



Overview and Scrutiny Committee

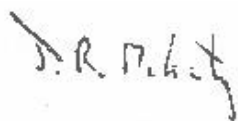
Meeting: Monday, 12th June 2017 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

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

AGENDA

1.	<p>APPOINTMENT OF CHAIR AND VICE-CHAIR</p> <p>To note the appointments made by Council at the Annual Meeting on 22 May 2017:-</p> <ul style="list-style-type: none"> • Chair – Councillor Coole • Vice Chair – Councillor Ryall • Spokesperson – Councillor Finnegan
2.	<p>APOLOGIES AND WELCOME TO NEW MEMBERS OF THE COMMITTEE</p> <p>To receive any apologies for absence and welcome new Members to the Committee.</p>
3.	<p>DECLARATIONS OF INTEREST</p> <p>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.</p>
4.	<p>DECLARATIONS OF PARTY WHIPPING</p> <p>To declare if any issues to be covered in the Agenda are under party whip.</p>
5.	<p>MINUTES (Pages 5 - 22)</p> <p>To approve as a correct record the minutes of the meetings held on 27 February 2017 and 6 March 2017.</p>
6.	<p>PUBLIC QUESTION TIME (15 MINUTES)</p> <p>To receive any questions from members of the public provided that a question does not relate to:</p> <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings, or

	<ul style="list-style-type: none"> Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers
7.	<p>PETITIONS AND DEPUTATIONS (15 MINUTES)</p> <p>To receive any petitions and deputations provided that no such petition or deputation is in relation to:</p> <ul style="list-style-type: none"> Matters relating to individual Council Officers, or Matters relating to current or pending legal proceedings
8.	<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>
9.	<p>MONITORING OF TASK AND FINISH GROUP RECOMMENDATIONS ON EMPLOYMENT AND SKILLS (Pages 45 - 54)</p> <p>To receive the report setting out progress made against implementation of the recommendations of the Overview and Scrutiny Committee's Task and Finish Group on Employment and Skills.</p>
10.	<p>ANNUAL REPORT OF OVERVIEW AND SCRUTINY (Pages 55 - 74)</p> <p>To receive the report of The Chair of Overview and Scrutiny for the civic year 2016-2017.</p>
11.	<p>2016-17 FINANCIAL OUTTURN REPORT (Pages 75 - 90)</p> <p>To receive the report of the Cabinet Member for Performance and Resources which details budget variances, year-end forecasts, and progress made against agreed savings targets for the 2016/17 financial year.</p>
12.	<p>DATE OF NEXT MEETING</p>



Jon McGinty
Managing Director

Date of Publication: Friday, 2 June 2017

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.

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

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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.



OVERVIEW AND SCRUTINY COMMITTEE

MEETING : Monday, 27th February 2017

PRESENT : Cllrs. Coole (Chair), Ryall (Vice-Chair), Pearsall (Spokesperson), Lewis, Morgan, Wilson, Haigh, Dee, Hampson, H. Norman, Hawthorne, Melvin, Hyman (Substitute for Cllr Hilton) and Walford (Substitute for Cllr Finnegan)

Others in Attendance

Councillor Jennie Watkins
Councillor David Norman MBE
Councillor Colin Organ

Anne Brinkhoff, Corporate Director
Jon Topping, Head of Finance
Julie Wight, Private Sector Housing & Environmental Protection
Team Service Manager
Emily Jones, Senior Community Safety Officer
Rhys Howell, Democratic Service Officer

APOLOGIES : Cllrs. Smith

83. DECLARATIONS OF INTEREST

There were no declarations of interest.

84. MINUTES

The Chair asked the Committee if they had any comments regarding the minutes of the meeting of the 30th of January 2017. Councillor Hawthorne referenced Page 9 of the minutes, which said that details of the organisations and partners that were consulted about the impact on the Public Realm on people with disability were to be circulated after the meeting of the 30th of January. Councillor Hawthorne stated that he had not yet received the information and asked that the Democratic Services Officer follow this up. The Democratic Services Officer assured Councillor Hawthorne that he would do so.

The minutes of the 30th January 2017 were approved as a correct record of the proceedings.

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85. EXEMPT MINUTES OF PREVIOUS MEETING

The Chair agreed to revise the order of the Agenda to consider Exempt Minutes directly after Minutes of the previous meeting, as none of the members had comments on the exempt minutes and no members of the press or public were present.

The exempt minutes of the 30th January 2017 were approved as a correct record of the proceedings.

86. PUBLIC QUESTION TIME (15 MINUTES)

There were no questions from the public.

87. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions or deputations from the public.

88. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND COUNCIL FORWARD PLAN

The Chair reminded the Members of the Special meeting of the Committee on Monday the 6th of March, in which an update on the deployment of police resources and crime reduction strategy will be delivered by representatives of the Community Safety Partnership and Superintendent Cooper, Head of Local Policing.

Councillor Haigh requested that an item be added to the Committee Work Programme to scrutinise the implementation of the Together Gloucester restructure. The Committee discussed at what stage of the implementation of the restructure it would be appropriate to do this. It was proposed that a brief update be requested by the Committee during the summer and that full scrutiny of the implementation be completed before the end of 2017. The Chair said that he and The Lead Members would look to add this to the work programme.

The Chair made the Committee aware of the intention to take Agenda Item 9 – Monitoring of Task and Finish Group recommendations on Improvements to Private Sector Rented Housing prior to Agenda Item 8 – Review of Safe and Attractive Streets policy after 6 months implementation, due to exempt information within the appendices of Agenda Item 8.

89. QUARTER 3 FINANCIAL MONITORING

The Chair welcomed Councillor D. Norman, Cabinet Member for Performance and Resources, and Jon Topping, Head of Finance to share the report on the Quarter 3 Financial Monitoring.

Councillor D. Norman provided a brief overview of the details of the report, emphasising the forecast year end position of the Council's General Fund Balance to be £109,000, an improvement of £23,000 since Quarter 2. Councillor D. Norman stated the overall improvement in the figures over the year was impressive, but the Council should remain prudent and that vacancy management upon the

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implementation of the Together Gloucester restructure would be key in maintaining positive financial developments.

Councillor Wilson asked for further details of paragraph 9.2, regarding the increased costs of development management due to work required on a planning appeal. Jon Topping explained this was the Winnycroft appeal and had cost £62,000, which he explained was a large amount but such high cost appeals were unusual.

Councillor Wilson asked for clarification of what would happen if the end of year figures were less than forecast. He asked if this deficit would carry forward and if the 17-18 budget would be amended accordingly. Jon Topping stated there would be no amendment and that should such an event occur, it would result in the general fund being used to balance the 16-17 budget.

Councillor Wilson queried if the general fund was held at 10% of net revenue required and if 10% was a standard level amongst councils. Jon Topping informed him that the 10% was the general principle of the general fund and that this was at similar level to other councils.

Councillor Hampson drew attention to the £187,000 overspend within Culture and Leisure, as stated in Paragraph 8.1. and asked for clarification on the reason for this. Jon Topping explained this was due to the museums not delivering on saving targets but that they had improved and they had recently delivered a successful robots exhibition. Councillor Hampson emphasised that even if there had been improvements, then a shortfall of such a large amount was not sustainable. Councillor D. Norman agreed with Councillor Hampson that this performance needed to be improved further and stated that the Cabinet would continue to look at areas in which this portfolio could act in a more commercial manner.

Councillor Hampson asked if there were any plans to bring in outside consultants to advise the museums in how to increase revenue. Councillor Norman said this was not being considered, as the expected costs of outside consultation was not deemed cost efficient with regards to potential improvements. Jon Topping said that the robot exhibition, which had been free, had had 55,000 people attend. He said that if a small charge had been levied for this, the majority of the saving target could have been met and there needed to be a maximisation of potential revenue streams and secondary spending.

Councillor Haigh reiterated the need to maximise secondary spend and raised the matter of the decrease in Guildhall cinema ticket prices. She stated she understood the reasoning behind reducing prices in the hope of increasing attendance but queried if this had had the desired result. Councillor D. Norman agreed with Councillor Haigh that it was desirable to maximise revenue from secondary sources. He explained that he was unaware of the impact of the cinema ticket price change, and he asked the Democratic Services Officer to liaise with his Cabinet colleague, Councillor Noakes, who held the Culture and Leisure portfolio and to circulate the information to the Committee Members.

Councillor Hawthorne asked for clarification of why there was an almost £6 million under spend between the revised budget for 16/17 and the forecast, as shown in

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appendix 2 of the report. Jon Topping explained that capital spending was spread over a number of years and that this required an element of assumption as to during which financial years specific costs would be incurred. As such in this case, capital projects which had been expected to incur larger costs during 16/17 had not done so, so the forecasted spend was reduced for the 16/17 financial year.

Councillor Pearsall stated it was good to see an improvement in the financial situation since the end of Quarter 1.

Councillor Ryall asked for details regarding the Council Advertising Network, on the Council website, and if the ads were monetised via click-throughs or page views. Jon Topping stated he was unsure but would find out and circulate the information to the Committee Members.

Councillor Morgan asked for details on what Flex Replacement, as stated in Appendix 2, was. Jon Topping said it was the new ticketing system and online management system for the Crematorium and Guildhall. It was designed to improve upon the customer experience when accessing these services.

The Chair thanked Councillor D. Norman and Jon Topping for their presentation.

RESOLVED – That the report be noted.

90. MONITORING OF TASK AND FINISH GROUP RECOMMENDATIONS ON IMPROVEMENTS TO PRIVATE SECTOR RENTED HOUSING

The Chair welcomed Councillor Organ, Cabinet Member for Housing and Planning, Julie Wight, Private Sector Housing Service Manager and Anne Brinkhoff, Corporate Director to share the report outlining the progress of the implementation of the recommendations of the Overview and Scrutiny Committee's Task and Finish Group on improvements to private sector rented housing.

Councillor Organ provided an update regarding the implementation of the recommendations made by the Task and Finish group. He explained that the implementation of unannounced inspections had resulted in 6 successful prosecutions and the discovery of many addresses which were in a poor state of repair. He explained that many of these had been adapted for residential use without the correct licence and on occasions when this was discovered, a report was made to Council Tax to update their records so that correct taxes could be collected. He said that the programme was having a positive impact with the City.

Councillor Haigh commended the programme and praised the success it had had. However, she noted it was only funded until the end of April 2017 and queried what the future of the programme was to be. Councillor Organ answered that he was unable to give an answer at that time, as the upcoming Council restructure meant all methods of service delivery were being looked at and potentially changed. He said that it was his hope that the programme would continue, even if in an altered form.

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Councillor Haigh asked if, given the financial constraints on the council, selective licensing should be considered in the future. Councillor Organ said that the commercial side would need to be considered, not only with regards to financial implications but also in light of the secondary benefits gained by officers through a greater understanding of the situation at street level.

Councillor Haigh stated she was appalled that so much of this substandard housing was funded by the public purse, via housing benefit payments and urged the Cabinet Member to continue the scheme after April. Councillor Organ said that work would continue to be undertaken on this issue, even if it was done so in a different manner.

Councillor Hyman stated that many tenants with short term leases were worried about reporting substandard accommodation, in case of reprisals from their landlords. He asked if there was an anonymous manner by which concerns could be reported. Councillor Organ said that it was not solely landlords who caused an issue with ensuring accommodation was suitable, some tenants did not allow access for repairs and modernisation to occur. He said that anyone with concerns could report them using the Council's system and that a diplomatic approach would be used when dealing with such matters.

Councillor Wilson asked about the statutory obligations that the Council held on this issue and if Council would always investigate when asked to. Councillor Organ said the Council would not turn anyone away but may not always be able to assist them. On such occasions, he explained that the Council would direct them towards other agencies which could be of assistance.

Councillor Wilson asked for the definition of poor quality accommodation and if poor quality accommodation was illegal. Julie Wight said the quality of the accommodation which had been inspected did vary from poor to very poor. She explained that the majority failed by a large margin rather than just needing minor improvements in order to pass. Councillor Organ explained that for some residents of the City what was deemed unacceptably poor accommodation by the Council was an improvement on where they had previously lived. Due to this the residents were unaware that anything needed to be changed in their current accommodation.

Councillor Hawthorne praised the work which had been carried out and noted it was an excellent use of resources. He asked for clarification on what was meant by proactive work regarding Houses of Multiple Occupancies (HMOs) and how this was done. Julie Wight explained that the proactive work did not rely on the tenants to report issues, but issues such as a large number of bins outside, a large number of doorbells and reports from other landlord's on properties of concern may lead to a proactive visit to a property.

Councillor Ryall asked if the local constabulary reported issues surrounding poor housing, which they came across during the performance of their usual duties. Julie Wight explained such reporting only tended to happen if there was a build-up of incidents at a specific property.

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Councillor Haigh asked if there was an objective standard of what constituted suitable housing. Councillor Organ stated that there were standards regarding to health and safety which had to be adhered to.

