTES)

There were no questions from members of the public.

6. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions or deputations.

7. AMEY (STREETCARE PARTNER) PERFORMANCE MONITORING

The Chair welcomed Councillor Jim Porter, Cabinet Member for Environment, Mr Steve Whiteman (Account Director Amey) and Mr Ross Cook, Head of Neighbourhood Services (GCC) to the meeting.

Members were presented with a report which outlined how the performance of the Streetcare Partnership was monitored. The information had been provided following a request from the Committee on 6 January 2014 when the matter had been discussed. Members were briefed on the content of the report which included a realignment of staffing resources within the Neighbourhood Services team. 'Headline' key performance indicators were set out in the appendix.

Overview and Scrutiny Committee was asked to note the report and pass any comments to the Streetcare Strategic Partnership meeting for consideration.

The Committee discussed the following matters:-

1. Generally Members considered that there should be more background to the performance figures including a key for clarification purposes. The Head of Neighbourhood Services explained that the data represented 'headlines' and that more detailed reports were produced for the Streetcare Strategic Partnership meetings. He confirmed that he would report this back to the Partnership so that future reports to Overview and Scrutiny were easier to interrogate. Responding to a request for Overview and Scrutiny to receive all the performance data below the 'headlines', the Head of Neighbourhood Services cautioned that it was important not to duplicate the work of the Partnership.
2. Clarification was sought on complaints recording and whether customer satisfaction had been achieved on those complaints which had been closed. Mr Whiteman confirmed that all complaints had been resolved in line with the complaints policy. The Head of Neighbourhood Services confirmed that more detailed information was available to the Streetcare Strategic Partnership. Additionally, the Business Improvement Team would be monitoring this data. The definition of a 'complaint' as opposed to a 'service request' was discussed.

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23.06.14

3. Clarification was sought on figures in the appendix relating to amenity grass cutting figures, general street cleaning and fly tipping.
4. Cycle paths were not listed in the appendix as they were not 'headline' data. It was confirmed that they featured under hedge trimming in data underpinning the appendix. A Member commented that cycle paths in his ward were overgrown and acted as a disincentive for cyclists.
5. It was noted that performance indicators for watercourses were contained in the more detailed information which was assessed by the Partnership. It was further noted that any instances of Himalayan Balsam in watercourses would be dealt with by a specialist contractor.
6. A Member commented on the absence of financial performance data in the appendix. The head of Neighbourhood Services responded that this information was reported to the Strategic Streetcare Partnership.
7. Members queried the accessibility of grass cutting regimes on the City Council's website. It was noted that the current information did not contain exact dates but the length of time grass cutting was expected to take in each ward. The Head of Neighbourhood Services remarked that the information estimated when grass cutting was due in each ward, but that the dates could change because of weather conditions. He added that he hoped to present the information in a more interactive style in future.
8. Grass cutting practices on roadside verges were discussed. Mr Whiteman asked Members to report on any areas of concern within their wards.
9. Members asked for feedback when they had reported issues to the Contact Centre on behalf of their constituents. It was noted that currently Members only received an acknowledgement to service requests and did not receive confirmation when the work had been carried out. The Head of Neighbourhood Services commented that he was aware of this issue and advised Members to log on to their Focus portal area set up for their wards. Members were unsure as to whether the portal could be accessed via their Ipads. The Head of Neighbourhood Services agreed to look into this.
10. There were concerns regarding the quality of some grass cutting. Mr Whiteman responded that teams were trained and were aware of service standards and that team leaders and supervisors were responsible for dealing with quality issues. Mr Whiteman asked Members to advise him of any areas of concern. The Head of Neighbourhood Services commented that the new Neighbourhood Manager (Parks and Open Spaces) had been out with crews and was aware of issues and the pressures faced by the teams. As part of the discussion, a Member reported that he had been unable to obtain quality assurance records for his ward.
11. In response to a query on strimming practices, the Committee was advised that strimming was scheduled to take place 2 days after grass cutting and not on the same day.

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23.06.14

12. Reference was made to the lack of flowers in Armscroft Park.
13. The practice of planting wildflowers under trees was discussed. The Head of Neighbourhood Services advised Members that specific sites could be reviewed.
14. A Member queried why litter picking was not carried out before grass cutting. Mr Whiteman acknowledged that this was not a good example of streetscene work and asked Members to report similar instances to him.
15. It was noted that there was no single point of contact for Members in the new officer structure. The Head of Neighbourhood Services explained that the focus had changed to more specific service based responsibilities with the four Neighbourhood Managers continuing to be able to deal with a wide range of issues across the City. Members noted that a guide to Neighbourhood Services would be provided shortly for Members' information.
16. A Member expressed concern regarding the large truck which regularly accessed the pedestrianized gate streets to empty litter bins and queried whether a smaller vehicle would be more appropriate. The Head of Neighbourhood Services confirmed that the vehicle was exempt from traffic regulations and that collections were halted between 12 noon and 2 pm for safety reasons.
17. The Committee received an update on progress made towards implementing the recommendations of the recent Overview and Scrutiny Task and Finish Group on Recycling. It was noted that the Government had introduced a TEEP review which would need to be undertaken before any changes were made to the service.
18. Members queried the reporting mechanism for the Partnership and it was noted that there was no formal procedures in place as the body was not recognised when appointments were made at Annual Council. Arising from the discussion, it was agreed that in future Overview and Scrutiny Committee would be sent copies of the minutes from the Strategic Streetcare Partnership Meetings.

The Cabinet Member acknowledged the comments made by the Committee and stated that he was committed to ensuring that quality control issues were addressed.

RESOLVED:

1. That the report be noted.
2. That the Committee's comments would be reported to the Strategic Streetcare Partnership.
3. That Amey performance monitoring be reported to the Committee on a six monthly basis.

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23.06.14

8. HOUSING CONDITIONS IN THE PRIVATE RENTED SECTOR

The Chair welcomed Councillor Colin Organ, Cabinet Member for Housing, Health and Leisure and Ms Gill Ragon, Head of Public Protection (GCC), to the meeting.

Members were presented with a report which outlined the current condition of the private rented housing sector and proposed future actions to achieve improvement. The Committee was informed that it was proposed to redirect the way the private sector housing team currently worked from a reactive style to a proactive programme of intervention on a neighbourhood basis, as suggested by the Government Select Committee. It was intended that this approach would help to identify poorly managed and maintained properties in the private sector and enable continuous improvements to be made which would have a positive impact for the health and wellbeing of tenants and for the Council.

Overview and Scrutiny was asked to note the report and make any recommendations it considered appropriate to the Cabinet.

The Committee discussed the following matters:-

1. It was acknowledged that there were 'good' and 'bad' landlords in the private sector and that there was a need to reward good practice. Equally, there were 'good' and 'bad' tenants.
2. It was considered that better housing conditions would encourage more responsible tenants.
3. It was recognised that overcrowding could occur in cases where a single family occupied a property or where families shared houses that were too small. Cultural differences also resulted in varying definitions of what was deemed to be a 'good' standard of accommodation.
4. Members believed there was a public expectation that the Council should improve conditions. Reference was made to some authorities which successfully operated a mandatory licensing scheme and it was mooted that the City Council should adopt this approach. It was suggested that more work needed to be done in this regard including evaluating another council which was similar to Gloucester. The Cabinet Member responded that it was important not to alienate landlords and there was a delicate balance to be struck. He commented that an accreditation scheme was more likely to act as an incentive to landlords to improve conditions.
5. There was concern regarding the quality of life of the tenants, many of whom fell 'under the radar' and who were prey to unscrupulous landlords. It was also likely that many tenants living in poor conditions would be afraid to complain to their landlords or enter into formal disputes.
6. The role of other agencies such as the health authority and the possibility of funding from such bodies was queried. The Head of Public Protection

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23.06.14

confirmed that whilst the initiatives were at an early stage that these links would be explored.

