



Overview and Scrutiny Committee

Meeting: Monday, 9th January 2017 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

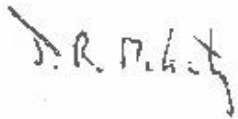
Membership:	Cllrs. Coole (Chair), Ryall (Vice-Chair), Pearsall (Spokesperson), Hilton, Lewis, Morgan, Wilson, Haigh, Dee, Hampson, H. Norman, Finnegan, Hawthorne, Melvin and Smith
Contact:	Rhys Howell Democratic Services Officer 01452 396126 rhys.howell@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	MINUTES (Pages 7 - 22) To approve as a correct record the minutes of the meetings held on 28 November 2016 and 19 December 2016.
4.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings, or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers
5.	PETITIONS AND DEPUTATIONS (15 MINUTES) To receive any petitions and deputations provided that no such petition or deputation is in relation to:

	<ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings 				
6.	<p>OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND COUNCIL FORWARD PLAN (Pages 23 - 44)</p> <p>To receive the latest version of the Committee’s work programme and the Council’s Forward Plan.</p>				
7.	<p>FIXED PENALTY FINES FOR FLY TIPPING OFFENCES (Pages 45 - 52)</p> <p>To receive the report of the Cabinet Member for Environment which sets out recent changes in legislation to deal with the significant increase in the reported cases of fly-tipping on public land in England in 2013/2014 and to seek permission to impose Fixed Penalty Fines in line with the legislation</p>				
8.	<p>PROPOSAL TO INTRODUCE A REPLACEMENT WASTE CONTAINER CHARGING POLICY (Pages 53 - 60)</p> <p>To receive the report of the Cabinet Member for Environment that proposes the introduction of a policy to charge for the replacement of waste containers.</p>				
9.	<p>GARDEN WASTE COLLECTION SERVICE - REVIEW OF CHARGES (Pages 61 - 68)</p> <p>To receive the report of the Cabinet Member for Environment that reviews the current charging regime in place in respect of the Councils Garden Waste Collection Service and proposes changes that will properly recover the cost of delivering such a service whilst being mindful of ongoing financial challenges.</p>				
10.	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p>To resolve:-</p> <p>“That the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this item there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended”.</p> <table border="1"> <thead> <tr> <th>Agenda Item No.</th> <th>Description of Exempt Information</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).</td> </tr> </tbody> </table>	Agenda Item No.	Description of Exempt Information	11	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
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11	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).				
11.	<p>KINGS QUARTER DEVELOPMENT SCHEME (Pages 69 - 78)</p> <p>To receive the report of the Cabinet Member for Regeneration and Economy regarding the progress made on the public consultation for the new Kings Quarter proposals and the procurement of additional resources to enable a planning application to be made in 2017 and to report and recommend on the sale of the Kings Walk shopping centre.</p>				

12.	DATE OF NEXT MEETING Monday 30 January 2017 at 6.30pm



Jon McGinty
Managing Director

Date of Publication: Thursday, 29 December 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 and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Rhys Howell, 01452 396126, rhys.howell@gloucester.gov.uk.

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

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

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.

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OVERVIEW AND SCRUTINY COMMITTEE

MEETING : Monday, 28th November 2016

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

Others in Attendance

Councillor David Norman MBE, Cabinet Member for Performance and Resources

Councillor Lise Noakes, Cabinet Member for Culture and Leisure

Jason Smith, Chief Executive, Marketing Gloucester Limited

Bernie Jones, CEO, Aspire Trust

Jacquie Douglas, Business Development Manager, Aspire Trust

Andrew Cummings, Management Accountant

Anne Brinkhoff, Corporate Director

Rhys Howell, Democratic Service Officer

APOLOGIES : Councillor Pearsall

46. DECLARATIONS OF INTEREST

Cllrs Hampson and Hawthorne declared a personal interest in Agenda Item 10, the Aspire Trust Annual Performance Monitoring report, as they were trustees on its board.

47. MINUTES

The minutes of the meeting held on 31st October 2016 were approved as a correct record and signed by the Chair.

48. PUBLIC QUESTION TIME (15 MINUTES)

There were no questions from members of the public.

49. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions or deputations.

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50. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND CABINET FORWARD PLAN

Members examined the latest version of the Cabinet Forward Plan and the latest version of the Overview and Scrutiny Committee work programme.

The Chair informed the Committee that the next meeting of the Committee would be given over to scrutinising the Council budget for 17/18.

The Chair stated that the Housing Development Company report was not being scrutinised in the current meeting as the report to Cabinet had been delayed until 11 January 2017. The Chair stated that he would still like the Committee to scrutinise this prior to 11 January.

Councillor Haigh requested that the Committee scrutinise the Public Realm Strategy, prior to Cabinet receiving it on 11 January 2017.

The Chair informed the Committee that he, the Vice Chair and Spokesperson would finalise the agenda for the next meeting of the Committee in their next Lead Members' meeting.

RESOLVED-

- 1. That the Cabinet Forward Plan be noted.**
- 2. That the Scrutiny Committee Work Programme be finalised by the Lead Members of the Committee.**

51. FINANCIAL MONITORING QUARTER 2 REPORT

The Chair welcomed Councillor David Norman (Cabinet Member for Performance and Resources), Anne Brinkhoff (Corporate Director) and Andrew Cummings (Management Accountant) to the meeting.

Councillor David Norman shared that the forecasts within the report were best estimates based on the current financial status and that the financial performance was stronger than at the end of Quarter 1.

Councillor David Norman stated that the Cabinet were aware that the Culture and Leisure Portfolio presented some challenges and expressed disappointment that targets were not being met. He stated that the Cabinet Member for Culture and Leisure was taking steps to improve the financial performance of the portfolio.

Councillor David Norman concluded his update stating that the Council continued to enjoy a wide range of financial options and opened the topic to the Committee for questions.

Councillor Wilson stated it was an encouraging report with a large breakdown of figures, but that it did not show if there were any overall concerns in specific areas, such as an effect on performance due to financial changes and the resultant changed workloads for Officers.

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Councillor Wilson also raised the matter of the discrepancy between the forecast income and the actual income for the Tourist Information Centre (TIC) and asked if it should be of concern. Councillor David Norman confirmed that the Council should not be complacent regarding any missed target. Andrew Cummings clarified the figures, stating that a significant amount of TIC revenue was due to ticket sales but a large amount of costs were also due to ticket sales, so as sales rose, costs would rise and vice versa. Due to lower sales resulting in lower costs, the TIC was expected to be down by about £20,000 in revenue, rather than £109,000 in the income appendix.

In response to a question from Councillor Wilson regarding the difference between the forecast and actual spend on Housing projects, Andrew Cummings explained it may have been due to lower take up of Disabled Facilities Grants but he would obtain the Councillor further information.

Councillor Hilton expressed disappointment that, with only a few months of the year left, there was no time to address the overspend within the Culture and Leisure Portfolio. Councillor David Norman agreed that it was disappointing that targets had not been met, but that the matter was being addressed in plans for the next financial year. Andrew Cummings stated that the predicted overspend was due to the saving target agreed by Council, and the revenue performance for this portfolio was set to exceed this time last year. Councillor David Norman stated that Cabinet was in the process of drafting the budget for 2017/18 and were aware that the Council was facing financial challenges and would be realistic with their aims. As part of meeting those challenges, Cabinet had received recommendations from the Together Gloucester team on how to make savings. He stated that 2017/18 will be a financial challenge for the Council, but all portfolios would be scrutinised by Cabinet, and that he would oversee that process.

Councillor Haigh asked for further information regarding the Garden Waste and Bulky Items schemes, as these were intended to be cost neutral, but currently were not. Andrew Cummings said that the scheme was broadly on target, but an increase in engagement, meant an increase in costs. He said more details could be shared and Councillor Haigh requested this.

The Chair thanked Councillor David Norman, Anne Brinkhoff and Andrew Cummings for their presentation.

RESOLVED – That the report be noted.

52. MARKETING GLOUCESTER PERFORMANCE MONITORING

The Chair welcomed Councillor Noakes (Cabinet Member for Culture and Leisure), Anne Brinkhoff (Corporate Director) and Jason Smith (Chief Executive Marketing Gloucester Limited) to the meeting.

Councillor Noakes stated that Marketing Gloucester Limited (MGL) had had a good year and she had been hearing an increased amount of positive talk about

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Gloucester as a cultural destination. She also highlighted contributions MGL had made towards increased cultural funding for Gloucester.

Jason Smith explained that MGL managed destination tourism and events in Gloucester, alongside promoting and marketing Gloucester and attracting investment. Due to MGL's work there had been a 60% increase in tourists between 2013 and 2015, and 4100 jobs were supported by tourism in the City. Building on this, MGL was looking to introduce a tourist card, similar to the current resident's card scheme, as well as capitalising on Gloucester's involvement in the Great Gloucestershire High Street, The Great British High Street and its Digital Pathfinder status.

Jason Smith explained that MGL was operating within budget, and was continuing to develop sponsorship models for many events. As part of these sponsorship attempts there was an aim to package multiple events together, as done with SOMAC (Summer of Music and Culture), which allowed for cross promotion of events.

Councillor Haigh wished to ask a question related to the confidential MGL Audit report that was not on the agenda for the meeting, but had been circulated to Members of the Committee at their request. As such, a motion was passed to move into private session and the press and public were removed from the room.

RESOLVED that the press and public be excluded from the meeting during the remainder of this item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this item there will be disclosure to them of exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 as amended.

Councillor Haigh asked about MGL funding and whether there were plans to move towards a zero contribution model, similar to that of Aspire. Councillor Noakes advised that Cabinet would be looking at MGL funding as part of the budget and she could not make any commitments at the present time. Councillor Noakes stated that spending on MGL in 16/17 was the same as in previous years, but that it was bringing a lot more revenue in.

Councillor Wilson asked how greater transparency could be ensured, given that the Council provided significant funds to MGL, and what the working relationship between MGL and The Council was like. Councillor Noakes informed the Committee that there was a good working relationship, partly because the Leader of the Council was also the Chair of MGL. She also informed the Committee that performance review meetings were now formalised and that a full report on MGL's performance would be available in March.

