

Oldham Borough Council



**Council Meeting
Wednesday 16 December 2015**

OLDHAM BOROUGH COUNCIL

To: ALL MEMBERS OF OLDHAM BOROUGH COUNCIL,
CIVIC CENTRE, OLDHAM

Tuesday, 8 December 2015

You are hereby summoned to attend a meeting of the Council which will be held on Wednesday 16 December 2015 at 6.00 pm in the Council Chamber, Civic Centre, for the following purposes:

Open Council

- 1 Questions to Cabinet Members from the public and Councillors on ward or district issues

(15 minutes for public questions and 25 minutes for Councillor questions)

Formal Council

- 2 To receive apologies for absence
- 3 To order that the Minutes of the meeting of the Council held on 4th November 2015 be signed as a correct record (Pages 1 - 40)
- 4 To receive declarations of interest in any matter to be determined at the meeting
- 5 To deal with matters which the Mayor considers to be urgent business
- 6 To receive communications relating to the business of the Council
- 7 To receive and note petitions received relating to the business of the Council (Pages 41 - 42)

(time limit 20 minutes)

- 8 Outstanding Business from the previous meeting

(time limit 15 minutes).

Motion 1

Councillor Chadderton to MOVE and Councillor S Bashforth to SECOND:

This Council notes with disappointment the passing of the Trade Union Bill at its second reading in parliament on 14 September 2015.

This Council believes that the Bill represents the most vicious attack on Trade Unions in over 30 years by introducing measures that will make it more difficult for employees to stand up for and defend their rights at work.

Amongst other things the passing of the Bill will introduce:

- The removal of the ability of public sector employees to have Trade Union subscriptions deducted from their salaries.

- A requirement for unions to notify police if they intend to discuss a strike on social media.
- A requirement for police to be notified 14 days in advance of a strike if striking workers intend to use placards or loudspeakers on a picket line.
- The appointment of a 'picket supervisor' for each picket who will be required to wear an armband and give their name and contact details to the police and their employer.
- A minimum turnout threshold of 50% in ballots for strike action.

This Council further notes that human rights groups Liberty, Amnesty International and the British Institute of Human Rights have all condemned the Bill as an attack on the basic right to protest.

The Chartered Institute of Personnel and Development has branded this law to be an 'outdated response that could have potentially counterproductive consequences'.

In Oldham we recognise the importance of Trade Unions and the work they do representing their members. We have a good track record in employee relations such as collective agreement of single status work. We recognise the importance of liaising with our Trade Unions colleagues and of early engagement.

Council therefore resolves to:

- Ask the Chief Executive to write to the Secretary of State for Business, Innovation and Skills, Sajid Javid MP on behalf of the Council setting out our opposition to the Bill.
- Ask the Chief Executive to write on behalf of the Council to our local MPs setting out our opposition to the Bill and requesting that they use all means available during the Committee stage of the Bill to prevent it from being enacted in its current form.

Motion 2

Councillor Dearden to MOVE and Councillor Roberts to SECOND:

Oldham Council notes with concern the continuing conflicts in the Middle East and Africa which are driving the current refugee crisis, particularly people fleeing war and persecution from Syria, Afghanistan, Eritrea and Iraq. We welcome the Government's commitment to provide asylum for 4,000 people this year from the Syrian refugee camps but believe that as a country the United Kingdom can do more. Oldham has provided sanctuary and a new start for traumatised refugees in the past and calls on the Government to support Oldham and other councils to do more now.

Oldham's refugee community includes approximately 160 destitute asylum seekers currently supported by a network of community organisations, friends, family and volunteers. Their position will be made worse by proposed reductions in financial support, particularly for women and children.

The Council welcomes the work done by individuals, community groups and religious groups in supporting asylum seekers and asks the Cabinet Member for Neighbourhoods to convene a meeting of those supporting refugees and Asylum Seekers in Oldham with the aim of developing an ongoing network and provide support to make the best use of all the work done already in the borough

The Council supports the efforts by AGMA to get a proper support system in place, including reviewing the role played by SERCO in administering asylum seeker support. Oldham Council calls on the Government to put in place a properly funded and fair system including: fair allocation of refugees across the UK; long term funding for Councils; quick and accurate decision making about the status of refugees; better effort to support and integrate refugees (e.g. providing English as a Second Language teaching and investment in conversion of qualifications to UK standard); better

administration of welfare benefits and investment in public services where needed.
Council also resolves to instruct the Chief Executive to:

1. Write to the Local Government Association to enlist their support in improving support for Asylum Seekers
2. Write to the borough MPs to inform them of the council's position and request that they use whatever parliamentary means available to raise this matter with government

9 Budget Proposals 2016/17 & 2017/18 (Pages 43 - 422)

10 Youth Council

(time limit 20 minutes)

There is no Youth Council business to consider.

11 Leader and Cabinet Question Time

(time limit 30 minutes – maximum of 2 minutes per question and 2 minutes per response)

12 To note the Minutes of the meetings of the Cabinet held on the undermentioned dates, including the attached list of urgent key decisions taken since the last meeting of the Council, and to receive any questions or observations on any items within the Minutes from Members of the Council who are not Members of the Cabinet, and receive responses from Cabinet Members (Pages 423 - 434)

(time limit 20 minutes):-

- a) 19th October 2015
- b) 16th November 2015

13 Notice of Administration Business

(time limit 30 minutes)

Motion 1

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1. Write to the Local Government Association to enlist their support in improving support for Asylum Seekers
2. Write to the boroughs 3 MPs to inform them of the council's position and request that they use whatever parliamentary means available to raise this matter with government

Motion 2

Councillor Hibbert to MOVE and Councillor Fielding to SECOND:

This council notes that:

- That the Housing and Planning Bill has been consulted on and will be debated in Parliament and, if passed, it would threaten the provision of affordable homes for rent and purchase by:
Forcing 'high-value' council homes to be sold on the open market;
Extending the right-to-buy to housing association tenants;
Undermining section 106 requirements on private developers to provide affordable homes.
- There is no commitment in the Bill that affordable homes will be replaced like-for-like in the local area.
- That whilst measures to help first-time buyers are welcome, the 'starter homes' proposals in the Bill will be unaffordable to families and young people on ordinary incomes in most parts of the country; will not preserve the taxpayer investment; and will be built at the expense of genuinely-affordable homes to rent and buy.
- That the Bill undermines localism by taking 32 new wide and open-ended powers for the Secretary over councils and local communities, including the ability to over-ride local plans; to mandate rents for social tenants; and to impose a levy on stock-holding councils, violating the terms of the housing revenue account self-financing deal.
- That the Bill, whilst introducing some welcome measures to address issues relating to rogue landlords, does not help with the high rents, poor conditions and insecurity affecting many of England's 11m private renters, including one in four families with children, and does nothing to help to arrest the recent rise in homelessness.

Oldham Council is already working with partners to use its land and skills to bring forward new housing in the Borough. The Government's 'one size fits all' approach to Planning and Housing doesn't work for areas like Oldham and Greater Manchester. This council resolves to contact Cllr. Sue Derbyshire, Chair of Greater Manchester Planning and Housing Commission, suggesting that GM should contact the Housing

Minister to request a discussion with the Government on the challenges we face and how they can assist us in bringing forward more difficult housing sites.

14 Notice of Opposition Business

(time limit 30 minutes)

Motion 1

Councillor Williamson to MOVE and Councillor Gloster to SECOND:

Council notes that nine local authorities are currently working through partnership agreements with the NHS Blood and Transplant Service to increase the number of blood donors and / or registered organ donors among their staff and residents.

These agreements have included local authorities making a commitment to:

- Promoting blood and organ donation through digital communication as well as hosting stalls at public events and publishing features in Council produced magazines
- Recruiting staff volunteers to act as 'Donation Champions' to help spread the message of donation across the borough. The volunteers, who received special training, attend events and seek networking opportunities, promoting donation to target hard-to-reach groups
- Providing venues free of charge to the service to take blood donations and free parking to donors whenever possible

This Council recognises the value of becoming a partner to the NHS Blood and Transplant Service in order to increase the number of staff and local residents signed up to be blood and organ donors.

Council therefore resolves to ask the Director of Public Health and the relevant Cabinet Member(s) to:

- Work to secure such an agreement with the NHS Blood and Transplant Service
- Ensure that the recruitment of 'Donation Champions' through the Council's Employee Supported Volunteering programme form part of the agreement
- Bring back a further report to Council on this matter reporting progress

Motion 2

Councillor Sykes to MOVE and Councillor Blyth to SECOND:

Council notes that:

- Every 15 minutes, someone in the UK starts to lose their sight.
- According to data from the Royal National Institute for the Blind (the RNIB) there are approximately 6,000 people in Oldham living with some degree of sight loss, and this figure is expected to rise to nearly 9,000 by 2030.
- Obstacles in the public realm such as:
 - Inaccessible crossings;
 - Vehicles parking on pavements;
 - Advertising boards (A-boards);
 - Street and cafe furniture;
 - Wheeled bins and refuse bags; and
 - Overgrown shrubs and trees, and overhanging branchesimpede access and mobility, and represent hazards, for the two million people in the UK who suffer from sight loss.

- In a Royal National Institute for the Blind survey conducted in 2014 nearly every respondent with sight loss reported that they had collided with an obstacle in the street within the previous three months, and a third of people reported injury as a result.

Council therefore welcomes the 'Who Put That There!' campaign by the Royal National Institute for the Blind and endorses the call to local authorities to engage with blind and partially sighted people in their area to develop a Street Charter to remove obstacles and hazards from the public realm.

Council therefore resolves to ask the Overview and Scrutiny Board to convene a workshop with representatives from the Royal National Institute for the Blind, blind and partially sighted people living in this borough, and their local representative bodies, and highways and planning officers to draw up a Street Charter for this borough.

Motion 3

Councillor Blyth to MOVE and Councillor Harkness to SECOND:

Council notes:

- The launch last month of the Equality for Mental Health Campaign by former Care Minister Norman Lamb MP, Alastair Campbell and Andrew Mitchell MP
- That this campaign has been endorsed by parliamentarians of all parties, by health and other professionals, religious leaders, and celebrities
- That the campaign seeks to persuade Government to improve the treatment available to patients with mental ill health by:
 - Ensuring parity in treatment for patients with mental health conditions to those with physical health conditions
 - Increasing investment in mental health services
 - Providing such patients with mental health conditions with the same rights to timely access to treatment as those with physical health problems
 - Reducing the stigma attached to mental ill-health

This Council resolves to:

- Support the campaign by asking the Chief Executive to add the name of the Council to the list of signatories
- Ask the Chief Executive to write to our three local Members of Parliament asking them to support this campaign

- 15 To note the Minutes of the following Joint Authority meetings and the relevant a spokespersons to respond to questions from Members (Pages 435 - 490)

(time limit 8 minutes):-

Transport for Greater Manchester	11 th September 2015
Greater Manchester Combined Authority	25 th September 2015 30 th October 2015
Joint GMCA/AGMA Executive	25 th September 2015 30 th October 2015
Police and Crime Panel	26 th June 2015 25 th September 2015
National Park Authority	18 th September 2015 2 nd October 2015
Greater Manchester Fire and Rescue	15 th October 2015

Authority	
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- 15 To note the Minutes of the following Partnership meetings and the relevant
b spokespersons to respond to questions from Members (Pages 491 - 508)

(time limit 7 minutes)

Unity Partnership Board	2 nd September 2015
Health and Wellbeing Board	15 th September 2015
Oldham Care and Support	5 th October 2015

- 16 Standards Hearing Sub-Committee - Outcome of the Hearing regarding a complaint against Councillor Bates (Pages 509 - 566)
- 17 Civic Appreciation Nomination (Pages 567 - 568)
- 18 Statement of Community Involvement (Pages 569 - 634)
- 19 Gambling Policy (Pages 635 - 670)
- 20 Oldham Fairness Commission: A Formal Response (Pages 671 - 676)
- 21 Update on Actions from Council (Pages 677 - 688)

NOTE: The meeting of the Council will conclude 3 hours and 30 minutes after the commencement of the meeting.



**Carolyn Wilkins
Chief Executive**

PROCEDURE FOR NOTICE OF MOTIONS
NO AMENDMENT

MOTION – Mover of the Motion to MOVE



MOTION – Secunder of the Motion to SECOND – May reserve right to speak



DEBATE ON THE MOTION: Include Timings



MOVER of Motion – Right of Reply



VOTE – For/Against/Abstain



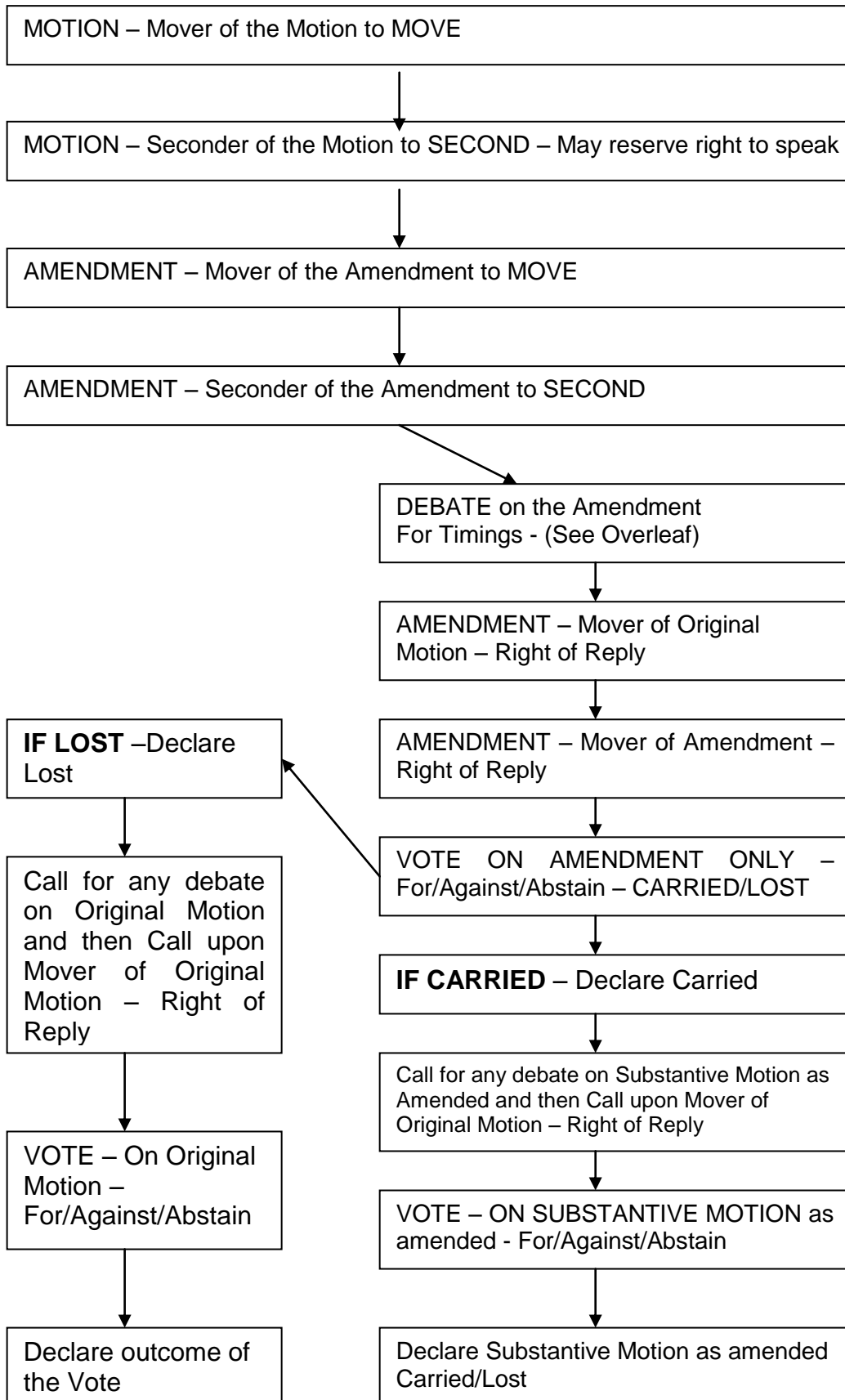
Declare outcome of the VOTE

RULE ON TIMINGS

(a) No Member shall speak longer than four minutes on any **Motion or Amendment**, or by way of question, observation or reply, unless by consent of the Members of the Council present, he/she is allowed an extension, in which case only one extension of 30 seconds shall be allowed.

(b) A Member replying to more than question will have up to six minutes to reply to each question with an extension of 30 seconds

WITH AMENDMENT



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Present: The Mayor – Councillor Ur-Rehman

Councillors Ahmad, Akhtar, A. Alexander, G. Alexander, Ali, Ames, Azad, Ball, M Bashforth, S Bashforth, Bates, Blyth, Briggs, Brownridge, A Chadderton, Chauhan, Cosgrove, Dawson, Dean, Dearden, Fielding, Garry, Gloster, Haque, Harkness, Harrison, Heffernan, Hibbert, Hussain, Iqbal, Jabbar, Judge, Klonowski, Larkin, Malik, McCann, McLaren, McMahan, Moores, Murphy, Mushtaq, Price, Qumer, Rehman, Roberts, Salamat, Sedgwick, Sheldon, Shuttleworth, Stretton, Sykes, Toor, Turner, Williamson, Williams and Wrigglesworth

1 **QUESTIONS TO CABINET MEMBERS FROM THE PUBLIC AND COUNCILLORS ON WARD OR DISTRICT ISSUES**

The Mayor advised the meeting that the first item on the agenda in Open Council was Public Question Time. The questions had been received from members of the public and would be taken in the order in which they had been received. Council was advised that if the questioner was not present, then the question would appear on the screen in the Council Chamber. The following public questions had been submitted: (15 mins)

1. Question from Leonie Kirkbride via email

“I wanted to ask a question about the new Royton swimming Baths. Why does the water have to be so cold and sitting on the side be so hot that we are sweating. I find Chadderton baths just right. The water is not that cold. Kids in the swimming lesson yesterday took longer to get in the pool because it was freezing. I was told it's the right temperature. Why so cold. Is there anything you can do about it. Also can I mention again about Roman Road the parking is horrible. People with prams can not get past so they go in the road. Kids coming from school have to walk in the road. Do you want an accident. Why Don't you put double yellow lines on the bit were you have to walk in the road. That would make it safer”.

Councillor Barbara Brownridge, Cabinet Member for Neighbourhoods and Co-Operatives, responded that all Main Pools were set at 27 - 29 degrees Celsius, the learner pools were 30 - 32 degrees Celsius.

Royton's Main pool had consistently been between 28.5 - 29 degrees C, purposely set it to the higher range so it did not feel cold. There should be no difference between Royton or Chadderton. The learner pool has always been around 31 degrees C. Poolside air temps should be 1 degree above the pool water and Royton's is consistently around 30 degrees C.

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, added that Roman Road, already had some waiting restrictions in place and dedicated mandatory School Keep

Clear markings. There was a layby near the school which some parents used to drop children off. Parking around schools and at school time peaks caused problems across the borough. It was not effective to implement waiting restrictions for this type of situation which occurred over a relatively short period of time, as the drivers were with the vehicles enabling them to move off if enforcement were carried out.

He had asked for an increased presence by the school safety vehicle to try to encourage appropriate parking behaviour in the area.

2. Question from Yvonne Farrand via email

“I would like to ask if the road closure arrangements for Shaw market are permanently in place or if they are just a trial. My reason for asking, is because of the absolute traffic chaos I experienced on Thursday last week. A journey which should have taken me only 10 minutes there and back, took more than three quarters of an hour, resulting in my having to run round doing my urgent shopping at breakneck speed so I was not late to collect my daughter from school.

The roads around the town centre were absolute gridlock. No one could move anywhere, buses having to negotiate roads not designed for through traffic, cars unable to turn out of side streets blocking the roads with others unable to turn in even to get into car parks. Queues and queues of standing traffic, inching its way round back streets! Whilst I was sat in standing traffic, I could clearly see that the market was devoid of shoppers as was Asda when I finally got there, their car park virtually empty.

I am hoping that this is only a trial and that someone will realise that moving the market is actually counterproductive, reducing the number of shoppers in Shaw rather than increasing them. I will be avoiding Shaw in a Thursday in future”.

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, responded that there had been a ten-week trial to test out how Shaw market and local businesses performed with the market held on Market Street. During the trial, highways officers monitored traffic both on Thursdays and also on other days of the week to ensure the Council had full comparisons. The trial was considered to be successful and Shaw market was granted a permanent licence to be held on Market Street by the Licensing Panel on the 2nd November.

The Council was not aware of any specific traffic related issues on the afternoon of the 22nd October. However, highways officers had made full assessments of the suitability of the diversions for buses and large delivery vehicles and were satisfied that the temporary diversions in place on market day were safe and enabled traffic to flow.

Monitoring of traffic had taken place both before and during the trial period, including monitoring of the traffic queues on Eastway when the pedestrian crossings were in use. There were no unacceptable traffic flow issues noted during monitoring. There had been regular consultation with the bus companies, the local mail order companies, the emergency services and the

larger supermarkets. There had been no negative reports from any of these organisations.

The evidence showed that the market was very well used, with a significant rise in footfall and consultations with local businesses and local residents indicated that there was a majority in favour of the on street market.

He would be keeping an eye on the situation and was confident the local ward Councillors would keep him fully informed of any problems that occurred.

3. Question from Bradley Hardacre via email

“The report that was presented to the Licensing Panel on Monday last (2nd November) about the Shaw ‘On Street’ Market trial contains some comments of real concern from local traders affected adversely by the new arrangements.

These comments relate to takings being significant down - “one of the lowest trading days” and worse still “a disaster...with takings so bad they did not even cover the pay for one wage”; problems with deliveries – “the closure of Market Street will not allow me to load and unload items for my business, which I need access to at all times”; and traffic disruption – “the extra traffic on Eastway is causing inconvenience” and “The ambulance could not get near where it was needed”.

Given that these comments come from some of the more well-established businesses on Market Street, I would like to ask the Cabinet Member under whose remit responsibility for markets lies whether they share my concern that the continuation of an on-street market could in the long-term affect the viability of these businesses and what this Administration intends to do to address these issues?”

Councillor Moores, Deputy Cabinet Member for Economy and Enterprise, responded that, on the 2nd November the Licensing Panel considered a full report which detailed feedback from local businesses, members of the public and market traders regarding the request to give Shaw market a permanent licence to operate on Market Street.

Whilst, there were a number of local people and local businesses who did not agree with relocating the market to Market Street, the weight of evidence from the formal consultation with local businesses on Market Street and the open public consultation with residents suggested that there was a clear majority in favour of the move. Many local businesses had commented that their trade had increased and were supportive of the move. Almost 60% of local people preferred the on street location and 68% said that they thought the new location would have a positive impact. There had been a marked increase in footfall which was reflected in the feedback from the market traders, who all reported a major rise in their takings. A thriving market encouraged more footfall which would help other Market Street businesses to thrive. The purpose of moving the market on street was to encourage new customers who used the supermarkets to come into the heart of the District Centre. For the first time, there was a waiting list of new market traders keen to trade in Shaw. There would be a wider variety of

stalls which would encourage even more new customers and also give the existing loyal customers a much better market than they had had for the last 5 years.

He understood that the move had meant that local businesses themselves had to make adjustments. Many local businesses had been able to make alternative arrangements for their deliveries. Some businesses were accessible from the rear of their premises and some businesses had changed their delivery arrangements by changing the day or time of their deliveries. There had been formal monitoring of the changes to traffic flows and so far there had been no evidence of any unacceptable traffic disruption. The Council had been in regular contact throughout the ten weeks trial with the bus companies, the local mail order companies, the major supermarkets and the emergency services. None had reported any issues. On the one occasion when an ambulance was called, it was fully able to get to the patient who was sitting near the Iceland store. The markets staff had waited at the barriers and moved them as soon as the ambulance arrived and the NW Ambulance Service had not reported that access or egress was a problem.

4. Question from Mark Brooks via email

“Oldham Council will be funding the works associated with the highways and access requirements for the proposed new Saddleworth School in Diggle.

Would the Council therefore please state the current total cost estimate for all the highway and infrastructure improvements necessary in relation to the Saddleworth School project”.

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, responded that the Council had been designing a highways scheme associated with the proposed Saddleworth School development in Diggle, working closely with Ward Councillors. There were two reasons why he could not currently disclose the estimated cost of the scheme.

Firstly, some elements of the scheme would require planning consent to go ahead and would be subject to statutory consultation with the public and statutory consultees. The scheme could therefore be subjected to change. This may increase or decrease the estimated costs.

Secondly, the Council would not disclose the estimated cost of the scheme prior to going out to tender for the works because this would let contractors know how much to charge, and might prevent the Council from achieving best value for the contract and best value for the council tax payers of Oldham.

The costs of the highways scheme would be disclosed in the future, once any tendering process has been completed.

5. Question from MetroMeerkat via Twitter

“Why did council let @MCRMetrolink@OfficialTfGM downgrade service to single peak trams with ridiculous overcrowding?”

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, responded that the Metrolink tram system was managed by Transport for Greater Manchester and there was a

need to manage competing demand across a very complex network. However, recent discussions had led to a proposal to increase the frequency of the service in the near future which should relieve any pressure at peak times. Much information had been published in newspapers and on the TfGM website about the improvements in service due in December.

6. Question from HomehaterMarcus via Twitter

“Can we get a resident only car park marked out because the parking standard is appalling. 11 cars fit but only room for 7. It is the residents only car park at Britannia Avenue Shaw”.

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, responded that the Britannia Avenue residents parking area had been introduced as a zone scheme which meant that bays were not marked on the street. It was the responsibility of the permit holders to park responsibly in the zone area.

A traditional residents parking scheme, with the provision of marked bays, was considered at the time the scheme was being designed, but this type of scheme would have also required the introduction of yellow lines to be introduced in areas considered not suitable for parking, which would have reduced the space available for permit holders.

When this was initially discussed with residents through the consultation process, the consensus of opinion was for a zone scheme to be introduced.

7. Question from Alison Hulme-Weakley via Facebook

“Are there any plans on installing much needed CCTV on Ashton Road?”

Councillor Barbara Brownridge, Cabinet Member for Neighbourhoods and Co-Operatives, responded that the Council in the past had invested in updating and installing new public space CCTV cameras across the Borough, but there were currently no plans for further investment due to the cost associated with installation and upkeep.

8. Question from Mr Fitzpatrick via email

“Amid much fanfare you announced that £4million of inducements were on offer to Mono Pumps of Tameside to encourage them to move their operation to Oldham, and they were going to come here.

Can you please tell me when they will be arriving”.

Mr Fitzpatrick asked his question.

Councillor McMahon, Leader of the Council and Cabinet Member for Economy and Enterprise responded that they were there and had been there since September 2014.

At this point in the meeting the Mayor advised that the time limit for this item had expired.



The Mayor reminded Members that the Council had previously agreed that, questions would be taken in an order which reflected the political balance of the Council. The following questions were submitted by Councillors on Ward or District Matters: (25 mins)

1. Councillor Fielding to Councillor McMahon

“The car park at Failsworth District Centre is widely regarded by many people in Failsworth as poor quality.

Whilst some work has already been undertaken to create safer routes for pedestrians, there remain a number of other items of poor finish that would be relatively simple and quick to put right, including:

-Poor quality and misleading signage.

-Faded road markings.

-Bent or damaged street furniture.

-An unpaved footpath leading to the canal.

Would the relevant cabinet member agree to address these issues with officers, and if necessary arrange a site meeting to come and view some of the outstanding problems?”

Councillor McMahon responded that, as a resident of Failsworth and a local shopper, he fully understood how hazardous the car park was. The Ward Councillors had been working very hard with Brook House and Tesco to make the car park safer. If you were a pedestrian trying to get from Tesco to the Health Centre, you had to navigate a car park, through traffic, really poor signage and white-lining works. He indicated that Councillor Moores would take up with officers any operational issues around town centres, and that a meeting would be held with Brook House and Tesco to try to bring a resolution to this.

2. Councillor Bashforth to Councillor Hibbert

“In my ward in Royton I have a number of housing estates where the road was never adopted for various reasons and one particular street where street lamps have not been installed. Some residents have recently paid to have new lamps fitted by themselves.

Could the relevant Cabinet Member work with me or let me know if, as these people are paying council tax, which includes an element for street lighting, he could ask the Authority and/or EoN to replace these lamps on a regular basis and set the timers on the lamps so they come on at the correct times”.

Councillor Hibbert responded that he understood the concerns raised and had asked that officers give priority to following up on adoption of both highways and street lighting on new developments. However, there were significant financial implications to the Council adopting street lamps at risk including, not least, the costs of the remedial work to bring the lighting up to the required standard. The Council was therefore

committed to ensuring that developers did not leave residents in this difficult position and going forward would take whatever action was deemed necessary to resolve the issue. He spoke from personal experience in his Ward of a road that took ten years to resolve and he committed to work with Ward Councillors, whichever Ward and whichever political party they belonged to.

3. Councillor Garry to Councillor Hibbert

“I recently had the misfortune to travel shortly after 5 o clock on the Manchester to Rochdale tram.

To say the journey to Failsworth was unpleasant, overcrowded and dangerous is an understatement. Far too many people were crushed inside the carriage, in a bid to get home from work. Unbelievably, even more people got on at Monsall, which left many of us with nothing to hold on to for safety, should the tram have to stop suddenly.

If any of the passengers on board would have fainted, had a epileptic fit or a diabetic hypo then mayhem would have ensued, as they could not have been placed in the recovery position. Surely, for health and safety reasons someone should be monitoring the amount of people who are on the tram at any one time”.

Councillor Hibbert responded that the Metrolink was extremely popular and extremely busy at peak times. The tram system was managed by Transport for Greater Manchester. They recognised that many parts of the Metrolink system would benefit from additional capacity and they were constantly looking at ways to increase capacity on the network, particularly at peak times. The tram fleet was set to grow to 120-strong, which would provide the opportunity to increase capacity and frequency on the most popular services. He believed Oldham’s service was one of the most popular. More trams would be running between Shaw and Crompton and the city centre from December. There was no exact date yet, however it was expected to be before the Christmas peak shopping time. The Cabinet Member recognised the potential for problems, as raised by Councillor Garry and that currently the peak time tram ride may not be a very pleasant experience.

4. Councillor Harkness to Councillor Akhtar

“Mr Mayor, the Cabinet Member will be aware that I and my fellow Liberal Democrats are fully committed to providing a new secondary school for the children of Saddleworth despite attempts by some to delay and delay to the point that we no longer get a new secondary school.

Recently a new consultation process has begun relating to planning and environmental factors. I fully support the principle of public consultation however I am concerned that yet another delay, which in parts repeats what has already taken place, means that the project is around 18 months behind schedule whilst the fabric of the current building continues to deteriorate.

My concern is that there are many schools on the North West waiting with bids and are happy to jump in with a late bid and take up the offer of a new secondary school.

The nightmare scenario which no one will want is a situation in which there is no secondary school in Saddleworth in a few years' time and local children are being dispersed by bus to school places around the borough. Children in Saddleworth would have to travel all around the Borough to schools when the current site inevitably closes

So can I please seek assurances that the Cabinet remains fully committed to building a new secondary school in Saddleworth at the earliest possible time and that it will fight tooth and nail to ensure that funding does not get pulled?"

Councillor Akhtar, Cabinet Member for Education and Skills, responded that the Council was equally committed to ensuring that it had a brand new Saddleworth School that provided a modern environment that enabled and supported quality teaching. The new Saddleworth School was well beyond the bidding stage and was included in the Education Funding Authority's approved Priority Schools Building Programme and all partners had invested a great deal of time and effort in getting to this stage.

Whilst it had taken a long time to date to develop the project, it was important to note that the Council now had to play its part as the Local Planning Authority and that this was a legal process which needed to be carried out in a robust way. The additional public consultation which had been announced would go over some old ground, but residents would be better informed by a single environmental statement which covered all four planning applications, including the highways works which had not yet been the subject of public consultation.

The Council was working closely with the Education Funding Authority to ensure that they were fully and regularly briefed on the reasons for and the progress of the additional planning process.

5. Councillor Qumer to Councillor Hibbert

"Waterloo Street at its point outside the shops where it turns into one lane needs urgent repairs. This has been reported and I have been told the paving bricks have been ordered. Can you please tell me and the residents of St Marys when the work is going to be carried out?"

Councillor Hibbert responded that the area in question had been made safe so although at this point it might not be aesthetically pleasing the area was safe, which was the main thing.

Engineers were considering the design issues with the blocks and future maintenance. Improvement of the area would be carried out when appropriate funding becomes available.

Following his conversation earlier with Councillor Qumer, there would be further investigation and Councillor Qumer would be kept fully informed.

6. Councillor Price to Councillor McMahon



“Could the Cabinet Member give me an update on the proposed development of the former Counthill School site”.

Councillor McMahon responded that the developer was due to be appointed in the New Year. It was hoped that work would start on site in September next year. The anticipation was that there would be between 80 and 90 units built on the site, with estimated completion for May 2017.

7. Councillor Ahmad to Councillor Akhtar

“Clarksfield School is in great need of replacing, as it is very poor condition, and fails to give pupils and staff a suitable environment to work in. We regret the Government rejected funding last year to replace it. Could the Cabinet Member advise me of any progress on this matter?”

Councillor Akhtar responded that the condition of elements of the electrical services and remedial repairs to the roof and brickwork pointing had been included in the 2015/16 Council's Backlog Maintenance Programme for consideration. Just after the meeting to agree the backlog maintenance programme, the school was put forward to the Education Funding Agency to seek funding for a replacement school, but unfortunately the bid was unsuccessful.

The condition of Clarksfield Primary School had, and continued to be, raised as part of the discussions with regard future capital works strategies, but until the Council could reconcile the difficult budget position, it was unable at this moment in time to decide on what future course of action to take.

8. Councillor Williamson to Councillor Stretton

“After months of speculation and denials from North West Ambulance Service, my ward colleague Cllr Dave Murphy has finally received confirmation that Crompton Ambulance Station is closed and has been since the summer.

I understand one of the reasons for the closure was because there had been a number of targeted acts of vandalism and crime. Obviously North West Ambulance Service needs to look after their staff and I support that.

North West Ambulance are looking at possibly relocating to the Royal Oldham Hospital and my concern is that this will add another three minutes or so on to the response time for those needing an ambulance living in and around the Shaw and Crompton side of the borough, putting more lives at risk.

The letter received states that “we will inform stakeholders such as yourself as to what the final outcome will be”. Therefore can the relevant cabinet member please put pressure on North West Ambulance to keep to their commitment and ask them to reconsider the closure of Crompton Ambulance Station?”

Councillor Stretton responded that obviously this was not a service that the Council had control over, but clarification had been sought because this affected Oldham residents. No

decision had yet been taken on the future of the Crompton Ambulance Station.

North West Ambulance Service (NWAS) Trust launched a Trust-wide comprehensive estates review in 2012. The remit of the review was to assess whether each site within their estate portfolio was viable operationally and financially, and whether a refurbishment was required.

The Crompton station had been the victim of vandalism, and the decision was taken by NWAS to temporarily relocate the service from Crompton Station to the Oldham Ambulance Station. The move was brought about by concerns for staff safety following a number of targeted acts of vandalism and crime, although there was now reason to believe that these concerns had been alleviated due to a recent conviction. There had been no negative impact in the service Oldham residents had received from NWAS since this temporary relocation began.

Whilst the Crompton site was vacant, NWAS decided to begin the review process of the Crompton Site. When a decision was made, the decision and reasons for it would be communicated to the local MP, Oldham Health & Wellbeing Board and Oldham Healthwatch.

The Council was advised that there had been no public consultation on the matter as there was to be no withdrawal of a service – people in Oldham would still receive an ambulance when they called for one, no matter what the outcome of the review.

Officers from NWAS had offered to meet with Council representatives to discuss the review and possible outcomes for the Crompton site (as well as any other Oldham sites) and both organisations would provide mutual support and jointly plan any future communications where possible. The Cabinet Member would ask officers to ensure that representatives from the Shaw Ward and the Crompton Ward were involved in any meeting.

9. Councillor McLaren to Councillor Hibbert

“Residents on Denton Lane and adjoining streets have expressed some concern about the general condition of the carriageway on Denton Lane. Is it possible to provide any information regarding the future maintenance of Denton Lane and whether there might be any possibility of the carriageway being resurfaced in the future?”

Councillor Hibbert responded that a Highways Engineer had undertaken a detailed walked visual inspection on the 25th September this year, to ascertain a general condition of the carriageway along Denton Lane. Any repairs deemed necessary would continue to be logged, however the standard of the carriageway meant that it was not currently included in the resurfacing programme.

10. Councillor Ali to Councillor Hibbert

“The issue is in relation to road safety in Chadderton North. I am concerned that the junction of Garforth St and Middleton Road is increasingly difficult to negotiate when travelling by car. This is a

busy junction and poses a risk to both commuters and pedestrians. I was wondering if the relevant Cabinet Member can advise if there is any possibility of measures being taken to improve road safety for all users”.

Councillor Hibbert responded that he knew the junction very well, knew there were difficulties there and had discussed this with officers. A scheme had been proposed and would be considered within available funding. The proposal under consideration was to install traffic signals with pedestrian crossing facilities at this junction.

11. Councillor A Alexander to Councillor Hibbert

“I have been asked by the residents of Old Mill House, Hood Square and local householders about whether there is a possibility of a traffic island on Oldham Road Springhead, opposite the bus stops, to help the elderly in crossing this part of the road safely.

I know these are hard times due to this government’s cuts in all departments but is there some kind of hope I can give residents because I am led to believe there isn’t any funding for this kind of work?”

Councillor Hibbert responded that a full study was required to assess if it was viable to install a pedestrian refuge at this point, as the road was quite narrow and there was a natural bend. A feasibility study was essential to determine the most appropriate solution and the District Executive had received a fee proposal to carry out this study. He had questioned the amount of that fee proposal and was talking further with officers, doing his best to achieve a positive outcome on this issue.

12. Councillor Sheldon to Councillor Hibbert

“Would the Cabinet Member consider improving the safety of pedestrians on the roads in Saddleworth and also in the Borough, by improving the lighting. The new lighting columns around the Borough have much improved the road carriageway and will save on the running costs now and in the future. The design of the new columns often cause the road to be well-lit, but the footpaths are often in the shade caused by trees and shrubs at the side of the road. At this time of the year, with the loss of the tree leaves, there is less of a problem, but this may be the best time to prune back the hedges and tree branches. The problem will increase again in the spring. I believe a well-lit area is often a safer area”.

Councillor Hibbert responded that he had met with Councillor Murphy and gone through the local transport plan. Councillor Murphy was satisfied that all the work proposed was shared as evenly as possible across the Borough. The Council was doing as much as it could to make all junctions as safe to use for pedestrians as drivers. As regards lights, if Councillor Sheldon could give him a clearer indication of where he was referring to, he would make sure they were investigated. When lights were

first installed, it took a while to adapt to the computer timing system, so it could take a week or two before the lights starting lighting up in co-ordination with others in the area. Things could go wrong and, if Councillor Sheldon could tell him where they had gone wrong, he would do his best to resolve it.

13. Councillor Judge indicated he wished to withdraw his question as it had already been dealt with.

14. Councillor Ames to Councillor Hibbert

“Can the Cabinet Member for Housing and Highways investigate why there is delay in resolving why four newly completed properties remain empty whilst the other houses on the site were let some months ago? The homes are 17, 19, 21 and 23 Hollins Rd, Hollinwood”.

Councillor Hibbert responded that there was a crash barrier across the front of the properties which was introduced as part of the works to enable the M60.

Officers would be going back to the developer this week to progress this further and find out exactly what was going on.

15. Councillor Chadderton to Councillor Hibbert

“There is a large dip that has formed on the road on the hill between Low Crompton Road and Linkside Avenue, the dip is getting slightly bigger and slightly deeper as the weeks pass. Can the relevant Cabinet Member tell me when this will be resurfaced”.

Councillor Hibbert responded that investigations were ongoing regarding the cause of the subsidence in this area. The area was being made safe while these investigations progressed. The surface would only be permanently repaired once the cause of the subsidence was resolved.

16. Councillor Sedgwick to Councillor Brownridge

“My question relates to incidents of anti-social behaviour outside Lees Library.

The Library has a Wi-Fi facility. Unfortunately this is not turned off at times when the Library is closed and crowds of young people gather round the building at night as they are able to access the facility on remote devices outside it.

The situation is leading to the Police being called out on a regular basis in response to complaints from local residents about the noise.

Please can I ask the Cabinet Member if it is possible for the Wi-Fi facility to be turned off outside Library opening hours so residents can get some peace?”

Councillor Brownridge responded that the answer was yes. She had a similar situation at the Gallery and had asked Unity to turn

the connection off when the Gallery was not open. She had asked them to extend that to Lees library also.

At this point in the meeting the Mayor advised that the time limit for this item had expired.

RESOLVED that the questions and the responses provided be noted.

2 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Kirkham, Hudson and Shah

3 **TO ORDER THAT THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9TH SEPTEMBER 2015 BE SIGNED AS A CORRECT RECORD**

RESOLVED that the minutes of the meeting held on 9th September 2015 be approved as a correct record

4 **TO RECEIVE DECLARATIONS OF INTEREST IN ANY MATTER TO BE DETERMINED AT THE MEETING**

In accordance with the Code of Conduct, Councillors Murphy, Hibbert and Brownridge declared a personal interest in Item 12, Minutes of the Cabinet meeting of 21st September, by virtue of their appointments to the Board of First Choice Homes.

Councillors Shuttleworth, Judge and Heffernan declared a personal interest in Item 12, Minutes of the Cabinet meeting of 21st September, by virtue of their appointments to the Oldham Coliseum Board.

