



Gloucester City Council

Overview and Scrutiny Committee

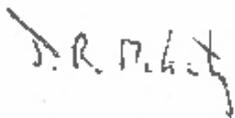
Meeting: Monday, 28th October 2019 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Coole (Chair), Ryall (Vice-Chair), Dee, Finnegan, Haigh, Hilton, Hyman, Lewis, Organ, Patel, Pullen, Stephens, Taylor, Toleman, Tracey, Walford and Wilson
Contact:	Democratic and Electoral Services 01452 396126 democratic.services@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	DECLARATION OF PARTY WHIPPING To declare if any issues to be covered in the Agenda are under party whip.
4.	MINUTES (Pages 5 - 10) To approve as a correct record the minutes of the meeting held on 30 th of September 2019.
5.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none">• Matters which are the subject of current or pending legal proceedings, or• Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers
6.	PETITIONS AND DEPUTATIONS (15 MINUTES) To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none">• Matters relating to individual Council Officers, or• Matters relating to current or pending legal proceedings

7.	<p>OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND COUNCIL FORWARD PLAN (Pages 11 - 36)</p> <p>To receive the latest version of the Committee's work programme and the Council's Forward Plan.</p>
8.	<p>ASPIRE TRUST ANNUAL UPDATE (Pages 37 - 48)</p> <p>To receive the annual update of the Aspire Trust.</p>
9.	<p>LOCAL COUNCIL TAX SUPPORT SCHEME (Pages 49 - 76)</p> <p>To consider the changes recommended in respect of the 2019/20 Local Council Tax Support Scheme.</p>
10.	<p>REDEVELOPMENT OF THE FORMER FLEECE HOTEL SITE (Pages 77 - 82)</p> <p>To consider the report of the Cabinet Member for Regeneration and Economy which outlines the proposals for redeveloping the former Fleece Hotel site.</p>
11.	<p>DATE OF NEXT MEETING</p> <p>Monday 4th of November 2019 (Special Meeting).</p>



Jon McGinty
Managing Director

Date of Publication: Friday, 18 October 2019

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

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Recording of meetings

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

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

FIRE / EMERGENCY EVACUATION PROCEDURE

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

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



OVERVIEW AND SCRUTINY COMMITTEE

MEETING : Monday, 30th September 2019

PRESENT : Cllrs. Coole (Chair), Ryall (Vice-Chair), Dee, Finnegan, Haigh, Hilton, Lewis, Organ, Pullen, Stephens, Taylor, Toleman, Walford and Wilson

Others in Attendance

Councillor Watkins, Cabinet Member for Communities and Neighbourhoods

Councillor Cook, Cabinet Member for Environment

Corporate Director (Partnerships)

Head of Communities

City Improvement and Environment Manager

Democratic and Electoral Services Team Leader

APOLOGIES : Cllrs.

11. DECLARATIONS OF INTEREST

11.1 Councillor Taylor declared an interest in agenda item 8 by virtue of a family member being employed by Barnwood Trust.

12. DECLARATION OF PARTY WHIPPING

12.1 There were no declarations of party whipping.

13. MINUTES

14. PUBLIC QUESTION TIME (15 MINUTES)

14.1 There were no public questions.

15. PETITIONS AND DEPUTATIONS (15 MINUTES)

15.1 There were no petitions or deputations.

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

- 16.1 The Committee considered the Work Programme and Council Forward Plan. The Vice-Chair informed Members that a special meeting to consider the Supplementary Planning Documents for the Matson and Podsmead regeneration was confirmed to take place on Monday 4th November 2019. The meeting had been arranged due to a full agenda at the next ordinary Committee meeting.
- 16.2 **RESOLVED:-** That the Overview and Scrutiny Committee **NOTE** the Work Programme and Forward Plan.

17. GLOUCESTER COMMUNITY BUILDING COLLECTIVE

- 17.1 Councillor Watkins, the Cabinet Member for Communities and Neighbourhoods introduced the report and highlighted key features. She stated that while Asset Based Community Development had been well embedded in the Council's work, the development of a Community Interest Company was the next step. Councillor Watkins advised Members that momentum had been gained from a number of national bodies and that the Key Cities group was looking to use Gloucester as a case study. She stated that she sought feedback from Committee Members particularly on the nomination of a charity should the company be wound up in the future.
- 17.2 Council Wilson expressed his concern that, as the Company's work start in a limited number of areas, what checks were there to ensure some directors did not dominate the board and limit expansion. He also asked why it would only be the City Council with directorships. The Corporate Director (Partnerships) advised that the articles of association would define the Company as Community Building across the City. In respect of directorships, the Corporate Director stated that the proposal was for the City Council to start the process but to subsequently nominate community leaders.
- 17.3 Councillor Stephens asked about the financial implications of setting up the Company and whether any funding had been secured. He also expressed concern regarding how the Company would be accountable to the Council given it would fund the Company. The Head of Communities stated that all funding to date and up to April 2020 was through fundraising. The financial commitment contained within the report was for the purpose of underwriting but that fundraising would be possible, particularly for job security of the community builders. The Corporate Director (Partnerships) advised that the Council would cease funding of the Community Interest Company at the end of phase one. She further advised that the Company would be independent and she envisaged secondments from independent bodies.
- 17.4 Councillor Stephens asked how the value and worth of the work would be gauged and stated that more could be done in terms of the level of engagement and projects. The Corporate Director (Partnerships) advised that consultants had been approached to work with the team to look at

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performance management and that funders would expect such measure to be in place.

- 17.5 Councillor Haigh stated that there was an expectation that the Community Interest Company would deliver on making residents' lives better and, as such, queried what oversight there would be from Members. Councillor Watkins stated that many community builders were not paid and that their contribution was for the benefit of the community as a whole. The Corporate Director (Partnerships) advised that it had not yet been decided whether the Council would withdraw entirely at some stage. Councillor Haigh asked why the Roundtable had been suggested as the nominated charity in the event the Company is wound up. Councillor Watkins stated that she was very much open to suggestions and that the Roundtable charity was as all-encompassing of the City as possible. She further stated that the purpose of nominating such a charity was for it to receive assets rather than take over the operational matters of the charity. In response to a query from Councillor Stephens as to whether it could be considered when it was a material question, Councillor Watkins advised that the potential recipient of any assets would have to be pre-determined.
- 17.6 Councillor Pullen shared his view that there should be defined outcomes such as improved well-being and community connections and that fundraisers would want to know these. He stated that there had been good work done by community builders in his ward.
- 17.7 Councillor Hilton stated that he was unsure if the project was working as it should and shared his view that he thought there was a lack of evidence of successful work. He also stated that some Members had found it difficult to get involved in community building. Councillor Watkins stated that she would speak with officers about keeping in touch with regarding community building. She also stated that while it was difficult to measure subjective material, evaluations had been undertaken. Councillor Watkins further reiterated that, if it was not working well, there was the option to cease operations at the end of phase one.
- 17.8 Councillor Lewis stated that he understood the difficulties with anecdotal evidence and suggested that the Company be allowed to 'bed in' and to keep communication with Members going.
- 17.9 Councillor Haigh shared her view that it was important that Community Builders work with Members and that Members needed to be involved in the governance of the organisation.
- 17.10 Councillor Ryall asked whether, given there were experts in evaluation and the Council was always looking to work with the University, a valuation study could be conducted. Councillor Watkins responded that she would be discussing how the University could be more involved.
- 17.11 Councillor Toleman suggested that there were a number of rotary clubs and that one of these could be nominated to receive any assets in the event of the Company ceasing operations.

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17.12 Councillor Organ stated that much work had been undertaken but was not known as there had been partial communication in some areas. He suggested that Members have sight of the Community Builders' roles and responsibilities as well as the details of who the Community Builders are. Councillor Watkins undertook for these to be supplied to Members.

17.13 Councillor Haigh proposed the following recommendations:

Cabinet consider providing criteria for measuring how the Company meets its aims;

A review is undertaken at the conclusion of Phase 1 to determine whether the Company had met its aims and, if it is determined that it had not, to cease operations;

To conduct a canvass of charitable organisations in the City and for Members to be asked to provide nominations for a particular charity to be the recipient of any assets in the event of the Company's dissolution.

17.14 Councillor Stephens proposed the following recommendations:

A further update on the Company's operations be provided to the Overview and Scrutiny Committee prior to the commencement of Phase 2;

Cabinet examine a performance management framework and commission an evaluation of impact study in partnership with the University of Gloucestershire.

17.15 RESOLVED that: -

The Overview and Scrutiny Committee **RECOMMEND** to Cabinet that:

- (1) Cabinet consider providing criteria for measuring how the Company meets its aims;
- (2) A further update on the Company's operations be provided to the Overview and Scrutiny Committee prior to the commencement of Phase 2;
- (3) A review is undertaken at the conclusion of Phase 1 to determine whether the Company had met its aims and, if it is determined that it had not, to cease operations;
- (4) To conduct a canvass of charitable organisations in the City and for Members to be asked to provide nominations for a particular charity to be the recipient of any assets in the event of the Company's dissolution;
- (5) Cabinet examine a performance management framework and commission an evaluation of impact study in partnership with the University of Gloucestershire.

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18. WASTE AND RECYCLING PROPOSALS

18.1 Councillor Cook, Cabinet Member for Environment, introduced the report and informed Members that there had been further changes to costs since publication of the report. He informed Members that there would be an amended resolution to Cabinet which was as follows:

2.1 Cabinet is asked to RESOLVE

2.1.1 that an investment of £135,000 per annum be approved for the lease of an additional Refuse Collection Vehicle (RCV) and crew for use on the garden waste service to be reviewed after 3 years.

2.1.2 that a one-off investment of £38,000 be approved to pigeon proof the recycling shed for the purpose of Health and Safety, quality of recycled material and longevity of operational equipment/building.

