

Members are reminded that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at this meeting

BIRMINGHAM CITY COUNCIL

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 21 OCTOBER 2015 AT 13:00 HOURS
IN COMMITTEE ROOM 2 - TO BE CONTINUED ON 27 OCTOBER
2015 AT 1400 HOURS IN COMMITTEE ROOM 6, COUNCIL HOUSE,
VICTORIA SQUARE, BIRMINGHAM, B1 1BB , [VENUE ADDRESS]

A G E N D A

1 NOTICE OF RECORDING/WEBCAST - 21 OCTOBER 2015

Chairman to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Internet site (www.birminghamnewsroom.com) and members of the press/public may record and take photographs. The whole of the meeting will be filmed except where there are confidential or exempt items.

2 APOLOGIES - 21 OCTOBER 2015

To receive any apologies.

5 - 16

3 MINUTES - 8 SEPTEMBER 2015

To confirm and sign the Minutes of the last meeting.

17 - 54

4 DEPUTY LEADER

- (a) Update on HR
- (b) Finance Reporting

55 - 76

5 COUNCIL TAX SUPPORT SCHEME REVIEW 2015

Chris Gibbs, Service Director, Customer Services, and Martin O'Neill, Head of Benefits, to provide an update

77 - 82

6 WORK PROGRAMME FOR 2015-16

To discuss the Committee's work programme.

7 **MEETING ADJOURNMENT**

To adjourn the meeting until Tuesday, 27 October 2015 at 1400 hours in Committee Room 6, Council House, Victoria Square, Birmingham.

8 **NOTICE OF RECORDING/WEBCAST - 27 OCTOBER 2015**

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9 **APOLOGIES - 27 OCTOBER 2015**

To receive any apologies.

10 **CABINET MEMBER FOR COMMISSIONING, CONTRACTING AND IMPROVEMENT**

- (a) To set out key priorities - To follow
- (b) Tracking: Council Commissioning and Third Sector Organisations - To follow

11 **GOLDEN SQUARE - PUBLIC**

Report back on findings from committee sub-group - To follow

12 **REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)**

To consider any request for call in/councillor call for action/petitions (if received).

13 **OTHER URGENT BUSINESS**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

14 **AUTHORITY TO CHAIRMAN AND OFFICERS**

Chairman to move:-

'In an urgent situation between meetings, the Chair jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.

15 **EXCLUSION OF THE PUBLIC**

That in view of the nature of the business to be transacted which includes exempt information of the category indicated the public be now excluded from the meeting:-

PRIVATE AGENDA

16 **GOLDEN SQUARE - PRIVATE**

Item Description

17 **OTHER URGENT BUSINESS (EXEMPT INFORMATION)**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

BIRMINGHAM CITY COUNCIL

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE 8 SEPTEMBER 2015

MINUTES OF A MEETING OF THE CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE HELD ON TUESDAY, 8 SEPTEMBER 2015 AT 1400 HOURS IN COMMITTEE ROOM 2, COUNCIL HOUSE, BIRMINGHAM

PRESENT:-

Councillor Zaffar in the Chair;

Councillors Brew, Bridle, Chatfield, Gregson, Hunt, C Khan, Kooner, Lal, and Sambrook.

ALSO PRESENT

Councillor Sir Albert Bore - Leader of the City Council
Ifor Jones – Service Director, Homes and Neighbourhood
Jayne Power – Research and Policy Officer, Scrutiny
Emma Williamson – Head of Scrutiny Services
Errol Wilson – Committee Manager

NOTICE OF RECORDING/WEBCAST

- 13 The Chairman advised, and the Committee noted, that this meeting would be webcast for live or subsequent broadcast via the Council's Internet site (www.birminghamnewsroom.com) and members of the press/public could record and take photographs. The whole of the meeting would be filmed except where there were confidential or exempt items.

APOLOGIES

- 14 Apologies were submitted on behalf of Councillors Mosquito and Wood.

MINUTES

- 15 The minutes of the meeting held on 14 July 2015, having been previously circulated, were confirmed and signed by the Chairman.

With regard to the Member Development Survey, this was followed up with an email to the three Group Secretaries, but only 26 of the 120 Councillors had responded to the Member Development Survey. The Chairman proposed that a further email be sent to all Members concerning the issue.

REPORT OF THE LEADER

- 16 Councillor Sir Albert Bore, Leader of the City Council introduced the item and, in response to questions concerning the Leader's Policy Statements, the Boundary Commission work and the Combined Authority, the following were amongst the points made:-

(See documents Nos 1 and 2)

The Leader's Policy Statement

1. In terms of the prosperous City Agenda, there was growth in the economy with more people into work now than previous. There were a growing number of Social Enterprise, Women's Enterprise Hub in Ladypool Road and development around Birmingham Youth Promise across a number of portfolios.
2. The Birmingham Education Partnership was moving a pace with offices set up in Digbeth and taking on the roles and responsibilities for school.
3. The democratic City and Future Council would be addressed later on the agenda. In terms of Sutton Coldfield Town Centre referendum, progress was being made and this would be reported to Full City Council.
4. The City Council was not in a position to influence the Police budget, as they were in the same position faced by local authorities and were also facing further reduction in their budget, which would lead to further reduction in service. The Chief Constable Simms had made it clear that they would not be able to do service as in the past. The City Council was not in a position to influence this.
5. In terms of poverty, the changes seen in the Government's support would worsen the gap in terms of the better/worse off in society. Would not be ... if poverty gets worse and this would be a challenge for this and other cities as the Government turns the screw on benefits.
6. Getting people to work and the living wage was a way they could mitigate whatever else was happening with regards to poverty.
7. In terms of the cleanliness of areas, they were using the same methodology as was being used in previous years.
8. The aim was to make neighbourhoods clean and it was believed that this would be the outcome from the pilot in Brandwood and Harborne

Wards. There was a need to ensure where they could identify actions in terms of fly-tipping and take action.

9. There was a responsibility on the part of residents. A policy was being introduced with regards to the replacing of the black refuse sacks in helping to keep the City clean.
10. There had been no discussion relating to the issue of moving from a weekly collection to a fortnightly collection in the future. This was a policy that was being taken forward and the use of wheelie bins meant that they were collecting more in terms of materials.
11. It was noted that the Fleet and Waste Management crew was not getting through their rota as a result of the amount of waste being collected in Sutton Coldfield which had now resulted in a problem.
12. As they get further into the roll out of the wheelie bins, the problem would be corrected in the north of the City.
13. Concerns were being raised in relation to the attitude and action by some of the London Boroughs with regard to the rehousing of individuals. It was noted that an officer from one of the London Boroughs was located in Birmingham and that there had been no discussion concerning this issue and the number of homeless cases that were being referred to Birmingham.
14. As a consequence of the Government's measure, this had resulted in these London Boroughs taking this action. There was a need for these Boroughs to work close with Birmingham. Representation was made with these Boroughs but no action taken.
15. With regard to a *prosperous City*, there were initiatives outside of the City Centre which was a success. One such example was Longbridge Village which was successful. This ensures that the continued balance between retail and residential properties was maintained and further ensures that employment was one of those outputs and not builds from a retail and residential output. This was the public and private sector working together regarding regeneration.
16. The economic circumstances had changed and if there was a need to look again at the Longbridge Plan, they would do so. The Planning office had looked at the planning retail balance etc. The site on Bristol Road which had not yet started was being held for employment purposes. The Planning office had tried to maintain the balance and was successful in doing so. Employers could not be forced to base themselves in Longbridge. Marks and Spencer's had now joined Sainsbury's in Longbridge.
17. There was a need to speak with Cabinet Members concerning particular issues. A number of emails were received from residents from across the City and the Council was gradually improving on the

hiccups concerning the latest roll out of the wheelie bins. The policy was the right policy.

18. For a number of years they were trying to develop job opportunities by putting in place skills programme for the unskilled to get jobs coming on stream, example, Grand Central and John Lewis store which could be realised by residents across the City. It was not possible to guaranteed jobs for residents from a particular area of the City. The latest of the initiatives was to ensure the worst unemployment figure was in the east of the City.
19. One initiative was to try and extend the Tram to Birmingham International Airport via the communities of East Birmingham so that the residents could access jobs in the City Centre and Birmingham International Airport. This was to try and benefit the residents where there were high levels of unemployment.
20. In terms of a mapping exercise, there was no data concerning the issue. The Leader undertook to investigate this issue.
21. There had been a number of events over the last 6 months where the partners got together to address some of the questions in Sir Bob Kerslake's report. He had attend a number of these events which led to a smaller group of partners who would try to put together how the partnership arrangement in the City would work and bring them to working with the City Council.
22. The City Council had been accused of forcing partnerships on partners in the past as per Sir Bob Kerslake's report. They were required to demonstrate that the changes were taking place and the criticisms from Sir Bob Kerslake were being addressed.
23. The first event was hosted by the Vice-Chancellor of the University of Birmingham. The Commissioning Group had attended the second event. As with all these arrangements, not everyone attended on each occasion.
24. The way in which the Erdington District had addressed the issue was separate and other Districts could follow suit. It was hoped that the Members across the 10 Districts sees this as an important part and what they had responsibilities for, for the future. The policies and expectations were being set out, but it was for the leadership of the Districts to put the plan into place.
25. Training was being developed for the Chairs of the District Committees to give leadership to the Districts and to take the initiatives forward. It was hoped that they would see the advantage in the Erdington District model and take this forward.
26. There had been some successful thematic partnerships in the City, but they were not given proper recognition over the years such as the

MASH which was very successful in terms of the number of children coming through which was exemplary.

27. In terms of Sir Bob Kerslake, he was looking at a higher level of partnership that was not being driven from the City Council. As they move through the next 2 to 3 years, they would need to turn to other partners for providing some services.
28. The East Birmingham Corridor prospectus which identified employment development sites in order to understand what the opportunities might be. There were discussions with potential investors such as LDV etc., at Washwood Heath, but they were caught up in the HS2 issues.
29. There were discussions with Network Rail on how the site was used and how to upskill young people.
30. The Erdington District had set up a number of thematic groups and employment groups chaired by individuals who were not City Council officers, who were engaged in providing a number of skilled opportunities to people in the area.
31. They introduced a number of upskilling opportunities to young people and provided job opportunities in that area. Erdington District had used their knowledge to purchase job opportunities for the area, which was a good example of where they could drive this initiative locally. The other Districts were being encouraged to look at this model.
32. In relation to Sutton Coldfield Community Governance Group, they had dealt with the setting up of Sutton Town Council body by March 2016. The first election would be held next year for the Parish Council which would be alongside the Local Elections.
33. A new remit for the Political Governance Review Group was being drawn up to learn the lessons from what happened at Sutton Coldfield and to ascertain whether there was demand for a similar arrangement elsewhere in the City. One example that was being looked at was Wyre Forrest. What was being negotiated was the transfer of functions beyond those legislated from a Borough Council to a Town Council – devolution of power from the City Council to Sutton Coldfield Town Council – the Parish Council could be in place by March 2016.
34. In terms of the Community Governance Review Group, there was cross-party arrangement and the interim Parish Council would consist of a number of Members from each of the 4 Wards. There would be a sharing out of responsibilities in the Wards where there was other party other than the Conservatives.
35. With regard to Standing Up for Birmingham, Selly Oak District had been the leader in terms of engagement with the local community. There was a need for learning from best practice from Districts and to learn from best practice other than their own areas.

36. There was a need to get a briefing note on activities around issues as there was a lot of work being undertaken. A motion was taken to City Council in July 2015 with an all-Party agreement. Reference was made to the Motion that was submitted in Councillor Sharon Thompson's and the Leader of the City Council, Sir Albert Bore's names, which sought to take forward the issues of UK Citizens in March 2016.
37. A discussion needed to be had with the Conservatives and the Liberal Democratic regarding the Motion concerning the refugee crisis and how Birmingham could best support the refugees caught up in the crisis.
38. Every aspect as it relates to Sir Bob Kerslake's report had been cross-party led i.e. changes in Sutton Coldfield and on a consensus basis and approach.
39. In terms of governance arrangement as it relates to Sir Bob Kerslake's report, this had been followed through recently. The City Council expressed Fairer Funding Cross-Party Working Group had agreed an approach to fairer funding to local government which had resulted in a letter that was signed off by the 3 Party Leaders. They were now looking at how they would take forward the Future Council 2020. There were discussions with the Leaders on how they take this programme forward.
40. The approach was different to what had been tried before. It was recognised that there was a political and operational view. The Executive Management Team had met this morning to look at the Future Council having a better engagement. An engagement chart was set out to see what the Future Council was going to be by March/April 2016.
41. In 2020 the City Council would not be operating the way it was now. It would be a different Council that they move toward and a lot of this was governed by the £250m which would be taken out of the revenue budget. They could not continue to *Salami slicing* in the same way in which they did over the last few years.
42. The Future Council programme was looking at where the demand was coming from and the measures to be taken to prevent the demand programme, example the Care Budget and how this was spent.
43. The approach to understanding what 2020 was about would be taken forward by Deloitte and not by Members of the City Council. All workshops would be conducted with staff and Deloitte would not involve Members of the City Council.
44. In terms of the timeline on the engagement chart, there was a point where they had to engage cross-party in terms of what that change might be to be set in place for 2020. This was the equivalent of the

Green Paper on the Budget last year. There would be engagement with the public before the Executive then determines what the proposal would be for 2016/17. The engagement process would be different to what had taken place so far.

45. Reference was made to the Independent Group and the interpretation of Sir Bob Kerslake's words. This was what was referred to as a *culture change*. The engagement chart needed to be looked at concerning the issue.
46. The process where the Chief Executive had tried to engage with the Members did not work. There was an attempt to change this agency to try and engage Members in the Future Council 2020.
47. It would be a mistake to think that partnership working was all about budgets. There was a need to change with the times. What the City Council would be responsible for by 2020 would not be what it was responsible for in the past.
48. The Review Group was set up to look at the work the governance might take on. This suggestion was made to the Department of Communities and Local Government (DCLG) and the Secretary of State, but they were not interested as this came through Sir Bob Kerslake's report.
49. The question was whether they could now take forward a devolution agenda that builds upon what would happen in Sutton Coldfield. The Council Business Management Committee would agree a new set of Terms of Reference.
50. Demand could be picked up by not doing something right the first time. There was a need to be delivering what was asked for and requested by people and getting this right the first time. Unless the way of delivery was changed, the demand of an individual would not be example, service of the City Council.
51. Demands could be adjusted downwards and they were looking for ways this could be achieved without an adverse or negative impact.

The Boundary Commission Work

- The first submission was made to the Boundary Commission which was done through Cross-Party Working Group. They sought to argue that if Councillor Ratio was looked at, then the evidence from other Councils was that Birmingham need to reduce the number of Councillors to the elector ratio.
- The submission on an all-party basis gave another scenario. It was noted that the Boundary Commission had dismissed this argument. The Boundary Commission was only concerned with the number of Councillors that was needed to ensure governance of the City Council.

The Commission looked at a number of issues in relation to the carrying out of the governance role.

- The Boundary Commission's intention was the delivery and membership size for Birmingham and their view was 100 Councillors. They rejected the first submission by Birmingham City Council and advised that the number needed was no more than 100.
- They had set out to get an all-party agreement to set out a number of scenarios, but they could not come to a cross-party view on the issue. There were two submissions – one from Councillor Sir Albert Bore and the other from the Conservative Group.
- The Executive had no role in the writing of the final submission and had only seen a draft of this.

The Combined Authority

- I. They were working to a timetable set by the DCLG and would require Parliamentary process to be in place by April 2016. They were on a timeline for this timetable and a scheme needed to be submitted in October 2015 setting out the construct of the Combined Authority.
- II. Each Council had to agree through their Council the nature of the Combined Authority as per the information set out in the document. The requirement of that legislation was on which the economics would be dealt with as a strategic authority.
- III. The 7 Metropolitan Borough Councils (MBC) were recognised as strategic authorities. The Leaders tried to take forward strategic economic planning and looked at areas as to what was the maximum. They were looking at a percentage of people living within and working in that area i.e. 70%. 90% of all people living in the Local Enterprise Partnership (LEP) area.
- IV. They were looking at employment sectors – advanced manufacturing. Putting together a lot of argument, try and take this forward where they could get wider Government benefit. Any of these Districts that wanted to be part of the Combined Authority could do so by a date in October 2015. If they did not agree, they would become non-constituent authorities. Under legislation, only people that could vote
- V. Move out of place and set up shadows boards and have Solihull as Leader and Sandwell as Shadow Chair.
- VI. Parallel to this was the Devolution Deal which was separate to the Combined Authority. They had to run with these parallel to taking the agenda through. The Government required a proposal by the 4th September 2015 regarding the Devolution Deal.
- VII. They need to take account of any Devolution Deal in setting the budget. The City Council's Devolution Deal needed to give the economic

advantage to the 3 wider LEP areas. Discussions were underway concerning this.

- VIII. A Non-Unitary Authority could not participate; it had to be a Unitary Authority. Legislations also allows for local authorities to participate. The 7 MBCs made up the constituent authorities to encourage them in the delivery of the economic agenda.
- IX. Comprehensive set of argument for working together for economic gains. The constituent authorities cannot be out voted by the non-constituent authorities. The 7 MBCs have to have a majority.
- X. Warwickshire County Council had decided not to participate as a member of the Combined Authority. There had been a number of non-unitary authorities that wanted to be a part of the Combined Authority.
- XI. The Combined Authority was focussing on economics and transport matters; jobs and housing. If there was a Devolution Deal, the Leaders of the 7 MBCs views were not to deal like Manchester did regarding health.
- XII. In terms of policing across the 3 LEPS, there were 4 Police and Crime Commissioners (PCC). The Devolution Deal in Manchester only dealt with one. The final proposition deal may not be the end. Policing was not part of the Combined Authority arrangement.
- XIII. With regard to skills and employment issues the aim was to get greater economic benefits.
- XIV. There was some discussion with regard to the Metro Mayor – responsible for economic and transport ability i.e. the Government arrangement for Birmingham was two different things.
- XV. If the best deal was not negotiated for the West Midlands, the West midlands would lose out to the other regions of England.

