

# Agenda Cabinet

Wednesday 23 February 2022 at 3.30 pm  
at Council Chamber, Sandwell Council House, Freeth Street, Oldbury,  
B69 3DB

This agenda gives notice of items to be considered in private as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1 **Apologies for Absence**

2 **Declarations of Interest**

Members to declare any interests in matters to be discussed at the meeting.

3 **Additional Items of Business**

To determine whether there are any additional items of business to be considered as a matter of urgency.

4 **Capital Investment Proposal - Housing for Young People** (Pages 9 - 18) **Housing**

To approve the allocation of funding for for the refurbishment of 3 low rise blocks at Hallam Close, West Bromwich for the provision of 54 one-bedroom affordable rented apartments for young people.

5 **Review of Council Tenancy Conditions** (Pages 19 - 86) **Housing**



To seek approval to adopt amendments to the Council's Tenancy Agreement, the legal contract between the Council and tenants.

- 6      **Approval for consultation of the Draft Statement of Community Involvement 2022** (Pages 87 - 118)      **Regeneration & Growth**

To seek approval to consult on the Statement of Community Involvement.

- 7      **Approval to proceed with Small Sided Spaces project** (Pages 119 - 134)      **Tourism & Culture**

To seek approval to apply for external funding via the Football Foundation to develop and deliver a portfolio of 'Small sided' multi-sport facilities within the Borough of Sandwell as part of the legacy of the Commonwealth Games.

- 8      **Provision of a Revenues and Benefits application, a corporate document management solution and scanning and indexing services** (Pages 135 - 144)      **Finance & Resources**

To seek approval to award a contract for the provision of a Revenues and Benefits application, a corporate document management solution and scanning and indexing services.

- 9      **eCapture and Webcapture Services** (Pages 145 - 152)      **Finance & Resources**

To award a contract for providing automation services for Council Tax, Benefits and Business Rates to the Revenues and Benefits Service.

- 10      **Direct Award of Microsoft Server Cloud Enrolment (SCE) License renewal using KCS framework agreement** (Pages 153 - 158)      **Finance & Resources**

To award a contract for the renewal of the existing Microsoft SCE license agreement for continued support and licensing arrangements for a three year period.

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|----|--|--------------------------------|
| 11 | <b>Sandwell Health Inequalities Programme: Grant funding for Sandwell Consortium CIC to deliver interventions to address health inequalities</b><br>(Pages 159 - 172)                                    | <b>Leader</b>                  |
|    | To seek approval to award a 3 year grant to address health inequalities within ethnic minority communities in Sandwell, prioritising mental health and wellbeing and prevention of long-term conditions. |                                |
| 12 | <b>Communications and Corporate Affairs Team</b><br>(Pages 173 - 186)  | <b>Finance &amp; Resources</b> |
|    | To consider the proposed structure for a Communications and Corporate Affairs Team.  |                                |
| 13 | <b>Information Governance - Records Retention</b><br>(Pages 187 - 346)   | <b>Leader</b>                  |
|    | To seek approval to the Council's Corporate Retention Policy, E-mail Retention Policy and the Information Rights Policy for the purposes of complying with UKGDPR.                                       |                                |
| 14 | <b>Social Housing Decarbonisation Fund - Wave 1</b><br>(Pages 347 - 356)   | <b>Housing</b>                 |
| 15 | <b>Q3 Budget Monitoring 2021/22</b> (Pages 357 - 388)  | <b>Finance &amp; Resources</b> |
|    | To consider the financial monitoring position as at 31 December 2021 (Quarter 3 2021/22).  |                                |
| 16 | <b>General Fund and HRA Budget, Capital Programme and Treasury Management Strategy 2022/23</b> (Pages 389 - 722)   | <b>Finance &amp; Resources</b> |
|    | To consider proposals for the General Fund and Housing Revenue Account Budget, Capital Programme and Treasury Management Strategy 2022/23.   |                                |
| 17 | <b>Recommendations of the Scrutiny Review of the Performance and Management of the Waste Partnership Contract</b> (Pages 723 - 770)  | <b>Environment</b>             |

To consider the recommendations of the Economy, Skills, Transport and Environment Scrutiny Board in relation to the scrutiny review of the Performance and Management of the Waste Partnership Contract.

- 18 **Action Taken on Matters of Urgency** (Pages 771 - 780) **Leader**

To consider actions taken by the Leader of the Council as a matter of urgency.

- 19 **Exclusion of the Public and Press**

That the public and press be excluded from the rest of the meeting. This is to avoid the possible disclosure of exempt information under Schedule 12A to the Local Government Act, 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, relating to the financial and business affairs of any person, including the authority holding that information.

- 20 **Acquisition of Kings Square Shopping Centre, West Bromwich** (Pages 781 - 830) **Regeneration & Growth**

To consider proposals in relation to the acquisition of Kings Square Shopping Centre, West Bromwich.

- 21 **Sandwell and Community Caring Trust Contract** (Pages 831 - 844) **Adults, Social Care & Health**

To consider proposals in relation to Sandwell Community Caring Trust.

**Kim Bromley-Derry CBE DL**

**Interim Chief Executive**

Sandwell Council House

Freeth Street

Oldbury

West Midlands

**Distribution**

Councillor Carmichael (Chair)

Councillors Ahmed, Bostan, Crompton, Hartwell, Millard, I Padda, Piper and Simms

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## Report to Cabinet

23 February 2022

<b>Subject:</b>	Capital Investment Proposal – Housing for Young People
<b>Cabinet Member:</b>	Cabinet Member for Housing, Councillor Zahoor Ahmed
<b>Director:</b>	Director of Housing, Gillian Douglas
<b>Key Decision:</b>	Yes, spend over £250k
<b>Contact Officer:</b>	Nigel Collumbell, Service Manager Housing Management, <a href="mailto:nigel_collumbell@sandwell.gov.uk">nigel_collumbell@sandwell.gov.uk</a> Alan Martin, Housing Programmes and Partnerships Manager, <a href="mailto:alan_martin@sandwell.gov.uk">alan_martin@sandwell.gov.uk</a>

### 1. Recommendations:



- 1.1 That, subject to negotiation of a suitable agreement in accordance with 1.2 below on terms to be agreed by the Director of Housing, approval be given to allocate £666,734 from the commuted sum pot of money (derived from Section 106 Agreements), as a contribution towards the refurbishment of 3 low rise blocks at Hallam Close, West Bromwich for the provision of 54 one-bedroom affordable rented apartments for young people. The project is conditional on planning consent being secured.
- 1.2 That the Director of Housing be authorised to negotiate a suitable agreement with St Basils, a registered provider of social housing, for the management and maintenance of these apartments by St Basils, to include 100% nomination rights for Sandwell Council.
- 1.3 That the Director of Law & Governance be authorised to execute (under seal if necessary) the agreement negotiated by the Director of Housing, and any ancillary documentation to secure the Council's contribution to, and rights in respect of the development.



## 2. Purpose of Report

- 2.1. The purpose of the report is to seek agreement to the allocation of £666,734 of commuted sum monies (derived from Affordable Housing Section 106 Agreements) as a capital contribution towards the refurbishment of 3 existing but unused residential apartment blocks near the site of Sandwell General Hospital in West Bromwich. The refurbished buildings will provide 54 self-contained affordable apartments to help prevent and relieve homelessness affecting young people in Sandwell. The Council would act as the catalyst for bringing 54 additional affordable homes in to use and can secure 100% nomination rights to these properties for an investment contribution of only £12,347 per home.
- 2.2. The intended recipient of this investment, St Basils (a Registered Provider, Number H3994), would be required to enter into a suitable agreement with the Council to ensure that the allocation of the funding is in accordance with the specified purpose of the Section 106 Agreements and will meet the relevant legal requirements. The scheme would be phase 2 of the development of the project, phase 1 having opened in 2015 with 32 shared apartments.

## 3. How does this deliver objectives of the Corporate Plan?

	<p><b>Best start in life for children and young people</b></p> <p>The flats will provide a stable home for young people who would not otherwise be able to afford their own home and sustain their employment while living independently. The housing will be managed by St Basils, a nationally recognised and unique organisation focussed on tackling youth homelessness. There will also be the opportunity to commission some of the units for care experienced young people to whom we have corporate parent responsibilities and who need a stable home with support on site.</p>
	<p><b>Quality homes in thriving neighbourhoods</b></p> <p>The 54 flats will provide additional homes targeted at young people who are homeless or at risk of homelessness and who would otherwise not be able to continue working or taking up an apprenticeship. The flats will provide a stable home to enable young people to thrive and progress in their employment and their lives generally.</p>







### **A strong and inclusive economy**

The St Basils model is unique in that rents are deflated to enable young people to sustain employment without any recourse to benefit top up. The rent plus service charge together are the below the Local Housing Allowance rate for the Black Country Broad Market Rental Area.

## **4. Background**

- 4.1 The 3 buildings in question were previously used as accommodation for NHS staff and have been vacant long term. They are in relatively poor condition. They are in the ownership of Sandwell and West Birmingham NHS Trust which runs the hospital. The proposal is that St Basils secure a long lease (30 years with an option to extend) on the buildings at a 'peppercorn' rent and use the buildings to provide accommodation for young people in housing need (aged 16 to 24 years) to enable them to live and work or participate in education/training at a truly affordable rent. It would also be possible to commission some of the units as accommodation with support e.g. for care experienced young people, including 16- and 17-year olds. This will require an ongoing revenue budget and will be considered within the project.
- 4.2 Phase 1 of the scheme has proven to be ground-breaking, winning 2 national Housing awards, and is nationally recognised as being unique in concept. Phase 1 was completed in 2015 and was officially opened by the Duke of Cambridge, hosted by the Mayor of Sandwell. It provides 8 student-type shared four-bedroom flats for 32 young people at risk of homelessness. The uniqueness of the scheme is that the rents are deflated below benefit triggers and so young people can live and work, including taking up apprenticeships, and be benefit free. Since inception, some 120 young people have lived in the scheme, and none have suffered repeat homelessness. Independent evaluation of phase 1 shows that for every £1 invested in the scheme, including pro bono contributions, there is a £14 return to the public purse over 10 years. No funding was required from Sandwell Council for phase 1.
- 4.3 St Basils have created the model to enable young people without family support to move into entry level employment or apprenticeships without requiring dual navigation of the benefit system. The Live and Work scheme enables young people to live, work, earn and learn and to have a safe, affordable housing offer which facilitates that. For the least



experienced citizens, the level of complexity in navigating fluctuating low income and benefits (universal credit) needs to be reduced, not increased, if we are keen for them to find and keep employment. If it takes a village to bring up a child, then the St Basils model considers what the wider community can offer as a contemporary universal family. St Basils want to ensure that it is possible for all young people, not just those with access to 'Bank of Mum and Dad', to learn, develop, build relationships, take up apprenticeships and entry level work, pursue their dreams and make mistakes, in a safe way. In the long term, it provides benefits for young people, families, the community, society, and the State.

- 4.4 Phase 2, referred to as the 'Youth Village, Live and Work Hallam Close Phase 2' is where capital funding is required for the provision of 54 self-contained 1-bedroom flats. The capital investment will be used to refurbish the apartments to the decent homes standard, ready for young people to move in. The scheme would provide move-on accommodation for young people from phase 1 as they progress, and their income increases. It would also provide an offer of accommodation for young people who are working but where their work is at risk because of their housing situation. It would also provide move-on for young people from commissioned supported housing as they secure employment. Never has the link between truly affordable housing and employment been more important for young people.
- 4.5 Sandwell would secure priority referral and nominations into the scheme by making the capital investment. No revenue funding is sought. Should the Council at a later stage wish to consider young people with additional support needs, this would require commissioned support and re-designation of several the properties for this purpose. St Basils are willing to keep this option open to the council.
- 4.6 Capital funding for this project has already been secured by St Basils from charitable donations including corporate funders and a commitment of 59% grant funding from Homes England directly to St Basils. This level of grant from Homes England is unusually high and has been secured because of the specialist nature of the scheme and St Basils' track record in tackling youth homelessness. The total cost for phase 2, is £2,398,266. Details of the grant funding are shown in the table below:



<b>For the refurbishment of 3 residential blocks (total 54 units)</b>	<b>Cost £</b>	<b>Funding £</b>
<b>Capital Cost</b> Refurbishment costs – bringing 54 units in to use (currently derelict)	£2,398,266.83	
<b>Funding</b> Homes England- Grant- CONFIRMED		£1,410,143.63
<b>Corporate Funders</b> Edward Cadbury Trust- in the bank Garfield Weston		£50,000.00 £100,000.00
Land Aid raised		£171,389.02
Total to Date		<b>£1,731,532.65</b>
Gap		<b>£666,734.18</b>
<b>Total</b>	<b>£2,398,266.83</b>	<b>£2,398,266.83</b>
Funding proposed by Sandwell Council		<b>£666,734.18</b>

4.7 As shown on the spread sheet above, the gap funding required is £666,734 which equates to £12,347 per home. St Basils’ development partner Equans (formerly Engie) have held prices for some considerable time as the funding package has been worked on and progress is now critical to avoid cost increases. The scheme will bring back into use semi-derelict buildings as affordable housing, providing priority access for referrals from Sandwell Council for a period of at least 30 years. It will also open up options for more bespoke models to meet local needs in partnership with St Basils.



- 4.8 There is a significant need for suitable accommodation for single young people in Sandwell with demand for homelessness support and housing exceeding the supply of affordable accommodation. During 2020/21 the Housing Solutions service helped 732 young people aged 24 and under with a threat of homelessness through either prevention activity or in relieving their homelessness. Of the total demand in the year, 271 went on to receive a statutory homelessness duty and 125 of those young people needed help to source alternative accommodation. Whilst this scheme is not commissioned supported accommodation, it is considered to be 'supportive' accommodation. St Basils will provide on-site bespoke housing management assisting the young people to maintain their tenancies. Young people pay their own council tax, utilities and service charges (kept to a minimum). If the Youth Hub model outlined below is implemented, there can be multi-agency staff co-located and this could include access to specialist support.
- 4.9 We currently have 386 single young people aged 16-24 years on the housing register with waiting times across the register averaging 1 year and 9 months. There is a clear demand for increased supply for this cohort.
- 4.10 Crisis carried out research into the cost of both homelessness in general and of rough sleeping and its impact on public spending. Their research suggested that every case of homelessness prevented has a saving to public sector finances of around £9,250 over the course of 12 months. Their research further estimated that rough sleeping costs ran to £20,128 per year per case.
- 4.11 Assuming the estimates above, the potential public sector savings of preventing the 125 cases of homelessness through suitable support and accommodation would equate to £1.156m. This would increase should any of the young people have slept rough as a result of becoming homeless.
- 4.12 Whilst overall demand for accommodation is an issue for young people, the provision for people aged 16 and 17 years old who choose not to become looked after children is a particularly difficult cohort to accommodate safely and appropriately. During 2020/21 the service supported 48 young people aged 16 and 17 years old with 9 of the young people requiring longer term supported accommodation due to inadequate or insufficient provision in the sector. Although the target



group at Hallam Close is more likely to be 18-24 year olds the apartment will provide a move on option for 16 and 17 year olds once they leave supported accommodation and where young people are not able to return to their family homes.

- 4.13 Based on the estimated costs of homelessness, the provision of 54 new units per year to young people at risk of or already homeless would save in the region of £0.500m per year. This goes some way to further support the 14:1 return on investment figure quoted in the phase 1 evaluation. The scheme would ensure that young people who have employment or an employment option would not have to lose this option because of their housing situation. The tenancies are not time-limited but would be available for young people to enable them to stabilise and focus on their employment, choosing to move on when they are ready to, or when they have a changing housing need. This is very different from a commissioned supported housing model and brings stability both to the area and the young people.
- 4.14 Outside of the financial benefits to the proposed model, the Housing Solutions Service and Children's Trust are working on a Youth Hub model for homelessness that would see a whole end to end system design for young people in need of support. The developing model will look to reshape the housing and support pathway for young people with a range of housing options to support their changing need and progression in life.
- 4.15 The Youth Hub will be looking to bring together homelessness assessment, the provision of interim emergency accommodation, medium-term supported accommodation and move on accommodation where young people secure work and become more independent. The design would look to reduce dependency on support as we transition people through the housing and support pathway. St Basils have offered to locate a Youth Hub in phase 1 of the Live and Work scheme, should phase 2 be able to proceed. DWP have also been talking with St Basils about the possibility of DWP employment support being co-located. This would provide a ground-breaking community Hub where housing options and solutions, linked with employment support could be combined for young people. The addition of both the Phase 2 proposals for Hallam Close and joint working and codesign with St Basils will speed up the development of the new pathway and bring in much needed expertise in the support of young people experiencing homelessness. Revenue funding would need to be allocated alongside the capital proposed in this



business case, potentially from homelessness grant, to ensure the Youth Hub is effectively resourced. This would need to be the subject of a separate business case.

## 5. Implications

<p><b>Resources:</b></p>	<p>Capital funding of £666,734 from the S106 pot. As at 14 October 2021 the amount of uncommitted commuted sum monies held within the Housing Commuted Sum Account was £1,882,627. The council's contribution amounts to 28% of the total capital cost of the project and represents value for money in that 72% of the funding secured comes from other sources including corporate funders that the council would not be able to access directly, as a local authority.</p> <p>Sandwell Council's investment is a one-off investment. Responsibility for housing management and asset management and maintenance costs lies with St Basils.</p>
<p><b>Legal and Governance:</b></p>	<p>A suitable agreement between SMBC and St Basils to be drawn up that sets out the terms on which the capital investment is made and the nominations rights of the council.</p> <p>The use of commuted sum monies as a contribution towards the provision of affordable homes is in accordance with the Section 106 Agreements between the Council and developers relating to the off-site provision of affordable housing.</p> <p>The proposal is in accordance with the Council's adopted Planning Obligation Document SPD (August 2015) in the use of commuted sum monies for the provision of affordable housing.</p>
<p><b>Risk:</b></p>	<p>The agreement between the council and St Basils will address risks re placement of individual young people and the mix of young people accommodated. St Basils will hold housing management responsibilities, void costs, repairs and maintenance and rent collection responsibilities. As a registered provider, St Basils is accountable to the Regulator for</p>



	<p>Social Housing and standards that apply to social housing, including rent setting requirements.</p> <p>We will look to register a charge on St Basils' lease to mitigate the risk to the council's investment if the lease between the Trust and S Basils were to end prematurely.</p> <p>We will seek to set up a Partnership Board between Housing and St Basils as part of the agreement in order to monitor nominations and allocations. It is expected this Board would meet a minimum of once or twice a year but may meet more frequently during the early stages of the agreement.</p>
<b>Equality:</b>	<p>Young people nominated will be those in housing need that have greatest priority for accommodation of this type but who do not require supported accommodation. Equalities monitoring will be carried out to ensure fair access and positive outcomes for young people. St Basils has a track record of delivering young person-centred services and of working with diverse groups of young people.</p>
<b>Health and Wellbeing:</b>	<p>A housing offer that provides a foundation for young people who would otherwise be at ongoing risk of homelessness, living in shared or supported accommodation or who would not be able to access/sustain employment because of the prohibitive cost of housing relative to income.</p>
<b>Social Value</b>	<p>The housing will allow Sandwell young people to stay in Sandwell, where their networks and services are and within travelling distance of their employment/training.</p>

## 6. Appendices

None

## 7. Background Papers

None



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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Review of Council Tenancy Conditions
<b>Cabinet Member:</b>	Cabinet Member for Housing Cllr Zahoor Ahmed
<b>Director:</b>	Gillian Douglas, Director of Housing
<b>Key Decision:</b>	Yes - impacts on communities living in two or more wards of the Borough
<b>Contact Officer:</b>	Housing Strategy & Research Manager, Neville Rowe neville_rowe@sandwell.gov.uk

### 1 Recommendations

- 1.1 That approval be given to adopt the revised tenancy conditions (as per Appendix Three) and that in compliance Section 103 of the 1985 Housing Act, the Director – Housing be authorised to issue a Notice of Variation to all tenanted households in due course.



### 2 Reasons for Recommendations

- 2.1 The Council has recently concluded a statutory consultation regarding proposed amendments to the Council’s Tenancy Agreement. The Tenancy Agreement is the legal contract between the Council and tenant and details the tenant’s rights and responsibilities and the Council’s rights and responsibilities.
- 2.2 Last reviewed in 2009, the current tenancy conditions have been reviewed to both update them and align them with the modernisation of the Council’s Housing Service.



In addition, and looking ahead, the Council needs to ensure that the conditions are fit for purpose specifically to support the sustainment of tenancies, to continue to tackle anti-social behaviour, to help the Council to maintain housing standards and to contribute toward preventing homelessness.

### 3 How does this deliver objectives of the Corporate Plan?

	<p><b>Strong resilient communities</b> Feeling safe at home and in the local community is fundamental to living well and to strong community relationships. The Tenancy Agreement supports this objective.</p>
	<p><b>Quality homes in thriving neighbourhoods</b> Having a warm, safe and secure home is key for improving living standards. There are approximately twenty-eight thousand local authority homes in Sandwell. The council has a strong commitment to continually improve the housing environment and housing services and the revised Tenancy Conditions will support this objective.</p>

### 4 Context and Key Issues

4.1 **Overview and legislative context.** The Council has recently concluded a statutory consultation regarding proposed amendments to the Council’s Tenancy Agreement. In accordance with legislation the statutory consultation notice (Preliminary Notice and attached as Appendix One) was sent to all tenants the week commencing 11 October 2021 with a closing date of 12 November 2021 for receipt of responses. A detailed overview of the feedback received from tenants is set out in this report and is outlined in Appendix Two. In addition, on 09 December the Safer Neighbourhoods and Active Communities Scrutiny Board also met to consider the proposals.

4.2 In compliance with Section 103 of the Housing Act 1985, the Preliminary Notice invited tenants to comment on the proposed changes and tenants had the opportunity to respond in three ways:

1. By completing a free text questionnaire via a dedicated consultation webpage on the Council website
2. By e-mail using a dedicated e-mail address



3. By completing a feedback form at the back of the Preliminary Notice and forwarding it to a dedicated postal address.

#### 4.3 In summary, the main changes being proposed cover:

- Clarifying that the Council is not responsible for dividing fences (other than privacy panels).
- Restricting tenancy succession rights to spouses, civil partners and common law partners for tenancies that commenced after 01 April 2012.
- A requirement to pay rent in advance and encouraging the use of Direct Debit to pay rent.
- The ability of the Council to recover costs from the tenant if taken to court when not meeting the obligations of the Tenancy Agreement.
- Stipulating that the Council will take action against persons providing false information or withholding information that has enabled them to secure a home.
- Tenant responsibilities covering solid fuel appliances, fob keys and door entry systems, the installation of CCTV systems, and for damage to neighbouring properties caused by a tenant.
- Setting out the grounds for emergency access to properties and the grounds for allowing the Council to access a property when carrying out repairs to neighbouring properties.
- Making the possession of taser or stun guns, abstracting electricity, benefit fraud, the dumping of rubbish and causing unnecessary suffering to animals a breach of tenancy conditions.
- Being clear that the Council will take action where social media or any other form of communication is used to abuse, threaten or harass Council employees, contractors or agents.

4.4 **Outcome from the consultation.** In total 1,597 consultation responses were received. This represents a response rate of 5% and represents a robust sample on which to base conclusions. The Council is very grateful to all those who took the time to take part in the consultation. Of note:



- 82% (1,309) of respondents answered 'Yes' to 'Do you agree to the proposed changes in the agreement' with no further comment. A further 21 respondents answered 'No' with no further comment.
- 95 answered 'Yes' to the proposals and added comment, 70 answered 'No' with comment and 102 made comment only. In total 88% of respondents agreed with the proposals
- The amendment receiving the highest volume of objection was Condition 5.2, Paying Rent in Advance, with 52 (3% of all respondents) objecting to this requirement. The second highest volume of objections was to Condition 4.11 - the proposal to restrict tenancy succession rights to spouses, civil partners and common law partners for tenancies that commenced after 01 April 2012. This attracted a total of 27 (2% of all respondents) objections. The next highest volume of concerns and objections related to who should take responsibility for fencing between properties (excluding privacy panels). This attracted 8 critical comments where the view was that the Council should take responsibility and refers to Condition 3.6 Note 'e'.
- In addition to the above, responses the proposed Condition 10.10 concerning the use of Social Media generated a considerable amount of wider media interest. From the consultation itself, the Council received 7 comments, 6 against and 1 in support.

4.5 Re Condition 5.2 Paying Rent in Advance. In line with the other three Black Country local authorities (Walsall Housing Group in the case of Walsall), Condition 5.2 proposes that rent should be 'payable in advance'. A key aim of this condition is to enhance the financial resilience of the customer base by changing payment culture, ensuring tenants understand their rental obligations and to protect their home by developing a 'rent first' culture. By introducing this condition other social housing landlords have found that it has led to a payment culture that protects the tenant from arrears and safeguards their tenancy particularly if income fluctuates.



- 4.6 When Condition 5.2 is adopted the Council intends to take proactive steps to encourage and support tenants to get their accounts in credit by providing budgeting and benefits support and where necessary by agreeing reasonable and achievable payment plans. To be clear, this condition will not be used to take enforcement action against tenants who cannot pay their rent in advance, enforcement action will only be taken in circumstances where tenants either do not pay their rent or consistently pay it late. Aside of this latter group, interventions and actions will be aimed at supporting tenants toward achieving payment in advance.
- 4.7 Re Condition 4.11 - the proposal to restrict tenancy succession rights. Since 01 April 2012, the 2011 Localism Act has amended the statutory succession rights of new tenants to the spouse or civil partner of the deceased tenant. The council landlord may, at its discretion, contractually provide for more extensive succession rights to other family members. The proposed Condition 4.11 amends the existing Tenancy Conditions (4.14) to the statutory rights of succession only.
- 4.8 Within the Council's housing stock the highest levels of need and demand is experienced in the larger stock (three or more bedrooms) and the driver behind the proposal is to enhance the Council's ability to make the best use of its current stock and to restrict where possible properties being succeeded to where the remaining household leaves two or more bedrooms unused because of household size. The Council's Housing Allocations Policy covers Non-Successors left in occupation (Section F) and provides that Non-Successors left in occupation are granted a new Introductory Tenancy in the same property so long as the household is not under-occupying the property by two bedrooms or more (or one in the case of two-bedroomed houses). For those affected a Band Two priority is awarded within the Housing Allocations Policy to enable the said household to move to accommodation more appropriate to their needs.
- 4.9 Re. Condition 3.6, Note 'e' concerning responsibility for fencing. Since the current conditions were introduced officers have noted that the issue of fencing and the responsibilities thereof is regularly questioned. Condition 3.6 Note 'e' seeks to clarify this matter by stating that the Council is not responsible for any dividing fences between the tenant and their neighbour other than privacy panels, which are usually the first panel of the fence. This is not a change to tenants' current



responsibilities which already includes dividing fences, rather, it is a clarification to help tenants understand their responsibilities.

- 4.10 Of note, from a cost perspective it is estimated that if the Council took full responsibility for fencing, then from a stock base of twenty-eight thousand units the cost could exceed £50 million to replace fencing as it comes up for replacement. New tenants on low income can apply under the Property Allowance Scheme for support in replacing fencing.
- 4.11 Re Condition 10.10 relating to the use of Social Media. The proposed Condition 10.10 involving the misuse of social media has generated a considerable amount of media interest. However, from the consultation itself the Council received 7 comments from tenants, 6 against and 1 in support. This constitutes an objection rate of 0.4% of all respondents.
- 4.12 Since April 2019 to the close of December 2021 there have been 63 recorded anti-social behaviour incidents where the behaviour has been specifically directed at employees, contractors or agents. Council employees, contractors and agents have the right to carry out their duties in an environment which is free from violence, threatening, harassing or abusive behaviour and the intention of this proposal is solely and exclusively aimed at supporting that fundamental right. To ensure clarity in this context and following recommendations made by the Safer Neighbourhoods and Active Communities Scrutiny Board it is proposed to amend the draft condition to:

*Council employees, our contractors or agents have the right to go about their business free from abuse, threatening behaviour or harassment. You must not use social media or any other form of communication to abuse, threaten or harass Council employees, contractors or agents.*

- 4.13 Aside of the above amendment to the proposals, the overwhelming positive feedback received in the consultation provides a robust base to justify that the amendments outlined in this report should be implemented. If the recommended amendments are approved by Cabinet, then in accordance with the 1985 Housing Act it is anticipated that a Notice of Variation, accompanied by a full copy of the new conditions will be served on all tenants in mid to late March.



The Notice will inform tenants as to how their conditions have changed and in accordance with legal requirements will inform them when the new conditions will take effect which will be at least four weeks after service of the notice.

## 5 Alternative Options

- 5.1 There are no alternative options other than to retain the current Tenancy Conditions that took effect from October 2009.

## 6 Implications

<p><b>Resources:</b></p>	<p>Costs have been incurred through service of the statutory consultation process and these costs will be replicated with the future service of the revised tenancy conditions and the accompanying statutory Notice of Variation. These costs will be funded from the Housing Revenue Account.</p> <p>Apart from acquiring a familiarity with the revised conditions, there will be no training implications or associated costs for staff. Once implemented, the revised conditions will assist the Council's Housing Service by making tenancies more sustainable and tackling anti-social behaviour and will have positive resource impacts.</p>
<p><b>Legal and Governance:</b></p>	<p>In accordance with legislation the statutory consultation notice (Preliminary Notice and attached as Appendix One) was sent to all tenants the week commencing 18 October 2021 with a closing date of 12 November 2021 for receipt of responses.</p> <p>Looking ahead, if Cabinet approves the proposed amendments a Notice of Variation will be served on all tenants informing them of how their conditions have changed and when the new conditions will take effect. All tenants will be given at least four weeks' notice of when the new conditions will take effect.</p>



<b>Risk:</b>	The revised Tenancy Agreement has been drafted in conjunction with the Council's Legal Team and now that the wider statutory tenant consultation has closed no specific risks have been identified in the revised draft conditions presented in this report.
<b>Equality:</b>	Feedback has largely been positive and has reached a credible response rate of 5%. Of note, the Preliminary Notice contained a strapline in eleven community languages and where requested notices were sent out incorporating large text (Font size 22). An Equalities Impact Assessment has been completed and no adverse impacts have been identified for the Protected Characteristics.
<b>Health and Wellbeing:</b>	The health and wellbeing benefits of living in a decent sustainable home are well documented in improving a wide range of both physical and mental health determinants. The Tenancy Agreement supports this objective by supporting the sustainment of tenancies, continuing to tackle anti-social behaviour and helping the Council to maintain housing standards.
<b>Social Value</b>	As identified above

## 7. Appendices

**Appendix One:** Copy of Preliminary Notice

**Appendix Two:** Summary of feedback received from Preliminary Notice

**Appendix Three:** Copy of new proposed Tenancy Conditions

## 8. Background Papers

None





## **Appendix One: Copy of Preliminary Notice**



Dear Tenant,

### **Preliminary Notice of Variation to your Tenancy Agreement (Housing Act 1985, Section 103) - proposed changes to your Tenancy Agreement.**

We are writing to let you know that we are proposing to make some changes to your Tenancy Agreement. Under the Housing Act 1985 we have a legal responsibility to consult with you when we are proposing to make any such changes. Your Tenancy Agreement is a very important document as it is the legal contract between you and us, and lists your rights and responsibilities and our rights and responsibilities.

This letter is the formal Preliminary Notice to you. It sets out the changes we are proposing to make to your Tenancy Agreement. Following the consultation, we will consider all the comments we receive. The closing date for you to get back to us about the proposed changes is **Friday 12 November 2021**.

In summary, the main changes we are proposing to make cover:

- Our commitment to making information available to you describing our work and performance.
- Clarifying that the Council is not responsible for dividing fences (other than privacy panels).
- Restricting tenancy succession rights to spouses, civil partners and common law partners for tenancies that commenced after 01 April 2012.
- A requirement to pay rent in advance and encouraging the use of Direct Debit to pay rent.
- Recovering any costs from you if we take you to Court or if someone else seeks costs from us as a consequence of you not meeting the obligations of your Tenancy Agreement.

- A requirement for you to keep the Council informed of any changes to your household, for example where someone moves in or moves out of your home.
- The Council taking action against you when any false information or withholding of information has enabled you to rent your home from the Council.
- Introducing conditions for you to comply with both the legal requirements and those set by the Council when making approved alterations to your property.
- Tenant responsibilities covering solid fuel appliances, fob keys and door entry systems, the installation and use of CCTV systems, and damage to neighbouring properties caused by a tenant.
- When carrying out major repairs and where necessary, requiring you to move to alternative accommodation in order for the works to be completed.
- Prohibiting smoking whilst council employees/agents are in attendance when such a request is made.
- Setting out the grounds for emergency access to your home and the grounds for allowing the Council to access your home when we need to carry out repairs to neighbouring properties.
- Making the possession of taser or stun guns, abstracting electricity, benefit fraud, the dumping of rubbish and causing unnecessary suffering to animals a breach of your Tenancy Agreement.
- Being clear that the Council will take action where social media is used to threaten, harass, abuse or make false statements towards Council employees, contractors, agents or councillors.

### **What happens next?**

You can view the existing Tenancy Agreement together with a copy of the proposed new Tenancy Agreement on the Council's website at **[www.sandwell.gov.uk/consultation](http://www.sandwell.gov.uk/consultation)**. The exact proposed changes are detailed below.

You will not be asked to sign a new Tenancy Agreement, but you should be aware that these proposed changes if agreed will apply to you from the date that the new tenancy conditions take effect. We will be writing to you again to let you know when any of these changes will apply.

Please read the proposed changes as set out overleaf. You can make any comments or suggestions about the proposed changes in the following ways:

- **by completing the on-line feedback form at:**  
[sandwell.gov.uk/consultation](http://sandwell.gov.uk/consultation)
- **by e-mailing us at:** [housing\\_strategy@sandwell.gov.uk](mailto:housing_strategy@sandwell.gov.uk)
- **by completing the enclosed feedback form at the back of this document and returning it to the following address:**

Tenancy Conditions Consultation,  
Sandwell Council,  
Operations and Development Centre,  
Roway Lane, Oldbury, B69 3ES

The closing date for you to get back to us about the proposed changes is **Friday 12 November 2021**.

We will consider all comments we receive. Following this we will make a decision about the proposed changes and, if the proposals are approved, we will send you a copy of your new Tenancy Conditions and the Notice of Variation (Housing Act 1985, Section 103). When we do this, you will also be advised of the date that the changes take effect.

ENGLISH

This document is very important. It sets out proposals to change your tenancy conditions. If you have difficulty reading or understanding English, please contact someone who can help you.

ARABIC	هذه الوثيقة مهمة جدا. فهي تحدد مقترحات لتغيير شروط عقد إيجارك. إذا كنت تواجه صعوبة في قراءة اللغة الإنجليزية أو فهمها، فيرجى الاتصال بشخص يمكنه مساعدتك في ذلك.
BENGALI	এই ডকুমেন্টটি খুবই গুরুত্বপূর্ণ। আপনার টেন্যান্সি এগ্রিমেন্টের (বাড়ি ভাড়া চুক্তিপত্রের) শর্তাবলী পরিবর্তন করার প্রস্তাব এই ডকুমেন্টে ব্যাখ্যা করা আছে। যদি ইংরেজিতে এটি পড়তে বা বুঝতে অসুবিধা হয়, তবে অনুগ্রহ করে এমন কারোর সাথে যোগাযোগ করুন যিনি আপনাকে বুঝতে সহায়তা করতে পারবেন।
CHINESE (S)	这份文件非常重要。文件列出了租赁条件变更的提案/建议。 如果您在英语阅读或理解方面有困难，请找人帮忙。
CHINESE (T)	這份文件非常重要。文件列出了租賃條件變更的提案/建議。 如果您在英語閱讀或理解方面有困難，請找人幫忙。
HINDI	Σο Øδ≠ρ € .¥ø≠ ðσ <sup>a</sup> ≤á xø\$ Σø z ≤ú ì û ΠΣΩΠÙ ï ° ≠eú ú¥Øπ ±GÈúδ≠ρ Πú ú¥è∞ρ∏∏ ù ∏≠ρø\$ Σ∞z ≤ú úy Ì €ς ≤-±Σραøð∏ ±Ø∏∏ ∞±ρ ø≠ςø\$≠úú∞Σρ∏ú æς ÖæÇΣ∏Á≠ æææ∫úxú ∏∏ ú z ≤ú ì æø∏≠ρú ∏æúø
KURDISH	ئهم بەلگەنامەیە زۆر گرنگە. ئەمە پێشنیاری تێدا خراوتە ڕوو بو گۆڕینی مەرجەکانی کرێچیتییەکتە. ئەگەر کێشەت هەیە بو خوێندنەوە یان تێگەیشتنی ئینگلیزی، تکایە پەیوەندی بە کەسێکەوه بکە که بتوانێت یارمەتیت بدات.
POLISH	Ten dokument jest bardzo ważny. Zawiera propozycje zmiany warunków najmu. Jeśli ma Pan/Pani trudności z czytaniem lub zrozumieniem języka angielskiego, proszę skontaktować się z kimś, kto może w tym pomóc.
PUNJABI	ਇਹ ਦਸਤਾਵੇਜ਼ ਬਹੁਤ ਮਹੱਤਵਪੂਰਨ ਹੈ। ਇਹ ਤੁਹਾਡੀ ਿਕਰਾਏਦਾਰੀ ਦੀਆਂ ਸ਼ਰਤਾਂ ਬਦਲਣ ਲਈ ਪ੍ਰਸਤਾਵ ਪੇਸ਼ ਕਰਦਾ ਹੈ। ਜੇ ਤੁਹਾ ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਨ ਜਾਂ ਸਮਝਣ ਿਵੱਚ ਮੁਸ਼ਕਲ ਆ ਦੀ ਹੈ, ਤਾਂ ਿਕਰਪਾ ਕਰਕੇ ਿਕਸੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਜੋ ਤੁਹਾਡੀ ਮਦਦ ਕਰ ਸਕਦਾ ਹੈ।
PUSHTO	داسند ډير مهم دى. په دى سند كى ستاسودكرايى دشر ايطوبدلول لپاره وړانديزونه تشریح شوى دى. كه تاسودانگليسى په لوستلوي پوهيدوكى ستونزه لرى، مهربانئ وكړئ له هغه چاسره چه در سره مرسته كولى شي اړيكه ونيسى.
ROMANIAN	Acest document este foarte important. Vă explică propunerile de modificare a condițiilor dvs. de închiriere. Dacă vă este greu să citiți sau să înțelegeți engleza, contactați pe cineva care vă poate ajuta.
URDU	یہ دستاویز بہت اہم ہے۔ یہ آپ کی کرایہ داری کی شرائط تبدیل کرنے کی تجاویز پیش کرتا ہے۔ اگر آپ کو انگریزی زبان پڑھنے یا سمجھنے میں دشواری کا سامنا ہو تو مہربانی فرما کر کسی ایسے شخص سے رابطہ فرمائیں جو آپ کی مدد کر سکتا ہو۔

## **PROPOSED CHANGES TO YOUR TENANCY AGREEMENT**

It is important to state that the *Notes* in the Tenancy Agreement are for guidance only and do not form part of the conditions of tenancy. For consistency, some tenancy conditions that remain unchanged have been renumbered.

### **SECTION THREE: OUR RESPONSIBILITIES:**

#### **Condition 3.3 amended to:**

We will make available information describing our work, performance and how we spend money across the housing service.

**New note added:** We will publish this information on our website or provide a paper copy on request.

**Condition 3.5:** We will tell you, in writing, at least four weeks before any change in either your rent or service charge.

**New note added:** Change includes additions, deletions, increases, decreases and/or variations. Some tenants pay service charges as part of their rent.

**Condition 3.6:** We will keep in repair the structure and exterior of your property (including drains, gutters and outside pipes).

**Revised notes inserted:** We are not responsible for any dividing fences between you and your neighbour other than privacy panels which is usually the first panel of the fence. We may ask you to remove any fencing or boundary structure you have erected if in our opinion it is dangerous, it causes a nuisance, or encroaches onto another property. If you do not remove it we may do so and charge you a reasonable cost.

**Condition 3.10:** We must carry out the repairs which we are responsible for within a reasonable time, and we must clear up after carrying out any work.

**New Note added:** Removing carpets, laminates or floor coverings to enable repairs to be undertaken is your responsibility. This also

applies to furniture. In certain cases of exceptional hardship, we may do these jobs and tasks for you. For example, if you are an elderly or disabled person and you have no support to carry out these tasks.

**Condition 3.12 amended to:**

Any dispute arising under the terms of the tenancy agreement, except those under section 10, can be referred to the arbitration panel.

**SECTION FOUR: YOUR RIGHTS AS A TENANT**

**Condition 4.1 amended to:**

You have the right to access your personal information we hold in relation to your tenancy subject to any exemptions set out in legislation, regulations or guidance.

**Condition 4.4 amended to:**

If we are responsible for repairs, you have the right to have them carried out within a reasonable timescale and to a satisfactory standard.

**Condition 4.6 deleted**

**Condition 4.7 renumbered to 4.6**

**Condition 4.8 renumbered to 4.7 and amended to:**

You have the right to apply for a transfer to another council property as determined by our housing allocations policy.

**Revised note inserted:** Finding a new property depends on how urgent your housing need is and what accommodation is available.

**Condition 4.14 renumbered to 4.11 and amended to:**

Subject to any changes in legislation, if you are a sole secure tenant or a sole introductory tenant, the tenancy will pass on your death to your husband, wife, civil partner or person living with you

as husband or wife, or person living with you as a civil partner. If your tenancy commenced prior to 01 April 2012 a family member as defined by the Housing Act 1985 would also be entitled to succeed.

**Revised notes inserted** - Your husband, wife, civil partner or person living with you as husband or wife or civil partner would not be able to succeed to your tenancy (take over) if you had previously succeeded to the tenancy yourself. If your tenancy commenced after 01 April 2012, a family member will not be entitled to succeed to the tenancy.

## **SECTION FIVE: RENT**

### **Condition 5.2 amended to:**

You must pay your rent in advance

**Revised notes inserted:** You must pay your rent and any other charges on demand. Your rent is due in advance on the Monday of each week but you can pay in advance every two weeks, four weeks or every month if you prefer.

Some tenants pay for extra services as part of their rent. We will record the amount on your tenancy agreement.

We would encourage you to pay your rent by setting up a Direct Debit. We can help you do this

If you do not pay your rent, or pay it consistently late, we can go to court to get an order to evict you from your home. You may be responsible for any costs involved in bringing court action against you.

### **New condition 5.6 added:**

If you are entitled to Universal Credit, you must tell the Department for Work and Pensions as soon as possible about any changes to your circumstances which may affect your entitlement to Universal Credit.

**New condition 5.7 added:**

You, or people living with you or persons associated with your property must not claim or attempt to claim any state benefits either recklessly, negligently or dishonestly

**New note added:** This applies to all welfare benefits including housing benefit. If you, or a person living with you, or any other person associated with your property engages in such activities we may seek possession of your property

**SECTION SIX: ENDING YOUR TENANCY**

**Condition 6.2 divided into three new conditions:**

**Condition 6.2:** We will give you at least four weeks' notice in writing if we are going to end your tenancy.

**Condition 6.3:** If we send you a written notice it will be validly and effectively served, whether or not it comes to your attention, if either by posting it or delivering it by hand to your property or to your last known address, or handing it to you in person, or fixing it to your property, or leaving it at your property, or by electronic communication.

**New note added:** Electronic communication includes but is not limited to: email, social media, text, internet messaging, facsimile and websites

**Condition 6.4:** If we issue legal proceedings against you in relation to your responsibilities under this tenancy agreement, the claim form will be validly and effectively served whether or not it comes to your attention, if either by posting it to your property; leaving it at your property; handing it to you in person; fixing it to your property; or by electronic communication, or by any other method allowed by the relevant court rules or legislation.

**Condition 6.8 amended to:**

You must not leave any of your belongings in your property when you leave. If we find any personal belongings in the property after you have left, we may store them or dispose of them and charge



you for doing so. If we have had to pay a storage charge, you will have to pay us this before we will return your belongings to you.

**New Condition 6.9 added:**

You must pay all costs, charges and expenses, including legal costs, which the Council has incurred in, or in contemplation of, any proceedings relating to your tenancy or property.

**New note added:** For example, if the Council has taken you to court the Council will seek to recover legal costs against you.

**New Condition 6.10 added:**

You must compensate or repay the Council against all actions, proceedings, costs, losses, arrears, expenses, liabilities, claims and demands arising out of any failure by you, persons residing at your property, or any visitors in observing or performing any obligations of the tenancy.

**New notes added:** If a third party suffers any loss either as a result of your conduct, or persons living at your property, or by your visitors and seeks to recover those losses from the Council the Council will recover these costs from you.

We may move any credit balance from any account you have with us to pay off any sum that you owe to the Council. A credit balance includes any compensation that the Council has agreed to pay you.

**SECTION SEVEN: PROPERTY**

**Condition 7.1** You must act in a “tenant like manner”.

**Revised Note added:**

A ‘tenant like manner’ means you must take proper care of your property and carry out those minor jobs and tasks that are necessary to keep your property in a reasonable condition. In certain cases of exceptional hardship, we may do the minor jobs for you. For example, if you are an elderly or disabled person and you have no support to carry out these tasks.

**Condition 7.2 renumbered to condition 7.3 and amended to:**

You must not have more people living in your property than the permitted number allowed.

**New Condition 7.2 added:**

You must keep the Council informed of any changes to your household.

**New note added:** This includes notifying the Council of any changes in persons staying in your property - either moving in or moving out. Failure to declare any changes may result in legal action being taken against you.

**Condition 7.3 renumbered to condition 7.4** You must not sublet, assign or part with possession of your property, or any part of your property, without getting our permission in writing

**New note added:** Sub-letting means that someone pays you rent to have the right to live in part of your property. You cannot sublet all of your property. If you are found to have sublet all of your property the Council will seek possession of your property. The Prevention of Fraud Act 2013 makes subletting a criminal offence. If evidence of subletting is found you may be prosecuted as well.

**Condition 7.5 renumbered to condition 7.7 and amended to read:**

You must let us know if you are going to be away from your property for an extended period.

**New Condition 7.5 added:**

You, people living with you and any other person must not give false information or withhold information relevant to a housing application or any other application related to the tenancy or your property.

**New note added:** The Council will seek to evict any tenant who gives false information or withholds information relevant to their housing application or any other application related to housing

which includes but is not limited to the right to buy, transfers, mutual exchanges or housing benefit claims.

**Condition 7.10 renumbered to condition 7.11.** If you live in a flat or maisonette, you, people living with you and any visitors to your property must not damage or interfere with security and safety equipment in shared blocks.

**New note added:** Security doors, fire doors and shared doors must not be jammed open and you should not let strangers in without seeing their identification.

**Condition 7.12 renumbered to condition 7.14 and amended to:**

You must always operate your trade or business within the terms of the permission granted. If you do not, we will withdraw the permission and/or take appropriate legal action against you.

**Condition 7.13 renumbered to condition 7.15:** You must get our permission in writing before you make any alterations to your property.

**New note added:** Alterations include, but are not limited to, any structural changes, installing CCTV cameras, security lighting, showers, laminate flooring, solid fuel appliances, outside TV aerials and satellite dishes, and putting up any fences, sheds or other structures on your property.

**Condition 7.14 renumbered to 7.20:** You must not keep any illegal or unlicensed firearms at your property.

**New note added:** This includes all taser weapons, stun guns, CS Gas and all weapons classified under Section 5 of the Firearms Act 1968.

**New Condition 7.16 added:**

You must comply with any conditions imposed by us if you are granted permission to make alterations to your property.

**New note added:** If you fail to comply with any conditions imposed as part of being granted permission we will take action against you which could mean seeking possession of your property.

**New Condition 7.17 added:**

You must comply with any legislation, regulations or guidance when making alterations to your property with our written permission.

**New note added:** If you make any improvements or alterations to your property that are in breach of any legislation, regulations or guidance we may:

- tell you to return your property to how it was before; or
- carry out the work and charge you for doing it; or
- take legal action against you which could mean seeking possession of your property.

**New Condition 7.18 added:**

You, people living with you and any visitors to your property must not make any alterations to shared or communal areas.

**New note added:** This includes but is not limited to erecting sheds and fences on shared or communal areas

**New Condition 7.19 added:**

You, people living with you and visitors must not misuse fob keys and door entry systems.

**New note added:** Misuse of door entry systems includes repeatedly buzzing door entry systems

**SECTION EIGHT: ACCESS TO YOUR PROPERTY**

**Condition 8.1 amended to:**

You must allow our officers, agents or workforce to enter your property to inspect the condition, state of repairs, decoration or cleanliness of your property, or to carry out repairs, maintenance, services or improvements at any reasonable time of the day

**New note added:** When carrying out their duties our employees and tradespersons have a right to work in a smoke free

environment. Upon request from a council officer or tradesperson working for the council, you, people living with you and any visitors to your property must not smoke whilst the officer or tradesperson are in attendance at your property. If you fail to respect this request the officer or tradesperson reserves the right to leave your property without completing the purpose of the visit, including completing works to your property.

**Condition 8.3 renumbered to Condition 8.5.** You must allow our officers, agents or workforce to enter your property in an emergency. We will force entry if you are not available in these circumstances.

**Note amended:** An emergency is where we will need to take immediate action to limit the damage to your property or another property, or where we believe there is a risk to public health. This includes but is not limited to instances of serious water leaks, gas leaks, fears for the health and safety of the tenant or any other person and cruelty to, or neglect of animals.

**New Condition 8.3 added:**

You must allow our officers, agents or workforce to enter your property to carry out an electrical safety check at any reasonable time of the day.

**New note added:** If you fail to let us into your property to carry out an electrical safety check after requests to do so, we may have to force entry to prevent any risk to public health and safety. Where we do have to force entry, we will charge you for doing so.

**New Condition 8.4 added:**

You must take all reasonable steps to ensure that access is given to your property when an appointment has been made.

**New note added:** If you do not allow us into your property after we have given you reasonable notice, we may take legal action to enter your property and you may be responsible for paying our costs in doing so.

If you arrange for another person to allow our officers to access your property for a pre-arranged appointment because you cannot

be there yourself, you must ensure that the person concerned is aged 18 or above.

**New Condition 8.6 added:**

You must allow our officers, agents or workforce reasonable access to your property to carry out necessary works to a neighbouring property.

**New note added:** We will give you reasonable notice of the date(s) when we require access. If you fail to let us into your property after requests to do so, we may have to force entry to prevent any risk to public health and safety or damage to your or a neighbouring property. Where we do have to force entry, we will charge you for doing so.

**SECTION NINE: MAINTENANCE AND REPAIRS**

**Condition 9.2 amended to:**

You must use the fixtures in your property responsibly and carry out minor repairs and tasks.

**Condition 9.3** You are responsible for decorating the inside of your property

**New note added:** Following a repair to your property, it is your responsibility to carry out any decorating, for example if a ceiling is re-plastered it is not our responsibility to paint it.

**New Condition 9.4 added:**

You and any member of your household must not allow an accumulation of personal property or rubbish or other items in your property that:

- a) causes or is likely to cause damage or deterioration to your property; or
- b) poses an environmental health risk, a health and safety risk or a fire risk; or,
- c) prevents safe access or exit from your property.

**New Condition 9.5 added:**

You must keep your property in such a condition that it does not damage, or cause a nuisance or annoyance to other property.

**New note added:** If you fail to maintain your property you will be recharged for any damage caused. If any action is taken against the Council due to your failure the Council will seek to recover the losses from you.

**New Condition 9.7 added:**

You, people living with you and any visitors to your property must not dispose of rubbish inappropriately and must not leave any rubbish, waste or household items in communal or shared areas.

**New note added:** We will re-charge you for the removal of any items left by you in communal areas. This does not apply to rubbish, waste or household items stored in designated areas.

**Condition 9.9 renumbered to 9.12** You must make sure that your property has suitable ventilation, either by using an extractor fan (if fitted) or by opening windows (or both).

**New note added:** Condensation caused by you in failing to ventilate your property is not our responsibility.

**New Condition 9.9 added:**

You, people living with you and any visitors to your property must not tamper or interfere with the gas, electricity or water supplies or with any meters supplying your property.

**New note added:** The supply includes any installation or fittings whether inside or outside of the property.

**New Condition 9.23 added:**

You must move to alternative accommodation when requested to do so if we need to carry out works to your property

**New note added:** In certain circumstances, you may have to leave your property if, for example, we need to do major repair work. If

you need to leave your property, we will offer you suitable alternative accommodation while we carry out the work. The accommodation could be permanent or temporary.

**New Condition 9.24 added:**

You must move back to your original property once we have completed any works to your property, unless you have had to move because we have demolished your original property, in which case we will move you to another property that we have identified as suitable for your needs.

**SECTION TEN: ANTI-SOCIAL BEHAVIOUR**

**Condition 10.1 amended to read:**

You, people living with you and any visitors to your property (including children) must not engage in conduct causing or likely to cause harassment, alarm or distress or a nuisance or annoyance, to other tenants, residents, their families, lodgers, visitors or any other person engaged in a lawful activity in the locality or neighbourhood of your property.

**Note amended** to include cultivating or selling drugs as examples of nuisance

**Condition 10.3 amended to:**

You, people living with you and any visitors to your property (including children) must not incite hatred, discriminate against, intimidate or harass any other person or group because of their colour, race, ethnic or national origin, gender, sexual orientation, age, physical or mental disability, or religious belief.

**Note amended** to include alarm or distress

**Condition 10.4** You, people living with you and any visitors to your property (including children) must not use your property or any shared area, for any criminal, immoral or illegal purpose.

**Note amended** to include abstracting electricity and engaging in housing or benefit fraud as criminal and illegal activities



**Condition 10.8** You, people living with you and any visitors to your property (including children) must not damage or put graffiti on our property. You will have to pay for any repair or replacement.

**New note added:** This includes damage to shared and communal areas.

**Condition 10.9 amended to read:**

You, people living with you and any visitors to your property (including children) must not commit, cause or allow acts of physical abuse, verbal abuse or harassment towards our employees, agents, contractors, or councillors.

**Condition 10.10 renumbered to 10.11** You, people living with you and any visitors to your property must not inflict domestic abuse against your partner or another member of your family or household.

**New note added:**

Domestic abuse is any incident of controlling, coercive, threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.

If someone responsible for domestic abuse continues to live in one of our properties (and the victim has been forced to leave the property as a result of the abuse), we will use our legal powers where appropriate. We will utilise a range of tools and powers at our disposal to appropriately support domestic abuse victims and manage perpetrators.

**New Condition 10.10 added:**

You, people living with you and any visitors to your property must not use social media or any other form of communication to make false statements, abuse, threaten, harass or be derogatory towards Council employees, contractors, agents or councillors

**New note added:** Communication includes telephone calls, text messages, e-mails or posting comments on social media. This condition applies wherever the communication takes place.

## **SECTION ELEVEN: VEHICLES**

### **New Condition 11.11 added:**

You, people living with you and any visitors to your property must not leave any vehicle that does not have a valid M.O.T. or road tax on a shared or communal car park without written permission. Any such vehicle will be removed and the owner re-charged for the cost of removing the vehicle.

## **SECTION TWELVE: ANIMALS**

### **New Condition 12.6 added:**

You, people living with you or any visitors to your property must not mistreat, neglect, abuse or harm any animal at your property or within the locality of your property.

**New note added:** We will also report any such instances to the RSPCA and the Police

## **Tenancy Agreement – Preliminary Notice of Variation Feedback Form**

As detailed elsewhere in this notice, we are keen to hear your views about the proposals to change your Tenancy Agreement. This is your opportunity to give us your feedback and to have your views considered.

Please return this form to us by **12 November 2021** at:

Tenancy Conditions consultation,  
Sandwell Council,  
Operations and Development Centre,  
Roway Lane,  
Oldbury,  
B69 3ES

Do you agree with the proposed changes in the agreement?

**YES/NO**

Do you have any comments? If YES please complete in the table below:

<b><u>Section</u></b>	<b><u>Comments</u></b>
<b>Three – Our Responsibilities</b>	
<b>Four – Your rights as a tenant</b>	
<b>Five – Rent</b>	
<b>Six – Ending your tenancy</b>	

<u>Section</u>	<u>Comments</u>
<b>Seven – Property</b>	
<b>Eight – Access to your property</b>	
<b>Nine – Maintenance and repairs</b>	
<b>Ten – Anti-social behaviour</b>	
<b>Eleven – Vehicles</b>	
<b>Twelve – Animals</b>	

**Your details:**

<b>Name:</b>	
<b>Address:</b>	

## **Appendix Two: Summary of feedback received from Preliminary Notice**

<b><u>Answered YES to proposals with no further comment</u></b>	<b><u>Answered NO to proposals with no further comment</u></b>
1309	21
<b><u>Answered YES to proposals with further comment</u></b>	<b><u>Answered NO to proposals with further comment</u></b>
95	70
<b>No Yes or No answer – either signed and/or a comment/suggestion or question enclosed</b>	
102	
<b><u>Section</u></b>	<b><u>Comments</u></b>
<b>Three – Our Responsibilities</b>	<p>Four weeks deemed insufficient notice before any change in either rent or service charge</p> <p>Fences should be the responsibility of the Council x8</p> <p>Central heating systems installed by the council should be included in the Council's responsibility</p> <p>Re proposal 3.10 need to define 'reasonable time' for carrying out repairs x6</p> <p>Concern expressed about tenant's ability to remove furniture &amp; carpets prior to a repair being completed</p> <p>View taken that the Council trying to avoid/diminish responsibilities x3</p> <p>View taken that drains and guttering should be the Council's responsibility</p> <p>Re 3.10g the responsibility to remove carpets or laminate flooring should not be the tenant's responsibility if the underlying problem is not caused by the tenant x3</p>

<p><b>Four – Your rights as a tenant</b></p>	<p>Concern that removing succession rights could make people homeless x2</p> <p>Objection to limiting succession rights x25</p> <p>Concerns around ability of some households to decorate property owing to poor health</p>
<p><b>Five – Rent</b></p>	<p>A total of 52 objections to proposed condition 5.2 received to Paying Rent in Advance</p> <p>Should be able to negotiate if not in a position to pay the rent x2</p> <p>Support to pay rent in advance x2</p> <p>Criticism at removal of rent free weeks</p> <p>View that court costs should not be imposed on people</p> <p>Criticism that the Council needs to assist tenants more in terms of being clear as to how much rent is due</p>
<p><b>Six – Ending your tenancy</b></p>	<p>Objection to using social media as way of serving notice x5</p> <p>Criticism of condition 6.9 to pay all costs, charges and expenses, including legal costs, which the Council has incurred in, or in contemplation of, any proceedings relating to my tenancy or property (x2)</p> <p>Support of condition 6.9 to pay all costs, charges and expenses, including legal costs, which the Council has incurred in, or in contemplation of, any proceedings relating to my tenancy or property</p> <p>Objection to having to pay to have things removed</p>
<p><b>Seven – Property</b></p>	<p>Objection to condition 7.1, the term ‘tenant like manner’ – term perceived as domineering and carrying an oppressive tone.</p> <p>Suggestion that any garden shed less than 10x6m should not need written permission from the Council</p> <p>Objection to notifying Council when property will be left vacant for an extended period</p> <p>Objection to Council access to property rights</p> <p>Objection to gaining access to property at ‘any reasonable time’</p> <p>Concerns about CCTV being misused</p> <p>Support for CCTV requirement</p> <p>Objection to needing permission for CCTV x2</p> <p>Comment that laminate flooring assists asthma sufferers</p> <p>Recommendation that Section 7 should include ‘Farming Permission’</p>

	<p>Objection to 7.15 requiring permission from the Council as pre-requisite to make alterations to property (x3)</p> <p>Support specific to 7.15 requiring permission for laminate floors</p> <p>Objection specific to 7.15 requiring permission for laminate floors</p> <p>Comment that the measures outlined are balanced and some level of responsibility must be shared for both parties to take the actions or lack of it seriously.</p>
<p><b>Eight – Access to your property</b></p>	<p>Objection to Condition 8.1 requiring Tenants to allow officers to access their property at any reasonable time of the day x4</p> <p>Suggestion re Condition 8.3 the need to define what is meant by 'any reasonable time of the day' x5</p> <p>Objection to Condition 8.4</p> <p>Objection to Condition 8.5 allowing forced entry in an emergency (x2)</p> <p>Legality of Condition 8.5 challenged</p>
<p><b>Nine – Maintenance and repairs</b></p>	<p>Comment that many struggle on financial grounds to do the necessary repairs</p> <p>Suggestion that the Council should retain responsibility for painting post a repair x2</p> <p>More support needed for older / disabled persons x2</p> <p>Comment that tenants should pay for repairs specific for any damage they cause</p> <p>9.5 – nuisance or annoyance is too subjective</p> <p>Do not agree with 9.12 as it negates Council responsibility for tackling damp issues</p> <p>Suggestion that it is unfair in instances where a person may be required to move out for repairs and cannot move back in afterwards</p> <p>Re Condition 9.23 - If request to move out suggestion is the Council should state at beginning as to whether household will be able to return to their property</p> <p>Council should apply paint when a repair is done</p> <p>Comment that 9.24 contradicts 9.23 x3</p> <p>View taken that Condition 9.23 will remove Council's vested interest to look after Tenants private property</p> <p>Concern re Condition 9.23 that tenant needs to have the right to refuse a suitable offer on the grounds of unsuitability regarding schooling, work or neighbourhood. Also, if the move is temporary, would the items be put into storage or moved to the new property and back.</p>

	<p>Objection to 9.24 as it removes right to quiet enjoyment of their homes.</p>
<p><b>Ten – Anti-social behaviour</b></p>	<p>Specific support for all proposals x2</p> <p>Suggestion that malicious reporting of ASB should also be a breach of Tenancy Conditions</p> <p>Suggestion that fly tipping be added</p> <p>Comment that Condition 10.4 is open to interpretation in terms of what is immoral or illegal</p> <p>Concern expressed about Condition 10.10 – use of social media</p> <p>Concern expressed that Condition 10.10 will not allow tenants to be openly critical of the Council with a view that existing laws are already in place regarding the use of social media x3</p> <p>Objection Condition 10.10 (use of social media) claiming its unlawful x2</p> <p>Specific support expressed for Condition 10.10</p>
<p><b>Eleven – Vehicles</b></p>	<p>Concern regarding Condition 11.11 about breaching conditions when repairing a vehicle without an M.o.T with a view to making it roadworthy</p> <p>Support for Condition 11.11 that all motor vehicles should be legal, and if not they should be removed.</p>
<p><b>Twelve – Animals</b></p>	<p>Specific support for proposals x5</p> <p>Comment that dangerous animals should be banned, as well as dangerous cross breed dogs</p> <p>Recommendation that persons in flats should not have dogs x4</p> <p>Recommendation that persons not clearing up after their dogs should become a breach of conditions</p> <p>Recommendation that each household should be limited to 2 pets x2</p> <p>Recommendation that tenants can only have domestic animals and not livestock eg goats, cows, pigs etc</p>



**APPENDIX THREE:**

**Proposed New Tenancy Conditions**  
**(amendments in red text)**

## **CONTENTS**

		<b>Page</b>
<b>1</b>	<b>Your home</b>	<b>1</b>
<b>2</b>	<b>Your tenancy agreement</b>	<b>2</b>
<b>3</b>	<b>Our responsibilities</b>	<b>5</b>
<b>4</b>	<b>Your rights as a tenant</b>	<b>8</b>
<b>5</b>	<b>Rent</b>	<b>11</b>
<b>6</b>	<b>Ending your tenancy</b>	<b>13</b>
<b>7</b>	<b>Property</b>	<b>15</b>
<b>8</b>	<b>Access to your property</b>	<b>19</b>
<b>9</b>	<b>Maintenance and repairs</b>	<b>21</b>
<b>10</b>	<b>Anti-social behaviour</b>	<b>25</b>
<b>11</b>	<b>Vehicles</b>	<b>29</b>
<b>12</b>	<b>Animals</b>	<b>31</b>
<b>13</b>	<b>Furniture</b>	<b>32</b>
<b>14</b>	<b>Service of Notices</b>	<b>33</b>

## 1. Your home

This is a very important document. Please read it carefully. It is the legal contract between us and you, and lists your rights and responsibilities and our rights and responsibilities. You should get advice if there is anything in this document that you do not understand. Your local office, citizens advice bureau or a solicitor should be able to help you. Alternatively, you can contact us directly. You will find our contact details on our website at: [www.sandwell.gov.uk](http://www.sandwell.gov.uk)

Most Council properties are directly managed by Sandwell Council. Properties located in Harvills Hawthorns and the Millfields Estates are managed by an organisation called Riverside which carries out housing management functions on behalf of the Council such as repairs, collecting rent and letting properties. Riverside also have information outlining their services. Please note that the information produced by Riverside does not form part of your tenancy agreement. Properties located on the Boscobel and Cotterills estates are managed by tenant management organisations and carry out housing management functions on behalf of the Council such as repairs, collecting rent and letting properties.

The Council is always responsible for the content of this agreement.

We have also produced a tenant handbook that provides you with useful information about your home as well as information about the services available to you. You can obtain a copy of the Tenant Handbook from our website. Please note, the Tenant Handbook does not form part of your tenancy conditions.

## 2. Your tenancy agreement

There are two main kinds of tenancy – an introductory tenancy and a secure tenancy. There is also a third type – called a demoted tenancy – which is created following court proceedings brought against a secure tenant who has behaved antisocially. This agreement covers all three types of tenancy.

Whether you are an introductory tenant, a secure tenant or a demoted tenant, it is important that you keep to your tenancy agreement. If you do not, we may take action against you which could include ending your tenancy. Please be aware that if we repossess your property due to antisocial behaviour, this could lead not only to you losing your tenancy but also us refusing to house you in the future. If you leave Council accommodation and are behind with your rent payments, in most cases we will not be able to find you accommodation again until you have paid us the money you owe. **If you commit tenancy related fraud not only could you lose your property but you could be prosecuted for a criminal offence.**

### a Introductory tenancies

All new tenants are given an introductory tenancy that lasts for 12 months. The introductory tenancy is a trial period for you to show us that you can keep to this tenancy agreement. If you have kept to this tenancy agreement, your tenancy will automatically become a secure tenancy. We can extend an introductory tenancy to 18 months if we are not sure whether you are keeping to the tenancy agreement, **for example if you have rent arrears.** As an introductory tenant, if you fail to keep to your tenancy agreement and we decide to take action to end your tenancy, we can do so more easily and quickly than with a secure tenancy. This is because the court has only limited powers to prevent a possession order being made against an introductory tenant.

If we decide to take action to end or **extend** your introductory tenancy, we will serve you with a **statutory** notice to terminate or extend. If this happens you will have the opportunity to ask us to review our decision to serve you with a notice. You must make this request within 14 days of receiving the notice.

## **2. Your tenancy agreement (continued)**

### **a. Introductory tenancies (continued)**

#### **Your rights as an introductory tenant**

Introductory tenants have most of the rights of a secure tenant, but you cannot:

- apply for the right to buy;
- sublet any part of your property;
- vote in a ballot to change to a new landlord;
- take in a lodger without written permission;
- exchange your property (that is, a mutual exchange); or
- make any structural improvements or alterations to your property. You may, however, apply for permission to put up garden fencing or a garden shed. You will also be allowed to decorate your property and, where appropriate, to have disabled adaptations carried out to your property.

### **b Secure tenancies**

If you are a secure tenant, it means that you can keep your property for as long as you want unless there is a legal reason for us to repossess your property. These legal reasons are called 'grounds for possession' and are found in the Housing Act 1985. For us to either gain possession of your property or make you move to another property, a county court must agree with our request. Your local office can give you more information on the grounds for possession, but the most likely grounds would be where:

- you have fallen behind with your rent payments;
- you have broken your tenancy agreement in relation to antisocial behaviour;
- you have given false information in your housing application.

We can take legal action (for example, an injunction or demote your tenancy) to order you to meet any part of the tenancy agreement.

#### **Your rights as a secure tenant**

As a secure tenant, you have the right to:

- apply for the right to buy your property;
- apply for permission to sublet any part of your property;
- vote in a ballot to change to a new landlord;
- take in a lodger without written permission;
- exchange your property (that is, a mutual exchange); and
- apply for permission to make any structural improvements or alterations to your property.

## 2. Your tenancy agreement (continued)

### c Demoted tenancies

We have the power to apply to a county court for a demotion order if a secure tenant has broken their tenancy agreement by behaving antisocially. A demotion order converts a secure tenancy to a demoted tenancy. A demoted tenancy is similar to an introductory tenancy in that it is a trial tenancy for a period of 12 months.

During this period, if you fail to keep to your tenancy agreement and we decide to take action to end your tenancy, we can do so more easily and quickly than with a secure tenancy. This is because the court has only limited powers to prevent a possession order being made against a demoted tenant.

If we decide to take action to end your tenancy, we will serve you with a notice of proceedings for possession. If this happens, you will have the opportunity to ask us to review our decision to serve you with the notice. You must make this request within 14 days of receiving the notice of proceedings for possession.

During that trial period of 12 months, you must show that you can look after your property and keep to this tenancy agreement. If you break any of the conditions of this agreement while you are a demoted tenant, we can start legal proceedings to repossess your property and you will have to pay the costs, if we are successful in the proceedings.

If your secure tenancy is converted to a demoted tenancy, you will lose the rights of a secure tenant (for example, the right to buy) and your rights as a demoted tenant will be similar to, or fewer than, those of an introductory tenant.

If we do not take legal action to repossess your property during the 12-month period, the tenancy will automatically be promoted to a secure tenancy.

#### **Your rights as a demoted tenant**

As a demoted tenant you have similar rights to those of an introductory tenant, but you cannot:

- apply for the right to buy;
- sublet any part of your property;
- vote in a ballot to change to a new landlord;
- take in a lodger without written permission;
- exchange your property (that is, a mutual exchange); or
- make any structural alterations to your property. You may, however, apply for permission to put up garden fencing or a garden shed. You will also be allowed to decorate your property and, where appropriate, to have disabled adaptations carried out to your property.

Also, as a demoted tenant, you will have fewer legal rights than both introductory and secure tenants to transfer your tenancy to another person, and there are different rights relating to succession.

<b>3.</b>	<b>Our responsibilities</b>		
	<b>Involving tenants</b>		
			<b>Notes</b>
<b>3.1</b>	We must ask your views about any of our housing plans if they will have a major effect on you.	<b>a</b>	For example, we will consult you about refurbishment or improvement work that is planned for your property or your area.  We will involve you or your tenants' group in local housing issues.
<b>3.2</b>	We must ask your views about any plans to change your tenancy agreement. <b>We will tell you in writing if any changes are to be made.</b>		
<b>3.3</b>	<b>We will make available information describing our work, performance and how we spend money across the housing service.</b>	<b>b</b>	<b>We will publish this information on our website or provide a paper copy on request.</b>
<b>3.4</b>	We must deal with your complaints fairly, effectively and equitably.	<b>c</b>	If you need to make a complaint, we will tell you what you have to do.
<b>3.5</b>	We will tell you, in writing, at least four weeks before any change in either your rent or service charge.	<b>d</b>	<b>Change includes additions, deletions, increases, decreases and/or variations. Some tenants pay service charges as part of their rent.</b>
<b>3.6</b>	We will keep in repair the structure and exterior of your property (including drains, gutters and outside pipes).	<b>e</b>	The structure and exterior of the building also includes roofs, walls, floors, ceilings, window frames and outside doors.  We are not responsible for lubricating and maintaining hinges and fasteners of window frames.  <b>We are not responsible for any dividing fences between you and your neighbour other than privacy panels which is usually the first panel of the fence. We may ask you to remove any fencing or boundary structure you have erected if in our opinion it is dangerous, it causes a nuisance, or encroaches onto another property. If you do not remove it we may do so and charge you a reasonable cost.</b>

<p><b>3.7</b></p>	<p>We will keep in repair and proper working order installations inside and outside your home which were either in place at the start of the tenancy or installed later (if we installed them) and that either directly or indirectly serve your property for:</p> <p>a) supplying water, gas and electricity, and for sanitation (including basins, sinks, baths and toilets); and</p> <p>b) heating your home and heating water in your home.</p>	<p><b>f</b></p>	<p>We are <b>not</b> responsible for:</p> <ul style="list-style-type: none"> <li>▪ replacing plugs, chains, wall tiling or sealant to sink, bath and wash-basin areas, or replacing a toilet seat;</li> <li>▪ lagging pipes and tanks or insulating the loft;</li> <li>▪ sweeping chimneys;</li> <li>▪ repairing fitted cupboards and wardrobes, or replacing inside door latches and furniture;</li> <li>▪ replacing fuses and electric light switch pull-cords;</li> <li>▪ decorating the inside of your home; or</li> <li>▪ replacing small back-garden gates, or repairing or replacing small front gates.</li> </ul> <p>In certain cases of exceptional hardship, or where the Council has a duty we may do these jobs and tasks for you. For example, if you are an elderly or disabled person and you have no support to carry out these tasks.</p>
<p><b>3.8</b></p>	<p>We will repair the structure and outside (including drains, gutters and outside pipes) of the shared areas if they affect your enjoyment of your home or shared areas.</p>	<p><b>g</b></p>	<p>Shared areas include stairs, lifts, landings, entrance halls, parking areas, rubbish chutes and roofs.</p>
<p><b>3.9</b></p>	<p>If we provide lifts, shared TV aerials, entry phones, fire-fighting equipment, lighting for shared areas, or facilities for collecting rubbish, we will keep them in repair and proper working order.</p>		
<p><b>3.10</b></p>	<p>We must carry out the repairs which we are responsible for within a reasonable time, and we must clear up after carrying out any work.</p>	<p><b>h</b></p>	<p>When you report a repair to us, we will tell you when we will carry out the work. This will depend how urgent the work is.</p>
		<p><b>i</b></p>	<p>Removing carpets, laminates or floor coverings to enable repairs to be undertaken is your responsibility. This also applies to furniture. In certain</p>



			cases of exceptional hardship, we may do these jobs and tasks for you. For example, if you are an elderly or disabled person and you have no support to carry out these tasks
	<b>Arbitration</b>		
			<b>Notes</b>
<b>3.11</b>	We will use an arbitration panel to sort out certain disagreements between us and you. If either you or we have referred a disagreement to arbitration, both sides must keep to the decision of the arbitration tribunal. The arbitration tribunal's decisions can be enforced in the courts.	<b>j</b>	The procedure relating to arbitration is available <b>upon request</b> .
<b>3.12</b>	Any dispute <b>arising under the terms of the tenancy agreement</b> , except those under section 10, can be referred to the arbitration panel.		

<b>4</b>	<b>Your rights as a tenant</b>		
<b>a</b>	<b>Involving tenants</b>		<b>Notes</b>
<b>4.1</b>	You have the right to access your personal information we hold in relation to your tenancy subject to any exemptions set out in legislation, regulations or guidance.	<b>a</b>	You can ask us about what information you can see and how you can see it.
<b>4.2</b>	You have the right to join an existing tenants' group and to set one up.	<b>b</b>	You can ask us for information about these groups in your area or how to start one.
<b>4.3</b>	All tenants' groups registered with us can apply to join Sandwell Community Information and Participation Services (SCIPS). Individuals can also become members of SCIPS.	<b>c</b>	SCIPS is an independent organisation, managed by tenants, which supports tenants' groups and individuals in Sandwell.
<b>b</b>	<b>Repairs and maintenance</b>		
<b>4.4</b>	If we are responsible for repairs, you have the right to have them carried out within a reasonable timescale.	<b>d</b>	In some cases, you have a legal 'right to repair'. The repair or repairs should be carried out within a reasonable timescale and to a satisfactory standard and you may be entitled to compensation if either of these commitments are not met. We have a formal complaints procedure. You can ask us for more information.
<b>4.5</b>	You have the right to make certain improvements or alterations to your home. Before you make any improvement or alteration you must get our permission in writing.	<b>e</b>	We will not refuse you permission unless there is a good reason. You may also need planning and building regulation approval.
		<b>f</b>	Introductory and demoted tenants do not have the right to make improvements or alterations to their property (please see section 2).
<b>4.6</b>	When your tenancy ends, you may be entitled to compensation for authorised improvements or alterations that you have carried out.	<b>g</b>	We will not pay any compensation for improvements or alterations if you are evicted from your property as a result of a possession order or if you abandon your property.

<b>c</b>	<b>Moving to another council property</b>		
<b>4.7</b>	You have the right to apply for a transfer to another council property <b>as determined</b> by our housing allocations policy.	<b>h</b>	<p><b>Finding a new property depends on how urgent your housing need is and what accommodation is available.</b></p> <p>You can ask us about our housing allocations policy.</p> <p>You will not usually be allowed to transfer to another council property if:</p> <ul style="list-style-type: none"> <li>• you owe any rent;</li> <li>• your property or garden are in poor condition;</li> <li>• you have made alterations without our permission in writing; or</li> <li>• you, a person living with you or your visitors are causing harassment, nuisance or annoyance to other people.</li> </ul>
<b>4.8</b>	As a secure tenant, you have the right to swap your property (called a 'mutual exchange') with another secure tenant or an assured tenant whose landlord is a private registered provider or a charitable housing trust. You must get our permission in writing before you mutually exchange.	<b>i</b>	If you do exchange without permission in writing, we will take legal action to evict you and we may not offer you alternative housing.
		<b>j</b>	We can only refuse secure tenants permission for a mutual exchange in certain circumstances.
		<b>k</b>	When we give permission to exchange, there are certain conditions that each tenant must meet before the exchange can go ahead. For example, you must make sure that you have paid us all the rent you owe and that you have met all the other conditions of your tenancy.
		<b>l</b>	<b>Introductory and demoted tenants do not have the right to swap (mutually exchange) their property (please see section 2).</b>
<b>d</b>	<b>Right to buy your council property</b>		
<b>4.9</b>	If you are a secure tenant (and depending on certain exceptions) you have the right to buy your property as long as you have been a tenant of the council or any other	<b>m</b>	<b>Introductory and demoted tenants do not have the right to buy their property (please see section 2).</b>

	public-sector landlord (for example, other councils, housing associations), or living in armed forces accommodation, for the necessary qualifying period.		
<b>e</b>	<b>Succession and assignment</b>		
<b>4.10</b>	If you are a joint secure tenant or a joint introductory tenant, the tenancy of your property will automatically pass to the surviving tenant when either of you die.		
<b>4.11</b>	Subject to any changes in legislation, if you are a sole secure tenant or a sole introductory tenant, the tenancy will pass on your death to your husband, wife, civil partner or person living with you as husband or wife, or person living with you as a civil partner. If your tenancy commenced prior to 01 April 2012, a family member as defined by the Housing Act 1985 would also be entitled to succeed.	<b>n</b>	Your husband, wife, civil partner or person living with you as husband or wife or civil partner would not be able to succeed to your tenancy (take over) if you had previously succeeded to the tenancy yourself.  If your tenancy commenced after 01 April 2012 a family member will not be entitled to succeed to the tenancy.
		<b>o</b>	If you are a demoted tenant, the rights of succession are similar to those of secure and introductory tenants.
		<b>p</b>	Following the death of a tenant only an executor (person given authority in the tenant's will to deal with their affairs) or an administrator (a person who has been given grant of probate for the tenant) can legally end the tenancy on behalf of the tenant. If there is no executor or administrator the council will serve a Notice to Quit on the public trustee in order to end the tenancy.
<b>4.12</b>	As a secure or an introductory tenant, you may be able to assign your tenancy to another person. You must get our written permission before doing so.	<b>q</b>	If you do assign without our written permission, we will take legal action to recover your property. We will not unreasonably withhold permission.

5	Rent		
			Notes
5.1	You must pay your rent on time.		
5.2	You must pay your rent in advance.	<p data-bbox="788 237 820 271"><b>a</b></p> <p data-bbox="788 685 820 719"><b>b</b></p> <p data-bbox="788 842 820 875"><b>c</b></p> <p data-bbox="788 1111 820 1144"><b>d</b></p> <p data-bbox="788 1335 820 1368"><b>e</b></p>	<p data-bbox="863 237 1414 461">You must pay your rent and any other charges on demand. Your rent is due in advance on the Monday of each week but you can pay in advance every two weeks, four weeks or every month if you prefer.</p> <p data-bbox="863 506 1382 640">Some tenants pay for extra services as part of their rent. We will record the amount on your tenancy agreement.</p> <p data-bbox="863 685 1406 797">We would encourage you to pay your rent by setting up a Direct Debit. We can help you do this.</p> <p data-bbox="863 842 1398 1055">If you do not pay your rent, or pay it consistently late, we can go to court to get an order to evict you from your home. You may be responsible for any costs involved in bringing court action against you.</p> <p data-bbox="863 1099 1414 1279">We may increase or decrease the rent charged for your property from time to time. We will give you at least four weeks' notice in writing before any rent change</p> <p data-bbox="863 1323 1414 1391">If you are not sure how much rent you must pay, you should contact us.</p>
5.3	If you are a joint tenant, each tenant is responsible for paying all of the rent and for repaying all of any rent arrears. We can collect all the rent owed from each individual joint tenant.	<p data-bbox="788 1447 820 1480"><b>f</b></p> <p data-bbox="788 1603 820 1637"><b>g</b></p>	<p data-bbox="863 1447 1390 1547">A joint tenancy is where two or more people have signed a tenancy agreement for a property.</p> <p data-bbox="863 1592 1406 1805">If you are a joint tenant and you leave your home before the tenancy is ended, you are still legally responsible for paying the rent and any arrears, and making sure that the tenancy conditions are not broken.</p>
5.4	You must tell us about any changes in your personal circumstances which affect your ability to pay your rent.	<p data-bbox="788 1861 820 1895"><b>h</b></p>	<p data-bbox="863 1861 1390 1962">If you have any difficulty paying your rent you should contact us immediately.</p>

<p><b>5.5</b></p>	<p>If you are entitled to any housing benefit, you must tell our Revenue and Benefits Team as soon as possible about any changes to your circumstances which affect your entitlement to housing benefit.</p>	<p><b>i</b></p>	<p>If you are not sure whether any change to your circumstances will affect your entitlement to housing benefit, you should contact either our Revenues and Benefits Services or your local office for advice.</p>
<p><b>5.6</b></p>	<p>If you are entitled to Universal Credit, you must tell the Department for Work and Pensions as soon as possible about any changes to your circumstances which may affect your entitlement to Universal Credit.</p>		
<p><b>5.7</b></p>	<p>You, or people living with you or persons associated with your property must not claim or attempt to claim any state benefits either recklessly, negligently or dishonestly.</p>	<p><b>j</b></p>	<p>This applies to all welfare benefits including housing benefit. If you, or a person living with you, or any other person associated with your property engages in such activities we may seek possession of your property.</p>

<b>6</b>	<b>Ending your tenancy</b>		
			<b>Notes</b>
<b>6.1</b>	You must give us at least four weeks' notice in writing if you want to end your tenancy.	<b>a</b>	You must tell us in writing at least four weeks before you want to end your tenancy. The minimum four weeks' notice period must end on a Monday and you must return your keys to us on the day you leave.
		<b>b</b>	If you fail to give the necessary notice, you will continue to be a tenant and must keep to the conditions of the tenancy, which includes paying rent, until you give proper notice.  In certain circumstances, if both you and we agree, you may give less than four weeks' notice in writing.
		<b>c</b>	If you are joint tenants, any one of you can end the whole of the tenancy by giving us four weeks' notice in writing. If you give us notice, the remaining joint tenants should contact us for their housing needs and options to be assessed.  A joint tenancy is where two or more people have signed a tenancy agreement for a property.
<b>6.2</b>	We will give you at least four weeks' notice in writing if we are going to end your tenancy.		
<b>6.3</b>	If we send you a written notice it will be validly and effectively served, whether or not it comes to your attention, if either by posting it or delivering it by hand to your property or to your last known address, or handing it to you in person, or fixing it to your property, or leaving it at your property, or by electronic communication.	<b>d</b>	The notices to which this tenancy condition apply, include but are not restricted to, notices to quit, notice of seeking possession, notice of variation of rent or conditions of tenancy, introductory tenancy notices and demoted tenancy notices.  Electronic communication includes but is not limited to: email, social media, text, internet messaging, facsimile and websites
<b>6.4</b>	If we issue legal proceedings against you in relation to your responsibilities under this tenancy agreement, the	<b>e</b>	Electronic communication includes but is not limited to: email, social media, text, internet messaging,

	claim form will be validly and effectively served whether or not it comes to your attention, if either by posting it to your property; leaving it at your property; handing it to you in person; fixing it to your property; or by electronic communication, or by any other method allowed by the relevant court rules or legislation.		facsimile and websites
<b>6.5</b>	You must return all the keys to your property when you leave.		
<b>6.6</b>	You must leave your property unoccupied when you leave.		
<b>6.7</b>	You must leave your property clean, tidy and in a good condition. This includes fixtures and fittings. We will charge you any costs we have to pay in carrying out any necessary cleaning or repairs to the property.		
<b>6.8</b>	<b>You must not leave any of your belongings in your property when you leave.</b> If we find any personal belongings in the property after you have left, we may store them or dispose of them and charge you for doing so. If we have had to pay a storage charge, you will have to pay us this before we will return your belongings to you.		
<b>6.9</b>	<b>You must pay all costs, charges and expenses, including legal costs, which the Council has incurred in, or in contemplation of, any proceedings relating to your tenancy or property.</b>	<b>f</b>	<b>For example, if the Council has taken you to Court the Council will seek to recover legal costs against you.</b>
<b>6.10</b>	<b>You must compensate or repay the Council against all actions, proceedings, costs, losses, arrears, expenses, liabilities, claims and demands arising out of any failure by you, persons residing at your property, or any visitors in observing or performing any obligations of the tenancy.</b>	<b>g</b>	<b>If a third party suffers any loss either as a result of your conduct, or persons living at your property, or by your visitors and seeks to recover those losses from the Council the Council will recover these costs from you.</b>  <b>We may move any credit balance from any account you have with us to pay off any sum that you owe to the Council. A credit balance includes any compensation that the Council has agreed to pay you.</b>



7	Property		
			<b>Notes</b>
7.1	You must act in a “tenant like manner”.	<b>a</b>	<p>A ‘tenant like manner’ means you must take proper care of your property and carry out those minor jobs and tasks that are necessary to keep your property in a reasonable condition. In certain cases of exceptional hardship, we may do the minor jobs for you. For example, if you are an elderly or disabled person and you have no support to carry out these tasks.</p> <p>See also conditions 3.6 and 3.7.</p>
7.2	You must keep the Council informed of any changes to your household.	<b>b</b>	<p>This includes notifying the Council of any changes in persons staying in your property - either moving in or moving out. Failure to declare any changes may result in legal action being taken against you.</p>
7.3	You must not have more people living in your property than the permitted number allowed.	<b>c</b>	<p>You can contact us to get information about the maximum number of people who can live in your property.</p>
7.4	You must not sublet, assign or part with possession of your property, or any part of your property, without getting our permission in writing.	<b>d</b>	<p>Sub-letting means that someone pays you rent to have the right to live in part of your property. You cannot sublet all of your property. If you are found to have sublet all of your property the Council will seek possession of your property. The Prevention of Fraud Act 2013 makes subletting a criminal offence. If evidence of subletting is found you may be prosecuted as well.</p>
		<b>e</b>	<p>Secure tenants can take in lodgers. A lodger is someone who you allow to live in your property but does not have any legal right or legal interest in your property.</p>
		<b>f</b>	<p>Introductory and demoted tenants do not have the right to sublet, or part with possession of any part your property, or to make improvements or alterations to their property.</p>
7.5	You, people living with you and any other person must not give false information or withhold	<b>g</b>	<p>The Council will seek to evict any tenant who gives false information or withholds information relevant to their housing</p>

	information relevant to a housing application or any other application related to the tenancy or your property.		application or any other application related to housing which includes but is not limited to the right to buy, transfers, mutual exchanges or housing benefit claims.
7.6	You must use your council property as your main home and as a private home.	h	If you stop living in your home we may take action to end your tenancy.
7.7	You must let us know if you are going to be away from your property for an extended period.	i	You must make us aware of any period of absence likely to be longer than 4 weeks. This may include a stay in hospital, a long holiday, or even a term of imprisonment.
7.8	If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, flammable or dangerous material in your property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.	j	This does not apply to storing bottled-gas appliances used for medical purposes, for example, bottled oxygen. For safety reasons, you should tell us if you are storing these appliances.
7.9	If you live in a flat or maisonette, you, people living with you and any visitors to your property must not leave anything in shared areas that may cause an obstruction or create a fire hazard.		
7.10	If you live in a flat or maisonette, you, people living with you and any visitors to your property must co-operate with us to keep shared areas clean and tidy.		
7.11	If you live in a flat or maisonette, you, people living with you and any visitors to your property must not damage or interfere with security and safety equipment in shared blocks.	k	Security doors, fire doors and shared doors must not be jammed open and you should not let strangers in without seeing their identification.
7.12	If you live in a flat or maisonette, you, the people living with you and any visitors to your property must not interfere with or remove any fire doors that are fitted in your flat.	l	This includes your front door as it may have a fire safety rating. You should contact us for more advice.

<b>7.13</b>	You must not use or allow anyone else to use your property for any trade or business purpose unless you first get our written permission. A business sign or notice may not be displayed on your property.	<b>m</b>	Permission must be requested on form BU1 which is available from us. Permission will not be unreasonably refused. When considering your written request we will have to be satisfied that the business will not cause inconvenience, nuisance or annoyance to neighbours and meets planning and insurance requirements.
<b>7.14</b>	You must always operate your trade or business within the terms of the permission granted. If you do not, we will withdraw the permission and/or take appropriate legal action against you.		
<b>7.15</b>	You must get our permission in writing before you make any alterations to your property.	<b>n</b>	Alterations include, but are not limited to, any structural changes, installing CCTV cameras, security lighting, showers, laminate flooring, solid fuel appliances, outside TV aerials and satellite dishes, and putting up any fences, sheds or other structures on your property.
<b>7.16</b>	You must comply with any conditions imposed by us if you are granted permission to make alterations to your property.	<b>o</b>	If you fail to comply with any conditions imposed as part of being granted permission we will take action against you which could mean seeking possession of your property.
<b>7.17</b>	You must comply with any legislation, regulations or guidance when making alterations to your property with our written permission.	<b>p</b>	If you make any improvements or alterations to your property that are in breach of any legislation, regulations or guidance we may: <ul style="list-style-type: none"> <li>• tell you to return your property to how it was before; or</li> <li>• carry out the work and charge you for doing it; or</li> <li>• take legal action against you which could mean seeking possession of your property.</li> </ul>
<b>7.18</b>	You, people living with you and any visitors to your property must not make any alterations to shared or communal areas.	<b>q</b>	This includes but is not limited to erecting sheds and fences on shared or communal areas.
<b>7.19</b>	You, people living with you and visitors must not misuse fob keys and door entry systems.	<b>r</b>	Misuse of fob keys includes passing them to people not entitled to use them. Misuse of door entry systems includes repeatedly buzzing door entry systems.

<b>7.20</b>	You must not keep any illegal or unlicensed firearms at your property.	<b>s</b>	This includes all taser weapons, stun guns, CS Gas and all weapons classified under Section 5 of the Firearms Act 1968.

8	Access to your property		
			<b>Notes</b>
<b>8.1</b>	You must allow our officers, agents or workforce to enter your property to inspect the condition, state of repairs, decoration or cleanliness of your property, or to carry out repairs, maintenance, services or improvements at any reasonable time of the day.	<b>a</b>	Never let anyone into your home without seeing some official identification. If you are in doubt, contact your local office during office hours.
		<b>b</b>	When carrying out their duties our employees and tradespersons have a right to work in a smoke free environment. Upon request from a council officer or tradesperson working for the council, you, people living with you and any visitors to your property must not smoke whilst the officer or tradesperson are in attendance at your property. If you fail to respect this request the officer or tradesperson reserves the right to leave your property without completing the purpose of the visit, including completing works to your property.
<b>8.2</b>	You must allow our officers, agents or workforce to enter your property to carry out a yearly gas safety check at any reasonable time of the day.	<b>c</b>	We must carry out a yearly gas safety check at your property. We will give you reasonable notice of the date of the inspection.  If you fail to let us into your property to carry out a gas safety check after requests to do so, we may have to force entry to prevent any risk to public health and safety. Where we do have to force entry, we will charge you for doing so.
<b>8.3</b>	You must allow our officers, agents or workforce to enter your property to carry out an electrical safety check at any reasonable time of the day.	<b>d</b>	If you fail to let us into your property to carry out an electrical safety check after requests to do so, we may have to force entry to prevent any risk to public health and safety. Where we do have to force entry, we will charge you for doing so.
<b>8.4</b>	You must take all reasonable steps to ensure that access is given to your property when an appointment has been made.	<b>e</b>	If you do not allow us into your property after we have given you reasonable notice, we may take legal action to enter your property and you may be responsible for paying our costs in doing so.
		<b>f</b>	If you arrange for another person to allow our officers to access your property for a pre-arranged appointment

			because you cannot be there yourself, you must ensure that the person concerned is aged 18 or above.
<b>8.5</b>	You must allow our officers, agents or workforce to enter your property in an emergency. We will force entry if you are not available in these circumstances.	<b>g</b>	An emergency is where we will need to take immediate action to limit the damage to your property or another property, or where we believe there is a risk to health and wellbeing. This includes but is not limited to instances of serious water leaks, gas leaks, fears for the health and safety of the tenant or any other person and cruelty to, or neglect of animals.
<b>8.6</b>	You must allow our officers, agents or workforce reasonable access to your property to carry out necessary works to a neighbouring property.	<b>h</b>	We will give you reasonable notice of the date(s) when we require access. If you fail to let us into your property after requests to do so, we may have to force entry to prevent any risk to public health and safety or damage to your or a neighbouring property. Where we do have to force entry, we will charge you for doing so.

9	Maintenance and repairs		
			Notes
9.1	You must keep your property and contents clean, tidy, in good condition and free from vermin (for example mice or rats).	a	If you do not maintain your property to a reasonable standard, we could take legal action against you. You may be responsible for any costs we have to pay as a result of taking this action.
9.2	You must use the fixtures in your property responsibly and carry out minor repairs and tasks.	b	In certain cases of exceptional hardship, we may do the minor repairs for you, for example if you are an elderly or disabled person and you have no support to carry out these tasks.
9.3	You are responsible for decorating the inside of your property.	c	Following a repair to your property, it is your responsibility to carry out any decorating, for example if a ceiling is replastered it is not our responsibility to paint it.
9.4	<p>You and any member of your household must not allow an accumulation of personal property or rubbish or other items in your property that:</p> <ul style="list-style-type: none"> <li>a) causes or is likely to cause damage or deterioration to your property; or</li> <li>b) poses an environmental health risk, a health and safety risk or a fire risk; or,</li> <li>c) prevents safe access or exit from your property.</li> </ul>		
9.5	You must keep your property in such a condition that it does not cause damage to other property or causes a nuisance or annoyance.	d	If you fail to maintain your property you will be recharged for any damage caused. If any action is taken against the Council due to your failure the Council will seek to recover the losses from you.
9.6	You must keep any hedges and gardens attached to your property (at the front, back and side) tidy and free from rubbish, and mow any grass before the garden becomes overgrown. If you fail to maintain the hedges and gardens to an acceptable standard, we may carry out any work that is needed and charge you.		

<b>9.7</b>	You, people living with you and any visitors to your property must not dispose of rubbish inappropriately and must not leave any rubbish, waste or unwanted household items in communal or shared areas.	<b>e</b>	We will re-charge you for the removal of any items left by you in communal areas. This does not apply to rubbish, waste or household items stored in designated areas.
<b>9.8</b>	You must immediately tell the repairs centre about any damage or fault to your property.		
<b>9.9</b>	You, people living with you and any visitors to your property must not tamper or interfere with the gas, electricity or water supplies or with any meters supplying your property.	<b>f</b>	The supply includes any installation or fittings whether inside or outside of the property.
<b>9.10</b>	You must not disconnect, or tamper with, extractor fans or smoke alarms that are connected to the mains.		
<b>9.11</b>	You must maintain any battery-operated smoke alarms that we fit.	<b>g</b>	Maintaining a battery-operated smoke alarm includes making sure that it is fitted with working batteries at all times.
<b>9.12</b>	You must make sure that your property has suitable ventilation, either by using an extractor fan (if fitted) or by opening windows (or both).	<b>h</b>	Condensation caused by you in failing to ventilate your property is not our responsibility.
<b>9.13</b>	You must make sure that any tumble dryer you use is properly vented to the outside of the building, or is a condensing model and has been properly installed.		
<b>9.14</b>	You are responsible for properly connecting any gas appliances you own.	<b>i</b>	Gas appliances must only be installed by people who are suitably qualified.
<b>9.15</b>	You are responsible for repairing and maintaining your own household equipment.	<b>j</b>	In some circumstances, we may agree to maintain a central-heating system that you have had fitted. Contact us for details.  You should insure the contents of your property.
<b>9.16</b>	You are responsible for maintaining all improvements or alterations that you make and any fixtures and fittings you install at your property.		



<p><b>9.17</b></p>	<p>You are responsible for properly fitting any appliance you own.</p>	<p><b>k</b></p>	<p>Examples of appliances include washing machines, showers, dishwashers, electric fires and cookers. If any appliance is not correctly fitted and causes damage to your property or another property, you will be responsible for the cost of any repairs.</p> <p>You must get our permission, in line with condition 7.15, if you need to make alterations to fit appliances. Alterations include:</p> <ul style="list-style-type: none"> <li>• removing or otherwise changing existing fitted cupboards and work surfaces;</li> <li>• connecting appliances to existing hot and cold-water pipes and waste pipes;</li> <li>• connecting to the existing electrical supply, other than by using an existing socket or fused spur that we provide for the specific purpose of fitting such an appliance;</li> <li>• cutting holes through walls;</li> <li>• removing walls and chimney breasts; and</li> <li>• removing or moving sanitary appliances, for example toilets, baths, or wash basins.</li> </ul> <p>The above list is not a complete list.</p>
<p><b>9.18</b></p>	<p>You must make sure that a suitably skilled person does any work which you plan to have carried out at your property.</p>	<p><b>l</b></p>	<p>If work has been carried out in a way that has, or could, cause damage to your property or put someone in danger, we will insist that you have the problem put right. If you do not sort out the problem, we may arrange for the work to be carried out and then charge you our reasonable costs.</p>
<p><b>9.19</b></p>	<p>You must repay us any costs we have to pay to repair any damage to your property caused by you, people living with you and any visitors to your property, either deliberately or through neglect.</p>	<p><b>m</b></p>	<p>An example of an act of neglect would be not telling us about a leaking pipe.</p>
<p><b>9.20</b></p>	<p>You are responsible for any step, path or paving that is not the main access to your property.</p>		

<b>9.21</b>	You must take reasonable steps to prevent waste pipes (for example, to a sink, basin or toilet) or outside drains becoming blocked, and to remove any blockages that do build up.	<b>n</b>	If a pipe does become blocked and you cannot deal with it, you should contact us.
<b>9.22</b>	You must take reasonable steps to prevent water pipes freezing in cold weather.	<b>o</b>	Reasonable steps to prevent damage to pipes include: <ul style="list-style-type: none"> <li>• lagging;</li> <li>• testing your stopcock every year before the cold weather begins</li> <li>• turning off the water and draining down the hot cylinder and heating system if you are going away during the winter.</li> </ul>
<b>9.23</b>	You must move to alternative accommodation when requested to do so if we need to carry out works to your property.	<b>p</b>	In certain circumstances, you may have to leave your property if, for example, we need to do major repair work. If you need to leave your property, we will offer you suitable alternative accommodation while we carry out the work. The accommodation could be permanent or temporary.
<b>9.24</b>	You must move back to your original property once we have completed any works to your property, unless you have had to move because we have demolished your original property, in which case we will move you to another property that we have identified as suitable for your needs.	<b>q</b>	If you fail to move back to your original property when we ask you to do so, we may take legal action to make you do so. You may be responsible for any costs that we have to pay in doing this.

10.	Anti-social behaviour		
			<b>Notes</b>
10.1	You, people living with you and any visitors to your property (including children) must not engage in conduct causing or likely to cause harassment, alarm or distress or a nuisance or annoyance, to other tenants, residents, their families, lodgers, visitors or any other person engaged in a lawful activity in the locality or neighbourhood of your property.	a	You are responsible for the behaviour of every person (including children) living with you permanently or temporarily, and of people who visit your property with your permission. You are responsible for their behaviour while they are at your property, in the locality or neighbourhood of your property, and in shared areas (for example, stairs, lifts, landings, entrance halls, gardens, bin stores and parking areas).
		b	<p>Examples of nuisance or annoyance includes:</p> <ul style="list-style-type: none"> <li>• playing loud music;</li> <li>• slamming doors;</li> <li>• dog barking and fouling;</li> <li>• offensive behaviour;</li> <li>• drunkenness;</li> <li>• prostitution;</li> <li>• graffiti;</li> <li>• cultivating or selling drugs or drug abuse;</li> <li>• dumping rubbish; or</li> <li>• playing ball games close to someone else's home.</li> </ul> <p>This list provides some examples of behaviour that causes a nuisance. It is not a complete list.</p>
10.2	You must not allow or encourage anyone living with you or any visitors to your property (including children), to do anything that breaks your tenancy agreement.		
10.3	You, people living with you and any visitors to your property (including children) must not incite hatred, discriminate against, intimidate or harass any other person or group because of their colour, race, ethnic or national origin, gender, sexual orientation, age, physical or mental disability, or religious belief.	c	<p>Examples of harassment, alarm or distress include:</p> <ul style="list-style-type: none"> <li>• using racist behaviour or language;</li> <li>• using or threatening to use violence, using abusive or insulting words or behaviour;</li> <li>• damaging or threatening to damage another person's home or belongings;</li> <li>• writing threatening, abusive or insulting graffiti; or</li> <li>• doing anything that interferes with the peace, comfort or convenience of other people.</li> </ul>

<b>10.4</b>	You, people living with you and any visitors to your property (including children) must not use your property or any shared area, for any criminal, immoral or illegal purpose.	<b>d</b>	<p>Criminal, immoral and illegal activities include:</p> <ul style="list-style-type: none"> <li>• selling, storing, cultivating, possessing or using any illegal drugs;</li> <li>• storing or handling stolen goods; or</li> <li>• doing anything relating to prostitution.</li> <li>• <b>abstracting electricity,</b></li> <li>• <b>housing or benefit fraud</b></li> </ul>
<b>10.5</b>	You, people living with you and any visitors to your property (including children) must not be violent or threaten violence against any other person.		
<b>10.6</b>	You, people living with you and any visitors to your property (including children) must not cause a nuisance or annoyance by playing or using any equipment that produces sound that can be heard outside your property or by people living in other properties. This includes music being played in gardens and in cars parked outside your property.	<b>e</b>	<p>This sort of equipment includes:</p> <ul style="list-style-type: none"> <li>• musical instruments;</li> <li>• audio equipment such as hi-fis and stereos;</li> <li>• games machines;</li> <li>• computers; and</li> <li>• audio-visual equipment such as televisions, video and DVD players.</li> </ul>
<b>10.7</b>	You, people living with you and any visitors to your property (including children) must not cause a nuisance or annoyance when using household electrical and DIY appliances, to neighbours or people living near to you.	<b>f</b>	You should consider the noise level from the appliance, how long you are going to use it for and the time of day (or night) you are going to use it.
<b>10.8</b>	You, people living with you and any visitors to your property (including children) must not damage or put graffiti on our property. You will have to pay for any repair or replacement.	<b>g</b>	<b>This also includes damage to shared and communal areas.</b>
<b>10.9</b>	You, people living with you and any visitors to your property (including children) must not commit, <b>cause or allow acts of physical abuse, verbal abuse or harassment towards our employees, agents, contractors, or councillors.</b>	<b>h</b>	Physical abuse includes any actual or threatened assault, attack, violent act or aggression.

10.10	Council employees, our contractors or agents have the right to go about their business free from abuse, threatening behaviour or harassment. You must not use social media or any other form of communication to abuse, threaten or harass Council employees, contractors or agents.	i	Communication includes telephone calls, text messages, e-mails or posting comments on social media. This condition applies wherever the communication takes place.
10.11	You, people living with you and any visitors to your property must not inflict domestic abuse against your partner or another member of your family or household.	j	<p>Domestic abuse is any incident of controlling, coercive, threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.</p> <p>If someone responsible for domestic abuse continues to live in one of our properties (and the victim has been forced to leave your property as a result of the abuse), we will use our legal powers where appropriate. We will utilise a range of tools and powers at our disposal to appropriately support domestic abuse victims and manage perpetrators.</p>

The list below shows examples of behaviour which we will always class as anti-social behaviour. It is not a complete list:

- Using or threatening violence
- Racist behaviour, including literature, letters and verbal abuse
- Harassment, for example, because of a person's colour, race, ethnic or national origin, sex, sexuality, age, physical or mental disability, or religious belief
- Prostitution and doing anything relating to prostitution
- Causing a nuisance in lifts and shared areas, for example, using a lift as a toilet, or blocking chutes
- Criminal activity in properties
- Drug and alcohol abuse, substance misuse or drug dealing or drug cultivation
- Verbal abuse and offensive gestures
- Domestic abuse
- Damaging property, including cars and bikes
- Arson or attempted arson

- Dumping rubbish and furniture
- Putting offensive materials through letter boxes
- Malicious communications, for example, telephone calls, text messages or e-mails and through social media
- Writing or spraying graffiti
- Storing vehicles, which are powered by petrol, diesel or paraffin, in shared areas
- Throwing things off balconies or out of windows
- Breaking shared security, for example, allowing strangers to get into the building
- Blocking shared areas
- Playing ball games in areas where this is not allowed.
- Parking a vehicle in a way that blocks access for pedestrians or vehicles, or causes damage to grassed and other areas

The list below shows examples of behaviour which we will class as anti-social behaviour if it causes a nuisance to other people living in, working in or visiting the locality or neighbourhood of your property:

- Not controlling children
- Playing loud music
- Banging and slamming doors
- Playing ball games near to people's homes or buildings
- Skateboarding, roller-skating and cycling on footpaths, on balconies or in shared areas
- Being drunk in public
- Excessive dog barking, or dogs fouling shared or public areas
- Not keeping pets under control
- Making unjustified complaints
- Installing furnishings and fittings, such as laminate flooring, in a way which disturbs other people (because of the noise)
- Working on motor vehicles, other than just servicing your own car or motorcycle
- Riding a motorcycle, or allowing one to be ridden, off-road on public or shared areas.
- Dealing in pornography

11	Vehicles		
			Notes
11.1	You, people living with you and any visitors to your property must not park a vehicle anywhere on your property, except in an approved garage or on a 'hardstanding' (for example, a driveway or paved area meant for parking).		
11.2	You, people living with you and any visitors to your property must not drive across a pavement to get to a parking space or garage, unless there is a footway crossing, such as a dropped kerb.		
11.3	You must get our permission in writing if you want to create a parking space at your property or remove walls or fencing so you can park a vehicle at your property.		
11.4	You, people living with you and any visitors to your property must not park on any grassed areas or access roads in the locality or neighbourhood of your property.		
11.5	You, people living with you and any visitors to your property must not block any access for emergency services or other people.		
11.6	You, people living with you and any visitors to your property must get permission in writing before parking caravans or motor homes on the garden, driveway or paved areas of your property, or on shared parking areas in the locality or neighbourhood of your property.	a	The locality or neighbourhood of your property includes your garden, driveway, paved areas around your property, on the street, shared areas and shared parking areas.
11.7	You, people living with you and any visitors to your property must not park unroadworthy vehicles at your property, on the street or on shared or grassed areas in the locality or neighbourhood of your property.	b	This applies only to vehicles that are clearly neglected (for example, vehicles that have no tyres or windscreen) and have been left for a long time.

<b>11.8</b>	You, people living with you and any visitors to your property must not cause a nuisance or annoyance to neighbours or other people while carrying out motor-vehicle repairs, either at your property or in the locality or neighbourhood of your property.	<b>c</b>	When carrying out motor-vehicle repairs you should be considerate to other people living in the locality or neighbourhood of your property. Carrying out repairs to vehicles either early in the morning or late at night may be a nuisance. Persistent or loud repair work may also cause a nuisance to other people.
<b>11.9</b>	You, people living with you and any visitors to your property must not keep mopeds or motorbikes inside your property or in shared areas inside your property.	<b>d</b>	For example, in entrance halls, stairways, corridors or landings.
<b>11.10</b>	You must pay us any costs we have to pay to repair any damage to our property caused by you, people living with you or any visitors to your property, either by parking vehicles (other than on an approved hardstanding) or by driving vehicles over a footway, grass verge or shared pathways and gardens.	<b>e</b>	Driving a vehicle on or across the footway where there is no approved crossing is an offence for which the police or our traffic wardens can take action
<b>11.11</b>	You, people living with you and any visitors to your property must not leave any vehicle that does not have a valid M.O.T. or road tax on a shared or communal car park without written permission. Any such vehicle will be removed and the owner re-charged for the cost of removing the vehicle.		



12	Animals		
			Notes
12.1	You, and people living with you must not keep a dog if you live in a flat or maisonette with a shared entrance, without first getting permission in writing from us.	a	This restriction does not apply to Assistance Dogs, for example Guide Dogs. An Assistance Dog is one which has been specifically trained to assist a disabled person and which has been qualified by one of the charitable organisations registered as members of Assistance Dogs (UK).
12.2	You, people living with you or any visitors to your property must keep any animal at your property under proper control at all times. It should not cause any nuisance to neighbours or other people or cause damage to our or any other property.	b	<p>If you keep a dog that is classed as being dangerous under the Dangerous Dogs Act 1991, you must meet the relevant conditions of that act.</p> <p>Nuisance caused by animals includes making a lot of noise, and fouling on shared areas such as paths, grassed areas, lifts, stairs, corridors and landings.</p>
12.3	You, and people living with you must not keep any animals classified under the Dangerous Wild Animals Act 1976.		
12.4	You, and people living with you must not keep any animal which we feel is unsuitable.	c	<p>When considering whether an animal is suitable or whether the number of animals you have is reasonable, we will take account of:</p> <ul style="list-style-type: none"> <li>• the type and size of the animal;</li> <li>• the type and size of your property;</li> <li>• the number of people living in your property;</li> <li>• hygiene; and</li> <li>• the welfare of the animal.</li> </ul> <p>We will ask you to remove any animal that we consider to be unsuitable or which is causing a nuisance.</p>
12.5	You, and people living with you, must only keep a reasonable number of pets at your property.		
12.6	You, people living with you or any visitors to your property must not mistreat, neglect, abuse or harm any animal at your property or within the locality of your property.	d	We will also report any such instances to the RSPCA and the Police.