Councillor Hilton asked about the recommendations in the confidential Audit Report. Anne Brinkhoff reported that this was being pursued by the Audit and Governance Committee and further audit work would be undertaken in early 2017.

Councillor Hampson asked how the success of an event was measured. Jason Smith explained that different events had different aims so success was measured

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in different ways. Some were measured by turnout such as the Fireworks, other were measured by increased financial intake such as Art in the City. Councillor Noakes explained that event monitoring sheets were completed after events to gauge the success of an event.

Councillor Haigh asked for clarity regarding the relationship between MGL and the Council and whether there were any conflicts of interest, given that the Leader of the Council was also the Chair of MGL. Councillor Noakes stated that MGL was a Council body and that proper arrangements were in place to prevent any conflict interest.

Councillor Haigh said that young people at the Mayor and Young People's Conference and had expressed a feeling that Gloucester's cultural events did not reflect the diversity present in the City. Councillor Noakes agreed that more diversity was needed and due to this, young people were a key focus for the Culture Trust. Jason Smith disagreed that the diversity of the City was not reflected in the cultural offerings, using the example of SOMAC which catered for a diverse audience, with Beat Box and Street Dance in King's Square, a Haka at The Quays and a classical music concert in the Cathedral, all on the same day. He advised that MGL aimed to provide something for everyone and were aiming for successful engagements with mass audiences.

Councillor Hilton asked whether Members would be consulted on MGLs plans for the year ahead. Councillor Noakes confirmed that the Festivals and Events report was considered by Cabinet every January and that she welcomes the Committee's scrutiny. Jason Smith told the Committee that MGL operated on a five year plan, and he would be happy to share it with the Committee.

Councillor Melvin praised the work that MGL had been doing and asked why the Culture Trust was required, as MGL had a wealth of skills that were not being utilised by the Culture Trust. Councillor Noakes said that the Arts Council had recommended a Culture Trust be formed and the Culture Trust Board had been selected by a panel, but that MGL could be called upon by the Culture Trust Board for assistance if needed.

Councillor Lewis expressed his desire that more Councillors got involved in cultural events, such as 'The Assize of Ale', and stated that since MGL's inception Gloucester was improving in cultural offerings and had achieved a critical mass which would continue to grow. Councillor Finnegan echoed the comments and said that she had heard people speak positively about Gloucester's cultural offerings from as far afield as Birmingham.

The Chair thanked Councillor Noakes, Anne Brinkhoff and Jason Smith for their presentation.

RESOLVED- That the report be noted.

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53. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this items there will be disclosure to them of exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 as amended.

Note: The Chair allowed a brief adjournment to allow Members to familiarise themselves with the documents relating to the Aspire Annual Performance Monitoring report.

54. ASPIRE ANNUAL PERFORMANCE MONITORING

This item was discussed in private session.

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.

After the discussion was completed, the Chair thanked Bernie Jones and Jacquie Douglas and Councillor Noakes for their presentation.

RESOLVED – That the report be noted.

55. DATE OF NEXT MEETING

Monday 19 December 2016 18:30 hours.

Time of commencement: 6.30 pm hours

Time of conclusion: 8.35 pm hours

Chair



OVERVIEW AND SCRUTINY COMMITTEE

MEETING : Monday, 19th December 2016

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

Other Members in Attendance

Councillor Paul James, Leader of the Council and Cabinet Member for Regeneration and Economy

Councillor Jennie Watkins, Deputy Leader and Cabinet Member for Communities and Neighbourhood

Councillor Colin Organ, Cabinet Member for Housing and Planning

Councillor David Norman MBE, Cabinet Member for Performance and Resources

Councillor Lise Noakes, Cabinet Member for Culture and Leisure

Councillor Richard Cook, Cabinet Member for Environment

Councillor Terry Pullen

Councillor David Brown

Councillor Janet C. Lugg

Councillor Joanne Brown

Councillor Lauren Fearn

Councillor Clive Walford

Officers in Attendance

Jon McGinty, Managing Director

Anne Brinkhoff, Director

Jonathan Lund, Director

Jon Topping, Head of Finance

Rhys Howell, Democratic Services Officer

APOLOGIES : Cllrs. Hilton and Melvin

56. DECLARATIONS OF INTEREST

There were no declarations of interest.

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57. PUBLIC QUESTION TIME (15 MINUTES)

Mr. Hodges of Kingsholm raised 2 questions for the Committee. He asked:

1. Are the redundancies resulting from the council restructure a genuine result of overstaffing, or are they simply a result of the current Government's continuing austerity measures?
2. Does this mean that the work being done by those facing redundancy will no longer need to be done, or does it mean that those left will need to undertake the work previously carried out by their redundant colleagues? If so, do Councillors realise the stress the extra work is likely to bring about, as employers how does that fit with their duty of care to the workforce.

The Chair thanked Mr. Hodges for his question, and asked The Council Leader and Cabinet Member for Performance and Resources to answer these questions during their initial introduction to the Draft Money Plan.

58. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions or deputations.

59. DRAFT MONEY PLAN 2017-22 AND BUDGET PROPOSALS 2017-18

The Chair invited the Leader of The Council, Councillor James and the Cabinet Member for Performance and Resources, Councillor D. Norman to address the Committee.

Councillor James provided an overview of the draft Money Plan and Budget Proposal, stating that in a difficult financial environment the Council had made savings of £10 million over the previous six years so identifying further savings was increasingly challenging. Councillor James emphasised paragraph 4.3 of the report and stated that the proposals would enable the Council to be the master of its own destiny. He stated that the aims of the proposals were to protect services, increase income, improve efficiency and promote shared services.

In the context of the question from Mr. Hodges, Councillor James explained that the Together Gloucester restructure was orientated around breaking up silos and empowering communities to provide for themselves. He clarified that it was not as straightforward as just increasing the workload of remaining officers, but was about new ways of working and a better use of the current warehouse space or moving officers out of the warehouses entirely.

Councillor James stated that it was too early to talk about redundancies, as the Together Gloucester proposals still had to go through consultation and approval. However, as the Council was carrying vacancies, they would look to minimise and manage any unavoidable redundancies. He said the administration was not choosing to reduce spending and if money were no object, then the management of the Council restructure would be different, however it was necessary to live within the Council's means.

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Councillor D. Norman said that the Local Government Settlement had been published on 15 December 2016 and that it had had an effect on the figures within the report. He explained that updated figures would be available as soon as possible and that the Head of Finance would be working on these over the Christmas period. He added that it would be appropriate for the Head of Finance to speak to the Committee once these figures had been calculated.

Councillor D. Norman explained that the Council had been granted a four year settlement from Central Government, so there was some surety about finances for that time period. However, he explained that details of the New Homes Bonus were of concern, as the “Deadweight Factor” announced by the Government would create a shortfall of £354,000. An increase in Council Tax of £37,000 was anticipated, so the overall shortfall would be £317,000.

Councillor Wilson asked if the four year settlement was in line with the original forecast. Jon Topping, Head of Finance, explained that it was.

Councillor Wilson asked for clarification of how the percentage of new homes used to calculate New Homes Bonus would be reached. Jon McGinty, Managing Director, explained that during 2017-18 it would be calculated from 5 years of data and during 2018-19 would be calculated from 4 years of data.

Councillor Wilson asked for the reasoning behind the increase in the General Fund, at a time of economic constraint. Jon McGinty explained that the planned for increase was a reflection of the variety of sources of funding and that, as some figures were estimates, until more information was available from the Government, it was prudent to make that decision.

Councillor Haigh asked if representation had been made to the Government regarding spending cuts caused by reduced funding from Central Government. Councillor James stated this had not been done, as all Councils were in a similar situation. He said that should Gloucester be singled out, he would do so, but that the impact on Gloucester was in keeping with elsewhere and Gloucester could not afford to spend more than it earned.

Councillor Haigh stated that a key assumption behind the Together Gloucester restructure was Asset Based Community Development (ABCD), but that not all communities had this ability; she asked how it would be managed. Councillor James stated that it would be judged on a policy by policy basis, as it was not possible to imagine all situations that ABCD would affect at this point. He explained that part of the restructure would involve promoting channel shift and different ways of working to facilitate ABCD.

Councillor Haigh asked for clarification as to what was meant by “Bricks and Mortar Regeneration” as stated in the Together Gloucester presentation, delivered to Members prior to the meeting, as it had not been in the Administration’s Manifesto. Councillor James explained that it was a focus upon the regeneration of the buildings and physical environment of the City.

Councillor Haigh stated that there had been mention in the Leader of the Council’s presentation to work with organisations outside of the Council; she asked if the

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Council was exploring cutting duplication of work with other organisations. Councillor D. Norman explained that the Council would continue to work in a shared services format where suitable, and that if there was duplication, further work would need to be undertaken to prevent it. He stated that he was unaware of any specific duplication, but that as the Managing Director of the City Council also had a role with the County Council, he also had a role to play in preventing it.

Councillor Lugg asked if the pension increase in paragraph 7.3 of the report was in line with expectations and Jon Topping confirmed that it was.

Councillor Pullen asked whether the Cabinet would be restructured to reflect the organisational restructure. Councillor James stated that he did not feel obliged to align the Cabinet structure to the organisational structure and that there was no plan to change it, but that he would keep it under review.

The Chair thanked Councillor James and Councillor D. Norman for the update and invited the Cabinet Members to present their respective portfolios.

Regeneration and Economy Portfolio

Councillor James highlighted the following financial pressures:

- Due to the bus station redevelopment, income generating buildings had been demolished, but this had been anticipated and factored into the figures.
- During 2017-18 a national evaluation of buildings for building rates was planned and this would increase asset management costs.
- The £50,000 markets service savings previously outlined had not been achieved and had been built back into the budget.

Councillor James stated that car parking was an area for proposed budgetary savings. The savings were to be generated by an increase in income and a decrease in costs, with the possibility of increased Automatic Number Plate Recognition (ANPR) technology in the City.