7. Reference was made to the House Condition Survey carried out in 2011 which had identified 3 wards in the City with significantly more Category 1 hazards than anywhere else in the City. A Member sought clarification on properties within his ward and was advised that broad information could be provided without breaching data protection legislation.
8. There was a discussion on the position of private tenancy agreements between two parties and apprehension that a registration scheme could stifle these private contracts. The Head of Public Protection advised that an approach of selective licensing would focus attention on areas of issue.
9. Reference was made to the County's Health and Wellbeing Board which recognised the significance of good housing on health and wellbeing. Members noted that the work of the Head of Public Protection was highly regarded by the Board.
10. It was proposed that there should be a task and finish group established by the Overview and Scrutiny Committee which would study the work of an authority similar to Gloucester which operated a successful licensing scheme. This study would involve site visits and discussions with officers and landlords. Advice would also be sought from the LGA for examples of flagship authorities in this regard.

The Cabinet Member thanked the Committee for their observations and confirmed that whilst work was at a very early stage, that the Cabinet was committed to raising standards in the private rented sector.

RESOLVED:

1. That the report be noted.
2. That the Overview and Scrutiny Committee commission a task and finish group to look into proposed actions to improve housing conditions in the private rented sector.

9. CABINET FORWARD WORK PROGRAMME

The Committee considered the latest version of the Cabinet's Forward Work Programme. Members noted that the programme covered the period to September 2014 and requested information beyond this date for a future meeting.

RESOLVED: That the Cabinet's Forward Work Programme be noted.

10. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Committee considered the latest version of its work programme.

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23.06.14

RESOLVED: That the Overview and Scrutiny Committee work programme be noted.

11. MEMBER UPDATES ON OUTSIDE BODIES ACTIVITIES

There were no updates on this occasion.

12. DATE OF NEXT MEETING

Monday 21 July 2014 at 18.30 hours.

Time of commencement: 18:30 hours

Time of conclusion: 20:30 hours

Chair

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Gloucester City Council

Meeting:	Overview and Scrutiny Cabinet	Date:	21st July 2014 30th July 2014
Subject:	2013-14 Financial Outturn Report		
Report Of:	Cabinet Member for Performance and Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Andrew Cummings – Management Accountant		
	Andrew.cummings@gloucester.gov.uk	Tel:	396231
Appendices:	Appendix 1 – Capital Monitoring		

1. Purpose of Report

- 1.1 This report is to inform members of the final Council position against agreed budgets for the 2013/14 financial year. It also highlights some key performance indicators.
- 1.2 It is best practice for members to approve any transfers of Council funds into earmarked reserves.

2. Recommendations

- 2.1 **Overview and Scrutiny Committee** is asked, subject to any recommendations it wishes to make to Cabinet, to note the contents of the report.
- 2.2 **Cabinet** is asked to **RESOLVE** that:
 - (1) The year end position for 13/14 is an overspend against budgets of £297k be noted.
 - (2) The balance on the General Fund therefore reduces to £1.869m be noted.
 - (3) The implementation of the majority of the savings in 2013/14 following previous financial year's savings targets is an excellent achievement.
- 2.3 Cabinet is asked to **RESOLVE**:
 - (1) A transfer into an earmarked reserve of £17,000 representing the unspent portion of the £19,000 added by Cabinet to the City Centre Historic Area Grant Fund in June 2013.

3. Background

- 3.1 This report is intended to give Members a clear and concise view of the 2013/14 outturn of the Council and accompany this with explanations for any variances. The financial position for each directorate is presented in a summary table showing the budget for the year as well as final position against budget for the end of the 2013/14 financial year.
- 3.2 Service expenditure includes only those items which impact on the Council's bottom line position and not charges which are removed as part of statutory accounting adjustments at the end of the financial year. It therefore contains a true view of the Council's position against the general fund for revenue expenditure.
- 3.3 The Council recognised in the 2013/14 budget setting cycle that significant savings would need to be made during the financial year. A savings target of £1.943m was agreed of which the majority was achieved in year. This forms part of the £7.5m of savings that the Council has achieved in the last four years.
- 3.4 Whilst there has been some slippage in implementation of the savings during 2013/14, compensated by additional savings elsewhere, the full-year impact of the changes will be fully achieved 2014/15.

4. Council Summary

	2013/14 Budget £000	Year End Outturn £000	Outturn Variance £000
Chief Exec and Regen	2,051	1,638	(413)
Services	8,125	8,481	356
Resources	(10,176)	(9,822)	354
GCC	0	297	297

- 4.1 The year end outturn for the Council is a deficit of £297k, 1.8% of the net revenue budget for the year of £16.659m. This position will result in a reduction of the Council's General Fund balance from £2.116m to £1.869m. This is still above the £1.6m appropriate level to be retained each year.

5. Chief Executive and Regeneration

	2013/14 Budget £000	Year End Outturn £000	Outturn Variance £000
Chief Exec, Regeneration and Economic Development	720	716	(4)
Development Services	683	696	13
Parking Services	(684)	(1,162)	(478)
Legal and Democratic Services	1,122	1,085	(37)
Marketing Gloucester	210	303	93
Total	2,051	1,638	(413)

- 5.1 Off Street Parking has overachieved against budget for the year. Income levels exceeded target but there were also significant savings in both premises costs and payments to the third party contractor. In total the costs in this area were approximately £300k less than budgeted.
- 5.2 The service area of Chief Executive, Regeneration and Economic Development was broadly in line with budget. There were a number of variances within this wider area and this included the costs arriving from the departure of the Chief Executive as part of the Senior Management restructuring process. The savings from that process are expected to generate in excess of £100k per annum in future years.
- 5.3 Legal and Democratic Services cost £37k less than budgeted during the year. This is largely a result of additional income earned through carrying out work for which a fee is charged.
- 5.4 The Council works closely with Marketing Gloucester to promote the city and put on events.
- 5.5 The Directorate of Chief Executive and Regeneration spent under its budget by £413k. The majority of which comes from the Parking Services budget area.

6. Services and Neighbourhoods

	2013/14 Budget £000	Year End Outturn £000	Outturn Variance £000
Director (includes Rugby World Cup)	276	137	(139)
Public Protection	(396)	(581)	(185)
Neighbourhood Services	5,744	6,127	383
Housing Services	967	889	(78)
Commercial Services	878	1,144	266
Contact Centre and Customer Services	656	765	109
Total	8,125	8,481	356

- 6.1 The Amey contract for Neighbourhood Services achieved its budgeted savings of £450k. The saving was achieved part way through the year meaning that the full year impact of the savings was not realised in 2013/14. There is therefore overspend against budgets for this contract of £200k in 2013/14. The full saving of £450k will be realised in 2014/15.
- 6.2 Agreement has been reached with Amey about amounts to be paid to the Council as a result of incorrect invoicing in prior years. This has been agreed at £388k owing to the Council as well as an ongoing £100k annual budget saving.
- 6.3 The income target for Bulky Waste collections was not met this year with a shortfall of approximately £95k against a target of £140k. The level of target was revised in the 2014/15 budget and the target should now be achievable.
- 6.4 The same situation was recorded with regard to Green Garden Waste income. This was £50k below budgeted levels.
- 6.5 As anticipated, the events programme at the Guildhall, within Commercial Services, did not achieve the budgeted level of surplus. The original budget for 2013/14 budgeted the Guildhall to achieve a surplus of £288k for events and room and lettings. The final position was a surplus of £51k. Although still a net contributor to the Council budget Guildhall events were therefore short of their required surplus by £237k. This area is currently undergoing a service review which will look for ways to improve that position in future years.
- 6.6 The Contact Centre has expanded in the year as a result of a review of the service and this has resulted in a small overspend on employee costs of £56k.

- 6.7 A budget of £175k (half of the overall budget) was allocated to the Rugby World Cup in 2013/14. The majority of this was unspent and will be available to be spent in 2014/15 and 2015/16.
- 6.8 There a number of variances within the directorate with the net position being an overspend of £356k. The directorate had significant savings targets within 13/14 so this represents a strong position.