<b>13</b>	<b>Furniture</b>		
	<b>This section applies to those tenants living in accommodation furnished by the Council.</b>		
			<b>Notes</b>
<b>13.1</b>	You, people living with you and any visitors to your property must not sell, rent, remove or otherwise dispose of any of the furniture that has been provided.	<b>a</b>	When you sign your tenancy agreement, you will be given a list of the furniture that has been provided.
		<b>b</b>	It is a criminal offence to sell, rent or give away the furniture that has been provided. If you do this, we may: <ul style="list-style-type: none"> <li>• tell the police;</li> <li>• charge you the cost of replacing the furniture; or</li> <li>• take legal action to end your tenancy.</li> </ul>
<b>13.2</b>	You, people living with you and any visitors to your property must not deliberately or negligently damage or vandalise the furniture which has been provided.	<b>c</b>	You may be charged for the cost of repairing any damage to the furniture provided, however it has been caused (except for ordinary wear and tear), whether by you, anyone living with you, by a visitor to your property, or any animal either living at your property or brought to your property by a visitor.
<b>13.3</b>	You should contact us as soon as possible if any of the furniture that has been provided needs to be repaired.		
<b>13.4</b>	You must allow our officers, agents or staff to enter your property to inspect the furniture that has been provided.	<b>d</b>	We may want to inspect the condition of the furniture and also to check that all of the furniture is still at your property. We will give you reasonable notice if we want to inspect the furniture that has been provided.
<b>13.5</b>	You must leave the furniture at your property when you move out, and it must be clean and in good condition.	<b>e</b>	We will charge you for any missing furniture and for any damaged or broken items.

## 14. Serving notices

Any notice you give us (including notices in proceedings) should be served as follows.

General notices (housing matters) should be sent to:

Director of Housing,  
The Borough Council of Sandwell  
Sandwell Council House  
PO Box 2374  
Oldbury  
West Midlands  
B69 3DE

Notices in proceedings (including section 82 of the Environmental Protection Act 1990) should be sent to:

The Chief Executive  
The Borough Council of Sandwell  
Sandwell Council House  
PO Box 2374  
Oldbury  
West Midlands  
B69 3DE

Notices in relation to an application for arbitration should be sent to:

The Chief Executive  
Arbitration Officer  
The Borough Council of Sandwell  
Sandwell Council House  
PO Box 2374  
Oldbury  
West Midlands  
B69 3DE

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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Approval for consultation of the Draft Statement of Community Involvement 2022
<b>Cabinet Member:</b>	Cabinet Member for Regeneration and Growth Councillor Iqbal Padda
<b>Director:</b>	Regeneration and Growth Tony McGovern
<b>Key Decision:</b>	Yes (c) to be significant in terms of its effect on communities living or working in an area comprising two or more wards of the Borough
<b>Contact Officer:</b>	Planning Officer, Zoe Wilson zoe_wilson@sandwell.gov.uk

### 1 Recommendations

- 1.1 That approval be given to consult on the Statement of Community Involvement.
- 1.2 That the Director of Regeneration and Growth be authorised to make any minor amendments to the Statement of Community Involvement prior to circulation.





### 2 Reasons for Recommendations

- 2.1 Planning shapes the places where people live and work. It seeks to ensure that there are jobs, homes, shops, parks and other important facilities available to everyone, while at the same time protecting and improving the environment.
- 2.2 As the planning system has the potential to affect everyone, it is only right that communities within Sandwell should be able to contribute to the preparation of plans and policies. It is equally important for communities to be involved in the process of considering planning applications.



- 2.3 Strong community involvement improves the quality and efficiency of decision making in Sandwell. The Statement of Community Involvement (SCI) sets out how Sandwell Council will involve stakeholders such as; the public, developers, businesses and other agencies in the preparation of its planning policy documents and in the determination of planning applications. An SCI was adopted by Cabinet in 2016. This report proposes consultation on the revision of that document.
- 2.4 It is proposed that this draft Statement of Community Involvement is subject to a six-week consultation period. Responses will be considered, and any amendments will be the subject of a further report prior to adoption of the SCI.
- 2.5 An EIA has been carried out. No adverse impacts were identified, and no specific actions are required. This document provides further guidance to processes and arrangements for policies already adopted in the Black Country Core Strategy.

### 3 How does this deliver objectives of the Corporate Plan?

	Best start in life for children and young people Engaging with customers early in the process can help deliver better quality development meeting their needs and those of future generations.
	Strong resilient communities Identifies how the community, including the residents, businesses and stakeholders can get involved in the planning process and how these views will be balanced
	A strong and inclusive economy Inclusion of businesses and stakeholders
	A connected and accessible Sandwell Planning transport matters contribute to making Sandwell better connected



## 4 Context and Key Issues

4.1 Sandwell Council as the local planning authority is responsible for the preparation of the planning documents for the borough. The following documents make up the Local Development Framework; Local Development Scheme (LDS), Black Country Core Strategy, Area Action Plans, Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

4.2 The draft Statement of Community Involvement aims to set out simplified guidance for involving communities and is aimed at all those involved in planning. The document:

- Explains why community involvement is important in Sandwell and sets out the existing policy framework;
- Revises the existing (2016) Statement of Community Involvement
- Identifies the types of development and documents where community involvement is encouraged and to what extent.
- Proposes a variety of methods that detail how communities can become involved in the planning process. This includes; targeting specific community groups, enabling greater accessibility and recent technological shifts in the way the Sandwell Council communicate i.e. social media and live streaming.
- Explains how the Council deals with issues surrounding consultation due to the Coronavirus (Covid-19)

4.3 The Statement of Community Involvement supplements Policy CSP4 (Place Making) of the adopted Black Country Core Strategy (2011), and reflects the National Planning Policy Framework (paragraph 16) which states that ‘...plans should be shaped early, proportionate and effective engagement between plan makers and communities, local organisation, businesses, infrastructure providers and operators and statutory consultees’



- 4.4 The Council will encourage relevant stakeholders including communities, businesses, developers, statutory consultees and other external agencies to engage in the process, their role in the preparation of plans is crucial. We will ensure that every opportunity is given for engagement within the process and meetings can be arranged if necessary. Representation forms will be available to download on the council's website during the relevant consultation periods.
- 4.5 The period of consultation on the draft Statement of Community Involvement will run from March 2022 for a period of 6 weeks. During that time, the document will be able to be viewed at the reception area at Oldbury Council House as well as at West Bromwich Central library and on the Council's website. Notification of the consultation will be sent to statutory consultees and key stakeholders.
- 4.6 Any representations received during the consultation period will be considered and, where appropriate, will be incorporated in the final document which will be presented to Cabinet in 2022 for adoption.

## 5 Alternative Options

- 5.1 The alternative option would be to continue to use the SCI adopted in 2016. However, this document will not be up to date and would not tackle issues surrounding the Coronavirus (Covid-19) pandemic.

## 6 Implications

<b>Resources:</b>	The costs of preparing the draft Statement of Community Involvement for Sandwell, and the consultation process will be met from existing budgets
<b>Legal and Governance:</b>	The current Development Plan for Sandwell includes the Black Country Core Strategy (currently being reviewed), the Sandwell Site Allocations and Delivery Development Plan Document and a number of Area Action Plans and Supplementary Planning Documents. Following consultation and adoption, the Statement of Community Involvement will form part of the Local Development Framework suite of documents. The document is being prepared under the provisions of





	the Planning and Compulsory Purchase Act (2004) and the Town and Country Planning (Local Planning)(England) Regulations 2012, the Localism Act 2011 and the National Planning Policy Framework.
<b>Risk:</b>	The council's corporate risk management strategy has been complied with, to identify and assess the risks associated with this decision/recommendations. This has identified that there are no significant risks that need to be reported. In terms of the risks themselves, have we considered the following: <ul style="list-style-type: none"> <li>• Programme risks in terms of whether there is sufficient capability and capacity to deliver the programme of work</li> <li>• Key dependencies (i.e. key people required to deliver the documents)</li> <li>• Budget/ financial risks</li> </ul>
<b>Equality:</b>	An EIA has been carried out. This document provides further guidance to processes and arrangements for policies already adopted in the Black Country Core Strategy.
<b>Health and Wellbeing:</b>	Planning seeks to uphold the health and wellbeing of the community as a whole. Consultation on planning matters should therefore address health and wellbeing
<b>Social Value</b>	Through effective community involvement, people will feel more involved in the planning process, leading to better outcomes for everyone

## 7. Appendices

Draft Statement of Community Involvement

## 8. Background Papers

None



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Regulation 12(a) Report of Consultation and Consultation Statement  
February 2022

# Statement of Community Involvement



February 2022

## Contents

1. Executive summary	3
2. Introduction	4
3. Consultation process	5
4. Methods of Consultation	7
5. How to Comment	11
6. How the Local Planning Authority respond to comments	11
7. Stakeholders	13
8. Key stages for planning documents	14
9. Consultation on planning application	18
10. Pre-application	20
11. Prior Approval	20
12. Appendix: Consultation bodies	21

## Figure

Figure 1: Key stages in preparing our local plan

Figure 2: Key stages in preparing our supplementary planning document

Figure 3: Components of the Local Development Framework

Figure 4: Categories of development defined as major in the Town and Country Planning (General Development Procedure) Order 1995

## 1. Executive Summary

- 1.1 Sandwell Metropolitan Borough Council has been innovative and proactive toward its approach to Planning. As a result, the borough has experienced significant regeneration to its buildings, public spaces, shops and attractions. To ensure that a balanced and sustainable approach for the future of Sandwell is achieved, the Local Planning Authority (LPA) will continue to hold early engagement, working closely with communities, businesses and stakeholders.
- 1.2 The LPA is committed to delivering excellent services to our local residents, businesses and service users and we see consultation as a vital part of this service. We know that by engaging with our customers, we can help deliver better quality development which meets their needs and those of future generations. This document sets out our approach to consulting with you during the planning process and understanding your views.
- 1.3 The LPA will be guided by the following key initiatives, that will aim to increase the accessibility and consistency across all of its documents:
  - Use a variety of written, verbal and technological communication methods when undertaking consultation for planning documents, for example: letters, emails, press releases, exhibitions, workshops and social media.
  - Where possible avoid holiday periods and/or special events that may reduce participation.
  - Documents will be clearly written in plain English (except for where technical expressions are required).
  - Copies of relevant documents and/or summaries will be made available where possible
  - Consultations periods will meet the statutory requirement for a minimum of six weeks
  - Comments and feedback raised from consultation will be analysed and summarised. The results will then be considered, and a response formulated detailing how the issues raised will be addressed in the planning document (where relevant).
  - Consultation on planning applications will adhere to the government regulations as a minimum and for larger/sensitive applications additional consultation will be undertaken.
  - Comments received from planning applications will be summarised and considered in the Planning Officer's Report before a planning application is determined.

## 2. Introduction

- 2.2 The Statement of Community Involvement (SCI) has been produced, in accordance with the Planning and Compulsory Purchase Act 2004, Section 18. This document also reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Localism Act 2011 and the National Planning Policy Framework.
- 2.3 Planning shapes the places where people live and work. It seeks to ensure that there are jobs, homes, shops, parks and other important facilities available to everyone, while at the same time protecting and improving the environment.
- 2.4 The National Planning Policy Framework (NPPF) paragraph 16 states that “...plans should be shaped early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.”
- 2.5 As the planning system has the potential to affect everyone, it is only right that communities within Sandwell should be able to contribute to the preparation of plans and policies. It is equally important for communities to be involved in the process of development management (which deals with planning applications).
- 2.6 Strong community involvement improves the quality and efficiency of decision making in Sandwell. This Statement of Community Involvement sets out how the Local Planning Authority will involve stakeholders such as; the public, developers, businesses and other agencies in the preparation of its planning policy documents and in the determination of planning applications.
- 2.7 Sandwell Metropolitan Borough Council as the local planning authority is responsible for the preparation of the planning documents for Sandwell. The following documents make up the Local Development Framework; Local Development Scheme (LDS), Black Country Core Strategy, Area Action Plans, Development Plan Documents and Supplementary Planning Documents.
- 2.8 This SCI updates and supersedes the existing SCI which was adopted in 2016 and has been prepared following government legislation relating to the coronavirus (Covid-19) pandemic. We will review and amend the SCI as necessary to reflect any future changes including in relation to the ongoing coronavirus (Covid-19) situation.
- 2.9 Further information can be found at:  
[http://www.sandwell.gov.uk/info/200275/planning\\_and\\_buildings/950/planning\\_policy](http://www.sandwell.gov.uk/info/200275/planning_and_buildings/950/planning_policy)

## 3. Consultation Process

3.1 There is a legislative requirement to illustrate how and to what extent the public have been involved in the drafting and delivery of planning documents and guidance. This is achieved through the production of the Statement of Community Involvement setting out what community involvement has been carried out at each stage. Without a Statement of Community Involvement an inspector could reject the planning document.

3.2 There are several benefits of early involvement which include:

- Increased public ownership of planning projects and planning decisions
- Increased awareness of residents and businesses desires and ambitions for the borough.
- Increased opportunities for collaborative working between key stakeholder groups.

### 3.3 Duty to Cooperate

There is a duty to cooperate in the plan making process with neighbouring councils and government bodies. The council will endeavour to assist partners wherever possible throughout the formation of the plan making process. Sandwell Metropolitan Borough Council has a strong working relationship with neighbouring boroughs (Appendix 1). An example of this is the creation and adoption of the joint Black Country Core Strategy and the ongoing collaborative working on its successor document, the Black Country Plan.

### 3.4 Minimum Standards for consultation

The legal requirement for consultation on planning documents is set out in government regulations.

In summary the regulations require the council to:

- Place all relevant documentation and supporting material on the council's website so that it is easily accessible and can be inspected. This will be made available at [www.sandwell.gov.uk](http://www.sandwell.gov.uk).
- Ensure relevant documentation and supporting material is available in convenient and appropriate locations which includes the council offices.
- Supply copies of the planning document and other relevant material to statutory bodies
- Abide by the six weeks minimum statutory guidance for consultation on planning documents

Supplementary Planning Documents will be consulted on for a minimum of six weeks.

### 3.5 Coronavirus

The coronavirus (Covid-19) pandemic presents new challenges to undertaking consultation work in Sandwell. This has had repercussions



for our consultation events, posting site notices, and for publishing hard copies of development planning documents at the Council House. The government, in recognition of this, have published regulations and new planning practice guidance relating to consultation. This updated SCI aims to provide a means of engagement with the local community despite the challenges of Covid-19 and helps to maintain a comprehensive consultation process in challenging times.

## 4 Methods of consultation

- 4.1 There are some key challenges related to increased digitalization and with the on-going coronavirus pandemic;
- Some people have difficulty in accessing the internet and struggle to navigate online to find the relevant consultation documents they want to respond to.
  - A number of planning documents can be technical and lengthy and slow internet access restricts the ease with which people can use these documents.
  - An inability to hold consultation events in person, due to Coronavirus restrictions
- 4.2 To help overcome this challenge, we may use a range of methods for the consultation process. The types and methods used will vary depending on the complexity of the issue and the number of people that are likely to be affected. Such methods could include;
- Telephone/email<sup>1</sup>  
Have officers available to provide assistance via the telephone and/or via email to help the public locate and understand the documents
  - Face to Face<sup>1</sup>  
Have officers available to provide assistance with documents and queries by appointment and at organised events
  - Local Press  
In certain circumstances the LPA is required to publicise planning documents and planning applications through press releases and adverts. A statutory notice would need to be advertised. Information will be made available at key stages in the consultation process. The notices will include details such as; the length of the consultation and its commencement and finishing time and dates, the location of any documents and the purpose of the consultation. It will also identify any events arranged for community involvement. These will generally be published in the Express & Star, and Sandwell Chronicle.
  - Exhibitions and Presentations<sup>2</sup>  
In certain circumstances exhibitions and presentations will be used. This will allow the LPA to present their findings, explain the process involved and invite further discussion. This method allows the local community and businesses to talk directly to officers, to understand what the proposed plans may mean for them. The benefit of this type

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<sup>1</sup> Due to working arrangements, officers will be available as necessary, not all the time

<sup>2</sup> where physical events are planned, we will use accessible venues and facilities for exhibition events which will allow for any social distancing guidelines to be followed and to have documents available in accessible formats on request.

<sup>3</sup> There may be a charge for this provision

of engagement is that it provides an opportunity for the public to contribute to the debate and access information.

- Workshops<sup>2</sup>  
Workshops may be held to encourage greater participation and interaction as they often yield more focused and detailed feedback. This form of public involvement is well suited to groups such as businesses, developers and underrepresented minority groups. The aim of each workshop will be to facilitate clear and detailed discussion, which often creates a mutually positive outcome. However, this will be subject to the level of resources and staffing available to undertake the activity.
- Internet: E-government  
In accordance with government regulations all documents will be available on the council's website. An email contact address will be provided where comments can be made direct to the LPA. This has proven to be a popular method of communication, as it is more convenient and enables correspondence to be recorded.
- Libraries  
A copy of consultation documents will be placed in all six of the Borough's main libraries, where the subject matter concerns the whole of the borough. For area specific plans, these will be placed in the local libraries. Internet access may also be available within the libraries so that people are able to view documents and submit comments on line.
- Social Media  
Social media has become a popular method of communication particularly as users can voice their opinions through a platform that is easily accessible and instant. Furthermore, it allows officers to gauge initial responses and respond to issues sooner and more efficiently.
- Hard Copies<sup>3</sup>  
Upon request, a copy of the Local Plan will be provided to residents who do not use the internet during consultation stages, where possible.
- Letters, Newsletters or Leaflets  
Letters, newsletters or leaflets will state the purpose of the document or plan, and detail the process being undertaken. It will also include opportunities for involvement and detail matters such as the length of the consultation, the venue and location of any associated events, contact details and any other relevant information
- Additional Consultation  
There will be occasions where extra consultation will be required, particularly when dealing with planning documents or applications that have a sensitive or far-reaching impact upon communities and

businesses. Therefore, additional consultation will be undertaken when necessary and could include; attendance at external meetings, workshops, events, focus groups, guided site visits, media releases and social media.

- Feedback  
All responses made, in response to verbal or written communication will be fully considered in the preparation of any planning document. The LPA aim to respond to all queries and concerns in the shortest time possible. However, for complex and significant issues that may arise as a result of feedback, response time may be extended, in order to provide a full and comprehensive response. Feedback will be given either directly at meetings, or by letter, email, telephone, newsletter or the press (if appropriate or requested). In addition, a report will be submitted to the relevant Cabinet Members. All responses will be treated in line with GDPR
- Planning Aid England  
Planning Aid England is a charitable organisation that provides independent and professional planning advice and support to individuals and communities. Planning Aid can give help and support to individuals and communities who wish to put forward their views at the start of the planning process, or alternatively respond to particular proposals.

Planning Aid England  
Contact: 0330 123 9244  
Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)  
<http://www.rtpi.org.uk/planning-aid/>

#### 4.3 Coronavirus (Covid-19)

The coronavirus (Covid-19) pandemic has led to the Government providing social distancing guidance in order to reduce the spread of coronavirus. This included new statutory regulations and planning practice guidance produced in the wake of the pandemic. This has and will continue to impact on the manner in which Sandwell MBC can engage with the local community.

- Face to face consultation exhibitions must adhere to any social distancing guidelines in force with stakeholders and participants being expected to wear facial coverings to prevent the spread of the virus and floor markings are being used to improve adherence to these measures where possible.
- Local action groups may be asked to send individual representatives to ask questions on behalf of their group (rather than having a larger number of group members attend) to limit the number of people in each gathering and thus maximising the number of groups able to be represented at face to face consultations.
- Virtual exhibitions and digital consultations are being considered by

Sandwell MBC as a way of reaching more people who are unable to attend in person. The LPA is aware that government guidelines are constantly being updated and may be subject to change.

4.4 The ongoing pandemic and temporary legislative changes that have been introduced in response to the pandemic will result in the LPA consulting and engaging in new and different ways. Future consultations may need to be carried out using approaches that have regard and conform to the councils [Engagement Strategy](#). A range of approaches and options are being considered and some or all could be used as part of any future approach to consultation alongside other methods. Such approaches could include:

- Press releases and material - Utilisation of the range of printed and electronic local media outlets including local papers, local magazines and other publications, local electronic news formats and sites, and the increased use of social media;
- Borough wide communications which could tie in with consultations and/or promote the LPA's consultation database to ensure people sign up to receive notification as soon as consultations are published;
- Notices placed alongside household bins; and
- Video and online presentations providing overviews of consultation documents and explaining how people can engage in the consultation. These can then be released via the LPA's website and social media channels.

## 5 How to comment

- 5.1 Comments should be in writing and will be recorded. Any correspondence will be taken into consideration by the LPA and determined in accordance with national and local planning policies. Whilst the planning authority will always seek to reach a consensus on proposed planning documents and schemes, this may not always be possible, particularly when responses are received from conflicting interest groups.
- 5.2 The LPA will require written comments for the formal stages of consultation; this should be made on a representation form provided by the LPA. Alternatively, the form can be made available online or as an email, to be completed and sent back electronically. Upon request, LPA officers will complete forms for those who may experience difficulties in making written representations e.g. language or visual impairment.

## 6 How the LPA will respond to comments on planning documents

- 6.1 Community involvement is an integral and continuous part of the planning system. The purpose of the system is to enable those who wish to take part, the ability to influence how policies and proposals develop. As part of this process, effective and continuous feedback will be undertaken by the LPA.
- 6.2 The LPA will formulate a report after each consultation event, which will detail background information on the proposal or plan. Furthermore, the LPA will consider any comments received and address how concerns will be dealt with. Often, these representations will be summarised, if a number of comments are similar in nature or relate to a particular concern.
- 6.3 All responses received will be fully considered in the preparation of any proposal or plan. Any comments received will be responded to at the formal consultation stage.
- 6.4 The LPA maintains an extensive list of specific consultees, local groups and individuals which are used during the preparation and consultation stages. The LPA has already developed strong links with community groups in Sandwell. Furthermore, the LPA is always looking to reach sections of the community who are underrepresented. Therefore, the LPA will utilise the most appropriate methods that enable participation for everyone.

- 6.5 The planning authority works closely with other departments within the council, which enables a co-ordinated and encompassing approach, These include:
- Councillors and Ward Members
  - Town and Neighbourhood Managers
  - Internal department (Public Heath, Personalised Travel Planning, Environmental Heath and Parks)
  - External Partners (Serco, The Access Alliance, Black Country LEPetc.)

## 7 Stakeholders

- 7.1 The term stakeholder has a broad definition, but it is often referred to as any individual or organisation with an interest, for example:
- Groups and organisations with a 'stake' in a particular area or issue
  - Community groups, residents, young people, elderly, refugees, asylum seekers, people with low literacy, gay, lesbian, bisexual and transgender groups (as an example).
  - Those promoting or carrying out business
  - Those involved in the development industry, such as House Builders
  - Different parts of Sandwell Metropolitan Borough Council and associated organisations
  - Statutory bodies
- 7.2 A planning consultation database with the contact names of all stakeholders will be compiled, detailing who will be involved in the planning process. Individuals or organisations can request to be included on to this database by email, letter or telephone. The database will be managed in accordance with all current legislation relating to the protection of sensitive personal information. Further information can be found on our website [https://www.sandwell.gov.uk/info/200198/data\\_protection\\_and\\_freedom\\_of\\_information](https://www.sandwell.gov.uk/info/200198/data_protection_and_freedom_of_information)
- 7.3 The statutory requirements for community involvement in the preparation of planning documents are set out in government regulations and are designed to ensure that the process is as open and transparent as possible.



## 8 Key stages for planning documents

- 8.1 The key stages for community involvement in the preparation of the Local Plan and supplementary planning documents are shown in the diagrams below followed by an explanation of each document. The LPA encourage engagement at the early stages of consultation, as this is the best opportunity for people to have their views taken into account.

Key stages for planning documents

Figure 1: Key stages in preparing our Local Plan

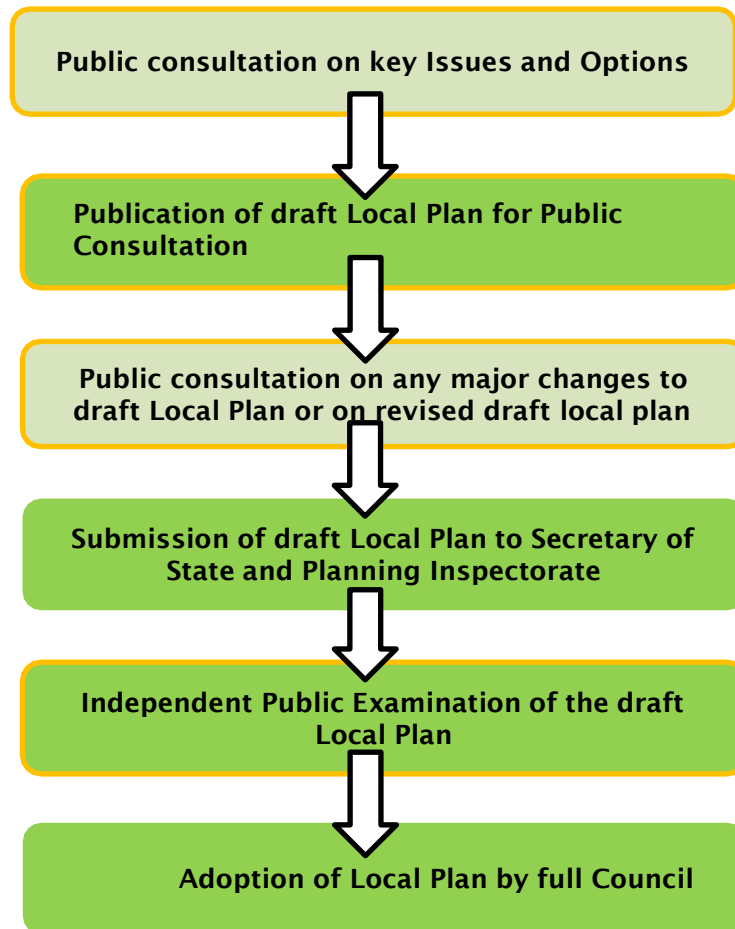
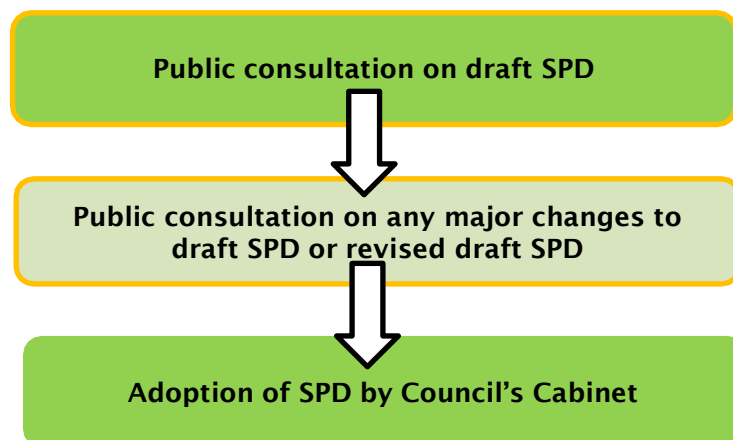
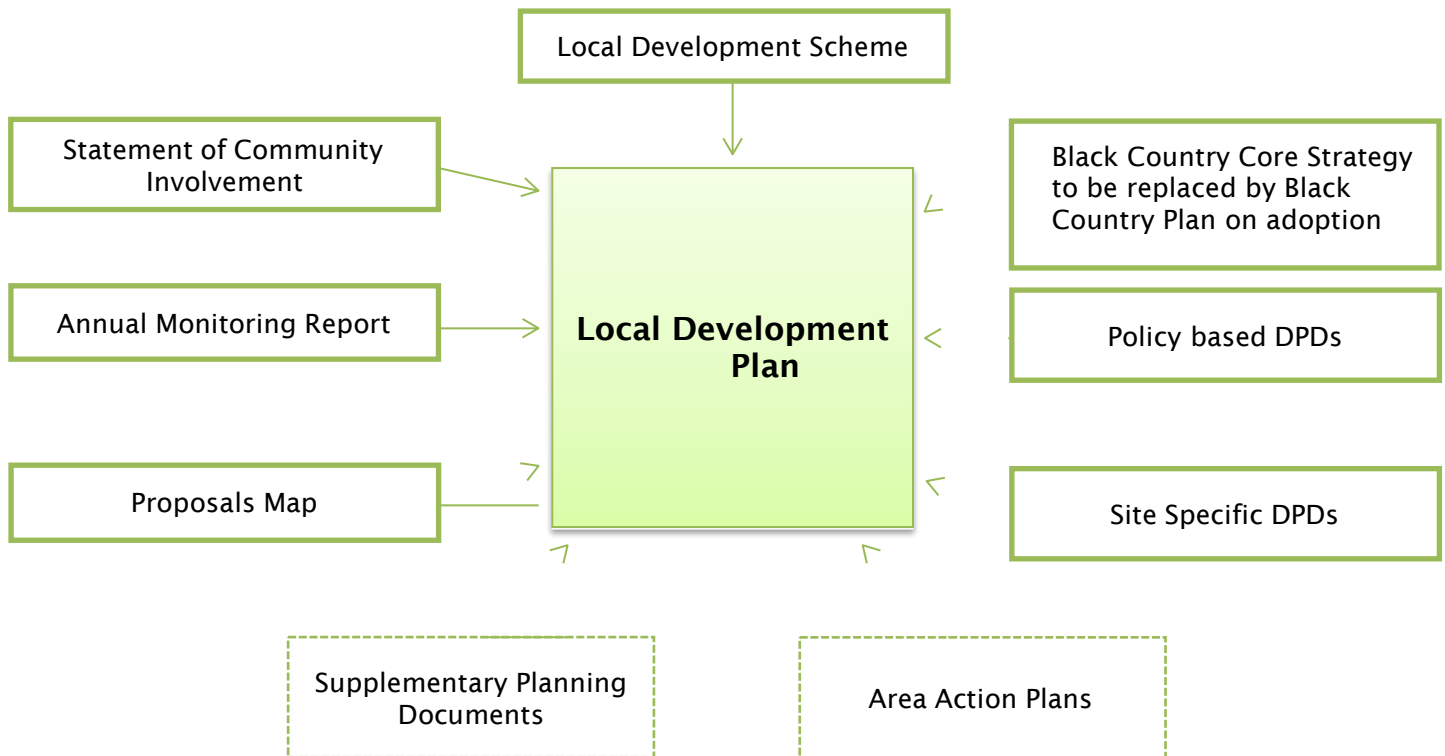


Figure 2: Key stages in preparing our Supplementary Planning Documents (SPD)



■ Required stage    ■ Optional stage    □ Stage at which the public can participate

Figure 3: Components of the Local Plan



8.2 Sustainability Appraisal

A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process. The purpose of the SA is to assess the social, environmental and economic effects of the Local Plan. The first stage of the SA is the production of a scoping report to identify the key sustainability issues for the area. Following the scoping report, subsequent versions of the SA are produced to accompany each stage of the plan making process and published for consultation at the same time.

8.3 Development Plan Documents

Development Plan Documents are planning policy documents which form part of the Local Plan. They outline the key development goals of the local development framework. They help to guide development within a local planning authority area by setting out the detailed planning policies, which planning officers use to make their decisions on planning applications. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report.

#### 8.4 Area Action Plans

Area Action Plans are a type of Development Plan Document which focus on a specific area subject to significant change, providing specific proposals, planning policy and guidance

#### 8.5 Supplementary Planning Documents

Supplementary Planning Documents (SPDs) are designed to support and add further guidance to policies in the Local Plan. These documents are prepared with the involvement of the local community and interested parties. The consultation period will be a minimum of six weeks. Whilst they are not subject to independent examination they are adopted by the Council under the authorisation process.

#### 8.6 Interim Planning Statement

An interim planning statement provides updated guidance in advance of a formal review of the Local Plan. Interim Planning Statements will be prepared where changed circumstances are of such magnitude that it cannot await a formal review of the Local Plan. Preparation will take account of the most up to date information and requirements for an area/subject. The interim planning statement should be treated as a material consideration but is non-statutory and does not form part of the Local Plan.

#### 8.7 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) allows local authorities to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed for development. The Community Infrastructure Levy (Amendment) Regulations 2012 apply to the production of CIL. The LPA adopted its CIL Charging Schedule in April 2015.

The first stage of consultation on CIL is the Preliminary Draft Charging Schedule which takes place over a six-week period. The next consultation stage is the publication of the Draft Charging Schedule. It is consulted on for a six-week period and any person can make representations and if requested to do so they will be heard before the Inspector at the CIL examination. If the LPA makes significant changes to the Draft Charging Schedule following the publication stage then it will produce a 'statement of modifications' which is advertised for a four week period. Prior to adoption, the Charging Schedule will be examined in public by an independent inspector.

## 9 Consultation on planning applications

- 9.1 Sandwell Council is the local planning authority responsible for making decisions on planning applications. These can include construction of new developments, extensions and the change of use to land and buildings. It also receives applications for other consents covered by planning legislation such as the display of advertisements, works to listed buildings and somedemolitions. This is referred to as the development management process. Planning applications are determined in accordance with the policies and proposals in the Local Plan.
- 9.2 The LPA advise those intending to submit planning applications for large scale developments to consult with local communities and Ward Councillor's before making their planning applications. This will help to streamline the planning process, once an application has been received. Categories of development defined as 'major' can be found inthe Town and Country Planning (General Development Procedure) Order 1995.
- 9.3 There are minimum statutory requirements for publicising planning applications, which are set out in the Town and Country Planning (General Development Procedure) Order 1995. The LPA must writeto all owners or occupiers of land adjoining the application site or display a notice on or near the site.
- 9.4 Adjoining land is defined in the regulations as any land or property which;
- Has common boundary with the application site, however short;
  - Touches the application site at any point e.g. at a corner;
  - Is across an entry from the application site; and
  - Any flat directly below, above or abutting the application property (Itmay include separate units within the application site, for example a self-contained flat above a shop).
- 9.5 For major applications not in accordance with the Local Development Framework, the LPA is required to publish a notice in the local paper (Express & Star). There is a minimum period of 21 days forpeople to make comments on a planning application. Statutory bodies such as Historic England will be allowed further time to comment where this is prescribed by legislation.
- 9.6 Complying with the statutory requirement will not necessarily ensure that all owners and occupiers, who might reasonably consider themselves to be directly affected, will be notified. The LPA willconsider sending additional notifications, where there is a reasonable prospect of the proposal impacting on another party. For example, a front extension to a property or where a development may affect the wider community and/or area.

- 9.7 Planning applications are available for public viewing on the council's website via the "Planning – Public Access Link. [http://www.sandwell.gov.uk/info/200275/planning\\_and\\_buildings/2266/planning\\_applications](http://www.sandwell.gov.uk/info/200275/planning_and_buildings/2266/planning_applications)

Or in person at;

Planning Department offices: Sandwell Council House, Freeth Street, Oldbury B69 3DE

- 9.8 The responsibility for making decisions on planning applications is held by the Planning Committee. However, the vast majority of planning applications (currently around 90%) are in fact dealt with by officers using delegated powers (They are reported to Planning Committee for information purposes only).
- 9.9 Planning Committee is a public meeting and the opportunity is usually given for interested persons to speak (for five minutes) at the discretion of the Committee Chair. Meeting dates are approximately every four weeks and information is available online via the council website. However, if you are unable to attend the meeting in person, there is now an online live stream facility that can be accessed through the council's website.

## 10 Pre-application Consultation

- 10.1 The LPA already encourages applicants to enter into pre- application discussions to establish whether the principle of the development is acceptable, and to clarify the level of detail and type of information required to enable the application to be properly determined. Proposals are assessed rigorously against policies relating to such matters as land use, design, traffic and environmental effects.

## 11 Prior Approval

- 11.1 Guidance notes have been produced to assist applicants and agents in preparation of notification applications. For further advice please contact the planning department on 0121-569-4054/55 or email [planning@sandwell.gov.uk](mailto:planning@sandwell.gov.uk)

## Appendix 1: Consultation bodies

### Specific Consultation Bodies

In accordance with government regulations the following specific consultation bodies must be consulted where the council considers that they may have an interest in the subject of the proposed planning document:

- o The Coal Authority;
- o Adjoining Local Planning Authorities (Dudley Metropolitan Borough Council, Wolverhampton City Council, Walsall Metropolitan Borough Council, Solihull Metropolitan Borough Council, Coventry City Council and Birmingham City Council).
- o The Environment Agency;
- o National Highways;
- o The Historic Buildings and Monuments Commission for England (Historic England);
- o Natural England;
- o West Midlands Integrated Transport Authority (ITA)
- o Electronic communications companies and those who own or control apparatus in Sandwell;
- o Severn Trent Water PLC;
- o South Staffs Water;
- o Relevant gas and electricity companies;
- o Homes England;
- o Sandwell Metropolitan Borough Council Lead Local Flood Authority;
- o West Midlands Police; and
- o Office of Rail Regulators.

### General Consultation Bodies

In accordance with government regulations the following general consultation bodies must be consulted where the Council consider it appropriate:

- o Voluntary bodies whose activities benefit any part of the borough;
- o Bodies which represent the interests of different racial, ethnic, or national groups;
- o Bodies which represent the interests of different religious groups in the borough;
- o Bodies which represent the interests of disabled people in the borough; and
- o Bodies which represent the interests of persons carrying on business in the borough.

### These include organisations such as:

- o Connexions;
- o Black Country Chamber of Commerce; and
- o Black Country Local Enterprise Partnership.

### Government Departments



The following Government Departments will be consulted where appropriate:

- o Home Office;
- o Department for Communities and Local Government;
- o Department for Education;
- o Department for Environment, Food and Rural Affairs;
- o Department for Transport;
- o Department for Business Innovation and Skills;
- o Department of Health;
- o Ministry of Defence;
- o Department of Work and Pensions;
- o Ministry of Justice; and
- o Department for Culture, Media and Sport.

### **Other Consultees**

The following agencies and organisations will be consulted where the Council consider it appropriate. Some of these will be consulted as 'general consultation bodies'.

- o ACERT- Advisory Council for the Education of Romany and other Travellers
- o Age UK;
- o Black Country Archaeological Service;
- o British Geological Survey;
- o Campaign for Better Transport;
- o Canal & River Trust;
- o Centre for Ecology and Hydrology;
- o Church Commissioners for England;
- o Community Groups;
- o Electricity, Gas, and Telecommunications - Undertakers, and the National Grid Company;
- o Equality and Human Rights Commission;
- o Freight Transport Association Ltd;
- o Health and Safety Executive;
- o Home Builders Federation;
- o West Midlands Fire and Rescue Service;
- o Local Access Forum;
- o Local Tenants and Residents Groups;
- o Local Transport Authorities;
- o Local Transport Operators;
- o National Housing Federation;
- o National Offender Management Service;
- o National Rail Infrastructure Limited;
- o Network Rail;
- o Passenger Transport Authorities;
- o Passenger Transport Executives;
- o Post Office Property Holdings;
- o Rail Companies and Rail Freight Groups;
- o Road Haulage Association;
- o Royal Society for the Protection of Birds;
- o Sport England;
- o The Crown Estate;
- o The Theatres Trust;

- o The Victorian Society,
- o The Woodland Trust;

**Please note, this list is not exhaustive and also relates to successor bodies where re- organisations occur.**

**Statutory planning application consultees**

- o The Health and Safety Executive;
- o The relevant railway network operator;
- o The Local Highway Authority;
- o The Coal Authority;
- o The Environment Agency;
- o The Historic Buildings and Monuments --- (Historic England);
- o Natural England;
- o The Theatres Trust;
- o **Sandwell Metropolitan Borough Council Lead** Local Flood Authority;
- o Secretary of State for Environment, Food and Rural Affairs;
- o Sport England; and,
- o Canal & River Trust.

Produced by

Directorate of Regeneration & Economy Sandwell Council House  
Freeth Street  
Oldbury  
West Midlands B69 3DE

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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Approval to proceed with Small Sided Spaces project
<b>Cabinet Member:</b>	Cabinet Member for Tourism and Culture Cllr. Danny Millard
<b>Director:</b>	Director of Borough Economy Alice Davey
<b>Key Decision:</b>	Yes  The Council will incur expenditure in excess of £250,000  and  The project will be significant in terms of its effect on communities living or working in an area comprising two or more wards of the Borough.
<b>Contact Officer:</b>	Business Manager – Sport & Leisure Gemma Ryan <a href="mailto:gemma_ryan@sandwell.gov.uk">gemma_ryan@sandwell.gov.uk</a> Senior Lead Officer – Sport and leisure. Rob Marlow <a href="mailto:robert_marlow@sandwell.gov.uk">robert_marlow@sandwell.gov.uk</a>

### 1 Recommendations

- 1.1 That approval be given to apply for external funding via the Football Foundation to develop and deliver a portfolio of 'Small sided' multi-sport facilities within the Borough of Sandwell with the facilities being a 'legacy' from the Commonwealth Games and will be either refurbishments of existing facilities or new builds.



1.2 That the Director of Borough Economy in consultation with the Section 151 Officer be authorised to:

- Prepare any necessary Tendering documentation
- Procure, in accordance with the public procurement rules, the Council's procurement and financial regulations a contractor(s) to carry out works on site; to award a contract and to enter into or execute under seal any financial agreement(s) as may be deemed necessary in relation to the project
- Accept Grant funding from the Football Foundation on terms and conditions to be agreed by the Director of Borough Economy in consultation with Legal services.
- Commit 'Capital' match funding of £100,000 towards the project. (£50,000 from Public Health and £50,000 from Sport & Leisure). The minimum funding ratio is 75 : 25. Therefore a maximum total project cost for the main project would be £400,000 with the Football Foundation investing £300,000 along with a £100,000 match funding amount from Sandwell Council

1.3 That a 'Front Runner' project is delivered, completed ahead of the Commonwealth Games.



## 2 Reasons for Recommendations

- 2.1 Inward investment from the Football Foundation will enable the delivery of Small Sided multi-sport facilities. These may be 'refurbishment' of existing facilities that have fallen into disrepair or the creation of brand-new facilities.
- 2.2 Approval to apply for external funding will enable officers to complete and submit the necessary grant paperwork.
- 2.3 The project will be seen as leaving a lasting 'Legacy' from the Commonwealth Games and recognise Sandwell's contribution as a 'host Borough'
- 2.4 By authorising the Director of Borough Economy to oversee the implementation of recommendations will remove the need for further reports and use of Cabinet time.





- 2.5 The project will undoubtedly assist in the Council's efforts to help residents engage in sporting activities, combat inactivity and encourage healthy lifestyles
- 2.6 A fundamental element of the project is to conduct detailed community engagement and secure 'buy in' to the project. This will help to encourage community cohesion and ensure the longevity of developments. Community groups will be involved in the ongoing management of the facilities including in some instances managing bookings. In some cases a small fee may be charged to use the facilities, this is expected to be re-invested into the facility.
- 2.7 Due to the need to deliver the project quickly, in particular the 'Front Runner' project some delegated authority will be required in the commissioning of Community engagement support and possibly technical / design work. The community consultation will be ongoing for the main project. This is likely to be funded in full via the football foundation. This will be before the 'main project' is delivered and will require early community consultation.

### 3 How does this deliver objectives of the Corporate Plan?

	<p><b>The Best Start in Life for Children and Young People</b></p> <p>The new / enhanced small sided pitches will offer excellent facilities for families, children and young people to access physical health and wellbeing opportunities together.</p>
	<p><b>People Live Well and Age Well</b></p> <p>The new / enhanced small sided pitches will provide opportunities for people to exercise, keep fit and have fun within their local areas. It is also hoped that the facilities will encourage more people to join nearby sports clubs to further develop their interest in sport. The facilities will be 'activated' by Public Health and local community groups which will encourage people to make physical exercise part of their daily routine.</p>



	<p><b>Strong Resilient Communities</b></p> <p>A fundamental requirement of the project is to deliver projects that are directly needed following community consultation. This will be carried out by Sandwell Council's public health team along with some external support. The completed facilities will therefore have a direct community 'buy in' and enable people from different backgrounds to enjoy using facilities together.</p>
	<p><b>A Strong and Inclusive Economy</b></p> <p>The project will deliver direct improvements within neighbourhoods and make areas more attractive to live in. By enabling people to become more active and healthy, will help to reduce absenteeism at work and school / college.</p> <p>By delivering this project at short notice and within challenging timescales will further demonstrate Sandwell Council's ability to get things done whilst working with a major national funding agency and hopefully lead to further funding opportunities in the future.</p>

## 4 Context and Key Issues

- 4.1 Sandwell Council has been directly approached by the Football Foundation and 'solicited' to make a funding application under the Small Sided Spaces programme.
- 4.2 A 'Consortium' of local partner agencies has been formed which is driving this project. This consists of representatives from:
- Sandwell Council, Sport & Leisure, Public Health and Parks
  - The Albion Foundation
  - Birmingham County Football Association (FA)
  - Active Black Country
  - The Football Foundation
- 4.3 Under delegated authority, an 'Expression of Interest' (EOI) to be involved in the project was submitted to the Football Foundation on 26 January 2022





- 4.4 Under delegated authority an external agency will be procured to support Sandwell's Public Health team with the important Community Consultation element of this project.
- 4.5 The football Foundation wishes to see the development of a 'Front Runner' project delivered ahead of the Commonwealth Games. This is likely to be funded in full via the Football Foundation. In order to meet the tight timescales this will require a fast turnaround. (including consultation and technical / design work) Remaining projects will be delivered after this and be classed as the 'Main Project'
- 4.6 £100,000 of match funding is being sought from Sandwell Council. This consists of £50,000 from Public Health (which is now secure) along with £50,000 from Sport & Leisure (unsecure at present). This will allow funding of £300,000 to be secured from the Football Foundation giving a total funding package of £400,000.
- 4.7 Contractors will be appointed either via an existing council framework or via a tendering process depending on the nature of the project. In order to complete the 'Front Runner' project, this is likely to be via a 'Framework'
- 4.8 Sandwell Council's Strategic Investment Unit has been consulted regarding this project. An appraisal will be required which should be complete during March 2022. Capital and Revenue Grant funding will not be accepted until a satisfactory appraisal has been completed by Strategic Finance.
- 4.9 Future management and maintenance responsibility of the pitches will rest with Sandwell Council's parks department this will include ongoing safety inspections, repairs and maintenance.

## 5 Alternative Options

- 5.1 No alternative options have been considered for this project. The 'Do nothing' approach would result in the loss of potential inward investment along with a missed opportunity to upgrade sports facilities and engage communities in sport / leisure.



## 6 Implications

<p><b>Resources:</b></p>	<p>There will need to be a financial ‘Match Funding’ contribution of £100,000 from Sandwell Council via Public Health and Sport &amp; Leisure. The funding from Public Health is secure. Funding from Sport and Leisure has yet to be secure but may be found through potential underspends that have been identified.</p> <p>There are no staffing implications other than:</p> <ul style="list-style-type: none"> <li>- Support for the community consultation and ‘activation’ of sites via Sandwell’s Public Health team</li> <li>- Safety inspections which will be conducted by Staff within the Parks team.</li> </ul> <p>Ongoing maintenance and repairs of the facilities will be funded via Sandwell Council’s Parks team.</p>
<p><b>Legal and Governance:</b></p>	<p>There will be a need for legal support in entering a grant funding agreement with the Football Foundation</p>
<p><b>Risk:</b></p>	<p>The following risks have been identified:</p> <ul style="list-style-type: none"> <li>- The £50,000 of match funding via Sport &amp; Leisure may not be available which would result in a significant reduction in project scope.</li> <li>- There may not be suitable ‘buy in’ from local community groups and a desire to be involved in pitch bookings</li> <li>- Timescales for the delivery of the ‘Front Runner’ project are tight and will need to be very carefully managed. Any unforeseen delays could be an issue.</li> </ul>



<p><b>Equality:</b></p>	<p>The facilities will be open for booking by any group regardless of ethnicity, gender or any protected characteristic. In addition, some open access will also be scheduled within booking programmes.</p> <p>An initial stage Equality Impact Assessment will be completed.</p>
<p><b>Health and Wellbeing:</b></p>	<p>The project will have a significant positive impact on the health and wellbeing of residents. By upgrading / creating new small sided spaces, residents will be able to enjoy the benefits of outdoor sport / physical activity for free / a small fee. It is hoped that this will lead to some residents actively taking up more regular sport / physical activity.</p>
<p><b>Social Value</b></p>	<p>The project will be 'labelled' as a Legacy project from the 2022 Commonwealth games and help to celebrate Sandwell's involvement. This will help to engender a sense of pride in Sandwell.</p> <p>The project will help to encourage people to engage in sport / physical activity together and provide opportunities to meet with new people.</p> <p>The project will help to put Sandwell 'On the Map' as a place that values sport and physical activity. It will hopefully demonstrate that Sandwell is a place that 'gets things done' and welcomes inward investment from funders.</p>

## 7. Appendices

**Appendix A** – Invitation letter to submit and Expression of interest (EOI) from Mark Coulson at the Football Foundation (dated 14 October 2021)

**Appendix B** – EOI from Sandwell Council (dated 27 January 2022)

## 8. Background Papers

None



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Gemma Ryan  
Sandwell Council  
Sport & Leisure Team  
Council House  
Oldbury  
B69 3DE

14/10/2021

Dear Gemma,

**Invitation to submit an expression of interest  
Small Sided Spaces – Commonwealth Games Legacy Project**

Following on from our positive discussions regarding the development of Small-Sided Spaces linked to the Commonwealth Games Legacy Programme, I am pleased to invite you to submit an expression of interest (EOI) to the Football Foundation via return letter.

Small-Sided Spaces are safe and engaging facilities that provide opportunities for local communities to play recreational formats of football, as well as multiple other sports and physical activities.

Our research shows clearly that the projects that achieve the greatest impact are designed and delivered in partnership with the local community. Communities are more likely to take part in activities and use facilities if they've been included in the development, so engagement is key!

By building and activating a portfolio of Small-Sided Spaces in priority communities across Sandwell, we want to help tackle the stubborn inequalities that make key target audiences less physically active than others. These spaces can facilitate the engagement of a wide range of under-represented groups in a diverse range of community settings.

In your return letter, we would like you to set out the following:

1. Your commitment to working in partnership with the Football Foundation, Sport England, and local stakeholders to develop a portfolio of Small-Sided Spaces in Sandwell.
2. Who your priority target audiences / communities are locally, and in which places you see the greatest inequalities in opportunities to be active and access to safe, low cost, local facilities?
3. How Small-Sided Spaces could be used to provide opportunities and increase activity levels within your priority audiences?

4. What community engagement you, or other organisations locally have undertaken to date to help you learn more about your target audiences and the places they live. For example:

- What sports / activities are they interested in taking part in and when?
- What location and type of facility would they like to take part?
- How would a Small-Sided Space meet their needs
- Are any of the Local Football Facility Plan (LFFP) small-sided facility projects in the correct location for the audiences?
- Do we need to consider additional or alternative locations?
- Any there any barriers to developing Small-Sided Spaces in the suggested locations that need to be considered?
- What opportunities have been identified for activating Small-Sided Spaces?

5. You will need to undertake further community engagement to fill any gaps in your knowledge. Projects will need to ensure that they have community buy in and are developed and delivered in partnership with local communities.

The Football Foundation is open to providing a funding contribution to support the additional upfront community engagement as part of your EOI submission. Please identify what costs you would see associated to this engagement, and what contribution you / your partners are able to make.

6. A commitment to secure a capital partnership funding contribution towards the project(s) to contribute alongside Sport England and Football Foundation investments

To enable you to provide the information we have requested above, we would encourage you to bring together key local partners as a consortium to collectively agree your priorities and gather existing insight. We would encourage you to include Local Authority, Active Partnership, Professional Club Community Organisation and County FA representation. Please also consider which other sports need to be engaged through the process when opportunities are identified, and also what other organisations locally could have a role to play. Football Foundation officers are on hand to support those discussions.

Until your EOI has been reviewed and an offer of upfront fees has been awarded by the Football Foundation, and accepted by your Organisation, we would advise that you proceed with caution, and you should not:

- a) enter into any contract without the prior written consent of Football Foundation;
- b) make any purchase in respect of the projects without the prior written consent of Football Foundation;
- c) publicise the potential projects without prior permission from the Foundation.

- d) Furthermore, all applications for funding, whether solicited or received through an open application basis will be subject to the same assessment and decision-making process. There is, therefore, no guarantee that the Football Foundation will ultimately fund your projects. It is however, felt that through our discussions to date that there is the potential to successfully deliver the programme outcomes in Sandwell.

Should you have any queries about this letter, your first point of contact will be Jack Matthews. Jack will provide you with guidance and support on the future development of your projects and can be contacted on 07712 534621 or by email [jack.matthews@footballfoundation.org.uk](mailto:jack.matthews@footballfoundation.org.uk).

Yours sincerely



**Mark Coulson**

**Director of Programmes**

cc James Morris, Sport England

Jack Matthews, Football Foundation

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Mark Coulson  
Director of Programmes  
Football Foundation  
10 Eastbourne Terrace  
London  
W2 GLG

Our Ref: SSS/ GR  
Your Ref:  
Please ask for: Gemma Ryan  
Tel no: 07807 972975  
E-mail: gemma\_ryan@sandwell.gov.uk  
Date: 27<sup>th</sup> January 2022

Dear Mark

**Re: Invitation to submit an Expression of Interest – Small Sided Spaces in Sandwell (Commonwealth Games Legacy)**

Thankyou for your letter dated 14<sup>th</sup> October 2021 regarding the above. We would be grateful if you would accept this letter as our Expression of Interest.

We have briefed Senior Management, Director for Borough Economy and our portfolio holder the Cabinet Member for Culture and Tourism, who are excited about the potential positive impact of this programme within our communities. And in supporting us in leaving a lasting legacy from the Commonwealth Games.

In response to the points raised within your letter I am pleased to set out the following:

1. Sandwell Council is fully committed to working in Partnership with the Football Foundation, Sport England and other local stakeholders to develop a portfolio of small-sided spaces within the Borough of Sandwell.
2. We intend to conduct specific community consultation to inform the effective delivery of this programme and to ensure we have identified the priority target audiences for this programme. Recent consultation exercises relating to our Active Through Football (ATF) funding application have identified a strong demand for further football and sporting opportunities within the town of Smethwick. We are also aware of high levels of demand for small sided facilities and activities within other parts of the Borough.

We are aware of high levels of demand amongst Adults (Aged 16+), People with disabilities and those from BAME communities. We have also identified that many people within Sandwell have been adversely affected by the impact of Covid-19 Pandemic and have become inactive. We have identified opportunities to engage people through faith and community settings. We are confident that further engagement about this specific project will enable us to understand our priority audiences fully and ensure that facilities are tailored to meet specific needs.

3. Undoubtedly, small sided spaces will be used to provide new sporting opportunities and increase activity levels within the areas served. We understand the ethos of the scheme and by engaging the community to understand their needs this will lead to empowerment and 'buy in' from the outset. This will ensure that new or upgraded facilities will be 'owned' by communities and result in higher levels of take up in

sessions. We understand the need for 'bookable' sessions which again will focus groups and individuals' attention to being present for sporting sessions. All of the above will assist our efforts to reduce inactivity amongst residents within our Borough.

4. As previously mentioned within point 3 above. We have recently completed a significant community engagement exercise around football in Sandwell as part of our ATF funding application. We were encouraged by the genuine enthusiasm and 'buy in' from a broad spectrum of community groups and local organisations. We are certain that the Small Sided Spaces opportunity will be met with equal excitement. In addition, we have dedicated officers working with each of Sandwell's six towns via our Public Health team, who have a clear understanding of local needs. These officers will be pleased to support the development of this programme moving forwards.

In addition to the above, we are currently in the process of securing a new Playing Pitch / Outdoor Sports Strategy (PPOSS). Site Assessments of Summer sports have been completed along with supply and demand. Winter sports are currently being completed. We expect to have our new PPOSS completed in Spring 2022.

Our PPS Delivery Group is well established with meetings twice yearly to update our Action Plan and discuss opportunities within the Borough. This regular dialogue with NGB's and other agencies helps to ensure close and effective partnership working and will undoubtedly assist in community engagement relating to the development of Small Sided Spaces.

In terms of our LFFP, we regularly meet with colleagues within the Football Foundation to discuss opportunities. We are currently hoping to develop a scheme within Britannia Park which has received great support and involvement from Foundation staff.

The above, along with further community engagement will allow us to understand what sports / activities and locations will be needed. It will also allow us to understand what barriers may be in place and how these can be overcome.

5. In terms of additional funding to support our community engagement, we are keen to take up this offer (up to the value of £25,000) for costs that will be agreed and signed off by the Football Foundation throughout the project development process. We have established a 'Consortium' of local partners. many of whom have knowledge of the communities they serve. We feel that some additional external support will be beneficial to the process in bringing together data / ideas, mapping demand, identifying locations and carrying out some further consultations. Furthermore, at the advice of Jack Matthews, we would like to make a request to the Football Foundation for an upfront grant to support with technical and design work required to progress two possible front runner projects at West Smethwick Park & Lewisham Park.

6. Sandwell Council is committed to securing some Capital 'partnership' funding towards supporting this project. High level discussions will be needed before we can provide firm figures. We trust this is sufficient at this stage but would of course be happy to discuss this further with you in due course.

Finally, I would like to thank you again for approaching Sandwell Council relating to this opportunity. We are all extremely excited about the prospect of hosting part of the Commonwealth Games and are keen to ensure a lasting legacy for generations to come. We very much envisage the Small Sided Spaces initiative as a key element of our efforts moving forward.

I trust the above is sufficient for you at this stage, however if there is anything else you require, please do not hesitate to get in touch

Yours sincerely



Gemma Ryan

Business Manager - Sport and Leisure

cc Jack Matthews

Rob Marlow

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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Provision of a Revenues and Benefits application, a corporate document management solution and scanning and indexing services
<b>Cabinet Member:</b>	Councillor Maria Crompton Cabinet Member Finance and Resources
<b>Director:</b>	Neil Cox Director for Business Strategy and Change Simone Hines Director of Finance
<b>Key Decision:</b>	Yes  An executive decision which is likely to result in the Council incurring expenditure, the making of savings or the generation of income amounting to: <ul style="list-style-type: none"> <li>£250,000 or more where the service area budget exceeds £10m;</li> </ul>
<b>Contact Officer:</b>	Ian Dunn Revenues and Benefits Service Manager Sue Knowles Head of ICT and Transformation

### 1 Recommendations

That Cabinet:

- 1.1 Authorise the Director of Business Strategy and Change to award a contract to NEC Software Solutions (formerly Northgate Public Services) for the period 01 April 2022 to 31 March 2027 with an option to extend for a further 2 years up to 31 March 2029 for the following services:
- Provision of a hosted NEC Revenues and Benefits System
  - Scanning and Indexing Services



- c) Provision of a hosted NEC Document Management solution (formerly Images@work)
- d) An optional back-scanning service

The total cost for the above services over a 5-year period is £2,174,554.

- 1.2 Authorise the Director Law and Governance – Monitoring Officer to execute any documentation necessary to enable the course of action set out in 1.1 above to proceed.
- 1.3 That any necessary exemptions be made to the Council’s Procurement and Contract Procedure Rules to enable the course of action referred to in 1.1 above to proceed.

## 2 Reasons for Recommendations

- 2.1 In October 2011 Cabinet approved the award of a contract to Northgate Public Services for an ICT managed Service in the Revenues and Benefits Service (key decision 74/11). This consisted of a number of elements and included:
  - A fully managed and supported ICT infrastructure
  - Provision of Northgate’s Revenues and Benefits System (used for Council Tax/Business Rates billing and recovery, Housing Benefit and Council Tax Reduction)
  - Provision of Northgate’s Images@work document management solution
  - Northgate’s document services (scanning and indexing of all documentation received by the service)
  - Hybrid print and mail solution (provided through the contract by a third party - DSI Billing)
  - Govtech eCapture services (a digital solution which automates the processing and completion of online service requests integrating to core business systems in accordance with business rules)
- 2.2 The contract was procured through an OJEU Restricted Tending process and was awarded for the period 01 April 2012 to 31 March 2017 with an option to extend for a further 5 years.



- 2.3 In 2017 the option to extend was invoked and the contract was renegotiated taking account of the impact of digital/online services on print, mail and scanning volumes and to also include new functionality through Govtech eCapture. The current contract is due to end on 31 March 2022.
- 2.4 In 2019 the use of the Images@work document management solution was extended and used by Human Resources and Housing Management as part of the paperless programme of work led by the Digital Transformation Team. As the paperless programme continues we anticipate that this system will be used by other council services.
- 2.5 In 2021 NEC Software Solutions acquired Northgate Public Services and became responsible for the Revenues and Benefits ICT Managed Service contract.
- 2.6 The applications and services procured in the original contract have enabled Revenues and Benefits to achieve innovations which the wider council are now embracing. Innovations such as paperless workforce, home working and hybrid print and mail have been in place in the service for over 15 years.

#### Provision of Services From 01 April 2022

- 2.7 The Council's ICT provision has improved significantly over the past 5 years and the ICT Service is now well placed to offer a good standard of infrastructure and device management, support and maintenance to Revenues and Benefits. Therefore from 01 April 2022, the Revenues and Benefits Service's ICT infrastructure and desktop provision will transfer from NEC back into the Council. Contracts for the other services included in the original managed service contract now need to be procured separately.
- 2.8 The Hybrid Print and Mail and Govtech Services will be procured separately from 01 April 2022 which will achieve savings as under the previous managed service contract NEC sub-contracted these elements.



2.9 The Revenues and Benefits Service has used NEC's applications for almost 20 years. NEC are a market leader in the provision of Revenues and Benefits and document management solutions. The systems have performed well and have helped the service to achieve the high level of performance and innovation it is recognised for. The Revenues and Benefits Service therefore want to continue to use the NEC applications and scanning and indexing services.

2.10 NEC's costs for providing their services for the 5-year period are as follows:

Provision of a hosted NEC Revenues and Benefits system = £921,419

Provision of a hosted corporate NEC Document Management system = £972,135

Document scanning and indexing services = £255,000

Optional back-scanning service to be called off as required up to a value of £26,000

**Total cost = £2,174,554**

2.11 Changes to the provision of services from 01 April 2022 will achieve the following savings for Revenues and Benefits over a 5-year period:

Service	Current Contract 5-Year Costs	New 5-Year Costs	Savings over 5 years
ICT Provision and NEC Revenues and Benefits and Document Management Applications	£2,663,369	£2,725,836 (Includes £1,400,000 for in-house ICT costs and Revenues and Benefits share of the costs for the NEC Document Management Solution)	<b>-£62,467</b>
Scanning and Indexing Services	£650,580	£255,000	<b>£395,580</b>
Bulk Printing and Hybrid Print (excluding postage charges)	£483,120	£230,810*	<b>£252,310</b>
Govtech Services	£939,030	£840,550	<b>£98,480</b>
<b>Total</b>	<b>£4,736,099</b>	<b>£3,827,196</b>	<b>£683,903</b>

\*estimated cost based on existing printing volumes over a 12-month period








2.12 Revenues and Benefits' budget will be reduced by £280,000 to cover the cost of the on-going in-house ICT service provision (this has been taken account of when calculating the above savings). At this stage it is not anticipated that there will be any additional in-house ICT resources required to deliver the service and so the external contract saving has been put forward as part of the ICT savings target for 2022/23 and included in the draft budget report.

2.13 In order to enable a refresh of employee's devices every 4-years, (in line with all other council employees) Revenues and Benefits budget will be reduced by a further £45,000. This amount will be transferred to the ICT annual capital investment fund, reducing the overall savings for the 5-year period to £458,903 or £91,781 per annum. These savings will initially be used as a contingency whilst the new in-house service is established. It is anticipated that this will then contribute to ICT savings from 2023/24 onwards.

### 3 How does this deliver objectives of the Corporate Plan?

	<p>People live well and age well – Revenues and Benefits provides a number of services which support low income/vulnerable households. It also provides the main source of income for the council through collection of Council Tax and Business Rates. This income is used to deliver key council services.</p>
	<p>Quality homes in thriving neighbourhoods– Administration of Housing Benefit, Council Tax Reduction and Discretionary Housing Payments provides crucial financial support to our lowest income households and prevents homelessness.</p>
	<p>A strong and inclusive economy – ensuring businesses get the business rates reliefs they are entitled to supports this priority.</p>

### 4 Context and Key Issues

4.1 The Revenues and Benefits service have used the existing core systems for almost 20 years. Over this time the systems have performed well, continue to enable efficient service delivery and meet the needs of the Council.



#### **4.2 Council Tax, Business Rates, Council Tax Reduction and Housing Benefit Application:**

The Revenues and Benefits solution holds thousands of Council Tax, Business Rates, Housing Benefit, and Council Tax Reduction records. Complex integrations have also been built between the system and other council systems, such as MySandwell.

#### **4.3 Corporate Document Management Solution:**

The NEC Document Management Solution supports the Council's aim to become a paperless workforce. It also enables officers to work from any location and access the documentation they need. It is currently used by Revenues and Benefits, Human Resources and Housing. These service areas were able to work from home continuously throughout the pandemic with minimal or no disruption. Complex configuration exists in the system to ensure documents and workflow are managed effectively within service areas. The system is also integral to performance management.

#### **4.3 Scanning and Indexing Services:**

NEC Document Services provide scanning and indexing services to Revenues and Benefits. All white mail is sent to an off-site processing centre where it is scanned and available to view as an electronic image on users' desktops within 24 hours. Scanned images are also assigned a document reference (defined by the council) which helps to identify work types and prioritise. NEC have an in-depth knowledge of Sandwell's document requirements, configuration and processes.

4.4 Going out to the market was considered however the cost of change to migrate and set-up new applications and services would be far greater than the cost of this direct award.

4.5 The proposed contract will be procured using the Crown Commercial Services Framework RM 3821 - Data and Application Solutions under (Lot 2a), Resource Planning & Management Solutions including Financial & Commercial, which has a term of 22/02/2019 to 22/02/2023, as a direct award procedure.



4.6 Direct award under this framework agreement is permissible under the following circumstances:

- The requirement must be intrinsically linked to a system already within the customer's organisation
- The products they are looking to award must be present on the Government eMarketplace
- Any call-off must be made whilst the framework agreement is in force

As all requirements of the framework agreement have been met, direct award is permissible.

4.7 The principle behind a 5-year contract with an option to extend for a further 2 years is to ensure continuity and ongoing maintenance and support for core business systems used by the council. Throughout this period the contract will also allow other service areas to be integrated into the use of the systems and is fully compliant with the requirements of framework agreement.

4.8 Legal Services have been consulted and they have been informed that the Framework RM 3821 – Data and Application Solutions commenced on 22/02/2019 and will be in place until 22/02/2023. The Framework is therefore currently in force and call-offs/individual contracts can be awarded under the Framework whilst the Framework is in operation. As a result, this would permit a call-off contract to commence on 01 April 2022.

4.9 The information attached to the Crown Commercial Services Framework RM 3821 – Data and Application Solutions states that the maximum call-off length is 5 years with an optional extension of up to 2 years at the customers' discretion. Accordingly, the proposed duration of the call-off contract from the period 01 April 2022 to 31 March 2027, with an option to extend for a further 2 years up to 31 March 2029, is aligned with the maximum length permitted for a call-off contract under the Framework Agreement.



- 4.10 The Framework Agreement allows customers the choice of further competition or direct award route to market depending on the nature of the requirement. The conditions which are required to be satisfied in order to proceed with a direct award of a call-off contract under the Framework Agreement have been fulfilled. In light of this, the Council can proceed with a direct award.
- 4.11 The direct award under the Framework Agreement is compliant with the requirements set out in Regulation 33 of the Public Contracts Regulations 2015.
- 4.12 Clause 9.1 of the Council's Procurement & Contract Procedure Rules states that: *'Unless making a call-off from a properly procured Framework Agreement to a single supplier or a direct award, all requirements above £5,000 in total value must be advertised on the council's agreed portal'*. The Council is of the view that its needs/requirements can be met by a single supplier, namely NEC Software Solutions which is one of the suppliers listed on the Framework. As the Council is intending to procure from the Framework by call-off without competition for a contract, the Council would not be required to advertise the opportunity (under clause 9.1 of the Council's Procurement & Contract Procedure Rules). Consequently, the Council can instead proceed with the direct award without prior advertisement.

## 5 Alternative Options

- 5.1 The applications and services detailed in this report are essential for the delivery of key council services.
- 5.2 Going out to the market was considered however the cost of change would be greater than the cost of this direct award.



## 6 Implications

<b>Resources:</b>	The cost of the applications and services is provided for within service areas' budget. We anticipate savings of over £458,000 over the 5-year period. This is based on existing costs of services.
<b>Legal and Governance:</b>	<p>Legal Services have been consulted and they are in agreement that the proposed call-off will be compliant with the Public Contracts Regulations 2015 and the Council's Procurement &amp; Contract Procedure Rules. In addition to this, Legal Services are of the view that the conditions which are required to be satisfied in order to proceed with a direct award of a call-off contract under the Framework Agreement have been fulfilled. In light of this, the Council can proceed with a direct award. Legal Services will work with Procurement Services to develop the contract documentation.</p> <p>A Data Protection Impact Assessment has been completed and approved by Information Governance.</p>
<b>Risk:</b>	In accordance with the corporate risk management strategy, a risk assessment has been carried out on the decisions and recommendations detailed in this report. This has concluded that there are no significant risks which require reporting.

## 7. Appendices

List appendices

## 8. Background Papers

List source/background documents



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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	eCapture and Webcapture Services
<b>Cabinet Member:</b>	Councillor Maria Crompton - Cabinet Member for Finance and Resources
<b>Director:</b>	Simone Hines – Director of Finance
<b>Key Decision:</b>	Yes
<b>Contact Officer:</b>	Ian Dunn <a href="mailto:ian_dunn@sandwell.gov.uk">ian_dunn@sandwell.gov.uk</a> Sue Knowles <a href="mailto:sue_knowles@sandwell.gov.uk">sue_knowles@sandwell.gov.uk</a>

### 1 Recommendations

**That approval be given to:**

- 1.1 Authorise the Director – Finance to make a direct award of a contract to Govtech Solutions Limited for providing automation services for Council Tax, Benefits and Business Rates to the Revenues and Benefits Service, procured through the G-Cloud 12 Framework Agreement (Framework reference: RM1557.12), for the period 1 April 2022 to 31 March 2024 with an option to extend for a further 2 years up to 31 March 2026.
- 1.2 Authorise the Director Law and Governance – Monitoring Officer to execute any documentation necessary to enable the course of action referred to in 1.1 above to proceed.



1.3 That any necessary exemptions be made to the Council's Procurement and Contract Procedure Rules to enable the course of action referred to in 1.1 above to proceed.

## 2 Reasons for Recommendations

2.1 The Revenues and Benefits Service have been using Govtech's automated services since 2006.

2.2 The Govtech solution provides online self-service forms for Revenues and Benefits. Content from completed web forms is extracted and routed directly to Govtech who cleanse the content as required and automatically loads and/or completes the transactions in the Council Tax, Business Rates and Benefits systems. Business rules specified by Revenues and Benefits are applied to the content before it is loaded reducing errors and the need for staff intervention.

2.3 The Govtech solution also automatically processes information received from the Department for Work and Pensions regarding changes in welfare benefits. These changes are uploaded to the Benefits System where claims are recalculated as required.

2.4 The current contract comes to an end on 31 March 2022. It has delivered front and back-office productivity gains by automating transactions enabling Revenues and Benefits staff to focus on the more complex incoming work streams which cannot be automated. During the last financial year over 174,500 transactions were handled by the Govtech solution. We therefore want to continue to use this service.


2.5 There are only 2 providers of this service and the alternative provider, who is also listed as a supplier on the G-Cloud 12 Framework Agreement (Framework reference: RM1557.12) has been approached and has confirmed that they would not tender for this contract.





- 2.6 The contract will be awarded through the G-Cloud 12 Framework Agreement (Framework reference: RM1557.12) for a period of 2 years commencing 01 April 2022 to 31 March 2024 with an option to extend for a further 2 years up to 31 March 2026.
- 2.3 The value of the new contract is £168,110 per year making the total including the 2-year optional extension period £672,440.

### 3 How does this deliver objectives of the Corporate Plan?

	<p>People live well and age well</p>	<p>Ensuring speedy processing and notification of Housing Benefit and Council Tax Reduction decisions is essential and allows households to budget effectively.</p> <p>Prompt issue of Council Tax and Business Rates bills minimises arrears.</p>
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### 4 Context and Key Issues

- 4.1 The Revenues and Benefits Service have been using Govtech's automated services since 2006.
- 4.2 The current contract was procured through Northgate Public Services Limited (now known as NEC Software Solutions Limited) as part of an ICT Managed Service provision. This contract included a fully managed ICT provision as well as Revenues and Benefits core systems, a hybrid mail solution, document scanning and indexing services and Govtech services. This contract is due to end on 31 March 2022.
- 4.3 The Govtech solution automates most of the day-to-day manual workload associated with processing online transactions and frees up back-office resources for other work priorities.



4.4 Forms completed online are processed by Govtech overnight and where transactions are automated most Council Tax bills/benefit decisions are generated and despatched the next day. This ensures that citizens' self-service experience is positive, which helps drive further traffic towards the MySandwell portal. The following online forms are processed by Govtech:

**Benefits:**

- Housing Benefit/Council Tax Reduction New Claims
- Housing Benefit/Council Tax Reduction changes in circumstance
- DWP new/changes to welfare benefits

**Council Tax:**

- Direct Debits including the issue of an email acknowledgement
- Single Person Discounts (SPD)
- Move In (Alone, Departure, Death, Disregard)
- Move Out of Sandwell
- Move Within (incorporating unoccupied discounts/refunds/credit transfers, where applicable)
- Copy Bill Request
- Payment Arrangement (pre-summons)
- Special Payment Arrangement (post summons)
- SPD Review and Cancellation
- Small Landlord (change of tenancy notification)
- Large Landlord Schedule of Notifications
- Register for Paperless Billing
- Council Tax Move In (notified on New Benefit Claim)

**Business Rates**

- Direct Debits
- Move In/Move Out
- Request a Copy Bill
- Register for Paperless Billing

4.5 The Revenues and Benefits Service receive a daily electronic file of new and amended entitlements to Universal Credit from the DWP. These files are sent to Govtech who process the data file automatically updating the information held on the NEC Revenues and Benefits System. Residents



are notified of any changes to Housing Benefit/Council Tax Reduction the next day.

4.6 A number of benefits have been realised as a result of using the Govtech Solution:

- Employees don't spend time on low-value tasks such as keying in of data
- Data entry errors are reduced as information is extracted and automatically loaded into core systems
- Speed of processing has significantly improved, provided a better service to residents
- Backlogs of work are minimised as all online forms submitted are processed regardless of volumes
- Benefit overpayments are minimised as DWP changes are automatically processed daily – this also reduces housing benefit subsidy loss to the Council
- Telephone and face-to-face contacts have reduced as the majority of Revenues and Benefits services are now available online
- Work which generates a high volume of 'no change/action required' is automatically handled without the need for manual intervention
- We now hold up-to-date contact information for our residents as it is requested and loaded from all online forms - this allows us to exploit modern communication methods such as texting and emailing
- Reduction in FTE's (through natural wastage) as a result of automation

4.7 Sandwell have worked with Govtech Solutions Limited since 2006 and developed the first form with them which many Local Authorities now use. The services we have received from Govtech Solutions Limited have been of a high standard and we have flexibility to review and improve processes as required.

4.8 Legal Services have been consulted and they have been informed that the G-Cloud 12 Framework Agreement (Framework reference: RM1557.12) commenced on 28/09/2020 and will be in place until 27/09/2022. The Framework is therefore currently in force and call-



offs/individual contracts can be awarded under the Framework whilst the Framework is in operation. As a result, this would permit a call-off contract to commence on 01 April 2022.

- 4.9 The information attached to the Crown Commercial Services G-Cloud 12 Framework Agreement (Framework reference: RM1557.12) states that the maximum call-off length is an initial duration of two years plus two extension options of up to twelve months each, and such extension options must be specified in the initial contract terms. As a result, the total call-off length should not be for more than four years (which includes the initial call-off duration plus the two extension options). Accordingly, the proposed duration of the call-off contract from the period 01 April 2022 to 31 March 2024, with an option to extend for a further two years up to 31 March 2026, is aligned with the maximum length permitted for a call-off contract under the Framework Agreement. In addition, the two extension options of up to twelve months each are stipulated in the call-off contract documentation.
- 4.10 The direct award under the Framework Agreement is compliant with the requirements set out in Regulation 33 of the Public Contracts Regulations 2015 (PCR 2015).
- 4.11 Clause 9.1 of the Council's Procurement & Contract Procedure Rules states that: *'Unless making a call-off from a properly procured Framework Agreement to a single supplier or a direct award, all requirements above £5,000 in total value must be advertised on the council's agreed portal'*. The Council is of the view that its needs/requirements can be met by Govtech Solutions Limited, which is one of the suppliers listed on the Framework. As the Council is intending to procure from the Framework by call-off without competition for a contract, the Council would not be required to advertise the opportunity (under clause 9.1 of the Council's Procurement & Contract Procedure Rules). Consequently, the Council can instead proceed with the direct award without prior advertisement.



## 5 Alternative Options

- 5.1 Govtech Solutions Limited are the sole provider of eCapture and Webservices. One other provider resells Govtech Solutions Limited services through a package of digital services, however this provider has been approached and have confirmed that they would not bid for Sandwell's requirements.
- 5.2 An alternative would be to discontinue the use of Govtech however significant additional resource would be required to carry out the manual processing of notifications and both speed of processing and accuracy of data would be adversely affected.

## 6 Implications

<b>Resources:</b>	The total value of the contract for the 4-year period is £672,440, which includes the 2-year optional extension period. This will be funded from the existing Revenues and Benefits Service's budget.
<b>Legal and Governance:</b>	<p>Legal Services have been consulted and they agree that the proposed call-off will be compliant with the PCR 2015 and the Council's Procurement &amp; Contract Procedure Rules.</p> <p>Regulation 33(8)(a) of the PCR 2015 sets out the criteria for making a direct award where a framework agreement is concluded with more than one supplier. In accordance with the regulations, the Council is satisfied that following its own due diligence, it has identified the supplier that offers best value for this requirement.</p> <p>Legal Services will work with Procurement Services to develop the contract documentation. A Data Protection Impact Assessment has been completed and approved by Information Governance.</p>



<b>Risk:</b>	The corporate risk management strategy has been complied with to identify and assess the risks associated with the recommendations being sought. This has concluded that there are no significant risks that require reporting.
<b>Health and Wellbeing:</b>	The Govtech solutions ensure speed of processing and therefore minimises hardship associated with delayed benefit payments and arrears of Council Tax/Business Rates.
<b>Social Value</b>	Social Value will be considered during the procurement process

**7. Appendices**

None

**8. Background Papers**

None



## Report to Cabinet

23 February 2022

<b>Subject:</b>	Direct Award of Microsoft Server Cloud Enrolment (SCE) License renewal using KCS framework agreement
<b>Cabinet Member:</b>	Councillor Maria Crompton - Cabinet Member for Finance and Resources
<b>Director:</b>	Neil Cox – Director of Business Strategy and Change
<b>Key Decision:</b>	Yes
<b>Contact Officer:</b>	Sue Knowles <a href="mailto:sue_knowles@sandwell.gov.uk">sue_knowles@sandwell.gov.uk</a> Andy Saunders ICT Service Manager <a href="mailto:andy_saunders@sandwell.gov.uk">andy_saunders@sandwell.gov.uk</a> Richard Griffiths ICT Service Delivery Manager <a href="mailto:richard_griffiths@sandwell.gov.uk">richard_griffiths@sandwell.gov.uk</a> Balbir Bhogal ICT Enterprise Manager <a href="mailto:balbir_bhogal@sandwell.gov.uk">balbir_bhogal@sandwell.gov.uk</a>

### 1 Recommendations

That approval be given to:

- 1.1 Authorise the Director – Business Strategy and Change to make a direct award of contract using the Kent County Suppliers (KCS) framework to Phoenix Software Limited for the renewal of the existing Microsoft SCE license agreement for continued support and licensing arrangements for a three (3) year period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025 at a total cost of £377,555.76.



- 1.2 Authorise the Director Law and Governance – Monitoring Officer to execute any documentation necessary to enable the course of action referred to in 1.1 above to proceed.
- 1.3 That any necessary exemptions be made to the Council's Procurement and Contract Procedure Rules to enable the course of action referred to in 1.1 above to proceed.

## 2 Reasons for Recommendations







- 2.1 Approval is sought to enable the direct contract award using the Kent County Suppliers (KCS) framework to Phoenix Software Limited for the renewal of the existing Microsoft SCE license agreement for continued support of the authorities Microsoft server estate.
- 2.2 Regulation 33(8)(a) of the Public Contract Regulations 2015 (PCR 2015) sets out the criteria for making a direct award where a framework agreement is concluded with more than one supplier. In accordance with the regulations, the Council is satisfied that following its own due diligence:
  - It has identified the supplier that offers best value for this requirement.
  - Having two different suppliers will cause an additional administrative burden for the Council and disproportionate technological difficulties
  - The chosen supplier is able to supply the required services within the Councils timescales
  - Continuity of existing services from the awarded supplier is maintained
- 2.3 The current three (3) year Microsoft SCE agreement expires on the 31<sup>st</sup> March 2022





- 2.4 Phoenix were awarded the Councils Microsoft Enterprise Agreement contract in 2021 following a full procurement process, although the EA and this SCE cannot be aligned for renewal at the same time it is beneficial to the Council that we maintain continuity between these two contracts.
- 2.5 The renewal of the Microsoft SCE license agreement is required for the continued use of the technology products being delivered through the agreement and for continued usage, vendor support and software license compliancy. These products make up a large part of existing ICT infrastructure.

### 3 How does this deliver objectives of the Corporate Plan?

	Best start in life for children and young people	<p>Most service areas rely on ICT systems to function effectively. The Microsoft based server estate provides technology platforms that enable these services to run such as application servers and database infrastructure. This contract covers licencing for ‘on premise’ servers as well as those that run from the cloud.</p> <p>This contract is necessary for the continuing delivery of council services and therefore supports the council’s ability to achieve all the outcomes detailed in the Corporate plan.</p>
	People live well and age well	
	Strong resilient communities	
	Quality homes in thriving neighbourhoods	
	A strong and inclusive economy	
	A connected and accessible Sandwell	



## 4 Context and Key Issues

- 4.1 The current three (3) year Microsoft SCE license agreement expires on the 31<sup>st</sup> March 2022. Approval is being sought for a direct contract award to Phoenix Software Limited using the KCS framework for a three (3) year period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025.
- 4.2 The total cost of the three (3) year proposed renewal based on current usage is £377,555.76 and would be paid annually as follows:

Year 1 cost: £125,851.92

Year 2 cost: £125,851.92

Year 3 cost: £125,851.92

The cost could flex up or down on an annual basis dependent on decreases or increases in usage of the products within the Microsoft SCE license agreement.

- 4.3 Phoenix Software Limited is the current incumbent supplier for the existing three (3) year Microsoft SCE license agreement and also the Microsoft Enterprise Agreement. There have been no issues with the supplier during this time.

## 5 Alternative Options

- 5.1 A full tender exercise could have been conducted. However, there is an essential need to maintain service continuity across both existing Microsoft agreements with Phoenix Software Limited. Were the contract to be let to another supplier, the issues listed below could cause operational problems. A direct award through the KCS framework allows these issues to be negated in a compliant manner.

- Having multiple Microsoft agreements with different Licensing Solution Providers is against Microsoft recommendations. This is for a number of reasons including a lack of cohesion across licensing schemes, neither partner having an overall view of the licensing entitlement and



therefore the potential for neither party to be able to offer accurate and cost-effective licensing advice due to the lack of a cohesive understanding of the Council's licensing estate.

- Microsoft strongly recommend as best practice that agreements are placed with the same Licensing Solution Provider to ensure that communications and engagements are not being duplicated as this is a waste of time for the Council and the partners involved.

## 6 Implications

<b>Resources:</b>	The total cost of this renewal is £377,555.76 excluding VAT. Funding will be drawn from existing budget provision for this renewal.
<b>Legal and Governance:</b>	Regulation 33(8)(a) of the Public Contract Regulations 2015 (PCR 2015) sets out the criteria for making a direct award where a framework agreement is concluded with more than one supplier. In accordance with the regulations, the Council is satisfied that following its own due diligence, it has identified the supplier that offers best value for this requirement.  Legal Services Team have reviewed the KCS framework and confirmed that a direct award for the Microsoft SCE license renewal with Phoenix Software Limited is permissible under the terms of the agreement.
<b>Risk:</b>	The corporate risk management strategy has been complied with to identify and assess the risks associated with the recommendations being sought. This has concluded that there are no significant risks that require reporting. Further measures will be put in place to ensure that the risks identified during the procurement process are considered and mitigated to levels within the Council's appetite for risk.

## 7. Appendices

None



## 8. Background Papers

None



## Report to Cabinet

23 February 2022

<b>Subject:</b>	Sandwell Health Inequalities Programme: Grant funding for Sandwell Consortium CIC to deliver interventions to address health inequalities
<b>Cabinet Member:</b>	Cllr Carmichael Leader of the Council
<b>Director:</b>	Dr Lisa McNally Director of Public Health
<b>Key Decision:</b>	Yes
<b>Contact Officer:</b>	Anna Blennerhassett Consultant in Public Health <a href="mailto:anna_blennerhassett@sandwell.gov.uk">anna_blennerhassett@sandwell.gov.uk</a>  Suni Patel Public Health Project Manager <a href="mailto:Suni_Patel@sandwell.gov.uk">Suni_Patel@sandwell.gov.uk</a>



## 1 Recommendations

- 1.1 That approval be given to award a 3-year grant (April 2022 – March 2024) to Sandwell Consortium CIC to address health inequalities within ethnic minority communities in Sandwell, prioritising mental health and wellbeing and prevention of long-term conditions.
- 1.2 That in connection with 1.1 above, the Director of Public Health be authorised to award a 3-year grant of £178,000 per annum to Sandwell Consortium CIC.
- 1.3 That in connection with 1.2 above, the Director of Public Health be authorised to enable the grant to commence on 1 April 2022, for three years until 31 March 2024.

## 2 Reasons for Recommendations

- 2.1 Throughout the coronavirus pandemic, Black, Asian, and minority ethnic (BAME) people have been acutely affected by pre-existing health inequalities. Many of these underlying inequalities made the impact of the pandemic far more severe for BAME people than their White British counterparts (House of Commons Women & Equalities Committee, 2000). The NHS Race and Health Observatory also reported that people from ethnic minority groups were nearly three times as likely to contract Covid-19 and five times more likely to experience serious outcomes.
- 2.3 Public Health England (PHE), in its report on the disproportionate impact of the pandemic on BAME groups have recommended that local areas *“Ensure that COVID-19 recovery strategies actively reduce inequalities caused by the wider determinants of health to create long term sustainable change. Fully funded, sustained and meaningful approaches to tackling ethnic inequalities must be prioritised.”*





- 2.4 This PHE report also highlighted the importance of “working in partnership with local BAME and faith communities” when tackling health inequalities. Effective solutions will only be likely if they are delivered WITH the local community rather than to them. This in turn can only be achieved through investment in the work of local community and voluntary sector organisations that can bring the right expertise and social networks to the table.
- 2.5 Sandwell Consortium is a collaboration of local community and voluntary sector organisations that have come together to address unmet need, tackle disadvantage, advance equity and social inclusion in Sandwell. Their member organisations include those supporting wellbeing in the Bangladeshi, Somali, Yemeni and many other communities. As such, they are extremely well placed to co-design and deliver work to address health inequalities in Sandwell’s BAME communities. The delivery partners for the Sandwell Health Inequalities Programme will be: Bangladeshi Islamic Centre, Bangladeshi Women’s Association, Brushstrokes (part of Father Hudson’s Society), Community Connect Foundation, Confederation of Bangladeshi Organisations, ILEYS Community, Sandwell Irish Community Association, Smethwick Community & Youth Centre, Smethwick Pakistani Muslim Community Association, West Bromwich African Caribbean Resource Centre and the Yemeni Community Association.
- 2.6 Sandwell Council and Sandwell Consortium have, in recent years, worked together on the Better Health Programme (BHP), which aims to address the inequalities affecting Sandwell residents through language support, as well as raising awareness around key health issues.
- 2.7 Recent co-design indicated a need to prioritise mental health and wellbeing, and long-term conditions. Co-production was supported by evidence from the Sandwell lifestyle survey and eight focus groups as well as an “in-person” workshop with Sandwell Consortium organisations. This supports one of Public Health’s key priorities, which is to increase the role of local people in initiating, designing and delivering health improvement initiatives.



2.8 This grant to Sandwell Consortium will form just one part of a wider programme of Public Health work to address health inequalities that were widened during the pandemic. Other key groups have been adversely affected and specific work will be required to meet a wider range of needs.

### 3 How does this deliver objectives of the Corporate Plan?

	<p><b>People live well and age well</b></p> <p>The health of people in Sandwell is generally worse than the England average. Both life expectancy and healthy life expectancy is significantly lower in Sandwell than England.</p> <p>There is a higher prevalence of conditions such as diabetes, high blood pressure and cardiovascular within Sandwell and this is particularly the case within ethnic minority communities. Evidence shows that interventions that increase physical activity and support healthy lifestyles can prevent long-term conditions and improve mental health and wellbeing.</p>
	<p><b>Strong resilient communities</b></p> <p>The new programme was co-designed with the Sandwell Consortium CIC and Public Health.</p> <p>Providing grant funding to the Sandwell Consortium CIC will enable ethnic minority community and voluntary organisations to improve the health of ethnic minority communities and address health inequities.</p>





## 4 Context and Key Issues

- 4.1 Sandwell MBC have provided grants to Sandwell Consortium CIC to reduce inequalities for Sandwell residents in ethnic minority and socially excluded groups since 2013.
- 4.2 Sandwell Consortium are a community interest company that aim to carry out activities that benefit the people of Sandwell, particularly to address unmet need, advance equity and social inclusion.
- 4.3 In December 2021, Sandwell Council Voluntary Sector Support team conducted a governance review of Sandwell Consortium. The purpose was to determine the stability and sustainability of Sandwell Consortium to inform the continuation of funding from April 2022. The main finding was that “Through this review no significant concerns have been identified. It appears to be well-managed and is focused on achieving the desired outcomes of the programme. The review concludes appropriate measures are in place and Sandwell Consortium are in a stable position to manage delivery of future funding programmes.”
- 4.4 The latest grant programme, known as the Better Health programme began in 2017. That 3-year programme was delivered across two strands. Strand 1- Language for better health and Strand 2: Knowledge for better health. Because of the Covid-19 pandemic, the programme was extended, with a focus on Covid-19 to provide culturally appropriate translated communications, engagement and emergency COVID-19 support for families. In addition, to support the co-design of a proposed new grant programme needs assessment work was undertaken, which enabled Sandwell Consortium partner organisations to be supported to engage with communities and conduct research that would allow a better understanding of the impact of Covid-19 on ethnic minority communities and on general health concerns and needs. The programme was further extended by 6 months to March 2022 to facilitate the co-design process and the design of health interventions for needs identified by Sandwell Consortium through survey and focus groups within the communities the Consortium serves.



- 4.5 Weekly co-design meetings have been held, July 2021 – September 2021, with representatives from the Sandwell Consortium CIC and Sandwell MBC Public Health department to support the development of the new programme. Evidence and information from Sandwell Consortium’s Covid 19 projects; and needs assessment work which included a lifestyle survey and focus groups were utilised to inform the discussion, prioritisation and decision making in relation to the future direction and shape of the new programme. In addition, an “in-person” workshop was held with all Sandwell Consortium delivery partners invited, that further supported this work.
- 4.6 On the basis of the co-design work mental health and wellbeing; and prevention of long-term conditions will be the focus of the programme 2022-2024.
- 4.7 Evidence shows:
- 31.4% of individuals in the lifestyle survey stated their mental health had deteriorated, and another 8.1% stated it had deteriorated significantly during lockdown.
  - Focus group findings showed individuals reported feeling depressed, sad, anxious, isolated and were worried about the impact Covid 19 had/could have on their health and employment and financial situation particularly.
  - Heart conditions; type 2 diabetes; high blood pressure; and high cholesterol were the long-term conditions identified by participants in focus groups
  - Long Covid was identified as having an impact on individuals.
  - Nearly a third of people surveyed didn’t meet national recommendations for physical activity and hadn’t achieved 30 mins of exercise per week.
- 4.8 PHE, January 2020 shows that 1 in 3 adults in England live with a long-term health condition and they are twice as likely to be amongst the least physically active. However, evidence shows that regular physical activity can help prevent or manage many common conditions such as type 2 diabetes, cardiovascular disease and some cancers. It also helps keep symptoms under control, prevent additional conditions from developing, and reduce inequalities. Physical activity was also shown to have a positive impact on mental health and wellbeing, reducing social isolation and improving confidence.



## 4.9 Delivery strands (2022 -2024)

Strand 1 – Mental Health and Wellbeing

Strand 2 – Prevention of Long-Term Conditions

- Provision of sign posting, raising awareness, advice and information (including educational workshops and activities) that help individuals improve mental wellbeing and prevent and manage long-term conditions.
- Create opportunities for social interaction and delivery of group interventions and activities including getting active and healthy eating.
- Using the 5 ways to wellbeing - Connect; Be active; Take notice, Learn, and Give - as a framework to improve mental health and wellbeing that will underpin all activities and interventions.

Sandwell Consortium CIC organisations are in a unique position to be able to deliver interventions based on the specific needs of the ethnic minority communities they serve. Organisations will be able to tailor interventions to meet the language, cultural, religious, gender and age requirements as appropriate.

## 5 Alternative Options

5.1 There is option to not invest in this grant. Without investment, health inequalities in Sandwell that widened during the pandemic will continue to worsen and become an increasing difficult challenge to address.

5.2 Services could be commissioned from provider companies on the open market. However, this would be out of line with PHE’s recommendation that COVID recovery be achieved through “working in partnership with local BAME and faith communities”. It would also potentially move resources out of Sandwell and fail to sustain the local community organisations that COVID recovery depends on.



## 6 Implications

<b>Resources:</b>	<p>The proposed grant of £178,000k per year (£534,000 over 3 years) will be funded from the ring-fenced public health grant.</p>
<b>Legal and Governance:</b>	<p><i>The council's powers to provide grants and other financial assistance to voluntary organisations are set out in enactments including:</i></p> <p><i>Section 65, Health Services and Public Health Act 1968</i></p> <p><i>Section 137(3) Local Government Act 1972</i></p> <p><i>Section 2, Local Government Act 2000</i></p> <p>Sandwell Council Legal team have confirmed that this scheme appears to be included within the Council's definition of a project that is eligible to be awarded a grant. [ Mark Bodley, Trading Business Partner, 14/10/21]</p>
<b>Risk:</b>	<p>As reflected in the risk register:</p> <ul style="list-style-type: none"> <li>• COVID-19 has had and continues to have an impact on many of the services commissioned and programmes delivered with the public health team. This risk will continue to be mitigated through horizon scanning and careful planning.</li> <li>• The Sandwell Health Inequalities Programme 2022-2024 does not deliver on aims/objectives and expected outcomes – governance processes will include monitoring the programme at the Public Health commissioning board every 4 months. In addition, regular meetings will take place between Sandwell CIC and public health to review performance.</li> <li>• Compliance with grant funding protocol – this has been checked by Sandwell Legal team and confirmed to be compliant with the grant funding protocol. In addition, the public health team and Sandwell CIC will use the grant funding protocol to ensure that they are compliant throughout the 3-year programme.</li> </ul>



	<ul style="list-style-type: none"> <li>• Suitability of Sandwell CIC to deliver positive outcomes – Sandwell CIC received a previous grant to deliver the Better Health Programme. Although extended and adapted due to COVID-19, Sandwell CIC delivered on the main outcomes to improve communication and information on COVID-19 to BAME communities, and to assess the impact of COVID-19 on BAME communities in Sandwell.</li> <li>• Data quality and the suitability of the performance measures in place for new funding –a monitoring and evaluation framework is being co-produced to develop performance measures for this programme. Based on previous grant programmes Sandwell CIC will work with the Public Health research and intelligence team to ensure the data quality from surveys, focus groups, interviews and case studies.</li> <li>• In January 2022 the Voluntary Sector Support team conducted a governance review of Sandwell Consortium CIC. They made 6 recommendations. Monitoring implementation of each recommendation will be included in the overall grant monitoring and evaluation process.</li> </ul>
<p><b>Equality:</b></p>	<p>Evidence shows that certain groups experience greater barriers to achieving good health. These include certain ethnic minority groups and low socio-economic and deprived communities. An initial EIA screening has been undertaken and no adverse impact on protected groups has been identified if the recommendation is approved. Indeed, the assessment demonstrates that there will be a positive impact on the protected characteristics of age, disability, race, religion or belief and sex.</p>
<p><b>Health and Wellbeing:</b></p>	<p>This grant will support a programme designed to reduce health inequalities and improve health outcomes identified by the community, for the community.</p>



<b>Social Value</b>	The grant will enable communities to improve their health, using interventions identified and prioritised by them.
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## 7. Appendices

None

## 8. Background Papers

List source/background documents

Sandwell Consortium:

<http://www.sandwellconsortium.co.uk/about-us/meet-the-members/>

House of Commons Women and Equalities Committee: Unequal impact? Coronavirus and BAME people

<https://committees.parliament.uk/publications/3965/documents/39887/default/>

PHE. Beyond the data: Understanding the impact of COVID-19 on BAME groups

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892376/COVID\\_stakeholder\\_engagement\\_synthesis\\_beyond\\_the\\_data.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892376/COVID_stakeholder_engagement_synthesis_beyond_the_data.pdf)

Health matters: physical activity - prevention and management of long-term conditions, PHE, 23 January 2020

<https://www.gov.uk/government/publications/health-matters-physical-activity/health-matters-physical-activity-prevention-and-management-of-long-term-conditions>

Unequal pandemic, fairer recovery: The COVID-19 impact inquiry report. The Health Foundation; 2021 (<https://doi.org/10.37829/HF-2021-HL12>)



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Communications and Corporate Affairs Team
<b>Cabinet Member:</b>	Councillor Maria Crompton - Cabinet Member for Finance and Resources
<b>Director:</b>	Neil Cox Director – Business Strategy and Change
<b>Key Decision:</b>	Yes
<b>Contact Officer:</b>	Clair Norton, Commissioner Clair_Norton@sandwell.gov.uk  Claire Tonks, HR Consultant <a href="mailto:Claire_Tonks@sandwell.gov.uk">Claire_Tonks@sandwell.gov.uk</a>

### 1.0 Recommendations

That Cabinet:

1. Approve the proposed structure for a Communications and Corporate Affairs Team as set out in Appendix 2 as the basis for consultation with employees and trade unions.
2. Subject to the Director of Business Strategy and Change, in consultation with the Cabinet Member for Finance and Resources, being satisfied that all significant concerns or issues raised during the consultation referred in recommendation 1 above being satisfactorily responded to, the revised structure for the Communications and Corporate Affairs team be approved and implemented with effect from 1 April 2022.
3. Subject to recommendations 1 and 2 above being approved, the Director – Business Strategy and Change be authorised to assimilate relevant staff pursuant to the appointment process as set out in this report (and the council's Human Resources policies and procedures) as soon as possible after consultation responses have been considered.




4. That, in the event there are any issues arising from the consultation process on the revised structure deemed to be significant by the Director – Business Strategy and Change, a further report will be submitted to Cabinet.

## 2.0 Reasons for Recommendations

- 2.1 The council’s new corporate plan: Big Plans for a Great Place, sets out its ambition to deliver Vision 2030, and demonstrates a clear ambition and a key role for Communications as a core, strategic service in achieving the outcome of instilling a One Council, One Team culture across the organisation which underpins the delivery of all strategic objectives within the plan. Therefore, it is vital that a skilled, fit for purpose communications and corporate affairs team is in place to support this ambition. In addition, as the Local Government landscape and the needs of the Council change, it is important that the Communications Team adapts effectively to meet those changes and needs.

## 3.0 How does this deliver objectives of the Corporate Plan?

	<p><b>One Council One Team</b></p> <p>An effective corporate communications team is key to ensuring that Sandwell people get a good quality, consistent level of service, however they choose to contact the council. Our key strength as an organisation is our staff and their commitment to give Sandwell people the very best. A skilled, diverse, motivated and healthy workforce is key to this success. This reorganisation will support staff to drive creativity, collaboration and transformation, creating a skilled, diverse, motivated and healthy workforce, which is key to the success of the Corporate Plan.</p>
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## 4.0 Context and Key Issues

- 4.1 This report sets out the proposal to reorganise the structure of the existing communications team, within the Business Strategy and Change Directorate, to ensure the team is both set up and resourced to deliver the wide range of activities required of an effective corporate communications team. As a result of the senior management restructure, the “communication” functions currently in place across the organisation have been realigned into the Business Strategy and Change Directorate.



In order to undertake a meaningful review of those existing communications arrangements and make recommendations for a future, fit for purpose strategic service, external support was commissioned via Promodo Ltd in February 2021. The outcome of that review has informed the recommendations detailed below which set out a new approach to communications for Sandwell.

- 4.2 Whilst Communications as a function is generally viewed positively across the council, with a broad range of skills and experience within the current Communications Team, and good working relationships both internally and with partners, the review undertaken by Promodo found that existing arrangements offer only a partial coverage of the range of communication activities required, with deficits in areas such as internal communications, marketing and corporate affairs. In addition, with no permanent, professional communications leadership at present, communications is currently viewed as tactical rather than strategic, leading to missed opportunities for Sandwell.
- 4.3 The LGA Head of Communications annual survey includes statistics for the numbers of communications staff by type of authority, with the average for a Metropolitan authority being 18.1 FTE. Communications within Sandwell is delivered at present by a Corporate Communications team, comprising 10.6 FTE as demonstrated at Appendix 1.
- 4.4 The new Corporate Plan has a clear framework of outcomes, and a more strategic approach to communications is required to support the achievement of these aims. It is therefore proposed that a communications team that can offer a full range of strategic and tactical communications is needed. This will broaden the current service and introduce a new way of working, with an emphasis on the internal, client side and more integrated external communications, in addition to a greater focus on forward planning, outcomes and impact and being able to measure and evaluate communications work.
- 4.5 The recommendation is to create a Communications and Corporate Affairs team working across five areas. These five areas (and the sub-disciplines within each), will offer a much-enhanced strategic communications service to the council.



<b>News</b> Sandwell Newsroom Media relations Local, regional, national media Issues management Media training	<b>Marketing</b> Marketing - Corporate Marketing – People Marketing – Place Insight Behaviour change / social marketing	<b>Internal Communications</b> Employee engagement Employer/recruitment brand Change communications
<b>Digital Communications &amp; Creative Services</b> Web Social media Integrated digital strategy Video and animation content development Corporate identity Brand development Graphic design	<b>Corporate Affairs</b> Strategic brand External relations Reputation & influencing Stakeholder communications Member communications Speech writing, copy writing and content writing Crisis communications	

4.6 This refreshed approach to communications will:

- Introduce a strategic and unified approach to internal & external communications
- Build confidence in communications as a strategic service
- Be evidence and insight based
- Provide high quality information, at the right time and in the right place
- Increase awareness of what the council is doing and ensure the council receives recognition for action
- Influence attitudes & opinion
- Influence behaviour.



## 4.7 Proposed Structure

The proposed structure at Appendix 2 reflects the future priorities of the council and the way in which communications as a discipline is changing and evolving and is designed to support the delivery of the five key areas outlined above. Additional resource has also been added to the structure to ensure that the resource within the team is appropriate to the type and size of authority Sandwell MBC is.

## 5.0 Implications

### 5.1 Resources - Financial Implications

The current Communications Team staffing establishment costs are £536,900 per annum. The proposed establishment outlined in Appendix 2 would cost £842,000 per annum which is an increase of £305,100 per annum. Please see table below:

Grade		Current FTE	Current Budget	Proposed FTE	Proposed Budget	Variance
I		1.00	67,100	1.00	67,700	600
H		0.00	0	1.00	62,200	62,200
G		8.00	425,600	7.00	378,700	(46,900)
F		1.00	42,100	2.00	91,400	49,300
E		0.00	0	6.00	232,800	232,800
D		0.00	0	0.00	0	0
C		0.00	0	1.00	26,400	26,400
B		0.54	13,100	0.00	0	(13,100)
<b>Total</b>		<b>10.54</b>	<b>547,900</b>	<b>18.00</b>	<b>859,200</b>	<b>311,300</b>
Vacancy Rate @ 2%	#		(11,000)		(17,200)	(6,200)
<b>Budget Required</b>			<b>536,900</b>		<b>842,000</b>	<b>305,100</b>



HRA Contribution @ 25%		136,200		213,600	77,400
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5.2 A contribution of 25% of the staffing budget is made from the HRA. This contribution would increase by £77,000 to fund the new structure.

5.3 In consultation with the Section 151 Officer the additional budget required to fund this proposal was put forward as a spend pressure for 2022/23 and included in the draft budget proposals which were approved by Cabinet in December 2021.

## 6.0 Resources - Staffing Implications

6.1 Implementing the proposed structure will result in the following staffing implications:

Grade	Current	Proposed	Difference
I	1	1	0
H	0	1	+1
G	8	7	-1
F	1	2	+1
E	0	6	+6
D	0	0	0
C	0	1	+1
B	0.6	0	-0.6
Total	10.6	18	+7.4FTE

6.2

Structure charts outlining the proposed future staffing structure for each can be found at Appendices 1 and 2. It is proposed that the go live date for this structure is 1 April 2022 to allow the

necessary HR processes required to implement the structure to take place. Following the implementation of the new structure it is proposed that the service area is rebranded as a Communications and Corporate Affairs team which will replace the current Communications Team.



- 6.3 The newly created posts within this restructure of the Communication team will be ring fenced to the staff directly affected by the restructure.
- 6.4 To assist with redeployment, should this be required, those officers whose posts are subject to deletion will be placed 'at risk of redundancy'. The HR Resourcing team will work with individuals to identify and match suitable alternative vacancies where necessary.

## 7.0 Consultation (Customers, staff and Stakeholders)

- 7.1 Engagement sessions have taken place with the affected staff group and key stakeholders prior to the finalisation of this proposal. The feedback received has informed the final proposal and formal consultation will be undertaken accordingly and proportionately with the affected staff group.
- 7.2 The consultation proposed within this document is structured by the following legal position:
- 7.3 The statutory instrument that underpins the duty to consult is defined in the Local Government Act 1999 (Section 3) and the Statutory Guidance issued under it. Both the Act and Guidance state that Councils are under a duty to consult.
- 7.4 The consultation with the effected workforce will have to comply with the legal principles that relate to consultation, namely the Gunning principles:
- Consultation should be at a time when proposals are still at a formative stage.
  - Sufficient reasons for the proposals to permit intelligent consideration.
  - Adequate time must be given for consideration and response.
  - The product of the consultation must be conscientiously taken into account.

## 8.0 Legal and Governance

Under section 188 of the Trade Union labour Relations Act 1992 for the purposes of consultation the employer must satisfy and disclose in writing the following:



### **a) The reason for the proposal**

To achieve the ambition and key role set out in the council's corporate plan: Big Plans for a Great Place for Communications to be a core, strategic service, requiring a skilled, fit for purpose communications and corporate affairs team.

### **b) The total number of employees of any such description employed by the employer at the establishment in question**

The structure charts in appendices 1 and 2 set out the current number and banding of posts within the service area.

### **c) The number of agency workers working temporarily for and under the supervision of the employer**

There are no agency employees who are affected by the proposals

### **d) Those on fixed term contracts will be treated no less favourably than permanent employees pursuant to the Fixed Term Employees Prevention on Less Favourable Treatment Regulations 2002.**

The principles of the Equality Act 2010 will be adhered to in respect of applying Council Policies. Employment legislation and contractual provisions will be adhered to in implementing the proposal in this report.

The implementation of any cabinet decision should not result in the violation of any person's rights under the European Convention on Human Rights (ECHR). The consultation will ensure that any potential violation is identified and mitigated.

Public Sector Equality Duty (PSED) – When making a decision as to changes in service provision the local authority must comply with the requirements of the Equality Act 2010 and in particular section 149 (public sector equality duty). The protected characteristics to which the duty applies includes age as well as disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sexual orientation, religion or belief and sex.





## 9. Equality

9.1 An Equality Impact Assessment has been completed. It concluded that the restructure of the Communications Team would not adversely affect equality on the basis of any of the protected characteristics. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis.

<b>Health and Wellbeing:</b>	Increasing the resource available for external communications and providing media updates on a wide variety of council initiatives increases the team's ability to promote the health and well being of the borough's population.
<b>Social Value:</b>	By investing in the team and structuring its resource appropriately the team will be better positioned to keep residents informed of matters of interest related to council business and activities and issues affecting their communities.

## 10.0 Risk

10.1 The corporate risk management strategy has been complied with to identify and assess any significant risks associated with the proposal. This includes (but is not limited to) political, legislation, financial, environmental and reputation risks. Based on the information provided, it is the officers' opinion that there are no significant risks associated with this proposal.

10.2 If the report is not approved then there is a risk to the services in the context of both value for money and their ability to meet changing needs and demands.

## 11 Alternative Options

11.1 Officers have considered all alternative options as a result of the review undertaken by Promodo Ltd.



11.2 **Option 1** – Do nothing – continue with the existing communications team arrangements.

<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
There will be no immediate impact for staff	There will be a missed opportunity to deliver a more strategic and corporate service
There will be no immediate budgetary implications	There will not be a fit for purpose communications and corporate affairs provision for the Local Authority
	There will be a negative impact on the ability of the Authority to achieve the framework of outcomes contained within the Corporate Plan
	Only partial coverage of the strategic elements required will be delivered as a result of a continued deficit in resource
	There will continue to be insufficient capacity within the existing team to respond to the level of demand

11.3 **Option 2** – Engage with other Local Authorities to create a `shared` service

<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
Economies of scale offer the opportunity to generate increased efficiency from resources	Would still need to increase investment in the staffing resource in the team given the comparison between the size of the current team and other met councils.
	Potential impact on existing staff allocation and/or grades as a result of a shared service
	More complex local and regional arrangements can reduce public understanding of what the council does and reduce recognition for action
	No specific targeted place shaping/ branding agenda can lead to missed opportunities
	Potential loss of ownership within a shared arrangement resulting in missed opportunities



	Potential dilution of locally driven messaging and local knowledge and ownership
	Significant timescales required to undertake procurement and implementation of a shared resource, resulting in an extended period under resourcing during this process.
	Potential lack of appetite from other local authorities to combine resources

11.4 **Option 3** – Restructure the existing communications team, adding additional resource to create a Communications and Corporate Affairs Team, as recommended by the external review

<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
Existing staff retained	Budgetary implications
Increased opportunities to deliver a more strategic and corporate service which is fit for purpose and value for money	
Ability to support the Authority to achieve the framework of outcomes contained within the Corporate Plan	
There will be a negative impact on the ability of the Authority to respond appropriately to opportunities and threats.	
Increased resource will enable increased productivity and improve responsiveness and value	
Future proofed service able to meet the challenges anticipated post pandemic	
Sufficient resource for the size and type of Local Authority, as recommended by the LGA Head of Communications Annual Survey	
Opportunity to increase skills and experience of existing staff	



11.5 3 Options were explored, and the advantages and disadvantages can be seen in the above tables. Based on the above summary, Option 3 is recommended within this report.

## 12 Conclusions and summary of reasons for the recommendations

12.1 This report sets out the proposals for the restructure of the existing communications team, within the Business Strategy and Change Directorate, with a view to implementing a new team structure focused on the management of both communications and corporate affairs 1 April 2022.

