



## Overview and Scrutiny Committee

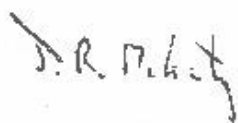
**Meeting: Monday, 5th September 2016 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP**

<b>Membership:</b>	Cllrs. Coole (Chair), Ryall (Vice-Chair), Pearsall (Spokesperson), Hilton, Lewis, Morgan, Wilson, Haigh, Dee, Hampson, H. Norman, Finnegan, Hawthorne, Melvin and Smith
<b>Contact:</b>	Sonia Tucker Democratic Services Officer 01452 396126 sonia.tucker@gloucester.gov.uk

### AGENDA

<b>1.</b>	<b>APOLOGIES</b>  To receive any apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  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.
<b>3.</b>	<b>MINUTES (Pages 5 - 12)</b>  To approve as a correct record the minutes of the meeting held on 11 July 2016.
<b>4.</b>	<b>PUBLIC QUESTION TIME (15 MINUTES)</b>  To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> <li>• Matters which are the subject of current or pending legal proceedings, or</li> <li>• Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers</li> </ul>
<b>5.</b>	<b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b>  To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none"> <li>• Matters relating to individual Council Officers, or</li> <li>• Matters relating to current or pending legal proceedings</li> </ul>
<b>6.</b>	<b>KING'S QUARTER CONSULTATION (Pages 13 - 24)</b>  To receive the four concept designs for King's Quarter which are currently the subject of a

	<p>public consultation exercise.</p> <p>Overview and Scrutiny Committee is asked to consider the designs in its role as a consultee on the proposals and to provide comments to the Cabinet Member for Regeneration and Culture.</p>
<b>7.</b>	<p><b>LATE NIGHT LEVY</b> (Pages 25 - 42)</p> <p>To consider the report of the Cabinet Member for Communities and Neighbourhoods which considers whether or not to consult on a late night levy in Gloucester.</p>
<b>8.</b>	<p><b>CULTURE BOARD UPDATE</b> (Pages 43 - 46)</p> <p>To receive the report of the Cabinet Member for Culture and Leisure which provides an update on work since the Council's decision to adopt the Gloucester Cultural Strategy in March 2016, particularly the work to recruit a Chair and Trustees to serve on the Culture Board.</p>
<b>9.</b>	<p><b>FINANCIAL MONITORING QUARTER 1 REPORT</b> (Pages 47 - 60)</p> <p>To receive the report of the Cabinet Member for Performance and Resources which sets out financial monitoring details including budget variances, year-end forecasts, and progress made against agreed savings targets for the 1st quarter ended 30th June 2016.</p>
<b>10.</b>	<p><b>CABINET FORWARD PLAN</b> (Pages 61 - 72)</p> <p>To receive the latest version of the Cabinet Forward Plan.</p>
<b>11.</b>	<p><b>OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME</b> (Pages 73 - 74)</p> <p>To receive the latest version of the Committee's work programme.</p>
<b>12.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Monday 3 October 2016 at 18.30 hours</p>



**Jon McGinty**  
**Managing Director**

**Date of Publication: Friday, 26 August 2016**

## 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.

### **Access to Information**

Agendas and reports can be viewed on the Gloucester City Council website: [www.gloucester.gov.uk](http://www.gloucester.gov.uk) and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Sonia Tucker, 01452 396126, [sonia.tucker@gloucester.gov.uk](mailto: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](mailto:democratic.services@gloucester.gov.uk).

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

### **Recording of meetings**

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Chair aware before the meeting starts.

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.

### **FIRE / EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- 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.



## OVERVIEW AND SCRUTINY COMMITTEE

**MEETING** : Monday, 11th July 2016

**PRESENT** : Cllrs. Coole (Chair), Ryall (Vice-Chair), Pearsall (Spokesperson), Hilton, Lewis, Morgan, Wilson, Haigh, Dee, Hampson, H. Norman, Finnegan, Hawthorne, Melvin, Smith

### **Others in Attendance**

Cllr. Porter (Cabinet Member for Environment)

Cllr. D. Norman (Cabinet Member for Performance and Resources)

Mr Jon Topping (Head of Finance)

Mr Lloyd Griffiths (Head of Neighbourhood Services)

Mr Malcolm Cox, Operations Manager, Amey

Ms Joanne Styles, Operations Director, Civica

Ms Sadie Neal, Partnership Director, Civica

Mr Deane Greenouff, Director of ITO, Civica

Mr Glenn Morgan, Senior ITO, Civica

### **13. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **14. MINUTES**

A Member requested that a figure relating to the Icelandic Bank debt in Minute 8.1 be inserted in the minutes. Subject to that amendment, the minutes of the meeting held on 13 June 2016 were approved as a correct record and signed by the Chair.

### **15. PUBLIC QUESTION TIME (15 MINUTES)**

There were no questions from members of the public.

### **16. PETITIONS AND DEPUTATIONS (15 MINUTES)**

There were no petitions or deputations.

### **17. AMEY ANNUAL PERFORMANCE MONITORING**

**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

The Chair welcomed Councillor Porter, Cabinet Member for Environment; Mr Malcolm Cox, Operations Manager at Amey; and Mr Lloyd Griffiths, Head of Neighbourhood Services, to the meeting.

Members were presented with the annual performance report for 2015-16 for the Streetcare Strategic Partnership delivered by Amey. The report included key performance indicators (KPIs) and a service delivery plan.

Councillor Porter and Mr Malcolm Cox summarised the headlines in the report and the future challenges facing the partnership before opening up the matter for debate by the Committee.

Members discussed the following matters:-

1. A Member commented that it was difficult to correlate the poor quality of street cleaning in his ward with the KPI for this activity. The Head of Neighbourhood Services informed the Member that the Council's Neighbourhood Services Officers had increased their monitoring work and agreed that there was a communication issue with residents. The Member responded that in future the KPI should be cross-referenced with a meaningful description of the quality of the work.
2. A Member stated that service requests reported late in the day or on a Friday afternoon were not actioned until the next day or the following Monday and that this resulted in issues becoming exacerbated by the time they were addressed. The Member reflected on the challenges faced by the partnership in forthcoming years and asked how Amey would balance the need to achieve savings with residents' expectations. Mr Cox acknowledged the Member's comments and added that Amey would have to implement creative measures to meet the savings targets. The Member requested to see a programme of service changes. Councillor Porter advised the Member that savings generators were being explored and that these would be brought back to Overview and Scrutiny, when available.
3. A Member requested that in future, the previous year's performance data be provided alongside the current information. Councillor Porter agreed with this request.
4. A Member referred to page 9 of the report relating to deep cleansing of chewing gum in identified areas of the City Centre and commented that these mainly related to the gate streets and that there was a problem in side streets in the City Centre. The Member noted that this was referenced in the City Plan and asked whether gum removal would be reviewed and improved in the future. Mr Cox responded that due to resources the pressure washer was used for other functions. The Head of Neighbourhood Services added that the contract allowed for the resource to be moved to where it was needed, but that this would be at the expense of other cleansing regimes. The Member suggested that the administration should review the effectiveness of the current contract.

**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

5. A Member referred to Hillfield Gardens and the fact that this was maintained by operatives who had basic skills and no gardening expertise. The Member said that as a consequence the gardens were not being managed properly and that plants were being removed incorrectly. Councillor Porter agreed that the standard of maintenance at Hillfield Gardens could be improved but there were insufficient resources to employ a full time professional gardener. Councillor Porter commended the efforts of the Friends of Hillfield Gardens and said it was important that their work was not compromised by Amey's operatives.
6. A Member asked why litter picking was not carried out at Parry Field before the grass was mown and stated that the resultant shards of metal from discarded aluminium cans on the football pitch had constituted a serious health hazard. The Member also asked why white lining had been carried out prior to the pitch being mown and not afterwards. Mr Cox apologised to the Member for the metal shards and said normal practice was to send a litter crew in beforehand. Mr Cox added that the pitch was not actually white-lined as the lines had been cut out with a machine to give the appearance of white lining.
7. A Member referred to problems caused by litter on the streets and inconsiderate parking during two concerts held at Kingsholm Stadium and asked how standards would be maintained for rugby days. Another Member commented that the Stadium should have portable toilets outside to reduce public urination. Councillor Porter replied that the rugby club was responsible for all litter and maintenance within the ground on match days and that their licence also included an obligation to collect litter outside the ground on match days. Councillor Porter stated that there was no obligation for the rugby club to liaise with Amey to collect litter outside the ground for concerts, but that following complaints made after the Jess Glynne concert that an arrangement had been made with Amey for litter collection for the Lionel Ritchie concert and that the rugby club had agreed to pay a contribution. Councillor Porter assured the Member that moving forward the Club's licence would be reviewed to ensure this did not happen again.
8. A Member turned to the KPI data on complaints and suggested that it would be useful to have feedback on them and have them grouped by themes. The Member noted that there was no data for waste complaints from December 2015 to May 2016. The Head of Neighbourhood Services advised the Member that data had been collected for the missing period, but that due to an administrator leaving before Christmas it had not been possible to present the information. The Head of Neighbourhood Services further advised the Member that he would review the way information was presented in the KPIs in the future. Councillor Porter commented that it was important for Councillors to know what was going on in their Wards and that he would arrange for revised information to be sent out.
9. Three Members reported issues with the weed spraying regime for pavements and gutters and commented on the lack of information available to Ward Councillors to enable them to deal with residents' queries. Members were advised that gutter maintenance was the responsibility of the County

**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

Council, but that Amey liaised with the County particularly in relation to deep cleaning. Mr Cox informed Members that pavement spraying was carried out three times a year. Councillor Porter commented that details of the weed spraying regime would be placed on the Council's website along with grass cutting schedules. The Head of Neighbourhood Services added that it was intended to display this information within the next seven to fourteen days.

10. A Member noted the KPI relating to sickness absence and asked how this was being managed and also queried how the shortage of HGV drivers was being addressed. Mr Cox replied that sickness was being monitored and that return to work interviews were now carried out. He added that agency staff had been used in the past, but the practice now was to employ full-time staff.
11. A Member sought clarification on an indexation adjustment of £200K. The Head of Neighbourhood Services clarified the position for the Member.
12. A Member noted that there was no KPI for the removal of dog excrement. Councillor Porter agreed to include this information in the future.
13. A Member noted that the Amey Service Delivery Plan included a reference to tree survey software. Mr Cox indicated this was a modern software tool which would link into the County Council's tree system. The Member asked if Ward Councillors could have advance notice of work being carried out on trees within their Wards so that they could deal with residents' queries. The Head of Neighbourhood Services commented that there was a fine balance in knowing how much information to give Members and agreed to take the Member's request on board.

The Chair thanked Councillor Porter and Mr Cox for their presentation.

**RESOLVED – That the Amey Annual Report for the year 2015-16 be noted.**

**18. CIVICA REVENUES AND BENEFITS ANNUAL PERFORMANCE REPORT FOR 2015-16**

The Chair welcomed Councillor Norman, Cabinet Member for Performance and Resources; Ms Jo Styles, Operations Director, Civica; Ms Sadie Neal, Partnership Director, Civica; and Mr Jon Topping, Head of Finance, Gloucester City Council, to the meeting.

Members were presented with the Gloucester Civica Partnership's Annual Performance report on the Revenues and Benefits service for 2015-16. Ms Neal gave Members a short presentation to complement the report before opening up the matter for debate.

Members discussed the following matters:-

1. A Member sought clarification on how the introduction of Real Time Information (RTI) had impacted on overpayments. Ms Styles explained that



**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

the Fraud and Error Reduction Incentive Scheme (FERIS) and RTI meant that changes in circumstances were often notified before the claimant had had time to report them. The Member asked if claimants were dealt with sensitively. Ms Styles stated that a sensitive approach was taken as often claimants were surprised that Civica had received the information so quickly.

2. A Member queried whether unpaid Discretionary Housing Payments (DHP) of £43K had been rolled forward. Ms Styles informed the Member that the money had to go back to the DWP. The Member asked whether applicants were potentially losing out because of the way DHP entitlement was assessed. Ms Neal responded that the goal was to spend the money and that Civica worked closely with the Council to increase take-up. She gave an example of liaison with the Homelessness service last year. Another Member queried whether Disability Benefit was taken into account when assessing DHP. Ms Styles replied that it was Gloucester City Council's policy not to discount Disability Benefit when assessing claims. The Member referred to the unpaid DHP grant and said that the previous Cabinet Member for Performance and Resources had given an undertaking regarding unpaid DHP. Councillor Norman agreed to look into this point for the Member.
3. A Member referred to 'matching' of outgoing post and enquired whether email was used when communicating with claimants as this was a convenient and modern way of sending information, particularly when the cost of postage was high. Ms Styles replied that claimants could use email to contact Civica, but that because of confidentiality Civica was unable to use email and had to use Royal Mail. Ms Neal added that Civica was exploring the use of SMS text messaging for non-sensitive information. Councillor Norman acknowledged the Member's comments, but pointed out that not everyone had computer skills. He commented that postage costs were being looked at across the Council as one of the initiatives to make savings.
4. A Member referred to the 'Performance Lowlights' shown in the executive summary to the report and asked what measures were being taken to improve the situation. Ms Styles replied that some of the caseload had been passed to other Revenues and Benefits services in the partnership to minimise the impact on day to day work.