7. Resources

	2013/14 Budget £000	Year End Outturn £000	Outturn Variance £000
Audit	161	137	(24)
Business Improvement	1,846	1,784	(62)
BT & T	1,111	1,197	86
Director	107	98	(9)
HR and OD	299	277	(22)
Finance and Corporate Expenditure	(13,700)	(13,315)	385
Resources	(10,176)	(9,822)	354

- 7.0 Two significant cost and funding streams are clarified at the end of the financial year. Revenues & Benefits financial performance (Housing Benefits) does not become clear until towards the end of the year, and where a 1% swing on performance causes a disproportionate impact on the Council's bottom line e.g. 1% is approximately £400k. The costs of providing Housing Benefits, recorded against the Finance function, was higher than anticipated during the year. This service is largely, but not entirely, funded by Central Government through subsidy. Also, in 2013/14 the Council was, for the first time, able to retain some of its business rates income business rates received This was a result of the Business Rates Retention Scheme which replaces Central Government Support through the Revenue Support Grant with limited powers to retain rates. The combined net effect of these two funding changes was a positive variance, representing additional income for the Council, of approximately £90k.
- 7.1 Another area of corporate overspend pressure is the reduction in investment interest earned by the council given the current low interest rates paid by the market on investments. The current Treasury management strategy seeks to mitigate this pressure by redeeming investments when they have matured and repaying external borrowing. This will create a saving for the Council as the repaid borrowing would have incurred higher interest costs than the income the Council would have received had the matured sums been reinvested.
- 7.2 The Council has received permission from the Department for Communities and Local Government to charge some restructuring costs to capital funding sources. This relieves the pressure on budgets by £55k in the area of corporate expenditure.

- 7.3 As part of year-end accounting process the Council has reviewed the level of provision it makes for debtors who may not pay cash owed to the Council. As part of this review it was necessary to increase the level of provision by £150k in order to meet the standards required by accounting regulations. This is a budgetary pressure in 2013/14 but puts the Council on a more secure financial footing for future years.
- 7.5 Financial Services has incurred additional costs of the interim staff who have been helping to deliver the Financial Services Improvement Plan during the restructuring of the department. There were as a result some savings due to vacancies in permanent staff positions. The department has now undergone a restructuring exercise and this overspend will not recur in 2014/15.
- 7.6 Within Business Transformation and Technology the cost of software and hardware supplies exceeded budgets by £132k. Savings were found elsewhere to partially compensate and the net position is an overspend of £86k.
- 7.7 The directorate has overspent against budgets by £354k for the year.

8. Capital Programme

- 8.1 The Capital Programme budget for the year, including Housing Expenditure, was £12.274m with subsequent approvals of £3.5m leading to a revised budget of 15.82m. Expenditure for the financial year was £10.332m. The areas of major capital expenditure are £6m on Housing (both General Fund and HRA), £633k Kings Quarter project, £690k Disabled Facilities Grants, and other projects including HKP reception upgrade, flood works, and projects in line with S106 agreements.
- 8.2 Capital projects that do not spend their allocated budgets during 2013/14 are likely to continue into 2014/15. The long term nature of capital projects mean that spending often spans different financial years.
- 8.3 Full details of the capital expenditure to the end of March can be found in **Appendix 1**.

9. Collection of Council Tax and Business Rates

- 9.1 The percentage of current year debt collected to the end of March 2014 is shown below together with the comparable figures for March 2014.

	Percentage collected up to 31st March	
	2013	2014
Council Tax	97.3	96.9
Business Rates	98.0	97.9

- 9.2 Collection of Council Tax and Business Rates has remained in line with the previous year. This is no small achievement given the current economic climate and credit goes to the Civica Revenues & Benefits team for their hard work in the debt collection area.
- 9.3 The write-offs of Council Tax and Business Rates compiled during 2013/14 are for 3982 cases and amount to £268k for Council Tax and £36k for Business Rates, £304k in total.
- 9.4 A detailed schedule of all write-off accounts is held by the Revenues and Benefits Services. It should be noted that debts that are written off will be reinstated should further information come to light which increases their chances of collection. Write-offs relate to all preceptors (County, and Police), not just Gloucester City.

10. Supplier Payments

- 10.1 The Council is committed to paying invoices within terms. At the end of Quarter 4, the actual achievement was 95% within 30 days, up from 92% in 2012/13. The details on our prompt payment (30 days performance) are:

Quarter	%	Cum %
1 st Quarter	94	94
2 nd Quarter	94	94
3 rd Quarter	95	94
4 th Quarter	95	95

- 10.2 Total invoices paid in year were 12,541 (13,324 in 2012/13), 11,857 were paid within 30 days (12,272 in 2012/13).

11. Financial Implications

- 11.1 Contained in the report
(Financial Services have been consulted in the preparation this report.)

12. Legal Implications

- 12.1 There are no legal implications from this report
(Legal Services have been consulted in the preparation this report.)

13.0 Risk & Opportunity Management Implications

13.1 There are no specific risks or opportunities as a result of this report.

14. People Impact Assessment (PIA):

14.1 A PIA screening assessment has been undertaken and the impact is neutral. A full PIA is not required.

15. Other Corporate Implications

Community Safety

15.1 None

Sustainability

15.2 None

Staffing & Trade Union

15.3 None

Scheme	Budget 2013/14	Actual Spend to date
Regeneration		
Housing Market Partnership Grant	210,150	0
Commuted Funds- Social Housing	300,000	300,000
Museum Phase 2 Hlf	950,000	22,821
Car Parks	200,000	4,657
Tic Relocation	130,000	3,748
Christmas Lights	75,000	0
Business Grants	100,000	56,900
Targeted Historic Grants	200,000	12,538
Lighting	140,000	322
Recladding unsightly buildings	150,000	0
Heritage Trails	10,000	6,312
Interpretation & Signage	40,000	0
Banner Holders	10,000	0
Gates Streets	100,000	0
Toilets	100,000	0
St Michaels Tower	100,000	1,970
Kings Square	20,000	0
Westgate Mosaics	30,000	0
Contingency	60,000	0
Shop Gloucester	30,000	30,000
Cathedral Precinct Lighting	12,680	0
Eastgate Viewing Chamber	18,750	9,023
Townscape	1,197,490	5,300
Horsbere Brook Planting	100,000	0
Armscroft Garden Flood Alleviation	155,000	107,140
Enhanced Lighting Scheme	26,400	2,809
Alney Island Works	160,000	12,541
Kings Square Car Park Works	0	9,533
Electrical Investigatory Works	175,000	56,703
75/81 Eastgate	350,000	202,744
Kings Square	100,000	633,268
City Museum Works	30,000	1,470
Guildhall Works	87,800	62,113
Coneyhill Emergency Works	0	-1,588
Repairs Eastgate Rooftop Carpark	150,000	49,131
G11 Emergency Repairs	120,000	33,899
Kings Square Emergency Paving	12,000	4,077
Hkp Accommodation Review	207,000	162,608
Docks Office Works	0	889
Renovation Robinswood	162,000	90,772
Swrda Asset Transfer	181,500	307,881
Herbert Reception	230,000	164,142
Enhancements to Council Buildings	445,800	176,307
Hca Grant Money	137,770	55,287
Blackfriars Priory	37,850	20,363
3Rd Floor North Warehouse	0	-14,313
Robinswood Sita	9,680	9,256
Glos Airport - Asset Review	25,200	28,296
Cpo 134 Reservoir Road	80,000	465
Regeneration Total	7,167,070	2,629,382