12.2 The council's new corporate plan: Big Plans for a Great Place, sets out its ambition to deliver Vision 2030, and demonstrates a clear ambition and a key role for communications to underpin the delivery of the strategic objectives outlined within the plan. Therefore, it is vital that a skilled, fit for purpose communications and corporate affairs team is in place and that it is structured and resourced appropriately to meet the changing needs of the organisation in future.

## 13. Appendices

Appendix 1 Current Structure

Appendix 2 Proposed Structure

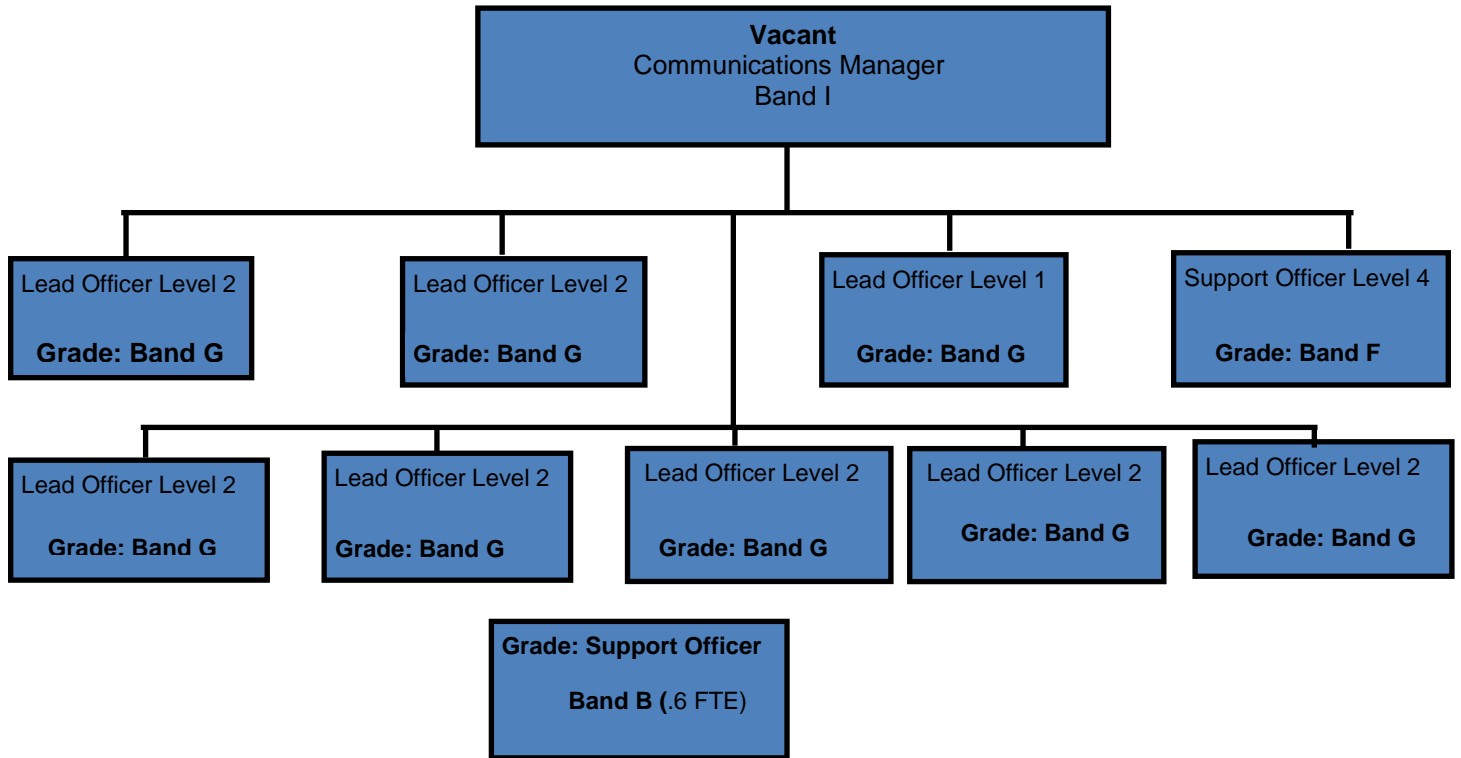
## 14. Background Papers

None



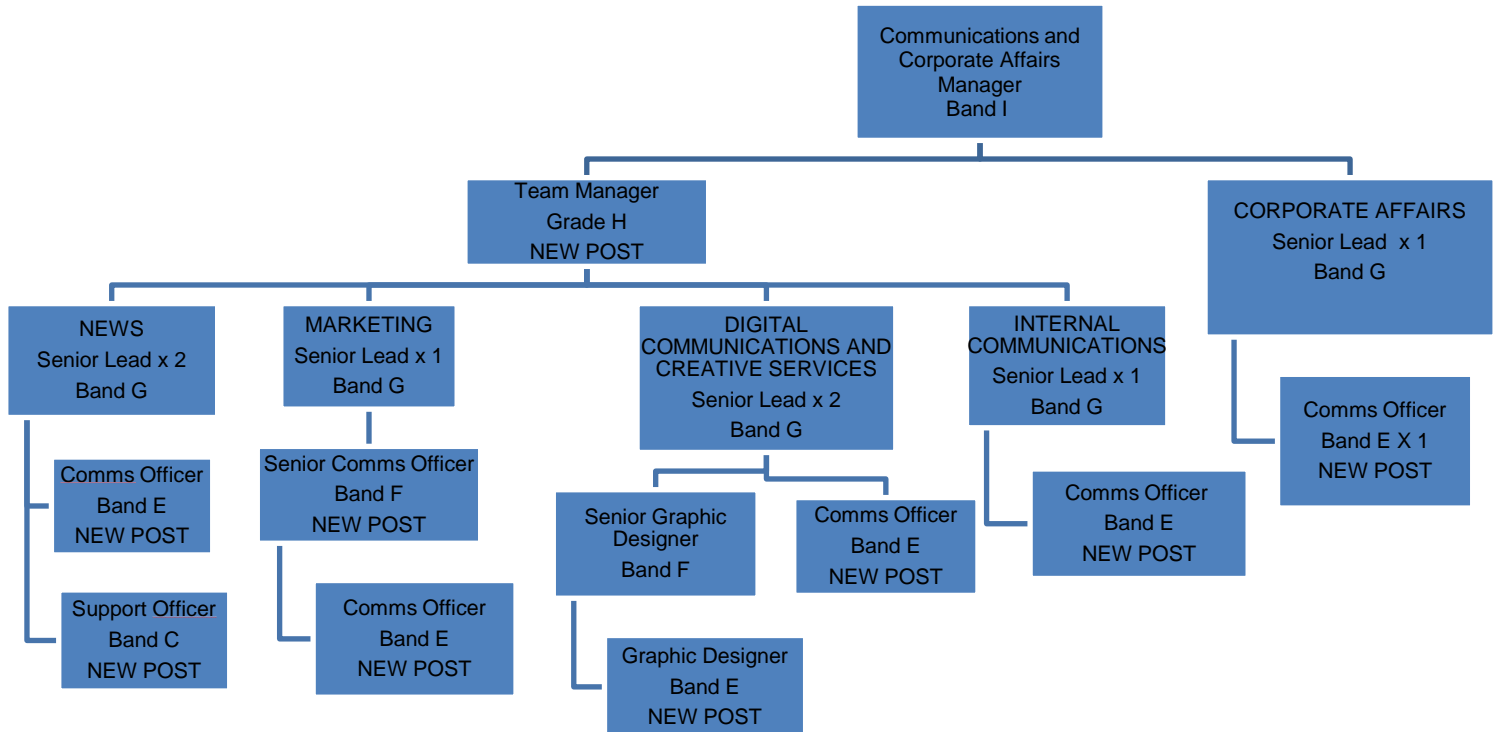
# Appendix 1

## Current Communications Team Structure



## Appendix 2

### Proposed Communications and Corporate Affairs Structure



## Report to Cabinet

23 February 2022

<b>Subject:</b>	Information Governance- Records Retention
<b>Cabinet Member:</b>	Leader of the Council – Cllr Kerrie Carmichael
<b>Director:</b>	Surjit Tour Director- Law and Governance and Senior Information Risk Owner
<b>Key Decision:</b>	No
<b>Contact Officer:</b>	Maria Price, Service Manager-Legal and Assurance and Data Protection Officer maria_price@sandwell.gov.uk

### 1 Recommendations

- 1.1 That approval be given to the council's Corporate Retention Policy, E-mail Retention Policy and the Information Rights Policy as set out in Appendix 1,2 and 3 for the purposes of complying with UKGDPR and in line with good practice as required.
- 1.2 That the Director Law and Governance and SIRO, in consultation with the Leader, be authorised to undertake requisite steps to ensure the Council complies with the approved E-mail Retention Policy, Corporate Retention Policy and Information Rights Policy.
- 1.3 That the Director Law and Governance and SIRO, in consultation with the Leader, be authorised to amend the E-mail Retention Policy, Corporate Retention Policy and Information Rights Policy to comply with changes in good practice and legislation as and when required.



## 2. Reasons for Recommendations

- 2.1 The Council has a legal responsibility to comply with its legal obligation in relation to the collection, use and retention of information relating to individuals.
- 2.2 The purpose of the policies set out in the appendices to this report help ensure that the Council manages the data that it holds appropriately and in accordance with the legislative framework as principally set out in UKGDPR and the Data Protection Act 2018.

## 3. How does this deliver objectives of the Corporate Plan?

- 3.1 UKGDPR is a legal and statutory requirement. In addition to this the objective contributes to all of the Council's Corporate plan's indirectly as proper records management allows the council to operate more efficiently, respond to queries faster and easier and provides the residents of the Borough with assurance that the council no retaining personal information longer than required.

## 4. Context and Key Issues

- 4.1 UKGDPR (previously GDPR), stipulates the seven data protection principles at the core of the GDPR and as set out in Article 5 which are as follows;
  - Lawfulness, fairness and transparency
  - Purpose limitation
  - Data minimisation
  - Accuracy
  - Storage limitation
  - Integrity and confidentiality (security)
  - Accountability
- 4.2 The Council handle personal data and must comply with the principles. Article 5 (1) (e) specifically deals with the Council's obligations in relation to storage limitation and stipulates;
  - Records must not be kept for longer than needed
  - Organisations need to be able to justify how long personal data is kept





- Organisations need a policy setting standard retention periods
- There should be a periodic reviews of the data held and it should be erased or anonymise when no longer needed
- Organisations should carefully consider challenges to retention of data
- Organisations can keep personal data for longer if keeping it for public interest archiving, scientific/historical research or statistical purposes.

4.3 The council have made significant progress on Information Governance compliance since May 2019. There is now a strong Information Governance Framework in place, led by the SIRO and the DPO. A dedicated Information Governance Board with key stakeholders from every council department meets monthly to embed good practice in both the Council and Sandwell Childrens Trust, the Council have reviewed all policies and Procedures, reviewed Information Asset registers for every department and recently reviewed the Council's Privacy notice. The Council's Privacy notice is a public document, published on the council's website detailing the records held but the council, what we do with those records and how long we will retain them.

4.4 There has been significant investment in the Governance Team, with a strong focus on information Governance and embedding good practice.

4.5 The team have recently trained the whole council in data protection. Where members of staff have required reasonable adjustments to complete training the team have tailored sessions to those staff members to ensure that the training was open and available to everyone.

4.6 However, despite the vast achievements so far in this area full UKGDPR compliance has been delayed in relation to records retention (particularly those records stored in the council's internal e-mail system). A variety of different documents are sent by e-mail. Such documents are covered by their own retention periods, as detailed in the Corporate Retention policy at Appendix 1. E-mail should not be



used as a primary storage system and information/records should be moved from e-mail to the appropriate filing system with the correct retention period applied to the information.

- 4.7 The council's internal e-mail system has in the past been used as a records/case management system by default as many users did not move records to other case management systems or file and or correctly apply and manage a retention period to the records.
- 4.8 Information must be stored in the correct location or system to preserve its integrity and prevent unintentional or deliberate loss.
- 4.9 The email retention policy will enable the organisation to have greater control over its information with regards to audit and applying the correct retention periods in line with its statutory responsibilities. Officers will have the opportunity to move all appropriate records from the e-mail system to the appropriate files so that the correct retention periods can applied to the records as detailed in the Corporate Retention Policy.
- 4.10 The Council publishes the privacy notice which includes the council's retention policy but for openness and transparency it is proposed that the Corporate Retention Policy, E-mail Retention Policy and Information Rights policy are also published.
- 4.11 Each Service area completes an annual review of the Information Asset Register for their individual area. The information Asset register assist in identifying information held for that particular area. The Information Asset Register informs the Corporate Retention Policy and privacy notice and provides a clear framework of how the Council will manage the information it holds. Some of the council's records, i.e children's records, are covered by a statutory retention period; in these circumstances the council follows the statutory periods. Other records are not covered by statutory time scales such as employee records, where the retention polices are a matter for each Local Authority to determine what is reasonable.



In such circumstances the Council's retention and disposal policies are in line with and or broadly similar to both our neighbouring Authorities and National Local Authorities.

- 4.12 Records beyond retention should not be kept for the purposes of Freedom of Information (FOI) and it is not a requirement of FOI to keep information indefinitely.
- 4.13 The ICO's Code of Practice published under Section 46 of Freedom of Information Act (FOIA), provides recommended good practice to public authorities in relation to keeping, management and destruction of their records. The email retention policy aligns to best practice and compliant working.
- 4.14 The Information Governance Board, Governance team, SIRO and DPO have evaluated the risk associated with the policy implementation and have ensured mitigations are in place to negate any concerns regarding information loss. It is noted that this is a significant change to the organisation, but a vital step in leading the organisation to a state where information is managed compliantly.
- 4.15 The policy will be implemented in phases. The initial phase will be to identify all e-mail records 8 years and older on the e-mail system and move them to the appropriate filing system or erased if they are no longer needed.
- 4.16 Robust processes will be in place to ensure that all relevant information has been removed from E-mail systems and stored in the appropriate forum prior to implementation of the policy and that the Council comply with its legal obligations in relation to UKGDPR, Data protection Act 2018 and related legislation.



## 5 Alternative Options

5.1 The current state and management of email information is an area which lacks compliance and governance controls and therefore there are no other known options to consider.

## 6 Implications

6.1 The Council have a mandatory legal requirement to comply with UKGDPR, the current proposal is in line with the legislation. Failure to comply with UKGDPR could result in a maximum fine of £17.5 million or 4% of annual global turnover – whichever is greater. The ICO can also issue improvement notices, reprimands, warning, a temporary or permanent ban on data processing.

6.2 The Freedom of Information Act (FOIA) amends the Public Records Act 1958 and places obligations on public authorities to maintain their records in line with the provisions of a code of practice on records management issued by the Secretary of State under Section 46 of FOIA. Failure to comply with the code is not in itself a breach of FOIA or the EIR. However, following the code will help the organisation comply with the legislation.

## 7. Appendices

The Corporate Retention Policy (Appendix 1)  
E-mail Retention Policy (Appendix 2)  
Information Rights Policy (Appendix 3)

## 8. Background Papers

N/A





# Corporate Retention Policy

One Council One Team

Author:	Maria Price
Owner:	Information Governance Board
Version:	1.3
Modified by	Maria Price- Service Manager Legal and Assurance and DPO
Date:	November 2021
Review Date:	November 2023



## Contents

<u><a href="#">1</a></u>	<u><a href="#">Policy Statement</a></u> .....	3
<u><a href="#">2</a></u>	<u><a href="#">Scope</a></u> .....	3
<u><a href="#">3</a></u>	<u><a href="#">Records Management</a></u> .....	3
<u><a href="#">3.1</a></u>	<u><a href="#">What is a Record</a></u> .....	4
<u><a href="#">3.2</a></u>	<u><a href="#">What is Records Management</a></u> .....	4
<u><a href="#">3.3</a></u>	<u><a href="#">The retention schedule</a></u> .....	4
<u><a href="#">4</a></u>	<u><a href="#">Exceptions</a></u> .....	4
<u><a href="#">5</a></u>	<u><a href="#">Filing Procedure</a></u> .....	5
<u><a href="#">5.1</a></u>	<u><a href="#">Adults Social Care, Health and Wellbeing</a></u> .....	5
<u><a href="#">5.2</a></u>	<u><a href="#">Children’s Services</a></u> .....	6
<u><a href="#">5.3</a></u>	<u><a href="#">Neighbourhoods</a></u> .....	8
<u><a href="#">5.4</a></u>	<u><a href="#">Resources (Finance)</a></u> .....	9
<u><a href="#">5.5</a></u>	<u><a href="#">Resources (Human Resources)</a></u> .....	10
<u><a href="#">6</a></u>	<u><a href="#">Records Disposal</a></u> .....	10
<u><a href="#">6.1</a></u>	<u><a href="#">Hard copy/Paper records</a></u> .....	10
<u><a href="#">6.2</a></u>	<u><a href="#">Electronic records</a></u> .....	11
<u><a href="#">6.3</a></u>	<u><a href="#">ICT Hardware</a></u> .....	11
<u><a href="#">7</a></u>	<u><a href="#">Review</a></u> .....	11
<u><a href="#">8</a></u>	<u><a href="#">Retention Schedule</a></u> .....	12
	<u><a href="#">Adult Social Care, Health and Wellbeing</a></u> .....	12-28
	<u><a href="#">Children’s Services</a></u> .....	29-40
	<u><a href="#">Neighbourhoods</a></u> .....	41-68
	<u><a href="#">Resources</a></u> .....	69-104
<u><a href="#">9</a></u>	<u><a href="#">Glossary</a></u> .....	105





## 1. POLICY STATEMENT

Sandwell MBC recognises that Council services and operations cannot effectively be delivered without the use of records. This policy is founded on the principle of data protection law that information should not be held for longer than is necessary and used only for operational purposes and as communicated to the stakeholders affected.

All employees and anyone working for and on behalf of SMBC should use this policy alongside other relevant Council policies and procedures.

The purpose of the corporate retention policy is to:

- Provide consistency, with regards to how long information should be retained
- Provide clarity about the scope and reach of this policy
- Catalogue the corporate retention schedule
- Define and provide direction for record management activity
- Set the standard for how records should be disposed at the end of record life
- Bring the Council into alignment with data protection law
- Provide assurance to stakeholders about the use and treatment of information the Council controls

## 2. SCOPE

This policy covers all records for which Sandwell MBC is the controller. There is no restriction of the reach of this policy with regards to record format, location and host, or processor/service supplier.

The foregoing implies that so long as the information is under Council control, it is subject to this corporate retention policy.

## 3. RECORDS MANAGEMENT

Compliance with data protection law is assisted or impeded by record keeping. Poor record keeping drives up the cost of compliance with the law, creates a logistic and workload bottleneck that impacts negatively on employees, feeds a perception that the Council is not transparent and prolongs the Council's reaction time to urgent incidents.

Understanding what a record is and how to effectively keep them is vital to achieving the Council's 2030 vision.











Policy

- Assessments
- Care and support plans
- Service user information
- Handwritten case notes
- Letters
- Photographs
- Licencing requests
- Inspection proformas
- Investigation and prosecution reports
- Fixed penalty notices
- Abandoned vehicle records
- DVLA records
- Service requests
- Surveys
- Intelligence data
- Policies and procedures
- Performance records
- Invoices
- TUPE information
- Training and events record
- Stakeholder records
- Referrals
- Procurement records
- Contract records
- Committee reports
- Safeguarding intervention
- Disrepair records
- Deprivation of liberty reports
- Project plans
- Accident reports
- Audit reports
- Minutes of meetings
- Grant bids

## 5.2 CHILDREN'S SERVICES RECORDS

The Children's Services Directorate forms part of the Council's main Children's Services function. **Sandwell Children's Trust** has been established to deliver key Children's Services. However, strategic management of the Trust remains with the Council's Executive.

Main records relating to Children's Social Care will be retained, and managed, through the Trust's own retention policy. The Council holds

educational records for all Sandwell school pupils: including records for 6  
those that have now left full-time education: where Sandwell acts as the

Corporate Retention Policy v1.3





## Policy

corporate parent or has responsibility for children with Special Educational Needs and Disabilities.

All information regarding the business operations of Children's Services should be held within a Children's Services primary repository system. These include:

- The current Education Management Information System (Capita One and Capita eStart)
- Servelec Synergy (this is a new system going live in August 2020)
- Liquidlogic (otherwise referred to as LCS)
- Connexions CCIS database
- Angel Solutions Nexus
- Hubspot
- BookWhen

Where no primary repository exists, information should be saved to the commissioned shared folder for the service. This shared folder will represent the designated primary repository for the affected service.

Examples of information include:

- Admissions records including appeals
- Public Examination / SATs results / Attainment data
- Pupil attendance records
- Education Health Care Plans and other information on Special Educational Needs and Disabilities
- Education records for Looked After Children, Children on Child Protection Plan, or Children in Need
- Records relating to the support provided to children and their families by the directorate

There are also a range of non-personal business records which include:

- Records relating to the monitoring of standards and support provided to schools
- Records relating to the performance of schools as held by Sandwell LA
- Records relating to school place planning

Filing procedures are specific to each team and affected employees should be made aware of the correct procedures for handling and filing records. These filing procedures should be reviewed periodically.



## Policy

Generally, records relating to the individual children should be recorded on the Synergy Education Management Information System wherever possible. In cases where that possibility has been explored but is not viable, then an alternative electronic filing system should be used. Careful consideration must be given to who needs to access such records to avoid creating data silos or duplication.

Where records are held by a number of departments, or by both the Council and the Sandwell Children's Trust, then only the main record should be identified and retained according to the policy below. Duplicate records should only be retained as long as needed for operational use

### 5.3 HOUSING RECORDS

This section applies to users and employees of the Housing Directorate and the Regeneration and Growth Directorate, covering Housing and Regeneration and Growth paper and electronic records.

The affected service areas are:

- Asset Management and Maintenance
- Business Excellence
- Commercial Services
- Housing Management
- Tourism, Culture and Leisure
- Development Planning and Building Control
- Growth and Spatial Planning
- Highways Services
- Strategic Assets and Land Service

Records maintained electronically will be subject to the same rules of retention and security as paper records. Systems include but are not limited to:

- Open Housing (SHAPE) - Primary System
- J M Workhub (Repairs)
- ICON (Finance System) - Owned by Finance
- Library Management System (Soprano) – Primary Library System
- Customer Portal (DASH) – Owned by Finance
- Atrium - Repairs and Property Management
- Building Information Management System – Modelling
- Chipside – Parking and Traffic Management
- Mayrise - Highways Management
- Microstation and CAD Line - Computer Aided Design
- NBS Create - Quantity Surveyor Contract Builder



- SIEMENS - Building Energy Management
- Systemlink - Energy Monitoring System
- Zeta Safe - Water Hygiene

Where no primary repository exists, information should be saved to the commissioned shared folder for the service. This shared folder will represent the designated primary repository for the affected service.

## **5.4 FINANCE**

This section of the retention policy addresses the use of records by employees and agents of the Finance Service. However, the retention schedule prescription for finance records should be applied across all Council Directorates processing finance records.

Examples of finance records include:

- Invoices
- Purchase Orders
- Contracts
- Quotations
- Financial Statements
- FSG Reports
- Monthly Budget Monitoring Reports
- Insurance Policies
- Grant applications
- Bank Statements
- Grant Offer Letters

To maintain data integrity, finance records should be entered into a primary repository within 2 working days from receipt of information. Data received should be inputted, scanned or otherwise filed and stored within a finance primary repository system. Finance primary repositories include:

- Oracle
- ICON
- In-Tend
- Incase
- Cold
- Claim Control

Where no primary repository exists, information should be saved to the commissioned shared folder for the service. This shared folder will represent the designated primary repository for the affected service.



## Policy

## 5.5 RESOURCES (HUMAN RESOURCES)

This section covers the management of employee records, regardless of record format and is applicable to all employees of the council who use or create employee records for the Council. Examples of employee records include:

- Application forms
- Absence records
- Disciplinary records
- Training records
- Occupational health records
- Annual leave
- Probation records
- Performance reviews
- Identification records
- Signed confidentiality records

It is recognised that managers and supervisors of employees may retain individual employee records separate to those held centrally by Human Resources.

Managers and supervisors who retain individual employee records should ensure that these records are electronic and are filed in a restricted shared folder or the manager's 'F' folder. This implies that employee paper records should be scanned and electronically filed.

All documents that would normally be associated with the employees file, should be scanned and sent to [HR\\_Transactional@sandwell.gov.uk](mailto:HR_Transactional@sandwell.gov.uk) for uploading on to the employees corporate file. Any document that has been sent for association with the employees file should then be securely destroyed in accordance with record disposal procedures in this policy.

## 6. RECORDS DISPOSAL

Records that reach the end of retention period should be disposed of in a secure manner.

### 6.1 HARD COPY/PAPER RECORDS

Hard copy/paper records should be either shredded, disposed of using confidential waste bins or internal/external archiving facilities.

All Sandwell MBC printer hubs **MUST** have a confidential waste bin present at all times. Shredders however are not compulsory.







## **6.2 ELECTRONIC RECORDS**

Delete from information asset and recycle bin

## **6.3 ICT HARDWARE**

End of life ICT equipment, decommissioned or damaged hardware should be handed over to the ICT service

## **7. REVIEW**

The Information Governance Board will ensure the retention policy is reviewed at least once every financial year.



Policy

Page 215

## 8. RETENTION SCHEDULE

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				
<b>Adult Social Care</b> Community Social Work Teams, Mental Health and Social Work Teams	Service User Case records	Care and support plans, registration forms, assessment records, placements	<b>11 years</b> after service ends or <b>20 years</b> if Mental Health issues	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick,</li> </ul>
<b>Adult Social Care</b> Enquiry Team	Blue Badge information	Applications	Retained for <b>6 years</b>	
<b>Adult Social Care</b> Home Improvement Team	Case files for Housing Grants	Applications, Letters	<b>11 years</b> from end of grant condition period	

Policy

Page 216

<b>Adult Social Care</b> Therapy and Sensory	Home Loans case files	Requests for minor and major adaptations, letters from service users	<b>11 years</b> after service ends or <b>20 years</b> if Mental Health issues	Tipton, Rowley, Roway lane, Wednesbury & West Bromwich offices
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				
<b>Adult Social Care</b> Transformation	Projects and compliance	Policies, procedures, Project plans, minutes of meetings	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> </ul>
<b>Adult Social Care</b> Learning for Public Health West Midlands (LfPHWM)	Events and Training across the West Midlands	Training and event registration details, photos, stakeholder contact details	Registration details and photos held for <b>2 years</b> Remain a stakeholder until request to be removed	<ul style="list-style-type: none"> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> </ul>

Policy

Page 27

<b>Adult Social Care</b> Health and Wellbeing Board (HWB) and Sandwell Safeguarding Adults Board (SSAB)	Statutory Board information	Stakeholder membership, Minutes of meetings, photos and registration details for events	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Adult Social Care</b> Performance and Analysis	Statutory returns	Safeguarding returns, DoL's information	Retained for <b>6 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				
<b>Adult Social Care</b> Performance and Analysis	Surveys	User and Carers survey	<b>1-year</b> user survey <b>2-years</b> Carers Survey	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> </ul>

Policy

Page 2 of 8	<b>Adult Social Care</b> Community Care Business Unit (CCBU)	Application for funding	Assessment form, invoices	<b>6 years</b> after death	<ul style="list-style-type: none"> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
	<b>Adult Social Care</b> Community Care Business Unit (CCBU)	Record of deferred payment arrangement and debt accrued	Excel spreadsheet	<b>6 years</b> after death	
	<b>Adult Social Care</b> Appointeeship and Direct Payments	Direct Payment	Information used to administrate direct payments	Retained for <b>7 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				



Policy

Page 219

<b>Adult Social Care</b> Enhancing Health in Care	Enhancing health in care records	Reports	Lifetime of contract plus <b>6 years</b>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Adult Social Care</b> Enhancing Health in Care	MDT meeting reports	Physical, mental and other health records	Retained for <b>6 years</b>	
<b>Adult Social Care</b> Commissioning for Older People	Performance monitoring, payments and capacity monitoring		<b>6 years</b> after expiry of Contract subject to extension for legal action	
<b>Adult Social Care and Public Health</b> Independent Sector Management	Tier 4 records	Physical, mental and other health records	<b>6 years</b> after expiry of Contract	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**ADULT SOCIAL CARE HEALTH AND WELLBEING**

<p><b>Adult Social Care and Public Health</b></p> <p>Independent Sector Management</p>	<p>Contracts and tenders</p>	<p>Performance records, invoices, original contracts</p>	<p><b>6 years</b> after expiry of Contract subject to extension for legal action</p>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> </ul>
<p><b>Adult Social Care and Public Health</b></p> <p>Independent Sector Management</p>	<p>Procurement documentation</p>	<p>TUPE information, business sensitive information</p>	<p><b>6 years</b> after expiry of contract, subject to extension for legal action</p>	<ul style="list-style-type: none"> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<p><b>Adult Social Care</b></p> <p>Quality Team</p>	<p>Provider staff and training records</p>	<p>Training registers, outcome records spreadsheet, Name of Provider staff and service users</p>	<p>Retained for <b>6 years</b></p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				
<b>Adult Social Care</b> Community Alarm Team	Community Alarm service users and Lone worker details	Physical mental and other health records, photograph, next of Kin details	<b>18 months</b> after contract ends	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton,</li> </ul>
<b>Adult Social Care</b> Domestic Abuse Team	MARAC paperwork		<b>Retained for 11 years</b>	
<b>Adult Social Care</b> Domestic Abuse Team	Domestic homicide reviews	Unpublished records and published report	<b>Retained for 11 years</b>	

Policy

Page 222

<b>Adult Social Care</b> Floating Support Team	Assessment and case records for service users	Physical, mental and other health records, service users information	<b>11 years</b> after end of service or <b>20 years</b> if mental health issues	Rowley, Roway lane, Wednesbury & West Bromwich offices
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				
<b>Adult Social Care</b> Residential Care Homes (Fountain Court, The Granges)	Residents case file	Care Plans, Physical, mental and other health records	<b>11 years</b> after end of service or <b>20 years</b> if mental health issues	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> </ul>
<b>Adult Social Care</b> Learning Disability Day Opportunities and Shared Lives	Service users information files	Physical, mental and other health records, service user's information, Application for hydrotherapy, photographs	<b>11 years</b> after end of service or <b>20 years</b> if mental health issues	<ul style="list-style-type: none"> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> </ul>

Policy

Page 223

<b>Adult Social Care</b> Transport	Service users respite information files	Medication transfer records, respite requests, vehicle accident records, passport to travel, photographs, Next of Kin details	<b>12 months</b> after service ends	<ul style="list-style-type: none"> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Adult Social Care</b> Transport	Vehicle records	Photographs, reports, AP59, AP62, AP19, Vehicle damage sheets	Retained for <b>7 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				
<b>Adult Social Care</b> Meals on Wheels	Service user meal choices		<b>6 years</b> after last activity	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> </ul>
<b>Adult Social Care</b> Better Care Fund	Referral to supported housing or Extra Care	Application for supported housing	Retained for <b>6 years</b>	

Policy

Page 224

<b>Adult Social Care</b> Better Care Fund	BCF programme information	Reports, Plans	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Adult Social Care</b> Prevention Stores	Application for access to ELMs		<b>12 months</b> after inactivity	
<b>Adult Social Care</b> Prevention Stores	Records of services user who have loan of equipment	Physical, mental and other health records, service users information, letters	<b>6 months</b> after return of equipment	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING</b>				

Policy

Page 225

<p><b>Adult Social Care</b> Hospital2Home</p>	<p>Service User case file</p>	<p>Care and support plans, registration forms, assessment records, placements</p>	<p><b>11 years</b> after end of service or <b>20 years</b> if mental health issues</p>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<p><b>Adult Social Care</b> Hospital2Home</p>	<p>Schedule of care visits</p>		<p><b>11 years</b> after end of service or <b>20 years</b> if mental health issues</p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING – PUBLIC HEALTH</b>				

Policy

Page 25 of 26	<b>Public Health</b> Adult Health Improvement Team	Business Sensitive information	Project work, meeting minutes, databases, training notes	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Rowley lane, Wednesbury &amp; West Bromwich offices</li> </ul>
	<b>Public Health</b> Healthy Urban Development (Inc. Air Quality Team)	Inspections and investigations	Air Quality, Contaminated land, land use, letters, active travel information	<b>Permanent record</b>	
	<b>Public Health</b> Healthy Urban Development (Inc. Air Quality Team)	Applications and reviews	Permit information, grant bids, planning	<b>Permanent record</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**ADULT SOCIAL CARE HEALTH AND WELLBEING – PUBLIC HEALTH**

<p><b>Public Health</b> Health Improvement Team</p>	<p>Walk Leaders programme register</p>	<p>Attendees register, leaders contact information</p>	<p>Until end of contract</p>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<p><b>Public Health</b> Health Improvement Team</p>	<p>Contract performance monitoring</p>	<p>Meeting minutes, letters, KPI's</p>	<p><b>2 years</b> after end of contract</p>	
<p><b>Public Health</b> Health Improvement Team</p>	<p>Weight Watchers Programme information</p>	<p>Database of vouchers issued to service users, applications, contract information</p>	<p><b>2 years</b> after end of contract</p>	
<p><b>Public Health</b> Health Protection Team</p>	<p>Health Protection Contract information</p>	<p>Audit reports, prevalence surveys, study day information, event attendee, care home audits</p>	<p>Retained for <b>6 years</b></p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING – PUBLIC HEALTH</b>				
<b>Public Health</b> Health Protection Team	Sexual Health Contract Information	Reports, needs assessments, safeguarding, surveillance data, minutes of meetings	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane,</li> </ul>
<b>Public Health</b> Healthy Sandwell	Healthy Sandwell Programme records	Applications and referral information of service users	Retained for <b>6 years</b>	
<b>Public Health</b> Research and Intelligence	Intelligence on the population of Sandwell		Retained for <b>20 years</b>	

Policy

Page 229

<b>Public Health</b> Research and Intelligence	Meeting minutes	Attendees names in minutes	Retained for <b>6 years</b>	Wednesbury & West Bromwich offices
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING – PUBLIC HEALTH</b>				
<b>Public Health</b> Early Years	SHAPE records	Registration details, SHAPE forum information, Audio recordings, residential visits information and surveys	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> </ul>

Policy

Page 230

<b>Public Health</b> Substance Misuse Team	Social prescribing interventions	Reports, monitoring information, minutes of meetings	Retained for <b>11 years</b>	<ul style="list-style-type: none"> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Public Health</b> Deprivation of Liberty and Safeguarding	Case file	Applications, Support and supervision needs, investigative records	<b>11 years</b> after end of service or <b>20 years</b> if mental health issues	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING – REGULATED SERVICES</b>				
<b>Regulated Services</b> Environmental Health	Registration and License Applications	Skin piercing registration, Ice Cream mobile street trading license, food registration	<b>6 years</b> after closure	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> </ul>
<b>Regulated Services</b> Environmental Health	Eat out Eat Well Award Scheme		Retained for <b>2 years</b>	

Policy

Page 231

<b>Regulated Services</b> Environmental Health	Infectious diseases	Investigation case files	Retained for <b>11 years</b>	<ul style="list-style-type: none"> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Regulated Services</b> Environmental Health	Investigation of service, Provision of Service/advice, Inspections, and enforcement of statutory duties	Inspection proformas, reports, statutory notices, prosecution reports, RIDDOR, Pest Control records	Retained for <b>6 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING – REGULATED SERVICES</b>				

Policy

Page 232

<b>Regulated Services</b> Taxi Licensing	Applications and Renewals	Driver, Vehicle and Operator applications and renewals, prosecution files, committee reports, safeguarding operations records	<b>7 years</b> after last activity	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Rowley lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Regulated Services</b> Taxi Licensing	CCTV		<b>45 days</b> without incident <b>12 months</b> after incident or in the case of an appeal until the courts have reached a final decision.	
<b>Regulated Services</b> Trading Standards	Citizen and Advice Consumer service		Retained for <b>6 years</b>	
<b>Regulated Services</b> Trading Standards	Inspections and Investigations	Food safety, criminal prosecution files	Retained for <b>6 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**ADULT SOCIAL CARE HEALTH AND WELLBEING – REGULATED SERVICES**

<p><b>Regulated Services</b> Trading Standards</p>	<p>Applications and reviews</p>	<p>Licensing, Local Government, and Gambling applications, scrap metal applications</p>	<p>Retained for <b>6 years</b></p>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcc</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<p><b>Regulated Services</b> Trading Standards</p>	<p>Scams Hub</p>	<p>Details of scams</p>	<p><b>1-year</b> subject to risk assessment</p>	
<p><b>Regulated Services</b> Trading Standards</p>	<p>Underage Sales</p>		<p>Until Child is 18 years old or appears to be (unless case pending)</p>	
<p><b>Regulated Services</b> Environmental Protection</p>	<p>Fixed penalty Notice (FPN)</p>	<p>FPN's, Payment records</p>	<p><b>2 years</b> after payment received</p>	
<p><b>Regulated Services</b> Environmental Protection</p>	<p>Vehicle information/ records</p>	<p>Abandoned vehicle records, Encampment details, DVLA keeper records</p>	<p>Retained for <b>6 years</b></p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ADULT SOCIAL CARE HEALTH AND WELLBEING – REGULATED SERVICES</b>				
<b>Regulated Services</b> Environmental Protection	Intelligence information	Forms/ notebooks, Body Cam footage/ photos	Retained for <b>6 years</b>	<ul style="list-style-type: none"> <li>• LAS</li> <li>• Controcco</li> <li>• Flare/Civica</li> <li>• Shape</li> <li>• Ship</li> <li>• Axis</li> <li>• Save</li> <li>• CM2000</li> <li>• ELMS</li> <li>• MS Cloud</li> <li>• Independent Living Centre</li> <li>• JJ House</li> <li>• Oldbury CH</li> <li>• Lyng Centre</li> <li>• Community based</li> <li>• Smethwick, Tipton, Rowley, Roway lane, Wednesbury &amp; West Bromwich offices</li> </ul>
<b>Regulated Services</b> Housing Quality Team	Immigration Property Inspection		<b>6 years</b> after closure of case	
<b>Regulated Services</b> Housing Quality Team	Service requests	Disrepair records, empty properties, gas access	<b>6 years</b> after closure of case	
<b>Regulated Services</b> Housing Quality Team	HMO Licensing		<b>6 years</b> after expiry or <b>1 year</b> where application is incomplete	
<b>Regulated Services</b> Housing Quality Team	Landlord and letting agent database, and assured Landlord scheme		<b>6 years</b> after ceasing to be a Landlord or letting agent	



Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	All records relating to individual children as held by Sandwell Council which form part of the main pupil record (see exceptions statement)	Education management Information system records Includes pupils looked after by other Local Authorities Admissions records including appeals Public Examination / SATs results / Attainment data Pupil attendance records	DOB plus <b>25 years</b>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> </ul>

Policy

<p>Page 236</p> <p><b>Education, Skills and Employment</b></p>	<p>Any education records of children 'looked after' by Sandwell Council</p>	<p>Records in the Education Management Information system relating to children in care</p>	<p><b>75 years</b> from Date of Birth or <b>15 years</b> from Date of Death if under 18yrs.</p> <p>For further details refer to the <a href="#">Children's Trust Retention Policy</a></p>	<ul style="list-style-type: none"> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich • Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				

Policy

Page 237

<p><b>Education, Skills and Employment</b></p>	<p>Any education records held by Sandwell Council in relation to a child subject to a child protection plan</p>	<p>Records in the Education Management Information system relating to child protection</p>	<p><b>35 years</b> from Date of Birth or <b>15 years</b> from Date of Death if under 18yrs.</p> <p>For further details refer to the <a href="#">Children's Trust Retention Policy</a></p>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				

Policy

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 238</p> <p><b>Education, Skills and Employment</b></p>	<p>Any education records held by Sandwell Council in relation to those identified as children in need</p>	<p>Records in the Education Management Information system relating to children in need</p>	<p><b>25 years</b> from date provision ends or <b>15 years</b> from Date of Death if under 18yrs.</p> <p>For further details refer to the <a href="#">Children's Trust Retention Policy</a></p>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	<p>Process involved in assessing and providing individual support for children who have need of special education support</p>	<p>SEND Files EHCP's Education management information system SEND records</p>	<p>Destroy <b>30 years</b> from DOB.</p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				

Policy

Page 239

<b>Education, Skills and Employment</b>	Process that assesses risks for home to school transport of pupils with Special Educational Needs and Disability	Application forms Reports of routes Correspondence	Destroy <b>30 years</b> from DOB	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Process involved in assessing and providing individual support for children	Educational Psychology Inclusion Support files Education management information system records for these children HI/VI	Destroy <b>25 years</b> after DOB + 30 years if they have an EHCP	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				

Policy

Page 240

<b>Education, Skills and Employment</b>	Process involving individual case management in the provision of support by the local authority to children young people and families	Attendance & prosecutions services EHE, CME, CMFE, penalty notices, attendance referrals	Destroy <b>35 years</b> from DOB	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall,</li> </ul>
	Records relating to permanent or fixed term exclusion from school	Education management information system records	<b>25 years</b> from last action	Frank Chapman, Ingestre Hall & Plas Gwynant

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT**

<b>Education, Skills and Employment</b>	Data about children that is not required to form part of the main pupil record or for a statutory purpose	WellComm speech and language data	Current academic year plus <b>6 years</b>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec</li> <li>• Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Records relating to Employment		<p>Destroy <b>2 years</b> after the last date of contact, paper notes and electronic records.</p> <p>Sandwell Guarantee or financial records retained for <b>7 years</b> from payment</p>	

Policy

Page 242

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN’S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	Records relating to Adult Education		<p>EFSA paperwork from 15/16 onwards has to be retained for <b>10 years</b></p> <p>Anything prior to 2015 is retained for <b>7 years.</b></p>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>



Policy

Page 243

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	Records for career advice	Records in the IO (CCIS) Database - <a href="https://ccislive.prospects.co.uk/">https://ccislive.prospects.co.uk/</a> , relating to young people receiving careers information, advice and guidance service from Connexions.	Young people who have not been known to Care Services or SEN Services are archived at the end of academic year 13 and deleted on the end of academic year 16 (3-year audit period)	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Records relating to the performance of schools as held by Sandwell LA	Reports and analysis of GCSE Results / SAT's results Interactive reports on Nexus	Current academic year plus <b>6 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	Records relating to the monitoring of standards and support provided to schools	QUSPE SIG Groups Task Groups – records kept in SIS Document Office School Visit reports – records kept on Nexus Pendulum School Improvement plans etc Analysis of	<b>5 years</b> for school visit reports etc.  <b>NOTE: From September 2020 (dependent on new legislation)</b>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Records and visit notes relating support provided to childminders and Early Years Providers	Visit notes Moderation notes	Retained for <b>3 years</b>	
	Financial records relating to Early Years	Education management Information system records provider payments	Retained for <b>7 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN’S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	All records relating to local child safeguarding practice reviews including final report.	Previously known as serious case reviews / independent management reviews	Record should be retained for a period of <b>100 years</b> from DOB	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Financial records relating to Education benefits	National Insurance Number	The application form will be retained for a period of <b>7 years</b> for financial purposes, but the electronic record will be retained by the Local Authority as part of the pupil record until the pupil turns <b>25</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN’S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	Records relating to visits to Sandwell Residential Education Centres	Pupil name, teacher name, year group, school name, allergies & dietary requirements	Retain for <b>5 years</b>  Incident - <b>25 years</b> from incident date	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Records relating to the marketing, booking and administration of a residential centre visit	School name, contact details	Until no longer relevant or permission withdrawn	
	Sensitive Business Management Information	Final copies of minutes and documents -which evidence decisions Statutory returns as submitted unless covered elsewhere Project documentation School Place Planning Complaints from the public	<b>6 years</b> from final version	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>CHILDREN'S SERVICES – EDUCATION SKILLS and EMPLOYMENT</b>				
<b>Education, Skills and Employment</b>	Non-Sensitive operational information	Documentation relating to operating the service on a daily basis e.g. team meeting minutes, General enquiries	Maximum period of <b>2 years</b>	<ul style="list-style-type: none"> <li>• Capita One and Capita eStart</li> <li>• Servelec Synergy (from August 2020)</li> <li>• Liquidlogic</li> <li>• Connexions CCIS database</li> <li>• Angel Solutions Nexus</li> <li>• HubSpot</li> <li>• BookWhen</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Tipton</li> <li>• West Bromwich</li> <li>• Edgmond Hall, Frank Chapman, Ingestre Hall &amp; Plas Gwynant</li> </ul>
	Records relating to the administration of training courses and events, including attendance registers		Maximum period of <b>3 years</b>	
	Records relating to the completion of capital works to the school estate	High level scheme details held within a central School Capital Programme Investment database	Until no longer relevant or replaced following further investment and review	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>  Asset Management and Maintenance	Electronic J M Workhub system	<ul style="list-style-type: none"> <li>• Person and Property details</li> <li>• Repairs information</li> </ul>	Retain for <b>3 years</b> following termination of Tenancy	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	Property Allowance Scheme	Property allowance form	Retain for <b>7 years</b>	
	Rechargeable Repairs	Rechargeable repairs form	Retain for <b>7 years</b>	

Shared Cost Works	Shared cost works cover sheet	Retain for <b>7 years</b>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>	Customer Contact Centre Recordings	Audio recording of conversations	Retained for maximum <b>12 months</b>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway</li> </ul>
Customer Service Centre	Complaints for: <ul style="list-style-type: none"> <li>• Corporate</li> <li>• Children's</li> <li>• Adults</li> <li>• Housing</li> <li>• Ombudsman</li> </ul>	<ul style="list-style-type: none"> <li>• Email correspondence</li> <li>• Letters</li> <li>• System records</li> </ul>	Housing and Corporate – <b>3 years</b> Children's – <b>7 years</b> Adults Social Care Health and Wellbeing – <b>7 Years</b> Ombudsman – <b>3 years</b>	

Policy

Page 250

MP and Councillor Enquiry	<ul style="list-style-type: none"> <li>Email correspondence</li> <li>Letters</li> <li>System records</li> </ul>	Retain for <b>3 years</b>	lane, Smethwick, Tipton, Wednesbury & West Bromwich
Compliments	<ul style="list-style-type: none"> <li>Email correspondence</li> <li>Letters</li> <li>System records</li> </ul>	Retain for <b>3 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>  Neighbourhood Engagement	Grant Applications	<ul style="list-style-type: none"> <li>Town Grant Application Form</li> <li>Non-Grant Application Form</li> <li>Monitoring and Evaluation Form</li> <li>Town grants appraisal form</li> </ul>	Retain for <b>7 years</b>	<ul style="list-style-type: none"> <li>Open Housing (SHAPE)</li> <li>JM Workhub (repairs)</li> <li>ICON (finance system)</li> <li>Soprano (Library Management)</li> <li>Customer Portal (DASH)</li> <li>MS Cloud</li> <li>Oldbury CH</li> </ul>



Policy

Page 20 of 21

<b>Housing and Communities</b> Systems Relationship Team	Open Housing System	Electronic property and person records	Retain for <b>3 years</b> following termination of Tenancy	<ul style="list-style-type: none"> <li>Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>  Parks and Grounds Maintenance	Management of Japanese Knotweed	<ul style="list-style-type: none"> <li>Japanese Knotweed locations</li> <li>Electronic records</li> </ul>	Retain for <b>3 years</b> following termination of Tenancy	<ul style="list-style-type: none"> <li>Open Housing (SHAPE)</li> <li>JM Workhub (repairs)</li> <li>ICON (finance system)</li> <li>Soprano (Library Management)</li> <li>Customer Portal (DASH)</li> </ul>
	Tree works	<ul style="list-style-type: none"> <li>Tree work specifications</li> <li>Job sheets</li> </ul>	Retain for <b>2 years</b>	

Policy

Page 252

Snow champion scheme	<ul style="list-style-type: none"> <li>• Snow champions list</li> <li>• Electronic records</li> </ul>	Retain for <b>12 months</b>	<ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
Allocation / Booking of Sports Pitches	<ul style="list-style-type: none"> <li>• Football pitch application form</li> <li>• Cricket pitch application form</li> <li>• Bowling green application form</li> </ul>	Retain for <b>12 months</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
Housing and Communities  Environment and Fleet	Assisted collection	Assisted collection form	Retain for <b>3 years</b>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> </ul>

Policy

Page 253

Dog related requests	Electronic request form	Retain for <b>12 months</b>	<ul style="list-style-type: none"> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
Drain requests and graffiti	Electronic request form	Retain for <b>12 months</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				

Policy

Page 254

<p><b>Housing and Communities</b> Housing Choice</p>	<p>Housing allocation</p>	<ul style="list-style-type: none"> <li>• Housing Application Form</li> <li>• Housing Application Supporting Documentation</li> <li>• Change of Circumstances Form</li> <li>• Housing Choice Triage Form</li> <li>• Tenant Assistant Scheme Registration Form</li> <li>• Housing decision review request form</li> </ul>	<p>Retain for <b>3 years</b></p>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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HOUSING				
<b>Housing and Communities</b>  Income Services and Money Advice (Income Management)	Income Recovery	<ul style="list-style-type: none"> <li>• UC 47 Form</li> <li>• Income and Expenditure Form</li> <li>• Arrears recovery reports</li> </ul>	Retain for <b>3 years</b> following termination of Tenancy	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	Former Rent Arrears Recovery	Electronic records	Until former tenancy debt is cleared	
	Legal Proceedings	<ul style="list-style-type: none"> <li>• Memo for Court</li> <li>• Memo for Eviction</li> <li>• Eviction Authorisation Form</li> <li>• Safer estates risk assessment form</li> </ul>	Retain for <b>3 years</b> following termination of Tenancy	
	Vulnerability Assessment (Ability to Pay)	<ul style="list-style-type: none"> <li>• Authority to Act Form</li> <li>• Email</li> <li>• Letter</li> </ul>	Retain for <b>3 years</b> following termination of Tenancy	

Policy

Page 256

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				

Policy

Page 257

<p><b>Housing and Communities</b> Income Services and Money Advice (Welfare Rights)</p>	<p>Benefits Advice</p>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Referral Forms</li> <li>• Employment and Support Allowance 50 Form</li> <li>• Electronic case management</li> </ul>	<p>Retain for <b>3 years</b> following case closure</p>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**HOUSING**

<p><b>Housing and Communities</b></p> <p>Sandwell Locals</p>	<p>Tenancy file – Housing Management</p>	<ul style="list-style-type: none"> <li>• Tenancy Agreement</li> <li>• Getting to Know You Form</li> <li>• Income and Expenditure Form</li> <li>• New Tenant Details Form</li> <li>• Welfare Forms</li> <li>• Risk and Support Needs Form</li> <li>• Notice of Seeking Possession</li> <li>• ASB related Documents</li> <li>• Diary Sheets</li> <li>• Social Services Documents</li> <li>• Housing related forms where tenants signature is required</li> </ul>	<p>Retain for <b>3 years</b> following termination of tenancy</p>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
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Policy

Page 259

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>  Sandwell Locals	Garage management	<ul style="list-style-type: none"> <li>• Garage Application Form</li> <li>• Garage tenancy termination form</li> </ul>	Retain for <b>3 years</b> following termination of Garage Tenancy	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	CCTV	CCTV recording	General - <b>30 days</b> Incident - <b>12 Months</b>	

Policy

Page 260

Red Warning Flag process	Incident form	Physical violence - retained for <b>24 months</b>  All other categories - retained for <b>12 months</b>	
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				

Policy

<p>Page 26 of 31</p> <p><b>Housing and Communities</b></p> <p>Community Safety and Resilience</p>	ASB Management	<ul style="list-style-type: none"> <li>• Documents relating to management of ASB</li> <li>• Complainant Interview Form</li> <li>• Perpetrator Interview Form</li> <li>• Safer Estates Requests</li> <li>• Acceptable Behaviour Contract</li> <li>• Diary Sheets</li> <li>• Consent Forms</li> <li>• Noise recordings</li> </ul>	Retain for <b>3 years</b> following termination of Tenancy	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	CCTV Control Centre	<ul style="list-style-type: none"> <li>• CCTV Footage</li> <li>• GDX Door Entry System Log</li> <li>• Internal intercom voice recordings</li> </ul>	General - <b>30 days</b> Incident - <b>12 Months</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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HOUSING				
<b>Housing and Communities</b>  Community Partnerships	Grant administration	<ul style="list-style-type: none"> <li>• Tenants &amp; residents associations application forms</li> <li>• Community partnerships application and grant agreements</li> </ul>	Retain for <b>7 years</b>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	Wheelchair loan	Wheelchair loan application	Retain for <b>12 months</b>	
	Community centre management	Community centre booking form	Retain for <b>7 years</b>	
	Lightwoods House bookings	<ul style="list-style-type: none"> <li>• Lightwoods house booking events form</li> <li>• Tenant lease agreements</li> </ul>	Retain for <b>7 years</b>	

Policy

Page 263

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>  Community Partnerships	Lightwoods House Tenancy Management	Tenant Lease Agreements	Contractual Term of Lease	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	Lightwoods House Volunteers	Registration Form	Duration of Volunteer Period + <b>6 months</b>	
	Lightwoods House Exhibits	Lightwoods House Exhibitors Booking Form	<b>2 years</b> after event	
	Lightwoods House CCTV	CCTV Footage	<b>2 months</b>	
	Tanhouse Community Centre CCTV	CCTV Footage	<b>30 Days</b>	
	Sandwell Mobility Shop	Registration Form	<b>12 months</b> from date of Membership	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>  Libraries	Library Membership	<ul style="list-style-type: none"> <li>• Library Management System (Soprano)</li> <li>• Computer Bookings</li> <li>• WIFI – Bookings</li> </ul>	Duration of Membership + <b>3 years</b>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	Library CCTV	CCTV footage	Retained for <b>2 Weeks</b>	
	Room Bookings	Electronic records	Deleted after booking date	
	Event Bookings	Electronic records	Deleted after event date	
	Library Volunteers	Registration form	Duration of Volunteer Period + <b>6 months</b>	

Policy

Page 265

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HOUSING</b>				
<b>Housing and Communities</b>	Marketing	Electronic records	Retain for <b>2 years</b>	<ul style="list-style-type: none"> <li>• Open Housing (SHAPE)</li> <li>• JM Workhub (repairs)</li> <li>• ICON (finance system)</li> <li>• Soprano (Library Management)</li> <li>• Customer Portal (DASH)</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• Rowley, Roway lane, Smethwick, Tipton, Wednesbury &amp; West Bromwich</li> </ul>
Museums	Museum Volunteers	Registration Form	Duration of Volunteer Period + <b>6 months</b>	
	Room Bookings	Electronic records	Deleted after booking date	
<b>Housing and Communities</b>	Horse Grazing Administration	Horse Grazing Form	Period horse remains on site	
Sandwell Valley	Sandwell Valley Room Booking	Sandwell Valley Room Bookings Form	Retain for <b>7 years</b>	
	Sandwell Valley Volunteers	Registration Form	Duration of Volunteer Period + <b>6 months</b>	
	Events Planning	Events Planning Application Form	Retain for <b>7 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Development Planning and Building Control - Planning Systems and Building Consultancy	Building Regulations Application	<ul style="list-style-type: none"> <li>• Building application form</li> <li>• Eligibility details</li> </ul>	Retain for <b>7 years</b>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
	Building Regulations Enforcement - to aid investigation of unauthorised work/contravention	<ul style="list-style-type: none"> <li>• Email correspondence</li> <li>• Phone Records</li> <li>• Building application form</li> </ul>	Retain for <b>2 years</b>	
	Dangerous Structures	<ul style="list-style-type: none"> <li>• Formal Notice</li> <li>• Email</li> <li>• Phone Records</li> <li>• Building application form</li> </ul>	Retain for <b>7 years</b>	



Planning	<ul style="list-style-type: none"> <li>• Planning Application</li> <li>• Evidence of objections</li> </ul>	Retain for <b>7 years</b>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Growth and Spatial Planning - Strategic Planning and Transportation	Land Opportunity Promotion	Development ready database	Retain for <b>7 years</b>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>

Policy

Page 268

<p>Consultation</p>	<ul style="list-style-type: none"> <li>• Core Strategy Database</li> <li>• Planning Policy Consultation Database</li> <li>• SAD consultation database</li> </ul>	<p>Retain for <b>7 years</b></p>	
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				

Policy

<p><b>Regeneration and Growth</b> Growth and Spatial Planning - Strategic Planning and Transportation</p>	<p>Community Infrastructure Levy (CIL)</p>	<ul style="list-style-type: none"> <li>• CIL - Additional Information Form</li> <li>• Assumption of Liability Form</li> <li>• Form 2 - Claiming Exemption or Relief</li> <li>• Form 5 - Notice of Chargeable Development</li> <li>• Form 6 - Commencement Notice</li> <li>• Form 7 - Self Build Exemption</li> <li>• Form 8 - Self Build Residential Annex Exemption</li> <li>• Form 9 - Self Build Residential Extension Exemption</li> <li>• Liability information notice</li> </ul>	<p>Until the Levy has been paid or Land charge has been discharged</p>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**REGENERATION and GROWTH**

<p><b>Regeneration and Growth</b></p> <p>Growth and Spatial Planning - Strategic Planning and Transportation</p>	<p>Self-Build</p>	<ul style="list-style-type: none"> <li>• Self-build Register Application Form</li> <li>• Self-build and custom housebuilding register</li> </ul>	<p>Retain for <b>15 years</b> after construction is completed</p>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
<p><b>Regeneration and Growth</b></p> <p>Growth and Spatial Planning - Regeneration</p>	<p>Advice Information and Market Development (AIM)</p>	<p>Business Owners Profile</p>	<p><b>7 years</b> from Project end date</p>	
	<p>Social Enterprise Fund</p>	<p>Social Enterprise Funding Application Form</p>	<p>Successful - Until Grant end Unsuccessful - <b>12 months</b></p>	
	<p>Black Country, Local Enterprise Funding</p>	<p>Funding Expression of Interest Form</p>	<p><b>3 years</b> following close of programme in March 2022</p>	
<p>Enquiries</p>	<ul style="list-style-type: none"> <li>• Contact Form</li> <li>• Email</li> </ul>	<p>Lifetime of enquiry</p>		

Policy

Page 271

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Highways Services - Asset Management - Statutory and Regulatory Functions	Lead local flood authority	<ul style="list-style-type: none"> <li>• Consent for Land Drainage Works Form</li> <li>• Land Drainage Enforcement Investigations</li> <li>• Enquiries</li> <li>• Questionnaires</li> </ul>	Retain for <b>7 years</b> (Land Drainage Act)	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
	Dropped kerb requests	<ul style="list-style-type: none"> <li>• Dropped Kerb Application Form</li> <li>• Dropped kerb authorisation forms (during maintenance works)</li> </ul>	<b>18 Months</b> (Warranty period)	

Policy

Page 272

Street name and numbering requests	<ul style="list-style-type: none"> <li>• Letters</li> <li>• Emails</li> </ul>	Completion + <b>12 Months</b>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Highways Services - Highways, Depot and Lighting	Highways updates	System held contact information	Retain for <b>2 years</b>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
<b>Regeneration and Growth</b>	Road safety scheme	Enquiry records	Until approval of scheme	

Policy

Page 273

Highways Services -  
Development and Road  
Safety and LTP  
Programme

Information gathering	Enquiry records	Retain for <b>2 years</b>	
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				

Policy

Page 274

<p><b>Regeneration and Growth</b> Highways Services - Road Safety and Parking</p>	<p>Traffic Regulation Order</p>	<ul style="list-style-type: none"> <li>• Traffic Regulation Order Review Requests</li> <li>• Traffic Regulation Order objections</li> <li>• Petitions</li> <li>• Questionnaires</li> </ul>	<p>Retain for <b>2 years</b> following completion of scheme</p>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**REGENERATION and GROWTH**

**Regeneration and Growth**

Highways Services - Road Safety and Parking

Traffic Management Act 2004

- Information Gathered to issue Parking Penalty Charge
- Appeals
- Informal Challenge Form
- Consent Form - To enforce obstructed dropped kerb access
- Application Form - To gain Consent to enforcement of vehicles parking on footway crossing
- Customer information records

Retain for **7 years**

- Atrium
- Building IMS
- Chipside
- Mayrise
- Microstation & CAD Line
- NBS Create
- SIEMENS
- Systemlink
- Zeta Safe
- MS Cloud
- Oldbury CH

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Highways Services - Road Safety and Parking	Applications	<ul style="list-style-type: none"> <li>• Parking Permit Application Form</li> <li>• Waiver Application Form</li> <li>• Bay suspension form</li> </ul>	<b>7 years</b> following completion of request period	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
<b>Regeneration and Growth</b>  Strategic Assets and Land Service - Facilities Management	Room Hire Booking	Room Hire Booking Form	<b>3 months</b> after booking unless payment queries	

CCTV	Video Images / recordings	<b>1-month</b> standard footage <b>1 year</b> for incidents
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Strategic Assets and Land Service - Commercial Property	Leases	<ul style="list-style-type: none"> <li>• Application to Lease Form</li> <li>• Application for Consent to Assign</li> <li>• Application for Consent to Underlet</li> <li>• Application for Consent to Alterations</li> <li>• Section 40 notice</li> </ul>	Retain for <b>7 years</b>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>

Policy

Page 278

Key Holding	Key Holder Records	Duration of Occupation
Lease Offers	Sealed Offer Form	Successful - <b>7 years</b> Unsuccessful - <b>12 months</b>

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				

Policy

Page 279

<b>Regeneration and Growth</b> Strategic Assets and Land Service - Commercial Property	Land sales	15-day land disposal form	Retain for <b>7 years</b> following completion	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
	Assets of Community Value	Community Right to Bid Nomination Form	<b>10 years</b> (Chapter 3 of the Localism Act 2011)	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**REGENERATION and GROWTH**

**Regeneration and Growth**

Strategic Assets and Land Service - Markets

Market Operations	<ul style="list-style-type: none"> <li>• Application to hold Charity or commercial Car Boot Sale</li> <li>• Trading Consent Form</li> <li>• Stall Application Form</li> <li>• Entertainment area application form</li> </ul>	Retain for <b>7 years</b>	<ul style="list-style-type: none"> <li>• Atrium</li> <li>• Building IMS</li> <li>• Chipside</li> <li>• Mayrise</li> <li>• Microstation &amp; CAD Line</li> <li>• NBS Create</li> <li>• SIEMENS</li> <li>• Systemlink</li> <li>• Zeta Safe</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
Market Trading	Trading Licence Application Form	Whilst licence is live + <b>7 Years</b>	
CCTV	Video Images / recordings	<b>1-month</b> standard footage <b>1 year</b> for incidents	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>REGENERATION and GROWTH</b>				
<b>Regeneration and Growth</b>  Urban Design & Building Services	Customer complaint / Compliments	<ul style="list-style-type: none"> <li>Email correspondence</li> <li>Letters</li> <li>System records</li> </ul>	8 years	<ul style="list-style-type: none"> <li>Atrium</li> <li>Building IMS</li> <li>Chipside</li> <li>Mayrise</li> <li>Microstation &amp; CAD Line</li> <li>NBS Create</li> <li>SIEMENS</li> <li>Systemlink</li> <li>Zeta Safe</li> <li>MS Cloud</li> <li>Oldbury CH</li> </ul>
	Atrium records	Property records	8 years	
	Health and Safety	Health and Safety	3 years from last incident 40 years from last action	
	Lift Customer correspondence	<ul style="list-style-type: none"> <li>Email correspondence</li> <li>Letters</li> <li>System records</li> </ul>	5 years	
	Street Furniture Insurance Claims	<ul style="list-style-type: none"> <li>Email correspondence</li> <li>Letters</li> </ul>	Until claim is closed and amount is paid	
	Disabled Road Marking Applications	<ul style="list-style-type: none"> <li>Application forms</li> <li>Disabled badge evidence</li> <li>Vehicle documentation</li> </ul>	3 years	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  Procurement – Contracts & Tendering	The process of calling for expressions of interests	Expressions of Interest	Destroy <b>2 years</b> after contract let or not proceeded with if in hard copy – or archive on Council's etendering portal <b>1 year</b> after contract let	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> Control <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> </ul>



Policy

<p>Page 23</p> <p><b>Finance</b> Procurement – Specification &amp; Contract Development</p>	<p>The process involved in the development and specification of a contract</p>	<p>Tender specification</p> <p>Note: For project files containing drafts leading to a final version. These records can be destroyed.</p> <p>Statutory: Offer any documents relating to major projects to Archivist for review</p>	<p><u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired</p> <p><u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</p>	<p>• CH Oldbury</p>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				

Policy

Page 2 of 4

<p><b>Finance</b> Procurement – Tender Issuing and Return</p>	<p>The process involved in the issuing and return of a tender</p>	<ul style="list-style-type: none"> <li>• Opening notice</li> <li>• Tender envelope</li> </ul>	<p>Destroy <b>2 years</b> after start of contract if in hard copy – or archive on Council’s etendering portal</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
<p><b>Finance</b> Procurement – Evaluation of Tender</p>	<p>Evaluation of tender</p>	<ul style="list-style-type: none"> <li>• Evaluation criteria</li> <li>• Tender evaluation forms</li> </ul>	<p><u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired</p> <p><u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired</p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**FINANCE**

<b>Finance</b> <b>Procurement –</b> Evaluation of Tender	Successful tender document	<ul style="list-style-type: none"> <li>• Tender documents</li> <li>• Tender Registration forms</li> <li>• Quotations</li> </ul>	Ordinary Contracts up to £100,000 Destroy <b>6 years</b> after the terms of contract have expired Contracts Under Seal over £100,000 Destroy <b>12 years</b> after the terms of contract have expired  <b>Note:</b> Offer any documents relating to major projects to Archivist for review	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> Control
	Unsuccessful tender documents	<ul style="list-style-type: none"> <li>• Tender documents</li> <li>• Quotations</li> <li>• Correspondence</li> </ul>	Destroy <b>1 year</b> after start of contract if in hard copy, or archive on Council's electronic tendering portal after <b>2 years</b> when whole record is archived	<ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Procurement –</b> Post Tender Clarifications	The process of negotiating a contract after a preferred tender is selected	<ul style="list-style-type: none"> <li>• Clarification of contract</li> <li>• Post tender clarification minutes</li> </ul>	Ordinary Contracts up to £100,000 Destroy <b>6 years</b> after the terms of contract have expired  Contracts Under Seal over £100,000 Destroy <b>12 years</b> after the terms of contract have expired  <b>Note:</b> These records would form part of the contract and so need to be retained with the contract as a whole	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> Control <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> </ul> CH

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Procurement – Awarding a Contract</b>	The process awarding of contract	Signed contracts	Ordinary Contracts Destroy <b>6 years</b> after the terms of contract have expired  Contracts Under Seal Destroy <b>12 years</b> after the terms of contract have expired  <b>Note:</b> Offer any documents relating to major projects to Archivist for review	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
<b>Finance</b>  <b>Procurement – Contract Management</b>	Contract operation and monitoring	<ul style="list-style-type: none"> <li>• Service Level Agreements</li> <li>• Compliance reports</li> <li>• Performance reports</li> </ul>	Destroy <b>2 years</b> after the terms of contract have expired	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Procurement – Contract Management</b>	Management and amendment of contract	<ul style="list-style-type: none"> <li>• Changes to requirements</li> <li>• Complaints</li> <li>• Disputes on payment</li> <li>• Extension of contract</li> <li>• Minutes and records of meeting</li> <li>• Variation forms</li> </ul>	<u>Ordinary Contracts</u> Destroy <b>6 years</b> after the terms of contract have expired  <u>Contracts Under Seal</u> Destroy <b>12 years</b> after the terms of contract have expired	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> Control <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West</li> </ul> Bromwich <ul style="list-style-type: none"> <li>• Oldbury</li> </ul> CH

Policy

Page 289

Standing contract data	<ul style="list-style-type: none"> <li>• Contracts register</li> <li>• Contract forms</li> <li>• Final accounts</li> </ul>	<p><b>Permanent record</b> (only for disposal at the instruction of legal)</p> <p><b>Note:</b> Offer to Archivist after administrative use is concluded</p>	
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				

Policy

Page 200

<p><b>Finance</b> <b>Financial Management – Accounts &amp; Reporting</b></p>	<p>The process for consolidating financial transactions on an annual basis for corporate reporting purposes</p>	<ul style="list-style-type: none"> <li>• Consolidated annual reports</li> <li>• Consolidated financial statements</li> <li>• Statement of financial position</li> <li>• Operating statements</li> <li>• General ledger</li> </ul>	<p><b>Permanent record</b></p> <p><b>Note:</b> Offer to Archivist after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				



Policy

Page 20 of 21

<p><b>Finance</b> <b>Financial Management – Accounts &amp; Reporting</b></p>	<p>The process for supporting and consolidating financial transactions on a periodic (less than annual) basis, superseding those from the previous period.</p> <p><b>Note:</b> Does not include journals and subsidiary ledgers and cash books</p>	<ul style="list-style-type: none"> <li>• Consolidated monthly &amp; quarterly reports</li> <li>• Consolidated monthly &amp; quarterly financial statements</li> <li>• Working papers for the above</li> <li>• Monthly accrual statements</li> <li>• Cash flow statements</li> <li>• Creditor listings and reports</li> <li>• Debtor listings and reports</li> </ul>	<p>Destroy when administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				

Policy

Page 292

<p><b>Finance</b> <b>Financial Management – Accounts &amp; Reporting</b></p>	<p>The process of reporting which examines the budget in relation to actual</p>	<ul style="list-style-type: none"> <li>• Monthly budget monitoring reports</li> <li>• FSG reports</li> </ul>	<p>Destroy <b>7 years</b> after the end of the financial year in which the records were created</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> <p>Control</p> <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West</li> </ul> <p>Bromwich</p> <ul style="list-style-type: none"> <li>• Oldbury</li> </ul> <p>CH</p>
<p><b>Finance</b> <b>Financial Management – Transactions Management</b></p>	<p>Management of the approvals process for purchase, including investigations</p>	<p>Appointments &amp; delegations Arrangements for the provision of goods and/or services Audit investigations</p>	<p>Destroy <b>7 years</b> after the end of the financial year in which the records were created</p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**FINANCE**

**Finance**  
**Financial Management –**  
 Transactions Management

Identification of the receipt, expenditure and write-offs of public monies and Primary debtor records

- Allowances
- Bank reconciliations / statements
- Cash books / Paying-in-books
- Cheque counterfoils / Paid cheques
- Collections & deposits record
- Credit / debit notes
- Credit card statements
- Purchase orders / Delivery notes
- Grant applications & correspondence
- Invoices / Paid accounts

Destroy **6 years** after the conclusion of the financial transaction that the record supports

- Oracle
  - ICON
  - In-Tend
  - Incase
  - Cold Claim
- Control
- MS Cloud • West Bromwich
  - Oldbury CH

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Financial Management – Transactions Management</b>	Identification of the receipt, expenditure and write-offs of public monies and Primary debtor records	<ul style="list-style-type: none"> <li>• Journals (annual)</li> <li>• LMS bank reimbursement book</li> <li>• Official copy orders</li> <li>• Periodic income register (dead cases)</li> <li>• Periodical payments register</li> <li>• Petty cash records</li> <li>• Post-dated cheques register</li> <li>• Receipts / till rolls</li> <li>• Receivership records</li> <li>• Rechargeable works / jobs / orders</li> <li>• Subsidiary ledgers (annual)</li> </ul>	Destroy <b>6 years</b> after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b> <b>Financial Management – Transactions Management</b>	Identification of the receipt, expenditure and write-offs of public monies and Primary debtor records	<ul style="list-style-type: none"> <li>• Year-end costing / final tabulations</li> </ul>	Destroy <b>6 years</b> after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
<b>Finance</b> <b>Financial Management – Transactions Management</b>	Process involving the provision and support for individuals using public transportation	<ul style="list-style-type: none"> <li>• Applications</li> <li>• Card issue</li> <li>• Rail warrants</li> </ul>	Destroy <b>6 years</b> after the conclusion of the financial transaction that the record supports	

Policy

Page 206

<p><b>Finance</b> <b>Financial Management –</b> Transactions Management</p>	<p>Processes that balance, reconcile and support financial accounts</p>	<ul style="list-style-type: none"> <li>• Assessment files (dead cases)</li> <li>• Costing documents</li> </ul>	<p>Destroy <b>2 years</b> after administrative use is concluded</p>	
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				

Policy

Page 207

<p><b>Finance</b> <b>Financial Management – Transactions Management</b></p>	<p>Processes that balance, reconcile and support financial accounts</p>	<ul style="list-style-type: none"> <li>• Departmental income returns</li> <li>• Free school meal assessments</li> <li>• Inter-departmental accounts</li> <li>• Internal debtor invoices</li> <li>• Internal requisitions for supplies/works</li> <li>• Job sheets</li> <li>• Payments by instalments</li> <li>• Postal remittance register</li> </ul>	<p>Destroy <b>2 years</b> after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**FINANCE**

**Finance**  
**Financial Management –**  
**Transactions Management**

Processes that balance, reconcile and support financial accounts

- Private telephone / photocopying / fax sheets
- Reconciliation
- Safe contents log
- Sales sheets
- Stock adjustment sheets
- Stock take sheets
- Stores control vouchers
- Stores issue notes
- Summaries of accounts
- Used cheque books (delegated accounts)

**Destroy 2 years** after administrative use is concluded

- Oracle
- ICON
- In-Tend
- Incase
- Cold
- Claim
- Control
- MS Cloud
- West
- Bromwich
- Oldbury
- CH



Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b> <b>Financial Management – Transactions Management</b>	Processes that balance, reconcile and support financial accounts	<ul style="list-style-type: none"> <li>• Vending machine / cleaning materials etc. stock records</li> </ul>	Destroy <b>2 years</b> after administrative use is concluded	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> </ul>
<b>Finance</b> <b>Financial Management – Transactions Management</b>	Taxation Records	<ul style="list-style-type: none"> <li>• Taxation records</li> <li>• Motor vehicle logs</li> <li>• Fringe benefits tax records</li> <li>• Group certificates</li> </ul>	Destroy <b>7 years</b> after the end of the financial year in which the records were created	Control <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
<b>Finance</b> <b>Financial Management – Transactions Management</b>	Processes involved in the collection of National Insurance Number	Notification & input records	Destroy <b>2 years</b> after the employee ceases employment	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Financial Management – Transactions Management</b>	General income records	<ul style="list-style-type: none"> <li>• Car loans</li> <li>• General income records</li> <li>• Payment by instalments (including car loans, public health acts etc.)</li> <li>• Debtor assessment files</li> <li>• Departmental income returns</li> <li>• Income assessment files</li> <li>• Supplementary / general income records</li> </ul>	Destroy <b>1 year</b> after administrative use is completed	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West</li> <li>Bromwich</li> <li>• Oldbury</li> <li>CH</li> </ul>

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Financial Management –</b> Budgets and Estimates	The process of finalising local authorities' annual budget	Annual budget	Permanent record  Note: Offer to Archivist after administrative use is concluded.  Only the final version of the annual budget needs to be kept	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West</li> <li>Bromwich</li> <li>• Oldbury</li> <li>CH</li> </ul>
	The process of developing local authorities' annual budget	<ul style="list-style-type: none"> <li>• Draft budgets</li> <li>• Departmental budgets</li> <li>• Draft estimates</li> <li>• Budget control records / spreadsheets</li> </ul>	Destroy <b>2 years</b> after annual budget adopted by local authorities	
<b>Finance</b>  <b>Financial Management –</b> Loans and Investments	The activity of borrowing money to enable the council to perform its functions and exercise its powers	<ul style="list-style-type: none"> <li>• Loan files</li> <li>• Investment files</li> <li>• Bought / sales notes</li> <li>• Copy bond certificates</li> </ul>	Destroy <b>7 years</b> after the loan / investment has been repaid or redeemed	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Financial Management – Loans and Investments</b>	Summary management of loans	<ul style="list-style-type: none"> <li>• Loan registers</li> <li>• Temporary loan register</li> <li>• Register of bonds / certificates</li> </ul>	<b>Permanent record</b>  Note: Offer to Archivist after administrative use is concluded++	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>• Control</li> </ul>

Policy

Page 3 of 3

<p><b>Finance</b> <b>Financial Management</b> – European Structural Funding</p>	<p>European regional Development Fund 2007 – 2013</p> <p>European Social Fund 2007 - 2013</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Grant offer letters</li> <li>• Significant changes</li> <li>• Financial and transaction records</li> <li>• Beneficiary records</li> <li>• Publicity</li> <li>• Claims for payment</li> <li>• Procurement Records</li> <li>• Reports</li> <li>• Evidence of outputs, results, impact and evaluation</li> </ul>	<p>Full copies of documents relating to ERDF grants, governance, decision making and financial transactions to be retained until 2025 or until notification from GOWM (or sponsoring department in light of current Public Sector reorganisation)</p>	<ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				

Policy

<p>Page 304</p> <p><b>Finance</b>  <b>Financial Management</b> –          European Structural          Funding          (continued)</p>	<p>European regional          Development Fund          2007 – 2013</p> <p>European Social Fund          2007 - 2013</p>		<p>NOTE: No Documents should be destroyed until official notification is received from DCLG (ERDF) or DWP (ESF)</p> <p>Legal obligation to retain documents of original or equivalent probative value. Failure to adhere to retention guidelines may result in claw back (repayment) of grant.</p> <p>Offer to Archivist when administrative and legal requirement is concluded.</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>• Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> <li>• CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**FINANCE**

<p><b>Finance</b> <b>Financial Management</b> European Structural Funding</p>	<p>European Regional Development Fund 2014 – 2020  European Social Fund 2014 - 2020</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Grant offer letters</li> <li>• Significant Changes</li> <li>• Financial and transaction records</li> <li>• Beneficiary records</li> <li>• Publicity</li> <li>• Claims for payment</li> <li>• Procurement records</li> <li>• Reports</li> <li>• Evidence of outputs, results, impact and evaluation</li> </ul>	<p>Full copies of all project documentation including funding agreement, governance, decision making, procurement, output and financial evidence should be retained. ESF evidence should be retained for at least ten years following the final claim but due to a lack of clarity provided in National Guidance around specific dates these projects will use the year 2033</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> <li>CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<p><b>Finance</b></p> <p><b>Financial Management</b> –</p> <p>European Structural Funding</p> <p>(continued)</p>	<p>European Regional Development Fund 2014 – 2020</p> <p>European Social Fund 2014 - 2020</p>		<p>(currently used for State Aid) as a review date for all documentation.</p> <p>NOTE: No Documents should be destroyed until official confirmation is received from DCLG (ERDF) or DWP (ESF)</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> <li>CH</li> </ul>



Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<p><b>Finance</b></p> <p><b>Financial Management</b> – European Structural Funding</p> <p>(continued)</p>	<p>European Regional Development Fund 2014 – 2020</p> <p>European Social Fund 2014 - 2020</p>		<p>Sandwell MBC is the Accountable Body for the ERDF and ESF technical assistance projects– therefore Sandwell MBC may become liable for repayments by any funded project unable to demonstrate an audit trail.</p> <p>Offer to Archivist when administrative and legal requirement is concluded.</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> <p>Control</p> <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> </ul> <p>CH</p>

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  <b>Financial Management</b> European Structural Funding	ERDF support for capital projects	Evidence of buildings in continuing use for purpose grant was obtained.	Evidence of compliance with <b>10</b> and <b>25</b> -year rules  <b>Note:</b> Relates to capital assets created with support from ERDF. 10 - year rule states no additional support to that capital project within 10 years; 25 - year rule states that asset may not be disposed of within 25 years without some repayment.	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West</li> <li>Bromwich</li> <li>• Oldbury</li> <li>CH</li> </ul>

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  Insurance and Risk	The process of insuring and renewing the Local Authority's property, vehicles, Officers and equipment against negligence, loss or damage	<ul style="list-style-type: none"> <li>• Insurance policies</li> <li>• Discontinued policies</li> <li>• Correspondence</li> <li>• Procurement records</li> </ul>	Retain indefinitely	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> <li>CH</li> </ul>
	The process of evaluating the tender quotes received and the brokers tender evaluation	<ul style="list-style-type: none"> <li>• Evaluation matrix</li> </ul>	Retain indefinitely	

Policy

Page 310

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				

Policy

Page 311

<p><b>Finance</b> Insurance and Risk</p>	<p>The process that records insurance claims against the local authority or local authority officers</p>	<ul style="list-style-type: none"> <li>• Claims records</li> <li>• Correspondence</li> <li>• Reports</li> <li>• Evidence</li> <li>• Statements</li> <li>• Court documents</li> </ul>	<p>Destroy <b>10 years</b> after all obligations/entitlements are concluded (allowing for the claimant to reach <b>25 years</b> of age) or whichever is later</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold Claim</li> <li>Control</li> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury CH</li> </ul>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**FINANCE**

<p><b>Finance</b></p> <p>Audit and Fraud</p>	<p>Audit reports (including interim), where these have included the examination of longterm contracts</p> <p>Report papers used in the course of a fraud investigation</p> <p>Fraud cases</p>	<p>Reports</p>	<p><b>Audit Report – 6 Years</b></p> <p><b>Fraud Reports – 6 years</b> after legal proceedings have been completed</p> <p><b>Fraud Investigations – 6 years</b> from the date investigation ends, or in criminal cases following their release from prison (in order to comply with potential criminal appeals)</p>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> <p>Control</p> <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West</li> </ul> <p>Bromwich</p> <ul style="list-style-type: none"> <li>• Oldbury</li> <li>• CH</li> </ul>
	<p>Programmes, Plans and Strategies</p>		<p>Retain for <b>1 year</b> after the last date of the plan</p>	

Policy

Page 313

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>FINANCE</b>				
<b>Finance</b>  Audit and Fraud	Terms of Reference  Correspondence  Working papers  Annual reports to Accounting Officers  Other audit reports (including interim reports)	<ul style="list-style-type: none"> <li>• Undertakings</li> <li>• Record keeping</li> <li>• Disposal</li> </ul>	Retain for <b>3 years</b>	<ul style="list-style-type: none"> <li>• Oracle</li> <li>• ICON</li> <li>• In-Tend</li> <li>• Incase</li> <li>• Cold</li> <li>• Claim</li> </ul> Control <ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• West Bromwich</li> <li>• Oldbury</li> </ul> CH
	Internal audit guides  Manual guides relating to departmental procedures  Local auditing standards		Retain until when superseded	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HUMAN RESOURCES</b>				
<b>Human Resources</b> Employee Records	Records for managing employees, including performance and supervision records, records associated with redundancy, dismissal, termination and retirement	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Terms and conditions of employment</li> <li>• Absence records</li> <li>• Proof of training</li> <li>• Probation reports</li> <li>• Performance reviews</li> <li>• Supervision notes</li> </ul>	Retained for <b>6</b> years after employee has left the Council.  Records for employees working with children and vulnerable adults, retained for <b>25</b> years after employee has left the Council	<ul style="list-style-type: none"> <li>• SBS</li> <li>• MS Cloud</li> <li>• All Council Business Locations</li> </ul>



Information relating to disclosure checks	<ul style="list-style-type: none"> <li>• DBS checks</li> <li>• BPSS checks</li> <li>• Disclosure Scotland checks</li> <li>• Other security checks</li> </ul>	<p>Original certificate recorded as seen and retained for <b>6</b> years after employee has left the Council</p> <p><b>Note:</b> Complete certificate should not be copied or held</p>	
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HUMAN RESOURCES</b>				
<p><b>Human Resources</b></p> <p>Employee Records</p>	Records associated with recruitment/selection of an individual for a position and eligibility to work	<ul style="list-style-type: none"> <li>• Interview notes</li> <li>• Correspondence</li> <li>• National identification documents</li> </ul>	<p>Unsuccessful recruitment - Retained for <b>6 months</b></p> <p>Successful recruitment - Duration of employment plus <b>6 years</b></p>	<ul style="list-style-type: none"> <li>• SBS</li> <li>• MS Cloud</li> <li>• All Council Business Locations</li> </ul>

Policy

Page 316

Sickness absence management	<ul style="list-style-type: none"> <li>• Self-certification</li> <li>• Occupational health records</li> <li>• Return to work documentation</li> <li>• Fit notes</li> </ul>	Retained for <b>6 years</b> after last action
Leave and attendance records	<ul style="list-style-type: none"> <li>• Annual leave</li> <li>• Attendance record</li> </ul>	Retained for <b>2 years</b> after last action

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>HUMAN RESOURCES</b>				

Policy

Page 317

<b>Human Resources</b> Employee Records	Upheld or substantiated disciplinary and grievance records	<ul style="list-style-type: none"> <li>• Statements</li> <li>• Notes</li> </ul>	Oral warning - <b>6 months</b> Written warning - <b>1 year</b> Final warning - <b>18 months</b> Termination of employment - <b>6 years</b> Warning involving children - Permanent record	<ul style="list-style-type: none"> <li>• SBS</li> <li>• MS Cloud</li> <li>• All Council Business Locations</li> </ul>
	Unfounded, dismissed and unsubstantiated disciplinary and grievance records		Destroy immediately after conclusion of investigation, inquiry or appeal process	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**LAW and GOVERNANCE**

Page 318

<p><b>Law and Governance</b> Legal</p>	<p>Records and process of litigation</p>		<p>Retain for <b>7 years</b> after last action</p> <p>Significant case or major litigation – Archive after <b>7 years</b></p>	<ul style="list-style-type: none"> <li>• Civica</li> <li>• FileMaker</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
<p><b>Law and Governance</b> Governance – Information Rights</p>	<p>Information rights</p>	<ul style="list-style-type: none"> <li>• Freedom of information requests</li> <li>• Environmental information requests</li> <li>• Subject access requests</li> </ul>	<p>Retain for <b>2 years</b></p> <p>Requests that result in policy change – retain for <b>6 years</b></p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>LAW and GOVERNANCE</b>				
<b>Law and Governance</b> Electoral Services	Names and addresses of eligible voters		Retained for as long as information remains valid.  Archived afterwards	<ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
	Absent vote applications		Retained for <b>5 years</b>	
	Applications and records of staff working for elections		Retained for as long as individual remains a member of staff	
<b>Law and Governance</b> Democratic Services	School Admission Appeals		Retained for <b>7 years</b>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>LAW and GOVERNANCE</b>				
<b>Law and Governance</b> Registration and Bereavement	Registration of birth death, marriage and associated records	<ul style="list-style-type: none"> <li>• Births register</li> <li>• Death certificate</li> <li>• Marriage certificate</li> </ul>	<b>Permanent record</b> Archive after administrative use	<ul style="list-style-type: none"> <li>• BACAS</li> <li>• MS Cloud</li> <li>• Rowley, Smethwick Tipton, Wednesbury &amp; West Bromwich</li> </ul>
	Registration of birth death, marriage and associated records	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Marriage notices</li> <li>• Record of body disposal</li> <li>• Medical certificates</li> <li>• All other records</li> </ul>	Retain for <b>5 years</b>	
	Burial and Cremation	Burial registers	<b>Permanent record</b>	
<b>Law and Governance</b>	Civic activities	Public engagement and interaction	Retain for <b>2 years</b>	<ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• Oldbury CH</li> <li>• The Big House</li> </ul>

Policy

Page 321

Civic and Member Services	Elected Members support		Retain for <b>4 years</b>	Oldbury
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<b>ICT / REVENUES AND BENEFITS</b>				
Revenues and Benefits	Benefit records	Application forms	Retained for <b>7 years</b>	<ul style="list-style-type: none"> <li>• Northgate</li> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
	Council tax records		Retained for <b>7 years</b>	

Policy

Page 322

<p><b>ICT</b> Desktop &amp; Collaboration Team</p>	<p>Email</p>	<p>Email account of employees</p>	<p>Current employees and Leavers – <b>365 days</b></p> <p>Directors, Executive Directors and Elected Members – <b>6 years</b></p> <p><b>NOTE: Retention period not yet in force. Details to follow with Council wide communication</b></p>	<p>MS Cloud</p>
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Service Name	Activity/Description	Examples of Record	Retention Period	Location
<p><b>ICT / REVENUES AND BENEFITS</b></p>				



Policy

<p><b>ICT</b> Cyber Security and Connectivity</p>	<p>Avaya telephone call logging</p>	<p>Call logging activity of every extension number relating to calls made, number called and duration</p>	<p>Retained for a maximum period of 12 months</p>	<ul style="list-style-type: none"> <li>• Oldbury Council House, BTEX Room</li> <li>• Cloud hosted application</li> </ul>
<p><b>ICT</b> Cyber Security and Connectivity</p>	<p>Contact Centre recording</p>	<p>Logs calls into the Council's Contact Centre for training purposes and in case of disputes or unacceptable behaviour</p>	<p>Retained for a maximum period of 12 months</p>	
<p><b>ICT</b> Service Improvement &amp; Quality Team</p>	<p>Staff work mobile phone reporting</p>	<p>Mobile call logging activity showing calls made, number called, duration and data usage including what sites accessed</p>	<p>Retained for a maximum period of 12 months</p>	

Service Name	Activity/Description	Examples of Record	Retention Period	Location
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**SERVICE IMPROVEMENT**

Page 324

Service Improvement	Service Transformation activities	<ul style="list-style-type: none"> <li>• Business development and support</li> <li>• Budget management</li> <li>• Personal contact details for engagement</li> <li>• Training</li> <li>• Events management</li> <li>• Records other than finance records</li> </ul>	Retain for <b>5 years</b>	<ul style="list-style-type: none"> <li>• MS Cloud</li> <li>• Oldbury CH</li> </ul>
	Service Improvement	<ul style="list-style-type: none"> <li>• Grants</li> <li>• Finance records (invoices etc.)</li> </ul>	Retain for <b>7 years</b>	

**9. GLOSSARY**



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## Data Retention Policy

One Council One Team

Author:	Maria Price
Owner:	Information Governance Board
Version:	<b>1</b>
Modified by	Maria Price, Service Manager – Legal and Assurance DPO
Date:	January 22
Review Date:	January 23



## Contents

<a href="#">1</a>	<a href="#">Policy Statement</a> .....	3
<a href="#">2</a>	<a href="#">Scope</a> .....	3
<a href="#">3</a>	<a href="#">Records Management</a> .....	3
<a href="#">4</a>	<a href="#">E-mail retention</a> .....	4

## 1. POLICY STATEMENT

Sandwell MBC recognises that Council services and operations cannot effectively be delivered without the use of electronic records. This policy should be ready along with the Corporate retention policy. This policy is founded on the principle of data protection law that information should not be held for longer than is necessary and used only for operational purposes and as communicated to the stakeholders affected.

All employees and anyone working for and on behalf of SMBC should use this policy alongside other relevant Council policies and procedures.

The purpose of the electronic data retention policy is to:

- Provide consistency, with regards to how long information should be retained
- Provide clarity about the scope and reach of this policy
- Define and provide direction for record management activity
- Set the standard for how records should be disposed at the end of record life
- Bring the Council into alignment with data protection law
- Provide assurance to stakeholders about the use and treatment of information the Council controls

## 2. SCOPE

This policy covers all e-mail records for which Sandwell MBC is the controller within the Council's systems.

## 3. RECORDS MANAGEMENT

**Records are an integral part of SMBC assets and are vital to statutory, accountability and democratic obligations. Therefore, the management, security, availability and accuracy of all records under the Council's control is paramount to discharge of SMBC's function as a Local Authority.**

**Management of these records is a discipline that should control all aspects of the record life cycle from its creation through to archiving and disposal.**

**This policy should be used in conjunction with the corporate retention policy.**



#### 4. Email Retention

Email is widely used by the majority of Council employees, elected members and those working for and on behalf of SMBC, for various purposes.

While some email threads are not business records, many others are and it's sometimes difficult to tell the difference.

*Is the email about arranging a lunch date with a colleague or about an upcoming contract procurement?*

When considering retention of email, we first need to categorise email:

Category	Definition	Retention Policy
<b>General/Conversational emails</b>	Usually emails between colleagues – arranging lunch, catching up after holidays etc....	Employees should get into the habit of deleting these e-mails once they have read them, otherwise they will be deleted when the default retention/disposal rules of 365 days are applied to the user's mailbox.
<b>Line of business emails</b>	Email relating to line of business – For example: <ul style="list-style-type: none"> <li>• HR receives an email from an employee querying their payslip</li> <li>• Legal receive an email from a former employee about an upcoming tribunal</li> <li>• Council Tax receive an email from a customer asking to pay by direct debit</li> </ul>	<p>A copy of these emails should be retained in one or more of the following:</p> <ul style="list-style-type: none"> <li>• The Service or Team's file share/shared folder</li> <li>• Primary repository /business system</li> <li>• Retained as a paper record.</li> </ul> <p>Once saved the user can delete the email. The data retention policy specific to the service area will then apply to this information and normal default mailbox retention/disposal policy of 365 days, will apply to the email if the user doesn't delete earlier.</p>
<b>Historic e-mails on council system</b>	It is recognised that the e-mail retention policies have not been applied to the current e-mail system and that the e-mail system has	Deletion of historic e-mails of 8 years and older.

	been used as a filing system in the past.	
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Email should not be used as a filing cabinet to store important information. Emails to be retained should be saved in the relevant line of business systems or file shares. Scheduled disposal routines will be applied to employee mailboxes.

The general rule covering current employees, will be to delete emails over 8 years old.

Consideration will be given on a case by case basis should any officer submit a request to keep mails for over 8 years.

When any employee or Elected Member leaves Sandwell Council, ICT will place their email account into 'litigation hold' for a period of 365 days.

Following this period, the ICT Service will delete the email account and contents of the mailbox.

The ICT service will be notified of any employees where an audit, litigation, subject access request, freedom of information request or investigation is pending or ongoing. Upon receipt of this notification ICT will ensure that no email records are deleted until they are instructed to do so. ICT will only act on instructions from the DPO or their authorised representative, to search email, release email information or extend email retention.



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# Information Rights Policy

One Council One Team

Author:	Maria Price
Owner:	Information Governance Board
Version:	<b>1</b>
Modified by	Maria Price, Service Manager – Legal and Assurance DPO
Date:	January 22
Review Date:	January 23

## 1. POLICY STATEMENT

SMBC is committed not only to transparency, but also to leading the charge towards full disclosure with information we are responsible for. The Council recognises, accepts and will respect the rights of individuals and organisations to make requests for personal information, Freedom of Information and Environmental Information Regulations requests respectively.

## 2. Subject Access Request (SAR)

Requests from individuals whose personal information is processed by SMBC is known as a SAR. The right to make such requests is enshrined in the UK GDPR and DPA 2018.

The following rights of the individual are recognised by this policy:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure or removal of information
- The right to restrict processing
- To have data returned in a machine-readable format
- The right to object
- The rights of individuals where automated decision-making and profiling is carried out by the Council

Complying with requests to enforce these rights is subject to exemptions provided in the relevant legislation. It is the DPO's prerogative to determine when these rights are enforceable or otherwise, subject to legislation, amended legislation and directives from the Information Commissioner's Office. The Council will also take into consideration the recommendation of the Caldicott Guardian for safeguarding, health and medical information.

All SARs must be responded to within one calendar month of receipt, with the date of receipt counted as day one. It is therefore imperative that Council services prioritise SARs.

## 3. Registering a SAR

Requests for a SAR may be made verbally or in writing to any officer of SMBC. Where possible, attempt should be made to capture the information on the [SAR form](#) and members of the public will be guided towards making the request via our online 'my Sandwell' portal.

Once this request is received, the time begins to count down for one calendar month on the date of receipt. The officer receiving this request must immediately pass on the details to the Governance team to be logged, clarified and allocated to the correct service area

for processing. SARs should not be processed without the knowledge of the DPO or the Governance team working on their behalf.

The receiving officer must forward the SAR to the Governance team no later than 2 working days from the date received.

#### **4. Response Time and Format for a SAR**

All SARs must be responded to within one calendar month, using a Governance approved SAR response format, and the time begins to count on the date of receipt.

Sometimes it is necessary to seek clarification from the requester for what information is expected and the intended use. This should be done at the earliest opportunity. When this happens, the requester should be given 14 days to re-submit their request. The count down to one calendar month will resume from the point of clarification receipt at the Council.

Depending on the nature and scope of the SAR, it may be necessary to seek an extension from the requester. Extensions, redactions, information exclusions or refusals can only be approved by the DPO and must be communicated in writing to the requester at the earliest opportunity and before the one calendar month response time lapses.

#### **5. Processing a SAR**

Responsibility for collating the information required for a SAR response, lies with the Directorates. The Governance team on behalf of the DPO, will provide the support required to enable Directorates understand what is required, determine whether extension, redaction, information exclusion or refusal is required, provide advice to balance the rights of the requester and other individuals, query the substance and content of the information haul, draft an appropriate response and determine the medium of return used to get the response to the requester.

Directors should designate a person or team as the focal point for receiving all SARs allocated to the Directorate (inflow) and sending out the response (outflow). If a SAR is wrongly allocated to a Directorate, the focal point must return the SAR to the Governance team no later than 2 working days following the wrong allocation.

#### **6. Identification of Requester**

Due diligence should be applied to ascertain the identity of a requester before information is released to them. Request for identity should however not hold up the process of information collation. Depending on the category of information for release, it may be necessary to physically hand over the information haul to the requester. In such cases the Council officer must use a SAR handover form.

A SAR can be made for personal information of a minor, person without capacity to consent, or the deceased. For a person to have capacity, they must be able to comprehend, analyse and retain the information necessary to make informed decisions.

The identity checks in these cases should be expanded to satisfy the Council's release criteria. Identity documents required from a requester are as follows:

**7. SAR made by Individuals for Themselves**

Nationally accepted photo identification.

**8. SAR made on behalf of a Minor (Data Subject under the age of 13)**

Nationally accepted photo identification and proof of parental or guardian right to make the request and receive the response. This might take the form of birth certificates, proof of residence or a document issued by a competent court of law in the UK and European Union.

The releasing officer must exercise caution to ensure that parents or guardians restrained by court injunction or, are currently subject to safeguarding orders, do not take delivery of the information.

**9. SAR made on behalf of an Adult with Capacity to Consent –**

Consent or authorisation letter from the individual. Effort must be made to ascertain the legitimacy of the organisation or authorised person making the request.

**10. SAR made on behalf of an Adult without Capacity to Consent –**

Nationally accepted photo identification and proof of legal right to make the request and receive the response. For example, a lasting power of attorney.

**11. SAR made for Personal Information of a Deceased –**

Nationally accepted photo identification and proof of legal right to make the request and receive the response. For example, probate.

**12. Service Charge for a SAR**

In accordance with the provision of UK GDPR and the DPA 2018, the Council does not charge for SARs. Data protection law however, permits the Council to apply a reasonable administrative charge if the request is repetitive, manifestly unfounded or excessive in nature.

The decision to apply an administrative charge can only be taken by the DPO or any officer acting on their behalf, after considering available evidence. Notwithstanding, the decision to apply an administrative charge must be made before the end of day 14.

The SAR will be closed if payment is not received after 21 days of the Council's notice to the requester. The time will resume upon receipt of the administrative charge.

**13. Refusing a SAR**

The Council may refuse to act on a SAR for one or more of the following reasons:



- The requester has made more than two repetitive requests within the current financial year
- The request is judged to be manifestly unfounded
- The request is excessive in nature
- There are legal prohibitions around the release of the requested information
- Releasing the information will cause harm and distress to one or more living individuals

Refusals can only be authorised by the DPO and the requester should be informed of this decision in writing, within the statutory one calendar month.

#### **14. SAR Review**

The response to a SAR must contain information advising the requester of their right to a review of the decision or response received. This advice must include how they can request a review including the contact details of the supervisory authority.

The requester should be advised to make a request for review within 21 days of the date of final response from the Council. If a request for review is received after 21 days from the date of the Council's final response, the Council will treat the SAR as a new request. Only the DPO can authorise a SAR review. The one calendar month response period applies to SAR reviews.

#### **15. Freedom of Information Request (FOIR)**

Freedom of Information, established under the Freedom of Information Act (FOIA) 2000, allows any person or organisation, regardless of geographical location, to make a request to a public authority for recorded information held by the authority. It also places on public authorities the obligation to publish certain information.

FOI is subject to conditions and exemptions. All FOI requests must be in legible writing and have a return address.

The FOIA places the following responsibilities on SMBC:

- To entertain FOI requests
- To provide advice in writing to the requester whether the information requested is held or not
- To ask the requester for further information to enable the Council gain understanding of the requester's expectation.
- To inform the requester if the information is exempt from disclosure. This responsibility is dependent on the exemption.

#### **16. Registering a FOI Response Time and Format**

All FOIs must be made in writing to any officer of SMBC and the Council have 20 working days to respond. Where a requester is unable to make a request in writing, the Council should ensure that support is rendered in way of direction to another agency or person that may assist them. In some cases, the Council may offer to take a note of the request and confirm it with the requester. Once verified, by the requester, this would constitute a written request.

The officer receiving this request must immediately and, in all cases not later than one working day, pass on the details to the Governance team to be logged, clarified and allocated to the correct service area for processing. FOIs should not be processed without the knowledge of the DPO or the Governance team working on their behalf and responses must be made using a Governance approved FOI response format.

Sometimes it is necessary to seek clarification from the requester for what information is expected. This should be done at the earliest opportunity. When this happens, the requester should be given 14 days to re-submit their request.

Depending on the nature and scope of the FOI, it may be necessary to seek an extension from the requester. Request for clarification, extensions, exemptions or refusals can only be approved by the DPO and must be communicated in writing to the requester before the expiration of 20 working days from the date received.

## **17. Processing a FOI**

Responsibility for collating the information required for a FOI response, lies with the Directorates. However, the Governance team on behalf of the DPO, will provide the support required to enable Directorates understand what is required, determine whether the information is exempt, and draft an appropriate response.

All Directorates should designate a person or team as the focal point for receiving all FOIs allocated to the Directorate and sending out the response. If a FOI is wrongly allocated to a Directorate, the focal point must return the FOI to the Governance team no later than 2 working days following the wrong allocation.

## **18. Cost of Complying with FOIs**

Sandwell MBC pegs the cost threshold for responding to FOIR at 18 hours to locate, retrieve and extract the information requested. Each hour is charged at a rate of £25 per hour, per person, regardless of the officer status within the Council.

Concerns about cost threshold being exceeded must be communicated first to the Governance team. The decision to accept or reject cost threshold as a basis for the Council's response, lies solely with the Governance team, under the management of the DPO.

## **19. FOI Refusal**

A FOI request can be refused on grounds that the information requested is already publicly available, or intended for future publication, contains details of investigations and proceedings, is commercially sensitive, likely to impede or jeopardise law enforcement, contains health and safety implications, contains personal data or information given in confidence, contains information prohibited from disclosure and vexatious and/or repeated.

To determine whether to refuse on grounds of vexatious and/or repeated requests, The Council will consider the following:

- If the request is deemed excessive in nature
- Whether complying with the request would impose a significant burden on the Council
- If the request is expected to cause distress and harassment to Council employees or anyone working on behalf of the Council
- If the request is of a spurious nature and lacking merit
- Requests which include abusive or hostile language
- Requests made with increasing frequency
- History of the relationship between the requester and the Council
- Information already publicly available

Refusals must only be made upon approval by the DPO or any officer acting on their behalf.

## **20. FOI Review**

The response to a FOI request must contain information advising the requester of their right to a review of the decision or response received. This advice must include how they can request a review including the contact details of the supervisory authority.

The requester should be advised that a request for review must be made within the following 14 days. After the 14 day review request period lapses, the Council will treat such a request as a new request. Only the DPO can authorise a FOI review. The 20-working day response period applies to FOI reviews.

## **21. Environmental Information Regulations Request**

The Council recognises and complies with the requirements of the Environmental Information Regulations (EIR) 2004. EIR requests are similar to FOI requests, but of environmental information. Therefore, Sandwell MBC's policy for FOI requests should apply.

## **22. Publication Scheme**

Sandwell MBC maintain a publication scheme and update it regularly to maintain its relevance. The publication scheme contains documents, policies, plans and guidance used by the Council. It also specifies how this information will be made available to the public.

There are currently seven categories of information available.

These are:

- Who we are and what we do
- What we spend and what we spend it on
- Our priorities and current state of affairs
- The services we offer
- How we make decisions
- Policies and procedures
- Lists and registers

Members of the public are welcome to raise any issues in respect of the publication scheme to the Governance team.



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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Social Housing Decarbonisation Fund – Wave 1
<b>Cabinet Member:</b>	Cabinet Member for Quality Homes and Thriving Neighbourhoods, Councillor Zahoor Ahmed
<b>Director:</b>	Director of Housing Gillian Douglas
<b>Key Decision:</b>	Yes Above £250,000 threshold
<b>Contact Officers:</b>	Steve Greenhouse – Service Manager – Asset Management and Maintenance <a href="mailto:steve_greenhouse@sandwell.gov.uk">steve_greenhouse@sandwell.gov.uk</a> Jonathan Rawlins, Business Manager - Asset Management and Maintenance <a href="mailto:jonathan_rawlins@sandwell.gov.uk">jonathan_rawlins@sandwell.gov.uk</a>

### 1 Recommendations

- 1.1 That approval be given to authorise acceptance of grant funding, from the Government’s Department for Business, Energy and Industrial Strategy (BEIS) as detailed below, together with delegated actions for the Director of Housing and Director of Finance:
- £2,888,327 (2/3 of £4,332,800) to fund proposed energy-efficiency improvements to council-owned dwellings in Smethwick;
- 1.2 That subject to 1.1 above, the Director of Finance allocate the sum of £1,444,473 (1/3 of £4,332,800) from the Housing Revenue account (HRA), to match-fund proposed energy-efficiency improvements to council-owned dwellings in Smethwick.



- 1.3 Authorise the Director of Housing to instruct the Council's External Improvement Programme construction partner (Vinci Facilities Ltd), to deliver associated energy improvement works in accordance with existing contractual arrangements.
- 1.4 Authorise the Director of Housing to instruct agencies procured via the West Midlands Combined Authority (WMCA) to carry out specialist duties, on behalf of Sandwell MBC, in relation to the Social Housing Decarbonisation Fund.
- 1.5 That approval to enter into a grant funding agreement with BEIS is given, subject to a satisfactory financial appraisal being completed by the Strategic Investment Unit.

## 2 Reasons for Recommendations

- 2.1 The purpose of this report is to authorise the acceptance of grant funding of £2,888,327 (2/3 of £4,332,800) to fund proposed energy-efficiency improvements to council-owned dwellings in Smethwick and to seek approval to allocate the sum of £1,444,473 (1/3 of £4,332,800) from the Housing Revenue account (HRA), to match-fund the proposed works.
- 2.2 To seek approval for the Director of Housing to instruct the Council's construction partner (Vinci Facilities Ltd) to deliver energy improvement works in accordance with existing contractual arrangements.
- 2.3 To seek authorisation for the Director of Housing to instruct agencies procured via the Combined Authority to carry out duties to ensure compliance with funding criteria, on behalf of Sandwell MBC, in relation to the Social Housing Decarbonisation Fund.
- 2.4 This initiative clearly supports the current drive towards a greener, low-carbon economy and a need to address Climate Change priorities. It will also help to address high levels of fuel poverty in the Smethwick area.






2.5 Acceptance of the proposals contained within this report, will have the following effect:

- A reduction in fuel poverty levels
- Improved living conditions for tenants of 273 Council homes
- Improved EPC ratings for the properties concerned
- Promote the Council's reputation as being serious about climate change and the move towards a carbon-neutral economy.

### 3 How does this deliver objectives of the Corporate Plan?

	<p>Quality homes in thriving neighbourhoods, this contract is required to allow Sandwell MBC to continue to maintain and upgrade its housing stock as and when required.</p> <p>The delivery of this contract will both improve the energy efficiency and the appearance of the housing stock.</p> <p><b>Ambition 1</b> - <i>Sandwell is a community where our families have high aspirations and where we pride ourselves on equality of opportunity and resilience.</i> Improved energy-efficiency of homes will help to decrease load on the national grid.</p> <p><b>Ambition 2</b> - <i>Sandwell is a place where we live healthy lives and live them for longer, and where those of us who are vulnerable feel respected and cared for.</i> Improved energy-efficiency of homes should reduce energy bills and help to address fuel poverty, allowing vulnerable residents to enjoy more comfortable lives</p> <p><b>Ambition 10</b> – <i>Sandwell now has a reputation for getting things done, where all local partners are focussed on what really matters in people's lives and communities.</i> This initiative will demonstrate Sandwell as a forward-thinking authority that has successfully bid for government funding aimed at reducing tenants' energy bills and carbon emissions and is committed to reducing our climate change impact.</p>
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## 4 Context and Key Issues

- 4.1 During 2019 the Government committed to a £3.8bn Social Housing Decarbonisation Fund (SHDF) over a 10-year period to improve the energy performance of social rented homes, on the pathway to Net Zero 2050. The SHDF aims to deliver warm, energy-efficient homes, reduce carbon emissions and fuel bills, tackle fuel poverty, and support green jobs.
- 4.2 Up to £160m will be made available to Registered Providers (RPs) of Social Housing, including Private and Local Authority (LA) providers in England, through Wave 1 of the SHDF. This is to support the installation of energy performance measures in social homes by 31st January 2023 taking a worst first, fabric first, lowest regrets approach. Future SHDF Waves are planned to be delivered from January 2023 through to April 2030, as part of the Government's commitment to deliver a £3.8m Social Housing Decarbonisation Fund over a 10-year period.
- 4.3 Building on a previous successful grant-funded project, known as LAD2, Sandwell MBC now has an opportunity to be named partner in a SHDF bid submitted to government by the Combined Authority.
- 4.4 The Government are encouraging a fabric first approach, with a space heating demand expectation of 90 kwh/m<sup>2</sup>/year. As well as benefiting the comfort health and wellbeing of tenants, and helping to save money on energy bills, a fabric first approach can help to maximise the dwelling's suitability for low carbon heating, either now or in the future. The focus of SHDF Wave 1 applications will be on social homes with an EPC rating of Band D, E, F or G.
- 4.5 The scheme aims to improve the energy performance of homes to Energy Performance Certificate (EPC) Band C, wherever possible, to take homes out of fuel poverty and deliver progress towards the UK's commitment to Net Zero by 2050. This is the first wave (out of a total of four waves, subject to future spending review agreement) of the SHDF programme. The entire SHDF programme seeks to raise the energy performance of as many as possible of the 1.6m social homes below EPC Band C up to that level, in preparation for the widespread adoption of decarbonised heating systems.



4.6 The proposed scheme will result in warmer and more energy efficient homes and deliver against local and national objectives to reduce energy costs and reduce carbon emissions. The SHDF Wave 1 competition will be based upon the following key principles:

- **Worst First:** Facilitating the treatment of the worst performing homes through a scaled cost cap that allows for greater spend on those homes with a lower starting EPC Band. Whilst applications to the SHDF including the worst performing properties are encouraged, there is no requirement for properties of certain EPC Bands to make up a certain percentage of the overall number of properties included in an application to the SHDF
- **Fabric First:** A fabric first approach (of insulation and heat loss prevention measures) is required. This ensures that heat loss prevention measures are installed before other energy efficiency measures to maximise comfort and bill savings for the consumer, and to maximise the dwelling's suitability for low carbon heating either now or in the future.
- **Least Regrets:** The approach to retrofit taken should minimise the potential of measures installed through SHDF having to be replaced in the future on the journey to Net Zero for the social housing stock.