FINANCIAL STRATEGY

- 17 The savings for the 2015/16 budget was savings ... They did not have a problem with Service Birmingham delivering on what was agreed. The arrangement with Birmingham City Council and Service Birmingham gave Capita a huge advantage. They had to be positive that the working relationship was healthier than previously. Different between publishing contracts ...

No, but they needed to explain that they were setting out a 2020 vision which was the context in which the City Council would move over the next 4-5 years. Any change in administration would reverse the right to set out a policy statement. What was needed was a vision for 2020.

The Chairman thanked Councillor Sir Albert Bore for attending the meeting and presenting the information.

TRACKING: ARE WARD COMMITTEES FIT FOR PURPOSE

18 The following report of the Leader of the City Council was submitted:-

(See document No 3)

Ifor Jones, Service Director, Homes and Neighbourhood, introduced the item and took Members through the report.

Recommendation RO1

Mr Jones advised that training sessions were being held with the Ward Chairs and that there was a need to advice of the importance. The District Committees were to set out the governance statements. Structurally, this specific recommendation would be covered by guidance. It was important for all Members to attend the training. It was noted that the Committees had no opportunity to adopt the Citizen Entitlements.

The recommendation was therefore not agreed.

Recommendation RO2

No comment was made concerning this recommendation.

Recommendation RO3

Action for resident – they lost the ability to tailor this to the residents needs. All of this went back to the Centre. They would not be able to tweak the service delivery. The Neighbourhood Challenge was something that they needed to take up. The Ward action tracker would allow Councillors to hold partners to account. The lack of support for Ward Committees was of concern. The Neighbourhood Plan was an alternative route for the communities to take control.

Mr Jones advised that they were in transition at present and that two Community Governance Managers were in place.

This recommendation could not be signed off as it was in progress.

Recommendation RO4

It was not possible to bring in the same officers for every meeting, but there was a need to get people to officer support for Members. The Ward and District Committee champions would be reviewed and revamped. This issue was to be discussed with the Chief Executive, Mark Rogers. It was noted that there were proposals to also utilise the Place Managers.

Further evidence of support was needed for this recommendation.

Recommendation RO5

There had been significant cuts this year and they were faced with further cuts. A detailed modelling of what this might meant was being done. Mr Jones advised that they had agreed to look at a niche piece of work. He undertook to write to the Committee with an alternative approach.

This recommendation was given an assessment of 4.

At this juncture, the Chairman advised that he had to leave the meeting due to a prior engagement. He invited Councillor Narinder Kaur Kooner, Deputy Chairperson to Chair the remainder of the meeting.

(Councillor Kooner in the Chair)

Recommendation RO6

No comment was made concerning this recommendation.

TRACKING: DEVOLUTION – MAKING IT REAL

19 The following report of the Leader of the City Council was submitted:-

(See document No 4)

Ifor Jones, Service Director, Homes and Neighbourhood, introduced the item and took Members through the report.

Recommendation RO4

This was a new model which did not sit in with the recommendation. It should be strike out or treated as achieved late.

This recommendation was given an assessment of concluded.

Recommendation RO9

The Community Planner will be circulated around the District Teams in a peripatetic role.

This recommendation was given an assessment of concluded.

Recommendation R10

Councillor Brew commented that it was disappointing that there were not more lay members. He stated that he would like to see them working in parallel together in the future.

This recommendation was given an assessment of concluded.

Recommendations R12, R14 and R15

These recommendations were given an assessment of concluded.

The Deputy Chairperson thanked Ifor Jones for attending the meeting and presenting the information.

**CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2015-16**

The following work programme was submitted:-

(See document No 5)

Emma Williamson, Head of Scrutiny Services presented the item and drew the Committee's attention to the information in the Work Programme. She advised that it was proposed to swap the sessions for the 8th November 2015 and the 10th December 2015.

20 **RESOLVED:-**

That the work programme be noted.

**REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS
RECEIVED (IF ANY)**

21 The Chairperson advised that there had been no requests for call in/councillor call for action/petitions received.

OTHER URGENT BUSINESS

22 No other urgent business was raised.

AUTHORITY TO CHAIRMAN AND OFFICERS

23 **RESOLVED:-**

That in an urgent situation between meetings the Chair, jointly with the relevant Chief Officer, has authority to act on behalf of the Committee.

The meeting ended at 1745 hours.

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CHAIRMAN

Report to:	Corporate Resources Overview and Scrutiny Committee
Report of:	Kathryn Cook , Interim Head of OD/Jonathan Evans Interim Head of HR
Date:	21 October 2015
SUBJECT:	HR AND OD UPDATE

Purpose of Report

To provide an update to the Committee about the three areas requested:

- 1) The latest workforce report for BCC
- 2) progress made in delivering the organisation's new performance management framework, "My Appraisal"
- 3) an update on the development of BCCs culture change programme

1) The Workforce report:

The latest BCC workforce report is attached for information at Appendix A.

2) BCCs new performance management framework – "MyAppraisal":

The MyAppraisal framework was launched on 1 May 2015 in response to staff concerns about the effectiveness of the previous PDR system. In total, 59 workshops were run (1909 attendees) to ensure staff understood how the new framework operated and what they needed to do to implement the new system. Help and advice about the new framework has been provided via People Solutions and an extensive communications process has been in place to ensure high levels of understanding and confidence in using the new framework.

Alongside this launch, we built a question into the latest staff survey (carried out in July/August 2015) to track its deployment so that, if required, additional support could be provided to line managers and individuals. Data from the staff survey suggested that c60% of staff have already commenced regular performance conversations. However we have clearly not yet reached a position whereby all staff are receiving regular performance conversations – and we need to address this. It is also important that they are 'quality conversations', ones that will impact positively on individual performance.

In response, we have developed a quality assurance process – led by representatives from each directorate and supported by "MyAppraisal Champions" - to encourage completion and ensure consistency and fairness. This process includes dip audits, surveys to a randomly selected cross section of the workforce, telephone surveys and general feedback.

Comprehensive help and guidance is provided on People Solutions to support all staff with any questions or queries that they may have on MyAppraisal. This information is regularly updated to ensure that all questions raised by staff can be answered within the guidance. Workshop materials are also available including the presentation, facilitator notes and exercises to enable teams to carry out their own My Appraisal workshop if required.

Work will continue through the remainder of 2015/16 to gauge the effectiveness of the roll out of the system and to identify where additional support is required.

3) Delivering Our New Culture

Birmingham City Council is currently responding to a wide range of well documented internal and external challenges. Extraordinary financial pressure has been compounded by the findings of several high profile external reviews – the Future Council programme has been designed not only to respond to these reviews but also to provide a single framework to develop and embed a sustainable model for the ‘future council’ underpinned by cultural and behaviour change.

It is likely to involve radical changes in how we operate and will require a radically different culture to be developed and adopted by everyone who works for the City Council (staff and members) and will impact strongly on how we work with our trades unions and our partners. This will not happen overnight or quickly.

The Independent Improvement Panel has taken a particular interest in BCC plans to change its culture – both from the perspective of staff but also from a member and partner perspective. Measures are under development to ensure we can demonstrate the shift(s) in our culture as they take place, both as a way of ensuring what we are doing is working and to demonstrate to the Independent Improvement Panel that they are making a difference.

Carefully considered work is underway to create BCCs culture strategy and plan. Culture change is complex, difficult and requires a long standing commitment if it is to be successful and to be embedded into ways of working. Accepting however that culture change is difficult and takes time, a number of cultural change initiatives have already been launched to begin shifting our culture towards that which will be needed in the future:

- **Values and behaviours**

In late 2014/early 2015, staff helped us to define new values and behaviours which they felt would demonstrate a change in culture and how we operate. These have been embedded into the performance appraisal process (see above) as well as in to our key recognition event – the Chamberlain Awards. Through MyAppraisal we continue to embed these values and behaviours. They are also being weaved into our training, development and support packages.

- **360 feedback**

Our new 360 feedback process is also based on our new values and behaviours. It will enable senior leaders (employees and members) to understand the extent to which they demonstrate the behaviours required. Support is provided where required to help develop the required behaviours eg through formal learning and development. In addition, we are using thematic summaries to understand where collective development or support is required and we anticipate developing both a leadership and a management development programme. 360 feedback is now complete for CLT and is well underway for Cabinet and for JNC grades. 360 feedback will be rolled out to all members during the remainder of 2015/16.

- **Member development**

A comprehensive member development programme has been launched, based on development needs identified by members themselves. This cross party programme includes

development for new members, an ongoing development offer for existing members as well as a highly targeted, modular development for Scrutiny & District chairs and vice chairs. A member's 'portal' has been launched on People Solutions to enable access to on line learning and development and for members to access additional for information and guidance. Delivery is now underway. The LGA and other external suppliers are supporting the programme which also draws on internal expertise.

To date 70 members (out of 120) have either attended or committed to attend development sessions. A number of 1:1's with members have taken place to help members identify their training and development needs. To date 9 members have attended a 1:1 session with a further 3 scheduled.

The investment in member development is being carefully tracked to ensure not only that development needs are identified but are acted upon. The phased roll out of the 360 feedback process for members (starting with Cabinet and to be followed shortly by district and scrutiny chairs and later with back benchers) will result in individual development plans being created. Thematic development requirements will also be identified through this mechanism and will be actively addressed in the development programme.

- **Engagement with staff**

Staff engagement is going to be key to us bringing our people with us as we develop our new culture. One of the ways in which we will engage with staff is through the 'Big Conversation'. Two 'Big Conversations' have already taken place and have focussed on developing our new values and behaviours as well as developing the new performance appraisal framework. Big Conversation 3 is taking place in October.

We also have a network of 'Forward Champions' who have a role in enabling culture change by being an integral part of information sharing about key activities to colleagues within BCC. They will also act as a channel to feedback comments, ideas to the project team developing strategies.

- **New ways of working, flexibility and agile working**

Agile working is a key priority for the Future Council; it has been implemented to different degrees by most service areas. As part of the initial new ways of working staff in all CAB Buildings are encouraged to think how they can work in a more 'agile' way, which may include:

- working from different sites which may include your home
- using touch down areas prevalent in CAB Buildings in between the meetings if you have a number of meetings in a day
- Teams embracing increased sharing of desks, unless specifically allocated, and implementing the clear desk good practice.

To support the move to new ways of working, current BCC policies procedures within BCC have been reviewed as well as good practice from within BCC and other local authorities.

Guidelines are being developed to support good practice across BCC in support of the review of the policies.

Summary

The HR and OD agenda is broad, complex and challenging, reflecting the scale of the 'people challenge' faced by BCC as the organisation goes through the inevitable changes associated with the transformation programme. There are very few metrics that directly measure culture change, however the metrics contained within the workforce report – appendix A (plus others identified above) will go a considerable way to demonstrate progress in this respect.

BCC

Aug-15

Data as at:
Report run on:

WORKFORCE SIZE AND COST

Table 1

Current Month

Previous Month

Previous Year

1st April 2015
(Benchmark Data)

FTE	TOTAL	% Core workforce - Active	TOTAL	% Change in Current from previous month	TOTAL	% Change in Current from same mth in previous year	Total	% Core workforce - Active
Permanent	12,021.83	97.0%	12,116.06	-0.8%	12,472.85	-3.6%	19364.2	95.9%
Fixed Term	373.00	3.0%	378.76	-1.5%	396.64	-6.0%	830.4	4.1%
Core Workforce-Active	12,394.83	100.0%	12,494.82	-0.8%	12,869.48	-3.7%	20,194.6	100.0%

Table 2

Current Month

Previous Month

Previous Year

1st April 2015
(Benchmark Data)

Contract Count	TOTAL	% Core workforce - Active	TOTAL	% Change in Current from previous month	TOTAL	% Change in Current from same mth in previous year	Total	% Core workforce - Active
Permanent	15,158	97.3%	15,267	-0.7%	15,736	-3.7%	23,985	96.0%
Fixed Term	422	2.7%	429	-1.6%	454	-7.0%	994	4.0%
Core Workforce-Active	15,580	100.0%	15,696	-0.7%	16,190	-3.8%	24,979	100.0%
Casual/Sessional	2,536	16.3%	2,574	-1.5%	2,838	-10.6%	5,622	22.5%
Agency Heads	829	5.3%	820	1.1%	1,897	-56.3%	1,155	4.6%

Graph 1

Core Workforce FTE - Actual v Previous Years

FTE - Core Workforce

Current Yr.2015

Yr. 2011/12

Yr. 2012/13

Yr. 2013/14

Yr. 2014/15

Workforce Size and Costs - Data Background

1) The reporting from People Solutions is dynamic. The data for this report was extracted on the 22nd September 2015, the extraction is for both the current and the previous month which means that the figures are updated on different days will give different results although there shouldn't be any significant change.

2) The data does not include Schools or Acivico data.

3) The Casual/Sessional and Agency figures are based on people not contracts.

4) This data within this report is produced in partnership with Corporate Finance.

5) 'Agency Heads' information in Table 2 has been provided by the Agency Gateway System. The size of the numbers reported will be affected by any process compliance issues and these are currently being reviewed with the relevant departments.

Birmingham City Council

Page 21 of 82

BCC

Aug-15

Data as at:
Report run on:

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Table 4	Movements				
Starters and Leavers	Current Month	YTD			
	Contracts	Contracts	FTE	% FTE of In-Month WF	
Total Starters (Including any staff TUPED IN)	21	330	226.3	1.8%	
Leavers (EXCL. TUPE)	175	678	521.6	4.2%	
Leavers (TUPED OUT)	12	228	164.5	1.3%	
Total Leavers	187	906	686.1	5.5%	

Table 5	Turnover	
Category	Current 12mth Roll*	
Turnover	12.0%	
Voluntary Turnover	4.9%	
Turnover & Voluntary Turnover is based on Contract Count leaving BCC.		
Turnover includes all leavers and transfers out		
Voluntary Turnover - Resignations ONLY (excludes VR, retirements and other leaver categories)		
**Current 12mth Roll" based on leavers in 12 mth period / average headcount in period		

Workforce Composition Changes - Data Background

1) The Priority Mover data is provided to the Chief Exec and is refreshed in line with this reporting. The latest data included in this report is for the period 24.08.15 to 22.09.15.

2) *In Table 7, the YTD Expressions of Interest are for the current (2015/16) Year to Date only.