Councillor James stated that no new income streams had been identified during the process and that the priorities of his portfolio had not changed from those clearly stated in the manifesto and Council Plan.

Councillor Haigh asked for clarification on where the Council offices would be accommodated, as Councillor James' presentation had alluded to the offices not necessarily remaining in the warehouse space, but the report expressly referenced warehouses. Councillor James clarified that it had been decided that fewer warehouses were required for Council operations, but that it had not yet been decided if office accommodation would remain in a reduced warehouse space or be relocated.

Councillor Haigh asked for clarity on the nature and scope of the car park review and if one of the objectives would be to reduce car usage. Councillor James stated that it had been commissioned to look at the suitability of City centre parking at present and in the future. He explained that it was not in the scope of the car park

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strategy to look at public transport, cycling or pedestrians, so the review would not focus on car usage reduction. He clarified that there was no desire to price out car users via parking in Gloucester, as this would have the detrimental effect of encouraging them to visit other shopping destinations.

The Chair thanked Councillor James for his time.

Performance and Resources Portfolio

Councillor D. Norman informed the Committee that there had been no changes to staffing levels within his portfolio, but that this may change with the developments coming forward from Together Gloucester.

Councillor D. Norman explained that there was pressure on his portfolio due to an increase in the pension fund of £100,000, which had been taken into account in the proposals. He also highlighted another pressure was a reduction to the Housing Benefit grant from the DWP, which although the figure was currently unknown had been assumed to be £100,000.

Councillor D. Norman outlined the following savings information:

- £20,000 saving from Minimum Revenue Provision
- During 2015-16 the Business Improvement team was disbanded through staff vacancies resulting in a saving of £128,000.
- A cut to Quedgeley Parish Council grant was proposed, due to their Council tax base increasing and the Parish Council had been made aware of this.
- Potential changes to staff terms and conditions may save £50,000, but had to go through consultation with unions and staff first. The proposed savings had been included in the figures as an indicative saving.
- Citylife magazine's change in format and distribution would save £30,000.
- A review of postage costs and a reduction in external subscriptions would create a £32,000 saving.
- Improvement to the annual statement of accounts meant that the external auditors had decreased their fee by £20,000.

Councillor D. Norman said that an assumption had been made that the inclusion of advertising in the new format Citylife magazine would bring in £32,000.

Councillor D. Norman said that the priorities of his portfolio had not changed and the portfolio would continue to strive for value and to only spend what could be afforded. He explained that the portfolio had an enabling function, focusing on customers and had a strong ethos of working with the public, private and voluntary sectors. He stated that the Council was experiencing challenging financial conditions, but had reacted well to the savings and that he hoped that the localisation of Council Tax and Business Rates would help the Council's finances. He concluded that there were no anticipated changes to the portfolio, but that it was essential to keep delivering savings.

In response to a question from Councillor Haigh, Councillor D. Norman assured the Committee that 100% business rate retention was possible and that he believed the City would benefit in the long term from it. Councillor Haigh queried if the increase

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in business rates retention would also mean an increase in financial burdens to manage it. Councillor D. Norman stated it was a possibility.

Councillor Wilson asked if the reduction in Quedgeley Parish Council grant was covered by the increase in their Council Tax base. Councillor D. Norman stated that Quedgeley Parish Council had not taken action based on prior notification of this reduction in Council grant, which pointed towards funding being adequate.

Councillor Haigh asked if the entirety of the Citylife costs would be covered by advertising costs, how many copies would be printed and where they would be distributed. Councillor D. Norman said that it was hoped that advertising would cover the full costs and undertook to provide Councillor Haigh with a written response regarding the number of copies and distribution. He added that Citylife would be predominantly accessed via the internet.

In response to a request from Councillor Wilson for further details of potential changes to terms and conditions for employees Councillor D. Norman said that it would not be appropriate to share the details before trade unions had been consulted.

The Chair thanked Councillor D. Norman for his presentation.

Culture and Leisure Portfolio

Councillor Noakes informed the Committee that the Culture and Leisure portfolio had had a successful year, with the creation of the Gloucester Culture Trust, strong performance from Aspire Trust and the continuing delivery of high quality events by Marketing Gloucester Ltd (MGL).

Councillor Noakes informed the Committee that, consistent with the previous financial year, there were 39 FTE posts in the portfolio.

Councillor Noakes highlighted the savings associated with The Guildhall and Museums as the main financial challenges within the portfolio. The Guildhall was expected to provide an increase in takings from events and, with a new programme manager in place, it was set to have a successful future. Councillor Noakes stated that she had received an exceptional report into the future of the museums, which suggested many money making opportunities. She explained that currently the report was not available to be shared, but that it would be considered by Cabinet in March 2017. Councillor Noakes also informed the Committee that the "Top Ticks" website had gone live; making it easier for the public to buy tickets for events at The Guildhall and that increased revenue was anticipated.

Councillor Noakes said that the Draft Money Plan included a £200,000 saving from the Aspire Trust management fee and that MGL would have its funding reduced by £100,000 per year for the next two years. The management of MGL's funding would also be altered whereby they would be provided with a set budget and asked to deliver specific events, instead of ringfencing budgets for specific events.

Councillor Noakes said that there were no new income streams to be explored and that all current streams were being fully utilised. She said there was an ambitious

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bid going to the Great Place Scheme from the Gloucester Culture Trust, which if successful would provide £1.5 million of funding over 3 years. She said the money would be used for a new performance venue, to develop festivals and events and to form a creative hub in Gloucester.

Councillor Hampson enquired if the City finances could continue to sustain the operation of two museums. Councillor Noakes said that she could not comment at present, but that there were excellent recommendations contained within the aforementioned report. Councillor Hampson raised the issue that the Life Museum's building was in need of repair and Councillor Noakes agreed there were challenges, but that the City Museum was being focused on due to allocated funding. She agreed with Councillor Hampson that the Life Museum was an important asset and that the building had historical value for the City.

Councillor Pullen asked what happened to any revenue generated by MGL delivering events. Councillor Noakes said MGL were able to move this revenue to top up the funds for other events and projects as they saw fit. Councillor Haigh asked for more detail on this with regards to event sponsorship and Councillor Noakes said some events would be sponsored and some would not. Councillor Noakes emphasised that, in addition to arranging events, MGL were responsible for destination management, and extra revenue from events could support that work.

The Chair thanked Councillor Noakes for her presentation.

Environment Portfolio

Councillor Cook stated that the implementation of the new recycling scheme would add financial pressure to his portfolio, but that there would be an anticipated saving from £432,000 from the Amey contract, part of which would come from an increase in revenue from the sale of recycled material.

Councillor Cook stated that there had not been an increase in the cost of the Garden Waste collection since its inception in 2011, and that a small increase in the cost of the non-statutory service would provide additional funding. In addition, a replacement waste container charge would be introduced for those who had damaged their bin themselves. Councillor Cook explained that the fee would be waived if the bin had been stolen and a police report filed, or had been damaged by Amey.

Councillor Cook stated that as the Crematorium was performing better than expected, their income target had been increased to £100,000.

In conclusion, Councillor Cook stated that his portfolio's priorities had not changed. He emphasised the need for continuing to drive ABCD principles in areas such as litter picking

The Chair asked for greater detail regarding the proposed replacement fee for waste containers. Jon McGinty stated that the current cost for waste container replacement a year was around £100,000. Councillor Cook said that it would be £40 to have a new waste container delivered, but if collected by the customer it would be £30.

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The Chair asked if it was reasonable to expect customers to report stolen waste containers to the police. Councillor Cook stated that it would ensure that people looked after their containers. Councillor Pullen asked how much it would cost to administer charging for replacement containers and Jon McGinty informed him that the costs would be managed within existing resources, as there was already a cost attached to their replacement. The Chair asked if the proposal to charge for replacements would increase instances of environmental crime. Councillor Cook stated that it was always a possibility that people would be irresponsible.

Councillor Wilson asked if it was reasonable to increase the cost of the garden waste collection service when it was already making a profit. Councillor Cook said the profits would be reinvested in the Council and that there was no stipulation that the scheme should be cost neutral. He stated that the increase was lawful and comparable to other local authorities.

Councillor J. Brown said that the Together Gloucester presentation had stated that Council employees were clearing up after Amey employees; she asked if this was appropriate. Councillor Cook stated that Council Officers had been delivering training to Amey employees regarding proper bin collection. Councillor J. Brown queried why Amey had not fully trained their own employees. Councillor Cook stated that this was as Amey had not had a full complement of permanent staff so had been using agency staff, who had required training from Officers.

Councillor Haigh stated that historically there had been performance issues with Amey and that Council Officers had been required to monitor Amey's performance closely. She asked that if, as the Together Gloucester presentation had suggested, the monitoring role would no longer be performed, could Amey be relied upon to deliver the services they were contracted for. Councillor Cook stated that with his contract management experience, he would work very hard with Amey to ensure the service was delivered at a high standard. He said that he had detected an increased willingness from Amey to work with the Council and was confident for the future. Councillor Haigh asked if Councillor Cook had the resources to monitor Amey's performance, to which he answered that he expected all Councillors to have a hand in monitoring this.

The Chair took a question from Mr. Hodges in the public gallery. Mr. Hodges welcomed the anticipated increase in recycling for 2017, but was concerned about low income households being expected to pay for replacement bins and also how the proposals would affect HMOs. Councillor Cook explained that HMOs had different waste collection arrangements so the changes would not apply. Councillor Cook explained that the proposal was not to penalise anyone, but to encourage customers to care for their bins.

Councillor Finnegan asked if there had been any liaison with the police regarding the requirement for customers to report thefts of bins to them. Councillor Cook said this had not been undertaken, but could be in the future.

The Chair thanked Councillor Cook for his presentation.

Communities and Neighbourhood Portfolio

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Councillor Watkins said that Shopmobility would continue to be funded by the Council, so the assumed savings from the divestment of Shopmobility outlined in the 2016-17 budget would not be met.