4.7 The key aims and objectives for the SHDF Wave 1 competition are set out below:

- **Fuel Poverty:** Reduce the numbers in Fuel Poverty by improving the energy efficiency rating of social homes below EPC Band C and reducing energy bills. On this basis, tenant energy bills should not increase for equivalent home warmth, and it is expected that bills will reduce.
- **Carbon:** Deliver cost effective carbon savings to contribute to carbon budgets, and progress towards the UK's target for Net Zero by 2050 by reducing CO2 emissions from Social Housing.
- **Green Economy:** Support economic resilience and a green recovery in response to the economic impacts of Covid-19, supporting thousands of jobs.



- Tenants: Improve the comfort, health, and well-being of Social Housing tenants by delivering warmer and more energy-efficient homes.

- 4.8 Grant funding of two thirds of total eligible project costs is available to Sandwell MBC to assist delivery of the project, with the Council contributing a minimum of one third of total eligible project costs. To maximise value for money across Wave 1 of the SHDF, cost caps will be implemented for each home. These cost caps will be scaled to ensure that homes with the lowest EPC Banded ratings receive the most money in line with the ‘worst first’ principle.
- 4.9 The proposals involve the installation of ‘eligible measures’, which are any energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) 2012 that will help improve the energy performance of homes. Registered Providers are expected to focus on measures that will help lower household energy bills. This includes, but is not limited to, energy-efficiency measures (such as wall, loft, and underfloor insulation) and low carbon heating technologies – but excluding any heating systems which are solely fuelled by fossil fuels.
- 4.10 Owing to limited experience with this type of project, it was decided that a consortium approach, led by WMCA would be more likely to present robust application. Other participating members of the Consortium are Wrekin Housing Trust, Orbit, Midland Heart, Community Housing Group, Citizen Housing, Wolverhampton Homes and Solihull MBC.
- 4.11 WMCA appointed a consultant to coordinate the bid. Each authority was asked to identify properties that met the set criteria. The cost of investment is based upon the range of measures and type of property identified.
- 4.12 The total number of properties included within the consortium’s bid is 871, of which Sandwell is the main contributor with 273. The principal measure proposed by all members, including Sandwell MBC, is external wall insulation (EWI).
- 4.13 The HRA funded Housing Investment Programme, approved by Cabinet on 18 October 2017, confirmed the Council’s ambition to ensure our properties are energy- efficient. At that time, a £1m annual budget was agreed to deliver energy efficiency improvement work alongside a £3m per annum gas boiler replacement programme and a £16m+ property improvement programme.



- 4.14 Appendix 1 provides an overall project cost breakdown for the Combined Authority consortium bid, including the Sandwell element.
- 4.15 If the Council's ambitious climate change target to achieve carbon neutrality by 2041 is to be met, this type of intervention is necessary. This project will also help families who may be suffering from fuel poverty as they are currently living in some of the least energy-efficient houses in the Council's stock.
- 4.16 Measures will be incorporated into an existing external improvement programme in the area and can help demonstrate a firm commitment towards achieving carbon reduction targets and climate change initiatives.

### **The Current Position**

- 4.17 The bid was submitted on 15th October 2021, with a right reserved to withdraw from the project before entering into a more formal agreement once the decision to award funding had been made by Government.
- 4.18 Sandwell MBC's element of the bid includes delivering external wall insulation, improved flat roof insulation (including roof replacement) and cavity wall insulation to around 273 Council-owned dwellings in the Cape Hill area of Smethwick. Cape Hill has been identified as an area where there are a relatively high levels of fuel poverty and deprivation. Although some of the properties identified already have an EPC rating of 'C', as the proportion these represent as part of the overall bid is relatively small, this is considered acceptable.
- 4.19 Officers have consulted with one of our incumbent contractors delivering external improvement works, Vinci Facilities Ltd, who have confirmed that they meet the respective installer conditions referenced above.
- 4.20 Vinci Facilities are assisting Sandwell to deliver a similar scheme via the Local Authority Delivery (LAD) 2 Scheme on the Victoria Park Estate in Smethwick. Utilising Vinci Facilities to deliver Sandwell's SHDF Wave 1 allocation is seen as the most feasible route to delivery available, thus avoiding the requirement for an extensive and time-consuming procurement process.
- 4.21 It is a government requirement that a qualified Retrofit Co-ordinator is engaged to oversee the technical application of this project. Officers



understand that the Combined Authority have procured organisations that can provide this service and that they will be available to us.

4.22 Discussions have commenced regarding the Council’s intention to submit a bid for the next (second) wave of the Social Housing Decarbonisation Fund, which is scheduled to be launched in Spring 2022.

## 5 Alternative Options

5.1 Should the Council decline this offer and still wish to continue with the projects, then alternative arrangements would need to be made in order to fund an extra £2,888,327 in addition to a proposed commitment of £1,444,473. This option is ruled out because it is important that we draw down funding for retrofitting. All registered providers of social housing, including local authorities, will need access to grant funding in order to meet climate change targets in housing.

## 6 Implications

<b>Resources:</b>	Funding was approved by Cabinet in 2017 that included monies for ECO projects to improve the energy efficiency of properties in Sandwell. In 2021/22, there is a budget available of £3.240m. The proposed match funding contribution figure of £1,444,473 will be allocated from this budget and it is anticipated that all match funding will be expended during 2022/2023.
<b>Legal &amp; Governance:</b>	The project would be awarded and delivered via the current External Improvement Programme contract in place with Vinci Facilities Ltd, awarded at the Cabinet meeting of 18 <sup>th</sup> April 2018 (minute 60/18 refers)  The contract was procured and awarded in accordance with the council’s Procurement and Contract Procedure Rules and the Public Contracts Regulations 2015.
<b>Risk:</b>	A risk register has been compiled and will be reviewed and updated on a regular basis. Arrangements are in place to effectively manage and mitigate the risks identified. Major risks are identified below: <ul style="list-style-type: none"> <li>• BEIS fail to award funding</li> </ul>



	<ul style="list-style-type: none"> <li>• Inability to spend any funding awarded</li> </ul>
<b>Equality:</b>	An Equality Impact Assessment screening exercise has been carried out and a full Equality Impact Assessment is not required.
<b>Health and Wellbeing:</b>	<p>Accepting SHDF funding and completion of the proposed insulation works should result in the following benefits to the households concerned:</p> <ul style="list-style-type: none"> <li>• Better insulation will help residents to save energy and money on fuel bills.</li> <li>• Improved living conditions could help to ease the pressure on the NHS by reducing hospital admissions</li> <li>• Use of the grant would reduce carbon emissions with associated benefits through reducing the impacts of climate change</li> </ul>
<b>Social Value</b>	<p>The proposals contained in this report are entirely commensurate with the Council's climate change priorities and will help to support:</p> <ul style="list-style-type: none"> <li>• Reduced carbon and greenhouse gas emissions</li> <li>• A reduction in fuel poverty</li> <li>• Improved health and wellbeing</li> <li>• Inclusive economic growth – reduced fuel bills should allow more money to be spent locally.</li> </ul>

## 7. Background Papers

Report to Cabinet 18 April 2018, Neighbourhood Improvement Programme – External Refurbishment (minute 60/18)

Report to Cabinet 18 October 2017, Housing Revenue Account Housing Investment Programme (minute 167/17)

## 8. Appendices

Appendix 1 (below) – Project Cost Breakdown



## Appendix 1

### Project Cost Breakdown

	Project Cost Breakdown				
	Total Project Costs	Total SHDF Grant Funding requested - Capital	Total RP Contribution - Capital	Total Grant Funding requested - A & A <sup>1</sup>	Total RP Contribution - A & A
WMCA Consortium Wave 1 Bid Submission	£ 15,113,121.24	£ 6,174,204.78	£ 6,933,203.46	£ 1,337,142.00	£ 668,571.00
Sandwell MBC element of Bid	£ 4,332,800.00	£ 2,541,327.00	£ 1,270,473.00	£ 347,000.00	£ 174,000.00
<i>All costs are inclusive of non-recoverable VAT</i>					

<sup>1</sup> A & A = Admin and ancillary costs, which include: -

- Consortium Manager
- Consortium Admin Support
- Monthly reporting to BEIS
- WMCA Corporate Services Recharge covering HR, Procurement, Legal, Finance & Governance Services
- PAS2035 Retrofit Design & Co-ordination
- EPCs
- TrustMark or equivalent lodgement fees
- Customer Journey Support





## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Q3 Budget Monitoring 2021/22
<b>Cabinet Member:</b>	Cllr Crompton – Cabinet Member for Finance & Resources
<b>Director:</b>	Simone Hines - Director of Finance
<b>Key Decision:</b>	Yes
<b>Contact Officer:</b>	Rebecca Maher (Head of Finance) <a href="mailto:Rebecca_Maher@sandwell.gov.uk">Rebecca_Maher@sandwell.gov.uk</a>

### 1 Recommendations

#### That Cabinet:

- 1.1 Note the financial monitoring position as at 31 December 2021 (Quarter 3 2021/22) and refer the report to the Budget and Corporate Scrutiny Management Board for consideration and comment.
- 1.2 Note the projected financial position; services are projecting an overspend of £5.233m against allocated budgets and an underspend of £7.822m after adjusting for the movement on reserves, use of corporate resources and the application of centrally held Covid-19 grant funding.
- 1.3 Approve the following budget virements above the higher of £0.250m or 1% of the Gross Budget of the service area:

Virements above £0.250m or 1% of Gross Budget for approval by Cabinet	£'000	£'000
<b>Adult Social Care</b>		
Transfer of Hospital Team posts to STAR service	292	
Transfer of Hospital Team posts to STAR service		292
Creation of Workforce Grant within ledger	1,251	1,251



<b>Virements above £0.250m or 1% of Gross Budget for approval by Cabinet</b>	<b>£'000</b>	<b>£'000</b>
Creation of Workforce 2 Grant within ledger	2,310	2,310
Creation of Omicron support grant within the ledger	462	462
Creation of Rapid Testing Grant (October to March)	684	684
Creation of Infection Prevention & Control Grant (October to March)	1,249	1,249
Creation of Vaccine Grant (October to March)	92	92
<b><u>Regen &amp; Growth</u></b>		
Markets and Street Trading move from Borough Economy to Regeneration and Growth	405	
<b><u>Borough Economy</u></b>		
Community Safety and Resilience from Housing to BE		621
Markets and Street Trading move from Borough Economy to Regeneration and Growth		405
<b><u>Housing</u></b>		
Community Safety and Resilience from Housing to BE	621	
<b>TOTAL</b>	<b>7,366</b>	<b>7,366</b>

1.4 Approve the following changes to the council's capital programme: -

£0.400m to be added into the 2022/23 capital programme in relation to the West Bromwich Town Hall Quarter project within Borough Economy. These resources are essentially match funding for the larger Towns Fund project.

A virement of £0.068m in 2022/23 from the Blackheath Library project within Borough Economy to further contribute match funding towards the West Bromwich Town Hall Quarter project mentioned above.







## 2 Reasons for Recommendations

2.1 Section 151 of the 1972 Local Government Act requires the Chief Financial Officer to ensure the proper administration of the council's financial affairs. Budgetary control, which includes the regular monitoring and reporting of budgets is an essential element in discharging this statutory responsibility.



### 3. How does this deliver objectives of the Corporate Plan?

The Council's financial status helps to underpin the Council's Corporate Plan and the associated aspirations.

	Best start in life for children and young people
	People live well and age well
	Strong resilient communities
	Quality homes in thriving neighbourhoods
	A strong and inclusive economy
	A connected and accessible Sandwell

### 4 Context and Key Issues

4.1 Services are projecting an overspend of £5.233m against allocated budgets and the key reasons for this are given from section 4.3 below. However, after adjusting for reserves, corporate resources, RCCO and the application of centrally held Covid-19 grant funding the adjusted projected outturn is an underspend of £7.822m. This projected outturn is summarised in the following table, a more detailed analysis is provided in Appendices 1 to 1K and the reasons for significant variances from budget are outlined in the following narrative.



## Reasons for the Variances from Budget

### 4.2 Overview

Services are continuing to experience the financial impact of Covid, most significantly a loss of income due to suspended or significantly reduced services. Pressures related to COVID are currently forecast to be £11.312m for the year and the Council has flexibility to manage these through the centrally held Covid funding which is the unused balance of grants received in 2020/21 and additional grants received or anticipated for part of 2021/22. It is proposed that COVID funding is applied to net pressures, so that where services have underspends, these are used to offset COVID pressures in the first instance.

Area	Appendix	Total Budget £'000	Projected Outturn £'000	Projected Variance from Budget £'000	(Use of) Reserves / Corporate Resources & RCCO £'000	Corporate Funding of Covid Pressures £'000	Projected Variance £'000
Corporate Management	1A	(319)	(319)	0	0	0	0
Borough Economy	1B	62,555	62,759	204	474	(2,222)	(1,544)
Adult Social Care	1C	82,342	80,803	(1,539)	(1,478)	0	(3,017)
Regeneration & Growth	1D	10,191	10,332	141	(217)	(681)	(757)
Housing	1E	2,991	2,748	(243)	0	(226)	(469)
Children's Services	1F	84,878	90,505	5,627	(686)	(4,266)	675
Business Strategy & Change	1G	12,831	12,455	(376)	195	(332)	(513)
Finance	1H	10,950	11,791	841	(710)	(1,134)	(1,003)
Law & Governance	1I	1,566	2,383	817	(630)	(1,381)	(1,194)
<b>Net Service Expenditure (ex PH)</b>		<b>267,985</b>	<b>273,457</b>	<b>5,472</b>	<b>(3,052)</b>	<b>(10,242)</b>	<b>(7,822)</b>
Public Health	1J	277	38	(239)	949	(710)	0
<b>Total Net Service Expenditure</b>		<b>268,262</b>	<b>273,495</b>	<b>5,233</b>	<b>(2,103)</b>	<b>(10,952)</b>	<b>(7,822)</b>
Central Items	2	(35,084)	(32,503)	2,581	(748)	(360)	1,473
<b>Total Net Expenditure (inc Central Items)</b>		<b>233,178</b>	<b>240,992</b>	<b>7,814</b>	<b>(2,851)</b>	<b>(11,312)</b>	<b>(6,349)</b>
Housing Revenue Account (HRA)	1K	(29,300)	(34,699)	(5,399)	750	0	(4,649)
Individual Schools Budgets (ISB)	3	0	(2,162)	(2,162)	0	0	(2,162)
<b>Total Net Expenditure</b>		<b>203,878</b>	<b>204,131</b>	<b>253</b>	<b>(2,101)</b>	<b>(11,312)</b>	<b>(13,160)</b>

In addition to the Covid related issues, services are reporting a number of significant ongoing operational pressures which will need to be incorporated into the next refresh of the corporate Medium-Term Financial Strategy; these issues are highlighted within the relevant directorate narrative.



#### 4.3 **Borough Economy (£0.204m overspend)**

The directorate continues to experience budget pressures as a result of Covid-19, mainly linked to a reduction in income for services such as Sandwell Valley, markets and car parking. These are currently being offset by the Sales, Fees and Charges Covid-19 grant scheme, but it is acknowledged that some will continue following the end of this grant income. They have therefore been incorporated into the budget planning exercise for 2022/23 onwards.

Budget pressures that are not related to Covid-19 include expenditure on high priority highways maintenance work and a reduction in taxi licensing income which are being offset by vacancy savings across the directorate.

The Waste Improvement Partnership transferred into Borough Economy during the last quarter and there is a projected underspend against this budget which has contributed to the improved position for the directorate.

#### 4.4 **Adult Social Care (£1.539m underspend)**

The position on Adult Social Care has changed from a projected overspend of approximately £0.400m at Q2 to a projected underspend of £1.539m. The movement reflects additional NHS Discharge to Assess Funding for External Placements (£1.100m) and a one-off increase in the Better Care Fund contribution to the Joint Equipment Store (£0.600m); both increases will be used to facilitate hospital discharges.

External placements continue to be a significant pressure against service budgets however due to Omicron related outbreaks a number of care providers are unable to take new referrals and it is difficult to assess the underlying trends within the care market.

The projected outturn reflects significant staffing related underspends; these reflect recruitment difficulties (Social Work & Therapy) and where services have been operating below normal capacity due to Covid restrictions (day services) or in preparation for significant services changes (extra care housing).



#### 4.5 **Regeneration & Growth (£0.141m overspend)**

The main reason for the projected overspend against Regeneration and Growth are continued pressures related to the Property Maintenance Account although these are partly offset by vacancy savings and additional income across the directorate.

#### 4.6 **Housing (£0.243m underspend)**

In general, the Homelessness grants received by the Housing directorate are sufficient to offset any pressures on this area. There are other minor reasons for the projected underspend including additional income and vacancies in some services.

#### 4.7 **Children's Services – (£5.627m overspend)**

The projected variance from budget is predominantly due to the loss of income from residential centres of £0.999m and the cost of holiday alternatives to free school meals of £1.554m which will be funded from the Covid grant.

However, the projected outturn variance also includes a £1.861m overspend against SEND Transport budgets. Despite a significant increase (+£3.1m) between the 2020/21 and the 2021/22 budget to reflect the increase in demand, the cost of existing demand (899 pupils compared to 818 pupils in 2020/21) is projected to exceed budget. Contract prices have also increased due to the need to extend and renegotiate existing provision whilst the procurement exercise is completed. There may be additional budget pressures in this area going forward based on the constantly increasing demand for this service and any further price increases.

After the application of corporate resources and Covid grant funding the adjusted outturn projection is an overspend of £0.675m.

#### 4.8 **Business Strategy & Change (£0.376m underspend)**

Vacancy savings account for the majority of the underspend in the directorate. There has also been a reduction in the cost of learning and development due to the move to online training following Covid-19.



#### 4.9 Finance (£0.841m overspend)

The projected overspend is mainly due to the delay in implementation of Oracle Fusion, the costs of which are being funded from reserves and Covid-19 emergency funding.

#### 4.10 Law & Governance (£0.817m overspend)

The directorate have been impacted by Covid-19 in several ways, both in terms of additional income for Registration Services but also additional costs relating to overtime, Covid-19 secure elections and a loss of traded income for the Legal team. Most of these pressures are being offset by Covid-19 grant income but there is expected to be a continuing budget pressure associated with elections costs which has been included in the budget planning process for 2022/23.

#### 4.11 Public Health – (£0.239m underspend)

Public Health services are funded from a ring-fenced grant of £25.1m and previous underspends against the grant are held within a reserve, which is subject to the same ring-fence restrictions. After the use of specific reserves and Covid grant funding, the adjusted outturn projection is an underspend of £1.079m which is planned to be transferred to the ring-fenced PH Reserve.

#### 4.12 Central Items

The council has a number of centrally held budgets. The nature of these is such that they are not within a specific directorate's control. The projected variance from budgets is an overspend of £22.826m. However after adjusting for the use of reserves, corporate resources and Covid funding the adjusted position is an underspend of £1.527m which predominantly relates to additional Business Rates Compensation Grant. Further detail of the Central Items is provided in **Appendix 2**.

#### 4.13 Individual Schools Budgets

The Dedicated Schools Grant allocation is expected to generate an underspend of £2.162m arising from staffing vacancies and surplus Early Years DSG funding which is expected to be adjusted for in 2022/23. Further details are provided within **Appendix 3**.

#### 4.14 Use of Reserves

At the last Cabinet meeting, a revised treatment of earmarked reserves/earmarked balances was agreed. Since that time, the overall reserves position has been reviewed and some adjustments made to opening balances based on new and updated expenditure pressures.



These adjustments are shown in **Appendix 4** and the revised opening balance is £135.595. The most significant of these reserves are £20.245m of Covid Emergency Funding and £34.390m Section 31 Business Rates Relief Funding. The latter is government grant but due to the timing differences with accounting for business rates and COVID reliefs has to be held in an earmarked reserve to offset deficits in future years. The year-end balance of earmarked reserves is projected to be £103.569m.

It is important to note that the Council is required to hold a prudent level of reserves in order to manage the financial risks that it faces. The S151 Officer is required to confirm as part of the budget setting process that the level of reserves that the Council holds is reasonable and prudent. Approximately £16m of the reserves forecast to be held at 31/03/2022 relate to specific ring-fenced grants and over £20m is for capital and regeneration projects. The Council also keeps reserves to cover potential future risks, such as the Insurance Fund which currently stands at £6.9m.

#### 4.15 **Additional Grants**

Details of new grants received or announced during Quarter 1 are provided in **Appendix 5**. This represents additional resources of £41.582m, largely accounted for by Household Support Fund, Business Rates Compensation Grant and Housing Subsidy Grants.

#### 4.16 **Capital**

Expenditure on the Council's capital programme is forecast to be **£150.432m** during 2021/22. Appendix 6 provides a detailed breakdown of the programme.

It is requested as part of the QTR 3 capital report that £0.400m is added into the 2022/23 capital programme in relation to the West Bromwich Town Hall Quarter project within Borough Economy. These resources are essential match funding for the larger Towns Fund project.

A virement of £0.068m in 2022/23 is requested from the Blackheath Library project within Borough Economy to further contribute match funding towards the West Bromwich Town Hall Quarter project mentioned above.





Public consultation, procurement delays due to Brexit and COVID have all significantly impacted on the delivery of various large capital schemes which has caused slippage into future years. The main changes that have taken place since the Quarter 2 2021/22 monitoring are as follows: -

- A decrease of £2.100m in the Law & Governance budget mainly in respect of slippage of resources into 2022/23 to continue works on the following schemes, £0.643m Rowley Cemetery & £1.455m New Cemetery in West Bromwich.
- A decrease of £2.380m in the Business Strategy & Change budget mainly in respect of slippage of resources into 2022/23 to continue works on the ICT End User Computing and ICT Modernisation Programme schemes.
- A decrease of £0.100m in the Adults Social Care budget mainly in respect of slippage of resources into 2022/23 to further continue works associated with the Swift Impress System.
- A decrease of £1.999m in the Borough Economy budget mainly in respect of the slippage of resources into 2022/23 to continue works on the Department for Transport (DFT) funded schemes, Dudley Street Bridge & Scott Bridge major repairs.
- A decrease of £3.285m in the Regeneration & Growth budget mainly in respect of capital budgets being added into the programme for the Sandwell Aquatic Centre £0.415m in respect of the COVID-19 Emergency Funding Cabinet report & £3.300m in relation to monies received from the Department for Levelling Up Housing & Communities (DLUHC) in respect of the Towns Fund 5% accelerated funding and the slippage of main programme resources into 2022/23 of £7.000m in order to finalise the Sandwell Aquatic Centre.
- An increase of £0.185m in the Children & Education budget mainly to reflect the use of Basic Need resources to continue various school improvement schemes.
- A decrease of £9.165m in the Housing Revenue Account (HRA) budget mainly in respect of the re-profiling of New Build and High Rise projects into 2022/23, due to COVID and Procurement delays effecting start on site.



#### 4.17 **Section 106/Community Infrastructure Levy (CIL)**

Section 106 monies are paid by developers towards the cost of providing community and social infrastructure but must be used for specific purposes. The Council currently holds **£2.520m** in Section 106 monies and is forecasting to spend **£0.181m** of this leaving a remaining balance of **£2.339m**.

The Community Infrastructure Levy is a charge that local authorities can set on new development to raise funds to help fund the infrastructure, facilities and services which are needed to support new homes and businesses in the areas. The Council currently holds **£2.418m** in Capital 80% pot CIL monies and is not forecasting any expenditure against this.

#### 4.18 **Budget Adjustments (virements)**

In addition to the virements which Cabinet are asked to approve within recommendation 1.3 there have been smaller value budget adjustments which can be approved by Chief Officers. Details of all virements are provided in **Appendix 8**.

### 5 **Alternative Options**

5.1 There are limited decisions within the recommendations, Cabinet could vary the proposed transfer of Covid funding to the Sandwell Children's Trust or the requested virements within Public Health which reflect increases in the available resources since the 2021/22 budgets were approved.

### 6 **Implications**

<b>Resources:</b>	Resource implications are contained within the main body of the report.
<b>Legal and Governance:</b>	No direct implications arising from the recommendations.
<b>Risk:</b>	This information is contained within the main body of this report.
<b>Equality:</b>	No direct implications arising from the recommendations.
<b>Health and Wellbeing:</b>	No direct implications arising from the recommendations.



**Social Value**

No direct implications arising from the recommendations.

**7. Appendices**

- 1 Summary Outturn Projection
- 1A Corporate Management
- 1B Borough Economy
- 1C Adult Social Care
- 1D Regeneration & Growth
- 1E Housing
- 1F Children's Services
- 1G Business Strategy & Change
- 1H Finance
- 1I Law & Governance
- 1J Public Health
- 1K Housing Revenue Account (HRA)
- 2 Central Items
- 3 Individual Schools Budgets (ISB)
- 4 Reserves
- 5 New Grants
- 6 Capital
- 7 S106 / CIL
- 8 Virements

**8. Background Papers**

None



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Area	Appendix	Total Budget £'000	Projected Outturn £'000	Projected Variance from Budget £'000	(Use of) Reserves / Corporate Resources & RCCO £'000	Corporate Funding of Covid Pressures £'000	Projected Variance £'000
Corporate Management	1A	(319)	(319)	0	0	0	0
Borough Economy	1B	62,555	62,759	204	474	(2,222)	(1,544)
Adult Social Care	1C	82,342	80,803	(1,539)	(1,478)	0	(3,017)
Regeneration & Growth	1D	10,191	10,332	141	(217)	(681)	(757)
Housing	1E	2,991	2,748	(243)	0	(226)	(469)
Children's Services	1F	84,878	90,505	5,627	(686)	(4,266)	675
Business Strategy & Change	1G	12,831	12,455	(376)	195	(332)	(513)
Finance	1H	10,950	11,791	841	(710)	(1,134)	(1,003)
Law & Governance	1I	1,566	2,383	817	(630)	(1,381)	(1,194)
<b>Net Service Expenditure (ex PH)</b>		<b>267,985</b>	<b>273,457</b>	<b>5,472</b>	<b>(3,052)</b>	<b>(10,242)</b>	<b>(7,822)</b>
Public Health	1J	277	38	(239)	949	(710)	0
<b>Total Net Service Expenditure</b>		<b>268,262</b>	<b>273,495</b>	<b>5,233</b>	<b>(2,103)</b>	<b>(10,952)</b>	<b>(7,822)</b>
Central Items	2	(35,084)	(32,503)	2,581	(748)	(360)	1,473
<b>Total Net Expenditure (inc Central Items)</b>		<b>233,178</b>	<b>240,992</b>	<b>7,814</b>	<b>(2,851)</b>	<b>(11,312)</b>	<b>(6,349)</b>
Housing Revenue Account (HRA)	1K	(29,300)	(34,699)	(5,399)	750	0	(4,649)
Individual Schools Budgets (ISB)	3	0	(2,162)	(2,162)	0	0	(2,162)
<b>Total Net Expenditure</b>		<b>203,878</b>	<b>204,131</b>	<b>253</b>	<b>(2,101)</b>	<b>(11,312)</b>	<b>(13,160)</b>

Directorate Corporate Management

APPENDIX 1A

Page 368

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ Corporate Resources/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	284	0	284	503	219	0	0	219
Corporate Management	(603)	0	(603)	(822)	(219)	0	0	(219)
			0		0	0	0	0
			0		0	0	0	0
			0		0	0	0	0
<b>TOTAL</b>	<b>(319)</b>	<b>0</b>	<b>(319)</b>	<b>(319)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Borough Economy

APPENDIX 1B

Page 369

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Tourism, Culture & Leisure	10,183		<b>10,183</b>	10,236	<b>53</b>	415	<b>(973)</b>	<b>(505)</b>
Commercial Services	4,248		<b>4,248</b>	4,181	<b>(67)</b>	59	<b>(145)</b>	<b>(153)</b>
Regulated Services	3,435	80	<b>3,515</b>	4,240	<b>725</b>	0	<b>(604)</b>	<b>121</b>
Highways Services	15,120		<b>15,120</b>	15,693	<b>573</b>	0	<b>(500)</b>	<b>73</b>
Directorate Management	0		<b>0</b>	212	<b>212</b>	0	0	<b>212</b>
Waste Improvement Partnership	29,489		<b>29,489</b>	28,197	<b>(1,292)</b>	0	0	<b>(1,292)</b>
	0		<b>0</b>	0	<b>0</b>	0	0	<b>0</b>
	0		<b>0</b>	0	<b>0</b>	0	0	<b>0</b>
	0		<b>0</b>	0	<b>0</b>	0	0	<b>0</b>
	0		<b>0</b>	0	<b>0</b>	0	0	<b>0</b>
	0		<b>0</b>	0	<b>0</b>	0	0	<b>0</b>
	0		<b>0</b>	0	<b>0</b>	0	0	<b>0</b>
<b>TOTAL</b>	<b>62,475</b>	<b>80</b>	<b>62,555</b>	<b>62,759</b>	<b>204</b>	<b>474</b>	<b>(2,222)</b>	<b>(1,544)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Adult Social Care

APPENDIX 1C

Page 370

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Management Team	(1,010)	4,648	3,638	2,616	(1,022)	0	0	(1,022)
Business Management	571	0	571	557	(14)	0	0	(14)
Social Work & Therapy	4,417	0	4,417	3,941	(476)	0	0	(476)
External Placements	63,743	0	63,743	63,991	248	0	0	248
Integrated Hub	467	0	467	387	(80)	0	0	(80)
Direct Services	6,393	0	6,393	5,287	(1,106)	0	0	(1,106)
Commissioning	3,113	0	3,113	2,387	(726)	0	0	(726)
Better Care Fund	0	0	0	1,637	1,637	(1,478)	0	159
			0		0			
<b>TOTAL</b>	<b>77,694</b>	<b>4,648</b>	<b>82,342</b>	<b>80,803</b>	<b>(1,539)</b>	<b>(1,478)</b>	<b>0</b>	<b>(3,017)</b>



Regeneration & Growth

APPENDIX 1D

Page 371

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Growth and Spatial Planning Service	2,149		2,149	1,940	(209)	(217)	(681)	(1,107)
Development Planning and Building	507		507	406	(101)	0	0	(101)
Strategic Assets and Land Service	6,865		6,865	7,549	684	0	0	684
Highways Services	0		0	0	0	0	0	0
Management	670		670	437	(233)	0	0	(233)
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
<b>TOTAL</b>	<b>10,191</b>	<b>0</b>	<b>10,191</b>	<b>10,332</b>	<b>141</b>	<b>(217)</b>	<b>(681)</b>	<b>(757)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Housing

APPENDIX 1E

Page 372

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Communities Team	1,541		1,541	1,450	(91)	0	0	(91)
Homelessness	750		750	750	0	0	0	0
Other Housing Services	285		285	(43)	(328)	0	(30)	(358)
Business Excellence	415		415	591	176	0	(196)	(20)
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
<b>TOTAL</b>	<b>2,991</b>	<b>0</b>	<b>2,991</b>	<b>2,748</b>	<b>(243)</b>	<b>0</b>	<b>(226)</b>	<b>(469)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Children's Services

Appendix 1F

Page 373

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ Corporate Resources/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Director of Education & Employment	8,128	0	8,128	8,076	(52)	(56)	0	(108)
Education Support Services	1,837	0	1,837	2,204	367	0	(754)	(388)
Learning Improvement	3,288	0	3,288	2,825	(463)	0	(23)	(486)
Inclusive Learning	6,384	0	6,384	8,077	1,693	0	0	1,693
Director of Children's Services	6,692	0	6,692	9,543	2,851	(130)	(2,758)	(37)
Sandwell Children's Trust	58,549	0	58,549	59,780	1,231	(500)	(731)	0
Children's Social Care	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>84,878</b>	<b>0</b>	<b>84,878</b>	<b>90,505</b>	<b>5,627</b>	<b>(686)</b>	<b>(4,266)</b>	<b>674</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

84,878 Carl

0 Capital Charges Adjustment (Adjustments page cell J11)

Business Strategy and Change

APPENDIX 1G

Page 374

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Director	0		0	0	0	0	0	0
ICT	6,201	318	6,519	6,037	(482)	318	(73)	(237)
Human Resources	3,347	82	3,429	3,982	553	(123)	(103)	327
Service Improvement	1,947	35	1,982	1,774	(208)	0	(92)	(300)
Business Excellence	809	92	901	662	(239)	0	(64)	(303)
			0		0	0	0	0
<b>TOTAL</b>	<b>12,304</b>	<b>527</b>	<b>12,831</b>	<b>12,455</b>	<b>(376)</b>	<b>195</b>	<b>(332)</b>	<b>(513)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Directorate	183		183	63	(120)	0	0	(120)
Financial Management	4,021	20	4,041	5,369	1,328	(710)	(699)	(81)
Revenues and Benefits	2,937	414	3,351	3,345	(6)	0	(435)	(441)
Business Management	3,374		3,374	3,013	(361)	0	0	(361)
<b>TOTAL</b>	<b>10,516</b>	<b>434</b>	<b>10,950</b>	<b>11,791</b>	<b>841</b>	<b>(710)</b>	<b>(1,134)</b>	<b>(1,003)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Law and Governance

APPENDIX 11

Page 376

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Directorate	356		356	402	46	(18)	0	28
Governance Services	1,589	60	1,649	2,108	459	(162)	(485)	(188)
Registration Services	(1,578)		(1,578)	(1,631)	(53)	0	(367)	(420)
Legal	1,140		1,140	1,505	365	(450)	(529)	(614)
			0		0	0	0	0
<b>TOTAL</b>	<b>1,506</b>	<b>60</b>	<b>1,566</b>	<b>2,383</b>	<b>817</b>	<b>(630)</b>	<b>(1,381)</b>	<b>(1,194)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Public Health

APPENDIX 1J

Page 377

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	These will be hidden		(Use of) Reserves/ Corporate Resources/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
						RCCO	(Use of) / Contribution to Reserves			
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Communicable Disease	3,220		3,220	3,724	504			0	(710)	(206)
Long Term Conditions	2,414		2,414	1,774	(640)			0	0	(640)
Childrens	10,055		10,055	10,079	25			0	0	25
Substance Misuse & Smoking	3,547		3,547	3,524	(23)			0	0	(23)
Wider Determinants	4,142		4,142	3,908	(235)			0	0	(235)
Public Health Management	2,231		2,231	2,139	(92)			0	0	(92)
Public Health Grant	(25,111)		(25,111)	(25,111)	0		949	949	0	949
Public Health Savings Target	(222)		(222)	0	222			0	0	222
			0	0	0			0	0	0
			0	0	0			0	0	0
			0	0	0			0	0	0
			0	0	0			0	0	0
			0	0	0			0	0	0
<b>TOTAL</b>	<b>277</b>	<b>0</b>	<b>277</b>	<b>38</b>	<b>(239)</b>	<b>0</b>	<b>949</b>	<b>949</b>	<b>(710)</b>	<b>0</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Housing Revenue Account (HRA)

APPENDIX 1K

Page 378

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ Corporate Resources/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Asset Management & Maintenance	39,031		39,031	35,773	(3,258)	0	0	(3,258)
Business Excellence	3,357		3,357	3,284	(73)	0	0	(73)
Commercial Services	4,374		4,374	4,424	50	0	0	50
Corporate HRA	19,776		19,776	20,008	232	0	0	232
Housing Management	12,205		12,205	11,126	(1,079)	0	0	(1,079)
PFI	(471)		(471)	(1,853)	(1,382)	750	0	(632)
Rents & Other Charges	(115,007)		(115,007)	(114,896)	111	0	0	111
SLA's	7,435		7,435	7,435	0	0	0	0
			0	0	0	0	0	0
<b>TOTAL</b>	<b>(29,300)</b>	<b>0</b>	<b>(29,300)</b>	<b>(34,699)</b>	<b>(5,399)</b>	<b>750</b>	<b>0</b>	<b>(4,649)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.



Area	Annual Target Budget	BFwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves / Corporate Resources & RCCO	Corporate Funding of Covid Pressures	Projected Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Children's Services</b>								
BSF FM Contribution	400	0	400	400	0	0	0	0
<b>Finance</b>								
Local Authority Subscriptions	104	0	104	123	19	0	0	19
Wolverhampton: WMCC and WMRE	45	0	45	30	(15)	0	0	(15)
Combined Authority	1,373	0	1,373	1,505	132	0	0	132
External Audit Fee	144	0	144	269	125	0	0	125
New Homes Bonus Grant	(1,254)	0	(1,254)	(1,254)	0	0	0	0
No Recourse to Public Funds	531	0	531	833	302	0	0	302
Business Rates Compensation Grant	(49,948)	0	(49,948)	(48,283)	1,665	(3,494)	0	(1,829)
Corporate Projects	1,000	0	1,000	1,000	0	0	0	0
Insurance	(395)	0	(395)	(395)	0	0	0	0
Bank Charges	335	0	335	335	0	0	0	0
Airport Rent Income	(100)	0	(100)	(100)	0	0	0	0
Apprenticeship Levy	480	0	480	511	31	0	0	31
Past Service Pension Costs	5,387	0	5,387	5,426	39	0	0	39
Local Welfare Provision	0	0	0	254	254	(254)	0	0
Housing Benefits	501	0	501	501	0	0	0	0
Pensions General	4,560	0	4,560	4,291	(269)	0	0	(269)
Coroners	346	0	346	706	360	0	(290)	70
Members Allowances	1,446	0	1,446	1,362	(84)	0	0	(84)
Public Law Fees	366	0	366	341	(25)	0	0	(25)
Special Events	25	0	25	2	(23)	0	0	(23)
Templink	(429)	0	(429)	(429)	0	0	0	0
COVID19 Facilities	0	0	0	70	70	0	(70)	0
COVID19 Emergency Funding	0	0	0	0	0	0	0	0
COVID-19 Containing Outbreak Management Fund	0	0	0	0	0	0	0	0
COVID-19 Local Council Tax Support Scheme	0	0	0	0	0	0	0	0
COVID-19 Restart Grant	0	0	0	0	0	0	0	0
COVID-19 Local Restriction Support Grants (LRSG)	0	0	0	0	0	0	0	0
COVID-19 Business Support Grants	0	0	0	0	0	0	0	0
COVID-19 Test and Trace	0	0	0	0	0	0	0	0
Contribution to Oracle Fusion Reserve	0	0	0	0	0	2,000	0	2,000
Contribution to Improvement & Capacity Fund	0	0	0	0	0	1,000	0	1,000
<b>Finance Total</b>	<b>(35,484)</b>	<b>0</b>	<b>(35,484)</b>	<b>(32,903)</b>	<b>2,581</b>	<b>(748)</b>	<b>(360)</b>	<b>1,473</b>
<b>Grand Total</b>	<b>(35,084)</b>	<b>0</b>	<b>(35,084)</b>	<b>(32,503)</b>	<b>2,581</b>	<b>(748)</b>	<b>(360)</b>	<b>1,473</b>

Individual Schools Budget

APPENDIX 3

Page 380

Service Area	Annual Target Budget	B/fwd from Previous Year	Total Budget	Projected Outturn	Projected Variance	(Use of) Reserves/ RCCO	Corporate Funding of COVID-19 Pressures	Projected Outturn Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
ISB High Needs	53,555	0	53,555	51,820	(1,735)	0	0	(1,735)
Early Years	24,877	0	24,877	23,538	(1,339)	0	0	(1,339)
Central Services Services Block	2,249	0	2,249	2,249	0	0	0	0
Schools	151,049	0	151,049	151,049	0	0	0	0
Centrally Retained Services	2,149	0	2,149	3,061	912	0	0	912
Dedicated Schools Grant	(233,879)		(233,879)	(233,879)	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
	0		0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,162)</b>	<b>(2,162)</b>	<b>0</b>	<b>0</b>	<b>(2,162)</b>

Note: If one of your Service Areas is Law & Governance, please ensure it is entered as "Law and Governance" so it will work with the lookups. Thank you.

Earmarked Reserve	Balance as at	Adjustment	Revised	Use of /	Projected Balance
	31 March 2021	following review	Balance	(Contribution to)	31 March 2022
	£'000	£000	£000	Reserves	£'000
				£'000	
<b>Corporate Management</b>					
Brexit Funding	(73)		(73)	0	(73)
			0		
			0		
<b>Adult Social Care</b>					
Adult Social Care Reserve	(1,047)		(1,047)	0	(1,047)
Integrated Care Record	(171)		(171)	0	(171)
Better Care Fund	(8,952)		(8,952)	1,478	(7,474)
			0		
			0		
<b>Children's Services/ISB</b>					
Regeneration and Economy	(89)		(89)	0	(89)
BSF FM Sinking Fund	(2,983)		(2,983)	0	(2,983)
BSF PFI Sinking Fund	(4,286)		(4,286)	0	(4,286)
SCT Contingency	(1,600)		(1,600)	0	(1,600)
SIPS Redundancy Reserve	(652)	600	(52)	0	(52)
SCT Invest to Save	(470)		(470)	470	0
External Review - SEND Contract	(50)		(50)	0	(50)
SEND Transport	(1,500)		(1,500)	0	(1,500)
SCT High Cost Placement Reserve	(1,000)		(1,000)	500	(500)
			0		
			0		
<b>Borough Economy</b>					
Portway Lifestyle Centre	(658)		(658)	0	(658)
Physical Activity Board	(24)	24	0	0	0
Taxi Licensing	(105)		(105)	0	(105)
Dartmouth Park HLF	(318)		(318)	0	(318)
Aquatics Centre UOW	(100)		(100)	0	(100)
SERCO Waste Commitments	(3,816)		(3,816)	0	(3,816)
			0		
			0		
<b>Public Health</b>					
Learning for Public Health	(405)		(405)	62	(343)
Public Health Grant Reserve	(7,862)		(7,862)	0	(7,862)
			0		
			0		
<b>Housing</b>					
Private Sector Landlord	(142)		(142)	0	(142)
			0		
			0		
<b>Regen &amp; Growth</b>					
Sinking Fund RBC building	(591)	591	0	0	0
Sinking Fund Central 6th Building	(999)		(999)	0	(999)
West Midlands Regional Research	(234)		(234)	15	(219)
Black Country Core Strategy Reserve (REQUEST THIS P6)	0		0	(200)	(200)
Aquatic Centre Legacy Funding	(1,000)		(1,000)	0	(1,000)
Workplace Vision	(2,000)		(2,000)	2,000	0
Levelling Up Fund Capacity	(258)		(258)	0	(258)
Forge Mill Farm Demolition	(230)		(230)	0	(230)
Asset Measurements	(200)		(200)	200	0
Queens Square	(2,300)		(2,300)	0	(2,300)
Friar Park Development	(7,000)	3,000	(4,000)	0	(4,000)
Commonwealth Games	(500)		(500)	369	(131)
School Repair Reserve	(120)		(120)	0	(120)
Bull Street Demolition	(130)	130	0	0	0
Land Regeneration Fund (NEW)	0	(853)	(853)	402	(451)
			0		
<b>Finance - Target</b>					
Grants Irregularities Reserve	(1,031)	31	(1,000)	0	(1,000)
E-Business financial suite	(639)		(639)	639	0
P.O.C.A. (Proceeds of Crime)	(39)		(39)	39	0
Sandwell Children's Trust	(77)		(77)	32	(45)
Housing Benefit Debtor	(2,500)	1,500	(1,000)	0	(1,000)
			0		
			0		
<b>Finance - Central Items</b>					
Insurance Reserve	(8,875)	2,000	(6,875)	0	(6,875)
COVID Emergency Funding	(20,245)		(20,245)	10,053	(10,192)
Sct 31 Relief Payment	(34,390)		(34,390)	3,494	(30,896)
			0		
			0		
<b>Law and Governance</b>					
Elections	(268)		(268)	99	(169)
Non-BAU Work	(450)		(450)	450	0
SLaP Liquidator	(50)		(50)	0	(50)
Leaders Office (NEW)	0	(100)	(100)	81	(19)
			0		
			0		
<b>Business Strategy &amp; Change</b>					
ICT Refresh	(2,000)	1,000	(1,000)	0	(1,000)
Graduate Scheme 2021/22 (NEW)	0	(200)	(200)	123	(77)
			0		
			0		
<b>Corporate Items</b>					
Aquatic Centre - Replacement of PRU Borrowing	(7,000)		(7,000)	0	(7,000)
New Asset Register System	(500)		(500)	0	(500)
Cost of Exit packages	(2,000)		(2,000)	397	(1,603)
Business Rates Growth	(131)		(131)	131	0
Pay Award	(1,000)		(1,000)	1,000	0
Brushstrokes Invest to Save	(27)		(27)	0	(27)
Debt Charges	(700)	700	0	0	0
Oracle Fusion Delay	(231)		(231)	(2,000)	(2,231)
Business Rates Volatility Reserve (NEW)	0	(7,000)	(7,000)	0	(7,000)
Invest to Save Reserve (NEW)	0	(3,000)	(3,000)	0	(3,000)
Improvement & Capacity Fund (NEW)	0	0	0	(1,000)	(1,000)
			0		
<b>Total</b>	<b>(134,018)</b>	<b>(1,577)</b>	<b>(135,595)</b>	<b>18,834</b>	<b>(116,761)</b>

<b>Additional Specific Grants Announced during the Quarter</b>	<b>£'000</b>
<b><u>Adult Social Care</u></b>	
Workforce Recruitment & Retention Grant	(1,251)
Workforce Recruitment & Retention Grant 2	(2,310)
Rapid Testing Grant extension (October to March)	(684)
Infection Prevention & Control Grant 4 (October to March)	(1,249)
Vaccination Support Grant (October to March)	(92)
ILF no longer categorised as specific grant	976
Reduction in War Pension disregard grant	7
ASC Omicron Support Grant January	(462)
<b><u>Borough Economy</u></b>	
Titford Pools - Canals & River Trust APPRAISAL STAGE	(233)
WNF/ABG - Preventing Extremism Paid Quarterly in arrears	(97)
Community Safety - West Midlands Crime Commissioner	(165)
Safer Streets	(119)
Portway PFI	(581)
New Burdens funding - MHCLG	(842)
Capacity Building fund	(50)
<b><u>Childrens</u></b>	
Kickstart Grant	(370)
Holiday Activities and Food Programme	(1,042)
Household Support Grant	(3,400)
Violence Reduction Unit	(48)
<b><u>Housing</u></b>	
DLUHC - Vulnerable Renters	(246)
<b><u>Public Health</u></b>	
Prevention & Promotion for Better Mental Health - Additional Grant Annoucement	(21)
<b><u>Regeneration &amp; Growth</u></b>	
New Burdens 4 Restart	(59)
Wednesbury HAZ	(23)
<b><u>Finance - Target</u></b>	
New Burdens - 4 Restart and Additional Restrictions COVID-19 Grant Schemes	(68)
<b><u>Finance - Central Items</u></b>	
Loss of Sales, Fees and Charges Income	(1,182)
Additional Restrictions Grant	(26)
Test and Trace Discretionary Payments	(170)
New Homes Bonus Grant	(314)
Business Rates Compensation Grant	(8,710)
Housing Subsidy - Rent Rebates Grant	(11,043)
Housing Subsidy - Rent Allowances Grant	(7,293)
Housing Subsidy - Benefit Administration Grant	(299)
<b><u>Business Strategy &amp; Change</u></b>	
Independent Complaints Advocacy Service	(117)
<b>Total Grants</b>	<b>(41,582)</b>

## SANDWELL METROPOLITAN BOROUGH COUNCIL

## CAPITAL MONITORING 2021/2022 - PERIOD 9 DECEMBER

Page 383	SUMMARY	Original Budget 2021/22 (Main Programme)	Additional Approvals / Adjustments	Re-Profile to Future Years	Revised Budget 2021/22 (Main Programme)	Self Financing	Total Budget 2021/22	2021/22			(Surplus) / Deficit for the Year
								Actual Spend to Date	Remaining Spend	Total Forecast Expenditure	
	DECEMBER 2021/22	£	£	£	£	£	£	£	£	£	£
	Director of Finance	6,000	0	(6,000)	0	-	0	-	0	0	0
	Law & Governance	3,200,000	2,225,000	(4,325,000)	1,100,000	-	1,100,000	777,386.71	322,613	1,100,000	0
	Business Strategy & Change	2,770,000	318,000	(2,763,000)	325,000	-	325,000	156,390.12	168,610	325,000	0
	Adults Social Care	11,784,000	0	(110,000)	11,674,000	781,000	12,455,000	6,080,489.97	6,374,510	12,455,000	0
	Borough Economy	5,646,000	196,000	(3,046,000)	2,796,000	9,587,000	12,383,000	8,193,897.31	4,189,103	12,383,000	0
	Regeneration & Growth	17,264,000	2,415,000	(7,291,000)	12,388,000	27,365,000	39,753,000	30,988,938.01	8,764,062	39,753,000	0
	Housing & Assets	1,673,000	0	(970,000)	703,000	3,813,000	4,516,000	2,275,919.33	2,240,081	4,516,000	0
	Children & Education	81,000	0	(81,000)	0	12,523,000	12,523,000	8,243,042.40	4,279,958	12,523,000	0
	Housing Revenue Account (HRA)	87,872,000	2,085,000	(23,899,000)	66,058,000	1,319,000	67,377,000	42,316,326.61	25,060,730	67,377,057	57
	<b>GRAND TOTAL</b>	<b>130,296,000</b>	<b>7,239,000</b>	<b>(42,491,000)</b>	<b>95,044,000</b>	<b>55,388,000</b>	<b>150,432,000</b>	<b>99,032,390.46</b>	<b>51,399,666</b>	<b>150,432,057</b>	<b>57</b>

Section 106					
Section 106 Scheme	Service Area	Description of Project	Balance Available @ 01/04/21 £	Forecast Expenditure for 2021/22 £	Balance Remaining @ 31/03/22 £
Roway Lane Development	Regeneration & Growth	Contribution to improvement works at the Fountain Lane / Bromford Road junction	48,000	0	48,000
Former Churchfields School, All Saints Way, West Bromwich	Regeneration & Growth	Erection of 182 dwellings, 3no 100m x 60m football pitches, changing room facilities together with associated road and sewer.	17,000	0	17,000
Land at Alexandra Road and Upper Church Lane, Tipton	Regeneration & Growth	Affordable Housing	603,000	0	603,000
High St / Dartmouth St West Bromwich (was Laing but now Taylor Wimpy)	Regeneration & Growth	Affordable Housing	12,000	0	12,000
Land at Seymour Road, Oldbury	Regeneration & Growth	Affordable Housing	91,000	0	91,000
Land at Summerton Road, Oldbury	Regeneration & Growth	Affordable Housing	28,000	0	28,000
Rattlechain Oldbury DC/14/57737	Regeneration & Growth	Affordable Housing	210,000	0	210,000
Land off Mill Street Tipton - DC/15/58921	Regeneration & Growth	Affordable Housing	290,000	0	290,000
Land off spon Lane West Bromwich DC/08/49057	Regeneration & Growth	Highways Contribution	447,000	0	447,000
TESCO - West Bromwich	Regeneration & Growth	Planning / Environmental Health contribution	50,000	0	50,000
Sandwell Road West Bromwich DC/09/51649	Regeneration & Growth	Public Realm / Highways contribution	175,000	0	175,000
Ashes Road Oldbury DC/14/57470	Regeneration & Growth	Ashes Road Oldbury Contribution	336,000	0	336,000
Upper Church lane Tipton DC/09/50926	Regeneration & Growth	Planning Contribution	32,000	0	32,000
Brades Green Open Space DC/05/43995	Borough Economy	Planting scheme to improve welcoming aspect - Oldbury	5,800	5,800	0
Barnford Park DC/07/48918	Borough Economy	Treeworks - Oldbury	3,600	3,600	0
Mary MacArthur Gardens	Borough Economy	Fencing, Steps & Re-Painting of Infrastructure - Rowley	32,300	32,300	0
Jubilee Park DC/04/43090 & DC/06/47114	Borough Economy	Treeworks - Tipton	8,100	8,100	0
Farley Park DC/08/50253	Borough Economy	Play Provision improvements - Tipton	4,000	4,000	0
Norman Rd Dams DC/05/45598	Borough Economy	Play Provision improvements	15,000	15,000	0
Charlemont Playing Fields - DC/14/56717	Borough Economy	Improvements to Car Parking Facilities & Skate Board Park - West Bromwich	33,000	33,000	0
Redhouse Park - DC/05/45586	Borough Economy	Scheme being developed including Entrance & Car Parking - West Bromwich	18,000	18,000	0
Yew Tree Estate - DC/13/56577	Borough Economy	Play Provision improvements - West Bromwich	61,200	61,200	0
<b>Total Section 106</b>			<b>2,520,000</b>	<b>181,000</b>	<b>2,339,000</b>

Community Infrastructure Levy (CIL)					
CIL Scheme	Service Area	Description of Project	Balance Available @ 01/04/21 £	Forecast Expenditure for 2021/22 £	Balance Remaining @ 31/03/22 £
Balance in CIL fund to date - not allocated to individual projects	Regeneration & Growth		2,418,000	0	2,418,000
<b>Total Community Infrastructure Levy (CIL)</b>			<b>2,418,000</b>	<b>0</b>	<b>2,418,000</b>

## Appendix 8

<b>Virements above £0.250m or 1% of Gross Budget for approval by Cabinet</b>	<b>£'000</b>	<b>£'000</b>
<b><u>Adult Social Care</u></b>		
Transfer of Hospital Team posts to STAR service	292	
Transfer of Hospital Team posts to STAR service		292
Creation of Workforce Grant within ledger	1,251	1,251
Creation of Workforce 2 Grant within ledger	2,310	2,310
Creation of Omicron support grant within the ledger	462	462
Creation of Rapid Testing Grant (October to March)	684	684
Creation of Infection Prevention & Control Grant (October to March)	1,249	1,249
Creation of Vaccine Grant (October to March)	92	92
<b><u>Regen &amp; Growth</u></b>		
Markets and Street Trading move from Borough Economy to Regeneration and Growth	405	
<b><u>Borough Economy</u></b>		
Community Safety and Resilience from Housing to BE		621
Markets and Street Trading move from Borough Economy to Regeneration and Growth		405
<b><u>Housing</u></b>		
Community Safety and Resilience from Housing to BE	621	
<b>TOTAL</b>	<b>7,366</b>	<b>7,366</b>

<b>Virements between Directorates/Service Areas below £0.250m for information in Cabinet Report</b>	<b>£'000</b>	<b>£'000</b>
<b><u>Childrens</u></b>		
Movement of Voluntary Sector Grants (Community Transport) to Borough Strategy & Change		27
<b><u>BSC</u></b>		
Movement of Voluntary Sector Grants (Community Transport) to Borough Strategy & Change	27	
<b><u>Public Health</u></b>		
Wider Determinants - Additional Grant for Prevention & Promotion Better Mental Health		21
Grant funded expenditure for Prevention & Promotion Better Mental Health	21	
<b><u>Finance</u></b>		
<b>TOTAL</b>	<b>48</b>	<b>48</b>

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## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	General Fund, Housing Revenue Account and Capital Programme Budgets 2022/23
<b>Cabinet Member:</b>	Cllr Crompton – Cabinet Member for Finance & Resources
<b>Director:</b>	Simone Hines - Director of Finance
<b>Key Decision:</b>	Yes
<b>Contact Officer:</b>	Rebecca Maher (Head of Finance) <a href="mailto:Rebecca_Maher@sandwell.gov.uk">Rebecca_Maher@sandwell.gov.uk</a>

### 1 Recommendations

#### That Cabinet:

- 1.1 Note the key points from the Local Government Finance Settlement and the impact on the budget position for 2022/23
- 1.2 Note the feedback on the draft budget proposals from the Budget and Corporate Scrutiny Board at para 4.26.
- 1.3 Note the feedback on the draft budget from business representatives at para 4.25.
- 1.4 That Cabinet have due regard to the feedback from Equality Impact Assessments and consultation feedback as set out in the report and Appendix C.
- 1.5 That the fees and charges increases for 2022/23, as set out at Appendix D, be approved.



- 1.6 That the contract sum for Sandwell Children's Trust of £70.474m be approved as set out at para 4.10.
- 1.7 That the final General Fund budget position as set out at Appendix E be approved and recommended to Council.
- 1.8 That the Housing Revenue Account budget for 2022/23 be approved as shown at Appendix E and recommended to Council.
- 1.9 That the Council Tax precept for 2022/23 of £117,967,934, representing a 1.99% increase in Council Tax and a further 3% increase in the Adult Social Care precept be recommended to Council for approval.
- 1.10 That the Director of Finance's assurance statement on the robustness of the budget estimates and reserves at Appendix G position be noted.
- 1.11 That the Treasury Management Strategy and Prudential Indicators at Appendix J be recommended to Council for approval.
- 1.12 That the Capital Programme for the General Fund and Housing Revenue Account for 2022/23 and Capital Strategy be approved and recommended to Council as set out at Appendix H and I.
- 1.13 That the Director of Finance be authorised to make transfers to or from reserves during the financial year to ensure that adequate reserves are maintained and adjusted when spend from earmarked reserves is required.
- 1.14 That the Director of Finance be authorised to adjust the funding sources applied to the Capital Programme during the year to maximise flexibility in use of capital resources and minimise borrowing costs where possible.
- 1.15 That a fundamental review of the Medium-Term Financial Plan and Capital Strategy be undertaken in the first quarter of 2022/23 and brought back to Cabinet for approval.
- 1.16 That the Director of Finance, in consultation with the Cabinet Member for Finance and Resources, be authorised to approve and administer the Council Tax rebate scheme for 2022/23 and approve a policy for the discretionary element of the scheme.









## 2 Reasons for Recommendations

2.1 The Local Government Finance Act 1972 requires the Council to set a balanced, risk assessed budget each year and approve a Council Tax precept by 11<sup>th</sup> March.

### 3. How does this deliver objectives of the Corporate Plan?

The Council's financial position helps to underpin the Council's Corporate Plan and the associated aspirations.

	Best start in life for children and young people
	People live well and age well
	Strong resilient communities
	Quality homes in thriving neighbourhoods
	A strong and inclusive economy
	A connected and accessible Sandwell

## 4 Context and Key Issues

4.1 The provisional Local Government Finance Settlement was announced on 16<sup>th</sup> December. The key points from the settlement were as follows:

- The settlement is for a single year only, and further details on proposed funding reform and consultations are due to follow in the new year
- The £1.6bn additional funding announced at the Spending Review has been distributed as follows:



- £0.8bn to a 2022/23 Services Grant, distributed using the 2013/24 Settlement Funding Assessment formula. The statement highlights that this is a one-off grant and will not be taken into consideration for transitional support when future system changes are made.
  - £0.7bn to social care, with additional Social Care Grant (£0.6bn, distributed using the Adult Social Care Relative Needs Formula, with equalisation for the impact of the 1% social care precept) and an inflationary increase to the Improved Better Care Fund.
  - £0.1bn to provide an inflationary increase to Revenue Support Grant.
- In addition, £162m has been allocated to local authorities from the funds raised in the National Insurance Health & Social Care levy.
  - Authorities do not receive separately identified funding for the costs to them of the increase in National Insurance Contributions (the funding for this is assumed to be included in the new 2022/23 Services Grant).
  - Referendum limits have been confirmed at 2% (or £5 for districts and fire authorities, where this is more than 2%). PCCs will be subject to a £10 referendum limit.
  - An additional 1% social care precept for social care authorities (who will also be able to raise any balance of last year's 3% social care precept).
  - The New Homes Bonus has been 'rolled over' for another year, with allocations made and the final 2019/20 legacy payment honoured.
  - The lower tier services grant has been 'rolled over' at £111m nationally, and with a new cash terms funding floor.
  - The compensation for under-indexing of the business rates multiplier will continue at RPI, though the settlement figures only include this at CPI.
  - No detailed announcements were made on future funding reform

4.2 The Council has benefited from additional grant funding from the settlement, although much of it is either ring-fenced or to cover additional costs (such as the 1.25% increase in National Insurance Contributions. The financial impact of the settlement announcement compared to the draft budget is shown in the next section.



4.3 The final Local Government Finance Settlement was announced on 8<sup>th</sup> February and there were no significant changes for the Council compared to the provisional settlement.

#### 4.4 Changes to the budget position

4.5 Cabinet noted the draft budget position for 2022/23 in December and approved in principle a number of savings options amounting to £14.6m. A list of the savings proposals are shown at Appendix B to the report. Assuming that all savings were approved and implemented, there still remained a gap of £1.5m prior to the settlement announcement.

4.6 The draft budget also included a number of assumptions about income and expenditure changes, such as inflation and taxbase. These are summarised below and there are no changes to these assumptions since the draft budget report:

- Inflation where contractual and unavoidable
- Provision for an annual pay award
- Pension contributions in line with the current triennial valuation
- Business Rates income based on current trends and assuming there is not a re-set of business rates baselines or any change to the 100% pilot arrangements
- 0.6% increase in the Council Tax Base, which is slightly lower than the 1% increase assumed in the Medium-Term Financial Plan.
- 3.99% increase in Council Tax, made up of 1.99% 'core' increase and 2% Adult Social Care precept unused from 2021/22
- A number of spend pressures identified during the budget process, as shown at Appendix A

4.7 The table below shows the financial impact of the settlement on the Council and also the areas of additional spending need that have arisen since the draft budget report in December:



	£'m
<b>Deficit per draft budget report</b>	<b>1.457</b>
<b>Change in funding from settlement</b>	
New Homes Bonus	(0.32)
Services Grant 2022/23 (one-off)	(7.015)
Additional Business Rates top-up grant	(1.056)
<b>Technical and Reserve Changes</b>	
Net change in Collection Fund income and grant funding	(1.042)
Reserve contribution for Oracle Fusion project	1.000
Increased debt costs for capital financing	0.285
Establish Financial Planning earmarked reserve	2.500
Other net changes	1.006
<b>Additional spend pressures</b>	
Additional inflationary costs on utilities and pay	1.852
National Insurance increase	0.820
Adult Social Care extra inflationary pressures	0.921
Additional contract sum to Sandwell Children's Trust (compared to original MTFP forecast)	0.172
2% increase in the Transport Levy paid to WMCA	0.235
Additional Democratic and Policy resources	0.350
<b>Net impact on draft budget position</b>	<b>(0.292)</b>
<b>Revised budget deficit</b>	<b>1.165</b>

- 4.9 In addition to the funding changes shown above, the Council has also received additional Social Care grant of £5.7m, and a new 'Market Sustainability and Fair Cost of Care Fund'. The final budget assumes that the latter grant is ring-fenced for Adult Social Care and will be passed on to the care sector. The additional Social Care grant has been contributed to an earmarked reserve in order to fund emerging social care pressures (both Adults and Children's) as they arise in year, which may be exacerbated by high inflation rates during the course of 2022. The grant will also enable the Council to accelerate early help and preventative work, particularly in Children's social care. The Better Care Fund allocation has also increased by £676k compared to the provisional settlement.



- 4.10 As part of the budget process, the Council also has to agree the contract sum payable to Sandwell's Children's Trust for the next financial year. This is a dialogue process which begins in the autumn so that the Council and Trust can agree the assumptions on which the contract sum shall be based. The contract sum provisionally agreed for 2022/23 is £70.474m which is an increase of £2.4m or approx. 4%. This will generate a surplus of £1.9m which will assist in reducing the cumulative deficit position of £7.8m as at 1<sup>st</sup> April 2021.
- 4.11 It should be noted that the impact of inflation has created further pressures for the budget setting process, as shown in the table above. The Retail and Consumer Price Indices are currently at 30-year high levels of 7.5% and 5.4% respectively. This has led to increased estimated costs for utilities as well as on some of our key contracts.
- 4.12 The table above shows that there has been a further increase in the cost of placements in Adult Social Care due to the impact of inflation and national minimum wage increases. The average inflationary pressure included in the budget for ASC placements is 4.1%, with the 6.6% increase in National Minimum Wage being a key contributing factor. The impact of inflation over the course of 2022 is seen as a risk factor in the 2022/23 budget.
- 4.13 The Public Health Grant allocations were announced on 7<sup>th</sup> February with a below inflation increase of 2.7%. Sandwell's funding allocation is £25.816m and the Public Health budget appendices has been updated to reflect this.
- 4.14 As part of the budget process the Council also allocates the Dedicated Schools Grant (DSG) to schools in consultation with the Schools Forum. The Education and Skills Funding Agency (ESFA) announced the DSG allocation for 2022/23 in December 2022/23 and Cabinet approved the formula allocations on 12<sup>th</sup> January and the High Needs allocations on 9<sup>th</sup> February. A summary of the 2022/23 DSG by block is shown below:

DSG Block	Allocation prior to Adjustments	Adjustments	Allocation after adjustments
	£m	£m	£m
Schools	308.463	(2.961)	305.502
Central School Services	2.283	0.000	2.283
High Needs	61.267	(3.130)	58.137
Early Years	23.387	0.000	23.387
<b>Total</b>	<b>395.400</b>	<b>(6.091)</b>	<b>389.309</b>



- 4.15 It is recommended that a new Financial Planning earmarked reserve be created to help manage any slippage in savings programmes during the year and any in-year cost pressures, particularly in relation to inflation. This is discussed further in the Reserves and Budget Risk Assessment sections later in the report.
- 4.16 Overall, the table above shows that no further savings are needed to close the budget gap, assuming that all savings approved in principle in December are implemented. There is an update on progress on the consultation on these savings in the following section.

#### **4.17 Feedback on Budget Consultation and Equality Impact Assessments**

As noted above, the draft budget report in December approved £14.6m of savings for 2022/23 in principle. These have been subject to consultation and Equality Impact Assessments where needed. Copies of the Equality Impact Assessments that have been undertaken are included at Appendix C.

- 4.18 The Equality Impact Assessment for the Advocacy proposal within Adult Social Care does highlight some potential impacts on some groups. The suggested mitigation is to consult on the changes for two months with feedback reported to Cabinet by June for a final decision on whether to proceed. Therefore, this saving cannot be confirmed, although the saving is minor and so any slippage can be managed within the overall Adult Social Care budget.
- 4.19 Consideration of the equality impact of the proposal to increase the Council's charges for Court costs has also been carried out. The advice from the Council's Equalities Team is that a full EqiA was not required. This is because the amount charged is to cover the Council's administration costs when taking court action and is a standard charge so does not discriminate against any particular groups.
- 4.20 The draft savings proposals included an £80k saving to be achieved by reducing the Council's current contribution to the Sandwell Council of Voluntary Organisations. However, this has now been widened to a fundamental review of all of the Council's grants and contributions to the voluntary and community sector being undertaken in the first quarter of 2022/23, with consultation being undertaken in line with the Compact.





The Council's current budget for this is in the region of £7m in 2021/22 so the £80k saving is still considered a reasonable and prudent estimate for a part-year saving. The outcome of the consultation will be brought back to Cabinet prior to any funding decisions being made.

- 4.21 The savings proposal in relation to the review of the Non-Residential Charging policy also requires in-depth consultation and Equality Impact Assessment which will take place in the first quarter of 2022/23 due to the complexity of the modelling required to bring forward alternative options for consideration. The saving put forward in the draft budget of £300k had been calculated assuming part year implementation, so this is still considered a reasonable estimate.
- 4.22 In terms of the proposal to increase Garage Rents, whilst there is a risk that garage tenants may not be able to afford the increased rent for their garage, we do not consider there to be any equality matters arising from this action or risk. The allocation of garages are not provided based on any need assessment, they are allocated in date order of applications therefore are not considered to be an essential service that being unable to access will have any adverse impact on residents with protected characteristics. We will monitor any terminations of garage tenancies arising after notification of the rent increase to consider if a further Equality Impact Assessment or mitigation is necessary.
- 4.23 On the proposal to charge for Choice Base Lettings, there are no equality risks associated with the implementation of this charge as the burden for paying falls to Housing Associations who benefit from the service, including the rent collected from the property we let on their behalf. Housing Associations do not recover any charges for letting from the applicants.
- 4.24 There were a number of savings relating to the Council's staffing structures which are still being consulted on in line with Council policies. Where possible these savings will be achieved through the Council's Planned Leavers Scheme or through deletion of vacant posts. Until the consultation process is complete the actual savings level or staffing impact cannot be confirmed, but the savings proposals are still considered to be a prudent assessment of overall savings opportunities, and Directors have delegated authority, in consultation with the relevant Cabinet Member, to make changes to their structures after following due process.



4.25 The Council is also required in the Local Government Finance Act to consult with Business Ratepayers in its area. A number of business representatives from the Black County Chamber of Commerce, Black Country Local Enterprise Partnership and Business Ambassadors network were contacted and asked for their feedback on the Council's draft budget report. There were two formal written responses received which are summarised below for Cabinet's information and consideration:

Business Representative A	We always encourage business rates reductions as businesses are really struggling due to Covid currently. Footfall is very low at the moment in West Bromwich.
Business Representative B	<p>It is clearly very difficult to budget with so many unknowns in the Government support schemes. The current situation is also clearly very challenging.</p> <ul style="list-style-type: none"> <li>• Inflation is likely to be higher than the figures you have used.</li> <li>• Very important to seek at least a breakeven position with contingencies</li> <li>• Seek to maintain current service levels with improved productivity.</li> <li>• We would review income and costs on a pareto basis as small changes have a bigger effect and would consider: <ul style="list-style-type: none"> <li>○ Raising Council Tax by a higher level</li> <li>○ Increasing all charges by least inflation plus 2%</li> <li>○ Reviewing staff costs.</li> <li>○ I presume Council efficiency/productivity is constantly reviewed. However, the general impression to private industry is that there is scope for savings.</li> <li>○ Why is there such a large increase in the communications budget?</li> <li>○ Monitoring staff absences and take action to achieve a 2/3% level achieved in private industry.</li> <li>○ It is not clear what level of bad debts you have. If significant, I would recommend stronger action.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Reviewing the cost/value of any external consultants. Reduce the number of senior interim appointments.</li> <li>○ Current proposed individual savings are relatively small, but with potential significant impacts. <i>The example given was reduction in respite packages.</i></li> </ul>
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4.26 The draft budget proposals were also considered by the Budget and Corporate Scrutiny Board on 8<sup>th</sup> February and the Committee asked a number of questions, particularly around the savings proposals. The recommendations from the Committee were as follows: that Cabinet be requested to consider the comments and observations of the Budget and Corporate Scrutiny Management Board in relation to the Draft Budget 2022/23 as follows:

- (a) further efficiencies within the Fleet Management Services, for e.g the introduction of a booking system for employees to book fleet to get the best use of resources;
- (b) that the Safer Neighbourhoods and Active Communities Scrutiny Board be requested to consider the cost effectiveness of garage rents, including the occupancy levels and whether advertising of space is done well;
- (c) that a review of the Property Maintenance Account is added to the work programme of the Budget and Corporate Scrutiny Management Board.

4.27 In summary, following consultation and Equality Impact Assessments where necessary, the Leadership Team have the required level of assurance and plans in place to achieve the £14.6m of savings as set out in the draft report to Cabinet in December.



## 4.28 Fees and Charges

- 4.29 A review of Fees and Charges has been undertaken as part of the budget setting process to ensure that each charge is appropriate and achieving its objective. Where charges are intended to either break even or maximise income, analysis has been carried out to look at the total costs of providing the service to understand what the position is.
- 4.30 There are examples where full cost recovery is not being achieved and these have been challenged to ensure that there is a clear rationale for this – for social or financial inclusion reasons for example. Further work is ongoing to review all of these and separate reports may be brought to Cabinet during the year.
- 4.31 There are some fees and charges that are set by statute or are required to break even and not make a surplus, so these have been considered separately.
- 4.32 The Council has also made use of benchmarking information to compare our income from Fees and Charges with other similar authorities to identify any opportunities to increase charges or introduce new charges. The proposed increases in Libraries, Highways and Regulatory services have all been recommended based on a review of neighbouring authority charges.
- 4.33 The fees for Registration Services (which includes the registration of deaths and births, weddings, civil partnerships and citizenship ceremonies, burial and cremation registration, and the management of cemeteries and crematoria to the residents of Sandwell) have been reviewed in light of future changes to the service. In 2023/2024 an increase of between 4500-5000 registration events for Sandwell as a Local Registration Service is likely as health care services move from City hospital in Birmingham to the new Midland Metro Hospital in Smethwick. This will also likely see an impact on the complexity of cases referred to the Black Country Coroner as well the number of cases referred to the Bereavement services team which relate to Public Health Act funerals.
- 4.34 The revenue implications to meet the new business need will include the creation of 7 FTE new additional posts for the service. Expenditure related to these posts will be accounted for by the additional income generated by a suggested 7% increase on non-statutory fees and charges



for Registration related services.

4.35 In addition, and in response to an increasing demand for burial services from families out of the borough, the surcharge related to the interment of non-Sandwell residents will increase from 15% to 30%. This is to ensure the costs associated with burial services for non-Sandwell residents in Sandwell are at similar levels to those in other areas more local to them. This increase will also likely have a positive impact on maintaining the availability of future burial space in the borough.

4.36 The suggested increases to Fees and Charges per service is set out at Appendix D. The increases have been informed by the review set out above, and so they vary by service. In making any decisions about increases in fees and charges it is important to balance the need to cover costs, particularly when inflation is high, whilst not discouraging customers to take up the services from the Council. A summary of the increases by service are shown in the table below:

Environment & Fleet	7.5%
Public Health	0%
Community Facilities	Range
Green Services	Range
Facilities Management	3%
Museum & Art	New Charging Structure
Markets & Street Trading	3%
Legal Services	3%
Building Control	0-10%
Adults	0%
Adult & Family Learning	0%
Youth Service	5%
Taxi Licensing	0%
Pest Control	New Charging Structure
Env Protection & Enforcement	0%
General Licensing	Range
CCP-EHTS	Range
Private Sector Housing – HMO licensing	5.1%
Highways Services	Range
Libraries	Range
Registration Services	7%



4.37 The overall additional income that is anticipated from these increases is £0.6m, of which £0.16m had already been included in the savings proposals agreed as part of the draft budget report.

4.38 The review of Fees and Charges is an ongoing piece of work that will form part of the review of the Medium-Term Financial Plan review. There are some services – such as markets – where consideration needs to be given to the longer-term impact of COVID and how the markets service needs to operate in the future. There are also some services where a commercial approach could be considered, and the Council is currently developing a Commercial Strategy which will incorporate these options.

### 4.39 Reserves Position

4.40 The Council has two types of reserves:

- Earmarked Reserves which are for specific future projects, commitments or risks, both revenue and capital
- Unallocated Balance, which is to ensure the Council can manage unexpected financial challenges.

4.41 The level of unallocated balances at the end of March 2022 was £8.4m, which is the lower end of a prudent level. Part of the budget strategy for 2022/23 has been to restructure reserves to increase the level of unallocated balances and also to create an Invest to Save reserve. This will allow transformational projects to be carried out to both improve the way the Council delivers services to its customers but also enable service to delivery to be provided in a more efficient and effective way.

The table below summarises the Council's level of earmarked reserves as at the end of March 2021 and the projected balances at the end of March 2022 and 2023. Further detail is set out at	<b>31/03/2021</b> <b>£m</b>	<b>31/03/2022</b> <b>£'m</b>	<b>31/03/2023</b> <b>£'m</b>



Appendix F.			
Earmarked Reserve Balances	135.595	113.814	72.870
General Fund unallocated balance	8.431	12.400	12.600
<b>Total</b>	<b>114.026</b>	<b>126.214</b>	<b>85.470</b>

4.42 The risk-based reserves are to cover the financial risks that the Council may face in the future and where an in-year budget may not be sufficient. Risk based reserves include the Insurance Fund (£6.875m) which is to fund any losses which the Council is not insured for, and the Business Rates Volatility Reserve (£7m). Business Rates are a particularly volatile source of income for the Council due to the appeals system, which allows businesses to appeal to the Valuation Office for a reduction in the business rates that they have to pay. The Council has to fund any successful appeals but does not have any control in the process or outcome. It is therefore prudent to hold a reserve to cover losses that may arise from appeals in-year.

4.43 This shows that the level of reserves is estimated to reduce significantly between 2021-23, although this is in part due to the S31 grant held in reserves to deal with the timing differences between accounting for various COVID relief grants and the government grant being received. The amounts held in this reserve were purely for technical adjustments rather than being usable reserves for the Council. The other main reason for the reduction in reserve balances is the use of COVID emergency funding which was received in 2020/21 and projected to be used during 2021/22 and 2022/23 as the COVID pandemic continues to impact on the Council.

4.44 The General Fund unallocated balance is in addition to those shown in the table above. At the end of March 2021 this stood at £8.4m but the budget strategy for 2022/23 has been to increase this to at least £12m, which is approximately 5% of the net budget for next year. As part of the earmarked reserves review, £3m of earmarked reserves have been identified as no longer required and have been reallocated to the General Fund balance. It is further proposed that £1m of the currently forecast underspend on the 2021/22 budget will be contributed to General Fund balances. This will take the revised level of the unallocated reserve to



£12.4m as at 31<sup>st</sup> March 2022. This represents approximately 5% of the net budget for 2022/23 per the target level. This is deemed a prudent level by the S151 officer and the policy for the level of unallocated reserves will be to maintain 5% of the net budget as a minimum at all times. The S151 considers it prudent to maintain the level of unallocated reserves at slightly above 5% at this point given the savings targets to be delivered in year and the high level of inflation being experienced in the UK.

- 4.45 As already shown in the table at 4.8, a Financial Planning earmarked reserve has been established at £2.5m, which has been set based on 0.5% of the Council's gross spend. This is to ensure that the authority has sufficient resources to deal with any in-year fluctuations, slippage in achieving savings targets and to smooth the delivery of future year savings, especially in the initial years of the Medium-Term Financial Plan when the Transformation Savings Programme is still in its early stages of delivery. It will also provide contingency for any further upward pressures in Adult Social Care over the short to medium term, particularly with the uncertainty around government plans for Social Care Reform and the potential financial implications.
- 4.46 The appropriate level of reserves that an authority should maintain will be dependent on the S151's judgments based on a range of factors, including the financial risks it faces, future savings proposals and the scale of capital expenditure. The CIPFA Resilience Index, which is a data analysis tool which compares the financial resilience of local authorities using a range of indicators, can be a useful consideration when determining the robustness of reserve levels. The updated Resilience Index for 2022 shows that Sandwell has a slightly higher risk profile than other similar authorities in terms of the overall level of reserves, but a slightly lower risk than comparators in terms of how quickly reserves are being used. This supports the budget strategy for 2022/23 in terms of increasing the level of unallocated reserves and not relying on reserves to close the budget gap for next year.





## 4.47 Council Tax proposals

4.48 The draft budget assumed a 3.99% increase in Council Tax, made up of 2% 'core' increase and 1.99% for Adult Social Care. In 2021/22 all local authorities with responsibility for Social Care were able to apply an Adult Social Care precept of up to 2.99%, spread over two years (21/22 and 22/23). The Council opted to apply 1% in 2021/22 and therefore has the ability to use the remaining 1.99% in 2022/23.

4.49 The provisional settlement confirmed a referendum principle of 2% for core Council Tax and 1% for the Adult Social Care precept. This means that the Council can raise Council Tax by a total of 4.99% in 2022/23 which would be made up of:

- 2% core Council Tax
- 1.99% Adult Social Care precept from 2021/22
- 1% Adult Social Care precept for 2022/23

4.50 Each 1% increase in Council Tax raises approximately £1.1m in additional Council Tax income. The draft budget assumption of 3.99% will generate increased income of approximately £4.3m for the Council. Approving the further 1%, to take the total increase to 4.99%, would generate additional income of £1.1m compared to the current draft budget forecast. Furthermore, because of the referendum principles that limit Council Tax increases every year, if the Council opted not to apply the further 1% increase, the Council Taxbase would be permanently reduced and the £1.1m additional income would be forgone every year. Over a 5-year period for instance, the taxbase would be around £5.5m lower that it would have been if the additional 1% had been approved for 2022/23.

4.51 The majority of properties in Sandwell are in Council Tax Bands A and B, with 43% being in Band A and 32% Band B. A Band B property, as an example, currently pays £1,167.43 per year for the Council's element of the Council Tax. The impact of a 3.99% or 4.99% increase on a Band B, is shown below:

Increase	3.99%	4.99%
Band B per annum	£46.58	£58.25
Band B per week	0.90p	£1.12



- 4.52 As noted in section 4.12 above, the Council is experiencing demand and inflationary pressures in Adult Social Care and spend pressures of over £6m have already been included in the draft budget for 2022/23. Since the draft budget was approved there are further inflationary pressures of almost £1m in Adult Social Care placements. Approving a further 1% for the ASC precept will not only contribute towards funding these additional costs but will help to ensure sustainability of the care sector over the next 12 months and in to the future, particularly in light of the ongoing impact of COVID, the increase in National Insurance Contribution and increase in the National Minimum Wage.
- 4.53 As the billing authority, the Council also bills and collects the precepts for the Police and Fire authorities. At the time of writing the report the Fire service had informed us of their provisional intention to increase Council Tax on a Band D property by £4.99, which would represent a 7.92% increase. The Police are proposing a £10 increase on a Band D, which represents a 5.6% increase.
- 4.54 The Council Tax bill issued to residents incorporates the precept from the Council, Fire and Police. Based on the provisional figures above, the overall increase on the bill would be 5.16% based on a 4.99% increase for the Council.
- 4.55 It is therefore recommended that a 4.99% increase is approved to ensure that the taxbase is maximised in future years and provide additional contingency to manage rising Adult Social Care costs in the future and ensure the local care sector remains sustainable.
- 4.56 Based on a 4.99% increase, the Council Tax precept for 2022/23 will be £117,967,934 and is reflected in the budget summary shown at Appendix E.
- 4.57 On 3<sup>rd</sup> February the government announced a Council Tax rebate scheme, whereby households in Council Tax bands A-D will receive £150 rebate in 2022/23. There will also be a discretionary scheme for Council's to administer for households in higher Council Tax bands but who can demonstrate financial hardship. The Council has approx. 134,000 properties, of which 130,000 are within Bands A-D. At the time of writing the report the scheme guidance had not been released but the indications are that the £150 will not be applied as a rebate against Council Tax bills but will need to be paid as a separate payment into bank accounts. Of the 130,000 households that are likely to qualify for the payment, the Council



only holds around 70,000 bank details which is due to the lower than average Direct Debit take-up in Sandwell and the Council offering a 100% Council Tax Reduction Scheme. The government is expecting payments to be made in April, so to avoid any delays in administering the scheme when the guidance is received, the recommendation at 1.16 is to give the Director of Finance delegated authority in consultation with the Cabinet Member to agree the necessary policies and procedures to administer the scheme.

#### 4.58 Final Budget Position

4.59 After taking into account the changes at para 4.8 above, and the fees and charges and Council tax proposals, the final budget position for 2022/23 is summarised below and is shown at Appendix E.

	£m
<b>Deficit from para 4.8</b>	<b>1.165</b>
Add:	
Fees and Charges income	(0.500)
1% Adult Social Care precept	(1.124)
<b>Amount to contribute to General Fund balances</b>	<b>0.459</b>

#### 4.60 Housing Revenue Account

4.61 Cabinet has previously approved a 2% rent increase for 2022/23 and in December 2021 also agreed increases to service charges of 4.1% as well as increases in other HRA related charges. These have been incorporated into the HRA budget for 2022/23 which is shown at Appendix E. This is a surplus for the year of £300k, which takes the unallocated general HRA balance to £10.6m.

4.62 The budget incorporates the latest information on the stock condition of HRA properties and the resources needed to continue the HRA investment and new build programmes. Other budget assumptions, in terms of general pay and price inflation mirror those in the General Fund budget.



4.63 The Directors of Housing and Director of Finance have commissioned a fundamental review into the HRA Business Plan which is currently underway. A key factor in the Business Plan is the stock condition information that we hold on our properties so that accurate repairs and maintenance and capital spend can be factored into the Business Plan. This will give a more accurate picture of the capacity that is within the HRA to undertake further investment and New Build programmes and potentially increase the scale of new properties that can be added to the stock. This work is expected to be complete during the first quarter of 2022/23 and a revised 30-Year HRA Business Plan will be presented to Cabinet.

4.64 As at the end of March 2021 the HRA had reserves of £41.3m, of which £15m is earmarked for capital investment. The Director of Finance is satisfied that the HRA maintains sufficient levels of reserves, although this will be informed in more detail by the Business Plan review referred to above.

#### 4.65 Budget Risk Assessment

4.66 The Local Government Finance Act 2003 requires the S151 Officer to provide assurance that the level of reserves that the authority holds are adequate and that the base budget proposals are reasonable in terms of their robustness and deliverability. The S151's assurance statement is shown at Appendix G.

4.67 When setting the annual budget and reviewing the appropriate level of reserves, the Director of Finance and Leadership Team have considered the financial risks that the authority faces and the mitigations that are in place. These are summarised in the table below:

Risk	Impact	Likelihood	Mitigation or Reserve Cover
Further impact of COVID-19 either due to a further period of restrictions, continued Health Protection Regulations or change in	Medium	Medium	The Base Budget includes assumptions about the longer-term impact of COVID-19, particularly on income streams. COVID-19 reserve held of approx. £8m at the end of 21/22 and ability to carry forward unspent Contain



residents' behaviours.			Outbreak Management Fund.
Children's Social Care – Sandwell Children's Trust experiencing increased volume of cases and increased cost of placement.	Medium	High	Social Care Grant earmarked reserve of £5.7m. High Cost Placement Reserve of £500k General SCT Contingency - £1.6m
Children's Social Care – pay pressures due to labour market shortages and comparative salary levels	Medium	High	Additional cost pressures could be in the region of £500k p.a. In the short term this can be managed through the Social Care or Financial Planning reserves but will need to be factored in to the MTFP review to reflect long term pressures.
Adult Social Care – increased demand for care packages and increased placement costs due to impact of inflation and salary increases	Medium	High	Adult Social Care budgets for 22/23 have been increased to reflect inflationary increases in placement costs and forecast increase in demand. Social Care Grant of £5.7m, Adult Social Care reserve of £1m and Better Care Fund reserve of £9m
Adult Social Care – future funding reform	High	High	We are awaiting further information from government on this, expected imminently. This could be a significant financial risk across the medium to longer term.
Major capital projects – exposure to financial and reputational risk	High	High	Contingencies included within capital budgets.  General capital reserve held.



particularly due to build-cost inflation and supply chain shortages			
Business Rates volatility – impact of business rate appeals, increase in rate relief of loss of collection	Medium	High	A forecast for likely business rates appeals is included when calculating business rates income each year. This is based on information from an external specialist. A Business Rates Volatility Reserve held of £7m
Future funding changes from: <ul style="list-style-type: none"> <li>• Reduction in grant funding</li> <li>• Reset of Business Rates baseline</li> <li>• Business Rates Pilot scheme ending</li> </ul>	High	High	Assumptions about funding changes are built into the Medium-Term Financial Plan. Transformation Savings Plan agreed by Cabinet and Leadership Team The government has indicated that there will be some level of transitional relief Business Rates reserve to help smooth impact
Reduction in income from services due to less customer demand (e.g. car parks)	Medium	Medium	Each 1% reduction in gross income = £4m
Pay award higher than budgeted	Medium	Medium	Budget monitoring procedures would identify potential budget overspends and allow mitigating action to be taken. Each 1% increase in the pay award = £1.3m approx.



Major contractor failure	High	Medium	Financial Planning Reserve and specific service reserves held
Failure to deliver in-year savings programme	Medium	Low	Savings have been assessed as realistic and deliverable. Budget monitoring procedures during the year would highlight any variances at an early stage so mitigating action could be taken. Financial Planning reserve created to smooth any impact of undelivered savings or create headroom for lead-in time for savings in future years.

4.68 Overall, the Director of Finance can confirm that the level of reserves that the Council holds are of a prudent level to mitigate the financial risks that it faces. Further information on this can be found in the S25 Assurance Statement at Appendix G.

#### 4.69 Capital Programme

4.70 The Capital Programme for the General Fund and HRA is shown at Appendix H, along with the sources of finance. The total Capital Programme for 2022/23 is recommended to be set at £118.3m, of which £69.5 is for the HRA. This is to be funded by a combination of grants, earmarked reserves, revenue contributions, Right to Buy receipts and borrowing.

4.71 This programme does not yet include the Children's Services programme as the Basic Need Allocations have not yet been confirmed. A separate report will be brought to Cabinet with proposed schemes once allocations have been announced.



- 4.72 In 2021 the Council was provisionally awarded £67m from the government's Towns Fund initiative, to undertake 16 regeneration projects across West Bromwich, Smethwick and Rowley Regis. The Council is now completing the process to submit full business cases in March and once final confirmation of funding has been received, the schemes will be added to the Capital Programme as appropriate. The only exception to this is the acquisition of Kings Square, which is a separate report on this agenda. Due to the timing of the acquisition and its strategic importance to the wider West Bromwich Masterplan, it is recommended that this purchase is progressed prior to final confirmation of Towns Fund funding being secured. The rationale and risk assessment for this recommendation is set out in the separate report but the total acquisition costs have been included in the Capital Programme which is attached at Appendix H.
- 4.73 A wider regeneration pipeline is also being developed, which will incorporate Towns Fund projects but also wider opportunities to deliver new homes, jobs and skills. Those that the Council agrees to move forward will need to be included in a future capital programme update with an appropriate funding strategy.
- 4.74 The Archive service in Sandwell requires a new facility, as the current accommodation does not fulfil the requirements for mandatory accreditation of the service. Initial feasibility research work has been undertaken and funded by The National Archives (TNA). Further work is now required to identify potential sites and progress full feasibility, costing and design, external funding to complete this phase of work is also available through TNA. This may be a pressure on the Capital Programme in future years.
- 4.75 The Council also has some significant IT related projects in the pipeline. These are likely to include:
- A new telephony system to replace the current system which is no longer fit for purpose and no longer supported.
  - Improvements to the Council's Cyber Security software which will provide more protective measures from potential cyber-attacks.
  - Replacement for the Council web platform for make it more user friendly and easier to maintain.





4.76 The Council does not hold any significant unallocated capital receipts to fund the programme in future years and is currently carrying out a piece of work to identify possible surplus assets that could be disposed of to generate capital receipts. These can then be reinvested to ensure the Council's assets are maintained to a sufficient standard and can also contribute to the delivery of the Council's regeneration pipeline.

4.77 The Capital Programme presented for approval appears lower than in previous years due to the issues raised in sections 4.59-4.62 above, and currently only includes the projects that are either underway or will begin during 2022/23. There are further opportunities and investment requirements in the pipeline and the Council will need to consider affordability and an appropriate financing strategy in the medium to longer term. This review will be incorporated into the Medium-Term Financial Plan work which is discussed at section 4.49 below.

#### **4.78 Treasury Management Strategy and Prudential Indicators**

4.79 The Prudential Code, introduced as part of the Local Government Act 2003, requires the Council to establish its own borrowing limits regarding affordability and capital investment plans.

4.80 Full Council is also required to approve the authority's Treasury Management and Investment Strategies and Minimum Revenue Provision (MRP) policy prior to the beginning of the financial year. These are attached as Appendix E for Cabinet approval and recommendation to Council. It is likely that the strategy will be updated during 2022/23 to reflect the expenditure and funding requirements for the Council's regeneration ambitions.



## 4.81 Medium Term Financial Plan Update

4.82 The Council's Medium-Term Financial Plan was last approved in February 2021. Whilst best practice would usually be to update the MTFP as part of the budget setting process each year, a different approach is being taken this year. This is due to the ongoing uncertainty around:

- The long-term impact of COVID-19 on the Councils services and income streams
- Government plans for Business Rates Retention and Fair Funding Reform (with further information expected from DLUHC in the spring).
- Impact of Adult Social Care reform in terms of demand and charging policies

4.83 The focus of Cabinet and Leadership team through the budget process for 2022/23 has been to ensure the budget gap for next year could be closed in a sustainable way whilst protecting frontline services as much as possible. The budget proposals for 2022/23 achieve that, and the focus now needs to turn to developing a Medium-Term Financial Strategy that is closely aligned to the new Corporate Plan and reflects the priorities of the Council, residents, businesses and wider stakeholders. The aim is to undertake a fundamental review of the MTFP and over the next three months and bring it back for Cabinet approval in early summer, so the Council is well placed to develop longer term budget proposals for 2023/24 onwards.

4.84 A high-level review of the Council's financial position has been undertaken as part of the budget process for 2022/23 and a summary of this is shown in the table below:

	2023/24 £'m	2024/25 £'m
Forecast Net Expenditure	274,747	281,214
Forecast Funding	260,615	268,180
<b>Cumulative (surplus)/deficit</b>	<b>14,132</b>	<b>13,034</b>



4.85 It is important to note some key risks in the Council's financial position from 2023/24 onwards:

- The impact of a potential Business Rates Reset from April 2023 and potential move away from 100% Business Rates Retention
- The loss of short-term grant funding, such as the Services Grant 2022/23 and New Homes Bonus
- Contractual increases as a result of high inflation and increase in employers National Insurance Contributions
- Upward pressures on pay due to inflation and supply issues in key sectors
- Resources required for the Council's Climate Change Action Plan – there are currently no revenue or capital resources allocated to this in the General Fund.

4.86 The Council has achieved a balanced budget for 2022/23 but based on the forecast and risks set out above, it will need to immediately work on developing savings plans for the medium term so there is a rolling pipeline of initiatives to underpin the updated MTFP.

4.87 In preparation for this, Leadership Team has developed a draft Transformation Savings Programme, which has identified a number of cross-cutting, transformational projects that will both deliver service improvements and either reduce costs or generate more external income. The projects identified so far include:

- Reviewing the Council's front-facing services and facilities to ensure they meet the needs of customers and are making most effective use of resources
- Review of the Waste and Transport service
- Development of a Commercial Strategy
- Transition between children and adults social care
- Reviewing the way the Council handles incoming and outgoing mail
- Achieving efficiencies from Oracle Fusion
- Shared services
- Review of surplus assets



- 4.88 A project sponsor from Leadership Team has been identified for each project, and they will be responsible for setting the scope of the review, identifying the cashable and non-cashable savings and implementing the outcomes of each project.
- 4.89 In order to resource this effectively and ensure savings can be achieved in a timely way, additional change management and business process reengineering will be required. It is proposed that a Programme Manager, two Business Analysts and a Business Process Reengineering Analyst will be required for a 2-year period. The costs of this are estimated to be in the region of £450k and will be shared between the General Fund and HRA, with the General Fund's proportion to be approximately £335k. This has been included in the budget for 2022/23, to be funded from the Invest to Save Reserve.
- 4.90 There are a number of key principles that will provide the basis for the review and development of the Plan over the next three months:
- The Council will take a longer-term approach to financial planning to facilitate a more strategic focus on service delivery and redesign
  - The Council will maintain a minimum level of unallocated reserves, equivalent to 5% of net budget
  - The Council will take a corporate approach to maintaining and using reserves and acknowledge that reserves should not be used to fund ongoing expenditure
  - The links between the Corporate Plan and Medium-Term Financial Plan should be strengthened to ensure resources are directed at priorities
  - Benchmarking and other comparative data will be used to assess Value for Money and direct savings targets and various budget approaches will be used to understand cost drivers and unit costs
  - There should be corporate responsibility for delivering excellent financial management, with Directors and all Budget Holders taking responsibility for budget monitoring and identification and delivery of savings
  - Strategic principles will be developed to guide capital investment decisions to ensure the long-term impact on the revenue budget is considered



4.91 A key part of the MTFP review will be the development of the Capital Strategy to understand the Council's capacity to take forward its ambitious regeneration ambitions. This is not only in relation to the Towns Fund projects, but other development opportunities that are currently being identified. Some of these will require Council investment and the ability to prudentially borrow.

4.92 The Section 151 Officer will develop an action plan to ensure that the Plan is reviewed within a reasonable timescale in order to inform the budget setting process for 2023/24 at an early stage.

## 5 Alternative Options

5.1 Cabinet could request that alternative savings options be proposed and agreed, although there is limited time to do this and still be able to carry out the appropriate consultation on alternative savings. Cabinet could also consider an alternative Council Tax increase, subject to adhering to the Referendum Principles, or alternative increases in Fees and Charges.

## 6 Implications

<b>Resources:</b>	Resource implications are contained within the main body of the report.
<b>Legal and Governance:</b>	No direct implications arising from the recommendations.
<b>Risk:</b>	This information is contained within the main body of this report.
<b>Equality:</b>	No direct implications arising from the recommendations.
<b>Health and Wellbeing:</b>	No direct implications arising from the recommendations.
<b>Social Value</b>	No direct implications arising from the recommendations.



## 7. Appendices

- A.) Spend Pressures and Growth items
- B.) Savings proposals
- C.) Equality Impact Assessments
- D.) Fees and Charges
- E.) Budget 2022/23 Summaries
- F.) Earmarked Reserves
- G.) S25 Assurance Statement
- H.) Capital Programme
- I.) Capital Strategy
- J.) Treasury Management Strategy and Prudential Indicators

## 8. Background Papers

None



AREA OF BUDGET PRESSURE	GROWTH/P RESSURE	NET PRESSURE (£)	PRESSURE (£)	GROWTH (£)
<b>AGREED PRE-TEMPLATES</b>				
Equalities Commission	Pressure	430	430	
Graduate Programme	Pressure	350	350	
Human Rights Act Claims	Pressure	200	200	
General capital matchfunding/project/revenue costs	Growth	200		200
<b>TOTAL</b>		<b>1,180</b>	<b>980</b>	<b>200</b>
<b>LEGAL</b>				
Elections - Local Election Costs	Pressure	220	220	
Legal Services - Children's Trust Income for GDPR	Pressure	100	100	
Registration Services - new cemetery in West Bromwich	Pressure	2,225	2,225	
Governance Services	Growth	62		62
<b>TOTAL</b>		<b>2,607</b>	<b>2,545</b>	<b>62</b>
<b>ADULTS</b>				
Projected contractual inflation on care costs 2022/23	Pressure	2,750	2,750	
Increase Dom Care Packages	Pressure	2,500	2,500	
<b>TOTAL</b>		<b>5,250</b>	<b>5,250</b>	<b>0</b>
<b>HR</b>				
Income pressures in relation to income from schools	Pressure	400	400	
<b>TOTAL</b>		<b>400</b>	<b>400</b>	<b>0</b>
<b>CHILDRENS</b>				
SEND Transport	Pressure	1,871	1,871	
RAA	Pressure	48	48	

<b>TOTAL</b>		<b>1,919</b>	<b>1,919</b>	<b>0</b>
<b>CORPORATE</b>				
SHAPE Programme	Growth	125		125
SCT Contract Sum	Pressure	665	665	
Pay Award	Pressure	1,000	1,000	
Local Welfare Provision	Growth	275		275
Apprentice Pay	Growth	456		456
Support Partner - Oracle Fusion	Growth	90		90
Oracle Change Management Team	Growth	0		0
Business Rates Growth	Pressure	287	287	
Chief Executive salary increase	Pressure	25	25	
Reduction in CT Base	Pressure	426	426	
<b>TOTAL</b>		<b>3,349</b>	<b>2,403</b>	<b>946</b>
<b>FINANCE</b>				
Service Manager post to be reinstated	Pressure	100	100	
Additional Principal Accountant required	Growth	63		63
<b>TOTAL</b>		<b>163</b>	<b>100</b>	<b>63</b>
<b>REGEN</b>				
Highways Maintenance - pressure re high priority works	Pressure	70	70	
Car Parking - Post COVID	Pressure	500	500	
Markets - unachievable income due to Covid for indoor and outdoor market	Pressure	150	150	
Dangerous Structures Reserve	Pressure	190	190	
Mark Drake -PMA programme of works	Pressure	220	220	
Mark Drake - Schools repairs account loss of contracts	Pressure	120	120	
<b>TOTAL</b>		<b>1,250</b>	<b>1,250</b>	<b>0</b>
<b>BUSINESS STRATEGY &amp; TRANSFORMATION</b>				
Increase in Comms Team	Growth	287		287
<b>TOTAL</b>		<b>287</b>		<b>287</b>
<b>GRAND TOTAL</b>		<b>16,405</b>	<b>14,847</b>	<b>1,558</b>



Adult Social Care Service	Proposal	Saving £m	Impact
Social Work and Therapy	Undertake strength based reviews of cases where weekly care costs are below £100 or above £2,200	£0.7	Reduction in payment to providers and reduction in commissioned support. May result in reduced support.
Social Work and Therapy	Develop an alternative approach to double handed care calls	£1.4	Reduction in the number of double handed care calls i.e. more calls dealt with by one carer rather than multiple. Will need investment in equipment.
Direct Services	Use vacant units at Walker Grange and Willow Gardens for placements of people with dementia to reduce external placement costs	£0.65	Using the Councils own properties rather than external placements. No impact on existing residents.
Meals on Wheels	Delete vacant posts	£0.03	No impact
Respite Service	Review policy on Respite Support to reduce from offering 56 days to 28	£0.1	This will reduce the level of service offered to some users
Commissioning	Fund Domestic Refuge services through use of New Burdens Grant	£0.5	Less funding to invest in extra commissioned services. No impact on existing service
Commissioning	De-Commission non-statutory Community Advocacy Services	£0.05	Service would not be available to residents. Alternatives are available through partners
Total		£3.5	

Service – Children’s and Education	Proposal	Saving £m	Impact
School improvement	Staffing reductions	0.09	Reduction in advisory support and more pressure on rest of the team. Linked to reduced DFE funding but subject to consultation
Early Years	Remove vacant post and reduce training budget	0.06	Workforce receive less training. Impact on the service will be monitored
Employment and Skills	Using staff in a different way to support employment fairs	0.02	Very little
Education Support	Restructure and remodelling of services	0.16	More efficient service and reduction in staff. Minimal impact.
Connexions	Various staffing reductions and increased income	0.25	Reduced staffing capacity
Post 16 Service	Delete Manager post	0.07	Reduced staffing capacity
Workforce Nursery	Review delivery model and charging structure to break even	0.06	May result in higher charges for users or different service being offered
<b>Total</b>		<b>0.7</b>	

Service – Public Health and Corporate	Proposal	Saving £m	Impact
Public Health	Fund Detached Youth Service, Air Quality and SHAPE from PH grant	0.4	None
Central – Waste Contract	Reduction in contract budget based on current trends	0.5	None – based on current costs
Central – Leisure	Reduction in fee paid to Sandwell Leisure Trust	0.2	Based on current forecasts. Dependent on negotiation with SLT
Central – technical changes	Use of COVID grant funding to cover airport dividend loss and reduced Collection Fund deficit	2.5	None
<b>Total</b>		<b>3.6</b>	

Service – Legal and Governance	Proposal	Saving £m	Impact
Legal	Staffing restructure	0.2	Reduction in staffing capacity but mitigated by improved processes
Legal	Increased income from providing services to others	0.02	None
Elections	Hand delivery of forms rather than postal and using tablets for canvassing	0.12	None – should have a positive impact on the service
Registration	Increase fees and charges by 4% above inflation.	0.16	Increased charges to customers. Options for charging structure being reviewed.
<b>Total</b>		<b>0.5</b>	

Service - Housing	Proposal	Saving £m	Impact
Housing Management	Increase Garage rents by 50%	0.4	Customers will need to pay more, but rents are low compared to others. May reduce demand.
Floating Support	Fund from Preventing Homelessness Grant	0.05	None
Communities	Reduce funding to Voluntary Sector Organisation.	0.08	Relatively small proportion of total Voluntary Sector funding. Subject to consultation and Impact Assessment to understand full impact.
Housing Management	Staffing reduction and other minor savings	0.12	None – vacant post
Welfare Rights	Increase the HRA contribution towards this team.	0.14	None
Allocations	Charge providers for properties let through Choice Based Lettings	0.02	Minimal – charge based on current market rate
<b>Total</b>		<b>0.81</b>	

Service – Business Strategy and Change	Proposal	£m	Impact
HR	Reduce training, conferences, Management Development and professional training budgets	0.2	Reduced training for workforce. May impact on capability and recruitment and retention
HR – Graduate Scheme	Remove budget for graduate scheme and substitute with funding from vacant posts	0.17	None, assuming graduates are used for existing posts.
HR – staffing reductions	Senior HR Business Partners and Learning and Development Officer posts to be deleted	0.1	Reduced staffing capacity, likely to be voluntary under Planned Leavers
Contact Centre	Reduce staffing by 1.5 FTE and remove winter temporary workers budget	0.07	May impact on Contact Centre performance, but there will still be increased staffing due to additional 10 FTE recruited this year
Service Improvement	Minor staffing reductions	0.06	Minimal, but will reduce flexibility
ICT/Digital	Staffing reductions (Planned Leavers)	0.18	Less IT capacity to support the business
ICT/Digital	Various contract changes	0.32	None
<b>Total</b>		<b>1.1</b>	

Service – Finance	Proposal	Saving	Impact
Finance, Audit and Procurement	Staffing restructures	0.2	Less staffing capacity but more efficient to meet needs of the Council. Likely to involve redundancies.
Adult Social Care Charging	Review current policy for non-residential charging. Subject to consultation.	0.3	Consultation on options to increase the amount that people have to pay for their care. Currently 47% of income is taken into account. Many other authorities take 100% into account
Benefits	Fund Local Welfare Scheme from Council Tax Support Grant	0.3	None – funding service from government grant instead of Council budget. One-off saving
Council Tax	Increased the summons charge for Council Tax and Business Rates debts	0.17	Charge increased by £10 to £79. The amount the Council has to collect will increase.
Revenues and Benefits	Staffing reductions across the service	0.3	Mostly vacant posts so little impact. Possibly one redundancy but options for redeployment.
Cashiers	Review current provision and opening hours and consolidate service across the Council	0.05	Maintaining current reduced opening hours. Cashless Strategy is reducing the cash that the Council take and customers are paying by other means.
Total		1.3	

Service – Borough Economy	Proposal	Saving £m	Impact
Waste and Fleet	Charging for 2 <sup>nd</sup> Green Bin (£40)	0.17	Charges applied to residents 2 <sup>nd</sup> bin only, estimated 5,000 uptake, less admin costs
Waste and Fleet	Review Street Cleansing approach, review contract and move to bill of quantities	0.5	Depends on outcome of contract review
Libraries	Relocation of services and creation of hubs	0.2	Greater use of self-serve technology, relocation of some services and additional grant funding.
Museums	Review current Museum and Arts Service provision	0.1	Consolidation of services and rationalising management
Events, Sandwell Valley and Lightwood House	Review Business Plan and income targets with the aim of becoming cost neutral within 3 years	0.1	Increase number of events and charging structure for events and facilities
Corporate Fleet Review	Review current approach to fleet management	0.1	Minimal – savings should come from more efficient procurement and use of fleet
Pest Control	Review fees and charges to become cost neutral within 3 years	0.06	Increase in charges payable by customers
<b>Total</b>		<b>1.25</b>	



Service – Regeneration and Growth	Proposal	Saving	Impact
Strategic Assets and Facilities Management	Staffing restructures	0.06	Reduced staffing capacity
Strategic Assets	Reviewing property leases	0.6	Changes to property portfolio – combination of increased rental income and reduced rental costs
Building Control	Increase fees – between 10-20%	0.04	Increased charges to customers, may impact on demand
Planning	Introduce new pre-application charges	0.005	New charges for customers
Strategic Assets and Growth	Various staffing changes and reductions in supplies and service budgets	0.3	May reduce ability to carry out research for statutory service and reduced number of business events carried out
Strategic Assets	Capitalise some major repairs works	0.8	No impact on service – will fund from capital resources
<b>Total</b>		<b>1.8</b>	

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# **Equality Impact Assessment Template**

**Version 4: January 2019**

Title of proposal (include forward plan reference if available)	Staff reductions
Directorate and Service Area	School Improvement
Name and title of Lead Officer completing this EIA	Julie Andrews
Contact Details	Email: <a href="mailto:julie_andrews@sandwell.gov.uk">julie_andrews@sandwell.gov.uk</a> Mobile: 07919291012
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	04 February 2022
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

Staffing reductions linked to reduced DfE funding but subject to consultation.

The proposed saving is £90,000.

**2. Evidence used/considered**

Feedback from maintained schools and academies using the service. This indicates that services currently being provided are viewed positively and are valued.

**3. Consultation**

Service users (predominantly maintained schools and academies) have been informed of the potential impact of the withdrawal of grant funding for school improvement services. Consultation will continue as alternative models for delivering these services with a reduced budget and /or workforce are considered.

Alternative models of service delivery are being discussed with the school improvement team and potential partners.

The potential impact of a reduced workforce on overall and individual workload is being discussed with the school improvement team.

Sandwell MBC has offered all employees the opportunity to express an interest in leaving their post under the Planned Leavers Scheme.

Reductions outside of this route, if any, would necessitate a redundancy consultation involving all affected employees and relevant trade unions.

**4. Assess likely impact**

Please give an outline of the overall impact if possible.

The proposal could lead to a reduction in advisory support and more pressure on the rest of the team.

Reduction in staffing may mean that it would no longer be feasible to provide some of the services currently offered or that services would need to be offered in a different way.

Service users may need to source some services from an alternative provider which could lead to an increase in cost to them.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age	✓	✓	✓	<p><b><i>NB: Comments below are applicable to all characteristics listed in section 4a.</i></b></p> <p><b>The proposed saving could be achieved via deleting vacant posts.</b></p> <p><b>Further staffing reductions are being sought through the Council's planned leavers scheme. Deletions to posts by this means would be via expressions of interest.</b></p> <p><b>Reduction in services offered to service users would be unlikely to affect any of the listed protected characteristics more adversely than another as provision is typically directed at a whole organisational level. Overall provision of service would be reduced, rather than</b></p>

<b>Disability</b>			✓	
<b>Gender reassignment</b>			✓	
<b>Marriage and civil partnership</b>			✓	
<b>Pregnancy and maternity</b>			✓	
<b>Race</b>			✓	



Page 435

<b>Religion or belief</b>			✓	
<b>Sex</b>			✓	
<b>Sexual orientation</b>			✓	
<b>Other</b>				N/A

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

## **8. Action planning**

You may wish to use the action plan template below



**9. Publish the EIA**

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**

Title of proposal (include forward plan reference if available)	Remove vacant post and reduce training budget
Directorate and Service Area	Early Years
Name and title of Lead Officer completing this EIA	Sara Baber – Lead Manager for Early Years Services
Contact Details	<a href="mailto:sara_baber@sandwell.gov.uk">sara_baber@sandwell.gov.uk</a> or 07769 283297
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	03.02.22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Michael Jarrett
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions



**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

To reduce the Early Years target budget to produce the required budget savings.

1. Remove vacant post from FIS structure Band C admin assistant.
2. Reduce the workforce development fund of £120,000 (05161) by £32,000 to £88,000 (this amount has been agreed, and due to clerical error, represents a 26% cut of budget in 1 year)
3. Reduce the sustainability fund of £100,000 (05165) by 10% to £90,000.

**2. Evidence used/considered**

The available target budget was considered and reduced accordingly.

**3. Consultation**

None, due to the timing request to produce savings.

**4. Assess likely impact**

Please give an outline of the overall impact if possible.