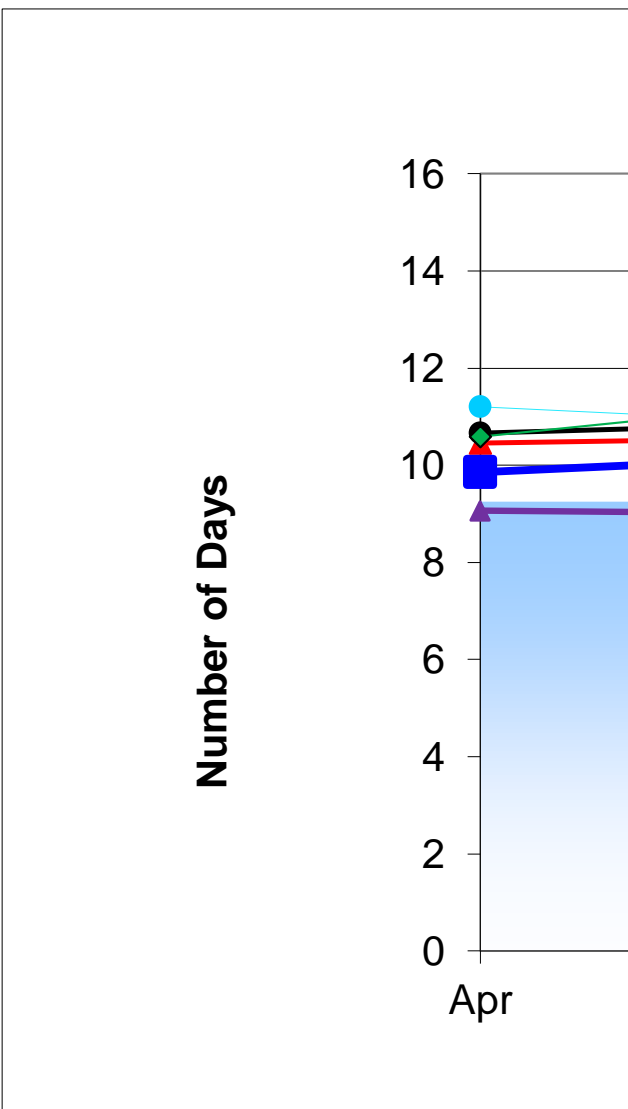
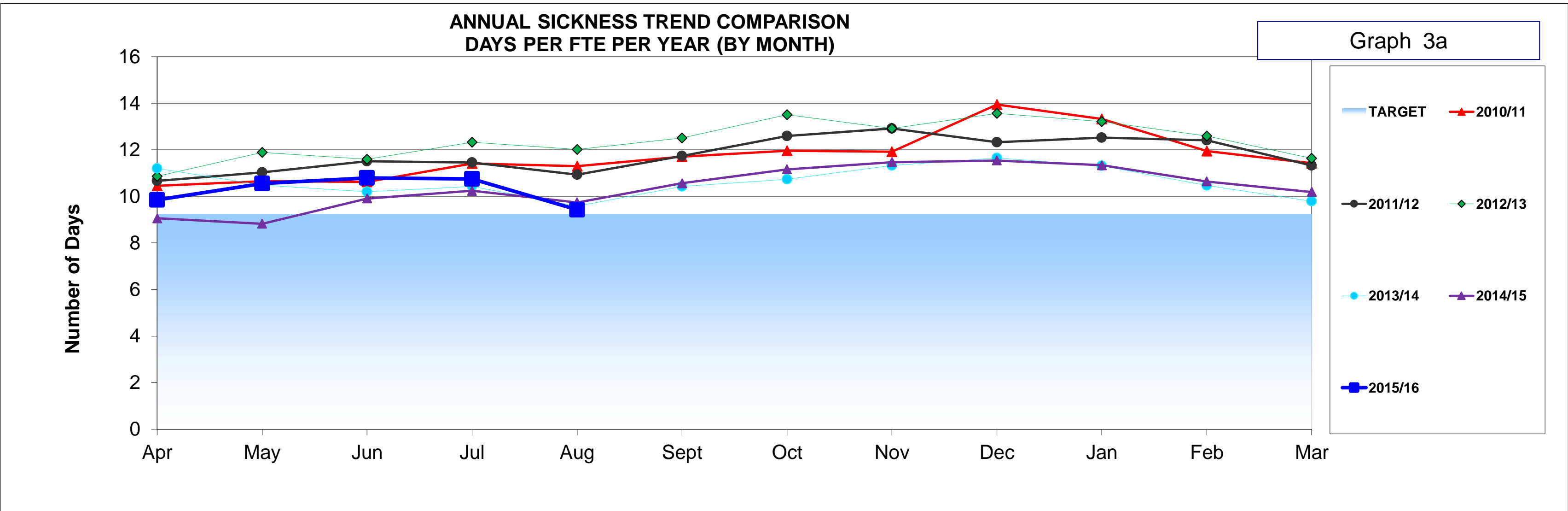
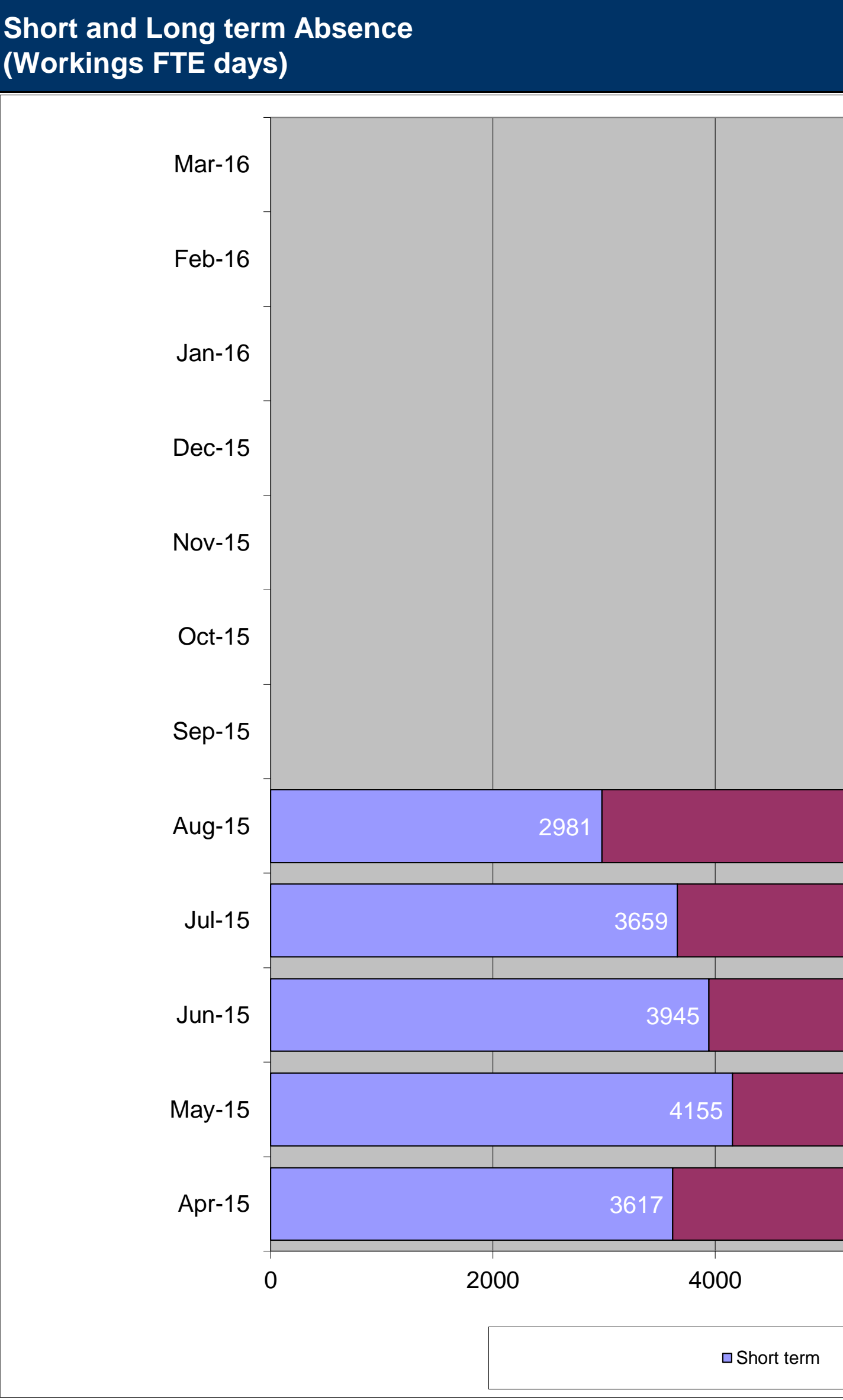
3) The number of leavers included in tables 4, 5, 6 include the number of staff who TUPED over to Acivico on 1st April 2015.

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Monthly / YTD Figures - Average Days per FTE (Annualised)					Table 9
Org. Level	Current Month	Previous Month	YTD	YTD Last Year*	
BCC	9.43	10.75	10.24	9.58	
The above figure for BCC excludes Schools based staff. This figure may therefore differ from the value stated in other reports where Schools were included					

Monthly / YTD Figures - Days per FTE (Annualised)					Table 10
Org. Level	Current Month	Previous Month	YTD	YTD Last Year	
PEOPLE	10.59	11.67	11.33	10.98	
ECONOMY	6.36	7.87	7.08	6.64	
SUPPORT SERVICES	8.03	9.86	9.40		
PLACE	8.86	10.31	9.65	9.26	



Absence Management - Data Background

1) Long Term Sickness is calculated as 4 weeks or more, in accordance with the Managing Absence Policy.

(b) % Change in Current from Start of year	
	-36.8%
	-57.5%
	-37.6%
	-54.9%
	-28.2%

Workforce Spend

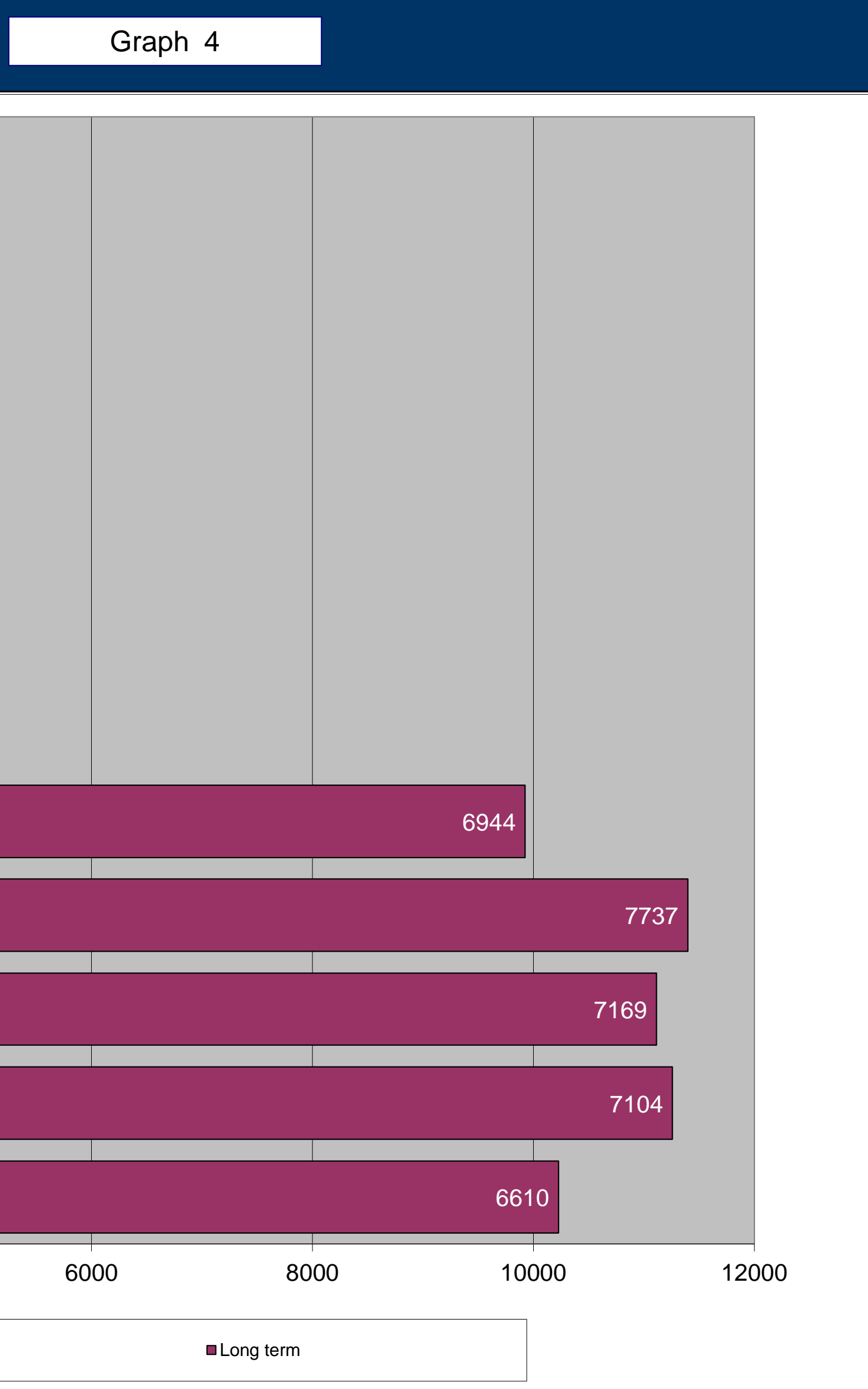
Month	Employee (£m)	Overtime (£m)	Agency (£m)	Bi (£m)
Apr-15	36	1	1	37
May-15	38	1	2	39
Jun-15	36	1	2	40
Jul-15	36	1	2	39
Aug-15	36	1	2	38
Sep-15	-	-	-	40
Oct-15	-	-	-	39
Nov-15	-	-	-	38

- 1) The total workforce spend in Month 05 of £39.5m is £1.1m (2.8%) more than the same period in 2014/15 which was £38.4m.
- 2) The total employee monthly spend was £0.6m overspent on monthly budget (Table 3).
- 3) The Total Employee spend YTD for this period last year was £197.1m compared to £200.4m this year (1.7% increase), and is currently £6.1m overspent against budget YTD this year. Agency spend YTD for this period last year was £14.2m.
- 4) The Year End Workforce forecast is £471.2m, which is £2.5m (0.5%) less than the year end forecast at the same period last year.
- 4) The number of contracts (15,580) and FTEs (12,394.83) are for 14,892 people (Table 2). There are 688 more contracts than people which means that 4.4% of contracts are multiple.

Table 6		Category of Leavers			
Category	Current Month		YTD		
	Leavers	% of Total leavers	Leavers	% of Total Leavers	
Voluntary Redundancy (VR)	38	20.3%	112	12.4%	
Compulsory Redundancy (CR)	2	1.1%	54	6.0%	
TUPE	12	6.4%	228	25.2%	
Retirement	29	15.5%	110	12.1%	
Resignations	90	48.1%	324	35.8%	
Dismissal - Capability	2	1.1%	5	0.6%	
Dismissal - Attendance	3	1.6%	12	1.3%	
Other Dismissals - Excl.Capability & Attendance	2	1.1%	18	2.0%	
End of Contract	9	4.8%	36	4.0%	
Death in Service	0	0.0%	7	0.8%	
Total	187	100%	906	100%	

List of VR P Express	
Table 7	Current Month Activity
Number of Applications	40
People Approved VR (may still be in organisation)	40
People Declined VR	0
Priori	
Table 8	Current
Period Covered	24/08/15 to 22/09/15
Priority Movers remaining at end of period	107
New Registrations in Period	18
No. of People De-registered in Period See breakdown below	4
VR	0
Redeployed	2
CR	1
Fixed Term ended	0
Other e.g. resigned/ dismissed	1
This is a snapshot, the data is as at 22.09.15 and is based on the period from 24.08.15 - 22.09.15	

Workforce Composition Changes - Comments & Analysis	
	<div><div>1) The majority of leavers this month were due to resignation (48.1%) (Table 6).</div><div>2) In the Year to Date, 18.3% of leavers have left through redundancy (compulsory or voluntary) - (Table 6)</div><div>3) Priority Movers - for the current period stated, of the 4 people de-registered, 50% of them were redeployed.(Table 8)</div><div>4) The number of Priority Movers still registered at the end of period was 107. This is an increase of 15.1% on the previous reporting period. (Table 8).</div></div>



Monthly / YTD Figures
Time & Cost of Absence

Table 11

Description	Current Month	Previous Month	YTD
% of Working Time lost due to sickness absence	4.2%	4.8%	4.5%
% of working Time - based on the available hrs of workforce at end of period Working days absence per FTE divided by total working days (i.e. 225)			

Short & Long Term Absence

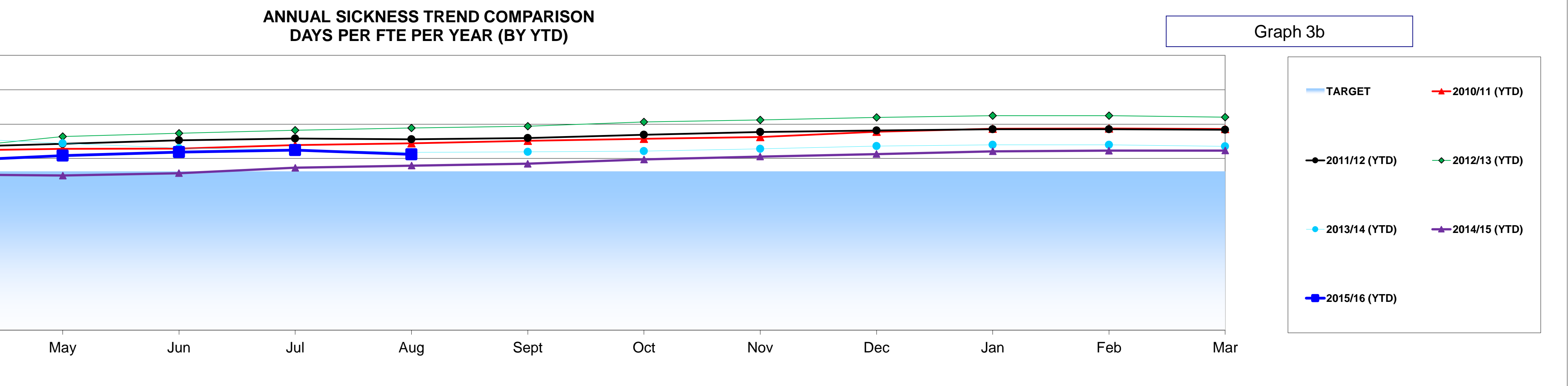
Table 12

	Current Month	Previous Month
No. of Employee instances of Short Term Sickness in month	887	1259
No. of Employee instances of Long Term Sickness in month	588	630
Employees currently on Long Term Sickness	421	432
Employees Returned to work from LTS	167	198

Top 5 YTD Reasons for Absence
(% of Total Absence in Days)

Category	This Month
Anxiety, Stress, Depression	24.3%
Injury/Fracture	11.9%
Other Musculoskeletal (excl Back)	9.3%
Back Problems	8.4%
Gastrointestinal Pro	8.0%
Category not yet identified by managers	3.3%

This month absences falling into a "Cold, Cough, Flu" category accounted for 2.0% of the mo