Councillor Melvin praised the work which had been carried out and stated it would be a shame if the work ended at the end of April. Anne Brinkhoff said due to the changes in the Council structure, service planning would be important and the Council would be continuing to deliver more services with less funding. Due to this, she said, the work would not necessarily stop but may be delivered in a different manner.

Councillor Haigh proposed that the Committee recommend that the Cabinet Member reports to the Committee regarding progress and developments 6 months after the implementation of the new Council structure. This was passed unanimously.

RECOMMENDED TO CABINET – That the Cabinet Member for Housing and Planning delivers a report on the continued progress and development of the implementation of the Task and Finish Groups recommendations 6 months after the implementation of the Together Gloucester restructure.

91. REVIEW OF SAFE AND ATTRACTIVE STREETS POLICY AFTER 6 MONTHS IMPLEMENTATION

The Chair welcomed Councillor Watkins, Cabinet Member for Communities and Neighbourhood, Emily Jones, Senior Community Safety Officer and Anne Brinkhoff, Corporate Director to present the review of the Safe and Attractive Street Policy after 6 months of implementation.

Councillor Watkins provided a brief overview of the policy and stated that it had been broadly successful in its aims. She explained that of the 42 individuals who had been engaged with since July 2016, 24 were no longer discussed in Multi-Agency Meetings (MAMs) for a variety of reasons and only 8 of the remaining 18 are regularly seen in the City Centre. She said that 8 of the 18 were housed as of January 2017. Councillor Watkins emphasised how this was a challenging area, as individual's progress was rarely linear and necessitated an approach which built relationships not barriers via overly zealous enforcement. Councillor Watkins highlighted the £900,000 Social Impact Bond (SIB), from central government, which was expected to make an impact in addressing this issue. She also stated that the implementation of a PSPO was still in consideration for the City Centre. She explained the development of a media campaign, which would emphasise the collective responsibility held by the public and businesses to adopt a city wide consistent approach to street issues.

Councillor Hampson asked for further details about the relationship between the local media and the promotion of the Safe and Attractive Streets Policy. Councillor Watkins stated that they Council did speak to *The Citizen* about the Council's work but that due to the nature of the press, it was not possible to dictate how stories and incidents were reported.

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Councillor Ryall stated her full support for the policy but raised a concern that the policy was having the effect of only moving street issues out of the City Centre into other parts of the City rather than addressing the issues. She explained that a number of university students had expressed to her their disquiet in going out in Gloucester due to safety concerns and stated that there had been an increase in incidences of begging and rough sleeping on London Road. Emily Jones sympathised with this concern and said that she shared it. Emily Jones said begging was only an issue in the City Centre as it relied upon heavy footfall to be effective and the furthest afield she was aware of this occurring was Barton Street. Councillor Watkins asked that Members officially report any incidences of begging or rough sleeping they witness as anecdotal evidence, whilst appreciated, could not be acted upon. Emily Jones said that they would look into the situation around London Road.

Councillor Dee praised the generosity of the residents of Gloucester towards beggars and rough sleepers but stated that giving to people on the street was not a wise idea, as it encouraged the behaviour and did not ameliorate the underlying problems. Councillor Watkins agreed with this and promoted alternate methods of giving. She said that changing the perception of residents as to how they should assist homeless people was challenging and would take time. She explained that sometimes this message was misunderstood by the public as an overly harsh reaction to homeless people. Councillor Hawthorne commended the work being done on this, recognised the challenges faced and encouraged the Cabinet Member to continue promoting this message.

Councillor Wilson asked what was the best way to report concerns surrounding the issues being discussed. Emily Jones stated that it was best to report welfare concerns for rough sleepers via the Streetlink website or app. She said that anti-social behaviour concerns should be emailed to asb@gloucester.gov.uk. Councillor Lewis asked if there was a phone number to ring for those without internet access. Councillor Watkins informed him there was but that she did not have the number to hand. She explained that a new leaflet to increase public awareness of how to report matters would be available in the following weeks and distributed in City Centre locations. Councillor Dee asked if it could be credit card sized and Emily Jones said they would look into the possibility. Councillor Haigh said she had rung before to report concerns but been directed to use the website. Councillor Watkins said she would look into this, as this was not how the system was designed to operate.

Councillor Hampson raised concerns that, during the transition in service provision from St. Mungo's to P3 during December 2016, there had been a period when there was no referral service in operation. He was concerned about the timing of this, as it had been during the winter and asked how this could be avoided in future. Emily Jones stated that there had not been a reduction in referrals during this time and that there had been no new reports of vulnerable people during the Christmas period. She said she was not aware of any individuals falling through the cracks in the time period specified. Councillor Watkins said that if there had been a need for a referral during a gap in service that Social Services would have been able to provide this. She said she would investigate his concerns and inform Councillor Hampson of any developments.

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Councillor Ryall stated that the case studies shared were useful but all highlighted success stories and people who no longer needed assistance. She said it would have been useful to have a case study which was still in progress or had been unsuccessful, so that a wider understanding could have been gained by the Members. Emily Jones explained that due to the truncated nature of the case studies, it didn't provide a comprehensive report of each situation. She explained that 3 of the individuals stated in the case studies were still being engaged with, so could not currently be deemed a complete success. Councillor Watkins stated that many people engaged with did not progress in a linear manner and individuals situations constantly changed. She explained that there was a need for individuals to be ready to be helped before agencies could assist them. She said that this was something which needed to be improved, as individuals would resist accessing support until they were ready to do so, but the support could not always then be given as quickly as needed. She explained that at times this meant the window of opportunity to assist individuals closed before support could be provided. Anne Brinkhoff stated that the SIB would help ease this pressure.

Councillor Melvin said that an Off License on London road was fueling anti-social behaviour through its sales of cheap alcohol. She asked how the retailer could be engaged with and if there was any legal recourse that could be taken. Emily Jones said that this was being worked on with Project Solace and that an extended license for the retailer in question had been denied. Councillor Watkins stated that as business is driven by demand, removing the licence entirely from the retailer would most likely move the issue elsewhere. She highlighted the need for working with retailers in such situations.

Councillor Haigh emphasised the impact that mental ill health had upon rough sleepers and that this was often a contributing factor to the individuals finding themselves in such a situation. Councillor Watkins said there needed to be more support housing for those with mental ill health and that this was a complex facet of the issues being discussed, as mental ill health was not always diagnosed. She said that with the "Time to Heal Project" and changes in the Central Government's and County's approach to mental ill health that there would be positive developments in this area.

The Chair thanked Councillor Watkins, Emily Jones and Anne Brinkhoff for their presentation.

RESOLVED – that the report be noted.

92. EXCLUSION OF PRESS AND PUBLIC

The Chair and Members agreed that it was not necessary to exclude the press and public as the Members had already approved the exempt minutes, without comment.

93. DATE OF NEXT MEETING

6th March 2017 6.30pm

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Time of commencement: 6.30 pm hours

Time of conclusion: 8.10 pm hours

Chair

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OVERVIEW AND SCRUTINY COMMITTEE

- MEETING** : Monday, 6th March 2017
- PRESENT** : Cllrs. Coole (Chair), Ryall (Vice-Chair), Pearsall (Spokesperson), Lewis, Morgan, Wilson, Haigh, Dee, Hampson, H. Norman, Finnegan, Melvin, Smith, Hyman and Walford (Substitute for Hawthorne)

Others in Attendance

Councillor Jennie Watkins
Superintendent Richard Cooper
Councillor Isabel Brazil
Councillor David Brown
Councillor Said Hansdot
Councillor Colin Organ
Councillor Terry Pullen
Councillor Paul Toleman

Anne Brinkhoff
Gill Ragon, Head of Public Protection
Rhys Howell, Democratic Services Officer

- APOLOGIES** : Cllrs. Hilton and Hawthorne

94. DECLARATIONS OF INTEREST

Councillor Ryall declared a personal interest as her wife was a police officer.

Councillor Dee declared a personal interest as he was on the Police and Crime panel

Councillor Finnegan declared a personal interest as she was on the Police and Crime panel.

95. UPDATE ON DEPLOYMENT OF RESOURCES FROM COMMUNITY SAFETY PARTNERSHIP AND THE SUPERINTENDENT FOR LOCAL POLICING

The Chair welcomed Superintendent Richard Cooper, Head of local policing (Urban), Councillor Jennie Watkins, Head of the Community Safety Partnership, Gill

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Ragon, Head of Public Protection and Anne Brinkhoff, Corporate Director to share a verbal update on the deployment of resources and an update on the crime prevention strategy for Gloucester.

Superintendent Cooper provided an overview of the current deployment levels of police in Gloucester. He explained that 59 constables are specifically labelled as local police for Gloucester and this included 5 constables who were in training but not yet deployed. He said there were 27 PCSOs, whose duties were exclusively concerned with Gloucester and that 4 of these were working as part of the Community Builder team with leadership and oversight through Barnwood Trust. He explained there were 105 constables, with 10 vacancies being carried, whose role was to attend and resolve incidents in Gloucester and Cheltenham. He said there were 16 special constables in Gloucester and 29 attached to the urban incident resolution team and they had contributed 6500 hours on duty over the previous 6 months. He explained that the most recent change in deployment figures had been the transfer of 4 PCSOs from Cheltenham to Gloucester in October 2016. He stated that policing in Gloucester had become stronger over the previous 12 months but understood there were concerns regarding the visibility of policing in the City.

Councillor Watkins highlighted the joint responsibility for crime prevention and stated Safer Gloucester was working well through successful initiatives and events. She said this allowed a sharing of information. She said she was pleased that Members were using the Members Allocation Project to fund initiatives which promoted community safety.

Anne Brinkhoff presented a PowerPoint which outlined potential changes in how community safety would be maintained as there had been a County wide review commissioned by Leadership Gloucestershire; she said the review had focused on:

- How could there be effective and strategic governance?
- What scope was there to deliver a co-ordinated response whilst maintaining local variation where required?
- Recommendations of how community safety would be subject to oversight and scrutiny.
- Recommendations for potential opportunities for multi-agency commissioning.

The Chair stated that he would allow questions from Members of the Council, who did not usually sit on the Overview and Scrutiny Committee, but were in attendance on this occasion in the public gallery.

Councillor Hampson asked Superintendent Cooper if there were enough officers to police the City effectively. Superintendent Cooper stated there were enough officers available to respond to emergencies and reports of crime. He stated that current levels of staffing were at a sustainable level but he would aspire to a higher level of staffing if possible, as the nature of the work was such that it would always be beneficial to have more staff. He emphasised that the force was not at a point of crisis and did not see this as changing in the near future.

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Councillor Hyman said that he had brought the motion to the December council meeting following public concern about sufficient resources to effectively police the city and referred to an incident on Eastgate Street when officers had been outnumbered. He asked the following questions:

1. Will there be a time when the force is unable to cope due to lack of resources?
2. It appears that there are people who do not report hate crime, as they believe it will get no response, how is this being addressed?

Superintendent Cooper said that there was a need to balance the expectations of the public with the current demands placed upon the police force. He explained that in the previous 15 years the type of crimes being committed had changed. He said there had been a demonstrable reduction in conventional crime but a demonstrable increase in cyber-crime, which accounted for nearly a third of all crime the force dealt with. He explained that this had brought new challenges but also meant the methods used to combat such crime were less visible to the public. He said that it was necessary to prioritise how resources were used. Whilst many highly visible crimes had a relatively low level of harm, e.g. noise complaints, and could be dealt with through more visible policing, many invisible crimes had a relatively high level of harm, e.g. modern slavery and were not easily dealt with in a visible manner. He said that it was necessary to weigh up the public's desire to feel safer through more visible officers, with providing better safety for the public through less visible methods. With regards to a time when the force is unable to cope, he did not see that happening in the near future.

Superintendent Cooper said that a hate crime co-ordinator had been assigned in recent months and that the PCC had allocated money to community partners who would act as 3rd party reporting centres. He explained this was designed to promote a close working relationship with victim support and enable the police to receive details from community leaders. He said that the force was keen to increase the services provided for addressing hate crime and that the force was currently working with an academic from Leicester University to develop this. Councillor Watkins stated that the referred to incident in Eastgate street, had been a one off and since then the Nightsafe team had spoken to the nightclub's managers and changes had been made. She highlighted the quality of the CCTV cameras now installed in Gloucester and how these had been used in the incident under discussion.