Scheme	Budget 2013/14	Actual Spend to date
Services And Neighbourhoods		
Depot	57,530	14,751
Refurbish Play Areas	60,000	58,721
Flood Works	197,130	143,514
Plock Court Surface Water	2,810	975
Saddlers Road	0	-947
Flood Defence Grants	9,870	0
Crem Works	38,645	39,784
Memorial Garden	6,360	6,107
Paygrove Lane	13,420	13,407
Glevum Way Play Area	2,640	0
S106 Schemes	458,270	74,569
Oxstall Tennis Court Refurb	0	3,884
Perennial Planting Enterprise	9,180	8,753
Blackbridge Athletics Track	0	2,944
Oxstalls All Weather Pitch	0	9,092
Oxstalls Soft Play Area	0	4,003
Hillfield Sensory Garden	41,370	15,298
Westgate Car Park Planting	7,020	7,023
Active Space At Abbeydale	28,020	27,968
Tree Planting Forestry Commission	8,610	7,639
GL1 Pool Air Handling System	100,000	7,680
Digitalisation of Guildhall Cinema	37,000	32,696
Flats Bins	9,660	0
City Centre Cctv	365,000	0
Purchase of Street Washer	9,970	9,970
Retaining Wall Alney Terrace	47,000	0
Refund for previous works at Hempsted Meadows	0	-5,750
All Mains Buildings Voltage Optimisation	74,000	19,012
Services And Neighbourhoods Total	1,583,505	501,095
Resources		
IT Projects	283,680	417,700
Planning Policy Consultations	8,500	0
Resources Total	292,180	417,700
Total General Fund Excluding Housing	9,042,755	3,548,177
Housing General Fund		
DFG	684,000	689,903
Decent Homes Grants	5,760	9,452
Decent Homes Loans	60,000	4,708
Safe At Home Grants	60,000	19,736
Warm And Well	30,000	10,561
Total Housing General Fund	839,760	734,360
Total General Fund	9,882,515	4,282,537
Housing HRA	5,940,000	5,882,600
	0	166,892
Total Capital Programme	15,822,515	10,332,030



Gloucester City Council

Revenues & Benefits

Annual Performance Report

2013 - 2014

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EXECUTIVE SUMMARY

Overall performance has been very good for 2013/2014.

Performance on processing changes in circumstances for benefit claims was better than the target with an outturn comparable to performance for 2012/2013. Business Rates collection was almost 0.3% above the target. Processing new benefit claims improved significantly being 2 days less than performance in 2012/2013 and equalling the Council's best ever recorded performance.

During the year we sent in excess of 59,000 Council Tax and Business Rates bills and 14,500 benefit notification letters.

The volume of incoming work relating to Council Tax and Business Rates increased by 8.6% in the year and we expect this to continue increasing as new properties are built.

In March we implemented Risk Based Verification, which reduces the amount of information and evidence we need to collect on a significant percentage of benefit claims. We will start to see the benefits of this change particularly when it's integrated with the on-line benefit claim form. This will reduce the burden of providing evidence for customers and help speed up processing in the Customer Service and benefits team which is a good result for both the Council and Civica. Other initiatives completed this year were:

- Providing training for Customer Service and Shop mobility teams to support them when dealing with customers.
- Actively continuing to contribute to the Gloucester Advice Partnership
- Automated more of the reports produced for other service users in order to provide them more quickly
- Assisted the council in the production of a number of key returns for DWP, DCLG & Central government.

The following table provides a summary of our performance in 2013/14 against all Key Performance Indicators.

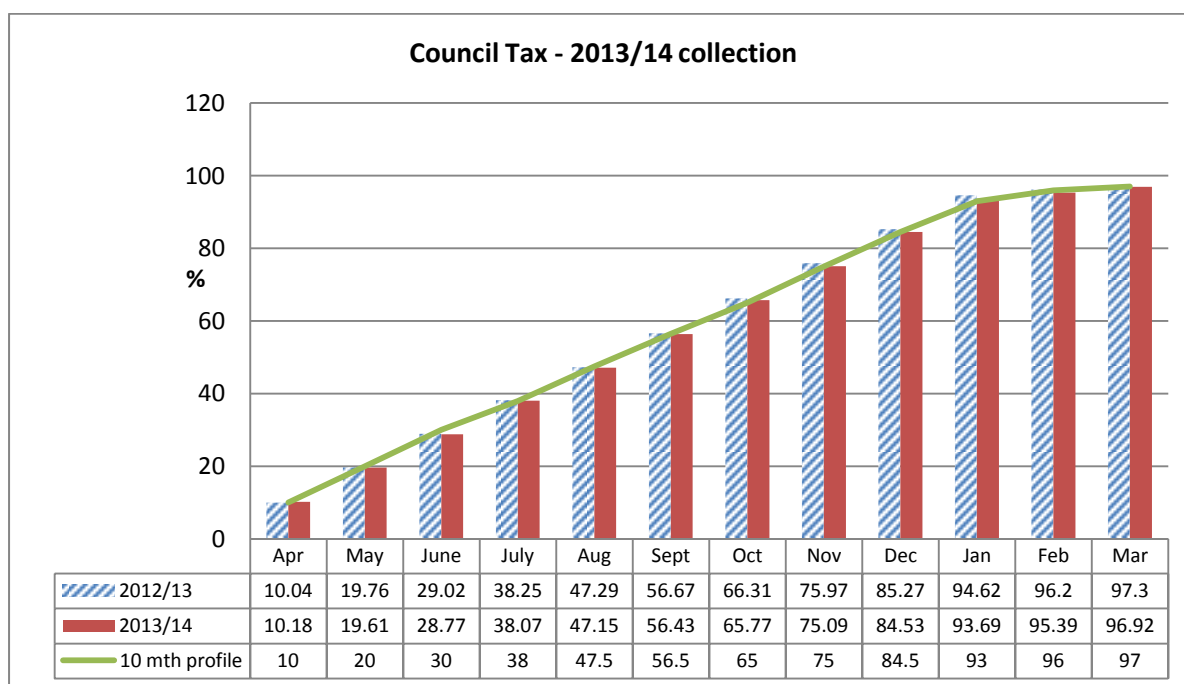
KPI No	KPI Description	Target (Full Year)	Financial Year 2013/14		Financial Year 2012/13	
			Performance	Status	Performance	Status
1	Council Tax Collection (in year)	97%	96.9%	▲	97.4%	▲
2	Council Tax Collection (arrears)	30.00%	33.2%	▲	39.0%	▲
2	Business Rates Collection (in-year)	97.60%	97.9%	▲	97.6%	▲
2	Business Rates Collection (arrears)	35.00%	74.9%	▲	NA	N/A
3	Speed of New Claims Processing	20 days	20.3	▲	23	▲
4	Speed of changes in Circumstances Processing	9 days	7.8	▲	7.0	▲

5	Outstanding Workload (Revenues)	N/A	599	N/A	939	N/A
6	Outstanding Workload (Benefits)	N/A	1544	N/A	3167	N/A
7	Local Authority Error Overpayments	<0.48	0.22%	▲	0.2%	N/A
8	Customer Complaints	N/A	64	N/A	26	N/A

REVENUES PERFORMANCE

Council Tax Collection (in-year) -- 'year to date' performance

The table below shows collection for 2013/14 in a cumulative format. The outturn for the year is slightly under target by 0.08%. However in light of the changes made to discounts and exemptions as a result of changes in Council policy, which means fewer people get these and we Civica now has to collect more Council Tax; collection for the year has been better than expected.