The workforce development

1. Admin post vacant due to retirement. No longer required due to the changing nature of the FIS service developing social media and online presence. FIS team also have access to the Early Years Team admin team if required.
2. The workforce development fund is used to provide ongoing CPD opportunities and Statutory Training courses to the early years workforce and schools to develop the quality of provision and to ensure that statutory requirements are met. Mandatory training such as paediatric first aid, Food safety and Hygiene and risk assessment have to be delivered by recognised organisations.  
We will have to increase the charges made to providers to attend training events, this may well impact on the take up of training as providers struggle with increased business rates, increases in NI contributions and National Living Wage and rising utility bills.
3. The sustainability fund is used to support providers with health and safety actions following an Inadequate or Requires Improvement Ofsted judgement to enable the provider to ensure the environment is safe for the children attending. The impact of the withdrawal of this funding could mean that child care providers close before they get a chance to

improve. This would then impact on the local authority's duty to ensure sufficiency of child care places.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
<b>Age</b>			✓	
<b>Disability</b>			✓	
<b>Gender reassignment</b>			✓	

<b>Marriage and civil partnership</b>			√	
<b>Pregnancy and maternity</b>			√	
<b>Race</b>			√	
<b>Religion or belief</b>			√	
<b>Sex</b>			√	
<b>Sexual orientation</b>			√	
<b>Other</b>			√	

Does this EIA require a full impact assessment? Yes  No

**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

The impact of reducing support to child care providers will be monitored by;

- the judgements Ofsted make at inspection
- parental complaints
- the annual Childcare Sufficiency Report.
- Officer visit notes
- The uptake of training events

**8. Action planning**

You may wish to use the action plan template below



## **9. Publish the EIA**

This report will be published alongside other reports that are produced to demonstrate budget cutting.

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**



Title of proposal (include forward plan reference if available)	Employment and Skills staff reduction
Directorate and Service Area	Childrens Services and Education
Name and title of Lead Officer completing this EIA	Kelly Thomas – Employment and Skills Services Manager
Contact Details	Kelly_thomas@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	N/A
Partners involved with the EIA where jointly completed	
Date EIA completed	04.02.22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**

**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

The reduction of Employment advisers from 8 to 7. Area employment advisers provide information, advice and guidance and job brokerage support to local residents.

**2. Evidence used/considered**

Ability/Capacity to deliver current contracts  
Match funding arrangements

**3. Consultation**

Meetings with team managers regarding current workloads/pipeline of work

**4. Assess likely impact**

Please give an outline of the overall impact if possible.

Reducing the core advisers from the Employment and Skills team would reduce our ability to provide match funding for future projects. Reducing staffing will reduce capacity in the team however team managers assessed the delivery of employment support in the community could be covered by existing resources and staff funded via external programmes.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
<b>Age</b>			✓	<b>Reducing the staffing will not have an adverse impact on the age range served by the service.</b>
<b>Disability</b>			✓	<b>The staff reduction would not have an adverse impact on the support offered to residents with disabilities.</b>

<b>Gender reassignment</b>			✓	<b>It has been assessed there are no adverse impacts to protected characteristics.</b>
<b>Marriage and civil partnership</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>
<b>Pregnancy and maternity</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>
<b>Race</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>
<b>Religion or belief</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>

<b>Sex</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>
<b>Sexual orientation</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>
<b>Other</b>			✓	<b>It has been assessed there are no adverse impact to any protected characteristics.</b>

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

**8. Action planning**

You may wish to use the action plan template below



**9. Publish the EIA**



# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**

Title of proposal <i>(include forward plan reference if available)</i>	
Directorate and Service Area	Children and Education Support Services
Name and title of Lead Officer completing this EIA	Sue Moore Group Head Education Support Services
Contact Details	sue_moore@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	3 <sup>rd</sup> February 2022
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**

## 1. The purpose of the proposal or decision required (Please provide as much information as possible)

Efficiency saving

- Re-structuring of Business Support function across directorate
- Remodelling of Attendance Service
- Merger of Admissions an Education Benefits and Transport under one manager
- Developing multi functionally posts that work across a number of teams

Re-structure of Business Support function for directorate	50	Efficiency savings generated by establishing a single business team for directorate
Re-modelling of Attendance Service	50	Reduction in senior practitioners from 4 to 3 as part of a restructure of service
Re-modelling of School Organisation	9	Re-assign project officer to business support
Merge Admissions with Education Benefits	55	Loss of Band G post

## 2. Evidence used/considered

Future business needs

## 3. Consultation

Proposed savings have been discussed and agreed by DMT and with key officers involved in proposed restructure

## 4. Assess likely impact

Please give an outline of the overall impact if possible.

Impact will be minimal in terms of service delivery, and reflect;

- different ways of working that are already in place
- a need to change service focus as the education sector continues to re-cover from the impact of COVID
- request from officers to leave the Council's employment

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

<b>Protected Characteristic</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No Impact</b>	<b>Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)</b>
	✓	✓	✓	
<b>Age</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Disability</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>

<b>Gender reassignment</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Marriage and civil partnership</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Pregnancy and maternity</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Race</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Religion or belief</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>

<b>Sex</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Sexual orientation</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>
<b>Other</b>			√	<b>Changes proposed relate to efficiency savings and the need to re-model service provision to meet changing priorities</b>

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

## **8. Action planning**

You may wish to use the action plan template below





**9. Publish the EIA**

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**

Title of proposal (include forward plan reference if available)	Various staffing reductions and increased income
Directorate and Service Area	Connexions
Name and title of Lead Officer completing this EIA	Erroll Blackwood
Contact Details	erroll_blackwood@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	None
Partners involved with the EIA where jointly completed	None
Date EIA completed	04/02/22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Michael Jarrett
Date EIA considered by Cabinet Member	

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**

**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

To request approval to reduce the size of the Connexions staff due to the pressure to save money as part of the Council's 3-year efficiency savings plan.

**2. Evidence used/considered**

Chief Executive all staff meeting  
Director attending staff meeting

**3. Consultation**

Several meeting and discussions with  
Finance  
Staff  
Line Manager & Director

**4. Assess likely impact**

Please give an outline of the overall impact if possible.

The Careers, information, advice and guidance statutory function for the Authority is currently delivered by a Team of 36 staff. The proposal is to reduce the staffing by just under 4 FTE, releasing a saving of circa £250k (including some associated supplies and services savings).

The proposal would result in a 10% reduction in the capacity of the team to deliver 3 roles:

- Reduced capacity for Careers Adviser to provide information, advice and guidance
- Developing and delivering a range of initiatives the Council wishes to prioritise that improve the lives of young people
- Sitting on some Boards/groups/partnerships led by other organisations/partners and other departments within the Council.

The impact on the work of Connexions will be mitigated (to be neutral impact) by a prioritisation of this area of work within the reduced staffing.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
<b>Age</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Disability</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.

<b>Gender reassignment</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Marriage and civil partnership</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Pregnancy and maternity</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Race</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Religion or belief</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.

<b>Sex</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Sexual orientation</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.
<b>Other</b>			<b>X</b>	By ensuring that there are clear robust staff allocations in place there should be no impact.

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.



**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

- Monthly team meeting with staff to discuss caseloads
- Six month staff Business Plan meetings
- Quarterly review with Service Manager.

**8. Action planning**

You may wish to use the action plan template below

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress
7	Monthly Team meeting	Erroll Blackwood	Monthly	ongoing
7	Six month Business Planning	Erroll Blackwood	June 22 & December 22	ongoing
7	Quarterly review with Service Manager.	Erroll Blackwood/Andrew Timmins	March, June, September December 2022	Ongoing

**9. Publish the EIA**

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**

Title of proposal <i>(include forward plan reference if available)</i>	Deletion of Management Post
Directorate and Service Area	Post 16 Service
Name and title of Lead Officer completing this EIA	Andy Timmins
Contact Details	andrew_timmins@sandwell.gov.uk
Names and titles of other officers involved in completing this EIA	N/A
Partners involved with the EIA where jointly completed	N/A
Date EIA completed	4.2.22.
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	
Date EIA considered by Cabinet Member	

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**

**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

Pressure to save money and provide cuts to address the demands of Strategic Finance. The Manager however is of an age where retirement / redundancy would be an option

**2. Evidence used/considered**

Meetings and discussions with the Manager and other senior leaders

**3. Consultation**

Spoken with the Manager on many occasions both formally and informally about this decision to apply for planned leavers

**4. Assess likely impact**

Loss of knowledge and management capacity in a number of areas including Post 16, Connexions and Adult Learning. However, this will create new opportunities for other staff to develop their own careers.

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
<b>Age</b>			✓	
<b>Disability</b>			✓	

<b>Gender reassignment</b>			✓	
<b>Marriage and civil partnership</b>			✓	
<b>Pregnancy and maternity</b>			✓	
<b>Race</b>			✓	
<b>Religion or belief</b>			✓	



<b>Sex</b>			✓	
<b>Sexual orientation</b>			✓	
<b>Other</b>			✓	

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

Undertake meetings with the Manager and other senior Officers to put in place suitable replacements to backfill the gap left by the Manager

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

## **8. Action planning**

You may wish to use the action plan template below



**9. Publish the EIA**

# Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 4: January 2019**

Title of proposal <i>(include forward plan reference if available)</i>	Review delivery model and charging structure to break even
Directorate and Service Area	Workforce Nursery
Name and title of Lead Officer completing this EIA	Sara Baber – Early Years Manager
Contact Details	<a href="mailto:sara_baber@sandwell.gov.uk">sara_baber@sandwell.gov.uk</a> 07769 283297
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	
Date EIA completed	03.02.22
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Michael Jarrett
Date EIA considered by Cabinet Member	

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**

## 1. The purpose of the proposal or decision required (Please provide as much information as possible)

To reduce the Workplace Nursery target budget to £0 and ensure the nursery reaches break even point.

## 2. Evidence used/considered

The nursery has recently lost a good proportion of their paid for child care hours due the changing nature of child care during and following the Coronavirus pandemic.

In December 2021 an external child care consultancy was tasked with completing a full financial audit and asked for recommendations to ensure the nursery remains sustainable. The report contains a number of recommendations;

### 3.1 Short- to medium-term recommendations

- Improve the accommodation for nursery children inside and the outside play space and signage to improve the nurseries visibility (cost implication)
- Develop a strategic business plan that can be monitored, used to forecast and track progress by the management team.
- Improve the financial forecasting and monitoring using a commercial nursery package, freeing up budget officers and enabling nursery management to monitor effectively. (cost implications)
- Reviewing fee and funding structure
- Current council purchasing arrangements mean that the nursery cannot demonstrate best value for money for every day resource purchases.
- Consider how savings can be made to the food and meals budget. Breakfasts and teas could be provided by the nursery if the kitchen is refurbished to meet hygiene and safety standards ( cost implications)
- Complete a breakeven analysis
- Track all funding is received by the nursery ie SEND funding.
- Improving marketing and online presence with the development of a website.

### 3.2 Medium- to long-term recommendations

- Remodelling occupancy to maximise the funded income across the day.



- Consider Governance of the nursery
- Conduct a staffing restructure to ensure the needs of the nursery are met and that it maximises the hours that are available for parents to purchase. This will involve a consultation and a change in staffing contracted hours.

### 3. Consultation

None, due to the timing request to produce savings. Would be required for a staffing restructure.

### 4. Assess likely impact

Please give an outline of the overall impact if possible.

Higher charges for parents could impact on the uptake of places and some parents might move their children to find cheaper places creating surplus places and impacting on the income.

Changing the operational offer to parents may also result in losing business.

Currently the nursery is losing business because of the material impression prospective parents have when shown around the nursery. It is not reflective of an outstanding child care provision.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
Age			✓	
Disability			✓	

<b>Gender reassignment</b>			√	
<b>Marriage and civil partnership</b>			√	
<b>Pregnancy and maternity</b>			√	
<b>Race</b>			√	
<b>Religion or belief</b>			√	

Page 494

<b>Sex</b>			√	
<b>Sexual orientation</b>			√	
<b>Other</b>			√	

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

**7. Monitoring arrangements**

Through;

- the post audit action plan
- the business plan
- termly finance meetings
- occupancy figures and projections

## 8. Action planning

You may wish to use the action plan template below

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress

## **9. Publish the EIA**

This report will be published alongside other reports that are produced to demonstrate budget cutting.



## Equality Impact Assessment Template

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Version 1: August 2020**

Title of proposal (include forward plan reference if available)	Consultation and Proposed change/closure of Generic Advocacy Service
Directorate and Service Area	Adult Social Care, Health and Wellbeing
Name and title of Lead Officer completing this EIA	Beverley Stevens – Commissioning Officer Justin Haywood, Operations Manager
Contact Details	<a href="mailto:Justin_Haywood@sandwell.gov.uk">Justin_Haywood@sandwell.gov.uk</a> 0121 569 5504
Names and titles of other officers involved in completing this EIA	Justin Haywood, Operations Manager Beverley Stevens, Commissioning Officer
Partners involved with the EIA where jointly completed	None
Date EIA completed	11 January 2021
Date EIA signed off or agreed by Director or Executive Director	
Name of Director or Executive Director signing off EIA	Rashpal Bishop
Date EIA considered by Cabinet Member	

See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions

**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

1. The proposal was to close or to tighten access criteria for this advocacy to release capacity for statutory Care Act or IMCA advocacy

The Liberty Protection Safeguards (LPS) will be implemented in Sandwell in 2022 and the remit of the statutory IMCA role will be widened, taking up more hours per case, and there is expected to be a rise in demand for the statutory IMCA service due to legislative change – including more referrals for 16-17 year olds and more referrals from Health and independent hospitals in the future. There may also be some impact on other statutory advocacy services.

2. More recently an option to decommission the Generic Non-Statutory Advocacy Service has been proposed and Equality Impact issues pertaining to this potential outcome are also covered in this EIA.
3. A further report be presented to Cabinet, to agree the future for generic advocacy in Sandwell, following completion of the consultation, which was originally is contracted to run for 1 year only until March 31, 2022, with 2 options to extend the contract for a further year each.

It is likely that an initial extension of 12onths will be required to undertake the consultation period and to implement either the alignment with Care Act / IMCA advocacy eligibility or to decommission the service.

**2. Evidence used/considered**

The current Advocacy Services Contract started in April 2021 and covers all statutory services and generic advocacy which is non- statutory. The

services are for vulnerable residents in Sandwell (or those legally entitled to the advocacy because Sandwell are paying for their care or they are detained in a hospital in Sandwell) with the overall aim of ensuring that these people access support to get their views heard on issues and decisions that affect their lives.

The services are: IMCA, IMHA, ICAS, Care Act and Generic advocacy. These have all been delivered by Powher since 2016 – who were successful in both tenders in 2015 and 2020.

Analysis of take up of the generic and other advocacy services since April 2016 have been analysed to demonstrate current and future capacity, movement and expected demand across the services, in terms of the protected characteristics in the Equality Act 2010. The overall take up of generic advocacy has reduced over last few years from 303 in 2018/19 to 214 in 2019/20, and 193 in 2020/21, unlike statutory services which all increased pre-COVID. COVID reduced take up of all services. It should be noted that from 2016- 2020 the take up of Generic Advocacy and Care Act advocacy by different groups were reported together as they were part of the same contract- but most cases were generic, with Care Act cases taking an increasing share as referrals increased.

Discussions with relevant staff, partners and contractors about the generic advocacy service, and other advocacy services, have been recorded and considered, including outcomes, any issues raised by casework, and their views about the impact of the introduction of LPS, and COVID and lockdown on advocacy take up.

Consultation survey forms will be collated and analysed to find out the views of generic advocacy service users on the usefulness and difference the service makes to their lives, and the views of referrers on the same.

The good practice in advocacy commissioning in the West Midlands region will be looked at and compared to Sandwell.

### **3. Consultation**

Commissioners have identified individuals and groups who will be consulted. These include:

Stakeholders who refer or use the generic services – social workers in Adult Social Care and Children’s Services, community organisations, carer groups etc

Staff who refer to the services – social care and volunteers, Powher staff such as statutory advocates

Service users of Generic Advocacy

Intentions to decommission the Generic Advocacy service or to significantly change access to it will require a reasonable period of Consultation Further paper will be presented to Cabinet outlining the findings of the consultation, and further proposals for generic advocacy – this may include extending the contracted service but with a waiting list for the service if needed by increased demand for IMCA, tightening the access criteria/remodelling and closure of the service.

#### **4. Assess likely impact**

There may be an impact on the service users who are concerned about the possibility of change or reductions in advocacy services, and where they will access support in future. The consultation will include maintenance and updating of the EIA to provide a breakdown of stakeholders by protected characteristics.

The protected characteristics most likely to impact on the service users if service closed/tightened/waiting list are age, parental responsibility and disability because people undergoing Continuing Health Care or Child Protection Proceedings are extremely vulnerable/stressed and unable to gain support easily elsewhere.

**Please complete the table below at 4a to identify the likely impact on specific protected characteristics**

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact ✓	Negative Impact ✓	No Impact ✓	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
<b>Age</b>		✓		Many of the service users of generic advocacy service are older adults, and they will be given opportunity to comment on the proposals, and how they can be supported. In 2016 - 18% of Generic/Care Act service users were aged over 75 and 28% over 60, by 2022 this share dropped to 9% over 75 and 22% over 60 - this group are more likely to be frail and have health conditions, so may need advocacy for Continuing Health Care (CHC -a process to decide if they have needs for health care or social care), or communication with health or care services - the communication can be covered by NHS and services in Community and Voluntary Sector, but CHC cannot.

<b>Disability</b>			✓	<p>Many service users of generic advocacy have some form of disability, and they will give the opportunity to comment on the proposals and how they can be supported. The group with disabilities with the largest take up of generic advocacy are adults with learning disabilities (26/125)– who are more likely to need advocacy for communication, care, housing etc, followed by physical disabilities (20/125)– these could be supported by Community Offer/local voluntary organisations. There was low take up by those with Sensory impairments - there are voluntary organisations and Sensory team in Council who support these.</p>
<b>Gender reassignment</b>			✓	<p>Generic advocacy does not cover support specifically around this but may deliver this in response to related issues that are presented e.g. communication issues because of gender reassignment. In the last few years, some service users have declared they are intersex.</p>
<b>Marriage and civil partnership</b>			✓	<p>Generic advocacy does not cover support to personal relationships but may deliver this in response to related issues that are presented – e.g. housing cases, mental health cases or child protection cases can be related (not always) to abusive or broken relationships. There is no monitoring to cover marriage/civil partnership.</p>
<b>Pregnancy and maternity</b>		✓		<p>About a third of the non- statutory Generic Advocate time is taken up by parents with learning disabilities and/or mental health conditions who are undergoing child protection processes. These parents are in high need of advocacy support and the consultation, while causing uncertainty in the short term, will offer these parents an opportunity to express their needs and how they can be most effectively supported. Many but not all the parents are mothers – some of whom are pregnant and/or have had several children legally removed. When advocates were asked not to</p>

				attend court proceedings to support the parents, due to waiting time involved, the parents presented at other voluntary organisations for additional support. There is reported a high level of satisfaction with this part of the service, and no alternative advocacy provision for this.
<b>Race</b>			✓	60% of generic advocacy service users who declared race are white, with 18% Asian, 23% Black/African Caribbean, and 1% other/mixed, which roughly matches the makeup of Sandwell, as at January 2022 (2021/22). Many of the service users of generic advocacy service are black and minority groups and communities, and they will be given opportunity to comment on the proposals, and how they can be supported. The provider has made links with community organisations who support minority ethnic groups.
<b>Religion or belief</b>			✓	Generic advocacy does not cover support specifically around this but may provide support around related issues. e.g. religious discrimination, religious practices/preferences in health and care, and hate crime. 35% of service users who declared their faith were Christian, 41% no religion, and other faiths had less than 10% each, 9% Muslim.
<b>Sex</b>			✓	69% of the service users of generic advocacy service who declared gender are women up to January 2021/22, and 31% men. 22% of those using the service are either over 60 (with more women in this age group) or are mothers or couples whose children have or may be removed due to child protection proceedings. They will be given the opportunity to say how they can be best supported.
<b>Sexual orientation</b>			✓	Generic advocacy does not cover support specifically around this – but may provide support around related issues e.g. discrimination at work.



			<p>About 2% self-declared as LGBT in 2016 and 1% in 2021/22– the non-declaration rate is high (43 out of 125) and the contractor is making links with LGBT organisations.</p>
<b>Other</b>	✓	✓	<p>The main group of service users are adults with mental health (55/125) or long-term conditions (37/125) whose conditions are not (at the time of the case) severe to warrant residential care - so generic advocacy acts as a preventative service to support with care, housing etc. Many are repeat service users who could be referred to other Community Offer and other providers in voluntary and community sector for preventative support. Other service users include small numbers with autism, dementia, cognitive impairment/stroke/acquired brain injury etc.</p> <p>Case studies show that there are Generic Advocacy Service Users who are undergoing Continuing Health Care assessments due to their possible need for health funded care, and they have difficulty accessing this care due to fluctuating conditions, or other reasons that the Generic Advocate can support with addressing.</p> <p>Adults who are assessed as lacking mental capacity, or with mental health condition and needing to be detained, or as having a substantial difficulty in engaging with social care processes, use IMCA, IMHA, Care Act advocacy may benefit from the closure/tightening of Generic Advocacy, which will increase capacity to deliver these statutory services. These people may have dementia, head injury or complex needs which affect their need for these services. Many of these people have statutory advocacy but then need further support such as with housing or care in the community which the Generic Advocate picks up – they could be referred to a housing charity or voluntary sector befriending/care agency for this support.</p>

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

Many service users can be referred to Community Offer and other Organisations in Community and Voluntary Sector, or statutory services including

- Health – Healthwatch and their respective PALS service
- Housing – Local housing officer or SHELTER etc
- Immigration Issues -Judiciary - A solicitor
- Welfare rights Benefits and Money – Citizens Advice Bureaux
- Mental Health issues – Healthwatch
- Communication – reasonable Adjustments by the organisations implicated

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

A survey of service users and referrers to understand need for service, any alternative places to refer or use, and difference that the service makes to service users with different protected characteristics.

**7. Monitoring arrangements**

The consultation will be done by the Commissioning team. Monitoring of the Generic Advocacy service will be done quarterly.

**8. Action planning**

You may wish to use the action plan template below

Question no. (ref)	Action required	Lead officer/ person responsible	Target date	Progress
All	Undertake survey of service users and referrers to Generic Advocacy Service	BS	2-3 months	
All	Analyse results	BS	2 months	
4a	Look at alternative options for any adverse impacts that surface- especially for parents undergoing Child Protection proceedings and People undergoing CHC.	BS	2 months	

**9. Publish the EIA**

# **Equality Impact Assessment**

## **Carers -reducing the number of respite stays, budget saving proposal 2022-23**

Please complete this template using the [Equality Impact Assessment Guidance document](#)

**Date: December 2021**

Title of proposal (include forward plan reference if available)	Review policy on respite support to reduce from offering 56 days to 28.
Directorate and Service Area	Adult Social Care, Health and Well Being – Social Work & Therapy
Name and title of Lead Officer completing this EIA	Graham Terry – Interim Assistant Director Social Work and Therapy
Contact Details	Graham_Terry@sandwell.gov.uk 0121 569 2266
Names and titles of other officers involved in completing this EIA	
Partners involved with the EIA where jointly completed	N/A
Date EIA completed	18.1.2022
Date EIA signed off or agreed by Director or Executive Director	TBC
Name of Director or Executive Director signing off EIA	Rashpal Bishop Director of Adult Social Care Rashpal_bishop@sandwell.gov.uk
Date EIA considered by Cabinet Member	Councillor Suzanne Hartwell

**See [Equality Impact Assessment Guidance](#) for key prompts that must be addressed for all questions**



**1. The purpose of the proposal or decision required  
(Please provide as much information as possible)**

The Equality Impact Assessment is being undertaken in respect of the saving proposal being put forward to review the practice or policy on respite support to reduce from offering 56 days to 28 days in a year. This EIA will be considered in determining whether the proposal is approved for inclusion in the Directorates budget savings plan for 2022-23.

**2. Evidence used/considered**

The Council currently has statutory responsibilities under the provision of the Care Act 2014. The Act gives local authorities a duty to carry out a needs assessment to determine whether an adult has needs for care and support. The care and support planning process then decides the best way to meet the person's needs. It also considers the needs of the person and their carer/s for respite which is often designed to enable the carer to continue to provide care and support to the individual to stay in the family home. The support plan outlines the number of nights of respite that can be drawn upon in a year up to a current maximum of 56 days. The adequacy and appropriateness of the respite provision is considered within the annual review of a care and support plan. The amount of respite can change if a person's needs have increased or decreased.

**3. Consultation**

The savings proposal has not been consulted on with carers or those in receipt of a care and support plan at this stage. Section 4 below outlines the individual involvement of the person being assessed and their carer/s in the assessment of need and support planning, and the provision of respite based on those needs.

#### 4. Assess likely impact

Please give an outline of the overall impact if possible.

The potential number of people impacted:

The number of people and the amount of respite accessed during 2019/2020 (pre Covid pattern of usage) is as follows.

No of Nights	People
1 – 28 nights	148
29 – 56 nights	29
57+ nights	2
Total	179

The above data shows that a total of 148 people had respite stays within the proposed maximum guide of 28 nights and 31 people exceeded this amount.

A reassessment of a person's needs would be required, and the person and their carer/s involved in that reassessment to identify any changes in the level of need and a revised care and support plan. If a person's needs have not changed then the amount of respite provided is unlikely to change.

Therefore, any changes from a review of respite practice and policy and a new maximum guide level of respite at 28 days would apply to people not currently in receipt of respite care. A policy of allocating a guide maximum of 28 days of respite care would still be subject to an annual review of an individual's needs. An appropriate level of respite support based on the level of need or circumstances may result in a higher amount of respite than the guide maximum 28 days.

The application of a policy of a maximum guide of 28 days allocation of respite days would be monitored via the current senior sign off of assessments and care and support plans with professional practice supported by new policy and guidance approved by the Director of Adult Social Care. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis and mitigating action taken to ensure continued compliance with the Care Act 2014.

Each existing respite recipient above the 28 days would have their needs reviewed during their annual review and if needs have changed a reassessment would be undertaken as described above. The new maximum guide of 28 days policy would be applied to new assessments. There are risks to carer breakdown if respite is reduced.

**4a. Use the table to show:**

- Where you think that the strategy, project or policy could have a negative impact on any of the equality strands (protected characteristics), that is it could disadvantage them or if there is no impact, please note the evidence and/or reasons for this.
- Where you think that the strategy, project or policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

Protected Characteristic	Positive Impact	Negative Impact	No Impact	Reason and evidence (Provide details of specific groups affected even for no impact and where negative impact has been identified what mitigating actions can we take?)
	✓	✓	✓	
<b>Age</b>			✓	<p><b>Workforce:</b> The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p><b>Public:</b> The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Disability</b>			✓	<p><b>Workforce:</b> The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p><b>Public:</b> The majority of the people in receipt of more than 28 days of</p>

				<p>respite a year are people with a learning disability. A new guide maximum of 28 days will not affect existing recipients of respite care as the amount is based on their current level of needs, unless those needs decrease and less respite is required.</p> <p>For new assessments, the maximum guide level of 28 days will apply unless the level of needs exceeds this on assessment or subsequent review.</p> <p>The proposal does not otherwise change the services approach to supporting people of this protected characteristic.</p>
<b>Gender reassignment</b>			✓	<p><b>Workforce:</b> No known impact</p> <p><b>Public:</b> The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Marriage and civil partnership</b>			✓	<p><b>Workforce:</b> No Known impact</p> <p><b>Public:</b> The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Pregnancy and maternity</b>			✓	<p><b>Workforce:</b> The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p><b>Public:</b></p>

				The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.
<b>Race</b>			✓	<p><b>Workforce:</b> The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p><b>Public:</b> The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Religion or belief</b>			✓	<p><b>Workforce:</b> No known impact</p> <p><b>Public:</b> The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Sex</b>			✓	<p><b>Workforce:</b> The proposal does not change the requirements of the workforce of this protected characteristic.</p> <p><b>Public:</b> Most care givers are women and therefore most at risk from this proposal. This is mitigated by the requirement to base the amount of respite required on the assessed needs of the cared for. The application of the proposal for new assessments will similarly take into account individual</p>

				<p>need in the allocation of respite days.          Otherwise, the proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Sexual orientation</b>			✓	<p><b>Workforce:</b>          No known impact</p> <p><b>Public:</b>          The proposal does not change the services approach to supporting people of this protected characteristic due to the assessment of individual need.</p>
<b>Other</b>				

Does this EIA require a full impact assessment? Yes  No

If there are no adverse impacts or any issues of concern or you can adequately explain or justify them, then you do not need to go any further. You have completed the screening stage. You must, however, complete sections 7 and 9 and publish the EIA as it stands.

If you have answered yes to the above, please complete the questions below referring to the guidance document.

**5. What actions can be taken to mitigate any adverse impacts?**

Section 4 of this EIA outlines the actions required in assessing and reviewing people's needs to be compliant with the Care Act 2014 and care act requirements that are required.

The application of a policy of a maximum guide of 28 days allocation of respite days would monitored via the current senior sign off of assessments and care and support plans with professional practice supported by new policy and guidance approved by the Director of Adult Social Care. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis and mitigating action taken to ensure continued compliance with the Care Act 2014.

**6. As a result of the EIA what decision or actions are being proposed in relation to the original proposals?**

N/A

**7. Monitoring arrangements**

The application of a policy of a maximum guide of 28 days allocation of respite days would monitored via the current senior sign off of assessments and care and support plans with professional practice supported by new policy and guidance approved by the Director of Adult Social Care. Any unforeseen adverse impacts will be identified through monitoring processes and statistical / other data analysis and mitigating action taken to ensure continued compliance with the Care Act 2014.

**8. Action planning**

You may wish to use the action plan template below





**9. Publish the EIA**

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**ADULTS**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Meals</b>			
Fountain Court – Breakfast (For penmakers only)	£2.20	£2.20	0.0%
Fountain Court – Lunch (For penmakers only)	£3.50	£3.50	0.0%
Fountain Court – Tea (For penmakers only)	£1.20	£1.20	0.0%
Lunch - Manifoldia, Holly and Walker Grange	£3.50	£3.50	0.0%
Community Meals – Hot	£3.65	£3.65	0.0%
<b>Financial Deputyship</b>			
Work up to & including the date which the Court appoints a Deputy	£745.00	£745.00	0.0%
Annual Management Fee - year 1	£775.00	£775.00	0.0%
Annual Management Fee - year 2+	£650.00	£650.00	0.0%
Property Management Fee	£300.00	£300.00	0.0%
Preparation of annual report to the OPG	£216.00	£216.00	0.0%
Deferred Charges			
Valuation Fee	£150.00	£150.00	0.0%
Legal & Administration Fee	£450.00	£450.00	0.0%
Associated Disbursements & Fees	At Cost	At Cost	
<b>Community Alarms</b>			
Community Alarms - weekly service charge (Other Tenants 52 weeks pa)	£4.64	£4.64	0.0%
Community Alarms - Installation charge	£26.52	£26.52	0.0%

<b>ADULT &amp; FAMILY LEARNING</b>			
<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>SERVICE AREA Sandwell Adult and Family Learning Course Fees</b>			
English and Maths Courses	£0.00	£0.00	0%
Digital Skills Entry and Level 1 qualifications	£0.00	£0.00	0%
Entry Level - Level 2 Qualification Courses JSA Claimant	£0.00	£0.00	0%
Entry Level - Level 2 Qualification Courses in receipt of ESA - Work related benefit	£0.00	£0.00	0%
Entry Level - Level 2 Qualification Courses In receipt of universal credit	£0.00	£0.00	0%
19-23 studying Entry - Level 1 qualification within no prior Level 2	£0.00	£0.00	0%
Aged 19-23 studying first Full Level 2 qualification	£0.00	£0.00	0%
Qualification Course Fee per Guided Learning Hour	£3.50	£3.50	0%
Qualification Course Fee per Guided Learning Hour for over 60's not in fulltime paid employment	£1.75	£1.75	0%
Community Learning Course Fee per guided Learning Hour	£3.50	£3.50	0%
Community Learning Course Fee - My Future/My Community in receipt of JSA	£0.00	£0.00	0%
Community Learning Course Fee - My Future/My Community in receipt of ESA work related	£0.00	£0.00	0%
Community Learning Course Fee - My Future/My Community in receipt of universal credit	£0.00	£0.00	0%
Community Learning Course Fee - My Interests in receipt of JSA	£0.00	£0.00	0%
Community Learning Course Fee - My Interests in receipt of ESA work related	£0.00	£0.00	0%
Community Learning Course Fee - My Interests in receipt of universal credit	£0.00	£0.00	0%
Community Learning Course Fee - My Family Parents with children 2 to 16	£0.00	£0.00	0%

**BUILDING CONTROL, PLANNING & PROPERTY SEARCHES**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Building Control</b>			
<b>TABLE A - STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</b>			
Table A Category 1 - Number of dwellings: 1			
Plan Charge	£206.00	£226.60	10.0%
Inspection Charge	£309.00	£339.90	10.0%
Building Notice Charge +20%	£618.00	£679.80	10.0%
Regularisation Charge (does not include electrical inspection & test)	£834.30	£917.73	10.0%
Table A Category 2 - Number of dwellings: 2			
Plan Charge	£231.75	£254.93	10.0%
Inspection Charge	£463.50	£509.85	10.0%
Building Notice Charge +20%	£834.30	£917.73	10.0%
Regularisation Charge (does not include electrical inspection & test)	£1,126.30	£1,238.93	10.0%
Table A Category 3 - Number of dwellings: 3			
Plan Charge	£309.00	£339.90	10.0%
Inspection Charge	£618.00	£679.80	10.0%
Building Notice Charge +20%	£1,112.40	£1,223.64	10.0%
Regularisation Charge (does not include electrical inspection & test)	£1,501.75	£1,651.93	10.0%
Table A Category 4 - Number of dwellings: 4			
Plan Charge	£386.25	£424.88	10.0%
Inspection Charge	£669.50	£736.45	10.0%
Building Notice Charge +20%	£1,266.90	£1,393.59	10.0%
Regularisation Charge (does not include electrical inspection & test)	£1,710.30	£1,881.33	10.0%
Table A Category 5 - Number of dwellings: 5			
Plan Charge	£463.50	£509.85	10.0%
Inspection Charge	£721.00	£793.10	10.0%
Building Notice Charge +20%	£1,421.40	£1,563.54	10.0%
Regularisation Charge (does not include electrical inspection & test)	£1,918.90	£2,110.79	10.0%
Table A Category 6 - Number of dwellings: 6			
Plan Charge	£515.00	£566.50	10.0%

Inspection Charge	£798.25	£878.08	10.0%
Building Notice Charge +20%	£1,575.90	£1,733.49	10.0%
Regularisation Charge (does not include electrical inspection & test)	£2,127.45	£2,340.20	10.0%
<b>Table A Category 7 - Number of dwellings: 7</b>			
Plan Charge	£540.75	£594.83	10.0%
Inspection Charge	£927.00	£1,019.70	10.0%
Building Notice Charge +20%	£1,823.10	£2,005.41	10.0%
Regularisation Charge (does not include electrical inspection & test)	£2,461.20	£2,707.32	10.0%
<b>Table A Category 8 - Number of dwellings: 8</b>			
Plan Charge	£566.50	£623.15	10.0%
Inspection Charge	£1,055.75	£1,161.33	10.0%
Building Notice Charge +20%	£1,946.70	£2,141.37	10.0%
Regularisation Charge (does not include electrical inspection & test)	£2,628.05	£2,890.86	10.0%
<b>Table A Category 9 - Number of dwellings: 9</b>			
Plan Charge	£592.25	£651.48	10.0%
Inspection Charge	£1,184.50	£1,302.95	10.0%
Building Notice Charge +20%	£2,132.10	£2,345.31	10.0%
Regularisation Charge (does not include electrical inspection & test)	£2,878.35	£3,166.19	10.0%
<b>Table A Category 4 - Over 10 dwellings</b>			
Plan Charge, Inspection Charge, Building Notice Charge, Regularisation Charge	Fees are individually assessed	Fees are individually assessed	
<b>TABLE B - Domestic Extensions to a Single Building</b>			
<b>Table B Category 1 - Single storey Extensions, less than 10m2</b>			
Plan charge	£141.65	£155.82	10.0%
Inspection charge	£169.95	£186.95	10.0%
Building Notice	£373.90	£411.29	10.0%
Regularisation	£504.75	£555.23	10.0%
<b>Table B Category 2 - Single storey extension greater than 10m2but less than 40m2</b>			
Plan charge	£198.30	£218.13	10.0%
Inspection charge	£226.60	£249.26	10.0%
Building Notice	£509.85	£560.84	10.0%
Regularisation	£688.30	£757.13	10.0%

<b>Table B Category 3 - Single storey extension greater than 40m2 but less than 100m2</b>			
Plan charge	£254.95	£280.45	10.0%
Inspection charge	£311.55	£342.71	10.0%
Building Notice	£679.80	£747.78	10.0%
Regularisation	£917.75	£1,009.53	10.0%
<b>Table B Category 4 - Two storey extension not exceeding 40m2</b>			
Plan charge	£226.60	£249.26	10.0%
Inspection charge	£254.95	£280.45	10.0%
Building Notice	£577.85	£635.64	10.0%
Regularisation	£780.05	£858.06	10.0%
<b>Table B Category 5 - Two storey extension greater than 40m2 but less than 200m2</b>			
Plan charge	£283.25	£311.58	10.0%
Inspection charge	£339.90	£373.89	10.0%
Building Notice	£747.80	£822.58	10.0%
Regularisation	£1,009.50	£1,110.45	10.0%
<b>Table B Category 6 - Loft conversion floor area not exceeding 50m2</b>			
Plan charge	£226.60	£249.26	10.0%
Inspection charge	£169.95	£186.95	10.0%
Building Notice	£475.85	£523.44	10.0%
Regularisation	£642.40	£706.64	10.0%
<b>Table Garage - Domestic Garages and Carports</b>			
<b>Table Garage Category 7 - Non-exempt detached garage or carport up to 100m2</b>			
Plan charge	£169.95	£186.95	10.0%
Inspection charge	Covered in plan charge	Covered in plan charge	
Building Notice	£203.95	£224.35	10.0%
Regularisation	£275.30	£302.83	10.0%
<b>Table Garage Category 8 - Non-exempt attached single storey garage or carport up to 100m2</b>			
Plan charge	£141.65	£155.82	10.0%
Inspection charge	£141.65	£155.82	10.0%
Building Notice	£339.90	£373.89	10.0%
Regularisation	£458.85	£504.74	10.0%
<b>Table Garage Category 9 - Conversion of a garage to habitable use</b>			
Plan charge	£113.30	£124.63	10.0%

Inspection charge	£141.65	£155.82	10.0%
Building Notice	£305.90	£336.49	10.0%
Regularisation	£413.00	£454.30	10.0%
<b>Pre-application works Category 10 - Trial hole</b>			
Inspection charge	Didn't exist	£100.00 (This fee would be deducted from your application submission fee)	
<b>TABLE C - Alterations to a Single Domestic Building</b>			
Table C Category 1 - Installation of a controlled fitting , i.e. installation of a bathroom, or of a wc, shower, bath or sink			
Plan charge (FP)	£169.95	£186.95	10.0%
Inspection charge	covered in plan charge	covered in plan charge	
Building notice charge (N)	£203.95	£224.35	10.0%
50% reduction if carried out at same time as an extension (FP)	£85.00	£93.50	10.0%
50% reduction if carried out at same time as an extension (N)	£101.95	£112.15	10.0%
Regularisation charge	£275.30	£302.83	10.0%
<b>Table C Category 2. a - Foundation underpinning of main house</b>			
Plan charge (FP)	£169.95	Merged into Cat 3	
Inspection charge	£226.60	Merged into Cat 3	
Building notice charge (N)	£475.85	Merged into Cat 3	
50% reduction if carried out at same time as an extension (FP)	£198.30	Merged into Cat 3	
50% reduction if carried out at same time as an extension (N)	£237.95	Merged into Cat 3	
Regularisation charge	£642.40	Merged into Cat 3	
<b>Table C Category 2.b - Foundation underpinning of wing building</b>			



Plan charge (FP)	£113.30	Merged into Cat 3	
Inspection charge	£113.30	Merged into Cat 3	
Building notice charge (N)	£249.25	Merged into Cat 3	
50% reduction if carried out at same time as an extension (FP)	£113.30	Merged into Cat 3	
50% reduction if carried out at same time as an extension (N)	£124.65	Merged into Cat 3	
Regularisation charge	£336.50	Merged into Cat 3	
<b>Table C - Category 2 - Solid Conservatory Roof</b>			
Plan charge (FP)	Didn't exist	£78.75	
Inspection charge	Didn't exist	£105.00	
Building notice charge (N)	Didn't exist	£220.50	
Regularisation charge	Didn't exist	£264.60	
<b>Table C Category 3 - Internal alterations to layout or structural alterations , that are not ancillary to an extension</b>			
Plan charge (FP)	£113.30	£124.63	10.0%
Inspection charge	£113.30	£124.63	10.0%
Building notice charge (N)	£249.25	£274.18	10.0%
50% reduction if carried out at same time as an extension (FP)	£113.30	£124.63	10.0%
50% reduction if carried out at same time as an extension (N)	£124.65	£137.12	10.0%
Regularisation charge	£336.50	£370.15	10.0%
<b>Table C Category 4. a - Replacement or renovation of a thermal element to a single dwelling, i.e. new ground floor or floor exposed to the elements, external cladding or rendering, new internal linings to external walls</b>			
Plan charge (FP)	£169.95	£186.95	10.0%
Inspection charge	covered in plan charge	covered in plan charge	
Building notice charge (N)	£203.95	£224.35	10.0%
50% reduction if carried out at same time as an extension (FP)	£85.00	£93.50	10.0%
50% reduction if carried out at same time as an extension (N)	£101.95	£112.15	10.0%
Regularisation charge	£275.30	£302.83	10.0%

<b>Table C Category 4. b - Reroofing of main house</b>			
Plan charge (FP)	£73.65	£81.02	10.0%
Inspection charge	£73.65	£81.02	10.0%
Building notice charge (N)	£169.95	£186.95	10.0%
50% reduction if carried out at same time as an extension (FP)	£73.65	£81.02	10.0%
50% reduction if carried out at same time as an extension (N)	£85.00	£93.50	10.0%
Regularisation charge	£229.45	£252.40	10.0%
<b>Table C Category 4. c - Reroofing of wing building/extension</b>			
Plan charge (FP)	£107.65	No longer exists	
Inspection charge	covered in plan charge	No longer exists	
Building notice charge (N)	£129.15	No longer exists	
50% reduction if carried out at same time as an extension (FP)	£53.80	No longer exists	
50% reduction if carried out at same time as an extension (N)	£64.60	No longer exists	
Regularisation charge	£174.35	No longer exists	
<b>Table Electric - Electrical Installations, inspection and test</b>			
<b>Table Electric Category 1 - Certification of electrical works by non-registered but suitably qualified competent persons</b>			
Building Notice	£73.65	£81.02	10.0%
Regularisation charge	£99.45	£109.40	10.0%
<b>Table Window - Window and Door Replacement</b>			
<b>Table Window Category 1 - Up to 10 frames</b>			
Plan charge (FP)	£85.00	Covered with building notice	
Inspection charge	covered in plan charge	Covered with building notice	
Building notice charge (N)	£85.00	£93.50	10.0%
50% reduction if carried out at same time as an extension	Not applicable.	Not applicable.	
Regularisation charge	£114.70	£126.17	10.0%

<b>Table Window Category 2 - Over 10 frames</b>			
Plan charge (FP)	£113.30	Covered with building notice	
Inspection charge	covered in plan charge	Covered with building notice	
Building notice charge (N)	£113.30	£124.63	10.0%
50% reduction if carried out at same time as an extension	Not applicable.	Not applicable.	
Regularisation charge	£152.95	£168.25	10.0%
<b>TABLE D - ALL OTHER NON-DOMESTIC WORK &amp; NEW BUILD - including Non-domestic extensions and new build up to 200m2 (Use of buildings excluding industrial and storage buildings)</b>			
<b>Table D Category 1 - Floor area not exceeding 10m2</b>			
Plan charge (FP)	£185.65	£204.22	10.0%
Inspection charge	£265.25	£291.78	10.0%
Regularisation charge	£608.70	£669.57	10.0%
<b>Table D Category 2 - Floor area greater than 10m2 but less than 40m2</b>			
Plan charge (FP)	£265.25	£291.78	10.0%
Inspection charge	£371.30	£408.43	10.0%
Regularisation charge	£859.35	£945.29	10.0%
<b>Table D Category 3 - Floor area greater than 40m2 but less than 100m2</b>			
Plan charge (FP)	£371.30	£408.43	10.0%
Inspection charge	£477.40	£525.14	10.0%
Regularisation charge	£1,145.75	£1,260.33	10.0%
<b>Table D Category 4 - Floor area greater than 100m2 but less than 200m2</b>			
Plan charge (FP)	£530.45	£583.50	10.0%
Inspection charge	£636.55	£700.21	10.0%
Regularisation charge	£1,575.45	£1,733.00	10.0%
<b>Table Industrial - Use for Industrial and storage Purposes</b>			
<b>Table Industrial Category 1 - Floor area not exceeding 10m2</b>			
Plan charge (FP)	£159.15	£175.07	10.0%
Inspection charge	£159.15	£175.07	10.0%
Regularisation charge	£429.65	£472.62	10.0%
<b>Table Industrial Category 2 - Floor area greater than 10m2 but less than 40m2</b>			

Plan charge (FP)	£265.25	£291.78	10.0%
Inspection charge	£265.25	£291.78	10.0%
Regularisation charge	£716.10	£787.71	10.0%
<b>Table Industrial Category 3 - Floor area greater than 40m2 but less than 100m2</b>			
Plan charge (FP)	£318.25	£350.08	10.0%
Inspection charge	£318.25	£350.08	10.0%
Regularisation charge	£859.35	£945.29	10.0%
<b>Table Industrial Category 4 - Floor area greater than 100m2 but less than 200m2</b>			
Plan charge (FP)	£424.35	£466.79	10.0%
Inspection charge	£424.35	£466.79	10.0%
Regularisation charge	£1,145.75	£1,260.33	10.0%
<b>TABLE E - ALL OTHER NON-DOMESTIC WORK</b>			
<b>Category 1a - Window replacements , Fixed price - Installation of up to 10 frames</b>			
Plan charge	£106.10	£116.71	10.0%
Inspection charge	Covered in plan charge	Covered in plan charge	
Regularisation charge	£143.20	157.52	10.0%
<b>Category 1b - Window replacements , Fixed price - Installation of up to 20 frames</b>			
Plan charge	£159.15	£175.07	10.0%
Inspection charge	Covered in plan charge	Covered in plan charge	
Regularisation charge	£214.85	£236.34	10.0%
<b>Category 2a - Renovation of thermal element - Estimated cost less than £50,000</b>			
Plan charge	£159.15	Merged with category 5	
Inspection charge	Covered in plan charge	Merged with category 5	
Regularisation charge	£214.85	Merged with category 5	
<b>Category 2b - Renovation of thermal element - Estimated cost between £50,001-£100,000</b>			
Plan charge	£159.15	Merged with category 5	

Inspection charge	£132.60	Merged with category 5	
Regularisation charge	£393.85	Merged with category 5	
<b>Category 3 - Installation of mezzanine storage platform up to 500m2, Fixed price</b>			
Plan charge	£371.30	£408.43	10.0%
Inspection charge	£212.20	£233.42	10.0%
Regularisation charge	£787.70	£866.47	10.0%
<b>Category 4a - Office or shop fit out, Fixed price- Floor area up to 200m2</b>			
Plan charge	£159.15	£175.07	10.0%
Inspection charge	£159.15	£175.07	10.0%
Regularisation charge	£429.65	£472.62	10.0%
<b>Category 4b - Office or shop fit out, Floor area between 200-1000m2</b>			
Plan charge	£265.25	£291.78	10.0%
Inspection charge	£265.25	£291.78	10.0%
Regularisation charge	£716.10	£787.71	10.0%
<b>Category 5a - Alterations not described elsewhere, Fixed price Estimated cost less than £5,000</b>			
Plan charge	£106.10	Merged with 5b	
Inspection charge	£106.10	Merged with 5b	
Regularisation charge	£286.45	Merged with 5b	
<b>Category 5b - Alterations not described elsewhere, Fixed price Estimated cost £1-£25,000</b>			
Plan charge	£159.15	£175.07	10.0%
Inspection charge	£212.20	£233.42	10.0%
Regularisation charge	£501.30	£551.43	10.0%
<b>Category 5c - Alterations not described elsewhere, Fixed price Estimated cost £25,001-£50,000</b>			
Plan charge	£265.25	£291.78	10.0%
Inspection charge	£318.25	£350.08	10.0%
Regularisation charge	£787.70	£866.47	10.0%
<b>Category 5d - Alterations not described elsewhere, Fixed price Estimated cost £50,001-£75,000</b>			
Plan charge	£371.30	Merged with 5e	

Inspection charge	£371.30	Merged with 5e	
Regularisation charge	£1,002.55	Merged with 5e	
<b>Category 5e - Alterations not described elsewhere, Fixed price Estimated cost £50,001-£100,000</b>			
Plan charge	£424.35	£466.79	10.0%
Inspection charge	£477.40	£525.14	10.0%
Regularisation charge	£1,217.40	£1,339.14	10.0%
Building Regulations Compliance Letter	£150.00	£175.00	16.7%
<b>Planning</b>			
<b>Category I - Development Type : Operation</b>			
<b>Category 1a - The erection of dwellinghouses (other than development within category 6 below). Where the application is for outline planning permission</b>			
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£462.00	£462.00	0.0%
standard fees for site area exceeds 2.5 hectares,	£11,432.00	£11,432.00	0.0%
additional fees per 0.1 hectare for sites in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	£138.00	0.0%
<b>Category 1b - The erection of dwellinghouses (other than development within category 6 below). Where the application is not for outline planning permission</b>			
fees for each dwelling house, where the number of dwellinghouses to be created by the development is 50 or fewer, ;	£462.00	£462.00	0.0%
standard fee for the development exceeding 50 dwellings, £19,049, .	£22,859.00	£22,859.00	0.0%
additional fees for each dwelling house where the number of dwellinghouses to be created by the development exceeds 50, subject to a maximum in total of £300,000.	£138.00	£138.00	0.0%
<b>Category 2a - The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7). Where the application is for outline planning permission</b>			
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£462.00	£462.00	0.0%
standard fees for site area exceeds 2.5 hectares,	£11,432.00	£11,432.00	0.0%
additional fees per 0.1 hectare for sites in excess of 2.5 hectares, subject to a maximum in total of £150,000.	£138.00	£138.00	0.0%
Where the application is for permission in principle, £402 for each 0.1 hectares of the site area.	£402.00	£402.00	0.0%
<b>Category 2b - The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7). Where the application is NOT for outline planning permission</b>			

where no floor space is to be created by the development,  
 where the area of gross floor space to be created by the development does not exceed 40 square metres,  
 where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres,

fees for each 75 square metres of that area, where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, ;

Standard fees where the area of gross floor space to be created by the development exceeds 3750 square metres,

additional fees for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £300,000. where the area of gross floor space to be created by the development exceeds 3750 square metres,

**Category 3a - The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4). Where the application is for outline planning permission**

fees per 0.1 hectare and the site area does not exceed 2.5 hectares,

standard fees for site area exceeds 2.5 hectares,

additional fees per 0.1 hectare for sites in excess of 2.5 hectares, subject to a maximum in total of £150,000.

Where the application is for permission in principle, £402 for each 0.1 hectares of the site area.

**Category 3b- The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4). Where the application is NOT for outline planning permission**

fees where the area of gross floor space to be created by the development does not exceed 465 square metres,

Fees where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres,

Standard fees for the first 540 square metres, where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres,

£234.00	£234.00	0.0%
£234.00	£234.00	0.0%
£462.00	£462.00	0.0%
£462.00	£462.00	0.0%
£22,859.00	£22,859.00	0.0%
£115.00	£115.00	0.0%
£462.00	£462.00	0.0%
£11,432.00	£11,432.00	0.0%
£138.00	£138.00	0.0%
£402.00	£402.00	0.0%
£96.00	£96.00	0.0%
£462.00	£462.00	0.0%
£462.00	£462.00	0.0%

additional fees for each 75 square metres in excess of 540 square metres, where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres,

Standard fees , where the area of gross floor space to be created by the development exceeds 4215 square metres,

additional fees for or each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £250,000, where the area of gross floor space to be created by the development exceeds 4215 square metres,

**Category 4 - Application for approval of reserved matters following outline approval.**

Full fee due or if full fee already paid then £385.00 due.

**Category 5 - The erection of glasshouses on land used for the purposes of agriculture.**

Where the gross floor space to be created by the development does not exceed 465 square metres,

Where the gross floor space to be created by the development exceeds 465 square metres,

**Category 6 - The erection, alteration or replacement of plant or machinery.**

fees for each 0.1 hectare of the site area, where the site area does not exceed 5 hectares

Standard fees , where the site area exceeds 5 hectares, ,

additional fees for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £250,000.

**Category 7 - The enlargement, improvement or other alteration of existing dwellinghouses.**

Where the application relates to one dwelling house,

Where the application relates to 2 or more dwellinghouses,

**Category 8 - Miscellaneous**

The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling house as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling house; or

£462.00	£462.00	0.0%
£22,859.00	£22,859.00	0.0%
£138.00	£138.00	0.0%
£462.00	£462.00	0.0%
£96.00	£96.00	0.0%
£2,580.00	£2,580.00	0.0%
£462.00	£462.00	0.0%
£19,049.00	£19,049.00	0.0%
£115.00	£115.00	0.0%
£206.00	£206.00	0.0%
£407.00	£407.00	0.0%
£206.00	£206.00	0.0%



The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£234.00	£234.00	0.0%
<b>Category 9 - The carrying out of any operations connected with exploratory drilling for oil or natural gas.</b>			
fees for each 0.1 hectares of the site area, where the site area does not exceed 7.5 hectares	£508.00	£508.00	0.0%
Where the site area exceeds 7.5 hectares, subject to a maximum in total of £300,000.	£38,070.00	£38,070.00	0.0%
<b>Category 9a - The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</b>			
Where the site area does not exceed 15 hectares.	£257.00	£257.00	0.0%
Where the site area exceeds 7.5 hectares, subject to a maximum in total of £78,000.	£38,520.00	£38,520.00	0.0%
<b>Category 10 - The carrying out of any operations not coming within any of the above categories.</b>			
<b>Category 10a - In the case of operations for the winning and working of minerals –</b>			
fees for each 0.1 hectare of the site area, where the site area does not exceed 15 hectares,	£234.00	£234.00	0.0%
Where the site area exceeds 15 hectare, subject to a maximum in total of £78,000.	£34,934.00	£34,934.00	0.0%
<b>Category 10b - In any other case</b>			
Fees for each 0.1 hectare of the site area, subject to a maximum of £2,028.00.	£234.00	£234.00	0.0%
<b>Category II - Development Type : Uses of Land</b>			
The change of use of a building to use as one or more separate dwellinghouses.			
Where the change of use is from a previous use as a single dwelling house to use as two or more single dwellinghouses –			
fees for each additional dwelling house; where the change of use is to use as 50 or fewer dwellinghouses,	£462.00	£462.00	0.0%
Standard fees where the change of use is to use as more than 50 dwellinghouses	£22,859.00	£22,859.00	0.0%
additional fees for each dwelling house in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.	£138.00	£138.00	0.0%
<b>Category 11b - In all other cases</b>			
Fees	£462.00	£462.00	0.0%

<b>Category 12 - The use of land for the a) disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open.</b>			
fees for each 0.1 hectare of the site area; where the site area does not exceed 15 hectares,	£234.00	£234.00	0.0%
Standard fee where the site area exceeds 15 hectares	£34,934.00	£34,934.00	0.0%
additional fees for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.	£138.00	£138.00	0.0%
<b>Category 13 - The making of a material change in the use of a building or land (other than a material change of use in category 11, 12(a), (b) or (c)).</b>			
Fees	£462.00	£462.00	0.0%
<b>Category II - Development Type : Advertisements</b>			
<b>Category 14 - Advertisements displayed externally on business premises, on the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters –</b>			
Matters as follow: a) the nature of the business or other activity carried on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£132.00	£132.00	0.0%
<b>Category 15 - Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.</b>			
All other advertisements.	£110.00	£110.00	0.0%
	£462.00	£462.00	0.0%
<b>Category 17 - Determinations, Whether the prior approval of the Council is required for –</b>			
Agriculture/forestry buildings or private ways;	£96.00	£96.00	0.0%
Demolition of building only (where no other development is taking place);	£96.00	£96.00	0.0%
Part 24 (development by telecommunications code system operators);	£462.00	£462.00	0.0%
Part 3 (Changes of use);	£96.00	£96.00	0.0%
Part 3 (changes of use) with associated building operations;	£206.00	£206.00	0.0%
Other Permission			
<b>Category 18a - Variation of condition(s).</b>			
Removal or variation of condition(s) on a planning permission	£234.00	£234.00	0.0%

<b>Category 18b - Request for confirmation that one or more planning conditions have been complied with.</b>			
Fees per request for Householder	£34.00	£34.00	0.0%
Fees per request otherwise .	£116.00	£116.00	0.0%
<b>Category 18c - A Non-material Amendment following a Grant of Planning Permission</b>			
Applications in respect of householder developments	£28.00	£28.00	0.0%
Applications in respect of other developments	£234.00	£234.00	0.0%
<b>Category 19 - Lawful Development Certificate</b>			
Application for an existing use of land or operational development; The same fee as for an equivalent planning application.	as specified	as specified	
Failure to comply with conditions; £195.	£234.00	£234.00	0.0%
Application for proposed use of building(s) or operations over or under land; Half fee of equivalent application.	as specified	as specified	
<b>Category Concession - EXEMPTIONS FROM PAYMENT</b>			
<b>Pre-planning application charges</b>			
Householder proposals (domestic extensions)	£45.00	£45.00	0.0%
Changes of use	£96.00	£96.00	0.0%
1 - 4 dwellings	£100.00	£100.00	0.0%
5 or more dwellings	£300.00	£300.00	0.0%
Commercial <10,000sqm	£0.00	£100.00	
Commerical >10,000sqm	£0.00	£300.00	
Telecoms	£0.00	£100.00	
Adverts (Hoardings)	£0.00	£100.00	
Adverts other	£0.00	£30.00	
Trees <10	£0.00	£20.00	
Trees >10	£0.00	£50.00	
S106 enquiries	£0.00	£116.00	
<b>High Hedges</b>			
High Hedges Complaint	£200.00	£300.00	50.0%
<b>PROPERTY SEARCHES &amp; ASSOCIATED LAND CHARGES SERVICES</b>			
<b>Standard Charges</b>			
LLC1 - Residential	£15.45	£15.45	0.0%

Additional parcels	£2.05	£2.05	0.0%
LLC1 - Commercial	£15.45	£15.45	0.0%
Additional parcels	£2.05	£2.05	0.0%
Con29(R) - Residential	£92.70	£92.70	0.0%
Additional parcels	£22.25	£22.25	0.0%
Con29(R) - Commercial	£191.58	£191.58	0.0%
Additional parcels	£22.25	£22.25	0.0%
TOTAL - Residential (i.e. for a 'Full' Local Authority Search)	£108.15	£108.15	0.0%
TOTAL - Commercial (i.e. for a 'Full' Local Authority Search)	£207.03	£207.03	0.0%
Set of Compiled data to complete a Con29(R)	£86.52	£86.52	0.0%
Set of Compiled data to complete a Con29(R) except that Publicly available	£70.44	£70.44	0.0%
Con29(O) Enquiries 5-22	£12.36	£12.36	0.0%
Limestone Enquires	£24.72	£24.72	0.0%
Landfill Enquiries	£12.36	£12.36	0.0%
Planning Site Histories : Standard charge for the first hour (or part), Charges relate per property, if on an industrial estate, then per unit, if open land then per plot	£30.90	£30.90	0.0%
Planning Site Histories : addition fee for every hour (or part) thereafter of standard charge. Charges relate per property, if on an industrial estate, then per unit, if open land then per plot	£15.45	£15.45	0.0%
Planning Decision Notices - Fee per Decision Notice	£2.05	£2.05	0.0%
Building Regulations – Supply of Approvals/Completion Certificates - Fee per Approval/Certificate	£10.30	£10.30	0.0%
Supply copy of Section 38 & 104 Agreements	£51.50	£51.50	0.0%
Supply copy of Section 106 Agreements	£51.50	£51.50	0.0%
Supply copy of Tree Preservation Order	15.45	15.45	0.0%
Supply copy of Combined Drainage Agreement	£15.45	£15.45	0.0%
<b>MISCELLANEOUS SERVICES &amp; DOCUMENTS NOT CONTAINED IN THE CURRENT PUBLICATION SCHEME</b>			
A4 B&W Plain paper copying	£0.20	£0.20	0.0%
A3 B&W Plain paper copying	£0.40	£0.40	0.0%
A4 Colour Plain paper copying	£1.25	£1.25	0.0%
A3 Colour Plain paper copying	£1.75	£1.75	0.0%
A2 Plain paper copying	£1.45	£1.45	0.0%
A1 Plain paper copying to Paper	£1.85	£1.85	0.0%
A0 Plain paper copying to Paper	£2.95	£2.95	0.0%

Lamination - A4	£2.80	£2.80	0.0%
Lamination - A3	£4.55	£4.55	0.0%
Lamination - A2	£5.25	£5.25	0.0%
Lamination - A1	£8.30	£8.30	0.0%
Binding - 8mm-12mm	£0.70	£0.70	0.0%
Binding - 14mm-19mm	£1.45	£1.45	0.0%
Binding - 22mm-28mm	£2.10	£2.10	0.0%
Binding - A4 Acetate Sheets	£0.30	£0.30	0.0%
Binding - A4 Clear Pockets	£0.55	£0.55	0.0%
Microfilm Enlargements - A4	£2.80	£2.80	0.0%
Microfilm Enlargements - A3	£4.15	£4.15	0.0%
Microfilm Enlargements - A2	£5.45	£5.45	0.0%
Microfilm Enlargements - A1	£8.15	£8.15	0.0%
Microfilm Enlargements - A0	£10.82	£10.82	0.0%
Plotter Prints - A4	£1.05	£1.05	0.0%
Plotter Prints - A3	£2.10	£2.10	0.0%
Plotter Prints - A2	£4.20	£4.20	0.0%
Plotter Prints - A1	£6.35	£6.35	0.0%
Plotter Prints - A0	£10.60	£10.60	0.0%
Reduction to A4 from A2	£0.70	£0.70	0.0%
Reduction to A4 from A1	£1.45	£1.45	0.0%
Reduction to A4 from A0	£2.80	£2.80	0.0%
Ordnance Survey Block Plans (Location Plan) - fee per sheet of 10 copies	£22.65	£22.65	0.0%
Ordnance Survey Block Plans (Location Plan) - fee per set of 3 copies (only for solicitors undertaking search enquiries)	£15.45	£15.45	0.0%
Sandwell Street Map	£10.00	£10.00	0.0%
Written responses to Planning Permitted Development Enquiries or Requests for information from householders	£29.60	£29.60	0.0%
Written responses to Planning Permitted Development Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£59.25	£59.25	0.0%
Written responses to Building Control Enquiries or Requests for information from householders	£29.60	£29.60	0.0%
Written responses to Building Control Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£59.25	£59.25	0.0%

Written responses to Planning & Building Control 'Permitted Development 'Enquiries or Requests for information from householders	£41.45	£41.45	0.0%
Written responses to Planning & Building Control 'Permitted Development 'Permitted Development Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£82.90	£82.90	0.0%
Charge rate for work in relation to EIR Requests (per hour)	£45.68	£45.68	0.0%
Letter of Compliance (Building Control)	£150.00	£175.00	16.7%
Discharge of conditions letter	£116.00	£116.00	0.0%

**COMMUNITY FACILITIES**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Large Hall</b>			
Monday to Friday 09.00 – 17.00	£12.70	£13.20	3.9%
Monday to Friday 17.00 – 23.00	£21.70	£22.60	4.1%
Weekend and Bank Holiday	£38.70	£40.20	3.9%
<b>Medium Hall</b>			
Monday to Friday 09.00 – 17.00	£10.90	£11.30	3.7%
Monday to Friday 17.00 – 23.00	£18.70	£19.40	3.7%
Weekend and Bank Holiday	£27.50	£28.60	4.0%
<b>Large Room</b>			
Monday to Friday 09.00 – 17.00	£7.10	£7.40	4.2%
Monday to Friday 17.00 – 23.00	£9.50	£9.90	4.2%
Weekend and Bank Holiday	£12.40	£12.90	4.0%
<b>Small Room</b>			
Monday to Friday 09.00 – 17.00	£5.60	£5.80	3.6%
Monday to Friday 17.00 – 23.00	£7.40	£7.70	4.1%
Weekend and Bank Holiday	£10.50	£10.90	3.8%
<b>Mobility Service</b>			
Membership fee	£18.40	£19.10	3.8%
Half day visitor charge (3 hour session)	£4.50	£4.70	4.4%
<b>Lightwoods House</b>			
<b>PEAK TIME MAY, JUNE, JULY AUGUST, SEPT, DEC</b>			
Ceremony on Bandstand/in Long Room Monday-Thursday	£250.00	£300.00	20.0%
Ceremony on Bandstand/in Long Room Friday and Sunday	£400.00	£450.00	12.5%
Ceremony on Bandstand/in Long Room Saturdays and Bank Holidays	£500.00	£550.00	10.0%
Ceremony, reception and evening Monday - Thursday	£1,286.50	£1,500.00	16.6%
Ceremony, reception and evening Friday and Sunday	£2,058.00	£2,250.00	9.3%
Ceremony, reception and evening Saturday and Bank Holidays	£2,573.00	£2,950.00	14.7%
Reception and evening Monday - Thursday	£1,001.00	£1,250.00	24.9%
Reception and evening Friday and Sunday	£1,601.00	£1,850.00	15.6%
Reception and evening Saturday and Bank Holidays	£2,002.00	£2,250.00	12.4%
Ceremony and reception, no evening Monday - Thursday	£893.50	£995.00	11.4%
Ceremony and reception, no evening Friday and Sunday	£1,429.00	£1,650.00	15.5%
Ceremony and reception, no evening Saturday and Bank Holidays	£1,787.00	£1,950.00	9.1%

OFF PEAK TIMES OCT, NOV, JAN, FEB, MAR, APR			
Ceremony on Bandstand/in Long Room Monday-Thursday	£200.00	£250.00	25.0%
Ceremony on Bandstand/in Long Room Friday and Sunday	£320.00	£350.00	9.4%
Ceremony on Bandstand/in Long Room Saturdays and Bank Holidays	£400.00	£450.00	12.5%
Ceremony, reception and evening Monday - Thursday	£1,001.00	£1,250.00	24.9%
Ceremony, reception and evening Friday and Sunday	£1,601.00	£1,850.00	15.6%
Ceremony, reception and evening Saturday and Bank Holidays	£2,002.00	£2,250.00	12.4%
Reception and evening Monday - Thursday	£857.00	£995.00	16.1%
Reception and evening Friday and Sunday	£1,372.00	£1,500.00	9.3%
Reception and evening Saturday and Bank Holidays	£1,715.00	£1,950.00	13.7%
Ceremony and reception, no evening Monday - Thursday	£643.00	£750.00	16.6%
Ceremony and reception, no evening Friday and Sunday	£1,028.00	£1,250.00	21.6%
Ceremony and reception, no evening Saturday and Bank Holidays	£1,286.00	£1,500.00	16.6%
Chance Room	£20.60	£21.50	4.4%
Weatherhead Room	£15.45	£17.00	10.0%
Long Room - Bay End	£30.90	£32.00	3.6%
Long Room - Aviary End	£25.75	£27.00	4.9%
Long Room combined	£56.65	£59.00	4.1%
Chance Room (Charges where more staff required)		£40.00	
Weatherhead Room		£30.00	
Long Room - Bay End		£55.00	
Long Room - Aviary End		£45.00	
Long Room combined		£100.00	



**CCP-EHTS**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Fixed Penalty Notices</b>			
Failure to produce waste transfer note - set by statute	£300.00	£300.00	0.0%
Failure to produce waste carriers docs - set by statute	£300.00	£300.00	0.0%
Offences in relation to waste receptacles (Household) **	£100.00	£100.00	0.0%
Offences in relation to waste receptacles (Commercial)	£100.00	£100.00	0.0%
Fixed penalty for the unauthorised deposit of waste	£400.00	£400.00	0.0%
Offences in relation to intruder alarm notification	£75.00	£75.00	0.0%
Noise Act 1996, noise from licensed premises-by statute	£500.00	£500.00	0.0%
Noise Act 1996, offence in relation to noise from dwellings	£100.00	£100.00	0.0%
<b>Miscellaneous</b>			
Performing Animals Act	£241.74	£254.00	5.1%
Riding Establishments	£208.86	£220.00	5.3%
Pet Shops	£148.24	£174.00	17.4%
Skin Piercing Premises	£235.92	£248.00	5.1%
Transfer of Skin Piercing Registration to New Premise		£70.00	
Mobile Trader Consents (ice cream vans)	£386.30	£406.00	5.1%
Food Safety Health Export Certificates	£87.67	£90.00	2.7%
Reissue of Food Safety Health Export Certificate		£35.00	
Provision of statements to solicitors	£179.00	£188.00	5.0%
Animal Boarding Establishments	£124.44	£174.00	39.8%
Dog breeding establishments	£91.98	£174.00	89.2%
Dangerous wild animals	£87.57	£174.00	98.7%
Registration of persons skin piercing	£56.26	£59.00	4.9%
Food Hygiene Rating Scheme Reinspection	£157.59	£166.00	5.3%
<b>Primary Authority</b>			
Primary Authority - Regulatory Services and PSH	£75.75	£80.00	5.6%
<b>Trading Standards Environmental Health</b>			
Hourly rate	£121.95	£128.00	5.0%
Responsible Retailer Scheme	£159.00	£167.00	5.0%

**ENVIRONMENT & FLEET**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	Increase %
<b>Trade Waste Charges - (Standard Pricing Structure provided by Serco - Indicative costs only)</b>			
50 Blue Trade Sacks (including disposal and Waste Transfer Note)	£170.65	£183.43	7.5%
1100 Litre Euro Container	£17.79	£19.12	7.5%
660 Litre Mini Euro Container	£12.18	£13.09	7.5%
360 Litre Mini Euro Container	£8.58	£9.22	7.5%
240 Litre Wheeled bin	£7.36	£7.91	7.5%
50 Sacks - Co-mingled mixed dry recycling (Including disposal and Waste Transfer Note)	£80.00	£85.99	7.5%
240 Litre Co-mingled mixed dry recycling	£6.04	£6.49	7.5%
360 Litre Co-mingled mixed dry recycling	£6.92	£7.44	7.5%
660 Litre Co-mingled mixed dry recycling	£9.23	£9.92	7.5%
1100 Litre Co-mingled mixed dry recycling	£12.98	£13.95	7.5%
FEL Skip GW 4M	£50.00	£53.75	7.5%
FEL Skip GW 6M	£60.00	£64.49	7.5%
FEL Skip GW 8M	£75.00	£80.62	7.5%
Admin Charge/Annual DoC - National Charge	£78.00	£83.84	7.5%
Landfill tax per tonne	£96.15	£103.35	7.5%
<b>Domestic Charges Bulky Collections:</b>			
Fridge/Freezer	£13.34	£14.34	7.5%
Bulky - 1 item	£13.34	£14.34	7.5%
Bulky - 2 to 4 items	£20.02	£21.52	7.5%
Bulky - 5 to 8 items	£40.03	£43.03	7.5%
<b>Garden Waste</b>			
Additional Garden Waste Container - Delivered	£41.00	£44.07	7.5%
<b>Replacement containers - Lost and stolen:</b>			
180 litre wheeled bin (any type)	£13.52	£14.53	7.5%
240 litre wheeled bin (any type)	£13.52	£14.53	7.5%
360 litre wheeled bin (any type)	£13.52	£14.53	7.5%
Concessionary rate	£5.41	£5.82	7.6%

**ENV PROTECTION AND ENFORCEMENT**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Fixed Penalty Notices</b>			
Depositing Litter	£100.00	£150.00	50.0%
Dog Fouling	£100.00	£150.00	50.0%
Graffiti & Flyposting	£75.00	£75.00	0.0%
Breach of Public Space Protection Order	£100.00	£100.00	0.0%
Breach of Community Protection Notice	£100.00	£100.00	0.0%
Abandoned Vehicle	£200.00	£200.00	0.0%
Fly Tipping	£400.00	£400.00	0.0%
Householder Duty of Care	£400.00	£400.00	0.0%
Repairing Cars on the highway	£100.00	£100.00	0.0%
Exposing vehicles for sale on the highway	£100.00	£100.00	0.0%
<b>Transit Site</b>			
Weekly Rental	£82.40	£82.40	0.0%
Deposit for caravan pitch	£257.50	£257.50	0.0%

**FACILITIES MANAGEMENT**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Sandwell Council House</b>			
Council Chamber per hour or part thereof, Minimum 2 hours booking	£29.72	£30.61	3.0%
Council Chamber per hour or part thereof, Annexes, Committee Rooms & Dining Room per hour or part thereof,	£54.64	£56.28	3.0%
Annexes, Committee Rooms & Dining Room per hour or part thereof,	£20.14	£20.74	3.0%
Annexes, Committee Rooms & Dining Room per hour or part thereof,	£29.72	£30.61	3.0%
<b>Hire of West Bromwich Town Hall, Wednesbury Town Hall and Smethwick Council House</b>			
<b>Main Hall</b>			
Internal Users & Community Groups only if no entrance fee being charged	No Charge	No Charge	
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£8.76	£9.02	3.0%
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£55.72	£57.39	3.0%
External Users per hour or part thereof	£28.63	£29.49	3.0%
External Users per hour or part thereof	£55.72	£57.39	3.0%
<b>Hire of Room accommodating up to 30 persons (WTH Council chamber / WBTH Rooms A,B,C, &amp; Members / Smethwick CH Freemans room)</b>			
Internal Users and Community Groups if no entrance fee being charged per hour or part thereof	No Charge	No Charge	
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£5.67	£5.83	3.0%
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£25.44	£26.20	3.0%
External Users per hour or part thereof	£20.14	£20.74	3.0%
External Users per hour or part thereof	£31.83	£32.78	3.0%
<b>Hire of Room accommodating above 30 people (WBTH room D &amp; Council Chamber)</b>			

Internal Users and Community Groups if no entrance fee being charged per hour or part thereof	No Charge	No Charge	
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£5.67	£5.83	3.0%
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£25.44	£26.20	3.0%
External Users per hour or part thereof	£20.14	£20.74	3.0%
External Users per hour or part thereof	£31.83	£32.78	3.0%
<b>Weekend Full Site Booking Rate West Bromwich Town Hall</b>	0		
All Users - All Rooms at Site Option A	£1,177.60	£1,212.93	3.0%
All Users - All rooms except Council Chamber Option B	£997.25	£1,027.16	3.0%
All Users - All Rooms at Site Option A	£1,177.60	£1,212.93	3.0%
All Users - All rooms except Council Chamber Option B	£997.25	£1,027.16	3.0%
<b>Other Hire Charges</b>			
Hire of Kitchen (per function)	£54.13	£55.75	3.0%
Hire of Kitchen ( per function) - Concession for community	£27.04	£27.85	3.0%
Hire of Organ (per function)	£71.07	£73.20	3.0%
Hire of Concert Piano (per function)	£55.16	£56.81	3.0%
Hire of Upright Piano (per function)	£32.91	£33.90	3.0%
Performing Rights Fee	nil	nil	
<b>Cancellation Fee external bookings Only</b>			
Less than 6 days-notice	Full Cost	Full Cost	
7-12 days-notice - cancellation charge	50% charge	50% charge	
13-23 days-notice	25% charge	25% charge	
Over 23 days-notice	nil	nil	
<b>Concessions</b>			
Pensioners Fish & Chip Afternoon @ Wednesbury per annum	£37.08	£38.19	3.0%
Pensioners Tea Dance @ Wednesbury per annum	£37.08	£38.19	3.0%
Mayors Charity Events	2 events Free of Charge	2 events Free of Charge	

**GENERAL LICENSING**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Licencing</b>			
<b>Licensing Act 2003</b>			
Temporary event notice	£21.00	£21.00	0.0%
Theft, loss etc of temporary event notice	£10.50	£10.50	0.0%
Theft, loss, etc of premises licence or summary	£10.50	£10.50	0.0%
Premises licence notification of change of name or address	£10.50	£10.50	0.0%
Application to vary licence to specify individual as premises supervisor	£23.00	£23.00	0.0%
Application for transfer of premises licence	£23.00	£23.00	0.0%
Theft, loss etc of club certificate or summary	£10.50	£10.50	0.0%
Notification of change of name or alteration of rules of club	£10.50	£10.50	0.0%
Change of relevant registered address of club	£10.50	£10.50	0.0%
Right of freeholder etc to be notified of licensing matters	£21.00	£21.00	0.0%
Interim authority notice following death etc of licence holder	£23.00	£23.00	0.0%
Application for a provisional statement where premises being built etc.	£315.00	£315.00	0.0%
Minor variation application	£89.00	£89.00	0.0%
Personal licence grant application	£37.00	£37.00	0.0%
Theft, loss, etc of personal licence or summary	£10.50	£10.50	0.0%
Personal licence notification of change of name or address	£10.50	£10.50	0.0%
Application to vary premises licence at community premises to include alternative licence condition	£23.00	£23.00	0.0%
<b>New applications and variations according to rateable value</b>			
Band A (None - £4,300)	£100.00	£100.00	0.0%
Band B (£4,301 - £33,000)	£190.00	£190.00	0.0%
Band C (£33,001 - £87,000)	£315.00	£315.00	0.0%
Band D (£87,001 - £125,000)	£450.00	£450.00	0.0%
Band E (£125,001+)	£635.00	£635.00	0.0%
<b>Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises</b>			
Band D x2 (£87,001 - £125,000)	£900.00	£900.00	0.0%
Band E x3 (£125,001+)	£1,905.00	£1,905.00	0.0%

<b>Annual Fee (charge) according to rateable value</b>			
Band A (None - £4,300)	£70.00	£70.00	0.0%
Band B (£4,301 - £33,000)	£180.00	£180.00	0.0%
Band C (£33,001 - £87,000)	£295.00	£295.00	0.0%
Band D (£87,001 - £125,000)	£320.00	£320.00	0.0%
Band E (£125,001+)	£350.00	£350.00	0.0%
<b>Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises</b>			
Band D x2 (£87,001 - £125,000)	£640.00	£640.00	0.0%
Band E x3 (£125,001+)	£1,050.00	£1,050.00	0.0%
<b>New application and variation clubs according to rateable value</b>			
Band A (None - £4,300)	£100.00	£100.00	0.0%
Band B (£4,301 - £33,000)	£190.00	£190.00	0.0%
Band C (£33,001 - £87,000)	£315.00	£315.00	0.0%
Band D (£87,001 - £125,000)	£450.00	£450.00	0.0%
Band E (£125,001+)	£635.00	£635.00	0.0%
<b>Annual charge clubs according to rateable value</b>			
Band A (None - £4,300)	£70.00	£70.00	0.0%
Band B (£4,301 - £33,000)	£180.00	£180.00	0.0%
Band C (£33,001 - £87,000)	£295.00	£295.00	0.0%
Band D (£87,001 - £125,000)	£320.00	£320.00	0.0%
Band E (£125,001+)	£350.00	£350.00	0.0%
<b>Additional premises licence fee (Number in attendance at any one time)</b>			
5,000 to 9,999	£1,000.00	£1,000.00	0.0%
10,000 to 14,999	£2,000.00	£2,000.00	0.0%
15,000 to 19,999	£4,000.00	£4,000.00	0.0%
20,000 to 29,999	£8,000.00	£8,000.00	0.0%
30,000 to 39,999	£16,000.00	£16,000.00	0.0%
40,000 to 49,999	£24,000.00	£24,000.00	0.0%
50,000 to 59,999	£32,000.00	£32,000.00	0.0%
60,000 to 69,999	£40,000.00	£40,000.00	0.0%
70,000 to 79,999	£48,000.00	£48,000.00	0.0%
80,000 to 89,999	£56,000.00	£56,000.00	0.0%
90,000 and over	£64,000.00	£64,000.00	0.0%

<b>Additional Annual fee payable if applicable</b>			
5,000 to 9,999	£500.00	£500.00	0.0%
10,000 to 14,999	£1,000.00	£1,000.00	0.0%
15,000 to 19,999	£2,000.00	£2,000.00	0.0%
20,000 to 29,999	£4,000.00	£4,000.00	0.0%
30,000 to 39,999	£8,000.00	£8,000.00	0.0%
40,000 to 49,999	£12,000.00	£12,000.00	0.0%
50,000 to 59,999	£16,000.00	£16,000.00	0.0%
60,000 to 69,999	£20,000.00	£20,000.00	0.0%
70,000 to 79,999	£24,000.00	£24,000.00	0.0%
80,000 to 89,999	£28,000.00	£28,000.00	0.0%
90,000 and over	£32,000.00	£32,000.00	0.0%
<b>Gambling Act 2005</b>			
<b>Converted casino premises licences</b>			
Grant	£1,290.30	£2,500.00	93.8%
Annual fee	£1,290.30	£1,600.00	24.0%
Fee for application to vary licence	£969.00	£970.00	0.1%
Fee for application to transfer a licence	£644.54	£645.00	0.1%
Fee for application for reinstatement of a licence	£644.54	£645.00	0.1%
Copy licence	£25.00	£25.00	0.0%
Notification of change	£35.70	£36.00	0.8%
<b>Bingo premises licence</b>			
Grant	£1,932.90	£2,200.00	13.8%
Annual fee	£515.61	£600.00	16.4%
Fee for application to vary licence	£840.07	£840.07	0.0%
Fee for application to transfer a licence	£581.40	£581.40	0.0%
Fee for application for reinstatement of a licence	£581.40	£581.40	0.0%
Fee for application for provisional statement	£1,932.90	£2,200.00	13.8%
Copy licence	£25.00	£25.00	0.0%
Notification of change	£35.70	£36.00	0.8%
<b>Betting premises (track) licence</b>			
Grant	£1,290.30	£1,500.00	16.3%
Annual fee	£515.61	£600.00	16.4%
Fee for application to vary licence	£644.54	£644.54	0.0%



Fee for application to transfer a licence	£515.61	£515.61	0.0%
Fee for application for reinstatement of a licence	£515.61	£515.61	0.0%
Fee for application for provisional statement	£1,290.30	£1,500.00	16.3%
Copy licence	£25.00	£25.00	0.0%
Notification of change	£35.70	£36.00	0.8%
<b>Betting premises (other) licence</b>			
Grant	£1,290.30	£1,500.00	16.3%
Annual fee	£326.00	£390.00	19.6%
Fee for application to vary licence	£644.54	£645.00	0.1%
Fee for application to transfer a licence	£515.61	£515.61	0.0%
Fee for application for reinstatement of a licence	£515.61	£515.61	0.0%
Fee for application for provisional statement	£1,289.08	£1,290.00	0.1%
Copy licence	£25.00	£25.00	0.0%
Notification of change	£35.70	£36.00	0.8%
<b>Family entertainment centre premises licence</b>			
Grant	£775.20	£1,000.00	29.0%
Annual fee	£391.12	£391.12	0.0%
Fee for application to vary licence	£515.61	£515.61	0.0%
Fee for application to transfer a licence	£453.90	£455.00	0.2%
Fee for application for reinstatement of a licence	£453.90	£455.00	0.2%
Fee for application for provisional statement	£775.20	£775.20	0.0%
Copy licence	£25.00	£25.00	0.0%
Notification of change	£35.70	£36.00	0.8%
<b>Adult gaming centre premises</b>			
Grant	£969.00	£969.00	0.0%
Annual fee	£515.61	£600.00	16.4%
Fee for application to vary licence	£515.61	£515.61	0.0%
Fee for application to transfer a licence	£581.40	£581.40	0.0%
Fee for application for reinstatement of a licence	£581.40	£581.40	0.0%
Fee for application for provisional statement	£969.00	£969.00	0.0%
Copy licence	£25.00	£25.00	0.0%
Notification of change	£35.70	£36.00	0.8%
<b>Temporary Use Notice</b>			
Temporary Use Notice	£500.00	£500.00	0.0%
Temporary Use Notice - Copy Notice	£25.00	£25.00	0.0%

<b>Licensed Premises Gaming Machine Permit</b>			
Grant	£150.00	£150.00	0.0%
Grant (Existing Operator)	£100.00	£100.00	0.0%
Annual Fee	£50.00	£50.00	0.0%
Variation	£100.00	£100.00	0.0%
Transfer	£25.00	£25.00	0.0%
Change of Name	£25.00	£25.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Club Gaming &amp; Club Machine Permits</b>			
Grant or Renewal	£200.00	£200.00	0.0%
Grant or Renewal (Fast Track)	£100.00	£100.00	0.0%
Variation	£100.00	£100.00	0.0%
Annual Fee	£50.00	£50.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Lottery Registration:-</b>			
Grant statutory fee	£40.00	£40.00	0.0%
Annual statutory fee	£20.00	£20.00	0.0%
<b>Automatic Entitlement – up to two Cat C or D machines</b>			
Notification	£50.00	£50.00	0.0%
<b>Unlicensed Family Entertainment Centre</b>			
Grant	£300.00	£300.00	0.0%
Grant (Existing Operator)	£100.00	£100.00	0.0%
Renewal	£300.00	£300.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
Change of Name	£25.00	£25.00	0.0%
<b>Prize Gaming Permit</b>			
Grant	£300.00	£300.00	0.0%
Grant (Existing Operator)	£100.00	£100.00	0.0%
Renewal	£300.00	£300.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
Change of Name	£25.00	£25.00	0.0%
<b>Sex Establishments</b>			
Sex Establishments (grant)	£3,259.41	£3,300.00	1.2%
Sex Establishments (renewal)	£3,259.41	£3,300.00	1.2%

Sex Establishments (transfer)	£3,259.41	£3,300.00	1.2%
Sex Establishments (variation)	£3,259.41	£3,300.00	1.2%
Sexual Entertainment Venues (grant)	£3,259.41	£3,300.00	1.2%
Sexual Entertainment Venues (renewal)	£3,259.41	£3,300.00	1.2%
Sexual Entertainment Venues (transfer)	£3,259.41	£3,300.00	1.2%
Sexual Entertainment Venues (variation)	£3,259.41	£3,300.00	1.2%
<b>Scrap Metal Dealers Act 2013</b>			
Grant/Renewal of Site Licence - one site	£383.47	£550.00	43.4%
Each additional site on grant/renewal application	£58.09	£58.09	0.0%
Grant/Renewal of Collectors Licence	£278.41	£280.00	0.6%
Replacement or copy licence	£31.52	£31.52	0.0%
Variation to change licensee name	£36.77	£37.00	0.6%
Variation to change site details (add or remove a site)	£58.09	£58.09	0.0%
Variation to change Site Manager	£89.30	£89.30	0.0%
	£89.30	£89.30	0.0%

**GREEN SERVICES**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Allotments</b>			
Allotment Plot Sandwell Residents	£41.20	£43.35	5.0%
Allotment Plot non-Sandwell Residents	£82.40	£86.65	4.9%
Association sites (Charge and rebate per plot)	£30.90	£32.50	4.9%
<b>Outdoor Pitches-Regular Users (Ex VAT) SANDWELL LEAGUES</b>			
Class A - Pitches with changing facilities	£72.10	£75.80	4.9%
Class A - Junior - Concessionary Charge	£46.35	£48.75	4.9%
Class C - Pitch no changing facility	£46.35	£48.75	4.9%
Mini Soccer/7 a Side - Children's football no changing	£36.05	£37.90	4.9%
Sandwell Minor League (per season) - Use of pavilion year round	£2,832.50	£2,977.00	4.9%
Self Managed (per pitch per season)	£226.60	£238.20	4.9%
<b>Outdoor Pitches-Regular Users (Ex VAT) NON SANDWELL LEAGUES</b>			
Class A - Pitch with changing facilities	£72.10	£75.80	4.9%
Class A - Junior - Concessionary Charge	£51.50	£54.15	4.9%
Class C - Pitch no changing facility	£51.50	£54.15	4.9%
Mini Soccer/7 a Side - Children's football no changing	£41.20	£43.35	5.0%
Self-Managed (per pitch per season)	£236.90	£249.00	4.9%
<b>Outdoor Pitches-Casual Users (Inc VAT) SANDWELL LEAGUES</b>			
Class A - Pitch with changing facilities	£103.00	£108.30	4.9%
Class A - Junior - Concessionary Charge	£46.35	£48.75	4.9%
Class B	£72.10	£75.80	4.9%
Class C - Pitch no changing facility	£46.35	£48.75	4.9%
Closed season/Pre- Season Friendlies (All Users)	£46.35	£48.75	4.9%
<b>Outdoor Pitches-Casual Users (Inc VAT) NON SANDWELL LEAGUES</b>			
Class A - Pitch with changing facilities	£108.15	£113.70	4.9%
Class A - Junior - Concessionary Charge	£51.50	£54.15	4.9%
Class B	£77.25	£81.20	4.9%
Class C - Pitch no changing facility	£51.50	£54.15	4.9%
<b>Football Training</b>			
Playing Field only (2 hour session)	£20.60	£21.70	5.1%

Playing Field & Changing Rooms (2 hour session)	£87.55	£92.05	4.9%
Pitch overmarking (per pitch)	£20.60	£21.70	5.1%
<b>Room Hire Changing Rooms and Pavilions</b>			
Barnford/Red House/QE2 Churchfields/Victoria Smethwick (Minimum 2 hours)	£61.80	£65.00	4.9%
Barnford/Red House/QE2 Churchfields/Victoria Smethwick (per additional hour)	£30.90	£32.50	4.9%
<b>Coaching/Training Sessions</b>			
Less than 10 students/trainers		£0.00	
Less than 10 students/trainers	£20.00	£21.05	5.0%
Up to 20 students/trainers (Monday to Friday)	£36.05	£37.90	4.9%
21 to 50 students/trainers (Monday to Friday)	£51.50	£54.15	4.9%
51+ students/trainers (Monday to Friday)	£66.95	£70.40	4.9%
Up to 20 students/trainers (Saturday & Sunday)	£46.35	£48.75	4.9%
21 to 50 students/trainers (Saturday & Sunday)	£61.80	£65.00	4.9%
51+ students/trainers (Saturday & Sunday)	£77.25	£81.20	4.9%
<b>Cricket - Regular Users (Ex VAT) SANDWELL LEAGUES</b>			
Wicket and dressing rooms	£103.00	£108.30	4.9%
Wicket only - no changing	£77.25	£81.20	4.9%
Synthetic Wicket	£22.65	£23.85	5.0%
<b>Cricket - Casual Users (Inc VAT) SANDWELL LEAGUES</b>			
Wicket and dressing rooms	£113.30	£119.10	4.9%
Wicket only - no changing	£87.55	£92.05	4.9%
Synthetic Wicket	£27.80	£29.25	5.0%
<b>Cricket - Regular Users (Ex VAT) NON SANDWELL LEAGUES</b>			
Wicket and dressing rooms	£113.30	£119.10	4.9%
Wicket only - no changing	£87.55	£92.05	4.9%
Synthetic Wicket	£28.85	£30.35	4.9%
<b>Cricket - Casual Users (Inc VAT) NON SANDWELL LEAGUES</b>			
Wicket and dressing rooms	£144.20	£151.60	4.9%
Wicket only - no changing	£103.00	£108.30	4.9%
Synthetic Wicket	£36.05	£37.90	4.9%
<b>Outdoor Activities - Minor Games</b>			
Bowls (per person per hour)	£4.10	£4.35	5.7%
Bowls (per person per hour) - Concessionary Charge	£2.05	£2.20	6.8%
Bowls Season Ticket/Club use. Part/self-maintained green	£257.50	£270.65	4.9%
Bowls Season Ticket/Club use. Council maintained	£803.40	£844.40	4.9%

<b>Fairs &amp; Circuses (per day)</b>		£0.00	
Up to 8 Junior Rides - Monday to Thursday	£92.70	£97.45	4.9%
Up to 8 Junior Rides - Friday to Sunday (Inc Bank Hols)	£180.25	£189.45	4.9%
Up to 4 Adult Rides &/or up to 8 Junior Rides - Mon to Thur	£180.25	£189.45	4.9%
Up to 4 Adult Rides &/or up to 8 Junior Rides - Fri to Sun (Inc Bank Hols)	£360.50	£378.90	4.9%
Up to 7 Adult Rides &/or up to 12 Junior Rides - Mon to Thur	£257.50	£270.65	4.9%
Up to 7 Adult Rides &/or up to 12 Junior Rides - Fri to Sun (Inc Bank Hols)	£515.00	£541.30	4.9%
8+ Adult Rides and/or 13+ Junior Rides - Mon to Thur	£360.50	£378.90	4.9%
8+ Adult Rides &/or 13+ Junior Rides - Fri to Sun (inc Bank Hols)	£721.00	£757.80	4.9%
Circus (per day)	£360.50	£378.90	4.9%
Water Supply (per day - circus and fair only)	£34.00	£35.75	4.9%
Electricity Supply (per day - circus and fair only)	£34.00	£35.75	4.9%
<b>Council Event Charges</b>			
Parking Fee - Special Events	£5.00	£5.30	5.7%
Parking Fee - Albion Football Charges	£4.00	£4.25	5.9%
<u>Bonfire &amp; Firework Charges (change to standard ticketed events)</u>			
Online Adult 18+	£5.00	£5.30	5.7%
Online Child 2-17	£3.00	£3.20	6.3%
Online Family Ticket (2 adults & 2 children)	£10.00	£10.55	5.2%
Online under 2	£0.00	£0.00	
On the gate Adult 18+	£6.00	£6.35	5.5%
On the gate Child 2-18	£4.00	£4.25	5.9%
On the gate family ticket (2 adults & 2 children)	£15.00	£15.80	5.1%
On the gate under 2	£0.00	£0.00	
<u>Christmas at the Valley admission Adults tickets</u>			
Children 2-11	£11.00	£11.60	5.2%
Adults	£7.00	£7.40	5.4%
Under 2	£5.00	£5.30	5.7%
Over 60	£4.00	£4.25	5.9%
<b>Special Events in Parks (per day)</b>			
Hire of bandstand for weddings (Brunswick)	£103.00	£108.30	4.9%
Wedding Photographs	£103.00	£108.30	4.9%
Filming - TV / Production companies per day	£206.00	£216.55	4.9%
Event application license fee (commercial event organisers to apply for own license)	£61.80	£65.00	4.9%
Event manager on the day support (per hour)	£51.50	£54.15	4.9%

Community use by friends groups is free of charge	£0.00	£0.00	
Site fee per day - Community / Charity small (1 - 250 attendees)	£51.50	£54.15	4.9%
Site fee per day - Community / Charity Med ( 1 ) (250 - 500 attendees)	£103.00	£108.30	4.9%
Site fee per day - Community / Charity Med ( 2 ) (500 - 1000 attendees)	£206.00	£216.55	4.9%
Site fee per day - Community / Charity large (1000 - 2000 attendees)	£412.00	£433.05	4.9%
Site fee per day - Community / Charity Very large (2000 - 5000 attendees)	£618.00	£649.55	4.9%
Site fee per day - Community / Charity Major (5000 + attendees)	£1,030.00	£1,082.55	4.9%
Site fee per day - Commercial Event - Very Small (1 - 250 attendees)	£309.00	£324.80	4.9%
Site fee per day - Commercial Event - Small (250 - 500 attendees)	£515.00	£541.30	4.9%
Site fee per day - Commercial Event - Medium ( 1 ) (500 - 1000 attendees)	£1,030.00	£1,082.55	4.9%
Site fee per day - Commercial Event - Large (1000 - 5000 attendees)	£5,150.00	£5,412.65	4.9%
Site fee per day - Commercial Event - V. Large (5000 - 10000 attendees)	Negotiable	Negotiable	
Site fee per day - Commercial Event - Major (10000 - 20000 attendees)	Negotiable	Negotiable	
* Event Bond is payable 7 days prior to event and applicable to all event application terms and conditions			
<b>Event Infrastructure Hire</b>			
		£0.00	
Hire of trestle tables (per table)	£5.15	£5.45	5.5%
Hire metal / wooden stakes (per stake)	£1.50	£1.60	6.3%
Hire of 6x3m marquee	£61.80	£65.00	4.9%
Hire of 3x3m marquee	£30.90	£32.50	4.9%
Hire of chairs	£2.05	£2.20	6.8%
Hire of megaphone	£10.30	£10.85	5.1%
Hire of high vis vests	£2.05	£2.20	6.8%
Hire of hot water urn	£6.15	£6.50	5.4%
Hire of rope (per metre)	£1.00	£1.10	9.1%
Hire of crowd control barriers	£4.10	£4.35	5.7%
Hire of wheelie bins (without litter removal)	£10.30	£10.85	5.1%
Hire of PA System and microphone	£100.00	£105.10	4.9%
Hire of vehicle & 2 staff (4 hours)	£309.00	£324.80	4.9%
Hire of vehicle & 2 staff (8 hours)	£618.00	£649.55	4.9%
<b>Craft Fairs / Stalls - Sandwell Valley</b>			
Easter (Saturday & Sunday)	£51.50	£54.15	4.9%
Easter Week (Tuesday to Friday)	£61.80	£65.00	4.9%
Bank Holiday (per day)	£30.90	£32.50	4.9%
Christmas Event	£51.50	£54.15	4.9%

Weekend (non-event)	£41.20	£43.35	5.0%
Weekday (per day)	£18.55	£19.50	4.9%
<b>Fishing</b>			
Day/Part Day max 2 rods - all Sandwell waters	£6.15	£6.50	5.4%
Day/Part Day max 2 rods - all Sandwell waters - Concessionary Charge	£3.60	£3.80	5.3%
Season Ticket - All Sandwell waters	£51.50	£54.15	4.9%
Season Ticket - All Sandwell waters - Concessionary Charge	£25.75	£27.10	5.0%
<b>Outdoor Activities - Water Based at Swan Pool</b>		£0.00	
Long Distance Swimming (per event)	£36.05	£37.90	4.9%
<b>Sailing and Windsurfing (per boat per annum)</b>			
Club Use	£75.00	£78.85	4.9%
Club Use - Concessionary Charge	£43.00	£45.20	4.9%
<b>Sandwell Valley</b>			
Parking Charges (Annual Pass)	£41.20	£43.35	5.0%
Caravan site (per night per van - minimum charge)	£7.20	£7.60	5.3%
Horse Grazing only - per horse per week	£20.00	£21.05	5.0%
Hay Bales - per bale including delivery	£30.90	£32.50	4.9%
Helicopter Landings (Minimum charge)			
<b>Visitor Centres/Countryside Management Room Hire</b>			
Sandwell Park Farm New Barn - Per full day – 20 max	£56.65	£59.55	4.9%
Sandwell Park Farm New Barn - per half day – 20 max	£30.00	£31.55	4.9%
Sandwell Park Farm Study Centre - Per full day – 50 max	£90.00	£94.60	4.9%
Sandwell Park Farm Study Centre - per half day – 50 max	£50.00	£52.55	4.9%
Sandwell Park Farm Small Meeting Room - Per full day – 15 max	£80.00	£84.10	4.9%
Sandwell Park Farm Small Meeting Room - per half day – 15 max	£45.00	£47.30	4.9%
Dartmouth Park Pavilion meeting room - Per full day – 30 max	£80.00	£84.10	4.9%
Dartmouth Park Pavilion meeting room - per half day – 30 max	£45.50	£47.85	4.9%
Forge Mill Farm Meeting Room / Portable Cabin - Per full day – 25 max	£75.00	£78.85	4.9%
Forge Mill Farm Meeting Room /Portable Cabin - per half day – 25 max	£40.00	£42.05	4.9%
Room hire bond	£50.00	£52.55	4.9%
Cancelled Room Bookings	£36.05	£37.90	4.9%
A4 B&W	£0.20	£0.25	20.0%
A3 B&W	£0.40	£0.45	11.1%
A4 Colour	£1.25	£1.35	7.4%



A3 Colour	£1.75	£1.85	5.4%
<b>Sandwell Park Farm &amp; Forge Mill Farm Admission Charges</b>			
Per Adult per Day	£2.65	£2.80	5.4%
Per Day - Concessionary Charge (junior / OAP)	£2.15	£2.30	6.5%
Family ticket (2 adults & up to 3 children)	£10.30	£10.85	5.1%
Family ticket (1 adult & up to 3 children)	£8.20	£8.65	5.2%
6 month pass (individual)	£36.05	£37.90	4.9%
6 month pass (individual) - Concessionary Charge	£25.75	£27.10	5.0%
12 month pass (individual)	£51.50	£54.15	4.9%
12 month pass (individual) - Concessionary Charge	£36.05	£37.90	4.9%
6 month pass (joint - 2 adults)	£51.50	£54.15	4.9%
6 month pass (joint - 2 adults) - Concessionary Charge	£41.20	£43.35	5.0%
12 month pass (joint - 2 adults)	£82.40	£86.65	4.9%
12 month pass (joint - 2 adults) - Concessionary Charge	£61.80	£65.00	4.9%
6 month pass (family 2 adults & up to 3 children)	£66.95	£70.40	4.9%
12 month pass (family 2 adults & up to 3 children)	£97.85	£102.85	4.9%
<b>Forge Mill Farm Visitor Center</b>			
Off Peak Per Adult per Day	£2.00	Included in Sandwell Valley Visitor Centre	
Off Peak Per Day - Concessionary Charge (junior / OAP)	£1.50	Included in Sandwell Valley Visitor Centre	
Off Peak Family ticket (2 adults & up to 3 children)	£6.00	Included in Sandwell Valley Visitor Centre	
Off Peak Family ticket (1 adult & up to 3 children)	£4.00	Included in Sandwell Valley Visitor Centre	
Peak Per Adult per Day	/	Included in Sandwell Valley Visitor Centre	
Peak Per Day - Concessionary Charge (junior / OAP)	/	Included in Sandwell Valley Visitor Centre	

Peak Family ticket (2 adults & up to 3 children)

Peak Family ticket (1 adult & up to 3 children)

Included in Sandwell Valley  
Visitor Centre

Included in Sandwell Valley  
Visitor Centre

**HIGHWAYS**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Highways Act 1980</b>			
Section 171 Consent for making of excavations in the Street Administration & Inspection Fee (excluding footway crossings)	£754.00	£800.00	6.1%
Section 139 Control of builders skips. Consideration of an application to deposit a builders skip on the public highway for up to 10 days.	£36.00	£40.00	11.1%
Section 139 Control of builders skips. Consideration of an application to renew a permit to deposit a builders skip on the public highway charge for each and every subsequent period of up to 10 days.	£23.50	£25.00	6.4%
Retrospective Skip Permit Fee		£200.00	
Section 169 & 172 Control of hoarding and scaffolding. Consideration of an application to deposit scaffolding and hoarding on the public highway for up to 90 days	£240.00	£252.00	5.0%
Section 115E Control of street cafes tables and chairs. Consideration of an application to deposit tables and chairs on the public highway (charge for an annual licence)	£294.50	£310.00	5.3%
Section 177 Consideration of a temporary application to deposit a crane on the public highway (charge for each licence issued)	£119.50	£125.00	4.6%
Section 177 Consideration of a permanent application for highway projections (charge for each licence issued)	£294.50	£310.00	5.3%
<b>Footway Crossing</b>			
Footway Crossing inspection and Supervisory Fee. *Fee approved by Cabinet Member at his meeting on 17th October 2008.	£201.50	£215.00	6.7%
<b>Street Naming and Numbering</b>			
Street Naming - Section 17 of the Public Health Act 1925	£230.00	£245.00	6.5%
Property Numbering - Section 64 of the Town Improvement Clauses Act 1847	£23.50	£150 Plus £25 per plot	
Highway Plans (showing the extent of the public highway)	£59.50	£65.00	9.2%
General Highway Enquiry	£59.50	£65.00	9.2%
<b>Traffic Signals</b>			
Consideration of application for switch on/off of traffic signals on Week days	£174.00	£250.00	43.7%
Consideration of application for switch on/off of traffic signals at Weekends	£272.00	£750.00	175.7%
<b>Road Traffic Regulation Act 1984</b>			

Section 14(1) or 16(A) temporary traffic order restricting or prohibiting temporary use of all or part of a road.	£2,059.00	£2,200.00	6.8%
Section 14(2) or 16(A) by Notice restrict Or temporarily prohibit use of all or part of a road if necessary by expedient.	£1,011.00	£1,100.00	8.8%
<b>Section 38 Agreement</b>			
% of estimated construction costs of highways and sewers in conjunction with road adoptions. Minimum charge of £2000	10%	4% in advance for technical appraisal 6% for supervision on signing the agreement	
<b>Section 278 Agreement</b>			
% of estimated construction costs of highways and sewers in conjunction with road adoptions , Minimum charge of £2000	10%	4% in advance for technical appraisal 6% for supervision on signing the agreement	
Technical Appraisal for Private Road - % of estimated construction costs of highways and sewers in conjunction with road adoptions. Minimum charge of £1000	3%	4%	33.3%
Land Drainage Consent under S23 of Land Drainage Act 1991	£50.00	£50.00	0.0%
<b>Highways</b>			
Section 50 Street Works Licence (Standard), (Licence to person without a statutory right to place, retain and remove apparatus in the street)			
S50 Administration & Inspection Fee (of which £150 is nationally agreed inspection fee)	£754.00	£800.00	6.1%
S72 Defective Reinstatement Inspection charges (nationally agreed 3 x £47.50)	£142.50	£150.00	5.3%
S72 Third Party Inspection Fee (nationally agreed)	£204.00	£215.00	5.4%
<b>Off Street Car Parking Charges - Long Stay Season Tickets</b>			
Annual All Areas All days	£240.00	£240.00	0.0%
Annual All areas for 3 specified days of the week	£144.00	£144.00	0.0%

Monthly all areas All Days	£24.00	£24.00	0.0%
Monthly All Area 3 specified days of the week	£14.40	£14.40	0.0%
<b>Car Parking General</b>			
Waivers up to 7 days	£12.85	£12.85	0.0%
Waivers after/longer than 7 days	£6.15	£6.15	0.0%
Suspensions	£58.70	£58.70	0.0%
<b>Off Street Pay &amp; Display plus on street Long Stay at Albert St,Stafford Street, and Victoria St., Wednesbury and Shaftsbury St West Brom</b>			
Up to 1 hour	£0.40	£0.40	0.0%
1 – 2 hours	£0.80	£0.80	0.0%
2 – 3 hours	£1.20	£1.20	0.0%
3 – 4 hours	£1.60	£1.60	0.0%
Long Stay Only over 4 hours	£4.00	£4.00	0.0%
<b>All Areas - Short stay On Street Pay &amp; Display</b>			
Up to 15 minutes	£0.30	£0.30	0.0%
Up to 30 minutes	£0.60	£0.60	0.0%
Up to 1 hour	£1.20	£1.20	0.0%
1 – 2 hours	£2.40	£2.40	0.0%
<b>Parking Permit, Voucher and regulation charges</b>			
1 <sup>st</sup> Residents Permit	£34.00	£36.00	5.9%
2 <sup>nd</sup> Residents Permit	£40.00	£42.00	5.0%
Authorised replacement of all Permits	£14.00	£15.00	7.1%
20 – 2 Hour Visitors Vouchers	£7.00	£8.00	14.3%
10 – 6 Hour Visitors Vouchers	£8.00	£9.00	12.5%
Weekly Visitor Voucher	£8.00	£9.00	12.5%
Business Permit (Annual)(In resident Scheme areas)	£125.00	£200.00	60.0%
3 <sup>rd</sup> Residents Permit	£55.00	£100.00	81.8%
advisory disabled markings	£85.00	£90.00	5.9%
"H" BAR MARKINGS	£63.00	£70.00	11.1%
parents annual parking permit charges for P& D car parks for limited period AM and PM	£34.00	£40.00	17.6%
TRO MAKING - Statutory process, adverts, public consultation, procure & install road signs, road lines etc.	£4,540.00	£4,600.00	1.3%
resident permit for commercial vehicles	£114.00	£120.00	5.3%
Bikeability session cancellation charges to schools per session	£245.00	£260.00	6.1%

Bikeability session per child

£12.00

£12.00

0.0%

**LEGAL SERVICES**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Legal and Governance- Legal</b>			
External schools trading ended rate blended (per Hour)	£87.55	£90.18	3.0%
External charges for administrative work (per Hour)schools	£53.60	£55.21	3.0%
External legal charges for legal assistance (per Hour)school	£74.60	£76.84	3.0%
External legal charges for solicitor (per Hour)schools	£90.30	£93.01	3.0%
External legal charge for advocatesolicitor (per Hour) school	£96.60	£99.50	3.0%
External legal charges for manager (per Hour)school	£106.10	£109.28	3.0%
Legal charges for service manager (per Hour)	£119.50	£123.09	3.0%
HRA housing possessions fixed fee stage 1	£97.85	£100.79	3.0%
HRA Possessions stage 2 court	£139.05	£143.22	3.0%
HRA Possessions stage 3 re start	£51.50	£53.05	3.0%
HRA possessions stage 4 warrant	£92.70	£95.48	3.0%
HRA stage 5 ASWOP	£160.68	£165.50	3.0%
External legal fire (per hour) manager	£88.20	£90.85	3.0%
External legal fire (per hour) solicitor advocate	£79.80	£82.19	3.0%
External legal fire (per hour) solicitor	£76.70	£79.00	3.0%
external legal fire (per our) snr legal assistant	£58.80	£60.56	3.0%
eternal legal fire (per hour) admin	£46.25	£47.64	3.0%
S106 agreements	£144.00	£148.32	3.0%
Highway act agreements s38, 278 116	£144.00	£148.32	3.0%

**LIBRARIES & ARCHIVES**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Reservation fee – in stock and purchased for stock</b>			
Standard charge	£0.00	£0.00	
Concessionary charge	£0.00	£0.00	
<b>Reservation fee – not in stock (ie. Inter library loan and includes journal articles)</b>			
Standard charge	£4.00	£5.00	25.0%
Concessionary charge	£2.00	£2.50	25.0%
<b>DVDs loan charge – all other (loan period 1 week)</b>			
Standard charge	£2.00	£2.00	0.0%
Concessionary charge	£1.00	£1.00	0.0%
<b>Photocopying</b>			
B&W per A4 sheet	£0.15	£0.25	66.7%
B&W per A3 sheet	£0.30	£0.50	66.7%
Colour per A4 sheet	£1.00	£1.50	50.0%
Colour per A3 sheet	£1.50	£2.00	33.3%
<b>Computer printouts</b>			
B&W per A4 sheet	£0.15	£0.25	66.7%
B&W per A3 sheet	£0.30	£0.50	66.7%
Colour per A4 sheet	£1.00	£1.50	50.0%
Colour per A3 sheet	£1.50	£2.00	33.3%
<b>Overdue, lost and damaged items</b>			
<b>Fines per item, per day (all items except CDs and DVDs)</b>			
Concessionary charge	£0.00	£0.00	
<b>Overdue reminders letter</b>			
Email / Text message	£0.00	£0.00	
Postal	£0.00	£1.50	
<b>Replacement Library card – (children no charge)</b>			
Standard charge	£1.00	£2.00	100.0%
Concessionary charge	£1.00	£2.00	100.0%
<b>Lost items – (under 5's no charge)</b>			