2.1.3 that business cases are developed based upon the latest information and market prices and that, where the case is beneficial, delegated authority is given to the Head of Place, after consultation with the Cabinet Member for the Environment to make the necessary investments:

(i) a one-off capital investment for the upgrade of the existing aluminium/steel baler resulting in additional forecast income due to higher quality recyclates

(ii) an investment in additional baler capacity to cater for all mixed fibres (paper and cardboard) resulting in additional forecast income due to higher quality recyclates

(iii) a one-off investment for a communications campaign from November 2019 to market the benefits of recycling and the garden waste service our residents and promote the most effective ways of presenting waste for kerbside collection

2.1.4 That the proposals around a glass screen contained in para 3.13 – 3.15 are noted, and that if after further monitoring the situation there is a clear business case for implementation then the power to purchase the necessary equipment is delegated to the Head of Place.

18.2 Councillor Wilson agreed with the need to make the investment and queried if there were any other plans to promote take up of the service other than flyers. Councillor Cook stated that, with the increase in housing he would anticipate a greater take up over the coming years.

18.3 In response to a query from Councillor Stephens regarding whether the original business case had changed substantially, Councillor Cook advised that prices of recyclables had fluctuated and that there was difficulty in predicting such prices. He further advised that the business case would be examined when new figures came back.

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- 18.4 Councillor Haigh stated the importance of communicating change but that many leaflets could be expensive and would have an environmental impact. She noted that marketing would commence in November and asked that either the changes be postponed or that they be advised through another means. Councillor Cook stated the marketing was timed to coincide with providing advice on Christmas collections as the primary cost was postage but that other ideas such as communicating it alongside council tax statements could be considered.
- 18.5 Councillor Pullen stated that he supported the investment and hoped that prices would not be raised. Councillor Cook stated that the desire was to increase demand and that raising prices could have the opposite effect.
- 18.6 **RESOLVED that:-** The Overview and Scrutiny Committee **NOTE** the report.

19. DATE OF NEXT MEETING

Time of commencement: 6.30 pm hours

Time of conclusion: 8.00 pm hours

Chair

**Gloucester City Council
Overview and Scrutiny Committee Work Programme
Updated 18 October 2019**

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
4 November 2019 – Special Meeting			
Matson and Podsmead Estates Regeneration Supplementary Planning Document	Written Report	Cabinet Member for Planning and Housing Strategy	Requested by Chair
25 November 2019			
Local Delivery of Grass Cutting in Podsmead	Written Report	Cabinet Member for Communities and Neighbourhoods	Requested by Chair
Financial Monitoring Quarter 2	Written Report	Cabinet Member for Performance and Resources	Requested by Committee
2 December 2019			
Budget – no other business			
06 January 2020			
Performance Monitoring Quarter 1 and 2	Written Report	Cabinet Member for Performance and Resources	Requested by Committee
03 February 2020			
02 March 2020			

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
NO DATE SET			
Progress on 67-9 London Road	Report	Cabinet Member for Regeneration and Economy	Requested by Committee
Disposal of HKP Warehouses	Report	Cabinet Member for Regeneration and Economy	Requested by Committee
Amey – more details to follow	Meeting	Cabinet Member for the Environment	Requested by Chair

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 OCTOBER 2019 TO SEPTEMBER 2020

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	Email Address
Leader and Regeneration & Economy (LRE)	Councillor Paul James	paul.james@gloucester.gov.uk
Deputy Leader and Communities & Neighbourhoods (C&N)	Councillor Jennie Watkins	jennie.watkins@gloucester.gov.uk
Culture & Leisure (C&L)	Councillor Steve Morgan	mailto:steve.morgan@gloucester.gov.uk
Performance & Resources (P&R)	Councillor Hannah Norman	hannah.norman@gloucester.gov.uk
Planning & Housing Strategy (H&P)	Councillor Andrew Gravells	mailto:andrew.gravells@gloucester.gov.uk
Environment (E)	Councillor Richard Cook	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:

Democratic and Electoral Services on 01452 396126 or send an email to democratic.services@gloucester.gov.uk.

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>	9/10/19	Cabinet Cabinet Member for Communities and Neighbourhoods			Ruth Saunders, Head of Communities Tel: 01452 396355 ruth.saunders@gloucester.gov.uk
KEY	<p>Waste Management and Recycling Service</p> <p><u>Summary of decision:</u> To consider proposals for the waste management and recycling service.</p> <p><i>Wards affected: All Wards</i></p>	9/10/19	Cabinet Cabinet Member for Environment			Meyrick Brentnall, City Improvement and Environment Manager Tel: 01452 396829 meyrick.brentnall@gloucester.gov.uk

NOVEMBER 2019						
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>	6/11/19	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
Page 17 NON	<p>Fixed Penalty Notices for Household Waste Duty of Care</p> <p><u>Summary of decision:</u> To introduce Fixed Penalty Notices in relation to breaches of household waste duty of care.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Cabinet Member for Environment			Matt Cloke, Planning Enforcement City Centre Improvement Officer Tel: 01452 396317 matt.cloke@gloucester.gov.uk

NON	<p>Council Tax Support Scheme 2020-21</p> <p><u>Summary of decision:</u> To consider changes to the Council Tax Support Scheme 2020-21.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19 21/11/19	Cabinet Council Cabinet Member for Performance and Resources			Alison Bell, Intelligent Client Officer (Revenues & Benefits) Tel: 01452 396014 alison.bell@gloucester.gov.uk
NON	<p>Demolition of Wessex House and Intended Land Use</p> <p><u>Summary of decision:</u> To approve the demolition of Wessex House, and broadly outline the intended use of the land.</p> <p><i>Wards affected: Kingsholm and Wotton</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy, Cabinet Member for Communities and Neighbourhoods			Ruth Saunders, Head of Communities Tel: 01452 396355 ruth.saunders@gloucester.gov.uk
KEY	<p>Disposal of HKP Warehouses</p> <p><u>Summary of decision:</u> To seek approval to dispose of the HKP Warehouses for alternate use.</p> <p><i>Wards affected: Westgate</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Mark Foyn, Property Commissioning Manager Tel: 01452 396271 mark.foyn@gloucester.gov.uk

NON	<p>Regeneration of the Former Fleece Hotel Site</p> <p><u>Summary of decision:</u> To consider the proposals received and identify a preferred partner.</p> <p><i>Wards affected: Westgate</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Ian Edwards, Head of Place Tel: 01452 396034 ian.edwards@gloucester.gov.uk
NON	<p>Local List of Heritage Assets for Gloucester City</p> <p><u>Summary of decision:</u> To create a local list of heritage assets for Gloucester City.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Charlotte Bowles-Lewis, Conservation Officer Tel: 01452 396855 charlotte.lewis@gloucester.gov.uk
NON	<p>Blackfriars Priory Development Plan</p> <p><u>Summary of decision:</u> To approve the Blackfriars Priory Development Plan</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk

NON	<p>Gloucester Cathedral Project Pilgrim Phase 2</p> <p><u>Summary of decision:</u> To receive an update on Project Pilgrim and consider awarding a contribution to phase 2 of the project.</p> <p><i>Wards affected: Westgate</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Jon McGinty, Managing Director Tel: 01452 396200 jon.mcginty@gloucester.gov.uk
BPF Page 20	<p>Matson and Podsmead Estates Regeneration Supplementary Planning Document</p> <p><u>Summary of decision:</u> To adopt the Supplementary Planning Document for the Matson Estate following public consultation.</p> <p><i>Wards affected: Matson and Robinswood; Podsmead</i></p>	6/11/19 21/11/19	Cabinet Council Cabinet Member for Planning and Housing Strategy			Claire Haslam, Principal Planning Officer Tel: 01452 396825 claire.haslam@gloucester.gov.uk

NON	<p>Council Plan 2017-20 Update</p> <p><u>Summary of decision:</u> To note the progress made delivering the Council Plan 2017-20.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Leader of the Council			<p>Anne Brinkhoff, Corporate Director Tel: 01452 396745 anne.brinkhoff@gloucester.gov.uk</p>
DECEMBER 2019						
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>Meeting Date</p> <p>4/12/19</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>Treasury Management Six Monthly Update 2019/20</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Performance and Resources			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>Financial Monitoring Quarter 2 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2019/20</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
BPF	<p>Local Council Tax Support</p> <p><u>Summary of decision:</u> To advise members of the requirement to review the Local Council Tax Support Scheme (LCTS)</p> <p><i>Wards affected: All Wards</i></p>	4/12/19 30/01/20	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>Performance Monitoring Quarters 1 and 2 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 2 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	28/10/19 4/12/19	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>
NON	<p>Wessex House, Provision of Homeless Support Services</p> <p><u>Summary of decision:</u> To approve the procurement of a partner to deliver the redevelopment of the Wessex House site to provide temporary accommodation and also commission associated homeless support services.</p> <p><i>Wards affected: Kingsholm and Wotton</i></p>	4/12/19	<p>Cabinet Cabinet Member for Communities and Neighbourhoods</p>			<p>Helen Chard, Housing Manager Tel: 01452 396534 helen.chard@gloucester.gov.uk</p>

NON	<p>Social Enterprise Activity</p> <p><u>Summary of decision:</u> To update Members on Social Enterprise activity being supported by the Council.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Communities and Neighbourhoods, Cabinet Member for Environment			Ruth Saunders, Head of Communities Tel: 01452 396355 ruth.saunders@gloucester.gov.uk
NON	<p>Growing Gloucester's Visitor Economy</p> <p><u>Summary of decision:</u> To provide Cabinet with an update on the annual review of the Visitor Economy Strategy.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk
NON	<p>Improving Standards of Design in Gloucester</p> <p><u>Summary of decision:</u> To agree an action plan intended to drive up standards of architectural design within developments in the City.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Planning and Housing Strategy			David Evans, City Growth and Delivery Manager Tel: 01452 396847 david.evans@gloucester.gov.uk