Councillors Chauhan, Harrison and McCann declared a personal interest in Item 15(b), Minutes of Partnership meetings, by virtue of their appointments to the Oldham Care and Support Board.

Councillors Sykes, Dean and McCann declared a personal interest in Item 15(b), Minutes of Partnership meetings, by virtue of their appointments to the Unity Partnership.

Councillors Ball, Stretton, Williams, Bashforth, Heffernan declared a personal interest in Item 9, Budget Proposals, by virtue of their membership of the Credit Union.

Councillor Ball declared a personal interest in Item 9, Budget Proposals, by virtue of being the Council lead on Community Horizons.

Councillors Roberts, Dearden, Fielding, Wrigglesworth and Williamson declared a personal interest in Item 9, Budget Proposals, by virtue of being Directors of Positive Steps, Oldham.

Councillor Cosgrove declared a personal interest in Item 9, Budget Proposals, by virtue of being a Trustee of NEON.

5 **TO DEAL WITH MATTERS WHICH THE MAYOR CONSIDERS TO BE URGENT BUSINESS**

The Mayor informed the meeting that no items of Urgent Business had been received.

6 **TO RECEIVE COMMUNICATIONS RELATING TO THE BUSINESS OF THE COUNCIL AND SPECIFICALLY TO ACKNOWLEDGE THE PASSING OF RT HON MICHAEL MEACHER MP AND HONORARY FREEMAN OF THE BOROUGH**

The Mayor advised the meeting that no items had been received related to the business of the Council.

The Mayor and Councillors Dean, Bates, Jabbar, Ahmad, Sykes and McMahon all paid tribute to the work of the Right Honourable Michael Meacher MP, Honorary Freeman of the Borough and Member of Parliament for Oldham West and Royton. A minute's silence was held in his memory.

7 **TO RECEIVE AND NOTE PETITIONS RECEIVED RELATING TO THE BUSINESS OF THE COUNCIL**

The Mayor advised that one petition had been received for noting by Council.

RESOLVED that the following petition received since the last meeting of the Council be noted:

Economy and Skills

Save Shaw Market Petition (received 20 October 2015) (353 Signatures) (Ref 2015-22)

8 **OUTSTANDING BUSINESS FROM THE PREVIOUS MEETING**

The Mayor informed the meeting that there was one item of Outstanding Business from the last Council meeting.

Councillor Jabbar **MOVED** and Councillor Fielding **SECONDED**:
"This Council notes the passing of this Tory Government's Welfare Bill in the House of Commons.

The bill will cut away another £12 Billion from the welfare budget, hitting the most vulnerable in our society the hardest, the poor, the jobless, the sick to name a few. This Tory Government seems to be hell bent on attacking towns like Oldham in its cuts to Local Government funding, and now it is taking aim at families who can't make ends meet.

This bill moves to cut tax credits and housing benefit, measures which we believe will lead to increases in child poverty, this is despite the Conservatives pledging the opposite in their manifesto – a promise not kept.

Indeed, the House of Commons Library has put the average household loss at £1350 a year because of this regressive bill.

This Council resolves:

- To instruct the Chief Executive to write to the appropriate government minister, expressing this council's concern over measures in the Welfare Bill and that an assessment be made of its impact on Oldham should it become law.

- To ask our three Members of Parliament to campaign against the bill during its passage through both Houses of Parliament and to reasonably amend or vote against the bill, encouraging other parliamentary colleagues to do the same”.

AMENDMENT

Councillor Harkness MOVED and Councillor Sykes
SECONDED:

“Insert two new paragraphs after the fourth sentence which ends “to name a few”:

“The Government plans to reduce tax credits for three million employees on low pay. This represents a direct attack on everyday workers who go out to work come rain or shine to provide for their families, and this will dishearten them when we should be giving them a helping hand.

Everyone sensible knows we need to balance the books but this should be not be done on the backs of the working poor - especially at a time George Osborne is handing tax breaks to millionaires”.

Motion as Amended to read:

The Council notes the passing of this Tory Government’s Welfare Bill in the House of Commons.

The bill will cut away another £12 Billion from the welfare budget, hitting the most vulnerable in our society the hardest, the poor, the jobless, the sick to name a few.

The Government plans to reduce tax credits for three million employees on low pay. This represents a direct attack on everyday workers who go out to work come rain or shine to provide for their families, and this will dishearten them when we should be giving them a helping hand.

Everyone sensible knows we need to balance the books but this should be not be done on the backs of the working poor - especially at a time George Osborne is handing tax breaks to millionaires.

This Tory Government seems to be hell bent on attacking towns like Oldham in its cuts to Local Government funding, and now it is taking aim at families who can’t make ends meet.

This bill moves to cut tax credits and housing benefit, measures which we believe will lead to increases in child poverty, this despite the Conservatives pledging the opposite in their manifesto – a promise not kept.

Indeed the House of Commons Library has put the average household loss at £1350 a year because of this regressive bill.

This Council resolves:

- To instruct the Chief Executive to write to the appropriate government minister, expressing the council’s concern over measures in the Welfare Bill and that an assessment be made of its impact on Oldham should it become law.
- To ask our three Members of Parliament, particularly the new member for Ashton-under-Lyne, to campaign against the bill during its passage through both Houses of Parliament and to

reasonably amend or vote against the bill, encouraging other parliamentary colleagues to do the same”.
A vote was taken on the AMENDMENT, which was CARRIED unanimously.

AMENDMENT 2

Councillor Sykes MOVED and Councillor Harkness SECONDED:

“Insert in Line 2 after ‘Commons’: comma “aided by the abstention in the vote of the majority of Labour MPs, including one of Oldham’s MPs who represents Failsworth.”
Insert in Line 14 after ‘Parliament’: comma “particularly the new member for Ashton-under-Lyne” comma.

Motion as Amended to read:

The Council notes the passing of this Tory Government’s Welfare Bill in the House of Commons, aided by the abstention in the vote of the majority of Labour MPs, including one of Oldham’s MPs who represents Failsworth.

The bill will cut away another £12 Billion from the welfare budget, hitting the most vulnerable in our society the hardest, the poor, the jobless, the sick to name a few. This Tory Government seems to be hell bent on attacking towns like Oldham in its cuts to Local Government funding, and now it is taking aim at families who can’t make ends meet.

This bill moves to cut tax credits and housing benefit, measures which we believe will lead to increases in child poverty, this despite the Conservatives pledging the opposite in their manifesto – a promise not kept.

Indeed the House of Commons Library has put the average household loss at £1350 a year because of this regressive bill.

This Council resolves:

- To instruct the Chief Executive to write to the appropriate government minister, expressing the council’s concern over measures in the Welfare Bill and that an assessment be made of its impact on Oldham should it become law.
- To ask our three Members of Parliament, particularly the new member for Ashton-under-Lyne, to campaign against the bill during its passage through both Houses of Parliament and to reasonably amend or vote against the bill, encouraging other parliamentary colleagues to do the same”.

A vote was taken on the AMENDMENT, which was LOST.

A vote was then taken on the MOTION (as amended).

“The Council notes the passing of this Tory Government’s Welfare Bill in the House of Commons.

The bill will cut away another £12 Billion from the welfare budget, hitting the most vulnerable in our society the hardest, the poor, the jobless, the sick to name a few.

The Government plans to reduce tax credits for three million employees on low pay. This represents a direct attack on everyday workers who go out to work come rain or shine to

provide for their families, and this will dishearten them when we should be giving them a helping hand.

Everyone sensible knows we need to balance the books but this should be not be done on the backs of the working poor - especially at a time George Osborne is handing tax breaks to millionaires.

This Tory Government seems to be hell bent on attacking towns like Oldham in its cuts to Local Government funding, and now it is taking aim at families who can't make ends meet.

This bill moves to cut tax credits and housing benefit, measures which we believe will lead to increases in child poverty, this despite the Conservatives pledging the opposite in their manifesto – a promise not kept.

Indeed the House of Commons Library has put the average household loss at £1350 a year because of this regressive bill”.

On being put to the VOTE, the meeting UNANIMOUSLY voted IN FAVOUR of the motion, which was therefore CARRIED.

RESOLVED that:

- The Chief Executive be instructed to write to the appropriate government minister, expressing the council's concern over measures in the Welfare Bill and an assessment be made of its impact on Oldham should it become law.
- The three Members of Parliament, particularly the new member for Ashton-under-Lyne, be asked to campaign against the bill during its passage through both Houses of Parliament and to reasonably amend or vote against the bill, encouraging other parliamentary colleagues to do the same.

9

BUDGET PROPOSALS 2016/17 2017/18 TRANCHE 1

Consideration was given to a report of the Director of Finance which presented a revision to the 2016/17 and 2017/18 budget reduction requirement and also the Administration's detailed Tranche 1 budget reduction proposals for the financial year 2016/17 prior to the receipt of the Local Government Finance Settlement and other information which would impact on budget decisions. Further detailed budget reduction proposals would be presented to Council on 16 December 2015.

Councillor McMahon MOVED the Budget Proposals and reserved his right to speak.

Councillor Jabbar SECONDED the Budget Proposals and spoke in support of them

Councillors Mushtaq, McCann, Dean, Rehman, Harrison, Haque, Blyth and Sykes spoke in support of the Budget Proposals.

Councillor McMahon exercised his right of reply and spoke in support of the Budget Proposals.

On being put the vote the MOTION was CARRIED UNANIMOUSLY.

RESOLVED that:



1. The revised budget reduction targets for 2016/17 of £18.194m and 2017/18 of £25.200m be approved.
2. £5.974m of the Tranche 1 budget reduction proposals (presented in summary at Appendix 3 and in detail at Appendix 4) be approved.
3. The eight budget proposals totalling £3.379m for 2016/17 for which the conclusion of consultation exercises is still required, as set out in Appendices 5 and 6, be noted.
4. It be noted that the budget reduction target may need to be revised depending on the Government funding and policy announcements, including the Provisional and Final Local Government Finance Settlements for 2016/17.

10

YOUTH COUNCIL

Members of the Youth Council spoke on the following Motion:
“New Psychoactive Substance (NPS). Substances commonly known as Legal Highs are posing a significant risk in our communities. These drugs are designed to mimic the effects of other illegal drugs such as cannabis, cocaine and heroin. Although they are known as Legal Highs, this can be a misleading title. Many of these produced substances are already under the control of the misuse of drugs act but by naming them as Legal Highs, many young people believe that are safe to use and by being legal they are not as harmful as illegal substances. This is far from true.

The issue of Legal Highs has been previously raised in Full Council, back in December 2014, we know that many of you are already concerned about the problems they pose here in Oldham. It was resolved previously that further consultation work needed to be undertaken by Health and Wellbeing and it is encouraging to see that this is well underway.

NPS are more commonly manufactured in China and to a lesser extent, India. They are mainly imported into this country via mail and fast parcel services. The home office have found that they are then mainly distributed to users via friends, drug dealers, headshops and other retail outlets including garages, newsagents and takeaways. New substances appear rapidly on the market often replacing those substances that have been banned. Just a small change in the chemical ingredients can create a new substance that is not yet under control of the misuse of drugs act.

Legal Highs are easily accessible; you may have seen the evidence of them lying in the streets; the silver bullet type canisters that hold Nitrous oxide (laughing gas) or little packets such as these. Although there are many different ‘brands’ of NPS they mainly fall into 5 main groups:

- Stimulant type drugs - that mimic substances like amphetamines, cocaine and ecstasy
- Downers/Tranquillisers - that mimic various sedative drugs or opioid drugs

- Hallucinogenic - that mimic substances like LSD
- Dissociative drugs - these mimic substances like ketamine and PCP
- And finally Synthetic Cannaboids - that mimic the effects of cannabis

People take these substances for many of the same reasons people use other drugs because they enjoy the effects, they offer escapism, relaxation, shared social experiences and adventure and with NPS many people believe that they are legal which adds to the attraction.

There is little information available about the long term effects of NPS but short term use risks include:

- Overdose or seizures that can and have resulted in death
- Temporary psychotic states
- Unpredictable behaviour
- Sudden increase or decrease in heart rate, breathing rate and body temperature
- Hallucinations
- Vomiting
- Confusion and possible aggressive behaviour
- Feeling suicidal
- Physical and psychological dependency

I think we can all see that these are dangerous substances because of the health problems they create but we need to look at the wider implications too.

They can create social problems such as an increase in criminal activity, the breakdown of relationships, not engaging with school and education and social exclusion.

They create economic problems, as people develop personal debts, lose their jobs, have lower academic achievement and therefore affect future employment opportunities.

Legal Highs come at a great cost; a personal cost to individuals as well as a huge financial cost to services trying to deal with the associated problems they create.

We cannot afford to ignore this increasing issue.

Here in Oldham we know people are using NPS and let us be clear, it is not just young people. It is estimated that the average age of an NPS user is 40! This is an issue that potentially affects all residents in our borough. The latest statistic from Oasis, Oldham's young people's drug and alcohol services, reports that 27% of their clients are presenting with Legal High misuse. We believe this is set to increase unless we take action.

There is work already being undertaken in Oldham to address the issue of NPS. A task and finish group has been established with representation from a range of agencies and services to look at developing a co-ordinated and coherent approach in Oldham to the issue of NPS misuse.

We believe that the issue of NPS misuse needs to be a priority here in Oldham; we need to respond to the issue now before things get worse.

We believe there needs to be a shared strategy across Oldham from all agencies and services that includes a comprehensive campaign that raises awareness of what NPS are, prevents people from becoming users of NPS and has a programme that

enables the support of people who do use them to become non users.

We need to be working in schools to educate young people, professionals and parents about NPS. We knew little about NPS until we undertook a workshop with Oasis Drug and Alcohol Service. Young people are being misled by the common name of Legal Highs, believing they are safe to use because they are legal and they are not fully understanding what they are consuming.

We need to be delivering work in communities to build awareness and resilience. This is not just a youth issue as more adults use Legal Highs, often using them as a replacement for drugs such as heroine, cannabis and cocaine.

We believe a better name for these substances is Lethal Highs; the ultimate price someone could pay is death! We have seen this price paid in other areas of the country; we don't want the number of lives claimed by NPS to be higher.

We propose that Oldham Council recognises that NPS is a priority issue to be addressed and that it commits to supporting the work of the multi-agency task and finish group in its work to address the Issue of NPS misuse in Oldham".

Councillors Stretton and Williamson spoke in support of the Motion.

RESOLVED that:

The Council recognised that NPS was a priority issue to be addressed and committed to supporting the work of the multi-agency task and finish group, in its work to address the Issue of NPS misuse in Oldham.

11

LEADER AND CABINET QUESTION TIME

The Leader of the Opposition, Councillor Sykes, raised the following questions:

1 Talk Talk Cyber Attack

"The Leader will be aware of the cyber-attack conducted on 21st October against one of Britain's biggest internet service providers, Talk Talk.

As a consequence of this attack, a significant amount of individual customer data was stolen, including bank account numbers, sort codes, credit and debit card details, dates of birth and the names, email addresses and phone numbers of customers.

To their credit, according to a spokesperson from the Metropolitan Police Cyber Crime Unit: "TalkTalk have done everything right in bringing this matter to our attention as soon as possible," and they are co-operating fully with an ongoing criminal investigation, which has now led to an arrest.

Nonetheless this news will still be very worrying for our residents who pay their bills with the Council electronically on-line or who choose to pay via a debit or credit card.

What information can the Leader provide us about the impact, if any, of the Talk Talk attack on the Council's operations and its customers – the residents of this borough – and what reassurance can he provide them that the Council has the most rigorous safeguards in place to keep the personal and payment details of our residents safe from prying eyes?"

Councillor McMahon, Leader of the Council, responded that he would consult with officers and provide a written response. The Council had secure servers and, when it took payments, those details were encrypted to make sure they could not be viewed. Cyber terrorists would try to circumnavigate the system on a regular basis so it was kept under constant review. The Council was aware of breaches such as Talk Talk and the government breaches and had learned from them, particularly as a public agency that took payments.

2. Conservative threat to Generation Oldham

"My second question concerns a clear and present danger to a plan that has enjoyed cross-party support in this Chamber – namely the proposal to generate our own green energy through the Generation Oldham project.

The Leader may be aware that the new Tory Government has recently proposed changes that will make it difficult if not impossible to continue to develop community owned renewable energy schemes.

When the Liberal Democrats controlled the Department of Energy and Climate Change whilst in coalition, a favourable regime was put in place to provide a generous subsidy by the payment of a Feed in Tariff (or FIT) to community energy projects.

As a result over 5,500 community energy projects were established over the lifetime of the Coalition Government – making a major contribution to our country's energy needs without creating a carbon footprint.

The new Government intends to unravel this regime by cutting the FIT by up to 90% in January 2016. Under their proposals FIT payments to roof mounted solar schemes will be reduced from 12.47p for every kilowatt hour of electricity they produce to 1.63p.

I have recently responded – as I am sure many others have - to the Government consultation on this matter opposing the changes but I have no doubt they will still go ahead.

Given that this Council's Generation Oldham proposals are based on the generation by roof mounted solar panels of 1 megawatt of electricity, can the Leader please tell me whether these proposals would make this scheme unviable and whether any solar panels can be installed before January to enable us to claim the existing subsidy and salvage what we can from this Conservative inspired train wreck?"

Councillor McMahon, Leader of the Council, responded that the Generation Oldham project had been in development for a

number of years. The Council had reached a stage where it was happy with the way forward and had agreed the report, which was based on a subsidy coming back to make it financially viable. The capital investment required to install the equipment was substantial and would have to be repaid, and the subsidy would be needed to ensure Oldham and community groups got the benefit. Oldham had a good track record, with the Saddleworth Community Hydro Scheme in place. People had bought shares in it and the Council had supported it. The Generation Oldham scheme was about making the benefits available for everyone in Oldham. If the Government did not believe in social housing or renewable energy, but presented it to the public as if it were a give-away. They said to people they were removing the green tax and giving them money back, but that money was used to pay for renewables that, over the long term, would have made energy cheaper for them. They presented it as a give-away. The Leader could not say with confidence that Generation Oldham would be delivered on the scale that the Council's ambition would have wanted, but he could say that the determination to produce something good at the end of it was still there. He would ask Councillor Jabbar to circulate an updated note on Generation Oldham as a result of the change in subsidy.

A Leader of a minority Opposition group, Councillor Sheldon, raised the following question:

“It is good news that the railway line from Manchester Victoria to Huddersfield is soon going to see electrification. There is an impact due to the closure of the main road between Saddleworth and Huddersfield for up to six months, which would have serious repercussions for residents and businesses. There is no close diversionary route in that traffic would have to go either through Mossley or through Delph to get from Oldham to Uppermill. Can all the Saddleworth Councillors be brought on board very soon to discuss this major problem so that there could be ideas in place before the electrification took place to alleviate the problem?”

Councillor McMahon, Leader of the Council, responded that a detailed answer would be sent in writing and this was effectively a ward issue.

The Mayor reminded the meeting that Council had agreed that, following the Leaders' allocated questions, questions would be taken in an order that reflected the political balance of the Council.

Members raised the following questions:

1. Councillor Roberts to Councillor Hibbert

“Can the relevant Cabinet Member tell us what the potential impact will be in Oldham of the Conservative Government's proposed housing policies in extending the right to buy to

Housing Association tenants and forcing Councils to sell off higher value properties?”



Oldham
Council

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, responded that there potential problems as well as existing ones that were quite substantial. Right to Buy had already had a major impact on the supply of family housing for social rent in the Borough. In the last past 5 years alone, 179 former Council home tenants had exercised the Right to Buy, with 109 of these in the last 2 years. This stemmed from the Government’s policy of increasing the level of Right to Buy discounts.

Whilst extending the Right to Buy to housing association tenants had been presented by the Government as a means to open access to home ownership, it caused a number of problems in terms of impact on individuals. Many people did not always appreciate the financial challenges in terms of maintaining and managing their homes. This had been seen on the Crossley estate, where properties remaining with the Housing Association had benefitted from improvement that private owners had not been able to afford. The Council would not support anything which encouraged people into debt and put them at risk of repossession. When many right to buy properties were subsequently sold on, they often ended up in the private rented sector which could lead to a lack of maintenance and a range of neighbourhood management problems. The Cabinet Member was not suggesting that every private landlord was irresponsible, but too many of them were.

Right to buy also impacted greatly on the supply of affordable family homes for rent across the borough. It was clear from recent years that the cost of replacing the homes lost under Right to Buy had never been met by the Government. This proposal would put further pressure on Oldham’s housing associations’ finances.

Former Council tenants who were housed by First Choice Homes in their 12,000 properties already had what was called the ‘preserved right to buy’, and these new changes would affect housing association tenants in around a further 10,000 other homes across the Borough.

In relation to the selling of high value Council Homes to fund replacements, he did not believe the Government had thought through the implications. This proposal appeared part of a drive to push home ownership at the expense of councils and those who need affordable homes for rent. This could in theory impact on around 300 new-build family council homes, which were recently built through the Gateway to Oldham scheme. None of these met the suggested definition of ‘high value’, however the Government may set a target for the Council to sell properties. He was asking the Government to exempt the sale of recently-built homes as the cost of replacing them would not be viable. This policy might work on the south-east of England, where properties could be sold for many times the cost of rebuild, but it did not apply in Oldham and the north. The policy was dangerous and threatened the quality of life of many people across the north of England. It was disgraceful and the Council

should be doing everything possible to fight this ill thought-out and southern-centric policy.



Oldham
Council

2. Councillor Haque to Councillor Akhtar

“Oldham is rightly proud of the record of Oldham Sixth form College, but recent research by the Sixth Form Colleges Association has painted a worrying picture about the future - can the relevant Cabinet member comment on what this means for Oldham?”

Councillor Akhtar, Cabinet Member for Education and Skills, responded that the Sixth Form Colleges Association had published its 2015 funding impact survey report recently, outlining a number of significant funding pressures on sixth form colleges across England. The report commented that “The 93 Sixth Form Colleges in England are an education success story. They outperform school and academy sixth forms while educating more disadvantaged students and receiving less funding. However, this year’s funding impact survey shows that the sector has reached the point where it cannot absorb any further reductions”.

The Sixth Form College sector as a whole had faced a number of funding cuts over the last few years and 16-18 funding was not protected by the Government. Coupled with the fact that colleges had to pay VAT whilst schools and academies did not, and the scale of the funding position faced by the sector was clear.

Oldham Sixth Form College had faced and continued to face these challenges but remained very strong, having handled the cuts effectively over the last few years. They had sustained strong outcomes, including AS level results this summer which placed the college in the top 10% nationally in terms of progress made against expected outcomes.

As a result of carefully managed changes year on year, the College continued to have an 'outstanding' rating in terms of financial health. This was not to say the future would not be challenging, given the lack of protection and potential for further cuts, but he believed Councillors could continue to have confidence in the College's current and future position.

3. Councillor Malik to Councillor Harrison

“There has been a lot of news about the success of Adoption and Fostering Services in Oldham. Can the Cabinet Member for Social Care and Safeguarding bring us up to date on any recent developments?”

Councillor Harrison, Cabinet Member for Social Care and Safeguarding responded that, in the recent SIF inspection it was noted that both our Adoption and Fostering services were rated good and had shown significant improvement. Within fostering, capacity had been created in our mainstream carers, in essence to meet the increased demand for the service, and as a consequence of staying put legislation, where young people had the option of staying put longer with foster parents. The foster

care offer had been developed to deal with more complex cases, particularly those young people in need of therapeutic support. Similarly the Council had concentrated on recruiting carers for teenagers to enable the reduction of the number of residential placements and to improve outcomes for young people at a crucial stage in their lives. A fairly recent development had been the setting up of the West Pennine Regional Adoption Agency, part of a nationwide initiative to bring authorities together to share expertise. Oldham were part of a very successful bid that was confident it could lead to more timely and better matches for children across the region in the adoption process.

There was also a joint adoption panel with Rochdale, set up in October. This had an independent chair and adoption panels now met every two weeks. This would help improve timeliness of adopter approvals and children's matches with their prospective adoptive families.

The adoption support fund had been fully operational since May 2015. This was to provide therapeutic support for families who may need it, after an adoption order. Oldham had made successful applications to the fund for therapeutic support for 6 adoptive families, with more on the way. All eligible families had been contacted to advise them of the fund.

There had been Government help with increasing fees for harder to place children and young people, such as older children, sibling groups, children from BME backgrounds and those with special needs.

Over all, the people in this Service were to be congratulated

4. Councillor Harkness to Councillor Akhtar

"Many children from the poorer households in this borough come to school hungry. It is well known that a hungry child will have great difficulty concentrating in lessons and so their learning will suffer. Such children would benefit enormously from having access on their arrival at school to a Breakfast Club providing nutritious food free or for a nominal sum. The Liberal Democrat Group has recently conducted a survey of schools to identify which run Breakfast Clubs. This did reveal some additional clubs that were not already recorded in the Council's database and I will be very happy to share the question set and the data received with the Cabinet Member. However, many schools did not respond to the survey so the picture is far from complete. Can I therefore please ask the Cabinet Member if he will be willing to commission an official Council survey of schools so we can gain a greater understanding of the available provision at this time?"

Councillor Akhtar, Cabinet Member for Education and Skills, responded that the short answer was "yes".

5. Councillor Fielding to Councillor Haque

"The introduction of individual electoral registration is predicted to lead to the loss of thousands of eligible voters from electoral registers.

What is the Council doing to raise awareness of this change and ensure that nobody in Oldham loses their right to vote?"



Oldham
Council

Councillor Haque, Deputy Cabinet Member for Performance and Corporate Governance, responded that additional staff resources funded from central government were being used to concentrate on the task of reducing the unconfirmed electors, together with colleagues from canvassers and the neighbourhood teams making personal weekend visits to non responding properties in the lowest responding areas. Work was still ongoing in this area.

These electors had two letters sent out separately to them and one hand-delivered by canvassers requesting a response on top of the usual canvass activity.

To date every household had received a Household Enquiry Form followed by a reminder and a second reminder when necessary. The personal canvass was underway and would run until mid November.

The communication plan had used twitter and facebook messaging which had been ongoing throughout the canvass and an extra push had gone out on facebook recently.

Staff had been encouraged through team briefs and posters throughout the workplace.

Personal calls had been made to build up better relationships with nursing homes and their managers, this would be ongoing. Licensing of Private Landlords had been used to write out to them requesting information about tenants and movements.

6. Councillor Shuttleworth to Councillor Hibbert

"An article in The Times on 19 October has a comment from Oliver Colville MP, the chairman of the all-party parliamentary group on the private rented sector, and I quote: ""The government needs to explain why so much taxpayers' money is going to rogue landlords without proper accountability." He called for action to end the blight of filthy and dangerous accommodation.

May I therefore ask the relevant Cabinet member to advise:

1. The current situation in relation to the Selective Licensing Scheme
2. How many private landlords have indicated their willingness to join the scheme
3. The number of known private landlords in the Borough
How many private landlords, if any, have been prosecuted for providing unfit homes during the last 5 years"

Councillor Hibbert, Cabinet Member for Housing, Planning and Highways, responded that he had also read the article and noted the comments on the private rented sector. To date, the team had received 596 applications for a licence from the 5 neighbourhoods that were currently designated. Of these applications 67 properties had now been licensed after providing the relevant documentation and complying with the conditions, with another 104 to be issued with a licence by the end of November.

Officers were currently processing the details of 30 private landlords who had failed to apply for a licence from the initial neighbourhood of St. Marys and these details would be processed with the intention to prosecute.

Across the 5 neighbourhoods that were designated, the Council had received 596 applications. Further applications were expected as a number of landlords were waiting for the approval of the instalment option which was now in place.

This figure was unknown but what could be said was that, within the neighbourhoods covered by Selective Licensing, 38% of the housing stock was privately rented. It was also known from research that over 80% of landlords with properties in the Borough owned only one property.

5 landlords had been prosecuted by the team over the last 5 years. In addition to these prosecutions, officers had also served legal notice on landlords to emergency close 15 privately rented properties due to their condition and also executed 33 warrants issued by the Magistrates Courts to ensure standards are maintained.

The Council was now at the easier stage of finding landlords, the difficulty would come with those that were not registered, with those that had taken cash in hand payments, with tenants who were terrified of reporting anything about their landlord for fear of eviction. One private landlord had expressed the view that the way he would deal with a troublesome tenant would be to put their property on the pavement and change the lock. That was the standard of landlord the Council was determined to protect the people of Oldham from and to fight against, to achieve what the Council wanted – good responsible, safe, secure, healthy properties in Oldham for people to live in, with no fear of insecurity in the future.

7. Councillor Garry to Councillor Akhtar

“Apprenticeships are an excellent route in to skilled employment for young people. Can the relevant cabinet member advise how many people have been supported in to apprenticeships by the Get Oldham Working Scheme?”

Councillor Akhtar, Cabinet Member for Education and Skills, responded that the Get Oldham Working campaign had supported 286 citizens into Apprenticeships across a wide range of areas and increasingly into higher levels (advanced and higher). The Council had achieved a 97 percent achievement rate, which was exceptional and 86% progress directly into employment at point of leaving the scheme.

The Council had increased its commitment to apprenticeships from 10 a year to over 50 a year and was confident it would be exceeding the Government Apprenticeship Levy target.

8. Councillor Williamson to Councillor Harrison

“Children that are looked after by the local authority are required to leave their accommodation if they reside in a Children’s Home when they reach the age of 18; yet they can remain in-situ within a foster care placement until they become 21.

Given that the local authority retains a duty of care to children that are looked after until they become 21, please can the Cabinet Member outline for me what ongoing support is currently provided by the Council once they become an adult and leave a Children's Home?"

Councillor Harrison, Cabinet Member for Social Care and Safeguarding responded that, in response to the question posed, young people could remain in Foster Care post-18 in the initiative of 'Staying Put', which was reviewed every 6 months to discuss if this was still an appropriate decision until the age of 21 years.

Oldham went the extra mile. Children's Homes were regulated by Statutory Guidance that did not allow this extension. However Oldham was unique and provided 2 high quality Semi Independence Units. Most children left residential care in Oldham and moved to a semi-independent unit, and could stay up to 21. These were staffed 24 hours a day and allowed young people to develop their skills, independence and maturity to take on another step towards independence and their own tenancy in the future. They provided a safety net and built relationships for the Workers to then continue when they moved on further. Following this period, Oldham had 13 taster flats for Post 18 year olds that had been in care, and developed skills in semi independence but still needed another period of support. These were self-contained flats, where staff from the Service visited on a nightly basis in order to provide and offer support. This provided an alternative or compliment for young people's development to independence, and prompted confidence, and was again a safety net that Parent's would provide. Oldham was being a good ongoing corporate parent.

The Social Workers in the service supported young people who were Care Leavers until 21 years, and until 25 years if they were in Higher Education/Apprenticeship/Traineeship. It was over a period of time, advice, support and guidance that young people could be encouraged to aspire and succeed and attend University. Longer term, this would support individual autonomy and increased independence, and resilience of dealing with situations and life.

At this point in the meeting the Mayor advised that the time limit for this item had expired.

RESOLVED that the questions asked and responses provided be noted.

12

TO NOTE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON THE UNDERMENTIONED DATES, INCLUDING THE ATTACHED LIST OF URGENT KEY DECISIONS TAKEN SINCE THE LAST MEETING OF THE COUNCIL, AND TO RECEIVE ANY QUESTIONS OR OBSERVATIONS ON ANY ITEMS WITHIN THE MINUTES FROM MEMBERS OF THE COUNCIL WHO ARE NOT MEMBERS OF THE CABINET, AND RECEIVE RESPONSES FROM CABINET MEMBERS

The Cabinet Minutes for the meetings held on 24th August 2015 and 21st September 2015 were submitted.



Questions were raised by the following Councillors on the Cabinet Minutes as detailed below:

Councillor McCann – Cabinet meeting – 21st September, Item 10, page 45, Oldham Coliseum Theatre and Heritage Centre, accepting that there may be a commercial sensitivity factor in the reply, could the relevant Cabinet Member advise him of any major revisions or changes that were required, and confirm that financial controls would remain at a high and strict level as they had been with other schemes? Would risk evaluations remain at a high professional level? He accepted this was long-term project and wished for further guidance given the number of changes that seemed to be happening.

Councillor McMahon advised that there had been no material changes. Numbers had moved around, partly because of a significant third-party donation that had been taken into account. The report was largely about scheduling because the funding required that the Council moved quickly on the Heritage Centre element, which meant the fund-raising period for the Coliseum Theatre element would not be sufficient to raise the funding required. The project had therefore been separated into phases. The first phase was to get the Heritage Centre built with the money that had been gifted and to then fund-raise to allow the Theatre to be built. There would also be an opportunity to look at the wider town centre as there had been buildings vacated with no plans for their future use that had deteriorated quickly. It had been agreed with Heritage England, the Arts Council and Heritage Lottery that the project would be widened to consider heritage assets across the town centre. What the Council wanted to do was work with private building owners as well as with buildings in its ownership, to make sure there was a viable use for them going forward. This was an exciting time where the Council was confident to invest in flagship schemes, like the old Town Hall, Princes Gate and the Heritage Centre, and there were a number of private investors that wanted to invest in Oldham. He would soon be bringing forward plans that would deal with the Conservative Club. He would look to do more work with the private sector and with investors outside the Council to ensure that the heritage buildings that were found other uses. It was not viable for the Council to do this, with its budget cut so significantly.

He indicated that he would be happy, where matters were commercially confidential, to meet privately with Members of other parties to go through them.

Councillor Blyth – Cabinet meeting – 21st September, Item 10, page 45, Oldham Coliseum Theatre and Heritage Centre, what will happen to the old Theatre? Historically it was the heart of the theatre in Oldham, that was where it always was and many stars of TV had performed there. What was the Council going to do with it, to preserve the heritage at the top of the town and still let people know that that was where the theatre was?

The other buildings referred to had been vacant for some time and would cost a great deal to do them up. If the Council could not find the money, it needed to be found elsewhere. His main question was what would happen to the old Coliseum?

Councillor McMahon advised that the report did not focus on one building and aimed to get a single plan for the whole town centre and the conservation area. This would make sure there was a joint plan with Heritage England, Heritage Lottery, the Arts Council and other funders to have a long-term plan for use. There had to be a plan for the whole of the town centre, working with people who knew about heritage to make sure the mistakes of the past were not made again, with buildings demolished because they had gone too far. The old theatre was different because the new developments would bring significant footfall. There may be another commercial use for the old theatre where it remained as a venue. There were not yet plans in place and they were being developed. He was happy to sit down on a private basis and share the plans as soon as they were ready to be shared.

There were no observations on the Minutes.

RESOLVED that:

1. The minutes of the Cabinet meetings held on 22nd June 2015 and 20th July 2015 be noted.
2. The questions on the Cabinet Minutes be noted.

13

NOTICE OF ADMINISTRATION BUSINESS

Motion 1

Councillor Moores MOVED and Councillor Roberts
SECONDED:

“This Council is aware that Market Street in Shaw has been hosting the weekly Shaw Market, on a trial basis since the 27th August 2015. During the period of the trial Council Officers have consulted with market traders, local businesses, market users and the wider public this information was then collated and a report prepared for a Licensing Panel scheduled for Monday 2nd November 2015.

This Council welcomes the success of the Shaw Market trial with its positive impact on both the market and surrounding area including the increased demand for stalls on the market, and an increase in footfall on Market Street.

The Council notes that TfGM, and OMBC Highways Department have reported that there has been no disruptive impact on traffic movements in the area.

This Council resolves to work with the businesses located on Market Street, the market traders and the local community in supporting and maintaining a market provision in Shaw that will benefit the local and wider community”.

AMENDMENT



Councillor Gloster MOVED and Councillor Sykes SECONDED

“Insert new second paragraph to follow ‘Monday 2nd November 2015’ as follows:

‘Council notes that local elected members are keen to work with the Administration and Council officers to find a solution that guarantees the continued viability of Shaw Market, and regrets the friction that has arisen from the Administration rejecting consultation on the option to redevelop and promote the market on its existing historic site (the so called ‘staying put’ position).’
Insert in the now third paragraph after ‘Market Street’ a new sentence as follows:

‘Whilst Council welcomes the significant additional spend on free events, publicity, advertising, questionnaires and staff to promote the on-street market, it regrets that this same effort was not made previously to ensure the success of the Market on its historic site’.

The motion as amended to read:

This Council is aware that Market Street in Shaw has been hosting the weekly Shaw Market, on a trial basis since the 27th August 2015. During the period of the trial Council Officers have consulted with market traders, local businesses, market users and the wider public this information was then collated and a report prepared for a Licensing Panel scheduled for Monday 2nd November 2015.

Council notes that local elected members are keen to work with the Administration and Council officers to find a solution that guarantees the continued viability of Shaw Market, and regrets the friction that has arisen from the Administration rejecting consultation on the option to redevelop and promote the market on its existing historic site (the so called ‘staying put’ position).
This Council welcomes the success of the Shaw Market trial with its positive impact on both the market and surrounding area including the increased demand for stalls on the market, and an increase in footfall on Market Street. Whilst Council welcomes the significant additional spend on free events, publicity, advertising, questionnaires and staff to promote the on-street market, it regrets that this same effort was not made previously to ensure the success of the Market on its historic site.

The Council notes that TfGM, and OMBC Highways Department have reported that there has been no disruptive impact on traffic movements in the area.

This Council resolves to work with the businesses located on Market Street, the market traders and the local community in supporting and maintaining a market provision in Shaw that will benefit the local and wider community”.

Councillors Gloster, Sykes, Bates, Blyth and Judge spoke on the amendment.

Councillor Moores did not exercise his right of reply.

Councillor Gloster exercised his right of reply.

On being put to the VOTE, THIRTEEN VOTES were cast IN FAVOUR of the AMENDMENT with FORTY FOUR VOTES cast AGAINST and NO ABSTENTIONS. The AMENDMENT was therefore LOST.

AMENDMENT 2

Councillor Williamson MOVED and Councillor Murphy SECONDED:

“Insert in paragraph 3 after ‘in the area’ a new sentence as follows:

‘However some residents and traders have reported traffic disruption and gridlock on market days’.

Insert after paragraph 4 new paragraphs as follows:

‘Council notes that in surveys feedback from local traders has been mixed. Whilst some welcome the on-street market, others, who are well-established traders, report significant reductions in takings and problems accessing their premises to make deliveries on market days.

Whilst ensuring the future of Shaw Market should be a priority for everyone, Council recognises that this must not be at the risk of jeopardising the viability of existing Market Street businesses.’

Motion as amended to read:

This Council is aware that Market Street in Shaw has been hosting the weekly Shaw Market, on a trial basis since the 27th August 2015. During the period of the trial Council Officers have consulted with market traders, local businesses, market users and the wider public this information was then collated and a report prepared for a Licensing Panel scheduled for Monday 2nd November 2015.

This Council welcomes the success of the Shaw Market trial with its positive impact on both the market and surrounding area including the increased demand for stalls on the market, and an increase in footfall on Market Street.

The Council notes that TfGM, and OMBC Highways Department have reported that there has been no disruptive impact on traffic movements in the area. However some residents and traders have reported traffic disruption and gridlock on market days.

Council notes that in surveys feedback from local traders has been mixed. Whilst some welcome the on-street market, others, who are well-established traders, report significant reductions in takings and problems accessing their premises to make deliveries on market days.

Whilst ensuring the future of Shaw Market should be a priority for everyone, Council recognises that this must not be at the risk of jeopardising the viability of existing Market Street businesses.

This Council resolves to work with the businesses located on Market Street, the market traders and the local community in supporting and maintaining a market provision in Shaw that will benefit the local and wider community.”

Councillor Williamson spoke in support of the amendment.

Councillor Wrigglesworth spoke against the amendment.

On being put to the VOTE, THIRTEEN VOTES were cast IN FAVOUR of the AMENDMENT with FORTY FOUR VOTES cast AGAINST and NO ABSTENTIONS. The AMENDMENT was therefore LOST.

A vote was then taken on the ORIGINAL MOTION. On being put to the VOTE, FORTY FOUR VOTES were cast IN FAVOUR of the MOTION, with NO VOTES cast against and THIRTEEN ABSTENTIONS. The MOTION was therefore CARRIED.

Motion 2

Motion 2 was carried over to the next meeting.

Motion 3

Motion 3 was carried over to the next meeting.

14

NOTICE OF OPPOSITION BUSINESS

Motion 1

Councillor Harkness MOVED and Councillor Williamson SECONDED:

“This Council notes that:

- 2nd – 6th November 2015 is National School Meals week
- 9,800 pupils in reception, year one and two classes in the Oldham borough became entitled to universal free school meals from September 2014
 - Pilots conducted by the Departments of Education and Health in 2009 found that the provision of universal free school meals led to improvements in the concentration, academic performance and behaviour of pupils
 - Four in every 10 children living in poverty do not currently qualify for free school meals; yet in many cases a free school meal may represent the only hot meal that a child receives in a day
 - Extending universal free school meals to all seven to eleven year olds will benefit 13,100 children in the Oldham borough, 10,000 more than currently receive free school meals, and 1.9 million children in the UK
 - This was a recommendation of the School Food Plan presented to government by John Vincent and Henry Dimbleby

This Council believes that:

- Government should extend the provision of universal free school meals to all seven to eleven year olds, starting in the most deprived areas, during the lifetime of this current Parliament
- This expansion should be funded by Government with adequate capital investment and ongoing revenue support

Council therefore resolves to:

- Ask the Chief Executive to write to the Secretary of State for Education, the Rt. Hon. Nicky Morgan MP, outlining this Council's position on this issue
- Ask the Chief Executive to write to the three MPs for the borough asking them to also support this position
- Ask the Leader and the Leaders of the Main and Minority Opposition Groups to seek the support of this position from their respective political groups within the Local Government Association"

On being put to the VOTE, the meeting UNANIMOUSLY voted IN FAVOUR of the MOTION, which was therefore CARRIED.