**RESOLVED – That the Annual Performance report for 2015-16 for the Civica Revenues and Benefits Partnership be noted.**

**19. CIVICA ITO ANNUAL PERFORMANCE REPORT FOR 2015-2016**

The Chair welcomed Mr Deane Greenouff, Director of ITO, Civica, and Mr Glenn Morgan, Senior ITO, Civica, to the meeting.

Members were presented with the Gloucester Civica Partnership's Annual Performance report on the ITO service for 2015-16. Mr Greenouff and Mr Morgan gave Members a short presentation to complement the report before opening up the matter for debate. Councillor Norman reminded Members of a forthcoming IT

**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

briefing for Councillors on 14 July 2016 and added that individual IT issues should be referred to that meeting.

Members discussed the following matters:-

1. A Member referred to the need for 'substantial work' to be carried out before the next PSNA audit in September 2016 and asked if there was slippage on the work that needed to be done. Mr Morgan advised the Member that this was an annual health check for the service and that he anticipated the September deadline would be met.
2. A Member enquired whether Windows XP was still in use within the Council. Mr Morgan replied that Civica was working on phasing out Windows XP in the outstations and at HKP Warehouses. The Member questioned the security risk arising from the continued use of Windows XP. Mr Morgan informed the Member that Civica had employed a tool released by Microsoft which removed vulnerability from the Windows XP operating system.
3. A Member asked about business continuity and how quickly Civica could get the Council's IT systems restored in the event of an emergency such as a fire. Mr Morgan replied that Civica was working closely with the Council on this and exploring the use of off-site data centres, but that he was not in a position to share a strategy with Members at this time. The Member asked when a report would be available. Mr Morgan referred to workshops which would look at all business continuity issues and not just IT related ones. Councillor Norman commented that the work would form part of a review of the Council's existing Emergency Plan. Councillor Norman referred to the standalone system operated by the Fire and Rescue Service which was independent of the Shire Hall infrastructure. He added that a revised plan might be available in the next three to four months. Another Member requested that the updated business continuity plan should be considered by Overview and Scrutiny.
4. A Member referred to a recent cyber threat posed by a virus. Mr Morgan advised the Member that Civica had inherited an old core infrastructure and operating system which had made it difficult to maintain cyber threat defences. However, firewalls had now been replaced with state-of-the-art technology and there were multiple screening operations should any rogue software infiltrate.
5. A Member commented on the amount of 'spam' emails received. Mr Morgan said it was difficult to balance the Council's historic open policy on emails against the need to filter messages. He added that this could be looked at, but would result in emails being managed more strictly.
6. A Member referred to a recent outage at Aspire Sports and Cultural Trust and the effect it had had on the Trust's viability. Mr Morgan advised the Member that he had regular meetings with the management of the Trust and that there was close liaison with them.

**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

**RESOLVED – That the Annual Performance report for 2015-16 for the Civica ITO Partnership be noted.**

**SUSPENSION OF COUNCIL PROCEDURE RULE 6**

**On the motion of the Chair, and in accordance with the Constitution, the Committee resolved that the meeting be extended beyond two hours.**

**20. TASK AND FINISH GROUPS**

The Chair led a discussion on task and finish group activity for the Committee for the forthcoming year. The following matters were agreed:-

1. That Councillors Haigh, Wilson and Melvin be confirmed as Members of a Task and Finish Group to progress the work identified at the Overview and Scrutiny Committee Alcohol Workshop in March 2016. Councillor H. Norman agreed to assist the Task and Finish Group as a witness in her role as the Chair of Licensing and Enforcement Committee.
2. That the outstanding work identified as arising from the Task and Finish Group on Employment and Skills in 2015-16 be concluded by holding a one-off workshop with young people in the autumn of 2016.
3. That ideas for a further Task and Finish Group be sought from Gloucester City Councillors, members of the public and community groups.

**21. CABINET FORWARD PLAN**

Members examined the latest version of the Cabinet Forward Plan and noted items which had been added to the Overview and Scrutiny Committee work programme at the Committee's request following consultation with the Chair, Vice-Chair and Spokesperson.

**RESOLVED – That the Cabinet Forward Plan be noted.**

**22. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

Members considered the latest version of the Overview and Scrutiny Committee work programme. The following matters were discussed in connection with the work programme:-

1. A Member requested that the Committee examine the 'Safe and Attractive Streets Policy' which was being presented to Cabinet on 20 July 2016 as a post scrutiny exercise, possibly in October 2016. The Chair thanked the Member for the suggestion and advised him that this would be considered when the lead Scrutiny Members met to review the work programme.

**OVERVIEW AND SCRUTINY COMMITTEE**  
**11.07.16**

2. A Member questioned whether the agenda for each meeting should be limited to no more than three substantive items to allow adequate time for debate. The Chair thanked the Member for his comment and informed the Committee that the final agenda for the next meeting on 5 September 2016 would be drawn up during a meeting involving the Chair, Vice-Chair and Spokesperson.

**RESOLVED – That the Overview and Scrutiny Work Programme be noted.**

**23. DATE OF NEXT MEETING**

Monday 5 September 2016 at 18.30 hours.