NON	<p>Geographical Information Systems and Grounds Maintenance Contract</p> <p><u>Summary of decision:</u> To consider the Geographical Information Systems (GIS) and grounds maintenance contract.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Environment			<p>Meyrick Brentnall, City Improvement and Environment Manager Tel: 01452 396829 meyrick.brentnall@gloucester.gov.uk</p>
JANUARY 2020						
<p>KEY</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 25</p>	<p>Festivals and Events Programme</p> <p><u>Summary of decision:</u> To seek approval for the 2019-20 Festivals and Events Programme</p> <p><i>Wards affected: All Wards</i></p>	15/01/20	Cabinet Cabinet Member for Culture and Leisure			<p>Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk</p>

NON	<p>Green Travel Plan Progress Report 2019 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>	15/01/20	Cabinet Cabinet Member for Environment			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Public Space Protection Orders</p> <p><u>Summary of decision:</u> To provide an update on the Public Space Protection Orders (PSPO).</p> <p><i>Wards affected: All Wards</i></p>	15/01/20	Cabinet Cabinet Member for Communities and Neighbourhoods			Emily Bolland, Community Engagement Officer Tel: 01452 396268 emily.bolland@gloucester.gov.uk

KEY	<p>Charging Orders for Non Payment of Council Tax</p> <p><u>Summary of decision:</u> To seek the introduction of charging orders for those residents who own a property and persistently fail without reasonable excuse to pay their council tax charge.</p> <p><i>Wards affected: All Wards</i></p>	15/01/20	Cabinet Cabinet Member for Performance and Resources			Alison Bell, Intelligent Client Officer (Revenues & Benefits) Tel: 01452 396014 alison.bell@gloucester.gov.uk
FEBRUARY 2020						
Page 27 PF	<p>Council Tax Setting 2020/21</p> <p><u>Summary of decision:</u> To seek approval for the resolutions relating to the setting of Council Tax for 2020/21</p> <p><i>Wards affected: All Wards</i></p>	12/02/20 27/02/20	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

BPF	<p>Final Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of decision:</u> To seek approval for the final Budget Proposals for 2020-21, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	<p>12/02/20</p> <p>27/02/20</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
MARCH 2020						
<p>NON</p> <p>Page 28</p>	<p>Pay Policy Statement 2020/21</p> <p><u>Summary of decision:</u> To seek approval for the annual Pay Policy Statement 2020-21 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	<p>11/03/20</p> <p>26/03/20</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

BPF	<p>Treasury Management Strategy</p> <p><u>Summary of decision:</u> To seek approval for the Treasury Management Strategy.</p> <p><i>Wards affected: All Wards</i></p>	<p>11/03/20</p> <p>26/03/20</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>Financial Monitoring Quarter 3 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2019/20.</p> <p><i>Wards affected: All Wards</i></p>	<p>2/03/20</p> <p>11/03/20</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>Performance Monitoring Quarter 3 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 3 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	<p>2/03/20</p> <p>11/03/20</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>

NON	<p>Risk Based Verification Policy Review</p> <p><u>Summary of decision:</u> To seek approval to continue with risk based verification policy.</p> <p><i>Wards affected: All Wards</i></p>	11/03/20	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Cultural Strategy Update</p> <p><u>Summary of decision:</u> To provide Cabinet with a 6 monthly update in relation to the Cultural Strategy Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	11/03/20	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk

NON	<p>Annual Report on the Grant Funding provided to the Voluntary Community Sector</p> <p><u>Summary of decision:</u> To update Members on the impact of grant funding on the Voluntary and Community Sector (VCS) and value for money that has been achieved.</p> <p><i>Wards affected: All Wards</i></p>	11/03/20	Cabinet Cabinet Member for Communities and Neighbourhoods			Anne Brinkhoff, Corporate Director Tel: 01452 396745 anne.brinkhoff@gloucester.gov.uk
<p>APRIL 2020 - No meetings</p> <p>MAY 2020 - No meetings</p> <p>JUNE 2020</p>						
NON	<p>2019-20 Financial Outturn Report</p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn Report 2019-20.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	Audit and Governance Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

10/06/20

NON	<p>Treasury Management Six Monthly Update 2019-20</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	<p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>2019-20 Year End Performance Report</p> <p><u>Summary of decision:</u> To consider the Council's performance in 2019-20 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>
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>	24/06/20	<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>Gloucester Culture Trust Update Report</p> <p><u>Summary of decision:</u> To provide Members with an update on the work undertaken by the Gloucester Culture Trust.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk
<p>JULY 2020</p> <p>AUGUST 2020 - No meetings</p> <p>SEPTEMBER 2020</p>						
NON	<p>Financial Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first quarter 2020/21.</p> <p><i>Wards affected: All Wards</i></p>	16/09/20	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

CC33

NON	<p>Performance Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 1 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	16/09/20	Cabinet Cabinet Member for Performance and Resources			Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk
ITEMS DEFERRED- Dates to be confirmed						
NON Page 34	<p>Museum of Gloucester Development Plan</p> <p><u>Summary of decision:</u> To approve the Museum of Gloucester Development Plan.</p> <p><i>Wards affected: All Wards</i></p>		Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk
NON	<p>Energy Costs and Reduction Projects Annual Report</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>		Cabinet Cabinet Member for Environment			Mark Foyn, Property Commissioning Manager Tel: 01452 396271 mark.foyn@gloucester.gov.uk

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Aspire Sports and Cultural Trust Performance Review Annual Report 2018 - 19

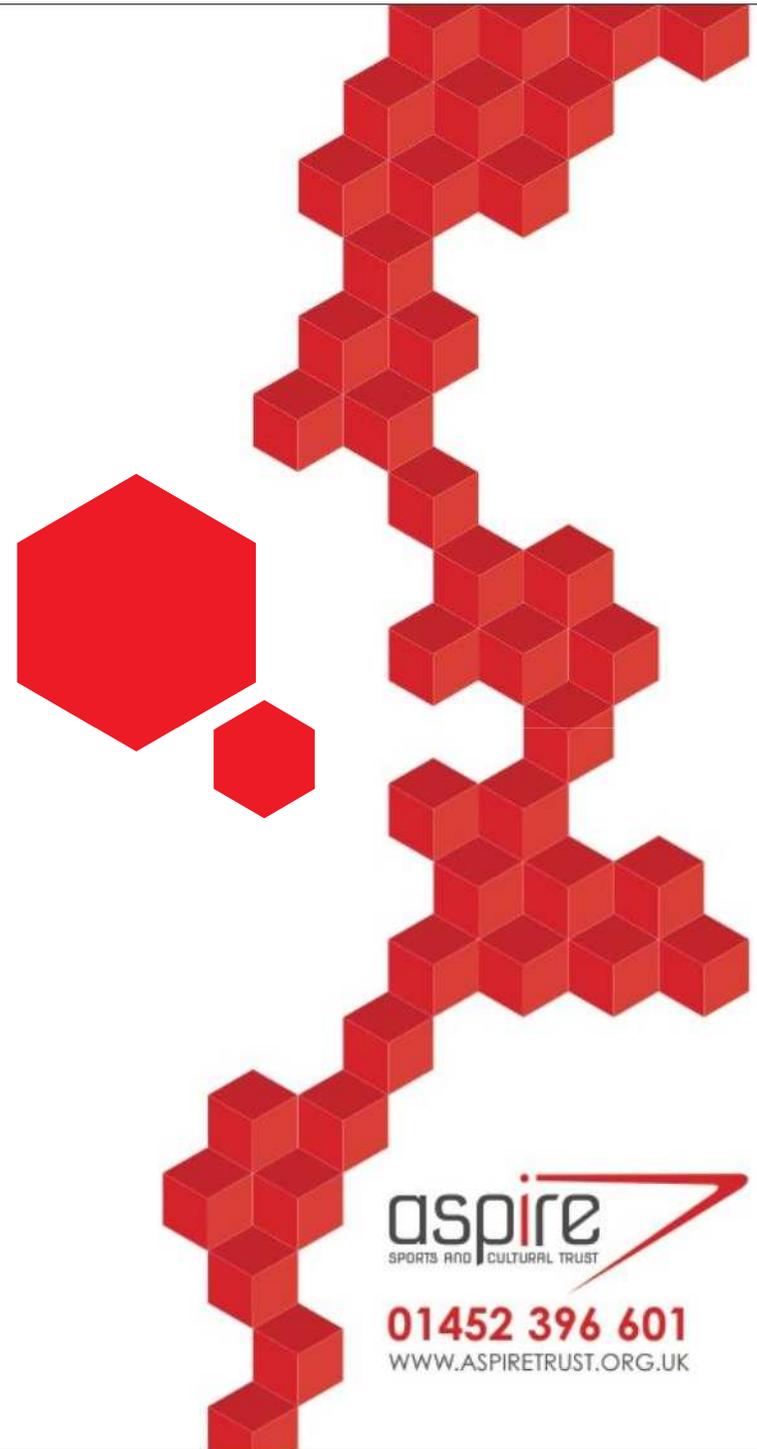
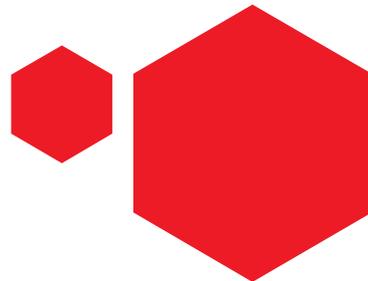
**Gloucester City Council
Overview and Scrutiny Committee
28th October 2019**

**Jacquie Douglas
Chief Executive**

**Robin Bown
Chair of Trustees**

Introduction

- Annual Report 2018 - 2019
- Purpose and aims
- Community benefit
- Financial overview
- Current year to date
- Summary and Future



PURPOSE

A local charity that provides an

**ACTIVE LIFE
FOR ALL
THE FAMILY**

AIMS

To be a sustainable charity
Develop and grow the charity
To increase and widen
participation
To be an employer and
partner of choice

MISSION

**ASPIRE
TO DO
MORE**

VALUES

Trusting
Respectful
Responsible
Professional
Honest

Aim 1:

To be a sustainable charity

- Community reinvestment
- Facility enhancements
- Reputational success
- Operational Efficiency



820,695
total
recorded
visits

Aim 2:

Develop and grow the charity

- In and for the community
- Accessibility
- Build local economy
- Active ageing
- Public Health England
 - Every adult active every day



30,000
in tot
sessions

Aim 3:

Increase and widen participation

- UK Active Strategy
- Skills for life
- National recognition
- 'Grass roots' to elite sport
- Social value



367,309
swims

Aim 4:

An employer and partner of choice

- Shared partnership values
- Staff – our biggest asset
- Supporting others
- Community outcomes



Taught
1,000
adults
to swim

Income and Expenditure

	2017-18	2018-19
	£	£
Operating Income	3,009,969	2,954,059
Management Fee	257,507	0
Total Income	3,267,476	2,954,059
Total Expenditure	3,333,443	2,997,802
Gross gains/losses*	(65,967)	(43,742)

*excludes depreciation and actuarial losses

Health and Wellbeing Hub @ GL1

- Aspire investment of £25,000 per year



MACMILLAN
NEXT STEPS
CANCER
REHABILITATION



- Holistic approach to wellbeing
- Catalyst for change



Summary and Future

- Self sustaining
- A partner of choice
- Local competition
- More than 'leisure'
- Making a difference



58,844
played
tennis

How Are We Doing?