Councillor Watkins said that proposed savings were around reducing the funding for the Citizen's Advice Bureau (CAB) by 50% and a reduction in the Councillors' Community Fund. She also identified that no new income streams had been identified and that the portfolio priorities remained the same: to provide a clean safe city, which supported all people and to enable rather than provide services within the community.

Councillor Wilson asked how much of the CAB's funding was made up by the Council and what impact the 50% reduction would have. Councillor Watkins said that the cut would have an impact, but as a partner organisation, the CAB was expected to make savings in line with other partner organisations. She said that the Council was not the CAB's only funding stream and that there had been no change in their funding from the Council for the last four years.

Councillor Haigh asked for a breakdown of Voluntary Sector grants and Councillor Watkins said these would be circulated.

The Chair thanked Councillor Watkins for her presentation.

Housing and Planning Portfolio

Councillor Organ stated that as the Joint Core Strategy (JCS) had been delayed, spending would continue into 2017-18. Whilst there were no savings specifically identified for 2017-18, Councillor Organ said that he would look to strengthen services and establish a shared planning policy between the 3 shared JCS authorities.

Councillor Organ reported that there had been an increase in homelessness and apparent homelessness, which was adding to pressure on his portfolio and that no new income streams had been identified to countermand this.

Councillor Organ stated that the priorities of the portfolio had not changed and were still to deliver the JCS and to deliver the City Plan.

Councillor Hampson asked for details on the issues surrounding rough sleepers in the City. Councillor Organ stated that there were two issues: rough sleepers and begging. Councillor Organ said that those who were genuinely homeless had to be assessed for their individual needs and all agencies involved were working hard. Those who were not genuine provided other challenges. Councillor Organ said that waste caused by homeless people was a challenge but would continue to be dealt with by the Council. Councillor Organ made a plea for Members and the public to not approach or give money to homeless people in Gloucester, as he sympathised with the desire behind such charity but qualified agencies should be left to tackle the matter.

The Chair thanked Councillor Organ for his presentation.

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RESOLVED – That the Draft Money Plan for 2017-22 and Budget Proposals for 2017-18 be noted.

60. DATE OF NEXT MEETING

Monday 9 January 2017 at 6.30pm

Time of commencement: 7.00 pm hours

Time of conclusion: 9.00 pm hours

Chair

**Gloucester City Council
Overview and Scrutiny Committee Work Programme
Updated 29 December 2016**

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
9 JANUARY 2017			
Fixed Penalty Fines for Fly Tipping Offences	Written Report	Cabinet Member for Environment	
Proposal to Introduce a Replacement Waste Container Charging Policy	Written Report	Cabinet Member for Environment	
Garden Waste Collection Service - Review of Charges	Written Report	Cabinet Member for Environment	
King's Quarter Development Scheme	Written Report	Cabinet Member for Performance and Resources	
30 JANUARY 2017			
Monitoring of Task and Finish Group recommendations on Improvements to Private Sector Rented Housing	Written report	Cabinet Member for Housing and Planning	
Organisational Change Policy	Written Report	Corporate Directors	
27 FEBRUARY 2017			
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	
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

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
12 JUNE 2017			
Annual report of the Chair of Overview and Scrutiny	Written report	N/A	Part of Committee's Rolling programme of work
Quarter 4 Financial Monitoring	Written report	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
10 July 2017			
Amey annual performance monitoring	Report and Presentation	Cabinet Member for Environment	Part of Committee's Rolling programme of work
Civica annual performance reports for Revenues and Benefits and IT	Report and Presentation	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
4 September 2017			
Quarter 1 Financial Monitoring	Written Report	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
2 October 2017			
GCC Annual Performance Monitoring	Written Report	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
Aspire annual performance monitoring	Written Report	Cabinet Member for Culture and Leisure	Part of Committee's Rolling programme of work
30 October 2017			
27 November 2017			
Marketing Gloucester Performance Monitoring	Written Report	Cabinet Member for Culture and Leisure	Part of Committee's Rolling programme of work
Aspire Annual Performance Monitoring	Written report	Cabinet Member for Culture and Leisure	Part of Committee's Rolling programme of work
Quarter 2 Financial Monitoring	Written report	Cabinet Member for	Part of Committee's Rolling programme

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
		Performance and Resources	of work
4 December 2017			
BUDGET MEETING – NO OTHER ITEMS			Part of Committee’s Rolling programme of work
No Current Date for Item			
Housing Development Company	Written Report	Cabinet Member for Regeneration and Economy	Slipped from January 2017
Green Travel Plan Progress Report	Written report	Cabinet Member for Environment	Requested by Councillor Haigh and agreed by Chair, VC and Spokesperson Slipped from January 2017
Public Realm Strategy	Written Report	Cabinet Member for Housing and Planning	Requested by Councillor Haigh and agreed by Chair, VC and Spokesperson Slipped from January 2017
Independent Remuneration Panel Scrutiny			Required for 2018 Panel Review, Motioned by Council 1/12/16
Update on Deployment of Resources from Community Safety Partnership and the Chief Constable	Verbal Report		Requested by Council 1/12/16 and agreed by Chair

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

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Gloucester City Council

FORWARD PLAN FROM JANUARY 2017 TO DECEMBER 2017

This Forward Plan contains details of all the matters which the Leader believes will be the subject of a Key Decision by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent 12 months). A Key Decision is one that is:

- a decision in relation to a Cabinet function which results in the Local Authority incurring expenditure or making of a saving which is significant having regard to the budget for the service or function to which the decision relates; or
- a decision that is likely to have a significant impact on two or more wards within the Local Authority; or
- a decision in relation to expenditure in excess of £100,000 or significant savings; or
- a decision in relation to any contract valued in excess of £500,000

A decision maker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules set out in Part 4 of the Constitution.

Cabinet Members

Portfolio	Name	Contact Details
Leader and Regeneration & Economy (LRE)	Councillor Paul James	6 Mainard Square, Longlevens, Gloucester GL2 0EU Tel: 396151 paul.james@gloucester.gov.uk
Deputy Leader and Communities & Neighbourhoods (C&N)	Councillor Jennie Watkins	14 Topcliffe Street, Kingsway, Gloucester, GL2 2ES Tel: 07912450049 jennie.dallimore@gloucester.gov.uk
Culture & Leisure (C&L)	Councillor Lise Noakes	14 Middle Croft, Abbeymead, Gloucester GL4 4RL Tel: 01452 610702 lise.noakes@gloucester.gov.uk
Performance & Resources (P&R)	Councillor David Norman MBE	50 Coltishall Close, Quedgeley, Gloucester GL2 4RQ Tel: 07970593780 david.norman@gloucester.gov.uk
Housing & Planning (H&P)	Councillor Colin Organ	337 Stroud Road, Gloucester GL4 0BA Tel: 07767350003 colin.organ@gloucester.gov.uk
Environment (E)	Councillor Richard Cook	101 Woodvale, Kingsway, Gloucester GL2 2BU Tel: 07889534944 richard.cook@gloucester.gov.uk

The Forward Plan also includes Budget and Policy Framework items; these proposals are subject to a period of consultation and the Overview and Scrutiny Committee has the opportunity to respond in relation to the consultation process.

A Budgetary and Policy Framework item is an item to be approved by the full City Council and, following consultation, will form the budgetary and policy framework within which the Cabinet will make decisions.

For each decision included on the Plan the following information is provided:

- (a) the matter in respect of which a decision is to be made;
 - (b) where the decision maker is an individual, his/her name and title if any and, where the decision maker is a body, its name and details of membership;
 - (c) the date on which, or the period within which, the decision is to be made;
 - (d) if applicable, notice of any intention to make a decision in private and the reasons for doing so;
 - (e) a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the decision is to be made;
 - (f) the procedure for requesting details of those documents (if any) as they become available
- (the documents referred to in (e) and (f) above and listed in the Forward Plan are available on request from the Council’s main offices at Herbert Warehouse, The Docks, Gloucester GL1 2EQ. Contact the relevant Lead Officer for more information).

The Forward Plan is updated and published on Council’s website at least once a month.

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KEY	= Key Decision	CM KEY	= Individual Cabinet Member Key Decisions
NON	= Non-Key Decision	CM NON	= Individual Cabinet Member Non-Key Decision
BPF	= Budget and Policy Framework		

CONTACT:

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned. To make your views known on any of the items please also contact the Officer shown or the portfolio holder.

Copies of agendas and reports for meetings are available on the web site in advance of meetings.

For further details on the time of meetings and general information about the Plan please contact:

Atika Tarajiya, Democratic and Electoral Services Officer at 01452 396127 or send an email to atika.tarajiya@gloucester.gov.uk.