**Time of commencement: 6.30 pm**

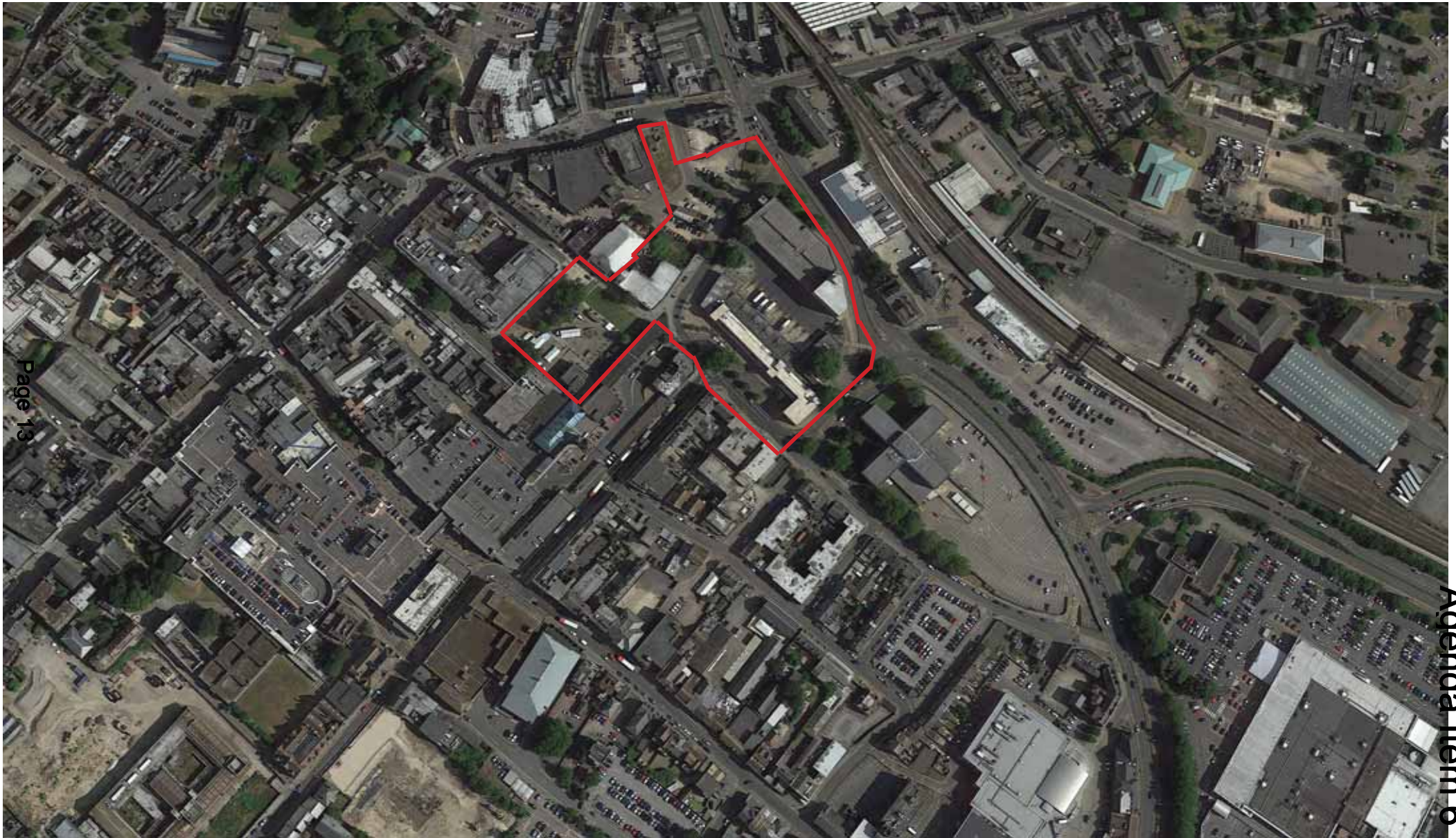
**Time of conclusion: 8.45 pm**

**Chair**



# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



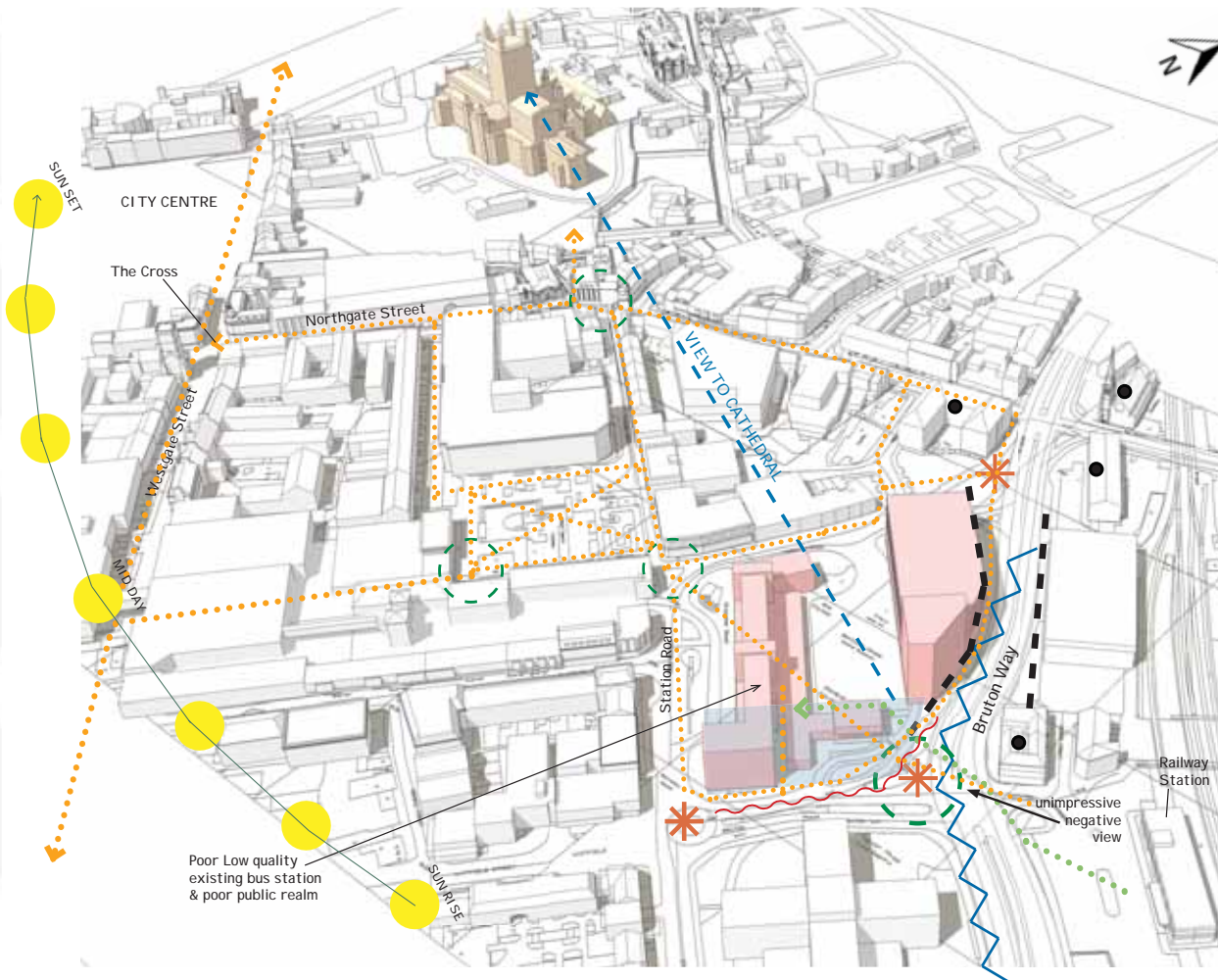
Page 13

Agenda Item 6



# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



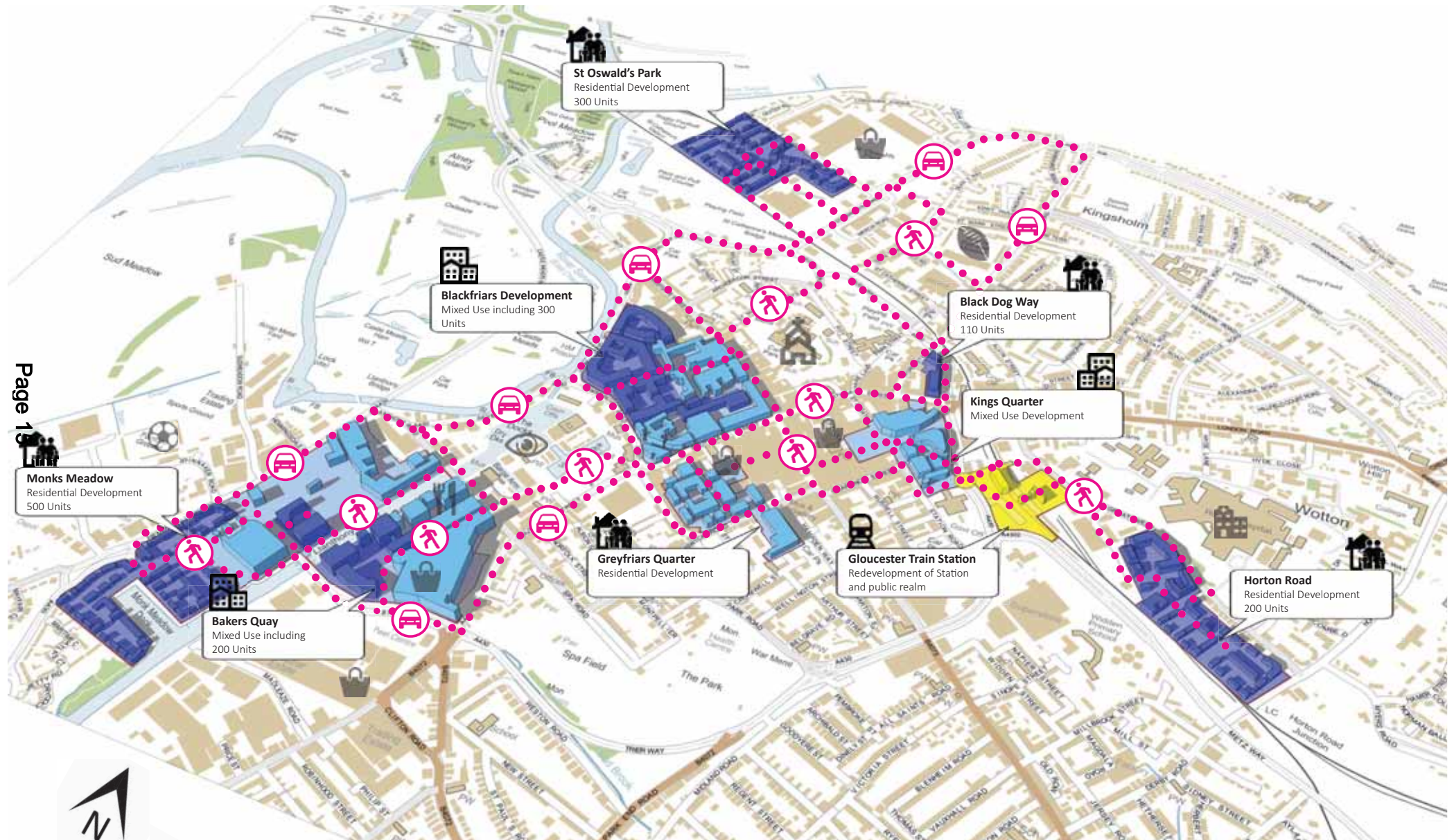
- Key
- Nodes
  - Important gateways 'points of arrival'
  - Significant local buildings of value
  - Divisive brutal boundary
  - Harsh, impenetrable negative frontages
  - Poor first impression
  - Key arrival from train station - poor image and cross junction on Bruton Way
  - Pedestrian desire lines
  - Bus station site

## Site Analysis: Opportunities and Constraints



# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



Page 15



# A Masterplan Vision for Kings Quarter, Gloucester

July 2016

- A: RESTAURANT WITH PRS/STUDENT ACCOMODATION OVER
- B: RETAIL AND CAFE WITH STUDENT ACCOMODATION OVER
- C 100 BED HOTEL
- D: INDOOR MARKET
- E: PRIVATE RESIDENTIAL
- F: 350 PLACE CAR PARK WITH LOADING TO MARKET AND UNITS TO GROUND FLOOR

Page 16





# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



Page 17





# A Masterplan Vision for Kings Quarter, Gloucester

July 2016

- A: RESTAURANT WITH PRS/STUDENT ACCOMODATION OVER
- B: RETAIL AND CAFE WITH STUDENT ACCOMODATION OVER
- C 100 BED HOTEL
- D: INDOOR MARKET
- E: PRIVATE RESIDENTIAL OVER COUNCIL OFFICES
- F: 350 PLACE CAR PARK WITH COMMERCIAL/ RETAIL UNITS TO GROUND FLOOR (OR MARKET?)
- G: PRIVATE RESIDENTIAL



Page 18

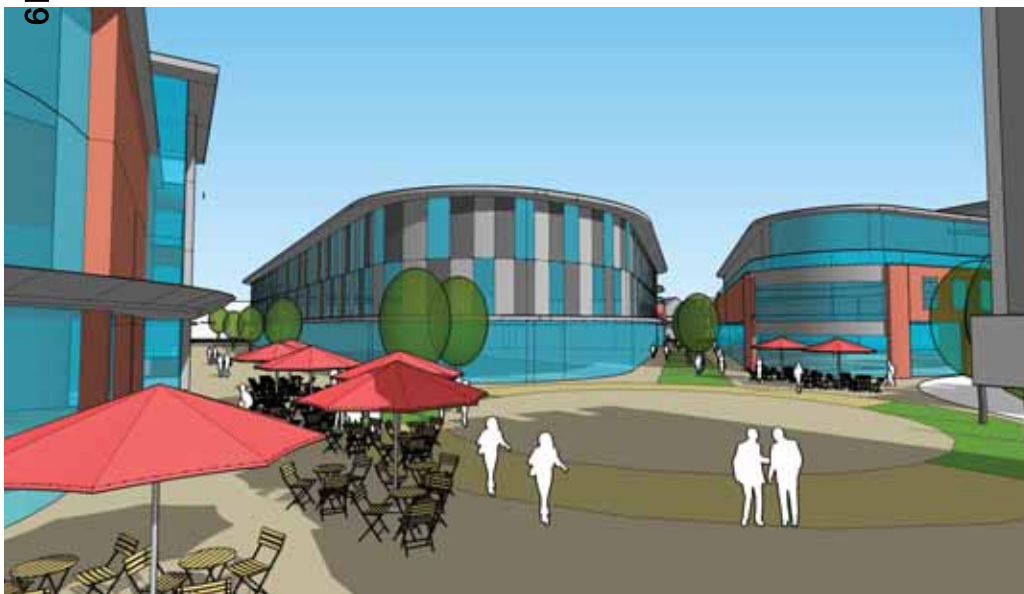


# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



Page 19





# A Masterplan Vision for Kings Quarter, Gloucester

July 2016

- A: RESTAURANT WITH PRS/STUDENT ACCOMODATION OVER
- B: RETAIL AND CAFE WITH STUDENT ACCOMODATION OVER
- C 100 BED HOTEL OVER INDOOR MARKET
- D: PRIVATE RESIDENTIAL OVER COUNCIL OFFICES
- E: PRIVATE RESIDENTIAL
- F: 50 PLACE CAR PARK WITH LOADING DOORS TO MARKET AND UNITS TO GROUND FLOOR





# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



Page 21





# A Masterplan Vision for Kings Quarter, Gloucester

July 2016

- A: RESTAURANT / CAFES
- B: RETAIL WITH RESIDENTIAL OVER
- C: MAJOR RETAIL
- D: RETAIL WITH RESIDENTIAL / HOTEL OVER
- E: RETAIL AT ENDS WITH 350+ CAR PARK
- F: CAFE / RESTAURANT



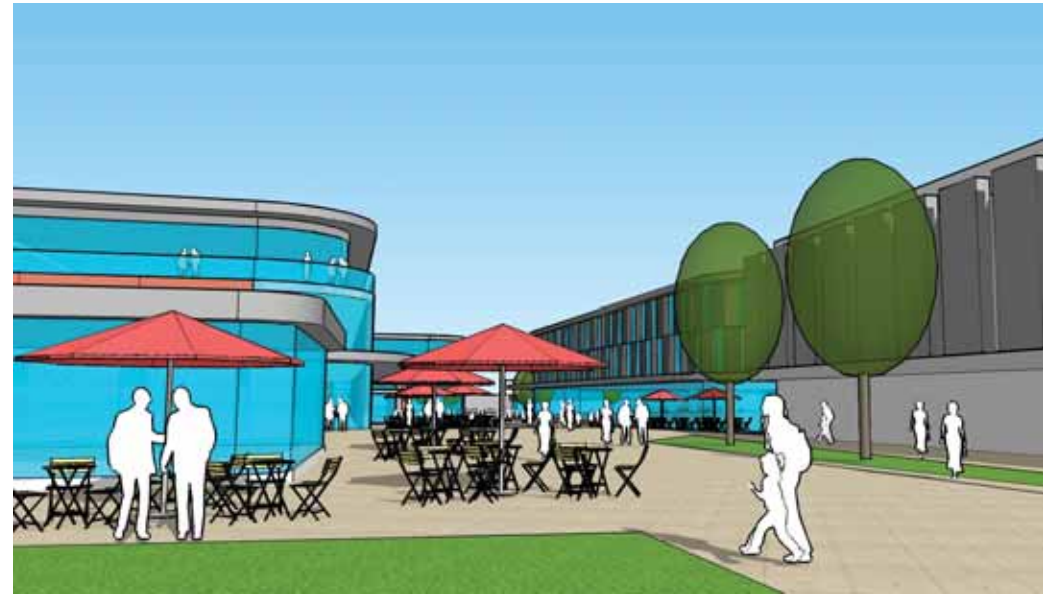


# A Masterplan Vision for Kings Quarter, Gloucester

July 2016



Page 23



**This page is intentionally left blank**





<b>Meeting:</b>	<b>Overview and Scrutiny Committee</b>	<b>Date:</b>	<b>5<sup>th</sup> September 2016</b>
	<b>Cabinet</b>		<b>14<sup>th</sup> September 2016</b>
<b>Subject:</b>	<b>Proposal to adopt a Late Night Levy</b>		
<b>Report Of:</b>	<b>Cabinet member for Communities and Neighbourhoods</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Darren Mountford, Senior Licensing &amp; Markets Officer</b>		
	<b>Email: darren.mountford@gloucester.gov.uk</b>		<b>Tel: 396240</b>
<b>Appendices:</b>	<b>1. Late Night Levy – Consultation Document</b>		

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 The purpose of this report is to consider whether or not to consult on a late night levy in Gloucester.

**2.0 Recommendations**

2.1 Overview & 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 **recommend** that:-

- (1) A proposal be made to adopt a late night levy in Gloucester.
- (2) Gloucester City Council proceed with a formal statutory consultation on the proposal to introduce a late night levy as detailed in **Appendix 1**.
- (3) That the Corporate Director be authorised to take all necessary steps to ensure that consultation is undertaken in accordance with the relevant statutory requirements.

**3.0 Background and Key Issues**

3.1 Gloucester City Council is mindful of the reduced resources available to Gloucestershire Constabulary to deal with alcohol fuelled crime and disorder within the night time economy.

3.2 Part two of the Police Reform and Social Responsibility Act 2011 introduced a new discretionary power for Licensing Authorities to introduce a late night levy to apply to their districts.