Thanks and Questions Please!



Gloucester
City Council
Transforming Your City

aspire
SPORTS AND CULTURAL TRUST

01452 396 601
WWW.ASPIRETRUST.ORG.UK

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Meeting:	Overview and Scrutiny Committee	Date:	28 October 2019
	Cabinet		06 November 2019
	Council		21 November 2019
	Council		30 January 2020
Subject:	Local Council Tax Support Scheme 2020/21		
Report Of:	Cabinet Member for Performance and Resources		
Wards Affected:	All		
Key Decision:	Yes	Budget/Policy Framework:	No
Contact Officer:	Alison Bell, Intelligent Client Officer (Revenues & Benefits)		
	Email: Alison.bell@gloucester.gov.uk	Tel:	396014
Appendices:	1. Proposed changes to Local Council Tax Support Scheme 2. Consultation response 3. People Impact Assessment		

FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Access to Information Rule 5 and Section 100B (4) of the Local Government Act 1972 (as amended) (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) are that to finalise the report we need to await updated financial information from Central Government, anticipated to be released in January 2020.

1.0 Purpose of Report

1.1 To seek approval to amend the Local Council Tax Support Scheme for 2020/21

2.0 Recommendations

2.1 Cabinet is asked to **RECOMMEND** that

- (1) the changes recommended to the 2019/20 Local Council Tax Support Scheme for 2020/21 be adopted as the approved scheme for Gloucester City Council
- (2) The scheme approved at 2.1 (1) above be updated to align with any legislation changes in January 2020 and to be implemented from 01 April 2020

2 Council is asked to **RESOLVE** that

- (1) the changes recommended to the 2019/20 Local Council Tax Support Scheme for 2020/21 be adopted as the approved scheme for Gloucester City Council
- (2) The scheme approved at 2.1 (1) above be updated to align with any legislation changes in January 2020 and to be implemented from 01 April 2020

3.0 Background and Key Issues

Members will be aware that the current Local Council Tax Support (LCTS) scheme was approved and adopted at a meeting of full Council on 25th January 2019.

- 3.1 Council Tax charges are the means by which local residents make a contribution towards the cost of local services.
Prior to April 2013 Council Tax Benefit was administered under a national scheme set by Central Government which allowed eligible local residents to claim up to 100% reduction from their Council Tax bill – subject to legislative and means tested income requirements. The Council were able to receive full funding from the Government to cover all of the Council Tax Benefit awards made.
- 3.2 From April 2013 Council Tax Benefit was abolished and replaced with a Local Council Tax Reduction scheme. Any person who is liable to pay Council Tax can apply for a reduction in their Council Tax under the Local Council Tax Reduction scheme. The scheme is not legislated by Central Government, rather each local authority now has its own scheme. Central Government no longer fully funds this locally administered award, as there was an expectation that Local Authorities would amend their local schemes to fund the shortfall
- 3.3 Data from 2017/18 shows that out of 326 authorities nationally only 37 are providing the levels of support available under the former council tax benefits scheme. The most common change made by local authorities has been the introduction of a ‘minimum payment’ which requires everyone to pay at least some council tax regardless of their income. In the 2017/18 year, 264 councils expected a ‘minimum payment’ to be made from each of the liable households within that authority
- 3.4 Gloucester City Council has, to date, not significantly altered its Council Tax support policy, however, the long-term sustainability of this is not a viable option. As funding from Central Government for Council Tax has reduced significantly, it is proposed that Gloucester City should amend its scheme from the 2020/21 year. These changes are required in light of wider changes in the welfare system and funding methodology, as other local authorities have done.
- 3.5 Furthermore, as the rollout of Universal Credit continues, it makes administrative sense to align Local Council Tax Support to Universal Credit. The traditional link between Housing Benefit (which will no longer be available to new working age

claimants) and Local Council Tax Support will not exist anymore, and it is essential the scheme is changed to assist those affected.

- 3.6 A public consultation exercise was undertaken between 09 August 2019 and 22 September 2019. This was promoted locally via the Council website, social media and engagement with local stakeholders such as advice agencies, housing associations and the Department for Work and Pensions
- 3.7 Our neighbouring districts plans have been considered whilst drafting this report, Cheltenham and Cotswold have already amended their schemes, Tewkesbury and Forest of Dean are reviewing their schemes for 2020/21, whilst Stroud are retaining the old scheme – this is at the time of drafting this report so may be subject to change.
- 3.8 **Pension Age Customers** - It is important to note that those customers who are of a pension age are **NOT** affected as Council Tax support for pensioners was never localised and remains under the jurisdiction of a national scheme
- 3.9 **War pensions income:** To note, we will continue to disregard £10 of the War disablement pensions and war widows pensions. In addition we will disregard the remainder of the War disablement element of a war pension and the war widows element of a war widows pension, when assessing a reduction under the local Council Tax Support scheme. Unlike other benefits, Universal Credit fully disregards war pensions and therefore households with war pensions will continue to be protected within the scheme as the migration to Universal Credit continues.
- 3.10 For working age claims there is a complex means-tested assessment involving multiple aspects of the household circumstances including income, capital, residents and relationships. Although the 2020/21 scheme will continue to retain a number of these complex areas, some will be removed making the scheme easier to administer and understand. In addition, it sets out a simplified way of managing claims from people receiving Universal Credit, which all working age households receiving welfare benefit support are migrating to over the next 5 years.
- 3.11 The main element of the proposal to create a minimum level of contribution to council tax of 10% will affect approximately 3,500 households and make a saving to the scheme of approximately £400k. The impact will be monitored and reviewed annually to ensure it remains viable within the operation of the scheme.
- 3.12 Other changes are largely operational administrative matters which will encourage collection and reduce the burden on the service and the customer through reduced billing and providing greater certainty over the level of support offered.
- 3.13 A main criticism of the current scheme for people who are working and claiming Universal Credit is that they are subject to an average of 6 to 7 changes per year each generating a council tax bill. Under the changes proposed it is expected that the number of revisions will be limited to the number experienced under legacy benefits. By limiting changes through the introduction of a tolerance limit this will be controlled, making recovery action easier and reducing the cost of producing multiple bills.

- 3.14 It should be noted that in response to comments made during the consultation, it was considered appropriate to revise or withdraw the following proposals which were being considered;
- To lower the level of a flat rate deduction for working non-dependants from £8.10 to £6.00 in recognition of the 10% minimum charge and references to the amounts causing potential hardship and being difficult to collect. The most vulnerable households will continue to be protected from changes as deductions are not made if higher levels of disability benefits are in payment. The amount will be subject to an annual review
 - To withdraw the proposal to make the level of non-dependant deductions more generous for pensioners. It is not considered appropriate at this time to add further protection to this group when reducing levels of support elsewhere
 - Not to withdraw extended payments from the scheme. Consultation responses did not support this proposal and it will be retained.
- 3.15 It should be noted that the consultation was lengthy and complex, involving areas of the policy that it takes officers several weeks of training to understand. This has led to a higher than anticipated number of “Unsure/Don’t Know” responses. This highlights some of the problems with the current scheme which will be reduced by adopting the proposals put forward. By removing some of the areas of complexity for the 2020/21 scheme, any future consultations will be shorter and easier to understand.

4.0 Social Value Consideration

- 4.1 The need and expectations of our residents have been sought and taken into consideration. A consultation was undertaken for a six week period. The consultation was advertised on the council’s website and with daily posts on social media (Facebook and Twitter). In addition, as part of the campaign local stakeholders such as advice agencies, housing associations, Gloucester City Homes and the Department for Work and Pensions local office were made aware and asked to cascade details of the consultation to their service users. 607 households were identified as potentially the most affected by the proposed changes, and all of these were targeted with a letter explaining that there was a consultation about proposed changes to the Local Council Tax Support scheme, and inviting them to take part.
- 4.2 Gloucester City Council has a Council Tax discretionary hardship scheme for those City residents who may find themselves in exceptional circumstances. For this purpose, exceptional is defined as ‘not typical, entirely unusual, and only likely to happen very infrequently’. A resident would have to demonstrate financial hardship or exceptionally difficult personal circumstances and must also have applied for all other exemptions, discounts and benefits before an award can be considered. Any award made would be for the current financial year’s Council Tax only.

- 4.3 The longer-term consideration of this policy is to align Gloucester City Council's Local Council Tax Support scheme to Universal Credit which will make the scheme less onerous to administer, and easier for customers to understand and assist with their budgeting. Full migration of the existing legacy benefit caseload to Universal Credit is not expected to be achieved until 2024.