Motion 2

Councillor Murphy MOVED and Councillor McCann SECONDED:

"This Council notes that:

- The demand for affordable homes in the Oldham borough will continue to increase
 - The availability of social housing is under further threat from a Conservative Government intent on extending the 'right to buy' to housing association tenants, on pressurizing social landlords to sell off their housing stock, and on imposing rent reductions
 - With powers from the 2011 Localism Act and the 2000 Local Government Act, Councils can generate income and build affordable homes, whether for sale or for rent
 - Some councils, such as Sutton, have established a wholly-owned housing development company to build homes for sale at affordable prices or to let at social or market rents
- Council resolves to ask the Overview and Scrutiny Board and the Strategic Housing Partnership Board to investigate the merits of:
- Setting up a Council wholly-owned housing development company
 - Making use of reforms in the use of the Housing Revenue Account and prudential borrowing powers to finance house building by the new company
 - Accessing finance via the new LG Develop scheme recently established by the Local Government Association
 - Identifying, with partners (such as housing associations, the NHS, local developers and landowners), local land sites that have potential for housing development through the new company

Council also requests that these bodies bring back a report on these proposals to a future meeting of Council"

On being put to the VOTE, the meeting UNANIMOUSLY voted IN FAVOUR of the MOTION, which was therefore CARRIED

Motion 3

Councillor Heffernan MOVED and Councillor Turner
SECONDED:



“This Council notes that:

- Today (4th November 2015) is the 69th anniversary of the founding of UNESCO (the United Nations Educational, Scientific and Cultural Organisation) whose mission statement is “building peace in the minds of men and women”.
- In 1974, the member states of UNESCO recognised the necessity of peace education in order for students to acquire the values, knowledge, attitudes, skills, and behaviours to live in harmony with oneself and with others, and to help promote a culture of peace.
- Article 26 of the UN Universal Declaration of Human Rights states that education shall be directed to “further the activities of the United Nations for the maintenance of peace”.
- In signing the European Parliament’s Pledge to Peace, Council has agreed to support the “dissemination and promotion of peace, employing resources and tools such as education”.
- Many international bodies, including UNESCO and the United Nations Association, have produced excellent free educational resources that can be accessed on-line.

Council believes that Oldham should, as the first UK local authority to sign the Pledge to Peace:

- Seek to encourage local schools, academies and colleges to deliver peace education within their curriculum.
- Support Peace in the Classroom, a new Pledge to Peace initiative.

Council therefore resolves to request the relevant Cabinet Member(s) to explore this possibility with the Oldham Youth Council and appropriate local bodies representing the teaching profession and governors (such as the Oldham Schools Alliance etc.)”

AMENDMENT

Councillor Fielding MOVED and Councillor Wrigglesworth
SECONDED:

“Delete: request the relevant Cabinet Member(s) to explore this possibility with the Oldham Youth Council and appropriate local bodies representing the teaching profession and governors (such as the Oldham Schools Alliance etc.)

Insert: appoint a Council Champion and propose the nominee is Cllr Heffernan”.

On being put to the VOTE, the meeting UNANIMOUSLY voted
IN FAVOUR of the AMENDMENT, which was therefore
CARRIED

A vote was then taken on the MOTION (as amended).

“This Council notes that:

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and Cultural Organisation) whose mission statement is “building peace in the minds of men and women”.

- In 1974, the member states of UNESCO recognised the necessity of peace education in order for students to acquire the values, knowledge, attitudes, skills, and behaviours to live in harmony with oneself and with others, and to help promote a culture of peace.

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Council believes that Oldham should, as the first UK local authority to sign the Pledge to Peace:

- Seek to encourage local schools, academies and colleges to deliver peace education within their curriculum.

- Support Peace in the Classroom, a new Pledge to Peace initiative.

Council therefore resolves to appoint a Council Champion and propose to appoint a Council Champion and propose the nominee is Cllr Heffernan”.

On being put to the VOTE, the meeting UNANIMOUSLY voted IN FAVOUR of the MOTION, which was therefore CARRIED

- 15(a) To note the Minutes of the following Joint Authority meetings and the relevant spokespersons to respond to questions from Members

Minutes of the Joint Authorities were submitted as follows:

Greater Manchester Fire and Rescue Authority	25 th June 2015 3 rd September 2015
Greater Manchester Waste Disposal Authority	12 th June 2015
National Park Authority	3 rd July 2015
Greater Manchester Combined Authority	28 th August 2015
Joint GMCA/AGMA Executive	31 st July 2015
Transport for Greater Manchester	17 th July 2015

There were no questions or observations.

RESOLVED that:

The minutes of the Joint Authorities as detailed in the report be noted.

- 15(b) To note the Minutes of the following Partnership meetings and the relevant spokespersons to respond to questions from Members

Minutes of the Partnership Meetings were submitted as follows:



Oldham
Council

Health and Wellbeing Board	16 th June 2015
Unity Partnership Board	23 rd June 2015
Oldham Leadership Board	2 nd September 2015
Oldham Care and Support	24 th July 2015

There were no questions or observations.

RESOLVED that the minutes of the Partnerships as detailed in the report be noted.

16

COUNCIL TAX REDUCTION SCHEME 2016/17

The Council gave consideration to a report of the Director of Finance which sought approval of the Council Tax Reduction scheme 2016/17 as detailed at Appendix 1 of the report. Each year a collection authority must formally consider revising its Council Tax reduction scheme and ensure there is consultation on a proposed scheme. The Council had made a change to the Council Tax Reduction Scheme for 2015/16 that had increased the maximum reduction awardable from 80% of the Band A rate of Council Tax to 85%. That had meant an extra £53.43 per year for someone who was entitled to the maximum award and this was agreed by Full Council in December 2014. The Council was informed that the current scheme had only been in place since 1st April 2015 and it was difficult to estimate what the exact percentage collection rate might be at year end. An early indication was that the collection rate for the extra amount billed in 2015/16 would be higher than originally estimated at between 70% and 75%, however this could change in the remainder of the year.

The Council was informed that another issue to be considered was estimating the financial impact of the new government proposals for welfare and tax reform on Oldham. It was highly likely that demand on the scheme would rise next year, as benefit freezes and reductions in tax credits would mean reducing incomes for sizeable numbers of Oldham residents. As the scheme had been changed for 2015/16 and, having considering the current financial position of the Council, it was not proposed to change the threshold level. If no change was made, the maximum amount of reduction available would remain at 85% of a Band A rate of Council Tax.

Options/Alternatives considered:

Option 1: Leave the current Council Tax reduction scheme unchanged from 2016 onwards.

Option 2: Change the level of Council Tax Reduction.

Councillor Jabbar **MOVED** the report, which was **SECONDED** by Councillor Chadderton.

RESOLVED that:

1. Option 2 be agreed and the Council implement a Council Tax Reduction Scheme from 1st April 2016 for all applicants of working age which would:
 - Increase the maximum amount of reduction available to 85% of a Band A rate of Council Tax.
 - Maintain other changes introduced in the 2014/15 Oldham Council Tax Reduction Scheme.
2. The scheme at Appendix 2 of the report would be subject to any changes resulting from prescribed requirements issued by the Secretary of State under paragraph 2(8) of Schedule 1A of the Local Government Finance Act 1992 and any changes from time to time to the figures prescribed by central government for welfare benefit purposes.

17

OVERVIEW AND SCRUTINY ANNUAL REPORT 14/15

Consideration was given to a report of the Chair of the Overview and Scrutiny Management Board which outlined the nature and extent of the work that had been undertaken by the Overview and Scrutiny Board during the last twelve months. The report provided a summary of the various issues that had been examined by the Board and the Performance and Value for Money Select Committee.

The Mayor thanked Councillor McLaren, Chair of the Board, for all the excellent work that had been undertaken.

Councillor McLaren MOVED the report, which was SECONDED by Councillor Wrigglesworth.

RESOLVED that the report be approved.

18

CALENDAR OF MEETINGS 2016/17

Consideration was given to a report of the Director of Legal Services which set out the draft calendar of Meetings for the 2016/17 municipal years.

Councillor McMahon MOVED the report, which was SECONDED by Councillor Sykes.

RESOLVED that:-

1. The current version of the Council's calendar of meetings for 2016/17 be approved, as set out in Appendix 1 to the report.
2. Approval of any outstanding dates to be delegated to the Chief Executive in consultation Group Leaders

19

WELFARE REFORM - COST OF THE CUTS 2015

Consideration was given to a report of the Director of Policy and Governance that was part of a quarterly series of topical updates and dashboards, demonstrating the impact of welfare reform in Oldham.

The report identified the key proposals, and estimates, where possible, and the likely impacts on Oldham, both in terms of the financial impacts on the borough, and on the numbers impacted. Drawing upon the latest available national and local research, data and information, the report showed an estimated cumulative loss to Oldham through the changes over the next 4 years of over £58m. The worst affected 2000 families in Oldham stood to lose, on average, more than £3,800 per year as a result of the reforms.

Councillor Jabbar MOVED the report, which was SECONDED by Councillor Chadderton.

RESOLVED that:- the indicative future timetable for quarterly topical welfare reform reports be approved.

20

CHANGES TO COMMITTEE MEMBERSHIP

Consideration was given to a report of the Director of Legal Services that reported that the Health and Wellbeing Board, at its meeting on 15th September 2015, commended to Council that the Chief Executive (or nominated representative) of Oldham Community Leisure become a member of the Health and Wellbeing Board and be given voting rights as a member of the Board.

Councillor McMahon MOVED the report, which was SECONDED by Councillor Sykes.

RESOLVED that:- the Council agreed to increase the membership of the Health and Wellbeing Board to include the Chief Executive (or nominated representative) of Oldham Community Leisure and agreed that the Chief Executive Oldham Community Leisure (or nominated representative) be given voting rights.

15

UPDATE ON ACTIONS FROM COUNCIL

Consideration was given to a report of the Director of Legal Services which informed members of actions that had been taken following previous Council meetings and provided feedback on other issues raised at the meeting.

Councillor McMahon MOVED the report, which was SECONDED by Councillor Sykes.

RESOLVED that the report be noted.

The meeting started at 6.00 pm and ended at 9.30 pm

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COUNCIL

Petitions

Portfolio Holder: Various

Officer Contact: Various

Report Author: Elizabeth Drogan, Head of Constitutional Services
Ext. 4705

16th December 2015

Reason for Decision

The decision is for Elected Members to note the petitions received by Council in accordance with the Petitions Protocol.

Petitions Received

Neighbourhoods and Cooperatives

Vehicle Plate Extension Request on behalf of Private Hire Firms and Private Hire Drivers (received 10 November 2015) (391 Signatures) (Ref 2015-23)

Recommendations

It is recommended that Council note the petition received.

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Report to Council

Budget Proposals 2016/17 & 2017/18

Portfolio Holder: Councillor Abdul Jabbar – Finance & HR

Officer Contact: Anne Ryans, Director of Finance

Report Author: Anne Ryans, Director of Finance
Ext. 4902

16 December 2015

Reason for Decision

This report presents to Council the Administration's detailed Tranche 2 budget reduction proposals for the financial year 2016/17. It also includes five of the Tranche 1 budget reduction proposals noted at the 4 November 2015 Council meeting for which a recommendation can now be made. This is prior to the receipt of the Local Government Finance Settlement and other information which will impact on budget decisions. Further detailed budget proposals will be presented to Council on 24 February 2016.

Executive Summary

This report presents to Council, the second tranche of the Administrations detailed proposals towards bridging the revised 2016/17 budget gap of £18.194m.

It also refers back to Council five of the budget reduction proposals that were noted at the Council meeting on 4 November 2015. As consultation processes are now concluded for these proposals, a formal decision can now be made.

At the Council meeting on 4 November 2015 £5.974m of budget reductions were approved.

A further £3.379m (eight proposals) were noted on 4 November 2015 as consultation had not concluded. Five of these proposals totalling £2.036m, are now referred back to Council given consultation has now concluded.

A further £3.981m of new budget reductions have been identified as Tranche 2. These are presented in summary at Appendix 4 and in detail at Appendices 6 and 8.

Tranche 2 proposals totalling £4.131m comprising £3.891m of new proposals with B003 at a value of £0.150m having been deferred from Tranche 1 were presented for scrutiny at the Performance and Value for Money (PVFM) Overview and Scrutiny Select Committee on 3 November 2015.

Each of the proposals was examined in detail with questions and comments were put forward by Committee Members. As a consequence, the Select Committee was content to commend all £3.891m to Cabinet but with regard to proposal B003–(Public Protection Environmental Health Section of Public Health at a value of £150k), requested that it be split into 2 elements:

- B003(a) at a value of £70k in relation to the Commercial Protection Team
- B003(b) at a value of £80k in relation to the Environmental Health Team

The Select Committee was content to commend B003(a) to Cabinet for approval but requested that B003(b) is considered as part of Tranche 3 and thus reviewed in the January/February cycle of budget meetings. Cabinet at its meeting on 30 November 2015 was content to agree the recommendation of PVFM. As such, it is Tranche 2 proposals with a value of £4.051m that are being specifically presented to Council for consideration. Of these, £2.957m of proposals are for approval whilst £1.094m of proposals are for noting as consultation has yet to conclude.

All the proposals presented so far build upon the work that has already been undertaken in previous financial years to address budget challenges and to ensure continued financial stability for the Council.

Budget setting for 2016/17 and 2017/18 has operated in the context of on-going economic, demographic and policy challenges at both a local and national level. At a local level, budget proposals are framed by the Council's ambitions for a cooperative future. At a national level, the Government is still striving to reduce the national deficit and part of its strategy is to continue to reduce public sector funding, particularly that for Local Government for a minimum of the next four financial years.

The Summer Budget Announcement on 8 July 2015 confirmed that £20 billion of additional public sector spending reductions would be required in this Parliament. The Summer Budget did not quantify the detailed impact of the reductions for Local Government but the Government initiated a Comprehensive Spending Review (SR) to consider Government policy and related spending issues over the period to 2020.

The SR was amalgamated with the Autumn Statement and was announced by the Chancellor on 25 November 2015. The impact of the SR is wide-ranging but at this time it is not possible to assess the financial implications as the document contained high level information only and no detail. Appendix 1 sets out some information on policy matters affecting Local Government that are likely to have an impact on Oldham. It will only be when the Provisional Local Government Finance Settlement (PLGFS) is released (expected mid-December) that the precise implications for 2016/17 can be understood. Some changes will not be introduced until 2017 or later and will be the subject of future consultation.

The SR included some new issues not previously anticipated and the Chancellor was assisted by the inclusion of some £27 billion of previously unanticipated income which has been used to reduce the severity of the overall package of measures to address the austerity agenda. However, it set out some fundamental changes to Local Government and its future financial arrangements including the:

- Ability of Local Authorities to retain 100% of their Business Rates and the assignment of yet to be notified additional responsibilities
- Discontinuing of RSG, the main unringfenced grant received by Councils
- Ability to levy up to a 2% Council Tax precept ringfenced to Adult Social Care
- Expectation that Health and Social Care will integrate
- Government's aim of ending Local Authorities' role in running schools with all schools becoming an academy.

The 2016/17 Provisional Local Government Finance Settlement is currently expected from Central Government in mid-December 2015 and the budget position cannot be finalised until this information has been received, other Government funding has been notified, the Council Tax and Business Rates Tax-bases have been calculated and final levy notifications have been confirmed.

Clearly, the planning assumptions have been revised in the light of local and national issues but it is considered that the revised assumptions approved at the 4 November 2015 Council meeting are prudent. It is possible, however, that the financial position may change and that there may be a requirement for unanticipated budget proposals to be presented to the PVFM Select Committee in January 2016 and the budget Cabinet and Council meetings in February 2016.

Tranche 2 pro-forma budget reduction proposals together with Equality Impact Assessment (EIAs) documents as necessary in the sum of £4.051m for 2016/17 are presented for Council to review for the first time in summary at Appendix 4 and in detail at Appendices 6 and 8. All new proposals were the subject of a S188 notice issued to recognised Trades Unions on the 5 October. All proposals have been presented in accordance with the budget protocol which has been to examine options for reductions via a Directorate approach as follows:

- Health and Wellbeing
- Cooperatives and Neighbourhoods
- Economy and Skills
- Chief Executive and Policy and Governance
- Corporate and Commercial

The decisions Members are being requested to take are summarised in Table 1 below:

Table 1 – Recommendation Summary

Decision	For consideration	2016/17 (£'000)
Approve	Tranche 1 proposals	2,036
Approve	Tranche 2 proposals	2,957
All Approvals		4,993
Note	Tranche 2 proposals	1,094

The S188 notice in relation to Tranche 3 budget proposals was issued on 16 November 2015. This detailed proposals totalling £2.560m with a potential staffing implication of 5 FTE. If all Tranche 1, 2 and 3 proposals were approved, it would leave a remaining budget gap of £1.955m if nothing were to change. As advised the overall budget position may change when final funding and levy notifications are received.

Work is taking place to ensure that any budget gap can be addressed with the minimum impact on services and staff and any required actions will be included in future reports. The final budget position will be considered at the PVFM meeting on 21 January 2016, Cabinet on 11 February 2016 and the Budget Council meeting on 24 February 2016.

Members will recall that the Council is part of a GM Councils & Cheshire East business rates pool in 2015/16. The Council has the opportunity to potentially join with other Councils to form a business rates pool for 2016/17. The viability of this will not be known until after the announcement of the Provisional Local Government Finance Settlement. In order to comply with the timelines, delegation for decision making has been approved by Cabinet on 30 November 2015.

As a consequence of the 2015/16 business rates pool, in March 2015 Government announced a pilot scheme whereby the GM & Cheshire East pool could retain 100% of business rates growth subject to certain criteria. There are no downside risks to this pilot scheme but details of the allocation of any additional incentive to those in the pool are yet to be agreed. Cabinet of 30 November 2015 endorsed the pilot scheme approach and approved the delegation of decision making for the agreement of the income share.

Recommendations

That Council:

- a) Approves £2.036m of Tranche 1 budget reduction proposals now that all consultation stages have been completed (presented in summary at Appendix 2 and in detail at Appendix 3).
- b) Approves £2.957m of Tranche 2 budget reduction proposals now that all consultation stages have been completed (presented in summary at Appendix 5 and in detail at Appendix 6).
- c) Notes £1.094m of Tranche 2 budget proposals that have yet to conclude consultation (presented in summary at Appendix 7 and in detail at Appendix 8).
- d) Notes that £1.343m of Tranche 1 budget reduction proposals have not concluded all the consultation stages and will be considered in the January/February cycle of budget meetings.
- e) Considers the information contained within the Equality Impact Assessments also included in Appendices 3, 6 and 8 supporting Tranche 1 and 2 proposals for approval and Tranche 2 for noting.
- f) Notes that the budget reduction target may need to be revised depending on future Government funding and policy announcements, including the Provisional and Final Local Government Finance Settlements for 2016/17.

Budget Proposals 2016/17 & 2017/18

1 Background

- 1.1 Members will be aware that the Council's approach to budget setting has been to consider the financial challenge it is facing over a two year timeframe. In this regard, the financial strategy that has been agreed is to prepare a budget that addresses the estimated gap for the two year period 2016/17 and 2017/18. As would be expected at this stage, the emphasis of the budget process has been to prepare options to address the budget reduction target for 2016/17 in full detail. The estimated budget gap reported to and approved by Cabinet on 19 October 2015 and Council on 4 November 2015 was £18.194m. This had been revised downward from the previous reported gap of £29.489m.
- 1.2 The budget report approved in February 2015, included budget reductions that not only balanced the 2015/16 budget but also had implications for 2016/17 with a net impact of £9.398m. These 2016/17 implications were noted by Council but established the starting position for the current budget process of identifying required reductions. In line with practice in previous years, the Administration has considered budget proposals in Tranches. Tranche 1 proposals were considered by Members at the PVFM Select Committee meeting on 24 September 2015, with a total of £9.353m recommended to and subsequently approved at Cabinet on 19 October 2015. These have now been reported to Council at its meeting on 4 November 2015 where £5.974m of budget reductions were approved and, as consultation had not concluded on eight proposals totalling £3.379m, these items were noted.
- 1.3 This report presents for consideration the Tranche 2 budget reduction proposals as the next step in delivering a balanced budget for 2016/17, these having already been subject to scrutiny by PVFM and consideration at Cabinet.
- 1.4 Tranche 2 proposals were presented for scrutiny at the PVFM Select Committee on 3 November 2015 at an initial value of £4.131m, comprising of £3.891m of new proposals and B003 at a value of £150k having been deferred from Tranche 1. The Committee recommended the approval of the £3.981m of new proposals but with regard to proposal B003 (Public Protection Environmental Health Section of Public Health) requested that it be split into 2 elements:
- B003(a) at a value of £70k in relation to the Commercial Protection team
 - B003(b) at a value of £80k in relation to the Environmental Health Team
- 1.5 The Select Committee was content to commend B003(a) to Cabinet for approval but requested that B003(b) was considered as part of Tranche 3 and thus reviewed in the next cycle of budget meetings. Cabinet, at its meeting on 30 November 2015 was content to agree the recommendation of PVFM. As such, it is Tranche 2 proposals with a value of £4.051m that are being specifically presented to Council for consideration.
- 1.6 In addition, Members will recall that £3.379m of the Tranche 1 proposals were noted at Council on 4 November 2015 as consultation had not been completed at the time of the meeting. Consultation has now completed on £2.036m of these proposals and these are therefore presented for approval. The balance of Tranche 1 proposals totalling £1.343m will be presented at the February Council meeting. Those budget reduction proposals impacting on 2017/18 are simply for noting at this stage.

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- 1.7 All the proposals build upon the work that has been undertaken in previous financial years to address budget challenges. The budget process ensures that over the period to March 2018 there will be a firm financial base which will enable further service transformation to be delivered, providing budget reductions through improved processes and a continued long term efficiency programme. It will continue to provide the framework for enhancing relationships with citizens and partners supporting the agenda of a Cooperative Council.
- 1.8 It is important to note that the budget processes for 2016/17 and 2017/18 have to be considered within the context of significant on-going economic and policy changes at both a national and regional level. The Summer Budget Announcement on 8 July 2015 confirmed that £20 billion of additional public sector spending reductions would be required over the life of this Parliament. The Summer Budget did not quantify the detailed impact of the reductions to Local Government but the Government initiated a Comprehensive Spending Review (SR) to consider Government policy and related spending issues over the period to 2020.
- 1.9 The SR was amalgamated with the Autumn Statement and was announced by the Chancellor on 25 November 2015. The impact of the SR will be wide ranging but at this time it is not possible to assess the financial implications as the document contained high level information and no detail. Appendix 1 sets out some information on policy matters affecting Local Government that are likely to have an impact on Oldham. It will only be when the Provisional Local Government Finance Settlement (PLGFS) is released (expected mid-December) that the precise implications for 2016/17 can be understood. Some changes will not be introduced until 2017 or later and will be the subject of future consultation.
- 1.10 The SR included some new issues not previously anticipated and the Chancellor was assisted by the inclusion of some £27 billion of previously unanticipated income which has been used to reduce the severity of the overall package of measures to address the austerity agenda. However, it set out some fundamental changes to Local Government and its future financial arrangements including the:
- Ability of Local Authorities to retain 100% of their Business Rates and the assignment of yet to be notified additional responsibilities
 - Discontinuing of RSG, the main unringfenced grant received by Councils
 - Ability to levy up to a 2% Council Tax precept ringfenced to Adult Social Care
 - Expectation that Health and Social Care will integrate
 - Government's aim of ending Local Authorities' role in running schools with all schools becoming academies.

Some of these initiatives are likely to be phased in over time so it may take several years to see the full impact. However, a clearer picture will emerge when the PLGFS is announced and Government consultation papers are issued.

- 1.11 Of particular importance is the Greater Manchester (GM) devolution agenda, the development of which has continued at a pace since the two year budget for 2015/16 and 2016/17 was approved in February 2015. New services, including health and social care were included in the agreement and further responsibilities may transfer in response to the Governments Northern Powerhouse initiative. The SR document was comparatively silent on GM Devolution and further detail is expected in the PLGFS. However, the devolution agenda has already had a financial impact with the £300m GM Housing Fund becoming operational from the beginning of the financial year with £66.3m being committed to projects including £1.45m to construct twenty three-bed semi-detached

homes at a development in Oldham. There is still much work to do to fully determine the financial impact for the Council arising from devolution.

1.12 At a local level, the budget proposals have been framed by the Council's ambition for a cooperative future where everyone does their bit to create a confident and ambitious borough. There are three objectives that focus the activity of the Council in delivering in this ambition. These are:

- **A productive place** to invest where business and enterprise thrive;
- **Confident Communities** where everyone does their bit; and
- **Co-operative Council** delivering good value services to support a co-operative borough

These objectives reflect the on-going commitment for the Council and its partners to work with the residents of Oldham to bring about positive change and provide strong leadership for the borough.

1.13 The latest 2016/17 budget reduction requirement - which could reduce the previous budget gap - has been estimated by taking into account a number of issues including a net reduction in Government grant funding and Oldham Council funding pressures. These matters are subject to on-going review.

1.14 The following table sets out the budget gap as approved by Cabinet on 19 October 2015 and Council on 4 November 2015.

Table 2 – 2016/17 and 2017/18 Budget Gap

Revised 2016/17 and 2017/18 Net Revenue Budget	2016/17 £m	2017/18 £m
Prior Year Net Revenue Budget	196.213	182.583
- In year adjustments to base budget	(0.218)	0
- Approved Revisions to base budget	(2.596)	0
- Adjustment to Base Budget for previous years use of reserves		0.195
Net Revenue Budget	193.399	182.778
Expenditure Pressures:		
- Pensions	0.263	1.474
- Pay Award	0.917	1.000
- Inflation	1.110	1.880
- Investment Fund	0.000	1.682
- Business Plan	1.005	0.500
- Levies	0.000	1.544
- Increase in NI Charges	2.100	0.065
- End of Change to Terms and Conditions	0.000	2.000
- Fair Employment Charter	0.600	1.030
- Demand Pressures OCS Pensions	0.200	0.000
- Unity- Achievement of Prior Year Savings	0.196	0.000
- Independent Living Fund (ILF)	0.987	0.000
Total Expenditure Pressures	7.378	11.175
Total Expenditure	200.777	193.953
Funded By:		
- Business Rates Top Up	30.587	31.198
- Revenue Support Grant	34.140	20.475
- Housing Benefit and Council Tax Administration	1.378	1.241
- Council Tax Freeze Grant	0.926	0
- New Burdens - ILF Grant	2.013	1.799
- Central Education Service Grant	2.500	2.329
- New Homes Bonus	2.700	2.700
- Multiplier Cap/Settlement Funding Adjustment	0.854	0.854
- Adults Social Care	0.585	0
Total Government Grant Funding	75.683	60.596
- Retained Business Rates	29.980	29.980
- Council Tax Income	76.485	77.938
- Parish Precepts	0.239	0.239
- Collection Fund Surplus	0.196	0.000
Revised Budget Funding	182.583	168.753
Net Gap/Budget Reductions Requirement	18.194	25.200
Approved Use of Reserves	(0.195)	0.000
Budget Reductions to Find after Use of Reserves	17.999	25.200

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- 1.15 To assist with identification of the budget reductions required, targets were set for each of the Council's Directorates, with an Executive Director as the responsible lead for each area. The initial targets were allocated using an agreed calculation to ensure budget reductions would be identified proportionately across the Council's Service budgets. Using this approach has enabled the identification of the budget reduction proposals and these are being presented for consideration and approval in three Tranches.

2 Current National Position

- 2.1 Following the banking crisis of 2008, the country faced a severe economic challenge. The economy moved into recession, unemployment increased and this led to a need for long term restructuring of the economic base of the UK. The country only moved out of recession in quarter three of 2012 and economic growth is now increasing although the quarter 3 growth figures for 2015 indicate a slower rate than forecast. This means significant financial challenges still remain which will impact on the Council.
- 2.2 When the Coalition Government came into power in 2010 it anticipated that it would have reduced the actual deficit to £37 billion by the end of the financial year 2014/15. In its successive financial assessments during the last Parliament this figure was consistently revised by the Coalition Government. This trend has continued as set out in the Summer Budget of the Conservative majority Government which was elected on 7 May 2015. The Government indicated that austerity measures would be required for a further four years with a potential proportionately higher impact on Local Authorities and public spending (such as welfare) than other areas of the public sector such as health. Some aspects of these reductions such as reducing working family tax credits are proving to be controversial with a successful challenge in the House of Lords to measures agreed in the House of Commons. However, the recent SR has indicated that the welfare reform related savings will be achieved but over a longer period of time and using a different approach than had initially been envisaged.
- 2.3 A key strand of the Government's strategy to reduce the national deficit remains to reduce public sector expenditure especially in unprotected areas such as Local Government. The impact of this has already been felt with the national announcement that the Public Health Grant has been reduced by £200m across all Local Authorities in 2015/16, the direct impact on Oldham being a loss of £1.057m. Further reductions in funding were confirmed in the SR but the detailed impact will be announced in the Provisional Local Government Finance Settlement in December 2015.
- 2.4 A further four financial years of funding reductions until 2019/20 will result in the austerity regime covering a total period of ten financial years. The impact of austerity and these spending reductions will mean a further reduction in Government grant funding. The withdrawal of Revenue Support Grant (RSG), the Councils main unringfenced grant funding source, was confirmed in the SR. It is therefore expected that by 2019/20 the Council will no longer receive RSG but that a small residual Government grant may instead be payable. To illustrate the impact this will have on the Council and the services it can provide, RSG received by the Council in 2013/14 was £85m and with funding from this one grant expected to have disappeared over a 5 year period, it will leave a considerable gap in financing. Although Government anticipates locally generated funding (Council Tax and Business Rates) should make good this shortfall, this will be challenging in Oldham given the comparatively low tax bases, unless there is some form of Government support. The consultation papers (when released) outlining the 100% Business Rates Retention scheme will be of significance for Oldham.
- 2.5 The Government set out its legislative programme in the Queens Speech presented on 27 May 2015. This will result in further changes to the role of, and arrangements for Local

Authorities. Key changes in the national policy and landscape are outlined below and include:

- Full Employment and Welfare Benefits Bill - This Bill is designed to achieve full employment and provide more people with the security of a job through the creation of 2 million more jobs and 3 million new apprenticeships. The legislation will also implement a planned reduction in the welfare cap, a freeze on working age benefits and amendments to benefit entitlement for 18-21 year olds.
- Enterprise Bill - This Bill will seek to reduce regulation on small businesses in a bid to boost job creation. The Bill will also create the Small Business Conciliation Service to help settle disputes between small and large businesses. In addition to this the government aims to improve the business rate system by 2017 and cap public sector redundancy payments.
- Tax lock commitment - National Insurance Contributions/ Finance Bill - This wide-ranging Bill is designed to enact a series of tax pledges made by the Conservatives during the general election campaign, specifically that there would be no rise in Income Tax rates, VAT or National Insurance before 2020. It will also raise the threshold before people pay Income Tax to £12,500.
- Childcare Bill - The Childcare Bill includes measures to help working people by increasing the provision of free childcare. This will increase the level of free childcare to parents to 30 hours a week for 38 weeks of the year. This was confirmed in the SR announcement.
- Housing Bill - This Bill plans to support home ownership by extending the right to buy scheme for social housing tenants in England. There will also be help for first time buyers with 200,000 starter homes being made available at a 20% discount. This was confirmed in the SR announcement.
- Energy Bill - Measures will be introduced to increase energy security and ensure there will be affordable and reliable energy for businesses and families. The Government proposes to establish the Oil and Gas Authority as an independent regulator and would transfer responsibility for giving consent for any offshore wind farms in England and Wales from Whitehall to local planning authorities.
- Trades Union Bill - The main elements of the Bill are a 50% voting threshold for union strike ballot turnouts, and a requirement that 40% of those entitled to vote must back action in essential public services - health, education, fire and transport. There will also be the introduction of "a transparent opt-in process for the political fund element of trade union subscriptions".
- Education and Adoption Bill - This Bill is designed to raise standards in schools. Under the plans, new powers would be brought forward to speed up the process of changing a failing school's leadership and turning it into an academy. The Bill will also give the Secretary of State for Education new powers to force local councils to hand over their responsibilities for adoption to another authority or agency.
- Cities and Local Government Devolution Bill - This paves the way for powers over housing, transport, planning and policing to be devolved to England's cities as part of Government plans for "a balanced economic recovery". Cities that want them will be able to have elected mayors.

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- Buses Bill - This Bill would provide the option for Combined Authority areas with directly-elected mayors to be responsible for the running of their local bus services.

Each of these measures will have an impact on the Council which will have to be managed within the financial planning framework.

2.6 One of the most significant impacts on Oldham will come from the further welfare reforms that are planned. Although some proposals have recently been challenged, the SR confirmed that welfare reforms will be implemented over the life of the Parliament. The latest available national and local research, data and information, suggests the estimated cumulative loss to Oldham through the initially proposed changes over the next 4 years is over £40m. If all are eventually fully implemented, the worst affected 2000 families in the borough stand to lose more than £3,800 per year as a result of the reforms. Many people will be impacted by more than one change. It is therefore not possible to produce one single figure for the number of Oldham residents likely to be impacted. Indications are that:

- Over 10,000 residents are likely to be impacted by JSA (Jobseeker's Allowance), Universal Credit (UC) and ESA (Employment and Support Allowance) freezes.
- More than 31,000 households to be impacted by child benefit freezes.
- Approximately 23,000 households to be impacted by tax credit changes.
- Approximately 93,000 residents to be affected by changes to Income Tax and National Insurance.
- Over 2,800 residents to be affected by changes to the minimum wage.
- Approximately 8,700 residents to be affected by changes to housing benefit.

2.7 The Government has also announced the defined increases to the National Minimum Wage within the Summer budget. A minimum wage of £7.20 per hour will be introduced from April 2016 for those aged 25 and over. The Government's ambition is for the National Minimum Wage to increase to over £9 per hour by 2020. As the Council currently pays in accord with the higher National Living Wage championed by the Living Wage Foundation there is no immediate financial impact of this decision. To date the National Living Wage rate, which is reviewed every November, has increased by proportions exceeding the Local Authority national pay awards. Accordingly, in delivering against its' commitment to keep pace with the higher National Living Wage, the Council's established pay line and differentials between job roles of different value will come under direct pressure from April 2016. Modelling is therefore in progress to quantify impact for 2016/17 in order to inform the decision about future alignment with the National Living Wage and, if appropriate, the methodology by which this would be achieved. It is the practice of the Living Wage Foundation to notify increases each year rather than give future projected changes and members will be given opportunity to consider also optional strategic forecasting and models, up to 2020, to assess the potential impact of long term alignment with the National Living Wage. In addition, there is a need to take into account the issue of schools and Oldham Trading Group alignment with Council pay rates, where we remain the employer and there will be legal Services input to the work which addresses this.

2.8 Work is already in progress to assess the impact of the Government's plans for the National Minimum Wage on Council budgets specifically in relation to social care provision. Although less critical to suppliers of technical and professional services, it remains essential to monitor the impact of the National Minimum Wage rate on both Council budgets and small businesses in the borough and the potential for small firms to be driven out of business by having to pay the higher costs. Furthermore, the difficulties for at least some suppliers and local businesses to afford the higher still National Living Wage rate represents a very real challenge to the Council's commitment to Fair

Employment and, within this, to improve the terms and conditions of employment of residents and employees across the Oldham Borough.

2.9 As elsewhere in the country, the global banking crisis directly impacted a high proportion of our residents resulting in high levels of unemployment, sanctions and youth unemployment. Whilst nationally over the last year unemployment has fallen, the impact in Oldham has been more severe than the national picture. A recent economic analysis assessing the impact on Oldham residents identifies for the month of September that:

- Employment rates in Oldham seem to have reached a plateau and for the month of October have increased.
- The unemployment rate in Oldham at 3.1% is the highest rate across Greater Manchester.
- There are significant differences in the unemployment rates between electoral wards with unemployment in Coldhurst at 6.8% being much higher than the lowest ward of Saddleworth North at 1%.
- The youth unemployment rate in Oldham of 6.9% is the highest across Greater Manchester.

2.10 By continuing investment in the Get Oldham Working initiative and working with employers across the borough, the Council is striving to provide opportunities to reverse these trends.

3 Oldham Council Cooperative Position

3.1 Although times are challenging to Oldham Council and the Local Government sector as a whole it is important to consider significant positive outcomes in the borough and the Council's key achievements over the past twelve months. These include:

- Finding budget reductions of £35m to balance the budget in 2015/16
- Breaking our own financial speed and accuracy benchmarks when we published our 2014/15 final accounts
- Oldham's A-Level pass rate for 2015 being above national average
- The Get Oldham Working team announcing in September that so far this year 3,025 job related opportunities had been created, smashing the original target of 2,015 by the end of 2015
- 50 local companies having signed up to the Fair Employment Charter which encourages employers across Oldham to provide fair, ethical and sustainable job opportunities for their employees
- The launch of the Education and Skills Commission to help raise local standards and aspirations so that every child can achieve their full potential.
- Grassroots sport in Oldham receiving a significant boost following the re-opening of five refurbished playing pitches, and changing rooms at Crossley Playing Fields, Chadderton
- The Oldham Dementia Action Alliance, led by Oldham Council and Oldham NHS Clinical Commissioning Group, established more than 2,500 dementia friends across the borough
- Introducing the national living wage for Oldham Council staff
- Introducing the selective licencing scheme for private landlords to crackdown on rogue landlords and irresponsible tenants
- Approving 74 grant applications to support businesses in the Independent Quarter
- Attracting 24 new businesses to locate in the Independent Quarter
- Signing a deal with M&S to be the anchor tenant in the Prince's Gate development at Oldham Mumps

- Opening of the new £8m sports centre for Royton (opened 28 September)
- Opening of the new £15m Oldham sports centre (opened 27 November)
- The Freezing of Council Tax in 2015/16 for the second consecutive year – despite continuing pressures on budgets

4. The Council's Ambition and Priorities

4.1 The Council's ambition is to deliver a co-operative future for Oldham, where everyone does their bit to create a confident and ambitious borough. The new Corporate Plan was approved by Full Council in May 2015, and whilst the majority of the corporate objectives remain unchanged there were a number of corporate outcomes added which help in defining our ambition for Oldham. They are as follows:

A productive place where business and enterprise thrive

- **Open for business:** We'll make Oldham a place to invest and do business
- **A regenerated borough:** We'll bring forward key regeneration projects to grow the business base, create jobs and transform Oldham into a vibrant borough
- **A working borough:** We'll work with partners to create job opportunities for local people ranging from training opportunities and apprenticeships to quality jobs that pay a decent wage. Through the Education and Skills Commission we will work with partners to improve education and skills outcomes for all our young people, giving them the best possible preparation for adulthood and the world of work.

Confident communities where everyone does their bit

- **Confident and involved communities:** We'll work with residents and partners to create a co-operative borough where everyone does their bit and understand the issues affecting people in Oldham and campaign to get a fairer deal for residents.
- **Healthy communities:** We'll work proactively with residents and partners to promote healthy, independent lifestyles.
- **Safe, strong and sustainable communities:** We'll work with residents and partners to create cohesive communities which are well cared for, safe and which have decent homes.

A co-operative council delivering good value services to support a co-operative borough

- **Getting the basics right:** We'll deliver the services we are responsible for efficiently and ethically and listen to resident feedback to ensure their satisfaction with services
- **Responsible with resources:** We have a capable, motivated and healthy workforce and use all our resources responsibly to deliver services in-house or, when needed commission services, which have public service, quality outcomes and value for money at their heart.
- **Reforming and empowering public services:** We'll work with communities, partners and Districts across the borough and Greater Manchester to reform public services and encourage innovation, leading to even better outcomes and service delivery.

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- 4.2 As an organisation, a co-operative approach provides the opportunity to find positive and sustainable solutions to the on-going financial challenges being faced. Oldham has a values driven approach which underpins the way we do business. The Council believes in the importance of fairness and responsibility. In practice, that means maximising the positive social, economic and environmental impact that we can achieve through everything we do as set out in our values. From our procurement practices to our pay policy, the Council is using its influence as a commissioner, service provider, facilitator and employer to deliver that added social value.
- 4.3 Working with communities at a neighbourhood level we are continuing to enable residents to take greater control over their own lives and over the services and amenities that matter most to them. Power and responsibility is being devolved, and support given to people to do more to help themselves and each other. By building greater resilience and self-reliance, the Council is enabling individuals and communities to make positive choices to change their lives and their neighbourhoods for the better – whether that means small choices that make a big difference, like putting litter in the bin instead of dropping it on the street, or making a big change, like taking control of local services.
- 4.4 In delivering the Council's ambitions and priorities it is essential that a strong identity for Oldham is established, supported by the strong identity of Districts and neighbourhoods. This includes developing the role and strengths of neighbourhoods and Districts and developing their identity and role within the overall borough. It also includes a strong role for Oldham within the Greater Manchester (GM) sub-region, particularly given the current devolution initiative taking place within GM.
- 4.5 The Council is committed to developing a different relationship with citizens, partners and staff. This means being a Council that listens, responds and engages as locally as possible and has strong civic and community leadership.
- 4.6 The Council values the dignity of work and is striving to improve the productivity of our communities. The Get Oldham Working (GOW) initiative has significantly overachieved on its ambition to create 2,015 job opportunities by 2015. However, youth unemployment remains at the highest level within Greater Manchester. Worklessness, in particular the number of young people who are not in education, employment or training is a serious concern. It drives social exclusion as well as having a negative impact on the productivity of the borough and its communities. The Council continues to provide opportunities through the GOW initiative to address this.
- 4.7 The Council has developed an exciting portfolio of opportunities demonstrating Oldham is open for business by using resources to attract and secure significant additional investment. Progress on our regeneration programme continues with work completed on both the Royton and Oldham Leisure Centres and well advanced in turning the Old Town Hall into an 800-seater ODEON cinema.
- 4.8 Transformational approaches to delivery of services that work in partnership with citizens are essential. The Council must significantly reconfigure its business and organisational arrangements over the next few years in order to continue to provide value for public money services. The financial challenges faced mean the Council's response must be more ambitious than simply applying percentage reductions across services.
- 4.9 As a Cooperative Council services are being re-designed and innovative commissioning models developed to ensure that all our services, whether delivered in-house or with partners, provide excellent and improving value for public money getting the maximum impact for Oldham and its people for every pound spent. The Council will be organised in

a way that enables it to meet the challenges from Central Government whilst also delivering the Administration's priorities.