- 3.3 This discretionary power, if adopted by the Council, enables the Authority to charge a levy from persons who are licensed to sell alcohol late at night as a means of raising a contribution towards the costs of policing the late night economy. It is important to note that the rationale is not to restrict the extent of the late night economy but to ensure a contribution towards the consequential costs.
- 3.4 A report on the Late Night Levy previously went before the Licensing and Enforcement Committee on 18 June 2013. The Licensing and Enforcement Committee resolved:
1. That the report be noted.
  2. That there will be no introduction of a Late Night Levy at this time. Any future implementation will depend on the City enjoying a vibrant night-time economy.

### **Statutory Criteria for the introduction of the levy**

- 3.5 The decision to introduce the late night levy requirement is for the Council to make. However, the Home Office Guidance makes it clear that as a first step the Council is expected to consider the need for a levy with the Chief Officer of Police and the Police and Crime Commissioner (PCC). Their views are fundamental to this process. The PCC would need to support any evidence that the Police provide in order for the Council to consider whether there is a need to introduce a late night levy in Gloucester.
- 3.6 If there is evidence from the Police for a need to introduce a late night levy then the Council would need to consult on its proposal with residents and all premises licence and club premises certificate holders whose authorisations permit the supply of alcohol during the late night supply period.
- 3.7 The guidance does not specify how long the council should consult on the proposal for. The Home Office guidance states that the consultation "...is expected to be proportionate and targeted, so that the type and scale of engagement is relative to the potential impacts of the proposal."
- 3.8 As the regulations do not prescribe how long the Council should consult, it is recommended that a 12 week consultation would be undertaken in accordance with the HM Government's Code of Practice on consultation.
- 3.9 At the end of the consultation, Cabinet will assess the consultation responses. The final decision to introduce the levy and its design would be made by full council.

### **Implementation of the levy**

- 3.10 Following a decision to adopt the levy, the Council must notify the PCC, Chief Officer of Police, neighbouring authorities and all holders of a licence or certificate in relation to premises which permit the supply of alcohol within the late night supply period.
- 3.11 The notice must specify the start date for the levy, the late night supply period, any exemptions and reductions and how the revenue will be shared between the PCC and Gloucester City Council.
- 3.12 Holders of a licence or certificate that will be affected by the decision to adopt the levy must be given the opportunity to apply for a free variation of their licence to

exclude themselves from the late night supply period. The cost of processing free variations will be a deductible expense from the levy receipts in year zero which is the first year in which the levy is introduced.

- 3.13 The guidance also suggests that the Council sets the start date of the levy no less than three months after the notifications have been sent to permit adequate time for licence or certificate holders to apply for a variation of their licences.
- 3.14 Subject to exemptions that may be applied, the levy will apply to the whole of Gloucester City Council's area.
- 3.15 The levy will be payable by the holders of a premises licence or club premises certificate which authorise the sale or supply of alcohol on any days during a period (late night supply period) beginning on or after midnight and ending at or before 6am regardless of whether the premises are actually operating during the period.
- 3.16 The late night supply period can be for any length between midnight and 6am but must be the same every day.
- 3.17 The levy will not apply to Temporary Event Notices that authorise the sale of alcohol during the late night supply period.

#### **Permitted Exemptions and Reductions**

- 3.18 The Late Night Levy (Expenses, Exemptions and Reductions) Regulations 2012 prescribe a number of permitted exemption categories from the levy. These exemption categories are discretionary and the Council can decide which, if any, should apply.
- 3.19 These exemption categories are:

**Premises with overnight accommodation:** This exemption is not applicable to any premises which serve alcohol to members of the public who are not staying overnight at the premises, such as a hotel bar which can be accessed by the general public.

**Theatres and cinemas:** Premises in this category must ensure that, during the late night supply period, the sale of alcohol is only made for consumption on the premises to ticket holders, participants in the production or invited guests to a private event at the premises. Licensing authorities should be satisfied that premises which are eligible for this exemption are bona-fide theatres or cinemas, and that the sale of alcohol is not the primary purpose of their businesses. The definition of a "cinema" or a "theatre" should be readily understood by its plain, ordinary meaning.

**Bingo halls:** Premises in this category must be licensed and regulated under the Gambling Act 2005.

**Community Amateur Sports Clubs ("CASCs"):** Premises in this category must have relief from business rates by virtue of being a CASC (Section 658 of the Corporation Tax Act 2010).

**Community premises:** Premises in this category must have successfully applied for the removal of the mandatory Designated Premises Supervisor ("DPS") requirement and demonstrated that they operate responsibly.

**Country village pubs:** In England, premises in this category must be the sole pub situated within a designated rural settlement with a population of less than 3,000. The definition of a rural settlement appears in the qualifications for rural rate relief in Part III of the Local Government Finance Act 1988. **This would not apply to any premises in Gloucester.**

**New Year's Eve:** Licensing authorities can offer an exemption from the levy for holders in relation to premises which only have a relevant late-night authorisation by virtue of their being permitted to supply alcohol for consumption on the premises on 1st January in every year.

**Business Improvement Districts ("BIDs"):** Licensing authorities can offer an exemption from the levy for premises which participate in BIDs that operate in the night-time economy and have a satisfactory crime and disorder focus. The Government would expect licensing authorities to carefully consider exempting eligible BIDs from the levy. It is up to the licensing authorities' discretion to determine whether the BIDs in their area are eligible. Gloucester City does not currently have a BID however; there is a BID task group set up to consider this

### **Permitted Reductions**

- 3.20 The Council may wish to use the late night levy to promote and support participation by premises in business-led best practice schemes by deciding to apply a 30% reduction for premises that participate in such schemes. The 30% reduction is a flat rate and there are no cumulative discounts applicable for example, where a premise participates in more than one best practice schemes.
- 3.21 Qualifying best practice schemes are schemes that have:
- A clear rationale as to why the scheme's objectives and activities will, or are likely to, result in a reduction of alcohol-related crime and disorder.
  - A requirement for active participation in the scheme by members.
  - A mechanism to identify and remove in a timely manner those members who do not participate appropriately.
- 3.22 The Council has the discretion to determine how best practice schemes can demonstrate that they meet these benchmarks.
- 3.23 The Council can also offer a reduction to holders in relation to on-trade premises that are in receipt of Small Business Rate Relief and have a rateable value of £12,000 or less. This only applies to premises licence holders that supply alcohol for consumption on the premises.

### **The levy charge**

- 3.24 The amount of the levy is prescribed nationally and based on the current licence fee system under the Licensing Act 2003, with holders being placed in bands based on their premises rateable value. The annual charges for the levy will be:

<b>Rateable Value</b>	<b>Late Night Levy Fee</b>	<b>Current Annual Fee</b>	<b>Total Annual cost</b>
Band A (no rateable value to £4,33)	£299	£70	<b>£369</b>
Band B (£4,301 to £33,000)	£768	£180	<b>£948</b>
Band C (£33,001 to £87,000)	£1,259	£295	<b>£1,554</b>
Band D (£87,001 to £125,000)	£1,365	£320	<b>£1,685</b>
Band E (£125,001 and above)	£1,493	£350	<b>£1,843</b>
In respect of premises in band D and E that primarily or exclusively sell alcohol then a multiplier of x2 is applied to the fee in respect of band D and x3 in respect of band E.			
<b>D x 2</b> Premises in category D that primarily or exclusively sell alcohol	£2,730	£640	<b>£3,370</b>
<b>E x 3</b> Premises in category E that primarily or exclusively sell alcohol	£4,440	£1,050	<b>£5,490</b>

3.25 Any payment of the levy which is owed to the Council can be recovered as a debt due to the authority. Non-payment of the levy can result in suspension of a premises licence or suspension of club premises certificate.

### **Levy Revenue**

3.26 The net levy revenue must be split between the Council and the PCC. The Council must pay at least 70% of the net levy revenue to the Police after it has deducted the administration costs incurred. The Council can choose to amend the portion of the net levy revenue that will be given to the PCC in future levy years. This decision will be subject to consultation in the same way as the decision is to introduce the levy.

3.27 The Council will be able to retain up to 30% of the net levy revenue to fund services it provides to tackle late night alcohol-related crime and disorder and services connected to the management of the night time economy. These activities must have regard to the connection with the supply of alcohol during the late night supply between 00:00 and 06:00 and related to arrangements for:

- The reduction of crime and disorder;
- The promotion of public safety;
- The reduction or prevention of public nuisance; or
- The cleaning of any relevant highway or relevant land in its area.

The money raised from the late night levy could be spent on existing or new services that meet the above criteria.

3.28 Whilst the regulations and guidance prescribe what the Council must spend its portion of the levy on, it does not place a similar spending restrictions on PCC other than to say they should "...be spent on tackling alcohol-related crime and disorder in the area in which the levy was raised."

3.29 The Council can deduct the costs it incurs in connection with the introduction or variation, administration, collection and enforcement of the levy, prior to the levy revenue being apportioned. The Late Night Levy (Expenses, Exemptions and Reductions) Regulations 2012 describe relevant expenses incurred by the Council in connection to:

- The preparation and publication of the consultation document, including publishing it online and sending details to the PCC, the relevant chief officer of police and all premises licence and club premises certificate holders whose authorisations permit the supply of alcohol after midnight on any day.
- The collection of levy payments.
- The enforcement of levy payments.
- The cost of processing applications for a variation in relation to the introduction of the levy.

3.30 The Council is required to publish on its website an estimate of the costs it will deduct from the levy revenue each year.

3.31 In Gloucester, assuming the levy will apply from 00:00 to 06:00 hours, 181 premises will be subject to the levy broken down below:

Fee Band	Number of Premises	Levy	Gross Revenue
A	30	£299	£8970
B	102	£768	£78336
C	21	£1259	£26439
D	8	£1365	£10960
E	20	£1493	£29860
		<b>Total (Gross)</b>	<b>£154565</b>

3.32 The figures quoted above are based on the assumption that the levy will apply from 00:00 to 06:00 hours and does not take into account any exemptions, reductions or the number of premises that may apply for a free variation of their licence so it is likely that the total received will be lower than the gross estimate above.

3.33 Gloucester City could propose that there is a 30% reduction to premises that are signed up to both CitySafe and Best Bar None schemes. Currently there are 15 premises that have signed up to Best Bar None.

3.34 Out of the 181 premises mentioned above 94 premises fall into the levy bracket as they have non-standard timings on their Premises Licence. This means that the premises are only open past midnight on New Year's Eve, Good Friday, Bank Holidays and any other days that the premises specify.

3.35 The maximum gross revenue if all 181 premises contribute as in paragraph 3.31 above is £154,565. The table below shows the estimated costs that may be deducted from the total gross revenue if all 94 premises with non-standard timings decided to vary their licence, to ensure they were excluded from the levy supply period. The 30% reduction is an average estimate based on 10 premises qualifying as Members of both Best Bar None and City Safe schemes. The total deductions of £85,153 would give an estimated gross revenue total of £69,412.

Levy Fee Band	Cost	Estimated number of premises that may vary their licence to be excluded due to non-standard timings or qualify for a 30% reduction.	Estimated revenue deducted from variations and 30% reductions
A	£299	19	£5681
B	£768	55	£42240
C	£1259	13	£16367
D	£1365	2	£2730
E	£1493	5	£7465
Admin costs	£89	94	£8366
30% reduction	£230.40	10	£2304
<b>Total (Gross)</b>			<b>£85153</b>

3.36 For member's information when Cheltenham introduced the Late Night Levy 65 premises out of the 217 that were identified as having a post-midnight licence chose to vary their licence.

3.37 Introducing the late night levy will be a partnership approach between Gloucester City Council, PCC and the Chief Constable. Both the PCC and the Chief Constable have submitted responses in support of its introduction. Their comments are outlined and reflected in the levy design in Appendix 1.

#### **Proposed design for Gloucester**

3.38 The proposed design of the late night levy is set out below. This proposed design is subject to the outcome of the formal consultation process.

3.39 It is proposed that the late night supply period be 00:00 to 06:00.

3.40 Out of the permitted exemptions only New Year's Eve will apply.

3.41 There will be a prescribed 30% reduction if premises actively participate in both qualifying schemes of CitySafe and Best Bar None.

3.42 No reduction will apply to premises that are in receipt of Small Business Rate Relief.

#### **4.0 Asset Based Community Development (ABCD) Considerations**

There is a legal process within the terms of the Police Reform and Social Responsibility Act 2011 we must follow. One of those processes is that we must consult and engage with businesses that would fall into the levy period. Another process if the levy is adopted, is that the Council every year must advertise how they use the money generated from the Late Night Levy to combat issues surrounding crime and disorder. We will therefore, engage with the Partnership and Engagement Team to develop an effective communication process.