Councillor Haigh spoke about community policing and how there had been a strong link in communities with the beat team but that that had been reduced over time. She followed this by saying there seemed to be an acceptance of low level criminality not being addressed and asked for comments on this. Superintendent Cooper said that these were 2 issues and he would address them as such. He said that the 1st issue was in relation to the public's personal knowledge of police officers and PCSOs and that this was challenging at the moment. He explained that the force was deploying officers where the need was greatest and this was mainly during evenings and around Barton and Tredworth. He understood this meant that members of the public who were not in that area or active during the night may not be aware of the work being done. He said the 2nd issue was a situation concerning

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priorities and how different people construct their feeling of safety. He explained that some felt safest knowing who would be responding and others felt safest having a quick response. He said in an ideal world, both would be possible. He said he was willing to commit publically to every ward having a named PCSO, although PCSOs may be responsible for more than one area. Councillor Haigh said that if PCSOs could attend local safety meetings, it would increase trust. Superintendent Cooper said that due to the number of PCSOs, he didn't see why this couldn't happen.

Councillor Ryall asked for comments from Superintendent Cooper on the HMIC report which had been recently published and drew attention to its areas of criticism. Superintendent Cooper stated he disagreed with much of the report and said that Gloucestershire Constabulary had been only one of four forces to reduce crime in the previous year and the only one other force increased customer satisfaction as Gloucestershire had done. He said there had been no attempt made by HMIC to look at how things had improved and they had also failed to take into account local factors. He said that HMIC had criticised Gloucestershire constabulary for lacking a strategy to address organised crime but he said that the force had disrupted a number of organised crime organisations in the past year but this was not taken into account when formulating the report. He said that HMIC seemed to be a compliance outlet and that it was tricky to see what was important to pay attention to and what was not. He agreed that certain areas of multi-agency work could be improved but that there were significant amounts of good practice recognised in the report. He said that the headlines of the report did not give the whole story. Councillor Ryall asked what reply from HMIC had been received based on Gloucestershire Constabulary's response. Superintendent Cooper said they had requested HMIC reconsider the headlines but this request had been declined.

Councillor Wilson asked if Hucclecote Police Station being staffed solely by PCSOs relied on the goodwill of PCSO to too great a level. Superintendent Cooper said he was pleased to hear it was performing well but the demands being placed upon PCSOs would need to be kept under review.

Councillor Finnegan commented on the day to day abuse police officers received and asked if the hate crime champions were acting on this. Superintendent Cooper said that this was not within the remit of the hate crime champions, as being a police officer was not a protected characteristic. He stated that abuse of officers is not acceptable but that police officers are expected to be more resilient than the general public. He said that there was a real drive for staff wellbeing with wellbeing programmes being run throughout the constabulary. He explained that all officers who got injured in the course of duty had a follow up with the Chief Constable. Councillor Finnegan reiterated the duty of care that was held towards police officers and congratulated the police on performing a valuable service.

Councillor Pullen said that it was hard to build a rapport with members of the force at all levels, as they regularly moved posts. He asked how this lack of continuity could be addressed. Superintendent Cooper said that they were trying to maintain PCSOs in the same areas over 2 year terms but due to staff changes, changes in operational needs and promotions for officers; it had not always been possible to keep staff in the same position and location for a long time.

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Councillor Morgan said that he had had good experiences with the PCSOs in Hucclecote and asked if there were plans to increase the number of PCSOs. Superintendent Cooper said that it was the aim to increase the number of PCSOs for the County to 300.

Councillor Ryall asked a trio of questions regarding the mounted police unit, which had increased from 2 to 3 horses. These were:

1. What was the rationale behind this unit?
2. How was the unit used?
3. Was the unit value for money?

Superintendent Cooper said that he could not answer the 1st question, as this was for the PCC to answer to the Police and Crime Panel, if they wished to enquire it of him. He said the unit was used as a taskable resource, which had been used in such cases as patrolling around Barton and tackling drug dealing in the park. He said they had provided benefit to the County and an evaluation of the 12 month trial was being completed. He was unsure how much it cost to run the unit.

Councillor Hampson said that he had recently attended a youth forum which was positive about the city but the young people had expressed concerns that the city was not safe, especially at night. He asked how these concerns could be alleviated. Councillor Watkins stated that the event had been a good event and that these were concerns she heard a lot. She said that the upgraded CCTV in Gloucester would help reduce these concerns, as it was not possible to have police on every corner. She also said it was the responsibility of Members to alleviate this through how they talk to people, what messages they put out and also by providing advice on how to protect oneself. Superintendent Cooper agreed that it was not about assigning more police but about changing the perception of danger. He said that Gloucester was a very safe place but that youngsters are most likely to be affected by crime. He said that a lot of work was being done with youth in the City and assisting them into becoming high achieving citizens. He said that what makes the public feel safe is more than just visible policing. He said aspects of society such as the state of the public realm and relationships with other members of society were vital in achieving this. He said that social media may create a disconnect between actual crime levels and perceived crime levels. He said that to help young people not feel afraid it was necessary for all parts of society to view youths as more than potential troublemakers. Councillor Watkins said that there was a need to keep engaging with young people and that the Police Cadets were a way of doing this.

Councillor Morgan said that CCTV footage screenshotted in the local press was of a low resolution. He asked if it was possible to partner with stores to improve their CCTV provision. Councillor Watkins stated that whilst store CCTV was low resolution, the street CCTV was of very high quality. She understood the issue that Councillor Morgan was raising but that with the high quality CCTV and the City Safe scheme it was possible to easily track any individual of concern through the city.

Councillor Hyman asked if there had been an increase in cyber-crime and if there was enough funding for this. Superintendent Cooper said there had been a successful application for funds for the transformation of cyber-crime reduction. He

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said there was currently enough funding and resources to manage this at the time but if the public began to report phishing attempts then resources would be stretched significantly. He said that 50% of crime is online fraud and the force was doing well addressing the current level. He said there was some concern regarding the knowledge and skill base of frontline officers as cyber-crime became the norm. He said that the force will continue to adjust as cyber-crime increases as a proportion of their caseload.

Councillor Dee said that the local press often reported on the same crime multiple times and that this contributed to a skewed understanding of crime levels. He asked if there was anything which could be done about this. Superintendent Cooper said that the force needed the press and vice versa and that the local press had been of great help at times but did sometimes present challenges.

The Chair asked what the local authority could do to assist the force to carry out their job. Superintendent Cooper outlined 5 ways by which Members could assist the constabulary, as stated below;

1. He invited feedback from Members in less formal circumstances.
2. He promoted building relationships with the police, including individual police officers.
3. He asked that concerns be addressed to Steve Wood, the Local Inspector, as although he realised the political impetus behind raising matters at a high level he explained that such matters were quickly sent back down the chain of command.
4. He asked they help shape public opinion and help the public realise that the areas where the police were needed most were the areas where the police were least visible.
5. He asked them to realise that the actions required may not always be popular.

The Chair stated that preventing crime and maintaining public safety was not just a case of police numbers but also involved upkeep of the public realm such as an absence of litter. He asked if there was anything Members should specifically say to the public about the current status of crime in Gloucester. Superintendent Cooper said there was nothing to state specifically at this time, but that the constabulary were focussing on Asset Based Community Development (ABCD) and long term approaches to issues in order to address causes rather than combatting symptoms.

Councillor Lewis stated he that he was previously the Chairman of the Crime and Disorder Partnership and that there was a lack of community spirit at the time. He said this had been overcome through the police attending meetings and it had been painful at first but they had got the public onside eventually. He said he viewed the key reason for this success had been the public meeting the constabulary and through this building a relationship. He asked if the position of ranger could be reinstated. Councillor Watkins said she was unfamiliar with the ranger position but that developments were happening. She explained that community builders were working with PCSOs to build relationships in communities. She said that there was often a focus on the negative factors in an area and that part of community building

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was to focus on positives in the area and what the public wanted to see in the area rather than what they wanted to be absent. She said that there was a movement towards the police and Community Safety Partnership to be enablers rather than deliverers. She agreed that relationships were key but that there needed to be a shift in attitude. Councillor Haigh agreed that communities had capacity to self-deliver but said that if there was a move from delivering to an expectation of enabling without a proper discussion with the communities affected, it would have a deleterious effect. Councillor Watkins said that these conversations were happening and both local issues and local aspirations were being discussed. She said that not enough focus had been on aspirations in the past and there had been a surfeit of focus on reactive action. Councillor Haigh said that she felt her point had been misunderstood, she restated that there was a need for open communication and currently there was no clear indication of how things will change. Councillor Watkins said that there was a need to adapt and change provisions as the needs they were designed to address changed and that part of the discussion with the public and Members was to divine the correct path to take.

Councillor Walford asked if it would be possible to have a PCSO attend all Members' surgeries so the Member could direct any relevant issues to them. Superintendent Cooper said that he would not rule this out but that it was useful for the Members to act as a filter for which issues came to the police. He said that if PCSOs were present, it would unconsciously set up the expectation that the police could deal with matters, which weren't necessarily within their remit. Councillor Walford said that Members would welcome training in how to direct the public to the correct services rather than the police for appropriate matters. Councillor Watkins said that this was an area for possible development and that the "Hello Gloucester" van could be requested to visit areas, as and when issues become apparent. Superintendent Cooper said there were other community engagement vehicles which could be requested through Steve Wood.

Councillor Ryall asked about the sponsorship of police events and if there was a process to judge if the sponsorship was appropriate. Gill Ragon said that currently sponsorship was only being accepted from organisations they already knew. She said the current system relied upon common sense but could see the argument for formalising this. Anne Brinkhoff said that the common sense approach had been a successful method so far, and gave the credit for this to the quality of community safety officers working in this area. Due to this she said the process did not need to be formalised.

The Chair asked Anne Brinkhoff and Gill Ragon for further details regarding the approach they had outlined, which had a County level oversight for many issues. He was concerned that as urban crime was different than rural crime, that this approach would not be sufficient. Anne Brinkhoff said it was appropriate for some operations to be countywide and for others to be focussed on a smaller locality. She said it would take sensitivity and informed decision making to know what level was suitable for which issues. The Chair asked how scrutiny of the Community Safety Partnership would be carried out if operating at a County level. Anne Brinkhoff said that would depend on how the partnership was operating as if being run by an outside body then scrutiny would be managed in a different manner.

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Councillor Haigh said that there was a blurring of the tiers of action, regarding who acted at what level. She said that most Members were unaware of the changes and that there needed to be more democratic input and engagement with Members. Anne Brinkhoff said they were developing more ways to engage with Members on the matter and were looking at a 2 tier level of operation, a tier at County level and another tier at City level.

Councillor Hyman asked about the future of the Hate Crime Incident Group in the new structure, as the current group includes The Forest of Dean. Councillor Watkins said that the future of this group was undecided but there was no desire to re-invent the wheel so any changes would rely on input of the involved groups. Councillor Hyman said there used to be more of these types of groups and the time may have come to re-evaluate this.

Councillor Haigh recommended that all Members should be consulted on any transfer of responsibility for Community Safety from a City level to a County level and before any new structures to this end are put in place. This motion was carried by the Committee.

The Chair thanked Superintendent Cooper, Councillor Watkins, Anne Brinkhoff and Gill Ragon for their presentations.

RESOLVED – To recommend to Cabinet all Members should be consulted on any transfer of responsibility for Community Safety from a City level to a County level and before any new structures to this end are put in place

96. DATE OF NEXT MEETING

12 June 2017 6.30pm

Time of commencement: 6.30 pm hours

Time of conclusion: 8.30 pm hours

Chair

**Gloucester City Council
Overview and Scrutiny Committee Work Programme
Updated 31 May 2017**

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
Monitoring of Task and Finish Group recommendations on Employment and Skills	Written report	Cabinet Member for Regeneration and Economy	
10 July 2017			
Amey annual performance monitoring	Report and Presentation	Cabinet Member for Environment	Part of Committee's Rolling programme of work
Update on Voluntary and Community Sector	Written Report	Cabinet Member for Communities and Neighbourhoods	
Green Travel Plan Progress Report	Written report	Cabinet Member for Environment	Requested by Councillor Haigh and agreed by Chair, VC and Spokesperson
Civica annual performance reports for Revenues and Benefits and IT	Distribute to Committee Members for possible inclusion in future agenda	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
4 September 2017			

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
<p>Improving Life Chances for Residents in Deprived Communities</p> <p>Summary of decision: To update Members on current progress and future plans to ensure a positive impact of regeneration and economic growth for disadvantaged communities within the City.</p> <p>Wards affected: All Wards</p>	Written Report	Anthony Hodge	Requested by Lead Members of Overview and Scrutiny 30/5/17
<p>Armed Forces Community Covenant Update</p> <p>Summary of decision: 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>Wards affected: All Wards</p>	Written Report	Gill Ragon	Requested by Lead Members of Overview and Scrutiny 30/5/17
Quarter 1 Financial Monitoring	Distribute to Committee Members for possible inclusion in future agenda	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	Distribute to Committee	Cabinet Member for Culture and Leisure	Part of Committee's Rolling programme of work