Standard charge	Full replacement charge or average replacement cost	Full replacement charge or average replacement cost	
Concessionary charge	50% replacement charge	50% replacement charge	
<b>Damaged items – (under 16's no charge)</b>			
Standard charge	Full replacement charge or average replacement cost	Full replacement charge or average replacement cost	
Concessionary charge	50% replacement charge	50% replacement charge	
<b>Author Events (outside opening hours)</b>			
Standard charge	£3.00	£8.50	183.3%
Concessionary charge	£1.50	£6.50	333.3%
<b>Commercial Room hire (during opening hours)</b>			
Small room	£8.00	£12.00	50.0%
Large room	£13.50	£20.00	48.1%
Main library	£20.00	£25.00	25.0%
outside opening hours	£20.00	£25.00	25.0%
<b>Refreshment sales</b>			
Hot drinks from machines	£1.00	£1.20	20.0%
Alcohol at evening events	cost price + vat + 100%	cost price + vat + 100%	
Tuck shop items	cost price + vat + 80%	cost price + vat + 100%	
<b>Archives Service</b>			
<b>Photocopying</b>			
A4 B&W	£0.20	£0.30	50.0%

A3 B&W	£0.40	£0.60	50.0%
A4 Colour	£1.25	£1.75	40.0%
A3 Colour	£1.75	£2.50	42.9%
<b>Microprint – self service</b>			
A4	£0.60	£1.00	66.7%
<b>Microprint – orders</b>			
A4	£3.00	£5.00	66.7%
Photographs	£5.50	£10.00	81.8%
<b>Camera Licence</b>			
One day	£3.00	£5.00	66.7%
One week	£7.00	£15.00	114.3%
<b>Post &amp; packing</b>			
UK	£2.05	£5.00	143.9%
Overseas	£4.10	£5.00 + postage	
Research service per 30 minutes	£10.00	£25.00	150.0%
<b>Replacement archives card</b>			
Standard charge	£1.00	£2.00	100.0%
Freedom of Information searches in closed records	£10.00	£25.00	150.0%
Certified / authenticated copies of records	£10.00	£15.00	50.0%
Talks to external groups minimum charge	£30.00	£75.00	150.0%
Image display in commercial premises	£15.00	£100.00	566.7%
Commercial publication* (print and digital) Maximum 10 images, 50% reduction for local history societies/community groups	£10.00	£250.00	2400.0%
TV/Radio broadcast (minimum charge)	£25.00	£100.00	300.0%
TV/Radio broadcast (maximum charge)	£300.00	£500.00	66.7%

## MARKETS & STREET TRADING

Service Provided	Current Charge 2021/22	Proposed charge 2022/2023	% Increase
<b>Market Fees</b>			
<b>New Market - Fees Nominal Small Stall</b>	£337.13	£347.24	3.0%
Fee if settled by 15 <sup>th</sup> day of month (4%)	£323.64	£333.35	3.0%
<b>New Market Fees Nominal Large Stall</b>	£674.26	£694.49	3.0%
Fee if settled by 15 <sup>th</sup> day of month (4%)	£647.29	£666.71	3.0%
<b>New Market - miscellaneous fees</b>			
Concessionary discount off standard fee - Fee for occupancy of new market hall stall on a temporary weekly basis by registered charity	Free of Charge	Free of Charge	
Maximum kit out time of 4 weeks for new traders occupying stalls within the new market hall subject to the manager's discretion	Free of Charge	Free of Charge	
Use of vacant stalls within new market hall for charitable or arts based purposes if deemed to be in the interest of the market by the markets manager	Free of Charge	Free of Charge	
Additional empty stalls allocated to existing stall holders on rolling one week agreement	Free of Charge	Free of Charge	
<b>New Market - Car Parking Fee</b>			
Yearly (payable quarterly in 4 instalments)	£83.60	£86.11	3.0%
<b>WEST BROMWICH OPEN MARKET - Casual Traders and Regular (daily charge including parking fee of £1.70)</b>			
Monday Regular 10FT	£16.60	£17.10	3.0%
Monday Regular 8FT	£13.65	£14.06	3.0%
Monday Casual 10FT	£17.10	£17.61	3.0%
Monday Casual 8FT	£14.05	£14.47	3.0%
Monday 8FT Storage	£6.00	£6.18	3.0%
Monday 10FT Storage	£7.45	£7.67	3.0%
Tuesday / Thursday Regular 10FT	£20.75	£21.37	3.0%
Tuesday / Thursday Regular 8FT	£16.95	£17.46	3.0%
Tuesday / Thursday Casual 10FT	£21.30	£21.94	3.0%
Tuesday / Thursday Casual 8FT	£17.40	£17.92	3.0%
Tuesday / Thursday 8FT Storage	£7.65	£7.88	3.0%

Tuesday / Thursday 10FT Storage	£9.55	£9.84	3.0%
Wednesday / Friday Regular 10FT	£21.90	£22.56	3.0%
Wednesday / Friday Regular 8FT	£17.90	£18.44	3.0%
Wednesday / Friday Casual 10FT	£22.40	£23.07	3.0%
Wednesday / Friday Casual 8FT	£18.25	£18.80	3.0%
Wednesday / Friday 8FT Storage	£8.10	£8.34	3.0%
Wednesday / Friday 10FT Storage	£10.10	£10.40	3.0%
Saturday Regular 10FT	£30.50	£31.42	3.0%
Saturday Regular 8FT	£24.65	£25.39	3.0%
Saturday Casual 10FT	£30.90	£31.83	3.0%
Saturday Casual 8FT	£25.05	£25.80	3.0%
Saturday 8FT Storage	£11.50	£11.85	3.0%
Saturday 10FT Storage	£14.35	£14.78	3.0%
<b>SPECIALIST FLOWER TRAILER, WEST BROMWICH HIGH STREET MARKET</b>			
Specialist flower trailer - Cost per annum	£8,404.80	£8,656.94	3.0%
<b>WEDNESBURY MARKET STANDARD FEES</b>			
Tuesday - Standard pitch	£12.45	£12.82	3.0%
Friday Standard pitch	£6.45	£6.64	3.0%
Saturday - Standard pitch	£5.30		
Charity Stalls	50% discount	50% discount	
<b>OLDBURY MARKET</b>			
Standard pitch on Monday, Tuesday, Wednesday Thursday, Friday, Saturday	£6.45	£6.64	3.0%
<b>GREAT BRIDGE MARKET</b>			
Standard pitch on Wednesday, Saturday	£6.45	£6.64	3.0%
<b>ENTERTAINMENTS AREA - WEST BROMWICH TOWN CENTRE</b>			
Type ENT 3/NS3 - Monday, Tuesday	£75.40	£77.66	3.0%
Type ENT 3/NS3 - Saturday	£106.00	£109.18	3.0%
Type ENT 3/NS 3 - Wednesday, Thursday, Friday	£75.40	£77.66	3.0%
Type ENT 1,2,4,5,6 (Sides) - Monday, Tuesday	£70.10	£72.20	3.0%
Type ENT 1,2,4,5,6 (Sides) - Saturday	£96.60	£99.50	3.0%
Type ENT 1,2,4,5,6 (Sides) - Wednesday, Thursday, Friday	£80.65	£83.07	3.0%
<b>CHARITABLE CAR BOOT SALE LICENCE FEE</b>			
Standard pitch	£20.60	£21.22	3.0%
<b>SPECIAL EVENTS</b>			

Car Boot Sale pitch	£5.30	£5.46	3.0%
Car Boot Sale pitch	£6.33	£6.52	3.0%
Car Boot Sale pitch	£8.45	£8.70	3.0%
Speciality market up to 1 week	£530.45	£546.36	3.0%
Speciality festive market each side of Entertainment Area West Brom High Street	£1,591.35	£1,639.09	3.0%
Public Toilets	£0.20	£0.20	0.0%
<b>WEST BROMWICH TOWN CENTRE</b>			
Type PITCH 3 (eg In front Spencers, adj stalls ) - Alternative to annual cost - Fees per day	£17.00	£17.51	3.0%
Type PITCH 4 (eg adj. Cash Generator) Alternative to annual cost - Fees per day	£17.00	£17.51	3.0%
Type Pitch 5 (eg adj Star and Garter)	£17.00	£17.51	3.0%
<b>REST OF BOROUGH</b>			
Daily Street Trading cost	£17.00	£17.51	3.0%
Type B1 ( Eg Bearwood)	£3,713.15	£3,824.54	3.0%
Type W1 (Eg adj.Clocktower, Union Street Wednesbury)	£3,713.15	£3,824.54	3.0%
Type O1 (Eg Mkt Place 1990, Oldbury)	£2,474.88	£2,549.13	3.0%
Type C1 (Eg Cemeteries)	£1,237.32	£1,274.44	3.0%
Type S1 (Eg Stone Cross)	£1,237.32	£1,274.44	3.0%
Type N1 (Eg Newton Road)	£5,299.32	£5,458.30	3.0%
Type O2 (Eg Town Square, Oldbury)	£2,074.57	£2,136.81	3.0%
Type W4 (Eg Union Street, West Bromwich)	£2,475.81	£2,550.08	3.0%

## MUSEUM &amp; ART

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23 £
<b>Haden Hill House</b>		
Large room (up to 40 people)		
9am - 4.30pm	£144.20	£65.00 - £150.00
half day am or pm	£82.40	
evenings per hour 6pm - 9pm (min 3 hours)	£44.30	£50.00
weekends		£75.00-
		£165.00
<b>Small Room (up to 15 people)</b>		
9am - 4.30pm	£89.60	£45.00-£95.00
half day am or pm	£57.70	
evenings per hour 6pm - 9pm (min 3 hours)	£42.25	£45.00
weekends		£60.00-
		£105.00
<b>Craft Room (up to 15 people)</b>		
minimum booking 3 hrs 10% discount for block bookings per 10 payable in advance	£8.75	
As small room		see above
<b>room hire for wedding/ commitment ceremonies</b>		
Fee including photographs - fri/sat/sum and BH	£473.80	
per hour/part hour additional to standard wedding hire fee	£47.40	
fee mon-thur	£360.50	
wedding fee (seasonal and peak hours ) (2 hour package)		£263.00-
		£538.00
per hour additional hour (including on-site photography		£26.00- £53.50
<b>Manor House</b>		
<b>Great Hall per hour</b>		
10am - 12pm weekdays (per hour) minimum charge	£37.10	
10am - 12pm weekdays (per hour) maximum charge	£74.15	

Weekends & Bank Holidays 10am - 12pm (per hour)	£52.55	
weekday charge hourly		£5.40 - £34.50
weekend hourly charge		£10.80 -£67.00
<b>Wedding/commitment ceremonies</b>	£684.95	
Fee including photographs -	£47.40	no service
Additional hour/part hour outside opening hours		no service
<b>Wednesbury Museum &amp; Art Gallery</b>		
<b>Private Bookings clubs &amp; societies</b>	£24.00	
9am -5pm weekdays min		£80.00
9am-5pm weekdays max	£29.00	£160.00
Evening (after 5 pm) and Weekends - additional hour rate		£35.00
<b>Museum Art Groups</b>	£5.35	
Per person, per session , Price includes materials and refreshments		£5.50
<b>Oak House Museum -</b>		
<b>Oak House Museum - Classroom Hire</b>	£203.00 per day	
Monday to Friday 9am-4.30pm (per hour)		£18.00- £34.00
Oak House weddings/commitment services	£473.80	£400.00
Fee including photographs -	£47.40	
wedding photo fee (no ceremony) per hour		£45.00
per hour/part hour additional to standard wedding hire fee	£360.50	no service
<b>Bishop Asbury Cottage - Pre booked tours</b>	£5.25	£5.50
Price per person, min. 10 people (Price includes information material)		
<b>Adult Tours (all sites)</b>		
Within Opening Hours Minimum Fee per Group (minimum of 10 people)	£63.20	£65.00
a) Within Opening Hours Minimum Fee per person in the Group	£3.20	£3.50
b) Within Opening Hours Maximum Fee per person in the Group	£7.35	£8.00
Outside Opening Hours Minimum Fee per Group (minimum of 10 people)	£63.20	£70.00
a) Outside Opening Hours Minimum Fee per person in the Group	£4.20	£4.50
b) Outside Opening Hours Maximum Fee per person in the Group	£10.55	£11.00

<b>Handling Collections</b>		
Per day	£2.10	£2.50
<b>Craft Fairs</b>		
Per table/stall standard	£10.55	£12.00
Per table/stall holiday periods	£21.10	£23.00
<b>Halloween Living History bookable events and open days</b>		
per person min	£4.10	£4.00
per person max	£25.75	£30.00
<b>concerts and theatre</b>		
Carols / Concerts including open mic night	£8.50	£10.00
<b>Wedding Photographs</b>		
At Oak House and the Manor House Per hour (Access to grounds outside normal opening hours e.g. Saturday afternoons)	£73.65	see above
At Haden Hill House (Access to house per hour or part hour)	£84.45	see above
<b>Commercial Photography / Filming / building hire</b>		
min. price per day or part day plus reimbursement of lost income	£315.95	£320.00
<b>Talks Given Off Site</b>		
During Opening Hours	£20.60	£20.00
Out of Opening Hours	£30.90	£20.00
<b>Refreshments</b>		
Coffee, per jug (10 cups)	£10.00	£10.50
Coffee, per cup min	£0.60	£0.75
Coffee, per cup max	£1.75	£1.80
Coffee, per mug and hot chocolate min	£0.90	£1.00
Coffee, per mug and hot chocolate max	£2.10	£2.15
Tea, per cup or mug min	£0.50	£0.55
Tea, per cup or mug max	£1.55	£0.80
Biscuits	£0.25	£0.50
Biscuits	£1.05	£1.50
75cl mineral water	£1.25	£1.30
Orange Juice, per litre	£2.60	£2.00
Orange Juice, per wine glass	£1.00	£1.00
<b>Retail Mark-up</b>		
all goods	33-60%	33-66%



"Ghost Hunt"		
9pm to 2am (outside normal opening hours)minimum	£659.70	
9pm to 2am (outside normal opening hours)max	£30.00	
paranormal private hires		£383.00-
		£838.00
School sessions all Key stages min	£360.00	£400.00
School sessions all Key stages max	£40.00	
Trusted group out of hours hire		no charge
Internal users/ community groups during opening hours		no charge

**PEST CONTROL**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
Rats	£0.00	£0.00	
Mice	£0.00	£71.00	
Wasps	£50.00	£61.00	22.0%
Cockroaches	£0.00	£95.00	
Fleas	£50.00	£68.00	36.0%
Bedbugs	£0.00	£113.00	
Insects (Other) 'Indoor Only' treatments for carpet beetles / moths / flies	£0.00	£50.00	
Call outs for advisory service and/or pest identification (no treatments undertaken)	£0.00	£35.00	

**PRIVATE SECTOR HOUSING**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>Licensing of Houses in Multiple Occupation</b>			
Initial licence fee	£850.00	£893.35	5.1%
Renewal licence fee	£605.00	£635.86	5.1%
Discount for second and subsequent properties	£55.00	£55.00	0.0%
Discount for MLAS membership	£165.00	£165.00	0.0%
Discount for membership of Landlord Association	£55.00	£55.00	0.0%
<b>Charges for Housing Act 2004 Enforcement Action</b>			
Charge per hour based on officer grade, eg SCP 31	£35.67 per hour	£35.67 per hour	
<b>Immigration Entry Clearance Inspections</b>			
Charges for House Surveys in support of UK Entry Clearance Applications	£95.48 ex VAT	£100.15 ex VAT	
<b>Offences under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015</b>			
First offence	£1,000.00	£1,000.00	0.0%
Second offence	£2,500.00	£2,500.00	0.0%
Three or more offences	£5,000.00	£5,000.00	0.0%
<b>Offences under The Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014</b>			
Failure of letting agent to register with redress scheme	£5,000.00	£5,000.00	0.0%
<b>Financial Penalties imposed under Housing Act 2004</b>			
<b>Failure to comply with an Improvement Notice (Section 30)</b>			
1st offence	£5,000.00	£5,000.00	0.0%
2nd subsequent offence by same person/company	£15,000.00	£15,000.00	0.0%
Subsequent offences by same person/company	£25,000.00	£25,000.00	0.0%

<b>Offences in relation to licensing of HMOs under Part 2 of the Act</b>			
Failure to obtain property Licence (section 72(1))	£10,000.00	£10,000.00	0.0%
2nd subsequent offence by same person / company	£30,000.00	£30,000.00	0.0%
Breach of Licence conditions (Section 72(2) and (3)) - Per licence breach	£5,000.00	£5,000.00	0.0%
<b>Offences in relation to licensing under Part 3 of the Act (Section 95)</b>			
Failure to Licence (section 95(1))	£10,000.00	£10,000.00	0.0%
2nd subsequent offence by same person / company	£30,000.00	£30,000.00	0.0%
Breach of Licence conditions (Section 95(2)) - Per licence breach	£5,000.00	£5,000.00	0.0%
<b>Offences of contravention of an overcrowding notice (section 139)</b>			
1st relevant offences	£1,000.00	£1,000.00	0.0%
2nd subsequent offence by same person/company	£4,000.00	£4,000.00	0.0%
<b>Failure to comply with management regulations in respect of HMOs (Section 234)</b>			
1 <sup>st</sup> relevant offences - per offence	£1,000.00	£1,000.00	0.0%
Second subsequent offences by same person/company for the same offence	£3,000.00	£3,000.00	0.0%

**PUBLIC HEALTH**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
Environmental Permitting Fees (set by Government)		<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf</a>	
Workplace Physical Activity Sessions	£2.00	£2.00	0%
Landfill location plan and data sheet	£43.52	£43.52	0%
Check if property <250m from landfill site	£11.69	£11.69	0%
Detailed report on contaminated land/hour	£82.25	£82.25	0%

**REGISTRATION SERVICES**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
Register Office Ceremony Room	£46.00	£46.00	0.0%
S Suite Marriage or CP Ceremony Mon to Thurs	£324.00	£346.70	7.0%
S Suite Marriage or CP Ceremony Fri/Sat	£452.00	£483.60	7.0%
S Suite Marriage or CP Ceremony Sun/BH	£526.00	£562.80	7.0%
Highfields Room Marriage or CP Ceremony Mon to Thurs	£113.00	£120.90	7.0%
Highfields Room Marriage or CP Ceremony Fri/Sat	£158.00	£169.10	7.0%
Garden Room Marriage or CP Ceremony Mon to Thurs NEW FEE	NA	£197.00	
Garden Room Marriage or CP Ceremony Fri-Sat NEW FEE	NA	£275.00	
Garden Room Marriage or CP Ceremony Sun/BH NEW FEE	NA	£314.00	
Approved Premise Mon to Thurs	£324.00	£346.70	7.0%
Approved Premise Fri/Sat	£452.00	£483.60	7.0%
Approved Premise Sun/BH	£526.00	£562.80	7.0%
Registrar at Religious Building	£86.00	£86.00	0.0%
Registration of Building for Religious Worship	£29.00	£29.00	0.0%
Registration of Building for Marriage	£123.00	£123.00	0.0%
Notice of Marriage (Designated when referred to Home Office) New Variation on notice fee	£47.00	£47.00	0.0%
Notice of Marriage Individual Fee	£35.00	£35.00	0.0%
Civil partnership conversion( from 10 Dec 2015 ) Provide information only	£27.00	£27.00	0.0%
Civil partnership conversion( from 10 Dec 2015 )	£45.00	£45.00	0.0%
Licence or Renewal for Approved Premise	£256.00	£273.90	7.0%
Renewal/Naming Ceremony Sandwell Suite - Mon - Thur	£256.00	£273.90	7.0%
Renewal/Naming Ceremony Sandwell Suite - Fri-Sat	£320.00	£342.40	7.0%
Renewal/Naming Ceremony Sandwell Suite - Sunday - Bank Holiday	£348.00	£372.40	7.0%
Individual Citizenship Ceremony Mon to Thurs	£127.00	£135.90	7.0%
Individual Citizenship Ceremony Fri/Sat	£159.00	£170.10	7.0%
Individual Citizenship Ceremony Sun/BH	£173.00	£185.10	7.0%
Group Citizenship Ceremony Sat	£93.00	£99.50	7.0%
Certificate Service	£11.00	£11.00	0.0%

Archive Priority Certificate Service (Same Day)	£35.00	£35.00	0.0%
Certificates of Birth Death and Marriage at time of Registration	£11.00	£11.00	0.0%
Priority postage (NEW FEE)	N/A	£2.50	
Certificates of Birth Death and Marriage issues after Registration	£11.00	£11.00	0.0%
Provisional Booking (holding fee)	£61.00	£65.30	7.0%
Renewal/Naming Ceremony approved venues Mon to Thurs -	£256.00	£273.90	7.0%
Renewal/Naming Ceremony approved venue Fri/Sat -	£320.00	£342.40	7.0%
Renewal/Naming Ceremony approved venue Sun/BH -	£348.00	£372.40	7.0%
Space 17 Amendment	£40.00	£40.00	0.0%
Divorce or Dissolution from outside the British Isles. (LA only)	£50.00	£50.00	0.0%
Customer at fault corrections(LA only)	£75.00	£75.00	0.0%
Consideration of reduction in Notice period (LA and GRO)	£60.00	£60.00	0.0%
Corrections(LA and GRO)	£90.00	£90.00	0.0%
Divorce or Dissolution from outside the British Isles. (LA and GRO)	£75.00	£75.00	0.0%
Visual Tribute (Up to 25 photographs played on a loop)	£38.00	£40.70	7.1%
Live webcast	£44.00	£47.10	7.0%
Live webcast with 28 day playback	N/A	£74.00	
Pro Visual Tribute (up to 25 photographs professionally edited and set to Music) - NEW FEE	N/A	£70.00	
Keepsake copy of visual tribute available on DVD, Blu-ray or USB in presentation case	N/A	£25.00	
Keepsake copy of web cast available on DVD, Blu-ray or USB in presentation case	£44.00	£50.00	13.6%
<b>Photography</b>			
SD card (min 30 photos)	£148.00	£158.40	7.0%
Package SD card (min 30 photos)+ up to 30 prints + Album	£332.00	£355.20	7.0%
Single print 12" x8"	£14.00	£15.00	7.1%
<b>Interment fee in respect of all graves</b>			
Interment fee*	£1,065.00	£1,140.00	7.0%
Cremated remains plot type interment fee*	£330.00	£353.00	7.0%
Baby section interment fee	£330.00	£353.00	7.0%
Scattering of cremated remains on full grave	£44.00	£47.00	6.8%
Late arrival fee additional charge	£317.00	£339.00	6.9%
<b>Exclusive Right of Burial</b>			
Purchase of Baby Section Grave *	£230.00	£246.10	7.0%
Purchase Grave for 1 Burial*	£1,988.00	£2,127.20	7.0%
Purchase Grave for 2 Burials*	£2,064.00	£2,208.50	7.0%

Purchase Grave for 3 Burials*	£2,139.00	£2,288.70	7.0%
Plot for cremated remains – for a 99 year period*	£1,333.00	£1,426.30	7.0%
<b>Traditional Section 5' centre</b>			
Traditional Grave 5' Centre for 1 Burial*	£2,401.00	£2,569.10	7.0%
Traditional Grave 5' Centre for 2 Burials*	£2,494.00	£2,668.60	7.0%
Traditional Grave 5' Centre for 3 Burials*	£2,586.00	£2,767.00	7.0%
Vault Grave additional charge*	£723.00	£773.60	7.0%
<b>Memorials, vases &amp; additional inscriptions</b>			
Additional Inscription Permit fee	£87.00	£93.10	7.0%
Purchase of a Temporary Grave Marker	£28.00	£30.00	7.1%
Memorial Vase Infant's Section	£246.00	£263.20	7.0%
Motif	£27.00	£28.90	7.0%
<b>Miscellaneous charges</b>			
Transfer of Grant	£51.00	£54.60	7.1%
Searching of Burial Register (per hour)	£43.00	£46.00	7.0%
Biodegradable Urn	£87.00	£93.10	7.0%
Section 46 – Administration Fee	£477.00	£510.40	7.0%
Registration Fee Hourly Rate	£42.00	£44.90	6.9%
Out of hours supplement	£15.00	£15.00	0.0%
Additional charge to be applied to where services are subject to out of borough supplement.(Burial)	£15.00	£30.00	100.0%
<b>Cremation</b>			
Direct cremation - no funeral service all ages (Price unchanged following benchmarking exercise )	£628.00	£628.00	0.0%
Cremation - fee all ages	£775.00	£829.30	7.0%
Service exceeds allotted time an additional charge of:	£330.00	£353.10	7.0%
For an extended service – additional charge	£147.00	£157.30	7.0%
Cremation body parts NEW FEE	N/A	£165.00	
Use of Chapel (including use of organ and Obitus music system)*	£147.00	£157.30	7.0%
<b>Urns and containers</b>			
Purchase of a wooden casket	£76.00	£81.30	7.0%
Disposal of Cremated Remains of person cremated elsewhere	£44.00	£47.10	7.0%
The services of a council employee acting as a coffin bearer	£45.00	£48.20	7.1%
<b>Media</b>			



Audio recording of service	£37.00	£39.60	7.0%
Audio & Visual recording of service	£44.00	£47.10	7.0%
Live Webcast	£44.00	£47.10	7.0%
Live webcast plus visual recording of service	£83.00	£88.80	7.0%
Visual Tribute single photograph NEW	£20.00	£21.40	7.0%
Visual Tribute (Up to 25 photographs played on a loop)	£38.00	£40.70	7.1%
Additional 25 photos	N/A	£21.00	
Live webcast	£44.00	£47.10	7.0%
Live webcast with 28 day playback	N/A	£74.00	
Family made tribute NEW FEE	N/A	£18.00	
Pro Visual Tribute (up to 25 photographs professionally edited and set to Music) - NEW FEE	N/A	£70.00	
Keepsake copy of visual tribute available on DVD, Blu-ray or USB in presentation case	N/A	£25.00	
Keepsake copy of web cast available on DVD, Blu-ray or USB in presentation case	£44.00	£50.00	13.6%
Additional keepsake copies NEW FEE	N/A	£21.00	
Miscellaneous charges (Extra Work) NEW FEE	N/A	£21.00	
<b>Memorials and inscriptions (including VAT)</b>			
Minimum entry 2 lines	£97.00	£103.80	7.0%
5 lines	£122.00	£130.50	7.0%
8 lines	£144.00	£154.10	7.0%
Each additional line	£34.00	£36.40	7.1%
Badges, Crests, Floral Tributes	£72.00	£77.00	6.9%
Coat of Arms	£82.00	£87.70	7.0%
<b>Plaques</b>			
Plaque purchase including first inscription	£1,135.00	£1,214.50	7.0%
Burial of Cremated Remains including casket	£100.00	£107.00	7.0%
Engraving – per line	£46.00	£49.20	7.0%
Cover Slab	£62.00	£66.30	6.9%
Photo Plaque	£127.00	£135.90	7.0%
Replacement Plaque (residue of lease)	£245.00	£262.20	7.0%
Plaque Renewal (10 Years)	£223.00	£238.60	7.0%
Plaque Renewal (20 Years)	£332.00	£355.20	7.0%
Plaque Renewal (40 Years)	£610.00	£652.70	7.0%
Plaque Renewal forever	£1,504.00	£1,609.30	7.0%
Renovation Fee	£74.00	£79.20	7.0%

Asbury Garden Memorial (10 years)	N/A	N/A	
Asbury garden memorial (10 years) replacement	£182.00	£194.70	7.0%
Renewal (10 years)	£108.00	£115.60	7.0%
Renewal (20 years)	£157.00	£168.00	7.0%
Renewal (40 years)	£284.00	£303.90	7.0%
Renewal (forever)	£724.00	£774.70	7.0%
<b>Wall mounted plaques</b>			
Plaque purchase including first inscription	£480.00	£513.60	7.0%
Additional lines of inscription (residue of lease) – per line	£46.00	£49.20	7.0%
Wall Plaque Renewal Fee (10 Years)	£108.00	£115.60	7.0%
Renewal (20 years)	£157.00	£168.00	7.0%
Renewal (40 years)	£284.00	£303.90	7.0%
Renewal (forever)	£724.00	£774.70	7.0%
Replacement (residue of lease)	£245.00	£262.20	7.0%
<b>Memorial vases</b>			
Memorial Vase Purchase including first inscription	£607.00	£649.50	7.0%
Replacement Vase (residue of lease)	£245.00	£262.20	7.0%
Vase Renewal Fee (10 Years)	£223.00	£238.60	7.0%
Vase Renewal Fee (20 Years)	£332.00	£355.20	7.0%
Vase Renewal Fee (40 Years)	£610.00	£652.70	7.0%
Vase Renewal Fee (forever)	£1,504.00	£1,609.30	7.0%
Vase Renovation Fee	£74.00	£79.20	7.0%
<b>Memorial vaults</b>			
Memorial Vault Purchase including first inscription	£1,135.00	£1,214.50	7.0%
Replacement Vault (residue of lease)	£245.00	£262.20	7.0%
Burial of cremated remains including casket	£100.00	£107.00	7.0%
Motif/Photo	£127.00	£135.90	7.0%
Vault Renewal Fee (10 Years)	£223.00	£238.60	7.0%
Vault Renewal Fee (20 Years)	£332.00	£355.20	7.0%
Vault Renewal Fee (40 Years)	£610.00	£652.70	7.0%
Vault Renewal Fee (forever)	£1,504.00	£1,609.30	7.0%
Vault Renovation Fee	£74.00	£79.20	7.0%
<b>Sanctum Memorial</b>			
Sanctum Memorial purchase including first inscription	£1,277.00	£1,366.40	7.0%
Sanctum Memorial with garden purchase including first inscription	£1,423.00	£1,522.60	7.0%

Replacement Fascia (residue of lease)	£424.00	£453.70	7.0%
Second Inscription (residue of lease)	£562.00	£601.30	7.0%
Motif/Photo	£127.00	£135.90	7.0%
Casket for interment of Cremated Remains	£76.00	£81.30	7.0%
Family Sanctum Memorial including first inscription	£1,850.00	£1,979.50	7.0%
Family Sanctum Memorial with Garden including first inscription	£2,060.00	£2,204.20	7.0%
Family Sanctum Replacement Fascia (residue of lease)	£563.00	£602.40	7.0%
10 year renewal	£248.00	£265.40	7.0%
20 year renewal	£372.00	£398.00	7.0%
40 year renewal	£685.00	£733.00	7.0%
Renewal (forever)	£1,690.00	£1,808.30	7.0%
<b>Squirrel Walk Memorial</b>			
Additional engraving (including motif – residue of lease)	£324.00	£346.70	7.0%
Replacement Memorial (residue of lease)	£490.00	£524.30	7.0%
Resold space	£1,034.00	£1,106.40	7.0%
Motif/Photo	£127.00	£135.90	7.0%
Casket for interment of Cremated Remains	£76.00	£81.30	7.0%
10 year renewal	£248.00	£265.40	7.0%
20 year renewal	£372.00	£398.00	7.0%
40 year renewal	£685.00	£733.00	7.0%
Renewal (forever)	£1,690.00	£1,808.30	7.0%
<b>Memorial Benches</b>			
Memorial bench purchase	£1,931.00	£2,066.20	7.0%
Memorial bench renewal of lease	£362.00	£387.30	7.0%
Additional Plaque Granite Bench for residue of period	£265.00	£283.60	7.0%
Additional Plaque Wooden Bench for residue of period	£265.00	£283.60	7.0%
<b>Prairie Unit (continue only)*</b>			
Replacement Fascia (residue of lease)	£88.00	£94.20	7.0%
Second Inscription (residue of lease)	£56.00	£59.90	7.0%
10 year renewal	£248.00	£265.40	7.0%
20 year renewal	£372.00	£398.00	7.0%
40 year renewal	£685.00	£733.00	7.0%
Renewal (forever)	£1,690.00	£1,808.30	7.0%
<b>Cloister memorial</b>			
Cloister Memorial Purchase including inscription	£1,021.00	£1,092.50	7.0%

Replacement Fascia (residue of lease)	£422.00	£451.50	7.0%
Second Inscription (residue of lease)	£278.00	£297.50	7.0%
Motif/Photo	£127.00	£135.90	7.0%
Casket for interment of Cremated Remains	£76.00	£81.30	7.0%
10 year renewal	£248.00	£265.40	7.0%
20 year renewal	£372.00	£398.00	7.0%
40 year renewal	£685.00	£733.00	7.0%
Renewal (forever)	£1,690.00	£1,808.30	7.0%
<b>Children's Section Memorial</b>			
Mushroom Memorial Plaque for a 5 year period inc inscription	£345.00	£369.20	7.0%
10 year renewal	£125.00	£133.80	7.0%
20 year renewal	£226.00	£241.80	7.0%
40 year renewal	£406.00	£434.40	7.0%
Renewal forever	£1,038.00	£1,110.70	7.0%
<b>Monolith Memorial</b>			
Monolith Memorial for a 10 year period	£957.00	£1,024.00	7.0%
Monolith Memorial with garden for a 10 year period	£1,096.00	£1,172.70	7.0%
Second Inscription (residue of lease)	£265.00	£283.60	7.0%
Motif/Photo	£127.00	£135.90	7.0%
Urn for interment of cremated remains	£76.00	£81.30	7.0%
Replacement Plaque (residue of lease)	£230.00	£246.10	7.0%
10 year renewal	£248.00	£265.40	7.0%
20 year renewal	£372.00	£398.00	7.0%
40 year renewal	£685.00	£733.00	7.0%
Renewal (forever)	£1,690.00	£1,808.30	7.0%
<b>Rose bush memorials for a 5 year period</b>			
Name Plate Renewal (5 years)	£125.00	£133.80	7.0%
<b>Memory Garden Memorials</b>			
Memory Garden Memorial Purchase including first inscription	£370.00	£395.90	7.0%
Motif/Photo	£74.00	£79.20	7.0%
MGM Renewal Fee (10 Years)	£108.00	£115.60	7.0%
MGM Renewal (20 years)	£157.00	£168.00	7.0%
MGM Renewal (40 years)	£284.00	£303.90	7.0%
MGM Renewal (forever)	£714.00	£764.00	7.0%

<b>Pet Funeral Services</b>				
Burial in an individual plot	Small	£151.00	£161.60	7.0%
Burial in an individual plot	Medium	£210.00	£224.70	7.0%
Burial in an individual plot	Large	£314.00	£336.00	7.0%
Coffin (24" x 14" x 8")	Small	£114.00	£122.00	7.0%
Coffin (30" x 20" x 10")	Medium	£137.00	£146.60	7.0%
Coffin (40" x 20" x 12")	Large	£158.00	£169.10	7.0%
Casket for ashes		£73.00	£78.10	7.0%
Burial Memorial headstone		£453.00	£484.70	7.0%
Plot Marker		£26.00	£27.80	6.9%
Pet ashes scattering with small inscribed plaque		£102.00	£109.10	7.0%
Pet ashes scattering with large inscribed plaque		£112.00	£119.80	7.0%
Pet ashes in Leaf memorial Medium inc. urn		£453.00	£484.70	7.0%
Pet ashes in Leaf Memorial Large inc. urn		£566.00	£605.60	7.0%
<b>Sandwell Funeral Service (Cremation)</b>				
Cremation funeral for all ages		£1,643.00	£1,758.00	7.0%
<b>Catering - Wake at Reception Suite inclusive of room hire at Sandwell Valley Crematorium</b>				
Morning Menu 20 guests NEW TABLE SERVICE		N/A	£184.00	
Morning Menu 30 guests NEW TABLE SERVICE		N/A	£276.10	
Morning Menu 60 guests NEW TABLE SERVICE		N/A	£579.00	
All day Menu 20 guests NEW TABLE SERVICE		N/A	£252.50	
All day Menu 30 guests NEW TABLE SERVICE		N/A	£396.00	
All day Menu 60 guests NEW TABLE SERVICE		N/A	£792.00	
Smirnoff Vodka - Double		£4.00	£4.30	7.5%
Smirnoff Vodka -Single		£3.00	£4.00	33.3%
Jameson Whiskey - Double		£4.50	£4.80	6.7%
Jameson Whiskey -Single		£3.50	£3.70	5.7%
Jack Daniels - Double		£4.50	£4.80	6.7%
Jack Daniels -Single		£3.50	£3.70	5.7%
Famous Goose - Double		£4.20	£4.50	7.1%
Famous Goose -Single		£3.20	£3.40	6.2%
Malibu - Double		£4.00	£4.30	7.5%
Malibu -Single		£3.00	£4.00	33.3%
Couvosier Brandy - Double		£5.00	£5.00	0.0%

Couvosier Brandy -Single	£4.00	£4.00	0.0%
Bombay Sapphie - Double	£5.00	£5.00	0.0%
Bombay Sapphie -Single	£4.00	£4.00	0.0%
Gordons Gin - Double	£4.00	£4.30	7.5%
Gordons Gin -Single	£3.00	£4.00	33.3%
Martell Brandy - Double	£4.50	£4.80	6.7%
Martell Brandy -Single	£3.50	£3.70	5.7%
Captain Morgan Rum - Double	£4.20	£4.50	7.1%
Captain Morgan Rum -Single	£3.20	£3.40	6.2%
Spiced Rum - Double	£4.20	£4.50	7.1%
Spiced Rum -Single	£3.20	£3.40	6.2%
Bacardi - Double	£4.20	£4.50	7.1%
Bacardi -Single	£3.20	£3.40	6.2%
Sherry - glass	£3.00	£3.20	6.7%
Baileys 50ml	£2.50	£2.70	8.0%
Port	£2.50	£2.70	8.0%
Chardonnay 187ml	£4.00	£4.30	7.5%
Pinot 187ml	£4.00	£4.30	7.5%
Rose 187 ml	£4.00	£4.30	7.5%
Shiraz 187ml	£4.00	£4.30	7.5%
Bud 300ml	£4.00	£4.00	0.0%
Becks	£4.00	£4.00	0.0%
Peroni	£4.00	£4.00	0.0%
Stella Artois	£4.00	£4.00	0.0%
Guinness 440ml	£4.00	£4.00	0.0%
London Pride	£4.00	£4.00	0.0%
John Smiths	£3.50	£4.00	14.3%
Rekorderlig Wildberry	£4.50	£4.80	6.7%
Raspberry/Mango	£4.50	£4.80	6.7%
Lime/Strawberry	£4.50	£4.80	6.7%
Strongbow	£3.50	£5.00	42.9%
Spitfire	£4.00	£4.00	0.0%
Speckled Hen	£4.00	£4.00	0.0%
Backyard Blonde	£4.00	£4.00	0.0%
Newcastle Brown	£4.00	£4.00	0.0%

Ginger Ale 125ml	£1.20	£1.30	8.3%
Orange Juice	£1.30	£1.40	7.7%
Red Bull	£2.00	£2.10	5.0%
Slimline Tonic	£1.30	£1.40	7.7%
Soda Water	£1.30	£1.40	7.7%
Sparkling Water	£1.50	£1.60	6.7%
Still Water	£1.00	£1.10	10.0%
Lemonade	£1.50	£1.60	6.7%
Coke	£2.00	£2.10	5.0%
Diet Coke	£2.00	£2.10	5.0%
J20 Orange/Passion fruit	£2.20	£2.00	-9.1%
Apple & Raspberry	£2.20	£2.00	-9.1%
Pink gin	£3.50	£5.00	42.9%

**RENT CONTROL**

<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Solicitor</b>			
Responses to LPE1 Questionnaires	£0.00	£90.00	New Charge





**TAXI LICENSING**

Service Provided	Current Charge 2021/22	Proposed Charge 2022/23	% Increase
<b>DRIVERS</b>			
Badge Deposit	£30.00	£30.00	0.0%
Badge Replacement (if lost or stolen)	£4.50	£4.50	0.0%
New Private Hire Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£153.00	£153.00	0.0%
New Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£153.00	£153.00	0.0%
Private Hire Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£148.00	£148.00	0.0%
Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£148.00	£148.00	0.0%
Private Hire Driver's Licence Renewal Application	£104.00	£104.00	0.0%
Hackney Carriage Driver's Licence Renewal Application	£104.00	£104.00	0.0%
New Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£204.00	£204.00	0.0%
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application	£155.00	£155.00	0.0%
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS check)* - Every 3rd year	£199.00	£199.00	0.0%
New 3-year Private Hire Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£352.00	£352.00	0.0%
New 3-year Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£352.00	£352.00	0.0%
Renewal 3-year Private Hire Driver's Licence Application (incl. CRB/DBS check)*	£347.00	£347.00	0.0%
Renewal 3-year Hackney Carriage Driver's Licence Application (incl. CRB/DBS check)*	£347.00	£347.00	0.0%
New 3-year Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£503.00	£503.00	0.0%
Renewal 3-year Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS)*	£498.00	£498.00	0.0%
CRB/DBS Disclosure Application* (Private Hire)	£44.00	£44.00	0.0%
CRB/DBS Disclosure Application* (Hackney Carriage)	£44.00	£44.00	0.0%
DVLA Driver History Trace* (Private Hire)	£5.00	£5.00	0.0%
DVLA Driver History Trace* (Hackney Carriage)	£5.00	£5.00	0.0%
Knowledge test (Private Hire)	£30.00	£30.00	0.0%
Knowledge test (Hackney Carriage)	£30.00	£30.00	0.0%

Knowledge test (Dual Private Hire and Hackney Carriage Driver's Licence)	£30.00	£30.00	0.0%
<b>Concessionary fees are offered to licensed drivers who have successfully completed the BTEC &amp; NVQ driver training. (£10 reduction per year) - (See Drivers List Below)</b>			
Private Hire Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£138.00	£138.00	0.0%
Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£138.00	£138.00	0.0%
Private Hire Driver's Licence Renewal Application	£94.00	£94.00	0.0%
Hackney Carriage Driver's Licence Renewal Application	£94.00	£94.00	0.0%
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application	£145.00	£145.00	0.0%
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS check)* - Every 3rd year	£189.00	£189.00	0.0%
Renewal 3-year Private Hire Driver's Licence Application (incl. CRB/DBS check)*	£317.00	£317.00	0.0%
Renewal 3-year Hackney Carriage Driver's Licence Application (incl. CRB/DBS check)*	£317.00	£317.00	0.0%
Renewal 3-year Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS)*	£468.00	£468.00	0.0%
<b>* non-refundable administration fee is payable on every licence application</b>	£30.00	£30.00	0.0%
<b>VEHICLES</b>			
Full test / retest fee (free or) (Private Hire Vehicle)	£55.00	£55.00	0.0%
Full test / retest fee (free or) (Hackney Carriage)	£55.00	£55.00	0.0%
Interim Safety test (ISC) / retest fee / partial (free or) (Private Hire Vehicle)	£27.50	£27.50	0.0%
Interim Safety test (ISC) / retest fee / partial (free or) (Hackney Carriage)	£27.50	£27.50	0.0%
Plate deposit	£30.00	£30.00	0.0%
Replacement of large plate (incl. pins)	£10.00	£10.00	0.0%
Replacement of small plate	£6.50	£6.50	0.0%
Replacement bracket	£13.00	£13.00	0.0%
<b>VOSA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON</b>			
Private Hire Vehicle Licence - Brand new vehicle (annual including Interim Vehicle Check x 1)	£325.00	£325.00	0.0%
Hackney Carriage Licence - Brand new vehicle (annual including Interim Vehicle Check x 1)	£325.00	£325.00	0.0%
Private Hire Vehicle Licence - New Application (annual including Full Test & Interim Vehicle Check x 1) (less than 5 years old)	£381.00	£381.00	0.0%

Hackney Carriage Licence - New Application (annual including Full Test & Interim Vehicle Check x 1) (less than 5 years old)	£381.00	£381.00	0.0%
Private Hire Vehicle Licence - Renewal Application (annual including Full Test & Interim Vehicle Check x 1) (less than 5 years old)	£353.00	£353.00	0.0%
Hackney Carriage Licence - Renewal Application (annual including Full Test & Interim Vehicle Check x 1) (less than 5 years old)	£353.00	£353.00	0.0%
Hackney Carriage Licence New/Renewal Application (annual including Full Test & Interim Vehicle Check x 2) (more than 5 years old)	£399.00	£399.00	0.0%
Private Hire Vehicle Licence Renewal Application (annual including Full Test & Interim Vehicle Check x 2) (more than 5 years old)	£399.00	£399.00	0.0%
New/Renewal Application (1st 4 months) (more than 5 years old) (incl. full test) (Hackney Carriage only)	£160.00	£160.00	0.0%
Renewal Application (1st 4 months) (more than 5 years old) (incl. full test) (Private Hire Vehicle or Hackney Carriage)	£160.00	£160.00	0.0%
2nd 4 months (including Interim Vehicle Check) (Private Hire Vehicle)	£157.00	£157.00	0.0%
2nd 4 months (including Interim Vehicle Check) (Hackney Carriage)	£157.00	£157.00	0.0%
3rd 4 months (including Interim Vehicle Check) (Hackney Carriage)	£157.00	£157.00	0.0%
3rd 4 months (including Interim Vehicle Check) (Private Hire Vehicle or Hackney Carriage)	£157.00	£157.00	0.0%
New/Renewal Application (1st 6 months including Full Test) (less than 5 years old) (Private Hire Vehicle)	£218.00	£218.00	0.0%
2nd 6 months (including Interim Vehicle Check) (Private Hire Vehicle)	£216.00	£216.00	0.0%
New/Renewal Application (1st 6 months including Full Test) (less than 5 years old) (Hackney Carriage)	£218.00	£218.00	0.0%
2nd 6 months (including Interim Vehicle Check) (Hackney Carriage)	£216.00	£216.00	0.0%
Plate extension (Hackney Carriage)	£20.00	£20.00	0.0%
Plate extension (Private Hire Vehicle)	£20.00	£20.00	0.0%
Cherished Number Plate Transfer (Private Hire Vehicle or Hackney Carriage)	£30.00	£30.00	0.0%
Transfer a vehicle Licence (a new owner) (Covers cost of plates and £30 administration fee) (Hackney Carriage)	£50.00	£50.00	0.0%
Transfer a vehicle Licence (a new owner) (Covers cost of plates and £30 administration fee) (Private Hire Vehicle)	£50.00	£50.00	0.0%
Transfer a vehicle Licence (a new owner) (New Plates not required, covers cost of £30 administration fee)(Private Hire)	£30.00	£30.00	0.0%

Transfer a vehicle Licence (a new owner) (New Plates not required, covers cost of £30 administration fee) (Hackney Carriage)	£30.00	£30.00	0.0%
Replacement vehicle Application (same expiry date) (includes full test, set of plates and £30 administration fee) (Private Hire)	£104.00	£104.00	0.0%
Replacement vehicle Application (same expiry date) (includes full test, set of plates and £30 administration fee) (Hackney Carriage)	£104.00	£104.00	0.0%
Administration fee for missed garage appointment (Full Test) (payable when 1 clear working days' notice has not been provided)	£55.00	£55.00	0.0%
Administration fee for missed garage appointment (Interim Vehicle Check) (payable when 1 clear working days' notice has not been provided)	£27.50	£27.50	0.0%
<b>Specialist Vehicle Application (e.g. limousine or novelty vehicles.) Fees are the same as Private Hire Vehicle licence fees. The fee will be dependent on the age of the vehicle and the period of licence applied for - SEE LIST OF PRIVATE HIRE VEHICLE FEES</b>	£0.00	£0.00	
Application for exemption from displaying roof sign and/or door stickers	£30.00	£30.00	0.0%
<b>* non-refundable administration fee is payable on every licence application.</b>	£30.00	£30.00	0.0%
<b>OPERATORS</b>			
New Application (one year) New App fee payable if base move or changes ownership.	£624.00	£624.00	0.0%
Renewal (one year)	£520.00	£520.00	0.0%
New Application (three years) New App fee payable if base move or changes ownership.	£1,650.00	£1,650.00	0.0%
Renewal (three years)	£1,450.00	£1,450.00	0.0%
New Application (five years) New App fee payable if base move or changes ownership.	£2,500.00	£2,500.00	0.0%
Renewal (five years)	£2,250.00	£2,250.00	0.0%
<b>* non-refundable administration fee is payable on every licence application.</b>	£30.00	£30.00	0.0%

<b>YOUTH SERVICE</b>			
<b>Service Provided</b>	<b>Current Charge 2021/22</b>	<b>Proposed Charge 2022/23</b>	<b>% Increase</b>
<b>Section A - Malthouse Stables</b>			
Climbing Wall/ Mobile Climbing Wall - week days	£43.52	£45.70	5.0%
Associated Preparation fee week days - week days	£76.53	£80.36	5.0%
Climbing Wall/ Mobile Climbing Wall Saturday	£51.04	£53.59	5.0%
Associated Preparation fee week days - Saturdays	£89.20	£93.66	5.0%
Climbing Wall/ Mobile Climbing Wall Sundays and Bank Holidays	£58.04	£60.94	5.0%
Associated Preparation fee week days - Sundays and Bank Holidays	£101.87	£106.96	5.0%
All Other Mobile activities	£43.52	£45.70	5.0%
Meeting Room Hire	£19.00	£19.95	5.0%
<b>Section A - Malthouse Stables Activities with Instruction Sandwell Residents</b>			
Adult	£4.02	£6.03	50.0%
Junior (under 18)	£2.68	£4.02	50.0%
<b>Section A - Malthouse Stables Activities with Instruction Out of Borough Users</b>			
Adult	£9.58	£10.06	5.0%
Junior (under 18)	£6.49	£6.81	5.0%
<b>Section B - Moorings</b>			
UNDER 20 FT	£19.52	£20.50	5.0%
21 - 30 FT	£24.21	£25.42	5.0%
31 - 40FT	£30.44	£31.96	5.0%
41 - 50 FT	£36.82	£38.66	5.0%
51 - 60 FT	£42.13	£44.24	5.0%
61 - 70 FT	£47.59	£49.97	5.0%
71 FT AND OVER	£54.02	£56.72	5.0%
<b>Section C - transport</b>			
0-50 MILES	£0.67	£0.70	5.0%
50+ MILES	£0.57	£0.60	5.0%
Hire of driver per hour	£13.29	£13.95	5.0%
Hire of minibus per day	£47.74	£50.13	5.0%
<b>Section D - Coneygre Art Centre</b>			

Meeting Room	£19.00	£19.95	5.0%
Dance Studio	£24.10	£25.31	5.0%
Multi Purpose Room	£24.10	£25.31	5.0%
Theatre	£32.91	£34.56	5.0%
Meeting Room	£140.96	£148.01	5.0%
Dance Studio	£156.30	£164.12	5.0%
Multi Purpose Room	£156.30	£164.12	5.0%
Theatre	£232.78	£244.42	5.0%
<b>Section E - Conegre Arts Centre - Recording Studio</b>			
Sandwell Residents	£26.52	£27.85	5.0%
non-Sandwell Residents and Businesses	£31.83	£33.42	5.0%
Sandwell Residents	£212.18	£222.79	5.0%
non-Sandwell Residents and Businesses	£244.00	£256.20	5.0%
<b>Section E - Conegre Arts Centre - Multi Media Room</b>			
Sandwell Residents	£26.52	£27.85	5.0%
non-Sandwell Residents and Businesses	£31.83	£33.42	5.0%
Sandwell Residents	£212.18	£222.79	5.0%
non-Sandwell Residents and Businesses	£244.00	£256.20	5.0%

**SANDWELL METROPOLITAN BOROUGH COUNCIL****General Fund Summary 2022/23**

	Original Budget 2021/2022 £	Forecast Outturn 2021/2022 £	Original Budget 2022/2023 £	Per Band D Property 2022/2023 £
<b>Service Targets</b>				
Corporate Management	-246,000	-254,000	-204,000	-2.73
Finance	18,658,000	11,505,000	9,483,000	126.68
Legal	0	2,387,000	2,162,000	28.88
Adult Social Care	92,047,000	80,900,000	81,511,000	1,088.87
Childrens	86,156,000	90,463,000	88,362,000	1,180.39
Public Health	97,000	38,000	64,000	0.85
Regeneration and the Economy	25,741,000	10,345,000	9,667,000	129.14
Housing & Assets	18,638,000	2,598,000	2,263,000	30.23
Business Strategy & Change	0	12,604,000	11,916,000	159.18
Borough Economy	0	62,909,000	63,558,000	849.04
<b>Total Service Targets</b>	<b>241,091,000</b>	<b>273,495,000</b>	<b>268,782,000</b>	<b>3,591</b>
Central Items	-6,161,000	-35,650,000	-25,055,000	-334.70
Capital Charge Adjustment	-30,504,000	-27,350,000	-26,461,000	-353.48
Revenue Contribution Towards Capital	0	0	0	0.00
Contingency	1,541,000	2,811,000	7,883,000	105.31
<b>Total Service Projections</b>	<b>205,967,000</b>	<b>213,306,000</b>	<b>225,149,000</b>	<b>3,008</b>
External Interest Payments	16,106,000	16,290,000	16,555,000	221.15
Interest / Dividend Receipts	-3,246,000	-3,246,000	-3,753,000	-50.13
<b>Total Expenditure</b>	<b>218,827,000</b>	<b>226,350,000</b>	<b>237,951,000</b>	<b>3,179</b>
Changes in Balances - General	-7,972,000	-7,972,000	459,066	6.13
Changes in Balances - Services	-4,728,000	4,351,000	0	0.00
Changes in Balances - Earmarked Funds	-5,831,000	-22,433,000	-14,612,000	-195.20
<b>Net Cost of Borough Services</b>	<b>200,296,000</b>	<b>200,296,000</b>	<b>223,798,066</b>	<b>2,990</b>
West Midlands Integrated Transport Levy	12,887,000	12,887,000	13,117,000	175.22
West Midlands Magistrates Courts	41,000	41,000	41,000	0.55
Environment Agency (Flood Defence Levy)	88,000	88,000	88,000	1.18
<b>Net Borough Expenditure</b>	<b>213,312,000</b>	<b>213,312,000</b>	<b>237,044,066</b>	<b>3,167</b>
Less:				
<b>Funding:</b>				
Revenue Support Grant	0	0	0	0.00
Retained Business Rates	99,364,293	99,364,293	93,221,768	1,245.31
Business Rates Top Up	41,770,764	41,770,764	42,827,253	572.11
<b>Collection Fund Surplus/(Deficit) Resulting from:</b>				
Council Tax	2,919,000	2,919,000	56,284	0.75
National Non Domestic Rates	-42,396,445	-42,396,445	-17,029,173	-227.48
<b>Amount Raised From Council Tax</b>	<b>111,654,388</b>	<b>111,654,388</b>	<b>117,967,934</b>	<b>1,575.88</b>
	213,312,000	213,312,000	237,044,066	3,167 Check

<b>Council Tax - Sandwell M.B.C Only</b>				
Council Tax Base	74,387.79	74,387.79	74,858.45	Increase
Council Tax (Band A)	1,000.65	1,000.65	1,050.59	0.0499
Council Tax (Band B)	1,167.43	1,167.43	1,225.68	0.0499
Council Tax (Band C)	1,334.20	1,334.20	1,400.78	0.0499
Council Tax (Band D)	1,500.98	1,500.98	1,575.88	0.0499
Council Tax (Band E)	1,834.53	1,834.53	1,926.08	0.0499
Council Tax (Band F)	2,168.08	2,168.08	2,276.27	0.0499
Council Tax (Band G)	2,501.63	2,501.63	2,626.47	0.0499
Council Tax (Band H)	3,001.95	3,001.95	3,151.76	0.0499

# SANDWELL METROPOLITAN BOROUGH COUNCIL

## CENTRAL TARGET ITEMS

2022/2023  
Original  
Estimates  
£

### Resources

Local Welfare Provision	501,000
Pensions (Allowances, VPR, College Residuals, School Meals)	4,559,000
Payment to Wolverhampton : Former WMCC & WMRE	45,000
External Audit Fee	144,000
Joint Committee Servicing - Payment to Birmingham	19,000
A.M.A Local Authority Subscriptions	85,000
New Homes Bonus Grant	-786,000
Business Rates Compensation Grant (Section 31)	-28,253,330
Superannuation - Past Service	5,178,000
Bank Charges (Inc Debit & Credit Cards)	335,000
Airport Income	-100,000
Members Allowances	1,474,000
Coroners	352,000
Special Events	25,000
Insurance	-395,000
Templink	-429,000
Apprenticeship Levy	480,000
Public Law Fees	300,000
Safeguarding Fees	66,000
No Recourse To Public Funds	531,000
Combined Authority	1,660,000
ICT Licences	1,000,000
COVID Funding - Collection Fund Deficit	-1,900,000
COVID Funding - Airport Dividends	-1,488,000

**-16,597,330**

### Individual Schools Budgets

Building Schools For The Future	400,000
	<b>400,000</b>

### Adults Social Care

Market Sustainability & Fair Cost of Care Fund	-1,247,000
	<b>-1,247,000</b>

### Regeneration & Growth

Lower Tier Services Grant	-596,000
New Services Grant 2022/23	-7,015,000

**-7,611,000**

**TOTAL CENTRAL ITEMS**

**-25,055,330**

### Sandwell MBC : Levies

West Midlands Integrated Transport Levy	13,117,000
West Midlands Magistrates Courts	41,000
Environment Agency (Flood Defence Levy)	88,000

**13,246,000**

**TOTAL CENTRAL ITEMS + LEVIES**

**-11,809,330**



**SANDWELL METROPOLITAN BOROUGH COUNCIL**

**General Fund Summary 2022/23 - 2024/25**

	<b>Original Budget 2022/2023 £</b>	<b>Provisional Budget 2023/2024 £</b>	<b>Provisional Budget 2024/2025 £</b>
<b>Service Targets</b>			
Corporate Management	-204,000	-204,000	-204,000
Finance	9,483,000	9,483,000	9,483,000
Legal	2,162,000	2,193,000	2,228,000
Adult Social Care	81,511,000	81,609,000	81,633,000
Childrens	88,362,000	89,612,000	90,466,000
Public Health	64,000	64,000	64,000
Regeneration and the Economy	9,667,000	9,920,000	10,210,000
Housing & Assets	2,263,000	2,288,000	2,316,000
Business Strategy & Change	11,916,000	11,916,000	11,916,000
Borough Economy	63,558,000	63,302,000	64,015,000
<b>Total Service Targets</b>	<b>268,782,000</b>	<b>270,183,000</b>	<b>272,127,000</b>
Central Items	-25,055,000	-6,779,000	-6,776,000
Capital Charge Adjustment	-26,461,000	-26,461,000	-26,461,000
Revenue Contribution Towards Capital	0	0	0
Contingency	7,883,000	12,408,000	17,664,000
<b>Total Service Projections</b>	<b>225,149,000</b>	<b>249,351,000</b>	<b>256,554,000</b>
External Interest Payments	16,555,000	16,782,000	16,894,000
Interest / Dividend Receipts	-3,753,000	-4,752,000	-5,600,000
<b>Total Expenditure</b>	<b>237,951,000</b>	<b>261,381,000</b>	<b>267,848,000</b>
Changes in Balances - General	459,066	0	0
Changes in Balances - Services	0	0	0
Changes in Balances - Schools	0	0	0
Changes in Balances - Earmarked Funds	-14,612,000	0	0
<b>Net Cost of Borough Services</b>	<b>223,798,066</b>	<b>261,381,000</b>	<b>267,848,000</b>
West Midlands Passenger Transport Levy	13,117,000	13,117,000	13,117,000
West Midlands Magistrates Courts	41,000	41,000	41,000
Environment Agency (Flood Defence Levy)	88,000	88,000	88,000
<b>Net Borough Expenditure</b>	<b>237,044,066</b>	<b>274,627,000</b>	<b>281,094,000</b>
Less:			
<b>Funding:</b>			
Revenue Support Grant	0	0	0
Retained Business Rates	93,221,768	98,169,013	100,176,393
Business Rates Top Up	42,827,253	42,827,253	42,827,253
<b>Collection Fund Surplus/(Deficit) Resulting from:</b>			
Council Tax	56,284	0	0
National Non Domestic Rates	-17,029,173	-1,900,000	0
<b>Amount Raised From Council Tax</b>	<b>117,967,934</b>	<b>121,518,566</b>	<b>125,176,154</b>
<b>Total Funding</b>	<b>237,044,066</b>	<b>260,614,832</b>	<b>268,179,800</b>
<b>Forecast Surplus / (Deficit)</b>	<b>0</b>	<b>-14,012,168</b>	<b>-12,914,200</b>

# SANDWELL METROPOLITAN BOROUGH COUNCIL

## COUNCIL TAX 2022/2023

Band	Sandwell £	Fire £	Police £	Total £
A ( up to £40,000 )	1,050.59	45.35	125.03	1,220.97
B ( £40,000 to £52,000 )	1,225.69	52.91	145.87	1,424.47
C ( £52,000 to £68,000 )	1,400.78	60.47	166.71	1,627.96
D ( £68,000 to £88,000 )	1,575.88	68.03	187.55	1,831.46
E ( £88,000 to £120,000 )	1,926.08	83.14	229.23	2,238.45
F ( £120,000 to £160,000 )	2,276.27	98.26	270.91	2,645.44
G ( £160,000 to £320,000 )	2,626.47	113.38	312.58	3,052.43
H ( over £320,000 )	3,151.76	136.05	375.10	3,662.91

**NOTE : The Council Tax levels shown apply to properties with 2 or more adults.  
Single person households will pay 25% less than this.**

### 2022/2023 Increase

2021/22 Band D (£68,000 to 88,000)	1,500.98	63.04	177.55	1,741.57
2022/2023 (£) Increase	74.90	4.99	10.00	89.89
2022/2023 (%) Increase	4.99	7.92	5.63	5.16

**DIRECTORATE PLANNING - WHOLE BUDGET 2021/2025**

<b>Directorate: Adult Social Care</b>	<b>Director: Rashpal Bishop</b>
<b>Total No. of Units: 8</b>	

**SUMMARY SHEET**

<b>Context:</b>				
The Adult Social Care directorate supports the development of strong supportive communities that enable people, regardless of ability, to live as independently and as safely as possible.				
The service undertakes a range of activities including; assessments, the commissioning of care & support and the direct provision of care across a range settings. The service works collaboratively with Health to support people to live in their own homes longer, to prevent hospital admissions and to enable timely hospital discharges.				
Unit Description:	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
<b>Management Team</b>	<b>(1,164)</b>	1,377	1,377	1,377
<b>Business Management</b>	571	671	671	671
<b>Social Work &amp; Therapy</b>	4,417	4,425	4,427	4,429
<b>External Placements</b>	63,741	65,400	65,477	65,477
<b>Integrated Hub</b>	467	530	530	530
<b>Direct Services</b>	6,393	6,323	6,342	6,364
<b>Commissioning</b>	3,366	2,785	2,785	2,785
<b>Better Care Fund</b>	0	0	0	0
<b>* Total Net Target Budget:</b>	<b>77,791</b>	<b>81,511</b>	<b>81,609</b>	<b>81,633</b>
<b>* Staffing Levels:</b>	869	869	869	869
<b>* Total Full Time Equivalents</b>	710	710	710	710

Summary of Target Budget	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	25,131	27,736	27,736	27,736
Premises	690	690	711	735
Transport	380	379	379	379
Supplies & Services	38,675	39,100	39,100	39,020
Third Party	123,723	114,353	114,430	114,430
Transfer Payments	9,426	9,426	9,426	9,426
Capital Charges	596	284	284	284
<b>Total Gross Expenditure</b>	<b>198,621</b>	<b>191,968</b>	<b>192,066</b>	<b>192,010</b>
<b>INCOME:-</b>				
Specific Grants	40,003	30,232	30,232	30,232
Partner Contributions	36,063	34,917	34,917	34,917
Fees & Charges	14,523	14,954	14,954	14,954
Charges to Other Council Areas	30,241	30,354	30,354	30,274
Other	0	0	0	0
<b>Total Income</b>	<b>120,830</b>	<b>110,457</b>	<b>110,457</b>	<b>110,377</b>
<b>Net Target Budget</b>	<b>77,791</b>	<b>81,511</b>	<b>81,609</b>	<b>81,633</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Director:</b>		
<b>Adult Social Care</b>	<b>Management Team</b>	<b>Rashpal Bishop</b>		
<b>Context:</b>				
The directorate Management Team, incorporating the Director, Deputy Director, Service Managers and the Adult Social Care Covid grants for 2021/22 which have been distributed across the local provider market.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	(1,464)	1,202	1,202	1,202
Premises	0	0	0	0
Transport	2	2	2	2
Supplies & Services	485	214	214	214
Third Party	9,303	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	425	129	129	129
<b>Total Gross Expenditure</b>	<b>8,751</b>	<b>1,547</b>	<b>1,547</b>	<b>1,547</b>
<b>INCOME:-</b>				
Specific Grants	9,754	0	0	0
Partner Contributions	161	161	161	161
Fees & Charges	0	9	9	9
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>9,915</b>	<b>170</b>	<b>170</b>	<b>170</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>(1,164)</b>	<b>1,377</b>	<b>1,377</b>	<b>1,377</b>
<b>Staffing Levels:</b>	18	19	19	19
<b>Total Full Time Equivalent</b>	17	18	18	18
<b>DIRECTORATE</b>				
<b>Adult Social Care</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
	<b>Business Management</b>	<b>Rashpal Bishop</b>		
<b>Context:</b>				
Incorporates facilities management and Interpreters service				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	437	536	536	536
Premises	24	25	25	25
Transport	1	1	1	1
Supplies & Services	109	109	109	109
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>571</b>	<b>671</b>	<b>671</b>	<b>671</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>571</b>	<b>671</b>	<b>671</b>	<b>671</b>
<b>Staffing Levels:</b>	9	9	9	9
<b>Total Full Time Equivalent</b>	7	7	7	7

<b>DIRECTORATE</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Adult Social Care</b>	<b>Social Work &amp; Therapy</b>		<b>Graham Terry</b>	
<b>Context:</b>				
Borough wide Social Work Teams, the Safeguarding team and Therapy Services. The service works with people in need to support them to restore, maintain or enhance their independence and where necessary to help them transition to long term support.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	8,772	8,778	8,778	8,778
Premises	155	157	159	161
Transport	56	56	56	56
Supplies & Services	642	722	722	642
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>9,625</b>	<b>9,713</b>	<b>9,715</b>	<b>9,637</b>
<b>INCOME:-</b>				
Specific Grants	40	40	40	40
Partner Contributions	0	0	0	0
Fees & Charges	74	74	74	74
Charges to Other Council Areas	5,094	5,174	5,174	5,094
Other	0	0	0	0
<b>Total Income</b>	<b>5,208</b>	<b>5,288</b>	<b>5,288</b>	<b>5,208</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>4,417</b>	<b>4,425</b>	<b>4,427</b>	<b>4,429</b>
<b>Staffing Levels:</b>	231	232	232	232
<b>Total Full Time Equivalent</b>	204	203	203	203
<b>DIRECTORATE</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Adult Social Care</b>	<b>External Placements</b>		<b>Graham Terry</b>	
<b>Context:</b>				
Externally commissioned packages of care and support and the resources for self-directed support (direct payments) for adults with assessed care needs.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	241	0	0	0
Premises	0	0	0	0
Transport	61	61	61	61
Supplies & Services	238	238	238	238
Third Party	95,016	95,540	95,617	95,617
Transfer Payments	9,286	9,286	9,286	9,286
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>104,842</b>	<b>105,125</b>	<b>105,202</b>	<b>105,202</b>
<b>INCOME:-</b>				
Specific Grants	7,756	7,064	7,064	7,064
Partner Contributions	7,403	6,290	6,290	6,290
Fees & Charges	13,507	13,936	13,936	13,936
Charges to Other Council Areas	12,435	12,435	12,435	12,435
Other	0	0	0	0
<b>Total Income</b>	<b>41,101</b>	<b>39,725</b>	<b>39,725</b>	<b>39,725</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>63,741</b>	<b>65,400</b>	<b>65,477</b>	<b>65,477</b>
<b>Staffing Levels:</b>	0	0	0	0
<b>Total Full Time Equivalent</b>	0	0	0	0

<b>DIRECTORATE</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Adult Social Care</b>	<b>Integrated Hub</b>		<b>Colin Marsh</b>	
<b>Context:</b>				
The social work teams supporting hospital discharges and the Short Term Assessment & Reablement Team (STAR) which provides time limited support for people in their own home following a stay in hospital.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	6,493	6,556	6,556	6,556
Premises	149	149	149	149
Transport	114	114	114	114
Supplies & Services	223	223	223	223
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>6,979</b>	<b>7,042</b>	<b>7,042</b>	<b>7,042</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	6,512	6,512	6,512	6,512
Other	0	0	0	0
<b>Total Income</b>	<b>6,512</b>	<b>6,512</b>	<b>6,512</b>	<b>6,512</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>467</b>	<b>530</b>	<b>530</b>	<b>530</b>
<b>Staffing Levels:</b>	243	243	243	243
<b>Total Full Time Equivalent</b>	194	194	194	194

<b>DIRECTORATE</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Adult Social Care</b>	<b>Direct Services</b>		<b>Colin Marsh</b>	
<b>Context:</b>				
A range of directly provided care services including residential, extra care, day-care and the Joint Equipment Store. The service objectives are to support people to live as independently as possible and to prevent earlier than necessary escalation to more intensive support.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	8,741	8,745	8,745	8,745
Premises	309	306	325	347
Transport	135	135	135	135
Supplies & Services	2,105	2,050	2,050	2,050
Third Party	48	48	48	48
Transfer Payments	0	0	0	0
Capital Charges	162	146	146	146
<b>Total Gross Expenditure</b>	<b>11,500</b>	<b>11,430</b>	<b>11,449</b>	<b>11,471</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	191	158	158	158
Fees & Charges	935	935	935	935
Charges to Other Council Areas	3,981	4,014	4,014	4,014
Other	0	0	0	0
<b>Total Income</b>	<b>5,107</b>	<b>5,107</b>	<b>5,107</b>	<b>5,107</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>6,393</b>	<b>6,323</b>	<b>6,342</b>	<b>6,364</b>
<b>Staffing Levels:</b>	332	330	330	330
<b>Total Full Time Equivalent</b>	254	254	254	254

<b>DIRECTORATE</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Adult Social Care</b>	<b>Commissioning</b>		<b>Chris Guest</b>	
<b>Context:</b>				
The Commissioning Team which oversees the development of value for money services that enable people to live safe and independent lives. The team manages a number of block contracts for care and support and has responsibility for the design and delivery of the carers offer within the borough.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	1,707	1,715	1,715	1,715
Premises	0	0	0	0
Transport	11	10	10	10
Supplies & Services	1,940	1,935	1,935	1,935
Third Party	1,953	1,362	1,362	1,362
Transfer Payments	140	140	140	140
Capital Charges	9	9	9	9
<b>Total Gross Expenditure</b>	<b>5,760</b>	<b>5,171</b>	<b>5,171</b>	<b>5,171</b>
<b>INCOME:-</b>				
Specific Grants	109	108	108	108
Partner Contributions	59	59	59	59
Fees & Charges	7	0	0	0
Charges to Other Council Areas	2,219	2,219	2,219	2,219
Other	0	0	0	0
<b>Total Income</b>	<b>2,394</b>	<b>2,386</b>	<b>2,386</b>	<b>2,386</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>3,366</b>	<b>2,785</b>	<b>2,785</b>	<b>2,785</b>
<b>Staffing Levels:</b>	34	34	34	34
<b>Total Full Time Equivalent</b>	32	32	32	32
<b>DIRECTORATE</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Adult Social Care</b>	<b>Better Care Fund</b>		<b>Chris Guest</b>	
<b>Context:</b>				
A Pool Budget hosted by the local authority and managed in partnership with the Black Country & West Birmingham CCG. The main focus is the management of patient flow through the promotion of independence, hospital avoidance, timely discharge and a range of reablement opportunities.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	204	204	204	204
Premises	53	53	53	53
Transport	0	0	0	0
Supplies & Services	32,933	33,609	33,609	33,609
Third Party	17,403	17,403	17,403	17,403
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>50,593</b>	<b>51,269</b>	<b>51,269</b>	<b>51,269</b>
<b>INCOME:-</b>				
Specific Grants	22,344	23,020	23,020	23,020
Partner Contributions	28,249	28,249	28,249	28,249
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>50,593</b>	<b>51,269</b>	<b>51,269</b>	<b>51,269</b>
<b>Net Expenditure - GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Staffing Levels:</b>	2	2	2	2
<b>Total Full Time Equivalent</b>	2	2	2	2

	<b>Total Adult Social Care, Health &amp; Wellbeing</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
	Employees	25,131	27,736	27,736	27,736
	Premises	690	690	711	735
	Transport	380	379	379	379
	Supplies & Services	38,675	39,100	39,100	39,020
	Third Party	123,723	114,353	114,430	114,430
	Transfer Payments	9,426	9,426	9,426	9,426
	Capital Charges	596	284	284	284
	<b>Total Gross Expenditure</b>	<b>198,621</b>	<b>191,968</b>	<b>192,066</b>	<b>192,010</b>
	<b>INCOME:-</b>				
	Specific Grants	40,003	30,232	30,232	30,232
	Partner Contributions	36,063	34,917	34,917	34,917
	Fees & Charges	14,523	14,954	14,954	14,954
	Charges to Other Council Areas	30,241	30,354	30,354	30,274
	Other	0	0	0	0
	<b>Total Income</b>	<b>120,830</b>	<b>110,457</b>	<b>110,457</b>	<b>110,377</b>
	<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>77,791</b>	<b>81,511</b>	<b>81,609</b>	<b>81,633</b>
	<b>Staffing Levels: (1)</b>	869	869	869	869
	<b>Total Full Time Equivalent (1)</b>	710	710	710	710



**DIRECTORATE PLANNING - WHOLE BUDGET 2022/2025**

V01

<b>Directorate: Borough Economy</b>	<b>Director: Alice Davey</b>
<b>Total No. of Units: 6</b>	

**Context:**  
The directorate is responsible for driving the neighbourhood delivery agenda. The focus will be on maximising opportunities within each Town to transform local services delivered at a local level to ensure that they are meeting residents' needs within towns as well as providing the shared space where wider community activity can thrive and develop.

<b>Unit Description:</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
<b>Tourism, Culture &amp; Leisure</b>	10,183	9,723	8,820	8,936
<b>Commercial Services</b>	4,118	3,991	4,138	4,168
<b>Regulated Services</b>	3,435	3,403	3,404	3,405
<b>Highways Services</b>	15,250	16,649	17,148	17,714
<b>Waste Partnership</b>	29,489	29,643	29,643	29,643
<b>Directorate Management</b>	149	149	149	149
<b>* Total Net Target Budget:</b>	<b>62,625</b>	<b>63,558</b>	<b>63,302</b>	<b>64,015</b>
<b>* Staffing Levels:</b>	576	566	566	566
<b>* Total Full Time Equivalents</b>	441	439	439	439

<b>Summary of Target Budget</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	17,893	17,806	17,806	17,806
Premises	2,596	2,742	2,897	3,083
Transport	2,482	2,274	2,381	2,363
Supplies & Services	45,776	46,701	47,230	47,822
Third Party	4,250	4,068	3,068	3,068
Transfer Payments	0	0	0	0
Capital Charges	13,435	13,657	13,657	13,657
<b>Total Gross Expenditure</b>	<b>86,432</b>	<b>87,248</b>	<b>87,039</b>	<b>87,799</b>
<b>INCOME:-</b>				
Specific Grants	2,589	2,536	2,537	2,536
Partner Contributions	1,533	1,520	1,558	1,597
Fees & Charges	10,587	10,470	10,470	10,470
Charges to Other Council Areas	9,098	9,164	9,172	9,181
Other	0	0	0	0
<b>Total Income</b>	<b>23,807</b>	<b>23,690</b>	<b>23,737</b>	<b>23,784</b>
<b>Net Target Budget</b>	<b>62,625</b>	<b>63,558</b>	<b>63,302</b>	<b>64,015</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE</b> Borough Economy	<b>UNIT:</b> Tourism, Culture & Leisure	<b>Service Manager:</b> Jane Lilystone		
<b>Context:</b> This includes the libraries and archives service, museums and arts, PE & Sports including the contractual payments to Sandwell Leisure Trust and Places Leisure. It also includes Sandwell Valley and Shows & Events.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	4,594	4,616	4,616	4,616
Premises	1,265	1,345	1,442	1,558
Transport	55	51	51	51
Supplies & Services	1,628	1,465	1,465	1,465
Third Party	4,250	4,068	3,068	3,068
Transfer Payments	0	0	0	0
Capital Charges	2,304	2,304	2,304	2,304
<b>Total Gross Expenditure</b>	<b>14,096</b>	<b>13,849</b>	<b>12,946</b>	<b>13,062</b>
<b>INCOME:-</b>				
Specific Grants	1,208	1,208	1,208	1,208
Partner Contributions	33	1	1	1
Fees & Charges	1,819	2,058	2,058	2,058
Charges to Other Council Areas	853	859	859	859
Other	0	0	0	0
<b>Total Income</b>	<b>3,913</b>	<b>4,126</b>	<b>4,126</b>	<b>4,126</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>10,183</b>	<b>9,723</b>	<b>8,820</b>	<b>8,936</b>
<b>Staffing Levels: (1)</b>	209	203	203	203
<b>Total Full Time Equivalent (1)</b>	135	135	135	135

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Borough Economy	<b>UNIT:</b> Commercial Services	<b>Service Manager:</b> Gary Charlton		
<b>Context:</b> This service maintains the public parks and green spaces including prestige sites such as Dartmouth Park. It delivers the grounds maintenance service for the borough and includes the centralised costs of the fleet service for the council.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	4,982	4,991	4,991	4,991
Premises	444	494	535	583
Transport	1,972	1,769	1,876	1,858
Supplies & Services	915	918	918	918
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	2,405	2,405	2,405	2,405
<b>Total Gross Expenditure</b>	<b>10,718</b>	<b>10,577</b>	<b>10,725</b>	<b>10,755</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	38	38	38
Fees & Charges	1,958	1,987	1,987	1,987
Charges to Other Council Areas	4,641	4,562	4,562	4,562
Other	0	0	0	0
<b>Total Income</b>	<b>6,599</b>	<b>6,587</b>	<b>6,587</b>	<b>6,587</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>4,119</b>	<b>3,990</b>	<b>4,138</b>	<b>4,168</b>
<b>Staffing Levels: (1)</b>	156	156	156	156
<b>Total Full Time Equivalent (1)</b>	137	137	137	137

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> <b>Borough Economy</b>	<b>UNIT:</b> <b>Regulated Services</b>	<b>Service Manager:</b> <b>Nicola Plant</b>		
<b>Context:</b> A range of services responsible for protecting Sandwell residents and communities by ensuring businesses, landlords, residents and people working in the borough abide by the laws and regulations applicable to the wide array of activities they are involved in.				
<b>Target Budget Line</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>
	<b>2021/22</b> <b>£'000</b>	<b>2022/23</b> <b>£'000</b>	<b>2023/24</b> <b>£'000</b>	<b>2024/25</b> <b>£'000</b>
Employees	4,880	4,747	4,747	4,747
Premises	77	78	79	80
Transport	274	274	274	274
Supplies & Services	2,276	2,383	2,383	2,383
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	33	33	33	33
<b>Total Gross Expenditure</b>	<b>7,540</b>	<b>7,515</b>	<b>7,516</b>	<b>7,517</b>
<b>INCOME:-</b>				
Specific Grants	1,343	1,289	1,289	1,289
Partner Contributions	188	188	188	188
Fees & Charges	1,712	1,772	1,772	1,772
Charges to Other Council Areas	862	861	862	862
Other	0	0	0	0
<b>Total Income</b>	<b>4,105</b>	<b>4,110</b>	<b>4,111</b>	<b>4,111</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,435</b>	<b>3,405</b>	<b>3,405</b>	<b>3,406</b>
<b>Staffing Levels: (1)</b>	96	96	96	96
<b>Total Full Time Equivalent (1)</b>	88	88	88	88

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> <b>Borough Economy</b>	<b>UNIT:</b> <b>Highways Services</b>	<b>Service Manager:</b> <b>Robin Weare</b>		
<b>Context:</b> This includes car parking, flood protection, highways maintenance, road casualty reduction, highways planning and development, engineers and highways consultancy and traffic management and road safety.				
<b>Target Budget Line</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>
	<b>2021/22</b> <b>£'000</b>	<b>2022/23</b> <b>£'000</b>	<b>2023/24</b> <b>£'000</b>	<b>2024/25</b> <b>£'000</b>
Employees	3,288	3,304	3,304	3,304
Premises	810	824	842	862
Transport	180	180	180	180
Supplies & Services	9,389	10,146	10,628	11,172
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	8,694	8,916	8,916	8,916
<b>Total Gross Expenditure</b>	<b>22,361</b>	<b>23,370</b>	<b>23,870</b>	<b>24,434</b>
<b>INCOME:-</b>				
Specific Grants	38	38	38	38
Partner Contributions	15	15	15	15
Fees & Charges	5,044	4,654	4,654	4,654
Charges to Other Council Areas	2,013	2,013	2,013	2,013
Other	0	0	0	0
<b>Total Income</b>	<b>7,110</b>	<b>6,720</b>	<b>6,720</b>	<b>6,720</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>15,251</b>	<b>16,650</b>	<b>17,150</b>	<b>17,714</b>
<b>Staffing Levels: (1)</b>	114	110	110	110
<b>Total Full Time Equivalent (1)</b>	80	78	78	78

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Borough Economy	<b>UNIT:</b> Waste Partnership		<b>Service Manager:</b> Gary Charlton	
<b>Context:</b> This budget relates to the Serco Waste contract.				
<b>Target Budget Line</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Employees	0	0	0	0
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	31,568	31,790	31,837	31,885
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>31,568</b>	<b>31,790</b>	<b>31,837</b>	<b>31,885</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	1,297	1,278	1,316	1,356
Fees & Charges	53	0	0	0
Charges to Other Council Areas	729	869	878	886
Other	0	0	0	0
<b>Total Income</b>	<b>2,079</b>	<b>2,147</b>	<b>2,194</b>	<b>2,242</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>29,489</b>	<b>29,643</b>	<b>29,643</b>	<b>29,643</b>
<b>Staffing Levels: (1)</b>				
<b>Total Full Time Equivalent (1)</b>				

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Borough Economy	<b>UNIT:</b> Directorate Management		<b>Service Manager:</b> Alice Davey	
<b>Context:</b> This budget is related to the Director of Borough Economy.				
<b>Target Budget Line</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Employees	149	149	149	149
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>149</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>149</b>
<b>Staffing Levels: (1)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Full Time Equivalent (1)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Borough Economy	<b>UNIT:</b>		<b>Service Manager:</b>	
<b>Context:</b>				
<b>Target Budget Line</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>	<b>Target Budget</b>
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Employees	17,893	17,806	17,806	17,806
Premises	2,596	2,742	2,897	3,083
Transport	2,482	2,274	2,381	2,363
Supplies & Services	45,776	46,701	47,230	47,822
Third Party	4,250	4,068	3,068	3,068
Transfer Payments	0	0	0	0
Capital Charges	13,435	13,657	13,657	13,657
<b>Total Gross Expenditure</b>	<b>86,432</b>	<b>87,248</b>	<b>87,039</b>	<b>87,799</b>
<b>INCOME:-</b>				
Specific Grants	2,589	2,536	2,537	2,536
Partner Contributions	1,533	1,520	1,558	1,597
Fees & Charges	10,587	10,470	10,470	10,470
Charges to Other Council Areas	9,098	9,164	9,172	9,181
Other	0	0	0	0
<b>Total Income</b>	<b>23,807</b>	<b>23,690</b>	<b>23,737</b>	<b>23,784</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>62,625</b>	<b>63,558</b>	<b>63,302</b>	<b>64,015</b>
<b>Staffing Levels: (1)</b>	576	566	566	566
<b>Total Full Time Equivalent (1)</b>	441	439	439	439

**DIRECTORATE PLANNING - WHOLE BUDGET 2022/2025**

V01

<b>Directorate: Business Strategy and Change</b>	<b>Director: Neil Cox</b>
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**Total No. of Units: 4**

**Divisional Context:**

The Business Strategy and Change directorate consists of four distinct areas providing a range of functions both front facing and back office. With budget cuts and a change in working methods the council is going through a massive transformation right now. The services within Business Strategy and Change have a wide range of both internal and external customers with conflicting needs and priorities. These services need to be resilient but flexible enough, in order that they can rise to the challenge of continuous change so that they can shape, influence and drive the council forward.

<b>Unit Description:</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
<b>Director</b>	149	149	149	149
<b>ICT</b>	6,201	5,271	5,271	5,271
<b>Human Resources</b>	3,347	3,662	3,662	3,662
<b>Service Improvement and Communications</b>	1,946	2,178	2,178	2,178
<b>Business Excellence</b>	809	656	656	656
<b>* Total Net Target Budget:</b>	<b>12,452</b>	<b>11,916</b>	<b>11,916</b>	<b>11,916</b>
<b>* Staffing Levels:</b>	362	355	355	355
<b>* Total Full Time Equivalents</b>	344	336	336	336

<b>Summary of Target Budget</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	14,398	14,334	14,334	14,334
Premises	75	75	75	75
Transport	19	17	17	17
Supplies & Services	6,443	6,099	6,099	6,099
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	1,637	1,171	1,171	1,171
<b>Total Gross Expenditure</b>	<b>22,572</b>	<b>21,696</b>	<b>21,696</b>	<b>21,696</b>
<b>INCOME:-</b>				
Specific Grants	115	115	115	115
Partner Contributions	0	0	0	0
Fees & Charges	2,485	2,106	2,106	2,106
Charges to Other Council Areas	7,520	7,559	7,559	7,559
Other	0	0	0	0
<b>Total Income</b>	<b>10,120</b>	<b>9,780</b>	<b>9,780</b>	<b>9,780</b>
<b>Net Target Budget</b>	<b>12,452</b>	<b>11,916</b>	<b>11,916</b>	<b>11,916</b>

<b>Central Items</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>
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The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE</b> Business Strategy and Change	<b>UNIT:</b> Director	<b>Service Manager:</b> Neil Cox		
<b>Divisional Context:</b> The Business Strategy and Change directorate consists of four areas providing a range of functions both front facing and back office. These services include ICT, Human Resources, Service Improvement and Communications and Business Excellence.				
<b>Target Budget Line</b>	<b>Target Budget</b> 2021/22 £'000	<b>Target Budget</b> 2022/23 £'000	<b>Target Budget</b> 2023/24 £'000	<b>Target Budget</b> 2024/25 £'000
Employees	149	149	149	149
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>149</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>149</b>
<b>Staffing Levels: (1)</b>	1	1	1	1
<b>Total Full Time Equivalent (1)</b>	1	1	1	1

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Business Change and Strategy	<b>UNIT:</b> ICT	<b>Service Manager:</b> Sue Knowles		
<b>Divisional Context:</b> Information and Communication Technology (ICT) is responsible for a range of activities ranging from the development and review of the council's ICT and Digital Strategies to the day-to-day support and maintenance of the ICT infrastructure and digital transformation.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	4,778	4,379	4,379	4,379
Premises	0	0	0	0
Transport	9	9	9	9
Supplies & Services	2,649	2,584	2,584	2,584
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	1,637	1,171	1,171	1,171
<b>Total Gross Expenditure</b>	<b>9,073</b>	<b>8,143</b>	<b>8,143</b>	<b>8,143</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	816	816	816	816
Charges to Other Council Areas	2,056	2,056	2,056	2,056
Other	0	0	0	0
<b>Total Income</b>	<b>2,872</b>	<b>2,872</b>	<b>2,872</b>	<b>2,872</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>6,201</b>	<b>5,271</b>	<b>5,271</b>	<b>5,271</b>
<b>Staffing Levels: (1)</b>	98	95	95	95
<b>Total Full Time Equivalent (1)</b>	96	93	93	93

(1) (Totals to be transferred to overall summary doc.)



<b>DIRECTORATE</b> Business Strategy and Change	<b>UNIT:</b> Human Resources		<b>Service Manager:</b> Sue Stanhope	
<b>Divisional Context:</b> Human Resources delivers a wide range of excellent services to the council including: Learning & Development, Advisory and Resourcing, Occupational Health & Employee Benefits Scheme. They also offer a range of services to schools and Academies				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	4,766	4,901	4,901	4,901
Premises	0	0	0	0
Transport	1	1	1	1
Supplies & Services	1,893	1,694	1,694	1,694
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>6,660</b>	<b>6,596</b>	<b>6,596</b>	<b>6,596</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	1,524	1,145	1,145	1,145
Charges to Other Council Areas	1,789	1,789	1,789	1,789
Other	0	0	0	0
<b>Total Income</b>	<b>3,313</b>	<b>2,934</b>	<b>2,934</b>	<b>2,934</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,347</b>	<b>3,662</b>	<b>3,662</b>	<b>3,662</b>
<b>Staffing Levels: (1)</b>	133	131	131	131
<b>Total Full Time Equivalent (1)</b>	127	125	125	125

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Business Strategy and Change	<b>UNIT:</b> Service Improvement and Communications		<b>Service Manager:</b> Kate Ashley / Vacant / Sue Knowles / Helen Green	
<b>Divisional Context:</b> Service Improvement and Communications is made up of services who deliver a wide range of excellent services to all the communities of Sandwell alongside working on Corporate Strategies and the council's Performance Management Framework. This includes Service Improvement, Communications, Performance Teams and Statutory Complaints				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	2,396	2,660	2,660	2,660
Premises	0	0	0	0
Transport	7	6	6	6
Supplies & Services	282	245	245	245
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>2,685</b>	<b>2,911</b>	<b>2,911</b>	<b>2,911</b>
<b>INCOME:-</b>				
Specific Grants	115	115	115	115
Partner Contributions	0	0	0	0
Fees & Charges	22	22	22	22
Charges to Other Council Areas	602	596	596	596
Other	0	0	0	0
<b>Total Income</b>	<b>739</b>	<b>733</b>	<b>733</b>	<b>733</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>1,946</b>	<b>2,178</b>	<b>2,178</b>	<b>2,178</b>
<b>Staffing Levels: (1)</b>	51	51	51	51
<b>Total Full Time Equivalent (1)</b>	50	50	50	50

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Business Strategy and Change	<b>UNIT:</b> Business Excellence	<b>Service Manager:</b> Helen Green / Kate Ashley		
<b>Divisional Context:</b> Business Excellence covers a range of front facing services including the Conact Centre, One Stop Shop and Customer Focus. It also contains the Voluntary Sector Grants for SCVO and Local Area Budgets.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	2,309	2,245	2,245	2,245
Premises	75	75	75	75
Transport	2	1	1	1
Supplies & Services	1,619	1,576	1,576	1,576
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>4,005</b>	<b>3,897</b>	<b>3,897</b>	<b>3,897</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	123	123	123	123
Charges to Other Council Areas	3,073	3,118	3,118	3,118
Other	0	0	0	0
<b>Total Income</b>	<b>3,196</b>	<b>3,241</b>	<b>3,241</b>	<b>3,241</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>809</b>	<b>656</b>	<b>656</b>	<b>656</b>
<b>Staffing Levels: (1)</b>	79	77	77	77
<b>Total Full Time Equivalent (1)</b>	70	68	68	68

(1) (Totals to be transferred to overall summary doc.)

<b>Total Business Strategy and Change</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	14,398	14,334	14,334	14,334
Premises	75	75	75	75
Transport	19	17	17	17
Supplies & Services	6,443	6,099	6,099	6,099
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	1,637	1,171	1,171	1,171
<b>Total Gross Expenditure</b>	<b>22,572</b>	<b>21,696</b>	<b>21,696</b>	<b>21,696</b>
<b>INCOME:-</b>				
Specific Grants	115	115	115	115
Partner Contributions	0	0	0	0
Fees & Charges	2,485	2,106	2,106	2,106
Charges to Other Council Areas	7,520	7,559	7,559	7,559
Other	0	0	0	0
<b>Total Income</b>	<b>10,120</b>	<b>9,780</b>	<b>9,780</b>	<b>9,780</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>12,452</b>	<b>11,916</b>	<b>11,916</b>	<b>11,916</b>
<b>Staffing Levels: (1)</b>	362	355	355	355
<b>Total Full Time Equivalent (1)</b>	344	336	336	336

**DIRECTORATE PLANNING - WHOLE BUDGET 2021/2025**

Directorate: Children's Services

Director: Michael Jarrett

Total Number of Units: 5

**SUMMARY SHEET**

**Context:**

Children's Services provides Early Help, Education, Skills and Employment support for the children and young people of Sandwell. The service consists of two interconnected areas: Early Help and Education, Skills and Employment. From 1 April 2018, the Children's Social Care element of Children's Services will be delivered by Sandwell's Children's Trust which is independent to the council.

Unit Description:	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Director of Children's Services	14,779	14,600	14,615	15,469
Education Support Services	1,837	1,701	1,701	1,701
Learning Improvement	3,288	2,792	2,792	2,792
Inclusive Learning	6,384	8,274	8,274	8,274
Sandwell Children's Trust	58,549	60,995	62,230	62,230
<b>* Total Net Target Budget:</b>	<b>84,837</b>	<b>88,362</b>	<b>89,612</b>	<b>90,466</b>
<b>* Staffing Levels:</b>	<b>455</b>	<b>452</b>	<b>452</b>	<b>452</b>
<b>* Total Full Time Equivalents</b>	<b>340</b>	<b>334</b>	<b>334</b>	<b>334</b>

Summary of Divisional Target Budget	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	14,733	14,373	14,373	14,373
Premises	919	920	935	887
Transport	5,938	7,807	7,807	7,807
Supplies & Services	8,871	6,939	6,939	7,841
Third Party	69,308	71,802	73,037	73,037
Transfer Payments	0	0	0	0
Capital Charges	10,040	9,685	9,685	9,685
<b>Total Gross Expenditure</b>	<b>109,808</b>	<b>111,526</b>	<b>112,776</b>	<b>113,630</b>
<b>INCOME:-</b>				
Specific Grants	10,155	9,651	9,651	9,651
Partner Contributions	3,262	1,524	1,524	1,524
Fees & Charges	990	1,208	1,208	1,208
Other	1,989	2,093	2,093	2,093
Recharges - Non GRF	8,575	8,688	8,688	8,688
<b>Total Income</b>	<b>24,971</b>	<b>23,164</b>	<b>23,164</b>	<b>23,164</b>
<b>Net Target Budget</b>	<b>84,837</b>	<b>88,362</b>	<b>89,612</b>	<b>90,466</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE:</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
Children's Services	Director of Children's Services		Michael Jarrett	
<b>Context:</b>				
Director of Children's Services includes the following key services:				
<ul style="list-style-type: none"> <li>• Director of Children's Services and Client Team</li> <li>• Children's Centres</li> <li>• Other Commissioned Services</li> <li>• Youth Services</li> </ul>				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	1,523	1,492	1,492	1,492
Premises	564	564	579	531
Transport	11	11	11	11
Supplies & Services	3,668	3,893	3,893	4,795
Third Party	1,280	1,328	1,328	1,328
Transfer Payments	0	0	0	0
Capital Charges	9,690	9,335	9,335	9,335
<b>Total Gross Expenditure</b>	<b>16,736</b>	<b>16,623</b>	<b>16,638</b>	<b>17,492</b>
<b>INCOME:-</b>				
Specific Grants	138	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	54	173	173	173
Other	0	0	0	0
Recharges - Non GRF	1,765	1,850	1,850	1,851
<b>Total Income</b>	<b>1,957</b>	<b>2,023</b>	<b>2,023</b>	<b>2,023</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>14,779</b>	<b>14,600</b>	<b>14,615</b>	<b>15,469</b>
<b>Staffing Levels: (1)</b>	<b>94</b>	<b>92</b>	<b>92</b>	<b>92</b>
<b>Total Full Time Equivalent (1)</b>	<b>32</b>	<b>30</b>	<b>30</b>	<b>30</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE:</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
Children's Services	Education Support Services		Sue Moore	
<b>Context:</b>				
Education Support Services encompasses 4 discreet service areas all of which contribute to the education directorate's objectives of learning support and school improvement across Sandwell. These service areas are:				
<ul style="list-style-type: none"> <li>• School Organisation and Development (which has a responsibility for forecasting pupil numbers and planning and providing new, quality school places)</li> <li>• Attendance and Prosecution (which supports pupils, families and schools in improving attendance)</li> <li>• School admissions and appeals (undertakes a coordinating role between all admission authorities, assisting parents in making realistic preferences and supporting the appeals process)</li> <li>• Education Benefits (supporting families and schools in assessing free school meal eligibility and entitlement to transport) and Residential Centres (providing residential placements for children at 4 out of borough centres)</li> </ul>				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	4,311	4,272	4,272	4,272
Premises	245	246	246	246
Transport	268	267	267	267
Supplies & Services	744	751	751	751
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	283	283	283	283
<b>Total Gross Expenditure</b>	<b>5,851</b>	<b>5,819</b>	<b>5,819</b>	<b>5,819</b>
<b>INCOME:-</b>				
Specific Grants	32	32	32	32
Partner Contributions	0	0	0	0
Fees & Charges	215	215	215	215
Other	1,989	2,093	2,093	2,093
Recharges - Non GRF	1,778	1,778	1,778	1,778
<b>Total Income</b>	<b>4,014</b>	<b>4,118</b>	<b>4,118</b>	<b>4,118</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>1,837</b>	<b>1,701</b>	<b>1,701</b>	<b>1,701</b>
<b>Staffing Levels: (1)</b>	<b>128</b>	<b>130</b>	<b>130</b>	<b>130</b>
<b>Total Full Time Equivalent (1)</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE:</b> Children's Services	<b>UNIT:</b> Learning Improvement	<b>Service Manager:</b> Andrew Timmins		
<b>Context:</b> School Improvement provides challenge and support for all phases including primary, secondary, special schools and				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	7,439	7,130	7,130	7,130
Premises	46	46	46	46
Transport	38	38	38	38
Supplies & Services	4,285	2,120	2,120	2,120
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	66	66	66	66
<b>Total Gross Expenditure</b>	<b>11,874</b>	<b>9,400</b>	<b>9,400</b>	<b>9,400</b>
<b>INCOME:-</b>				
Specific Grants	507	141	141	141
Partner Contributions	3,262	1,524	1,524	1,524
Fees & Charges	721	820	820	820
Other	0	0	0	0
Recharges - Non GRF	4,096	4,123	4,123	4,123
<b>Total Income</b>	<b>8,586</b>	<b>6,608</b>	<b>6,608</b>	<b>6,608</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,288</b>	<b>2,792</b>	<b>2,792</b>	<b>2,792</b>
<b>Staffing Levels: (1)</b>	<b>208</b>	<b>205</b>	<b>205</b>	<b>205</b>
<b>Total Full Time Equivalent (1)</b>	<b>175</b>	<b>171</b>	<b>171</b>	<b>171</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE:</b> Children's Services	<b>UNIT:</b> Inclusive Learning	<b>Service Manager:</b> Moira Tallents/Mel Barnett		
<b>Context</b> Inclusive Learning supports vulnerable children and young people to achieve positive outcomes and engage in learning. In order to achieve this, it provides a number of key services. These include: •Inclusion Support provides advice guidance, information and support to parents, carers and schools regarding children and young people who may have a broad spectrum of special educational needs •Exclusions Service enabling the local authority to dispatch its statutory responsibilities in relation to the exclusion of school aged pupils •SEN Home to School Transport				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	1,460	1,479	1,479	1,479
Premises	63	63	63	63
Transport	5,621	7,492	7,492	7,492
Supplies & Services	175	175	175	175
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>7,319</b>	<b>9,209</b>	<b>9,209</b>	<b>9,209</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Other	0	0	0	0
Recharges - Non GRF	935	935	935	935
<b>Total Income</b>	<b>935</b>	<b>935</b>	<b>935</b>	<b>935</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>6,384</b>	<b>8,274</b>	<b>8,274</b>	<b>8,274</b>
<b>Staffing Levels: (1)</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Total Full Time Equivalent (1)</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE:</b>	<b>UNIT:</b>		<b>Service Manager:</b>	
Sandwell Childrens Trust	Director of Children's Services		Michael Jarrett	
<b>Context:</b>				
Director of Children's Services includes the following key services:				
• Sandwell Childrens Trust Contract				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	0	0	0	0
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party	68,028	70,474	71,709	71,709
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>68,028</b>	<b>70,474</b>	<b>71,709</b>	<b>71,709</b>
<b>INCOME:-</b>				
Specific Grants	9,479	9,479	9,479	9,479
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Other	0	0	0	0
Recharges - Non GRF	0	0	0	0
<b>Total Income</b>	<b>9,479</b>	<b>9,479</b>	<b>9,479</b>	<b>9,479</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>58,549</b>	<b>60,995</b>	<b>62,230</b>	<b>62,230</b>
<b>Staffing Levels: (1)</b>				
<b>Total Full Time Equivalent (1)</b>				

(1) (Totals to be transferred to overall summary doc.)

TOTAL Target Budget Line	Target Budget £'000	Target Budget £'000	Target Budget £'000	Target Budget £'000
Employees	14,733	14,373	14,373	14,373
Premises	919	920	935	887
Transport	5,938	7,807	7,807	7,807
Supplies & Services	8,871	6,939	6,939	7,841
Third Party	69,308	71,802	73,037	73,037
Transfer Payments	0	0	0	0
Capital Charges	10,040	9,685	9,685	9,685
<b>Total Gross Expenditure</b>	<b>109,808</b>	<b>111,526</b>	<b>112,776</b>	<b>113,630</b>
<b>INCOME:-</b>				
Specific Grants	10,156	9,651	9,651	9,651
Partner Contributions	3,262	1,524	1,524	1,524
Fees & Charges	990	1,208	1,208	1,208
Other	1,989	2,093	2,093	2,093
Recharges - Non GRF	8,575	8,688	8,688	8,688
<b>Total Income</b>	<b>24,971</b>	<b>23,164</b>	<b>23,164</b>	<b>23,164</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>84,837</b>	<b>88,362</b>	<b>89,612</b>	<b>90,466</b>
<b>Staffing Levels: (1)</b>	455	452	452	452
<b>Total Full Time Equivalent (1)</b>	340	334	334	334

(1) (Totals to be transferred to overall summary doc.)

**DIRECTORATE PLANNING - WHOLE BUDGET 2022/2025**

V01

<b>Directorate: Finance</b>		<b>Director: Simone Hines</b>		
<b>Total No. of Units: 3</b>				
<b>Divisional Context:</b> The Finance Directorate is intergal in making sure that the council has stability in their finances. The Directorate is made up of three sections: Financial Management - Who ensure the financial stability of the council Revenues and Benefits - Who are responsible for the collection of Council Tax and NNDR and administer Housing Benefit Business Management - Administration and financial services for Adult Social Care				
<b>Unit Description:</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Director	149	149	149	149
Financial Management	4,021	4,009	4,009	4,009
Revenues and Benefits	2,937	2,472	2,472	2,472
Business Management	3,123	2,853	2,853	2,853
<b>* Total Net Target Budget:</b>	<b>10,230</b>	<b>9,483</b>	<b>9,483</b>	<b>9,483</b>
<b>* Staffing Levels:</b>	428	414	414	414
<b>* Total Full Time Equivalents</b>	393	381	381	381

<b>Summary of Target Budget</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	14,518	14,209	14,209	14,209
Premises	5	3	3	3
Transport	14	12	12	12
Supplies & Services	1,486	1,490	1,490	1,490
Third Party	880	880	880	880
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>16,903</b>	<b>16,594</b>	<b>16,594</b>	<b>16,594</b>
<b>INCOME:-</b>				
Specific Grants	2,439	2,394	2,394	2,394
Partner Contributions	918	918	918	918
Fees & Charges	1,594	2,069	2,069	2,069
Charges to Other Council Areas	1,722	1,730	1,730	1,730
Other	0	0	0	0
<b>Total Income</b>	<b>6,673</b>	<b>7,111</b>	<b>7,111</b>	<b>7,111</b>
<b>Net Target Budget</b>	<b>10,230</b>	<b>9,483</b>	<b>9,483</b>	<b>9,483</b>

<b>Central Items</b>	<b>(38,342)</b>	<b>(19,489)</b>	<b>(8,256)</b>	<b>(8,253)</b>
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The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

DIRECTORATE Finance		UNIT: Director		Service Manager: Simone Hines	
<b>Divisional Context:</b> The Finance Directorate is intergal in making sure that the council has stability in their finances. The Directorate is made up of three sections: Financial Management - Who ensure the financial stability of the council Revenues and Benefits - Who are responsible for the collection of Council Tax and NNDR and administer Housing Benefit Business Management - Administration and financial services for Adult Social Care					
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000	
Employees	195	149	149	149	
Premises	0	0	0	0	
Transport	0	0	0	0	
Supplies & Services	3	32	32	32	
Third Party	0	0	0	0	
Transfer Payments	0	0	0	0	
Capital Charges	0	0	0	0	
<b>Total Gross Expenditure</b>	<b>198</b>	<b>181</b>	<b>181</b>	<b>181</b>	
<b>INCOME:-</b>					
Specific Grants	0	0	0	0	
Partner Contributions	0	0	0	0	
Fees & Charges	0	0	0	0	
Charges to Other Council Areas	49	32	32	32	
Other	0	0	0	0	
<b>Total Income</b>	<b>49</b>	<b>32</b>	<b>32</b>	<b>32</b>	
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>149</b>	
<b>Staffing Levels: (1)</b>	2	1	1	1	
<b>Total Full Time Equivalent (1)</b>	2	1	1	1	

(1) (Totals to be transferred to overall summary doc.)

DIRECTORATE Finance		UNIT: Financial Management		Service Manager: Rebecca Maher	
<b>Divisional Context:</b> Financial Services comprises three areas, all of which are vital in ensuring the financial stability of the council. the three areas are:- • Finance, incorporating (1) Financial Reporting & Systems and (2) Financial Management • Audit, Fraud and Risk • Procurement					
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000	
Employees	4,896	4,907	4,907	4,907	
Premises	0	0	0	0	
Transport	5	3	3	3	
Supplies & Services	813	797	797	797	
Third Party	0	0	0	0	
Transfer Payments	0	0	0	0	
Capital Charges	0	0	0	0	
<b>Total Gross Expenditure</b>	<b>5,714</b>	<b>5,707</b>	<b>5,707</b>	<b>5,707</b>	
<b>INCOME:-</b>					
Specific Grants	0	0	0	0	
Partner Contributions	0	0	0	0	
Fees & Charges	393	398	398	398	
Charges to Other Council Areas	1,300	1,300	1,300	1,300	
Other	0	0	0	0	
<b>Total Income</b>	<b>1,693</b>	<b>1,698</b>	<b>1,698</b>	<b>1,698</b>	
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>4,021</b>	<b>4,009</b>	<b>4,009</b>	<b>4,009</b>	
<b>Staffing Levels: (1)</b>	105	105	105	105	
<b>Total Full Time Equivalent (1)</b>	101	101	101	101	

(1) (Totals to be transferred to overall summary doc.)



<b>DIRECTORATE</b> Finance	<b>UNIT:</b> Revenues and Benefits	<b>Service Manager:</b> Ian Dunn		
<b>Divisional Context:</b> Revenues and Benefits provide the following services: • The billing and collection of Council Tax and Non Domestic Rates and General Debt Recovery • Cashier services • Administration of Housing Benefit, Local Council Tax Reduction, Discretionary Housing Payments and Local Welfare Provision				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	6,089	5,794	5,794	5,794
Premises	5	3	3	3
Transport	4	4	4	4
Supplies & Services	500	482	482	482
Third Party	880	880	880	880
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>7,478</b>	<b>7,163</b>	<b>7,163</b>	<b>7,163</b>
<b>INCOME:-</b>				
Specific Grants	2,439	2,394	2,394	2,394
Partner Contributions	918	918	918	918
Fees & Charges	947	1,117	1,117	1,117
Charges to Other Council Areas	237	262	262	262
Other	0	0	0	0
<b>Total Income</b>	<b>4,541</b>	<b>4,691</b>	<b>4,691</b>	<b>4,691</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>2,937</b>	<b>2,472</b>	<b>2,472</b>	<b>2,472</b>
<b>Staffing Levels: (1)</b>	191	178	178	178
<b>Total Full Time Equivalent (1)</b>	177	166	166	166

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Finance	<b>UNIT:</b> Business Management	<b>Service Manager:</b> Kay Murphy		
<b>Divisional Context:</b> Business Management includes business support to the ASC Directorate. It includes administration and a range of financially orientated services which deal with payments, social care charging and safeguarding vulnerable people's assets.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	3,338	3,359	3,359	3,359
Premises	0	0	0	0
Transport	5	5	5	5
Supplies & Services	170	179	179	179
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>3,513</b>	<b>3,543</b>	<b>3,543</b>	<b>3,543</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	254	554	554	554
Charges to Other Council Areas	136	136	136	136
Other	0	0	0	0
<b>Total Income</b>	<b>390</b>	<b>690</b>	<b>690</b>	<b>690</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,123</b>	<b>2,853</b>	<b>2,853</b>	<b>2,853</b>
<b>Staffing Levels: (1)</b>	130	130	130	130
<b>Total Full Time Equivalent (1)</b>	113	113	113	113

(1) (Totals to be transferred to overall summary doc.)

<b>Total Finance</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	14,518	14,209	14,209	14,209
Premises	5	3	3	3
Transport	14	12	12	12
Supplies & Services	1,486	1,490	1,490	1,490
Third Party	880	880	880	880
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>16,903</b>	<b>16,594</b>	<b>16,594</b>	<b>16,594</b>
<b>INCOME:-</b>				
Specific Grants	2,439	2,394	2,394	2,394
Partner Contributions	918	918	918	918
Fees & Charges	1,594	2,069	2,069	2,069
Charges to Other Council Areas	1,722	1,730	1,730	1,730
Other	0	0	0	0
<b>Total Income</b>	<b>6,673</b>	<b>7,111</b>	<b>7,111</b>	<b>7,111</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>10,230</b>	<b>9,483</b>	<b>9,483</b>	<b>9,483</b>
<b>Staffing Levels: (1)</b>	428	414	414	414
<b>Total Full Time Equivalent (1)</b>	393	381	381	381

Directorate: Housing Revenue Account	Director: Gillian Douglas
Total No. of Units: 8	

**Context:**  
The HRA is split into 8 distinct areas, with the main operational costs being split between 4 service managers that have a HRA and General Fund split. All costs and income relating to the provision of HRA services are contained within these 8 areas.