## **5.0 Alternative Options Considered**

- 5.1 If Cabinet decide not to make a proposal to adopt the levy in Gloucester that in effect would be the end of the process for the time being.
- 5.2 There is an opportunity for a Business Improvement District in Gloucester City, a business led initiative lasting five years. The BID has potential to generate income to improve the area of the City it covers. If a BID is adopted for Gloucester City Centre and the BID task group identify improvements to help prevent crime and disorder, this could be an alternative way to address these issues. This could be seen as an alternative to the Levy, but equally if the Levy is introduced an exemption could be investigated and introduced for premises within a BID when the BID comes into effect.

## **6.0 Reasons for Recommendations**

- 6.1 The purpose of the late night levy is to enable those that financially benefit from a vibrant safe night time economy to contribute to the policing and community safety initiatives that enable the licensed premises to flourish.
- 6.2 Gloucester City has many initiatives including high quality CCTV, taxi marshalls and street pastors. These initiatives are resource intensive and the introduction of a late night levy will enable relevant businesses to financially contribute toward these and new schemes ensuring Gloucester City continues to be a safe destination venue.

## **7.0 Future Work and Conclusions**

- 7.1 If cabinet agree to consult on the introduction of a late night levy (as set out in Appendix 1) the consultation period will run for 12 weeks from 15<sup>th</sup> September to 7<sup>th</sup> December 2016. This is a formal statutory consultation process and is fairly extensive in terms of requirements. The Local Authority must publish notice of its proposals in a local newspaper circulating in the Local Authorities area and on its website. It is required to send a copy of the notice and consult with:-

- The Police and Crime Commissioner
- The Chief Officer of Police
- All Premise Licence holders
- All Club Certificate holders

- 7.2 It is intended that the consultation responses will be collated and a report presented to Cabinet on 11<sup>th</sup> January 2017. If, after having considered the responses, the Cabinet agree to recommend the introduction of a late night levy a resolution from full Council will be sought on 26<sup>th</sup> January 2017. A three month notification period will then take place with implementation of the levy taking place on 1<sup>st</sup> May 2017.

## **8.0 Financial Implications**

- 8.1 The proposed scheme would see the Council receive 30% of the net revenue. This money could be used to fund existing schemes or new projects. The Police and Crime Commissioner has indicated a desire for their 70% proportion of the revenue



to be spent within the City for the benefit or reducing demand on policing Gloucester's night-time economy.

8.2 The introduction of the proposed levy would see a total levy upon the Council of £1,536 to cover both the Guildhall and Blackfriars Priory.

8.3 The Council will incur costs in the administration, collection and enforcement of the levy. The extent of these costs will be determined when designing the scheme. Any costs incurred will be met by a separate budget from the revenue raised by the levy, before the split is made between the PCC and the Council.

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

## **9.0 Legal Implications**

9.1 The introduction of the late night levy is provided by the Police Reform and Social Responsibility Act 2011.

(One Legal have been consulted in the preparation this report.)

## **10.0 Risk & Opportunity Management Implications**

10.1 The risk management implications for this report are as follows:-

- If a late night levy is introduced the Local Authority may see an increase in minor variation applications to reduce the hours of operation.
- It could have an economic impact on any perspective investors.
- The late night levy doesn't just capture the businesses that serve alcohol in crime and disorder hotspots it captures any business that sells alcohol between midnight and 06:00.

## **11.0 People Impact Assessment (PIA):**

11.1 The screen stage considered risks to customers in the areas of gender, disability, age, ethnicity, religion, sexual orientation or community cohesion.

## **12.0 Other Corporate Implications**

### Community Safety

12.1 The late night levy could help promote community safety initiatives by helping reduce Crime and Disorder during the night time economy.

### Sustainability

12.2 None

### Staffing & Trade Union

12.3 None

## **Background Documents:**

The Late Night Levy (Expenses, Exemptions and Reductions) Regulations 2012  
The Late Night Levy (application and Administration) Regulations 2012  
Amended guidance on the Late Night Levy (24 March 2015)

**This page is intentionally left blank**

## **Appendix 1**

### **Late Night Levy Consultation Document**

Gloucester is a vibrant city, drawing in visitors to attractions such as the Docks, the City centre and to clubs and bars within the City boundary, as part of a vibrant night-time economy for residents and visitors.

Most residents and visitors enjoy themselves safely and responsibly without creating any issues. However, an active night-time economy does bring additional costs for the Council, Police and other agencies dealing with issues such as crime and disorder, anti-social behaviour and hospital admissions.

One of the options the Council has is to introduce a late night levy. Government legislation has given local authorities this option as a potential method to help address policing and community safety initiatives to reduce the above during the night time economy.

The purpose of the levy is to enable those that financially benefit from a vibrant night time economy to contribute to the policing and community safety initiatives that enable the licensed premises to flourish.

Gloucester City Council in partnership with the Police and Crime Commissioner and Gloucestershire Constabulary wishes to consult on its proposal to introduce a late night levy as a partnership approach to policing the night-time economy.

If the levy is introduced it would be a charge made to all alcohol licensed premises within the City boundary (pubs, off licences, restaurants and members clubs) that are authorised to supply alcohol during the defined late night supply period.

This consultation is seeking views on the Council's proposal to introduce a late night levy.

#### **What is the Late Night Levy?**

The levy is an additional annual fee payable by certain premises that are authorised to supply alcohol during the late night supply period.

The levy would apply to holders of premises licences and club premises certificates which authorise the supply of alcohol during the late night supply period.

The licensing authority sets the late night supply period, it must begin at or after midnight and end at or before 06:00 hours.

#### **How long does the Late Night Levy continue for and can it be varied?**

Once the late night levy has been introduced it will continue until the Council decides that the levy shall cease to apply.

The Council can also vary the late night supply period, the exemptions and reductions or change the split of the proceeds between the Police and the Council.

These changes can only take effect at the end/beginning of the levy year.

There must be further consultation before changes such as these are made.

### **Can premises vary their licences to avoid the Late Night Levy?**

If the Council decides to introduce the late night levy, holders of premises licences and club premises certificates have a right, before the late night levy starts and without payment of any fee, to make a minor variation application to vary their authorisation so that the premises will not be subject to the late night levy. (e.g. by seeking to change the days or hours of operation).

### **Exemptions**

The Licensing Authority may consider that there are some types of premises that should be exempt from the requirement to pay the levy.

The Licensing Authority cannot choose the category of premises for an exemption, they are prescribed in regulations.

The Licensing Authority is not able to exempt specific premises from the requirement to pay the levy.

Under the Late Night Levy (Expenses, Exemptions and Reductions) Regulations 2012 it gives you the permitted categories of premises that Local Authorities could exempt from the requirement to pay the levy. They are as follows:-

- **Premises with overnight accommodation**
- **Theatres and cinemas**
- **Bingo halls**
- **Community amateur sports clubs**
- **Community premises**
- **Country village pubs**
- **Business Improvement Districts (BIDs)**
- **New Year's Eve**

### **Reduction Categories**

The Council may decide to use the levy to promote and support participation by premises in business-led best practice schemes by deciding to apply a 30% reduction for premises that participate in such schemes. The 30% reduction is a flat rate and there are no cumulative discounts applicable, for example, where a premises participates in more than one best practice scheme.

Qualifying best practice schemes are schemes that have:-

- A clear rationale as to why the scheme's objectives and activities will, or are likely to, result in a reduction of alcohol-related crime and disorder.

- A requirement for active participation in the scheme by members.
- A mechanism to identify and remove in a timely manner those members who do not participate appropriately.

The Council may also offer a reduction to holders in relation to on-trade premises that are in receipt of Small Business Rate Relief, and have a rateable value of £12,000 or less. This only applies to premises licence holders that supply alcohol for consumption on the premises.

### **Late Night Levy Charges**

The amount of the levy has been set nationally and depends on the non-domestic rateable value of the premises. The amounts are:-

Rateable Value Bands	Annual levy charge	Weekly
A - No rateable value to £4,300	£299	£5.75
B - £4,301 to £33,000	£768	£14.77
C - £33,001 to £87,000	£1,259	£24.21
D - £87,000 to £125,000	£1,365	£26.25
E - £125,000 and above	£1,493	£28.71
D x 2 – multiplier applies to premises in category D that primarily or exclusively sell alcohol	£2,730	£52.50
E x 2 - multiplier applies to premises in category E that primarily or exclusively sell alcohol	£4,440	£85.38

The levy will be collected annually at the same time as the annual licence fee. For holders who are granted a licence within the levy year the payment year will run from the date of the grant of the licence. The first payment will be made 14 days after the grant of the licence.

Any payment of the levy which is owed to the licensing authority can be recovered as a debt due to the authority. Non-payment of the levy can result in suspension of a premises licence or club premises certificate.

## **The Council's Proposal**

The Council is proposing the following design for the levy:

### **Late Night Supply Period**

- 00:00 to 06:00

### **Exemptions**

- New Years Eve

### **Reduction to fees**

- The Council is proposing to apply a 30% reduction for premises that participate in both CitySafe and those that have obtained Best Bar None accreditation.
- The Council is not proposing to introduce any reductions for premises in receipt of small business rate relief.

### **Use of Income**

- 70% of the net levy revenue will be paid to the Police and Crime Commissioner for Gloucestershire, being the minimum proportion that the authority is required to pass to the PCC. The remaining 30% will be retained by the Council.

### **Who are we consulting?**

The Council must consult with:-

- Gloucestershire Police and Crime Commissioner;
- Gloucestershire Constabulary's Chief Constable;
- Holders of premises licences and club premises certificates that will be affected by the levy.

In addition, the Council will also consult with:-

- The public via the Council's website and in a local newspaper.
- Ward and Parish Councillors.
- Responsible Authorities.
- Other Stakeholders.

### **How to respond**

At the end of this document there is a form with questions that we would like you to complete.

You can return the completed form to:-

Darren Mountford

Senior Licensing and Markets Officer  
Gloucester City Council  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

Or Email: [licence.team@gloucester.gov.uk](mailto:licence.team@gloucester.gov.uk)

**Closing date: 7<sup>th</sup> December 2016**

**CONSULTATION QUESTIONS**

**PROPOSAL TO ADOPT A LATE NIGHT LEVY**

1. Do you think business that sell alcohol late at night should contribute financially towards the policing and community safety initiatives that help control the late night economy in Gloucester?

Yes

No

Please give reasons below:

.....  
.....

2. Do you think that the Late Night Levy is an appropriate way of funding these initiatives?

Yes

No

Please give reasons below:

.....  
.....  
.....

3. Do you agree that the late night supply period should be set between 00:00 and 06:00?

Yes

No

- 3a. If 'No' what do you believe the late night supply period should be?

01:00 – 06:00

02:00 – 06:00

03:00 – 06:00

04:00 – 06:00

05:00 – 06:00

Please give reasons below:

.....  
.....  
.....



4. The Council is proposing to only exempt premises selling alcohol during the supply period on New Year's Eve from the late night levy. Do you agree?

Yes  No

If no, please indicate below which premises you think should be exempt and why:

**Premises with overnight accommodation**

Yes  No

Please give reasons below:

.....  
.....

**Theatres and cinemas**

Yes  No

Please give reasons below:

.....  
.....

**Bingo Halls**

Yes  No

Please give reasons below:

.....  
.....

**Community premises**

Yes  No

Please give reasons below:

.....  
.....

**New Year's Eve**

Yes  No

Please give reasons below:

.....  
.....

5. It is proposed that premises actively participating in both CitySafe and Best Bar None schemes will be eligible for the prescribed 30% reduction. Do you agree with this proposal?

Yes

No

Please give reasons below:

.....  
.....  
.....

6. It is not proposed to introduce any reductions for premises in receipt of small business rate relief. Do you agree with this proposal?

Yes

No

Please give reasons below:

.....  
.....  
.....

7. To ensure the levy revenue is used in the most efficient and cost effective manner, it is proposed to develop an innovative approach through an agreement between the Police Crime Commissioner and the Council on where the money is spent. Do you agree with this approach?

Yes

No

Please give reasons below:

.....  
.....  
.....

8. If a Levy is introduced how do you think it could be best spent?

.....  
.....  
.....  
.....  
.....

Note : The money should be spent on the reduction or prevention of crime, the promotion of public safety, the reduction or prevention of public nuisance and cleaning of any relevant highway or relevant land and its area.

## Gloucester City Council

<b>Meeting:</b>	<b>Overview and Scrutiny Committee</b>	<b>Date:</b>	<b>5 September 2016</b>
<b>Subject:</b>	<b>Culture Board Update</b>		
<b>Report Of:</b>	<b>Cabinet Member for Culture and Leisure</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Jonathan Lund, Corporate Director</b>		
	<b>Email: jonathan.lund@gloucester.gov.uk</b>	<b>Tel: 39-6276</b>	
<b>Appendices:</b>	<b>None</b>		

### 1.0 Purpose of Report

- 1.1 To provide an update on work since the Council's decision to adopt the Gloucester Cultural Strategy in March 2016, particularly the work to recruit a Chair and Trustees to serve on the Culture Board.