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
	Members for possible inclusion in future agenda		
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 1 and 2 Financial Monitoring	Written reports	Cabinet Member for Performance and Resources	Part of Committee's Rolling programme of work
4 December 2017			
BUDGET MEETING – NO OTHER ITEMS			Part of Committee's Rolling programme of work
8 January 2018			
29 January 2018			
No Current Date for Item			
Housing Development Company	Written Report	Cabinet Member for Regeneration and Economy	Slipped from January 2017
Independent Remuneration Panel Scrutiny			Required for 2018 Panel Review, Motioned by Council 1/12/16
Policy Options for raising standards in the private rented sector	Written Report	Cabinet Member for Housing and Planning	Requested by Chair of Overview and Scrutiny
Car Park Charging Review	Written Report	Cabinet Member for Regeneration and Economy	Requested by Chair of Overview and Scrutiny

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



Gloucester City Council

FORWARD PLAN FROM JUNE TO MAY 2018

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.watkins@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)
JUNE 2017						
Page 29	KEY Property Investment Strategy <u>Summary of decision:</u> To seek approval for Gloucester City Councils Commercial Property Investment strategy. <i>Wards affected: All Wards</i>	21/06/17	Council Cabinet Cabinet Member for Regeneration and Economy			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
	NON Accommodation Review <u>Summary of decision:</u> To outline the results of the review of the Council office accommodation. <i>Wards affected: All Wards</i>	21/06/17	Cabinet Cabinet Member for Performance and Resources			Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk

KEY	<p>Kings Quarter Development Progress Update</p> <p><u>Summary of decision:</u> To update Members on progress on the Kings Quarter Development</p> <p><i>Wards affected: Westgate</i></p>	21/06/17	Cabinet Cabinet Member for Regeneration and Economy			Philip Ardley, Asset Management Consultant philip.ardley@gloucester.gov.uk
NON	<p>Policy options to improve the conditions in privately rented properties</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>	21/06/17	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
NON	<p>2016-17 Financial Outturn Report</p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn 2016-17.</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>	<p>19/06/17 21/06/17</p>	<p>Audit and Governance Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
KEY	<p>Voluntary and Community Sector Funding for 2017/18</p> <p><u>Summary of decision:</u> Decision on VCS funding for 2017/18 including VCS and Member grants.</p> <p><i>Wards affected: All Wards</i></p>	<p>19/07/17</p>	<p>Cabinet Cabinet Member for Communities and Neighbourhoods</p>			<p>Anne Brinkhoff, Corporate Director anne.brinkhoff@gloucester.gov.uk</p>

JULY 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>	19/07/17	Cabinet Cabinet Member for Environment			Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk
NON	<p>Update on Social Prescribing and Community Building</p> <p><u>Summary of decision:</u> To update Members on the Social Prescribing Project and Community Building within the City.</p> <p><i>Wards affected: All Wards</i></p>	19/07/17	Cabinet Cabinet Member for Communities and Neighbourhoods			Anne Brinkhoff, Corporate Director, Isobel Edwards anne.brinkhoff@gloucester.gov.uk, isobel.edwards@gloucester.gov.uk

NON	<p>Gloucester Railway Station: A review and action plan to deliver further improvements</p> <p><u>Summary of decision:</u> To present findings of a review of the Gloucester Railway Station Developments and develop an action plan outlining further improvements.</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
NON	<p>Gloucester Day 2018 and Aethelflaed Celebrations</p> <p><u>Summary of decision:</u> To highlight the planned commemorative events marking the 1100th anniversary of Aethelflaed's death and the anniversary of the Siege of Gloucester.</p> <p><i>Wards affected: All Wards</i></p>	19/07/17	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk

NON	<p>Lobley's Drive Open Space</p> <p><u>Summary of decision:</u> To consider the proposals for the development of part of the Lobley's Drive Open space.</p> <p><i>Wards affected:</i> <i>Abbeymead</i></p>	19/07/17	Cabinet Cabinet Member for Environment			<p>Kay Lillington, Landscape Architect kay.lillington@gloucester.gov.uk</p>
<p>AUGUST 2017- No meetings</p> <p>SEPTEMBER 2017</p>						
<p>Page 34</p> <p>NON</p>	<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			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

<p>NON</p>	<p>Improving Life Chances for Residents in Deprived Communities</p> <p><u>Summary of decision:</u> To update Members on current progress and future plans to ensure a positive impact of regeneration and economic growth for disadvantaged communities within the City.</p> <p><i>Wards affected: All Wards</i></p>	<p>13/09/17</p>	<p>Cabinet Cabinet Member for Communities and Neighbourhoods, Cabinet Member for Regeneration and Economy</p>			<p>Anne Brinkhoff, Corporate Director, Anthony Hodge, Head of Regeneration and Economic Development anne.brinkhoff@gloucester.gov.uk, Tel: 01452 396034 anthony.hodge@gloucester.gov.uk</p>
<p>Page 35 OCTOBER 2017</p>						

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			Gill Ragon, Head of Public Protection Tel: 01452 396321
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 23/11/17	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<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
KEY	<p>Kings Quarter Development Progress Update</p> <p><u>Summary of decision:</u> To provide Members with an update on the Kings Quarter Development.</p> <p><i>Wards affected: Westgate</i></p>	8/11/17	Cabinet Cabinet Member for Regeneration and Economy			Philip Ardley, Asset Management Consultant philip.ardley@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>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>	<p>20/11/17</p> <p>6/12/17</p>	<p>Audit and Governance Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Stephanie Payne, Group Manager, Audit, Risk and Assurance Tel: 01452 396432 stephanie.payne@gloucester.gov.uk</p>
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>	<p>6/12/17</p>	<p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>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>	<p>27/11/17</p> <p>6/12/17</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

BPF	<p>Local Council Tax Support scheme review 2018/19</p> <p><u>Summary of decision:</u> To advise members of the requirement to review the Local Council Tax Support scheme (LCTS) 3 years of the Act taking effect and consider its impact locally, following the consultation results.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17 25/01/18	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
JANUARY 2018						
NON	<p>Green Travel Plan Progress Report 2017 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>	10/01/18	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk

NON	<p>Festivals and Events Programme</p> <p><u>Summary of decision:</u> To seek approval for the 2018-19 Festival and Events Programme.</p> <p><i>Wards affected: All Wards</i></p>	10/01/18	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk
NON	<p>Gloucester Culture Trust Update</p> <p><u>Summary of decision:</u> To provide Members with an update on the work undertaken by the Gloucester Culture Update</p> <p><i>Wards affected: All Wards</i></p>	10/01/18	Cabinet Cabinet Member for Culture and Leisure			Anne Brinkhoff, Corporate Director anne.brinkhoff@gloucester.gov.uk
FEBRUARY 2018						
BPF	<p>Council Tax Setting 2018/19</p> <p><u>Summary of decision:</u> To seek approval for the resolutions relating to the setting of Council Tax for 2018/19</p> <p><i>Wards affected: All Wards</i></p>	7/02/18 22/02/18	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

MARCH 2018- Items to be advised

APRIL 2018- Items to be advised

ITEMS DEFERRED- Dates to be confirmed

<p>NON</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 41</p>	<p>Flood Improvement Works Update</p> <p><u>Summary of decision:</u> To update Members of the flood alleviation works which have been completed across the City and those that are currently in progress and to outline future proposed works.</p> <p><i>Wards affected: All Wards</i></p>		<p>Cabinet Cabinet Member for Environment</p>			<p>Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk</p>
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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>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>		<p>Cabinet Cabinet Member for Regeneration and Economy</p>			<p>Jon McGinty, Managing Director jon.mcginity@gloucester.gov.uk</p>

NON	<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>		<p>Cabinet Cabinet Member for Environment</p>			<p>Meyrick Brentnall, Environmental Planning Manager Tel: 01452 396829 meyrick.brentnall@gloucester. gov.uk</p>
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Meeting:	Overview and Scrutiny Committee	Date:	12 June 2017
Subject:	Monitoring of Task and Finish Group Recommendations on Employment and Skills		
Report Of:	Corporate Director		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Anthony Hodge, Head of Regeneration & Economic Development		
	Email: anthony.hodge@gloucester.gov.uk	Tel:	396320
Appendices:	1. Monitoring Sheet		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 This report sets out progress made against implementation of the recommendations of the Overview and Scrutiny Committee’s Task and Finish Group on Employment and Skills

2.0 Recommendations

2.1 Overview and Scrutiny Committee is invited to comment on progress identified in Appendix 1 and to request further monitoring if appropriate.

3.0 Background and Key Issues

3.1 The Task and Finish Group was formed in September 2015 to specifically to look at employment and skills opportunities for young people in Gloucester

3.2 Following several meetings and the evaluation of various pieces of evidence, the Group published its final report and recommendations in February 2016.

3.3 On 12 October 2016, Councillor Hampson, a Member of the Overview and Scrutiny Committee presented the report to Cabinet. Cabinet resolved the following:-

‘That the recommendations of the Overview and Scrutiny Task and Finish Group, as set out in Appendix 2 to this report, be addressed and matters that can be actioned without the need of a further report be implemented at the earliest opportunity and that those recommendations requiring more detailed consideration be the subject of a further report to Cabinet as necessary..’.

3.4 It is good practice to monitor the implementation of Task and Finish Group recommendations approximately six months from acceptance of the Group’s findings.

4.0 Asset Based Community Development (ABCD) Considerations

4.1 ABCD considerations were taken into account during the life of the Task and Finish Group study and will be followed through during implementation of any agreed recommendations.

5.0 Alternative Options Considered

5.1 Not Applicable.

6.0 Reasons for Recommendations

6.1 Monitoring of Task and Finish Group recommendations ensures that the important work carried out by the Group is not lost or overlooked.

7.0 Future Work and Conclusions

7.1 Appendix 1 sets out progress made against implementation of the recommendations of the Task and Finish Group. If Overview and Scrutiny Committee is not satisfied with progress made they can request further monitoring at 3 or 6 months' time.

8.0 Financial Implications

8.1 There are no direct financial implications in this report, but it is possible that some may be identified in Appendix 1.

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

9.0 Legal Implications

9.1 There are no direct legal implications in this report, but it is possible that some may be identified in Appendix 1.

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

10.0 Risk and Opportunity Management Implications

10.1 There are no risk and opportunity management implications arising from this report.

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 There are no community safety implications arising out of this report.

Sustainability

12.2 There are no sustainability implications arising out of this report.

Staffing and Trade Union

12.3 There are no staffing or trade union implications arising out of this report.

Background Documents: None

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**OVERVIEW AND SCRUTINY COMMITTEE
TASK AND FINISH GROUP MONITORING SHEET**

TOPIC	Employment and Skills
DATE CONCLUDED	February 2016
PRESENTED TO CABINET	12 October 2016
MONITORING DATE	12 June 2017

RECOMMENDATION	LEAD OFFICER(S)	PROGRESS/ACTION TAKEN	STATUS
Consideration to be given to introducing a Gloucester careers kitemark in partnership with the County Council and other interested bodies..	<i>City Growth and Delivery Manager</i>	There is a nationally recognised KiteMark scheme which has been delivered by Prospects Careers elsewhere but this would require additional resources and would need support and commitment from the City's schools. However, a Gloucestershire Employment and Skills Board is being established by the County Council and Gfirst LEP. The County Council and the LEP are fully committed to involving Gloucestershire's local authorities in the work of the Employment and Skills Board and delivering consistent careers information, advice and guidance will be a key consideration for the Board.	
Consideration to be given to the City Council hosting an 'Ambitions' type event, similar to that operated at Stroud, with the help of sponsors and interested bodies. There could also be participation in the 'Skills Fest' event.	<i>City Growth and Delivery Manager</i>	Stroud's 'Ambitions' event relied upon strong employer engagement - we are strengthening our employer engagement activity through the Gloucester Business Forum held on 3 rd March 2017, and through a programme of business visits, where skills will be a key issue. Assuming	

		that employer commitment can be secured through the engagement programme, developing an Ambitions event, or similar would require a resource input from the Council – both staffing and financial. The Gloucestershire Employment and Skills Board will also bring employers and providers to the table.	
Consideration to be given to the City and County Council working together to identify vulnerable young people in families receiving support from the City Council, Families First, Department of Work and Pensions and the Youth Support Team, in order to develop their employability skills and experience.	<i>City Growth and Delivery Manager</i>	There is ongoing work between the City and County Councils and other agencies to support young people – including addressing employability issues. That work will continue and we are in the process of developing a programme to ensure that local communities benefit from the employment and training opportunities offered by major regeneration schemes in the City including the Kings Quarter development.	
Consideration to be given to Gloucester City Council exploring its corporate social responsibilities and allowing staff and Councillors to participate in mock interviews and ‘Dragon’s Den’ scenarios as part of its Volunteering Scheme.	<i>SMT</i>	The recommendation has not been taken forward, pending the completion of the Together Gloucester process	
Using the contact networks of the Federation of Small Businesses, Major Employers’ Group and City Centre Retail Partnership, more work experience opportunities should be given to young people (up to the age	<i>City Growth and Delivery Manager</i>	Both City and County Councils currently offer work experience placements working with locals secondary schools as well as running in-house apprenticeship programmes. As part of the employer engagement programme, the business	