SUBJECT (and summary of decision to be taken)		PLANNED DATES	DECISION MAKER & PORTFOLIO	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
JANUARY 2017						
KEY	<p>Kings Quarter Development Scheme</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>11/01/17</p> <p>26/01/17</p>	<p>Cabinet</p> <p>Council 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>Philip Ardley, Asset Management Consultant philip.ardley@gloucester.gov.uk</p>

KEY	<p>Final phase of public realm works within Gloucester Docks</p> <p><u>Summary of decision:</u> To seek approval for expenditure relating to the completion of works to the final public realm phase within Gloucester Docks.</p> <p><i>Wards affected: Westgate</i></p>	11/01/17	Cabinet Cabinet Member for Regeneration and Economy			Mark Dix, Surveyor and Valuer Tel: 01452396106 mark.dix@gloucester.gov.uk
NON Page 30	<p>Proposal for a Gloucester Business Growth Grant scheme</p> <p><u>Summary of decision:</u> To seek approval establish a new Gloucester Business Growth Grant Scheme from 2017/2018.</p> <p><i>Wards affected: All Wards</i></p>	11/01/17	Cabinet Cabinet Member for Regeneration and Economy			Peter J Smith peterj.smith@gloucester.gov.uk

NON	<p>Fixed Penalty Fines for Fly Tipping Offences</p> <p><u>Summary of decision:</u> To seek approval to review fixed penalty fines issued for fly tipping offences.</p> <p><i>Wards affected: All Wards</i></p>	11/01/17	Cabinet Cabinet Member for Environment			Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk
NON	<p>Proposal to Introduce a Replacement Waste Container Charging Policy</p> <p><u>Summary of decision:</u> To seek approval for the introduction of a policy to charge for the replacement of waste containers.</p> <p><i>Wards affected: All Wards</i></p>	11/01/17	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk

NON	<p>Garden Waste Collection Service - Review of Charges</p> <p><u>Summary of decision:</u> To seek approval to review the current charging regime in place in respect of the Councils Garden Waste Collection Service.</p> <p><i>Wards affected: All Wards</i></p>	11/01/17	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk
NON Page 32	<p>Energy Savings Projects</p> <p><u>Summary of decision:</u> To update Cabinet on the City Council Energy Costs and Reduction Projects.</p> <p><i>Wards affected: All Wards</i></p>	11/10/17	Cabinet Cabinet Member for Environment			Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk

FEBRUARY 2017

NON	<p>Air Quality Management Areas</p> <p><u>Summary of decision:</u> To seek approval to review the air quality management areas within the City.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Environment			Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk
KEY	<p>Housing Development Company</p> <p><u>Summary of decision:</u> To seek approval to establish a housing development company.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Regeneration and Economy			Jon McGinty, Managing Director jon.mcginty@gloucester.gov.uk
NON	<p>Public Realm Strategy</p> <p><u>Summary of decision:</u> To seek approval for the Public Realm Strategy.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Housing and Planning			Anthony Wilson, Head of Planning Tel: 01452 396830 anthony.wilson@gloucester.gov.uk

BPF	<p>Council Tax Setting 2017/18</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>Final Budget Proposals (including Money Plan and Capital Programme)</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>Festival and Events Programme</p> <p><u>Summary of decision:</u> To seek approval for the 2017-18 Festival and Events Programme.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk

NON	<p>Growing Gloucester's Visitor Economy Action Plan Annual Update 2016</p> <p><u>Summary of decision:</u> To update Members on the progress that has been made in achieving the Growing Gloucester's Visitor Economy Action Plan during 2016.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Culture and Leisure			Lucy Chilton, Visitor Service Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
NON Page 35	<p>Green Travel Plan Progress Report 2016 and Update</p> <p><u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk
MARCH 2017						

	<p>Pay Policy Statement 2017-18</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	<p>Financial Monitoring Quarter 3 Report</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>Treasury Management Strategy</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>Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on use of RIPA Powers</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
NON Page 37	<p>Proposal to introduce a discretionary HMO licensing scheme</p> <p><u>Summary of decision:</u> To seek approval to introduce a discretionary HMO licensing scheme.</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Housing and Planning			Julie Wight, Private Sector Housing & Environmental Protection Team Service Manager Tel: 01452 396320 Julie.Wight@gloucester.gov.uk
APRIL 2017- No meetings						
MAY 2017- No meetings						
JUNE 2017						

NON	<p>2016-17 Financial Outturn Report</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>Treasury Management Six Monthly Update 2016/17</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
JULY 2017						

NON	<p>City Centre Investment Fund Allocations and Update</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
AUGUST 2017- No meetings						
SEPTEMBER 2017						
NON	<p>Financial Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first quarter 2017/18.</p> <p><i>Wards affected: All Wards</i></p>	13/09/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p>Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on Use of RIPA Powers</p> <p><u>Summary of decision:</u> To receive an update on the six monthly report on the use of RIPA Powers.</p> <p><i>Wards affected: All Wards</i></p>	13/09/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
OCTOBER 2017						
NON	<p>Armed Forces Community Covenant Update</p> <p><u>Summary of decision:</u> To update Cabinet on the work done by Gloucester City Council to support current and ex-service personnel as part of the Gloucestershire Armed Forces Community Covenant</p> <p><i>Wards affected: All Wards</i></p>	11/10/17	Cabinet Cabinet Member for Communities and Neighbourhoods			Edward Pomfret, Health, Partnerships & Engagement Service Manager edward.pomfret@gloucester.gov.uk
NOVEMBER 2017						

NON	<p>Regulation of Investigatory Powers Act 2000 (RIPA) - Review of Procedural Guide</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>	8/11/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON Page 41	<p>Financial Monitoring Quarter 2 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the second quarter 2017/18.</p> <p><i>Wards affected: All Wards</i></p>	8/11/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

DECEMBER 2017

NON	<p>Financial Monitoring Quarter 2 Report</p> <p><u>Summary of decision:</u> To update Cabinet on financial monitoring for quarter 2.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Growing Gloucester's Visitor Economy</p> <p><u>Summary of decision:</u> To provide Cabinet with an update on the annual review of the Visitor Economy Strategy.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17	Cabinet Cabinet Member for Culture and Leisure			Lucy Chilton, Visitor Service Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
NON	<p>Strategic Risk Register</p> <p><u>Summary of decision:</u> To update Members on the Council's Strategic Risk Register</p> <p><i>Wards affected: All Wards</i></p>	20/11/17 6/12/17	Audit and Governance Committee Cabinet Cabinet Member for Performance and Resources			Stephanie Payne, Group Manager, Audit, Risk and Assurance Tel: 01452 396432 stephanie.payne@gloucester.gov.uk

NON	<p>Treasury Management Six Monthly Update 2016/17</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Draft Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of decision:</u> To update Cabinet on the draft budget proposals</p> <p><i>Wards affected: All Wards</i></p>	27/11/17 6/12/17	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
ITEMS DEFERRED- Dates to be confirmed						

KEY	<p>St Oswalds Land Disposal</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>		<p>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>
KEY	<p>Commercial Property Investment Strategy</p> <p><u>Summary of decision:</u> To seek approval for Gloucester City Councils Commercial Property Investment strategy.</p> <p><i>Wards affected: All Wards</i></p>		<p>Council Cabinet Cabinet Member for Regeneration and Economy</p>			<p>Anthony Hodge, Head of Regeneration and Economic Development, Jon Topping, Head of Finance Tel: 01452 396034 anthony.hodge@gloucester.gov.uk, Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>



Meeting:	Overview and Scrutiny Cabinet	Date:	9th January 2017 11th January 2017
Subject:	Report into Fixed Penalty Notices for the offence of Fly Tipping		
Report Of:	Cabinet Member for Environment		
Wards Affected:	All Wards		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Wayne Best, Environmental Protection Service Manager		
	Email: Wayne.Best@gloucester.gov.uk		Tel: 396307
Appendices:	None		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To update Members of the recent changes in legislation to deal with the significant increase in the reported cases of fly-tipping on public land in England in 2013/2014 and to seek permission to impose Fixed Penalty Fines in line with the legislation.

2.0 Recommendations

- 2.1 Overview and 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 **RESOLVE** that
- (1) Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which came into force on 9th May 2016 be noted.
 - (2) The penalty charge for Unauthorised Deposit of Waste (Fixed Penalty Notices) be set at £400 (four hundred pounds) reduced to £300 (three hundred pounds), if paid within 10 days.
 - (3) That authority be delegated to the Strategic Director under the Environmental Protection Act 1990 (as amended) to make appropriate arrangements for the issuing of fixed penalty notices for the unauthorised deposit of waste.
 - (4) Officers be supported in investigating and utilising additional resources and new technology (mobile CCTV) to reduce incidents of fly tipping across the City.

- (5) The growing importance of partnership working (including County wide), information sharing, education and tougher enforcement to deal with the growing issue of fly tipping be recognised.

3.0 Background and Key Issues

- 3.1 There are a large number of reported incidents of fly tipping in Gloucester City annually, see table 1 below.

Table 1 No. of reported fly tips per year

Year	Number of Reported fly tips
2013	1876
2014	1787
2015	2540
2016	2144 (up to 1 st Dec)

- 3.2 It costs approximately £1m a year to keep the city clean. A significant proportion of this can be attributable to the costs associated with dealing with fly tipping from the point of contact through to the removal and disposal of waste.
- 3.3 Over the last 18 months Gloucester City Council has successfully taken 10 prosecutions for fly tipping offences. In addition a further 6 cases are being processed for prosecution.
- 3.4 There are huge environmental, social and financial impacts associated with fly-tipping and the illegal dumping of waste.
- 3.5 Fly tipping undermines legitimate waste businesses where unscrupulous operators undercut those operating within the law.
- 3.6 In 2014/15, the estimated cost of clearance of fly-tipping to local authorities in England was nearly £50 million (Defra, Fly-tipping statistics for England, 2014 to 2015).
- 3.7 Due to the national increase in fly tipping incidents and Government acknowledgement that prosecutions are difficult and costly, new powers have been introduced for local authorities in England to deal with fly tipping. District Councils can now issue fixed penalty notices for small scale fly tipping offences pursuant to the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016. In addition to the seizing of vehicles and/ or their contents because of suspected involvement in fly tipping however this will require the support of Gloucestershire Constabulary.
- 3.8 We are looking to set fines for small scale fly tipping offences at the maximum permitted level of £400 and a reduction to £300 if paid within 10 working days.
- 3.9 The Parliamentary Under-Secretary of State Communities and Local Government (Mr Marcus Jones) has described both litter and fly-tipping as: “antisocial environmental crimes that pose risks to human health and animal welfare, spoil

relationships between neighbours and their wider community, and affect the way people feel about the place that they call home”.

3.10. Why is there a problem?

3.10.1 The National Fly-Tipping Prevention Group notes that the causes of fly-tipping are many and varied including:

- financial gain or saving by the perpetrator;
- a lack of waste disposal facilities or access to them; and
- laziness and an attitude that someone else will clear up the waste.

3.10.2 Witnesses representing local councils and landowners pointed to the introduction of charges for collection of household items and garden waste by waste collection authorities.

3.11.0 What the City Council is currently doing to reduce fly tipping

3.11.1 Tri-signs are deployed in fly tip hot spot areas as an educational and enforcement tool whilst encouraging residents to report incidents and demonstrating that we are taking action to deal with the issue.