5.0 Environmental Implications

- 5.1 There are no environmental implications associated with this report

6.0 Alternative Options Considered

- 6.1 Keeping the scheme the same – we need to keep the scheme financially sustainable despite reduced government funding – the current scheme is likely to incur additional administrative costs as Universal Credit continues to roll out
- 6.2 Introducing a minimum entitlement level – this would reduce the level of entitlement for households currently receiving the lowest amounts of support
- 6.3 Increasing the level of Council Tax to take into account the current costs of the scheme against the levels of reduced government funding
- 6.4 Maintaining the current scheme and reduce the funding available for other council services, based upon the funding envelope which reduced immediately by 10% of direct subsidy in April 2013. Overall funding has continued to reduce, including the level of admin grant

7.0 Reasons for Recommendations

- 7.1 Gloucester City Council have managed to maintain the current scheme broadly mirroring the original fully funded scheme for seven years. The Council are facing a range of financial pressures and need to make changes to reduce the cost of the scheme, make it more efficient to administer and easier for recipients to understand
- 7.2 As government funding continues to decrease, we also need to strike a balance between a revised scheme that is fair and affordable for those who receive support, and also for all our residents who receive council services. However, we do remain committed to providing support to our residents with low incomes.

8.0 Future Work and Conclusions

- 8.1 November 21st 2019 - meeting of the full Council are asked to approve the changes recommended to the 2019/20 Local Council Tax Support Scheme and adopt this as the approved scheme for 2020/21 for Gloucester City Council.

- 8.2 January 30th 2020 - meeting of the full Council are asked to resolve that the scheme approved at 8.1 above be updated to align with any legislation changes in January 2020 and be implemented from 01 April 2020.

9.0 Financial Implications

- 9.1 A review of the scheme is carried out annually to assess the financial cost of the scheme and to ensure it remains operationally and financially viable, taking into account ongoing changes in legislation and financial requirements. Central Government no longer fully funds this locally administered award, as there was an expectation that Local Authorities would amend their local schemes to fund the shortfall. The funding for the local scheme reduced immediately by 10% of direct subsidy in April 2013. Overall funding has continued to reduce, including the level of admin grant.
- 9.2 The impact of welfare reforms, most notably the transition to Universal Credit and the proposals to reduce levels of support given to some households, will likely have an impact on collection of Council Tax and lead to target levels taking longer to achieve
- 9.3 For 2020/21 it is proposed to make the changes outlined in Appendix 1 to this report. Of these changes those which potentially reduce the cost of the scheme to the council are:
- i) a 10% minimum council tax charge
 - ii) clarification and simplification of the non-dependant deductions
- 9.4 These changes will inevitably initially have some impact to the overall council tax collection levels. The council's provision for bad debts will be adjusted accordingly.

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

10.0 Legal Implications

- 10.1 The Local Government Finance Act 2012 abolished Council Tax Benefit and instead required each authority to design a scheme specifying the reductions which are to apply to amounts of council tax. The prescribed regulations set out the matters that must be included in such a scheme.

The Local Council Tax Support 'LCTS' scheme is required under Section 9 of the Local Government Finance Act 2012.

- 10.2 Pensioners (those over state pension age) are protected from any changes, but otherwise the Council has discretion to decide how it wishes to design its scheme to cover any shortfall, in accordance with the prescribed requirements.

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

11.0 Risk & Opportunity Management Implications

- 11.1 It may be difficult to collect the increased Council Tax due, but all available options will be explored to mitigate the risk
- 11.2 Implementation of the minimum payment element of the proposed new scheme has been delayed as long as feasible by the Council. As highlighted earlier in the report this proposed change would bring the Council into line with national norms.
- 11.3 The cost of the scheme and administration lies solely with the billing authority, however any uncollected council tax will be reflected in the collection fund. The council only has a minority stake in this of approximately 11.6%, with the majority of the revenue collected being dispersed to the preceptors; 74% to County Council and 14.4% to the Police and Crime Commissioner respectively.

12.0 People Impact Assessment (PIA) and Safeguarding:

- 12.1 A full PIA has been completed and is appended to this report at Appendix 3
- 12.2 The PIA identifies that households with certain protected characteristics will be affected by reducing the levels of support available for some households, specifically people with caring responsibilities, disability and single parents. Changes in the proposal will reduce existing levels of support for up to 75% of households displaying these characteristics however levels are in proportion with impacts on households who do not display them.
- 12.3 A range of measures can be put in place to mitigate the impacts on households who find it difficult to pay the increased charges which are outlined in the PIA. These include refining procedures for collection of small balances for low-income households, and applying an award application of the Council Tax Discretionary Hardship fund. There is extensive local provision for assistance with budgeting to help households meet their financial obligations and maximise all of the financial support available, relevant to their personal circumstances

13.0 Community Safety Implications

- 13.1 None

14.0 Staffing & Trade Union Implications

- 14.1 None

Background Documents:

Local Government Finance Act 1972 -
<http://www.legislation.gov.uk/ukpga/1972/70/contents>

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Appendix 1 - Schedule of Proposals for Changes to the LCTS Scheme

Proposal	Change to the Existing Scheme	Revision to existing wording of the scheme	Number of Households Affected	Impact of Changes
1.	To introduce a minimum payment of 10% of the Council Tax Liability	To amend the scheme for claims of working age to reduce the maximum support which can be provided under the scheme from 100% to 90%	c3,500	<ul style="list-style-type: none"> • Savings to the scheme of £400k
2.	To revise the scheme to limit the circumstances when a change in household circumstances will cause the level of the LCTS scheme to be changed. Specifically limiting changes to households in receipt of Universal Credit where the amount changes by £60 or less per month LCTS is not altered	<p>To introduce wording into the scheme to define a relevant change of circumstances for Universal Credit claims which will limit the circumstance when a new assessment of LCTS will be revised to the following circumstances;</p> <ul style="list-style-type: none"> • There is a change in the UC award of more than £60 or; • There is a move in or out of employment or; • There is a change to the household membership or; • There is a change to the council tax liability 	All LCTS working age households by the end of full UC roll-out	<ul style="list-style-type: none"> • 30 – 50% reduction in the average number of change in circumstances for people in receipt of UC • Limit the number of council tax bills produced annually • Allow recovery action to follow existing automated process in most circumstances
3.	To allow new awards of LCTS to be made using information provided to the council by the Department for Work and Pensions without the need to complete a further form where no additional information is required	To add clarification that electronic information received from the DWP in relation to an award of Universal Credit may be treated as new claim for the purposes of determining an award for LCTS	All LCTS working age households by the end of full UC roll-out	<ul style="list-style-type: none"> • All households who indicate that they wish to apply for LCTS when they claim UC and have information passed to the authority will become eligible for an assessment of entitlement to be made increasing take-up of the scheme

4.	To set the start date of any LCTS award in line with the award date of Universal Credit	To provide clarification under the commencement of the award section to confirm that following a new claim for LCTS the start of the award of LCTS will be the same as the start date of the award of UC or the date liability commenced, whichever is the latter	All LCTS working age households by the end of full UC roll-out	<ul style="list-style-type: none"> • This will negate the requirement for backdating decisions, reduce administration and ensure awards are granted to households whose financial circumstances identify help is required
5.	To treat anyone with a UC assessment under UC rules for calculating any entitlement to LCTS and not move households between different elements of the working age scheme	To change the wording which defines the calculation of the applicable amount and calculation of income and capital for someone who has an “award of Universal Credit” to read “a current assessment of Universal Credit” which removes the conditionality for UC to be in payment to allowing the authority to use DWP verified information	All LCTS working age households by the end of full UC roll-out	<ul style="list-style-type: none"> • Will treat everyone who has claimed UC under the same rules for calculating entitlement • Will remove circumstances where people move between different elements of the scheme and are required to provide multiple forms of evidence when UC is not awarded
6.	To allow the council to substitute its own information for DWP assessed income and capital where it has evidence the wrong information has been used where doing so would prevent a higher level of LCTS to be awarded than would otherwise be the case	To add conditionality within the section on calculation income and capital for people with an assessment of UC that the council may substitute its own figures where there is information and evidence which shows the figures determined by the DWP are incorrect and would lead to a higher award of LCTS than they would otherwise be entitled to.	All LCTS working age households by the end of full UC roll-out	<ul style="list-style-type: none"> • Prevention of fraud and error

7.	To change the definition of a non-dependant person to include all adults in the property, for households who are claiming LCTS with an assessment of Universal Credit	<p>To remove the condition of a person residing in the property on a commercial basis i.e. as a boarder or lodger for the purposes of identifying a non-dependant, where the household's claim for LCTS is based on them having an assessment of UC</p> <p>This will have the effect of making any adult living in the property who is not liable to pay council tax in their own right part of the LCTS calculation and subject to a contribution to the household liability to pay for local services</p>	Currently fewer than 10 claims	<ul style="list-style-type: none"> • This will negate the impact of poor quality data share from the DWP and the exclusion of boarder income in the assessment of UC • Supporting the principle that all resident adults with a relevant source of income should contribute
8.	To remove the 16 hour condition before a non-dependant change becomes applicable	Exclude the definition of remunerative work for non-dependants within the working age scheme	Less than 50 claims identified	<ul style="list-style-type: none"> • Ensure that deductions are based on affordability • Negate poor quality data share from the DWP which leads to additional customer contact and processing delays
9.	To apply a revised set of non-dependant changes where the non-dependant is working	<p>To replace the existing non-dependant deduction table with a revised schedule for working age claimants reducing the current number of bands from four to two</p> <p>£6 where weekly income is any amount below £360.10 per week</p> <p>£12.20 if income is £360.10 per week or more</p>	Approximately 250 households identified	<ul style="list-style-type: none"> • Reduction in instances where non-dep deductions fluctuate and create a new bill to be calculated • Mixture of households being better / worse off by a maximum of £2.10 per week • Estimated saving from the scheme of c£35k