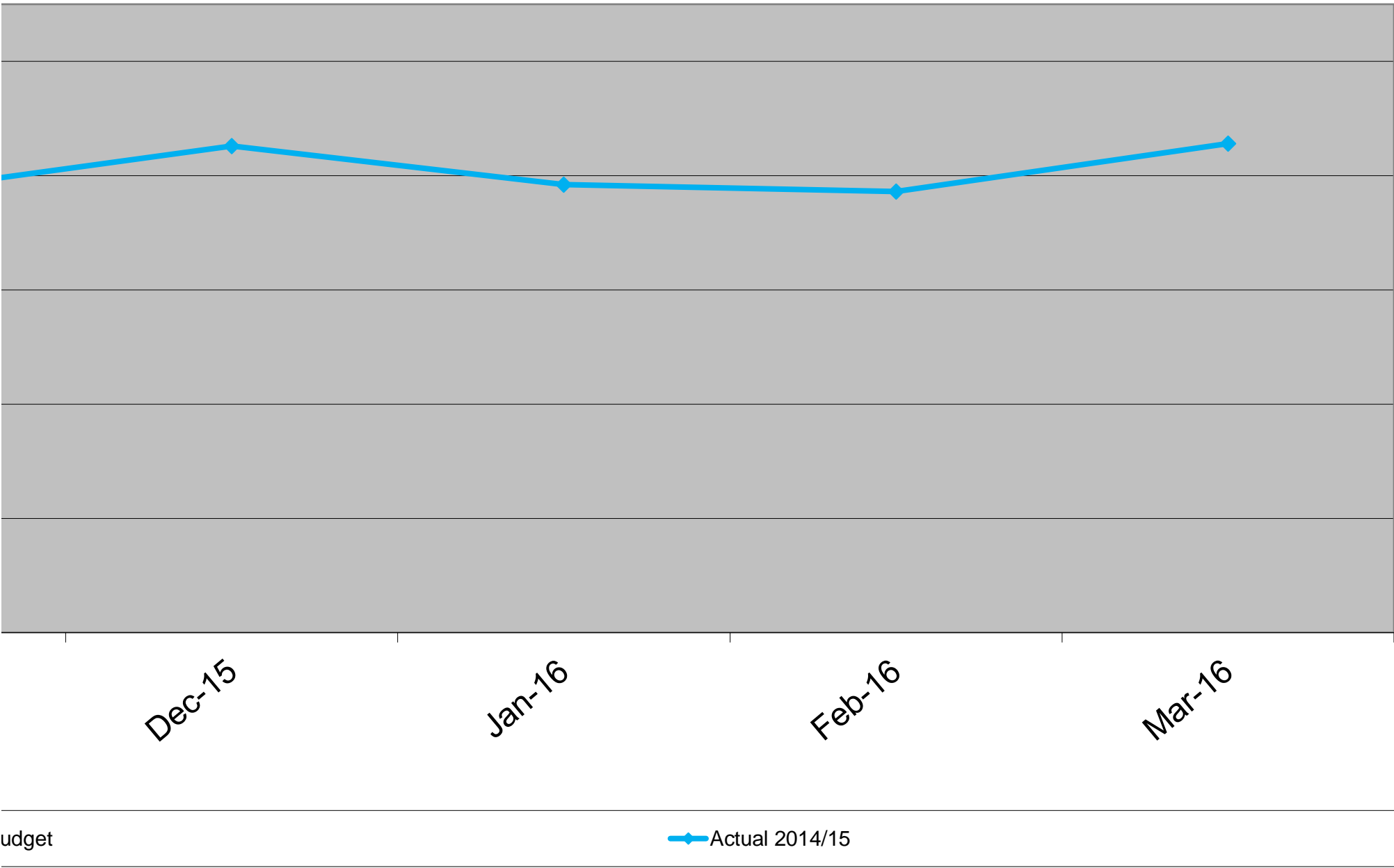


***** Above Absence figures are based on Permanent and Fixed Term staff and do not include Casual/Sessional or Schools based staff *****

Absence Management - Comments & Analysis

1) At the end of the current month 421 staff remained on LTS (Table 12).
2) Of the 9,924 days lost due to sickness absence this month, 70.0% were due to long term sickness (Graph 4).
3) Anxiety and stress remain the highest reason for sickness absence this month accounting for 24.3% of sickness absence, based on days lost not periods of absence (Table 13).
4) Back problems and other musculoskeletal problems are separated, if they were combined they would account for 17.7% of sickness absence this month which would make this type of absence the second most common (Table 13).

Last Year Year End Forecast at this month (£m)	Change in Current Year End Forecast from last year's Year End Forecast at this month (£m)
444.1	(12.5)
5.3	(2.3)
24.3	12.3
473.7	(2.5)



compared with £17.7m this year (24.5% increase).

pelines 2013/14 Scheme ions of Interest (EOI)	
Previous Month Activity	YTD*
54	112
<hr style="border-top: 1px dashed black;"/>	
54	112
0	0

ty Movers - Totals		
Previous Period	YTD (since 22/04/15)	
21/07/15 to 24/08/15		
93		
6		88
4		82
0		0
2		63
1		7
0		1
1		11

09.15 (period from date last reported: 21.07.15 - 24.08.15)



Table 13	
Previous Month	YTD
23.9%	23.5%
10.8%	10.9%
10.8%	10.9%
8.8%	8.3%
8.2%	7.5%
3.5%	3.1%

nthly sickness absences



BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to:	CABINET	
Report of:	THE CHIEF EXECUTIVE AND DIRECTOR OF ECONOMY AND THE DIRECTOR OF FINANCE	
Date of Decision:	20th October 2015	
SUBJECT:	CORPORATE REVENUE BUDGET MONITORING 2015/16 MONTH 5 (UP TO 31ST AUGUST 2015)	
Key Decision: Yes	Relevant Forward Plan Ref: 000773/2015	
If not in the Forward Plan: (please "X" box)	Chief Executive and Director of Economy approved O&S Chairman approved <input type="checkbox"/>	
Relevant Cabinet Member(s):	Councillor Ian Ward	
Relevant O&S Chairman:	Councillor Waseem Zaffir	
Wards affected:	All	

1. Purpose of report:
<p>1.1 This report forms part of the City Council's robust arrangements for controlling its revenue expenditure.</p> <p>1.2 Each Directorate's financial performance to date is shown, together with the risks and issues identified to date in the Corporate Revenue Budget Monitoring document for Month 5, which is appended to this report.</p>

2. Decision(s) recommended:
<p>2.1 Note the City Council's 2015/16 revenue budget position and the gross pressures identified as at 31st August 2015.</p> <p>2.2 Note the latest monitoring position in respect of the City Council's savings programme and the present risks identified in its delivery.</p> <p>2.3 Approve the writing off of debts over £25,000 as summarised in section 4 and detailed in Appendix 5 of the report.</p>

Lead Contact Officer(s):	Jon Warlow, Director of Finance
Telephone No:	0121-303-2950
E-mail address:	jon.warlow@birmingham.gov.uk

3.	Consultation
	Consultation should include those that have an interest in the decisions recommended.
3.1	<u>Internal</u> Cabinet Members, Strategic Directors and Assistant Directors of Finance have been consulted in the preparation of this report.
3.2	<u>External</u> There are no additional issues beyond consultations carried out as part of the budget setting process for 2015/16.
4.	Compliance Issues:
4.1	<u>Are the recommended decisions consistent with the Council's policies, plans and strategies?</u> The budget is integrated with the Council Business Plan, and resource allocation is directed towards policy priorities.
4.2	<u>Financial Implications</u> <u>(Will decisions be carried out within existing finances and Resources?)</u> The Corporate Revenue Budget Monitoring document attached gives details of monitoring of service delivery within available resources.
4.3	<u>Legal Implications</u> Section 151 of the 1972 Local Government Act requires the Director of Finance (as the responsible officer) to ensure the proper administration of the City Council's financial affairs. Budgetary control, which includes the regular monitoring of and reporting on budgets, is an essential requirement placed on Directorates and members of the Corporate Leadership Team by the City Council in discharging the statutory responsibility. This report meets the City Council's requirements on budgetary control for the specified area of the City Council's Directorate activities.
4.4	<u>Public Sector Equality Duty (see separate guidance note)</u> There are no additional Equality Duty or Equality Analysis issues beyond any already assessed in the year to date. Any specific assessments needed will be made by Directorates in the management of their services.

5.	Relevant background/chronology of key events:
5.1	At the meeting on 3rd March 2015, the Council agreed a net revenue budget for 2015/16 of £874.541m to be met by government grants and council tax payers.
5.2	The base budget forecast variations in each Directorate are detailed in Section 2 of the Corporate Revenue Budget Monitoring document, together with the actions presently proposed to contain spending within cash limits. The position is summarised in tabular form in Appendix 1 which incorporates actual year to date and forecast year end pressures by Directorate.
5.3	Directorate risks relating to the Savings Programme, and measures being undertaken to alleviate these are detailed in Section 2 of this report. The position is summarised in tabular form in Appendix 3.
6.	Evaluation of alternative option(s):
6.1	Strategic Directors, in striving to manage their budgets, have evaluated all the options available to them to maintain balance between service delivery and a balanced budget.
7.	Reasons for Decision(s):
7.1	<p><u>To inform Cabinet of:</u></p> <p>The City Council's 2015/16 revenue budget position and the level of gross pressures identified as at 31st August 2015.</p> <p>The latest monitoring position in respect of the City Council's Savings Programme and the present risks identified in its delivery.</p> <p><u>To approve:</u></p> <p>The writing off of debts over £25,000 as summarised in section 4 and detailed in Appendix 5 of the report.</p>

Signatures		Date
Director of Finance
Deputy Chief Executive
Leader

List of Background Documents used to compile this Report:
City Council Business Plan 2015+ approved at Council (3 March 2015).

List of Appendices accompanying this Report (if any):
1. Corporate Revenue Budget Monitoring Document – Month 5 2. 3. 4. 5.

Report Version	V1.0	Dated	9 October 2015
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CORPORATE REVENUE BUDGET MONITORING REPORT 2015/16

MONTH 5

(up to 31st August 2015)

Section

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3.	Irrecoverable Housing Benefit.....	12
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3.	Overall Savings Programme.....	17
4.	Age Analysis of Overpayments and Income Written Off.....	18
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1. **Executive Summary**

- 1.1 The City Council has a General Fund net revenue budget of £874.541m. Latest projections indicate a pressure of £12.095m in the base budget delivery at year-end and £12.168m of risks relating to the savings programme, giving combined pressures and savings risks of £24.263m at year end. This is a reduction of £1.270m since Month 4. The overall position is summarised in Table 1 overleaf.
- 1.2 As in previous years, plans continue to be developed to manage these financial issues and risks to ensure the City Council balances its budget by the year end. Progress will be reported upon further in future monitoring reports.
- 1.3 Section 2 of this report details budget pressures on the net revenue budget and savings with actions not yet in place by Directorates.
- 1.4 The City Council Business Plan 2015+ recognised that in order to accommodate resource losses and fund budget pressures, savings of £105.400m would be required from Directorates in 2015/16. In addition, there are savings from 2014/15 of £4.855m, where delivery still needs to be monitored, including where they were met on a one-off basis. Total savings to be met in 2015/16 are therefore £110.255m.
- 1.5 A review of the position on each of the savings initiatives is undertaken each month, and the position at Month 5 is summarised for the City Council in Table 2 overleaf (and detailed on a Directorate basis in Appendix 3). This shows that £98.087m (89.0%) of the required savings of £110.255m are on course to be delivered. Work continues to identify ways of achieving the delivery of the remaining £12.168m of the overall savings target.
- 1.6 Cabinet are also requested to approve the writing off of Irrecoverable Housing Benefit, Council Tax and Business Rate income.

Table 1 - Summary forecast position of base budget and risks relating to savings programme

Directorate	Current Budget £m	Net Base Budget Pressures as at			Savings Programme Actions Not Yet in Place as at			TOTAL as at		
		Month 5	Month 4	Movement	Month 5	Month 4	Movement	Month 5	Month 4	Movement
		£m	£m	£m	£m	£m	£m	£m	£m	£m
People Directorate	541.746	2.756	2.066	0.690	6.463	7.276	(0.813)	9.219	9.342	(0.123)
Place Directorate	174.023	7.389	8.186	(0.797)	4.514	4.879	(0.365)	11.903	13.065	(1.162)
Economy Directorate	166.502	1.950	1.615	0.335	1.191	1.511	(0.320)	3.141	3.126	0.015
Policy Contingency	33.376	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other Corporate Items	(41.106)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
City Council General Fund	874.541	12.095	11.867	0.228	12.168	13.666	(1.498)	24.263	25.533	(1.270)
Housing Revenue Account	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Table 2 - Summary of Savings Programme delivery

	Position as at Month 5 £m	Position as at Month 4 £m
Actions in place to fully achieve savings	78.992	78.164
Actions in place to achieve savings in year only	9.457	8.957
Actions in place but may be some risk to delivery	9.638	9.468
Actions not yet in place	12.168	13.666
Total Savings Programme	110.255	110.255

2. **Detailed Revenue Commentaries by Directorate**

The following paragraphs comment on the major financial issues identified at this point in the year. Detailed figures for each Directorate are shown in Appendix 1.

2.1 **People Directorate**

The Directorate is forecasting a pressure of £2.756m (Month 4 £2.066m) on the base budget and £6.463m (Month 4 £7.276m) of risks relating to the Savings Programme.

The increase in base budget pressures since Month 4 relates mainly to demographic pressures on care packages above the available resources.

Base Budget

A base budget pressure of £2.756m (Month 4 £2.066m) is forecast at Month 5 and relates to the following:

- £2.082m on external children's placements budget in Early Help and Children's Social Care where demand, the mix of care packages and their unit prices are running ahead of the projections on which the budget is based. As part of the improvement agenda, rigorous controls have been implemented to mitigate this position going forward
- £0.580m on legal services within Early Help and Children's Social Care due to disbursements for court fees
- £0.190m on Other Adult Services in respect of the Independent Living Fund as a result of 5% attrition rate applied
- £0.583m on Other Adult Services relating to additional beds and staffing to support resilience in the Older Adult care system
- £1.750m arising from increased care packages, agency and other costs in all areas above the available resources. This includes demographic pressure on Older Peoples care, higher cost packages in Younger Adults, and the impact of Care Act and joint working with Health.
- £0.625m in relation to Deprivation of Liberty Safeguards

The above position is reduced by holding employee vacancies of £0.374m, additional contributions from Health of £0.550m and spreading Pension Fund Strain costs of £0.380m over three years rather than funding all of the cost in 2015/16. The Directorate is seeking to further mitigate the impact of the continuing pressure on care package costs by reviews of the costs of new packages of care of £1.000m and the use of agency staff across the Directorate of £0.750m and will continue to work to identify other appropriate actions which can be taken.

Savings Programme

The assessment of the Savings Programme is that £6.463m (Month 4 £7.276m) is at risk. The improvement of £0.813m since month 4 relates primarily to School Direct Services of £0.500m, Younger Adults of £0.309m and Early Years of £0.004m. The risks at Month 5 relate to the following:

- £5.640m for Younger Adults, particularly in Learning Disability. A range of actions have been taken or are planned to address this issue including commissioning new services, improving programme management arrangements, learning from other Councils and securing wider public support to move people from residential care. Linked to this, the Future Council Programme is beginning to identify other opportunities. For example, it is considered that the Council can move more quickly on reviewing the extent to which in-house learning disability day care needs to be provided in future. This is one example of wider remodelling in-house Specialist Care Services now in hand following the decision not to proceed with the Mutually Owned Social Enterprise. In addition, the Directorate has just completed public consultation on how to best increase the scale of Direct Payments
- £0.555m for Early Years - a procurement strategy report and Outline Business Case was approved by Cabinet in June and formal consultation is running from July to October with a further report to Cabinet in December. The service has developed a savings plan for 2015/16 which will deliver the majority of the savings
- £0.268m for unattached School Playing Fields. The action plan for savings is progressing slowly due to complex legal issues. A revised project cost will be available in the next few months once the timescales for the proposed leases and disposals have been clarified.

The Directorate is developing other mitigations and management actions to address savings where actions are currently not in place to deliver savings, and these will be reported in future monitoring reports.

2.2 Place Directorate (excluding Housing Revenue Account)

The Directorate is reporting a pressure of £7.389m (Month 4 £8.186m) on the base budget and £4.514m (Month 4 £4.879m) of risks relating to the Savings Programme.

This represents an improvement of £1.162m in the overall position of the Directorate from £13.065m at Month 4 to £11.903m at Month 5.

Base Budget

A base budget pressure of £7.389m is forecast at Month 5 (Month 4 £8.186m) relating to the following:

- The delay in the planned transfer of the Alexander Stadium as part of the new Sport and Physical Activity Transformation Programme will result in a base pressure of £1.200m (due to the on-going work to transfer the other community sports and leisure facilities to the new service provider and the complex nature of the Alexander Stadium framework contract)
- Pressures on the Refuse Collection Service of £3.800m. A major transformation of the service has been in progress (with the introduction of a wheeled bin service) and this is expected to be completed by December 2015. However, a number of pressures on the operational day to day service have been identified (mainly employees / agency staff) and this is resulting in an additional projected pressure of £3.800m. This projection assumes that there will be no liabilities to the Council from the operational problems with the generator at the incinerator.
- A pressure on Regulatory Services of £0.480m has been identified (relating to income related under-recovery on Registrar Services and additional staffing costs on Coroner Services)
- Pressures on former District Services of £1.909m. This is due to Neighbourhood Advice of £0.666m, Community Libraries of £0.327m, Local Car Parks of £0.400m, Community Development/Play of £0.547m, offset by other minor variations of £0.031m. The reduction of £0.797m since Month 4 is primarily due to Community Libraries of £0.507m, Neighbourhood Advice Service of £0.235m relating to implementation of Phase 1 of the new operating model and other minor variations of £0.055m.

A detailed review is being undertaken in the Directorate of the necessary management actions and mitigations needed to be implemented to address the pressure (a moratorium on non-essential health and safety expenditure has already been established for Refuse Collection & Fleet Services and other street cleansing services).

Savings Programme

The assessment of the Savings Programme is that £4.514m (Month 4 £4.879m) is at risk. This is as follows:

- £1.300m for Pest Control. This saving will not be fully delivered due to service and competitive market considerations. There may be opportunities to use savings from the Directorate Future Operating Model to partially offset this
- £0.700m for Markets – £0.300m from the savings target of £1.000m will be achieved by an increase in fees and charges and savings on operational costs. Following further analysis, the remaining savings of £0.700m are not deliverable and therefore further mitigations will need to be identified
- £0.700m for Fleet and Waste – the trade waste charges were increased by 8% (compared to the planned increase of 15%) as reported to Cabinet in February 2015. A number of alternative options are being considered to

deliver the balance including reviewing the fleet operations and discontinuing uneconomic services

- £1.654m on former District Services – relating to Neighbourhood Advice of £0.137m, Community Libraries of £0.600m, Community Development / Play of £0.419m and Business Support of £0.498m
- Slippage of £0.160m relating to the Birmingham Careers Service as a result of prior year pension strain costs.