### 2.0 Recommendations

- 2.1 Overview and Scrutiny Committee is asked, subject to any comments it wishes to make to the Cabinet Member, to **note** the contents of the report.

### 3.0 Background and Key Issues

- 3.1 A Cultural Strategy for the City of Gloucester was adopted by the Council on 24 March 2016. The strategy was developed using support from Arts Council England (ACE) and was supported by a partnership of organisations with a stake in the cultural economy of the City including

- Gloucester City Council
- Marketing Gloucester Ltd
- Gloucester Cathedral (Project Pilgrim)
- University of Gloucestershire
- Create Gloucestershire
- ACE
- GUST (organisers of the Gloucester History festival)

- 3.2 The Strategy is being driven by an interim Culture Board consisting of representatives of the stakeholder organisations listed above. The Strategy has six broad objectives

- To develop artists and arts organisations
- To broaden the cultural offer

- To develop a vibrant city centre
- To develop audiences
- To put Gloucester on the cultural map
- To make things happen

3.3 Over the summer period, and running alongside a busy Summer of Music Arts and Culture (SoMAC), the principal piece of work has been the recruitment of a Chair and Trustees

### 3.4 **Recruitment of a Chair and Trustees to serve on the Culture Board**

3.4.1 The Cultural Strategy seeks to establish a Charitable Incorporated Organisation (CIO) to deliver the Strategy. The CIO will be led by a Board of 12 Trustees (including the Chair); one Trustee will represent GCC (currently Councillor Lise Noakes).

3.4.2 Recruitment is now underway to appoint the Chair and the other 10 Trustees. The process was rescheduled to late summer 2016 to avoid clashes with a busy summer calendar of cultural events; to fit better with the diaries of key members of the interview panel; and to allow a longer period to engage informally with potential applicants and interested parties. The closing date for applications is Monday 19 September 2016. An information stall was located in Kings Square as part of the Arts in the City Event (30 July). A stand will also be located at Blackfriars as part of the History Festival (10-18 September).

3.4.3 A welcome and information pack has been prepared and is available to anyone interested in applying to be the Chair or a Trustee. A copy of the pack and the Cultural Strategy are also available on the City Council's website. Details have already been forwarded to all City Councillors.

3.4.4 Candidates for the post of Chair will be interviewed/ appointed on 28 September 2016. Interviews for the other Trustees will be held on 3 & 7 October. An informal get together for the new Culture Board is planned for Tuesday 25 October 2016. The Interview Panel will consist of Dame Janet Trotter, Cllr Lise Noakes, Kate Danielson, a representative of ACE, and a local artist.

3.4.5 Recruitment will start in September for a paid/employed Director. We hope to enable the newly appointed Chair to be involved in the shortlisting and interviewing for the Director post.

3.4.6 An external firm of Solicitors has been engaged to advise the interim board on the formal steps to be taken to establish the CIO.

### 3.5 **Other activities**

3.5.1 In addition to the recruitment activities the interim Culture Board has:-

- Begun a process of fundraising to secure the resources and expertise to progress applications for further funding from ACE and, potentially, the recently announced Great Places fund.
- Engaged with a wide range of organisations within Gloucester and beyond to explore the possibility of developing creative, artistic and cultural partnerships.

- Entered into discussions to support a local artistic organisation's ambitions to become a National Portfolio Organisation.
- Progressed works to secure a short term base to deliver a cultural hub in the city centre.
- Begun the process of creating a Charitable Interest Organisation.
- Worked to identify and secure funding in kind from stakeholder and partner organisations with an interest or commitment in the cultural life of the city.

#### **4.0 Asset Based Community Development (ABCD) Considerations**

4.1 Many of the Cultural activities across the City are delivered by community groups and organisations. The Strategy looks to build on those strengths and to support community lead events.

#### **5.0 Alternative Options Considered**

5.1 There are a number of objectives set out in the cultural strategy and no single course of action or programme will deliver them all. Neither will any particular objective be realised by the activity of a single project or partner. The broad cultural partnership represented by the Culture Board/CIO provides an effective vehicle to secure delivery of the Culture Strategy's objectives.

#### **6.0 Reasons for Recommendations**

6.1 This report provides an update on the work of the interim Culture Board since the adoption of the Cultural Strategy in March 2016.

#### **7.0 Future Work and Conclusions**

7.1 The Culture Board/CIO will take the strategy forward, raising the funds necessary to develop and implement the strategic objectives.

#### **8.0 Financial Implications**

8.1 Gloucester City Council has agreed to make a contribution in cash and kind towards the establishment and implementation of the Cultural Strategy and the Culture Board. The proposals set out in this report require no additional financial commitment from the City Council.

8.2 Any future financial commitment from the City Council, will be subject to further reports supported by detailed business cases.

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

#### **9.0 Legal Implications**

9.1 On 24th March 2016 Council resolved to adopt the Cultural Strategy 2016- 2026. It is intended that the objectives for the first 2 years of the Strategy will be delivered by a newly created company (CIO). As the contractual sum payable by the Council to the CIO will be below the EU procurement threshold, the Council may support this company without first going out to tender. It is important to note, however, that

the Council cannot provide on-going support without complying with procurement legislation and the Council must also be mindful of the constraints imposed by the State Aid requirements.

- 9.2 If the CIO is not established in time, one of the members of the Culture Board will need to employ the Chair and Director.

(One Legal have been consulted in the preparation this report.)

## **10.0 Risk & Opportunity Management Implications**

- 10.1 The establishment of the Culture Board and commissioning it to deliver the Cultural Strategy has meant that the Council has relinquished some of the control over how the strategy will be delivered. Whilst this could be seen as a risk, the Council felt that entrusting the Board to deliver the strategy will create greater opportunities for culture in Gloucester.

## **11.0 People Impact Assessment (PIA):**

- 11.1 A PIA screening review was undertaken. It did not identify any potential or actual negative impact. For this reason, a full PIA is not required.

## **12.0 Other Corporate Implications**

Community Safety                      None

Sustainability                              None

Staffing & Trade Union              None

**Background Documents:**    None

## Gloucester City Council

<b>Meeting:</b>	<b>Overview and Scrutiny Cabinet</b>	<b>5<sup>th</sup> September 2016</b> <b>Date: 14<sup>th</sup> September 2016</b>
<b>Subject:</b>	<b>Financial Monitoring Quarter 1</b>	
<b>Report Of:</b>	<b>Cabinet Member for Performance and Resources</b>	
<b>Wards Affected:</b>	<b>All</b>	
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework: No</b>
<b>Contact Officer:</b>	<b>Andrew Cummings – Management Accountant</b>	
	<b>Email:</b> <b><u><a href="mailto:Andrew.cummings@gloucester.gov.uk">Andrew.cummings@gloucester.gov.uk</a></u></b>	<b>Tel: 396231</b>
<b>Appendices:</b>	<b>1. Progress against savings targets</b> <b>2. Capital monitoring</b> <b>3. Income Targets</b>	

### 1.0 Purpose of Report

1.1 For Cabinet to note the financial monitoring report details including budget variances, year-end forecasts, and progress made against agreed savings targets for the 1st quarter ended 30th June 2016.

### 2.0 Recommendations

2.1 Overview & Scrutiny Committee is asked to, subject to any recommendations it wishes to make to Cabinet, to **note** the contents of the report.

2.2 Cabinet is asked to **NOTE** that

- (1) The savings achieved in year to date total £288k with a further £341k in progress.
- (2) The forecast year end position is currently for a reduction to the Council's General Fund balance of £257k.
- (3) The deficit position includes a proposed transfer to the Business Rates Reserve of £120k
- (4) The actual and expected levels of income for the Council shown at Appendix 3.
- (5) The details of specific budgetary issues identified by officers and the actions being taken to address those issues
- (6) The current level of Capital expenditure as shown on Appendix 2.

### 3.0 Background and Key Issues

- 3.1 The figures contained within this report forecast the year end position. This is based on the actual expenditure to the end of quarter 1 which is then forecast forwards based on budget monitoring meetings between service managers and financial services staff. The year-end forecast is the best estimate at the current time of the year-end position on the Council's General Fund.
- 3.2 A summary table below shows the projected position for each portfolio with each portfolio having a further detailed table analysing the variances in more detail. Reporting the performance in portfolios is a new approach for 2016/17 and it is hoped that this will give elected members, and other readers of the report, a better understanding of the Council's financial position.

### 4.0 Whole Council Summary

- 4.1 The forecast position at this early of the year is a reduction of the Council's General Fund by £257k as shown in the table below.

<b>Council Summary</b>	<b>16/17 Budget</b>	<b>Current Forecast</b>	<b>Variance</b>
Regeneration and Economy	(907)	(807)	100
Communities and Neighbourhoods	1,148	1,097	(51)
Performance and Resources	5,063	5,003	(60)
Culture	1,486	1,660	174
Planning and Housing	1,705	1,778	73
Environment	4,200	4,414	214
Corporate and Funding	(12,695)	(13,008)	(313)
Transfer to Business Rates Reserve	0	120	120
<b>Total</b>	<b>0</b>	<b>257</b>	<b>257</b>

- 4.2 This estimate includes the current level of progress against the saving targets included within the Council budget as well as any new cost pressures or savings identified within year. The estimated position would take the Council to below its minimum General Fund position and as a result officers are taking steps to identify further savings and identify cost reduction actions which would prevent that situation materialising.
- 4.3 At this early stage of the financial year forecasting many of the in-year expenses and income streams is difficult to do with complete accuracy. Forecasts are made based upon service manager's analysis of their service area along with analysis of both current trends and prior year performance. Where the financial situation becomes clearer as the year progresses this will be reported to members as part of future quarterly updates.
- 4.4 A portion of the surplus within Corporate and Funding is a result of a forecast decreasing in the level of business rates to be paid to Central Government this year. Although this is an in year saving it does reduce the level of business rates income available to the General Fund in future years and should therefore be placed in a reserve to be used to reduce the impact in subsequent years.



## 5.0 Regeneration and Economy

	16/17 Budget	Current Forecast	Variance
Economic Development	402	378	(24)
Asset Management	1,021	1,071	50
Commercial Property	(1,631)	(1,663)	(32)
Parking	(825)	(828)	(3)
Senior Management	375	336	(39)
Markets and Street Trading	(249)	(101)	148
<b>Total</b>	<b>(907)</b>	<b>(807)</b>	<b>100</b>

5.1 This portfolio is currently forecast to be overspent by £100k at the end of the financial year. This is primarily a result of pressures to the budget within the area of markets and street trading.

5.2 There are a number of factors contributing to the overspend in that area, mainly within the Eastgate market. It is in part the result of the fact that the level of vacant units has risen in 2016/17. This has a twofold effect on the financial position of the market. Firstly, the level of income from rents and service charges falls and secondly the Council becomes liable for the business rates on the empty units. Officers are taking steps to try and bring in new businesses to the market which would help alleviate both of those issues. Another factor is that repair costs continue to rise in relation to the building itself. If these reach the same high levels as seen in 2015/16 some use of the repairs reserve may be considered to reduce the impact on the General Fund.

5.3 The Asset management and Economic development service is currently anticipated to be on budget for the year. There are some additional costs arising within Asset Management, again largely through spending on repairs, but these should be offset by savings on Commercial Property and Economic Development spending.

## 6.0 Communities and Neighbourhoods

	16/17 Budget	Current Forecast	Variance
Voluntary Sector Grants	316	302	(14)
Community Strategy and Other Projects	320	293	(27)
Licensing	(89)	(72)	17
Environmental Health	408	361	(47)
Health and Safety	187	155	(32)
Shopmobility	6	58	52
<b>Total</b>	<b>1,148</b>	<b>1,097</b>	<b>(51)</b>

6.1 This portfolio is expected to be underspent for the year by £51k as savings and vacancies have been identified to compensate for areas of budgetary pressure.

- 6.2 The main budgetary pressure within this portfolio is the Shopmobility service. The process of transferring this service to a new operator is still ongoing. The detail of the new arrangement would mean the saving to the Council would be delivered over a number of years rather than at the start of the contract. In this financial year there is not expected to be any reduction in the cost to the Council of running the service, irrespective of when the transfer occurs. The revised savings profile will form part of the Money Plan for 2017/18.
- 6.3 The other area which has a budget pressure is Licensing. This is primarily a result of the taxi marshalling scheme. This scheme has continued after the external funding to support it has stopped. As the scheme has no funding built into the Council budget this creates a budgetary pressure within the service and this is expected to be £10k in 16/17. Other licensing income is likely to pick up during the year and the overspend is expected to eventually be limited to be the marshalling service.