4.10 The need to take cost out and make budget reductions will be a key driver for the foreseeable future. Therefore, continued financial prudence in the management of our affairs remains essential. Significant budget reductions have been delivered, a total of £176m of reductions over the period 2009/10 to 2015/16. A robust approach to managing the budget means we are one of a limited number of Authorities who have identified and agreed at Council budget options for 2016/17 before the end of the calendar year 2015.

5. Financial Position

Financial Resilience

5.1 Oldham is well positioned to adapt and adjust to meet the new financial challenges in respect of 2016/17 and future financial years. The Audit Findings Report produced by the External Auditor for the 2014/15 Statement of Final Accounts gave an unqualified Value for Money Conclusion and highlighted (based on the position prevailing at that time) "that,

- the Council has effective arrangements in place which enabled it to deliver its challenging £23m of savings in 2014/15
- the Council continues to face challenges in the future with the need to achieve an estimated £94m of further savings over the next three years"

5.2 This report also highlighted the improvement in assessed financial resilience of the Council on the six potential risk areas which are assessed at the year-end.

Table 3 – Auditor's View of Financial Resilience

Theme	Summary Findings	RAG rating 2013/14	RAG rating 2014/15
Key indicators of performance	"The Council's key financial indicators remain reasonably good overall....."	Amber	Green
Strategic financial planning	"The Medium Term Financial Strategy shows realism regarding the financial challenges facing the Council, in particular the £94M of savings required over the next three years. Members and Officers share a good understanding of the financial issues facing the Council and there are strong arrangements in place....."	Green	Green
Financial Governance	"The Council has effective financial governance arrangements in place with a good understanding of the Council's financial environment and proposals for responses to risks identified. Revenue budget and Capital Programme reporting is clear and comprehensive. Revenue monitoring is reported to the	Green	Green

	Cabinet and Overview and Scrutiny Value for Money Select Committee throughout the year and facilitates a good level of challenge, including reviewing any potential impact on service performance.”		
Financial Control	<p>“The Council has a good track record of achieving savings targets and remaining within budget and delivered its Challenging £23m savings plan for 2014/15. The Council has set a budget which does not anticipate needing to use available balances.</p> <p>The Cabinet is updated on a monthly basis on the progress of directorates against savings plans. Budget and financial reporting delivers to a prompt timescale at all levels and the Council is looking to further improve this through the introduction of the A1 project which integrates financial management, HR and Payroll systems and facilities ‘self-service’ to the Council’s Business Units.</p> <p>Key financial systems are reviewed regularly by Internal Audit and findings are reported promptly to the Audit Committee, with particular focus for any systems where controls weaknesses are identified. This is regarded as an important part of ensuring that the financial systems can be relied upon to produce accurate budget reporting as well as annual financial statements.”</p>	Green	Green
Prioritising resources	<p>“The Council continues to be effective in challenging the cost effectiveness of existing services as well as challenging the way services are delivered to achieve maximum value from reducing financial resources. The MTFs and budget Plan demonstrate how it prioritises the funding of services in accordance with the Council’s Corporate Objectives. Transformational Service Plans are in place for key services, e.g. Adult Social Care and demonstrate how these schemes address corporate priorities.</p> <p>The Council is investing in capital schemes to improve the borough’s leisure facilities and redevelop the Old Town Hall and is planning further schemes to boost economic activity in the Borough. The Council’s Capital Strategy demonstrates how these developments are driven by the Council’s Corporate Plan.”</p>	Green	Green

Improving efficiency and productivity	<p>“Council understands its cost base. It has achieved good levels of efficiency and productivity and reductions in the workforce have not had substantial impact on service provision.</p> <p>Transformational Service Plans are already being implemented in key areas to improve efficiency, through internal efficiencies and also through Integrated Commissioning.”</p>	Green	Green
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- 5.3 The ratings for 2014/15 were all ‘Green’ for the first time and demonstrated the improvement between 2013/14 and 2014/15 and reinforced the sound financial position of the Council. The Council will aim to retain these ratings from the External Auditor and demonstrate not only good value for money but also continued strong financial management and resilience.

2015/16 Budget Position

- 5.4 The starting point for the consideration of the 2016/17 budget is the current 2015/16 budget position. Since the 2015/16 budget report was presented to Council, there have been a number of further funding allocations and amendments. These are detailed in the table below as reported in the month 6 Revenue Monitoring report which was approved at the Cabinet meeting on 30 November 2015. The budget for 2015/16 has therefore increased to £206.004m and this is therefore the revised base budget for 2016/17.

Table 4 – Revised 2015/16 Net Revenue Budget

Month 6	2015/16 £m	2015/16 £m
Net Revenue Budget as at 25 February 2015		195.800
Adjusted for use of reserves		0.195
Adjusted Net Revenue Budget		195.995
New One-Off Grant Funding Received		
Revised Notification of General Grant Funding (including a Multiplier Cap Adjustment)	0.265	
Special Education Needs and Disability Regional Lead	0.055	
Staying Put Grant	0.039	
Welfare Reform Grant	0.054	
New Burdens Funding - Deprivation of Liberty	0.120	
New Burdens Funding - Land Searches	0.057	
New Burdens Funding - Independent Living Fund	2.244	
Capital Grants	7.370	
Adjustment to Use of reserves	(0.195)	
Total One Off Budget Adjustments		10.009
Total Revised Net Revenue Budget		206.004

Revised 2016/17 and 2017/18 Budget Position

- 5.5 As in previous years the process for addressing the budget gap has used the forum of Leadership Star Chamber, which is a tried and tested methodology allowing the detailed review and examination of budget options so that there is clear Cabinet Member support for proposals before their submission for public consultation and scrutiny. Leadership Star Chamber meetings are chaired by the Leader of the Council with support from Cabinet Members and Senior Officers and allow the consideration of budget issues and proposals.
- 5.6 The budget has been reviewed by Directorate area with proposals put forward for consideration. The Directorate areas reviewed are as follows:
- Health and Wellbeing
 - Cooperatives and Neighbourhoods
 - Economy and Skills
 - Corporate and Commercial
 - Chief Executive and Policy and Governance
- 5.7 Work has also been undertaken to prepare cross cutting budget proposals where possible. Member support for proposals has been demonstrated by pro-formas bearing the signatures of the relevant Cabinet Member.

Budget Proposals for 2016/17

- 5.8 Council will recall that its meeting on 4 November 2015 it considered Tranche 1 budget reduction proposals of £9.353m of which proposals totalling £5.974m were approved. In addition, it was agreed that eight budget reduction proposals totalling £3.379m, where staff and public consultation was still to conclude, would be brought back for consideration with Tranche 2 proposals to this Council meeting. Five of these budget reduction proposals at a value of £2.036m (FTE impact of 15) are therefore included in this report for further consideration by Council, consultation processes now having been finalised with documentation amended accordingly. There are three proposals for which consultation has not yet concluded, totalling £1.343m as set out below and these proposals will now be deferred until the January/February cycle of Cabinet and Council meetings.

Table 5 – Tranche 1 Proposals Deferred to January/February

Reference	Brief Detail	2016/17 (£'000)	FTE 2016/17	2017/18 (£'000)
C001	Business Support Redesign	350	15.0	0
E004	Mental Health	843	1.5	0
E007	Workforce Redesign	150	5.0	0
	Total Tranche 1 Proposals Deferred to February Council	1,343	21.5	0

- 5.9 A further £3.981m of budget reduction proposals have been identified as Tranche 2 and after scrutiny by the PVFM Select Committee are presented to Council for approval, together with proposal B003(a) at a value of £0.070m in relation to the Commercial

Protection Team. As such, it is Tranche 2 proposals with a value of £4.051m that are being specifically presented to Council for consideration.

- 5.10 Included within the £4.051m proposals that are to be considered are four proposals for which consultation has not yet concluded. It is therefore requested that these four proposals are deferred to the January/February cycle of budget meetings and that Council simply note them at this point in time. The total value of these four proposals is £1.094m (FTE impact of 64.5), detail of which is set out in the table below:

Table 6 – Tranche 2 Proposals Deferred to January/February

Reference	Budget Reduction Proposal	2016/17 (£'000)	FTE 2016/17
E010	Adult Services - Income Maximisation	192	3.0
E012	Local Area Coordination - A different approach to Adult Social Care	674	27.0
D006	Home School Transport	148	3.0
D007	Reduced Support for Council Operated Day-care Centres	80	31.5
	Total Tranche 2 Proposals Deferred to February Council	1,094	64.5

- 5.11 The total Tranche 2 proposals recommended for approval is £2.957m as set out in the table below:

Table 7 – Tranche 2 Proposals

Budget Reduction Proposal	2016/17 (£'000)
Tranche 2 Proposals for Consideration	4,051
Less Tranche 2 Proposals to be noted and Deferred to February Council	1,094
Tranche 2 Proposals Recommended for Approval	2,957

- 5.12 In total, therefore, budget reduction proposals of £4.993m (£2.036m deferred from Tranche 1 and £2.957m Tranche 2) are presented for approval at this meeting. Assuming these are approved, then £10.967m will have been agreed prior to Christmas.
- 5.13 The Tranche 2 S188 notice starting the 45 day formal consultation with the recognised Trade Unions was issued on 5 October 2015 has now concluded.
- 5.14 On 16 November 2015, a S188 notice was issued to the recognised Trades Unions which set out budget reduction proposals of £2.560m. These will form Tranche 3 of the Administration's budget reduction proposals and will be presented for scrutiny by the PVFM Select Committee on 21 January and then for approval at subsequent Cabinet and Council meetings.

- 5.15 The table below shows the current budget position for 2016/17 and 2017/18 taking into account the revised budget reduction gap and assuming all Tranche 1, 2 and 3 proposals are agreed

Table 8 Current Budget Position 2016/17 and 2017/18

Budget position	2016/17 £m	2017/18 £m
Prior Year Net Revenue Budget	206.004	182.583
Adjustment – 2015/16 one off changes	(10.009)	
Revised Prior Year Net Revenue Budget	195.995	182.583
Adjustment to Base budget	(2.596)	0.195
Total Expenditure Pressures:	7.378	11.175
Total Expenditure	200.777	193.758
Total Government Grant Funding	75.683	60.596
Retained Business Rates	29.980	29.980
Council Tax Income	76.724	78.177
Collection Fund Surplus	0.196	
Revised Budget Funding	182.583	168.753
Initial Budget Gap	18.194	25.200
Approved use of Reserves	(0.195)	0.000
Tranche 1 Budget Reductions – Approved	(5.974)	(0.137)
Tranche 1 Budget Reduction Proposals – For approval at December Council	(2.036)	(0.013)
Tranche 1 Budget Reduction Proposals – Deferred to February Council	(1.343)	0.000
Tranche 2 Budget Reductions – For Approval at December Council	(2.957)	(0.033)
Tranche 2 Budget Reductions – Deferred to February Council	(1.094)	0.000
Proposal B003(b) – Deferred to February Council	(0.080)	0.000
Tranche 3 Budget Reductions – For consideration at February Council	(2.560)	(0.046)
Budget Gap Still to be Addressed	1.955	24.971

- 5.16 As set out above, the budget gap has not yet been closed, however work is taking place to ensure that this can be addressed with the minimum impact on services and staff and any required actions will be included in report presented in January/February. As outlined in Section 8 of the report, there are still many vital pieces of information that are not yet available and these must be received before the overall budget position for 2016/17 can be finalised and so the position is still subject to change.
- 5.17 Attached at Appendix 2 is the consolidated list of those Tranche 1 budget proposals that were noted at the Council meeting on 4 November 2015 and are now presented for approval. These total £2.036m with a FTE impact of 15 which was included in the S188 notice issued on 16 September 2015.
- 5.18 Appendix 2 also highlights the Tranche 1 proposals that have had a detailed Equality Impact Assessment (EIA) carried out prior to any decision being made. These proposals total £1.889m.

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- 5.19 Appendix 3 presents the detailed Tranche 1 budget reduction proformas and EIA documents for consideration.
- 5.20 Appendix 4 sets out the consolidated list of Tranche 2 budget proposals for consideration by Council. These total £4.051m with staffing reduction impact of 80.5FTE. Of this total, a 78.5 FTE reduction was included on the S188 notice issued on 5 October 2015 with a 2 FTE reduction having been included on the S188 notice issued on 16 September 2015.
- 5.21 Attached at Appendix 5 is the list of Tranche 2 budget proposals for approval at the Council meeting totaling £2.957m with a FTE impact of 16. Appendix 5 also presents which of these proposals have had detailed Equality Impact Assessment (EIA) carried out prior to any decision being made. These proposals total £1.797m.
- 5.22 Appendix 6 presents the detailed Tranche 2 budget reduction proformas and EIA documents for consideration.
- 5.23 Appendix 7 presents the schedule of Tranche 2 budget reduction proposals for noting at the Council meeting totalling £1.094m with a FTE impact of 64.5. All four of these proposals will have detailed Equality Impact Assessments (EIA) carried out prior to any decision being made.
- 5.24 Appendix 8 presents the proformas and draft EIA documents for consideration in relation to Tranche 2 proposals for noting.

6. New Responsibilities

- 6.1 Members will recall that the February 2015 budget report set out a range of new duties and responsibilities that the Council is required to undertake in 2015/16 and future years. An update on these new responsibilities and the impact upon the revenue budget is shown below together with information on Business Rates Pooling and Business Rates Retention schemes.

Better Care Fund

- 6.2 The Better Care Fund (BCF) aims to transform local services to provide better integrated care and support. Clinical Commissioning Groups (CCG's) and Local Authorities must jointly agree how the funds are spent, so it is essential to ensure the fund is developed in the interests of both parties. The financial year 2015/16 introduced some significant developments including the requirement under BCF pooled fund arrangements for a Section 75 agreement which recognises financial contributions, service provision requirements and service quality risk in relation to pooled budgets.
- 6.3 In 2015/16 the Oldham share of the BCF was £16.036m (revenue) and £1.549m (capital). The revenue funding was allocated to Oldham CCG as part of the pooling arrangements and £9.895m has been transferred to the Council as per the BCF agreement. Part of the funding is subject to satisfactory performance of agreed objectives and steps are being taken to ensure objectives are delivered.
- 6.4 The SR announcement by Government indicated BCF arrangements will continue in 2016/17 and introduced additional BCF resources with effect from 2017 with potentially a national increased sum of £1.5 billion being made available from 2017 to 2020. At this stage, the implications for Oldham cannot be determined.
- 6.5 The Council's Medium Term Financial Strategy (MTFS) currently assumes the same BCF revenue allocation in 2016/17 as 2015/16.

Independent Living Fund

- 6.6 The Independent Living Fund (ILF) ceased at the end of June 2015 and its functions transferred to Local Authorities. The Council has been allocated £2.244m additional funding for the nine months July 2015 to March 2016. This included a five percent funding reduction but was in line with financial plans. This will have a neutral impact in 2015/16 with spend matching resources. Over the remainder of the financial year the service is conducting reassessments of all users who were in receipt of ILF funding and aim to replace ILF with payments of a single individual budget. At present it is assumed from 2016/17 the ILF funding will be reduced in line with the main Revenue Support Grant cuts. The revised budget assumptions for 2016/17 include increased expenditure of £3m with compensating grant of £2.013m.

Care Act

- 6.7 The Council received a Care Act Implementation Grant of £1.088m in 2015/16 to fund the implementation of phase one of the Care Act, from April 2015, and to help prepare for phase two in 2016. Phase two of the Care Act has been put on hold until 2020. It is therefore uncertain whether the 2015/16 level of funding will be forthcoming in 2016/17. The Council's MTFs had prudently assumed a fifty percent reduction in this grant from 2016/17 which is in line with current expectations.
- 6.8 The SR confirmed the Government's commitment to implement the 'Dilnot' social care reforms with funding provided in 2019/20 to cover the costs of Local Authorities preparing for these changes. The cap on reasonable care costs and extension of means tested support will then be introduced and funded from April 2020.

Public Health

- 6.9 The Council took responsibility for the commissioning of 0-5 health visitor services and the services linked to an all age early help offer when the functions transferred from NHS England on 1 October 2015. Grant of £2.164m to support these new duties will be received in 2015/16 and will form part of the ring-fenced public health grant. It will be matched by an equivalent expenditure budget, thus having a neutral impact on the Council's finances.
- 6.10 On 4 June 2015, the Chancellor of the Exchequer announced savings of £200m from this year's public health grant. This decision affects the whole of the Council's 2015/16 public health funding of £17.079m (which includes part year funding of £2.164m for 0-5 children's public health service). The Department of Health has consulted Local Authorities on the most appropriate method for implementing this national savings proposal and announced its decision on 5 November 2015. In line with its preferred option, every Local Authority's 2015/16 allocation will be reduced by a straight line 6.2% which means an in-year cut of £1.057m for the Council. This is now expected to mean a cut in funding of £1.193m from 2016/17. It is assumed any reduction can be managed without any impact on the budget position for 2016/17.
- 6.11 On October 8 2015 the Government issued a consultation paper on the allocation of Public Health Grant for 2016/17. The proposed revision to the grant allocation formula would have a significant impact if it is introduced reducing funding for Oldham from 0.26% of the total national grant to 0.22%. The consultation period has now closed and the actual funding notification will not be known until later in 2015 or early 2016. Again, it is currently assumed any reduction can be managed without any impact on the budget position for 2016/17, but this will depend on the final funding position.

Business Rates Pooling

- 6.12 Members will be aware that as a result of the change to the Business Rates regime, it is possible for a group of Councils to form a business rates pool. The purpose of pooling business rates across the individual Authorities is not intended to alter the income level of an individual Authority but to retain any levy that might be payable by certain members of the pool. Any sum gained would be retained by the pool.
- 6.13 Councils in Greater Manchester have considered this in both 2013/14 and 2014/15 but the matter was not pursued as it was not considered to be a viable proposal given the volatility around business rates income especially with regard to the position on business rates appeals.
- 6.14 However, Members will recall that that the position for 2015/16 was such that an application for the pooling of business rates was submitted to and agreed by the Department of Communities and Local Government (DCLG) on behalf of the Greater Manchester Council's and Cheshire East Council. Manchester City Council administers the pool and any proceeds are to be retained for investment within Greater Manchester and other non Greater Manchester pool member Councils. It will be July 2016 before the actual value of any benefits can be finally calculated as all Councils must have finalized their accounts before the assessment can be made and also given the complexities of the methodology to determine shares between Councils and the DCLG
- 6.15 At this stage it is anticipated that the Government will continue with pooling arrangements in their current format for 2016/17. In accordance with timelines for previous years, the DCLG has indicated that a provisional expression of interest in a 2016/17 pooling arrangement should be submitted by 31 October 2015. In order that the opportunity was not lost, the ten Greater Manchester Councils, Cheshire East and this year also Cheshire West and Chester Councils have submitted an expression of interest. This provides a mix of tariff and top-up Councils in order to maximize any gain.
- 6.16 A key requirement of pooling is that each Authority will need to make a decision on whether it wishes to confirm its involvement in a 2016/17 pool within 28 days of the issue of the Provisional Local Government Finance Settlement. The Settlement could have an impact of the financial position of each Council thus making pooling not economic. At this time it is expected that the Settlement will be announced in the week beginning 14 December 2015. As a decision would not fit within the Cabinet reporting timeframe, Cabinet, at its meeting on 30 November 2015 agreed that the decision on whether Oldham Council should be part of the pooling arrangement could be delegated to the Cabinet Member for Finance and HR, in consultation with the Executive Director Corporate and Commercial Services and the Director of Finance.

Business Rates Growth Retention

- 6.17 As a result of an initiative announced in the March Budget by the Chancellor of the Exchequer, the Greater Manchester and Cheshire East Business Rates pool has been asked to pilot a new scheme in 2015/16 for the retention of 100% of business rates growth. This complements the goal of achieving fiscal devolution for Greater Manchester. The Combined Authority has provided assurances that there are no downside financial risks for districts associated with the scheme.
- 6.18 The new scheme is working alongside the existing district and pooling arrangements for 2015/16. It is designed to capture all business rates growth across the city region without any additional downside risks that would be associated with reduced business rates income.

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- 6.19 The new scheme has the following characteristics:
- Growth will be measured against an agreed baseline based on district NNDR1 returns (submitted to DCLG in January 2015);
 - After the current financial year, the growth baseline for future years will be adjusted to reflect the annual change in business rate multiplier (inflation) plus 0.5% as a stretch target for growth;
 - Income will be measured using NNDR3 outturn returns to DCLG adjusted for changes in provisions for appeals;
 - To maximise the potential for growth, additional income will be measured on a district by district basis;
- 6.20 It has been anticipated that additional growth of 1% per annum over and above the baseline and stretch target could generate over £35m to pool members in three years, but as yet, there are still on-going discussions to determine how any additional income would be allocated and invested to promote growth priorities within the region.
- 6.21 Due to the on-going discussions, Cabinet agreed at its meeting on 30 November 2015 to endorse and agree the Business Rates retention scheme and to delegate authority to the Cabinet Member for Finance and HR, in consultation with the Executive Director Corporate and Commercial Services and the Director of Finance to work with the GMCA Treasurer and other district Treasurers to finalise the detailed arrangements for the operation of the scheme.
- 6.22 As with the standard business rates pooling process, it will be July 2016 before the actual value of any benefits can be finally calculated given the complexities of the methodology used and the requirement for a reconciliation of the business rates position between Councils and the DCLG. A report will be requested from the GMCA detailing how any additional revenues generated will support the promotion of Greater Manchester's growth and reform strategies.

7. Devolution

- 7.1 As highlighted in section 1 of this report, devolution will clearly have a significant impact on the management and financing of the Council going forward, however at this stage of the budget process, Devolution is being treated as being financially neutral. The SR did not include anything of significance with regard to GM devolution but further information may be issued with the Provisional Local Government Finance Settlement. There is still a substantial amount of work to take place to finalise all the arrangements and as a clearer picture emerges, this will be factored into future budget reports as appropriate.

8 Next Steps in the Budget Setting Process

- 8.1 There are still some key stages to be completed in the budget setting process for 2016/17. As a result the budget gap may be affected by a number of issues still to be determined and finalised. These issues include (but are not restricted to) the following:
- The issue of the Provisional Local Government Finance Settlement 2016/17 (mid December)
 - Other Local Government Funding changes
 - Variations in the Council Tax and Business Rate Tax Bases
 - The announcement of the GM Waste Disposal Authority and GM Combined Authority Levies for 2016/17 (confirmed January/February 2016)

- Revisions to budget pressures arising from local issues or recent Government policy announcements
- 8.2 The most important announcement now awaited is the Provisional Local Government Finance Settlement. This is expected either on or before 17 December. This will give definitive funding allocations for 2016/17 and possibly indicative allocations for future years. Until this is received, all Government grant and related figures must remain as best estimates.
- 8.3 The lateness of the receipt of information leaves little time to revisit the budget if the announcements vary significantly from estimated figures. Any revisions can only therefore be included in the final budget report presented to the 24 February 2016 budget meeting.
- 8.4 Whilst Oldham Council is progressing in the preparation of its 2016/17 budget, clearly much depends on key financial information yet to be received from Central Government as outlined above. The budget setting timetable, whilst framed by the statutory requirements is working towards a budget Council meeting where all final decisions are made on 24 February 2016. Table 6 below shows the timelines from November 2015 onwards for the 2016/17 budget approval process and reports that will be prepared for consideration at each meeting.

Table 9 – Budget Setting Timetable

Date	Body/Issues	Action / Implication
07/12/2015	12 week public consultation ends	All proposals within Tranche 2
16/12/2015	Council	Approval of 2016/17 options (Tranche 2) and progress on 2017/18 proposals
Mid/late December	Notification of the Provisional Local Government Finance Settlement	Review of implications and update of budget position
11/01/2016	S188 Staff Consultation period ends	All proposals within Tranche 3
21/01/2016	Performance and Value for Money Overview and Scrutiny Select Committee (PVFM)*	Scrutiny of 2016/17 budget report and any amendments to the proposals (including Tranche 3 Proposals) and budget gap for recommendation to Cabinet*
25/01/2016	Cabinet	Setting of Council Tax and Business Rates Tax bases
25/01/2016	12 week public consultation ends	All proposals within Tranche 3
Early February	Notification of the Final Local Government Finance Settlement	Review of implications and update of final budget position
11/02/2016	Cabinet*	Recommendation to Council of Tranche 3 proposals and final budget report*
24/02/2016	Council*	Amendments to any proposals and budget gap if any late changes and approval of final Council budget setting report*

* These meetings will also consider reports on the Medium Term Financial Strategy, Capital Programme and Capital Strategy, Treasury Management Strategy and Housing Revenue Account Budget

9 Options/Alternatives

9.1 There are two options Council may recommend:

Option 1 – Council can approve all the budget proposals included in this report to the value of £4.993m and note additional proposals to the value of £1.094m.

Option 2 – Council can request that further work is undertaken on some or all of the budget proposals and that a decision on proposals is deferred.

10 Preferred Option

10.1 The preferred option is that Option 1 is approved and that £4.933m of budget reduction proposals are approved.

11 Consultation

11.1 The presentation of these proposals forms part of the detailed consultation stage of the 2016/17 budget process.

11.2 Since 5 August 2015 the Council has been consulting the public about its budget challenge and about how we can work together to meet that challenge.

11.3 The Council commissioned an update of the short video used as part of the budget challenge campaign for 2015/16. This year we have focused on the need for co-operative working to help us reduce the impact of any reduction in services delivered by the Council. The video also asks residents to get involved in an online discussion about how the Council should spend its budget and invites them to share their budget reduction ideas. The video has been promoted via social media and the Council's website and since its launch on 5 August has already had more than 284,318 views.

11.4 Further engagement is being encouraged through the introduction of a budget consultation portal. Specific questions have been developed detailing key services and what percentage of the budget is spent on them. We are inviting residents and staff to participate in this short questionnaire to advise on which services they use the most, which they think we should protect, and which they think we could spend less money on. This questionnaire will provide us with key information as to whether the services most used by residents will drive their decision on whether or not to protect them or to reduce spend on them.

11.5 To further share the scale of the budget challenge with residents, we are developing in-house a Value for Money video to highlight the cost of services and how this equates to the cost of Council Tax payments. This is scheduled to go-live in early December pending approval.

11.6 To ensure we do not exclude residents who do not use digital channels we have included budget messaging in our resident newsletter, Borough Life, distributed in October and in a two page feature in the Oldham Evening Chronicle. Both of these offered a tear-off reply slip asking for feedback and ideas.

11.7 We also engaging with staff about our budget challenge, requesting them to share their budget reduction ideas through an internal poster campaign, via the intranet staff forum and direct to the 'Ask the Chief' and Internal Comms mailboxes.

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- 11.8 Wherever possible we will respond directly to comments and suggestions offering further information about council spend and services.
- 11.9 Alongside the Council's public consultation around the 2016/17 budget challenge, we are also engaging in specific consultation around the budget reductions where there is an impact on the local community. Where appropriate the feedback received will be reflected in the EIAs. The website information around the proposals included a link to a 'mailbox' for additional comment. There is ongoing current consultation with affected groups including staff and service users for those proposals having a frontline impact such as the reduction for residential accommodation for looked after children due to the introduction of the adolescent support unit. There has also been consultation with key partners including the Clinical Commissioning Group, provider organisations and the Voluntary and Community Sector (VCS).
- 11.10 In respect of public and user/carer consultation the Council's aim of reducing dependence on statutory services has been a factor particularly in instances where service users are more vulnerable.
- 11.11 Voluntary Sector partners have been actively involved in the work around reducing the commissioning and grant funding activity for VCS organisations.

12 Financial Implications

- 12.1 Dealt with in the detail of this report.

13 Legal Services Comments

- 13.1 The Council has a legal obligation to pass a resolution to pass its budget and Council Tax resolutions by March 2016. Appropriate statutory consultation is taking place in respect of the proposals. (Colin Brittain)

14 Co-operative Agenda

- 14.1 The Council will ensure that its budget setting process addresses the repositioning of the Council as a Co-operative Council linking to Oldham's ambition for a Co-operative Future.

15 Human Resources Comment

- 15.1 High level union and staff engagement on Tranche 2 options commenced on the 8 September 2015 in order to give an overview of where savings were being considered and the Council's initial thoughts on how these may be delivered.
- 15.2 The S188 document starting formal consultation on the Tranche 2 proposals was issued to the recognised trade unions on the 5 October 2015 and started the minimum 45 day formal consultation process and has been ongoing since that date. Consultation will need to have ended by 11 December 2015 to allow for full consideration of any comments or alternatives submitted by unions or staff to be considered in advance of, and where relevant presented to this Council meeting.
- 15.3 Proper and meaningful consultation will have to be exhausted in advance of the approval and subsequent implementation of any new arrangements. Where consultation has not been completed, consideration must be given to moving final approval to the Council meeting in February in order to ensure meaningful consultation based on complete proposals takes place. As detailed in the report this will be the case for 3 x Tranche 1 options; namely E004, E007 and C001, and for 4 x Tranche 2 options; namely D006,

D007, E010 and E012 where due to either the complexity of the option has meant that public and /or staff consultations are not completed.

15.4 The S188 document shows a potential 78.5 FTE job losses in Tranche 2, which together with the 58.0 FTE identified in Tranche 1 amounts to 136.5 FTE to date. It is anticipated that the number of compulsory redundancies will be mitigated by deletion of relevant vacancies and seeking voluntary options in the first instance.

15.5 The unions have been updated on the revised budget gap position and welcomed the reduction.

15.6 Tranche 3 options were presented to the unions on the 26 October 2015 for early engagement, with the S188 formal consultation meeting taking place on the 16 November 2015. This showed an additional 5.0 FTE post reduction.

15.7 People Services and the HR Advisory Service within Unity will continue to work with the Directorates to ensure that the proper process is followed and that the staff and unions have the opportunity to share their views and have input on the final outcomes. (Sally Blackman)

16 Risk Assessments

16.1 The Council has a statutory obligation to set a balanced budget. This report sets out a number of options by which the Council proposes to set its budget for 2016/17. Failure to agree a balanced budget will expose the Council to the risk of future censure by its external auditors. (Mark Stenson)

17 IT Implications

17.1 Many of the budget proposals require the more efficient use of existing computerised systems. Any costs associated with any improvements to systems have been factored into the net budget reductions put forward.

18 Property Implications

18.1 Any impacts on asset management have been factored into the proposals identified or will be dealt with as part of the previously approved asset management strategy.

19 Procurement Implications

19.1 Any proposals that impact on the procurement of goods, services etc. will be undertaken in full liaison with the Procurement Service and in compliance with all necessary Council and statutory requirements.

20 Environmental and Health & Safety Implications

20.1 Environmental and Health and Safety implications will be taken into account when dealing with the individual proposals as appropriate.

21 Equality, community cohesion and crime implications

21.1 In taking financial decisions the Council must demonstrate that it has given “due regard” to the need to eliminate discrimination, promote equality of opportunity and promote good relations between different groups.

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- 21.2 Demonstrating that “due regard” has been given involves:
- assessing the potential equality impacts of proposed decisions at an appropriate stage in the decision making process - so that it informs the development of policy and is considered before a decision is taken;
 - ensuring that decision makers are aware of the equality duties and any potential equality issues when making decisions.

NB – having due regard does not mean the Council cannot make decisions which have the potential to impact disproportionately, it means that we must be clear where this is the case, and must be able to demonstrate that we have consulted, understood and mitigated the impact.

- 21.3 To ensure that the process of impact assessment is robust, it needs to:
- Be specific to each individual proposal;
 - Be clear about the purpose of the proposal;
 - Consider available evidence;
 - Include consultation and involvement with those affected by the decision, where appropriate;
 - Consider proposals for mitigating any negative impact on particular groups;
 - Set out arrangements for monitoring the actual impact of the proposal.

21.4 The Equality Act 2010 extends the public sector equality duties to cover nine protected characteristics, namely:

- age,
- disability,
- gender,
- gender reassignment,
- marriage and civil partnership,
- pregnancy and maternity,
- race,
- religion and belief and
- sexual orientation

21.5 In December 2010, the Government announced that it would not be taking forward the socio-economic duty for public bodies. Despite this we have continued to consider people on low incomes as part of our equality impact assessment process.

Oldham’s approach to assessing the impact

21.6 Assessing the potential equality impact of proposed changes to policies procedures and practices is one of the key ways in which public authorities can show ‘due regard’. Equality Impact Assessments (EIAs), therefore, provide a structured framework which enables the Council to ensure that it considers the equality impact of decisions, and to demonstrate to others that it has done so.

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- 21.7 Oldham's EIA form is based on the experience of previous years and incorporates elements from good practice elsewhere. The main aims of our current EIA are to:
- strengthen the process through improved accountability – identifying a lead officer for each EIA;
 - stimulate a more rigorous and overt analysis of the impact and possible mitigations;
 - implement a stronger equality monitoring and management process to ensure that we follow through on what we said we would do. This includes identifying risks to implementation and how these will be managed.
- 21.8 Where complete, the final EIAs have been included. Where public consultation is currently ongoing, draft EIAs have been included for consideration. No EIA is considered complete until public consultation has finished.
- 21.9 The equality impact assessment process undertaken for the Council's budget process involves:
- An initial equality impact screening – The budget proposal action plan forms completed by each Director / Service Manager incorporate an initial equality screening to identify whether any proposal has the potential for significant disproportionate adverse impact in respect of any protected characteristic i.e. whether the impact of the proposal falls disproportionately on any particular group – such as people with a disability.
 - The initial screenings are then independently reviewed by a small group with knowledge of the equality legislation, comprising of the Cabinet Member for Social Care and Safeguarding, a senior officer from the Co-operatives & Neighbourhoods directorate, a lawyer from the Legal Services team, two senior officers from Commissioning and a senior officer from People Services.
- 21.10 The key aims of this review process are to:
- assess the potential equality impact of each proposal using the information provided.
 - provide challenge to those where the Group feel the initial screening does not accurately identify those equality groups potentially affected and that a further screening process needs to be completed.
- 21.11 Full equality impact assessment – An equality impact assessment is carried out if the initial screening identifies that the proposal could have a potential significant, disproportionate adverse equality impact.

Involving elected members

- 21.12 A key element to assessing the equality impact has been the involvement of elected members. This involvement has included:
- Cabinet Member for Social Care and Safeguarding sits on the Equality Challenge Group.
 - Consideration of equality impact throughout the Leadership Star Chamber process, including through the initial screenings on the proposal forms and a briefing paper.

-
- Briefings between Executive Directors and Cabinet Members during development of proposals and working together to consider the equality impacts and identify any mitigating actions.
 - Both the EIA screening information contained with the budget proposals and the EIA forms themselves, where available, are submitted to, and considered by PVFM Select Committee. NB: Where public consultation is required and is ongoing, the EIA forms are still in draft form at this stage.
 - Final EIAs are made available to Members alongside the budget proposals in the Council papers.

21.13 The Council in adhering to the legal requirements is already completing EIAs and progress will be reported on these throughout the budget preparation as it was last year.

22 Equality Impact Assessment Completed

22.1 An equality impact assessment is carried out if the initial screening identifies that the proposal could have a potential significant, disproportionate adverse equality impact.

23 Key Decision

23.1 Yes

24 Key Decision Reference

24.1 CFHR-18-15

25 Background Papers

25.1 The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act:

File Ref: Background papers are contained in Appendices 1 to 8
Officer Name: Anne Ryans
Contact No: 0161 770 4902

26 Appendices

26.1

Appendix 1 – Commentary on the Spending Review and Autumn Statement – 25 November 2015
Appendix 2 – Summary of deferred Tranche 1 Budget Reduction Proposals to approve
Appendix 3 – Budget proposals and EIAs in relation to Appendix 2
Appendix 4 – Full Summary of Tranche 2 Budget Reduction Proposals
Appendix 5 – Summary of Tranche 2 Budget Reductions to approve
Appendix 6 – Budget Reduction Proposals and EIAs in relation to Appendix 5
Appendix 7 – Summary of Tranche 2 Budget Reduction Proposals to Note
Appendix 8 – Budget proposals and EIAs in relation to Appendix 7

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Commentary on the Spending Review & Autumn Statement – 25 November 2015

1. Background

- 1.1 On 25 November 2015 the Government announced the detail of its Spending Review and Autumn Statement in a combined statement to Parliament. It is the third major economic statement this year after the Budget in March 2015 and the post-election Summer Budget in July 2015.
- 1.2 The Spending Review gives a five-year view of the Government's spending plans, looking at the budgets of all the Government's departments. It confirms how £4 trillion of taxpayers' money will be spent by setting the maximum amount that each department can spend. Deep spending cuts were announced as the Chancellor of the Exchequer tries to balance the books.
- 1.3 The Autumn Statement was included within the Chancellor's speech, with MPs updated on the Government's taxation and spending plans based on the economic projections provided by the Office for Budget Responsibility (OBR).
- 1.4 This is an initial review of the Spending Review and Autumn Statement. It is not possible to confirm the impact on the Council's grant funding and future spending requirements until further information is released. The Provisional Local Government Finance Settlement issued in December 2015 will give the full detail about the impact the 2015 Spending Review and Autumn Statement will have on Oldham.
- 1.5 Whilst the Spending Review (SR) covered a wide range of financial and policy issues covering all aspects of Government business, set out below are some key headline issues which will impact on Local Government.

2 Key Headlines for Local Government Finance

- 2.1 There are a wide range of potential implications arising from the announcement, of which the most significant having an impact on Local Government finance are:

- a) Reductions to Local Government grant of £6.1 billion by 2019/20.

Overall Local Government spending will be higher in cash terms by 2019/20 than in 2015/16 through given forecast increases to other sources of Local Government income. This will be achieved by the planned implementation of the 100% business rate retention by the end of Parliament.

- b) Support for Adult Social Care

There will be £3.5 billion of support for adult social care by 2019/20 through a new social care 'precept' and an expanded Better Care Fund to support health and social care integration.

- An additional 2% Council Tax precept can be charged to fund costs of adult social care. This will not trigger a local referendum on Council Tax increases. The additional income raised from this 2% increase will need to be ringfenced against adult social care costs. This measure favours authorities with larger Band D tax bases. Oldham's housing stock (2015/16) at Band A to Band C accounts for 86.2%, with 13.8% at Bands D to H. It should be noted that the

additional 2% Council tax precept is in addition to the already allowable increase in Council Tax (up to 1.99% without triggering a local referendum – although the referendum threshold is yet to be confirmed).

- The Government's view is that taken together, the new precept and the additional Local Government Better Care Fund contribution mean Local Government has access to the funding it needs to increase social care spending in real terms by the end of the Parliament. The Government advised that this will support Councils to continue to focus on core services and to increase the prices they pay for care, including covering the costs of the National Living Wage, which is expected to benefit up to 900,000 care workers.
- The spending review sets out an ambition that by 2020 health and social care are integrated across the country.
- There is confirmation of the Government's commitment to implement the 'Dilnot' social care reforms with funding provided in 2019/20 to cover the costs of Local Authorities preparing for these changes. The cap on reasonable care costs and extension of means tested support will then be introduced and funded from April 2020.

c) Changes to the System of Local Government Finance

The Department for Communities and Local Government (DCLG) plans to consult on changes to the Local Government finance system to pave the way for the implementation of 100% business rates retention by the end of the Parliament. This will take account of all resources available to Councils. There is confirmation that Revenue Support Grant (RSG) will be phased out but additional responsibilities will be given to Councils. For example the Government may consider the transfer of responsibility for the payment of Housing Benefit for pensioners.

The system of top-ups and tariffs which redistributes revenues between Local Authorities will be retained. The Uniform Business Rate will be abolished and this will allow any local area to cut Business Rates as much as they like.

d) Council Tax Increases/Council Tax Freeze Grant

In addition to the Adult Social Care precept, the Government seems to be continuing with policy of allowing Council Tax increases but with a requirement to hold a referendum if the increase exceeds a set level. The referendum threshold in 2015/16 is 2% but this has not been confirmed for 2016/17. Currently the Government pays Council Tax Freeze Grant (CTFG) to those Councils who either reduce or freeze Council Tax and past practice has been to roll this grant into RSG in the following financial year.

The SR made no reference to CTFG and therefore any funding for a past or future Council Tax freeze has yet to be confirmed. For 2016/17, a Council Tax Freeze Grant of £926,000 has been estimated and used in financial projections.

e) Education/Skills/Employment

- The current school funding formula is to be phased out with a new national funding formula to begin in 2017. Consultation will begin on this in the New Year.