Other Issues

A further potential issue has been identified that could result in financial implications. This is the announcement by the Chancellor on the 8th July of the abolition of the Climate Change Levy Credit for the production of green energy (e.g. electricity generation from Tyseley).

2.3 Economy Directorate

The Directorate is reporting a pressure of £1.950m (Month 4 £1.615m) on the base budget and £1.191m (Month 4 £1.511m) of risks relating to the Savings Programme.

Base Budget

A base budget pressure of £1.950m (Month 4 £1.615m) is forecast at Month 5. This relates to the following:

Deferred Services - £0.225m overspend

The catering events service operates from Highbury Hall, a property held by the Council in trust. The costs of maintaining and operating the property are split between Acivico and the Council based on the split of activity. Parts of the building are in poor condition and the final detail on the split of charges for the maintenance of the property is not yet complete. At present, a pressure of £0.225m is reported. However, part of this is expected to be offset by income from the catering service.

Corporate Strategy - £0.914m overspend

There is a £0.388m pressure within the Corporate Strategy team as a result of challenging or residual income targets across some of its component teams, print brokerage, document room, European Team. Mitigations through reduced spending or new income for these pressures will be sought across the service where possible. There is also a pressure relating to the Cabinet Office of £0.374m and other pressures of £0.152m relating largely to communications.

Planning and Regeneration - £0.039m overspend

Local land charges expected income is £0.452m less than budgeted. Within the service, additional Planning Application income of £1.000m to date is being used to offset pressures of £0.213m as a result of delays in reducing the City Centre Management Team and additional costs associated with the management of festive

lighting plus additional costs arising from Master Planning of £0.374m. The Planning and Regeneration service are therefore reporting a net pressure of £0.039m.

Trading Income Target - £0.250m

Acivico is contracted to make a commercial return to the Council. The company is achieving this and making a modest surplus in excess of that. However, the projected return from Acivico is currently unlikely to meet the Council's higher retained income budget which was based on a higher rate of turnover for the company from Council projects of £0.783m, and a pressure of £0.250m is expected.

Other Trading Services

Civic Catering, Cleaning and Birmingham City Laboratories (BCL) trading services have transferred to Acivico. The contract included assumptions regarding surplus targets to be generated from the services. The targets negotiated with Acivico for surplus in these areas are stretch targets and these will be monitored throughout the year.

Shelforce

Shelforce, the Council's supported manufacturing business, has a healthy short term pipeline of orders and is currently on track to perform within budget. They have experienced trading problems in the past and are very susceptible to any slippage or delays in capital works and orders coming forward. Consequently, Shelforce's pipeline will be closely monitored throughout the year and performance reported as appropriate.

BIDS

For information, the savings narrative in the Business Plan 2015+ refers to a proposed change of practice in the recovery of Business Improvement Districts (BIDS) collection costs from 2015/16. This is now not expected to take place in 2015/16 as the change needs to be based on full consultation. This cost (assumed to be £0.300m in the Business Plan 2015+) will continue to be met from Policy Contingency in 2015/16.

Other - £0.522m overspend

There are other pressures of £0.522m within the Directorate.

Savings Programme

Economy is reporting £1.191m (Month 4 £1.511m) of savings at risk at Month 5. These relate to the following:

- £0.521m relating to Employment and Skills. This saving will not be achieved and the Directorate is currently looking at ways to fund this pressure
- There are risks around the delivery of £0.320m to Strategic Transport and £0.100m to Planning and Regeneration relating to savings of bringing teams together and reducing costs. The merging of the teams is in the process of consultation and the progress will be reported in future monitoring reports

- Other savings with actions not yet in place of £0.250m which relate to savings anticipated through implementation of the Joint Economic Unit and a planned reorganisation of services.

Work is ongoing to identify alternative ways of delivering the savings.

2.4 Housing Revenue Account

A balanced HRA Budget was approved for 2015/16 (expenditure of £289.2m funded by equivalent income).

A minor internal recharges realignment was completed during Month 5 (between the rent and repairs budget) and the HRA budget continues to be balanced. A detailed review of the year end projections was completed at Month 5 and these have been revised (relating mainly to the re-phasing of equal pay liabilities).

The table below summarises the current budgets and the forecast year-end financial position:

Service	Current Budget £'m	Year End Projection £'m
Rent/Service Charges (net of Voids)	(289.2)	3.0
Repairs and Maintenance	67.3	(0.5)
Contributions for Capital Investment	53.6	-
Capital Financing Costs	65.2	7.1
Local Office/Estate Services/Equal Pay	103.1	(9.6)
Net Position	-	-

The rent income adverse variation of £3.000m is primarily a combination of:

- empty property rent loss (due to a small number of difficult to let properties and the moves by existing tenants to new Birmingham Municipal Housing Trust properties)
- provisions for current tenant arrears and housing benefit overpayments (due primarily to the new Welfare Reforms as part of the introduction of Universal Credit and direct payments to tenants)
- former tenant arrears (relating to early identification of abandoned properties as a result of the annual visits programme) write-offs

The forecast underspend on local office/estate services of £9.600m is mainly the re-phasing of equal pay and employee savings from vacancies.

These savings will be used for additional repayment of debt (as opposed to retaining the savings as reserves). This represents better value for money as it will generate in-year and future year debt interest savings.

A number of financial pressures will arise within the HRA for 2016/17 and onwards following the Chancellor's announcements on the 8th July 2015 relating to rent policy and housing benefits. These will be evaluated and reported to Cabinet and Council as part of the Business Plan 2016+.

2.5 Resource Allocations

General Policy Contingency

The balance of the General Policy Contingency is £4.019m.

Fleet and Waste Management Service (including Waste Strategy)

As reported in the Month 2 Corporate Revenue Budget Monitoring Report, the June 2014/15 Outturn report recommended a transfer of £1.200m to reserves for potential development of the Waste Strategy programme. The City Council is developing a new vision and strategy for the Waste Collection and Disposal Service (to replace the current Waste Disposal contract that expires in January 2019). This programme dovetails with the Future Council Programme. These resources will allow the development of a comprehensive future waste collection and disposal strategy for the next 20 years and to comply with new legislation with regard to carbon emissions. This strategy will be developed in consultation with the public, industry experts and taking in to account the very latest research from universities into the latest technology. This investment represents a modest cost given that the overall future contract will exceed £1 billion over the next 20 years (including street cleansing and waste collection)

The table below sets out the proposed use of these resources over the next 3 years:

	2016/17 £m	2017/18 £m	2018/19 £m	Total £m
Project Management Support	0.040	0.040	0.040	0.120
Interim and Additional Management Support	0.050	0.100	0.100	0.250
Specialist Technical Advisors	0.050	0.100	0.100	0.250
Financial Advisors	0.040	0.150	0.150	0.340
Legal Advice	0.040	0.100	0.100	0.240
Total	0.220	0.490	0.490	1.200

3. Irrecoverable Housing Benefit

In circumstances where Housing Benefit overpayments are identified as not being recoverable, or where recovery is deemed uneconomic, the City Council's Financial Regulations and delegated powers allow for these overpayments and income to be written off. All possible avenues must be exhausted before such write offs are considered. Amounts already written off will still be pursued should those owing the Council money eventually be located or returned to the city.

The cost to the Council of writing off these irrecoverable sums will be charged to the City Council's provision set up for this purpose, which includes sums set aside in previous years to meet this need. There is no direct effect on the revenue account.

In 2015/16, from 1st August 2015 up to 31st August 2015, further items falling under this description in relation to Benefit overpayments have been written off under delegated authority. The table below details the total approved gross value of these amounts written off of £0.090m, which Members are asked to note.

Age analysis	Before 2010/11	2010/11 - 12/13	2013/14 - 15/16	Total
	£m	£m	£m	£m
Benefit Overpayments	0.002	0.012	0.076	0.090
Total	0.002	0.012	0.076	0.090

Appendix 4 to this report gives a more detailed age analysis of overpayments and income written off.

4. Irrecoverable Council Tax & Business Rates

All Council Tax and Business Rates are due and payable. However, there are certain instances where the amount of the bill needs to be either written off or reduced (e.g. where people have absconded, have died, have become insolvent or it is uneconomical to recover the debt).

If an account case is subject to this, then consideration is given to write the debt off subject to the requirement for Service Birmingham Revenues to consider all options to recover the debt, prior to submitting for write off. However, once an account has been written off, if the debtor becomes known to the Revenues Service at a later date, then the previously written off amount will be reinstated and pursued.

In respect of Business Rates, where a liquidator is appointed, a significant period of time is taken to allow for the company's affairs to be finalised by and to subsequently determine if any monies are available to be paid to creditors. Once it is established this is not to happen, a final search of Companies House is undertaken to confirm the company has been dissolved.

Cabinet are requested to approve the writing off of Business Rates debts to the Council, each greater than £0.025m totalling £0.730m. Appendix 5 details the nature of the debts and actions undertaken to seek their recovery. The reasons for the write offs relate either to dissolution or insolvency of the company.

In 2015/16, from 1st August 2015 up to 31st August 2015, further items falling under this description in relation to Council Tax and Business Rates have been written off under delegated authority. The table below details the total approved gross value of these amounts written off of £1.315m, which Members are asked to note.

Age analysis	Before 2009/10	2010/11- 12/13	2013/14- 15/16	Total
	£m	£m	£m	£m
Council tax	1.024	-	-	1.024
Business rates	0.201	0.006	0.084	0.291
TOTAL	1.225	0.006	0.084	1.315

Appendix 4 to this report gives a more detailed age analysis of income written off.

Financial position analysed by Directorate - budget pressures (including budget savings)

Division of Service Area	FULL YEAR BUDGET			YEAR TO DATE				YEAR END Savings		
	Original Budget	M'ments	Revised Budget	Profiled Budget	Actuals	Variation to Date: Adverse / (Favourable)		Base Budget Pressures / (Savings)	Programme Actions not yet in place	Total
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000	£'000	£'000
Adults with Mental Health Needs	15,716	57	15,773	6,575	7,344	769	12	649	0	649
Older Peoples Services	113,618	1,510	115,128	48,619	51,898	3,279	7	(649)	0	(649)
Persons with No Recourse to Public Funds	147	(4)	143	60	86	26	44	(2)	0	(2)
Adults with a Physical Disability	23,036	88	23,124	9,605	8,809	(796)	(8)	(878)	0	(878)
Service Strategy	9,432	(354)	9,078	2,798	6,711	3,913	140	(383)	0	(383)
Adults with a Learning Disability	94,718	231	94,948	39,473	43,633	4,159	11	740	5,640	6,380
Government Grant Income	0	0	0	0	0	0	0	0	0	0
Other Adult Services	6,363	0	6,363	2,573	5,137	2,564	100	370	0	370
Policy & Commissioning	33,255	(53)	33,202	13,474	12,483	(991)	(7)	(241)	0	(241)
Public Health	0	0	0	(8,315)	(8,315)	0	0	0	0	0
Education and Skills	66,570	(1,385)	65,185	33,165	35,432	2,267	7	550	823	1,373
Schools Delegated Budgets	(101,535)	(6,472)	(108,007)	(71,547)	(124,118)	(52,571)	(73)	629	0	629
Commissioning & Performance	33,166	(110)	33,056	12,332	13,635	1,303	11	(144)	0	(144)
Children With Complex Needs	90,037	(565)	89,471	36,645	36,115	(530)	(1)	(625)	0	(625)
Strategic Leadership & Improvement	2,988	(200)	2,788	1,162	779	(383)	(33)	47	0	47
Early Help&Childrens Soc Care	149,112	120	149,232	60,821	62,251	1,430	2	2,662	0	2,662
Business Support	17,130	(270)	16,860	12,343	9,933	(2,410)	(20)	(10)	0	(10)
Business Transformation	1,811	82	1,893	789	642	(147)	(19)	43	0	43
Accounting Adjustment/MRP Component of Contract Payments	(6,491)	0	(6,491)	0	0	0	0	0	0	0
People Directorate Total	549,071	(7,325)	541,746	200,571	162,453	(38,118)	(19)	2,756	6,463	9,219
Highways	57,672	27,363	85,035	41,895	38,343	(3,552)	(8)			0
Sports & Events	6,234	(2,297)	3,937	1,925	2,125	200	10	781	419	1,200
Community Development & Play	(182)	0	(182)	(78)	33	111	142	(400)	700	300
Fleet and Waste Management	37,948	19,372	57,320	11,062	12,536	1,474	13	4,500	0	4,500
Parks and Nature Conservation	17,544	(2,244)	15,300	6,293	7,189	897	14	0	0	0
Bereavement Services	(3,107)	(0)	(3,107)	(1,493)	(1,507)	(14)	(1)	0	0	0
Markets	(1,932)	(6)	(1,938)	(1,073)	(460)	613	57	0	700	700
Performance Management & Review	2,655	(136)	2,519	1,334	1,209	(125)	(9)	0	0	0
Equalities, Cohesion & Safety	1,400	100	1,500	(18)	440	458	2,504	0	0	0
Emergency Planning	411	64	475	187	179	(8)	(4)	0	0	0
Regulatory Services	3,942	457	4,399	1,982	3,180	1,198	60	480	1,300	1,780
Voluntary Advice Agency Funding	313	0	313	159	127	(32)	(20)	0	0	0
Birmingham Careers Service	1,295	90	1,385	863	1,085	221	26	90	160	250
Private Sector Housing	2,047	(776)	1,271	543	645	102	19	0	0	0
Central Support Costs	16,710	18	16,729	8,040	8,026	(14)	(0)	0	0	0
Sport & Leisure	7,818	2,411	10,229	4,787	5,972	1,185	25	0	0	0
Neighbourhood Advice	1,571	(2)	1,569	1,073	1,923	850	79	64	137	201
Libraries	5,593	(35)	5,559	2,160	2,689	529	24	834	600	1,434
Community Chest	0	518	518	932	106	(826)	(89)	0	0	0
School Crossing Patrols	881	0	881	353	406	53	15	200	0	200
Car Parks	(1,184)	62	(1,122)	(454)	(229)	225	49	400	0	400
Business Support	990	181	1,171	399	665	267	67	(198)	498	300
Former District Services - Other	49,430	(48,554)	876	(41)	328	369	897	638	0	638
Youth Service	3,003	250	3,253	1,424	976	(448)	(31)	0	0	0
Birmingham Adult Education	318	29	346	(238)	(1,070)	(832)	(350)	0	0	0
Use of Reserves & Balances	(1,893)	0	(1,893)	0	0	0	0	0	0	0
Accounting Adjustment/MRP Component of Contract Payments	(32,319)	0	(32,319)	0	0	0	0	0	0	0
Place Directorate Total	177,158	(3,135)	174,023	82,014	84,916	2,901	4	7,389	4,514	11,903

Appendix 1

Division of Service Area	FULL YEAR BUDGET			YEAR TO DATE				YEAR END		
	Original Budget £'000	M'ments £'000	Revised Budget £'000	Profiled Budget £'000	Actuals £'000	Variation to Date: Adverse / (Favourable) £'000 %		Base Budget Pressures / (Savings) £'000	Savings Programme Actions not yet in place £'000	Total £'000
Building Consultancy	1,165	0	1,165	485	2	(483)	(100)	0	0	0
Culture and Visitor Economy	42,461	180	42,641	19,509	20,196	686	4	0	0	0
Development Management Services	7,921	877	8,798	6,348	5,363	(984)	(16)	0	100	100
Planning & Regeneration	13,943	(9,182)	4,761	2,111	1,323	(788)	(37)	39	100	139
Transportation and Connectivity	51,570	840	52,410	21,811	23,613	1,802	8	0	841	841
Urban Design	(783)	0	(783)	(326)	1,164	1,490	457	250	0	250
Catering & Building Cleaning	12	(112)	(100)	0	83	83	0	225	0	225
Facilities Management	(680)	0	(680)	899	459	(440)	(49)	0	0	0
Shelfforce	(75)	0	(75)	(31)	165	197	628	0	0	0
Employment Services	885	3,960	4,844	1,474	1,419	(55)	(4)	0	0	0
City Finance	5,762	443	6,205	3,145	3,050	(95)	(3)	0	0	0
Corporate Strategy	788	3,543	4,331	1,543	3,016	1,473	96	914	0	914
Procurement	1,410	408	1,817	783	839	55	7	0	0	0
Birmingham Audit	2,305	200	2,505	1,057	663	(394)	(37)	0	0	0
Human Resources	8,196	580	8,775	3,129	2,778	(351)	(11)	0	0	0
Elections Office	1,830	0	1,830	603	732	129	21	0	0	0
Birmingham Property Services	5,624	(154)	5,470	7,424	8,019	595	8	0	100	100
Legal & Democratic Services	5,503	(37)	5,467	(2,443)	(984)	1,459	60	0	0	0
Revenues & Benefits Division	2,137	(419)	1,718	(4,942)	(6,243)	(1,301)	(26)	0	0	0
Shared Services Centre	2,396	148	2,544	899	265	(633)	(70)	0	0	0
NEC/ICC/NIA	0	0	0	0	21	21	0	0	0	0
Staff Seconded to Service Birmingham	0	0	0	0	0	0	0	0	0	0
Core ICT	(4,093)	1,107	(2,986)	12,575	16,868	4,294	34	0	0	0
Transformation Management	45,037	(956)	44,081	20,825	20,427	(397)	(2)	0	0	0
Charities & Trusts - Support	50	32	82	0	3	3	0	0	0	0
Interim HB Subsidy	0	0	0	0	0	0	0	0	0	0
CSC Recharges	(49,568)	0	(49,568)	(49,568)	(49,568)	0	0	0	0	0
Pension Contributions	516	0	516	516	1,424	908	176	0	0	0
Other Non Distributed Costs	11,162	0	11,162	11,162	11,162	0	0	0	0	0
Insurance	1,484	0	1,484	3,922	3,978	57	1	0	0	0
Unallocated Savings	0	0	0	0	0	0	0	0	0	0
Customer Services	8,706	(473)	8,233	4,585	4,955	369	8	0	0	0
Corporate Resources Other Services	3,600	(199)	3,400	426	179	(246)	(58)	522	50	572
Use of Reserves & Balances	(162)	0	(162)	0	0	0	0	0	0	0
Accounting Adjustment/MRP Component of Contract Payments	(2,625)	0	(2,625)	0	0	0	0	0	0	0
Business Loans & Other Investments	(758)	0	(758)	(379)	(564)	(185)	(49)	0	0	0
Economy Directorate Total	165,717	785	166,502	67,540	74,808	7,269	11	1,950	1,191	3,141
Total Directorate Spending	891,946	(9,675)	882,270	350,125	322,178	(27,947)	(8)	12,095	12,168	24,263
Policy Contingency	39,658	(6,281)	33,376	(23,545)	(555)	22,990	98	0	0	0
Other Corporate Items	(57,062)	15,957	(41,106)	18,910	(40,045)	(58,955)	(1,114)	0	0	0
Centrally Held Total	(17,405)	9,675	(7,729)	(4,635)	(40,600)	(35,965)	(776)	0	0	0
Net Budget Requirement	874,541	(0)	874,541	345,490	281,578	(63,912)	(18)	12,095	12,168	24,263
Housing Revenue Account	0	0	0	(64,592)	(69,781)	(5,189)	(8)	0	0	0