3.11.2 Depending on available resources, size of the fly tip and evidence available we will look to take a prosecution wherever possible.

3.11.3 We can issue a fixed penalty notice to those carrying trade waste without a Waste Carriers Licence from the Environment Agency (EA). Those caught carrying waste illegally will also be reported to the EA.

3.11.4 Visits and inspections of businesses which produce waste to ensure that they have a current trade waste agreement in place. Those businesses which do not have a trade waste agreement in place are given a reasonable time to comply. If they still fail to comply a staged enforcement approach will be taken, ranging from the service of a formal notice, issuing of a fixed penalty notice and ultimately prosecution.

3.11.5 Waste education visits are carried out to assist residents with managing their waste correctly.

3.11.6 The City Council is part of a new joint group consisting of District councils, the National Farmers Union, National Trust and Parish Councils looking at how we can collectively deal with fly tippers including a possible County wide fly tipping campaign.

3.11.7 The City Council is looking to make savings of £1m from our overall budget in addition to a reduction in the street cleansing and grounds maintenance budget of a further £432k. It is anticipated that the increase in FPN fines will reduce the number of fly tipping incidents and the associated cost to the authority.

4.0 Alternative Options Considered

- 4.1 **Do nothing;** it is likely that the situation would become worse resulting in increasing numbers of reported incidents of fly tipping and an increase in associated costs to investigate, remove and dispose of fly tipped waste.
- 4.2 **Doing the minimum;** introducing the minimum fine of £150 is also anticipated to result in high or increasing levels of fly tipping. There is also an expectation by residents and businesses that the City Council will reduce the number of fly tipping incidents and take robust action against those responsible.

5.0 Reasons for Recommendations

- 5.1 To reduce the number of reported fly tipping incidents across the City and County and thus reducing the overall associated costs/resources of dealing with fly tipping.
- 5.2 To work more closely with existing partners and seek out new stakeholders who can assist with reducing the number of fly tip incidents and deal with organised crime.
- 5.3 One of the City Plan's objectives is a Greener Gloucester, and to "Produce a Cleaner/Greener (Enforcement) strategy for the City" which the increase in FPN's will form part of.
- 5.4 To continue to investigate and utilise additional sources of funding and resources to deliver improvements by reducing fly tipping incidents across the City.
- 5.5 To investigate improving the effectiveness of our resources with the aid of new technology, better signposting and assisting communities with taking ownership of the problem.
- 5.6 Issuing increased FPN fines for smaller fly tipping incidents will be less resource intensive for the authority than taking a prosecution, look to focus minds and will free up valuable court time for more serious offences. Those FPN's which are not paid in full will be followed up by prosecution.
- 5.7 The local authority is also likely to come under increasing pressure to introduce fines for FPN's given the number of reported fly tipped incidents within the city.

6.0 Future Work and Conclusions

- 6.1 The City Council will continue to prioritise resources to deal with the issue of fly tipping to improve our communities and the City overall.
- 6.2 The City Council will look to invest in new technology to assist with the reduction in the number of fly tipping incidents and will use the technology to secure prosecutions wherever possible.
- 6.3 The City Council will continue to work with partner organisations to share information, knowledge and best practice to deliver improvements.

- 6.4 An update report will be provided for Members on an annual basis regarding; number of reported fly tip incidents, number of FPN's issued, number of prosecutions taken, update on the progress and results of the joint fly tipping group.

7.0 Financial Implications

- 7.1 With the ongoing constraints on the Local Authority and partner organisations budgets there is a need to investigate alternative sources of funding whilst prioritising existing resources.
- 7.2 The City Council will be proactive in securing additional funding from external sources for the purpose of the purchasing of mobile CCTV cameras which can be deployed at known hotspot areas.
- 7.3 Income generated from the issuing of the increased FPN's can and will be used to purchase mobile CCTV cameras and the ongoing associated costs.
- 7.4 Financial Services have been consulted in the preparation this report.

8.0 Legal Implications

- 8.1 Local authorities are responsible for dealing with investigating, clearing and taking appropriate enforcement action in relation to smaller scale fly-tips on public land (including public roads and highways within their responsibility).
- 8.2 The local authority will comply with the relevant legislation and continue to consult with legal as and when required In relation to the use of mobile CCTV cameras.
- 8.3 Legal Services have been consulted in the preparation this report.

9.0 Risk & Opportunity Management Implications

- 9.1 See table below -

Risk	Opportunities
<p>Income generated The introduction of the FPN's to deal with small scale fly tipping may be seen as an income generation driven.</p>	<p>The City Council will be able to deal with smaller scale fly tipping offences with a lesser burden of evidence than is required for a prosecution and for offences that we have not previously been able to deal with due to resources and the public interest test.</p> <p>We will be able to demonstrate to our communities that we are able and willing to take robust action against those responsible.</p> <p>Income generated from the issuing of FPN's can be used to purchase mobile CCTV</p>

<p>Managing Expectations</p> <p>There could potentially be a resource implication in relation to the number of FPN's that we are able to issue and may have to be managed on a resource based approach and/or severity of fly tip.</p>	<p>cameras and the ongoing associated costs.</p> <p>To prioritise resources on hotspot areas and to work with partners to deliver outcomes this may include the training of additional officers to issue FPN's including the Police and PCSO's.</p> <p>Press Release to raise the issue of fly tipping and the City Council's commitment to deal with the issue of fly tipping and rouge traders.</p> <p>The City Council to work with communities to promote the implementation of FPN's and to encourage participation i.e. reporting incidents and offenders, organising clean up events etc. This can also have a number of positive outcomes including residents taking ownership of their area and feeling better about the area in which they live.</p> <p>Promote a programme of community events which we could publicise through the Partnerships and Community Groups.</p>
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10.0 People Impact Assessment (PIA):

- 10.1 The introduction of fines for FPN's will not prejudice against any one group or community. Reducing fly tipping is essential to providing re-assurance and comfort to those communities and groups affected by this crime.
- 10.2 The introduction of FPN's will also support legitimate businesses who are involved with the transportation and disposal of waste.
- 10.3 The PIA Screening Stage was completed and did not identify any potential or actual negative impacts; therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

- 11.1 The reduction in fly tipping incidents has a critical role to play in relation to residents feeling safe in the areas where they live, visit and play whilst reducing the risk of attracting other low level crimes.

Sustainability

- 11.2 Given the ongoing reductions to local authority resources there is a need to support communities to become more resilient by supporting them to take ownership of their areas and the associated issues including fly tipping and low level crime.

11.3 It is anticipated that the cost of purchasing and the ongoing costs of mobile CCTV cameras can be offset by the reduction in fly tipping incidents and the associated costs involved in addition to the issuing of FPN's.

Staffing & Trade Union

11.5 The potential need to train additional staff to issue FPN's for fly tipping incidents.

Background Documents: None

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Meeting:	Overview & Scrutiny Committee	Date:	9th January 2017
	Cabinet		11th January 2017
Subject:	Proposal to Introduce a Replacement Waste Container Charging Policy		
Report Of:	Cabinet Member for Environment		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Lloyd Griffiths, Head of Neighbourhood Services		
	Email:	lloyd.griffiths@gloucester.gov.uk	Tel: 39(6355)
Appendices:	<ol style="list-style-type: none"> 1. Breakdown of Requests for Waste Containers 2013 – 2016 (to date) 2. Benchmarking of Replacement Waste Container Policies 3. Draft Replacement Waste Container Charging Policy 		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 This report proposes the introduction of a policy to charge for the replacement of waste containers.

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 **RESOLVE** that:

- (1) The Draft Replacement Waste Container Charging Policy included at Appendix 3 be approved for introduction on 1st April 2017;
- (2) To levy a charge of £40 per black or green wheeled bin where a replacement with delivery is required and a charge of £30 where delivery is not required, to commence on 1st April 2017;
- (3) The said charges will be annually reviewed as part of the Fees & Charges Review Process.

3.0 Background and Key Issues

3.1 On average the Council spends £100,000 annually on the provision of new and replacement waste containers. With the City forecast to grow by over 4000 residential units over the next 6 years, the amount of money spent on waste containers is set to increase. During this same period the Council is required to

make significant savings from its Streetcare Contract ('the contract') from within which waste & recycling services are delivered.

3.2 A breakdown of the number of requests for waste containers is included at Appendix 1 and it can be seen that in 2015, the Council upon request replaced over 8,800 containers, broken down as follows –

- 3868 Food Caddies
- 3157 Recycling Boxes
- 1332 Black Wheeled Bins (Residual Waste)
- 445 Garden Wheeled Bins (Garden Waste)

It should be noted that with the Council's recent Waste Reduction Project focussing on encouraging food waste recycling, the number of food caddies replaced in 2015 is inflated and in the previous year 1731 requests were received.

3.3 It is proposed to introduce a charge for the replacement of black and green wheeled bin where bins except where the bin has been damaged or put beyond use by fault of the City Council or its contractor. Furthermore where bins are reported as lost or stolen then in order to receive a free replacement bin a resident will need to supply a crime number after having reported the matter to Gloucestershire Constabulary.

3.4 A charge of £40 per replacement wheeled bin is proposed where delivery is required, this charge reducing to £30 where a resident is able to collect the bin from the Eastern Avenue Depot. In respect of 2015 figures, introducing such a charge would have the potential to reduce the total annual spend on containers by £53,000. If all requests did not meet the criteria for a free replacement this reduction would potentially increase to £71,000.

3.5 These figures are indicative as indirectly, such a policy would also be likely to result in the number of requests for replacement containers decreasing due to residents taking more responsibility for these items.

3.6 Charging policies of this nature are commonplace and at Appendix 2 benchmarking information is presented in respect of neighbouring and comparator Councils. Over half of the Councils benchmarked have a policy or mechanism in place to make a charge for replacement wheeled bins including garden waste bins. Only one Council has a charge in place in respect of a recycling container. For those Councils that do have a charge in place in respect of wheeled containers, charges range from £30 - £84 based on capacity of container i.e. 180ltr, 240ltr or 360ltr.