<p>of 24). This would also include the City and County Council and their partners. Companies should also be encouraged to have 'open days'.</p>		<p>case for apprenticeships and work experience will be promoted to individual employers</p>	
<p>Small businesses could be encouraged to offer apprenticeships, possibly on a shared basis, using the network of the Federation of Small Businesses.</p>	<p><i>City Growth and Delivery Manager</i></p>	<p>From 6th April 2017, large businesses have to pay an apprenticeship levy, effectively subsidising apprenticeship placements in small businesses. As part of the employer engagement programme, the business case for apprenticeships and work experience is being promoted to small businesses</p>	
<p>Consideration should be given to the City Council including in its Local Plan an obligation for developers to prepare employment and skills plans with the help of the City Council and other key partners. Such plans would set out the type of training and employment opportunities that would be offered by the developer such as apprenticeships, training placements, work experience, and the use of trades in the local area. This could be a recommendation to Planning Policy Sub-Committee and also reflected in the Joint Core Strategy. New investors or employers moving to the City should also be approached by the City Council to see what the Council, in conjunction with partners, could do to assist</p>	<p><i>Planning Manager</i></p>	<p>The inclusion of employment and skills planning obligations for developers is proposed to be included in the City Plan.</p>	

them.			
Consideration should be given to the City and County Council promoting opportunities to develop and upskill staff, particularly those in the retail sector, in partnership with the Major Employers' Group, Federation of Small Businesses and the City Centre Retail Partnership.	<i>City Growth and Delivery Manager</i>	GFirst Local Enterprise Partnership have established sector working groups with a remit to identify and address skills issues within those sectors, including Retail. The establishment of an Employment and Skills Board will also seek to align provision more closely with employer need.	
Consideration should be given to the City Council including in its Local Plan an obligation for new employers coming to Gloucester to have their own travel schemes to assist employees in getting to work, particularly those living in rural areas. This could be a recommendation to Planning Policy Sub-Committee. This could include providing transport for the first few months to allow workers to explore car sharing alternatives, etc.	<i>Planning Manager</i>	Through Local Plan policies and through the development management process, the Council ensures that new employment development is accessible by a range of modes of transport. Creating an attractive and effective transport hub through the redevelopment of the Bus Station and proposed improvements to the rail station, as well as ongoing work to improve parking in the city will also encourage the use of a range of transport modes by the City's employees.	
The City Council's website should have links to 'Yes2Jobs', Jobs Centre Plus and any other relevant websites.	<i>City Growth and Delivery Manager</i>	Work to improve and update the Council's website by the Regeneration and Economic Development Team have focussed on providing up to date information and support to employers and start-up businesses. Further phases of this work will ensure up-to-date information and links for those seeking work.	

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Gloucester City Council

ANNUAL REPORT
OF THE
OVERVIEW AND SCRUTINY
COMMITTEE
2016-17



*Published by Democratic Services
2nd June 2017*

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Introduction from the Chair



Overview and Scrutiny is a vital part of the democratic process for any local authority, and where party politics has no place. It's imperative that members of all parties work together to ensure that the administration can deliver its plans in the best way for our residents.

Gloucester has a history of effective and efficient Scrutiny, and this year has been no exception, as the committee has continued its innovative approach. Members from all sides have acted as a critical friend to the Cabinet, in the true spirit of scrutiny, and have been able to add value to the administration's policies.

Scrutiny has had a number of significant achievements during the last civic year; the committee held a special session to scrutinise the Community Safety Partnership with representatives from the police service present. We have also looked at the important work that our partners such as Marketing Gloucester, Aspire and Amey do in partnership with the City Council, for the residents of Gloucester.

The Committee has looked constructively at proposals from Cabinet, and made valuable contributions- the committee's recommendation to keep open the City Museum's café was a particular highlight, as was the recommendation around charges for replacement wheelie bins.

We are fortunate in Gloucester to have an administration and cabinet that is open minded and receptive to Overview and Scrutiny's resolutions. I am looking forward to another year, working together with all members, to deliver the very best for every resident.

There have been achievements, but there is more that Scrutiny can do for the City Council. I hope that going forward, we will be able to draw on external witnesses to add value to the reports we hear. I'm also anticipating a year where Scrutiny takes more of a role in developing policy and improves the services we deliver.

Given the financial challenges ahead, it is absolutely vital that Scrutiny continues to play its part in delivering innovative and people powered local services.

Councillor Tom Coole

Chair of Overview and Scrutiny

Members of Overview and Scrutiny Committee 2016-17



Councillor Tom Coole

Chair



Councillor Emily Ryall

Vice-Chair



Councillor Laura Pearsall

Spokesperson



Councillor Gerald Dee



Councillor Collette Finnegan



Councillor Kate Haigh



Councillor Neil Hampson



Councillor Lee Hawthorne



Councillor Jeremy Hilton



Councillor Andy Lewis



Councillor Dawn Melvin



Councillor Steve Morgan



Councillor Hannah Norman



Councillor Deborah Smith



Councillor Declan Wilson

How Scrutiny Works at Gloucester City Council

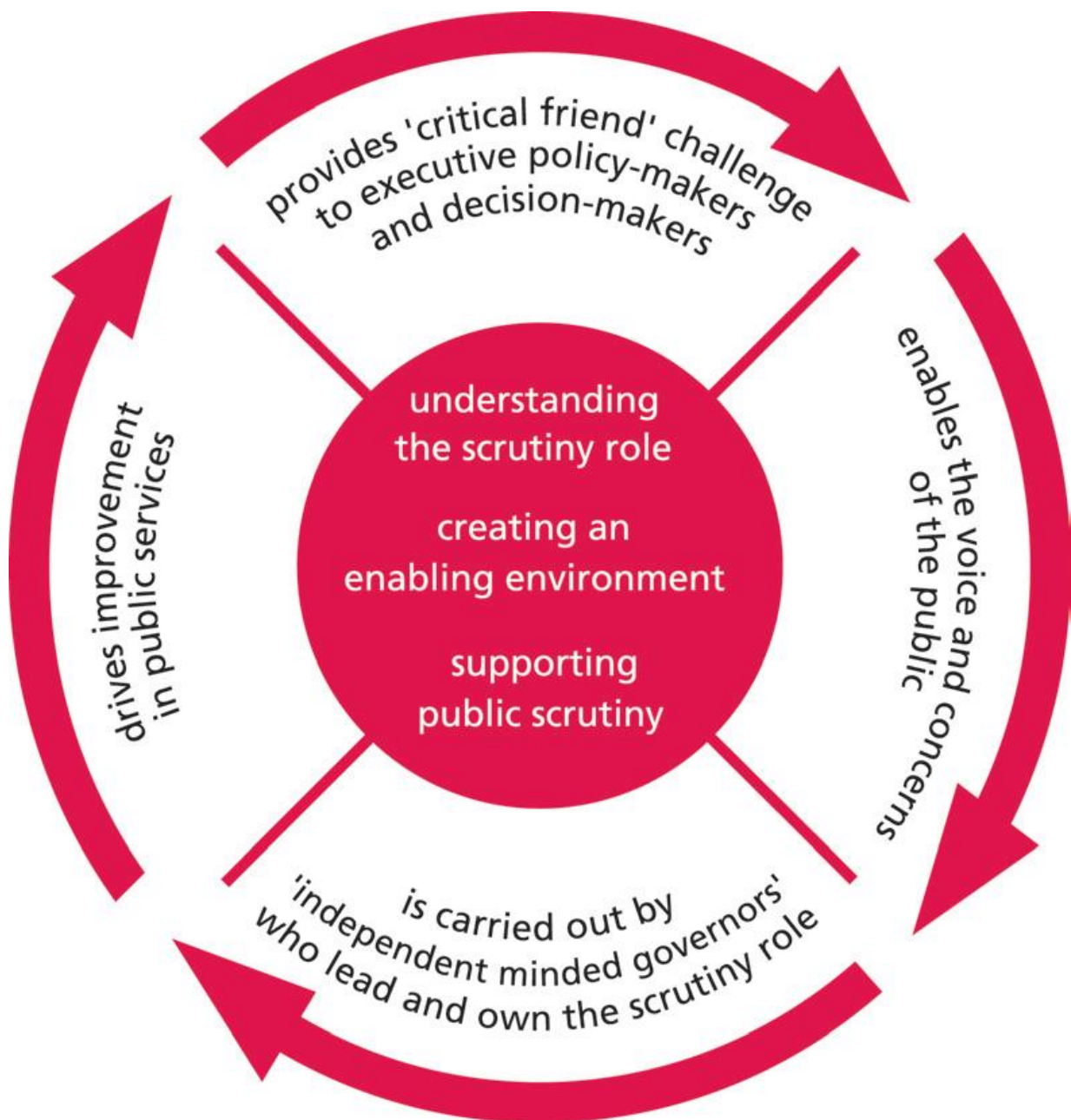
Overview and Scrutiny has the powers to:

- Provide a sounding board for the Cabinet on key policy decisions.
- Hold decision makers to account.
- Challenge and improve performance.
- Support the achievement of value for money.
- Influence decision makers with evidence based recommendations.
- Bring in the views and evidence of stakeholders, users and citizens.

Successful scrutiny:-

- Provides a “critical friend” challenge to executive as well as external agencies.
- Reflects the concerns of the public and community (actively engage with the public).
- Takes the lead in scrutinising on behalf of the public (community leadership).
- Makes an impact on the delivery of public services (contribute to performance).
- Makes a difference!

Successful scrutiny is a central element of the Council's aims and objectives and a key part of the democratic process. The Overview and Scrutiny Committee meets in public to fulfil its role of holding the Cabinet to account against the background of the administration's stated purpose, aims and objectives. However, the guiding principle for its work is that it should make a *proactive* and *positive* contribution to the development of policy and the discharge of the Council's function.



The Work of Overview and Scrutiny

Overview and Scrutiny work is Councillor led. In addition to Councillors leading on which subjects they wish to consider in depth through Task and Finish Groups they also set their own work programme which is populated with topics selected from the Cabinet's Forward Plan, matters relating to the Council's priorities and challenges, and issues of importance to local residents. They identify who they want to hear from to inform their work and decide who should attend meetings to present the information. Meetings are held monthly. The agenda usually comprises no more than 3-4 substantive items to enable meaningful and constructive debate on matters.

What Overview and Scrutiny does not do

Overview and Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be addressed through the appropriate service unit, Ward Councillor, or the Portfolio Holder responsible for the issue. Overview and Scrutiny does not deal with individual complaints as these should be addressed through the Council's Complaints Procedure.

'Call In' Meetings

The Council's Constitution sets out the rights of Overview and Scrutiny Committee Members to 'call in' a Cabinet decision if they feel it has not been made in accordance with decision-making principles set out in Article 12 of the Constitution. The 'call in' procedure may result in the convening of a special meeting to consider the matter unless the next programmed meeting falls within the deadlines set in the Council's Constitution.

In 2016-17 the 'call in' procedure was not exercised.

What the City Council's Constitution says about the role of Overview and Scrutiny

The Council's Constitution sets out that the Overview and Scrutiny Committee will:-

- (a) co-ordinate, champion and lead on the scrutiny of Council and Executive decisions;
- (b) have all of the functions, powers and duties conferred by Section 21 of the Local Government Act 2000(as amended);
- (c) have all the powers and functions, powers and duties conferred by Section 19 of the Police and Justice Act 2006 and to act as the Council's Crime and Disorder Committee;
- (d) determine the allocation of work in the event that the scope of the subject matter of a scrutiny study or investigation overlaps the role of more than one Task and Finish Group;
- (e) review the operation of the scrutiny process and work programmes of the Overview and Scrutiny Task and Finish Groups and inform and advise Council in relation to priorities and the allocation of resources;
- (f) oversee and review the resources, support, training and development of Overview and Scrutiny Members;
- (g) develop a positive "critical friend" approach to the role of scrutiny of the Council and Community issues;
- (h) provide and co-ordinate the input to an annual report to Full Council on such issues or topics as the Committee sees fit;
- (i) give consideration to the management of matters called in for review under paragraph 14 of the Overview & Scrutiny Rules;
- (j) give consideration to matters referred to it by the Councillors' Call for Action;
- (k) review and scrutinise the work of the Executive;
- (l) review and scrutinise the content of the Forward Plan;
- (m) review and scrutinise the policies and proposed policies of the Council;
- (n) consider any matters which affect the authority, the City of Gloucester (or part of it) or its inhabitants (or some of them).

THE COMMITTEE'S RESOURCES

Officer Support and Professional Advice

Support is provided by the Democratic Services Officer (Scrutiny Support) under the direction of the Democratic and Electoral Services Manager

The Democratic Services Officer works closely with the Chair, Vice-Chair and Spokesperson of the Committee and takes a proactive role in managing the Committee's work programme.