Appendix 2

Policy Contingency Month 5 Monitoring to 31st August 2015

		Original Budget 2015/16	Approvals / Adjustments in Voyager	Revised Budget 2015/16	Approvals / Allocations not yet in Voyager as at 31st August	Proposals awaiting approval at 31st August	Remaining Contingency if proposals approved
		£'000	£'000	£'000	£'000	£'000	£'000
Redundancy Costs		10,728	(1,609)	9,119			9,119
Car Park Closure Resources		350		350			350
Management Capacity for Change		1,000	(1,000)	0			0
Carbon Reduction		991		991			991
Superannuation- Pension Fund		250		250			250
Inflation Allowance		4,522		4,522			4,522
Highways Maintenance		500		500			500
Provision for unachievement of savings		10,000		10,000			10,000
Youth Strategy		1,000	(270)	730			730
Birmingham Jobs Fund		2,000	(2,000)	0			0
SEN Reform Grant		795	(795)	0			0
Business Charter for Social Responsibility		3,390		3,390			3,390
General Contingency		4,132	(53)	4,079		(60)	4,019
Total Contingency		39,658	(5,727)	33,931	0	(60)	33,871

Savings Programme – Position at Month 5

Directorate	Description	Savings Target 2015/16 £000	Actions in place to fully achieve Savings £000	Actions in place to Achieve savings in year only £000	Actions in place but may be some risk to delivery £000	Actions not yet in place £000	Action not yet in place - last month £000
People	Adults - Business Transformation	7,384	1,707	2,994	0	2,683	2,992
	Further Reduction in Younger Adult Care Packages	2,966	2,966	0	0	0	0
	School Trading	1,000	0	1,000	0	0	500
	Expansion of Internal Services - Shared Lives	1,791	84	0	0	1,707	1,707
	Joint Adults and Children's approach to transitions	1,000	0	0	0	1,000	1,000
	Changes to Internal Services - Home Care Enablement	1,050	0	1,050	0	0	0
	Step 2: Supporting People – Older People	2,800	2,800	0	0	0	0
	Step 1: Public Health – Commissioning	1,250	1,250	0	0	0	0
	Step 2: Public Health – Decommissioning	5,895	5,895	0	0	0	0
	Previous Proposals to Reshape Services	1,663	1,663	0	0	0	0
	Assessment and Support Planning	5,468	5,468	0	0	0	0
	Specialist Care Service (internally delivered care services)	3,300	3,300	0	0	0	0
	Education Capital Financing	12,010	12,010	0	0	0	0
	Early Years	5,000	4,445	0	0	555	559
	Public Health	1,000	0	1,000	0	0	0
	Other initiatives each under £1m	4,164	2,872	774	0	518	518
People Total		57,741	44,460	6,818	0	6,463	7,276
Place	Highway Maintenance & Management Services (Private Finance Initiative)	1,500		1,500			
	Pest Control	1,300				1,300	1,300
	Use of Reserves	2,000	2,000				
	Community Chest	1,390	1,390				
	Markets	1,000	300			700	700
	Other initiatives each under £1m	14,010	11,003	150	343	2,514	2,879
Place Total		21,200	14,693	1,650	343	4,514	4,879
Economy	Library of Birmingham (including Mobile and Housebound Service)	1,350	1,350				
	Integrated Transport Authority Levy Review	2,868	2,868				
	Finance operating Model	2,000	1,785	215			
	HR Future Operating Model	1,800	1,450		350		
	Birmingham Property Services	2,380	2,380				
	Service Birmingham	6,800			6,800		
	Acceleration of Savings	1,500	1,500				
	Library of Birmingham/ Strategic Library Services	1,300	0	0	1,300	0	
	Other initiatives each under £1m	10,493	7,683	774	845	1,191	1,511
Economy Total		30,491	19,016	989	9,295	1,191	1,511
Corporate	Other initiatives each under £1m	823	823				
Corporate Total		823	823				
		110,255	78,992	9,457	9,638	12,168	13,666
Month 4		110,255	78,164	8,957	9,468	13,666	

Summary 01/08/2015 – 31/08/2015

Housing Benefit Age Analysis of Overpayments and Debts written-off under delegated authority by Revenues and Benefits Division

Detail	2003/4	2004/5	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/5	2015/6	Total
Housing Benefit debts written off under delegated authority	2,219	0	3	-	-	34	-	-	6,904	4,654	17,040	42,629	16,269	89,752
TOTAL	2,219	0	3	-	-	34	-	-	6,904	4,654	17,040	42,629	16,269	89,752

Housing Benefit Debt Size Analysis of Overpayments and Debts Written Off under Delegated Authority

Debt Size	Small		Medium		Large	Total
Cases	>£1,000	Cases	£1,001- £5,000	Cases	£5,000- £25,000	Cases
339	£39,943	100	£43,681	1	£6,128	440
						£89,752

Council Tax and Business Rates Debt Age Analysis of Overpayments and Debts written-off under delegated authority by Revenues and Benefits Division

Detail	1997-2005/6	2006/07	2007/08	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	Total
Council tax written off under delegated authority	1,024,152	-	-	-	-	-	-	-	-	-	-	1,024,152
Business rates written off under delegated authority	188,834	2,436	3,237	6,809	2,018	2,317	1,404	5,003	24,499	54,026	-	290,583
TOTAL	1,212,986	2,436	3,237	6,809	2,018	2,317	1,404	5,003	24,499	54,026	-	1,314,735

Council Tax and Business Rates Debt Size Analysis of Overpayments and Debts written-off under delegated authority

Grouped by value	Small (<£1,000)		Medium (£1,000 - £5,000)		Large (>£5,000)		TOTAL	
	Value	Cases	Value	Cases	Value	Cases	Value	Cases
Council tax written off under delegated authority	803,315	2,384	220,837	162	-	-	1,024,152	2,546
Business rates written off under delegated authority	25,252	42	124,162	52	141,169	14	290,583	108
TOTAL	828,567	2,426	344,999	214	141,169	14	1,314,735	2,654

August 2015 - Schedule of over £0.025m irrecoverable Business Rates recommended for write off

Directorate/ Service Area	Invoice Date(s) or Liability period	Total Debt Outstanding (£)	Comments
Economy/ Business Rates	Liability Period: 15/01/2008 - 19/12/2012	288,057.25	<p>Nature of the debt: Business rates due for the period 15/01/2008 - 19/12/2012 (6004362569)</p> <p>Summary of the steps taken to recover the debt: A bill was issued to the ratepayer on 12th August 2008 once BCC was able to establish the name of the current owners. The statutory enforcement process was followed to recover the debt outstanding. Payments were received from our bailiffs between January and September 2009, but then ceased. Further enforcement action by the bailiff was unsuccessful as the property was never occupied by the rate payer, and they referred the matter back to BCC in November 2009. Enforcement action recommenced, with bailiffs again being instructed to pursue the debt when the ratepayer managed to reduce the rateable value by half through a successful appeal. The account was referred back to BCC in February 2013. BCC were then advised that a receiver had been appointed. The company remained in receivership until it was dissolved on 24th June 2014.</p>
Economy/ Business Rates	Liability Period: 04/08/2008 - 22/06/2010	442,162.93	<p>Nature of the debt: Business rates due for the period 04/08/08 to 22/06/10 (6004478839)</p> <p>Summary of the steps taken to recover the debt: A bill issued on 14th August 2009 once BCC had received notification of occupation. The bill was returned undelivered stating that the addressee had gone away. Correspondence was sent to the landlords' solicitors in May 2010 asking them to clarify the position. Further investigation by BCC established that the company was dissolved on 22nd June 2010.</p>

Report to Corporate Resources Overview and Scrutiny Committee
21st October 2015

The Birmingham Council Tax Support Scheme Review 2015

1. Introduction

- 1.1. The Council Tax Support Scheme (CTS) was implemented in April 2013. The scheme is administered by Birmingham City Council and is funded as part of the Council Tax base calculation.
- 1.2. The Council calculates the Council Tax Base each year including the impact of Council Tax Support as part of the overall budget setting process
- 1.3. The Council approved the current scheme to continue unchanged at full Council in January 2014 and again in January 2015.
- 1.4. This report provides key information in relation to the latest review of the current scheme and outlines considerations for the scheme in 2016/2017, subject to full Council approval which must be gained by 31 January 2016.

2. Background

- 2.1. The Welfare Reform Act 2012 provided for the abolition of Council Tax Benefit with effect from 1 April 2013 and its replacement as set out in the Local Government Finance Act 2012 with local schemes of Council Tax Support to be designed and administered by local authorities.
- 2.2. The funding for a localised Council Tax Support scheme was accompanied by a 10% reduction in what had previously been provided for Council Tax Benefit expenditure.
- 2.3. The current Council Tax Support Scheme in Birmingham was designed and formally consulted upon during 2012. The scheme was formally adopted at a meeting of Full Council in January 2013. The Scheme commenced on 1 April 2013.
- 2.4. A third formal review of the Council Tax Support Scheme has been undertaken and is attached to this report as Appendix 1.
- 2.5. The Equality Assessment has also been revisited and updated accordingly taking account of the third year of the operation of the Scheme and is also attached to this report as Appendix 2.

3. Summary of the Current Scheme

3.1. Council Tax Support

- 3.1.1 The former system of Council Tax Benefit (CTB) was a national welfare benefit delivered by local authorities on behalf of the Department of Work and Pensions (DWP).
- 3.1.2 Entitlement to CTB was based on a means test and awards directly rebated against an individual's Council Tax liability, leaving a 'net amount payable'.
- 3.1.3 Maximum CTB was payable up to 100% of Council Tax liability for claimants dependent upon their income and circumstances.
- 3.1.4 The local Council Tax Support scheme implemented in Birmingham is based on a means tested discount, awarded to people on low incomes.
- 3.1.5 The key features of the Birmingham scheme are as follows:
 - people of working-age (unless in one of the protected categories – see below) have their Council Tax Support assessment set at a maximum of 80% of their council tax liability
 - vulnerable claimants will receive protection.
- 3.1.6 The maximum level of Council Tax Support in the Birmingham scheme is 100% of Council Tax liability for pensioners and claimants in a protected category (listed below). Claimants of working age are required to make a contribution of at least 20% towards their Council Tax bill. This may be more than 20% dependant upon their circumstances.
- 3.1.7 As Council Tax Support is calculated as a means tested discount, the amount each household has to pay towards their Council Tax bill is dependent on their individual income and circumstances.
- 3.1.8 The Scheme has built in protection for the most vulnerable groups in line with the public sector Equality Duty (The Equality Act 2010), the duty to mitigate the effects of child poverty (The Child Poverty Act 2010) and the duty to prevent homelessness (The Housing Act 1996). Pensioners are also protected under the requirements of the legislation.
- 3.1.9 The protection for the following vulnerable groups means that these claimants will continue to have their entitlement to Council Tax Support calculated based on 100% of their Council Tax liability as opposed to the 80% for working age claimants not included in a protected category:
 - A claimant or their partner who is a pensioner (as prescribed by Government)

- A claimant or their partner who is entitled to a disability premium or disabled child premium
- A claimant or partner who is entitled to Employment Support Allowance and who also receives a qualifying disability related benefit
- A claimant or their partner who receives a carers premium
- A claimant or their partner who receives a war disablement pension, war widows pension or war widower's pension
- A claimant or their partner who has a dependant child under 6

3.2. Discretionary Hardship Fund

- 3.2.1 Birmingham City Council established the Council Tax Support Discretionary Hardship Fund from 01 April 2013. This is a limited fund that is designed to assist claimants affected by the Council Tax Support scheme, who are experiencing extreme financial difficulty. The fund amounts to £500,000 in the current year of the scheme.
- 3.2.2 The total amount of awards from the Council Tax Discretionary Hardship fund in 2014/2015 amounted to £79,981.31.
- 3.2.3 Work has been undertaken to increase take up of this fund and this includes improved promotion of the scheme and developing proactive initiatives to ensure that the fund is utilised by those who need it most.
- 3.2.4 As at 30th September 2015 £158,351 has been awarded to claimants in respect of Council Tax Discretionary Hardship Funds. It is likely that further initiatives being considered will continue to increase spend in this year and this will be carried out in line with the needs of individuals suffering hardship.
- 3.2.5 This fund is separate to and distinct from Discretionary Housing Payments where the city receives a grant from Central Government to assist claimants in receipt of Housing Benefit. The Discretionary Hardship Fund for Council Tax Support is funded by the city.

4. **Key Features of Council Tax Support for Birmingham in Year Three**

- 4.1.1 The key principles of the Council Tax Support Scheme for Birmingham aims to provide a system of financial support to those people in greatest need.
- 4.1.2 The next section provides more detailed information in relation to how the scheme has operated during the current year.

5. **Caseload Analysis**

- 5.1.1 A total of 129,038 citizens were in receipt of a council tax support discount as at August 2015. This shows a 2.1% reduction when compared to the scheme in August 2014.
- 5.1.2 There is no clear evidence as to why the CTS caseload and corresponding expenditure has reduced. However the Equality Assessment has highlighted that prior to the introduction of the new scheme 136,400 claimants were in receipt of Council Tax Benefit. The split between pensionable age claimants and working age claimants was 51,403 and 84,997 respectively.
- 5.1.3 Current statistics show that the overall caseload has reduced by 7,362 cases since it was introduced in April 2013. The split between pensionable age claimants and working age claimants is now 44,792 and 84,246 respectively. The majority of the reduced caseload is therefore pension age whereas the working age caseload has remained fairly static.
- 5.1.4 Part of the overall reduction in the caseload is attributable to a recent initiative introduced by Government called the Real Time Indicator (RTI). The aim of this is to reduce fraud and error in the benefits system. Monthly files are matched against the latest HMRC data for both earnings and tax credits and any discrepancies are reported to the local authority to adjust the Housing Benefit and Council Tax Support claims accordingly.
- 5.1.5 The pensioner category is prescribed by regulation and as such Birmingham has no control over this aspect of the scheme, the reduction in the total number of pensioner claims and the associated expenditure will be taken account of during the setting of the Council Tax for 2016/17.
- 5.1.6 The reduction in pensioner claims appears to follow the Government's predicted forecasts that claims for pensioners are set to reduce as the national retirement age increases. The reduction cannot be attributed to the Birmingham scheme design as the scheme follows the prescribed regulations to protect pensioners at up to 100% of council tax liability dependent upon their income and circumstances and as such they are excluded from the 80% maximum discount for working age claimants not in a protected category.
- 5.1.7 The following table shows a breakdown of the caseload by claimant category with a comparison of each category with the caseload as at August 2014 and August 2015.

	Aug-14	Aug-15	Aug 14 - Aug 15 % Change
Claimant with Child under 6	19,980	19,237	-3.7%
Pensioner	47,185	44,792	-5.1%
Vulnerable Category	24,270	27,719	14.2%
Working Age in Employment	10,628	11,183	5.2%
Working Age not in Employment	29,789	26,107	-12.4%
Total	131,852	129,038	-2.1%

5.1.8 As can be seen from the above the most significant decrease in the claimant categories since the scheme began is in the working age not in employment group. This group encompasses claimants in receipt of out of work benefits and has seen an overall reduction in numbers equating to 12.4% between August 2014 and August 2015.

5.1.9 It is interesting to note the corresponding increase in the caseload category for working age employed. This group encompasses claimants that are working 16 or more hours a week. There has been an overall increase in numbers equating to 5.2% by August 2015 and this may be due to some of those claimants previously falling within the working age not in employment category have found some form of employment or increased their hours thus now falling into this category

5.1.10 The remaining category increase is that for vulnerable claimants, being those entitled to a disability benefit, carers and claimants in receipt of a war pension. This category increased by 14.2% by August 2015. This may be due to some claimants previously falling within the working age not in employment category now declaring a 'relevant' disability or carers benefit thus now falling into this category.

6. Council Tax Collection 2014/2015

- 6.1 The introduction of Council Tax Support in April 2013 saw the requirement to collect Council Tax from some households for the first time that previously were not accustomed to paying a Council Tax bill.
- 6.2 There is a 3 year collection target of 80% set against council tax charges for people in receipt of Council Tax Support.
- 6.3 Collection of council tax from citizens who now have an amount to pay since the introduction of the Birmingham scheme is on target in the medium term to meet the overall 80% collection rate within 3 years.