		<p>These banding figures for income levels and level of deduction are subject to revision when prescribed requirements are provided by the government</p> <p>Insertion of conditionality that the figures will be revised each year in accordance with methodology used by the DWP to change non-dependant deductions used in the Housing Benefit Scheme</p>		
10.	To remove Second Adult Rebate from the Working Age Scheme	To add an exclusion to the eligibility criteria for the Second Adult Rebate scheme where the tax payers are of working age	Approximately 80 claims currently	<ul style="list-style-type: none"> • Reduction in administration costs • Saving to the scheme of c£25k

Appendix 2 - Summary of responses from key stakeholders and preceptors

Question	Law Centre	Labour Group	County	GCC Comment
<p>Do you agree that a minimum payment should be introduced and all residents should contribute something towards their Council Tax?</p>	<p>Not supported with additional comment that small values can be unaffordable</p>	<p>We would oppose the introduction of contributions towards Council Tax for the poorest residents of the City, for example those in receipt of means-tested benefits who are often living in poverty. We are aware that the Supreme Court has recently found, in another context, that means-tested benefit levels such as income support “are not generally designed to provide a surplus above subsistence needs for the family” and the introduction of a minimum payment for the very poorest residents will cause serious hardship, whatever level they are set at. We are reminded of the disaster of the Poll Tax with the same</p>	<p>Supported with recognition that 100% support are no longer feasible and several other local councils in Gloucestershire have already reduced levels of support</p>	<p>In light of increasing financial pressure the cost of maintaining a 100% scheme will place undue pressure on council finances</p>

		principle of minimum payments for all		
If a minimum payment was introduced how much do you think the minimum payment should be?	As low as possible	If despite our answer above a decision is taken to introduce a minimum payment then it should be at the lowest possible rate	Happy to support the decision of GCC	10% minimum would be the lowest value to make the change viable to implement
If a minimum payment was introduced do you think it should be introduced over two years with part of the minimum payment withheld until 2021/22?	A phased approach would be supported if a minimum payment was to be introduced	Yes – anything which eases the burden on hard-pressed residents should be considered	Not to stagger the introduction	At 10% it would not be cost effective to stagger the introduction of a minimum payment
Do you think any of the following groups should be protected from having to pay any Council Tax and remain eligible for up to 100% support?	Protection should be considered to households with young children, disability or caring responsibilities	Yes, we agree that the groups listed should be protected, together with any other vulnerable classes of resident	No preference to apply any protection	This would add complexity to the administration of the claim EQIA does not show a disproportionate impact on households with these characteristics. Mitigation can be applied in different ways

<p>Do you agree that a minimum income change level should be introduced for households who receive Universal Credit?</p>	<p>Fear that some households may lose out high levels of support</p>	<p>We would have concerns about this, although we appreciate that the alternative of adjusting benefit every time income changes is very costly for the authority. However, we question why the very poorest in the community should have to accept that they could be out of pocket when this would not be acceptable to others on a higher income, for example in a calculation as to how much tax an individual is due to pay</p>	<p>Agree with proposal</p>	<p>It is true there are likely to be winners and losers in adopting this approach.</p> <p>The maximum loss per month could equate to approximately £30 if the level is set at £60 for UC changes</p> <p>Evidence for other councils that a £100 tolerance level is reducing the number of changes by 50%</p>
<p>If a minimum income change level is introduced what amount do you think it should be set at?</p>	<p>As low as possible</p>	<p>Any minimum income change level should be set as low as possible, given that by definition these proposals are going to affect the poorest residents of the City</p>	<p>No preference and will support the decision of the council</p>	

<p>Do you think the council should use information passed to it by the DWP to determine awards of LCTS without the requirement for a separate claim form to be completed where the communication from the DWP contains all of the required information to determine whether an award should be made?</p>	<p>Agree with proposal</p>	<p>Agree with proposal</p>	<p>Agree with proposal</p>	
<p>Do you agree that the same applicable amount should be used in the assessment of LCTS whenever a household has had a determination of a claim for Universal Credit?</p>	<p>Agree with proposal</p>	<p>We think this is probably acceptable</p>	<p>Agree with proposal</p>	
<p>Do you agree the council should not use data provided by the DWP in the assessment of LCTS where evidence is held which indicates that information is incorrect or there is a</p>	<p>Agree with this proposal</p>	<p>We are not sure about this. Certainly, any decision to follow this procedure should be made as transparent as possible and residents affected have a clear</p>	<p>Agree with proposal</p>	

suspicion of fraudulent activity?		explanation as to what has happened and why, and given the opportunity to respond and query the evidence relied on		
Do you agree that all non-dependant adults should be considered as part of the household for purposes of calculating a non-dependant deduction?	Unsure. Fear that households will be disadvantaged by this change	We would need further information on the effect of this proposal as it is unclear to us what the effect might be	Agree with proposal	<p>The level of deduction would equate to approximately one-seventh of the rent charge for a single room in a shared property</p> <p>Households letting rooms in their own homes would continue to be better off from doing so and have incomes above the minimum income</p>
Do you agree that the level of non-dependant deduction applied should be calculated on the level of earnings and not be affected by the number of hours worked for working age LCTS claims?	Agree that level of deductions should be based on the wages received not the hours worked	Agree with proposal	Agree with proposal	

<p>Do you agree that the level of non-dependant deduction applied should be calculated on the level of earnings and not be affected by the number of hours worked for pension age LCTS claims?</p>	<p>Agree with proposal</p>	<p>Agree with proposal</p>	<p>Agree with proposal</p>	<p>This proposal to make the level of non-dependant deductions more generous for pensioners has been withdrawn – it is not considered appropriate at this time to add further protection to this group when reducing levels of support elsewhere.</p>
<p>Do you agree that the level of non-dependant deduction should be changed to the amounts in the table above?</p>	<p>No believe they should remain the same. This view is based on the inability of some householders to collect the money from the non-dependant</p>	<p>We have concerns about this and would like further explanation and examples, as it will obviously make some residents worse off than they are now</p>	<p>Agree with proposal to simplify the scheme</p>	<p>This proposal has been amended in line with consultation comments</p>
<p>Do you agree that Second Adult Rebate should be removed from the scheme?</p>	<p>Unsure. Some households do rely on this support</p>	<p>Yes probably – it doesn't seem that this is widely used</p>	<p>Agree with proposal</p>	<p>If the liable tax payer receives a low income they will be eligible for support through the LCTS scheme.</p>
<p>Do you agree that Extended Payment Periods should be removed from the scheme?</p>	<p>Agree with proposal</p>	<p>Agree with proposal</p>	<p>Agree with proposal</p>	<p>This proposal was not supported in the main consultation therefore we have withdrawn this proposal</p>

Appendix 3 ~ Equality Impact Assessment Template

For help in completing this assessment see the guidance notes attached to these forms

Directorate: Policy & Resources	Service: Finance
Accountable Officer: Alison Bell	Telephone & e-mail: 01452 396014 Alison.bell@gloucester.gov.uk
Date of assessment: 08.10.2019	Who was involved in completing this assessment? Alison Bell
Name of service/function/policy/strategy or process: Local Council Tax Support Scheme	
Is this new or existing? Existing but changes proposed, hence this EQIA	
Why has this change been proposed? Amendments to the scheme are proposed	

Part 1 – Screening

1.1 Please provide an Executive Summary of this service/function/policy/strategy or process, including the reasons behind the proposed change and who will deliver this service. Remember to demonstrate how you have shown due regard to both negative and positive aspects, for example:

Negative

- Discrimination, harassment, victimisation and any other prohibited conduct (state how you will eliminate this)
- Prejudice and lack of understanding (how will you foster good relations between people to tackle prejudice and promote good understanding?)
- Which protected characteristics could be negatively affected by this change? Use the table in question 2 to explain these fully

Positive

- Who is to benefit from this change, and what positive opportunities does this offer to Gloucester (residents, GCC and partner agencies)
- Advance equality of opportunity: (remove or minimise disadvantage; meet people's needs; take account of disabilities; encourage participation in public life). (Does not apply to marriage and civil partnership or pregnancy and maternity)
- How might ABCD approaches be implemented?

Prior to April 2013, Council Tax Benefit was administered under a national scheme set by, and fully funded by, Central Government. From April 2013 each local authority has been responsible for setting its own Local Council Tax Reduction scheme – also known as Council Tax Support (CTS). The scheme is no longer funded from Central Government and year on year the funding has reduced. Data shows that only 37 out of 326 local authorities still provide the same level of support which was available under the national scheme. The most common change to the schemes nationally has been the introduction of a minimum payment – which requires all local residents to pay at least some council tax regardless of their income. In the 2017/18 financial year 264 councils expected a minimum payment to be made.

To date, Gloucester City Council has not significantly amended its Council Tax Support scheme, however, the long term financial sustainability of the current scheme is questionable.

It is proposed that Gloucester City Council align to the majority of other local authorities and introduce a minimum payment of 10% from local residents to contribute to local services.

Those of pension age remain unaffected by any of the proposed changes as Council Tax Support for pensioners was never localised and remains part of a national scheme.

The proposal is for the current Council Tax Support scheme to remain in place but to have a minimum payment expectation. The current Council Tax scheme is means tested and support

is awarded dependant upon an individuals' personal, financial and household circumstances.

The scheme itself already has a built in provision for those groups deemed vulnerable in order to minimise any potential disadvantage.

For example, income from disability living allowance, personal independence payments, elements of war pensions, child benefit, child maintenance are all disregarded incomes for council tax support.

In addition, to promote incentives to work Gloucester City Council's scheme has an earnings disregard of £5.00 for a single claimant, £10.00 for couples, and £25.00 for lone parents. Furthermore, there is a weekly childcare disregard applied to earnings of up to £175.00 for one child and £300.00 for two or more. A disregard is an amount of earnings not used in the calculation of net earnings.