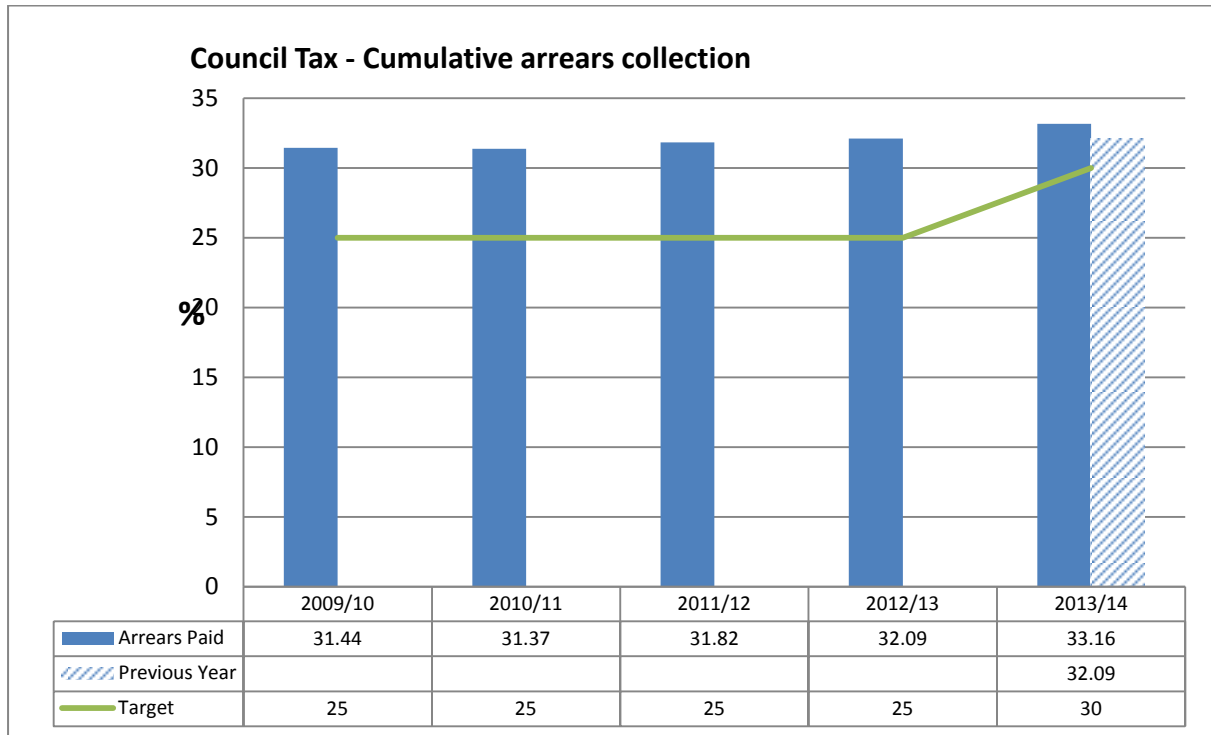


Note:

- i) The above chart shows the percentage cumulative debt
- ii) The net debit for 2013/14 has risen to £51.72m compared to £49.8m in 2012/13

Council Tax Collection (arrears) – ‘year to date’ performance

The total outstanding arrears at the start of 2013/14 were £4.3m. In the year we collected 33.16% (£1.433m) of these arrears. This is 3.16% above the target for the year.

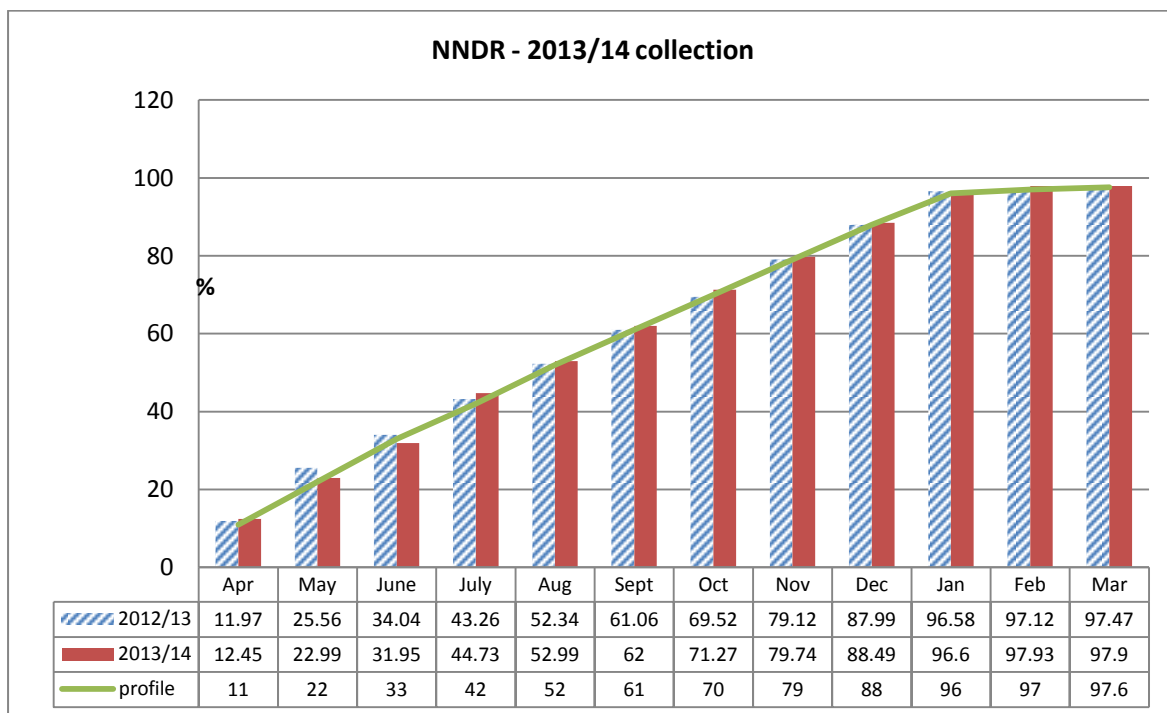


Note: Arrears collection performance is shown against financial target.

NNDR Collection (in-year)

The chart below shows performance this year against 2012/13 performance. The profile shows the target for each month to achieve the annual target.

The annual outturn is 97.9%; this is 0.3% above the target for the year, which given the financial climate is seen as a good result.

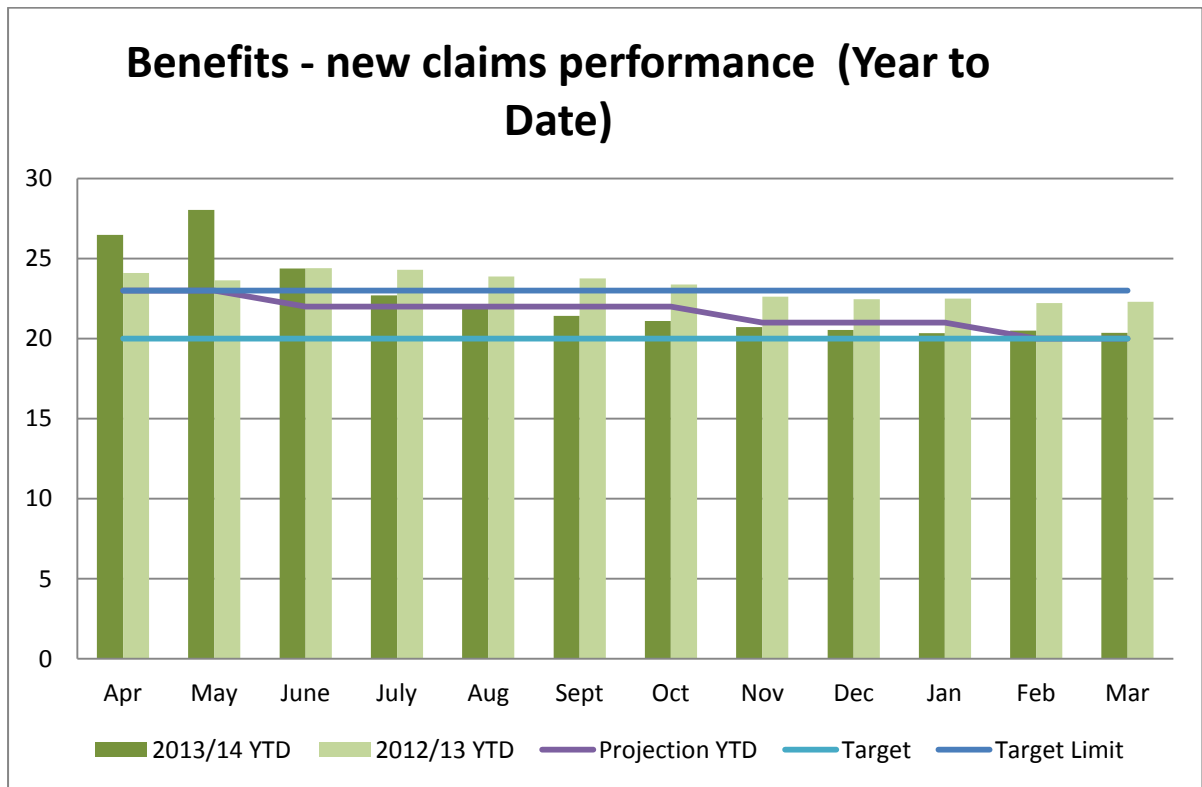


Note: The 2013/14 net debit is £51.6m compared with £50.2m for the preceding year