## 7.0 Performance and Resources

	16/17 Budget	Current Forecast	Variance
Internal Audit	177	182	5
Housing Subsidy	(479)	(418)	61
Revenues and Benefits Admin	663	710	47
Financial Services	1,026	876	(150)
IT	1,418	1,455	37
Human Resources	314	314	0
Communications	125	116	(9)
Legal Services	370	360	(10)
Contact Centre and Customer Services	691	704	13
Democratic Services	758	704	(54)
<b>Total</b>	<b>5,063</b>	<b>5,003</b>	<b>(60)</b>

- 7.1 The overall anticipated position for this portfolio is to be underspent by £60k.
- 7.2 Financial Services is currently expected to show an underspend of £150k. This largely reflects the saving generated by disbanding the business improvement team. Roles have been consolidated into existing service areas and a saving of approximately £128k has been generated. This saving will be incorporated into the 2017/18 money plan as an ongoing future saving. The balance of the financial services saving is created by a number of vacancies in the team which are being held to support the new investment in the new financial systems shared service which will also generate ongoing savings for the Council.
- 7.3 The administration of housing subsidy and the rest of the revenues and benefits service are currently forecasting to be over budget for the year. At this early stage of the year it can be difficult to forecast the final costs of this service and it is hoped that it will be within budget by the year end.

- 7.4 A saving in Democratic services is expected as a result of some additional grant funding being received towards the cost of Individual Electoral Registration and also from vacancies being held. These vacancies are not currently forecast to be filled and the saving is therefore forecast to continue to year end.
- 7.5 The pressure within the area of the Contact Centre is as a result of uncertainty around the level of income to be received from the two new funding sources within the budget for the area. These are advertising on the Council website and charging for street naming and numbering. At the time of writing it is not expected that these income streams will reach budgeted levels but this will be kept closely under review during the year.

## 8.0 Culture

	16/17 Budget	Current Forecast	Variance
Museums	192	304	112
Guildhall	239	279	40
TIC	163	182	19
Aspire Client	428	428	0
Marketing Gloucester	464	467	3
<b>Total</b>	<b>1,486</b>	<b>1,660</b>	<b>174</b>

- 8.1 This portfolio has a number of budgetary pressures and is overall expected to be overspent by £174k at the end of the year.
- 8.2 The Museums service has seen some financial improvement, with higher visitor numbers from the “Robots” exhibition, but it is uncertain at this stage what the final impact on the savings target will be. Options are being explored to reduce the level of overspend in this year but at the time of writing it is forecast to be £112k. A process is underway to consider alternative models of delivering the café function at the Museum of Gloucester. It is hoped that this will prevent the café from running at a loss in year.
- 8.3 The Guildhall continues to make progress in reducing the level of Council subsidy required. The currently forecast outturn position is for an overspend of £40k. This represents the achievement of the majority of the savings target of £150k in place at the start of the previous financial year. The Guildhall management are continuing to explore new income generating ideas and cost savings as a means of bringing the Council in line with the budget set.
- 8.4 The pressure at the TIC represents a shortfall of forecast income against commercial targets for shop and ticket sales. It is hoped that the summer period will go some way to offsetting that forecast shortfall. This will be further reviewed in the Quarter 2 monitoring report.

## 9.0 Planning and Housing

	16/17 Budget	Current Forecast	Variance
Housing Strategy	147	151	4
Private Sector Housing	339	341	2
Planning	474	553	79
Homelessness	745	733	(12)
<b>Total</b>	<b>1,705</b>	<b>1,778</b>	<b>73</b>

- 9.1 The planning service has significant additional costs expected in year as a result of the longer Joint Core Strategy Process and therefore the preparation of the City Plan now running concurrently. This is only partially offset by the income from planning applications being expected to be higher than budgeted. The service is still expected to be over budget by £79k during the year and further options to deliver savings are being identified.

## 10.0 Environment

	16/17 Budget	Current Forecast	Variance
Waste and Streetcare	4,794	5,207	413
Neighbourhood Management	49	51	2
Countryside and Allotments	117	106	(11)
Cemetery and Crematorium	(964)	(1,125)	(161)
Flooding and emergency planning	133	104	(29)
Head of Service	71	71	0
<b>Total</b>	<b>4,200</b>	<b>4,414</b>	<b>214</b>

- 10.1 The primary variance in this portfolio is the savings target against the Amey contract. The target is £432k in this financial year. A new model of recycling collection has been developed, including Council procurement of assets, and will partly achieve the saving in 2017/18. The model will, however, only be implemented late in 2016/17 and therefore no saving is currently expected against this year's target. An away day has been scheduled with Amey to explore in year savings options but the outcomes are not known at the time of writing. The pressure that this creates in Waste and Streetcare is partly offset by an increased level of income created by the Garden Waste Scheme.
- 10.2 The 2016/17 budget includes an allowance of £300k for the payment to Amey for the shortfall of recyclate income achieved against the target. At the present time this is anticipated to be sufficient for the actual cost incurred.
- 10.3 The revised charging structure at the Crematorium is anticipated to increase income by more than the budgeted savings level. The current forecast is to generate an additional £161k saving for the Council. If this continues then additional income can be fed into the Council's budget for 2017/18.
- 10.4 A vacancy within flooding and emergency planning is creating a saving within the service. This is expected to continue and partially offsets the increased cost elsewhere in the portfolio

## 11.0 Progress against savings targets

- 11.1 Full details of the Council's progress against its savings targets are shown at Appendix 1. Where savings are dependent on increased income, such as at the Crematorium, they are shown as in progress as full achievement will only be certain at year end.
- 11.2 The most significant savings pressures for 2016/17 are the carried forward and new totals for the Amey contract representing £432k of the total of £1.173 million. If the Council can achieve in year savings against (see para 10.1) it will have a very positive impact on the forecast year-end outturn.

## 12.0 Capital Programme

- 12.1 The Capital Programme budget for the year has increased to £13.101m taking into account budgets brought forward from 2015/16. Forecast outturn at quarter 1 is little over £9m. The Expenditure for quarter 1, including amounts committed, totals 2.009m. The areas of major capital expenditure in quarter 1 include £0.665m on the Kings Quarter development where expenditure is currently concentrated on the Bus Station. £0.541m has been spent on the Eastgate Rooftop Car Park, upgrading the roof ensuring the asset remains operational in accordance with the Councils contractual duty. £0.279m has been spent on ICT projects, continuing the server and hardware refresh programme which includes the migration of computer hardware to Windows 7 as the Council increases resilience with its systems and progresses to PSN compliance.
- 12.2 The nature of capital projects means that many of them span a number of financial years, budgets are set per project any unspent budgets at the end of any one financial year may be carried forward into the next
- 12.3 A summarised table for the Capital Programme is shown as Appendix 2.

## 13.0 Prompt payment performance

- 13.1 The Council aims to make payments to all suppliers promptly and in accordance with contract terms. The performance on invoice payments during the quarter is below.

	<u>April</u>		<u>May</u>		<u>June</u>		<u>Qtr 1</u>	
Number paid within 30 days	704	92%	559	91%	800	98%	<b>2063</b>	<b>94%</b>
Number paid over 30 days	58	8%	58	9%	17	2%	<b>133</b>	<b>6%</b>
Average Days to Pay (from receipt of invoice to payment date)	8		10		6		<b>8</b>	

## 14.0 Asset Based Community Development (ABCD) Considerations

- 14.1 There are no ABCD implications as a result of this report.

## **15.0 Alternative Options Considered**

15.1 When consider how to reduce budgetary pressure or make savings officers explore a wide range of options.

## **16.0 Reasons for Recommendations**

16.1 It is a good practice for members to be regularly informed of the current financial position of the Council. This report is intended to make members any of any significant issues in relation to financial standing and any actions that officers are taking in response to identified variances.

## **17.0 Future Work and Conclusions**

17.1 Work will continue to reach savings targets or limit in year budget pressures. A further financial monitoring report will be produced for members at the end of the second quarter.

## **18.0 Financial Implications**

18.1 All financial implications are contained within the report which is of a wholly financial nature.

## **19.0 Legal Implications**

19.1 There are no legal implications from this report

(One Legal have been consulted in the preparation this report.)

## **20.0 Risk & Opportunity Management Implications**

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

## **21.0 People Impact Assessment (PIA):**

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

## **22.0 Other Corporate Implications**

### Community Safety

22.1 None

### Sustainability

22.2 None

### Staffing & Trade Union

22.3 None

Savings Monitoring 2016/17

Prior Year Savings

Service	Details: aim of the project	Target £000	Achieved £000	In Progress £000	At Risk £000	Comments	Status
Public Protection	Shopmobility	(50)	0	0	(50)	Transfer of service underway but minimal saving expected	
Public Protection	Market Service	(50)	0	0	(50)	No further progress made on delivery of savings	
Neighbourhood Services	Amey contract review, ongoing project from 2013/14 with requirement to identify further savings	(232)	0	(100)	(132)	Waste and recycling review complete but no saving is expected in 2016/17	
Development Services	Planning Services Review	(40)	0	(40)	0	Vacancies in the planning service should offset the current savings gap	
Cultural Services	Guildhall Operational review	(62)	(22)	(40)	0	Increased income is being targeted to close the gap in budgets	
Cultural Services	Museums Operational Review	(132)	(10)	(10)	(112)	No further progress in savings is being made	
<b>Total</b>		<b>(566)</b>	<b>(32)</b>	<b>(190)</b>	<b>(344)</b>		

Savings Target 2016/17

Service	Details: aim of the project	Target £000	Achieved £000	In Progress £000	At Risk £000	Comments	Status
Cemeteries and Crematorium	Building additional income achieved into the base budget and review of crematorium charging structure	(100)	0	(100)	0	Income is currently expected to be above target and the additional surplus will help reduce other Council pressures in year	
Neighbourhood Services	Roundabout advertising and advertising on signs	(18)	0	(18)	0	Income is currently expected to be on target but will be monitored throughout the year	
Public Protection	Stray Dog service being managed through Worcestershire Regulatory Services	(12)	(12)	0	0	New service model is delivering the expected savings	
Neighbourhood Services	Amey contract review, on-going project from 2013/14 with requirement to identify further savings	(200)	0	0	(200)	Waste and recycling review complete but no saving is expected in 2016/17	
Environmental Protection	Charging for inspection of abandoned vehicles	(3)	(3)	0	0	Likely to deliver more than budgeted	



Service	Details: aim of the project	Target £000	Achieved £000	In Progress £000	At Risk £000	Comments	Status
Environmental Protection	Shared working on contaminated land	(5)	(5)	0	0	Vacancies mean the team will deliver the saving in year.	😊
Asset Management	Restructure of service	(5)	(5)	0	0	Saving has been achieved	😊
Human Resources	Shared Service for Human Resources service with Gloucestershire County Council	(54)	(54)	0	0	Service is in place and saving has been delivered	😊
Contact Centre /Planning	Introduction of charges for street naming and numbering	(30)	0	(30)	0	Some income is being received but it is not yet clear if the target can be reached	😐
Financial Services	Adjustment of Minimum Revenue Provision	(100)	(100)	0	0	Achieved in 2016/17	😊
Various	Efficiencies against current budgets	(75)	(75)	0	0	All minor budget changes have been achieved	😊
Customer Services	Council Advertising Network	(5)	(2)	(3)	0	Some income is expected but it may not meet the £5k target	😐
<b>Total</b>		<b>(607)</b>	<b>(256)</b>	<b>(151)</b>	<b>(200)</b>		
<b>Savings Brought Forward</b>		<b>(566)</b>	<b>(32)</b>	<b>(190)</b>	<b>(344)</b>		
<b>Total</b>		<b>(1,173)</b>	<b>(288)</b>	<b>(341)</b>	<b>(544)</b>		

**Capital Programme 2016/17****Appendix 2**

<b>Scheme</b>	<b>Revised budget 2016/17</b>	<b>Actual Spend to date</b>	<b>Forecast</b>
Kings Quarter development	7,144,630	556,334	6,000,000
City Centre Investment Fund	1,243,530	72,225	383,070
HCA Regeneration Grant money	79,270	0	0
GCC Building Improvements	307,665	76,477	256,490
Voltage Optimisation - Main Buildings	45,175	0	0
ICT Projects	400,000	278,875	400,000
Eastgate Rooftop Carpark Improvements	713,905	540,933	713,905
Housing projects	816,330	152,664	807,000
Drainage and Flood Protection Works	592,290	21,201	100,000
Townscape Heritage Initiative - HLF	1,081,600	121,989	150,000
Ranger Centre Barns/Storage	67,360	2,279	5,000
Horsbere Brook Local Nature Reserve works	92,345	2,630	2,630
Play Area Improvement Programme	87,725	24,698	87,725
Crematorium Cremator Improvements	45,220	152	45,220
Grant Funded Projects	43,175	1,689	1,545
Elmbridge Open Space Improvements	16,000	2,915	16,000
Robinswood All Paths Project	111,750	18,834	41,750
Flex Replacement	0	38,575	0
GL1 Emergency Works	49,205	2,523	49,205
Kings Square emergency paving works	0	146	146
SWRDA Asset Transfer works	7,645	0	7,645
City Centre CCTV System	73,550	57,681	85,000
Retaining Wall 10 Alney Terrace	47,000	0	0
Crematorium Vehicles	35,562	35,484	35,560
Guildhall Sound Desks	0	496	496
<b>TOTAL CAPITAL PROGRAMME</b>	<b>13,100,932</b>	<b>2,008,798</b>	<b>9,188,387</b>