Unit Description:	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Asset Management & Maintenance	39,031	39,672	40,481	41,318
Borough Economy	3,558	3,572	3,643	3,714
Business Strategy & Change	3,357	3,305	3,351	3,398
Corporate HRA	48,776	48,904	49,574	50,007
Housing Management	13,021	14,394	14,434	14,708
PFI	(471)	(594)	(563)	(533)
Rents & Other Charges	(115,007)	(117,153)	(118,896)	(120,665)
SLA's	7,435	7,600	7,676	7,753
<b>* Total Net Target Budget:</b>	<b>(300)</b>	<b>(300)</b>	<b>(300)</b>	<b>(300)</b>
<b>* Staffing Levels:</b>	926	926	926	926
<b>* Total Full Time Equivalents</b>	913	883	883	883

Summary of Target Budget	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	39,129	38,478	39,263	40,069
Premises	2,521	2,678	2,830	3,000
Transport	2,154	2,155	2,180	2,203
Supplies & Services	42,622	43,849	44,092	44,564
Third Party	560	560	566	572
Transfer Payments	0	0	0	0
Capital Charges	45,700	45,876	46,494	46,873
<b>Total Gross Expenditure</b>	<b>132,686</b>	<b>133,596</b>	<b>135,425</b>	<b>137,281</b>
<b>INCOME:-</b>				
Specific Grants	5,713	5,713	5,713	5,713
Partner Contributions	0	0	0	0
Fees & Charges	125,469	127,424	129,253	131,109
Charges to Other Council Areas	1,804	759	759	759
Other	0	0	0	0
<b>Total Income</b>	<b>132,986</b>	<b>133,896</b>	<b>135,725</b>	<b>137,581</b>
<b>Net Target Budget</b>	<b>(300)</b>	<b>(300)</b>	<b>(300)</b>	<b>(300)</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE</b> <b>Housing Revenue Account</b>	<b>UNIT:</b> <b>Asset Management &amp; Maintenance</b>	<b>Service Manager:</b> <b>Steve Greenhouse</b>		
<b>Context:</b> This service area is responsible for the repairs of and maintenance of the housing stock, along with the ongoing improvements associated with the capital programme				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	21,248	21,780	22,237	22,706
Premises	1,494	1,604	1,738	1,889
Transport	1,922	1,922	1,945	1,966
Supplies & Services	16,787	16,787	16,980	17,176
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>41,451</b>	<b>42,093</b>	<b>42,900</b>	<b>43,737</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	2,051	2,051	2,051	2,051
Charges to Other Council Areas	368	368	368	368
Other	0	0	0	0
<b>Total Income</b>	<b>2,419</b>	<b>2,419</b>	<b>2,419</b>	<b>2,419</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>39,032</b>	<b>39,674</b>	<b>40,481</b>	<b>41,318</b>
<b>Staffing Levels: (1)</b>	<b>503</b>	<b>503</b>	<b>503</b>	<b>503</b>
<b>Total Full Time Equivalent (1)</b>	<b>498</b>	<b>498</b>	<b>498</b>	<b>498</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> <b>Housing Revenue Account</b>	<b>UNIT:</b> <b>Borough Economy</b>	<b>Service Manager:</b>		
<b>Context:</b> This service looks after the grounds maintenance of HRA properties along with ASB & CCTV service				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	2,150	2,163	2,205	2,248
Premises	210	210	213	215
Transport	60	60	61	61
Supplies & Services	2,531	2,532	2,557	2,583
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>4,951</b>	<b>4,965</b>	<b>5,036</b>	<b>5,107</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	1,140	1,140	1,140	1,140
Charges to Other Council Areas	253	253	253	253
Other	0	0	0	0
<b>Total Income</b>	<b>1,393</b>	<b>1,393</b>	<b>1,393</b>	<b>1,393</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,558</b>	<b>3,572</b>	<b>3,643</b>	<b>3,714</b>
<b>Staffing Levels: (1)</b>	<b>62</b>	<b>65</b>	<b>65</b>	<b>65</b>
<b>Total Full Time Equivalent (1)</b>	<b>57</b>	<b>62</b>	<b>62</b>	<b>62</b>

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing Revenue Account	<b>UNIT:</b> Business Strategy & Change	<b>Service Manager:</b> Neil Cox		
<b>Context:</b> This service provides support to the HRA for strategic development, performance monitoring & customer contact				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	1,337	1,371	1,398	1,426
Premises	0	0	0	0
Transport	3	3	3	3
Supplies & Services	2,017	1,931	1,950	1,969
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>3,357</b>	<b>3,305</b>	<b>3,351</b>	<b>3,398</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,357</b>	<b>3,305</b>	<b>3,351</b>	<b>3,398</b>
<b>Staffing Levels: (1)</b>	33	33	33	33
<b>Total Full Time Equivalent (1)</b>	30	30	30	30

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing Revenue Account	<b>UNIT:</b> Corporate HRA	<b>Service Manager:</b> Gillian Douglas		
<b>Context:</b> This includes non operational costs such as capital financing charges & pension liabilities.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	2,506	2,456	2,504	2,554
Premises	125	125	126	128
Transport	3	3	3	3
Supplies & Services	449	449	454	456
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	45,700	45,876	46,494	46,873
<b>Total Gross Expenditure</b>	<b>48,783</b>	<b>48,909</b>	<b>49,581</b>	<b>50,014</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	7	7	7	7
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>48,776</b>	<b>48,902</b>	<b>49,574</b>	<b>50,007</b>
<b>Staffing Levels: (1)</b>	0	0	0	0
<b>Total Full Time Equivalent (1)</b>	0	0	0	0

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing Revenue Account	<b>UNIT:</b> Housing Management	<b>Service Manager:</b> Nigel Collumbell		
<b>Context:</b> This budget relates to the Director of Housing and Assets. This service is responsible for the management of local offices and letting of the Housing stock. It also includes income management services				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	11,888	10,708	10,919	11,135
Premises	389	436	446	458
Transport	165	166	167	169
Supplies & Services	2,711	4,071	3,883	3,921
Third Party	560	560	566	572
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>15,713</b>	<b>15,941</b>	<b>15,981</b>	<b>16,255</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	1,509	1,409	1,409	1,409
Charges to Other Council Areas	1,183	138	138	138
Other	0	0	0	0
<b>Total Income</b>	<b>2,692</b>	<b>1,547</b>	<b>1,547</b>	<b>1,547</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>13,021</b>	<b>14,394</b>	<b>14,434</b>	<b>14,708</b>
<b>Staffing Levels: (1)</b>	328	325	325	325
<b>Total Full Time Equivalent (1)</b>	328	293	293	293

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing Revenue Account	<b>UNIT:</b> PFI	<b>Service Manager:</b> Trevor Fields		
<b>Context:</b> The management of the PFI stock is carried out by Riverside, with the contract running until 2031. The unitary fee is payable from here, along with the grant received from Central Government.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	0	0	0	0
Premises	53	53	54	55
Transport	1	1	1	1
Supplies & Services	9,577	9,363	9,457	9,551
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>9,631</b>	<b>9,417</b>	<b>9,512</b>	<b>9,607</b>
<b>INCOME:-</b>				
Specific Grants	5,713	5,713	5,713	5,713
Partner Contributions	0	0	0	0
Fees & Charges	4,389	4,298	4,362	4,427
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>10,102</b>	<b>10,011</b>	<b>10,075</b>	<b>10,140</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>(471)</b>	<b>(594)</b>	<b>(563)</b>	<b>(533)</b>
<b>Staffing Levels: (1)</b>	0	0	0	0
<b>Total Full Time Equivalent (1)</b>	0	0	0	0

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing Revenue Account	<b>UNIT:</b> Rents & Other Charges	<b>Service Manager:</b> Gillian Douglas		
<b>Context:</b> This includes rental income from council properties and expenditure mainly relates to a provision for bad debts.				
Target Budget Line	Target Budget	Target Budget	Target Budget	Target Budget
	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Employees	0	0	0	0
Premises	250	250	253	255
Transport	0	0	0	0
Supplies & Services	1,116	1,116	1,135	1,155
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>1,366</b>	<b>1,366</b>	<b>1,388</b>	<b>1,410</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	116,373	118,519	120,284	122,075
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>116,373</b>	<b>118,519</b>	<b>120,284</b>	<b>122,075</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>(115,007)</b>	<b>(117,153)</b>	<b>(118,896)</b>	<b>(120,665)</b>
<b>Staffing Levels: (1)</b>	0	0	0	0
<b>Total Full Time Equivalent (1)</b>	0	0	0	0

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing Revenue Account	<b>UNIT:</b> SLA's	<b>Service Manager:</b> Gillian Douglas		
<b>Context:</b> This is budgets for agreed internal support towards the HRA including ICT, Finance & HR				
Target Budget Line	Target Budget	Target Budget	Target Budget	Target Budget
	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Employees	0	0	0	0
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	7,435	7,600	7,676	7,753
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>7,435</b>	<b>7,600</b>	<b>7,676</b>	<b>7,753</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>7,435</b>	<b>7,600</b>	<b>7,676</b>	<b>7,753</b>
<b>Staffing Levels: (1)</b>	0	0	0	0
<b>Total Full Time Equivalent (1)</b>	0	0	0	0

(1) (Totals to be transferred to overall summary doc.)

Directorate: Housing & Assets	Director: Gillian Douglas
Total No. of Units: 5	

**Context:**  
 Housing & Assets will lead on all housing commissioning, delivery and management functions including strategic housing in the Council. We will lead on the management and monitoring of the private sector rented sector, with the objective of improving the quality of accommodation across the sector. This includes overseeing the administration of relevant licensing schemes.

Unit Description:	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Community Partnerships and Support Services	1,763	1,590	1,605	1,622
Income Management and Money Advice	359	202	202	202
Housing Solutions	984	912	923	934
Tenancy & Estate Management	(359)	(765)	(766)	(766)
Management	94	324	324	324
<b>* Total Net Target Budget:</b>	<b>2,841</b>	<b>2,263</b>	<b>2,288</b>	<b>2,316</b>
<b>* Staffing Levels:</b>	156	153	153	153
<b>* Total Full Time Equivalents</b>	141	142	142	142

Summary of Target Budget	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	5,223	7,137	7,137	7,137
Premises	2,696	1,567	1,592	1,620
Transport	49	48	48	48
Supplies & Services	3,164	2,361	2,361	2,361
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	3,878	3,878	3,878	3,878
<b>Total Gross Expenditure</b>	<b>15,010</b>	<b>14,991</b>	<b>15,016</b>	<b>15,044</b>
<b>INCOME:-</b>				
Specific Grants	3,108	2,004	2,004	2,004
Partner Contributions	1,020	589	589	589
Fees & Charges	946	1,377	1,377	1,377
Charges to Other Council Areas	3,510	5,173	5,173	5,173
Other	3,585	3,585	3,585	3,585
<b>Total Income</b>	<b>12,169</b>	<b>12,728</b>	<b>12,728</b>	<b>12,728</b>
<b>Net Target Budget</b>	<b>2,841</b>	<b>2,263</b>	<b>2,288</b>	<b>2,316</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.



<b>DIRECTORATE</b> Housing & Assets	<b>UNIT:</b> Community Partnerships and Support Services		<b>Service Manager:</b> Nigel Collumbell	
<b>Context:</b> This includes the development of relationships with the voluntary and community sector especially linked to community centres and floating support services.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	1,819	2,329	2,329	2,329
Premises	224	236	249	266
Transport	25	24	24	24
Supplies & Services	1,333	853	853	853
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	138	138	138	138
<b>Total Gross Expenditure</b>	<b>3,539</b>	<b>3,580</b>	<b>3,593</b>	<b>3,610</b>
<b>INCOME:-</b>				
Specific Grants	580	0	0	0
Partner Contributions	61	64	64	64
Fees & Charges	97	97	97	97
Charges to Other Council Areas	1,037	1,827	1,827	1,827
Other	0	0	0	0
<b>Total Income</b>	<b>1,775</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>1,764</b>	<b>1,592</b>	<b>1,605</b>	<b>1,622</b>
<b>Staffing Levels: (1)</b>	62	54	54	54
<b>Total Full Time Equivalent (1)</b>	51	45	45	45

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing & Assets	<b>UNIT:</b> Income Management and Money Advice		<b>Service Manager:</b> Nigel Collumbell	
<b>Context:</b> This service includes Welfare Rights and Right to Buy.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	1,062	1,099	1,099	1,099
Premises	0	0	0	0
Transport	9	4	4	4
Supplies & Services	177	177	177	177
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>1,248</b>	<b>1,280</b>	<b>1,280</b>	<b>1,280</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	889	1,078	1,078	1,078
Other	0	0	0	0
<b>Total Income</b>	<b>889</b>	<b>1,078</b>	<b>1,078</b>	<b>1,078</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>359</b>	<b>202</b>	<b>202</b>	<b>202</b>
<b>Staffing Levels: (1)</b>	26	26	26	26
<b>Total Full Time Equivalent (1)</b>	25	25	25	25

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing & Assets	<b>UNIT:</b> Housing Solutions	<b>Service Manager:</b> Nigel Collumbell		
<b>Context:</b> This service provides homelessness support and locality working in the borough as well as private sector housing.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	2,509	3,619	3,619	3,619
Premises	2,281	1,124	1,135	1,146
Transport	16	20	20	20
Supplies & Services	1,548	1,262	1,262	1,262
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	3,359	3,359	3,359	3,359
<b>Total Gross Expenditure</b>	<b>9,713</b>	<b>9,384</b>	<b>9,395</b>	<b>9,406</b>
<b>INCOME:-</b>				
Specific Grants	2,528	2,004	2,004	2,004
Partner Contributions	959	525	525	525
Fees & Charges	73	91	91	91
Charges to Other Council Areas	1,584	2,267	2,267	2,267
Other	3,585	3,585	3,585	3,585
<b>Total Income</b>	<b>8,729</b>	<b>8,472</b>	<b>8,472</b>	<b>8,472</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>984</b>	<b>912</b>	<b>923</b>	<b>934</b>
<b>Staffing Levels: (1)</b>	66	71	71	71
<b>Total Full Time Equivalent (1)</b>	63	70	70	70

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing & Assets	<b>UNIT:</b> Tenancy & Estate Management	<b>Service Manager:</b> Nigel Collumbell		
<b>Context:</b> This service includes garage rentals and traveller sites.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	21	22	22	22
Premises	191	208	208	208
Transport	0	0	0	0
Supplies & Services	51	40	40	40
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	154	154	154	154
<b>Total Gross Expenditure</b>	<b>417</b>	<b>424</b>	<b>424</b>	<b>424</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	776	1,189	1,190	1,190
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>776</b>	<b>1,189</b>	<b>1,190</b>	<b>1,190</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>(359)</b>	<b>(765)</b>	<b>(766)</b>	<b>(766)</b>
<b>Staffing Levels: (1)</b>	1	1	1	1
<b>Total Full Time Equivalent (1)</b>	1	1	1	1

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Housing & Assets	<b>UNIT:</b> Management	<b>Service Manager:</b> Gillian Douglas		
<b>Context:</b> This budget relates to the Director of Housing and Assets.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	(188)	68	68	68
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	55	29	29	29
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	227	227	227	227
<b>Total Gross Expenditure</b>	<b>94</b>	<b>324</b>	<b>324</b>	<b>324</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>94</b>	<b>324</b>	<b>324</b>	<b>324</b>
<b>Staffing Levels: (1)</b>	1	1	1	1
<b>Total Full Time Equivalent (1)</b>	1	1	1	1

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Total Housing & Assets	<b>UNIT:</b>	<b>Service Manager:</b>		
<b>Context:</b>				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	5,223	7,137	7,137	7,137
Premises	2,696	1,567	1,592	1,620
Transport	49	48	48	48
Supplies & Services	3,164	2,361	2,361	2,361
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	3,878	3,878	3,878	3,878
<b>Total Gross Expenditure</b>	<b>15,010</b>	<b>14,991</b>	<b>15,016</b>	<b>15,044</b>
<b>INCOME:-</b>				
Specific Grants	3,108	2,004	2,004	2,004
Partner Contributions	1,020	589	589	589
Fees & Charges	946	1,377	1,377	1,377
Charges to Other Council Areas	3,510	5,173	5,173	5,173
Other	3,585	3,585	3,585	3,585
<b>Total Income</b>	<b>12,169</b>	<b>12,728</b>	<b>12,728</b>	<b>12,728</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>2,841</b>	<b>2,263</b>	<b>2,288</b>	<b>2,316</b>
<b>Staffing Levels: (1)</b>	156	153	153	153
<b>Total Full Time Equivalent (1)</b>	141	142	142	142

Directorate: Law and Governance		Director: Surjit Tour		
<b>Total No. of Units: 3</b>				
<b>Divisional Context:</b> Law and Governance Services comprises three divisions, delivering a wide range of excellent services to all the communities of Sandwell: <ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Governance Services</li> <li>• Registration Services</li> </ul>				
Unit Description:	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Director	359	177	177	177
Legal	1,140	1,669	1,669	1,669
Registration Services	(1,578)	(1,793)	(1,762)	(1,727)
Democracy	1,589	2,109	2,109	2,109
<b>* Total Net Target Budget:</b>	<b>1,510</b>	<b>2,162</b>	<b>2,193</b>	<b>2,228</b>
<b>* Staffing Levels:</b>	178	198	198	198
<b>* Total Full Time Equivalents</b>	171	191	191	191

Summary of Target Budget	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	7,936	8,903	9,014	9,014
Premises	574	569	639	674
Transport	86	87	101	101
Supplies & Services	1,939	1,954	1,996	1,996
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	119	116	116	116
<b>Total Gross Expenditure</b>	<b>10,654</b>	<b>11,629</b>	<b>11,866</b>	<b>11,901</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	7,291	7,612	7,818	7,818
Charges to Other Council Areas	1,853	1,855	1,855	1,855
Other	0	0	0	0
<b>Total Income</b>	<b>9,144</b>	<b>9,467</b>	<b>9,673</b>	<b>9,673</b>
<b>Net Target Budget</b>	<b>1,510</b>	<b>2,162</b>	<b>2,193</b>	<b>2,228</b>

<b>Central Items</b>	<b>2,157</b>	<b>2,191</b>	<b>2,220</b>	<b>2,220</b>
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The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE</b> Law and Governance	<b>UNIT:</b> Director	<b>Service Manager:</b> Surjit Tour		
<b>Divisional Context:</b> Law and Governance Services comprises three divisions, delivering a wide range of excellent services to all the communities of Sandwell: <ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Governance Services</li> <li>• Registration Services</li> </ul>				
<b>Target Budget Line</b>	<b>Target Budget</b> 2021/22 £'000	<b>Target Budget</b> 2022/23 £'000	<b>Target Budget</b> 2023/24 £'000	<b>Target Budget</b> 2024/25 £'000
Employees	449	267	267	267
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>449</b>	<b>267</b>	<b>267</b>	<b>267</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	90	90	90	90
Other	0	0	0	0
<b>Total Income</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>359</b>	<b>177</b>	<b>177</b>	<b>177</b>
<b>Staffing Levels: (1)</b>	4	4	4	4
<b>Total Full Time Equivalent (1)</b>	4	4	4	4

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Law and Governance	<b>UNIT:</b> Legal	<b>Service Manager:</b> Maria Price		
<b>Divisional Context:</b> Legal services offers a number of services to internal and external customers. This includes contract work, notice to quit and planning.				
<b>Target Budget Line</b>	<b>Target Budget</b> 2021/22 £'000	<b>Target Budget</b> 2022/23 £'000	<b>Target Budget</b> 2023/24 £'000	<b>Target Budget</b> 2024/25 £'000
Employees	3,692	4,145	4,145	4,145
Premises	0	0	0	0
Transport	8	8	8	8
Supplies & Services	861	851	851	851
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>4,561</b>	<b>5,004</b>	<b>5,004</b>	<b>5,004</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	2,190	2,104	2,104	2,104
Charges to Other Council Areas	1,231	1,230	1,230	1,230
Other	0	0	0	0
<b>Total Income</b>	<b>3,421</b>	<b>3,335</b>	<b>3,335</b>	<b>3,335</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>1,140</b>	<b>1,669</b>	<b>1,669</b>	<b>1,669</b>
<b>Staffing Levels: (1)</b>	71	79	79	79
<b>Total Full Time Equivalent (1)</b>	71	79	79	79

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Law and Governance	<b>UNIT:</b> Registration Services	<b>Service Manager:</b> Mark Satchwell		
<b>Divisional Context:</b> Registration Services provides a range of services supporting individuals and communities through life changing events, including the registration of deaths and births, weddings, civil partnerships and citizenship ceremonies, burial and cremation registration, the management of cemeteries and crematoria and the provision of memorials to the families of Sandwell and neighbouring local authorities. As the relevant authority, the service is also responsible for providing the Senior Coroner for the Black Country with the necessary resources to enable him/her to discharge their judicial responsibilities				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	2,088	2,350	2,461	2,461
Premises	524	519	589	624
Transport	63	63	77	77
Supplies & Services	737	673	715	715
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	116	114	114	114
<b>Total Gross Expenditure</b>	<b>3,528</b>	<b>3,719</b>	<b>3,956</b>	<b>3,991</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	5,101	5,508	5,713	5,713
Charges to Other Council Areas	5	5	5	5
Other	0	0	0	0
<b>Total Income</b>	<b>5,106</b>	<b>5,513</b>	<b>5,718</b>	<b>5,718</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>(1,578)</b>	<b>(1,794)</b>	<b>(1,762)</b>	<b>(1,727)</b>
<b>Staffing Levels: (1)</b>	66	73	77	77
<b>Total Full Time Equivalent (1)</b>	61	68	72	72

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Law and Governance	<b>UNIT:</b> Democracy	<b>Service Manager:</b> Elaine Newsome		
<b>Divisional Context:</b> Democracy is responsible for delivering core statutory functions relating to electoral registration, elections, referenda and management of the decision making infrastructure. The service also provides support to all elected members				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	1,707	2,141	2,141	2,141
Premises	50	50	50	50
Transport	15	16	16	16
Supplies & Services	341	430	430	430
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	3	2	2	2
<b>Total Gross Expenditure</b>	<b>2,116</b>	<b>2,639</b>	<b>2,639</b>	<b>2,639</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	527	530	530	530
Other	0	0	0	0
<b>Total Income</b>	<b>527</b>	<b>530</b>	<b>530</b>	<b>530</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>1,589</b>	<b>2,109</b>	<b>2,109</b>	<b>2,109</b>
<b>Staffing Levels: (1)</b>	37	38	38	38
<b>Total Full Time Equivalent (1)</b>	35	36	36	36

(1) (Totals to be transferred to overall summary doc.)

<b>Total Law &amp; Governance</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	7,936	8,903	9,014	9,014
Premises	574	569	639	674
Transport	86	87	101	101
Supplies & Services	1,939	1,954	1,996	1,996
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	119	116	116	116
<b>Total Gross Expenditure</b>	<b>10,654</b>	<b>11,629</b>	<b>11,866</b>	<b>11,901</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	7,291	7,612	7,818	7,818
Charges to Other Council Areas	1,853	1,855	1,855	1,855
Other	0	0	0	0
<b>Total Income</b>	<b>9,144</b>	<b>9,467</b>	<b>9,673</b>	<b>9,673</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>1,510</b>	<b>2,162</b>	<b>2,193</b>	<b>2,228</b>
<b>Staffing Levels: (1)</b>	178	198	198	198
<b>Total Full Time Equivalent (1)</b>	171	191	191	191

**DIRECTORATE PLANNING - WHOLE BUDGET 2022/2025**

<b>Directorate: Public Health</b>	<b>Director: Dr Lisa McNally</b>
<b>Total No. of Units: 8</b>	

**Context:**  
Public Health seeks to improve the physical and mental health and wellbeing of Sandwell residents. This involves: protecting communities from public health hazards such as infectious diseases and environmental threats; reducing health inequalities, by resourcing and delivering services at a scale and intensity proportionate to the degree of need; and influencing stakeholders both within and outside the council to improve the health and wellbeing of the population and to ensure they consider the health impacts of all policies. The public health budget is used to tackle the wide range of determinants of health affecting communities in Sandwell and supports the delivery of many services including Health Visiting, School Nursing, Stop Smoking Services, Sexual Health, NHS Health Checks, Drug and Alcohol, Physical Activity and Weight Management Services. The Pollution Control Team moving into public health has strengthened our ability to influence how environmental issues such as how air pollution, the planning process and environmental permitting impacts human health. The Director of Public Health is the statutory chief officer and champion for health across the whole of the local authority and is the principal advisor for all health matters to elected members, officers, and partners across the local economy.

<b>Unit Description:</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
<b>Communicable Disease</b>	3,220	3,270	3,270	3,270
<b>Long Term Conditions</b>	2,414	2,507	2,507	2,507
<b>Childrens</b>	10,055	10,274	10,274	10,274
<b>Substance Misuse &amp; Smoking</b>	3,547	3,747	3,749	3,750
<b>Wider Determinants</b>	4,143	4,192	4,192	4,192
<b>Public Health Management</b>	2,231	2,253	2,253	2,253
<b>Public Health Grant</b>	(25,111)	(25,263)	(25,263)	(25,263)
<b>Public Health Savings Target</b>	(222)	(916)	(918)	(919)
<b>* Total Net Target Budget:</b>	<b>277</b>	<b>64</b>	<b>64</b>	<b>64</b>
<b>* Staffing Levels:</b>	65	69	69	69
<b>* Total Full Time Equivalents</b>	62	67	67	67

<b>Summary of Target Budget</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	3,631	2,804	2,802	2,801
Premises	183	186	187	188
Transport	6	7	7	7
Supplies & Services	24,672	22,588	22,589	22,589
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	6	6	6	6
<b>Total Gross Expenditure</b>	<b>28,498</b>	<b>25,591</b>	<b>25,591</b>	<b>25,591</b>
<b>INCOME:-</b>				
Specific Grants	27,879	25,263	25,263	25,263
Partner Contributions	189	10	10	10
Fees & Charges	74	74	74	74
Charges to Other Council Areas	79	180	180	180
Other	0	0	0	0
<b>Total Income</b>	<b>28,221</b>	<b>25,527</b>	<b>25,527</b>	<b>25,527</b>
<b>Net Target Budget</b>	<b>277</b>	<b>64</b>	<b>64</b>	<b>64</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.



<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
Public Health	Communicable Disease	Valerie Unsworth		
<b>Context:</b>				
Communicable diseases are spread from person to person and usually caused by bacteria or viruses. The role of prevention of these diseases (e.g. through vaccination) is vital, particularly in the context of the rise of antimicrobial resistance. This unit provides assurance and services to protect the population from communicable diseases including mandatory genitourinary medicine.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	568	276	276	276
Premises	0	0	0	0
Transport	1	1	1	1
Supplies & Services	4,073	2,993	2,993	2,993
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>4,642</b>	<b>3,270</b>	<b>3,270</b>	<b>3,270</b>
<b>INCOME:-</b>				
Specific Grants	1,422	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>1,422</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,220</b>	<b>3,270</b>	<b>3,270</b>	<b>3,270</b>
<b>Staffing Levels: (1)</b>	2	4	4	4
<b>Total Full Time Equivalent (1)</b>	2	4	4	4
<i>(1) (Totals to be transferred to overall summary doc.)</i>				
<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
Public Health	Long Term Conditions	Katie Deeley		
<b>Context:</b>				
Obesity has been rising in our population over the last quarter of a century and is a major threat to the residents' quality and length of life. We provide services to support people in managing their weight, eating healthy diets, promoting exercise as well as the mandatory NHS Health Checks programme designed to identify those at risk of long-term conditions.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	903	955	955	955
Premises	0	0	0	0
Transport	2	3	3	3
Supplies & Services	1,974	1,703	1,703	1,703
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>2,879</b>	<b>2,661</b>	<b>2,661</b>	<b>2,661</b>
<b>INCOME:-</b>				
Specific Grants	321	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	74	74	74	74
Charges to Other Council Areas	70	80	80	80
Other	0	0	0	0
<b>Total Income</b>	<b>465</b>	<b>154</b>	<b>154</b>	<b>154</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>2,414</b>	<b>2,507</b>	<b>2,507</b>	<b>2,507</b>
<b>Staffing Levels: (1)</b>	18	19	19	19
<b>Total Full Time Equivalent (1)</b>	18	19	19	19
<i>(1) (Totals to be transferred to overall summary doc.)</i>				

<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
<b>Public Health</b>	<b>Childrens</b>	<b>Sarah Farmer</b>		
<b>Context:</b>				
Included here are our programmes to improve the health of children and adolescents. Covering mandatory service such as the health child programme and national child measurement programme, as well as improving health in partnership with schools, teenage pregnancy prevention and family nurse partnership, parenting, breast feeding, health visiting and school nursing services.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	168	286	286	286
Premises	126	126	126	126
Transport	0	0	0	0
Supplies & Services	9,761	9,862	9,862	9,862
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>10,055</b>	<b>10,274</b>	<b>10,274</b>	<b>10,274</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>10,055</b>	<b>10,274</b>	<b>10,274</b>	<b>10,274</b>
<b>Staffing Levels: (1)</b>	6	5	5	5
<b>Total Full Time Equivalent (1)</b>	6	5	5	5
<i>(1) (Totals to be transferred to overall summary doc.)</i>				

<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
<b>Public Health</b>	<b>Substance Misuse &amp; Smoking</b>	<b>Mary Bailey</b>		
<b>Context:</b>				
Death rates and hospital admissions due to alcohol are rising. Alcohol misuse is also associated with many social problems such as anti-social behaviour and violence. This unit develops strategic approaches to the prevention of addictive and harmful substance misuse, including alcohol, drugs and tobacco as well as providing treatment services for those who want to quit.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	192	200	200	200
Premises	57	60	61	62
Transport	1	1	1	1
Supplies & Services	3,698	3,570	3,571	3,571
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	6	6	6	6
<b>Total Gross Expenditure</b>	<b>3,954</b>	<b>3,837</b>	<b>3,839</b>	<b>3,840</b>
<b>INCOME:-</b>				
Specific Grants	407	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	90	90	90
Other	0	0	0	0
<b>Total Income</b>	<b>407</b>	<b>90</b>	<b>90</b>	<b>90</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>3,547</b>	<b>3,747</b>	<b>3,749</b>	<b>3,750</b>
<b>Staffing Levels: (1)</b>	3	3	3	3
<b>Total Full Time Equivalent (1)</b>	3	3	3	3
<i>(1) (Totals to be transferred to overall summary doc.)</i>				

<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
<b>Public Health</b>	<b>Wider Determinants</b>	<b>Eilish James</b>		
<b>Context:</b>				
We understand that factors such as education, housing, transport, employment and the environment have a much more profound effect on how well and how long people live, than health care services. Such factors also have an impact on emotional health and wellbeing and this in turn can impact on lifestyles such as alcohol consumption or smoking. We develop and invest in programmes to maximise health benefits through the wider determinants and wellbeing.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	655	737	737	737
Premises	0	0	0	0
Transport	1	1	1	1
Supplies & Services	4,120	3,454	3,454	3,454
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>4,776</b>	<b>4,192</b>	<b>4,192</b>	<b>4,192</b>
<b>INCOME:-</b>				
Specific Grants	618	0	0	0
Partner Contributions	15	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>633</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>4,143</b>	<b>4,192</b>	<b>4,192</b>	<b>4,192</b>
<b>Staffing Levels: (1)</b>	14	16	16	16
<b>Total Full Time Equivalent (1)</b>	13	15	15	15
<i>(1) (Totals to be transferred to overall summary doc.)</i>				
<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
<b>Public Health</b>	<b>Public Health Management</b>	<b>Lisa McNally</b>		
<b>Context:</b>				
Understanding the needs of our population, evaluating services, learning from published evidence, are all key to ensuring that we provide the right services to our population and make the best of available resources. This unit provides these important services for the directorate, the council and the CCG as part of our statutory requirements.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	1,367	1,266	1,266	1,266
Premises	0	0	0	0
Transport	1	1	1	1
Supplies & Services	1,046	1,006	1,006	1,006
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>2,414</b>	<b>2,273</b>	<b>2,273</b>	<b>2,273</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	174	10	10	10
Fees & Charges	0	0	0	0
Charges to Other Council Areas	9	10	10	10
Other	0	0	0	0
<b>Total Income</b>	<b>183</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>2,231</b>	<b>2,253</b>	<b>2,253</b>	<b>2,253</b>
<b>Staffing Levels: (1)</b>	22	22	22	22
<b>Total Full Time Equivalent (1)</b>	21	21	21	21
<i>(1) (Totals to be transferred to overall summary doc.)</i>				

<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
Public Health	Public Health Grant	Lisa McNally		
<b>Context:</b>				
Public Health Grant is used to fund the services identified on these templates and is received on an annual basis.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	0	0	0	0
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INCOME:-</b>				
Specific Grants	25,111	25,263	25,263	25,263
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>25,111</b>	<b>25,263</b>	<b>25,263</b>	<b>25,263</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>(25,111)</b>	<b>(25,263)</b>	<b>(25,263)</b>	<b>(25,263)</b>
<b>Staffing Levels: (1)</b>	0	0	0	0
<b>Total Full Time Equivalent (1)</b>	0	0	0	0
<i>(1) (Totals to be transferred to overall summary doc.)</i>				
<b>DIRECTORATE</b>	<b>UNIT:</b>	<b>Service Manager:</b>		
Public Health	Public Health Savings Target	Lisa McNally		
<b>Context:</b>				
The allocated budgets exceed the annual value of the Public Health Grant. For long term financial sustainability efficiencies and budget savings will need to be identified. However, in the short term services can be maintained at current levels through the application of the Public Health Reserve which has been funded from historic under spends against the PH Grant.				
<b>Target Budget Line</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	(222)	(916)	(918)	(919)
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	0	0	0	0
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>(222)</b>	<b>(916)</b>	<b>(918)</b>	<b>(919)</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>(222)</b>	<b>(916)</b>	<b>(918)</b>	<b>(919)</b>
<b>Staffing Levels: (1)</b>	0	0	0	0
<b>Total Full Time Equivalent (1)</b>	0	0	0	0
<i>(1) (Totals to be transferred to overall summary doc.)</i>				

<b>Total Public Health</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	3,631	2,804	2,802	2,801
Premises	183	186	187	188
Transport	6	7	7	7
Supplies & Services	24,672	22,588	22,589	22,589
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	6	6	6	6
<b>Total Gross Expenditure</b>	<b>28,498</b>	<b>25,591</b>	<b>25,591</b>	<b>25,591</b>
<b>INCOME:-</b>				
Specific Grants	27,879	25,263	25,263	25,263
Partner Contributions	189	10	10	10
Fees & Charges	74	74	74	74
Charges to Other Council Areas	79	180	180	180
Other	0	0	0	0
<b>Total Income</b>	<b>28,221</b>	<b>25,527</b>	<b>25,527</b>	<b>25,527</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>277</b>	<b>64</b>	<b>64</b>	<b>64</b>
<b>Staffing Levels: (1)</b>	65	69	69	69
<b>Total Full Time Equivalent (1)</b>	62	67	67	67

Directorate: Regeneration & Growth	Director: Tony McGovern
Total No. of Units: 4	

**Context:**  
 The directorate vision is to ensure the smooth and effective delivery of Sandwell Council's Regeneration Strategy together with ensuring that there are robust planning and development controls are in place leading on strategic regeneration opportunities as well as supporting work with the Combined Authority and the Black Country Partnership as they relate to regeneration issues. The key focus will be the Regeneration and Inclusive Growth as well as working with partners and local members, consulting with residents and local school pupils to identify the priorities for each of our six unique towns leading to healthier communities, increased employment opportunities, prevention and response to community issues and positive regeneration of places and communities.

Unit Description:	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Growth and Spatial Planning	2,149	2,399	2,399	2,399
Development Planning and Building Control	507	662	662	662
Strategic Assets and Land	6,866	6,194	6,447	6,737
Regeneration and Growth Management	682	412	412	412
<b>* Total Net Target Budget:</b>	<b>10,204</b>	<b>9,667</b>	<b>9,920</b>	<b>10,210</b>
<b>* Staffing Levels:</b>	314	323	323	323
<b>* Total Full Time Equivalents</b>	259	267	267	267

Summary of Target Budget	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	11,600	11,960	11,960	11,960
Premises	12,639	11,467	11,720	12,010
Transport	69	59	59	59
Supplies & Services	6,031	6,250	6,250	6,250
Third Party	15	15	15	15
Transfer Payments	1	1	1	1
Capital Charges	1,210	1,210	1,210	1,210
<b>Total Gross Expenditure</b>	<b>31,565</b>	<b>30,962</b>	<b>31,215</b>	<b>31,505</b>
<b>INCOME:-</b>				
Specific Grants	185	193	193	193
Partner Contributions	473	723	723	723
Fees & Charges	13,068	12,676	12,676	12,676
Charges to Other Council Areas	7,635	7,703	7,703	7,703
Other	0	0	0	0
<b>Total Income</b>	<b>21,361</b>	<b>21,295</b>	<b>21,295</b>	<b>21,295</b>
<b>Net Target Budget</b>	<b>10,204</b>	<b>9,667</b>	<b>9,920</b>	<b>10,210</b>

The directorate services are delivered through a range of units and teams. The above information provides an overview of the structure of the directorate and highlights the level of financial resources allocated to deliver the services that we provide.

<b>DIRECTORATE</b> Regeneration & Growth	<b>UNIT:</b> Growth and Spatial Planning		<b>Service Manager:</b> Tammy Stokes	
<b>Context:</b> This includes regeneration, strategic policy, transportation, housing and partnerships.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	2,225	2,455	2,455	2,455
Premises	0	0	0	0
Transport	10	5	5	5
Supplies & Services	1,071	1,451	1,451	1,451
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>3,306</b>	<b>3,911</b>	<b>3,911</b>	<b>3,911</b>
<b>INCOME:-</b>				
Specific Grants	185	193	193	193
Partner Contributions	338	588	588	588
Fees & Charges	145	195	195	195
Charges to Other Council Areas	489	536	536	536
Other	0	0	0	0
<b>Total Income</b>	<b>1,157</b>	<b>1,512</b>	<b>1,512</b>	<b>1,512</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>2,149</b>	<b>2,399</b>	<b>2,399</b>	<b>2,399</b>
<b>Staffing Levels: (1)</b>	43	51	51	51
<b>Total Full Time Equivalent (1)</b>	40	48	48	48

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Regeneration & Growth	<b>UNIT:</b> Development Planning and Building Control		<b>Service Manager:</b> John Baker	
<b>Context:</b> This includes development management, building consultancy, systems and services and land charges.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	1,991	2,098	2,098	2,098
Premises	2	0	0	0
Transport	10	9	9	9
Supplies & Services	249	430	430	430
Third Party	0	0	0	0
Transfer Payments	0	0	0	0
Capital Charges	3	3	3	3
<b>Total Gross Expenditure</b>	<b>2,255</b>	<b>2,540</b>	<b>2,540</b>	<b>2,540</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	1,650	1,758	1,758	1,758
Charges to Other Council Areas	98	119	119	119
Other	0	0	0	0
<b>Total Income</b>	<b>1,748</b>	<b>1,877</b>	<b>1,877</b>	<b>1,877</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>507</b>	<b>662</b>	<b>662</b>	<b>662</b>
<b>Staffing Levels: (1)</b>	51	51	51	51
<b>Total Full Time Equivalent (1)</b>	46	46	46	46

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Regeneration & Growth	<b>UNIT:</b> Strategic Assets and Land	<b>Service Manager:</b> Vacant		
<b>Context:</b> This includes asset management, facilities management, urban design and building services, development and commercial property and markets.				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	7,056	7,211	7,211	7,211
Premises	12,636	11,467	11,720	12,010
Transport	49	45	45	45
Supplies & Services	4,367	4,163	4,163	4,163
Third Party	5	5	5	5
Transfer Payments	1	1	1	1
Capital Charges	1,208	1,208	1,208	1,208
<b>Total Gross Expenditure</b>	<b>25,322</b>	<b>24,100</b>	<b>24,353</b>	<b>24,643</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	135	135	135	135
Fees & Charges	11,273	10,722	10,722	10,722
Charges to Other Council Areas	7,048	7,048	7,048	7,048
Other	0	0	0	0
<b>Total Income</b>	<b>18,456</b>	<b>17,905</b>	<b>17,905</b>	<b>17,905</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>6,866</b>	<b>6,194</b>	<b>6,447</b>	<b>6,737</b>
<b>Staffing Levels: (1)</b>	216	219	219	219
<b>Total Full Time Equivalent (1)</b>	170	171	171	171

(1) (Totals to be transferred to overall summary doc.)

<b>DIRECTORATE</b> Regeneration & Growth	<b>UNIT:</b> Regeneration and Growth Management	<b>Service Manager:</b> Tony McGovern		
<b>Context:</b> This relates to budgets directly controlled by the Regeneration & Growth director including the contribution to the Black Country Consortium				
Target Budget Line	Target Budget 2021/22 £'000	Target Budget 2022/23 £'000	Target Budget 2023/24 £'000	Target Budget 2024/25 £'000
Employees	328	196	196	196
Premises	0	0	0	0
Transport	0	0	0	0
Supplies & Services	345	206	206	206
Third Party	10	10	10	10
Transfer Payments	0	0	0	0
Capital Charges	0	0	0	0
<b>Total Gross Expenditure</b>	<b>683</b>	<b>412</b>	<b>412</b>	<b>412</b>
<b>INCOME:-</b>				
Specific Grants	0	0	0	0
Partner Contributions	0	0	0	0
Fees & Charges	0	0	0	0
Charges to Other Council Areas	0	0	0	0
Other	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>682</b>	<b>412</b>	<b>412</b>	<b>412</b>
<b>Staffing Levels: (1)</b>	4	2	2	2
<b>Total Full Time Equivalent (1)</b>	4	2	2	2

(1) (Totals to be transferred to overall summary doc.)



<b>DIRECTORATE</b> Regeneration & Growth	<b>UNIT:</b> Total R&G		<b>Service Manager:</b>	
<b>Context:</b>				
<b>Total Regeneration &amp; Growth</b>	<b>Target Budget 2021/22 £'000</b>	<b>Target Budget 2022/23 £'000</b>	<b>Target Budget 2023/24 £'000</b>	<b>Target Budget 2024/25 £'000</b>
Employees	11,600	11,960	11,960	11,960
Premises	12,639	11,467	11,720	12,010
Transport	69	59	59	59
Supplies & Services	6,031	6,250	6,250	6,250
Third Party	15	15	15	15
Transfer Payments	1	1	1	1
Capital Charges	1,210	1,210	1,210	1,210
<b>Total Gross Expenditure</b>	<b>31,565</b>	<b>30,962</b>	<b>31,215</b>	<b>31,505</b>
<b>INCOME:-</b>				
Specific Grants	185	193	193	193
Partner Contributions	473	723	723	723
Fees & Charges	13,068	12,676	12,676	12,676
Charges to Other Council Areas	7,635	7,703	7,703	7,703
Other	0	0	0	0
<b>Total Income</b>	<b>21,361</b>	<b>21,295</b>	<b>21,295</b>	<b>21,295</b>
<b>Net Expenditure - GRAND TOTAL (1)</b>	<b>10,204</b>	<b>9,667</b>	<b>9,920</b>	<b>10,210</b>
<b>Staffing Levels: (1)</b>	314	323	323	323
<b>Total Full Time Equivalent (1)</b>	259	267	267	267

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<b>Earmarked Reserve Balances</b>	<b>31/03/2021</b>	<b>31/03/2022</b>	<b>31/03/2023</b>
Ring-fenced Grants	(17,390)	(16,850)	(16,850)
Risk	(26,843)	(24,946)	(24,446)
Capital and Regeneration	(28,799)	(26,758)	(26,401)
Service related and future projects	(7,928)	(6,119)	(5,173)
NNDR S31	(34,390)	(30,896)	0
COVID	(20,245)	(8,245)	0
	<b><u>(135,595)</u></b>	<b><u>(113,814)</u></b>	<b><u>(72,870)</u></b>
 <b>General Fund Unallocated Balance</b>	 (8,431)	 (12,400)	 (12,600)

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## **SECTION 25 ASSURANCE STATEMENT**

### **Report of the Acting S151 Officer as required by Section 25 of the Local Government Act 2003**

Section 25 of the Local Government Act 2003 requires the designated Chief Finance Officer of the Authority (Director of Finance) to report to it on the following matters:

(a) the robustness of the estimates for the purposes of the statutory budget calculation;

(b) the adequacy of the proposed financial reserves;

and the Authority must then have regard to that report when making decisions about the statutory budget calculations.

#### **Robustness of estimates**

The estimates upon which the final budget proposals are based include reasonable assumptions of expenditure and income, based on known commitments, a prudent allowance for pay awards and spending pressures and an appropriate assessment of the potential risks and uncertainties. The S151 Officer has been involved throughout the budget process, working closely with the Finance Team and engaging with Leadership Team and Cabinet. The S151 Officer has also had regard to the availability of external funding, particularly specific Government Grants and partnership funding and income levels from fees and charges.

Assumptions have also been made regarding the continued impact of the COVID-19 pandemic and the Government funding that has been announced to fund this, although it must be noted that there is still much uncertainty around the long-term impact of the pandemic on the Council's services and financial position.

The budget is risk assessed to ensure that the Council has adequate funding identified for known liabilities and to provide sufficient capacity for the Council to carry out the required service redesign and transformation programmes over the Medium-Term Financial Plan period. The risk assessment has highlighted key risks around:

- The potential impact of COVID-19
- Inflationary pressures given the exceptionally high inflation in the UK at the time of setting the budget
- Reductions in income from services
- Increased service demand, specifically in Adults and Children's Social Care
- Future changes to Local Government funding, particularly in relation to Business Rates Retention and the Fair Funding review
- Unachieved savings or lead-in time to deliver future savings

The risk assessment sets out where existing reserve cover exists and concludes that it would be prudent to establish a Financial Planning Reserve of £2.5m, which has been set based on 0.5% of gross spend. This will provide contingency against in-year pressures and capacity to manage savings targets and transformation programmes. This is discussed further in the next section.

### The adequacy of the proposed financial reserves

The table below shows the forecast movement on General Fund reserves, excluding schools as at 31<sup>st</sup> March 2021, 2022 and 2023.

	<b>31/03/2021</b> <b>£m</b>	<b>31/03/2022</b> <b>£'m</b>	<b>31/03/2023</b> <b>£'m</b>
Earmarked Reserve Balances	135.595	113.814	72.870
General Fund unallocated balance	8.431	12.400	12.600
<b>Total</b>	<b>114.026</b>	<b>126.214</b>	<b>85.470</b>

The 2021/22 budget utilised reserves to fund one-off COVID pressures and released earmarked reserves for use in the budget following a review of reserves requirements. The S25 Assurance Statement from 2021/22 noted that reserves would need to be replenished in future years and a longer-term savings plan developed. As such, part of the budget strategy in 2022/23 has been to increase the level of General Fund Unallocated balance and ensure that earmarked reserves are of a sufficient level to cover identified risks and commitments but also provide capacity for the organisation to transform and redesign services.

Whilst reserves are reducing over the next three years, this is largely due to use of COVID-19 funding and Business Rates COVID funding. The earmarked reserve balances as at 31<sup>st</sup> March 2022 and 2023 are sufficient to meet the risks and commitments that the Council faces.

The table above demonstrates that the General Fund unallocated balance will increase to £11.4m as at 31<sup>st</sup> March 2022. This is subject to the outturn position for 2021/22 and whether any forecast underspend is added to the unallocated balance or earmarked for specific commitments.

The Council will always aim is to have a prudent level of unallocated balance of 5% of the total net general fund revenue budget which is approx. £12m based on the 2022/23 net budget.

**The Opinion of the S151 Officer:**

The budget for 2022/23 has been prepared based on reasonable and prudent estimates with a supporting risk assessment. The level of reserves has been assessed as being of a sufficient level to meet the financial risks that the Council faces. I can therefore confirm that:

(a) the estimates made for the purposes of the calculation of the Council's budget requirement under Section 32 of the Local Government Finance Act 1992, contained in this report, are robust;

(b) the financial reserves that will remain available to the Council as a result of agreeing the proposals contained in this report are adequate to enable the setting of a lawful budget for 2022/23.

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SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)SERVICE SUMMARY

	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£'000	£'000	£'000	£'000	£'000	
<b><u>Director of Finance</u></b>						
Main Programme	0	6	0	0	0	6
Grant / Self Financing	0	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><i>0</i></b>	<b><i>6</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>6</i></b>
<b><u>Law &amp; Governance</u></b>						
Main Programme	1,100	4,525	0	0	0	5,625
Grant / Self Financing	0	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><i>1,100</i></b>	<b><i>4,525</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>5,625</i></b>
<b><u>Business Strategy &amp; Change</u></b>						
Main Programme	325	3,963	1,200	1,200	1,200	7,888
Grant / Self Financing	0	33	0	0	0	33
<b><i>Sub Total</i></b>	<b><i>325</i></b>	<b><i>3,996</i></b>	<b><i>1,200</i></b>	<b><i>1,200</i></b>	<b><i>1,200</i></b>	<b><i>7,921</i></b>
<b><u>Adult Social Care</u></b>						
Main Programme	11,674	110	0	0	0	11,784
Grant / Self Financing	781	1,023	0	0	0	1,804
<b><i>Sub Total</i></b>	<b><i>12,455</i></b>	<b><i>1,133</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>13,588</i></b>
<b><u>Public Health</u></b>						
Main Programme	0	0	0	0	0	0
Grant / Self Financing	0	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>0</i></b>
<b><u>Borough Economy</u></b>						
Main Programme	2,796	4,566	1,520	1,520	1,520	11,922
Grant / Self Financing	9,587	7,335	5,094	5,094	5,094	32,204
<b><i>Sub Total</i></b>	<b><i>12,383</i></b>	<b><i>11,901</i></b>	<b><i>6,614</i></b>	<b><i>6,614</i></b>	<b><i>6,614</i></b>	<b><i>44,126</i></b>
<b><u>Regeneration &amp; Growth</u></b>						
Main Programme	12,388	12,582	1,217	1,300	1,300	28,787
Grant / Self Financing	27,365	8,444	0	0	0	35,809



**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)**

**SERVICE SUMMARY**

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total
<b><u>Housing &amp; Assets</u></b>						
Main Programme	703	970	0	0	0	1,673
Grant / Self Financing	3,813	10,300	3,300	3,300	3,300	24,013
<b>Sub Total</b>	<b>4,516</b>	<b>11,270</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>25,686</b>
<b><u>Childrens</u></b>						
Main Programme	0	81	0	0	0	81
Grant / Self Financing	12,523	6	0	0	0	12,529
<b>Sub Total</b>	<b>12,523</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,610</b>
<b><u>HOUSING REVENUE ACCOUNT</u></b>						
Main Programme	66,058	69,511	45,612	45,612	45,612	272,405
Grant / Self Financing	1,318	0	0	0	0	1,318
<b>Sub Total</b>	<b>67,376</b>	<b>69,511</b>	<b>45,612</b>	<b>45,612</b>	<b>45,612</b>	<b>273,723</b>
<b>TOTAL EXPENDITURE</b>	<b>150,431</b>	<b>123,455</b>	<b>57,943</b>	<b>58,026</b>	<b>58,026</b>	<b>447,881</b>

Check	150,431	123,455	57,943	58,026	58,026	447,881
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**COUNCIL SUMMARY**

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total
<b><u>SANDWELL MBC</u></b>						
Main Programme	95,044	96,314	49,549	49,632	49,632	340,171
Grant / Self Financing	55,387	27,141	8,394	8,394	8,394	107,710
<b>TOTAL EXPENDITURE</b>	<b>150,431</b>	<b>123,455</b>	<b>57,943</b>	<b>58,026</b>	<b>58,026</b>	<b>447,881</b>

**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)**

**DIRECTOR OF FINANCE - AWAITING FURTHER REPORTS / SPECIFIC INFORMATION**

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
	<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>RCCO</u></b>					
None	0	0	0	0	0
<b><u>Thematic Pot - Unallocated</u></b>					
3rd Floor - Providence Place	0	6	0	0	0
<b><u>Other Main Programme Resources</u></b>					
	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>0</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>Grant / Self Financing :</u></b>					
None	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>TOTAL EXPENDITURE</b>	<b><u>0</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)****LAW & GOVERNANCE - AWAITING FURTHER REPORTS / SPECIFIC INFORMATION**

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
Rowley Cemetery	1,100	843	0	0	0
<b><u>RCCO</u></b>					
New Cemetery - West Bromwich (20/21 Outturn Report)	0	1,455	0	0	0
New Cemetery - West Bromwich (COVID 19 Funding)	0	2,225	0	0	0
<b><u>Thematic Pot - Unallocated</u></b>					
	0	0	0	0	0
<b><u>Other Main Programme Resources</u></b>					
Sandwell Valley Crematorium - Catering Facility	0	2	0	0	0
<i>Sub Total</i>	<u>1,100</u>	<u>4,525</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b><u>Grant / Self Financing :</u></b>					
None	0	0	0	0	0
<i>Sub Total</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURE</b>	<b><u>1,100</u></b>	<b><u>4,525</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)****Business Strategy & Change**

	2021/22	2022/23	2023/24	2024/25	2025/26
	Total	Total	Total	Total	Total
	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
Public Realm - Match Funding - Living Landscapes _ Dartmouth	0	15	0	0	0
<b><u>RCCO:</u></b>					
Technology Modernisation Programme (TMP) (19/20 Outturn Report)	0	1,009	0	0	0
ICT - New Laptops including Security (20/21 Outturn Report)	0	429	0	0	0
ICT - Ongoing Capital Project Support	0	318	0	0	0
<b><u>Thematic Pot Allocations:</u></b>					
Health & Safety	0	50	0	0	0
<b><u>Other Main Programme Resources</u></b>					
Sandwell Business Services: Development	25	0	0	0	0
ICT End User Computing 2	300	2,142	1,200	1,200	1,200
	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>325</u></b>	<b><u>3,963</u></b>	<b><u>1,200</u></b>	<b><u>1,200</u></b>	<b><u>1,200</u></b>
<b><u>Grant / Self Financing :</u></b>					
Public Realm	0	33	0	0	0
<b><i>Sub Total</i></b>	<b><u>0</u></b>	<b><u>33</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>TOTAL EXPENDITURE</b>	<b><u>325</u></b>	<b><u>3,996</u></b>	<b><u>1,200</u></b>	<b><u>1,200</u></b>	<b><u>1,200</u></b>

**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)**

**ADULT SOCIAL CARE**

	<b>2021/22 Total £'000</b>	<b>2022/23 Total £'000</b>	<b>2023/24 Total £'000</b>	<b>2024/25 Total £'000</b>	<b>2025/26 Total £'000</b>
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
New Social Care & Health Centre - Rowley Regis	1,775	0	0	0	0
<b><u>RCCO:</u></b>					
New Social Care & Health Centre - Rowley Regis	3,500	0	0	0	0
<b><u>Thematic Allocation:</u></b>					
Disability Day	0	9	0	0	0
10 St Michaels Court	0	1	0	0	0
<b><u>Other Main Programme Resources</u></b>					
New Social Care & Health Centre - Rowley Regis	318	0	0	0	0
Swift Impress System - Earmarked Balances	81	100	0	0	0
New Social Care & Health Centre - Rowley Regis	6,000	0	0	0	0
<b><i>Sub Total</i></b>	<b>11,674</b>	<b>110</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Grant / Self Financing :</u></b>					
ASC System Development	80	260	0	0	0
New Social Care & Health Centre - Rowley Regis	693	0	0	0	0
ASC Capital Grant 2015/16	0	763	0	0	0
Contaminated Land Grant	8	0	0	0	0
<b><i>Sub Total</i></b>	<b>781</b>	<b>1,023</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>12,455</b>	<b>1,133</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)**

**PUBLIC HEALTH**

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
	<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>RCCO:</u></b>					
None	0	0	0	0	0
<b><u>Other Main Programme Resources</u></b>					
None	0	0	0	0	0
<i>Sub Total</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b><u>Self Financing:</u></b>					
None	0	0	0	0	0
<i>Sub Total</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURE</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>



**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)**

**BOROUGH ECONOMY**

	2021/22	2022/23	2023/24	2024/25	2025/26
	Total	Total	Total	Total	Total
	£'000	£'000	£'000	£'000	£'000
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
Lightwoods Park - Prudential	44	0	0	0	0
Acquisition of Vehicles (Prudential)	1,500	1,500	1,500	1,500	1,500
<b><u>RCCO:</u></b>					
None	0	0	0	0	0
<b><u>Thematic Allocations:</u></b>					
Forge Mill Farm	0	2	0	0	0
Lightwoods Park	0	35	0	0	0
<b><u>Other Main Programme Resources</u></b>					
Section 106 Monies - Lyng Lane	2	0	0	0	0
Reservoirs Act	58	20	20	20	20
Birchley Island - 10% Local Contribution	0	2,620	0	0	0
Street Lighting SOX to LED Conversion (Salix)	196	0	0	0	0
Environmental Improvements To Neighbourhoods	92	0	0	0	0
Smethwick Hall Park - Pool	0	342	0	0	0
West Smethwick Park - HLF Match Funding	768	0	0	0	0
Oak House Museum Roof Repairs	0	10	0	0	0
Charlemont Com Centre Wigmore	0	37	0	0	0
Blackheath Library - Fit Out Costs	124	0	0	0	0
Manor House - Phase 2	12	0	0	0	0
<b>Sub Total</b>	<b>2,796</b>	<b>4,566</b>	<b>1,520</b>	<b>1,520</b>	<b>1,520</b>
<b><u>Self Financing:</u></b>					
Structural Maintenance Roads	1,135	2,211	2,211	2,211	2,211
Structural Maintenance Bridges	516	967	967	967	967
Street Lighting - Maintenance Block	130	222	222	222	222
Incentive Fund	445	0	0	0	0
Pothole Fund	1,780	0	0	0	0
Major Schemes - Design	220	0	0	0	0
Major Route Signing	60	0	0	0	0
Local Safety Schemes	160	0	0	0	0
Road Safety Schemes	115	0	0	0	0
Traffic Initiated Schemes (Traffic Calming)	100	0	0	0	0
Measures to encourage cycling	125	0	0	0	0
Measures to encourage walking	125	0	0	0	0
Child Safety - Safe Routes to School	125	0	0	0	0
Traffic & Demand Management Measures	100	0	0	0	0
Major Schemes Contributions	356	0	0	0	0
Estimated & Provisional	0	1,694	1,694	1,694	1,694
TIIF Challenge Fund - Dudley Street Bridge / Scott Bridge Repairs	2,456	2,000	0	0	0
Birchley Island - BCLEP (Walsall MBC)	161	0	0	0	0
Manor House Conservation Plan	0	241	0	0	0
Dartmouth Park - HLF	2	0	0	0	0
West smetwick Park - HLF	1,280	0	0	0	0
Oakhouse Barns Restoration Project	10	0	0	0	0
Youth Centre, Queens Way	5	0	0	0	0
<b>Section 106 Monies:</b>					
Section 106 : Other	181	0	0	0	0
<b>Sub Total</b>	<b>9,587</b>	<b>7,335</b>	<b>5,094</b>	<b>5,094</b>	<b>5,094</b>
<b>TOTAL EXPENDITURE</b>	<b>12,383</b>	<b>11,901</b>	<b>6,614</b>	<b>6,614</b>	<b>6,614</b>

**REGENERATION & GROWTH**

	2021/22 Total £'000	2022/23 Total £'000	2023/24 Total £'000	2024/25 Total £'000	2025/26 Total £'000
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
Aquatic Centre - Commonwealth Games 2022	1,761	0	0	0	0
King Street, Wednesbury Health Centre	0	3,874	0	0	0
<b><u>RCCO:</u></b>					
Property Refurbishment - WPV	2,000	0	0	0	0
Sandwell Aquatic Centre (COVID 19 Emergency Funding Cabinet Report)	415	0	0	0	0
<b><u>Thematic Pot Allocations:</u></b>					
Idox Public Access & Consultee Access Modules	0	7	0	0	0
H&S Compliance with Construction	0	8	0	0	0
<b><u>Other Main Programme Resources</u></b>					
College Relocation of Car Parking Costs	0	14	0	0	0
West Bromwich Town Square Development	0	6	0	0	0
SOHO Foundry	0	21	0	0	0
Living Landscapes - Green Bridge P1	0	16	0	0	0
Living Landscapes - Green Bridge P2	0	15	0	0	0
BSF - Schools For The Future	0	0	0	0	0
Wednesbury High Streets - Heritage Action Zone (HAZ)	0	981	0	0	0
Property Refurbishment - WPV	817	0	917	1,000	1,000
Access Fund	448	300	300	300	300
Bear Junction Upgrade (Earmarked Balances)	0	10	0	0	0
Brindley II	0	21	0	0	0
Smethwick Council House Boiler Replacement	0	4	0	0	0
Temporry Transit Site - Gypsy	0	5	0	0	0
Sandwell Aquatic's Centre - Main Programme	369	300	0	0	0
Sandwell Aquatic's Centre - RTB Receipts	6,578	7,000	0	0	0
	0	0	0	0	0
<b><i>Sub Total</i></b>	<b>12,388</b>	<b>12,582</b>	<b>1,217</b>	<b>1,300</b>	<b>1,300</b>
<b><u>Grant / Self Financing :</u></b>					
MSCP Demolition Bull Street (WMCA)	590	0	0	0	0
Heat Networks	240	0	0	0	0
Towns Fund - Rowley Regis/Smethwick/West Bromwich	1,137	0	0	0	0
Towns Fund - 5% accelerated funding	3,300	0	0	0	0
Towns Fund - Kings Square	0	5,105	0	0	0
Woods Lane Re-development	1	0	0	0	0
Childrens Trust Accommodation Works	246	0	0	0	0
BSF - Schools For The Future	74	0	0	0	0
Mobile Working	41	0	0	0	0
Sandwell Aquatic's Centre - DCMS	20,972	0	0	0	0
Sandwell Aquatic's Centre - LEP	0	0	0	0	0
Sandwell Aquatic's Centre - Sport England	60	0	0	0	0
Sandwell Aquatic's Centre - Sandwell Leisure Trust	540	0	0	0	0
Sandwell Aquatic's Centre - Highways - Walsall Growth Fund	15	0	0	0	0
<b><u>Section 106</u></b>					
Roway Lane	0	48	0	0	0
Construction Of Homes & Sports Facilities - Churchfields School	0	17	0	0	0
Affordable Housing	0	1,234	0	0	0
Spon Lane, West Bromwich - Highways Construction	0	447	0	0	0
TESCO - Planning / Env. Health Contribution	0	50	0	0	0
Sandwell Rd - Public Realm / Highways Contribution	0	175	0	0	0
Ashes Rd, Oldbury Contribution	0	336	0	0	0
Upper Church Lane, Tipton Contribution	0	32	0	0	0
Regeneration Reserve	149	1,000	0	0	0
<b><i>Sub Total</i></b>	<b>27,365</b>	<b>8,444</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>39,753</b>	<b>21,026</b>	<b>1,217</b>	<b>1,300</b>	<b>1,300</b>

SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)

HOUSING & ASSETS

	2021/22 Total £'000	2022/23 Total £'000	2023/24 Total £'000	2024/25 Total £'000	2025/26 Total £'000
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
The Public	0	341	0	0	0
<b><u>RCCO:</u></b>					
None	0	0	0	0	0
<b><u>Thematic Allocations:</u></b>					
None	0	0	0	0	0
<b><u>Other Main Programme Resources</u></b>					
Self Service Customer Portal	235	0	0	0	0
HMRA Ringfenced Receipts - Vulnerable Home Owners	373	0	0	0	0
Empty Properties	95	600	0	0	0
Housing Stock Condition Survey	0	29	0	0	0
<b><i>Sub Total</i></b>	<b><u>703</u></b>	<b><u>970</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>Self Financing:</u></b>					
Grants : Private Sector (Grant) - DFG (Mandatory)	3,419	10,300	3,300	3,300	3,300
Warm Homes Healthy People	8	0	0	0	0
Vulnerable Homeowners Improvements - Kick Start	386	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>3,813</u></b>	<b><u>10,300</u></b>	<b><u>3,300</u></b>	<b><u>3,300</u></b>	<b><u>3,300</u></b>
<b>TOTAL EXPENDITURE</b>	<b><u>4,516</u></b>	<b><u>11,270</u></b>	<b><u>3,300</u></b>	<b><u>3,300</u></b>	<b><u>3,300</u></b>

**SANDWELL M.B.C. - CAPITAL PROGRAMME - 2021/22 - 2025/26 (As At Dec 2021)**

**CHILDRENS**

	2021/22	2022/23	2023/24	2024/25	2025/26
	Total	Total	Total	Total	Total
	£'000	£'000	£'000	£'000	£'000
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
BSF - ICT Element	0	80	0	0	0
<b><u>Prudential Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>RCCO:</u></b>					
None	0	0	0	0	0
<b><u>Thematic Allocations:</u></b>					
Edmond Cottage Extension	0	1	0	0	0
<b><u>Other Main Programme Resources</u></b>					
None	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>0</u></b>	<b><u>81</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

**Self Financing:**

PLAY Pathfinder 0 6 0 0 0

**Insurance:**

None 0 0 0 0 0

**Schools Capital Programme Schemes:**

New School Kelvin Way - West Bromwich Collegiate Academy	0	0	0	0	0
West Bromwich Collegiate Academy - Phase 2	3,200	0	0	0	0
Q3 Langley Phase 2	0	0	0	0	0
Q3 Langley Phase 3	3,790	0	0	0	0
Shireland Collegiate Academy	3	0	0	0	0
George Salter Academy	0	0	0	0	0
St Matthews CE	110	0	0	0	0
School Condition - LifeCycle property maintenance	1,500	0	0	0	0
Priory Primary Expansion	0	0	0	0	0
Annie Lennard Infant	0	0	0	0	0
New Oldbury Primary - Lightwoods	3	0	0	0	0
Hargate Primary	0	0	0	0	0
RSA Academy	0	0	0	0	0
Victoria Park Academy	258	0	0	0	0
All Saints CE Primary	0	0	0	0	0
Great Bridge Primary	1	0	0	0	0
Feasibility Work Expansion of Secondary	210	0	0	0	0
Tipton Green Junior School - Flood	69	0	0	0	0
Bristnall Hall Academy	2,420	0	0	0	0
St Michaels	0	0	0	0	0
Old Park/Wood Green Junior	0	0	0	0	0
Rood End Bulge Class	0	0	0	0	0
St Gregorys	0	0	0	0	0
Moorlands	0	0	0	0	0
Joseph Turner	0	0	0	0	0
Temporary Expansions	0	0	0	0	0
Perryfields - Purchase Mobile Classrooms - Portakabin	0	0	0	0	0
Hollies Refurbishment	0	0	0	0	0
School Kitchen Repairs	1	0	0	0	0
SRES Development Plan	0	0	0	0	0

Shireland High Tech Primary	1	0	0	0	0
Brickhouse Primary	2	0	0	0	0
Shenstone Lodge School	1	0	0	0	0
Sacred Heart Primary	0	0	0	0	0
Contingency 5% on Major Schemes	329	0	0	0	0
Yew Tree Primary	0	0	0	0	0
Menzies/Phoenix	120	0	0	0	0
School Capital Feasibility Works	0	0	0	0	0
ESFA Shireland Primary Free school	108	0	0	0	0
Rowley Hall Primary	1	0	0	0	0
Additional Secondary Places 2020	14	0	0	0	0

**Targeted Basic Needs Grant:**

Devolved Formula Capital	0	0	0	0	0
Devolved Formula Capital - School Contribution	0	0	0	0	0
Devolved Formula Capital - PRU's	0	0	0	0	0
BSF Oldbury	171	0	0	0	0
Two Years Old Entitlement - Early Years Capital	2	0	0	0	0
Orchard Building Work/ Primrose Caretaker House	17	0	0	0	0
EVOLVE Funding	171	0	0	0	0
Healthy Pupils Capital Fund	19	0	0	0	0
Health Futures UTC	2	0	0	0	0
PSBP - Abbey Infants School (DfE Funded)	0	0	0	0	0
PSBP - Yew Tree Primary School (DfE Funded)	0	0	0	0	0

**Sub Total**

<b>12,523</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**TOTAL EXPENDITURE**

<b>12,523</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**HOUSING REVENUE ACCOUNT**

	2021/22 Total £'000	2022/23 Total £'000	2023/24 Total £'000	2024/25 Total £'000	2025/26 Total £'000
<b><u>Main Programme :</u></b>					
<b><u>Supported Borrowing:</u></b>					
None	0	0	0	0	0
<b><u>Prudential Borrowing:</u></b>					
<b><u>New Build:</u></b>					
New Stock	493	19,601	15,000	15,000	15,000
Oxford Road Extra Care	338	0	0	0	0
More Lane Extra Care	4,328	0	0	0	0
West Road Extra Care	581	116	0	0	0
Strathmore Road	362	1,255	0	0	0
Adaptations For Disabled	4,045	3,000	3,000	3,000	3,000
Boiler Replacements	3,509	3,000	3,000	3,000	3,000
ECO Projects	0	3,240	1,000	1,000	1,000
Churchvale	1,440	2,219	0	0	0
Reservoir Road	2,417	1,263	0	0	0
Bull St / Albion Road	987	0	0	0	0
<b><u>Other:</u></b>					
High Rise	500	15,641	9,633	9,633	9,633
Allen House	100	410	0	0	0
Moorland & St Giles	180	0	0	0	0
Lakes	1,860	2,043	0	0	0
Lion Farm	20	180	0	0	0
Darley House	1,223	542	0	0	0
Alfred Gunn House	6,693	0	0	0	0
Friardale Close Bungalows	154	1,400	0	0	0
High Rise General (Cyclical Maintenance)	471	0	0	0	0
Soil Stack Replacement	800	0	0	0	0
Emergency Cladding Works	200	0	0	0	0
Estate Improvements	276	0	0	0	0
Property Conversions	106	0	0	0	0
Mountford House	51	0	0	0	0
Replacement of CO2 and Smoke Alarms	267	0	0	0	0
Brittania	277	360	0	0	0
M3 Block Refurbishment	50	0	0	0	0
St Giles	100	0	0	0	0
Alfred Gunn House - (Old Hibiscus)	986	0	0	0	0
1-4-1 Property Purchases	7,400	0	0	0	0
Sandfield House	59	0	0	0	0
1-4-1 Property Professional Fees	0	0	0	0	0
<b><u>RTB 1-4-1 Receipts</u></b>					
Friardale Close Bungalows	100	566	0	0	0
Brittania	185	88	0	0	0
Oxford Road Extra Care - New Build	216	0	0	0	0
Churchvale	960	608	0	0	0
Alfred Gunn House (Old Hibiscus)	657	0	0	0	0
1-4-1 Property Purchases	5,200	0	0	0	0
King Street	652	0	0	0	0
<b><u>RCCO: MRA / Ringfenced Approvals:</u></b>					
Internal Refurbishment	15,036	13,979	13,979	13,979	13,979
Single to Double Glazing & Composite Doors	940	0	0	0	0
<b><u>RCCO: Other</u></b>					
CCTV Expansions	0	0	0	0	0
Applewood Grove Conversion	538	0	0	0	0

Greenwood Avenue Conversion	266	0	0	0	0
Greenford House (additional flats)	97	0	0	0	0
Kenrick House (additional flats)	38	0	0	0	0
Workplace Vision	850	0	0	0	0
ICT Strategy	50	0	0	0	0
<b><u>Other Main Programme Resources</u></b>					
None	0	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>66,058</u></b>	<b><u>69,511</u></b>	<b><u>45,612</u></b>	<b><u>45,612</u></b>	<b><u>45,612</u></b>
<b><u>Grant / Self Financing :</u></b>					
Carrisbrooke Close	0	0	0	0	0
West Road	0	0	0	0	0
Moore Lane Extra Care	978	0	0	0	0
Strathmoore Road	0	0	0	0	0
Reservoir Road	340	0	0	0	0
<b><i>Sub Total</i></b>	<b><u>1,318</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>TOTAL EXPENDITURE</b>	<b><u>67,376</u></b>	<b><u>69,511</u></b>	<b><u>45,612</u></b>	<b><u>45,612</u></b>	<b><u>45,612</u></b>

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# CAPITAL STRATEGY

## 2021/22 TO 2025/26

### 1 INTRODUCTION

The prudential code for capital finance in local authorities sets out the requirement that authorities should have in place a capital strategy and governance procedures for the setting and revising of the strategy and prudential indicators. This will be done by the same body that approves the local authority's budget, which for Sandwell is Full Council.

The Director of Resources is responsible for ensuring that all matters required to be taken into account are reported to the decision-making body for consideration and for establishing procedures to monitor performance.

Under the prudential code guidance, a capital strategy needs to demonstrate that Sandwell takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability.

In the period 2021/22 to 2025/26 total capital expenditure is expected to be in the region of £443m – detail provided in Appendix F, and it is currently proposed that this expenditure will be financed as follows:

- £199m Prudential Borrowing
- £ 85m Revenue Contribution
- £103m Capital Grants
- £ 56m Capital Receipts

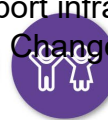
This Capital Strategy sits alongside the Medium-Term Financial Strategy and feeds into the annual revenue budget as part of an integrated revenue and capital financial strategy. The ongoing implications for the revenue budget strategy are fully considered before any capital funding decisions are confirmed.

Major new capital investment within Sandwell includes:

- New and expanded schools.
- New Council housing
- Investment in council housing stock to deliver improved energy efficiency.
- The new Sandwell Aquatic Centre that will be used for the Commonwealth Games in 2022.
- Investment in our transport infrastructure.



Investment in Climate Change through Heat Pump Technology and Heat Networks



- Investment in our Towns through the Towns Fund programme.
- Funding out ICT and Workplace Vision strategies.

We are also continuing to develop plans for significant investment in our town centres.

A continuous review of the capital programme is essential to ensure that resources are aligned to the corporate plan and 2030 Vision at all times.

Details of the Councils financial instruments and borrowings are included within the Treasury Management Strategy Statement (TMSS) that is produced and reported separately as an Appendix to this budget report.

## 2 CAPITAL INVESTMENT PLANS

Sandwell Council has a range of ambitious, affordable capital investment plans designed to achieve the plans set out in our corporate plan and 2030 Vision.

### 2.1 Housing – Ambitions 1,2,5 & 7

One in 20 new council houses built in England in 2018 were built in Sandwell, but we will do much more over the next five-year period as we continue our plans to deliver good quality, affordable housing for the people of Sandwell.

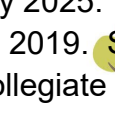
We are also working on a number of energy efficiency upgrades to heating systems and boilers across council properties in order to help reduce fuel poverty across Sandwell. The HRA business plan includes £3 million annually for these improvements and a further £3 million annually for disabled adaptations to council homes.

This investment sits alongside a programme of refurbishment in our council housing stock.

### 2.2 Schools – Ambitions 3 & 4

In recent years we have focussed the majority of our available resources on the provision of new school places. The Pupil Place Planning Strategy continues to build on the Councils commitment of ensuring every Sandwell child has access to a place at a good school by expanding successful and popular schools. Between 2010 and 2019 an additional 5,348 primary places were provided. The birth rate has decreased since peaking at 5,063 in 2012 and the places provided in primary schools are now sufficient in number to provide adequate surpluses in Reception. More pressure is placed on schools because of inward migration as cohorts move through. Based on existing trends, cohorts can increase by as much as 4% (200 pupils) as they move through from Reception to Year 6.

The impact on secondary provision of increasing numbers is now being seen with around 3,200 new secondary places needed across the borough by 2025. This is in addition to the 2,145 new secondary places already provided up to 2019. Some of this need will be met with the recent opening of West Bromwich Collegiate Academy,



a new 750 place secondary school on Kelvin Way in West Bromwich. The school opened with an initial pupil capacity of 300 places, the remaining 450 places will need to be provided for September 2021. A number of secondary schools agreed to take extra pupils in 2019 and 2020 to assist the Council in managing the delay of a new free school to be delivered by the Department for Education. It is hoped that with completion of the under-mentioned scheduled expansions in Summer 2021, that there will not be a dependency upon “bulge” classes to accommodate a shortfall in accommodation for 2021/22.

Current capital schemes that are scheduled for completion Summer 2021 will provide new permanent provision at Bristnall Hall Academy (150 places), Q3 Academy Langley (390 places), and West Bromwich Collegiate Academy (450 places). In addition, the opening of a new Secondary Free School involving the City of Birmingham Symphony Orchestra will provide 750 new places in West Bromwich. A further Free School, Windsor Olympia Academy is to be delivered by the Department of Education (DfE), and will be sponsored by Windsor Academy Trust, is scheduled to open in September 2022 and will offer 900 new secondary places.

The Council’s ability to proceed with the programme of secondary expansion for completion by September 2022 and beyond continues to be affected by the uncertainty surrounding basic need capital grant funding received from the Department for Education (DfE). It is anticipated a full report will be presented to the Council’s Cabinet in early Summer 2022 following the DfE’s confirmation as to the level of Basic Need funding to be allocated to the Council.

### **2.3 Adult Social Care & Health – Ambition 2**

The capital resources available to Adult Social care will be used in three main areas:

- The Design & Build of a new £14m Social Care & Health Centre in Rowley Regis.
- To support the ongoing development of the social care business system; and
- To fund a range of ICT related expenditure to support mobile working, an integral element in the adult social care customer journey.

### **2.4 Transport – Ambitions 6,8 & 10**

We are leading the delivery of the Birchley Island transport scheme at Junction 2 of the M5 in Oldbury.

We are a partner in Wednesbury- Brierley Hill West Midlands Metro Corridor (£450million investment) which is the largest light rail project in Europe and is coming to Wednesbury in 2022 creating a strategic link to Dudley and through West Bromwich to Birmingham.

We are also committed to enabling people to get around in a healthy and sustainable way which supports our health and wellbeing and our climate change strategies. We want to make sure that all public transport options available locally are as green as

possible, so we will lobby for clean green buses for our borough. We will be bringing forward a cycling and walking strategy to develop more routes particularly using our extensive canal network as a means for cycling and walking and invest in green infrastructure as part of the successful delivery of the Local Transport Plan.

In addition, our partnership work with the Canal and River Trust will enable us to make the best use of our waterways.

## 2.5 Parks and green spaces – Ambitions 2 & 8

Sandwell has 12 parks and green spaces with prestigious Green Flag status. We will strive to maintain this status, whilst also working to enhance our existing green and open spaces, create new places to play and committing to plant a tree for every child starting school in Sandwell up to 2030.

West Smethwick Park will benefit from a Heritage Lottery Fund grant of £5.2 million, which will include a new community pavilion and enhanced greenspace and historical features.

The new Green Space Strategy adopted in 2020 will require medium to long term investment strategy in our parks & green spaces.

We have aspirations to make Sandwell Valley a major cultural and tourist destination and we will work with our partners to make the best use of our canal network. To facilitate this, we will be developing culture and tourism strategies that will set out our key objectives and the outcomes we aspire to achieve.

## 2.6 Leisure facilities – Ambitions 1,2,9 & 10

The Council continues to develop modern leisure facilities within the borough. Over the past few years we have opened new leisure centres in Tipton, Oldbury, West Bromwich, and Wednesbury.

However, as proud as we are of those facilities, the most high-profile development in the history of Sandwell Council is now well underway with the building of the new Sandwell Aquatic Centre in Smethwick, which will be used to host events at the Commonwealth Games in 2022. Good progress has been made on this project since enabling works commenced in July 2019 and main construction works commenced in January 2020. The project, which will provide much needed community leisure facilities in the Smethwick area and will result in the closure of two aging and outdated leisure centres generating a revenue saving for the Council. To be in this position, having faced the wettest winter in 100 years, the uncertainty of the exit from the EU, and a worldwide pandemic during the period, is demonstrative of the resilience of Sandwell Council and its ability to work well with external partners.

## 2.7 Climate Change

Sandwell Council is now actively pursuing capital investments to deliver on our climate change agenda, including Heat Networks and Heat Pump Technology.

These will be reported to Cabinet in due course.



### 3 THE GOVERNANCE PROCESS

#### 3.1 Revenue Implications of Capital Investment

The council takes into consideration the ongoing revenue implications of capital investment and has a consolidated revenue and capital budget setting process. The Cabinet receives all reports and information about the council's revenue and capital strategies and expenditure plans. The merging of the two processes allows the council to fully consider the implications on revenue of any capital schemes (whether savings or increased costs) and also places it in a position to consider the impact of the Prudential Framework in the future.

The cost of borrowing over the medium term expressed through the Minimum Revenue Provision is fully incorporated into the revenue budget setting process to ensure prudence and affordability.

The appraisal forms submitted when requesting a scheme to be included within the capital programme highlights both the financing of borrowing costs that the council may need to incur in pursuing the scheme together with the ongoing revenue costs of 'running' the asset once it is operational. The inclusion of these costs allows decisions to be taken with full consideration of the impact on the revenue position of the council.

#### 3.2 Allocating Resources to Capital Projects - The Capital Appraisal Process

The Council has a comprehensive project appraisal process based on best practice principles as a means of assessing the merits and identifying the risks of individual capital schemes and the evaluation and comparison of such schemes for selection in times of limited resources.

Project appraisals are the basis for formal monitoring and reporting on any capital schemes which are approved.

All capital appraisal applications should be submitted through Firmstep to Financial Planning for independent appraisal and evaluation. For further information on the appraisal process and the use of Firmstep to submit applications please refer to the Financial Planning Team page on the Finance Section of the Intranet.

Financial Planning will produce an appraisal report of their findings back to the project officer. It is the responsibility of the Project Lead Officer to allow sufficient time for the capital approvals process when considering applying for capital resources.

Once the appraisal has achieved a score which would enable it to be recommended for approval it is the responsibility of the project lead to submit a report to the Cabinet to obtain formal budget approval. Projects that achieve a score of less than 65% will not be recommended for approval.

Democratic Services are required to publish 28 days notice of all key decisions. The Project Lead Officer is responsible for notifying Democratic Services of key decisions



in accordance with their timetable. Further guidance on what constitutes a key decision and the required timescales can be obtained from Democratic Services Unit on 0121 569 3736.

### **3.3 Project Monitoring & Evaluating Progress**

Capital monitoring is completed monthly and reported quarterly to the Director of Resources and the Head of Finance. Any matters of concerns are then brought to the attention of the relevant Cabinet Member.

Reports are prepared for Cabinet on a quarterly basis. Narrative is included in the quarterly monitoring report to explain movements in capital budgets since the previous period.

These reports are also presented to the Budget and Corporate Services Scrutiny Management board for consideration.

Project Officers are consulted monthly to ensure capital forecast expenditure is accurate. Expenditure is monitored and analysed to ensure it is in accordance with the nature of the project and can be applied to the relevant asset register.

Slippage of capital resources into future years is reflected where necessary.

Capital Grant Claims are completed in accordance with grant terms and conditions to ensure all expenditure is financed.

Capital Receipts are analysed monthly, to ensure all projects are financed correctly.

## **4 PFI**

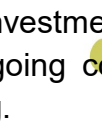
The council has previously pursued the use of Public Private Partnerships and Private Finance Initiatives as a means of funding the investment identified through the Capital Strategy and Capital Programme. The council will continue to consider future opportunities as they arise but is no longer actively pursuing this funding option.

## **5 COMMERCIAL ACTIVITY**

The Council currently holds commercial properties that generate significant revenue income to the authority. At present, the authority is not actively pursuing new investment in commercial assets for the sole purpose of providing income streams to aid the future funding of services. However, any new schemes will be evaluated to ensure that Members are fully informed of the risks and rewards of such investments

## **6 ASSET MANAGEMENT**

Sandwell Council is committed to proactive management of our assets, as reflected in the rolling programme of investment in buildings and our ICT infrastructure. A 5-year programme of refurbishment of Sandwell Council House is well underway that will secure this key asset for the longer-term but, alongside this investment, we will continue to rationalize our office accommodation to reduce ongoing costs to the council as we reap the benefits of new, more agile ways of working.



The next year will see our biggest ever investment in our ICT infrastructure as we implement a major upgrade to our Oracle e-business suite; deliver our technology modernization programme; and continue to roll out our expanding digital offer.

## 7 KNOWLEDGE AND SKILLS

Sandwell Council has built up a significant pool of internal expertise and has a well-earned reputation for delivering projects on time and within budget. However, we will also buy in additional capacity and expertise as required.



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# TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2022/23

## 1. INTRODUCTION

### 1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

CIPFA defines treasury management as:

*"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*

### 1.2 Reporting Requirements

#### Capital Strategy

The CIPFA 2017 Prudential and Treasury Management Codes require all local authorities to prepare a capital strategy report which will provide the following:

- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of this capital strategy is to ensure that all elected members on the full council fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

The capital strategy is included as a separate document within the budget report.

### **Treasury Management Reporting**

The council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals:

- a. Prudential and treasury indicators and treasury strategy (this report) –** This will provide members with an outline of how investments and borrowings are to be organised in coming years, including an Investment Strategy and relevant indicators.
- b. A mid-year treasury management report –** This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c. An annual treasury report –** This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

The above reports are required to be adequately scrutinised before being recommended to the council. This role is undertaken by the Budget and Corporate Scrutiny Management Board.

### **1.3 Treasury Management Strategy for 2022/23**

The strategy for 2022/23 covers two main areas:

#### **Capital Issues**

- the capital expenditure plans and the associated prudential indicators;
- the minimum revenue provision (MRP) policy.

#### **Treasury Management Issues**

- the current treasury position;
- treasury indicators which will limit the treasury risk and activities of the council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, CIPFA Prudential Code, MHCLG MRP Guidance, CIPFA Treasury Management Code and the MHCLG Investment Guidance.

#### **1.4 Training**

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. An overview of treasury management training was undertaken by the Budget and Corporate Scrutiny Management Board in December 2018 and further training for members will be arranged for June 2022.

The training needs of treasury management officers are periodically reviewed.

#### **1.5 Treasury Management Consultants**

The council uses Link Group, Treasury solutions as its external treasury management advisors.

The council understands that responsibility for treasury management decisions remains with the organization at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

## **2 THE CAPITAL PRUDENTIAL INDICATORS 2022/23 – 2025/26**

The council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist member's overview and confirm capital expenditure plans.

## 2.1 Capital Expenditure and Financing

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

	2020/21 Actual £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m	2025/26 Estimate £'m
<b>Capital Expenditure</b>						
General Fund	82.301	83.055	48.839	12.331	12.414	12.414
HRA	50.315	67.376	69.511	45.612	45.612	45.612
<b>Total</b>	<b>132.616</b>	<b>150.431</b>	<b>118.350</b>	<b>57.943</b>	<b>58.026</b>	<b>58.026</b>

Other long-term liabilities - The above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

	2020/21 Actual £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m	2025/26 Estimate £'m
<b>Resourced by:</b>						
Capital Receipts	18.869	25.255	8.496	7.299	7.351	7.419
Capital Grants & Contributions	58.737	55.387	22.036	8.394	8.394	8.394
Revenue	24.107	23.730	19.415	13.979	13.979	13.979
<b>Capital Expenditure Financed from Borrowing</b>	<b>30.903</b>	<b>46.059</b>	<b>68.403</b>	<b>28.271</b>	<b>28.302</b>	<b>28.234</b>

## 2.2 The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities such as PFI schemes and finance leases. Whilst these increase the CFR, and therefore the council's borrowing requirement, these types of scheme include a borrowing facility and so the council is not required to separately borrow for these schemes. The council currently has £74.308m of such schemes within the CFR as at 31 March 2020.

The council is asked to approve the CFR projections below:

	2020/21 Actual £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m	2025/26 Estimate £'m
<b>Capital Financing Requirement (CFR)</b>						
General Fund	326.457	317.837	317.436	298.510	279.165	259.822
HRA	468.374	497.324	540.238	560.482	580.692	600.701
<b>Total CFR @ 31 March</b>	<b>794.831</b>	<b>815.161</b>	<b>857.674</b>	<b>858.992</b>	<b>859.857</b>	<b>860.523</b>
<b>Movement in CFR</b>		<b>20.330</b>	<b>42.513</b>	<b>1.318</b>	<b>0.865</b>	<b>0.666</b>
<b>Movement Represented by:</b>						
Capital expenditure to be financed from borrowing		46.059	68.403	28.271	28.302	28.234
Less MRP/VRP and other financing movements *		-25.729	-25.890	-26.953	-27.437	-27.568
<b>Movement in CFR</b>		<b>20.330</b>	<b>42.513</b>	<b>1.318</b>	<b>0.865</b>	<b>0.666</b>

\* Includes PFI annual principal repayments

## 2.3 Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

	2020/21 Actual £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m	2025/26 Estimate £'m
Balances	98.516	107.000	87.000	77.000	77.000	77.000
Specific reserves	137.834	114.000	99.000	89.000	79.000	69.000
Capital Receipts Unapplied	15.083	15.000	10.000	5.000	5.000	5.000
Capital Grants Unapplied	2.790	3.000	3.000	3.000	3.000	3.000
Con Adv & Borrowing	17.982	15.000	15.000	15.000	15.000	15.000
Collection Fund	-41.588	0.000	0.000	0.000	0.000	0.000
<b>Total Core Funds</b>	<b>230.617</b>	<b>254.000</b>	<b>214.000</b>	<b>189.000</b>	<b>179.000</b>	<b>169.000</b>
Net Working capital *	73.026	25.000	25.000	25.000	25.000	25.000
Expected investments	37.319	40.000	23.000	23.000	23.000	23.000

\* Working capital balances shown are estimated year-end; these may be lower or higher mid-year

## 2.4 Minimum Revenue Provision (MRP) Policy Statement

The council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

MHCLG Regulations have been issued which require the full council to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

**Average Asset Life method** - MRP will be based on the total average estimated life of assets held by the authority.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

**Individual Asset Life Method** - MRP will be based on the estimated life of the assets, in accordance with the proposed regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction). This provides for a reduction in the borrowing need over the assets' life.

There is no requirement on the HRA to make a minimum revenue provision but there is a requirement to make a charge for depreciation.

Annual principal repayments included in PFI schemes or finance leases are applied as MRP.

A change introduced by the revised DLUHC MRP Guidance was the allowance that any charges made over the statutory minimum revenue provision (MRP), voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. For this sum to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2021 the total VRP overpayments made by the General Fund account was £5.423m.

## **2.5 West Midlands Combined Authority: Collective Investment Fund**

The agreed Combined Authority Devolution Deal proposes the establishment of a Collective Investment Fund to support investment in the region. It is possible that some of this investment may be delivered by individual districts and funded from prudential borrowing.

MRP on capitalised loan advances to other organisations or individuals will not be required. Instead, the capital receipts arising from the capitalised loan repayments will be used as provision to repay debt. However, revenue MRP contributions would still be required equal to the amount of any impairment of the loan advanced.

MRP on investments in Equities will be made on an annuity profile over 20 years, as recommended by Government guidance.

## **3 Borrowing**

The capital expenditure plans set out in Section 2 provide details of the service activity of the council. The treasury management function ensures that the council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

### 3.1 Current Portfolio Position

The overall treasury management portfolio as at 31 March 2021 and for the position as 31 December 2021 are shown below for both borrowing and investments:

Treasury Portfolio				
	Actual 31/03/2021 £'000	Actual 31/03/2021 %	Current 31/12/2021 £'000	Current 31/12/2021 %
<b>Treasury Investments</b>				
Banks	556	1%	8,731	10%
Temporary Deposits	0	0%	0	0%
Money Market Funds	36,500	98%	74,800	89%
Local Authorities	0	0%	0	0%
6 Towns Credit Union	250	1%	250	0%
<b>Total Managed In House</b>	<b>37,306</b>	<b>100%</b>	<b>83,781</b>	<b>100%</b>
<b>Total Treasury Investments</b>	<b>37,306</b>	<b>100%</b>	<b>83,781</b>	<b>100%</b>
<b>Treasury External Borrowing</b>				
Local Authorities	10,046	2%	9,905	2%
PWLB	324,288	67%	305,060	63%
LOBO's	82,000	17%	82,000	17%
Market Fixed Loan	10,000	2%	10,000	2%
Temporary Loans	52,344	11%	72,403	15%
Soft Loans	2,915	1%	2,510	1%
<b>Total External Borrowing</b>	<b>481,593</b>	<b>100%</b>	<b>481,879</b>	<b>100%</b>
<b>Net Treasury Investments/(Borrowing)</b>	<b>(444,287)</b>		<b>(398,098)</b>	

The council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement – CFR), highlighting any over or under borrowing.

	2020/21 Actual £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m	2025/26 Estimate £'m
External Debt as at 1 April	481.593	490.964	511.294	553.806	555.124	555.989
Expected change in Debt	2.571	20.330	42.513	1.318	0.865	0.666
Other Long Term Liabilities (OLTL)*	74.308	68.289	66.057	62.774	58.718	54.393
Expected change in OLTL	-4.613	-3.638	-3.283	-4.056	-4.325	-4.599
<b>External Debt as at 31 March</b>	<b>553.859</b>	<b>575.945</b>	<b>616.581</b>	<b>613.842</b>	<b>610.382</b>	<b>606.449</b>
<b>Capital Financing Requirement</b>	<b>794.831</b>	<b>815.161</b>	<b>857.674</b>	<b>858.992</b>	<b>859.857</b>	<b>860.523</b>
<b>Under / (Over) Borrowing</b>	<b>240.972</b>	<b>239.216</b>	<b>241.093</b>	<b>245.150</b>	<b>249.475</b>	<b>254.074</b>

Within the range of prudential indicators, there are several key indicators to ensure that the council operates its activities within well-defined limits. One of these is that the council needs to ensure that its gross debt, does not, except in the short term, exceed the total of the CFR in the preceding year plus the

estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes or speculative purposes.

Director of Finance (Section 151 Officer) confirms that the council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view considers current commitments, existing plans, and the proposals in this budget report.

### 3.2 Treasury Indicators: Limits to Borrowing Activity

#### The Operational Boundary

The Operational Boundary is the limit beyond which external debt would not normally be expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

	2019/20 Actual £'m	2020/21 Estimate £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m
External Debt	484.164	511.294	553.807	555.124	555.989	556.655
Other Long Term Liabilities*	69.695	64.651	62.774	58.718	54.393	49.794
<b>Operational Boundary</b>	<b>553.859</b>	<b>575.945</b>	<b>616.581</b>	<b>613.842</b>	<b>610.382</b>	<b>606.449</b>

#### The Authorised Limit

The Authorised Limit for external debt is a further key prudential indicator, which represents control over the maximum level of debt. This represents a legal limit beyond which external debt is prohibited and this limit needs to be set or revised by the full council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

The council is recommended to approve the following Authorised Limit:

	2019/20 Actual £'m	2020/21 Estimate £'m	2021/22 Estimate £'m	2022/23 Estimate £'m	2023/24 Estimate £'m	2024/25 Estimate £'m
External Debt	725.136	750.510	794.900	800.274	805.464	810.729
Other Long Term Liabilities*	69.695	64.651	62.774	58.718	54.393	49.794
<b>Authorised Limit</b>	<b>794.831</b>	<b>815.161</b>	<b>857.674</b>	<b>858.992</b>	<b>859.857</b>	<b>860.523</b>



The HRA CFR is built into the total reported Authorised Limit, this revised limit is currently £815.161m; the UK Government announced that there would be a policy change which led, in October 2018, to the HRA debt cap being abolished. The HRA therefore, are no longer restricted to a debt ceiling however, although the debt cap has now been lifted, the HRA will still follow the principals of the Prudential Code; (as a result will still use the CFR as their ultimate debt ceiling).

### 3.3 Prospects for Interest Rates

The council has appointed Link Group as its treasury advisor and part of their service is to assist the council to formulate a view on interest rates. Link provided the following forecasts on 20 December 2021, these are forecasts for certainty rates, gilt yields plus 80 bps.

	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec-21	0.25	1.40	1.80	1.50
Mar-22	0.25	1.50	1.90	1.70
Jun-22	0.50	1.50	2.00	1.80
Sep-22	0.50	1.60	2.10	1.90
Dec-22	0.50	1.60	2.10	1.90
Mar-23	0.75	1.70	2.20	2.00
Jun-23	0.75	1.80	2.20	2.00
Sep-23	0.75	1.80	2.20	2.00
Dec-23	0.75	1.80	2.30	2.10
Mar-24	1.00	1.90	2.30	2.10
Jun-24	1.00	1.90	2.40	2.20
Sep-24	1.00	1.90	2.40	2.20
Dec-24	1.00	2.00	2.50	2.30
Mar-25	1.25	2.00	2.50	2.30

A more comprehensive list of these rates is detailed in Appendix 1.

Link Group have also provided a detailed analysis of the economic background for the UK and the rest of the world which is given as Appendix 2 to this report. However, their general comments are as follows:

Over the last two years, the coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left the Bank Rate unchanged at its subsequent meetings until raising it to 0.25% at its meeting on 16 December 2021.

As shown in the forecast table above, the forecast for the Bank Rate now includes four increases, one in December 2021 to 0.25%, then quarter 2 of 2022 to 0.50%, quarter 1 of 2023 to 0.75%, quarter 1 of 2024 to 1.00% and finally one in quarter 1 of 2025 to 1.25%.

- Investment returns are expected to improve in 2022/23 however, while markets are pricing in a series of Bank Rate hikes, actual circumstances may see the MPC fall short of these elevated expectations.

- Borrowing interest rates fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England and still remain at historically low levels. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years.
- While this authority will not be able to avoid borrowing to finance new capital expenditure, to replace maturing debt and any rundown on reserves, there will be a cost of carry, (the difference between higher borrowing costs and lower investment returns), to any new short or medium-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost.

### **3.4 Borrowing Strategy**

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2022/23 treasury operations. The Director of Finance (Section 151 Officer) will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- If it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.
- If it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity, or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the appropriate decision making body at the next available opportunity.

### **3.5 Policy on Borrowing In Advance of Need**

The council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Finance Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the council can ensure the security of such funds.

Borrowing in advance will be made within the constraints that:

- It will be limited to no more than 20% of the expected increase in borrowing need (CFR) over a three-year planning period

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

### **3.6 Debt Rescheduling**

Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a very large difference between premature redemption rates and new borrowing rates, even though the general margin of PWLB rates over gilt yields was reduced by 100 bps in November 2020.

If rescheduling was done, it will be reported to the council at the earliest meeting following its action.

### **3.7 New Financial Institutions (as a source of borrowing or types of borrowing)**

Currently the PWLB Certainty Rate is set at gilts + 80 basis points for both HRA and non-HRA borrowing however, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so – still cheaper than the certainty rate)
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid “cost of carry” or to achieve refinancing certainty over the next few years)

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

## **4 ANNUAL INVESTMENT STRATEGY**

### **4.1 Investment policy – management of risk**

The Department of Levelling Up, Housing and Communities (DLUHC – this was formerly the Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy, (a separate report).

The council’s investment policy has regard to the following: -

- DLUHC’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”)

- CIPFA Treasury Management Guidance Notes 2018

The council's investment priorities will be security first, portfolio liquidity second and then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the Council's risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs. However, where appropriate (from an internal as well as external perspective), the Council will also consider the value available in periods up to 12 months with high credit rated financial institutions, as well as wider range fund options.

The above guidance from the DLUHC and CIPFA place a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the council will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This authority has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in Appendix 3 under the categories of 'specified' and 'non-specified' investments.
  - **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year.
  - **Non-specified investments** are those with less high credit quality, may be for periods more than one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use. Once an investment is classed as non-specified, it remains non-specified all the way through to maturity i.e. an 18-month deposit would still be non-specified even if it has only 11 months left until maturity.

5. **Non-specified investments limit.** The council has determined that it will limit the maximum total exposure to non-specified investments as being 30% of the total investment portfolio.
6. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in section 4.2.
7. **Transaction limits** are set for each type of investment in section 4.2.
8. This authority will set a limit for the amount of its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
9. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
10. This authority has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
11. All investments will be denominated in **sterling**.
12. As a result of the change in accounting standards for 2022/23 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31 March 2023.
13. If considering 'Property Funds' or other 'Diversified Income Funds' in the future, the council may look to use externally appointed fund managers.

However, this authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

## 4.2 Creditworthiness policy

The primary principle governing the council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections below; and

- It has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the council's prudential indicators covering the maximum principal sums invested.

The Director of Finance (Section 151 Officer) will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit then to council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either Specified or Non-Specified as it provides an overall pool of counterparties considered high quality which the council may use, rather than defining what types of investment instruments are to be used.

Credit rating information is supplied by Link Group, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible long-term change) are provided to officers almost immediately after they occur, and this information is considered before dealing. For instance, a negative rating watch applying to a counterparty at the minimum council criteria will be suspended from use, with all others being reviewed in light of market conditions.

The criteria for providing a pool of high-quality investment counterparties (both Specified and Non-specified investments) is:

- Banks 1 - good credit quality – the council will only use banks which:
  - i. are UK banks and/or
  - ii. are non-UK and domiciled in a country which has a minimum sovereign long-term rating of AA-

and have, as a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated):

- i. Short term - F1, P-1, A-1 respectively
  - ii. Long term – A-, A1 and A- respectively
- Banks 2 – Part nationalised UK banks – Royal Bank of Scotland ringfenced operations. These banks can be included provided they continue to be part nationalised or meet the ratings in Banks 1 above.
  - Banks 3 – The council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time invested.
  - Bank subsidiary and treasury operation. The council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.

- Building societies - The council will use all societies which meet the above criteria.
- Money Market Funds (MMFs) CNAV – AAA rated money market funds.
- Money Market Funds (MMFs) LVNAV – AAA rated money market funds.
- Money Market Funds (MMFs) VNAV – AAA rated money market funds.
- Ultra-Short Dated Bond Funds with a credit rating of at least – AAA
- UK Government (including gilts, Treasury Bills and the DMADF)
- Local authorities, parish councils etc
- Supranational institutions
- Property Funds.
- Building Schools for the Future Local Education Partnership
- Sandwell Inspired Partnership Services
- Sandwell Children’s Trust
- West Midlands Fire & Rescue Authority

A limit will be applied to the use of Non-Specified investments, further details can be found at Appendix 3.

### **Use of additional information other than credit ratings**

Additional requirements under the Code require the council to supplement credit rating information. Whilst the above criteria rely primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

### **Time and monetary limits applying to investments**

The time and monetary limits for institutions on the council’s counterparty list are as follows (these will cover both Specified and Non-Specified Investments):

	Fitch Long term Rating (or equivalent)	Money Limit	Time Limit
Banks 1 category high quality	AA-	£30m	3yrs
Banks 1 category medium quality	A-	£10m	364 days
Limit 3 category – council’s banker (not meeting Banks 1)	-	£15m	1 day
Other institutions limit	-	£10m	364 days
DMADF	AAA	unlimited	6 months
Money market Funds (CNAV)	AAA	£20m	Liquid
Money market Funds (LVNAV)	AAA	£20m	Liquid
Money market Funds (VNAV)	AAA	£10m	1yr plus
Ultra-Short Dated Bond Funds	AAA	£10m	1yr plus
Local authorities	-	£10m	364 days
Property Funds	-	£10m	10yrs plus

The proposed criteria for Specified and Non-Specified investments are shown in Appendix 3 for approval.

### Creditworthiness

Significant levels of downgrades to short-term and long-term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to outlooks however, as economies are beginning to reopen, there have been some instances of previous lowering of outlooks being reversed.

### CDC Prices

Although bank CDS prices (these are market indicators of credit risk) spiked upwards at the end of March, early April 2020, due to the heightened market uncertainty and ensuing liquidity crisis that affected financial markets, they have returned to more average levels since then. That being said, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor the CDS prices as part of their creditworthiness service to local authorities and the council has access to this information via its Link-provided Passport portal.

### 4.3 Other limits

Due care will be taken to consider the exposure of the council’s total investment portfolio to non-specified investments, countries, groups and sectors.

- a) **Non-specified investment limit.** The council has determined that it will limit the maximum total exposure of treasury management investments to non-specified investments as being 30% of the total investment portfolio.



- b) **Country limit.** The council has determined that it will only use approved counterparties from the UK and from countries with a minimum sovereign credit rating of AA- from Fitch or equivalent. The list of countries that qualify using this credit criteria, will be added to or deducted from, by officers should ratings change in accordance with this policy.
- c) **Other limits.** In addition:
- no more than 20% will be placed with any non-UK country at any time;
  - limits in place above will apply to a group of companies;
  - sector limits will be monitored regularly for appropriateness.

#### 4.4 Investment Strategy

##### In-house funds

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. While most cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer term investments will be carefully assessed.

- If it is thought that the bank rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term or variable.
- Conversely, if it is thought that bank rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

##### Investment returns expectations

The current forecast shown in paragraph 3.3 includes a forecast for a first increase in Bank Rate in May 2022, though it could come in February.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows (the long term forecast is for periods over 10 years in the future):

Average earnings in each year	Now	Previously
2022/23	0.50%	0.50%
2023/24	0.75%	0.75%
2024/25	1.00%	1.00%
2025/26	1.25%	1.25%
Long term later years	2.00%	2.00%

For its cash flow generated balances, the council will seek to utilise its business reserve instant access and notice accounts, money market funds and short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

### **WM Combined Authority**

The council will be prepared to lend to the Combined Authority. Such lending may be as part of arrangements agreed with the Combined Authority and other constituent authorities.

#### **Investment treasury indicator and limit**

These are the total principal funds invested for greater than 365 days. These limits are set with regard to the council's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end.

The council is asked to approve the treasury indicator and limit:

<b>Maximum principal sums invested &gt; 364 days</b>			
	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Principal sums invested > 365 days	£30m	£30m	£30m

### **4.5 Investment Risk Benchmarking**

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the Mid-Year or Annual Report.

Security - The council's maximum-security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.00% historic risk of default when compared to the whole portfolio.

Liquidity – the council seeks to maintain:

- Bank overdraft - £2m
- Liquid short-term deposits of at least £21m available with a week's notice.

Yield - Local measures of yield benchmarks are:

- Investments – internal returns above the over-night SONIA compounded rate

The current SONIA benchmarks are reported below; please note that these rates are variable and change daily. They are linked to current market conditions and may go up or down as those conditions change.

<b>% Benchmarks</b>	<b>Over-Night</b>	<b>1 Month</b>	<b>3 Month</b>	<b>6 Month</b>	<b>12 Month</b>
Benchmark Return (SONIA compounded)	0.06%	0.07%	0.10%	0.18%	0.35%

Note: This benchmark is an average risk of default measure and would not constitute an expectation of loss against a particular investment.

#### **4.6 End of year investment report**

At the end of the financial year, the council will report on its investment activity as part of its Annual Treasury Report.

#### **4.7 External Fund Manager**

£74.8m of the council's funds is externally managed on a discretionary/pooled basis by the following:

- Aberdeen Standard Liquidity Fund (Lux) – Sterling Fund (Class 1)
- Aviva Investors Sterling Liquidity Fund (Class 3)
- BlackRock Institutional Sterling Liquidity Fund (Heritage)
- BNP Paribas Insticash Sterling (Institutional)
- CCLA – The Public Sector Deposit Fund (Class 4)
- Federated Short-Term Sterling Prime Fund (Class 3)
- Fidelity Institutional Liquidity Sterling Fund (Class A)
- Invesco Sterling Liquidity Portfolio (Institutional)

The council's external fund managers will comply with the Annual Investment Strategy. The agreements between the council and the fund managers additionally stipulate guidelines on duration and other limits in order to contain and control risk.

The council fully appreciates the importance of monitoring the activity and resultant performance of its appointed external fund managers. In order to aid this assessment, the council is provided with a suite of regular reporting from its managers via both the Institutional Cash Distributions (ICD) Portal and the fund managers themselves.

In addition to formal reports, the council also meets the representatives of the fund managers on an annual basis. These meetings allow for additional scrutiny of the manager's activity as well as discussions on the outlook for the fund as well as wider markets.

### **5 TREASURY INDICATORS 2022/23 – 2025/26**

#### **5.1 Affordability Prudential Indicators**

Prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the council's overall finances. The council is asked to approve the following indicator:

##### **Ratio of Financing Costs to Net Revenue Stream**

This indicator identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) against the net revenue stream.

	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
General Fund	5.53%	6.55%	5.15%	4.70%	4.45%	4.19%
HRA	22.63%	21.69%	21.91%	22.28%	22.33%	22.20%

The estimates of financing costs include current commitments and the proposals in this budget report.

## HRA Ratios

	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
HRA Debt (£m)	353.950	336.868	327.801	316.413	308.913	303.626
HRA Revenues (£m)	130.290	132.381	135.351	136.538	136.538	136.538
Ratio of Debt to Revenues (%)	2.72%	2.54%	2.42%	2.32%	2.26%	2.22%

	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
HRA Debt (£m)	353.950	336.868	327.801	316.413	308.913	303.626
Number of HRA Dwellings	28,292	28,142	27,992	27,842	27,692	27,542
Debt Per Dwelling (£m)	12.511	11.970	11.711	11.365	11.155	11.024

## 5.2 Maturity Structure of Borrowing

Maturity structure of borrowing. These gross limits are set to reduce the council's exposure to large fixed rate sums falling due to refinancing and are required for upper and lower limits.

The council is asked to approve the following treasury indicators and limits:

Maturity Structure of Fixed Interest Rate Borrowing 2021/22		
	Lower %	Upper %
Under 12 months	0%	10%
12 months to 2 years	0%	10%
2 years to 5 years	0%	20%
5 years to 10 years	0%	20%
10 years to 20 years	0%	20%
20 years to 30 years	0%	30%
30 years to 40 years	0%	40%
40 years to 50 years	0%	50%
50 years plus	0%	90%

Maturity Structure of Variable Interest Rate Borrowing 2021/22		
	Lower %	Upper %
Under 12 months	0%	5%
12 months to 2 years	0%	5%
2 years to 5 years	0%	5%
5 years to 10 years	0%	5%
10 years to 20 years	0%	5%
20 years to 30 years	0%	10%
30 years to 40 years	0%	10%
40 years to 50 years	0%	10%
50 years plus	0%	10%

## APPENDIX 1: Interest Rate Forecasts

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Link provided the following forecasts on 20<sup>th</sup> December 2021. These are forecasts for certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View	20.12.21													
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25
3 month ave earnings	0.20	0.30	0.50	0.50	0.60	0.70	0.80	0.90	0.90	1.00	1.00	1.00	1.00	1.00
6 month ave earnings	0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.00	1.10	1.10	1.10	1.10	1.10
12 month ave earnings	0.70	0.70	0.70	0.70	0.80	0.90	1.00	1.10	1.10	1.20	1.20	1.20	1.20	1.20
5 yr PWLB	1.40	1.50	1.50	1.60	1.60	1.70	1.80	1.80	1.80	1.90	1.90	1.90	2.00	2.00
10 yr PWLB	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10	2.20	2.30
25 yr PWLB	1.80	1.90	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.50	2.50
50 yr PWLB	1.50	1.70	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.20	2.20	2.30	2.30

Additional notes by Link on this forecast table:-

- *LIBOR and LIBID rates will cease from the end of 2021. Work is currently progressing to replace LIBOR with a rate based on SONIA (Sterling Overnight Index Average). In the meantime, our forecasts are based on expected average earnings by local authorities for 3 to 12 months.*
- *Our forecasts for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short term cash at any one point in time.*

Over the last two years, the coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings until raising it to 0.25% at its meeting on 16<sup>th</sup> December 2021.

As shown in the forecast table above, the forecast for Bank Rate now includes four increases, one in December 2021 to 0.25%, then quarter 2 of 2022 to 0.50%, quarter 1 of 2023 to 0.75%, quarter 1 of 2024 to 1.00% and, finally, one in quarter 1 of 2025 to 1.25%.