BENEFITS PERFORMANCE

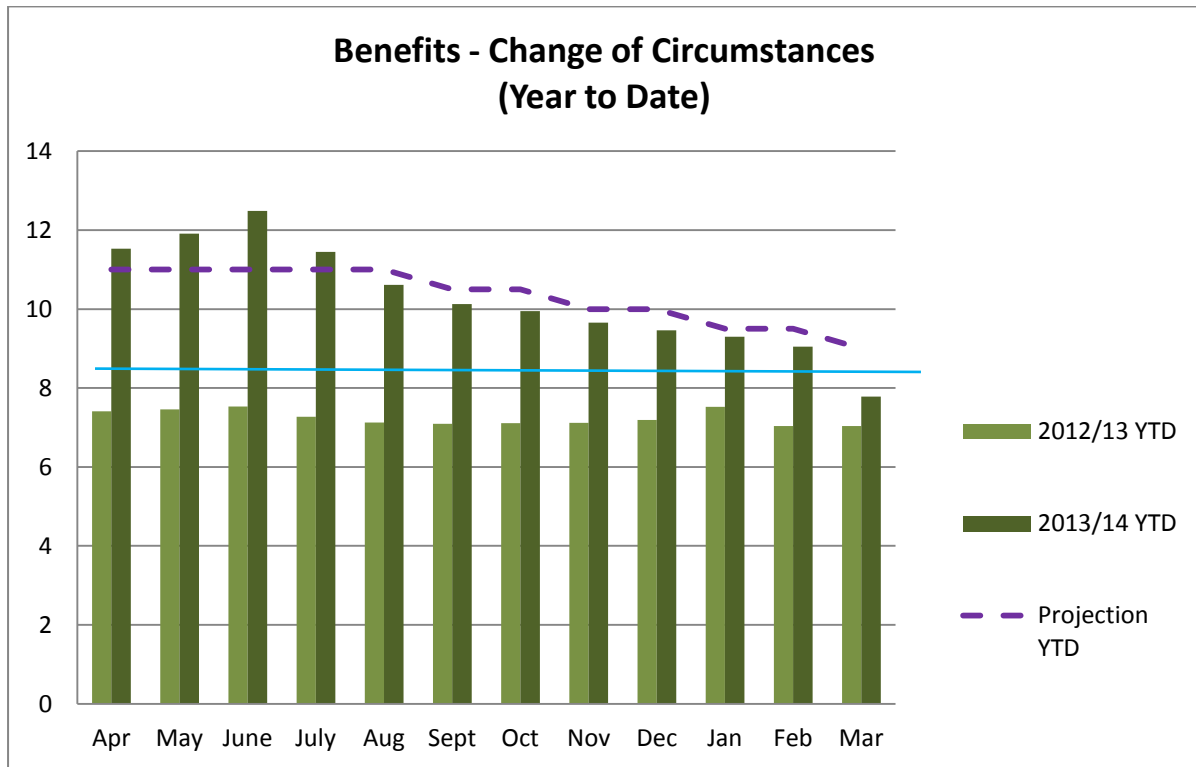
Claims Processing - New Claims

In 2013/14 we processed all new claims for benefit within an average of 20.35 days. This is an improvement of 2 days over 2012/13's performance.



Changes in Circumstances

The average time to process a changes in circumstances reduces significantly in the final months of the year due to the number of rent increases and changes to Pension Credit we process in these months within 1 working day. This means the average time to process changes in circumstances was 7.78 days in 2013/14, which is well within the target of 9 days for the year.



Discretionary Housing Payments (DHPs)

The Council continues to see an increase in the number of applications for Discretionary Housing Payment claims as a result of the Government's Welfare Reforms, which include the Spare Room Subsidy and the Benefits Cap. The increase in applications amounts to 128% compared to 2012/13.

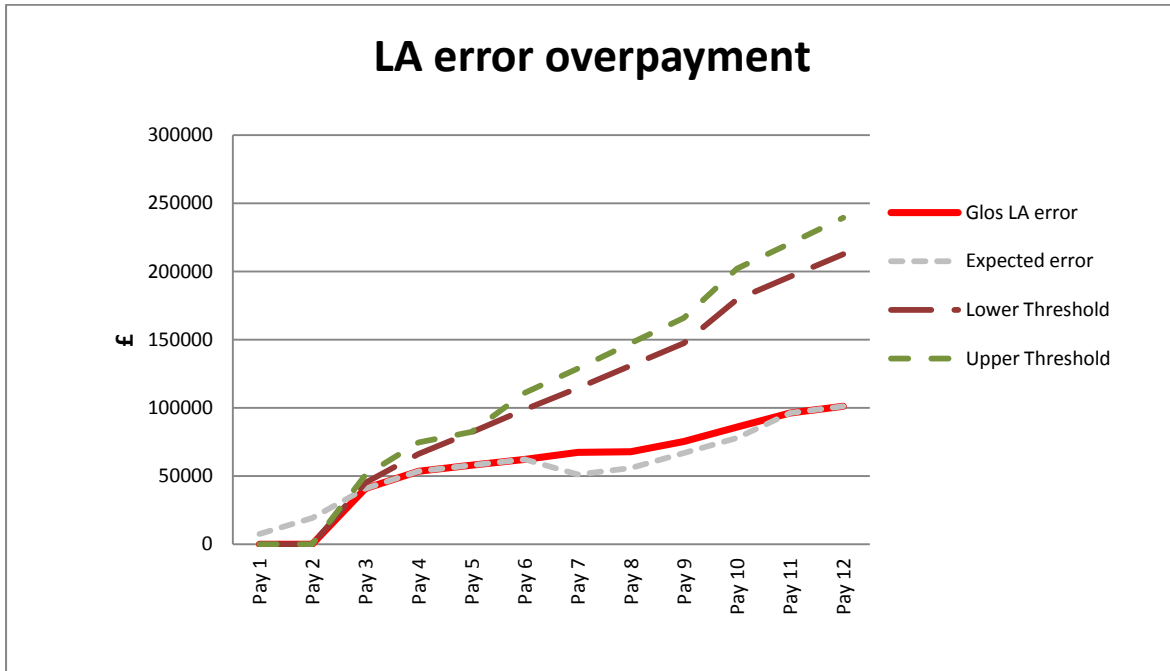
	2011	2012	2013	2014
Jan	6	21	20	67
Feb	12	22	27	72
Mar	23	29	89	69
Apr	19	21	101	
May	16	22	61	
Jun	21	18	42	
July	16	21	63	
August	8	23	56	
Sep	17	19	61	
Oct	24	22	25	
Nov	16	27	63	
Dec	17	16	50	
Total	195	261	596	208

In 2013/14 the following has been paid out or committed:

Paid	£ 113,011.64
Paid via Homeless Team	£ 3,700.00
Committed	£ <u>497.93</u>
Total	£ 117,209.57

LA error overpayments – ‘year to date’ performance

The figure for LA error overpayments for 2013/14 was 0.22% which is well within the lower threshold of 0.48% of benefit expenditure. This demonstrates Civica are minimising overpayments of this nature by processing reported changes of circumstances promptly and keeping assessment errors to a minimum..



Note:

- i) DWP fully fund benefit that has been overpaid due to LA error and delay up to the lower threshold and at 50% between lower and upper threshold. There is no funding for overpaid benefit above the upper level.
- ii) The chart displays performance over 12 four-weekly payment periods rather than calendar month.