It should also be noted that means-tested benefit incomes used in the calculation of support within Gloucester's scheme such as Universal Credit already make allowances for personal circumstances such as disability, caring and incentivise work.

1.2 Which groups could be affected by this change, in either a negative or positive way? Please include the evidence (i.e. consultation/research) as to how you reached this decision.
(Positive – it could benefit, **Negative** – it could disadvantage, **Neutral** – neither positive nor negative impact or **Not sure?**)

'Protected Characteristic'	Type of impact (Positive, Negative or Neutral)	Reason	Evidence base for decision
Age	N/A		Government scheme has provided protection to this group
Disability	Potentially negative / neutral	See full report	See full report
Gender	Potentially negative / neutral	See full report	See full report
Marriage and Civil Partnerships	N/A		
Pregnancy and Maternity	N/A		
Race (including Gypsy & Traveller)	N/A		
Religion/Belief	N/A		
Sexual Orientation	N/A		
Transgender	N/A		
Community Cohesion	N/A		
Other Socio-economic Groups (e.g. Single Parents)	Potentially negative / neutral –	See full report	See full report
Any Human Rights implications?	Neutral	There are no HR implications / no impact as a result of this report	

1.3 Is any part of this policy/service to be carried out wholly or partly by contractors?

If yes, please consider equalities impact through procurement.

Yes No

1.4 Is a Full People Impact Assessment required? If you have identified any potential or actual negative impact you will need to complete a Full People Impact Assessment (Part 2 below)

Yes No

Date it is to be completed: 08/10/2019

I AM SATISFIED A FULL PEOPLE IMPACT ASSESSMENT IS NOT REQUIRED

Author of People Impact Assessment to complete:	
Assessment completed by: Ali Bell Role: Intelligent Client Officer (Revs & Bens)	Date: 08/10/2019
Service Manager/ Director to Complete	
Countersigned by: Role:	Date:
Date Reviewed at SMT or other meeting (please state)	
	Date:
Cabinet Member to complete:	
Signature: Post:	Date:

Attach this EIA to the relevant SMT, Cabinet or Council report. Please keep a signed copy with your team for auditing purposes and forward an electronic copy to Emily Bolland, Community Wellbeing, so that it can be archived and published, where required.

Part 2 – Full Equality Impact Assessment

2.1 Summarise the likely negative impacts for relevant groups identified in the screening process (start to think about possible alternatives)

In the interests of transparency I have decided to undertake the full PIA, as all customers who claim and receive Council Tax Support from Gloucester City Council will be affected in a non-discriminatory way. The only 'protected' group are those of pension age who remain protected by the national Council Tax Support scheme and not part of the localised scheme. Thus, they shall be disregarded for the purpose of this PIA.

DISABLED CUSTOMERS – I have marked this up as potentially negatively affected / neutral.

None of the proposals will affect disabled customers in isolation as all households are potentially affected.

People who receive War Pensions will continue to receive protection by having this income disregarded in the calculation of LCTS. This protection is extended to households who are transferring to Universal Credit as War Pensions are disregarded in the calculation of that benefit and therefore will not be taken into account in the assessment of LCTS.

There are currently 215 households (4% of the total caseload) who meet the criteria of having a disabled resident where the income of the claimant or partner does not automatically passport them to the maximum level of award allowed under the scheme.

Disabled households will continue to receive additional protection within the scheme through higher income disregards applied within the calculation and certain benefits paid specifically to meet additional financial pressures caused by disability will continue to be disregarded in full.

In addition, recovery activity can be tailored to meet the needs of vulnerable households and the council will work with those households to help them pay their council tax liability.

There is a range of other support available to disabled households in the form of direct additional income through welfare benefits, grants or other council tax disregards to assist with costs associated with meeting the additional needs caused by disability.

The changes present some positives for disabled households by making the scheme more accessible to maximise take-up where national evidence shows take-up for this form of support has reduced.

GENDER – I have indicated that this group could potentially be negatively affected / neutral. The reason for this is that there are a higher proportion of single parent households who are female. There are 1,833 single parent households.

Additional support for vulnerable groups which could include single parents is already inbuilt into Gloucester City Council's current scheme. For example, child benefit and child maintenance are disregarded as income. Furthermore, to promote incentives to work Gloucester City Council have an earnings disregard of £5.00 for a single claimant, £10.00 for a couple and £25.00 for lone parents. There is also a weekly childcare disregard of up to £175.00 for one child and up to £300.00 for two or more children. A disregard is an amount of earnings not used in the calculation of net earnings.

The scheme is designed to incentivise work and Universal Credit makes it easier for single parent households to move into employment providing means to reduce any negative impact felt by individual households

OTHER SOCIO-ECONOMIC GROUPS – I have indicated that this group could potentially be negatively affected / neutral. The reason for this is again all working age customers will potentially be affected by this proposal, but not in a discriminatory way.

The existing caseload has a high proportion of single parent households, 1,833 (35%), who are potentially affected by the changes proposed.

Carers who are not already in receipt of a benefit passporting them to the maximum support the scheme currently provides is low. There are currently 124 households (2%) who provide care for a severely disabled person.

Additional support for vulnerable groups which could include single parents is already inbuilt into Gloucester City Council's current scheme. For example, child benefit and child maintenance are disregarded as income. Furthermore, to promote incentives to work Gloucester City Council have an earnings disregard of £5.00 for a single claimant, £10.00 for a couple and £25.00 for lone parents. There is also a weekly childcare disregard of up to £175.00 for one child and up to £300.00 for two or more children. A disregard is an amount of earnings not used in the calculation of net earnings.

The scheme is designed to incentivise work and Universal Credit makes it easier for single parent households to move into employment providing means to reduce any negative impact felt by individual households

In addition, recovery activity can be tailored to meet the needs of vulnerable households and the council will work with those households to help them meet their liability.

2.2 What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant equality group? (do not forget to work with the Consultation Team and use data from relevant systems)

A public consultation took place between 9th August 2019 and 22nd September 2019
In addition, local advice and support agencies were consulted.

Here is a document to explain the consultation campaign.



COUNCIL TAX
SUPPORT 2020 - cam

2.3 What other research has been or will need to be carried out to help you with the assessment? Will you need support from other teams or departments to complete this?

The provisions for potentially vulnerable groups already inbuilt and indigenous to Gloucester City Council's Local Council Tax scheme have mitigated down any potential negative impact.

2.4 Results of research/consultation (what does it tell you about the negative impacts?)

As our Council Tax Support scheme covers ALL working age people in the Gloucester City area I believe that we can accurately state we are not being prejudicial to anyone due 'protected characteristics'. The scheme is for all and accessed by all. Historically, extra provision has been made for those groups identified as vulnerable and the scheme will retain those provisions.

2.5 Conclusions & Action Planning

You should explain what negative impacts there may potentially be and how they have been reduced or removed. Remember to also highlight how positive impacts are to be improved or included.

Your final decisions or recommendations may include **making immediate changes, stopping or proceeding** with a new policy, **justifying a decision** or adding objectives/targets to the proposal's development plan.

You can use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

Impact/Issue	Action/Objective/Target or Justification	Will this remove negative impact?	Resources	Lead Officer & Timescale
Financial Impact	All working age people will be equally impacted, regardless of any 'protected characteristics'. Those identified as from vulnerable groups have additional financial protection inbuilt into the current scheme which will remain	The policy will have a financial impact on working age people who claim Council Tax Support		
Review recovery procedures	Ensure help, support and advice is made available to households struggling to pay council tax, internally or via stakeholders and avoid incurring additional recovery	Will limit instances of any negative impact		
Collection Monitoring	Collection levels will be monitored to identify instances of inability to pay additional liability as a result of the changes particularly in relation to small balances	Will help to inform any future changes or alternate approaches to collection to support affected households		
Review Discretionary Hardship Scheme	The council has further discretion to support households where exceptional hardship exists	Can support those most severely affected		

2.6 How will you monitor, evaluate and check the policy in the future?

The policy is subject to review and alteration annually

Relevant associated data such as collection rates, accounts which are summonsed, caseload and cost of the scheme are part of normal service monitoring

2.7 When will a review take place?

Annually

Please complete

We are satisfied that a full people impact assessment has been carried out.

Author of People Impact Assessment to complete:	
Assessment completed by: Ali Bell Role: Intelligent Client Officer (Revs & Bens)	Date: 08.10.2019
Service Manager/ Director to Complete	
Countersigned by: Role:	Date:
Date Reviewed at SMT or other meeting (please state)	
	Date:
Cabinet Member to complete:	
Signature: Post:	Date:

Attach this EIA to the relevant SMT, Cabinet or Council report. Please keep a signed copy with your team for auditing purposes and forward an electronic copy to Emily Bolland, Community Wellbeing, so that it can be archived and published, where required.