<b>Financing Source</b>	<b>2016 / 17 £000</b>
External Grants	9,455,771
Capital Receipts	2,691,970
Borrowing	953,191
<b>Sub total</b>	<b>13,100,932</b>

Service Area	Income to end of Month 3 £000	Budgeted Income 2016/17 £000	Forecast Income £000	Forecast Variance £000	2015/16 Income £000
Parking	(392)	(2,252)	(2,266)	(14)	(2,332)
Asset Management Investment Properties	(620)	(1,764)	(1,862)	(98)	(1,754)
Markets	(117)	(459)	(374)	85	(406)
<b>Regeneration and Economy</b>	<b>(1,129)</b>	<b>(4,475)</b>	<b>(4,502)</b>	<b>(27)</b>	<b>(4,492)</b>
Museums	(23)	(126)	(109)	17	(107)
Guildhall	(175)	(478)	(501)	(23)	(494)
Guildhall Bar and Cafe	(39)	(179)	(154)	25	(150)
Tourist Information Centre*	(52)	(429)	(261)	168	(355)
* A significant portion is ticket sales so lower sales also equals lower cost					
<b>Culture</b>	<b>(289)</b>	<b>(1,212)</b>	<b>(1,025)</b>	<b>187</b>	<b>(1,106)</b>
Cem and Crem	(512)	(1,755)	(1,937)	(182)	(1,801)
The Arbor	(36)	(137)	(154)	(17)	(154)
Waste Management (incl garden and bulky waste)	(156)	(1,248)	(1,363)	(115)	(1,406)
<b>Environment</b>	<b>(704)</b>	<b>(3,140)</b>	<b>(3,454)</b>	<b>(314)</b>	<b>(3,361)</b>
Licensing	(65)	(270)	(269)	1	(273)
<b>Communities and Neighbourhoods</b>	<b>(65)</b>	<b>(270)</b>	<b>(269)</b>	<b>1</b>	<b>(273)</b>
Private Sector Housing	(64)	(76)	(111)	(35)	(116)
Development Services	(122)	(588)	(630)	(42)	(631)
<b>Planning and Housing</b>	<b>(186)</b>	<b>(664)</b>	<b>(741)</b>	<b>(77)</b>	<b>(747)</b>
<b>Overall Council Position</b>	<b>(2,373)</b>	<b>(9,761)</b>	<b>(9,991)</b>	<b>(230)</b>	<b>(9,979)</b>

**This page is intentionally left blank**

# GLOUCESTER CITY COUNCIL

## CABINET FORWARD PLAN FROM OCTOBER 2016 TO JULY 2017

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)
<b>OCTOBER 2016</b>					
Page 61 NON	<b>City Council Energy Costs and Reduction Projects Annual Report</b>  <u>Summary of decision:</u> To update Cabinet on the City Council Energy Costs and Reduction Projects.  <i>Wards affected: All Wards</i>	12/10/16	Cabinet Cabinet Member for Regeneration and Economy		Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk

NON	<p><b>Shopfront, Shutters and Signage Guidance</b></p> <p><u>Summary of decision:</u> To seek approval for the revised Shopfront, Shutters and Signage guidance for the purposes of public consultation.</p> <p><i>Wards affected: All Wards</i></p>	<p>15/09/16</p> <p>12/10/16</p>	<p>Planning Policy Sub Committee</p> <p>Cabinet Cabinet Member for Housing and Planning</p>			<p>Charlotte Lewis, Principal Conservation and Design Officer charlotte.lewis@gloucester.gov.uk</p>
<p>KEY</p> <p>Page 62</p>	<p><b>Kings Quarter Development Scheme</b></p> <p><u>Summary of decision:</u> To seek approval for the Kings Quarter Development Scheme</p> <p><i>Wards affected: Westgate</i></p>	<p>03/10/16</p> <p>12/10/16</p>	<p>Overview and Scrutiny Committee Cabinet Cabinet Member for Regeneration and Economy</p>	<p>The public are to be excluded from the Cabinet meeting during consideration of this report as it contains exempt information as defined in paragraph 3 of schedule 12A to the Local Government Act 1972 (as amended).</p>		<p>Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk</p>

**NOVEMBER 2016**



NON	<p><b>Flood Improvement Works Update</b></p> <p><u>Summary of decision:</u> To update members of the flood alleviation works which have been completed across the City throughout 2015/2016, those that are currently in progress and to outline future planned works.</p> <p><i>Wards affected: All Wards</i></p>	9/11/16	Cabinet Cabinet Member for Environment			Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk
Page 63 NON	<p><b>Regulation of Investigatory Powers Act 2000 (RIPA) - Review of Procedural Guide</b></p> <p><u>Summary of decision:</u> To request that Members review and update the Council's procedural guidance on RIPA.</p> <p><i>Wards affected: All Wards</i></p>	29/09/16 9/11/16	Council Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

**DECEMBER 2016**

NON	<p><b>Draft Budget Proposals (including Money Plan and Capital Programme)</b></p> <p>5/12/16</p> <p>7/12/16</p> <p><u>Summary of decision:</u> To update Cabinet on the draft budget proposals</p> <p><i>Wards affected: All Wards</i></p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>				<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p><b>Treasury Management Six Monthly Update 2016/17</b></p> <p>7/12/16</p> <p>23/01/17</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	<p>Cabinet</p> <p>Audit and Governance Committee Cabinet Member for Performance and Resources</p>				<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p><b>Financial Monitoring Quarter 2 Report</b></p> <p>7/12/16</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 201/1.</p> <p><i>Wards affected: All Wards</i></p>	<p>Cabinet Cabinet Member for Performance and Resources</p>				<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

**JANUARY 2017**

NON	<b>Green Travel Plan Progress Report 2016 and Update</b>  <u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan  <i>Wards affected: All Wards</i>	09/01/17  11/01/17	Overview and Scrutiny Committee Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk
NON Page 65	<b>Festivals and Events Programme</b>  <u>Summary of decision:</u> To seek approval for the 2017-18 Festival and Events Programme.  <i>Wards affected: All Wards</i>	11/01/17	Cabinet Cabinet Member for Culture and Leisure			Sarah Gilbert, Guildhall Service Manager Tel: 01452 396386 sarah.gilbert@gloucester.gov.uk

**FEBRUARY 2017**

BPF	<p><b>Council Tax Setting 2017/18</b></p> <p><u>Summary of decision:</u> To seek approval for the resolutions relating to the setting of Council Tax for 2017/18.</p> <p><i>Wards affected: All Wards</i></p>	23/02/17	Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
BPF	<p><b>Final Budget Proposals (including Money Plan and Capital Programme)</b></p> <p><u>Summary of decision:</u> To seek approval for the final Budget Proposals for 2017-18, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17  23/02/17	Cabinet  Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p><b>Pay Policy Statement 2017-18</b></p> <p><u>Summary of decision:</u> To seek approval for the annual Pay policy Statement 2017-18 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	23/03/17	Council			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON Page 67	<p><b>Financial Monitoring Quarter 3 Report</b></p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2016/17.</p> <p><i>Wards affected: All Wards</i></p>	6/03/17  8/03/17	Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
BPF	<p><b>Treasury Management Strategy</b></p> <p><u>Summary of decision:</u> To seek approval for the Treasury Management Strategy.</p> <p><i>Wards affected: All Wards</i></p>	13/03/17  23/03/17	Audit and Governance Committee  Council			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p><b>Annual report on the grant funding provided to Voluntary Community Sector</b></p> <p><u>Summary of decision:</u> To update Members on the impact of grant funding on the Voluntary and Community Sector (VCS) and value for money that has been achieved</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Communities and Neighbourhoods			Gareth Hooper, Senior Engagement and Partnerships Officer Tel: 01452 396266 gareth.hooper@gloucester.gov.uk
Page 68 NON	<p><b>Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on use of RIPA Powers</b></p> <p><u>Summary of decision:</u> To update Cabinet on the use of RIPA powers.</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
<b>APRIL 2017- No meetings</b>						
<b>May 2017- No meetings</b>						
<b>JUNE 2017</b>						



NON	<p><b>2016-17 Financial Outturn Report</b></p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn 2015-16.</p> <p><i>Wards affected: All Wards</i></p>	21/06/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Treasury Management Six Monthly Update 2016/17</b></p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	19/06/17  21/06/17	Audit and Governance Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
<b>JULY 2017</b>						

NON	<p><b>City Centre Investment Fund Allocations and Update</b></p> <p><u>Summary of decision:</u> To update Members on the progress towards the delivery of the City Centre Investment Fund</p> <p><i>Wards affected: Westgate</i></p>	19/07/17	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
<b>ITEMS DEFERRED- Dates to be confirmed</b>						
NON Page 70	<p><b>Playing Pitch Strategy-Progress Update</b></p> <p><u>Summary of decision:</u> To provide Members an update regarding the playing pitch strategy.</p> <p><i>Wards affected: All Wards</i></p>		Cabinet Cabinet Member for Environment			Adam Gooch, Senior Planning Officer Tel: 01452 396836 adam.gooch@gloucester.gov.uk

KEY	<p><b>St Oswalds Land Disposal</b></p> <p><u>Summary of decision:</u> To consider potential options for land disposal and acquisition at St Oswalds.</p> <p><i>Wards affected: Westgate</i></p>		Cabinet Cabinet Member for Regeneration and Economy	The public are to be excluded from the Cabinet meeting during consideration of this report as it contains exempt information as defined in paragraph 3 of schedule 12A to the Local Government Act 1972 (as amended).		Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
-----	---	--	--	---	--	--

**This page is intentionally left blank**

**Gloucester City Council**  
**Overview and Scrutiny Committee Work Programme for the year 2016-17**  
**Updated 25 August 2016**

<b>Item</b>	<b>Format</b>	<b>Lead Member (if applicable)/Lead Officer</b>	<b>Comments</b>
<b>3 OCTOBER 2016</b>			
Aspire Annual Performance Monitoring	Written report	Cabinet Member for Culture and Leisure	Part of Committee's Rolling programme of work
Task and Finish Group Topics	Discussion item	None	Consideration of Task and Finish Group ideas following consultation with Officers, Councillors and the public
King's Quarter Development Scheme	Written report	Cabinet Member for Regeneration and Economy	The public are likely to be excluded during consideration of this item
<b>31 OCTOBER 2016</b>			
Provisional – GCC Performance Monitoring	Written report	Cabinet Member for Performance and Resources	Part of Committee's Rolling Programme Date subject to confirmation
Playing Pitch Strategy – Progress Update	Report	Cabinet Member for Environment	Suggested by Chair, Vice-Chair and Spokesperson (slipped from September)
Flood Improvement Works Update	Written report	Cabinet Member for Environment	Suggested by Chair, Vice-Chair and Spokesperson
<b>28 NOVEMBER 2016</b>			
Quarter 2 Financial Monitoring	Written report	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
Marketing Gloucester Performance Monitoring	Written report	Cabinet Member for Culture and Leisure	Part of Committee's Rolling programme of work

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
<b>5 DECEMBER 2016 BUDGET MEETING</b>			
<b>9 JANUARY 2017</b>			
Review of Safe and Attractive Streets Policy after 6 months' implementation	Written report	Cabinet Member for Communities and Neighbourhoods	Requested by Councillor Hilton and agreed by Chair and Spokesperson
Green Travel Plan Progress Report	Written report	Cabinet Member for Environment	Requested by Councillor Haigh and agreed by Chair, VC and Spokesperson
<b>30 JANUARY 2017</b>			
Monitoring of Task and Finish Group recommendations on Improvements to Private Sector Rented Housing	Written report	Cabinet Member for Housing and Planning	
<b>27 FEBRUARY 2017</b>			
Quarter 3 Financial Monitoring	Written report	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
Monitoring of Task and Finish Group recommendations on Employment and Skills	Written report	Cabinet Member for Regeneration and Economy	

**NOTE: The work programme is agreed by the Chair, Vice-Chair and Spokesperson of the Overview and Scrutiny Committee**