- The Chancellor has confirmed his plans for 30 hours of free childcare for parents of three and four year olds which is an increase from 15 hours per week. However the upper income limits per parent for tax free child care will be lowered from £150k to £100k and there will be an increase in the minimum income level per parent from the equivalent of 8 hours to 16 hours at the national living wage.
- Schools budgets in England have been protected in real terms with the total education spending increasing by £5bn in 2020. This enables a per pupil protection for the Dedicated Schools Grant and the Pupil Premium.
- The Government is investing £23bn in school buildings, opening 500 new free schools, creating 600,000 school places, rebuilding and refurbishing over 500 schools and addressing essential maintenance needs.
- The Government's goal is to end local authorities' role in running schools with all schools becoming an academy.
- There is to be a national reduction in Education Services Grant of £600m however detail of how this is to be apportioned has yet to be detailed.
- Funding for universal free school meals will be maintained.

f) Use of Capital Receipts for Revenue Purposes

In order to allow the reform of services and to make them more efficient, Local Authorities will have new flexibilities to spend 100% of their capital receipts to fund revenue costs. Detail will be released as part of the Provisional Local Government Finance Settlement in December.

g) Change to the New homes Bonus Scheme

The Government will consult on reforms to New Homes Bonus (NHB), including the means of sharpening the incentive to reward communities for additional homes. It will further consult on reducing the payment of the grant from a period of 6 years to 4 years. This will include a preferred option for savings of at least £800m, which can be used for social care. The current financial projections rely on £2.7m NHB in 2016/17

h) Use of Reserves

Authorities are to be encouraged to use their reserves to manage change.

i) Troubled Families Programme

Government will continue to invest in the Troubled Families Programme.

j) Rate Relief

The doubling of Small Business Rate Relief will continue for a further 12 months from April 2016 and grant funding will therefore be allocated. The 2015/16 grant for Oldham was £1.425m. No reference was made to the continuation of Retail Relief or Long Term Empty Property Relief.

k) Housing Benefit

- The Government will extend funding to the end of 2017/18 to reward Local Authorities for reducing fraud and error in Housing Benefit.
- Housing Benefit for new social tenants is to be capped at the same level as private sector tenants.

l) Local Government Pensions

The Government will publish guidance for pooling Local Government Pension Scheme Fund assets into 6 British Wealth Funds, containing at least £25bn of Scheme assets each.

m) Local Growth Fund

The Government will deliver on its commitment to a £12bn Local Growth Fund between 2015/16 and 2020/21.

n) Apprentice Levy

From April 2017 the Government will introduce an Apprenticeship Levy which equates to 0.5% of an employer's total pay bill where the bill is in excess of £3m. Each employer will receive an allowance of £15,000 to offset against their levy payment.

o) Welfare Reform

The Chancellor confirmed that the £12bn of welfare savings will be delivered in full by the end of the Parliament the Government will not be within its own self-imposed cap on welfare spending in the first few years however it will move within target later on in the Parliament.

p) Public Health

The Government will make savings in Local Authority Public Health spending and will also consult on options to fully fund Local Authorities' Public Health spending from their retained business rates receipts, as part of the move towards 100% business rate retention. The Public Health grant for Oldham for 2015/16 is over £17m

q) Care for Older and Disabled People

The continuation of the improvement in care for older and disabled people and support for their carers has also been announced. The Spending Review includes over £500m by 2019/20 nationally for the Disabled Facilities Grant, which will fund around 85,000 home adaptations that year.

r) Housing

- The Chancellor has pledged almost £7bn to make house building a priority, with more than 400,000 "affordable homes" to be built in England.
- Additional Discretionary Housing Payment funding will be made available to Local Authorities to protect the most vulnerable including those in supported accommodation.
- The Government will amend planning policy to ensure the release of unused and previously undeveloped commercial, retail and industrial land for 'Starter Homes'. They will also support regeneration of previously developed,

brownfield sites in the green belt by allowing them to be developed in the same way as brownfield sites elsewhere, providing it delivers 'Starter Homes'.

s) Public Sector Workforce Reform

Whilst Council staff will not be directly affected by public sector workforce reform, Government policy statements set out an expectation.

- The Government will consult on further cross-public sector action on exit payment terms, to reduce the costs of redundancy payouts and ensure greater consistency between workforces.
- There will be a review of sickness absence in the public sector workforces before the Government consults on how to reduce its impact on public service delivery, considering legislation where necessary.
- There will be continued restraint on public sector pay with increases limited to 1% over the next 4 years.
- The Government will issue guidance to encourage Local Authorities to rein in excessive salaries
- The Government is concerned about the growth on salary sacrifice arrangements and will consider if any action is needed in future.

t) Devolution to Greater Manchester

The Government is making further progress on devolving powers to Greater Manchester, demonstrating that the first devolution deal is just the start of a closer dialogue between cities and government. However, there was little specific information or comment on GM devolution.

3 Conclusion

- 3.1 The Spending Review and Autumn Statement document issued by HM Treasury runs to 145 pages and contains a range of information on all aspect of Government expenditure and income. It sets out Government policies and gives direction as to Government thinking over the life of the Parliament. The lack of detail means that it is impossible to set out the actual financial impact of any of the issues discussed above, prior to the receipt of the Provisional Local Government Finance Settlement or Government consultation documents.

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Appendix 2
2016/17 & 2017/18 - Schedule of Budget Proposals

Budget Reduction Proposals - Deferred Tranche 1 - For Approval

Ref	Brief Detail	Responsible Officer	Cabinet Member	2016/17 (£'000)	FTE 2016/17	2017/18 (£'000)	EIA Required?	Appendix 3 Page No.
E002	Improved Value for Money within Oldham's Residential and Supported Accommodation Offer for Looked After Children and Care Leavers	Kim Scragg	Cllr J Harrison	234	0.0	0	Yes	2
E003	Looked After Children - Demand Management and Reduction (Therapeutic Fostering and the Adolescent Support Unit)	Kim Scragg	Cllr J Harrison	1,254	12.0	0	Yes	14
E008	Adult Services - Generating Additional Income	Maggie Kufeldt	Cllr J Harrison	401	0.0	0	Yes	27
	Total - Health and Wellbeing			1,889	12.0	0		
B005	Street Lighting - Shared Client Team	Carol Brown	Cllr D Hibbert	22	1.0	13	No	47
	Total - Cooperatives and Neighbourhoods			22	1.0	13		
C005	Strategic Sourcing & Strategic Relationship Management - Commercial Trading Model	Nicola Spence	Cllr A Jabbar	125	2.0	0	No	53
	Total - Corporate and Commercial			125	2.0	0		
	Total Deferred Budget Reduction Proposals (Tranche 1)			2,036	15.0	13		

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Appendix 3
Deferred Tranche 1 Budget Reduction Proposals

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E002
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing Directorate
Division:	Safeguarding
Responsible Officer and role:	Kim Scragg, Director of Safeguarding
Cabinet Member and Cluster :	Cllr J Harrison, Social Care and Safeguarding

Title:	Improved Value for Money within Oldham's Residential and Supported Accommodation Offer for Looked After Children and Care Leavers
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£23,185k
	Income	(£1,381k)
	Net Expenditure	£21,804k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	218 Safeguarding Division

	2016/17 £k	2017/18 £k
Proposed Financial saving:	234	0
Proposed reduction in FTE's	0	0

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>As part of the wider children's services review, we need to maximize the capacity of in-house and commissioned residential provision across the Borough. We also need to increase their potential to deal with some of the more challenging/complex young people who are currently placed within external placements. A review of the current occupancy levels across the whole residential offer is currently being undertaken.</p> <p>We have 4 residential homes across Oldham – 2 are operated via an in-house model and 2 are commissioned externally from</p>
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	<p>Cambian Care (formerly Advanced Childcare). Evidence over the last 12 months suggests significant underuse of capacity with several beds being vacant over the period.</p> <p>Until recently the Council had a third in house residential home Tylon House which was recently decommissioned as a home to reopen as an Adolescent Support Unit offering outreach and respite support. We were able to effect this change due to the long standing capacity within our residential provision.</p> <p>By expanding our fostering offer and opening the Adolescent Support Unit we expect demand for residential care to decrease and this may allow us to close /decommission another home leaving us with three within the Borough. The savings associated with this are detailed in the other related template. We feel however that additional savings may be achieved within the remaining provision as detailed below.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>There are four areas where we feel we can potentially realise savings.</p> <p>1. The current annual contract price with Cambian Childcare is for £1,224,000 and is due to end in November 2017. There is an option to extend for up to five years following this date. One option would be to negotiate a better annual price for the remainder of the contract term.</p> <p>Occupancy figures suggest that during 2014/15 there were £93,531 costs associated with vacant beds within these two commissioned homes (it should be noted that some beds are deliberately held vacant for the welfare of the current occupants) and there are sometimes vacancies for short periods of time rather than prolonged inefficient ways of working.</p> <p>2. Costs for our block contracted placements are lower than those for our in-house provision for equivalent levels of quality.</p> <p>Evidence suggests that if we commissioned an additional 5 beds with Cambian Childcare or another provider at the lower, commissioned cost, there would be savings of approx. £140,000 per year against the in-house model.</p> <p>One implication of this is that the Council would no longer have any in house residential provision remaining.</p> <p>3. We are also currently exploring the option of 'selling' additional capacity to neighbouring authorities as part of the collaborative work being undertaken with Rochdale and Bury.</p>
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	<p>4. The Council also provides residential and supported accommodation for care leavers and vulnerable 16/17 year olds as part of a wider care and support offer. We intend to improve the availability, range and value for money of this provision and are currently working with Rochdale and Bury to explore ways of collaboration in this regard.</p> <p>We believe that these options will allow us to deliver approximately £234,000 savings over and above those originally offered.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>If the Council was to externally commission any more of its children's homes there would need to be a decision about the current assets.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	There are a number of jobs currently within in house provision would potentially transfer to an alternative provider.
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	Difficult to quantify at this stage due to range of options being explored. The main implication is that we could potentially pay Cambian Childcare approximately £100k less per annum.
Type of impact on partners	There may be a reduction of current contract prices to be weighed alongside potential additional external purchasing

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Review and options appraisal	September 2015
Negotiation of contract price with commissioned provider	October 2015
Determination of delivery arrangements from April 2016	December 2015
Mandatory – Completion of EIA & Consultation within PVFM timeline	October 2015

Key Risks and Mitigations	
Risk	Mitigating Factor
Change of home for service users	Carefully planned transition plan.
Possible lack of interest for external providers initially (5 beds) potential to re-commission all external provision (25 beds)	We would make sure that the procurement package is sufficiently robust to ensure providers are attracted.
TUPE of existing staff to a new provider and the costs involved	We will use existing systems and processes to ensure sufficient consultation and time is allowed.

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

The review of the current accommodation for LAC post 16 may have an impact on another residential home. Work is ongoing to review occupancy rates of all property within the portfolio to cost this option out. The option to increase the number of commissioned homes from an external provider will also need to be explored to see if this is a more efficient way of providing accommodation.

If it is agreed to commission additional places, this will have an impact on the remaining 2 in-house properties and what happens to them.

The success of the Adolescent Support Unit (ASU) could also have an impact on this budget proposal and needs to be considered as part of the wider review.

Service Delivery and future expected outcomes:

As a commissioned service, there is an existing monitoring process around the quality of provision and service, which could be financially linked (penalties) going forward. There is also a process of quarterly monitoring with the provider to ensure young people are achieving their required outcomes.

Ofsted currently rates the externally commissioned provider of the 2 homes in Oldham as Good.

Organisation (other services)

If the ASU is not successful then there could still be an increased number of young people entering the care system which might create additional demand on the residential offer. This needs to be factored in to the wider residential review.

Service Users

If the accommodation for LAC in residential homes is looked at and changes are made, there is likely to be significant impact and disruption to those young people resident within the home. This will need careful and timely consideration to ensure a smooth and planned move to alternative provision.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

A provider partner organisation currently delivers residential care within two properties in Oldham. As part of the wider accommodation review, this is to be looked at and changes are likely. This could create an increase in demand for commissioned services and increased commercial opportunity.

Section 6

Supplementary Information

There will be an options appraisal for the residential accommodation review.

There will be a review of current occupancy levels across the whole residential offer.

The ASU is also being reviewed as part of its twelve month pilot and will ultimately inform the residential review as well.

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	28 th July 2015
Staff Consultation	Staff engagement commenced 30 th July 2015 S188 issue 1 st September 2015
Public Consultation	Commenced 3 rd August 2015
Service User Consultation	Between 3 rd August 2015 and 30 th September 2015 to take place September/October 2015
Any other consultation	3 rd August and 30 th September 2015

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment.

This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Ed Francis
By:	15 October 2015.

Section 9

Responsible Officer:	Maggie Kufeldt, Executive Director, Health and Wellbeing
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Support Officer Contact:	Claire Hill
Support Officer Ext:	0161 770 3125

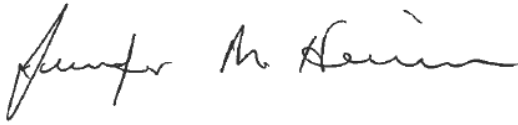
Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	29 June 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr J Harrison
Signed:	
Date:	29 June 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment

E002 Improved Value for Money within Oldham's Residential and Supported Accommodation Offer for Looked After Children and Care Leavers

Stage 1: Initial screening

Lead Officer:	Ed Francis
People involved in completing EIA:	Ed Francis Clare Bamforth
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	No Date of original EIA: November 2014 as part of budget template CO45 - Children's Services Redesign

General Information

1a	Which service does this project, policy, or proposal relate to?	This proposal relates to the range of residential and supported accommodation for Looked After Children and care leavers. The proposal is contained in Budget Template E002 with an additional identified saving of £234k in 2016/17 to that contained in template CO45 from the 2015/16 budget setting process.
1b	What is the project, policy or proposal?	As part of a wider children's services review, we need to maximise the capacity of in-house and commissioned residential provision across the Borough.
1c	What are the main aims of the project, policy or proposal?	There are 4 areas linked to this proposal: 1. Review the current annual contract price with Cambian Childcare and try to negotiate a more advantageous price for the remainder of the contract (November 2017) 2. Assess and review the quality and cost of our internal provision with the possibility of commissioning this provision from another provider at a lower cost. 3. Review the current residential and supported accommodation offer to care leavers and vulnerable 16/17 year olds as part of the wider

		<p>care and support offer.</p> <p>4. Collaborative working with Rochdale and Bury could provide opportunity to 'sell' current and future capacity within the residential offer or enter into joint commissioning arrangements for shared benefit.</p>
1d	<p>Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?</p>	<p>The affected individuals/groups would be Looked After Children and Care Leavers.</p> <p>We have 4 residential homes across Oldham – 2 are operated via an in-house model and 2 are commissioned externally from Cambian Care. Evidence over the last 12 months suggests significant underuse of capacity with several beds being vacant over the period.</p> <p>Until recently the Council had a third in house residential home Tylon House which we were able to adapt for use as an Adolescent Support Unit offering outreach and respite support.</p> <p>We were able to effect this change due to the long standing capacity within our residential provision.</p> <p>The Council also directly provides 2 semi independence units for care leavers which are staffed 24 hours.</p> <p>By expanding our fostering offer and opening the Adolescent Support Unit we expect demand for residential care to decrease and this may allow us to close /decommission another home leaving us with three within the Borough. The savings associated with this are the subject of another related template E003. We feel however that additional savings may be achieved within the remaining provision by the actions detailed above.</p> <p>This proposal could potentially affect current service users (Looked After Children and Care Leavers). If the accommodation offer is changed, it is possible that there is some disruption to those young people resident within the homes at the time. This will need careful and timely consideration to ensure a smooth and planned move to alternative provision.</p> <p>There is however the possibility within this proposal that the Council retains its direct control of the properties from which the service is provided and</p>


		<p>purchases in care and support from an alternative provider. This would be less disruptive but would be subject to an EIA in its own right.</p> <p>In the event of any change of provider organisation it is likely that TUPE considerations would apply.</p> <p>There is also potential benefit to care leavers in that the recent Ofsted inspection highlighted the care leavers were reporting a wish for more choice and options than those currently available. A recent change of legislation around 'staying put' should lead to more care leavers opting to stay with their foster carers beyond their 18th birthdays and the discharge of their care orders. Identification of future options would take these factors into account.</p> <p>There are also potential financial implications for the current provider of block contracted accommodation (2 Children's Homes).</p> <p>Any specific decisions relating to changes in accommodation for particular groups of young people will be subject to an EIA in their own right.</p>
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Current young people within the residential homes across Oldham		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Care Leavers		X		

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1h	How have you come to this decision?	By reviewing these services we hope to improve the cost effectiveness of service provision without compromising on quality and outcomes. This proposal does not seek to reduce the sufficiency

		<p>of Oldham's overall offer to young people although it might have implications for individual settings.</p> <p>We are statutorily required to undertake a 'sufficiency' assessment and maintain 'sufficiency' of provision so any decisions we make will be in this context. What is unknown is the potential demand on services going forward and it is therefore important that we retain some flexibility in the accommodation offer in order to ensure sufficient provision.</p> <p>Most provision is Ofsted registered and therefore there is an external assurance system around current provision and potential alternatives. Currently both homes provided under block contract have an Ofsted rating of 'Good'.</p>
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Stage 5: Signature	
Lead Officer:	Date:
Ed Francis	7th December 2015
Approver signature:	Date: 7th December 2015
	
EIA review date:	
End September 2016	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E003
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing Directorate
Division:	Safeguarding
Responsible Officer and role:	Kim Scragg, Director of Safeguarding
Cabinet Member and Cluster :	Cllr J Harrison, Social Care and Safeguarding

Title:	Looked After Children - Demand Management and Reduction (Therapeutic Fostering and the Adolescent Support Unit)
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£23,185k
	Income	(£1,381k)
	Net Expenditure	£21,804k
Total posts numbers in section: <i>(By Division):</i>	FTE	218

	2016/17	2017/18
Proposed Financial saving:	1,254	0
Proposed reduction in FTE's	12	0

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>These options relate to the Council's statutory duties to protect and safeguard children and young people including looking after those for whom the Council assumes parental responsibility (LAC), however the Council is fully committed to protecting the most vulnerable; it is more about doing things differently and more efficiently.</p> <p>This proposal covers the development of the Therapeutic Fostering service and the Adolescent Support Unit. Organisationally, these services sit within Safeguarding.</p> <p>There are two main proposals designed to offer up a total of £1,254k in 2016/17.</p>
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	<p>Within the context of rising demand including increasing Looked After Children numbers we aim to deliver efficiencies across the range of spend areas by:</p> <ul style="list-style-type: none"> • Diverting and delaying children and young people into/out of the social care system, • Reducing the cost of children and young people being supported by the social care system and reducing the cost of the system itself. We aim to do this by improving the foster care offer.
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>1. Adolescent Support Unit</p> <p>As part of the wider review of Oldham’s Children’s Services, the residential offer to Looked After Children is being reviewed with a view to re-designing the current offer.</p> <p>The vision for Oldham’s Children’s Services is to develop wider placement choice for Looked After Children within the Borough of Oldham and to develop further our ‘edge of care’ offer to prevent children coming into care, namely through creating an Adolescent Support Unit (ASU).</p> <p>The development of the ASU is a 12 month pilot as part of the wider service review to establish demand and need for a preventative model.</p> <p>As part of the review it has been agreed that one of the existing residential children’s homes (Tylon House) which was reporting under capacity occupancy figures, will operate as an ASU, offering respite and family support.</p> <p>The principle function of the ASU is to provide a quality service consisting of out-reach, in-reach, family sessions and short break residential care at weekend. The unit has 3 short term respite beds and 1 crisis bed. The respite is offered on Friday, Saturday and Sunday night.</p> <p>The unit offers planned respite placements to young people aged 11-17 years old who are considered at risk of long-term placement in care.</p> <p>The ASU aims to offer and provide whole family support to families with complex needs, where the child is at risk of being taken into care or where a child in need plan is in place.</p> <p>Savings through the development of the ASU model will be found through reduction in costs incurred in operating the unit as well as reducing the cost of care placements.</p>
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	<p>It is anticipated that 20 young people who, without the intervention of the ASU would be in care, will be worked with. An estimated success rate of 75% means 15 young people will be diverted from care admission. This will create capacity in the system and reduce costs against the residential and foster care placements.</p> <p>2 An improved Foster Care Offer</p> <p>In the budget template C045 – Children’s Services Redesign, January 2015, we outlined plans to reduce placement costs by recruiting a number of ‘specialist’ foster carers in a direct attempt to reduce the number of residential beds we need whether these are within our own children’s homes or external provision.</p> <p>This proposal has been further developed, and there are currently 4 new foster carers going through the recruitment and assessment process and 10 young people currently within the care system who have been identified as having the potential to benefit from the scheme. Work is underway with the children’s social workers to discuss suitability and need of the identified children.</p> <p>Two specialist Social Workers have been recruited to support the delivery of this model.</p> <p>This forms part of Oldham’s developing ‘step down’ model of foster care which aims to reduce overall costs and also to ensure children are in the most appropriate care placement for their needs.</p> <p>In a similar vein to our intentions around foster care, we need to look at the wider support offer including education, and therapeutic intervention.</p> <p>The development of the Therapeutic Fostering model of delivery is on track to deliver 8 placements by the end of March 2016. Further recruitment is planned later this year to recruit the remaining 6 foster carers required to meet the forecast savings. Whilst there are given variables within this model, it is on track to meet all savings allocated against it.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>There is a possibility of moving premises to a cheaper accommodation option for the ASU. There may be costs associated with this in terms of coming out of the property lease early – indications are that these costs would be met centrally rather than from the ASU budget.</p> <p>The outcome of the wider review of children’s residential provision in the Borough may also have an impact on the demand and the overall success of the ASU.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	Dependent on whether the ASU is successful there could be risk of job losses for between 9 and 15 residential/outreach staff.
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	Difficult to quantify at this stage whether the financial savings will be achieved from in house or externally procured provision. There could potentially be an impact on external residential care providers and Independent Foster Care Agencies in that we reduce our spend.
Type of impact on partners	Negative

Section 4

Key Milestones	
Milestone	Timescale
Review of the ASU at 6 months	September 2015
Review of therapeutic fostering service	September 2015 and March 2016

Key Risks and Mitigations	
Risk	Mitigating Factor
If sufficient therapeutic foster carers are not recruited, trained and operational in time, and are not delivering services to the right young people, the savings will not be generated and the out of borough placements will not be brought back in-house.	Current interest in the scheme is higher than required, however, it is recognised that some carers will drop out during the process and not progress to become therapeutic foster carers.
If the therapeutic fostering is not effective, there is a potential risk to the 9 newly recruited carers who would not be delivering as intended and who are on an advanced payment package.	There may be an option to convert the specialist foster carers to mainstream provision.
If the ASU does not work, there is potential for an increase of young people into care placements.	The project board will monitor progress against this to ensure that the young people referred to the ASU are most appropriate for this support and ensure the review and evaluation of the ASU is under taken.
If the ASU is not delivering as per its statement of purpose, it is difficult to evaluate success of the unit as it becomes an additional EDT/residential resource.	This is highlighted in the ASU project risk log and has been reported to the ASU project board.
Both models within this template are based on an average cost based model and are	Both initiatives relate to the Placement Budget which is demand led and

dependent on services being delivered to the agreed numbers specified.	subject to other factors. Variations from anticipated cost benefits (over or underachievement) will be managed within the overarching budgetary management process.
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Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

ASU – options are currently being explored in terms of the current property for the ASU, Tylon House. The lease for this is very costly, and options to re-locate are being reviewed to see if this can offer any further savings against the rental charge. However, for any potential properties, there would need to be some refurbishment costs considered – circa £50,000.

Also, considering that the ASU is a 12 month pilot, the success of this has to be weighed up against the cost of re-locating premises.

There may be costs of ending the lease early which will need to be factored in when known.

Service Delivery and future expected outcomes:

Both models considered within this budget template (Therapeutic Fostering and the ASU) are on track to deliver their intended outcomes as per their agreed delivery models.

Key performance measures have been agreed in order to evaluate the success of each of the models in order to inform the review process.

Quality of the ASU service is monitored both internally and through the regulation inspection via Ofsted.

For both models, it will be imperative to obtain the opinion and wishes and feelings of the young people involved and feedback from other stakeholders.

Organisation (other services)

If the models are not considered effective, there will be an increase on demand of alternative long term places, which are often more costly.

9 staff within the ASU could be affected if the model is not continued after the initial 12 month pilot.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

If the 12 month ASU pilot is not successful there will be a risk of staff being displaced. Staff are aware of the pilot stage and the need to evidence the success of the unit.

Again, this would need timely consideration with all relevant parties – staff, trade unions, HR, etc – to fully inform the process.

The specialist foster carers recruited would not be delivering as intended and may not receive the same financial remuneration as a result. There may be an option to convert them to mainstream carers.

Communities

The proposals above will not have any impact on the general community. There is likely to be some impact on the parents of the children/young people being cared for if there are changes to their provision.

The recruitment of Oldham residents as foster carers fits with the Co-operative Council.

Service Users

Both proposals will be reviewed and evaluated to ensure quality and effectiveness of the service.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partner organisations such as schools and health providers are essential to the success of our aim to care for more challenging young people in family settings as part of the 'wraparound' offer.

Section 6

Supplementary Information

There will be review of the ASU and options for continuing this will be considered.

Consideration for the young people resident at the time of the review must be given and consultation with their parents.

Section 7

Consultation Information – <i>This should include as a minimum the following:</i> <ul style="list-style-type: none"> • What has been consulted on so far? With whom and when? • Further consultation required? • Date consultation to be started and concluded 	
NB – All public consultations must be completed prior to approval by Cabinet/Council.	
Trade Union Consultation	28 th July 2015
Staff Consultation	Staff engagement commenced 30 th July 2015 Issue of Section 188 notice 1 st September 2015
Public Consultation	Commenced 3 rd August 2015
Service User Consultation	Between 3 rd August 2015 and 30 th September 2015 to take place September/October 2015
Any other consultation	3 rd August and 30 th September 2015

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:
http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Ed Francis
By:	15 October 2015

Section 9

Responsible Officer:	Maggie Kufeldt, Executive Director, Health and Wellbeing
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Support Officer Contact:	Claire Hill
Support Officer Ext:	3125

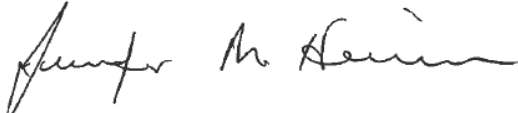
Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	29 June 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr J. Harrison
Signed:	
Date:	29 June 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment

E003* Looked After Children - Demand Management and Reduction (Therapeutic Fostering and the Adolescent Support Unit)

Stage 1: Initial screening

Stage 1: Initial screening

Lead Officer:	Ed Francis
People involved in completing EIA:	Ed Francis Clare Bamforth
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	No November 2014 as part of budget template CO45 - Children's Services Redesign

General Information

1a	Which service does this project, policy, or proposal relate to?	This proposal relates to the ability to reduce the number of residential places provided by or purchased by the Council due to demand reduction and management via the development of the Adolescent Support Unit (ASU) and the Therapeutic Fostering Scheme. Organisationally, these services sit within Safeguarding. The savings requirement against this proposal is £139,000 in 2015/16 and £1.26 million in 2016/17.
1b	What is the project, policy or proposal?	This proposal relates to the Council's statutory duties to protect and safeguard children and young people including looking after those for whom the Council assumes parental responsibility (LAC and Care Leavers).
1c	What are the main aims of the project, policy or proposal?	Within the context of rising demand including increasing Looked After Children numbers we aim to deliver efficiencies across the range of spend areas by: Diverting and delaying children and young people into the social care system and helping those in the system move out – Adolescent Support Unit. The principle function of the ASU is to provide a quality service consisting of out-reach, in-reach, family

	<p>sessions and short break residential care at weekend. The unit has 3 short term respite beds and 1 crisis bed. The respite is offered on Friday, Saturday and Sunday night.</p> <p>The unit offers planned respite placements to young people aged 11-17 years old who are considered at risk of long-term placement in care.</p> <p>The ASU aims to offer and provide whole family support to families with complex needs, where the child is at risk of being taken into care or where a child in need plan is in place.</p> <p>Savings through the delivery of the ASU model will be found through the ability to close an additional children's home due to increasing capacity in the system. Should the unit not prove successful the 'fall back' position to offer up the required savings would come from decommissioning the ASU itself. An options appraisal will be undertaken to determine the appropriate course of action and this will include an EIA.</p> <p>Reducing the cost of children and young people being supported by the social care system and providing better placement options by delivery of an improved foster care offer.</p> <p>In order to offer up savings from 2015/16 onwards plans were introduced to reduce placement costs by recruiting a number of 'specialist' foster carers in a direct attempt to reduce the number of residential beds we need whether these are within our own children's homes or external provision.</p> <p>This proposal has been further developed, and there are currently 4 new foster carers going through the recruitment and assessment process and 10 young people currently within the care system who have been identified as potential to benefit from the scheme. Work is underway with the children's social workers to discuss suitability and need of the identified children.</p> <p>2 specialist Social Workers have been recruited to support the delivery of this model.</p> <p>This forms part of Oldham's developing 'step down' model of foster care which aims to reduce overall costs and also to ensure children are in the most appropriate</p>
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		care placement for their needs.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>Both elements of this proposal aim to improve the offer to Oldham's children and young people by reducing the number of children entering the care system and for those that do, by increasing the range of support and provision offered to them.</p> <p>It is therefore hoped that if both models are effective, there will be an improved offer and ultimately a positive impact for the young people.</p> <p>There may be job reductions in care settings as a result of the success of these proposals.</p> <p>Any specific decisions relating to changes in accommodation for particular groups of young people will be subject to an EIA in their own right.</p>

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Children and young people at risk of care or actually in care		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1h	How have you come to this decision?	<p>In delivering these areas of service change, the impact on children and young people within Oldham will be positive and will provide them with an improved and increased option for accommodation as a LAC.</p> <p>Any new service users will benefit from the developments in the areas and will therefore not be adversely affected in the future.</p> <p>Key performance measures have been agreed in order to evaluate the success of each of the models in order to inform the wider review of Children’s Services.</p> <p>Both elements are monitored closely through the Transforming Children’s Services programme board.</p> <p>By reviewing these services we hope to improve the offer to looked after children and to provide better choice and more opportunity for them to achieve independence.</p> <p>The ASU is still in the early stages of development but is already working with key children and young people in the hope that it will prevent them entering the care system. If this continues to work, we hope that the overall number of children and young people within the care system will eventually reduce longer term.</p> <p>What is unknown is the potential demand on services going forward and it is therefore important that we retain some flexibility in the offer in order to ensure sufficient provision. However, early indications are that both areas will be effective in reducing the number of children and young people within the care system.</p>

Stage 5: Signature

Lead Officer:

Ed Francis

Date:

7th December 2015

Approver signature:

Date: 7th December 2015

A handwritten signature in black ink, appearing to read 'Ed Francis', is written on a white rectangular background.

EIA review date:

September 2016

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E008
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing
Division:	Adult Services
Responsible Officer and role:	Maggie Kufeldt, Executive Director, Health and Wellbeing
Cabinet Member and Cluster :	Cllr J Harrison, Health and Wellbeing Cluster

Title:	Adult Services – Generating additional income
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	N/A
	Income	(£23,454k)
	Net Expenditure	N/A
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	0

	2016/17 £k	2017/18 £k
Proposed Financial saving:	401	0
Proposed reduction in FTE's	0	0

Section 3

Background: <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>This document sets out proposals for generating additional income for Adult Social Care in 2016/17.</p> <p>a) Income generation and charging - £260,000</p> <ul style="list-style-type: none"> • Attendance Allowance (night element) • Charging for self-funders <p>b) Increasing NHS Continuing Health Care funding - by developing more effective, joined up systems and processes between health and social care funding arrangements - £141,000</p>
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	Together, these proposals total £401,000
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>a) Income generation and charging: £260,000</p> <p>There are two areas where charging is being considered over and above current policy: -</p> <p>i. Attendance Allowance (night element)</p> <p>The Care Act 2014 clearly sets out the types of benefits which must fully be taken into account. This includes Attendance Allowance (AA) and Disability Living Allowance (DLA). As part of a financial assessment we currently disregard the night care element of this allowance. The night care element is classed as the difference between the low and high rates of Attendance Allowance or the middle and high rate of Disability Living Allowance. Previously, under Fairer Charging Guidance this was disregarded if night care services were not provided but under the Care Act 2014 the allowance is to be made as part of Disability Related Expenditure.</p> <p>ii. Charging for Self-funders</p> <p>The Care Act guidance set out that people with eligible care and support needs who have assets above the upper capital limit (currently £23,250) can ask local authorities to meet their needs and the authority may charge a fee for making this arrangement. The arrangement fee can only cover the cost of negotiating and/or managing the contract with a provider and any administration costs incurred in the process. The fee can be set at a flat rate however it must not be set at a cost which exceeds the true cost met by the authority.</p> <p>b) Increasing NHS Continuing Health Care Funding by developing more effective, joined up systems and processes between health and social care funding arrangements - £141,000</p> <p>NHS continuing healthcare (or CHC) is the name given to a package of care that is arranged and funded solely by the NHS for individuals who are not in hospital and have been assessed as having a 'primary health need'. This proposal will involve working in partnership with the CCG to develop a more effective, joined up system and processes, to ensure packages of care and support are reviewed and the right level of funding is allocated to</p>
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	clients who have both health, and social care needs.
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>Attendance Allowance - Some elements of night care services may require allowances to be made under disability related expenses (DRE). Costs in this area are currently unknown and could potentially lead to lower income than projected. Clients in receipt of higher or middle rate care AA or DLA may also be entitled to Severe Disability Premium. Support should be provided to enable clients to access this additional premium, which in turn may further increase income and also support them in maximising additional income to themselves.</p> <p>Charging for Self-Funders - Unknown demand, if self-funders approach the authority, they may not wish to have the authority arrange their support with providers on their behalf. The number of self-funders is still a relatively new area for the service to demand model and work is currently underway to develop projections for this group of clients.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	N/A
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	N/A
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Project area	Timescale
a) Income generation and charging	Implemented April 2016
b) Increasing NHS Continuing Health Care Funding	Implemented April 2016

Key Risks and Mitigations		
Project area	Risk	Mitigating Factor
a) Income generation and charging	It is anticipated that income of up to £260k could be generated by adopting the policies as outlined in this document. This will need to be weighed against the potential fallout and challenge that charging inevitably brings.	Ensuring effective, timely engagement and consultation will be important to ensuring these proposals are tenable.
b) Increasing NHS Continuing Health Care Funding	Joint agreement with partners in not achieved	Ensuring effective, timely engagement and consultation with relevant partners will be essential.

Section 5

What impact might the proposal have on the following?

Property Implications <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

<u>Service Delivery and future expected outcomes:</u>
<p>The overall vision for adult care in Oldham is to ensure as many people as possible are enabled to stay healthy and actively involved in their communities for longer and delay or avoid the need for targeted services. In order to achieve this and manage the expected future demands, there is a need to move away from traditional “social” and “health” care, and focus on prevention, integration and a more person centered model of holistic care. The proposals contained within this paper will help to deliver this vision.</p> <p>The approach to manage the expected demand within reduced resources will be one that:</p> <ul style="list-style-type: none"> • Intends to lessen demand; • Is focused on outcomes; • Promotes delivery models that can deliver savings; • Supports people to avoid using residential care services, but where they do reduces the length of stay and delays the point of admission; and • Invests in preventative services.

Organisation (other services)

The success of the transformation programme depends on the engagement of all parts of the organisation and our key partners to establish a joined up approach. To support this we have established a fortnightly Transforming Adult Services group, which aims to engage with key elements of the business in our transformation programme.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

We will need to ensure the workforce is fully skilled up and knowledgeable on changes to the adult social care charging framework, and changes to other working practices and processes arising from these proposals. The workforce across adult social care will also need to be effectively briefed and up skilled to deal with the fees and processes associated with brokering care and support services for self-funders.

Communities

Communities will benefit from a joined up health and social care system, with simpler processes and will find it easier to understand their care and support funding.

Service Users

Service users will experience a more joined up system, and would benefit from an aligned approach to the funding of their care and support.

The charging elements of this proposal will impact on the amount of disposable income Adult Social Care service users will retain, as a result of their contribution towards their care and support needs increasing. However, all individuals will be left with a Minimum Income Guarantee (MIG) level, as laid out in the statutory framework, so no-one will pay more towards their care than they can afford to do so.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partners will also benefit from a more joined up health and social care system, with effective aligned processes and systems. However, partners might also feel additional financial pressures from revised working arrangements.

There may be additional pressure on voluntary and community organisations as demand rises and attempt to fill gaps in provision.

Section 6

Supplementary Information

None.

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not applicable
Staff Consultation	Not applicable. No impact on the number of FTE's.
Public Consultation	<p>The proposals outlined within this report for charging for adult social care services formed part of an engagement exercise led by the Department of Health in Autumn 2011. As part of this engagement adult's with care and support needs and provider organisations were directly involved in developing The Care Act 2014 and the subsequent regulations and guidance.</p> <p>Local authorities are required to follow the new national framework on charging for care and support services in adult social care. As a result consultation is not required.</p> <p>Generating additional income via CHC does not require public consultation as this approach is outlined in the National Framework for NHS CHC and NHS FNC (DH revised 2012).</p>
Service User Consultation	As above
Any other consultation	Not applicable

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	Yes
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	Yes
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Attendance Allowance – Karen Maders Self-funders Fee – Andrew Pearson Continuing Health Care – N/A
By:	26 October 2015

Section 9

Responsible Officer(s):	Maggie Kufeldt, Executive Director, Health and Wellbeing
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Support Officer Contact:	Claire Hill
Support Officer Ext:	3125


Cabinet Member Comments and/or approval	
Approved	

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	29 June 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Harrison Social Care and Safeguarding
Signed:	
Date:	26 June 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment

E008 – Adult Services – generating additional income (Night Care Allowance)

Stage 1: Initial screening

Lead Officer:	Kirsty Littlewood, Head of Client Support Services
People involved in completing EIA:	Karen Maders Team Leader Income and Assessments
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes x No Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>This EIA relates to the night care allowance element of budget proposal E008 – Generating additional income.</p> <p>Adult Social Care Non Residential Charging Policy The Care Act 2014 introduced changes to the rules relating to the financial assessment process for calculating service user's contributions towards their non-residential care services which include personal budgets, day-care, extra care housing and supported living.</p> <p>The charging policy was revised in April 2015 to make it compliant with the Care Act but further revisions are needed in relation to the treatment of Attendance Allowance, Disability Living Allowance Care and Personal Independence Payments (Daily Living Component).</p>
1b	What is the project, policy or proposal?	<p>What are Attendance Allowance, Disability Living Allowance and Personal Independence Payments (Daily Living Component) made for?</p> <p>These are non-means-tested benefits paid by the Department for Work and Pensions to people whose care needs meet the eligibility criteria. Attendance Allowance is payable at 2 rates as are Personal Independence Payments (Daily Living Component) and there are 3 rates of Disability Living Allowance Care.</p> <p>Disability Living Allowance is being replaced by Personal</p>

		<p>Independence Payments, no new claims to this benefit can be made and existing recipients are being transferred over as their cases are reviewed.</p> <p>Fairer Charging Guidance</p> <p>Prior to the implementation of the Care Act 2014 the non-residential charging policy was set based on the Fairer Charging Guidance issued by the Department of Health.</p> <ul style="list-style-type: none"> • Fairer Charging Guidance paragraph 42 stated that <i>“it seems to be unlawful for councils to take into account an element of Attendance Allowance or Disability Living Allowance paid for night care as income where the council purchases no element of night care.”</i> • It is currently accepted that the difference between the high and low rate of Attendance Allowance (AA) and high and middle rate of Disability Living Allowance Care (DLA) is the element paid for night care. • Due to this, the difference between these rates, £27.20 a week is currently given as a night care allowance to those people who do not receive night care services from the Council. • For those who do receive night services from the Council, for example they live in supported accommodation or have helpline installed in their property no allowance is given. <p>Care Act 2014</p> <ul style="list-style-type: none"> • Under the Care Act, the treatment of AA, DLA Care and PIP Daily Living Component has changed. The Care Act states that the full amount should be taken into account and allowance should be made under Disability Related Expenditure for the actual costs incurred of any care not provided by the Council. • It is proposed to reflect this change in the non-residential charging policy. • This change to the charging policy will ensure that all service users are treated fairly and simplifies the process for when service users transfer from DLA Care to PIP. <p>What is Disability Related Expenditure?</p> <ul style="list-style-type: none"> • Disability Related Expenditure is to be allowed in the financial assessment for payments made to meet needs that are not being met by the Council for example day or night care, maintenance of wheelchairs and specialist equipment. • Disability Related Expenditure also covers additional costs the a service user has due to the nature of their illness or disability which are not for care and support
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		for example above average heating costs, transport costs and gardening.
1c	What are the main aims of the project, policy or proposal?	<p>The main aim of the proposal is to be fully compliant with the treatment of income as set out in the Care Act 2014 therefore ensuring the fair and equitable treatment of all service users.</p> <p>The present charging policy needs to be altered as currently the element of AA or DLA Care paid for night care is either fully taken into account or fully disregarded.</p> <p>The proposal seeks to ensure that</p> <ul style="list-style-type: none"> • All service users regardless of whether they are in receipt of AA, DLA or PIP are treated in the same way. • Appropriate allowance is made in the financial assessment for the cost of care not arranged by the Council. • The income collected by the Council is maximised.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>This proposed change in policy may have a detrimental effect on those who currently do not have night care services provided by the Council as they currently receive an additional allowance in their financial assessment.</p> <p>By no longer making this allowance the maximum weekly contribution that a service user has to make towards their care may increase. However, service users will still be left with the Minimum Income Guarantee amount set by the Department of Health and will receive an allowance for Disability Related Costs incurred.</p>

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1h	How have you come to this decision?	<p>The change proposed is likely to have a negative impact on some service user's finances.</p> <p>Where service users are going to see an adverse change in their financial position, we will need to ensure that we have processes in place to help them cope.</p> <p>Due to this likely impact it is recommended we do a full impact assessment.</p>

Stage 2: What do you know?