Equality Impact Data

Total number of working age households – 5,253

- **2,528 single households**
- **1,833 single parent households**
- **892 couple households (581 of these have children)**

There are currently 1,432 non-UC households who are entitled to receive the maximum amount of LCTS allowed under the scheme. This is broken down by

- **624 in receipt of ESA(IR)**
- **612 in receipt of IS**
- **196 in receipt of JSA(IB)**

Data on households with carers and people with disability in the home is limited because of the information requirements to assess awards of LCTS

Of the households who are not in receipt of a passported benefit i.e. one which awards the maximum level of LCTS which can be awarded under the current scheme there are;

- **121 households where there is a disability premium included in the calculation of the LCTS award**
- **124 households where there is a carer premium included in the calculation of the LCTS award**

The proposals do not directly impact on these households as many do not currently receive the maximum level of LCTS and will not have to contribute more than they already are

Impact of 10% minimum Payment on Identified groups with protected characteristics

Household Group	Number	Average current award	Average award after 10%	Average loss	Maximum Loss
All Claimants	5253	17.15	15.66	1.49	5.56
Single Parents	1833	15.72	14.53	1.29	4.42
Couples with children	581	19.59	18.1	1.49	5.56
Households with disability not passported to maximum LCTS					
Households with disability not passported to maximum LCTS	215	17.87	16.59	1.28	5.56
Households with caring responsibilities not passported to maximum LCTS					
Households with caring responsibilities not passported to maximum LCTS	124	18.41	17.22	1.19	5.56
Households passported to maximum LCTS (JSAIB / IS / ESAIR)					
Households passported to maximum LCTS (JSAIB / IS / ESAIR)	2640	19.49	17.54	1.95	4.17
ESA Passported customers	624	19.44	17.5	1.94	3.41

Notes to table

- Single parents have a lower current award due to Single Person Discount
- The maximum loss cases are very rare within the caseload and relate to properties with higher Council Tax Bands. There are only 18 claims in the whole caseload who receive more than £30 per week in LCTS (less than 0.5%)
- ESA cases are not all disabled but likely to have a higher proportion of disabled residents. The data required to calculate LCTRS does not always show residents with disability if there is an overriding benefit which passports the household to the maximum award
- Average loss only is represented. With the exception of the passported claimants where nearly all are affected there are between 25% to 33% of households who would not have to pay more if a minimum contribution of 10% was introduced

Gloucester City Council

Meeting:	Overview & Scrutiny Committee	Date:	28th of October 2019
	Cabinet	Date:	6th November 2019
Subject:	Redevelopment of The Fleece Hotel		
Report Of:	Cabinet Member for Regeneration and Economy		
Wards Affected:	Westgate		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Ian Edwards, Head of Place		
	Email: ian.edwards@gloucester.gov.uk Tel: 396034		
Appendices:	1. Procurement Timeline		

1.0 Purpose of Report

- 1.1 The purpose of this report is to update Cabinet on the current position in respect of the redevelopment of the former Fleece Hotel in Westgate Street and to seek agreement to the next steps.

2.0 Recommendations

- 2.1 The Overview & Scrutiny is asked to consider the report and make any recommendations to Cabinet

- 2.2 Cabinet is asked to:

- (1) NOTE that Dowdeswell Estates has been identified as the Council's preferred development partner in the redevelopment of the former Fleece Hotel in Westgate Street
- (2) RESOLVE that authority be delegated to the Head of Place, in consultation with the Cabinet Member for Regeneration and Economy, to invite Dowdeswell Estates to develop a Detailed Solution in accordance with the Competitive Dialogue procurement process set out in the Public Contracts Regulations 2015
- (3) RESOLVE that a budget of £100,000 is approved to contribute to the costs of developing a Detailed Solution to be met by the Regeneration Reserve. The use of these resources to be delegated to the Head of Place in consultation with the Cabinet Member for Regeneration

3 Background

- 3.2 The Fleece Hotel site lies in the historic centre of Roman and Medieval Gloucester. Located on the south side of Westgate Street and an Inn for over 500 years, it was used by pilgrims visiting Edward II's tomb. At its core is a Grade I listed building comprising a 15th century timber frame range above late 12th century undercroft.
- 3.3 Empty since 2002, the hotel was in private ownership until May 2003 when it was acquired by the South West Regional Development Agency and subsequently passed onto the City Council in 2011 upon the Agency's demise.
- 3.4 Since 2011 the Council has undertaken a significant amount of de-risking work in the form of demolitions of the garage block and 1936 link block, stabilisation of the historic fabric and re-

roofing of the Salt Loft as well as commissioning a package of surveys which illustrate more clearly the building and site potential.

3.5 Following unsuccessful attempts to market the site for disposal, in 2018 the Council took the decision to enter in to an competitive dialogue process pursuant to the Public Contracts Regulations 2015 (the Process) to secure a developer partner. The development opportunity included the adjacent Longsmith Car Park.

3.6 Throughout the Process, the Council was represented in dialogue meetings by a Project Team comprising:

- Cllr Dawn Melvin – Westgate Ward Councillor
- Philip Ardley, Regeneration Consultant, GCC
- Roland Halford, Procurement Advisor, GCC
- Ian Edwards, Head of Place, GCC

3.7 The Process itself is a lengthy one comprising several stages and detailed in Appendix 1.

4 Dowdeswell Estates Outline Solution

4.2 The Outline Solution proposed by Dowdeswell Estates comprised a mixed use development centred on a boutique hotel offer with associated leisure and retail uses on the site of the former Fleece Hotel. The proposal also incorporated Longsmith Car Park with an option to retain the superstructure of the existing building and redevelop for office space, retail and housing.

4.3 Adjacent sites outside of the City Council's ownership were also identified as having development potential that would complement and add value to the main development and these will be further examined in the Detailed Solution stage.

4.4 It is worth noting that c £200,000 has already been secured for external works to the Westgate Street entrance and fascia via the successful £1.9m High Street Heritage Action Zone award.

5 Next Steps

5.2 The Project Team will continue to work with Dowdeswell Estates to further develop the Outline Solution which will require further assessment of development costs and value before the developer is in a position to submit a Detailed Solution for consideration.

5.3 As the owner of the property, and a likely partner in its eventual redevelopment, it is appropriate that the City Council contributes towards the costs required to identify the Detailed Solution. Such costs may include architects, quantity surveyors, conservation specialists, consulting engineers, property surveyors and legal fees of external lawyers appointed by the City Council.

5.4 The expectation would be that a Detailed Solution would be submitted within 3 – 6 months and would examine not only the physical redevelopment i.e. uses and appearance, but also an investment model for the Council's consideration.

5.5 A further report will be brought back to Cabinet to approve the final agreed solution.

6 Social Value Considerations

6.2 There are no social value considerations as a direct result of the recommendations of this report. However, the future redevelopment of the former Fleece Hotel and the surrounding area will support the delivery of a number of social value outcomes including:

- More local people in employment through job creation opportunities in hospitality, leisure, retail and office based businesses
- Improved skills for local people through employment opportunities as well as apprenticeships in heritage skills
- Social value embedded in the supply chain for construction and new businesses

- Creating better places to live and work through the re-use of derelict and underused assets.

7 **Alternative Options Considered**

- 7.2 Alternative options for redeveloping the site were examined prior to taking the decision to adopt the Competitive Dialogue route.

8 **Reasons for Recommendations**

- 8.2 To progress the redevelopment of the former Fleece hotel to the Detailed Solution stage.

9 **Financial Implications**

- 9.2 The current recommendations highlight the requirement to spend £100k to develop a comprehensive solution. There is no budgetary implications as this will be met by the Regeneration reserve and is in line with its purpose.
- 9.3 Any future proposals will require funding streams to be identified prior to approval.

10 **Legal Implications**

- 10.2 The procurement procedure followed is set out in the Public Contracts Regulations 2015. It is important that subsequent procurement documentation states that the Council is not obliged to accept the Detailed Solution and enter into legal agreements. It must also be made clear the any solution agreed in principle is subject to cabinet approval and legal contract.
- 10.3 The Council should ensure that it is given either collateral warranties (where appropriate) or alternative rights to be able to rely on and use the reports produced by the consultants engaged by Dowdeswell Estates. This will ensure that the Council is able to use the reports for its benefit should it be unable to agree a solution with Dowdeswell Estates.

11 **Risk & Opportunity Management Implications**

- 11.2 The most significant risk arising from this report is that the Council and Dowdeswell Estates fail to reach agreement on the Detailed Solution and as result, do not enter in to a legal agreement to redevelop the site.
- 11.3 Should this situation arise, the financial risk to the Council is capped at £100,000 although collateral warranties or such other third party rights will be negotiated with any consultant engaged during the Detailed Solution to enable the Council to rely on the reports produced. There is also a reputational risk associated with this position given the significant media exposure the relationship with Dowdeswell has secured.

12 **People Impact Assessment (PIA)**

- 12.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impacts as a result of this recommendation. Therefore, a full PIA was not required.

13 **Other Corporate Implications**

Community Safety

- 13.2 All design work undertaken will adopt the principles of designing out crime.

Sustainability

- 13.3 Despite being an historic building, the development of the Detailed Solution will consider low carbon opportunities in both construction and energy generation.

Staffing and Trade Union

- 13.4 None

Appendix 1 – Procurement Timeline

Step	Stage	Commentary	Date
1	Notice dispatched to OJEU Notice		30 July 2018
2	Closing date receipt of Expressions of Interest	59 Expressions of Interest logged on the procurement portal	28th September 2018
3	Deadline for the Pre-qualification and Selection Questionnaire (SQ) application returns	Three pre-qualification documents received.	25th October 2018
4	Evaluation of Pre-qualification and SQ applications notification to unsuccessful bidders		Commenced 9th November 2018
5	Issue of the “Invitation to Participate in Competitive Dialogue” (ITPD”) to selected bidders and opening of competitive dialogue and notification to unsuccessful SQ applicants.	All three companies were requested to enter dialogue and develop headline proposals	3 rd December 2018
6	Initial Dialogue Meeting dates with shortlisted bidders		17th – 19 th December 2018
7	Deadline for return of ITPD Responses.	All three bidders returned documentation for further scrutiny by the Project Team	8th February 2019
8	Clarification and evaluation of ITPD Response.	After further discussion with the Project Team one bidder withdrew from the process	Commenced 22 nd February 2019
9	Issue of Invitation to Submit an Outline Solution (“ISOS”) to selected bidders and notification to unsuccessful bidders.	Documents issued to both Dowdeswell Estates and F3 Group	11th April 2019

10	<p>Issue of Invitation to Submit a Detailed Solution (“ISDS”) to selected shortlisted bidders and notification to unsuccessful bidders.</p> <p>Period for dialogue meetings and negotiations with final selected bidders</p>	<p>Currently at this stage, further developing the scheme in dialogue with shortlisted bidder</p>	16 July 2019
11	Contract Award	<p>GCC enter in to form of contract with preferred bidder.</p> <p>No commitment on GCC’s part to award contract to the preferred bidder if negotiations fail.</p>	Yet to be determined

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