7. Review of the Equality Assessment

- 7.1 An Equality Assessment (EA) commenced in May 2012 as part of the development of the Council Tax Support scheme for Birmingham. The EA was updated and refined throughout the development of the scheme taking account of feedback from the formal consultation exercise.
- 7.2 The EA set out the following aims and objectives to ensure that the scheme gave due regard to the Council's equalities and diversity responsibilities:
 - To provide a localised Council Tax Support scheme for Birmingham
 - To provide a scheme that helps the most vulnerable with financial assistance towards their council tax liability.
 - The implementation of a scheme that provides support for vulnerable people and pensioners but also provides an incentive to encourage people to obtain employment.
- 7.2.1 As part of the formal review of year 3 of the scheme the EA has been revisited to ensure that the Council Tax Support Scheme continues to meet our original objectives of protecting the most vulnerable. Attached at Appendix 2, the findings suggest that there are no disproportionate or detrimental impacts on any of the protected characteristic groups.

8 Key Implications and Issues in 2016/17

8.1 Funding

- 8.1.1 Funding for Council Tax Support scheme is contained within Birmingham City Council's Settlement Funding Assessment (SFA).
- 8.1.2 The CTS caseload has decreased slightly year on year. Based on the latest financial modelling the Council is operating within the current resource forecasts.

- 8.1.3 Any changes to the current scheme design for future years must be financially modelled within the context of the budget setting process and considered alongside the City's spending plans and the proposed savings programme.

8.2 Welfare Reform

- 8.2.1 As part of the Summer Budget in July 2015, the Government announced that the eligibility criteria for the national system of tax credits is due to be altered with effect from April 2016. Any reduction in tax credits may have a direct impact on the Council Tax Support Scheme as household incomes will be reduced as a result. The precise impacts of these changes on the CTS scheme are difficult to model at this time. These changes are an element of the Welfare Reform and Work Bill currently progressing through the Parliamentary process. .
- 8.2.2 A key consideration of the Birmingham scheme for 2016/17 is whether or not to uprate the allowances used to calculate Council Tax Support. The announcement that all working age benefits will be frozen for a period of four years from April 2016 was made as part of the Summer Budget.
- 8.2.3 The Birmingham scheme allows the council scope to uprate or not the all premiums and allowances used in the calculation of Council Tax Support independently of national working age benefits.
- 8.2.4 In previous years the Birmingham scheme has uprated allowances and premiums in line with DWP uprating of national working age benefits. For the financial year 2015/16 these allowances and premiums were uprated by 1% in line with other working age benefits.
- 8.2.5 The impact of uprating these allowance and premiums by 1% for 2016/17 is likely to be an additional £0.5million in Council Tax Support awards for the whole of the financial year 2016/17.

8.3 Government Review of CTS

- 8.3.1 The Local Government Finance Act 2012 places a requirement on the Government to conduct an independent national review of all local Council Tax Support schemes within three years of the Act taking effect. This is now expected to take place by March 2016 and a timetable and terms of reference in respect of the Government's formal review will be made available in due course.

8.4 Public Sector Equality Duty

- 8.4.1 The City Council must have due regard to the Public Sector Equality Duty under the Equality Act 2010. As part of any Council Tax Support Scheme, the Government has prescribed that pensioners shall be protected, and that Local Authorities ought to consider protection of other vulnerable categories of claimant. The Council Tax Support scheme for Birmingham maintains a high level of protection for vulnerable claimants.
- 8.4.2 A full Equality Assessment of the current Council Tax Support Scheme has been carried out alongside public consultation. This Equality Assessment has been reviewed annually and demonstrates that there are no apparent detrimental impacts on those in the protected characteristic groups.

8.5 Consultation

- 8.5.1 The Local Government Finance Act 2012 specifies that before a new scheme or a change to a current scheme is adopted, the billing authority must in the following order:
- Consult as part of the design stage with any major precepting authority which has power to issue a precept to it
 - Publish a draft scheme in such a manner as it thinks fit, and
 - Consult such other persons it considers are likely to have an interest in the operation of the scheme

8.6 Timeline

- 8.6.1 In order to comply with the relevant legislation local authorities must have their local Council Tax Support Schemes formally reviewed on an annual basis and the outcome of this review including a review and refresh of the necessary Equality Assessment must inform any proposals to alter the scheme for the following year.
- 8.6.2 The Council Tax Support Scheme for 2016/17 must be formally adopted by the City Council before 31st January 2016, which is prescribed in legislation.
- 8.6.3 Should there be any proposal to alter the scheme then there is a statutory requirement to formally consult and any such consultation must be meaningful.
- 8.6.4 The resulting findings from the consultation exercise must then be fully analysed and accounted for in the final design proposals for the

scheme and this needs to be made public and form part of the decision making process.

8.6.5 Technology developments to support any changes to the current scheme will require scoping, development, testing, and in general can take up to 6 months to deliver.

8.6.6 Any considerations in respect of a revised scheme will need to align itself with the intended next phase of Welfare Reform and Universal Credit roll out.

9 Summary

9.1 This report provides information in respect of the current Council Tax Support scheme for Birmingham and some of the significant issues likely to impact on the future of the scheme are summarised here.

9.2 The Government's formal review of Council Tax Support Schemes nationally is expected to be completed by March 2016.

9.3 The introduction of further Welfare Reform changes during 2016 following the Summer Budget may impact on future design of the Council Tax Support scheme design for Birmingham.

9.4 It is difficult at this stage to accurately forecast what the future impacts will be on the CTS scheme following the recent welfare changes announced in the Summer Budget

9.5 Birmingham City Council's current CTS scheme continues to be effective in providing a system of financial support to those people in greatest need. Based on the latest financial modelling the Council is operating within the current resource forecasts.

9.6 The Council will consider what the appropriate level of future funding will be in respect of the Council Tax Discretionary Hardship Fund as part of the budget setting process and based on the available evidence in respect of the level of awards in current and previous years.

9.7 No areas of concern with scheme design, operation or administration have been highlighted as part of the formal review and the Equality Assessment has been revisited which demonstrates that there has been no disproportionate or detrimental effects on any of the protected characteristic groups.

9.8 Retaining the current scheme for Birmingham until the outcome of the Government review of Council Tax Support schemes is known may

assist Birmingham City Council in the consideration of any long term future redesign.

- 9.9 Further consideration of a more fundamental redesign of the current scheme will take place during 2016/17 in readiness for the following year, when more detailed information emerges from the upcoming welfare reform changes.

10 Recommendation

- 10.1 That this report is noted.

Review of Birmingham's Council Tax Support Scheme 2015/16

Introduction

On the 1st April 2013, Council Tax Benefit was abolished and the Department for Communities and Local Government (DCLG) transferred responsibility for provision of Council Tax Support to local Councils. Councils now have a duty to design and administer local Council Tax Support schemes.

Funding for Council Tax Support schemes provided by the DCLG in 2013/14 reduced nationally by 10%. Future funding will no longer alter to reflect increases or decreases in claimant numbers and loss of council tax income. Any changes in the amount of Council Tax Support discounts must be accounted for within the collection fund.

The Council Tax Support scheme (CTS) for Birmingham was adopted following a Motion proposed at Full Council on the 8th January 2013. The scheme took effect from 1st April 2013.

Consultation took place with the precepting authorities, following which, a draft scheme was then published and a full consultation process with stakeholders and members of the public took place between September and December 2012.

As a result of this consultation, amendments were made to the draft scheme resulting in additional groups receiving protection from a reduction in their Council Tax Support. A full Equality Impact Assessment was carried out as part of the design of the scheme and this was updated throughout the consultation process.

A formal review of the first year of the scheme was carried out as required under the Local Government Finance Act 2012 and a further Motion was presented to a meeting of Full Council in January 2014 recommending that the same scheme be adopted for year two and this motion was approved.

A formal review of the second year of the scheme was carried out in September 2014. Following this review a Motion was subsequently presented to a meeting of Full Council in January 2015 again recommending that the same scheme be adopted for year three.

This is a review of the third year of the Scheme and to consider whether any revisions to the current scheme are necessary for 2016/17 or whether there is a requirement to replace the current scheme with another.

This report considers how the scheme has worked, whether any anomalies have arisen and whether any apparent injustices have been caused. The Equality Impact Assessment is revisited taking account of the third year of the operation of the Scheme.

Summary of the Current Council Tax Support Scheme

The principles of Birmingham's Council Tax Support scheme are:

- Claimants of working age must contribute at least 20% of their council tax liability and receive up to a maximum of 80% Council Tax Support dependant on their income and family circumstances.
- Protection for pensioners is prescribed in law so that their maximum council tax support is based on at 100% of their council tax liability subject to their income and circumstances.
- The Birmingham scheme incorporates protection for vulnerable groups as follows:
 - Disabled claimants
 - Claimants with young families
 - Carers and claimants in receipt of a war pension
 - A Council Tax Discretionary Hardship fund is in place to assist those who are affected by the scheme and experience difficulties in paying. This Hardship fund is financed entirely by the Council

Key Findings from the Operation of the Council Tax Support Scheme in 2015/16

The Council Tax Support Scheme for Birmingham which was launched on the 1st April 2013, provides a system of financial support to those people in greatest need whilst also minimising the impact of the significant reduction in funding from central Government on the Council's finances.

The key principles of the scheme are set out above and this section provides some information in relation to how the scheme is operating during its third year.

Caseload Analysis

As at August 2015 there are 129,038 claims in receipt of a discount within the Council Tax Support Scheme which is made up of approximately 35% pensionable age claimants and 65% working age claimants. The Council Tax Support caseload continues to show a slight decrease year on year.

Prior to the introduction of the new scheme 136,400 claimants were in receipt of Council Tax Benefit. The split between pensionable age claimants and working age claimants was 51,403 and 84,997 respectively.

Current statistics show that the caseload has reduced by 7,362 cases. The split between pensionable age claimants and working age claimants is 44,792 and 84,246 respectively. The majority of the reduced caseload is therefore pension age whereas the working age caseload has remained fairly static.

The reduction in pensioner claims appears to follow the Government's predicted forecasts that claims for pensioners are set to reduce as the national retirement age increases.

The reduction cannot be attributed to the Birmingham scheme design as the scheme follows the prescribed regulations to protect pensioners at up to 100% of council tax liability and as such they are excluded from the 80% maximum discount for working age claimants not in a protected category.

Further to this, a reduction in CTS caseload could be attributed to the introduction of Real Time Information (RTI) files received from the Department for Work & Pensions (DWP) / Her Majesty Revenues & Customs (HMRC). This is monthly data sent to the Benefit Service in regards to changes in claimants income, tax credits etc, which results in a reduction in CTS entitlement in most cases and in some instances means there is no longer an entitlement to an ongoing CTS discount.

Of the 65% of working age customers, 37% fall in the protected/vulnerable category and 28% of claims are for working age non protected customers and as such can only claim up to a maximum of 80% of their Council Tax liability.

29,745 new CTS claims were received in 2014/2015, broadly similar to the number of new claims received under the previous Council Tax Benefit scheme. This would indicate that the CTS scheme is as accessible to Birmingham citizens as Council Tax Benefit.

The speed of processing of new claims for Council Tax Support is being delivered inline with the target of an average of 21 days overall but with 100% being paid within 10 days if all necessary information is available.

Discretionary Hardship Fund

Birmingham City Council established the Council Tax Support Discretionary Hardship Scheme from 01 April 2013. This is a limited fund that is awarded to claimants affected by the Council Tax Support scheme, particularly those not in a protected category and as such are now liable to pay the minimum of 20%, who are experiencing extreme financial difficulty.

The fund was agreed at £0.5million in 2015/16. The total awards of Council Tax Discretionary Hardship in 2014/15 was £79, 981.31.

There has been a significant increase in the take up of the fund in the current year when compared to the previous year as £158,351 has already been awarded between April 2015 and September 2015.

This is reflective of the targeted initiatives work that has been undertaken to increase awareness and take up of this fund.

Review of the Equality Assessment

An Equality Assessment (EA) commenced in May 2012 as part of the development of the CTS scheme for Birmingham. The EA was refined throughout the development of the scheme taking account of feedback from the formal consultation exercise. The EA set out the following aims and objectives to ensure that the scheme has due regard to the Council's duties to its equalities and diversity responsibilities.

- To provide a localised Council Tax Support scheme for Birmingham
- To provide a scheme that helps the most vulnerable with financial assistance towards their council tax liability.
- A scheme that provides support for vulnerable people and pensioners but also provides an incentive to encourage people to obtain employment.

The EA has been revisited and the third year scheme review suggests that the Council Tax Support Scheme continues to meet our original objectives of protecting the most vulnerable. There have been no disproportionate or detrimental effects on any of the protected characteristic groups, the details of which are captured as part of the formal CTS EA review (attached to this report as Appendix 1).

Key Implications and Issues

This section provides some key implications and issues to be considered regarding any proposal to revise the current scheme.

Funding

Government funding to the Council for the Council Tax Support scheme is now part of the Settlement Funding Assessment.

The latest financial monitoring shows that the Council is operating within current resource forecasts

As such any changes to the current scheme design will need to be modelled within the context of the budget setting process and considered alongside the City's spending plans and the proposed savings programme.

Welfare Reform

In July 2015 the Government delivered its spending plan budget which introduces further welfare reforms.

From April 2016 a number of key changes may affect the administration and budget of Council Tax Support.

The precise impact of any of the reforms is difficult to model in terms of the CTS scheme at this time. These reforms are included in the Welfare Reform and Work Bill which is currently progressing through the various Parliamentary stages.

A key consideration of the Birmingham scheme for 2016/17 is whether or not to uprate the allowances used to calculate Council Tax Support. The announcement that all working age benefits will be frozen for a period of four years from April 2016 was made as part of the Summer Budget.

The Birmingham scheme allows the council scope to uprate or not the all premiums and allowances used in the calculation of Council Tax Support independently of national working age benefits.

In previous years the Birmingham scheme has uprated allowances and premiums in line with DWP uprating of national working age benefits. For the financial year 2015/16 these allowances and premiums were uprated by 1% in line with other working age benefits.

The impact of uprating these allowance and premiums is likely to be an additional £0.5million in Council Tax Support awards for the whole of the financial year 2016/17.

Government Review

The Local Government Finance Act 2012 places a requirement on the Government to conduct an independent review of all local Council Tax support schemes within three years of the Act taking effect.

This will now be completed by March 2016 and a timetable and terms of reference in respect of the Government's formal review will be made available in due course.

In evidence to the Committee of Public Accounts the Department for Communities and Local Government reported that the review will examine "the effectiveness and efficiency of the scheme, its impact in terms of localism, and the relationship with Universal Credit."

Consultation

The Local Government Finance Act 2012 specifies that before any change to or introduction of a new scheme, the billing authority must in the following order:

- Consult as part of the design stage with any major precepting authority which has power to issue a precept to it
- Publish a draft scheme in such manner as it thinks fit, and
- Consult such other persons it considers are likely to have an interest in the operation of the scheme

Birmingham City Council will also have to re-consult with the public and any relevant stakeholders on the redesign of its local Council Tax Support scheme. Consultation would ideally need to run for a 12 week period.

The Council Tax Support Scheme 2016/17

Schedule 4 of the Local Government Finance Act 2012 requires each Billing Authority to consider whether to revise the scheme or replace it with another scheme for each financial year. Any revision or replacement must be made no later than the 31st January in the financial year preceding that for which revision or replacement is due to have effect. It is therefore necessary to give due consideration as to any revisions or replacement of the current scheme.

This report outlines some of the key findings from the Birmingham Council Tax Support scheme during its third year in operation. The scheme has continued to be

effective in providing a system of financial support to those people in greatest need whilst also minimising the impact of the significant reduction in funding from central Government on the Council's finances.

The EA has been revisited which demonstrates that there has been no disproportionate or detrimental effects on any of the protected characteristic groups.

Funding for CTS forms part of the overall Settlement Funding Assessment (SFA) . As Government funding for CTS will not be increased, any reduction in council tax income because of the Government's budget changes will need to be met by the Council.

There are a number of factors which have been outlined in the report which need to be considered as part of the decision for the future of the scheme most notably the impacts of planned welfare reform on the CTS budget.

It is difficult at this stage to gauge how much the cost of the scheme will increase following the budget changes announced. In fact any savings possibly identified by making minor adjustments to the scheme are likely to be outweighed by the cost and risk of rushing through changes without appropriate time to scope new schemes, conduct data analysis, financial modelling, develop IT systems, equality assess and consult on by 31 January 2016.

The Council will consider the appropriate level of funding for the Council Tax Discretionary Hardship Fund to help those suffering undue hardship as part of the overall budget setting process.

Retaining the current scheme for Birmingham until the results of the Government review of Council Tax Support are known in 2016/2017 and when more information is known about the Universal Credit and further Welfare Reform timetable may be the best way to assist Birmingham City Council design a better overall scheme as a result.

A more fundamental review of the scheme will be considered during 2016/17.

Recommendation

Having carried out the internal review on Birmingham's current Council Tax Support scheme it is recommended that no revision or replacement is required for 2016/17 and that the current scheme should continue for the next financial year notwithstanding any prescribed changes set by Government and/or annual uprating.

The Council should explore in detail future CTS scheme redesign, to impact assess the recent reforms, Universal Credit and the results of the Government CTS review so that the Council can understand the total, cumulative effect that these reforms have across the City as and when the effects and details are more widely known.

Birmingham Council Tax Support Scheme Equality Assessment Review

August 2015

Purpose

This paper reports on the third year review of the Equality Assessment of the Birmingham Council Tax Support Scheme following its introduction in April 2013 and subsequent year one review in December 2013 and year two review in September 2014.

The Local Government Finance Act requires the billing authority to consider annually whether to revise its scheme or replace it with another scheme.