What do you know already?

We currently have open financial assessments and support plans for approximately 2,200 service users, of these 970 are in receipt of high rate AA or DLA care and of these 328 currently have an allowance of £27.20 a week made in their financial assessment as they do not have night care service arranged by the Council.

Financial Impact for Service Users

A scoping exercise has been completed to identify the likely financial impact on service users who are currently receiving an allowance and the findings are as follows

- 19% will have no increase in the amount that they are paying for their care
- 4% will have an increase in the cost of care of less than £10
- 15% will have an increase in the cost of care of between £10 and £27.20

- 62% will have an increase in the cost of care of £27.20

We do not currently know how many service users will claim Disability Related Expenditure for night care they are paying for privately and how this will impact on the figures above.

Financial Impact for the Council

The removal of the allowance will increase the income collected by the Council. The scoping exercise that has been completed suggests the following

- Weekly income invoiced will increase by £4,720
- Annual income invoiced will increase by £245,000

Financial reassessment

The service users who are currently in receipt of the Night Care Allowance will need a financial re-assessment in order to explain the change in assessment rules and understand how this will effect what they need to pay.

Service users will be required to provide all details of their income, capital and expenditure so that an assessment of what they can afford to pay towards their care services can be calculated.

The charging framework provides a consistent approach for fairly and consistently assessing all service users' contributions towards the cost of the services that they receive, based on their individual circumstances and is based on the principles set out in the Care Act 2014:

- ensuring that people are not charged more than it is reasonably practicable for them to pay;
- is comprehensive, to reduce variation in the way people are assessed and charged;
- clear and transparent, so people know what they will be charged;
- promotes wellbeing, social inclusion, and supports the vision of personalisation, independence, choice and control;
- supports carers to look after their own health and wellbeing and to care effectively and safely;
- is person-focused, reflecting the variety of care and caring journeys and the variety of options available to meet need;
- applies the charging rules equally so those with similar needs or services are treated the same and minimises anomalies between different care settings;
- encourages and enables those who wish to stay in or take up employment, education or training or plan for the future costs of meeting their needs to do so; and
- is sustainable for local authorities in the long-term.

The attached Charging Framework for Non-Residential Services provides a detailed breakdown of how a financial assessment will be completed for each service user.

What don't you know?

We do not currently know the full details of the changes that may be introduced in 2020 following the suspension of the second phase of the Care Act.

Further data collection

Summary (to be completed following analysis of the evidence above)				
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				

Stage 3: What do we think the potential impact might be?

Consultation information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal.</i>	
3a. Who have you consulted with?	1,800 questionnaires were sent out to a selection of service users including people who received helpline services or fully funded their own care. These questionnaires were sent out at the end of September and the consultation ran until early December 2015.
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	Postal questionnaires were sent out to the cohort of service users identified above.

3c. What do you know?

Financial Impact for Service Users

A scoping exercise has been completed to identify the likely financial impact on service users who are currently receiving an allowance and the findings are as follows

- 19% will have no increase in the amount that they are paying for their care
- 4% will have an increase in the cost of care of less than £10
- 15% will have an increase in the cost of care of between £10 and £27.20
- 62% will have an increase in the cost of care of £27.20

The consultation resulted in approximately a 2% response rate. Of these respondents who completed the questionnaire we asked them the following:

The law sets out the types of income and benefits we must take into account when working out how much someone can afford to pay towards their care and support services and also sets the allowances that are to be made. The law says we must include the full amount of Attendance Allowance and Disability Living Allowance Care and consider making additional allowances for care not provided by the Council. Do you think we should take the full amount of these benefits into account?

Overall respondents felt that we should not take night care allowance into account (38%) as opposed to 35% agreeing with night care allowance being taken into. 27% of respondents did not know whether they agreed or not with the proposal.

3d. What don't you know?

We do not currently know how many service users will claim Disability Related Expenditure and how this will impact on the figures above. If Disability Related Expenditure is allowed then this would reduce the financial contribution and lessen the financial impact on service users.

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)	There are 328 service users who currently have an additional allowance as they do not receive night care services. These will need to be financially re-assessed. There will be an impact on people with a low income as the allowances that are currently applied when completing a financial assessment will be reduced meaning that people may have to pay more towards the cost of their care.
Men or women (include impacts due to pregnancy / maternity)	Whilst our approach does not positively or negatively impact either of these groups disproportionately it should be noted that in general, across health and social care, there are significantly higher levels of women receiving care and support than men. This is linked to demographics reflecting that generally women live longer than men and in turn need a high level of social care support. In turn this may mean that a greater number of women are affected.
People of particular sexual orientation/s	No impact.

People in a Marriage or Civil Partnership	No impact.
Disabled people	Service users in receipt of an allowance for night care are in receipt of non-means tested disability benefits due to the nature of their illness or disability. As such the changes will directly impact this protected characteristic group most significantly. However, there will not be a disproportionate effect on a particular group of disabled people as the proposals will be applied consistently and ensure that all recipients of AA, DLA or PIP are treated in the same way.
Particular ethnic groups	No impact.
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No impact.
People on low incomes	There will be an impact on people with a low income as the allowances that are currently applied when completing a financial assessment will be reduced meaning that people may have to pay more towards the cost of their care. However, our framework for charging does not create inequalities and it does recognise, in line with the Care Act principles for charging for care and support services, that people only pay towards their care and support needs what is affordable. These changes will ensure that our approach to charging is applied fairly and consistently to all service user groups in compliance with Care Act legislation.
People in particular age groups	No impact.
Groups with particular faiths and beliefs	No impact.
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>)	No impact.

Stage 4: Reducing / mitigating the impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Impact 1: Increase in financial contribution for service users in receipt of night care allowance

A period of transitional protection relief will be considered for those people who are significantly impacted by the adoption of this statutory requirement. Any application of transitional protection will be informed by practice of neighbouring local authorities and previous applications of this approach in adult social care.

This provides protection to those who are going to be significantly impacted by the change in contribution whilst minimising the impact on the collection of income.

As part of the financial re-assessments that will be required due to this change benefit checks will be completed to ensure that service users are receiving the correct benefit entitlement. Service users will be advised to claim for any additional amounts we feel they may be entitled to, for example Severe Disability Premium and pension Savings Credit, in order to ensure that their income is maximised.

4b. Have you done, or will you do anything differently as a result of the EIA?

Financial assessments

Financial assessments will be completed and notification of the change in contribution will be sent to service users prior to any increase in charge being implemented giving service users the opportunity to ask questions and have the charges fully explained to them. The period of transitional protection will minimise the financial impact on service users in the first instance giving them time to make adjustments to their expenditure as required.

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

Financial assessments

The outcomes of financial assessments will be recorded, including the previous charges and the new contribution due to the change in the non-residential charging policy. This will then be monitored and reviewed, including the mitigating actions taken, to ensure that the measures taken are affective.

Conclusion

This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact

Whilst there could potentially be both positive and negative impacts on a range of protected characteristic groups – disability and people on a low income– appropriate mitigating actions have been identified to reduce the potential impact.

Stage 5: Signature

Lead Officer: Kirsty-Louise Littlewood

Date: 07/12/15

Approver signature: Maggie Kufeldt

Date: 07/12/15

A handwritten signature in black ink on a white rectangular background. The signature is cursive and appears to read 'M Kufeldt'.

EIA review date: 12 months (December 2016)

APPENDIX 1: Action Plan and Risk Table

Action Plan

Once you have decided on the course of action to be taken in order to reduce or mitigate the impact, please complete the action plan below (An example is provided in order to help you)

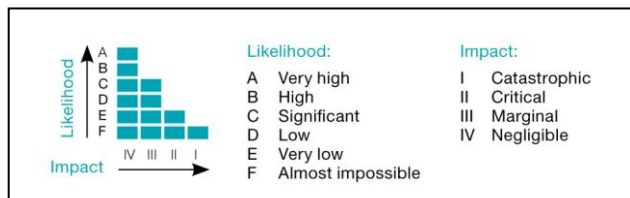
Number	Action	Required outcomes	By who?	By when?	Review date
1 Financial Re-assessments	Financial re-assessments will be undertaken for all service users who will be affected by this change. As part of this the changes will be fully explained and details of any disability related expenditure will be collected, ensuring that appropriate allowances are made in the financial assessment.	<ul style="list-style-type: none"> ➤ Service users will fully understand the charging policy and changes that are being made. ➤ Information will be collected on disability related expenditure ensuring that financial assessments are accurate 	Angela Pemberton	31/03/2016	
2 Welfare Benefit Checks	As part of the financial reassessment a benefit check will be completed ensuring that service users are in receipt of their full benefit entitlement and their income is maximised.	<ul style="list-style-type: none"> ➤ Referrals are made to Welfare Rights and DWP where appropriate to assist with benefit claims. ➤ Income levels are reviewed for those service users where additional benefits are claimed to ensure that records are updated if income levels change. 	Angela Pemberton/Sophie Harland	31/03/2016	
3 Transitional Protection	A period of transitional protection relief will be considered for those people who are significantly impacted by the adoption of this statutory requirement. Any application of transitional protection will be informed by practice of neighbouring local authorities and	<ul style="list-style-type: none"> ➤ The financial impact on those affected by the change is limited initially. 	Income & Assessment Team		

	previous applications of this approach in adult social care.				
4	Monitor the impact on service user's contributions and levels of income along with the income collected by the Council.	➤ Reports can be produced to monitor the effects of the change.	Sophie Harland/Karen Maders	31/03/2016	

Risk table

Record any risks to the implementation of the project, policy or proposal and record any actions that you have put in place to reduce the likelihood of this happening.

Ref.	Risk	Impact	Actions in Place to mitigate the risk	Current Risk Score	Further Actions to be developed
R1.1	Increase in complaints and appeals received due to the increase in service user's contributions		Transitional protection to be applied and financial re-assessments to be completed	CIII	Effective communication plan to be completed.



Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B005
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Environmental Services
Responsible Officer and role:	Carol Brown – Director of Environmental Services
Cabinet Member and Cluster :	CIr D Hibbert - Housing, Planning & Highways

Title:	Street Lighting – shared client team reduction in staff (Rochdale)
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£1,283k
	Income	(£0k)
	Net Expenditure	£1,283k (controllable and semi controllable)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	3

	2016/17 £k	2017/18 £k
Proposed Financial saving:	22	13
Proposed reduction in FTE's	1	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>Oldham Council has invested in a street lighting PFI which is based on a 25 year contract with an initial 5 year core investment period to replace 80% of the street lighting asset.</p> <p>The core investment period comes to an end at the end of this financial year and although it has been necessary to maintain a strong client function it is envisaged going forward that this will not need to be maintained to the same degree but be supplemented with expertise as needed to support the delivery of the contract and any potential claims.</p>
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	The client function and associated costs for the contract management has to this point been shared with Rochdale Council however, given that essentially there are 2 separate contracts in place it is proposed that a smaller team be created to deal with local need.
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>The current shared street lighting team currently costs the Council £131,928 and includes a shared project manager based in Rochdale. This approach has proved supportive in terms of shared contract management however it has also become evident that local knowledge of Oldham’s contract is essential to defend claims, inform on regeneration projects, liaise with Unity Highways and deliver support for a wide range of district events including Christmas lights, bonfire and Remembrance Sunday.</p> <p>A reduced team of Oldham manager, street lighting technician and admin position, total cost £109,370. To manage this saving shared work between Rochdale and Oldham will need to continue similar to the current arrangement to effectively manage the input required in terms of contract performance monitoring.</p> <p>2016/17 Savings: £22,558</p> <p>Potential for further savings in 2017/18 through a shared admin function:</p> <p>2017/18 Savings: £12,575</p> <p>Total proposed savings £35,133</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
None agreed at this time pending project approval	

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Unable to meet timescales for response as currently	Need to agree revised service standards in some service areas.
Members will see a change of personnel in their district teams	Full explanation to be provided to explain the rationale for savings and efficiencies

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

<u>Service Delivery and future expected outcomes:</u>
Reducing the team from its current level will potentially impact on responsiveness however this can be mitigated by siting the resource back in the borough and continued shared working with Rochdale to reduce duplication in contract reporting. Local delivery will also present opportunities to share best practice with other teams within the Council in PFI monitoring.

<u>Organisation (other services)</u>
There will be limited impact on other areas of the Council however we would require: <ul style="list-style-type: none">• A fully considered communications plan will be essential• Full support from partners

<u>Workforce</u>
<i>Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models</i>
Employees have not to date been involved in the development of the proposal but their engagement will be essential moving forward to detail proposals and implementation.

Communities

The residents of Oldham will in the main have an improved street lighting asset and given the core implementation period is due to be complete until further works currently proposed in year 13 are due, the number of service requests should reduce enabling the reduction in the client resource.

Service Users

As above

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partner organisations will be engaged with to reduce the impact.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	None undertaken at this stage
Staff Consultation	Ongoing – shared approach with Rochdale Council
Public Consultation	N/A
Service User Consultation	N/A
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Carol Brown
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Support Officer Contact:	Ellen Marchbank-Smith
Support Officer Ext:	0161 770 5690


Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	7 July 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Dave Hibbert
Signed:	
Date:	17 June 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	C005
Portfolio	Corporate & Commercial Services
Directorate:	Corporate & Commercial Services
Division:	Strategic Sourcing & Strategic Relationship Management
Responsible Officer and role:	Nicola Spence, Senior Manager Strategic Sourcing
Cabinet Member and Cluster :	CIlr A Jabbar, Finance and HR

Title:	Strategic Sourcing (Procurement) & Strategic Relationship Management (SRM)- Commercial Trading Model
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£1,193k
	Income	(£1,193k)
	Net Expenditure	£0
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	20

	2016/17 £k	2017/18 £k
Proposed Financial saving:	125	0
Proposed reduction in FTE's	2	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>The proposal is to develop an income generation stream using a business partner approach, offering skills and expertise to other local authorities and to create a procurement offer that enables a shared service or remit based on concession and a fee where back office costs could be shared from a virtual procurement platform.</p> <p>In 2014/15, the team proved there is a market for sourcing services across the public sector within the GM region, securing paid work from Tameside and Trafford. The offer involves selling</p>
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our services as trusted, respected, knowledgeable, well-connected networking professionals who have a proven track record of delivering cost savings and solving difficult problems (e.g. social value and the local agenda). This is done utilising the Council's brand and the team's subject matter expertise.

Our approach is to increase our relationships with other public services within GM and ensure we have an irresistible offer, taking on strategic sourcing projects and providing expertise. The service will also seek to utilise other agencies in referring our resources.

Our Professional Services Partnership model builds on our own direct marketplace to provide the following consultancy offer:

- Drive efficiencies through service reviews
- Create local jobs by helping you get the most from the Social Value Act
- Shape and implement new service delivery models
- Create a procurement function that saves you money
- Deliver a procurement hub, savings and major outsourcing
- Management and delivery of Council cost reduction programmes
- Provision of interim professional resource

In addition to the above consultancy model we propose to also deliver a Procurement offer that will serve not only the Borough but could be the centre for procurement activity for North Manchester and also into South Yorkshire.

We have positioned our traded offer to meet the demands of other Local Authorities. We have an advantage over the private sector consultants in that we intimately understand the needs, lead the market, and are not seeking profit for shareholders. In addition, we are one of the few Authorities who have a unique, focused approach to ensuring tangible social values are embedded into all our contracts and measured through strategic contract management.

We market our offer wider than the Association of Greater Manchester Authorities (AGMA) as there is already an AGMA Procurement Hub which is an established small core team which provides professional procurement support to the Collaborative Efficiency Programme and delivers objectives of improvement and efficiency through collaborative procurement projects. There is also the newly established STaR (Stockport, Trafford and Rochdale) Team which will support Trafford, Stockport and Rochdale for all procurement requirement and contracts. This team has already referred people to us as they do not have the

capacity to take on work for other organisations at this time.

The Strategic Sourcing Team will assist at every stage of the procurement process providing strategic or operational assistance or a combination of both. The team offer a tailored approach to meet the individual needs of clients, whilst ensuring compliance with European Union and procurement best practice and mitigating any potential challenges and risks. The commercially astute team drive value and improvements from and throughout the procurement process. The team are committed to the delivery of cost savings, reduced risks, increased efficiencies and simplified processes, whilst also ensuring that value based outcomes are sought and that the right balance of cost savings, quality and social value are achieved.

Our experienced team can help with:

- Identification or re-evaluation of needs.
- Definition or evaluation of the organisation's business requirements.
- Review of current procurement process.
- Embed social value outcomes within the procurement process
- Refinement or development of the procurement strategy.
- Market analysis and assessment.
- Review and benchmark of incumbent suppliers.
- Identification of potential suppliers.
- Definition of appropriate procurement process based on event types and spend.
- Implementation of Category Management.
- Identification of cost reduction opportunities and savings programmes.
- Identification of time and process efficiencies.
- Development of Framework Agreements

Progress to Date

Discussions have progressed with Tameside Council and an Inter-Authority Agreement has been signed by both parties together with a costed model for Oldham services.

Tameside have commissioned procurement support to provide an 'as is' scenario with a view to directly commission tender support from the Strategic Sourcing team.

The contract generated £15k income in 2014/15 and a further £45k in 2015/16. Further conversations with Tameside are currently in progress to look at a longer term more strategic partner approach.

In 2014/15, consultancy support was delivered into STaR Procurement Team to the aid the development of the team and to raise the profile of Oldham's Procurement Team. The support ended in November 2014 and the assignment generated £15k income.

Conversations are also ongoing with Manchester City Council and GM PCC.

All procurement projects will be managed by the Sourcing Team and Strategic Relationship Management Team within current capacity.

If the model grows at a rate faster than current capacity there will be a requirement to buy-in procurement support or develop this model with Association Greater Manchester Authorities colleagues.

Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>		2015/16	2016/17	Total
	Income Projection	45,000	125,000	170,000
	Savings	0	0	0
	Total	45,000	125,000	170,000

Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	N/A
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	No FTE implications if trading model is delivered 2 x FTE Procurement Manager if trading model is unsuccessful
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	N/A
Type of impact on partners	Positive

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Trading model currently in flight with Tameside Council and STaR Shared Procurement Team and generating estimated income of £15,000.	November 2014 complete
Develop communications pack and include reference sites	July/August 2014 complete
Develop Strategic Sourcing forward plan for consultancy work	2015/16 (partially complete)
Strategic Sourcing Team to fully engage based on completion of Oldham projects.	2016/17

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Income generation model is not realised in all or in parts	Profiling the unique selling point of this model in that services can be obtained on a short/medium term basis without the requirement of a long term commitment.

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
There are no implications to property.

<u>Service Delivery and future expected outcomes:</u>
Close scrutiny of capacity will be required to ensure that resource is focused on delivering council demands as well as income generating models. The quality of the service should not change and there will be new income generation targets.

Organisation (other services)

- The model may mean that there is a reduction in the capacity of the Oldham Strategic Sourcing Team
- The service currently trades internally with all Directorates but the proposal does not impact on their service delivery and saving
- The proposal does not require investment from another service area

There is an assumption that specific services will continue to be provided to enable this proposal to be successful - corporate procurement service to the Council.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

There is potential to generate income for other services within Commercial Services portfolio.

The proposal is to reduce the current Procurement and SRM structure by 2 x Procurement Manager posts. The service has already re-shaped to cover 1 x Procurement Manager post as a result of the recent secondment arrangements. A further 1 x Procurement manager post to be identified. However, if the traded model for Procurement & SRM is successful we will need to ensure we have sufficient resource to meet the future demand. Close monitoring of capacity plans and resource allocation will be carried out through the transition period.

There will be a reduction in FTE of 2 x Procurement Manager if the income cannot be generated.

Communities

The provision and delivery of services directly to the residents of Oldham remain unaffected by these proposals.

Service Users

Service users in receipt of services delivered as a result of a procurement project remain unaffected.

Internal service users (stakeholders) remain unaffected by this model. However it is recognised that some re-shaping of work priority areas would be required across those areas category managed.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

N/A

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	July 2015
Staff Consultation	From August 2015
Public Consultation	From September 2015
Service User Consultation	N/A
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Nicola Spence, Senior Procurement Manager (Interim)
Support Officer Contact:	Helen Gerling, Director Commercial & Transformation Services
Support Officer Ext:	0161 770 3468


Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	26 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr A Jabbar
Signed:	
Date:	26 August 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Appendix 4
2016/17 & 2017/18 - Schedule of Budget Proposals

Budget Reduction Proposals - Tranche 2

Reference	Brief Detail	Responsible Officer	Cabinet Member	2016/17 (£'000)	FTE 2016/17	2017/18 (£'000)	EIA Required?	Page No.
E010	Adult Services - Income Maximisation	Mark Warren	Cllr J Harrison	192	3.0	0	Yes	App 8 Pg 2
E011	Integrated Working	Mark Warren	Cllr J Harrison	200	0.0	0	No	App 6 Pg 2
E012	Local Area Coordination - A different approach to Adult Social Care	Mark Warren	Cllr J Harrison	674	27.0	0	Yes	App 8 Pg 54
E013	Oldham Care and Support - Redesigning community reablement	Mark Warren	Cllr J Harrison	200	0.0	0	Yes	App 6 Pg 7
E014	Improved Value for Money within Oldham's supported accommodation offer for looked after children & care leavers	Ed Francis	Cllr J Harrison	100	0.0	0	Yes	App 6 Pg 20
E015	Review of Contracts	Kim Scragg	Cllr J Harrison	100	0.0	0	Yes	App 6 Pg 30
	Total - Health and Wellbeing			1,466	30.0	0		
B004	Environmental Management (Parks & Street scene)	Carol Brown	Cllr B Brownridge	100	4.0	0	No	App 6 Pg 47
B006	Waste Management - Increasing net income on trade waste collection contracts	Carol Brown	Cllr B Brownridge	78	0.0	0	No	App 6 Pg 55
B007	Implementation of 2 year cut off for spending Ward & Councillor Budgets	Liz Hume	Cllr B Brownridge	100	0.0	0	No	App 6 Pg 62
B011	Universal Youth - Revised Model of Delivery	Jill Beaumont	Cllr B Brownridge	175	4.0	0	Yes	App 6 Pg 68
B020	Community Safety Services Income Target	Haydn Roberts	Cllr B Brownridge	50	0.0	0	No	App 6 Pg 78
B021	Early Help Children's Centre	Debbie Holland	Cllr B Brownridge	11	0.5	0	No	App 6 Pg 83
B022	Music Service Budget Reduction	Jill Beaumont	Cllr B Brownridge	25	0.0	0	No	App 6 Pg 88
B023	Income from Deed of Variation Agreement	John Rooney	Cllr B Brownridge	250	0.0	0	No	App 6 Pg 93
B024	Libraries Options	Sheena Macfarlane	Cllr B Brownridge	20	0.0	0	No	App 6 Pg 98
B025	Library Single Staffing Pilot	Sheena Macfarlane	Cllr B Brownridge	11	0.5	0	No	App 6 Pg 103
B026	Review of Library at Home Service	Sheena Macfarlane	Cllr B Brownridge	22	1.0	33	Yes	App 6 Pg 109
	Total - Cooperatives and Neighbourhoods			842	10.0	33		
D006	Home School Transport	Caroline Sutton	Cllr S Akhtar	148	3.0	0	Yes	App 8 Pg 69
D007	Reduced Support for Council Operated Day-care Centres	Caroline Sutton	Cllr S Akhtar	80	31.5	0	Yes	App 8 Pg 80
D010	Contract Award - Oldham's Early Years Offer (including Children's Centres and Health Visiting)	Caroline Sutton	Cllr S Akhtar	1,200	0.0	0	Yes	App 6 Pg 130
D014	Oldham Business Leadership Group (OBLG) Grant	Jon Bloor	Cllr J McMahon	35	1.0	0	No	App 6 Pg 157
	Total - Economy and Skills			1,463	35.5	0		
A003	Business Intelligence Service - Income Generation, Vacancy Management, Restructure	Dami Awobajo	Cllr A Shah	139	2.0	0	No	App 6 Pg 162
A004	Vacant Post within the Executive Support service	Heather Moore	Cllr A Shah	21	1.0	0	No	App 6 Pg 169
	Total Chief Executive and Policy and Governance			160	3.0	0		
C014	Non-Staff Costs	Dianne Frost	Cllr A Jabbar	50	0.0	0	No	App 6 Pg 174
	Total - Corporate and Commercial			50	0.0	0		
	Total Budget Reduction Proposals - Tranche 2			3,981	78.5	33		

Deferred Saving Proposal

B003a	Public Protection - Commercial Protection Team within the Environmental Health Section of Public Health	Carol Brown	Cllr B Brownridge	70	2.0	0	No	App 6 Pg 179
	Total Budget Reduction Proposals - Tranche 2			4,051	80.5	33		

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Appendix 5
2016/17 & 2017/18 - Schedule of Budget Proposals

Budget Reduction Proposals - Tranche 2 for Approval

Reference	Brief Detail	Responsible Officer	Cabinet Member	2016/17 (£'000)	FTE 2016/17	2017/18 (£'000)	EIA Required?	Appendix 6 Page No.
E011	Integrated Working	Mark Warren	Cllr J Harrison	200	0.0	0	No	2
E013	Oldham Care and Support - Redesigning community reablement	Mark Warren	Cllr J Harrison	200	0.0	0	Yes	7
E014	Improved Value for Money within Oldham's supported accommodation offer for looked after children & care leavers	Ed Francis	Cllr J Harrison	100	0.0	0	Yes	20
E015	Review of Contracts	Kim Scragg	Cllr J Harrison	100	0.0	0	Yes	30
Total - Health and Wellbeing				600	0.0	0		
B004	Environmental Management (Parks & Street scene)	Carol Brown	Cllr B Brownridge	100	4.0	0	No	47
B006	Waste Management - Increasing net income on trade waste collection contracts	Carol Brown	Cllr B Brownridge	78	0.0	0	No	55
B007	Implementation of 2 year cut off for spending Ward & Councillor Budgets	Liz Hume	Cllr B Brownridge	100	0.0	0	No	62
B011	Universal Youth - Revised Model of Delivery	Jill Beaumont	Cllr B Brownridge	175	4.0	0	Yes	68
B020	Community Safety Services Income Target	Haydn Roberts	Cllr B Brownridge	50	0.0	0	No	78
B021	Early Help Children's Centre	Debbie Holland	Cllr B Brownridge	11	0.5	0	No	83
B022	Music Service Budget Reduction	Jill Beaumont	Cllr B Brownridge	25	0.0	0	No	88
B023	Income from Deed of Variation Agreement	John Rooney	Cllr B Brownridge	250	0.0	0	No	93
B024	Libraries Options	Sheena Macfarlane	Cllr B Brownridge	20	0.0	0	No	98
B025	Library Single Staffing Pilot	Sheena Macfarlane	Cllr B Brownridge	11	0.5	0	No	103
B026	Review of Library at Home Service	Sheena Macfarlane	Cllr B Brownridge	22	1.0	33	Yes	109
Total - Cooperatives and Neighbourhoods				842	10.0	33		
D010	Contract Award - Oldham's Early Years Offer (including Children's Centres and Health Visiting)	Caroline Sutton	Cllr S Akhtar	1,200	0.0	0	Yes	130
D014	Oldham Business Leadership Group (OBLG) Grant	Jon Bloor	Cllr J McMahon	35	1.0	0	No	157
Total - Economy and Skills				1,235	1.0	0		
A003	Business Intelligence Service - Income Generation, Vacancy Management, Restructure	Dami Awobajo	Cllr A Shah	139	2.0	0	No	162
A004	Vacant Post within the Executive Support service	Heather Moore	Cllr A Shah	21	1.0	0	No	169
Total Chief Executive and Policy and Governance				160	3.0	0		
C014	Non-Staff Costs	Dianne Frost	Cllr A Jabbar	50	0.0	0	No	174
Total - Corporate and Commercial				50	0.0	0		
Total Budget Reduction Proposals-Tranche 2				2,887	14.0	33		

Deferred Saving Proposal

B003a	Public Protection - Commercial Protection Team within the Environmental Health Section of Public Health	Carol Brown	Cllr B Brownridge	70	2.0	0	No	179
Total Budget Reduction Proposals - Tranche 2 for Approval				2,957	16.0	33		

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Appendix 6
Tranche 2 Budget Reduction Proposals – For Approval

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E011
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing
Division:	Adult Social Care
Responsible Officer and role:	Mark Warren, Director Adult Social Care
Cabinet Member and Cluster :	Cllr J Harrison – Social Care and Safeguarding

Title:	Integrated Working
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£0
	Income	(£3,024k)
	Net Expenditure	(£3,024k)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	N/A

	2016/17 £k	2017/18 £k
Proposed Financial saving:	200	N/A
Proposed reduction in FTE's	0	N/A

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>This proposal involves working in partnership with the CCG to develop a more effective, joined up system and processes, to ensure packages of care and support are reviewed and the right level of funding is allocated to clients who have both health and social care needs.</p> <p>A model of integrated working on a locality basis is being developed by Oldham Council and the CCG and the governance structure is evolving.</p>
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Proposed Savings £k:

Through efficiency, income generation, transformation, decommissioning, etc

There is a clear inter-relationship between CHC (NHS Continuing Health Care) funding, and social care funding. People in need of care and support (across all client groups) are assessed separately by both health care assessors, and social care assessors for their eligibility and for the appropriate level of funding required, if they are eligible.

This process of assessing care needs, allocating funding, changing the level of funding following re-assessment, and paying providers, is complex, especially when trying to understand how the two different funding streams interrelate.

The process and systems associated with cases which are jointly funded, are particularly complex, as this requires a co-ordinated approach across both partners to ensure effective processes and governance arrangements are in place.

By developing a clearer, coordinated approach to the associated processes and systems, efficiencies could be realised for both the CCG and the Council.

This would also support joint aims for the greater integration of health and social care provision, and will support longer term integration ambitions such as establishing pooled budgets for joined services, and pooling personal health and social care budgets.

It has been estimated that this could realise approximately £200,000 of savings for the Council, however further financial analysis must be carried out to understand the full financial benefits for both organisations.

Further Financial Implications & Considerations

ie Capital implications or invest to save, pump priming etc , variations to budget

Investment in resources may be required in order to facilitate such an assessment and review.

Property Implications

ie closures, maintenance costs, transfer of Assets, property savings, etc

None

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Develop joint approach with CCG	December 2015
Jointly implement approach	Jan 2016 – April 2016
Proposals implemented	April 2016

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
A joint approach with partners is not achieved	Ensuring effective, timely engagement with relevant partners will be essential

Section 5

What impact might the proposal have on the following?

Service Delivery and future expected outcomes:

The overall vision for adult care in Oldham is to ensure as many people as possible are enabled to stay healthy and actively involved in their communities for longer and delay or avoid the need for targeted services. In order to achieve this and manage the expected future demands, there is a need to move away from traditional “social” and “health” care, and focus on prevention, integration and a more person centred model of holistic care. The proposals contained within this paper will help to deliver this vision.

Organisation (other services)

The success of the transformation programme depends on the engagement of all parts of the organisation and our key partners to establish a joined up approach.

Workforce

We will need to ensure the workforce is fully skilled up and knowledgeable on changes to the adult social care charging framework, and changes to other working practices and processes arising from these proposals.

Communities

Communities will benefit from a joined up health and social care system, with simpler processes and will find it easier to understand their care and support funding.

Service Users

Service users will experience a more joined up system, with better co-ordination between health and social care. Service users would also benefit from an aligned

approach to the funding of their care and support.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partners will also benefit from a more joined up health and social care system, with effective aligned processes and systems.

Section 6

Supplementary Information

None.

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	In line with corporate timescales
Staff Consultation	Consultation is ongoing
Public Consultation	Consultation is ongoing
Service User Consultation	Consultation is ongoing
Any other consultation	Consultation is ongoing All to be completed by November 2015

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No

People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Maggie Kufeldt
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Support Officer Contact:	Claire Hill
Support Officer Ext:	3125

Cabinet Member Comments and/or approval

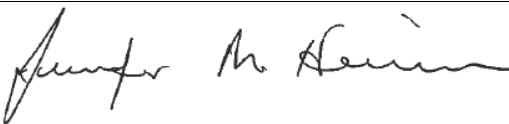
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	17 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr J Harrison,
Signed:	
Date:	17 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E013
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing
Division:	Adult Social Care
Responsible Officer and role:	Mark Warren, Director Adult Social Care
Cabinet Member and Cluster :	Cllr J Harrison, Social Care and Safeguarding

Title:	Oldham Care and Support: Re-designing community reablement
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£2,100k
	Income	(£0K)
	Net Expenditure	£2,100k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	N/A

	2016/17 £k	2017/18 £k
Proposed Financial saving:	200	N/A
Proposed reduction in FTE's	N/A	N/A

Section 3

Background: <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>The proposal involves a review and re-design of commissioning arrangements for community reablement services.</p> <p>Community reablement services are currently provided as part of the block contract with Oldham Care and Support.</p> <p>The proposal may involve a tender exercise as part of a competitive open tender, to provide the best market value for money, and the opportunity to redesign services to meet current</p>
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	and future demand.
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Re-ablement</p> <p>The 2016/17 budget for community reablement is £2,099,971, inclusive of current planned budget reductions. The service currently delivers approximately 655 hours of reablement per week, giving a unit cost of approximately £61.56 per hour. The current market cost for reablement is approximately £18 - £20 per hour.</p> <p>As part of the commissioning process, costs for the provision would be set at a competitive market rate, however the specific rate would be dependent on further financial analysis. Indicatively, savings of £1.4m could be realised from the budget on an annual basis.</p> <p>Considering the time required for further financial analysis and consultation, it is likely that only a part year effect of savings could be realised. This has been estimated to be £200,000.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>Further market analysis, and analysis on service pathways and demand will be undertaken to fully understand the financial and economic implications of this proposal.</p> <p>Oldham Care and Support's management fee for 2015/16, inclusive of recharges and VAT was £13,908,728. The management fee is subject to the following reductions over the next two years;</p> <ul style="list-style-type: none">• 2016/17 £1,165,709• 2017/18 £195,000 <p>So, as at April 2018, taking into account the above reductions, OCS will cost the Council £12,548,019.</p> <p>The Learning Disability Supported Living element of Oldham Care and Support provision is also being re-tendered in 2016/17, and savings from this have already been agreed for 2016/17 savings.</p>
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Property Implications <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>	None
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Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Develop further analysis on market, demand and current service pathways	November 2015
Undertake consultation	November 2015
Complete EIA	November 2015

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
A key risk will be ensuring community, service user and stakeholder support for these proposals.	Ensuring effective, timely engagement and consultation will be important to ensuring these proposals are tenable.
A reduction in the quality of provider service provision	Demand on services, and best value pricing must be fully considered when re-commissioning provision.

Section 5

What impact might the proposal have on the following?

<u>Service Delivery and future expected outcomes:</u>
<p>The overall vision for adult care in Oldham is to ensure as many people as possible are enabled to stay healthy and actively involved in their communities for longer and delay or avoid the need for targeted services. In order to achieve this and manage the expected future demands, there is a need to move away from traditional “social” and “health” care, and focus on prevention, integration and a more person centred model of holistic care. The proposals contained within this paper will help to deliver this vision.</p> <p>At a strategic level we will plan and commission services to improve outcomes and reduce demand, working with partners to reform the current public service offer recognising the connectivity and interdependencies across agencies and sectors. We will work to achieve best value with public money and manage and develop provider markets to meet current and future need.</p>

Organisation (other services)

Further analysis required.

Workforce

The proposals would have implications for the workforce within Oldham Care and Support.

Further analysis and consultation must be completed to fully understand the implications of these proposals.

Communities

The proposals will generally have a positive impact on communities in that as many people as possible are enabled to stay healthy and actively involved for longer by delaying or avoiding the need for targeted services.

Service Users

Service users would benefit from a redesigned approach to community reablement. The service would be re-designed to align with our broader approach to the re-design of adult social care. Services will be focused on prevention, integration and a more person centred model of holistic care. Service users will be supported to stay healthy and independent as possible, and will experience a more joined up service as services will be more closely integrated between health and social care.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

This proposal may have an impact on the current provider, Oldham Care and Support. Re-commissioning community reablement services may mean that these services could be provided by another organisation. However, Oldham Care and Support would have the opportunity to bid for these services, and as part of this process, opportunities for developing the commercial elements of the business would also be presented.

Section 6

Supplementary Information

None.

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	In line with corporate timescales
Staff Consultation	Consultation is ongoing
Public Consultation	Consultation with the public is not required
Service User Consultation	Consultation is ongoing
Any other consultation	Consultation is ongoing. All completed by November 2015

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	Yes
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Helen Ramsden

By:	November 2015
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Section 9

Responsible Officer:	Maggie Kufeldt
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Support Officer Contact:	Claire Hill
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Support Officer Ext:	3125
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Cabinet Member Comments and/or approval

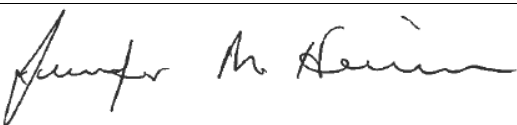
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	17 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Jenny Harrison,
Signed:	
Date:	17 August 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

E013 Oldham Care and Support - Redesigning community reablement

Stage 1: Initial screening

Lead Officer:	Helen Ramsden
People involved in completing EIA:	Helen Ramsden
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes

General Information

1a	Which service does this project, policy, or proposal relate to?	The proposal, relates to community reablement services provided by Oldham Care and Support, and will save £200k in a full financial year from the SLA with Oldham Care of Support, which in total for 2015/16 is just under £14 million.
1b	What is the project, policy or proposal?	The proposal is a reduction in the management fee payable to OCS; specifically £200k relating to community reablement
1c	What are the main aims of the project, policy or proposal?	The main aim of the proposal is to work with OCS to review all areas of the business, and identify those areas that can be decommissioned, redesigned, recommissioned, as a result of reductions in demand, or an assessment of OCS relative strengths or otherwise to deliver that aspect of the service.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	Predominantly older people will benefit from this proposal, as the review of all services will take account of outcomes being achieved and value for money.

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x
Particular ethnic groups	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>		<input type="checkbox"/>	x
Groups with particular faiths and beliefs	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the	Yes x No <input type="checkbox"/>
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	project, policy or proposal?	
1h	How have you come to this decision?	Reductions will be made on the basis of reduced demand, redesign or recommissioning but are significant enough to require full EIA
Stage 2: What do you know?		
What do you know already?		
Savings of over £2 million have already been achieved, with further savings to be delivered in 2015/16. A full review of OCS activity is being undertaken to identify those parts of the contract that require a more detailed review which may result in recommissioning/recommissioning/redesign.		
What don't you know?		
We don't know the final outcome of this review and therefore the areas of the business from where these services may come.		
Further data collection		
Further data collection and exploration of opportunities took place in October 2015. Discussions with OCS in December 2015 confirmed that the savings were achievable with minimal impact on users.		

Summary (to be completed following analysis of the evidence above)				
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				
Carers		<input type="checkbox"/>	<input type="checkbox"/>	X

Stage 3: What do we think the potential impact might be?

Consultation information

3a. Who have you consulted with?	<p>High level consultation has been undertaken with OCS and will continue as we further develop the review of services</p> <p>Consultation with key stakeholders commenced in October and opportunities identified for redesigning the service to deliver the savings without adversely affecting users</p>
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	<p>Consultation was carried out via monthly client meetings with OCS and through contract review workshops</p>

3c. What do you know?

We know from our performance information and the initial findings of our review that

there is scope to commission and/or provide community reablement differently.
 We know that significant savings have already been and continue to be achieved by OCS

3d. What don't you know?

We don't know exactly what the new model of service delivery will look like.

3e. What might the potential impact on individuals or groups be?

Generic (impact across all groups)	N/A
Disabled people	<p>A more targeted service that better meets needs of users and works in partnership with other long term care providers</p> <p>Additional pressure on families and carers, as well as the service user, to continue to cope under stress</p> <p>Additional risk to health, wellbeing and safety where vulnerable adults receive less support than they would in the past</p>
Particular ethnic groups	N/A
Men or women (include impacts due to pregnancy / maternity)	N/A
People of particular sexual orientation/s	N/A
People in a Marriage or Civil Partnership	N/A
People who are proposing to undergo, are undergoing or have undergone a	N/A

process or part of a process of gender reassignment	
People on low incomes	N/A
People in particular age groups	<p>A more targeted service that better meets needs of users and works in partnership with other long term care providers</p> <p>Additional pressure on families and carers, as well as the service user, to continue to cope under stress</p> <p>Additional risk to health, wellbeing and safety where vulnerable adults receive less support than they would in the past</p>
Groups with particular faiths and beliefs	N/A
Carers	<p>A more targeted service that better meets needs of users and works in partnership with other long term care providers</p> <p>Additional pressure on families and carers, as well as the service user, to continue to cope under stress</p> <p>Additional risk to health, wellbeing and safety where vulnerable adults receive less support than they would in the past</p>

Stage 4: Reducing / mitigating the impact

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Additional pressure on families and carers, as well as the service user to continue to cope under stress

Additional risk to

Once a new model has been identified, users of these services and their families will be consulted on to better understand the individual impact for them, and what mitigations may be put in place. While the model may remove some “standard” elements that are not always required by users either at the time of service provision or following a period of reablement, where it is identified through an assessment of need that these may be required,

health, wellbeing and safety where vulnerable adults receive less support than they would in the past.	they will be available to people subject to a small charge.
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4b. Have you done, or will you do, anything differently as a result of the EIA?
No

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?
Monitoring of the proposal will form part of the Transformation of Adult Services Programme Board and OCS monthly client meetings

Conclusion
<i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact</i>
While the overall impact is anticipated to be minimal, where it is considered necessary, additional support will be offered to mitigate.