The Centre for Public Scrutiny (CfPS) is regarded as a focal reference point for professional advice, case studies and tips for best practice.

Budget

The Committee does not have its own dedicated budget and its work is funded from the Democratic Services team's budget.

The Year in Scrutiny

Over the ten meetings which the Overview and Scrutiny Committee held during 2016-2017, a number of different topics were scrutinised. As shown in the table below :

	RECOMMENDATIONS AND ACTIONS
13 June 2016	
Catering Service Review	RESOLVED TO RECOMMEND TO CABINET – That the Museum of Gloucester Café continues to function in the short term pending the results of a market testing exercise which will be undertaken to gauge the interest of potential local catering operators in the business.
Review of the Waste and Recycling Services	RESOLVED TO RECOMMEND TO CABINET – That the report be noted.
2015-16 Financial Outturn Report	RESOLVED TO RECOMMEND TO CABINET – That the report be noted.
Annual Report of the Overview and Scrutiny Committee 2015-16	RESOLVED – That the Annual Report of the Overview and Scrutiny Committee 2015-16 be endorsed to go forward to Council on 21 July 2016
11 July 2016	
Amey Annual Performance Monitoring	RESOLVED – That the Amey Annual Report for the year 2015-16 be noted.
Civica Revenues and Benefits Annual Performance Report for 2015-16	RESOLVED – That the Annual Performance report for 2015-16 for the Civica Revenues and Benefits Partnership be noted.
Civica ITO Annual Performance Report for 2015-2016	RESOLVED – That the Annual Performance report for 2015-16 for the Civica ITO Partnership be noted.
5 September 2016	
Late Night Levy Consultation	RESOLVED TO RECOMMEND TO CABINET: <ol style="list-style-type: none"> 1. That Question 1 of the Consultation Questionnaire in Appendix 1 to the report be reworded. 2. That 12 monthly review arrangements be included in the scheme.

Culture Board Update	RESOLVED – That the update be noted.
Financial Monitoring Quarter 1 Report	RESOLVED – that the report be noted.
King's Quarter Consultation Update	The Update was received
3 October 2016 – Meeting Cancelled	
31 October 2016	
Gloucester Playing Pitch Strategy - Delivery Update	RESOLVED – That the report be noted.
Performance Management and Reporting	RESOLVED – That the report be noted.
Public Space Protection Order: pre-consultation discussion	RESOLVED – That the update be noted.
28 November 2016	
Financial Monitoring Quarter 2	RESOLVED – That the report be noted.
Marketing Gloucester Performance Monitoring	RESOLVED – That the report be noted.
Aspire Annual Performance Monitoring	RESOLVED – That the report be noted.
19 December 2016	
Draft Money Plan 2017-22 and Budget Proposals 2017-18	RESOLVED – That the Draft Money Plan for 2017-22 and Budget Proposals for 2017-18 be noted.
9 January 2017	
Fixed Penalty Fines for Fly Tipping Offences	RESOLVED – 1. That the report be noted

	<ol style="list-style-type: none"> 2. That it be recommended to Cabinet that quarterly updates on the progress and effectiveness of the policy be received by the relevant Cabinet Member. 3. That a further report, evaluating the effectiveness and impact of the policy be presented to Overview and Scrutiny Committee in 12 months.
Proposal to Introduce a Replacement Waste Container Charging Policy	<p>RESOLVED –</p> <ol style="list-style-type: none"> 1. That the report be noted. 2. That it be recommended to Cabinet that the requirement for residents to obtain a police crime number to qualify for a replacement waste container without charge be removed from the policy. 3. That it be recommended to Cabinet that residents be required to complete a short web based form, or alternate method if appropriate to prove the theft or loss of their assigned waste container.
Garden Waste Collection Service - Review of Charges	RESOLVED- That the report be noted.
Kings Quarter Development Scheme	RESOLVED- That the report be noted.
30 January 2017	
Public Realm Strategy	RESOLVED- That the report be noted.

Festival and Events Programme	RESOLVED- That the report be noted.
"Together Gloucester" restructure Update	RESOLVED- That the report be noted.
27 February 2017	
Quarter 3 Financial Monitoring	RESOLVED- That the report be noted.
Monitoring of Task and Finish Group recommendations on Improvements to Private Sector Rented Housing	RECOMMENDED TO CABINET – That the Cabinet Member for Housing and Planning delivers a report on the continued progress and development of the implementation of the Task and Finish Groups recommendations 6 months after the implementation of the Together Gloucester restructure.
Review of Safe and Attractive Streets Policy after 6 Months Implementation	RESOLVED- That the report be noted.
6 March 2017	
Update on Deployment of Resources from Community Safety Partnership and the Superintendent for Local Policing	RESOLVED – To recommend to Cabinet all Members should be consulted on any transfer of responsibility for Community Safety from a City level to a County level and before any new structures to this end are put in place

Budget Monitoring

Overview and Scrutiny Committee carries out financial monitoring on a quarterly basis looking at the City Council's budget variances, year-end forecasts, and progress made against agreed savings targets. This is an important part of the Committee's annual work programme and helps to keep the City's finances on track.

Consultation on the budget

In December 2016 the Committee welcomed all the Cabinet Members to a meeting set aside for consideration of the City Council's draft money plan for 2017-22 and budget proposals for consultation for the year 2017-18.

Each Cabinet Member presented their portfolio in turn against a background of questions from the Committee.

During their presentations, the Cabinet Members outlined the savings achieved to date and demonstrated how further savings would be achieved by reductions in partnership costs, increased efficiencies and service transformations.

The Committee robustly questioned the Cabinet Members on their proposals for achieving savings and finding new income streams.

The agenda and minutes of the meeting can be read [here](#).

Task and Finish Groups

At the Overview and Scrutiny Meeting on the 31st of October, it was decided that the committee would convene two task and finish groups to look into the following topics:

1. Sales of High Strength Alcohol and Street Drinking (3 Members)
2. Homelessness and Night Shelter Provision (6 Members)

Both of these groups created scoping documents to look at the issues facing the groups and to formalise the group's remit.

The group focussed on the sales of high strength alcohol has met twice since November 2016 and has also met with the Local Victuallers Association (LVA) to gather evidence from them regarding any concerns they may have about high strength alcohol and specifically street drinking. The group plans to speak to Off Licence holders, the police and local organisations who work in the city centre and with street drinkers in future to provide their views on the issue at hand. Currently the group is looking towards working with the Local Community Safety Partnership to explore the possibility of a PSPO for the City Centre.

The group focused on Homelessness and Night Shelter Provision has met twice since the groups inception. The first step that the group is taking to look into this topic is to invite agencies and individuals who have had experience of working with homeless people with Gloucester to provide information regarding their experiences. In order to keep the discussions focussed, key questions will be asked of each individual, which will provide a framework for the respondents.

Sterling work has been being undertaken by both these groups, and although the County Council election in May and General Election in June placed the work of these groups on hiatus, the intent of each group is to submit completed reports to the Committee before the end of the 2017 calendar year.

Partners

Throughout the year the Committee has scrutinised the performance of many of the City Council's partnering bodies, as an important part of its work. Reduced financial resources continue to put pressure on our partners as they strive to meet their performance targets whilst providing a good service to the residents of Gloucester.

Amey

Waste and refuse collection are high on the list of priorities for residents of Gloucester and as such are high priorities for the Members of Overview and Scrutiny. Amey, the Council's partner in providing Streetcare annually appear before the Overview and Scrutiny Committee to present a performance report and did so in July 2016. The assembled Members vigorously questioned the Cabinet Member for Environment; The Operations Manager at Amey and Head of Neighbourhood Services, at the meeting on the following matters;

- quality of street cleaning and the KPI for this activity
- balancing the need to achieve savings with residents' expectations
- allocation of resources
- operative training and skills
- Kingsholm Stadium and surrounding waste issues
- KPI for sickness absence

Details of the meeting can be found [here](#).

Civica UK Limited - Revenues and Benefits

In July 2016, the Committee examined Civica's performance in managing the Council's Revenues and Benefits service and Cabinet Member for Performance and Resources; the Operations Director of Civica; the Partnership Director of Civica; and Gloucester City Council's Head of Finance were in attendance Members considered and probed regarding:-

- how the introduction of Real Time Information (RTI) had impacted on overpayments
- how unpaid Discretionary Housing Payments were being processed.
- communications methods between Civica and claimants
- details of "Performance Lowlights" and how these were being addressed.

Details of the meeting can be found [here](#).

Spotlight on Civica UK Limited - IT Partnership

A dynamic, adaptable and fit for purpose IT service is important for the running of a modern council and Overview and Scrutiny Committee understands the importance of this.

In July 2016 the Committee received the Civica IT Partnership performance report for 2015-2016 from Director of ITO from Civica, and the Senior ITO from Civica. The Members particularly discussed the following items:

- the need for substantial work before the next PSNA audit in September 2016
- the current status of Windows XP operating systems across the Council
- business continuity in the event of a catastrophic system failure
- threats to cyber security
- Spam filters

Details of the meeting can be found [here](#).

Marketing Gloucester Limited (MGL)

Marketing Gloucester manages destination tourism and events in Gloucester, alongside promoting and marketing Gloucester and attracting investment on behalf of the City Council. In November, the Cabinet Member for Culture and the Chief Executive of Marketing Gloucester presented a performance report to the Committee. After the report was presented the assembled Members discussed the following items:

- MGL's funding model
- Ongoing performance review
- How the success of an event was evaluated
- Diversity of events
- The interaction between MGL and the newly setup Gloucester Culture Trust

Details of the meeting can be found [here](#).

ASPIRE Sports and Cultural Trust

Progress made in 15-16 and future plans were a key theme when the Committee reviewed the progress of Aspire Sports and Cultural Trust in November 2016.

Details of the meeting can be found [here](#).

O&S Survey

Scrutiny, as any part of government, is a constantly changing area and to rest on one's laurels would be at best foolish and at worse negligent. In this spirit, The Chair of Overview and Scrutiny commissioned a survey to ascertain the performance of the Committee in 16-17 and to identify areas for improvement in the 17-18 civic year.

The survey outlined the responsibilities of the Overview and Scrutiny Committee and asked the following questions:

1. How well do you feel Overview and Scrutiny has fulfilled its remit in 2016-17? and then gave the option for the surveyed to expand upon the reason for their answer
2. How could Overview and Scrutiny meetings have been improved in 2016-17?
3. What do you think was the Overview and Scrutiny Committee's finest achievement in 2016-2017?
4. What is the biggest fault or stumbling block with the Overview and Scrutiny Committee?
5. What would you like to see the Committee doing more of?
6. What would you like to see the Committee doing less of?
7. Currently the resources which Overview and Scrutiny draw on are predominantly City Council Officers. With an aim to increase the efficacy of the Committee, what outside bodies would you recommend the committee invite to attend during 2017-2018?
8. Any other comments?

Responses were gathered anonymously when the survey was circulated on the 3rd of April and again on the 25th of April to all Members of the Committee, all Members of Cabinet and all Heads of Service within the City Council.

11 responses were received, a 37% response rate, of which 90% of respondents rated the performance of the Committee Satisfactory or above.

The overall feedback from the survey was that the Committee could be improved in 17-18 by taking the following actions.

1. Reducing the number of reports and items on agendas which were intended to just be noted.
2. To move away from predominantly scrutinising cabinet reports
3. To focus on greater pre-scrutiny and policy formulation.
4. To enable a wider range of voices can be heard in Overview and Scrutiny Committee.

The feedback received from responders highlighted the following items as being particularly worthy of praise in 16-17:

1. The recommendation that the Museum Cafes remain open

2. The alternate recommendation for replacement bin criteria being adopted by Cabinet
3. That the Committee is seen as an important part of the transparent and effective running of the Council.

Members Attendance Record 2016-2017

Nature of Meeting	Date of Meeting
Ordinary Business	13 June 2016
Ordinary Business	11 July 2016
Ordinary Business	5 September 2016
Ordinary Business	3 October 2016 (Cancelled)
Ordinary Business	31 October 2016
Ordinary Business	28 November 2016
Budget Proposals and Consultation	19 December 2016
Ordinary Business	9 January 2017
Ordinary Business	30 January 2017
Ordinary Business	27 February 2017
Special Meeting with Police and Community Safety Partnership	6 March 2017

Name of Councillor	Meetings Attended (Max: 10)
Councillor Tom Coole (Chair)	10
Councillor Emily Ryall (Vice-Chair)	10
Councillor Laura Pearsall	9
Councillor Gerald Dee	10
Councillor Collette Finnegan	8
Councillor Kate Haigh	10
Councillor Neil Hampson	10
Councillor Lee Hawthorne	9
Councillor Jeremy Hilton	6
Councillor Andy Lewis	9
Councillor Dawn Melvin	8
Councillor Stephen Morgan	10
Councillor Hannah Norman	9
Councillor Deborah Smith	9
Councillor Declan Wilson	9



Meeting:	Overview and Scrutiny Cabinet	Date: 12 th June 2017 21 st June 2017
Subject:	Financial Outturn 2016/17	
Report Of:	Cabinet Member for Performance and Resources	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Andrew Cummings, Management Accountant	
	Email: Andrew.cummings@gloucester.gov.uk	Tel: 396231
Appendices:	1. Progress against savings targets 2. Capital Outturn	

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To inform members of the final Council position against agreed budgets for the 2016/17 financial year. This includes a summary of how the Council has progressed against key savings targets for the year. It also highlights some key performance indicators.
- 1.2 For Cabinet to note the final outturn position and to approve movement to and from earmarked revenue reserves.