### **Significant risks to the forecasts**

- **Mutations** of the virus render current vaccines ineffective, and tweaked vaccines to combat these mutations are delayed, or cannot be administered fast enough to prevent further lockdowns. 25% of the population not being vaccinated is also a significant risk to the NHS being overwhelmed and lockdowns being the only remaining option.
- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity.
- **The Monetary Policy Committee** acts too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- **The Monetary Policy Committee** tightens monetary policy too late to ward off building inflationary pressures.
- **The Government** acts too quickly to cut expenditure to balance the national budget.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Longer term US treasury yields** rise strongly and pull gilt yields up higher than forecast.
- **Major stock markets** e.g., in the US, become increasingly judged as being over-valued and susceptible to major price corrections. Central banks become increasingly exposed to the “moral hazard” risks of having to buy shares and corporate bonds to reduce the impact of major financial market selloffs on the general economy.
- **Geopolitical risks**, for example in Ukraine, Iran, North Korea, but also in Europe and Middle Eastern countries; on-going global power influence struggles between Russia/China/US. These could lead to increasing safe-haven flows.

### **The balance of risks to the UK economy: -**

- The overall balance of risks to economic growth in the UK is now to the downside, including risks from Covid and its variants - both domestically and their potential effects worldwide.

### **Forecasts for Bank Rate**

It is not expected that Bank Rate will go up fast after the initial rate rise as the supply potential of the economy is not likely to have taken a major hit during the pandemic: it should, therefore, be able to cope well with meeting demand after supply shortages subside over the next year, without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the spike up to around 5%. The forecast includes four increases in Bank Rate over the three-year forecast period to March 2025, ending at 1.25%. However, it is likely that these forecasts will need changing within a relatively short timeframe for the following reasons: -

- We do not know how severe an impact Omicron could have on the economy and whether there will be another lockdown or similar and, if there is, whether there would be significant fiscal support from the Government for businesses and jobs.
- There were already increasing grounds for viewing the economic recovery as running out of steam during the autumn and now into the winter. And then along came Omicron to pose a significant downside threat to economic activity. This could lead into stagflation, or even into recession, which would then pose a dilemma for the MPC as to whether to focus on combating inflation or supporting economic growth through keeping interest rates low.
- Will some current key supply shortages spill over into causing economic activity in some sectors to take a significant hit?
- Rising gas and electricity prices in October and next April and increase in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflation.
- On the other hand, consumers are sitting on over £160bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?
- It looks as if the economy coped well with the end of furlough on 30<sup>th</sup> September. It is estimated that there were around 1 million people who came off furlough then and there was not a huge spike up in unemployment. The other side of the coin is that vacancies have been hitting record levels so there is a continuing acute shortage of workers. This is a potential danger area if this shortage drives up wages which then feed through into producer prices and the prices of services i.e., a second-round effect that the MPC would have to act against if it looked like gaining significant momentum.

- We also recognise there could be further nasty surprises on the Covid front beyond the Omicron mutation.
- If the UK invokes article 16 of the Brexit deal over the dislocation in trading arrangements with Northern Ireland, this has the potential to end up in a no-deal Brexit.

In summary, with the high level of uncertainty prevailing on several different fronts, we expect to have to revise our forecasts again - in line with whatever the new news is.

It should also be borne in mind that Bank Rate being cut to 0.25% and then to 0.10%, were emergency measures to deal with the Covid crisis hitting the UK in March 2020. At any time, the MPC could decide to simply take away such emergency cuts on no other grounds than they are no longer warranted, and as a step forward in the return to normalisation. In addition, any Bank Rate under 1% is both highly unusual and highly supportive of economic growth.

### **Forecasts for PWLB rates and gilt and treasury yields**

Since the start of 2021, we have seen a lot of volatility in gilt yields, and hence PWLB rates. As the interest forecast table for PWLB certainty rates above shows, there is forecast to be a steady, but slow, rise in both Bank Rate and gilt yields during the forecast period to March 2025, though there will doubtless be a lot of unpredictable volatility during this forecast period.

While monetary policy in the UK will have a major impact on gilt yields, there is also a need to consider the potential impact that rising treasury yields in America could have on our gilt yields. **As an average since 2011, there has been a 75% correlation between movements in US 10-year treasury yields and UK 10-year gilt yields. This is a significant UPWARD RISK exposure to our forecasts for longer term PWLB rates. However, gilt yields and treasury yields do not always move in unison.**

**US treasury yields.** During the first part of 2021, US President Biden's, and the Democratic party's, determination to push through a \$1.9trn (equivalent to 8.8% of GDP) fiscal boost for the US economy as a recovery package from the Covid pandemic was what unsettled financial markets. However, this was in addition to the \$900bn support package already passed in December 2020. This was then followed by additional Democratic ambition to spend \$1trn on infrastructure, (which was eventually passed by both houses later in 2021), and an even larger sum on an American family plan over the next decade; this is still caught up in Democrat / Republican haggling. Financial markets were alarmed that all this stimulus was happening at a time when: -

1. A fast vaccination programme had enabled a rapid opening up of the economy during 2021.
2. The economy was growing strongly during the first half of 2021 although it has weakened overall during the second half.



3. It started from a position of little spare capacity due to less severe lockdown measures than in many other countries.
4. And the Fed was still providing substantial stimulus through monthly QE purchases during 2021.

It was not much of a surprise that a combination of these factors would eventually cause an excess of demand in the economy which generated strong inflationary pressures. This has eventually been recognised by the Fed at its December meeting with an aggressive response to damp inflation down during 2022 and 2023.

**At its 3<sup>rd</sup> November Fed meeting**, the Fed decided to make a start on tapering its \$120bn per month of QE purchases so that they ended next June. However, at its **15<sup>th</sup> December meeting** it doubled the pace of tapering so that they will end all purchases in February. These purchases are currently acting as downward pressure on treasury yields and so it would be expected that Treasury yields will rise over the taper period and after the taper ends, all other things being equal. The Fed also forecast that it expected there would be three rate rises in 2022 of 0.25% from near zero currently, followed by three in 2023 and two in 2024, taking rates back above 2% to a neutral level for monetary policy.

There are also possible **DOWNSIDE RISKS** from the huge sums of cash that the UK populace have saved during the pandemic; when savings accounts earn little interest, it is likely that some of this cash mountain could end up being invested in bonds and so push up demand for bonds and support their prices i.e., this would help to keep their yields down. How this will interplay with the Bank of England eventually getting round to not reinvesting maturing gilts and then later selling gilts, will be interesting to monitor.

There is likely to be **exceptional volatility and unpredictability in respect of gilt yields and PWLB rates** due to the following factors: -

- How strongly will changes in gilt yields be correlated to changes in US treasury yields (see below). Over 10 years since 2011 there has been an average 75% correlation between movements in US treasury yields and gilt yields. However, from time to time these two yields can diverge. Lack of spare economic capacity and rising inflationary pressures are viewed as being much greater dangers in the US than in the UK. This could mean that central bank rates will end up rising earlier and higher in the US than in the UK if inflationary pressures were to escalate; the consequent increases in treasury yields could well spill over to cause (lesser) increases in gilt yields. There is, therefore, an upside risk to forecasts for gilt yields due to this correlation. The Link Group forecasts have included a risk of a 75% correlation between the two yields.
- Will the Fed take action to counter increasing treasury yields if they rise beyond a yet unspecified level?
- Would the MPC act to counter increasing gilt yields if they rise beyond a yet unspecified level?

- How strong will inflationary pressures actually turn out to be in both the US and the UK and so put upward pressure on treasury and gilt yields?
- How will central banks implement their new average or sustainable level inflation monetary policies?
- How well will central banks manage the withdrawal of QE purchases of their national bonds i.e., without causing a panic reaction in financial markets as happened in the “taper tantrums” in the US in 2013?
- Will exceptional volatility be focused on the short or long-end of the yield curve, or both?

As the US financial markets are, by far, the biggest financial markets in the world, any upward trend in treasury yields will invariably impact and influence financial markets in other countries. Inflationary pressures and erosion of surplus economic capacity look much stronger in the US compared to those in the UK, which would suggest that Fed rate increases eventually needed to suppress inflation, are likely to be faster and stronger than Bank Rate increases in the UK. This is likely to put upward pressure on treasury yields which could then spill over into putting upward pressure on UK gilt yields.

The forecasts are also predicated on an assumption that there is no break-up of the Eurozone or EU within the forecasting period, despite the major challenges that are looming up, and that there are no major ructions in international relations, especially between the US and Russia, China / North Korea and Iran, which have a major impact on international trade and world GDP growth.

**The balance of risks to medium to long term PWLB rates: -**

- There is a balance of upside risks to forecasts for medium to long term PWLB rates.

**A new era for local authority investing  
– a fundamental shift in central bank monetary policy**

One of the key results of the pandemic has been a fundamental rethinking and shift in monetary policy by major central banks like the Fed, the Bank of England and the ECB, to tolerate a higher level of inflation than in the previous two decades when inflation was the prime target to bear down on so as to stop it going above a target rate. There is now also a greater emphasis on other targets for monetary policy than just inflation, especially on ‘achieving broad and inclusive “maximum” employment in its entirety’ in the US, before consideration would be given to increasing rates.

- The Fed in America has gone furthest in adopting a monetary policy based on a clear goal of allowing the inflation target to be symmetrical, (rather than a ceiling to keep under), so that inflation averages out the dips down and surges above the target rate, over an unspecified period of time.
- The Bank of England has also amended its target for monetary policy so that inflation should be ‘sustainably over 2%’ before starting on raising Bank Rate and the ECB now has a similar policy.

- **For local authorities, this means that investment interest rates and very short term PWLB rates will not be rising as quickly or as high as in previous decades when the economy recovers from a downturn and the recovery eventually runs out of spare capacity to fuel continuing expansion.**
- Labour market liberalisation since the 1970s has helped to break the wage-price spirals that fuelled high levels of inflation and has now set inflation on a lower path which makes this shift in monetary policy practicable. In addition, recent changes in flexible employment practices, the rise of the gig economy and technological changes, will all help to lower inflationary pressures.
- Governments will also be concerned to see interest rates stay lower as every rise in central rates will add to the cost of vastly expanded levels of national debt; (in the UK this is £21bn for each 1% rise in rates). On the other hand, higher levels of inflation will help to erode the real value of total public debt.

### **Investment and borrowing rates**

- **Investment returns** are expected to improve in 2022/23. However, while markets are pricing in a series of Bank Rate hikes, actual economic circumstances may see the MPC fall short of these elevated expectations.
- **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England and still remain at historically low levels. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years.
- On 25.11.20, the Chancellor announced the conclusion to the review of margins over gilt yields for PWLB rates which had been increased by 100 bps in October 2019. The standard and certainty margins were reduced by 100 bps but a prohibition was introduced to deny access to borrowing from the PWLB for any local authority which had purchase of assets for yield in its three-year capital programme. The current margins over gilt yields are as follows: -
  - **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
  - **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
  - **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
  - **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
  - **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)
- **Borrowing for capital expenditure.** Our long-term (beyond 10 years), forecast for Bank Rate is 2.00%. As some PWLB certainty rates are currently below 2.00%, there remains value in considering long-term borrowing from the PWLB where appropriate. Temporary borrowing rates are likely, however, to remain near Bank Rate and may also prove attractive as part of a balanced debt portfolio. In addition, there are also some cheap alternative sources of long-term borrowing if an authority is seeking to avoid a “cost of carry” but also wishes to mitigate future re-financing risk.

- While this authority will not be able to avoid borrowing to finance new capital expenditure, to replace maturing debt and the rundown of reserves, there will be a *cost of carry*, (the difference between higher borrowing costs and lower investment returns), to any new borrowing that causes a temporary increase in cash balances.

## **APPENDIX 2: Economic Background**

### **COVID-19 vaccines.**

These were the game changer during 2021 which raised high hopes that life in the UK would be able to largely return to normal in the second half of the year. However, the bursting onto the scene of the Omicron mutation at the end of November, rendered the initial two doses of all vaccines largely ineffective in preventing infection. This has dashed such hopes and raises the spectre again that a fourth wave of the virus could overwhelm hospitals in early 2022. What we now know is that this mutation is very fast spreading with the potential for total case numbers to double every two to three days, although it possibly may not cause so much severe illness as previous mutations. Rather than go for full lockdowns which heavily damage the economy, the government strategy this time is focusing on getting as many people as possible to have a third (booster) vaccination after three months from the previous last injection, as a booster has been shown to restore a high percentage of immunity to Omicron to those who have had two vaccinations. There is now a race on between how quickly boosters can be given to limit the spread of Omicron, and how quickly will hospitals fill up and potentially be unable to cope. In the meantime, workers have been requested to work from home and restrictions have been placed on large indoor gatherings and hospitality venues. With the household saving rate having been exceptionally high since the first lockdown in March 2020, there is plenty of pent-up demand and purchasing power stored up for services in sectors like restaurants, travel, tourism and hotels which had been hit hard during 2021, but could now be hit hard again by either, or both, of government restrictions and/or consumer reluctance to leave home. Growth will also be lower due to people being ill and not working, similar to the pandemic in July. The economy, therefore, faces significant headwinds although some sectors have learned how to cope well with Covid. However, the biggest impact on growth would come from another lockdown if that happened. The big question remains as to whether any further mutations of this virus could develop which render all current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread until tweaked vaccines become widely available.

### **A SUMMARY OVERVIEW OF THE FUTURE PATH OF BANK RATE**

- In December, the Bank of England became the first major western central bank to put interest rates up in this upswing in the current business cycle in western economies as recovery progresses from the Covid recession of 2020.
- The next increase in Bank Rate could be in February or May, dependent on how severe an impact there is from Omicron.

- If there are lockdowns in January, this could pose a barrier for the MPC to putting Bank Rate up again as early as 3<sup>rd</sup> February.
- With inflation expected to peak at around 6% in April, the MPC may want to be seen to be active in taking action to counter inflation on 5<sup>th</sup> May, the release date for its Quarterly Monetary Policy Report.
- The December 2021 MPC meeting was more concerned with combating inflation over the medium term than supporting economic growth in the short term.
- Bank Rate increases beyond May are difficult to forecast as inflation is likely to drop sharply in the second half of 2022.
- However, the MPC will want to normalise Bank Rate over the next three years so that it has its main monetary policy tool ready to use in time for the next down-turn; all rates under 2% are providing stimulus to economic growth.
- We have put year end 0.25% increases into Q1 of each financial year from 2023 to recognise this upward bias in Bank Rate - but the actual timing in each year is difficult to predict.
- Covid remains a major potential downside threat in all three years as we ARE likely to get further mutations.
- How quickly can science come up with a mutation proof vaccine, or other treatment, – and for them to be widely administered around the world?
- Purchases of gilts under QE ended in December. Note that when Bank Rate reaches 0.50%, the MPC has said it will start running down its stock of QE.

#### **MPC MEETING 16<sup>H</sup> DECEMBER 2021**

- The Monetary Policy Committee (MPC) voted 8-1 to raise Bank Rate by 0.15% from 0.10% to 0.25% and unanimously decided to make no changes to its programme of quantitative easing purchases due to finish in December 2021 at a total of £895bn.
- The MPC disappointed financial markets by not raising Bank Rate at its November meeting. Until Omicron burst on the scene, most forecasters, therefore, viewed a Bank Rate increase as being near certain at this December meeting due to the way that inflationary pressures have been comprehensively building in both producer and consumer prices, and in wage rates. However, at the November meeting, the MPC decided it wanted to have assurance that the labour market would get over the end of the furlough scheme on 30<sup>th</sup> September without unemployment increasing sharply; their decision was, therefore, to wait until statistics were available to show how the economy had fared at this time.
- **On 10<sup>th</sup> December we learnt of the disappointing 0.1% m/m rise in GDP** in October which suggested that economic growth had already slowed to a crawl even before the Omicron variant was discovered in late November. Early evidence suggests growth in November might have been marginally better. Nonetheless, at such low rates of growth, the government's "Plan B" COVID-19 restrictions could cause the economy to contract in December.

- **On 14<sup>th</sup> December, the labour market statistics** for the three months to October and the single month of October were released. The fallout after the furlough scheme was smaller and shorter than the Bank of England had feared. The single-month data were more informative and showed that LFS employment fell by 240,000, unemployment increased by 75,000 and the unemployment rate rose from 3.9% in September to 4.2%. However, the weekly data suggested this didn't last long as unemployment was falling again by the end of October. What's more, the 49,700 fall in the claimant count and the 257,000 rise in the PAYE measure of company payrolls suggests that the labour market strengthened again in November. The other side of the coin was a further rise in the number of vacancies from 1.182m to a record 1.219m in the three months to November which suggests that the supply of labour is struggling to keep up with demand, although the single-month figure for November fell for the first time since February, from 1.307m to 1.227m.
- These figures by themselves, would probably have been enough to give the MPC the assurance that it could press ahead to raise Bank Rate at this December meeting. However, the advent of Omicron potentially threw a spanner into the works as it poses a major headwind to the economy which, of itself, will help to cool the economy. The financial markets, therefore, swung round to expecting no change in Bank Rate.
- **On 15th December we had the CPI inflation** figure for November which spiked up further from 4.2% to 5.1%, confirming again how inflationary pressures have been building sharply. However, Omicron also caused a sharp fall in world oil and other commodity prices; (gas and electricity inflation has generally accounted on average for about 60% of the increase in inflation in advanced western economies).
- **Other elements of inflation are also transitory** e.g., prices of goods being forced up by supply shortages, and shortages of shipping containers due to ports being clogged have caused huge increases in shipping costs. But these issues are likely to clear during 2022, and then prices will subside back to more normal levels. Gas prices and electricity prices will also fall back once winter is passed and demand for these falls away.
- Although it is possible that the Government could step in with some **fiscal support for the economy**, the huge cost of such support to date is likely to pose a barrier to incurring further major economy wide expenditure unless it is very limited and targeted on narrow sectors like hospitality, (as announced just before Christmas). The Government may well, therefore, effectively leave it to the MPC, and to monetary policy, to support economic growth – but at a time when the threat posed by rising inflation is near to peaking!
- This is the adverse set of factors against which the MPC had to decide on Bank Rate. For the second month in a row, the MPC blind-sided financial markets, this time with a **surprise increase in Bank Rate from 0.10% to 0.25%**. What's more, the hawkish tone of comments indicated that the MPC

is now concerned that inflationary pressures are indeed building and need concerted action by the MPC to counter. This indicates that there will be more increases to come with financial markets predicting 1% by the end of 2022. The 8-1 vote to raise the rate shows that there is firm agreement that inflation now poses a threat, especially after the CPI figure hit a 10-year high this week. The MPC commented that “there has been significant upside news” and that “there were some signs of greater persistence in domestic costs and price pressures”.

- On the other hand, it did also comment that “**the Omicron variant is likely to weigh on near-term activity**”. But it stressed that at the November meeting it had said it would raise rates if the economy evolved as it expected and that now “these conditions had been met”. It also appeared more worried about the possible boost to inflation from Omicron itself. It said that “the current position of the global and UK economies was materially different compared with prior to the onset of the pandemic, including elevated levels of consumer price inflation”. It also noted the possibility that renewed social distancing would boost demand for goods again, (as demand for services would fall), meaning “global price pressures might persist for longer”. (Recent news is that the largest port in the world in China has come down with an Omicron outbreak which is not only affecting the port but also factories in the region.)
- On top of that, there were no references this month to inflation being expected to be below the **2% target in two years’ time**, which at November’s meeting the MPC referenced to suggest the markets had gone too far in expecting interest rates to rise to over 1.00% by the end of the year.
- These comments indicate that there has been a material reappraisal by the MPC of the inflationary pressures since their last meeting and the Bank also increased its forecast for inflation to peak at 6% next April, rather than at 5% as of a month ago. However, as the Bank retained its guidance that only a “**modest tightening**” in policy will be required, it cannot be thinking that it will need to increase interest rates that much more. A typical policy tightening cycle has usually involved rates rising by 0.25% four times in a year. “Modest” seems slower than that. As such, the Bank could be thinking about raising interest rates two- or three-times next year to 0.75% or 1.00%.
- In as much as a considerable part of the inflationary pressures at the current time are indeed **transitory**, and will naturally subside, and since economic growth is likely to be weak over the next few months, this would appear to indicate that this tightening cycle is likely to be comparatively short.
- As for the timing of the next increase in Bank Rate, the MPC dropped the comment from November’s statement that Bank Rate would be raised “in the coming months”. That may imply another rise is unlikely at the next meeting in February and that May is more likely. However, much could depend on how adversely, or not, the economy is affected by Omicron in the run up to the next meeting on 3<sup>rd</sup> February. Once 0.50% is reached, the

Bank would act to start shrinking its stock of QE, (gilts purchased by the Bank would not be replaced when they mature).

- **The MPC's forward guidance on its intended monetary policy** on raising Bank Rate versus selling (quantitative easing) holdings of bonds is as follows: -
  - Raising Bank Rate as “the active instrument in most circumstances”.
  - Raising Bank Rate to 0.50% before starting on reducing its holdings.
  - Once Bank Rate is at 0.50% it would stop reinvesting maturing gilts.
  - Once Bank Rate had risen to at least 1%, it would start selling its holdings.
- **US.** Shortages of goods and intermediate goods like semi-conductors, have been fuelling increases in prices and reducing economic growth potential. In November, **CPI inflation hit a near 40-year record level of 6.8%** but with energy prices then falling sharply, this is probably the peak. The biggest problem for the Fed is the mounting evidence of a strong pick-up in cyclical price pressures e.g., in rent which has hit a decade high.
- **Shortages of labour** have also been driving up wage rates sharply; this also poses a considerable threat to feeding back into producer prices and then into consumer prices inflation. It now also appears that there has been a sustained drop in the labour force which suggests the pandemic has had a longer-term scarring effect in reducing potential GDP. Economic growth may therefore be reduced to between 2 and 3% in 2022 and 2023 while core inflation is likely to remain elevated at around 3% in both years instead of declining back to the Fed's 2% central target.
- Inflation hitting 6.8% and the feed through into second round effects, meant that it was near certain that the **Fed's meeting of 15<sup>th</sup> December** would take aggressive action against inflation. Accordingly, the rate of tapering of monthly \$120bn QE purchases announced at its November 3<sup>rd</sup> meeting, was doubled so that all purchases would now finish in February 2022. In addition, Fed officials had started discussions on running down the stock of QE held by the Fed. Fed officials also expected three rate rises in 2022 of 0.25% from near zero currently, followed by three in 2023 and two in 2024, taking rates back above 2% to a neutral level for monetary policy. The first increase could come as soon as March 2022 as the chairman of the Fed stated his view that the economy had made rapid progress to achieving the other goal of the Fed – “maximum employment”. The Fed forecast that inflation would fall from an average of 5.3% in 2021 to 2.6% in 2023, still above its target of 2% and both figures significantly up from previous forecasts. What was also significant was that this month the Fed dropped its description of the current level of inflation as being “transitory” and instead referred to “elevated levels” of inflation: the statement also dropped most of the language around the flexible average inflation target, with inflation now described as having exceeded 2 percent “for some time”. It did not see Omicron as being a major impediment to the need to take action now to curtail the level of inflationary pressures that have built up, although Fed officials did note that it has the potential to exacerbate supply chain problems and add to price pressures.

*See also comments in paragraph 3.3 under PWLB rates and gilt yields.*



- **EU.** The slow roll out of vaccines initially delayed **economic recovery** in early 2021 but the vaccination rate then picked up sharply. After a contraction of -0.3% in Q1, Q2 came in with strong growth of 2%. With Q3 at 2.2%, the EU recovery was then within 0.5% of its pre Covid size. However, the arrival of Omicron is now a major headwind to growth in quarter 4 and the expected downturn into weak growth could well turn negative, with the outlook for the first two months of 2022 expected to continue to be very weak.
- **November's inflation figures** breakdown shows that the increase in price pressures is not just due to high energy costs and global demand-supply imbalances for durable goods as services inflation also rose. Headline inflation reached 4.9% in November, with over half of that due to energy. However, oil and gas prices are expected to fall after the winter and so energy inflation is expected to plummet in 2022. Core goods inflation rose to 2.4% in November, its second highest ever level, and is likely to remain high for some time as it will take a long time for the inflationary impact of global imbalances in the demand and supply of durable goods to disappear. Price pressures also increased in the services sector, but wage growth remains subdued and there are no signs of a trend of faster wage growth which might lead to *persistently* higher services inflation - which would get the ECB concerned. The upshot is that the euro-zone is set for a prolonged period of inflation being above the ECB's target of 2% and it is likely to average 3% in 2022, in line with the ECB's latest projection.
- **ECB tapering.** The ECB has joined with the Fed by also announcing at its meeting on 16th December that it will be reducing its QE purchases - by half from October 2022, i.e., it will still be providing significant stimulus via QE purchases for over half of next year. However, as inflation will fall back sharply during 2022, it is likely that it will leave its central rate below zero, (currently -0.50%), over the next two years. The main struggle that the ECB has had in recent years is that inflation has been doggedly anaemic in sticking below the ECB's target rate despite all its major programmes of monetary easing by cutting rates into negative territory and providing QE support.
- The ECB will now also need to consider the impact of **Omicron** on the economy, and it stated at its December meeting that it is prepared to provide further QE support if the pandemic causes bond yield spreads of peripheral countries, (compared to the yields of northern EU countries), to rise. However, that is the only reason it will support peripheral yields, so this support is limited in its scope.
- The EU has entered a **period of political uncertainty** where a new German government formed of a coalition of three parties with Olaf Scholz replacing Angela Merkel as Chancellor in December 2021, will need to find its feet both within the EU and in the three parties successfully working together. In France there is a presidential election coming up in April 2022 followed by the legislative election in June. In addition, Italy needs to elect a new president in January with Prime Minister Draghi being a favourite due to having suitable gravitas for this post. However, if he switched office, there is a significant risk that the current government coalition could collapse. That could then cause differentials between Italian and German bonds to widen when 2022 will also see a gradual

running down of ECB support for the bonds of weaker countries within the EU. These political uncertainties could have repercussions on economies and on Brexit issues.

- **CHINA.** After a concerted effort to get on top of the virus outbreak in Q1 2020, economic recovery was strong in the rest of **2020**; this enabled China to recover all the initial contraction. During 2020, policy makers both quashed the virus and implemented a programme of monetary and fiscal support that was particularly effective at stimulating short-term growth. At the same time, China's economy benefited from the shift towards online spending by consumers in developed markets. These factors helped to explain its comparative outperformance compared to western economies during 2020 and earlier in 2021.
- However, the pace of economic growth has now fallen back in **2021** after this initial surge of recovery from the pandemic and looks likely to be particularly weak in 2022. China has been struggling to contain the spread of the Delta variant through using sharp local lockdowns - which depress economic growth. Chinese consumers are also being very wary about leaving home and so spending money on services. However, with Omicron having now spread to China, and being much more easily transmissible, this strategy of sharp local lockdowns to stop the virus may not prove so successful in future. In addition, the current pace of providing boosters at 100 billion per month will leave much of the 1.4 billion population exposed to Omicron, and any further mutations, for a considerable time. The **People's Bank of China** made a start in December 2021 on cutting its key interest rate marginally to stimulate economic growth. However, after credit has already expanded by around 25% in just the last two years, it will probably leave the heavy lifting in supporting growth to fiscal stimulus by central and local government.
- Supply shortages, especially of coal for power generation, were causing widespread power cuts to industry during the second half of 2021 and so a sharp disruptive impact on some sectors of the economy. In addition, recent regulatory actions motivated by a political agenda to channel activities into officially approved directions, are also likely to reduce the dynamism and long-term growth of the Chinese economy.
- **JAPAN.** 2021 has been a patchy year in combating Covid. However, recent business surveys indicate that the economy has been rebounding rapidly in 2021 once the bulk of the population had been double vaccinated and new virus cases had plunged. However, Omicron could reverse this initial success in combating Covid.
- The Bank of Japan is continuing its **very loose monetary policy** but with little prospect of getting inflation back above 1% towards its target of 2%, any time soon: indeed, inflation was actually negative in July. New Prime Minister Kishida, having won the November general election, brought in a supplementary budget to boost growth, but it is unlikely to have a major effect.
- **WORLD GROWTH.** World growth was in recession in 2020 but recovered during 2021 until starting to lose momentum in the second half of the year, though overall growth for the year is expected to be about 6% and to be around 4-5% in 2022. Inflation has been rising due to increases in gas and electricity prices, shipping costs and supply shortages, although these should subside

during 2022. While headline inflation will fall sharply, core inflation will probably not fall as quickly as central bankers would hope. It is likely that we are heading into a period where there will be a **reversal of world globalisation** and a decoupling of western countries from dependence on China to supply products, and vice versa. This is likely to reduce world growth rates from those in prior decades.

- **SUPPLY SHORTAGES.** The pandemic and extreme weather events, followed by a major surge in demand after lockdowns ended, have been highly disruptive of extended worldwide supply chains. Major queues of ships unable to unload their goods at ports in New York, California and China built up rapidly during quarters 2 and 3 of 2021 but then halved during quarter 4. Such issues have led to a misdistribution of shipping containers around the world and have contributed to a huge increase in the cost of shipping. Combined with a shortage of semi-conductors, these issues have had a disruptive impact on production in many countries. The latest additional disruption has been a shortage of coal in China leading to power cuts focused primarily on producers (rather than consumers), i.e., this will further aggravate shortages in meeting demand for goods. Many western countries are also hitting up against a difficulty in filling job vacancies. It is expected that these issues will be gradually sorted out, but they are currently contributing to a spike upwards in inflation and shortages of materials and goods available to purchase.

### **APPENDIX 3: Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management**

The DLUHC issued Investment Guidance in 2018 and this forms the structure of the council's policy below. These guidelines do not apply to either trust funds or pension funds that operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently and that priority is given to security and liquidity before yield. To facilitate this objective, the guidance requires this council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. In accordance with the Code, the Director of Finance (Section 151 Officer) has produced its Treasury Management Practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

**Annual Investment Strategy** - The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.

- Specified investments that the council will use. These are high security (i.e. high credit rating, although this is defined by the council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall number of various categories that can be held at any time.

The investment policy proposed for the council is:

**Strategy Guidelines** – The main strategy guidelines are contained in the body of the treasury strategy statement.

**Specified Investments** – These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. UK Government (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity).
2. Supranational bonds of less than one year's duration.
3. A local authority, housing association, parish council or community council.
4. Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. For category 4 this covers pooled investment vehicles, such as money market funds, rated AAA by Standard and Poor's, Moody's or Fitch rating agencies.
5. A body that is considered of a high credit quality such as a bank or building society. This covers bodies with a minimum short-term rating of A (or equivalent) as rated by Standard and Poor's, Moody's or Fitch rating agencies.

Within these bodies, and in accordance with the Code, the council has set additional criteria to set the time and amount of monies which will be invested in these bodies; this criteria is as per the Investment Counter Party and Liquidity Framework.

**Non-Specified Investments** – are any other type of investment (i.e. not defined as Specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non-specified investments would include any sterling investments with:

	<b>Non-Specified Investment Category</b>	<b>Limit (£ or %)</b>
a.	<b>Supranational Bonds greater than 1 year to maturity</b> <b>(a) Multilateral development bank bonds</b> - These are bonds defined as an international financial institution having as one of its objects economic development, either generally or in any region of the world (e.g. European Reconstruction and Development Bank etc.).	30%

	<p><b>(b) A financial institution that is guaranteed by the United Kingdom Government</b> (e.g. National Rail, the Guaranteed Export Finance Company {GEFCO})</p> <p>The security of interest and principal on maturity is on a par with the Government and so very secure. These bonds usually provide returns above equivalent gilt-edged securities. However, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.</p>	
b.	<p><b>Gilt edged securities</b> with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. Similar to category (a) above, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.</p>	30%
c.	<p><b>The council's own banker</b> if it fails to meet the basic credit criteria. In this instance balances will be minimized as far as is possible.</p>	£15m
d.	<p>Any <b>bank or building society</b> that has a minimum long-term credit rating of AA-, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).</p>	3 Years and £30m
e.	<p><b>Building Schools for the Future Local Education Partnership.</b> Whilst this is not a usual investment counter party, the council is likely to invest a small amount as part of the wider Building Schools for the Future project. As this institution is not credit rated it falls under the Non-specified criteria.</p>	£1m
f.	<p><b>Sandwell Inspired Partnership Services.</b> Whilst this is not a usual investment counter party, the council is likely to invest a small amount for the organisation to be use as working capital in its infancy. As this institution is not credit rated it falls under the Non-specified criteria.</p>	£1.2m
g.	<p><b>Bond funds</b> this Authority will seek further advice on the appropriateness and associated risks with investments in these categories.</p>	£10.0m
h.	<p><b>Property funds</b> the use of these instruments can be deemed to be capital expenditure and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.</p>	£10.0m (10 years plus)

This Authority will seek further advice on the appropriateness and associated risks with investments in these categories.

**The Monitoring of Investment Counterparties** - The credit rating of counterparties will be monitored regularly. The council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Finance (Section 151 Officer) and if required new counterparties which meet the criteria will be added to the list.

**Use of External Fund Managers** – It is the council's policy to use external fund managers for part of its investment portfolio. The fund managers will use both specified and non-specified investment categories and are contractually committed to keep to the council's investment strategy.

The council fully appreciates the importance of monitoring the activity and resultant performance of its appointed external fund managers. To aid this assessment, the council is provided with a suite of reporting from its managers. This includes access to funds via the ICD Portal, containing fact sheets, fund performance reviews, daily interest rate sheets, daily access to the council's investment activity and interest accrued reports.

## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Recommendations of the Scrutiny Review of the Performance and Management of the Waste Partnership Contract
<b>Cabinet Member:</b>	Cabinet Member for Environment Councillor Ahmad Bostan
<b>Director:</b>	Director of Law and Governance Surjit Tour  Director of Borough Economy Alice Davey
<b>Key Decision:</b>	No
<b>Contact Officer:</b>	Stephnie Hancock Senior Democratic Services Officer <a href="mailto:Stephnie_hancock@sandwel.gov.uk">Stephnie_hancock@sandwel.gov.uk</a>  Amundeeep Johal Democratic Services Officer <a href="mailto:Amundeeep_johal@sandwell.gov.uk">Amundeeep_johal@sandwell.gov.uk</a>  Gary Charlton Waste and Fleet Service Manager <a href="mailto:Gary_Charlton@sandwell.gov.uk">Gary_Charlton@sandwell.gov.uk</a>

### 1 Recommendations

- 1.1 That Serco sets out within its Service Delivery Plan 2022/23 how it will increase recycling rates, including options for recycling in communal living areas.



- 1.2 a) That Serco provides a contractually compliant communication and engagement plan and that this is aligned to the Council's functions;
- b) that the plan is monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.
- 1.3 That arrangements for the reintroduction of food waste collections in 2022 be shared and agreed with the Authorised Officer by end of March 2022.
- 1.4 That Serco works with the Director of Borough Economy to develop a plan for the promotion of re-use options (i.e. for furniture), including working with voluntary sector partners.
- 1.5 a) That Serco reviews its approach to street cleansing, and submits a Street Cleansing Improvement Plan to the Director of Borough Economy by end March 2022, setting out a revised approach that moves away from the current and ineffective zone based approach and takes into account population density, seasonality and data on areas of highest need;
- b) that the Plan is monitored and improvement progress/delivery/KPIs is reported and monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.
- 1.6 a) That Serco completes an audit of Sandwell's street litter bin stock and its condition by end of March 2022;
- b) that Serco submits plans for consideration of a pilot scheme to implement smart technology linked to suitable locations for street bins;
- 1.7 a) That the progress made with the Fleet Replacement Programme is maintained and that Serco submits the delayed Fleet Replacement Programme, which should be aligned with operational requirements and the Street Cleansing Improvement Plan, and include options for a more sustainable fleet, to the Director of Borough Economy by end of April 2022





- b) that the delivery of the Fleet Replacement Programme is monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.
- 1.8 That both Serco and the Council consider reviewing the resources and funding provided to Litter Watch, with a view to increasing these if possible.
- 1.9 That Serco informs the Authorised Officer of any changes to its senior management teams, in connection with the contract, within 10 days of the new post-holder's start date.
- 1.10 a) That Serco provides an update to the Scrutiny Board, in six months, on the progress made to improve morale and resolve workforce issues, including the establishment of the joint internal working group referred to in evidence gathering;
- b) That the Director Borough Economy ensures that Serco is carrying out its contractual requirements in relation to undertaking regular staff surveys and that the results of such surveys are acted upon appropriately.
- 1.11 That the constitution and terms of reference of the Waste Partnership Strategic Board are reviewed, and consideration is given to including the relevant scrutiny Chair as a member of the Board.
- 1.12 That the Director of Law and Governance ensures that the Joint Consultative meets regularly (e.g. quarterly) to enable any staffing issues in relation to the contract to be addressed in a timely manner.
- 1.13 a) That the Governance and Constitution Review Committee is asked to recommend to the Council that an additional scrutiny board is established, with effect from the 2022/23 municipal year, to monitor the management and performance of the Council's contracts with Serco, Sandwell Children's Trust and Sandwell Leisure Trust;
- b) That the new board considers how stakeholders and the public can contribute to its work and monitoring processes.
- 1.14 That the Director of Borough Economy reviews the structure of the Waste Client Team to ensure that it is sufficiently resourced to support a higher level of oversight and contract monitoring.



1.15 That a review is undertaken and a process established, within 12 months, to ensure that there is clarity between the Council and Serco in terms of ownership and responsibility in the public realm.

## 2 Reasons for Recommendations

2.1 In response to both public and political concern, the Economy, Skills, Transport and Environment Scrutiny Board decided to undertake review of the performance and management of the waste partnership contract.



2.2 The repercussions of Covid-19 have undoubtedly provided additional challenges for Serco in delivering its contractual requirements. That aside, the Scrutiny Board feels that significant issues remain with the performance and management of the contract.

2.3 The findings and recommendations set out in the attached report are based on evidence gathered between October and December 2021, from a variety of sources.

2.4 The waste partnership contract is a high value contract. The risk of default would have a significant impact on both Serco and the Council, and ultimately our Council taxpayers, if the contract were to fail.

2.4 The Cabinet is requested to consider the recommendations and determine what action it wishes to take. In accordance with the Localism Act 2011, the Cabinet is requested to respond to the recommendations of the scrutiny board within two months, setting out any approved recommendations and how they will be implemented.

## 3 How does this deliver objectives of the Corporate Plan?

	<p>Strong resilient communities – It is vital to ensure that the Council is effective in its enforcement powers in terms of waste services and maintenance of Sandwell’s street scene. The services benefit whole communities, local neighbourhoods, families and creates a cohesive borough.</p>
	<p>Quality homes in thriving neighbourhoods – The review has given the Board an understanding of the issues faced by residents in terms of waste services and maintenance</p>



around Sandwell and recommendations have been made to try to address these issues.

## 4 Context and Key Issues

- 4.1 In November 2010, the Council awarded a 25-year contract to Serco to collect, receive and manage all waste and maintain the cleanliness of streets within the Borough.
- 4.2 In response to both public and political concern, the Economy, Skills, Transport and Environment Scrutiny Board decided to undertake review of the performance and management of the waste partnership contract.
- 4.3 The impact of the pandemic exacerbated the existing problems with domestic and commercial waste collection, adding to the Borough-wide refuse issues.
- ### 4.5 The Working Group
- 4.6 Following increasing concerns, initial investigations showed a deterioration in the service provided by Serco in recent years. Consequently, this prompted the Board to take a closer look at the situation.
- 4.7 The working group formed during the meeting of the Economy Skills Transport and Environment Scrutiny Board on 22<sup>nd</sup> July 2021. Membership of the working group included Councillor Moore (Chair, Abrahams (Vice Chair), S S Gill, Hughes, Kaur and C Padda, however input from all Board members was welcomed and considered.
- 4.8 The review aimed to gather evidence to understand the current issues that had contributed to the current performance and delivery of the contract:
- develop an understanding of the refuse issues in the borough;
  - understand the real impact of the pandemic on the service;
  - assess the services delivered by Serco and their effectiveness and ability to meet local demand and need;
  - understand the issues faced by waste services and Serco to ensure that concerns surrounding the cleanliness and maintenance of the Borough are addressed;
  - capture residents' perspectives on waste services and the appearance and upkeep of the Borough;



- ensure that the Council is coordinated and responsive in addressing the impacts on the cleanliness of the borough, in light of the pandemic;
- scrutinise the Street Cleansing, Refuse Improvement and Street Scene plans.

4.9 Evidence gathering took place between August 2021 and December 2021. The Board's report outlines the methodology used and the detailed findings to support the recommendations. In summary, though, the working group gathered evidence across four dates as follows:-

- 14<sup>th</sup> October 2021
  - Session 1 - Presentation on the contract overview
  - Session 2 – Overview of performance data.
- 5<sup>th</sup> November 2021
  - Session 1 - Litter Watch
  - Session 2 - Representatives from Union and GMB.
- 11<sup>th</sup> November 2021
  - Session 1 - Unison.
  - Session 2 - Senior management from Serco
- 2<sup>nd</sup> December 2021 – A site visit was conducted at the Materials Recycling Facility (Eagle Lane) and the Household Recycling Centre (Shidas Lane Depot), followed by a final session summarising the findings and recommendations.

4.10 The working group also regularly communicated and worked alongside the former Interim Director of Borough Economy and the Waste and Fleet Service Manager as members believed it was essential to monitor the situation and emerging information, given the active trade dispute with Serco during to the time of the review.

#### 4.11 Consultation

Three working group sessions were conducted to consult with officers, trades unions and Serco in order to inform the group's recommendations to Cabinet.



## 4.12 Alternative Options

The waste partnership contract is a high value contract. The risk of default would have a significant impact on both Serco and the Council, and ultimately our Council taxpayers if the contract were to fail.

To do nothing is not an option. Whilst the former Interim Director Borough Economy had begun to address some of the areas of concern, this review has strengthened and complemented that work.

## 4.13 Conclusions

- 4.14 The repercussions of Covid-19 have undoubtedly provided additional challenges for Serco in delivering its contractual requirements. That aside, the Board feels that significant issues remain with the performance and management of the contract and these are addressed in the recommendations. However, Serco still needs to take urgent action, working in conjunction with the Council, to get the contract back on track quickly.
- 4.15 The waste partnership contract is a high value contract. The risk of default would have a significant impact on both Serco and the Council, and ultimately our Council taxpayers, if the contract were to fail.
- 4.16 The report focused and identified areas for Sandwell Council and Serco to review and improve in to ensure that Serco was delivering its contractual requirements and Sandwell Council adopted a more proactive approach with contract management and monitoring going forward.
- 4.17 The working group also highlighted the recent 'Value for Money Governance Review' undertaken by the Council's external auditors, with many of the issues highlighted in this report being recognised by Grant Thornton.
- 4.18 The draft report and the recommendations was discussed and agreed by the Economy Skills Transport and Environment Scrutiny Board on the 11th February 2022, where it was agreed that the report would be submitted to Cabinet at its next scheduled meeting on the 23rd February 2022 for consideration.



## 5 Implications

<b>Resources:</b>	There will be resource implications for both the Council (Director Borough Economy) and Serco to address, should the Cabinet approve the recommendations.
<b>Legal and Governance:</b>	<p>As a Waste Collection Authority (WCA), under the Environmental Protection Act 1992, the Authority is required to provide a collection of household waste in its area.</p> <p>In accordance with the Localism Act 2011, the Cabinet is required to respond to the recommendations of the scrutiny board within two months, setting out any approved recommendations and how they will be implemented.</p>
<b>Risk:</b>	There are no specific risk implications arising from this report. Any risk implications as a result of the recommendations will be considered by the Executive, should they be approved.
<b>Equality:</b>	There are no specific equality implications arising from this report.
<b>Health and Wellbeing:</b>	Effective and efficient waste collection services contribute to the wellbeing, cohesion and resilience of Sandwell's communities.
<b>Social Value</b>	<p>The implementation of the recommendations will add social value in a variety of ways, including:-</p> <ul style="list-style-type: none"> <li>• Improved recycling rates.</li> <li>• Third sector engagement.</li> <li>• Supporting small business and charities through the development of re-use and upcycling options for unwanted furniture</li> <li>• Reduced cost of waste disposal</li> </ul>



## 6. Appendices

Scrutiny Review of the Performance and Management of the Waste Partnership Contract

## 7. Background Papers

None.



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# Review of the Performance and Management of the Waste Partnership Contract

## Summary Report



January 2022

Economy Skills Transport and Environment  
Scrutiny Board

Page 731

# Contents

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<b>1</b>	<b>Chair's Introduction</b>	<b>4</b>
<b>2</b>	<b>Background and Context</b>	<b>6</b>
	2.1 Contract Overview	7
	2.2 Contract Management	7
	2.3 Finance and Penalties	8
	2.4 Governance	8
	2.5 Operational Oversight	9
	2.6 Joint Consultative Panel	9
	2.7 External Auditors Value for Money Governance Review	10
	2.8 Waste Client Team	10
<b>3</b>	<b>Review Methodology</b>	<b>11</b>
	3.1 Contract Overview	11
	3.2 Working Group Meetings	11
	3.3 Trade Unions Evidence	11
	3.4 Litter Watch	12
	3.5 Serco's Senior Management	12
	3.6 Data from Customer Satisfaction Survey	13
	3.7 Visits	13
	3.8 National Serco Information	13
<b>4</b>	<b>Findings</b>	<b>14</b>
	4.1 Waste Collection and Disposal Services	14
	4.1.1 Residual Waste	15
	4.1.2 Recycling	15
	4.1.3 Garden Waste	16
	4.1.4 Food Waste	17
	4.1.5 Bulky Waste	18
	4.1.6 Trade Waste Service	19
	4.1.7 Communal Waste	19
	4.1.8 Assisted Collection	20
	4.1.9 Receptacle Replacement and Repair	20

4.1.10	Street Cleansing	20
4.2	Litter Bin Provision and Replacement	23
4.3	Fleet	23
4.4	Litter Watch	25
4.5	Industrial Relations and Workforce Issues	26
4.6	Waste Partnership Strategic Board	29
4.7	Joint Consultative Panel	30
4.8	Waste Client Team	31
4.9	External Auditors Value for Money Governance Review	31

## 5

### **Summary of Recommendations**

**32**

## 6

### **Appendices**

**35**

6.1	Appendix 1 – KLOE 47: Waste Service	35
6.2	Appendix 2 – N195 Grading System	38

# 1

## Chair's Introduction

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In response to both public and political concern, our Scrutiny Board set up a review of the performance and management of the waste partnership contract. During our work, we have found both to be deeply unsatisfactory.

Many of the issues we have explored - particularly in relation to contract management, governance, street cleanliness and the modernisation of the vehicle fleet - pre-date the Covid-19 pandemic.

The repercussions of Covid-19 have undoubtedly provided additional challenges for Serco in delivering its contractual requirements. That aside, the Board feels that significant issues remain with the performance and management of the contract. We have addressed these areas of concern in our recommendations. However, Serco still needs to take urgent action, working in conjunction with the Council, to get the contract back on track quickly.

The waste partnership contract is a high value contract. The risk of default would have a significant impact on both Serco and the Council, and ultimately our Council taxpayers, if the contract were to fail.

During our evidence sessions, the working group received repeated reassurances from the new Serco management team that they were now on top of the issues with the contract, and that improvements would be forthcoming soon. The revolving door of senior management changes at Serco has not helped with the management and performance of the contract. Therefore, it remains to be seen whether these latest promises will be kept, and service improvements achieved.

Recently, the Council's external auditors, Grant Thornton, undertook a 'Value for Money Governance Review' which, amongst other issues, also looked at the waste partnership contract. To get a fuller picture, both reports should be read and considered.

Since the review commenced, we have been made aware of improvements in some areas of the contract, most notably with missed bin collections. Members were also pleased to learn that Serco and the GMB trades union had also reached a formal resolution with regards to their ongoing industrial dispute.

I would like to thank all Members, Sandwell Council officers, Serco management representatives, the trade unions, and Litter Watch who all contributed to the inquiry.

Finally, I would like to place on record the Board's heartfelt thanks to all frontline staff at Serco who have continued to provide a waste and cleanliness service during the Covid-19 pandemic. Our inquiry has not been about the work you have been doing, but about the management and performance of the contract itself. Thank you for all your hard work.

**Councillor Paul Moore**

**Chair of the Economy, Skills, Transport and Environment Scrutiny Board**

## 2

## Background and Context

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In November 2010, the Council awarded a 25-year contract to Serco to collect, receive and manage all waste and maintain the cleanliness of streets within the Borough.

Following public and political interest, initial investigations showed that there has been a deterioration in the service provided by Serco, in recent years. Furthermore, the Covid-19 pandemic resulted in the disruption of domestic and commercial waste collection services.

This review therefore undertook to:

- develop an understanding of the refuse issues in the borough;
- understand the real impact of the pandemic on the service;
- assess the services delivered by Serco and their effectiveness and ability to meet local demand and need;
- understand the issues faced by waste services and Serco to ensure that concerns surrounding the cleanliness and maintenance of the Borough are addressed;
- capture residents' perspectives on waste services and the appearance and upkeep of the Borough;
- ensure that the Council is coordinated and responsive in addressing the impacts on the cleanliness of the borough, in light of the pandemic;
- scrutinise the Street Cleansing, Refuse Improvement and Street Scene plans.

### 2.1 Contract Overview

In November 2010 the Council awarded a 25-year contract to Serco to help the Council modernise and make improvements to waste, recycling and street cleaning across the borough and to deliver the Council's Waste Improvement Plan.

The Contract comprises of:-

- Waste collection services
- Waste disposal services
- Waste transfer station services
- Bulk transportation disposal services
- Recycling and composting services
- Household recycling centre (the tip)

- Street cleansing services
- Fleet and plant - ownership and management

Serco collects waste from over 135,000 residential properties each week and employs a total of 312 staff on this contract – this includes domestic waste, recycling and garden waste collections and daily street cleansing activities and litter bin emptying.

The fleet comprises 70 refuse lorries, 38 vans, 5 supervisor vans, 15 road sweepers and 4 plant vehicles.

A further requirement of the contract was the securing of and investment in sites and building infrastructure for the new waste and cleansing services. Serco therefore designed, commissioned, financed and constructed the:-

- Household Recycling Centre (“the tip”) site at Shidas Lane, Oldbury;
- The depot Site at Shidas Lane, Oldbury;
- Waste Transfer Station, Eagle Industrial Estate, Tipton.

Improvements were also made to road access to the Eagle Industrial Estate Waste & Recovery Centre. These capital investment amounted to circa £13m.

Serco is required to develop and maintain an annual Service Delivery Plan (SDP), describing each operational activity and setting out how and to what standard the services will be provided.

## **2.2 Contract Management**

The contract is performance based, against 34 Key Outcome Targets (KOTs). Serco is responsible for the design, monitoring and reporting on its own performance (cost, quantities and quality) against the contract targets and the Key Outcome Targets in conjunction with Sandwell Council. Serco is also responsible for monitoring its own performance and is required to notify the Council of any performance defaults and rectify such defaults in accordance with the procedures set out in the contract and Service Delivery Plan. Additionally, Serco is also required to produce management documents to provide assurance that the service is being appropriately planned and resourced – e.g. staff list with qualifications, annual reports, satisfaction surveys.

## 2.3 Finance and penalties

The contract contains the provisions for financial penalties to be applied if service standards are not met. For example, one penalty point for a missed bin not collected within a 24-hour period. In 2020/21 the total value of penalties deducted was £755,000. For 2021/22, as at the end of October 2021 the Council has deducted £137,000 in penalties. Some KOTs are annually reported, while others are reported monthly.

The Council's inhouse waste client team oversees the performance submissions from Serco and also conducts independent inspections of the work carried out. If required, the team will also deal with rectification notices being issued for poor performance and also payment deductions. A rectification is a formal notice of poor performance and requires the contractor to put right the failings in a set period of time.

## 2.4 Governance

The Waste Partnership Strategic Board (the "Partnership Board") was established and constituted in accordance with the Project Agreement (confidential) between the Council and Serco and forms the principal body within the officer support structure.

The Partnership Board's objectives are to work together and individually in the spirit of trust, fairness and mutual cooperation within the scope of their agreed roles, expertise and responsibilities.

The Partnership Board consists of officer representatives from the Council and Councillor representatives, together with nominated senior representatives of Serco.

The Partnership Board's Constitution states that it will meet a minimum of twice a year (following the full commencement of the service). In 2017/18 it met five times; in 2018/19 it met three times; in 2019/20 it met twice. It did not meet at all in 2020/21 and at the time of writing has met only once in 2021/22 - therefore there was no meeting of the Partnership Board between February 2020 and July 2021.



## 2.5 Operational Oversight

Oversight of the contract includes a senior management meeting, held on a four weekly basis; an operational performance meeting, held monthly; and a joint fleet replacement group meeting, currently held fortnightly.

Senior Contract Meeting – Attended by the Director of Borough Economy and the Waste & Fleet Service Manager from SMBC and the Regional Director, Senior Contract Manager and Contract Manager from Serco. This meeting is to oversee performance targets, health and safety, key projects, contract milestones, staff side/union issues, finance, improvement areas to service and any continued outstanding issues from the operational performance meeting.

Operational Performance Meeting - Attended by the Waste Client Team from SMBC and the Contract Manager, Street Cleaning Manager & Waste Collection Manager from Serco. This meeting is to review customer complaints, street cleansing performance, waste collection performance, IT configurations and their applicability, KOT performance data and investigate detailed problem areas.

Joint Fleet Replacement Group Meeting - Attended by the Director of Borough Economy, Waste & Fleet Service Manager, Fleet Services Business Manager and Fleet Services Operational Manager from SMBC; and the Director of Fleet, Regional Fleet Manager, Senior Contract Manager and Contract Manager from Serco. This meeting is to ensure that the fleet replacement program is reviewed/considered/updated, that replacement vehicles are ordered in a timely manner, vehicles are fit for purpose on the contract and that there is oversight and review of the contractual maintenance requirements.

## 2.6 Joint Consultative Panel

The Joint Consultative Panel (JCP) is a Council body and a forum for discussion between the Council and representatives of its Local Government services employees (Trade Unions) on matters relating to:-

- the conditions of service of such employees of the Council;
- common interest and concern;
- assisting in the consultation process.

The Panel only met once in 2021, which is somewhat due to the significant changes in the Council's leadership team, which impacted on the ability to establish meetings.

## 2.7 External Auditors Value for Money Governance Review

In late 2021, the Council's external auditor, Grant Thornton UK LLP carried out a review of the Council's governance arrangements. The review considered seven key lines of enquiry (KLOE), one of which was waste services (KLOE 7). The performance of the service, the Council's management of the contract with Serco, and the impact of recent industrial relations issues were considered. Many of the issues highlighted in this report are recognised by the external auditors. Grant Thornton concluded that "*Serco have not brought the innovation and investment expected by the Council, and the culture of the workforce has impacted on Serco's ability to deliver the contract.*" However, it was also acknowledged that the Council could have been more robust in managing poor contract performance.

The full report on KLOE 07 can be found at **Appendix 1**.

## 2.8 Waste Client Team

The team responsible for monitoring of the contract is managed by the Waste and Fleet Service Manager. The team consists currently of:-

- 1 FTE Service Manager
- 2.4 FTE Performance Officers (2 are part-time)
- 1 FTE Customer Engagement Manager
- 1 FTE Waste Awareness Officer

# 3

## Review Methodology

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### 3.1 Contract Overview

The Interim Director of Borough Economy and the Waste and Fleet Service Manager for Sandwell Council provided a written overview of the Serco Waste Management contract to the working group, setting out the requirements of the contract, the key services provided by Serco, KOTs (key outcome targets), Serco's performance in recent times and the impact of Covid-19 and industrial action.

The targets and performance results for the key service areas of the contract were also provided for January, February, March and May 2021. This comparison of Serco's recent performance enabled members to identify where Serco is underperforming. Additionally, members were also updated on the Service Delivery Plan, which set out the current position of the service areas and plans for improvement.

### 3.2 Working Group Meetings

The working group held seven sessions over three sittings.

On 14<sup>th</sup> October 2021, the Interim Director of Borough Economy and the Waste and Fleet Service Manager presented an overview of the contract and detail on the current performance. Members had the opportunity to ask questions to gain a better understanding of the expectations and requirements of Serco as per the contract.

### 3.3 Trades Unions Evidence

Given the prominence of issues surrounding staff at Serco and the industrial action which was very active at the time, the working group believed it was necessary to invite the regional representatives from the Trades Unions, Unite, GMB and Unison, to provide an insight into the issues experienced by staff and the actions taken by Serco in response. The working group believed that performance of the contract had a direct impact with the industrial action taken by staff. As the staff involved in the industrial disputes were primarily frontline workers delivering key services to the public, the working group considered it pertinent to acknowledge the concerns and the impact on performance.

Regional representatives for GMB and Unite attended the Working Group session held on 5<sup>th</sup> November 2021. A regional representative for Unison attended the Working Group session on 11<sup>th</sup> November 2021. During these sessions, the Chair presented the representatives with an opportunity to provide an overview and answer questions regarding the concerns raised by

staff, the current stage of the trade dispute and communication and actions taken by both parties to rectify the issues.

### 3.4 Litter Watch

Litter Watch attended the working group session held on the 5<sup>th</sup> November 2021. The working group felt that it was important to hear from Litter Watch due to their contribution as a charity organisation to the upkeep and cleanliness of Sandwell and the number of initiatives taken to create a greener borough. The Chief Officer and Chair of the organisation provided an overview of when Litter Watch was established, funding, projects and campaigns within the borough and their aims for the future.

This enabled members to understand the contribution that Litter Watch makes to the maintenance of the Borough, its relationship with Serco and the current support received from the Council.

### 3.5 Serco's Senior Management

Senior management from Serco were invited to attend the Working Group session on 11<sup>th</sup> November 2021. This included:

- Ronnie Coutts – Managing Director
- Katy Bassett – Regional Director of Environmental Services
- Tony Marston – Senior Contracts Manager
- Robin Mills – HR Business Partner.

The Regional Director of Environmental Services delivered a presentation to the working group on the service performance in Sandwell. This also involved an update on the following areas:

- The changes made to the regional team to assist with service improvement and the immediate actions taken to review the situation.
- An overview of the contract and services provided. This included the resident satisfaction survey to identify areas Serco were performing well and areas that required improvement.
- Waste collection performance. Serco shared figures with the working group from across 2021 in regard to missed collections across several service areas.
- Serco provided an update on street cleansing.
- Workforce and union engagement.

This session enabled members to question recent performance and timeframes for improvement.

### **3.6 Data from Customer Satisfaction Survey**

The working group was provided with the results from the Customer Satisfaction Survey collated in February, May and July 2021 for refuse, recycling, street cleansing, garden waste and the household recycling centre. The results outlined in the Survey were weighted to reflect the views of the population of Sandwell in line with the 2011 census data.

### **3.7 Visits**

A site visit was conducted on 2<sup>nd</sup> December 2021 at the Materials Recycling Facility (Eagle Lane) and the Household Recycling Centre (Shidas Lane Depot).

### **3.8 National Serco Information**

A range of information was collated on the experiences of other local authorities who also had a Waste Partnership Contract with Serco. This included Basingstoke and Deane Council, Milton Keynes Council, Breckland Council, North Norfolk District Council and King's Lynn and West Norfolk Borough Council, and Derbyshire Dales District Council. This enabled the working group to gain an indication of the service provided by Serco on a wider scale.

Data was also provided on Walsall Council, Bolton Council and Wolverhampton Council, all of which are statistically similar boroughs to Sandwell. These local authorities carried out their waste services in-house and the information provided illustrated the reported missed collections over recent years. This allowed the working group to understand and compare how Sandwell's statistical neighbours were performing.

## 4

## Findings

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Serco has acknowledged that performance and management of the contract in recent times has been unsatisfactory and apologised to the working group. It was also recognised that the contract requires improvement and there is a commitment to urgently rectify the areas where there are shortcomings.

Members noted with significant concern the recent revolving door of senior management at Serco and felt this had contributed to the performance and management failures in some areas of the contract. Additionally, the instability of the Council's senior leadership team had also impacted the Council's ability to recognise issues quickly and effectively monitor the contract. Although the working group received assurances that the current Serco senior management were now on top of the issues, this will need to be robustly managed by the Council contractually going forward.

On 3<sup>rd</sup> December 2021, external auditor Grant Thornton submitted its Value for Money Governance Review which also highlighted the issues and concerns of the performance of waste services and the management of the contract, as investigated in the review.

Whilst the working group felt there had been some improvements to the service since the review had begun and the trade dispute now being resolved, it was recognised that despite receiving repeated assurances for plans to restart services such as food collections, this has not been followed through by Serco. It was also noted that if significant performance improvements were not made and accurate timescales were not provided, Serco could be at risk of defaulting on the contract. This would potentially lead to Council having to explore other options for the continued delivery of the service.

### 4.1 Waste Collection and Disposal Services

Serco manages the collection and disposal of all waste streams such as to meet the contract diversion targets. Serco reports monthly and annually on the tonnage of waste that is diverted from landfill, waste residues that are landfilled.

Serco is responsible for the development and operation of facilities to recycle segregated recyclable materials and for the treatment of garden waste and food waste ("composting facilities"). This also includes securing markets for all products from recycling facilities and composting facilities.

### 4.1.1 Residual Waste

Grey household waste bins are emptied every week. Following collection, crews will transport the waste to the Eagle Lane Waste Transfer Station where it is tipped into a large hall and then transferred into haulage trucks for onward recycling, incineration or landfill.

The working group acknowledged that the volume of residual waste has significantly increased due to Covid-19 as more people are now working from home. However, the working group was less sympathetic to this point and noted this was a national trend. Serco are contractually obliged to provide this service regardless of the volumes collected.

Serco's Customer Satisfaction Survey in July 2021 showed a decrease in satisfaction with refuse collection. Missed bins have been the main complaint received from Sandwell residents. Improvements to the performance around bin collections since the start of the review was noted by the working group, but these improvements must now be sustained. There has been unacceptable disruption to bin collections over an extended period of time, which has not been experienced by other local authorities on the same scale.

### 4.1.2 Recycling

Blue lid recycling bins are collected weekly. Once collected, the waste is taken to the Waste Transfer Station in the same way as household waste. It is then transported to a Materials Recycling Facility. At the time of writing, Serco was using three to four different MRFs, due to the main contractor's facility suffering a fire in July 2021. This has resulted in a significant increase in costs to SMBC as the price per tonnage has increased due to an increase in restrictions and a change in standards.

As the course of the review went on, the working group noted the reduction in recycling rates, partly contributed by Covid-19, and highlighted that Serco and Sandwell Council must take urgent action to review the situation and significantly increase recycling rates. Members were particularly concerned that deadlines had been repeatedly missed by Serco to provide plans for improving recycling collections. It was noted that clearer timescales needed to be provided to Sandwell Council for all future improvement plans and deadlines must be met.

It was identified that the recycling rate up until the end of November 2021 was 32%, whilst the contractual recycling requirement for 2020/21 was 60.4%. Government has set a target for recycling rates to be 55% by 2025, therefore a significant effort was required to increase recycling in the borough. The original

recycling rate when the contract was let in 2011 was 45.2%. This rate is contractually increased each year until it reaches 60.5% in 2021/2022. Over the last 10 years of the contract Serco has struggled to achieve the contractual recycling rates. In addition, information from Serco is required to ascertain why rates have significantly decreased this past year. It was suggested that factors such as contamination of recycling bins, the lack of recycling options for flats and the closure of recycling sites during Covid-19 would have had an impact on these figures.

The working group highlighted a shift in focus was needed and for the waste promotion function to be significantly changed. The working group noted that other local authorities had implemented similar mechanisms, therefore this was a feasible plan. This would support Sandwell Council in planning how to communicate and educate residents on recycling awareness through the correct channels and demographics. The contract requires Serco to provide an annual Community Engagement and Customer Care Plan, this has been requested from Serco.

Serco informed the working group that moving the contract in a stable position would be their priority in order to then focus their attention on improving services. It was agreed that clear and informative communication with Sandwell residents was necessary to encourage behavioural change.

#### **Recommendation 1**

**That Serco sets out within its Service Delivery Plan 2022/23 how it will increase recycling rates, including options for recycling in communal living areas.**

#### **Recommendation 2**

- a) That Serco provides a contractually compliant communication and engagement plan and that this is aligned to the Council's functions;**
- b) that the plan is monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.**

### **4.1.3 Garden waste**

Serco deploys 9 crews for garden waste collection. From early spring to the end of autumn, green waste is collected every week, free of charge to



Sandwell residents. As with household waste and recycling, garden waste is taken to the waste transfer station, transported in bulk to specialist sites within the region and then composted.

The garden waste service is promoted primarily at the end of collections in November and the restart in collections in the last week of February. Additional promotion of the service takes place between these times at appropriate points.

Through Serco Sandwell's Customer Satisfaction results 2021, it was highlighted that resident satisfaction had decreased from 95.9% to 92.6% in July 2021. Triggers to satisfaction included regularity and reliability, ease and convenience and correct bin replacement. Dissatisfaction was mainly due to missed or irregular collections, frequency of collection during holidays and lack of information.

The industrial action had a direct impact on service performance. During this time, garden waste had been suspended to prioritise domestic waste.

Members were largely satisfied with the service, other than the issues surrounding missed collections for which there has been a recent improvement.

#### **4.1.4 Food waste**

The food waste service commenced in 2014 and is offered to 133,000 residential properties and is collected weekly. Food waste is taken to the waste transfer station before being bulk transported to a processing site in Stourbridge. It is composted in an enclosed vessel and broken down naturally by bacteria. A by-product of this process is biogas, which is used to create energy, while also been left with a rich fertiliser which is used in the agriculture industry on their fields to grow more crops. Both are much more environmentally friendly than food going to landfill or incineration.

Food waste collections were currently suspended. During the Covid-19 lockdowns, Serco have struggled to maintain substantial numbers of staff resource, at its peak there were 80 staff from a pool of 300 absent through sickness. The consequence of limited staff numbers required the suspension of Green waste, Food waste, Bulky waste collections. In addition to the restrictions imposed from Government in terms of non-essential travel, social distancing etc.

During the working group's site visit to Serco's depot, senior management advised that it was anticipated that food waste would be reintroduced during early 2022. Members were advised that the reintroduction of food waste

collections could pose a risk of potentially destabilising other service areas, therefore the relaunch would commence via Serco's service improvement plan. The working group could not see why this service had not been restarted several months ago and was concerned that no plans had been agreed to restart food waste collection despite earlier deadlines set by the Council.

The Serco communications officer, with the support from the Sandwell Council Communications Team, intended to launch a wide scale campaign to drive resident's participation in this service. Prior to the pandemic participation was 20-30% depending on area. A participation study will be under taken in the months following the reintroduction to gauge uptake. All communications channels will be utilised to drive interest, promoting the positive outcomes of using the service.

### **Recommendation 3**

**That arrangements for the reintroduction of food waste collections in 2022 be shared and agreed with the Director of Borough Economy (Authorised Officer) by end of March 2022.**

#### **4.1.5 Bulky Waste**

Bulky waste is a chargeable service to the public and is collected four days per week from Tuesday to Friday. Residents are able to book a bulky collection online with a charge depending on the number of items to be collected. The working group noted the significant delays experienced with bulky waste collections and the need for Serco to address this issue.

Members recognised that the recycling of larger items, e.g. via furniture banks, reusing and repurposing items etc. was crucial. It was noted other local authorities, such as Warwickshire County Council, have reuse centres attached to household recycling centres. In addition to the low recycling rates as discussed above, and with the Council's recent adoption of climate change targets, a greater effort was required to become a cleaner borough.

By providing residents a greater range of options for bulky waste disposal and reuse options, this would assist the Council's long-term strategy in becoming carbon neutral by 2030 and for the whole borough to be carbon neutral by 2041.

The working group emphasised the need to work closely with Serco to investigate how to improve waste streams and promotion to enhance the

standard of awareness amongst residents. In 2021 98.2% of residual waste collected was sent to incineration the remainder was sent to landfill.

#### **Recommendation 4**

**That Serco works with the Director of Borough Economy to develop a plan for the promotion of re-use options (i.e. for furniture), including working with voluntary sector partners.**

#### **4.1.6 Trade Waste Service**

This is a separate chargeable service for Sandwell residents. There are various collection frequencies subject to customer requirements, operating generally daily from Monday to Friday, plus a small customer base receiving Saturday collections.

It was acknowledged that as this was a chargeable service, if this was not performed to an acceptable standard with regards to missed collections, customer choice will lead residents to other waste providers such as Veolia, Biffa etc.

#### **4.1.7 Communal Waste**

This is the weekly collection of refuse and mixed dry recycling (where applicable) from high/low rise flats/communal areas. Sandwell has approximately 20,777 flats, however not all have a recycling bin as there is a particular challenge around correct items being placed in the shared containers. The working group recognised that this was a national issue due to contamination of bins. Officers had discussed with Serco the possibility of bringing forward proposals to conduct individual pilots on flats to trial different options

Communal bins and bin store areas can be misused by residents placing large and bulky items in/around the containers which prevents general waste to fit inside the bins. Communications would be provided to educate residents in communal blocks how to use the containers correctly and how to arrange a bulky waste collection. In addition, those who receive communal recycling collections will be informed of what can and cannot be recycled.

**(See recommendation 1.)**

#### **4.1.8 Assisted Collections**

The collection of bins from the doorstep of those who have a disability or mobility issues.

The working group identified that performance with assisted collections had been unacceptable. With 251 missed collections in October 2021 and target for rectification within 24 hours not being met, this was required to be an area of prioritisation for Serco.

Serco acknowledged that a higher level of supervision and monitoring was required to ensure that crews were delivering this service to a better standard. Resident satisfaction with assisted collections were low with issues mainly involving missed collections and bins not being placed back in an appropriate location.

Serco assured their focus would be to stabilise the workforce and reduce its current dependency on agency staff. Serco intended to work with staff to build up knowledge of locations and numbers of assisted collection to ensure that crews take a more personal approach when delivering this service.

#### **4.1.9 Receptacle Replacement and Repairs**

The delivery of replacement bins/caddies for those lost or damaged. In the first instance, it is sought for damaged bins to be repaired, however if this is not possible a free replacement bin is sent to the property. For lost or stolen wheelie bins, there is a charge for replacement, while brown food waste bins are replaced for free.

Despite the service experiencing issues during Covid-19 and bin collections, there has been recent improvements to delivery waiting times.

#### **4.1.10 Street Cleansing**

Within the Cleansing Contract Area, Serco is responsible for emptying of litter bins and dog bins, town centre street cleansing, fly-tip removal and graffiti removal. Serco has 93 street cleansing crew members for Sandwell who provide a 24-hour per day, 7-day per week out-of-hours and Emergency response service for events or incidents. Serco provides a two-hour Emergency response service that pose a potential hazard to human health or property. In the event of a non-hazardous incident, they provide a four-hour Emergency response service.

The provision in place for street cleansing is currently zone based across Sandwell. Serco has Contractual Targets for street cleansing services, measured as NI195 scores. The service is self-monitored and reported to the Council as a set of standard templates.

NI195 is a grading system for street cleanliness and was previously called a Best Value Performance indicator. Further detail can be found at **Appendix 2**.

Serco advised that the deep cleaning programme is scheduled to be completed by the end of January 2022. The current run rate was one ward completed every 13 days - the target was to reduce the 13-day run rate to 7 days. Serco was reorganising teams to ensure that two small mechanical sweepers and 20 staff digging were allocated to the service. Hours had also been increased to 7.5 hours – 9 hours across a five day week, with an additional service on Saturdays from 6am – 2pm. Additionally, assistance would be received from MRT teams, when working within the same ward, to cleanse residential areas.

According to the Serco Customer Satisfaction Survey in July 2021, street cleansing satisfaction had decreased from 68.6% to 63% during this wave. Residents were mainly satisfied that streets were tidy and roads were maintained regularly. From the 250 residents within the survey sample, 78 were dissatisfied with the service provided and mentioned roads were untidy and had not been cleaned regularly, litter, and overgrown greenery. The working group noted that the survey used a small sample of residents and felt this did not provide a good enough indication of service satisfaction.

The working group identified that street cleansing services had not been up to satisfactory standard across the borough. Serco advised there currently was no order of prioritisation for deep cleaning in the borough. At present, crews were assigned to each ward/zone in Sandwell, which did not seem fit for purpose. Members noted that a frequency-based cleansing service dependent on use and type was required, as opposed to a zonal system. There was also a need for clear and imminent communication between Sandwell Council and Serco to revise the existing cleansing schedules to ensure they are aligned with demand.

Serco was in agreement that the deep cleaning service had not been delivered to an acceptable standard and original plans had been too ambitious in light of the circumstances experienced at the time and had not been able to meet the deadline set for December 2021. The deep clean was a part of Serco's recovery plan to bring the streets up to standard due to deterioration in recent times. Upon completion of the deep cleanse, a cleaning frequency and plan was required to maintain the streets.

Serco recognised that street cleansing services had been significantly impacted through the period. Areas such as Smethwick, St Pauls, Soho and Victoria, West Bromwich Central, Tipton Green, Greet Bridge and Greets Green and Lyng had experienced high levels of litter and detritus.

Additionally, there were currently 34 vacancies for street cleansing. Serco highlighted that issues such as driver shortage, low attrition rates, the impact of Covid-19 and delays in onboarding were the cause of the lack of staff allocated to street cleansing. The working group emphasised the urgent need to recruit and allocate a sufficient number of staff to ensure an efficient level of service to meet demand and improve cleanliness.

Communication would play a key part in ensuring the improvement of street cleansing services with both Sandwell and Serco, and also with residents. A new pipeline of work will be explored with how the team can help drive down fly-tipping in Sandwell. Hot spot/recent locations of fly-tipping will be identified and officers will target these residents with advice on the correct disposal means and/or how to report fly-tipping incidents if witnessed. This will involve the team working more closely with the street cleansing department.

Serco assured that they would be working alongside Sandwell Council to create a recovery plan to address the issues mentioned. Through actions such as ensuring that the implementation of correct processes to handle complaints and increasing resources on a weekly basis to ensure work was completed to a sufficient standard, it would allow the service to stabilise and meet demand.

#### **Recommendation 5**

- a) That Serco reviews its approach to street cleansing, and submits a Street Cleansing Improvement Plan to the Director of Borough Economy by end March 2022, setting out a revised approach that moves away from the current and ineffective zone based approach and takes into account population density, seasonality and data on areas of highest need;**
- b) that the Plan is monitored and improvement progress/delivery/KPIs is reported and monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.**

## 4.2 Litter bin provision and replacement

Serco has an ongoing litter bin repair scheme in place whereby defective containers are identified and reported by crew members or members of the public and repaired. The main reason for the works were due to further decay since the last audit.

A full survey of litter bin sites was undertaken in late 2020 and there are 2,060 litter and dog bins across various sites in Sandwell, according to our Litter and Dog bin database. There are several different types of litter bins across the borough with varying levels of condition, capacity and age. Many bins across Sandwell were considered to be of poor quality and required replacing, however to construct and implement a bin replacement program, an assessment of the original baseline would first be necessary.

The working group identified the poor performance with bin provision and replacement, this mainly included the inadequate condition of bin stock, low standard of street and domestic bin repairs and bins not being replaced within appropriate timescales. Consequently, it was considered pertinent for an audit of street bins to be completed as soon as possible and for there to be a change in litter bin provision and stock, through options such as GIS mapping.

### Recommendation 6

- a) **That Serco completes an audit of Sandwell's street litter bin stock and its condition by end of March 2022;**
- b) **that Serco submits plans for consideration of a pilot scheme to implement smart technology linked to suitable locations for street bins.**

## 4.3 Fleet

Serco are required to maintain and replace all vehicles used under the contract as novated to them at the commencement of the contract and those purchased throughout the contract under the replacement programme. This continued service delivery and at Contract expiry when they transferred back to the Council they were in good or the same condition. Thereby alleviating the risk to the Council for immediate and major capital investment in new vehicle assets and complying with the contractual handback requirements. Serco Sandwell's waste fleet includes:

- 70 Refuse Lorries (3 narrow access)
- 38 Vans
- 5 Supervisor Vans
- 15 Sweepers
- 4 Plant Vehicles

Due to the age of the existing fleet the contract has suffered with issues of vehicle breakdowns or unavailability which results in missed collections and service failures. The older vehicles add pressure to the Fleet services department who maintain the vehicles under contract due to the high number of repairs needed to keep them roadworthy.

Eight years after the Contract commencement (2018), the required replacement of vehicle assets by Serco did not take place. During negotiations, Sandwell Council agreed to explore the possibility of providing the finance to procure a new fleet under Prudential Borrowing. In June 2020, after a break in negotiations our Legal Services department determined that the contract did not support prudential borrowing due to regulations in relation to state aid. Serco were notified of the Council's legal position and were instructed to purchase new RCVs.

In June 2021, a joint Fleet Steering Group was instigated to focus on progressing the fleet replacement scheme. The joint fleet meeting convenes weekly to ensure the progress of the fleet replacement plan and emerging issues. Serco has confirmed build slots for the first phase of 18 refuse lorries (RCV's) with a delivery date of early 2022. This is to be followed by a full replacement programme which includes project timelines for the purchase of the 2nd phase vehicles, small van fleet (LCV), key decision points and the order date.

It was highlighted that Serco had been far too slow to update and modernise fleet and this has led to performance issues and impacted upon service delivery. Members acknowledged that the previous Director of Borough Economy had got on top of the fleet issues but recognised that this pace of progress needed to be maintained.

Whilst Serco assured the working group of the introduction of new fleet, including the arrival of 18 new refuse lorries at the depot in December 2021, the working group remained concerned that vehicles had not been replaced in 2018, as per the contractual requirement. It was highlighted that the age of the vehicles and volume of defects had impacted performance and crew workload and reduced reliability. The working group also raised the need for Serco to review how it intended to introduce eco-friendly fleet and provisions



e.g. electric vehicles, renewable fuels, retrofitting of vehicles and efficiency of routes.

While the working group welcomed the 18 refuse lorries added to Serco's fleet, members believed it was necessary for the pace of vehicle replacement to improve and for this to be sustained. Substantial changes were required to fleet to ensure the workforce were able to deliver services as demanded in a timely and efficient manner.

#### **Recommendation 7**

- a) That the progress made with the Fleet Replacement Programme is maintained and that Serco submits the delayed Fleet Replacement Programme, which should be aligned with operational requirements and the Street Cleansing Improvement Plan (ref rec 6), and include options for a more sustainable fleet, to the Director of Borough Economy by end of April 2022;**
- b) that the delivery of the Fleet Replacement Programme is monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.**

#### **4.4. Litter Watch**

Litter Watch is a community-led environmental charity set up by local residents in 1997. Litter Watch's partnership with Serco and Sandwell was established in 2011 with an annual grant of £63,000, which had been decreased to £60,000 in 2017.

One of projects ran by the charity included the Council led campaign, Big Spring Clean, which has been running for 15 years. Throughout this period, Litter Watch have worked with over 50,000 volunteers and have removed over 320 tonnes of litter off the streets of Sandwell. During 2021, the budget was not confirmed until the end of May thus putting pressure on the charity to deliver a campaign last minute. In 2009, the budget for the Big Spring Clean was £40,000, reduced to £25,000 in 2017, in 2018 it was reduced to £14,000 without consultation or negotiation.

The working group acknowledged the efforts and work of Litter Watch in tackling litter in Sandwell and promoting and educating members of the public on environmental issues and the changes that can be made to create a more sustainable and green borough.

It was considered essential to support Litter Watch's work in Sandwell and for Sandwell Council to assist in providing the necessary resources and capital investment required to sustain their work and help integrate their work in the borough. Additionally, the working group also noted for Sandwell Council to identify and support Litter Watch in replacing their eco-bus.

### **Recommendation 8**

**That both Serco and the Council consider reviewing the resources and funding provided to Litter Watch, with a view to increasing these if possible.**

## **4.5 Industrial Relations and Workforce Issues**

The working group highlighted the efforts of the frontline staff during the pandemic and emphasised that the inquiry would focus on the wider management and performance of the contract.

Performance through the contract has been heavily affected by ongoing industrial relations matters. Unison, GMB and Unite members have all raised issues on a variety of matters relating to:-

- Pay and conditions of service.
- Use of agency staff.
- Access to and quality of PPE.
- Health and safety issues on site.
- Lack of adherence to policies and processes in dealing with staff complaints and grievances and poor record keeping.
- Management treatment of staff.
- Management turnover.

Whilst acknowledging that these matters are outside of the scope of the contract performance management, members remained concerned due to the impact on performance and the seriousness of some of the concerns raised.

GMB instigated a trade union dispute in May 2021 which subsequently led to strike action in September 2021. Further strike action was proposed in October 2021 however the ballot was unsuccessful. Unison and Unite have not supported strike action thus far.

Serco has maintained that there were cultural issues within the workforce. Unions reported that the above issues have brought about increased levels of

stress and anxiety to staff, and extremely low morale, resulting in increased sickness levels. The Chair also reported that staff morale was very low when he visited the Shidas Lane depot on 6<sup>th</sup> October 2021.

Serco assured members that all of their employees have the right to good leadership and fair performance management and that there has been a number of management changes, at all levels. Members were informed that a number of measures have been put in place to address the above issues.

### **Pay and Conditions of Service**

Serco is working very closely with all three trades unions to mutually agree new terms and conditions. A benchmarking exercise will also be undertaken across all employees on the contract.

Pay increases mirror the National Joint Council (NJC) agreed percentages. However, due to the continuous delays in finalising the NJC pay award Serco has put in place its own pay enhancements, which are to be paid in November and backdated to April 2021.

### **Use of Agency Staff**

Serco reported that it employs between 30 and 50 agency staff (out of 312) at any one time. There is a pool of agency staff frequently used to cover sickness as sickness rates are high.

At the time of reporting there were 34 frontline vacancies on the contract, most of which were in the street cleansing teams. There was also a national driver shortage, however this had not impacted on the Sandwell contract as much as other areas. Efforts were being made to fill these vacancies, largely by converting agency staff to permanent positions, however there were some delays in this process. Serco reported that attrition rates on the contract are low however.

Serco assured members that at least one crew member on each round knows the area.

### **Access to and Quality of PPE**

Serco reported that there have been delays in receiving PPE orders. It was highlighted that agency staff are provided with a new set of PPE, which has resulted in a perception amongst permanent staff of better treatment.

A member of staff has now been assigned to take responsibility for PPE across the sites.

## **Health and safety**

Serco reported to members that senior managers have visited sites along with union representatives and all health and safety issues have been addressed.

Members were informed that grievances are investigated off site and independently in the region and that this has always been the case. Serco also report however that a number of other local procedures had been brought in, which were not Serco processes and have therefore been removed.

## **Management and Treatment of Staff**

The Regional Director acknowledged that there are some specific individual cases that need to be addressed, however, it is also the view that cultural issues across the different sites/services, have an impact on workforce issues/relations, in addition to there being three different trades unions involved. Serco did however acknowledge that communication was poor across the organisation.

An intensive period of communications took place in September and October in an attempt to mitigate the impact of strike action.

A joint working group will be established to look at the operational effectiveness of services. This will include experts from outside of Sandwell with the aim of identifying innovative ways to improve services. In addition, a team is going to be created, including three employee representatives, to be released from operational duties for six months, to help the local management team. They will be involved in management meetings to build trust and both sides will share their experiences and insights from both the front line and the back office.

## **Management Turnover**

A review of senior managers on the contract has taken place and a new Regional Director was assigned to the contract in September 2021. She has experience and expertise in remediation of troubled contracts and assured members that she has a strong track record of implementing large scale change and improvements.

Dedicated HR support has been put in place to ensure a consistent approach to communications. The Contract Manager and Head of HR are on site regularly, as well as the Head of Regional Operations and the Regional Operations Manager.

Members were pleased that the industrial issues have now been formally resolved with Serco but emphasised that the terms of the agreement must be adhered to moving forward. A lot of work was required to build confidence and morale in the workforce to improve staff relationships. The Board requested that a further update by Serco be provide to the Board within six months on the measures implemented to improve the workforce morale and communication.

#### **Recommendation 9**

**That Serco informs the Director of Borough Economy (Authorised Officer) of any changes to its senior management teams, in connection with the contract, within 10 days of the new post-holder's start date.**

#### **Recommendation 10**

- a) That Serco provides an update to the Scrutiny Board, in six months, on the progress made to improve morale and resolve workforce issues, including the establishment of the joint internal working group referred to in evidence gathering;**
- b) that the Director Borough Economy ensures that Serco is carrying out its contractual requirements in relation to undertaking regular staff surveys and that the results of such surveys are acted upon appropriately.**

### **4.6 Waste Partnership Strategic Board**

It is understood that, upon the instruction of the previous director, meetings this Board were not called due to the Covid-19 pandemic and lockdown.

Following the government's work from home order, the Council had to wait for temporary legislation to be passed to enable formal meetings (i.e. of bodies constituted under the Local Government Act 1972) to proceed remotely. It is acknowledged that there would have been a period of adjustment following the work from home order and the embedding of appropriate IT to support homeworking and remote meetings. However, as the Partnership Board is not subject to the same legislation it remains unclear as to why remote meetings did not commence sooner than July 2021, given that this is the key partnership body responsible for monitoring the contract.

An additional factor that members felt has impacted on the ability to robustly manage the contract, is the instability within both Serco and the Council as a result of many senior leadership changes in recent years.

#### **Recommendation 11**

**That the constitution and terms of reference of the Waste Partnership Strategic Board are reviewed, and consideration is given to including the relevant scrutiny Chair as a member of the Board.**

### **4.7 Joint Consultative Panel**

Members acknowledge the JCP is a Council body and therefore has no influence on how Serco manages its workforce. However, given the extent of the issues raised by all three trades unions it is felt that the changes in the Council's senior leadership team impacted on the trades unions' ability to develop effective relationships with senior management and members, which may have reduced opportunities to shine a light on the workforce issues at Serco.

#### **Recommendation 12**

- a) That the Governance and Constitution Review Committee is asked to recommend to the Council that an additional scrutiny board is established, with effect from the 2022/23 municipal year, to monitor the management and performance of the Council's contracts with Serco, Sandwell Children's Trust and Sandwell Leisure Trust;**
- b) that the new board considers how stakeholders and the public can contribute to its work and monitoring processes.**

#### **Recommendation 13**

**That the Director of Law and Governance ensures that the Joint Consultative Panel meets regularly (e.g. quarterly) to enable any staffing issues in relation to the contract to be addressed in a timely manner.**

## 4.8 Waste Client Team

The Waste and Fleet Service Manager reported that, in recent years, planned leavers and restructures have eroded the client team size. In 2011 when the Waste Client Team was established it consisted of:-

- 1 FTE Services Manager
- 1 FTE Business Manager
- 3 FTE Performance Officers
- 1 FTE Customer Engagement Manager
- 3 FTE Waste Awareness Officer

The current structure of the Waste Client Team consists of:-

- 1 FTE Service Manager
- 2.4 FTE Performance Officers (2 are part-time)
- 1 FTE Customer Engagement Manager
- 1 FTE Waste Awareness Officer

There are 6 towns in Sandwell that need to be inspected on a regular basis, in addition to the need to provide more interventions around waste presentation and contaminated recycling. Additional staff would be required to add a higher level of oversight to the performance on the waste contract. In particular, more performance officer roles are needed and in turn this will require an additional supervisory role for these staff.

### Recommendation 14

**That the Director of Borough Economy reviews the structure of the Waste Client Team to ensure that it is sufficiently resourced to support a higher level of oversight and contract monitoring.**

## 4.9 External Auditors Value for Money Governance Review

The Board acknowledged external auditors' observations on lack of clarity in relation to public realm issues.

### Recommendation 15

**That a review is undertaken and a process established, within 12 months, to ensure that there is clarity between the Council and Serco in terms of ownership and responsibility in the public realm.**

## 5

## Summary of Recommendations

	<b>Recommendation</b>	<b>Responsible</b>
1	That Serco sets out within its Service Delivery Plan 2022/23 how it will increase recycling rates, including options for recycling in communal living areas.	Serco
2	<p>a) That Serco provides a contractually compliant communication and engagement plan and that this is aligned to the Council's functions;</p> <p>b) That the plan is monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.</p>	Serco/Director of Borough Economy (Authorised Officer)
3	That arrangements for the reintroduction of food waste collections in 2022 be shared and agreed with the Authorised Officer by end of March 2022	Serco
4	That Serco works with the Director of Borough Economy to develop a plan for the promotion of re-use options (i.e. for furniture), including working with voluntary sector partners.	Serco/ Director of Borough Economy (Authorised Officer)
5	<p>a) That Serco reviews its approach to street cleansing, and submits a Street Cleansing Improvement Plan to the Director of Borough Economy by end March 2022, setting out a revised approach that moves away from the current and ineffective zone based approach and takes into account population density, seasonality and data on areas of highest need;</p> <p>b) That the Plan is monitored and improvement progress/delivery/KPIs is reported and monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.</p>	Serco



6	<p>a) That Serco completes an audit of Sandwell’s street litter bin stock and its condition by end of March 2022;</p> <p>b) That Serco submits plans for consideration of a pilot scheme to implement smart technology linked to suitable locations for street bins.</p>	Serco/ Director of Borough Economy (Authorised Officer)
7	<p>a) That the progress made with the Fleet Replacement Programme is maintained and that Serco submits the delayed Fleet Replacement Programme, which should be aligned with operational requirements and the Street Cleansing Improvement Plan (ref rec 6), and include options for a more sustainable fleet, to the Director of Borough Economy by end of April 2022</p> <p>b) That the delivery of the Fleet Replacement Programme is monitored through the agreed governance structures for the monitoring of the contract, including the Waste Partnership Board.</p>	Serco
8	That both Serco and the Council consider reviewing the resources and funding provided to Litter Watch, with a view to increasing these if possible.	Serco/ Director of Borough Economy
9	That Serco informs the Authorised Officer of any changes to its senior management teams, in connection with the contract, within 10 days of the new post-holder’s start date.	Serco
10	<p>a) That Serco provides an update to the Scrutiny Board, in six months, on the progress made to improve morale and resolve workforce issues, including the establishment of the joint internal working group referred to in evidence gathering.</p> <p>b) that the Director Borough Economy ensures that Serco is carrying out its contractual</p>	Serco/ Director of Borough Economy

requirements in relation to undertaking regular staff surveys and that the results of such surveys are acted upon appropriately.

11	That the constitution and terms of reference of the Waste Partnership Strategic Board are reviewed, and consideration is given to including the relevant scrutiny Chair as a member of the Board.	Serco/ Director of Borough Economy
12	<p>a) That the Governance and Constitution Review Committee is asked to recommend to the Council that an additional scrutiny board is established, with effect from the 2022/23 municipal year, to monitor the management and performance of the Council's contracts with Serco, Sandwell Children's Trust and Sandwell Leisure Trust;</p> <p>b) that the new board considers how stakeholders and the public can contribute to its work and monitoring processes.</p>	Director Law and Governance
13	That the Director of Law and Governance ensures that the Joint Consultative Panel meets regularly (e.g. quarterly) to enable any staffing issues in relation to the contract to be addressed in a timely manner.	Director Law and Governance
14	That the Director of Borough Economy reviews the structure of the Waste Client Team to ensure that it is sufficiently resourced to support a higher level of oversight and contract monitoring.	Director of Borough Economy
15	That a review is undertaken and a process established, within 12 months, to ensure that there is clarity between the Council and Serco in terms of ownership and responsibility in the public realm.	Serco/Director of Borough Economy

# KLOE A7: Waste service

The purpose of this KLOE was to consider the performance of the waste service, the Council's management of the contract with Serco, and understand the impact of recent industrial relations issues.

## Background

The Council chose to outsource its waste and recycling service and in November 2010, following a procurement exercise, the Council confirmed the appointment of a consortium led by Serco to deliver a 25 year, £650m integrated waste and recycling services contract. Council staff were transferred to Serco under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).

Serco are responsible for the collection of household food and garden waste and recycling, street cleansing, the associated vehicle fleet, and the household recycling centre (HRC).

During the course of COVID-19 the Council has become increasingly concerned about the performance of a number of aspects relating to the delivery of the contract.

Service delivery has also been impacted by industrial action from some of the Serco workforce.

## KEY FINDINGS

### Contract management

The contract includes 34 Key Output Targets (KOTs) which are the basis for contract performance management. The contract is self-monitoring and Serco provide the Council with monthly performance data. Penalty points are accrued for failure to meet KOTs and these are reviewed each month by the Council, with financial penalties based on penalty points accrued each month. Failure to regularly meet KOTs over a twelve-month period can trigger a contractual default. There have been no defaults during the contract to date.

There had been formal contract monitoring meetings every six months between the Council and Serco in the form of a Waste Management Board. The Council Leader and relevant portfolio holder attend these board meetings and the Board is the formal decision making body. The Board meetings were suspended as a result of the onset of COVID-19 but have been subsequently re-introduced on a three-monthly basis.

The KOT in relation to recycling rates sets out a sliding scale of annual improved rates, with 60% being the target for 2021 and the actual rate being 32%. This is calculated on the tonnage of recycling against refuse collected. Serco have failed to meet these annual targets and may incur financial penalties of up to £1.2m per year. The reasons for under achievement of the target are considered to be household behaviour and weekly collections, the latter forming part of the original contract specification. The Council has provided Serco with a letter of comfort reducing this target and reducing the annual financial penalty.

The Serco contract was the first major outsourcing of its type undertaken by the Council. There is a perception that the approach to managing the contract did not adequately change from the way these services were managed when the Council operated a direct labour organisation model. Over the past ten years of the contract there have been a limited number of contract variations and requests made for additional services were not effectively specified.

The KOTs are considered well defined, but they are generally based on annual quantity rather than frequency and service quality. The Council is intending to engage an external consultant to review the KOTs to determine whether these contract specifications can be amended.

The vehicle workshop is operated by the Council and the Council maintains the vehicles through a separate maintenance contract with Serco. The contract terms meant that Serco were to replace fleet vehicles after 8 years of the contract (five years for smaller vehicles) which did not happen. This was identified during 2018 and discussions were held between the Council and Serco on whether the Council would borrow to fund the capital expenditure. The Council took external legal advice which confirmed such an action would represent state aid. A Fleet Board was introduced in May 2021 for Serco and the Council to progress a fleet replacement programme and Serco have committed to replace 18 refuse collection vehicles with delivery due in December 2021, as well as investing in mixed domestic recycling trucks. Serco have also hired newer sweeper vehicles, pending their replacement.

### Financial management

Serco submit a monthly bill in line with the contract payment mechanism.

In recent years the Council's budgets for waste management has underspent and an underspend is forecast for 2021/22. The underspend is a result of financial penalties incurred by Serco, and income the Council receives from recycle sales. The prices for the latter are dependent on market fluctuations. The underspend is used to maintain a reserve, currently £3.5m, which is used to manage fluctuations in disposal market rates and contract fees.

# KLOE A7: Waste service (cont'd)

The purpose of this KLOE was to consider the performance of the waste service, the Council's management of the contract with Serco, and understand the impact of recent industrial relations issues.

## Service performance

COVID-19 impacted on service delivery – which was common across the sector – as the workforce were impacted by absences, for example due to self-isolation via shielding or because of other COVID-19 regulations, as well as social distancing measures introduced for those who were at work. Garden and food waste collection were suspended during the first lockdown and the HRC was closed. Serco is still not operating a full service in particular food waste collection.

The pandemic has impacted on both waste collection and street cleansing, with street cleansing staff backfilling waste collection roles. Vehicle reliability has also contributed to service performance.

The pandemic shone a light on working practices and performance at Serco, contributing to service performance issues. During 2021 Council management have taken action to work with Serco to ensure necessary improvements are introduced. We understand, that as a result Serco's performance management of poor performing crews has improved, which has led to suspension of some staff and others leaving. This has contributed to industrial relations issues.

In early October the 100% in-day completion of waste collection rounds was achieved for the first time in approximately 9 months.

Serco have developed a waste and recycling recovery plan, and a recovery plan for street cleansing. At the time of this review they were being appraised by Council officers and were to be approved by the Waste Management Board.

## Industrial relations

Council staff were TUPE'd to Serco on the council's terms and conditions for the first ten years of the contract. Industrial relations issues arose in May 2021 when trade unions (Unite, Unison and GMB) raised issues with Serco management in relation to staff grievances, salary benchmarking, health and safety concerns and staff complaints relating to bullying.

We understand that Serco management have investigated the complaints and have concluded that the staff complaints related to management seeking to improve working practices and did not represent bullying. Serco management have also investigated staff grievances and health safety concerns and believe these to be resolved. Unite and Unison agree, but GMB believe they remain unresolved.

The Advisory, Conciliation and Arbitration Service (ACAS) are involved in arbitration with GMB. At the time of this review strike action was planned and GMB introduced a 2-month overtime ban for their members. 120 of the 300 workforce are GMB members. Serco's senior management continue to engage GMB to try to bring resolution to the dispute.

## Leadership and staff continuity

There have been changes to the senior officers at the Council with the relevant Executive Director and Director leaving in the past twelve months. An interim Director has been in role since May 2021 with a permanent Director due to start in November 2021. Until the interim Director was in role there was inadequate senior officer involvement in relation to the contract at time when this was needed to manage Serco's contract performance during the pandemic. The interim Director has brought focus to the situation including engaging with senior management of Serco.

The Council's contract manager has been in role for seven years. There had been similar stability in this role at Serco until there were changes in early 2020. More generally there have been a high number of management changes at Serco over the past year including the regional manager, regional managing director, operations manager and the senior contract manager. These changes have led to a lack of continuity in relationships with the Council and impacted on effective partnership working. In August 2021 a new senior contract manager and operations manager started but both left in September. The Serco managing director has introduced a new structure responding to concerns raised by the Council, and has instigated a programme of staff engagement. Serco are also taking steps to better manage poor performing staff, which is also leading to some further staff changes.

As noted elsewhere in this report, the Council's Leadership Team has not received effective corporate monitoring information on key council service indicators, which includes the Serco contract. This has been recognised and changes are being made to address the situation.

# KLOE A7: Waste service (cont'd)

The purpose of this KLOE was to consider the performance of the waste service, the Council's management of the contract with Serco, and understand the impact of recent industrial relations issues.

## Other findings

The performance issues associated with the Serco contract have seen an increase in complaints from residents, and increased enquiries to the Council's contact centre. Fly tipping has increased in the borough and the closure of, and then waiting time delays at, the household recycling centre are considered a contributory factor.

There is a need to review enforcement of public realm issues so the Council is clearer if the ownership sits with Serco or Council services such as parks, housing and grounds maintenance.

On 22 July 2021 the Council's Economy Skills Transport and Environment Scrutiny Board agreed to carry out a review of Waste Services and the Cleanliness of the Borough. The working group undertaking the review had not reported at the time of producing this report

## Conclusions and recommendations

Serco have not brought the innovation and investment expected by the Council, and the culture of the workforce has impacted on Serco's ability to deliver the contract. Whilst there are issues relating to Serco management, it is only recently that Council management have taken a robust approach to managing poor contract performance, which has led to some performance improvement. Serco remains on an improvement journey.

**The Council should prioritise corporate effort to ensure that the recovery plans are approved and appropriate senior management oversight is given to monitoring their effective delivery.**

**The Council should ensure robust contract management arrangements are in place, and review the Key Output Targets (KOTs) and work with Serco to ensure they are line with Council expectations and the data is available to allow effective monitoring of contract outcomes.**

**The Council should ensure that the investments specified in the contract with Serco are made, such as a new vehicle fleet.**



### NI195 Grading System

NI195 is a grading system for street cleanliness and was previously called a Best Value Performance indicator. It follows the same principles as the Code of Practice on Litter and Refuse (CoPLR) and is reported as four parts, one for each element of environmental and street cleanliness: NI195 (a) Litter, (b) Detritus, (c) Graffiti, (d) Fly-posting.

The Environmental Protection Act 1990 (s.87) states that litter is 'anything that is dropped, thrown, left or deposited that causes defacement, in a public place'. This accords with the popular interpretation that 'litter is waste in the wrong place'. When evaluating a street cleanliness grades A,B,C,D are issued. Grade A is given where there is no litter or refuse; grade B is given where a transect is predominantly free of litter and refuse except for some small items; grade C is given where there is a widespread distribution of litter and refuse, with minor accumulations; and grade D where a transect is heavily littered, with significant accumulations.

## Report to Cabinet

**23 February 2022**

<b>Subject:</b>	Action Taken on Matters of Urgency
<b>Cabinet Member:</b>	Leader of the Council Councillor Carmichael
<b>Director:</b>	Rashpal Bishop
<b>Key Decision:</b>	Yes, the financial threshold of £250,000 applies to the decision
<b>Contact Officer:</b>	Chris Guest Service Manager – Commissioning and Integration <a href="mailto:christineanne_guest@sandwell.gov.uk">christineanne_guest@sandwell.gov.uk</a>

### 1 Recommendation

1.1 That the following details of the urgent actions taken by the Leader of the Council be noted:-

- a) in relation to authorising the Director of Adult Social Care to distribute the Workforce Recruitment and Retention fund (Round 1 November 2021 and Round 2 December 2021) as per the Department of Health and Social Care (DHSC) guidance;
- b) to authorise the Director of Adult Social Care to distribute the Adult Social Care Omicron Support Fund (January 2022) as per the Department of Health and Social Care (DHSC) guidance;



- c) in relation to authorising the Director of Adult Social Care to distribute the Adult Social Care Infection Control and Testing Fund (October 2021) as per the Department of Health and Social Care guidance;


## 2 Reasons for Recommendation

- 2.1 The matters were urgent and could not be delayed until the next Cabinet meeting given the short timescales to distribute and spend the Department of Health and Social Care (DHSC) Workforce Recruitment and Retention Fund for adult social care (round 1 & 2) and the DHSC adult social care Omicron Support Fund, as required in the DHSC guidance by 31 March 2022. The DHSC expect a reporting return in February 2022 on how these funds have been utilised. Failure to submit a return will mean the funds being reclaimed back by the DHSC, at a critical time, when care providers in Sandwell are struggling for financial support.
- 2.2 An urgent decision was required in order to distribute and spend Adult Social Care Infection Control and Testing Funding (round 3) as per the DHSC guidance and to prevent the need to return any unused resources back to the DHSC.
- 2.3 Under Part 4 of the Council's Constitution, the Scrutiny Procedure Rules provide that matters may not be called in for scrutiny when they are considered urgent. A matter is considered urgent where a delay would prejudice the Council's or the public interest.
- 2.4 The Rules also stipulate that decisions taken in this manner must be reported to the next available meeting of the Cabinet and Council, together with the reasons for the urgency.
- 2.5 This report indicates actions taken as a matter of urgency by the Leader of the Council since the last meeting.
- 2.6 The actions taken were in accordance with the scope of authority of the Leader of the Council.





### 3 How does this deliver objectives of the Corporate Plan?

	<p>People live well and age well</p> <p>The proposals contained within this report support this objective. The fund will ensure that vulnerable people in need of care, including protected groups, will benefit from timely support.</p>
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### 4 Workforce Recruitment and Retention Fund for Adult Social Care (round 1 & 2) Adult Social Care Omicron Support Fund

Approval was sought to authorise the Director – Adult Social care to distribute the Workforce Recruitment and Retention fund (Round 1 November 2021 & Round 2 - December 2021) and the Adult Social Care Omicron Support Fund (January 2022) as per the Department of Health and Social Care (DHSC) guidance.

The main purpose of the Workforce Recruitment and Retention Fund (Round 1 & 2) is to support local authorities to address adult social care workforce capacity pressures in their geographical area through recruitment and retention activity this winter, to:

- support providers to maintain the provision of safe care and bolstering capacity within providers to deliver more hours of care
- support timely and safe discharge from hospital to where ongoing care and support is needed
- support providers to prevent admission to hospital
- enable timely new care provision in the community
- support and boost retention of staff within social care

Local authorities can use funding directly to deliver measures that help all providers of adult social care in their geographical area. This includes:

- care home and domiciliary care
- care providers with which local authorities do not have contracts



- organisations providing care and support who may not be registered with the Care Quality Commission (CQC)
- day care, and short stay care services and supporting the capacity of the personal assistant workforce

The DHSC's expectation is that the grant has to be fully spent on addressing local workforce capacity pressures through recruitment and retention activity by 31 March 2022.

In recognition of the increased pressure on existing funding sources caused by the Omicron variant, the government announced on 29 December 2021 that it is providing additional funding for January 2022.

The purpose of this fund is to support the adult social care sector with measures already covered by the infection prevention and control (IPC) allocation of the Infection Control and Testing Fund (round 3), to reduce the rate of COVID-19 transmission within and between care settings.

Local authorities have discretion to use the funding as needed locally, to support the adult social care sector, including relevant local authority staff, in its COVID-19 response, and increased challenges posed by the Omicron variant.

Possible uses for the fund:

	£	No of Users	£
Provision of carer direct payment	252	82	20,664
Allocation to residential care providers per bed	75	2099	157,425
Allocation to community care providers per user	75	3784	283,800
Admin			93
<b>Total Grant</b>			<b>461,982</b>

The local authority must distribute the money in line with the grant conditions and are required to provide returns to the DHSC for all three funds by the dates requested, specifying how the funds have been spent.



## Adult Social Care Infection Control and Testing Fund (round 3)

Approval was sought to authorise the Director – Adult Social care to distribute the Adult Social Care Infection Control and Testing Fund (October 2021) as per the DHSC guidance.

This was a new grant, with separate conditions to previous Infection Control and Testing Funds. The purpose of this fund was to support adult social care providers to:

- reduce the rate of COVID-19 transmission within and between care settings through effective infection prevention and control practices and increase COVID-19 and flu vaccine uptake among staff; and
- conduct testing of staff and visitors in care settings to identify and isolate positive cases, and in order to enable close contact visiting where possible.

The local authority must distribute the money in line with the grant conditions and were required to provide returns to the DHSC for the fund by the dates requested, specifying how the fund had been spent.

The local authority has discretion to use the remaining 30% of the IPC allocation, 30% of the vaccines allocation and discretionary portion of the testing allocation 41% to provide further support to the care sector.

The 'direct funding for providers' portion of this funding consisted of 3 distinct allocations:

- IPC funding
- vaccines funding
- testing funding

The DHSC expected the fund to be fully spent on IPC, vaccines and testing measures by 31 March 2022, where 'spent' means that expenditure had been incurred on or before that date.



The funding was paid to the Council in 2 tranches. The first 60% of the fund paid in October 2021. The remaining 40% of the fund paid in January 2022. The requirement from the DHSC was that the fund distribution take no longer than 20 working days upon receipt of the funding, given the tight timescales involved, some of the funding had already been distributed.

The breakdown and possible uses of the fund:

	Care Homes	Community	Discretionary	Total
IPC Funding	563,659	310,380	374,588	<b>1,248,627</b>
Rapid Testing	400,507	-	283,552	<b>684,059</b>
Vaccine Funding	39,639	65,481	45,051	<b>150,171</b>
<b>Total</b>	<b>1,003,805</b>	<b>375,861</b>	<b>703,191</b>	<b>2,082,857</b>

	Care Homes	Community	Total
Proposed IPC Allocation	£916,214	£322,168	<b>£1,238,382</b>
IPC £ per Bed/User	£436.50	£77.00	
Proposed Rapid Testing Allocation	£400,909	£292,880	<b>£693,789</b>
Testing £ per Bed/User	£191	£70	
Proposed Vaccine Allocation	£83,960	£66,944	<b>£150,904</b>
Proposed £ per Bed/User	£40	£16	
No. Users/Beds	2,099	4,184	<b>6,283</b>
No of Providers	83	76	<b>159</b>

The distribution of the majority of the fund was pre-determined by the DHSC and the local authority acts as a conduit to passport the funds to the care market. However, the fund contained a discretionary element which was still obliged to passport to CQC registered care providers but may use our discretion as to which area of the market would most benefit. It was proposed to distribute the discretionary element of the fund as follows:



- IPC element of the fund to further support residential care homes to meet the current challenges they are facing.
- Rapid Testing element of the fund to the Community Care sector as there is no automatic allocation of this grant to this sector.
- Vaccine element of the fund to further support residential care homes

The proposed allocation in was line with DHSC guidance reporting requirements and neighbouring authorities allocations.

## 5 Alternative Options

5.1 No other options have been considered, the Council must comply with the DHSC guidance. This sets out the Workforce Recruitment and Retention Fund and Omicron Support for adult social care including information on the distribution of funds and reporting requirements.

## 6.0 Implications

<b>Resources:</b>	<p>The funding allocation for Workforce Recruitment and Retention Fund:</p> <p>Round 1: £1,251,201</p> <p>Round 2: £2,309,910</p> <p>The funding allocation for Omicron Support is: £461,982.00</p> <p>The total allocation for Adult Social Care Infection Control and Testing Funding is £2,082,857.</p> <p>This grant consists of 3 distinct allocations of funding: IPC funding, vaccines funding and testing funding.</p> <p>IPC funding        £1,248,627</p> <p>Testing funding    £684,059</p> <p>Vaccine funding    £150,171</p>
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	<p>The proposals within this report can be funded from the above grants and represent the full application of the available resources.</p>
<p><b>Legal and Governance</b></p>	<p>The Workforce Recruitment funding will be paid as a Section 31 grant ring fenced exclusively for Workforce Recruitment and Retention (pursuant to section 31 of the Local Government Act 2003). The main purpose of the Workforce Recruitment and Retention Fund, round 2, is to support local authorities to urgently address adult social care workforce capacity pressures in their geographical area this winter.</p> <p>The Omicron Support fund is a non-ringfenced grant and as such there are no conditions on this funding. Guidance on how to spend this funding has been provided alongside the local authority circular. Local authorities have discretion to use the funding as needed locally, to support the adult social care sector in the COVID response.</p> <p>The Adult Social Care Infection Control and Testing Funding will be paid as a Section 31 grant (pursuant to section 31 of the Local Government Act 2003) ring fenced exclusively for actions which support care homes and CQC-regulated community care providers mainly to tackle the risk of COVID-19 infections and enable close-contact visiting and is in addition to funding already received.</p> <p>Legal Services will work with the service area to develop/review an appropriate agreement relating to the funding as required.</p>



	Legal Services shall work with the service area to ensure that the funding is compliant with relevant rules.
<b>Risk:</b>	The allocation of the fund is to support the care and support market to manage and mitigate the risk of infection from covid-19. This risk is monitored through the daily tracker completed by providers and through interventions by public health, health and social care staff who support providers across Sandwell. A risk assessment has been completed to identify and assess the risks associated with the recommendations being sought in this report. This has concluded that there are no red risks that require reporting.
<b>Equality:</b>	There are no significant equality issues arising from this report. This funding will ensure that vulnerable people in need of care, including protected groups, will benefit from timely support, and therefore there are benefits to some of the protected characteristics.
<b>Health and Wellbeing:</b>	The service is required to assist vulnerable people for whom the Council has a statutory duty through the provision of timely care and support.
<b>Social Value:</b>	The service is required to assist vulnerable people for whom the Council has a statutory duty through the provision of timely care and support.

## 8. Background Papers

<https://www.gov.uk/government/publications/workforce-recruitment-and-retention-fund-for-adult-social-care>

[https://www.gov.uk/government/publications/workforce-recruitment-and-retention-fund-for-adult-social-care-round-2?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=891e3995-c0a0-4854-8775-490a12082fd0&utm\\_content=daily](https://www.gov.uk/government/publications/workforce-recruitment-and-retention-fund-for-adult-social-care-round-2?utm_medium=email&utm_campaign=govuk-notifications&utm_source=891e3995-c0a0-4854-8775-490a12082fd0&utm_content=daily)

<https://www.gov.uk/government/publications/adult-social-care-omicron-support-fund>







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