Stage 5: Signature	
Lead Officer: Helen Ramsden	Date: 07.12.2015
Approver signature: Maggie Kufeldt	Date: 07.12.2015
EIA review date: December 2016	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E014
Portfolio	Health and Wellbeing
Directorate:	Safeguarding
Division:	Joint Commissioning
Responsible Officer and role:	Ed Francis; Head of Integrated Commissioning
Cabinet Member and Cluster :	Cllr J Harrison, Social Care and Safeguarding

Title:	Improved Value for Money within Oldham's Supported Accommodation Offer for Looked After Children and Care Leavers
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£805k
	Income	(£0k)
	Net Expenditure	£805k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	218 – Safeguarding Division

	2016/17 £k	2017/18 £k
Proposed Financial saving:	100	0
Proposed reduction in FTE's	TBC	0

Section 3

Background: <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>The Council's current spend on After Care is approximately £1.9 million per annum.</p> <p>This is made up of a mixture of the social work team (cases are transferred as Looked After Children move towards becoming Care Leavers), and spend on accommodation including those at Hawthorn St and Suffolk St (24 hour support) and a number of supported flats.</p> <p>The spend on this accommodation and associated support amounts to approx £805,000 per annum and much of this is spent on in house support services (non-social work).</p>
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	In addition, Oldham currently commissions other accommodation to provide support to young people across Oldham and Rochdale, including supported lodgings. The cost of this is offset by the tenants housing benefits claim. There could be scope to negotiate a better contract price for these elements of service for After Care young people.
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>It is proposed that along similar lines to the submitted proposals for the Council’s children’s home provision we consider if an alternative provider can deliver after care supported accommodation in a more cost effective way. We will also seek to reduce the overall spend across the full range of provision.</p> <p>Ways to achieve a saving of £100k include consideration of:</p> <ul style="list-style-type: none"> • A shared approach with Rochdale and Bury to establish an offer across the 3 boroughs • Consideration of delivery via a ‘not for profit’ organisation • Straightforward outsourcing • Review of the spend across the full range of provision
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>In the longer term we will be undertaking a process of review across our After Care Services which currently also deal with 16 and 17 year olds in crisis (often accommodation related) who may not be care leavers. We do not at this stage however seek to reduce the number of supported accommodation beds available until we better understand demand and can ensure ‘sufficiency’ giving care leavers a range of accommodation choices.</p> <p>Discussions with managers in the After Care team would suggest that in order to manage demand better would require additional emergency bed provision. Another option would be for the Council to secure tenancies for young people and to provide support in-house from staff – this could be done with the existing staff team and would reduce some of the externally commissioned support.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	There could be the possibility of staff transferring to another provider.
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	
Type of impact on partners	

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Review of current contractual arrangements and exploration of procurement options	September 2015
Review and options appraisal for After Care services	November 2015

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Change of provider could de-stabilise the current provision for tenants and create disruption for them (and the wider community)	Carefully planned transition plan.
Proposal to develop a tri-Borough approach may not be viable to proceed	Detailed action plan with clear requirements and expectations from each of the LA's and a detailed transition plan required.
Short timescale for an open procurement exercise to secure an external provider for all service elements	Confirm decision and next steps asap in order to proceed. Exploration of current procurement options will support this.

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
<p>The review of current supported accommodation might result in changes to the 2 in-house properties – this won't be known until after the review is complete.</p> <p>Current commissioned properties are through Housing Providers and or Oldham Council, those contracts would need reviewing to be clear on any clauses or penalties of ending the agreements early.</p> <p>We would need to be clear on the current and potential demand for after care accommodation to ensure we commissioned sufficient provision.</p>

<u>Service Delivery and future expected outcomes:</u>
<p>For all of the 4 possible options listed above, there would need to be clear expectations and delivery arrangements in place so that the success of the model can be evaluated with a robust monitoring process implemented and consistently reviewed.</p>

Organisation (other services)

Other current providers of supported accommodation would be impacted on as they would have a reduction in service across Oldham.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

Staffing implications for the in-house staff – if there is a change of provider for the commissioned provision, then there could be possible TUPE transfer of staff to another external provider

Communities

Service Users

If there is a new provider for supported accommodation, and in turn, possible new properties, there is likely to be significant impact and disruption to the young people who use the service. There should also be improved choice for young people, but the needs of those currently accommodate would need careful consideration to avoid unnecessary disruption.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partner organisations currently deliver supported accommodation options across Oldham. In addition, properties are leased from a mix of housing provider and the LA. As part of the wider accommodation review, this is to be looked at and changes are likely and could have an impact on the number of properties and services commissioned.

Section 6

Supplementary Information

There will be an options appraisal for the supported accommodation review

There will be a review of current occupancy levels across the whole supported accommodation offer.

The wider residential review will also have to be considered to understand and take into account potential demand.

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	In line with corporate timescales
Staff Consultation	As no staffing reductions, consultation will only take place when options around a potential transfer to alternative are being considered.
Public Consultation	Yes – end date 7 December 2015.
Service User Consultation	No – not appropriate until full precise details known
Any other consultation	Informal consultation with potential not for profit providers and social landlord.

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Ed Francis
By:	7 December 2015

Section 9

Responsible Officer:	Maggie Kufeldt
Support Officer Contact:	Claire Hill Claire.hill@oldham.gov.uk
Support Officer Ext:	0161 770 3125

Cabinet Member Comments and/or approval

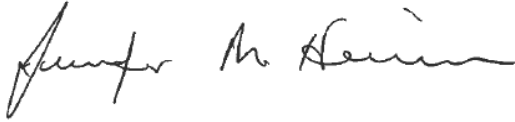
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	17 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Jenny Harrison,
Signed:	
Date:	17 August 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

E014 - Improved Value for Money within Oldham's Supported Accommodation Offer for Looked After Children and Care Leavers

c Stage 1: Initial screening

Lead Officer:	Ed Francis
People involved in completing EIA:	Ed Francis
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	No Date of original EIA: November 2014 as part of budget template CO45 - Children's Services Redesign Related EIA completed for proposal E002

General Information

1a	Which service does this project, policy, or proposal relate to?	This proposal relates to the supported accommodation provision for (older) Looked After Children and care leavers. The proposal is contained in Budget Template E014 with an identified saving of £100k in 2016/17 additional to that contained in template E002 which relates to children's home provision.
1b	What is the project, policy or proposal?	As part of a wider children's services review, we need to maximise the capacity of in-house and commissioned provision across the Borough.
1c	What are the main aims of the project, policy or proposal?	There are 2 interlinked areas of focus to this proposal: 1. Assess and review the demand, quality and cost of our internal provision with the possibility of commissioning future provision from another provider at a lower cost. 2. Collaborative working with Rochdale and Bury could provide opportunity to enter into joint commissioning arrangements for shared benefit.

1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>The affected individuals/groups would be Looked After Children and Care Leavers.</p> <p>The Council directly provides 2 semi independence units for care leavers which are staffed 24 hours. There is a wider related offer that includes commissioned provision and support to young people in 'trainer flats'.</p> <p>This proposal would affect young people who would be moving through the care system on their path to independence and 16 and 17 year olds who present 'in crisis' to social care services.</p> <p>The objective would be to have a set of services that are more cost effective and offer more choice.</p> <p>This will need careful and timely consideration to ensure a smooth and planned move to alternative delivery arrangements.</p> <p>In the event of any change of provider organisation it is likely that TUPE considerations would apply.</p> <p>The recent Ofsted inspection highlighted the care leavers were reporting a wish for more choice and options than those currently available.</p> <p>In common with partner authorities we have identified a subset of highly vulnerable/complex young people for whom current provision is insufficient. Our new arrangements will aim to improve this situation.</p> <p>Any specific decisions relating to changes in accommodation for particular groups of young people will be subject to an EIA in their own right.</p>
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Care Leavers and vulnerable young people.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1h	How have you come to this decision?	By reviewing these services we hope to improve the cost effectiveness of service provision without compromising on quality and outcomes. A recent change of legislation around 'staying put' will lead to

		<p>more care leavers opting to stay with their foster carers beyond their 18th birthdays and the discharge of their care orders. Therefore demand for supported accommodation should go down.</p> <p>This proposal does not seek to reduce the sufficiency of Oldham’s overall offer to match the needs of young people although in the longer term it might have implications for individual settings. We are statutorily required to undertake a ‘sufficiency’ assessment and maintain ‘sufficiency’ of provision so any decisions we make will be in this context.</p> <p>In transforming the current service arrangement we are looking to identify a ‘not for profit’ provider organisation who would take over delivery of existing provision and over a period of time would work with us to establish a new fit for purpose offer to young people. This work will involve young people themselves.</p> <p>Any specific decisions relating to changes in accommodation for particular groups of young people will be subject to an EIA in their own right.</p>
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c Stage 5: Signature	
Lead Officer: Ed Francis	Date: 07.12.2015
Approver signature: Kim Scragg	Date: 07.12.2015
EIA review date: End October 2016	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E015
Portfolio	Health and Wellbeing
Directorate:	Safeguarding
Division:	Safeguarding
Responsible Officer and role:	Kim Scragg, Director of Safeguarding
Cabinet Member and Cluster :	Cllr J Harrison, Social Care and Safeguarding

Title:	Review of Contracts
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£23,185k
	Income	(£1,381k)
	Net Expenditure	£21,804k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	218 - Safeguarding Division

	2016/17 £k	2017/18 £k
Proposed Financial saving:	100	0
Proposed reduction in FTE's	N/A	0

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>The service has a number of contractual and grant based arrangements with voluntary and community sector organisations totaling approximately £260k.</p> <p>Some of these commitments relate to core funding for the organisations themselves (e.g. Homestart, Oldham Play Action Group) and others relate to service contracts (e.g. Barnardo's Messenger, Children's Society Children's Rights Contract).</p> <p>The proposal is that these arrangements are reviewed (many of them are time limited) and the total direct spend by the service is reduced.</p>
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Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	<p>There are four ways where we feel we can potentially realise savings.</p> <ol style="list-style-type: none"> 1. Decommission or withdraw funding where the activity is not clearly linked to service and or Council priorities 2. Identification of alternative/replacement funding 3. Negotiations with the delivery organisations to reduce the level of funding 4. Redesign and smarter commissioning from April 2016. <p>We think we can achieve a £100,000 saving from undertaking this work.</p>
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	Not applicable to the Council workforce but potentially within the third sector.
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	Difficult to quantify at this stage due to range of options being explored.
Type of impact on partners	Where core funding is received there is potentially a threat to the viability of some organisations.

Section 4

Key Milestones	
Milestone	Timescale
Review and options appraisal	November 2015
Negotiation of proposals with affected organisations	November 2015
Determination of delivery arrangements from April 2016	December 2015

Mandatory – Completion of EIA & Consultation within PVFM timeline	December 2015
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Key Risks and Mitigations	
Risk	Mitigating Factor
Reduction in contract prices impacts on service delivery – volume and or quality	Negotiation with provider agree amended outcomes, contract monitoring.
Viability of some organisations might be compromised	Impact assessment and identification of alternative funding where possible

Section 5

What impact might the proposal have on the following?

Property Implications <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None as known directly but may have an impact on use and income generation of community assets.

<u>Service Delivery and future expected outcomes:</u>
Some of the service contracts relate to priority areas (CSE) and statutory areas such as Children’s Rights. The challenge here will be to identify if the services can be delivered for less money whilst not compromising outcomes.
Other services are less linked to social care and safeguarding priorities (e.g.play development) but still contribute to the ‘fabric’ of Oldham and would be missed if alternative funding to ensure stability was not found.
Many of these organisations also bring in additional monies into Oldham and therefore contribute to the ‘Oldham pound’.

<u>Organisation (other services)</u>
For some organisations funding is received from other areas of the Council most notably Cooperatives and Neighbourhoods and any funding reduction proposals will need coordinating to identify full impact.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

We do not know at this stage how funded organisations will implement and reductions and therefore the wider impact on the workforce.

Communities

The proposals may have an impact on the local voluntary and community sector and the communities they serve. Publically any reduction to certain organisations may be seen as at odds with the Cooperative Council.

Service Users

The range of activity covered by these contracts includes support to Looked After Children, young children and those at risk of sexual exploitation. The priority in determining where to apply any reductions will be to protect the services to the most vulnerable.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Clearly VCS organisations will be impacted both individually for those in receipt of funding and as a sector if infrastructure support is reduced. There are opportunities however to think differently about how some of these services are delivered and there may be opportunities for some organisations.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not applicable
Staff Consultation	Not applicable – external organisations
Public Consultation	Yes – end date 7 December 2015.
Service User Consultation	No – not appropriate until full precise details known

Any other consultation	Consultation with affected VCS organisations w/c 9 th November and w/c 16 th November 2015.
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Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	Yes
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Ed Francis
By:	7 December 2015.

Section 9

Responsible Officer:	Maggie Kufeldt
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Support Officer Contact:	Claire Hill Claire.Hill@oldham.gov.uk
Support Officer Ext:	0161 770 3125

Cabinet Member Comments and/or approval

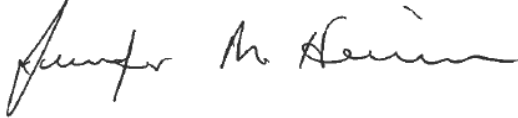
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	17 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr J Harrison,
Signed:	
Date:	17 August 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

E015 – Review of contracts

Stage 1: Initial screening

Lead Officer:	Ed Francis
People involved in completing EIA:	Ed Francis Clare Bamforth
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	This proposal relates to the contractual and grant based arrangements with voluntary and community sector organisations providing services to children and young people. Savings Template E015
1b	What is the project, policy or proposal?	<p>The proposal is to review the total spend across the current commitments and save £100k from a current budget of approx. £250k</p> <p>There are four ways where we feel we can potentially achieve the savings:</p> <ol style="list-style-type: none"> 1. Decommission or withdraw funding where the activity is not clearly linked to service and or Council priorities 2. Identification of alternative/replacement funding 3. Negotiations with the delivery organisations to reduce the level of funding 4. Redesign and smarter commissioning from April 2016.
1c	What are the main aims of the project, policy or proposal?	Work is underway to review each of the funding elements above with a view to achieving the required savings either by decommissioning the

		<p>services or seeking other sources of funding. The 'in scope' organisations are as follows -</p> <p><u>Voluntary Sector Hub</u></p> <p>Current Annual Commitment - £30k</p> <p>Voluntary Action Oldham currently deliver The Hub; a network of support for VCS organisations working with organisations who provide services for children and young people. Discussions are ongoing with the LSCB to explore them picking up this function as The Hub supports organisations to be compliant against the Section 11 safeguarding requirement.</p> <p><u>Social Care prevention</u></p> <p>Current Annual Commitment -</p> <ol style="list-style-type: none"> 1. Phoenix/Messenger £89k 2. Family Group Conferences £15k (spot purchase budget) <p>Oldham Council has previously commissioned Barnardo's to deliver the therapeutic element of the Phoenix approach to CSE across Oldham. The LA has since reviewed its own internal team approach to Phoenix and has strengthened the model to include additional team members. Plans are being considered to use some of the Barnardo's funding to support this and de-commission Barnardo's as a result as the work will be picked up internally.</p> <p>Family Group Conferences are currently commissioned via a spot purchase model from Barnardo's. Plans are underway to train some in-house Social Care staff in the delivery of FGC's with a view to this service being delivered internally from next year, with mentoring support provided initially by Barnardo's.</p> <p><u>Play Development</u></p> <p>Current Annual Commitment - £25k</p> <p>OPAG have delivered play development services across Oldham for many years, however, as a result of recent cuts to the amount of funding they receive from the former EIG commission, they have been successful in seeking additional funding to support</p>
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		<p>delivery of their services. Discussions have begun with OPAG with regards to ceasing funding this area of service delivery and support around them accessing other pots of money.</p> <p><u>Children's Rights and Advocacy</u></p> <p>Current Annual Commitment - £60k</p> <p>Oldham Children's Rights Service is currently delivered by The Children's society. The current contract runs until October 2016. As part of the wider shared services review, discussions are being held with colleagues from a neighbouring local authority with a view to jointly procuring this service going forward to make further financial efficiencies.</p> <p><u>Support to Young Parents</u></p> <p>Current Annual Commitment £30k</p> <p>Homestart deliver a support service to parents with young children in Oldham in partnership with agencies such as Health Visitors and Children's Centres. Homestart uses a network of volunteers and delivers additional bespoke activity such as breastfeeding support for which it receives funding from Public Health (approx. £95k per annum)</p>
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>There is the possibility of a detrimental effect on some young people and families particularly if services are curtailed as a result of any reduction in funding. Some children and young people's voluntary organisations may also receive less support than they do at present if infrastructure support is reduced.</p> <p>There is a statutory requirement to provide a children's rights and advocacy service for Looked After Children and so any service changes would need to ensure continued service delivery.</p>

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Please note this is potential.

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1h	How have you come to this decision?	<p>There is still a considerable degree of uncertainty about the precise impact due to the current lack of clarity about how funding to any particular organisation might be reduced. If for example replacement funding is found then there may be minimal impact. With some of the organisations however their viability/sustainability may be compromised.</p> <p>Some of the organisations receive funding from the Council via Priority Programme funding and this is also set to reduce as part of the budget savings.</p> <p>The consultation process was completed early December and it is at this stage that Stage 2 will be completed.</p>

1. Stage 2: What do you know?

What do you know already?

POTENTIALLY AFFECTED ORGANISATIONS

Barnardo's have reported difficulties in recruiting and retaining staff over recent quarters and this has had an evident impact on their presence at local meetings and in the Phoenix office. We have discussed this previously with Barnardo's through the quarterly monitoring process along with the need to review the current operational model. Referrals to the service have been reducing. The Family Worker within the LA team is able to pick up some of the lower level cases and start interventions quicker and some are being referred to the Early Help Offer which is in line with the intentions of both models to develop this area of service.

Of the overall Oldham Phoenix budget of £129,000, funding will need to be re-invested into the internal Council staff team to offset the cost of new staff to support this.

It is anticipated that a contribution between £50,000 and £79,000 against these savings will be made from this area. The remainder of the required savings under budget template EO15, will be found from the VCS organisations detailed below:

Family Group Conference training for a new in-house model is planned at the end of November. Four staff will be attending the training, with a view to them rolling out the delivery of a FGC model in Oldham from early next year.

The Children's Rights Service contract expires in October 2016. A potential joint working opportunity with Tameside and/or Rochdale is being explored.

Homestart work with vulnerable families where there is a child under the age of 5, and offer them befriending and support in improving their family and home situation. The organisation works with some of the Borough's most vulnerable families and is a key element to ensuring a better start in life for children. Of the remaining organisations, we feel that activity delivered by Homestart remains a priority within the wider agenda.

OPAG's deliver of Play Development across the Borough has been funded for many years and has seen many changes. We recently supported OPAG to submit a bid to Community Safety Services which, if they are successful, will see OPAG receive two elements of grant funding over the next two years and will allow them to maintain elements of the play development service.

Voluntary Action Oldham currently provide the network offer of support to VCS organisations working with and supporting children and young people across Oldham. They deliver Level 1 Child Protection awareness training sessions and promote the LSCB e-learning package as well as the LSCB multi agency training calendar. They have a presence at the BSLP, the LSCB and relevant sub-groups.

The role of The Hub is to ensure that the organisations working with children and young people are doing so safely and adhering to relevant guidelines and legislation. Their role is increasingly to support the LSCB with this purpose. The potential for the LSCB to pick up the funding for this project has been discussed, although they too have recently had budget cuts and therefore this requires further discussion.

To summarise, of the organisations detailed above, we know that –

1a) **Barnardos** is a national charity but may wish to consider its operations in Oldham.

1b) Alternative arrangements are being explored for delivery of this service – decommission/partial re-commission

2) **Children’s Rights Service** – there is a statutory requirement to deliver this service. There have been previous reductions to the contract price. Any joint procurement efficiencies would still guarantee a service in Oldham.

3) **OPAG** – are a small local organisation. There have been previous reductions in funding to them. It is likely that ceasing their funding going forward would have an impact on the sustainability of the organisation and would therefore impact on children and families.

4) **Homestart** – if funding to Homestart for their befriending and volunteering service was reduced, then there would be no service delivery in Oldham going forward.

5) **VAO** – Are also in receipt of other Council funding and are exploring options to join with other VAO’s across GM.

What don’t you know?

Individual meetings were scheduled for mid-November to explore in detail with each provider what impact the above funding proposals will have on their service delivery going forward.

Further data collection

Summary (to be completed following analysis of the evidence above)

Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				
		<input type="checkbox"/>	<input type="checkbox"/>	

2. Stage 3: What do we think the potential impact might be?

Consultation information

3a. Who have you consulted with?	<p>We have had meetings with the providers as detailed below:</p> <p>Homestart, VAO and OPAG – Thursday 12th November 2015</p> <p>Barnardo's (Oldham Phoenix) – Thursday 19th November 2015.</p>
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	<p>The Head of Integrated Commissioning, and Planning and Commissioning Manager, held meetings with representatives from each organisation above. The Head of Service Looked After Children also attended the meeting with Barnardo's. The LSCB manager attended the meeting with VAO.</p> <p>During the meetings we discussed the requirement to make savings across a number of funded organisations, and explained that they were amongst a range of projects in the scope for this. We discussed at length the impact a possible reduction in funding would mean as well as non-funding going forward. We asked providers to submit in writing their thoughts around this impact and to explain in more detail what This would mean to their service delivery.</p>

3c. What do you know?

The providers within this proposal have all received reductions in funding over recent years. Through discussions in the meetings, providers made it clear that a further cut would have significant impact on areas of service delivery:

OPAG – report that a reduction in the funding received would mean a reduction in staffing which would impact on existing service delivery and any potential for developing new opportunities as well as applying for other funding. This would have an impact on community cohesion as the number of sessions delivered would be reduced and the focus to encourage greater cohesion would be limited. Activities to encourage play and wellbeing would be lost as outdoor and physical play activities would cease. The funding reduction would have an effect on children’s development as this is integral to OPAGs operations with a range of activities selected to support children’s social, physical, creative and emotional development. OPAG are able to use the funding received from the Local Authority to generate and secure further funding, commissioning and sales of their services. Any reduction in funding from the LA would put the long term sustainability of OPAG at risk.

The Hub – VAO have been funded directly to deliver The Hub for the last 8 months, although the function has historically sat within the organisation for some time. They acknowledge the wider need to protect frontline services and suggested that the partnership and networking functions delivered by the Hub could be embedded into their mainstream service delivery which receives alternative Council funding. However, they do have concerns that if all the funding is cut, then this would impact on the safeguarding work and training they deliver to voluntary organisations working with children, young people and their families. The Hub currently deliver Level 1 training on behalf of the LSCB and offer support to VCS in ensuring they are adhering to the correct policies and procedures and are working with children and young people safely. They also support organisations completing the Section 11 audit, and report that there are around 25% of VCS organisations within the sector currently working to safe practices. There is clearly more work to be done in this area although the LSCB manager present at the meeting did explain that the LSCB is unable as a board to commission services directly in order to achieve this. A reduction in funding would not put the sustainability of VAO at risk, but it would have an impact on staffing, with 1 x FTE likely at risk of redundancy as well as the wider safeguarding of organisations.

Homestart – have delivered a volunteering and befriending service in Oldham for the past few years. They have joined with Stockport and Tameside to ensure a cohesive delivery approach which also reduces multiple management and premise costs across the boroughs. Homestart are able to use the funding received from Oldham to secure other external funding sources and have been able to lever an additional £125,000 of funding into activities within Oldham as a result. Homestart made it clear during the consultation meeting that funding received from the Big Lottery Fund would be at risk if LA funding was lost as it forms part of the wider Oldham project and is counted as match funding towards the BLF contribution. A reduction in funding from Oldham would not put the local Homestart at risk as they have other funding in other areas to deliver services. However, it would have a significant effect on their other funding sources and would mean an impact on their work in the Borough which would likely mean that all opportunities within Oldham

would stop and there would no longer be a presence from Homestart.

Barnardo's – the model of delivery around support for children and young people at risk of, or victims of CSE has radically changed over recent years. As a result, Oldham have been working on developing and strengthening an alternative in-house service model to support these vulnerable young people.

Evidence suggests that this model is working well and offers a more integrated partnership approach to delivery of the service via streamlined management arrangements. It also means that referrals are being assessed and picked up quicker and therefore work and support for the children and young people can commence sooner, meaning an improved offer for them also.

In order to progress with implementing this new delivery model, it is our intention not to renew the current contractual arrangements with Barnardo's which ends on 31 March 2016. We have discussed this with Barnardos and have advised them of our intention in writing. We will be re-investing part of the former Barnardo's funding into the new in-house model and also offering up some monies towards the Council's required financial savings. This cut to funding would not put the sustainability of Barnardo's as a national organisation at risk, however it would mean that their local offer is reduced and they may have to therefore consider their position as a partner within the wider Oldham offer.

The proposal above will allow us to achieve savings of £79,000 from this area of delivery towards the efficiencies required. The remaining £21,000 will be achieved across the remaining 5 activities following further negotiations.

3d. What don't you know?

It is not felt that the achievement of the £100,000 saving will be at the expense of vulnerable children and their families but this will need to be kept under review via strategic partnerships and continued contract monitoring arrangements

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)	Some groups could see a difference in service offer, however, it is hoped that this can be mitigated by ensuring continued service delivery by alternative arrangements
Disabled people	N/A
Particular ethnic groups	N/A
Men or women (include impacts due to pregnancy / maternity)	N/A
People of particular sexual orientation/s	N/A

People in a Marriage or Civil Partnership	N/A
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	N/A
People on low incomes	Some groups could see a difference in service offer, however, it is hoped that this can be mitigated by ensuring continued service delivery by alternative arrangements
People in particular age groups	Some groups could see a difference in service offer, however, it is hoped that this can be mitigated by ensuring continued service delivery by alternative arrangements
Groups with particular faiths and beliefs	N/A

3. Stage 4: Reducing / mitigating the impact

4.

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Safeguarding VCS	We will ensure that any reduced funding provided to VAO next year is directed at working with VCS organisations supporting children, young people and their families and that the safeguarding element within this is maintained.
Children supported by Barnardo's	Children, young people and their families supported by Barnardo's will continue to receive support and interventions through the internal offer and we will monitor this to ensure there is no effect on service delivery or detrimental impact to service users.

4b. Have you done, or will you do, anything differently as a result of the EIA?

N/A

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

Activity delivered by Homestart and OPAG will continue to be monitored through their quarterly monitoring process with the Planning and Commissioning Manager.

The Oldham Phoenix offer is monitored through the weekly multi agency team meeting where caseloads are reviewed and ongoing work discussed. The monthly

operational meeting is a wider partner agency meeting where discussion focusses on relevant information including new referrals, identified hot spots and perpetrators, abduction notices, health updates etc, so that partners are aware of what is happening and which cases are open.

Conclusion

This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact

The overall impact on identified service users will be mitigated through alternative delivery approaches. Funding has been prioritised for those organisations where there is larger impact on their frontline delivery in order to protect service users in the first instance as well as the sustainability of these smaller organisations.

Alternative delivery offers for those at risk of CSE are already in place and therefore there should be minimal changes to those service users who will continue to receive support and interventions.

The majority of the activity delivered by the Hub will be embedded within their mainstream offer and we will ensure that other activity continues, therefore ensuring minimal disruption to VCS organisations across the authority.

5. Stage 5: Signature

Lead Officer: Ed Francis

Date: 07.12.15

Approver signature: Kim Scragg

Date: 07.12.15

EIA review date: January 2016

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B004
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Environmental Services
Responsible Officer and role:	Carol Brown
Cabinet Member and Cluster :	Cllr B Brownridge – Neighbourhoods and Co-operatives

Title:	Service – Environmental Management – (Parks & Streetscene)
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£7,685k
	Income	£(1,567)k
	Net Expenditure	£6,118k (controllable)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	185

	2016/17 £k	2017/18 £k
Proposed Financial saving:	100	0
Proposed reduction in FTE's	4	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>A complete review of the structure of the service. In the past the management structure has been reviewed several times to allow for the changes when services have been merged to deliver savings. However, given the pressure to generate further efficiencies the wider consideration of merging Neighbourhood and design functions is proposed. It is the intention to review all positions including manual staff to ensure that any future service is best placed to manage the Councils commitment to managing public open space.</p> <p>There are currently 185 FTE employed within the service covering the following services:-</p> <ul style="list-style-type: none"> • Grounds maintenance • Street cleansing (non-mechanical) • Arboriculture
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- Play maintenance and development
- Sports pitch maintenance & management
- Greenspace development
- Bloom & Grow
- Glasshouse production (public health funded)
- Allotments
- Cemetery management
- Crematorium
- Countryside management & maintenance
- Flytipping removal
- Graffiti removal

Following the introduction of job evaluation, incremental upgrades and budget/staffing reductions, the structure of the manual workforce no longer provides for the most cost effective service.

It is proposed to review and reduce the higher graded positions to deliver further efficiencies.

Over this period work has also transferred to other organisations such as FCHO, H21 and academies with staff in most cases transferring under TUPE regulations. This has left the service with an imbalance in grades of staff which supports the work proposed.

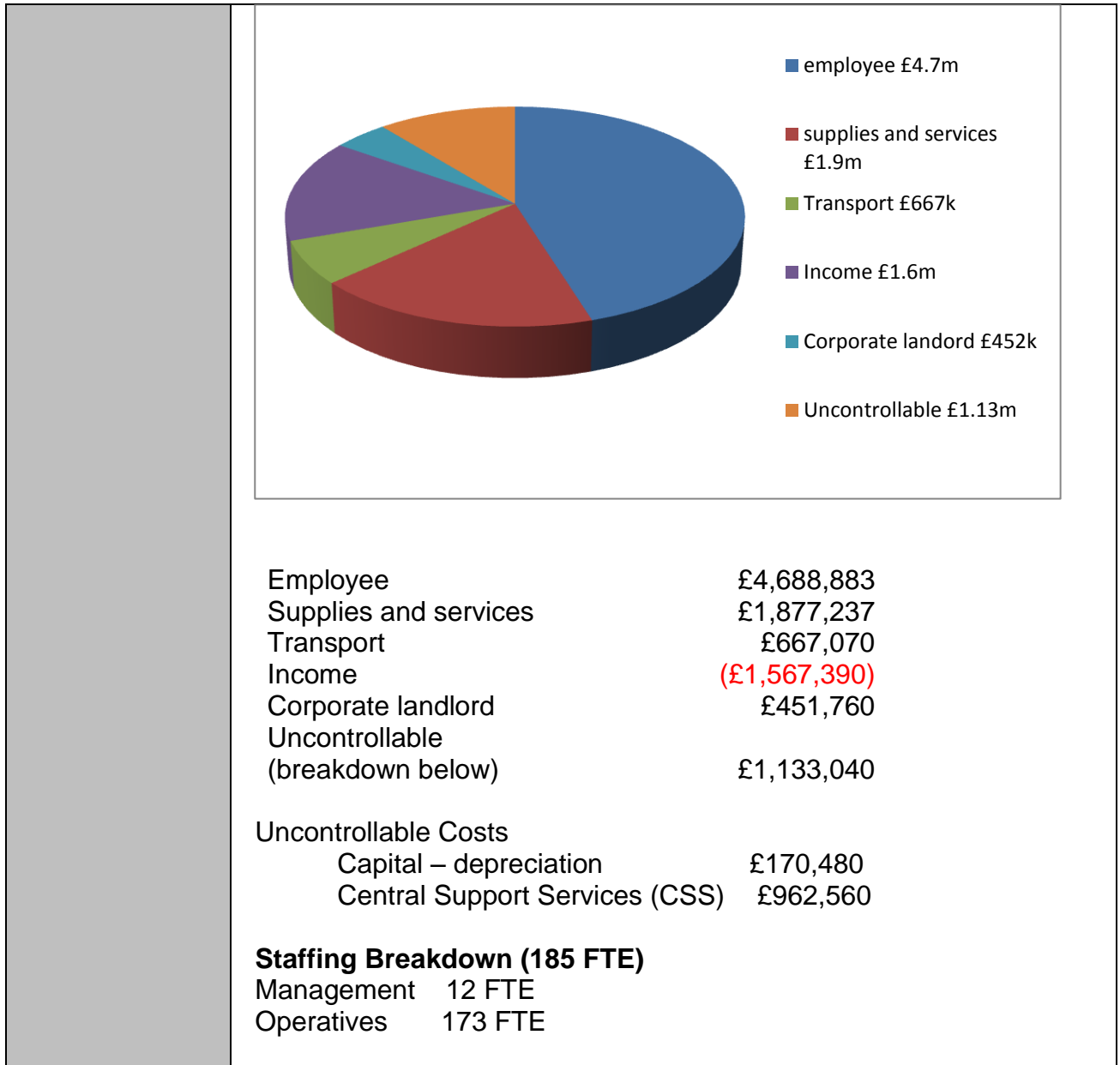
This work will impact on the service that can be delivered and the proposals put forward are in the context of the need to support behaviour change whilst reducing the Council's commitments through cooperative working.

- Fly tipping, dog fouling and litter will be targeted, and a zero-tolerance approach applied to environmental crimes. This will be operated in the context of a supporting improvement and behavioral change programme.
- People will be supported to take greater responsibility for their neighbourhood; people will be expected not to drop litter and to look after their immediate area. Some people will choose to do more, for example, through increasing recycling rates, supporting volunteering, and transferring facilities and open spaces to community ownership. The remaining resources will focus on those services which cannot be delivered by anyone other than the Council, and with a targeted response in those areas of the Borough which fall below acceptable standards.
- Work will be undertaken to examine opportunities to manage the Boroughs green spaces in ways which make them less dependent on an intensive maintenance regime. This will include a full review of land management practices.
- All parks will be maintained to a minimum decent standard.

	<p>We will also have a core network of flagship parks which will be those with the greatest public use e.g. Alexandra Park and Dunwood park where there are grant obligations to be managed.</p> <ul style="list-style-type: none"> • Non-urgent calls to the Council will be used to plan responses. • A review of street litter bins will be undertaken to ensure that provision is best placed to reduce litter across the borough. <p>In addition this work will be supported by a review of the management structure to take into consideration the transfer of staff and workload as previously mentioned. This will inevitably involve merging job roles and responsibilities to match against the evolving district and cooperative agenda, creating a structure that is financially viable and supports the needs of the Council.</p> <p>As a result of this review consideration will also be given to the vehicles, machinery and depot accommodation to flush out any additional reductions and subsequent saving that may be available to achieve the targets allocated.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>It is anticipated that a saving of £100K will be made however the impact of pay protection would apply (two years protection) where staff are allocated to a lesser graded position. It is proposed that reserves are allocated to support the introduction of the changes.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>Below is a breakdown showing the controllable, uncontrollable and expenditure profile for the current budget for public open space management and cleaning.</p> <p>The budget shown excludes the Cemeteries and Crematorium function.</p> <p>Total Controllable Budget = £6.1m</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	4
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Mandatory – Completion of EIA & Consultation within PVFM timeline	Consultation to be undertaken with staff following TU briefing

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Public are not informed regarding the benefits of different land management practices eg wildflower plantings etc	Development of wider communications to inform on potential for change

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

<u>Service Delivery and future expected outcomes:</u>
<ul style="list-style-type: none"> As a direct result of the changes made, responsiveness to service requests will need managed and prioritised to limit the impact Land management practices across the borough will continue to be reviewed across the borough to reduce maintenance costs. The introduction of wholesale bulb planting and wildflower meadows has already resulted in large swathes of grass now not receiving its first cut until September. It is planned to work with Districts to gain Member views on preferred land management options.

<u>Organisation (other services)</u>
<p>There will be limited impact on other areas of the Council however we would require:</p> <ul style="list-style-type: none"> A fully considered communications plan will be essential Full support from partners

<u>Workforce</u>
<p>Note: <i>Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models</i></p> <p>Employees have not to date been involved in the development of the proposal but their engagement will be essential moving forward to detail proposals and implementation. Both Union and workforce consultations will take place prior to any implementation.</p>

Communities

- Community's expectations have risen over the years, with the perception that the Council will mow the grass on a two week cycle. Although this has never really been the case, there are areas where the grass is cut at a frequency which has created an expectation which exceeds resource. The engagement of communities in understanding a change in approach and the support of local members is critical to its success.
- Communities will see a greater diversity of landscape that will see grass areas mown less frequently and with the introduction of wildflower and bulb planting to improve habitats and biodiversity it will make the landscape far more attractive, enjoyable and productive.

Service Users

As above

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partner organisations will be engaged with to reduce the impact and gain understanding regarding revised service standards.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	N/A
Staff Consultation	5 October 2015
Public Consultation	N/A
Service User Consultation	N/A
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Carol Brown
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Support Officer Contact:	Ellen Marchbank-Smith
Support Officer Ext:	5690


Cabinet Member Comments and/or approval
Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Barbara Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B006
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Environmental Services
Responsible Officer and role:	Carol Brown
Cabinet Member and Cluster :	Cllr B Brownridge – Neighbourhoods and Co-operatives

Title:	Waste Management – Increasing net income on trade waste collection contracts
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£5,123k
	Income	(£1,256k)
	Net Expenditure	£3,867k (controllable and semi controllable)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	72

	2016/17 £k	2017/18 £k
Proposed Financial saving:	78	0
Proposed reduction in FTE's	0	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>The waste management service collects commercial waste as part of its daily domestic operations and earns income for these collections.</p> <p>The service carries out collections for approx. 30% of businesses in the borough so there is clearly scope for growth.*</p> <p>As such, this proposal is to increase the number of commercial waste contracts we have in order to generate additional income in 2016/17.</p> <p>The only costs that would need to be taken into account are the</p>
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	<p>disposal costs associated with increased tonnages of commercial refuse because the cost/resource to carry out collections is already funded through the waste management revenue budget i.e. we are already driving past these businesses as part of our domestic waste collections so would not need to take on additional vehicles or staff.</p> <p>*Please note, significant work has been carried out to fully understand our cost model and scope for growth, which is ongoing. This proposal is a “quick win” measure which essentially “sweats” existing assets.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Financial Impact</p> <p>The below calculations are based on bringing a sales officer in to sell trade waste contracts.</p> <p>The funding for this officer would come from existing budget and the officer would be recruited this financial year (2015/16).</p> <p>The income this officer would bring in has then been off-set against disposal costs for this quantity of contracts to give a net profit/contribution to savings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> <p><u>Additional annual income</u> (i.e. officer would be set target to bring in contracts to this value in 2016/17)</p> </td> <td style="text-align: center; padding: 5px;"> <p><u>Net income</u> (i.e. once disposal costs taken into account on these contracts)</p> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <p>£150,000</p> </td> <td style="text-align: center; padding: 5px;"> <p>£78,000</p> </td> </tr> </table> <p>Net profit/contribution to savings in 2016/17 = £78,000*</p>	<p><u>Additional annual income</u> (i.e. officer would be set target to bring in contracts to this value in 2016/17)</p>	<p><u>Net income</u> (i.e. once disposal costs taken into account on these contracts)</p>	<p>£150,000</p>	<p>£78,000</p>
<p><u>Additional annual income</u> (i.e. officer would be set target to bring in contracts to this value in 2016/17)</p>	<p><u>Net income</u> (i.e. once disposal costs taken into account on these contracts)</p>				
<p>£150,000</p>	<p>£78,000</p>				

<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p><i>Additional information as requested at Leadership Star Chamber (20th July) to inform on the financial position of the service current and proposed.</i></p> <p>1) Background – service has always made a small surplus</p> <p>Until April 2014, the waste management service carried out domestic waste collections as a separate activity from commercial waste collections i.e. commercial waste collections used separate vehicles, staff, etc, from domestic collections.</p> <p>Through this arrangement, all costs associated with delivering the commercial waste service (all revenue budget costs and disposal costs) could be clearly identified and off set against income. Unit</p>
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costs demonstrated at this time that the service made a small surplus of £12,000.

The contract cost is required as an upfront payment to reduce any risk of business failure impacting on income.

2) Current position – service now makes a much larger surplus due to operational efficiencies

To achieve identified budget reductions the domestic rounds were realigned and at the same time the trade waste rounds were incorporated into the domestic rounds releasing an efficiency saving of £400,000.

Practically this means that the service is now in a position where the same vehicle passes down a road collecting both trade and household waste effectively putting it in a sound position to maximise the use of the vehicles/staff to generate additional income. If trade waste collection was to cease, the same number of vehicles, staff, etc., would be needed to complete domestic waste collections. The additional capacity released would not enable significant round redesign as the routes and the need to tip off remain the same.

3) Additional financial impacts of ceasing/restricting trade waste collection – potential increase in waste disposal contract costs

The most significant cost associated with commercial waste collections is the disposal costs for the waste collected.

However, this cost is fully covered in the prices charged.

Most importantly though, we pay a reduced rate per tonne compared to our domestic waste (£80 instead of £290).

This reduced price was negotiated through the Waste Disposal Authority in recognition of the fact that if the 4 GM Councils who collect trade waste should stop sending the trade waste tonnage through the PFI contract, all 9 authorities would incur additional costs. Reduced tonnages going through the PFI results in a base levy increase for each of the authorities as there is spare capacity within the contract.