2.0 Recommendations

- 2.1 Overview & Scrutiny Committee is asked to, subject to any recommendations it wishes to make to Cabinet, to **note** the contents of the report.
- 2.2 Cabinet is asked to **RESOLVE** that
 - 1. it be noted that:
 - i. The savings achieved in year total £590k
 - ii. The year-end position for the financial year 2016/17 is to increase the Council’s General Fund balance by £20k
 - iii. The General Fund balance has increased from £1.635m to £1.655m at the end of 2016/17.
 - iv. That this change in the General Fund balance is after a transfer to earmarked reserves of £692k
 - v. That the business rates pool has returned a surplus of £329k to the City Council.

2. The transfers to and from earmarked reserves as below and detailed in section 8 of this report be **APPROVED**

3.0 Background and Key Issues

- 3.1 This report is intended to give Members a clear and concise view of the 2016/17 outturn of the Council. The financial position for each portfolio is presented in a summary table.
- 3.2 The reported position in Quarter 3 was to decrease the general fund by £109k and increase earmarked reserves by £100k. The final outturn position is to increase the general fund by £20k and increase earmarked reserves by £692k. This is a significant improvement from Quarter 3 and relates to an increase in retained business rates (See Section 11). The closing General Fund is now £1.655 million.
- 3.3 The Council has a financial strategy to place funds into earmarked reserves where appropriate. This report includes details of proposed reserve transfers to bring the year-end balance on earmarked reserves to £4.269 million.
- 3.4 The savings target for 2016/17 was £607k. A further £566k of savings unachieved in 2015/16 was added to that target to give an overall savings target of £1.173 million. Savings actually achieved total £590k. Where savings targets have not been achieved these will be delivered in 2017/18, with the exception of the £50k savings targets for Shopmobility and the Markets which were removed in the 2017/18 Money Plan. Section 13 and Appendix 1 provide further details.

4.0 Whole Council Summary

- 4.1 A summary table below shows the outturn position for each service area. As with all budget monitoring from 2016/17 this is reported by Cabinet Portfolio.

Council Summary	16/17 Budget	Final Actual	Final Variance
	£000	£000	£000
Regeneration and Economy	(906)	(718)	188
Communities and Neighbourhoods	1,147	1,009	(138)
Performance and Resources	5,128	5,338	210
Culture	1,486	1,655	169
Planning and Housing	1,705	2,045	340
Environment	4,200	4,188	(12)
Corporate and Funding	(12,759)	(13,957)	(1,198)
Transfer to Business Rates Reserve	0	420	420
Total	0	(20)	(20)

- 4.2 The large saving in Corporate and Funding relates to retained Business Rates. This is due to a reduction in the levy paid to Central Government as a result of overall falling income levels which need to be recovered from the revenue budget in future years. This saving is to be placed in a reserve to protect the General Fund from fluctuations in rates in future years.

- 4.3 The slight increase in General Fund along with the increased balance of earmarked reserves is a significant achievement against a background of significant saving targets. The increase in reserves will help to mitigate the impact of further reductions in funding in future years.

5.0 Regeneration and Economy

Regen	16/17 Budget £000	Final Actual £000	Final Variance £000
Economic Development	402	335	(67)
Asset Management	1,021	1,138	117
Commercial Property	(1,630)	(1,541)	89
Parking	(825)	(936)	(111)
Senior Management	375	347	(28)
Markets and Street Trading	(249)	(61)	188
Total	(906)	(718)	188

- 5.1 This portfolio has a year end deficit of £188k. This is a change from Quarter 3 when a slight underspend was predicted.
- 5.2 Throughout the year it has been forecast that Markets and Street Trading Service would create a budgetary pressure as a result of falling income and a £50k savings target. In Quarter 4 the income fell even further than expected and increased the level of the budget shortfall at the end of the year. In 2017/18 the Markets will fall under the new Cultural and Trading Services team which will look at ways to increase income achieved. In addition the 2017/18 Money Plan removes the savings target to ease the budget pressure in the upcoming financial year.
- 5.3 The overall income from Commercial Property was lower than budgeted. This is partly due to a reduced number of units generating income around the Bus Station Development as was anticipated at this stage. However, the Council continues to generate returns from Commercial Property and where necessary will explore new opportunities to build on the property portfolio to deliver both commercial returns and regeneration outcomes.
- 5.4 Within the Asset Management service, budgets for repairs and maintenance and property service charges were exceeded overall. However, these costs can be met from resources within the overall revenue outturn and it is not proposed to draw on the repairs reserve. That reserve can therefore be left in place at the full £400k to fund major repairs works in future years.
- 5.5 The budget surplus achieved within parking for the year was a result of a backdated appeal on business rates for Castlemeads car park being received. This was a significant source of income in year but was primarily a one-off item.

6.0 Communities and Neighbourhoods

Communities and Neighbourhoods	16/17 Budget	Final Actual	Final Variance
	£000	£000	£000
Voluntary Sector Grants	315	290	(25)
Community Strategy and Other Projects	320	259	(61)
Licensing	(89)	(103)	(14)
Environmental Health	408	362	(46)
Health and Safety	187	144	(43)
Shopmobility	6	57	51
Total	1,147	1,009	(138)

- 6.1 This portfolio has generated a saving of £138k for the 2016/17 year. This is an increase on the underspend forecast at Quarter 3. Where future agreed commitments have been made these sums have been placed in reserves. Further details on these reserves is provided in Section 12.
- 6.2 The Shopmobility Service was over budget for the year by £51k. This is a direct result of no suitable third party partners being able to operate the service and deliver the budgeted saving of £50k. As it has been decided to continue operating the service on an in house basis, at least in the short term, this savings target has been removed from 2017/18 and the service should operate on budget.
- 6.3 All other parts of the portfolio have delivered a number of savings against the budget. This was previously predicted and reported and is the direct result of a significant number of vacancies being held across the portfolio as a result of staff departures throughout the year. Each service area, with the exception of Shopmobility, held at least one vacancy during the year.

7.0 Performance and Resources

Performance and Resources	16/17 Budget	Final Actual	Final Variance
	£000	£000	£000
Internal Audit	177	202	25
Housing Subsidy	(479)	(556)	(77)
Revenues and Benefits Admin	663	611	(52)
Financial and Corporate	1,091	1,229	138
IT	1,418	1,621	203
Human Resources	314	325	11
Communications	125	96	(29)
Legal Services	370	360	(10)
Contact Centre and Customer Services	691	683	(8)
Democratic Services	758	767	9
Total	5,128	5,338	210

- 7.1 This portfolio recorded an overspend of £210k. The cause of this is a provision that the Council has had to put in place for a potential IT cost of £175k. These costs are shown against the IT service area. Within the rest of the portfolio there were some service areas which recorded adverse variances but these were balanced out other savings.
- 7.2 The biggest change was additional cost incurred in the area of financial services and corporate expenditure. This resulted from adjustments which became apparent as part of year-end procedures. The first is that the Council made a contribution to the Insurance provision of £40k more than budgeted. The Council sets aside money each year end in order to meet the cost of insurance claims against the authority. It is good accounting practice to review the provision at least annually and this has led to this additional charge. Also, a creditor has come to light relating to costs incurred when the Council still had ownership of housing stock. This debt has been settled but as the Council no longer operates a housing revenue account the cost must be met from the General Fund.
- 7.3 With the exception of the provision noted at 7.1, IT revenue expenditure has been largely contained within budget for the 2016/17 year. Significant work has taken place in the year to correctly account for and monitor expenditure in this area. The final outturn position has been assisted by identifying a credit to be claimed at the end of the current Council photocopying contract.
- 7.4 The final cost of providing Housing Benefit was slightly more than had been predicted at Quarter 3. It has been previously reported that small changes in this area can have a significant impact on the Council budget. In spite of this change the service still produced an underspend of £77k.

8.0 Culture and Leisure

Culture and Leisure	16/17 Budget £000	Final Actual £000	Final Variance £000
Museums	192	303	111
Guildhall	239	300	61
TIC	163	173	10
Aspire Client	428	427	(1)
Marketing Gloucester	464	452	(12)
Total	1,486	1,655	169

- 8.1 Previous monitoring reports had highlighted that an overspend was expected within this area and this can be confirmed at year end with an outturn variance of £169k being the final position.
- 8.2 The Museums service was able to achieve only approximately £21k of the budgeted £132k of savings which remains a target for the Service. However, it should be recognised that there has been a significant improvement in the financial performance during year. During 2015/16 the service incurred an overspend of

approximately £50k on top of budgeted savings. This year therefore represents an improvement of over £70k. The majority of this relates to the success of the “Robots” exhibition in Summer 2016. Lessons have been learnt from this exhibition about how to turn increased football into increased income and this will lead to a greater contribution towards financial targets from future exhibitions.

- 8.3 The Guildhall again made in-year progress against the savings target of £150k which the service was set in previous years. This year has not seen the same increase in income as previous years but further opportunities will be explored in 2017/18 to deliver even more of the savings.
- 8.4 Budgets at the Tourist Information Centre have largely been met with only a small overspend reported at the end of the year.
- 8.5 These three areas are expected to benefit in 2017/18 from the introduction of a new Cultural and Trading Services team as part of the Together Gloucester restructure. This will allow staff to work across sites, generate efficiencies and more effectively co-ordinate the promotion of exhibitions and events. This is likely to have a significant positive impact on the financial position once the new team is operating effectively.
- 8.6 A small underspend was recorded against Marketing Gloucester as the Council received a credit for grant funding already paid to Marketing Gloucester in 2015/16 which was to be met from the 2016/17 allocation. All other items of expenditure in relation to Marketing Gloucester remained within budget.

9.0 Planning and Housing

Planning and Housing	16/17 Budget	Final Actual	Final Variance
	£000	£000	£000
Housing Strategy	147	145	(2)
Private Sector Housing	339	295	(44)
Planning	474	638	164
Homelessness	745	967	222
Total	1,705	2,045	340

- 9.1 This portfolio saw an overspend in year of £340k which is the impact of the significant increase in the demand for temporary accommodation and overspends within Planning. All other services within the Portfolio were delivered on or under budget.
- 9.2 It has previously been reported at Quarter 3 that increased costs had been incurred in Planning as a result of a Planning Appeal. These totalled £84k at the end of the financial year. In addition to these costs the Joint Core Strategy and City Plan work exceeded budgets during the year as a result of expenditure on external experts. These costs were over budget by £36k.

- 9.3 Income from planning fees fell short not only of the predictions at Quarter 2 and 3 but also of the budget for the year creating an additional pressure of £23k on the service. There was a significant downturn in income received during the fourth quarter. Income will be closely monitored during 2017/18 to determine if this quarter was part of a consistent downward trend which would place further pressure on the Service.
- 9.4 The Homelessness Service saw a significant increase in the cost of temporary accommodation during the financial year. This has caused a budgetary pressure as the Council is limited in the amount of expenditure it is able to reclaim through the Housing Subsidy system. The use of temporary accommodation therefore largely falls against Council budgets and has caused this overspend. The level of budgetary gap is higher than predicted at Quarter 3 as the costs continued to increase during the final quarter.

10.0 Environment

Environment	16/17 Budget £000	Final Actual £000	Final Variance £000
Waste and Streetcare	4,794	5,052	258
Neighbourhood Management	49	42	(7)
Countryside and Allotments	117	103	(14)
Cemetery and Crematorium	(964)	(1,210)	(246)
Flooding and emergency planning	133	132	(1)
Head of Service	71	69	(2)
Total	4,200	4,188	(12)

- 10.1 The final position on this portfolio is that a breakeven was achieved, even generating a small surplus of £12k. As has been reported previously the position in the portfolio is one of contrasts with significant overspends being matched elsewhere in the portfolio by large underspends.
- 10.2 The successful launch of the revised Recycling Service in January 2017 is likely to lead delivering the savings targets in future years. The savings from the new system come from the sale of the additional recycling material collected. As the service was introduced towards the end of the financial year, and as a result of the lead times for the sale of material, there has been no impact on the savings target in 2016/17. Any additional income which has been created has largely offset implementation costs incurred. However, savings identified elsewhere within Waste and Streetcare have helped to mitigate the impact and a final overspend of £258k was recorded.
- 10.3 The Cemetery and Crematorium service significantly overachieved the income targets for the year resulting in a final surplus of £246k. This is likely to be a result of the new charging structure introduced during the year. This surplus has offset the overspend in Waste and Streetcare. An additional income target of £150k was added to this service for 2017/18 to build these higher levels of income into the Council's base budget.