3.7 Introducing such a policy would also result in a further reduction in waste destined for landfill through the provision of lesser capacity replacement black wheeled bin. This will encourage residents to recycle more in order to manage a reduced residual capacity. It is important however to build flexibility into the policy to support for instance, large families who require similar or increased capacity. This would not apply to green wheeled bins.

3.8 A Draft Replacement Waste Container Charging Policy is included at Appendix 3 and includes information for residents on when a charge will be applied and how the Council will deal with situations where a replacement bin is sourced by a resident but is found to be non-compliant.

3.9 With the City's recycling rate improving due to the Waste Reduction Project and further improvements to be delivered in January 2017 through the implementation of an enhanced recycling service that will see cardboard, mixed plastics and textiles able to be recycled at the kerbside, the proposed policy does not include a charge for replacement food caddies or recycling boxes when we are seeking to further encourage residents to recycle more.

4.0 Asset Based Community Development

4.1 Introduction of the policy encourages our residents and communities to manage waste containers more responsibly and in doing so understand and potentially collaborate around how they can support each other where a bin has gone missing, been stolen or requires minor repairs rather than replacement.

5.1 Alternative Options Considered

5.1 **No Charge:** With the City forecast to grow by over 4000 residential units through to 2022, continuing to finance the provision of all replacement wheeled bins will result in an increase in costs at a time when the Council is looking to make savings in respect of the contract.

5.2 **Introduce Replacement Charge for Recycling Containers (inc. Food Caddies):** As outlined within this report at para 3.9, it is not considered prudent to levy a charge for replacement recycling containers when we are actively encouraging our residents to recycle more through the ongoing Waste Reduction Project and the implementation of an enhanced recycling service.

5.3 **Levying a charge on Developers for New Bins:** With an estimated 3000 first time waste containers provided to new build or newly converted residential units during 2015, this forms a considerable amount of the £100,000 spent annually on bins & boxes. Although an increasing number of Councils are levying charges on developers to cover the costs of containers through existing development plan policies or supplementary planning guidance, it is emerging that requiring such contributions via these routes does not meet the statutory tests of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended). The available option would be to simply levy a charge against a developer and notify them at the pre-application stage. Payment would be entirely voluntary and agreement would be required prior to commencement of development. Where agreement cannot be achieved with a developer the charge would instead be levied on the new occupiers of the development in question in accordance with the Environmental Protection Act 1990.

6.0 Reasons for Recommendations

6.1 Introducing a charge for replacement containers will enable the Council to significantly reduce its annual spend on containers.

6.2 Introducing the new policy will encourage residents to look after and use their waste containers more responsibly.

6.3 Encouraging residents to manage their waste containers more responsibly will have a positive impact on the street scene.

- 6.4 Introducing a lesser charge for those residents who wish to collect their container directly from the Eastern Avenue Depot will release contractor resource that is currently deployed on delivering containers, thus allowing us to redeploy this resource or manage it as a financial saving.

7.0 Future Work and Conclusions

- 7.1 Subject to approval, Officers would ensure that any new charging regime is included within the Council's 2017/2018 Fees & Charges Report and subsequent 2017/2018 Fees & Charges Schedule.
- 7.2 Officers will work closely with our Streetcare Contractor, in order to ensure that a robust arrangement is in place to manage the delivery of bins in a timely manner in compliance with relevant performance indicators.
- 7.3 As the Council seeks to implement channel shift it will be necessary to ensure that residents have up to date information on our website and are able to request and pay for a replacement bin online.

8.0 Financial Implications

- 8.1 The proposed £30 charge, excluding delivery, is based upon the wholesale costs of purchasing a bin plus a reasonable allocation of the Council's cost of administering the process.
- 8.2 Implementing a charge for wheeled bins will partially cover the costs of providing bins to residents. If demand remains the same then income can be expected to be in the region of £50k.
- 8.3 If demand for boxes falls then income received will be reduced but the Council will still benefit from a saving through the reduced requirement to purchase bins which it would otherwise have incurred.

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

9.0 Legal Implications

- 9.1 Under the Environmental Protection Act 1990, the Council has a legal obligation to collect household waste, but only from specific containers. Recyclable and non-recyclable waste will only be collected if they are contained within a Gloucester City Council marked wheelie bin, food caddy and recycling boxes. If a resident chooses not to pay for the delivery of relevant containers, the Council will refuse to make the relevant collection and alternative arrangements will need to be made.
- 9.2 Section 46(3) of The Environmental Protection Act 1990, the Council can amongst other things make a charge to the householder for containers.
- 9.3 Residents who decline to pay for the supply of a waste container may be served with a Section 46 notice under the Environmental Protection Act 1990 and or other relevant legislation. The notice would require the householder to use containers

provided by the Council for their waste. Failure to comply with this notice may lead to the Council issuing a Fixed Penalty Notice and/or prosecution by the Council.

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

10.0 Risk & Opportunity Management Implications

- 10.1 Without introducing such a policy the Council's annual expenditure on waste containers will continue to increase with over 4000 additional residential units forecast to be developed over the next 6 years. This increase in expenditure is at odds with the Councils Strategic Financial Plan which requires significant savings to be made from within the Council's Streetcare Contract within which waste & recycling services are delivered.
- 10.2 The policy stipulates that where residents do not purchase a replacement wheeled bin from the Council and fail to provide a compliant wheeled bin through another means then their waste will not be collected. There is existing legislation that would allow the Council to formally request that the resident provides adequate arrangements and thus minimises the risk of these instances occurring.
- 10.4 Implementing this policy provides the Council with an opportunity where practical to provide residents with a lesser capacity black wheeled bin that in turn will encourage more recycling through a need to manage their residual waste more effectively.

11.0 People Impact Assessment (PIA):

- 11.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

- 12.1 Introduction of such a policy will encourage residents to manage their waste containers more responsibly and this should have a positive impact on the street scene which can also have a positive impact on how safe residents feel within their communities.

Sustainability

- 12.2 Reducing the amount of money the Council spends on waste containers contributes to the Council's financial sustainability by off-setting the cost of the Council's Streetcare contract.

Staffing & Trade Union

- 12.3 N/A

Background Documents: N/A

Appendix 1 – Breakdown of Requests for Waste Containers 2013 – 2016 (to date)

Description	2013	2014	2015	2016 up to 31/10)
Replace Existing Black Bin	1172	1266	1332	829
Provision of New Black Bin	635	726	727	450
 				
Replace Existing Garden Waste Bin	151	178	445	246
Provision of New or 2 nd Garden Waste Bin	464	509	638	490
 				
Replacement Existing Food Caddy	1569	1731	3868	1331
Provision of New Food Caddy	622	774	851	582
 				
Replace Existing Recycling Box	2733	2405	3157	1283
Provision of New or 2 nd Recycling Box	2655	2648	3478	1578

Appendix 2 – Benchmarking of Replacement Waste Container Policies

Local Authority	Charging Policy / Fees & Charges (Y / N)	One off Replacement Charge (£'s)	Concessionary Charge (£'s)	Additional Notes
Tewkesbury Borough Council	N			
Cheltenham Borough Council	Y	39.80 (180/190ltr) 84 (360ltr)	No	Damaged bins generally repaired or replaced it unless it was entirely destroyed by criminal activity in which case the replacement fee would be charged and the customer advised to claim against their home insurance policy.
Cotswold District Council	N	40 (garden waste wheeled bin)	N/A	This applies to wheeled bins that have been damaged by resident or have been lost or stolen
Forest of Dean District Council	N	N/A	N/A	N/A
Stroud District Council	Y	26	No	Fee applies where bin is damaged or can be proven to have been reported as stolen with Police Crime Reference Number
Peterborough City Council	N	N/A	N/A	N/A
Reigate & Banstead Borough Council	Y	30 (140ltr) 40 (240ltr)	No	N/A
Aylesbury Vale District Council	Y	30 (wheeled bin) 10 (food caddy)	No	N/A
Oxford City Council	Y	50 (wheeled bin)	N/A	N/A

Appendix 3 – Draft Replacement Waste Container Charging Policy

Replacement Containers

The Council has provided all existing households with a black wheeled bin for residual waste and an internal and external food caddy free of charge. All waste containers provided by the Council remain the property of the Council.

From 1st April 2017 the Council now charge for replacement black wheeled bins, replacement food caddies (internal or external) and green wheeled bins, according to the criteria below and at the cost published in the Councils Annual Fees & Charges.

The Council will cover the cost of a broken, damaged or lost wheeled bin or caddy if –

- a) The container is damaged or lost by the Councils waste collection crew or any contractor acting on behalf of the Council; or
- b) The container is stolen, in which case it should be reported to the police and a crime number obtained

To qualify for a free container, occupants reporting a missing or broken bin and requesting a replacement, are required to make an application online together with a signed declaration, prior to the bins being delivered. The declaration should confirm that the occupant has undertaken all reasonable enquiries to locate their bin(s) and the bin is in fact missing, lost or stolen

If the resident requires the Council to deliver their replacement container to their property then a £10.00 deliver charge will be applied. To avoid a delivery charge the customer can collect the container from the Councils Eastern Avenue Depot, Eastern Avenue, Gloucester, GL4 6PG.

Any wheeled bin or waste container that is damaged by the householder through misuse, loss or fire damage will be charged to replace the bin(s) at the current rate as published in the Councils Annual Fess & Charges. All waste containers remain the property of the Council.

A requirement of the Environmental Protection Act 1990 is that the resident may choose to provide their own containers. This is allowed as long as the containers meet the required specification. Bins must comply with the BS EN 840 standard and with t5he Councils specifications, dimensions, colours and markings. If your bins do not meet these criteria, then the Council will not collect them and note confirming why will be tagged to your bin.

Residents who do not acquire the appropriate container (either through the Council or privately) will not receive a collection service from the Council and in such cases the Council through service of a legal notice on the occupier (Environmental Protection Act 1990 – Section 46(3)) will formally request appropriate containers are provided.