Caseload

The following table shows the changes in caseload monthly and since the contract started in October 2011.

Claim Type	Mar-14	Previous month	Monthly variation
No of cases	12514	12544	-0.2
HB cases	9886	9880	0.1
CTB cases	10679	10749	-0.7
Private Tenant cases (a)	4384	4371	0.3
Registered Provider cases (b)	2366	2399	-1.4
Private cases (a+b)	6750	6770	-0.3
Council/rent rebate cases	3136	3110	0.8
Pension age cases	4230	4262	-0.8
Working age cases	8284	8282	0.0
No of HB/CTB claims - total	20565	20629	-0.3

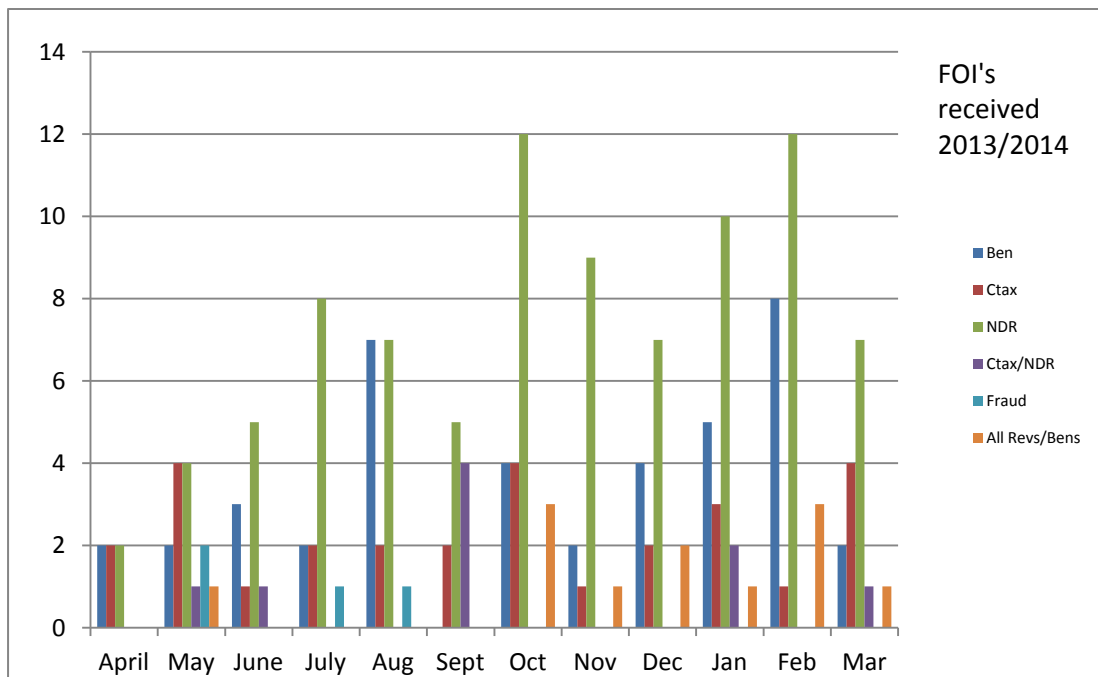
CUSTOMER SERVICES PERFORMANCE

Compliments, Complaints and Freedom of Information Requests (FOI's)

Type	Received in Year
Compliments	6
Complaints	64

There were in total 64 complaints received in 2013/14. Of these 34 were upheld. Of those upheld 10 were as a result of an action by a Civica officer/action and 21 were complaints about being cut off by the Council's telephone system.

The service has received 182 FOI requests for 2013/14, for which the majority are in relation to Business Rates.



SERVICE IMPROVEMENT & DEVELOPMENT

SERVICE IMPROVEMENT PLAN

The primary focus of activities has been to deliver efficiencies to enable the resourcing of the Severn Service Centre, to improve performance and customer service. Below is a summary projects/initiatives completed in 2013/14.

Projects/initiatives completed in 2013/2014:

- For Open revenues we have tested 6 releases and 18 patches before installing and implementing the software changes and fixes.
- Set up additional payment codes for Licensing on the Council's payment system.
- Started the drop-off mail service for Forest of Dean customers
- In conjunction with the third party supplier of the Council's payment kiosk, upgraded the software to take account of new services, such as Licensing etc.
- Attended workshops run by the Council's Finance contractors to assist in their closing of annual financial accounts.
- Continued to move processes to Civica Automation software including the implementation of the Benefit subsidy module
- We have provided training to the Customer Services team to assist with their service to the customer, and also to Shop Mobility
- Worked with UK Mail to design print programs so that Council Tax bills could be printed and posted off-site.
- Worked with the Council's IT team to re-skin interactive modules (Open Access & Payment System) of the Council's new website
- Set up a cash delivery for the Crematorium Service
- We have calculated various returns the Council has for DWP and DCLG, including Benefits subsidy estimates, and actual; NNDR1, midyear estimate and NNDR3; Council Tax Base and other statistical returns. Whilst the subsidy return for 2012/13 was qualified by KPMG, we have worked with both the client team and KPMG to resolve the matter. This has now been completed.
- We have assisted the Council's Finance team with the testing of an upgrade to Cedar E-Financials and the upgrade of Business Objects software
- To enhance performance all staff now have dual monitors or large PC monitors
- We have included various Council leaflets etc in with our mailings, such as letters with Allotment invoices, Economic Development leaflets with Business Rates bills, election forms with new council tax payer bills
- We continue to contribute to the Gloucestershire Advice Partnership meetings in order to better liaise with advice agencies over service provision.
- Students – we are now receiving quarterly lists of students for Council Tax and Council Tax Support from most of the Gloucestershire colleges, which means that students will no longer be required to supply student certificates.
- The annual billing of Council Tax and Business Rates and the annual benefit calculation for 2014/2015.
- Have implemented Risk Based Verification to provide a better service to the benefit customers, by processing their claims faster and reducing footfall in the Council Reception
- Assisted in the project to renovate the council's reception

- Implemented a new postal address to a PO Box in Pershore, to speed up the receipt of mail from customers.
- Implemented legislation changes such as Benefit Cap, Benefit Under-occupancy, changes to Council Tax discounts and exemptions, Council Tax Support etc.

Projects/initiatives in progress as we move into 2014/15:

- Completion of the implementation of the new on-line benefit claim form.
- Implement the software to automate changes to council tax benefit which have been prompted by a change in council tax liability.
- Risk Based Verification connector to new on-line claim form.
- Resolving the telephone system issues
- Resolve the pdf converter problems on the Sundry Debtors system
- Participate in the upgrade to Images@Work and as a result of this implement Case Manager.
- Analyse the data mismatches identified as part of the Audit Commissions National Fraud Incentive website for data matching between Council Tax and Electoral Register.
- Test systems to support the upgrade to Windows 7
- Continue to monitor the Business Rates appeals, and debt to assist with Business Rates retention and pool monitoring.