11.0 Business Rates and Business Rates Pooling

- 11.1 The retention of Non-Domestic Rates continues to form a key component of the Councils' financial position.
- 11.2 The level of Business Rates collected has been less than expected during 2016/17. This is largely due to the impact of successful appeals by Businesses against their rating valuation assign by the Valuation Office Agency. This shortfall of rates creates a deficit in the Council's Collection Fund which effectively records the running balance between rates collected and rates received. This deficit must be charged against the Council's revenue budget in future years and will form part of the Council's long term forecast of Business Rates within the Money Plan.
- 11.3 A portion of rates collected is paid over to Central Government in the form of a levy. The reduction in rates collected this year creates a one off saving in year. This saving is proposed to be placed into the Business Rates Reserve. It can then be used to offset the reduction in Business Rates retention created by the Collection Fund deficit.
- 11.4 In addition to the impact on the Council's own budget the Council is a member of the Gloucestershire Business Rates Pool (GBRP). The pooling mechanism shares the risk of fluctuating rates around the County and also allows an overall reduction in the combined levy payment which is made to Central Government. That reduction increases the amount of business rates retained within Gloucestershire and is shared amongst the member authorities.
- 11.5 The pool has declared a surplus in 2016/17 and the share due back to Gloucester City is £329k. This is divided into two portions. The first is a repayment to the Council of £172k for the amount it paid to cover the deficit at Tewkesbury in 2014/15. This is returned to the General Fund which was used to pay that deficit at the time. The remainder of £157k is included in the £420k transfer proposed to the Business Rates Reserve to be drawn down upon to support the revenue budget in future years.

12.0 Reserve Movement

- 12.1 The table below shows the proposed transfers to and from reserves along with balances on all other reserves. In the 2016/17 year there are proposed transfers to and from a number of existing reserves as well as the proposed establishment of six additional earmarked reserves. Details of the major movements, and the new reserves are below.

No	Reserve	Opening Balance £'000	Proposed Transfer £'000	Closing Balance £'000
1	3 Choirs Reserve	5	(5)	0
2	Historic Buildings Reserve	53	0	53
3	Portfolio Reserve(Housing Survey)	36	13	49
4	Members Allocation Reserve	9	(5)	4
5	Shopmobility Reserve	29	0	29
6	Regeneration Reserve	510	42	552
7	Insurance reserve	10	0	10

8	Land Adoptions Reserve	710	171	881
9	VAT Shelter Reserve	291	222	513
10	Business Rates Reserve	200	420	620
11	Trading Development Reserve	50	0	50
12	Environment Reserve (Stock transfer)	1,000	0	1,000
13	Pension Liability Reserve (Stock Transfer)	275	(275)	0
14	Repairs Reserve	400	0	400
15	Community Builder Reserve	0	30	30
16	Planning Grant Reserve	0	30	30
17	Economic Development Reserve	0	20	20
18	Flooding Works Reserve	0	10	10
19	Meet and Greet Reserve	0	4	4
20	Police Contribution Reserve	0	15	15
Total Earmarked Reserves		3,577	692	4,269

- 12.2 The Regeneration reserve holds the surplus of income generated by the former South West Regional Development Agency (SWRDA) assets and is used to fund regeneration projects within the City. There has been expenditure funded from the income generated during the year but it is still possible to transfer an additional £42k to the opening balance.
- 12.3 There has been no expenditure incurred against the VAT Shelter Reserve. A further £222k of income has been received and it is proposed to transfer this balance in its entirety for use in future projects. A majority of the funds available have been earmarked for the project at Black Dog Way.
- 12.4 The Pension liability created as a result of the stock transfer has now been settled and the Reserve of £275k can now be released to fund that settlement.
- 12.5 Two additional sums have been received from developers upon the Council adopting land during the financial year. That is transferred in full to the Land Adoptions Reserve. Funding which has been received in prior years has been partly drawn down to meet associated ground maintenance costs. The net position is a transfer to the reserve of £171k.
- 12.6 It is proposed to add £420k to the Business Rates Reserve. This reserve will be drawn down upon in future years should the level of business rates raised be less than expected in the Money Plan. This is likely as a result of the 2016/17 NNDR collected being below budgeted levels.
- 12.7 The new reserves created all represent surplus funds, either grant funded or from Council budgets, which have been earmarked for expenditure in future years. The Community Builder Reserve is an unspent budget which will be used to fund the cost of a Community Builder post with partners. The Planning Grant Reserve relates to Government grants to fund specific planning projects where additional costs may be incurred at a later date. The reserve is held to meet that expenditure. The Economic Development Reserve is established to help fund the provision of Economic Development grants in future periods. The Police Contribution reserve represent specific funding which the Council has earmarked to share with the Police on a study into the impact of participatory budgeting. The Flooding Works Reserve is to help finance flooding capital projects which may arise in the future. Finally, the

Meet and Greet reserve is the remaining funding available to fund the Coach Meet and Greet Service provided by the Tourist Information Centre.

- 12.8 There are no proposed movements on any other reserves and they remain available for future years. The Environmental Reserve relates to the housing stock transfer and is to cover potential future liabilities arising from that arrangement.

13.0 Savings

- 13.1 Appendix 1 shows that £590k of savings have been successfully implemented in 2016/17. These include savings related to the Amey contract, increased income at the Crematorium and an adjustment to the Minimum Revenue Provision.
- 13.2 Savings not achieved in 2016/17 will be added to the 2017/18 savings target. These total £483k and are detailed in the following paragraphs.
- 13.3 A further £241k of savings are required from the Amey Contract. It is hoped that increases in the volume of material collected along with a general upturn in Commodity prices received will produce the majority, if not all, of that saving. Additional options to explore savings continue to be explored and a number of proposals are being considered.
- 13.4 The Museums and Guildhall are part of the combined Cultural and Trading Service for 2017/18. Those savings which have been carried forward into 2017/18 will form part of the financial planning for this new service.

14.0 Capital Programme

- 14.1 The outturn position for the Capital Programme is £7.821m against the budget for the year of £15.532m. Expenditure for 2016/17 has included £2.374m on the Kings Quarter Development as work starts on the Infrastructure and Highways elements of the Transport Hub project and the upgrades to Eastgate car park roof (£0.714m) ensuring the asset remains operational in accordance with the Councils contractual duty. 2016/17 saw the Council purchase 14 recycling vehicles and new sorting equipment totalling £2.655m facilitating the Councils new kerb side recycling programme, increasing the types of recycling the Council is able to collect.
- 14.2 The nature of capital projects means that many of them span a number of financial years, budgets are set per project any unspent budgets at the end of any one financial year may be carried forward into the next
- 14.3 A summarised table for the Capital Programme is shown as Appendix 2.

15.0 Prompt payment performance

- 15.1 The Council aims to make payments to all suppliers promptly and in accordance with contract terms. The performance on invoice payments during the year is summarised in a table below Overall, 93% of invoices received in the year were paid within 30 days of receipt.

	Q 1		Q 2		Q 3		Q 4		TOTAL	
Paid within 5 days	1,479	67%	1,131	56%	1,377	61%	1,342	65%	5,329	62%
Paid within 10 days	1,797	82%	1,555	77%	1,764	79%	1,643	79%	6,759	79%
Paid within 30 days	2,063	94%	1,924	95%	2,058	92%	1,907	92%	7,952	93%
Paid over 30 days	133	6%	104	5%	186	8%	163	8%	586	7%
Total Invoices paid	2,196		2,028		2,244		2,070		8,538	
Average Days to Pay	8		9		11		9		9	

16.0 Asset Based Community Development (ABCD) Considerations

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

17.0 Alternative Options Considered

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

18.0 Reasons for Recommendations

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

19.0 Future Work and Conclusions

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

20.0 Financial Implications

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

21.0 Legal Implications

21.1 There are no legal implications from this report

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

22.0 Risk & Opportunity Management Implications

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

23.0 People Impact Assessment (PIA):

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

24.0 Other Corporate Implications

Community Safety

24.1 None

Sustainability







24.2 None

Staffing & Trade Union





24.3 None

Savings Position 2016/17

Prior Year Savings

Service	Details: aim of the project	Target £000	Achieved £000	Removed in Money Plan £000	Transferred to 2017/18 £000	Comments	Status
Public Protection	Shopmobility	(50)	0	(50)	0	Saving removed	
Public Protection	Market Service	(50)	0	(50)	0	Saving removed	
Neighbourhood Services	Amey contract review, ongoing project from 2013/14 with requirement to identify further savings	(232)	(191)	0	(41)	New recycling service introduced. A full year in operation in 2017/18 will determine final saving achieved.	
Development Services	Planning Services Review	(40)	0	0	(40)	Further options to deliver savings to be considered in 17/18. Money Plan to be adjusted where necessary.	
Cultural Services	Guildhall Operational review	(62)	(7)	0	(55)	New Programming and Marketing team to consider a wider range of income generation	
Cultural Services	Museums Operational Review	(132)	0	0	(132)	Financial performance of the Museums was improved in 2016/17 but savings targets were not achieved	
Total		(566)	(198)	(100)	(268)		

Savings Target 2016/17

Service	Details: aim of the project	Target £000	Achieved £000	Removed in Money Plan £000	Transferred to 2017/18 £000	Comments	Status
Cemeteries and Crematorium	Building additional income achieved into the base budget and review of crematorium charging structure	(100)	(100)	0	0	Income was above target and the additional surplus helped reduce other Council pressures in year	
Neighbourhood Services	Roundabout advertising and advertising on signs	(18)	(18)	0	0	Income was on target for the year	
Public Protection	Stray Dog service being managed through Worcestershire Regulatory Services	(12)	(12)	0	0	New service model delivered the expected savings	
Neighbourhood Services	Amey contract review, on-going project from 2013/14 with requirement to identify further savings	(200)	0	0	(200)	Waste and recycling review complete but no saving is expected in 2016/17	

Service	Details: aim of the project	Target £000	Achieved £000	Removed in Money Plan £000	Transferred to 2017/18 £000	Comments	Status
Environmental Protection	Charging for inspection of abandoned vehicles	(3)	(3)	0	0	Delivered in line with income target	😊
Environmental Protection	Shared working on contaminated land	(5)	(5)	0	0	Vacancies meant the team delivered the saving in year.	😊
Asset Management	Restructure of service	(5)	(5)	0	0	Saving has been achieved	😊
Human Resources	Shared Service for Human Resources service with Gloucestershire County Council	(54)	(54)	0	0	Service is in place and saving has been delivered	😊
Contact Centre /Planning	Introduction of charges for street naming and numbering	(30)	(18)	0	(12)	Some income was received. It is hoped that income will be in line with target in 2017/18	😐
Financial Services	Adjustment of Minimum Revenue Provision	(100)	(100)	0	0	Achieved in 2016/17	😊
Various	Efficiencies against current budgets	(75)	(75)	0	0	All minor budget changes have been achieved	😊
Customer Services	Council Advertising Network	(5)	(2)	0	(3)	Some income received but not in line with target	😐
Total		(607)	(392)	0	(215)		
Savings Brought Forward		(566)	(198)	(100)	(268)		
Total		(1,173)	(590)	(100)	(483)		

Capital Programme 2016/17**Appendix 2**

Scheme	Revised budget	
	2016/17	Outturn
Kings Quarter Development	7,144,630	2,375,029
Kings Quarter Masterplanning	0	25,005
City Centre Investment Fund	1,243,530	634,817
HCA Regeneration Grant money	79,270	900
GCC Building Improvements	307,665	186,746
Voltage Optimisation - Main Buildings	45,175	0
ICT Projects	420,915	200,215
Eastgate Rooftop Carpark Improvements	713,905	713,441
Housing projects	816,330	307,954
Drainage and Flood Protection Works	592,290	98,798
Townscape Heritage Initiative - HLF	1,081,600	266,574
Ranger Centre Barns/Storage	67,360	0
Horsbere Brook Local Nature Reserve works	92,345	7,550
Play Area Improvement Programme	87,725	86,036
Crematorium Cremator Improvements	45,220	34,058
Grant Funded Projects	51,110	37,228
Elmbridge Open Space Improvements	16,000	14,010
Robinswood All Paths Project	111,750	42,722
GL1 Emergency Works	49,205	2,713
City Centre CCTV System	73,550	42,341
Retaining Wall Works	47,000	0
75-81 Eastgate Street	48,350	48,350
Innsworth Lane Sports Pitches	5,037	5,207
Green Waste Vehicles	2,356,900	2,655,402
Crematorium Vehicles	35,562	35,560
Guildhall Sound Desks	496	496
TOTAL CAPITAL PROGRAMME	15,532,920	7,821,152

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