This review will contribute to those considerations and provide details about the impact of the scheme on those claimants with characteristics protected by the Equality Act 2010. Additionally it will evaluate the assumptions made in design of the scheme and whether any further mitigation is required.

Background

The Welfare Reform Act 2012 abolished Council Tax Benefit from April 2013. The Local Government Finance Act 2012 required Local Authorities to design their own schemes for Council Tax Support to be in place by 31 January 2013.

Pensioners are protected by prescribed regulations and therefore Council Tax Support for this group remains as it was under the previous Council Tax Benefit scheme.

The Council Tax Support scheme for Birmingham is a means tested discount, defined in principle by the terms of the Government's default scheme. The maximum Council Tax Support is restricted to 80% of the Council Tax liability for claimants of working age.

The Birmingham scheme has built in protection for vulnerable claimants, these are:-

- Claimant or their partner is a pensioner (as prescribed in law)
- Claimant or their partner is entitled to the disability premium, severe disability premium, enhanced disability premium or disabled child premium
- Claimant or their partner is in receipt of Employment Support Allowance with a
 - qualifying disability related benefit
- Claimant or their partner receives a war disablement pension, war widows pension or war widower's pension
- Claimant or their partner has a dependent child under 6
- Claimant or their partner qualifies for the carer's premium

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As such, people with the greatest need of support, pensioners, carers, those with a disability, those in receipt of a war pension, those with dependent children under 6 years of age and those with a disabled child continue to have their maximum council tax support calculated based on 100% of their council tax liability as part of the Birmingham scheme.

The scheme also allows for claims to be backdated up to a maximum of one month.

The scheme includes a discretionary hardship fund.

Equality Assessment Review

The scheme was subject to a full Equality Assessment and consultation through to introduction.

The Equality Assessment commenced in May 2012 as part of the development of the CTS scheme for Birmingham. The assessment was amended throughout the development of the scheme taking account of feedback from the formal consultation exercise. The Equality Assessment set out the following aims and objectives to ensure that the scheme has due regard to the Council's duties to its equalities and diversity responsibilities:

- To provide a localised Council Tax Support scheme for Birmingham
- To provide a CTS scheme that helps the most vulnerable with financial assistance towards their council tax liability.
- The implementation of a scheme that provides support for vulnerable people and pensioners but also provides an incentive to encourage people to obtain employment.

This review of the Equality Assessment as at July 2015 considers the impact of the scheme against the protected characteristics defined by the Equality Act 2010, using the data profiles gathered from the CTS modelling function (CTR300).

The protected characteristics are defined under age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation.

The initial Equality Assessment was made on the basis of known ethnicity data for 25% of the caseload, since introduction of the new scheme this has risen to 46%. This could be attributed to the increased use of on line claim forms where the collection of ethnicity data forms a more prominent part of the process.

Protected Characteristics

Age - The scheme is prescribed for pensioners to continue receiving up to a maximum of 100% of their Council Tax liability subject to means testing.

Prior to the introduction of the new scheme 136,400 claimants were in receipt of Council Tax Benefit. The split between pensionable age claimants and working

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age claimants was 38% (51,403) and 62% (84,997) respectively.

The EA review was carried out as at July 2015 which showed that the caseload of 130,992 had reduced by 5,408 cases since the start of the scheme in April 2013. The split between pensionable age claimants and working age claimants was 45,090 and 85,902 respectively. The majority of the reduced caseload is pension age whereas the working age caseload has remained fairly static.

The reduction in pensioner claims appears to follow the Government's predicted forecasts that claims for pensioners are set to reduce in the coming years as the national retirement age increases. The reduction cannot be attributed to the Birmingham scheme design as the scheme follows the prescribed regulations to protect pensioners at up to 100% of council tax liability and as such they are excluded from the 80% maximum discount for working age claimants not in a protected category.

The scheme also provides protection for claimants with children under the age of 6. It was predicted prior to the introduction of the scheme, (using previous scheme data) that 21,129 claimants would benefit from this protection. The current scheme data indicates 21,900 claimants receive this protection as at July 2015 when the EA review was carried out.

The number of those protected in this grouping could be indicative of:

- a) current caseload trends
- b) national birth rate trends*
- c) notification of a relevant change in circumstance, such as the birth of a child. (Now that most working age customers must pay at least 20% towards their Council Tax bill, customers are more likely to keep us up to date with their circumstances so to receive their correct entitlement / protection from the minimum contribution).

*The Office of National Statistics has reported a decrease in national birth rates when compared to 2012, so numbers in this protected group are not expected to increase substantially (*Births in England & Wales, 2014, ONS July 2015*).

This demonstrates that the Birmingham scheme is meeting its overall objective of providing protection for families with young children as set out in the original Equality Assessment.

Disability - When designing the scheme and it was proposed as part of the formal consultation to offer protection to disabled people who included in their benefit assessment a disability premium. At that point there were around 13,000 benefit claims meeting these criteria. In response to feedback as part of the formal consultation this definition was widened to include those claimants in receipt of ESA who were in receipt of a qualifying benefit such as DLA. Similarly, maintaining support for people with disabilities, carers entitled to the carer's premium were also protected. It was assumed prior to the introduction of the scheme, using previous scheme data that 18,043 claimants would benefit from this protection.

July statistics showed that there are now 27,319 claims having been made from these groupings. This demonstrates that the Birmingham scheme is meeting its

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overall objective of providing protection for people with disabilities as set out in the original Equality Assessment.

The marked increase in the number of those protected in these groupings could be indicative of:

a) current caseload trends (increased number of claims from vulnerable customers received since 01 April 2013)

b) notification of a relevant change in circumstance, such as the award of a disability/carers benefit.

(Now that most working age customers must pay at least 20% towards their Council Tax bill, customers are more likely to keep us up to date with their circumstances so to receive their correct entitlement / protection from the minimum contribution).

Gender reassignment – This information is not collected as part of the administration of the Council Tax Support Scheme however there is no record of having received any comments or complaints or challenges regarding this particular group in respect of the design and operation and administration of the Birmingham Council Tax Support Scheme.

Marriage and civil partnerships - This information is not collected as part of the administration of the Council Tax Support Scheme however there is no record of having received any comments or complaints or challenges regarding this particular group in respect of the design and operation and administration of the Birmingham Council Tax Support Scheme.

Pregnancy and Maternity- This information is not collected as part of the administration of the Council Tax Support Scheme however there is no record of having received any comments or complaints or challenges regarding this particular group in respect of the design and operation and administration of the Birmingham Council Tax Support Scheme. The scheme does not provide any specific protection for this grouping, however following the birth of a child, if entitled to the discount, the claimant would receive protection as a member of the protected categories already set out as part of the scheme due to having a child under the age of 6.

Race – Analysis of the working age caseload indicates that the ethnicity breakdown of claimants is broadly comparable to that of last year, with less than a 1% (plus or minus) difference in most groups and only a small shift of 1.68% in the case of the White UK grouping. As we currently now hold data on 46% of cases as opposed to 25% when the scheme began and given we have a reduced caseload since go-live, a small fluctuation in overall caseload percentages would be relative and therefore no disproportionate change is evident.

The scheme provides protection for claimants with children under the age of 6. A comparison of the ethnicity of those protected is broadly comparable to last year, at less than a 1% (plus or minus) difference for all groups with the exception of a reduced number of White UK (-3.1%) claimants. This could be indicative of:

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- a) current caseload trends (reduced caseload since 01 April 2013 / increased 'ethnicity' data pool)
- b) national birth rate trends*

* The Office of National Statistics has reported that the proportion of births to mothers born outside the UK is increasing year on year. Over a quarter of births (27%) in 2014 were to mothers born outside the UK (*Births in England & Wales,*

2014, ONS July 2015).

Similarly, when considering the ethnic background of those claimants with disabilities who receive protection against the caseload ethnicity breakdown these are also broadly comparable to last year, at around 1% (plus or minus) difference for all groups.

Religion and belief - This information is not collected as part of the administration of the Council Tax Support Scheme however there is no record of having received any comments or complaints or challenges regarding this particular group in respect of the design and operation and administration of the Birmingham Council Tax Support Scheme.

Gender – Although this information is recorded, there is no adverse impact on the grounds of gender. The Birmingham Council Tax Support scheme is open to applications from persons of any gender and there are no aspects of the scheme which impact in any way on the availability of support to claimants based solely on gender.

Sexual Orientation- This information is not collected as part of the administration of the Council Tax Support Scheme however there is no record of having received any comments or complaints or challenges regarding this particular group in respect of the design and operation and administration of the Birmingham Council Tax Support Scheme.

Council Tax Discretionary Hardship Fund

As part of the design of the Council Tax Support scheme for Birmingham there is a Discretionary Hardship Fund. This fund was included as part of the scheme as the main source of mitigation for any claimants affected by the reduction in the level of support from the previous maximum of 100% under the council tax benefit scheme to a maximum of 80% under the Council Tax Support scheme.

This fund is available to any person experiencing difficulty in making the payments against their liability following the award of Council Tax Support and operates in a similar way to the Discretionary Hardship Payment system already in place for Housing Benefit.

Council Tax Discretionary Hardship awarded in 2014/15 amounted to £79, 981.31.

There has been an increase in the take up of the fund in the current year when compared to the previous year as £158,351 has already been awarded between April 2015 and August 2015.

This is reflective of the work that has been undertaken over the last year to increase

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take up of this fund, including improved promotion of the scheme and developing proactive initiatives to ensure that the fund is utilised by those who need it most.

Furthermore the Benefit Service continues to review its Council Tax Discretionary Hardship Fund policy and the council will consider the most appropriate level of future funding for the fund as part of the overall budget setting process.

Conclusion

Following the third year review of the Equality Assessment for the Council Tax Support Scheme it has been concluded that Birmingham continues to protect the most vulnerable categories of claimant which includes those defined to have protected characteristics within the Equality Act 2010. As such further mitigation does not appear to be required.



Corporate Resources O&S Committee: Work Programme 2015/16

Chair: Cllr Waseem Zaffar

Committee Members: Cllrs: Randal Brew, Marje Bridle, Tristan Chatfield, Matthew Gregson, Jon Hunt, Changese Khan, Narinder Kaur Kooner, Chaman Lal, Yvonne Mosquito, Gary Sambrook, Ken Wood

Committee Support: Scrutiny Team: Emma Williamson (464 6870), Jayne Power (303 4810)
Committee Manager: Victoria Williams (303 7037)

1 Meeting Schedule

Date	Item	Officer contact
16 June 2015	Informal Meeting	Emma Williamson/Jayne Power, Scrutiny Office
14 July 2015, 2pm Committee Room 2	Member development: <ul style="list-style-type: none"> Update on Member Development Programme Members as community leaders (Citizens UK – to be confirmed) <i>Outcome:</i> to support the development of a member development programme	Emma Williamson, Scrutiny Office / Tina Morris, Senior HR Practitioner - OD and Learning
	The Customer Journey: <ul style="list-style-type: none"> Briefing on work undertaken by former Governance, Resources and Customer Services O&S Committee; Customer satisfaction trends analysis Briefing note on complaints process <i>Outcome:</i> to agree two or three key lines of enquiry	Chris Gibbs, Service Director, Customer Services / Paula Buckley, Assistant Director, Customer Services Centre
08 September 2015 Committee Room 2	<i>Report of the Leader</i> Part 1: To answer questions on the Leader's Policy Statement, the Boundary Commission work and the Combined Authority	Deborah Harries, Head of Public Affairs / Ifor Jones, Service Director-Homes and Neighbourhood
	<i>Report of the Leader</i> Part 2: To update members on the Future Council programme, including discussion of: <ul style="list-style-type: none"> Financial strategy <i>Tracking:</i> Are Ward Committees Fit for Purpose <i>Tracking:</i> Devolution – Making it Real 	
	Terms of reference: customer journey inquiry	Emma Williamson/Jayne Power, Scrutiny Office



Date	Item	Officer contact
21 October 2015 1pm Committee Room 2	<i>Deputy Leader:</i> <ul style="list-style-type: none"> Update on HR Finance reporting 	Jon Warlow, Director of Finance Jonathan Evans/Kathryn Cook, HR
	Council Tax Localisation	Chris Gibbs, Service Director, Customer Services
27 October 2015 2pm	Cabinet Member for Commissioning, Contracting and Improvement <ul style="list-style-type: none"> To set out key priorities <i>Tracking:</i> Council Commissioning and Third Sector Organisations 	Jon Lawton, Cabinet Support Officer Nigel Kletz, Assistant Director Procurement
	Report back on Golden Square	Emma Williamson, Scrutiny Office
10 November 2015	<i>1100 hours: Visit to Contact Centre</i>	
	<i>1400 hours: Inquiry session: Customer Journey</i>	
8 December 2015	<i>Deputy Leader:</i> <ul style="list-style-type: none"> To set out key priorities, including finance <i>Tracking:</i> Service Birmingham <i>Tracking:</i> Citizen Engagement <i>Tracking:</i> Birmingham Promise (and report on targets within Birmingham Promise) 	Rebecca Grant, Cabinet Support Officer
19 January 2016	<i>To be confirmed: Performance of property portfolio (Deputy Leader)</i>	
	<i>To be confirmed: Children and Families with No Recourse to Public Funds – action plan update</i>	
	<i>To be confirmed: Acivico – Contract Performance Update</i>	
9 February 2016	<i>Review of District and Ward arrangements Including tracking of "Are Ward Committees fit for purpose?"</i>	
8 March 2016	Leader <ul style="list-style-type: none"> To report on progress made over the year Deputy Leader <ul style="list-style-type: none"> To report on progress made over the year Cabinet Member for Commissioning, Contracting and Improvement <ul style="list-style-type: none"> To report on progress made over the year 	



Date	Item	Officer contact
12 April 2016	City Council meetings/agenda	TBA

2 To be Scheduled

- Birmingham Highways and Amey – Contract Performance Update
- Governance: Cabinet system
- Member development update

3 Other Meetings

Call in Meetings

None scheduled

Petitions

None scheduled

Councillor Call for Action requests

None scheduled

The Committee approved Tuesday at 1400 hours as a suitable day and time each week for any additional meetings required to consider 'requests for call in' which may be lodged in respect of Executive decisions.

4 2016/17 – Programming Standard Items

4.1 As the 2015/16 year has progressed, members have identified some recurring items that need to be scheduled in from the start of the year. These are set out in the table below:

Date	Item
June 2016	<ul style="list-style-type: none">• Work programme discussion
July 2016	<ul style="list-style-type: none">• Leader's Policy Statement (assuming presented to City Council the previous month)• Financial monitoring: 2015/16 year outturn and Month 1 monitoring
October 2016	<ul style="list-style-type: none">• Financial monitoring: Early consideration of budget proposals and Month 5
April 2016	<ul style="list-style-type: none">• Financial monitoring: Month 10



5 Forward Plan for Cabinet Decisions

The following decisions, extracted from the Cabinet Office Forward Plan of Decisions, are likely to be relevant to the Corporate Resources remit.

ID Number	Title	Portfolio	Proposed Date of Decision
000537/2015	New Street Gateway Project Update	Leader	20 October 2015
000610/2015	Shelforce Project	Leader	20 October 2015
000318/2015	Discharge of Accountable Body Arrangements for AMSCI – Standing Item	Leader	17 November 2015
000812/2015	Winning Resources for Birmingham City Council Priorities – Standing Item	Leader	17 November 2015
000246/2015	HS2 Programme Delivery Plan and Resource Requirement	Deputy Leader	20 October 2015
000317/2015	Winning Resources for Birmingham City Council Priorities – Acceptance of Grant Funding to support Preparatory Costs of Schemes in the GBSLEP Growth Deal Programme	Deputy Leader	20 October 2015
000550/2015	Acivico Ltd – Relocation to support business development & growth	Deputy Leader	20 October 2015
000625/2015	National College for High Speed Rail Funding & Full Business Case	Deputy Leader	20 October 2015
000773/2015	Corporate Revenue Monitoring Report Month 5	Deputy Leader	20 October 2015
000284/2015	Recommissioning Agency Provision for the Council	Deputy Leader	17 November 2015
000383/2015	Reconfiguration and Refurbishment of Civic House, Erdington	Deputy Leader	17 November 2015
000389/2015	Appropriation of Parks Residential Properties into the Housing Revenue Account	Deputy Leader	17 November 2015
000598/2015	Replacement of IT Systems for the Wellbeing Service	Deputy Leader	17 November 2015
000599/2015	Sparkhill Pool Project – Revised Capital Cost	Deputy Leader	17 November 2015
000706/2015	Future Council DCLG Funding	Deputy Leader	17 November 2015
000291/2015	Recommissioning Transport Provision for Children with Special Educational Needs, Vulnerable Adults and Transport for use by Council Services and Schools	Commissioning, Contracting and Improvement	20 October 2015
000772/2015	Child Care Vouchers Scheme (P0300)	Commissioning, Contracting and Improvement	20 October 2015
000286/2015	Council Print Strategy and Associated Procurement Strategy – F0248	Commissioning, Contracting and Improvement	17 November 2015
000288/2015	ICT Investment and Strategy	Commissioning, Contracting and Improvement	17 November 2015



ID Number	Title	Portfolio	Proposed Date of Decision
		Improvement	
000289/2015	Repair and Maintenance of Lifts in Council Buildings – P0280	Commissioning, Contracting and Improvement	17 November 2015
000572/2015	Commissioning Strategy for the Management of Construction and Building Related Services	Commissioning, Contracting and Improvement	17 November 2015
000261/2015	Tender Strategy for the Sale of the Kick Start Residual Loan Portfolio (P0260)	Commissioning, Contracting and Improvement	8 December 2015
000606/2015	Arboricultural Services (Non Highways) – P0252	Commissioning, Contracting and Improvement	26 January 2016