Future Known Projects/initiatives:

- Evaluation of Civica's Open Revenues SMS texting and email facilities
- Council Tax Support scheme for 2015/16
- Implement the Council's change of bankers
- Implement the Council's request to withdraw Council cheques from issue.
- Implement changes to Bailiff services
- Evaluate the Sundry Debtors module of E-Financials and Open Revenues
- The implementation of Universal Credit

CABINET FORWARD WORK PROGRAMME

FROM SEPTEMBER 2014 TO APRIL 2015

SUBJECT (and summary of decision to be taken)	PLANNED DATES	DECISION MAKER & PORTFOLIO	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
SEPTEMBER 2014					
KEY Page 39	<p>City Centre Closed Circuit Television System - Update Report</p> <p><i>Summary of Decision:</i></p> <p><i>To update Cabinet on the CCTV upgrade and maintenance programme.</i></p> <p>Wards affected: all</p>	17/09/14	Cabinet Cabinet Member for Environment		Edward Pomfret, Health & Safety Service Manager edward.pomfret@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Travelling Showpeople - Accommodation Needs and Sites Position</p> <p><i>Summary of Decision:</i></p> <p><i>To update Cabinet on work undertaken to establish the future accommodation needs for the travelling showpeople community and options for addressing future site provision.</i></p> <p>Wards affected: all</p>	17/09/14	Cabinet Cabinet Member for Regeneration and Culture			Adam Gooch, Senior Planning Officer Tel. 01452 396836 adam.gooch@gloucester.gov.uk

	SUBJECT (and summary of decision to be taken)	PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY Page 41	Cultural Strategy Update Report <u>Summary of Decision</u> <i>To update Cabinet on the cultural strategy</i> Wards affected: all	17/09/14	Cabinet Cabinet Member for Regeneration and Culture			Martin Shields, Corporate Director of Services and Neighbourhoods Tel: 01452 396745 martin.shields@gloucester.gov.uk
	Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on use of RIPA Powers <u>Summary of Decision:</u> <i>To receive an update on the six monthly report on the use of RIPA Powers</i> Wards affected: all	17/09/14	Cabinet Cabinet Member for Performance and Resources			Sue Mullins, Head of Legal and Policy Development Tel: 01452 396110 sue.mullins@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Treasury Management Quarter 1 Report</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on treasury management activities.</i></p> <p>Wards affected: all</p>	17/09/14	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
KEY	<p>Financial Monitoring Quarter 1 Report</p> <p><u>Summary of Decision:</u></p> <p><i>To receive an update on financial monitoring information for the first quarter 2014/15.</i></p> <p>Wards affected: all</p>	15/09/14 17/09/14	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>City Centre Investment Fund (6 monthly update)</p> <p><i>Summary of Decision:</i></p> <p><i>To update Cabinet on the City Centre Investment Fund</i></p> <p>Wards affected: all</p>	12/11/14	Cabinet Cabinet Member for Performance and Resources			Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
KEY	<p>Regulation of Investigatory Powers Act 2000 (RIPA) - Review of Procedural Guide</p> <p><i>Summary of Decision:</i></p> <p><i>To update Cabinet on the review of the RIPA Procedural Guide</i></p> <p>Wards affected: all</p>	12/11/14 27/11/14	Cabinet Council Cabinet Member for Performance and Resources			Sue Mullins, Head of Legal and Policy Development Tel: 01452 396110 sue.mullins@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Financial Monitoring Quarter 2 Report</p> <p><u>Summary of Decision:</u></p> <p><i>To receive an update on financial monitoring information for the second quarter 2014/15.</i></p> <p>Wards affected: all</p>	<p>10/11/14</p> <p>12/11/14</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p> <p>Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
KEY	<p>Treasury Management and Prudential Indicators Annual Report</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on treasury management activities and Prudential Indicators Annual Report</i></p> <p>Wards affected: all</p>	<p>12/11/14</p> <p>27/11/14</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Outcomes of the VCS Grants</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on the outcomes of the VCS Grants</i></p> <p>Wards affected: all</p>	12/11/14	Cabinet Cabinet Member for Communities and Neighbourhoods			Gareth Hooper, Senior Engagement and Partnerships Officer Tel. 01452 396266 gareth.hooper@gloucester.gov.uk
DECEMBER 2014						
KEY	<p>Asset Management Strategy Annual Report</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on the Asset Management Strategy Annual Report</i></p> <p>Wards affected: all</p>	10/12/14	Cabinet Cabinet Member for Performance and Resources			Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Treasury Management Quarter 2 Report</p> <p><u>Summary of Decision:</u></p> <p><i>To receive an update on the Treasury Management Quarter 2 Report</i></p> <p>Wards affected: all</p>	10/12/14	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
KEY	<p>Draft Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on the draft budget proposals</i></p> <p>Wards affected: all</p>	8/12/14 10/12/14	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Housing Strategy</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on the Housing Strategy</i></p> <p>Wards affected: all</p>	10/12/14	Cabinet Cabinet Member for Housing, Health and Leisure			Helen Chard, Housing Strategy & Enabling Service Manager Tel: 01452 396534 helen.chard@gloucester.gov.uk
FEBRUARY 2015						
KEY	<p>Financial Monitoring Quarter 3 Report</p> <p><u>Summary of Decision:</u></p> <p><i>To receive an update on financial monitoring information for the third quarter 2014/15</i></p> <p>Wards affected: all</p>	23/02/15 25/02/15	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

FEBRUARY 2015

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SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	Final Budget Proposals (including Money Plan and Capital Programme) <u>Summary of Decision:</u> <i>To update Cabinet on the final budget proposals</i> Wards affected: all	25/02/15 26/02/15	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
	MARCH 2015					
KEY	Festivals and Events Programme <u>Summary of Decision:</u> <i>To approve the Festivals and Events Programme</i> Wards affected: all	25/03/15	Cabinet Cabinet Member for Regeneration and Culture			Lucy Wright, Tourist Information Centre Manager Tel. 01452 396570 lucy.wright@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on use of RIPA Powers</p> <p><i>Summary of Decision:</i></p> <p><i>To provide Cabinet with a six monthly report on the use of RIPA Powers</i></p> <p>Wards affected: all</p>	25/03/15	Cabinet Cabinet Member for Performance and Resources			Sue Mullins, Head of Legal and Policy Development Tel: 01452 396110 sue.mullins@gloucester.gov.uk
KEY	<p>Treasury Management Quarter 3 Report</p> <p><i>Summary of Decision:</i></p> <p><i>To update Cabinet on treasury management activities</i></p> <p>Wards affected: all</p>	25/03/15	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

SUBJECT (and summary of decision to be taken)		PLANNED DATES	Decision Maker & Portfolio	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
KEY	<p>Treasury Management Strategy</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on treasury management activities</i></p> <p>Wards affected: all</p>	<p>25/03/15</p> <p>26/03/15</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
KEY	<p>Pay Policy Statement</p> <p><u>Summary of Decision:</u></p> <p><i>To update Cabinet on the Pay Policy Statement</i></p> <p>Wards affected: all</p>	<p>25/03/15</p> <p>26/03/15</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

Gloucester City Council Overview and Scrutiny Work Programme 2014/15 (updated 11 July 2014)

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
15 SEPTEMBER 2014			
Financial Monitoring Quarter 1	Written report	Cabinet Member for Performance and Resources	Part of Committee's annual work programme
Rugby World Cup Update	Written report	Cabinet Member for Regeneration and Culture	Requested by the Committee
Performance report for Gloucester City Homes	Written report	Cabinet Member for Housing, Health and Leisure	Part of Committee's annual work programme
Tree Policy – update on progress following implementation of new policy	Written report	Cabinet Member for Environment	Requested by the Committee
13 OCTOBER 2014			
Performance report for Aspire	Written report	Cabinet Member for Housing, Health and Leisure	Part of Committee's annual work programme
Gfirst LEP	Discussion item	Cabinet Member for Regeneration and Culture	Requested by Committee
University, Glos College and Hartpury College	Discussion item	Cabinet Member for Regeneration and Culture	Requested by Committee
10 NOVEMBER 2014			
Annual Review of the Evictions Appeal Panel	Written report	Cabinet Member for Housing, Health and Leisure	Part of Committee's annual work programme
Financial Monitoring Quarter 2	Written report	Cabinet Member for Performance and Resources	Part of Committee's annual work programme

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
1 DECEMBER 2014			
Amey performance monitoring	Written report	Cabinet Member for Environment	Part of Committee's annual work programme
8 DECEMBER 2014 (BUDGET)			
Budget Proposals	Written report	Cabinet Members	Part of Committee's annual work programme
26 JANUARY 2015			
23 FEBRUARY 2015			
Financial Monitoring Quarter 3	Written report	Cabinet Member for Performance and Resources	Part of Committee's annual work programme
23 MARCH 2015			

Slipped items – date awaited:-

City Centre Action Plan Update (Slipped from 21 July 2014)	Written report	Cabinet Member for Regeneration and Culture	Requested by Committee
Green Travel Plan Progress report	Written report	Cabinet Member for Environment	Requested by Committee