Gloucester City Council

Meeting:	Overview & Scrutiny Committee	Date:	9th January 2017
	Cabinet		11th January 2017
Subject:	Garden Waste Collection Service – Review of Charges		
Report Of:	Cabinet Member for Environment		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Lloyd Griffiths, Head of Neighbourhood Services		
	Email:	lloyd.griffiths@gloucester.gov.uk	Tel: 39(6355)
Appendices:	1. Benchmarking of Garden Waste Collection Service Charges		
	2. Potential Financial Impact of Increasing GWCS Charge based on Demand		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 This report reviews the current charging regime in place in respect of the Councils Garden Waste Collection Service and proposes changes that will properly recover the cost of delivering such a service whilst being mindful of ongoing financial challenges.

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 **RESOLVE** that:

- (1) A fixed annual charge of £42.00 per bin is introduced for membership of the Garden Waste Collection Service in 2017/2018, with a concessionary charge of £24.00, and
- (2) A fixed annual charge of £44.00 per bin is introduced for the 2018/2019 membership period, with a concessionary charge of £26.00.

3.0 Background and Key Issues

- 3.1 The chargeable Garden Waste Collection Service ('the service') was introduced by the Council in April 2011 at a standard charge of £36, with a concession of 50% for those residents who are in receipt of Housing Benefit or Council Tax Benefit. These charges, although reviewed previously, have not increased since the introduction of the scheme. Collection of garden waste is a non-statutory function and was introduced by Councils as a way to meet statutory targets relating to recycling and diversion of waste from landfill.

- 3.2 The service provides a fortnightly collection of garden waste over 50 weeks of the year (the service is postponed for 2 weeks over Christmas and New Year) in a green wheeled bin for those residents who are members of the scheme. In 2015 the service was reviewed and a fixed annual subscription charge accompanied by a fixed annual renewal date (October) was introduced. This replaced the rolling 'opt in opt out' service which made administering the scheme resource intensive and costly. At this time the 50% concession was maintained.
- 3.3 Provision of the service is an important component of the Council's ambition to recycle/compost 50% of all material it collects by 2020. Since a charge was introduced, garden waste has consistently contributed around one third of all material diverted from landfill. In 2015/2016 over 5500t of garden waste was collected and subsequently processed into soil enhancing material.
- 3.4 Appendix 1 includes information from a benchmarking exercise of neighbouring Gloucestershire District Councils and a handful of Council's from other parts of England. Within this group of Council's the cost of delivering a garden waste collection service ranged from £28 - £58, with only one other Council in addition to us offering a concession of any type.
- 3.5 Only two of the Council's offered a direct debit discount with one Council accepting direct debit membership only. Nationally the cost of joining a Local Authority garden waste collection service ranges from £20 - £69. The charge of £42 for 2017/2018 and £44 for 2018/2019 proposed by this report would result in the Council providing a service that costs our residents £1.75 and £1.83 per available collection respectively over the next two annual membership periods. This is considered good value for money particularly compared to those schemes which are comparable in price but reduce their level of service during winter months, or in some cases withdraw their service.
- 3.6 This report proposes to maintain a concessionary charge whereby a resident who is in receipt of housing or council tax benefit would receive the existing discount of £18.00. This would result in the concessionary charges for 2017/2018 and 2018/2019 being £24.00 and £26.00 respectively.
- 3.7 At present 10% of members (2071) benefit from this concession. Offering such a concession is not a statutory obligation and when the charge of £18.00 is broken down, a member is currently paying approximately 0.75p per available collection and to have their renewal/sign up processed once a year. This charge does not cover the actual cost of delivering this service and therefore the increases proposed are still considered good value for money at £1.00 and £1.08 per collection over the next two membership periods.
- 3.8 Officers continue to undertake work to streamline the administration and processing of the scheme. A critical factor if we are to achieve this goal however is to encourage more members of the scheme to sign up or renew by direct debit and further work will be undertaken to achieve this moving forward.

4.0 Asset Based Community Development

- 4.1 N/A

5.1 Alternative Options Considered

- 5.1 **Cease Operating the Service during Winter Months** – There are a number of Council's who reduce the frequency of collections or in some cases suspend their service during the winter months. This presents an opportunity to operate with fewer or no trucks during this period. Such an arrangement has been considered previously by officers but would not deliver savings as the resource in place to deliver the service during the winter months is contractual provided and the financial risks associated with removing this resource would lie with the Council.
- 5.2 **Retain Current Membership Fee of £36 but remove Concessionary Charge** – Implementing such a change would not generate the levels of additional income required to meet the Council's budget and provision of a concessionary charge to support those residents who require financial support is deemed important.
- 5.3 **Introduce Direct Debit Sign Up Only** – With channel shift an emerging priority for the Council and work already underway to try and streamline how the service is administered then it is essential we encourage as many customers as possible to sign up or renew by direct debit. Implementing such a change at this time would prove challenging due to other IT works underway across the Council and consideration to be given to its implementation during 2018.
- 5.4 **Offer 3 Year Sign Up (2017/2018 Season) for £100** – With further savings to be made moving forward, such an offer may be considered more useful to market in 2018/2019 and beyond in order to generate additional income in advance without the need for further price increases.

6.0 Reasons for Recommendations

- 6.1 Since the introduction of a charge in April 2011 no increase has been applied. Many chargeable services the Council provide have seen year on year increases in order to generate additional income that will support the Council's savings plan.
- 6.2 The service is non-statutory and the proposed charge continues to provide a service that represents value for money.
- 6.3 The Council is required to make a significant amount of savings in 2017/2018 and increasing the charge will assist the Council in off-setting the cost of its biggest single contract from within which it is delivered, the Streetcare Contract.
- 6.4 If membership numbers continue to rise in excess of 20,000, additional resource to provide the service will need to be employed. Additional resource (i.e. 1 x Refuse Collection Vehicle, 1 x Driver and 2 x Loader) would be for the Council to fund in accordance with the terms of its Streetcare Contract and an increase in fees would offset this financial impact.

7.0 Future Work and Conclusions

- 7.1 Subject to approval, Officers would ensure that any new fee structure is included within the Council's 2017/2018 Fees & Charges Report and subsequent 2017/2018 Fees & Charges Schedule.

- 7.2 Officers will continue to work on improving the administrative process that sits behind the service so that customers are receiving an efficient and effective service.

8.0 Financial Implications

- 8.1 With delivery of the Councils Streetcare Contract costing £6,400,000 annually, then surplus generated through the service contributes towards offsetting this contract sum from within which it is delivered.
- 8.2 The Council's Financial Plan for 2017/2018 requires further significant savings to be made in respect of the Streetcare contract. Additional generation of income through utilising contract resource, in order to further off-set the contract sum is considered prudent.
- 8.3 Appendix 2 outlines the financial impact of the proposed charging regime based on varying demands for the service. In calculating financial impact the existing proportion of concessionary scheme members and direct debit members have been applied. Based on membership levels remaining unchanged, the proposed option would generate an additional £104,400 in 2017/2018 and a further £37,400 in 2018/2019, amounting to £141,800 over the next two annual subscription periods.

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

9.0 Legal Implications

- 9.1 The Controlled Waste Regulations (CWR) 2012 allow for a Waste Collection Authority (WCA) such as a District Council to levy a charge for the collection of garden waste. The setting of a charge rests with the individual WCA but it should be at a "reasonable" level as provided by section 45(3) (b) of the Environmental Protection Act 1990. The Act does not define "reasonable" but it is generally taken to mean of a level that achieves full cost recovery of providing the service.

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

10.0 Risk & Opportunity Management Implications

- 10.1 The main risk from making changes to the charging regime is that of a reduction in demand for the service. Appendix 2 assesses the financial impact of changes having regard to varying levels of demand. Minimising this risk can be off-set by continuing to provide a reliable and effective service.
- 10.2 Another perceived risk is that of an increase in fly-tipping as a result of charges increasing and membership of the scheme decreasing. Nationally there is no evidence to indicate that fly-tipping has increased as a result of introducing a charge or increasing the charge for a GWCS. There are several other outlets for garden waste including home composting, House Recycling Centre or use of a private contractor.

11.0 People Impact Assessment (PIA):

11.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 N/A

Sustainability

12.2 An increase in income generated by delivery of the GWCS contributes to the Council's financial sustainability by off-setting the cost of the Council's Streetcare contract.

Staffing & Trade Union

12.3 N/A

Background Documents: N/A

Appendix 1 – Benchmarking of Garden Waste Collection Service Charges

Local Authority	Standard Charge per Bin (£'s)	Direct Debit Discount / Early Payment Discount	Concessionary Charge (£'s)	Frequency / Term of Service
Gloucester City Council	36	No	18	Fortnightly / 50 weeks of the Year
Tewkesbury Borough Council	42	No	No	Fortnightly / 50 weeks of the Year
Cheltenham Borough Council	38	2	No	Fortnightly / 50 weeks of the Year
Cotswold District Council	30	No	15	Weekly
Forest of Dean District Council	28	No	No	Fortnightly
Stroud District Council	36 (with an additional £20 in Year 1 for purchasing the bin)	No	No	February – November Service
Peterborough City Council	39 (one off £20 per additional bin)	No	No	Monthly collections in December & January
Reigate & Banstead Borough Council	55	No (DD customers only)	No	Fortnightly / 50 weeks of the Year
Oxford City Council	46	3	No	Fortnightly / 50 weeks of the Year

Appendix 2 – Financial Impact of Increasing GWCS Charge based on Demand

Charging Option	Net Financial Position Resulting from Proposed Change (+ / - £'000s)			
	Current Membership Levels	-5% Drop Off	-10% Drop Off	- 15% Drop Off
Additional Income in 2017/2018 - £42 Fee & £24 concession	+ 104.4	+ 67.1	+ 29.9	+ 8.1
Additional Income in 2018/2019 - £44 Fee & £26 concession	+ 37.4	+ 35.5	+ 33.7	+ 31.8
Additional Income Generated over 2 Years	+ 141.8	+ 102.6	+ 63.6	+ 39.9

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