Therefore trade waste tonnages are an integral part of reducing the general waste disposal costs i.e. if we significantly reduce waste streams that have been planned for, our contribution to overall contract costs will increase.

	4) Summary			
	In summary, the service generates a net surplus which can be increased with a minimal staffing investment maximizing the use of existing assets.			
		2014/15	2015/16	2016/17
	Trade	£12k (separate	£146k	£224k
	Waste Service Net surplus	trade waste collection)	(projected net surplus) trade waste collection integrated with household waste collection integral to releasing £400k savings.	(additional £78k)

Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	1
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Milestone	Timescale
None agreed at this time pending project approval	If project approved trade waste post to be recruited to prior to March 2016
Mandatory – Completion of EIA & Consultation within PVFM timeline	N/A

Key Risks and Mitigations	
Risk	Mitigating Factor
Contracts not won within the service	Agreement sought with Rochdale who currently don't offer a trade waste service to extend catchment area

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None

Service Delivery and future expected outcomes:

These are basic calculations based on 12 month contracts and as such this savings figure could be lower due to “in-year” contracts. However, to mitigate for this, sales officer would be recruited in this financial year with the target to have these contracts in place by 1st April 2016.

If sales officer began in August 2015 they would need to generate the equivalent of £4,000 a week in contracts to hit these targets for financial year 2016/17.

Organisation (other services)

No organisational impact

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

No impact on workforce

Communities

No impact on communities

Service Users

Existing service users should remain un affected

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

All partner organisations have the ability to support the Boroughs waste recycling work.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	None undertaken at this stage
Staff Consultation	N/A
Public Consultation	N/A
Service User Consultation	N/A
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Carol Brown
Support Officer Contact:	Ellen Marchbank-Smith
Support Officer Ext:	5690

Cabinet Member Comments and/or approval


Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Barbara Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B007
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Community Services
Responsible Officer and role:	Liz Hume, Community Services Strategic Change Manager
Cabinet Member and Cluster :	Cllr B Brownridge – Neighbourhoods and Co-operatives

Title:	Implementing two-year cut-off for spending Ward and Councillor Budgets
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Section 2

2015/16 Budget for the section: <i>(By Response Services)</i>	Expenditure	£613k
	Income	(£0k)
	Net Expenditure	£613k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	0

	2016/17 £k	2017/18 £k
Proposed Financial saving:	100	0
Proposed reduction in FTE's	0	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>There is around £500,000 allocated to be spent at a District level - £5,000 per Councillor and £10,000 per ward. Expenditure is agreed via the District Executives.</p> <p>There are a number of projects that have been agreed by the District Executives but where the money has not been spent after two years – this is often where the project cost less than initially budgeted for and/or where the project has been completed by services within the Council but they have not taken the full amount of money allocated to it.</p> <p>This means that there is around £100,000 unspent in the budget from 2010/11, 2011/12 and 2012/13. In addition, there is a further £60,600 that is unspent but has been allocated to projects that</p>
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	<p>should take place in 2015/16.</p> <p>This template proposes that a principle is established whereby any money not spent after two years is regarded as underspend, and is taken as savings.</p> <p>The first application of this principle would be to take the £100,000 unspent from 2010/11, 2011/12 and 2012/13 as a saving.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>It is proposed that further savings are based on the following:</p> <ul style="list-style-type: none"> - The £100,000 from 2010/11, 2011/12 and 2012/13 underspend is taken immediately as a one-off saving for 2016/17. - For the remaining £60,600 that has been allocated but has not been spent from 2010/11, 2011/12 and 2012/13, it is proposed that the Districts are given until 31 March 2016 to complete the projects attached to this funding – any funding still remaining on this date would then be taken as a saving. - For the £284,000 unspent from 2013/14, that any that is still unspent on 31 March 2016 is taken as a saving. - That we now initiate a rolling programme of taking funding as savings as it becomes two years old – so anything unspent from 2014/15 would be taken as a saving at the end of 2016/17, and so on. - That, where there is a genuine need to roll money on for longer than two years (e.g. to ‘save up’ for a particularly expensive project), a business case is put to the capital programme board and agreement is reached to transfer the funding into the capital pot to hold it for a longer period of time.
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>It should be noted that £200,280 of the Member and ward-based expenditure is currently funded by the Public Health Transformation Fund on cost centre 12003. We have received no information to suggest that this is likely to reduce, but if it were to do so then this would create an additional pressure.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0

Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Consult Cabinet members on proposal	September 2015
Consult ward members on proposal	September 2015
Agree final proposal	October 2015
Final proposal implemented	April 2016
Mandatory – Completion of EIA & Consultation within PVFM timeline	*Proposal unlikely to be relevant for EIA

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Cabinet members and ward members do not want funding that has not been spent for two years or more to be taken as a saving.	Initial discussions with the Cabinet members responsible for this area were positive

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>	None
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Service Delivery and future expected outcomes:

None – any priority projects that need to happen this year could still be funded from the current year's allocation

Organisation (other services)

None

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

None

Communities

None – any priority projects that need to happen this year could still be funded from the current year's allocation

Service Users

None – any priority projects that need to happen this year could still be funded from the current year's allocation

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6**Supplementary Information****Section 7****Consultation Information –**

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not considered necessary
Staff Consultation	Not considered necessary
Public Consultation	Not considered necessary
Service User Consultation	Not considered necessary
Any other consultation	Not considered necessary

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Liz Hume
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Support Officer Contact:	Ellen Marchbank-Smith
Support Officer Ext:	5690


Cabinet Member Comments and/or approval
Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	12 August 2015
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Section 10

Approval by Cabinet Member

Cabinet Member:	Cllr Barbara Brownbridge
Signed:	
Date:	12 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B011
Portfolio	Neighbourhoods & Co-operatives
Directorate:	Neighbourhoods & Co-operatives
Division:	Community Services
Responsible Officer and role:	Jill Beaumont, Director of Community Services
Cabinet Member and Cluster :	Barbara Brownridge – Neighbourhoods & Co-operatives

Title:	Universal Youth – revised model of delivery
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£325k
	Income	£0k
	Net Expenditure	£325k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	11(5 in detached youth team and 6 in district youth team)

	2016/17 £k	2017/18 £k
Proposed Financial saving:	175	
Proposed reduction in FTE's	4	

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>The original partnership agreement with Mahdlo committed the Council to providing resource up to and not above £400,000 either by in kind resource (staffing) or monetary value. A new commission was implemented as of April 2015 that continued the same contract value as previously agreed.</p> <p>The new contract with Mahdlo also incorporated the delivery of the Council's universal youth offer by seconding the District Youth Development staff and the Detached Youth Team for an initial period of 12 months. The Council have continued to fund these staff at a cost of £325,000.</p>
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	<p>There is an ambition to continue to have a District youth Offer however it is not possible to continue to fund provision at the current level.</p> <p>It is now therefore proposed that we discuss with Mahdlo splitting the cost of the District youth staff and the detached team between the Council and Mahdlo.</p> <p>We have therefore presented options to Mahdlo proposing that they take on staff with an additional £175,000 on top of their existing contract to support this. This splits the cost of maintaining the offer with Mahdlo – the details of how this will be implemented in practice are currently being worked through with Mahdlo.</p> <p>Of the current expenditure of £325,000, this leaves £150,000 that can be taken as a saving. On top of this, there is a budget for a vacant post that we do not propose to fill, meaning that the total saving offered is £175,000.</p> <p>Update 26 August 2015 Confidential report taken to the Mahdlo Board on 20 August. The options were considered, and in principle Mahdlo have a preferred option to continue to deliver a District and detached youth offer on a revised budget of £175,000 rather than the existing £325,000. This reduction is achievable without removing a District offer as they have already started to contribute to the District delivery model using their own staff. The District Youth Development role was established initially to increase capacity and grow the voluntary sector offer for young people. For most areas, this has been successful and therefore no longer requires a full-time member of staff for each District.</p> <p>This option would result in Council staff redundancies. However, some staff since their secondment have expressed a preference to look at alternative opportunities.</p>
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<p>Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>£175,000 recurrent</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>It should be noted that £30,000 of the service is currently funded by the Public Health Transformation Fund. We have received no information to suggest that this is likely to reduce, but if it were to do so then this would create an additional pressure.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	4
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	None
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Discussions with Mahdlo to determine how this change in approach would work in practice	August 2015
Formal decision on progressing with this option	September 2015
Public consultation	September 2015- December 2015
Staff consultation	September 2015- December 2015
Decision implemented	April 2016

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Potential unforeseen impacts of achieving the saving are identified in discussion with Mahdlo	Discussions with Mahdlo will take place before the final decision is taken

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None

Service Delivery and future expected outcomes:

To be identified in discussion with Mahdlo

Organisation (other services)

Mahdlo will be asked to take on the District youth offer with reduced funding.

4th November 2015 update – Discussions with Mahdlo have resulted in the District Youth Offer being revised by the Council to make the reduction in staffing and to establish the 2 Borough wide roles. This will not impact on Mahdlo.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

None

4th November 2015 Update – Consultation with staff has resulted in the two remaining roles within Youth Development changing. Staff have been engaged in revising the job descriptions and person specifications – this will result in a Borough Youth Development role and a Borough wide Training and development role.

Communities

To be identified in discussion with Mahdlo

4th November 2015 update – Mahdlo are continuing to offer one session in each District

Service Users

To be identified in discussion with Mahdlo

4th November 2015 update – no impact

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not considered necessary as no impact on Council staff Update 4th November 2015 – Reduction in staff from 6 to 2 has resulted in consultation with the Unions on 5 th October 2015
Staff Consultation	Not considered necessary as no impact on Council staff Update 4th November 2015 – Staff consultation commenced on the 6 th October for 45 days
Public Consultation	Not considered necessary at this stage but may be reviewed following discussions with Mahdlo
Service User Consultation	Not considered necessary at this stage but may be reviewed following discussions with Mahdlo
Any other consultation	Update 4th November 2015 - Consultation with Mahdlo Board 15 th October 2015

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Liz Hume
By:	14 th October 2015

Section 9

Responsible Officer:	Jill Beaumont
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Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089


Cabinet Member Comments and/or approval	
Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood	

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	4 th November 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Brownridge
Signed:	
Date:	26 th August 2015
	4 th November 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

B011 Universal Youth – revised model of delivery

Stage 1: Initial screening

Lead Officer:	Liz Hume
People involved in completing EIA:	Liz Hume, Jill Beaumont, Angela Longsden
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes

General Information

1a	Which service does this project, policy, or proposal relate to?	Youth Development and Detached Youth
1b	What is the project, policy or proposal?	<p>Staff were seconded from both the Youth Development and Detached Youth teams to Mahdlo as a pilot piece of work, which would enable closer working to create a delivery model which will deliver our joint aspirations. Although we have made progress with this, it is anticipated that the work will take longer and therefore it is proposed to extend the secondment arrangements for those staff for a further 12 month period i.e. up to 31 March 2017.</p> <p>The Detached Youth team currently has a budget for 12 hours sessional activity which is occasionally used on an ad-hoc basis to pay casual staff to run individual sessions. It is proposed to remove this budget.</p> <p>In addition, early engagement with the Youth Development staff team identified the need to review the number of youth development workers and their role and responsibilities.</p> <p>To achieve this saving would mean a reduction in youth development workers from 6 to 2, with the remaining 2 roles focussing on either staff and provider training or Borough-wide development of</p>

		the voluntary and community sector offer.
1c	What are the main aims of the project, policy or proposal?	<p>The main aims are to:</p> <ul style="list-style-type: none"> • Reduce the overall budget to meet budget reductions across the Council • Maintain a good level of Youth Support by achieving reductions through working more effectively with other potential providers, particularly the voluntary and community sector, therefore minimising impact on front-line delivery.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>The nature of the Youth Development role means that the intensive need for it reduces over time, as capacity to deliver youth activities across the Borough is built up through the voluntary sector. We have now reached a point where the staff in the service believe that the function can be effectively fulfilled by two staff operating Borough-wide, in the roles described above. We would therefore not anticipate a detrimental effect on front-line delivery from this proposal.</p> <p>The following provide examples of the type of work undertaken by the team, demonstrating the sustainable nature of the work and the reducing need for involvement from staff as time goes on.</p> <p>Time Out Club: Children and Young People’s provision Approached by a member of the community to discuss setting up a youth provision on Crossley Estate. Supported them with governance for example: constitution, policies and procedures, risk assessment, best practice, sign posted to VAO, signposted and supported with funding opportunities, proof reading funding applications etc. Regular meetings and general support when required and offer advice on any issues arising (signposted to Blue Orchid). Donated resources from the youth centre. The group now has the skills and resources to operate effectively.</p> <p>Chadderton Boxing Club Signposted funding opportunities and supported Kerrching bid, which was successful as the funding was aimed at increasing opportunities for local young people to access the provision and to create targeted sessions. Made enquiries on behalf of the boxing club to explore opportunities for an apprenticeship. Made contact with a Council Officer from ‘Get Oldham Working’ and linked them with</p>

		<p>the boxing club (successful outcome with Boxing Club being supported to recruit an apprentice). Again, this was a time-limited piece of work that has now increased the Boxing Club's capacity to operate effectively.</p> <p>The continued benefit of maintaining one development post is to continue providing support for active community members to increase provision in their local area, with support to develop their skills and confidence to become an established group. Resources can still be applied for from the respective District Executives and Mahdlo to cover costs such as set-up, room hire, community / voluntary organisations to initially support early sessions of a new group, training materials, etc. Whilst external grants can then be sought to enable long term sustainability, e.g support groups to seek out external funding both locally (e.g. Voluntary Action Oldham) and nationally.</p> <p>The second proposed new post will focus on training and quality assurance – this will ensure that community providers are supported to deliver high quality provision. This strengthens this aspect of the role compared to the current offer.</p>
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None/Minimal	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
<i>E.g. vulnerable residents, homeless people, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>		<input type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1h	How have you come to this decision?	At this stage we believe it is possible to deliver the savings through efficiencies that will not impact significantly on front-line delivery. However, we will keep the position under review as the consultation with staff progresses and review if any potential issues emerge and complete a full EIA if needed.

Stage 5: Signature
Lead Officer: Liz Hulme Date: 07/12/15
Approver signature: Jill Beaumont Date: 07/12/15
EIA review date: October 2016

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B020
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Neighbourhoods
Division:	Community Safety Services
Responsible Officer and role:	Haydn Roberts Head of Community Safety Services
Cabinet Member and Cluster :	Cllr B Brownridge: Neighbourhoods and Co-operatives

Title:	Community Safety Services Income Target
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£699k
	Income	(£0k)
	Net Expenditure	£699k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	8.5

	2016/17 £k	2017/18 £k
Proposed Financial saving:	50	0
Proposed reduction in FTE's	0	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>Community Safety Services works in partnership with both statutory and community partners. The Service has undertaken an environmental scanning process of legislation and crime prevention opportunities which has been matched to a skills audit and a professional development process covering Community Safety Services staff which has identified an opportunity to provide a range investigative and crime prevention services to both internal and external customers on a payment/contractual basis. This means Community Safety has the opportunity to generate income from a number of sources.</p> <p>The following opportunities have been identified for income</p>
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	<p>generation in 2016/17:</p> <ul style="list-style-type: none"> • Providing Crime Impact Statements to support planning applications • Securing Criminal Behaviour Orders/Premises Closure Orders • Investigating potential fraudulent insurance claims against the Council • Provision of specialist domestic violence services • Provision of specialist resources to prevent organised crime
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<p>Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Generation of £50k additional income</p>
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<p>Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>The professional development/staff attending relevant courses/obtaining accreditation has already been undertaken so there is no additional financial investment required to generate this income.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Development of a reporting framework/monitoring process so that customers can monitor the progress of tasks.	October 2015

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Loss of trained/accredited staff	Succession plan developed

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

The proposal makes use of existing assets which are already covered within the existing budget and recharges.

Service Delivery and future expected outcomes:

Service delivery will be unaffected.

Organisation (other services)

None

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

Staff will be undertaking a range of interventions which will enable them to use their specialist skills which should enhance their role and job satisfaction.

Communities

Communities are concerned about crime and disorder issues. This approach, supporting partners to tackle these issues, will improve community safety which will be a positive impact for communities.

Service Users

Service users will see their issues and complaints made to both the Council and Partners dealt with in a more proactive way.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partner Agencies will be able to purchase specialist skills and services from a provider who is embedded in the area and can respond to their needs.

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not required
Staff Consultation	Consulted within recent redundancy process
Public Consultation	Not required
Service User Consultation	Partner Agencies/Potential Customers consulted
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have	No

undergone a process or part of a process of gender reassignment	
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Haydn Roberts
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Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089

Cabinet Member Comments and/or approval


Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr B Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B021
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Community Services
Division:	Early Help
Responsible Officer and role:	Debbie Holland, Early Help Service Manager
Cabinet Member and Cluster :	Cllr B Brownridge Neighbourhoods and Co-operatives

Title:	Early Help Children's Centre Officer post
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£5,129 k
	Income	(£1,589k) (incl £1,500k PH Transformation Fund)
	Net Expenditure	£3,540k (Total Early Help)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	33.5

	2016/17 £k	2017/18 £k
Proposed Financial saving:	11	0
Proposed reduction in FTE's	0.5 FTE	0

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>This is a 0.5 FTE reduction to Children's Centre Officer's within Early Help; there are currently 4.5 posts. A proposal to not filling the vacancy will give a saving. The Children's Centre Officers provide capacity for delivery at 0-4 until the new contract for Children's Centres begins April 2016. The Children's Centre have access to the broader Early Help offer so there will be no reduction in service.</p>
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Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	£11k
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0.5fte
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	none
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Milestone	Timescale
Resignation already received, post will not be filled	
Mandatory – Completion of EIA & Consultation within PVFM timeline	

Key Risks and Mitigations	
Risk	Mitigating Factor
None identified	

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None

Service Delivery and future expected outcomes:

None

Organisation (other services)

None

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

None

Communities

None

Service Users

None

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not considered necessary
Staff Consultation	S188 Consultation date 5 October 2015
Public Consultation	Not considered necessary
Service User Consultation	Not considered necessary
Any other consultation	Not considered necessary

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Debbie Holland
Support Officer Contact:	Ellen Marchbank-Smith
Support Officer Ext:	5690


Cabinet Member Comments and/or approval
Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Barbara Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B022
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Community Services
Responsible Officer and role:	Jill Beaumont, Director of Community Services
Cabinet Member and Cluster :	Cllr B Brownridge – Neighbourhoods and Co-operatives

Title:	Music service budget reduction of £25,000
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Section 2

2015/16 Budget for the section: <i>(By Response Services)</i>	Expenditure	£1,494k
	Income	(£1,593k)
	Net Expenditure (controllable)	(£99k)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	29.34

	2016/17 £k	2017/18 £k
Proposed Financial saving:	25	0
Proposed reduction in FTE's	0	0

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	The Music Service is currently operating at around a £44,000 surplus due to the extra grants and other income it is able to generate in year. However, this is not guaranteed to continue. It is, however, likely that some form of grants or income will continue to be generated in future years as this is a marketable service.
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Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	£25,000 It is proposed that the mainstream budget for the Music Service is reduced by £25,000 – this gives the Service the option of taking a flexible approach to achieving this saving depending on whether they are able to identify further income, or whether they need to make efficiencies within the service to reduce their operating budget.
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Milestone	Timescale
Ask service to identify delivery plan for implementing the reduction	August 2015
Consult Cabinet members on proposal	September 2015
Agree final proposal	October 2015
Final proposal implemented	April 2016
Mandatory – Completion of EIA & Consultation within PVFM timeline	*Proposal unlikely to be relevant for EIA

Key Risks and Mitigations	
Risk	Mitigating Factor
Income is not guaranteed	By making a reduction in the mainstream budget rather than an

	income target, flexibility is maintained for alternative options for achieving the saving
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Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>	None
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<u>Service Delivery and future expected outcomes:</u>
Depending on detailed delivery plan.

<u>Organisation (other services)</u>
None

<u>Workforce</u> <i>Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models</i>
Depending on detailed delivery plan.

<u>Communities</u>
None

<u>Service Users</u>
Depending on detailed delivery plan worked up in August

<u>Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)</u>
None

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Not considered necessary
Staff Consultation	Not considered necessary
Public Consultation	Not considered necessary
Service User Consultation	Not considered necessary
Any other consultation	Not considered necessary

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Jill Beaumont
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Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089

Cabinet Member Comments and/or approval


Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr B Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B023
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Community Services
Responsible Officer and role:	John Rooney – Head of Housing & Response Services
Cabinet Member and Cluster :	Cllr B Brownridge – Neighbourhoods & Co-operatives

Title:	Income from Deed of Variation Agreement
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	N/A
	Income	N/A
	Net Expenditure	N/A
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	

	2016/17 £k	2017/18 £k
Proposed Financial saving:	250	0
Proposed reduction in FTE's	0	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>In 2013, the Council entered into a Deed of Variation Agreement with Housing & Care 21 in relation to works required as part of an existing Public Finance Initiative contract to upgrade existing sheltered housing. As part of this Deed of Variation, there is an agreement from Housing & Care 21 to make a one-off payment to the Council's General Fund by 31 March 2016 in lieu of specification changes.</p> <p>It is proposed that the £1M is set aside in an earmarked reserve in accordance with the agreed Council Policy on Reserves and £250k is drawn down per year from 2016/17 to 2019/20 into the Neighbourhoods & Co-operatives budget.</p>
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Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	The proposed income arising per year from 2016/17 to 2019/20 will be £250k for 4 years. At the end of this period, confirmed review will be undertaken within Housing to determine whether the recurring requirement on the revenue budget can be financed.
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	The saving is guaranteed for a period of 4 years.
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Milestone	Timescale
Receipt of funding from Housing & Care 21 and placement in an earmarked reserve	By March 2016

Key Risks and Mitigations	
Risk	Mitigating Factor
Not receiving £1m from Housing & Care 21	Remote as is included as key element in Deed of Variation Agreement

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None

Service Delivery and future expected outcomes:

None

Organisation (other services)

None

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

None

Communities

None

Service Users

None

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*
-

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	N/A
Staff Consultation	N/A
Public Consultation	N/A
Service User Consultation	N/A
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment.

This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	John Rooney
Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089

Cabinet Member Comments and/or approval


Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr B Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B024
Portfolio	Co-operatives & Neighbourhoods
Directorate:	Co-operatives & Neighbourhoods
Division:	Community Services
Responsible Officer and role:	Sheena MacFarlane, Head of Heritage, Libraries & Arts
Cabinet Member and Cluster :	Cllr B Brownridge - Neighbourhoods and Cooperatives

Title:	Libraries options
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure Service (PFI)	£2,724k– incl £250,000 contribution from PH Transformation Fund
	Income	(£403k)
	Net Expenditure	£2,321k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	59.39

	2016/17 £k	2017/18 £k
Proposed Financial saving:	20	0
Proposed reduction in FTE's	0	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>Considerable progress has been made over recent years to modernise the library service improving access and customer focus whilst achieving operational efficiencies. This has resulted in improvements to the library environment, introduction of new technology, flexible deployment of staff supported by staff training, and a wider range of Council and Partner services being offered via the library service.</p> <p>There are four key priority areas for the service are detailed in the Library Service Five Year Strategic Plan:-</p> <ul style="list-style-type: none"> • Books and reading – to provide access to a broad and balanced book stock and a range of activities to engage
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	<p>readers</p> <ul style="list-style-type: none"> • Information – to provide access to a high-quality information service • Learning – to provide access to informal learning opportunities • Community space and engagement – to provide a welcoming space for community use and a commitment to the provision of a needs based library service through community engagement <p>The Strategic Plan has been recently refreshed and will continue to guide the efficiency and modernisation work. The proposals in the following section are in line with the Strategic Plan.</p> <p>In June 2014 Leadership Star Chamber potential reductions affecting the library service were proposed but not progressed. It is proposed that these are revisited and considered again.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Reducing staffing requirement for Limehurst Library by increasing community support/volunteer delivery. The Library is housed in a multi-use site owned and operated by Regenda who see the Library Service as a key community partner. The Library was recently remodelled with a capital investment from Regenda to facilitate community use and activities are now taking place there outside of library hours. The required saving of £20,846 has already been identified for 2016/17 and would not impact on library or community delivery.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>There would be no saving from premises costs and no loss of staff posts.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	£0
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Consultation with staff Implementation	September – December 2015 April 2016

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Reputational damage coming from proposals as it is a very emotive topic.	Consultation must be thorough and comms messaging carefully planned.

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>	None
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Service Delivery and future expected outcomes:

The proposals have the potential to increase access to library services by extending opening hours with community partners at Limehurst Library and reaching new audiences through remodelling of the library offer.

Organisation (other services)

None

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

The staff saving for Limehurst Library has been identified from elsewhere in the service and will avoid a redundancy situation.

Communities

Proposals will require some additional input from communities and volunteers.

Service Users

There is the potential to engage service users more closely with the service as delivery partners.

Access and Quality are important criteria for the library service and measures will be put in place to ensure that neither issue is compromised.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

The service will continue to work with a range of community and professional partners to increase access to library services and new partnerships are being explored as part of this process.

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	15 September 2015
Staff Consultation	15 & 16 September 2015
Public Consultation	On-going
Service User Consultation	On-going
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No

People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:
http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Sheena MacFarlane
Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089

Cabinet Member Comments and/or approval


Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Barbara Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B025
Portfolio	Cooperatives and Neighbourhoods
Directorate:	Cooperatives and Neighbourhoods
Division:	Community Services
Responsible Officer and role:	Sheena MacFarlane Head of Heritage, Libraries & Arts
Cabinet Member and Cluster :	Cllr B Brownridge - Neighbourhoods and Cooperatives

Title:	Library Single Staffing Pilot
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£2,724k
	Income	(£403k)
	Net Expenditure (controllable)	£2,321k– incl £250,000 contribution from PH Transformation Fund
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	55.39

	2016/17 £k	2017/18 £k
Proposed Financial saving:	11	0
Proposed reduction in FTE's	0.5 fte	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>Considerable progress has been made over recent years to modernise the library service improving access and customer focus whilst achieving operational efficiencies. This has resulted in improvements in the library environment, introduction of new technology, flexible deployment of staff and staff training, and a wider range of Council and partner services being offered via the library service.</p> <p>There are four key priority areas for the service are detailed in the Library Service Five Year Strategic Plan:-</p> <ul style="list-style-type: none"> • Books and reading – to provide access to a broad and balanced book stock and a range of activities to engage readers
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	<ul style="list-style-type: none"> • Information – to provide access to a high-quality information service • Learning – to provide access to informal learning opportunities • Community space and engagement – to provide a welcoming space for community use and a commitment to the provision of a needs based library service through community engagement <p>The Strategic Plan has been recently refreshed and will continue to guide the efficiency and modernisation work. The proposal detailed in the section below is in line with the Strategic Plan.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>The introduction of single staffing or reducing staffing requirements by co-staffing with volunteers or community members.</p> <p>Historically the number of staff on duty at a library would be determined by how many visitors the library received and the size and layout of the building. Since 2011 the service has been operating more efficiently through a reworking and rationalisation of rotas and the use of QPredict to analyse the nature of frontline activities. The introduction of a new Library Management System, RFID self-service, Library App and the transfer of telephony to the Customer Contact Centre has achieved further staffing efficiencies. The Library service is now in a position to implement a model of single staffing at appropriate sites. This would be introduced when the level of business did not justify additional staff resource and/or where co-location or the use of volunteers make single staffing feasible.</p> <p>The proposal is to introduce single staffing as a pilot at Greenfield Library which is a part time library, open 20 hours per week, and where customer facing transactions are not at a level to merit two members of staff on duty at all times. By reducing to single staffing, we can maintain the viability of the library despite its relatively low usage.</p> <p>Single staffing is not uncommon in libraries however arrangements as to how it is implemented may be different for different locations in order to reflect operational issues and levels of community needs and engagement. Thus, this proposal is regarded as a pilot. A full risk assessment will be undertaken, and the lone working policy will be updated to apply to this specific site.</p> <p>In recent years the Library service has made significant progress in rationalising rota patterns to maximise the flexibility of the library workforce. Two anomalous part-time posts remain (11.5 hour and an 8 hour). It is proposed that these posts are brought</p>
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	together in to one 0.5 fte post.
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0.5 fte
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Milestone	Timescale
Mandatory – Completion of EIA & Consultation within PVFM timeline	
Consultation with service users and community partners	August- September 2015
Consultation with staff	September – December 2015
Implementation	April 2016

Key Risks and Mitigations	
Risk	Mitigating Factor
Trade Union queries, particularly in relation to lone working	Early consultation with TU reps regarding revised arrangements.
Health & Safety objections	Initial consultation with H&S and good practice research in the library sector indicate that single staffing is feasible at Greenfield. Risk assessments will be undertaken.

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None. Current property management arrangements will continue although there may be a need for additional community/volunteer keyholders. Any proposed changes to procedures will be risk assessed and the Council's Asset Management section consulted.

Service Delivery and future expected outcomes:

The proposals have the potential to increase access to library services in the longer term by extending opening hours with community partners.

Organisation (other services)

None

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

Deletion of 0.5 fte Library Assistant post. This is a generic post and there are currently sufficient vacancies within the service to prevent a redundancy situation.

Although sufficient vacancies are available within the service the merger of the 2 anomalous posts in to one 0.5 fte might result in redundancy situation due to inability to accommodate preferred working patterns.

Any changes to procedures or working environment will be risk assessed.

Communities

The proposal will be scoped to meet community needs and appropriate consultation and equality impact assessments will be undertaken.

The proposals might require some additional input from community and volunteers.

Service Users

No reduction in access to, or quality of, service is anticipated. There is the potential to engage service users more closely with the service as delivery partners.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	15 September 2015
Staff Consultation	15 & 16 September 2015
Public Consultation	On-going
Service User Consultation	On-going
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No

People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Sheena MacFarlane
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Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089

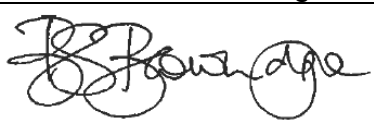
Cabinet Member Comments and/or approval
Proposals discussed in KIT with Councillor Brownridge and Helen Lockwood

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	25 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Barbara Brownridge
Signed:	
Date:	25 August 2015

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B026
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Community Services
Responsible Officer and role:	Sheena Macfarlane Head of Heritage, Libraries & Arts
Cabinet Member and Cluster :	Cllr B Brownridge: Neighbourhoods and Co-operatives

Title:	Review of Library at Home Service
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£2,724k
	Income	(£403k)
	Net Expenditure	£2,321k– incl £250,000 contribution from PH Transformation Fund
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	59.39

	2016/17 £k	2017/18 £k
Proposed Financial saving:	22	33
Proposed reduction in FTE's	1 fte	1 fte

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>Considerable progress has been made over recent years to modernise the library service improving access and customer focus whilst achieving operational efficiencies. This has resulted in improvements in the library environment, introduction of new technology, flexible deployment of staff and staff training, and a wider range of Council and partner services being offered via the library service.</p> <p>There are four key priority areas for the service as detailed in the Library Service Five Year Strategic Plan:-</p> <ul style="list-style-type: none"> • Books and reading – to provide access to a broad and
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	<p>balanced book stock and a range of activities to engage readers</p> <ul style="list-style-type: none"> • Information – to provide access to a high-quality information service • Learning – to provide access to informal learning opportunities • Community space and engagement – to provide a welcoming space for community use and a commitment to the provision of a needs based library service through community engagement <p>The Strategic Plan has been recently refreshed and will continue to guide the efficiency and modernisation work. The proposals in the following section are in line with the Strategic Plan and good practice in the library sector.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Review of the Home Library Service (Total service costs 55k)</p> <p>The Library At Home service includes the Home Library Service which provides books to housebound customers in their own home every 4 weeks, the Talking Book Service which is a postal service for visually impaired customers, and the Residential Homes Service which provides books to 53 elderly person’s homes and 2 hostels every 13 weeks. In recent years the Library Service has explored more efficient ways of delivering this service through outsourcing or via the recruitment of volunteers neither or which proved to be viable. A third model has been explored which includes;-</p> <p>Decentralisation of the Home Library Service (HLS) to community libraries supported by volunteers recruited locally to deliver resources to customers. This model is feasible as it utilises capacity at community libraries and offers more potential for recruiting volunteers through local contacts and the opportunity for people to give their time to their locality rather than working across the borough for a centralised service. The saving is achieved in two phases in order to accommodate the recruitment and training of volunteers.</p> <p>Re-design of Talking Book Service (TBS) moving away from the current bespoke postal service to an offer based on digital provision and community engagement. A key driver for this re-design is changes to the availability of resources; the only provider of talking books on cassette ceased producing this format in March 2015. Customers also have the option of subscribing to the National Library for the Blind talking books service (which is charged for) or downloading their own material. The re-designed TBS would involve upskilling VIP users to make the most of digital options and enabling users to interact more with library services through workshops, reader development and</p>
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	<p>social activities at the library. In essence, we are proposing that the service would move from a postal delivery service to a more holistic VIP offer meeting a range of reading, learning and well-being needs and in line with good practice and 'The Six Steps to Library Service for Blind and Partially-Sighted People' (Society of Chief Librarians and Share The Vision initiative). In implementing the proposal, we will research good practice and will explore opportunities to ease customers in to the new offer.</p> <p>There are no proposals to change the Residential Homes service at this time.</p> <p>2016/17 reductions =£21,780 (reductions associated with decentralisation) 2017/18 saving = £32,800 (reductions associated with volunteer delivery)</p> <p>This will remove the entire Home Library service budget.</p> <p>Collectively, these options promote co-operative objectives by supporting and encouraging people to develop the skills to become more self-reliant, but also to engage more with their library and community.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>Failure to recruit sufficient volunteers to delivery the Home Library Service in Phase 2 will not jeopardise the initial saving from decentralisation.</p> <p>Any investment in technology associated with the modernisation of the Talking Book Service will be met by Library budget.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	2 fte
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Research & design Complete initial EIA	July – September 2015 August 2015
Consultation with service users and partners	September – October 2015
Consultation with staff (Phase 1)	September- December 2015
Complete EIA	November 2015
Consultation with staff (Phase 2)	September – December 2016
Implementation (Phase 1)	April 2016
Implementation (Phase 2)	April 2017

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
The new delivery model for HLS is dependent in the longer term on the recruitment of volunteers	Two staged approach.

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

<u>Service Delivery and future expected outcomes:</u>
The proposal have the potential to increase access to library services by modernising the current offer and building delivery capacity.

<u>Organisation (other services)</u>
None

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

Phase 1 (2016/17) – deletion of one Library Assistant post. This is a generic post and there are currently sufficient vacancies within the service to prevent a redundancy situation.

Phase 2 (2017/18) – deletion of one Senior Library Assistant post. This is also a generic post and might result in redundancy situation if a vacancy at this level does not arise.

Communities

The remodelling of the Library at Home service will be scoped to continue to meet community needs and appropriate consultation and equality impact assessments undertaken.

The proposals will require some additional input from community and volunteers.

Service Users

The remodelling of the Library at Home service will be scoped to continue to meet the needs of users and appropriate consultation and equality impact assessments undertaken.

Proposals take account of good practice in library provision and Access and Quality are important criteria for the library service. Measures will be put in place to ensure that neither of these are compromised.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

The service will continue to work with a range of community and professional partners to increase access to library services and new partnerships will be explored as part of this process.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	15 September 2015
Staff Consultation	15 & 16 September 2015
Public Consultation	On-going
Service User Consultation	On-going
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	Yes
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Andrea Ellison
By:	November 2015

Section 9

Responsible Officer:	Sheena Macfarlane
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Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	4089


Cabinet Member Comments and/or approval	
Proposals discussed in Keep in Touch (KIT) with Councillor Brownridge and Helen Lockwood.	

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	14 September 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr B Brownridge	
Signed:		
Date:	14 September 2015	

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

B026 – Review of Library at Home service

- Stage 1: Initial screening

Lead Officer:	Sheena Macfarlane
People involved in completing EIA:	Andrea Ellison, Gillian Pearson
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes ✓

General Information

1a	Which service does this project, policy, or proposal relate to?	This EIA relates to budget proposal reference B026 which suggests changes to Oldham Council Libraries library@home Service, which includes the Home Library Delivery Service (HLS) and the Talking Book Service (TBS).
1b	What is the project, policy or proposal?	<p>The proposal is to review the library@home service with a view to modernisation, ensuring that there is an appropriate offer and that the service represents value for money while at the same time achieving efficiencies.</p> <p>There will be a phased approach to the review, which will span two financial years and so consultation with customers will be planned accordingly.</p>
1c	What are the main aims of the project, policy or proposal?	<p>Current Position - Home Library Delivery Service: The Home Library Delivery service is currently delivered out of Oldham Library for customers across the Borough who, through age or infirmity, are unable to access the library service. Customers are generally referred to the service via social care or their GP and are signed up as a member of the service. Library staff visit customers in their own homes to assess their reading preferences and relevant materials are selected by</p>

		<p>staff at Oldham Library, packed up and then delivered using a Council vehicle to an individual's home address.</p> <p>Proposed: To decentralise the Home Library Service so that it is managed from individual community libraries rather than a central location and to move to a volunteer-led delivery service, where volunteers would select, distribute and collect resources from customers. The proposal has the potential to develop as a befriending role, with volunteers staying for a cup of tea and discussing books and reading choices.</p> <p>This development would be planned to take place in two phases. Phase 1 will involve the decentralisation of the Home Library service so that it is managed from individual community libraries. The move of the service to individual community libraries will begin from late November 2015 and will be in place by the end of March 2016. Although there should be no impact on customers at this stage, i.e. they will continue to receive their books through the regular van delivery service. They will be notified by letter of the changes in November 2015. The letter will also inform customers of our future plans to involve volunteers in the delivery of the service</p> <p>Phase 2 will be the move to a volunteer-led model of delivery and this is scheduled to be fully effective from April 2017. Customers will be kept informed as volunteers are identified to work with them.</p> <p>Current Position Talking Books service: Customers of the Talking Books service are visually impaired and currently have Talking Books (audio recordings of books, e.g. CDs and cassettes) selected for them by library staff and delivered by the Post Office for free. There is currently no restriction on the loan period, and many resources are delivered on a return-by-post model.</p> <p>Proposed: To alter the nature of the current Talking Book Service, moving away from simply a delivery service of Talking Books to a more holistic, cradle to grave service for those who are visually impaired, ensuring that the new model builds on best practice within the sector (including the use of digital resources and opportunities for social gatherings)</p>
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		<p>and on local need identified through consultation.</p> <p>This development would take effect from April 2017 once a new draft model of delivery has been developed with stakeholders and full consultation has taken place with customers. The planned timeframe for this would be:</p> <ul style="list-style-type: none"> • Research possible new delivery models (Consider best practice, visit other authorities, etc.): January – March 2016 • Draft proposals for new delivery models: April – June 2016 • Initiate focus group meetings with customers: September – December 2016 • Phased implementation of new delivery model; supporting customers to access digital resource provision: January - March 2017 • New delivery model in place April 2017.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>Home Library Service</p> <p>We do not anticipate any detrimental impact on customers of the Home Library Service as the service will still be available, albeit delivered through volunteers.</p> <p>If we are able to develop the befriending service alongside this new Home Library model there will be a number of positive impacts including a reduction in the health issues related to loneliness and social isolation. There is the potential that customers may not be willing to let volunteers deliver their resources. We will need to assess this through consultation with current users of the service.</p> <p>Talking Books Service</p> <p>In terms of the Talking Books Service, there is potential of detrimental effect on some visually impaired people if they are unable or unwilling to embrace information technology to access reading materials.</p> <p>There is also a potential benefit to visually impaired people, particularly children and young people, who the service currently does not engage with. The modernisation and improvement of the current offer to include the use of digital resources may well appeal to a wider range of customers and therefore benefit more people, particularly in terms of having access to a greater range of reading and learning material than they have at present from Oldham library service.</p>

		In both instances there is a potential benefit to TBS and HLS users through greater engagement with library services including awareness of and access to learning and information.
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Carers may suffer disproportionately if they have to visit libraries to obtain reading materials which had previously been delivered by library staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1h	How have you come to this decision?	Although the proposed changes to the library@home service offer the potential of a more holistic service and the opportunity to engage with more users in the future there may be some customers who remain

		unconvinced about the changes. Consultation will need to be done to enable us to gauge the potential impacts.
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• **Stage 2: What do you know?**

What do you know already?

Membership of the two services is below:

- Home Library Service (HLS) approx. 130 members
- Talking Book Service (TBS) approx. 135 members

Home Library Service (approximately 130 members)

- Eligibility criteria for receiving Home Library Service is either:
 1. unable physically to visit a library or have no-one who could visit on their behalf
 2. unable to carry heavy items due to a physical restriction/disability
- Some users of the HLS receive talking books as part of their reading selections (by choice) the same as any library member who comes into a library to make their own selection.
- Currently customers receive items on four weekly basis delivered by library staff using hired transport. Items for delivery also chosen by library staff.
- Unlimited number of items can be on loan at any time.
- There are currently a few volunteers who currently provide items to some HLS users via personal visits. Volunteers select items from local libraries, visit HLS user in their own home and return items to local library. This is very much the model on which we hope to be able to remodel the service.

Talking Book Service (approximately 135 members)

- To use the TBS and free postal delivery, recipients must be registered blind.
- Users receive talking books in a pouch delivered free by the Post Office. The pouches are small enough to be posted through letter boxes. The pouches are collected from Oldham Library and returned to Oldham Library by the Post Office without charge to either the Council or the end user.
- Single books are posted out to users. Users may have an unlimited number on loan but most have a book on loan (which they may be listening to) and a book in the post.
- Talking books are in cassette format, CDs or MP3. Cassettes are very bulky and large books may be converted into numerous cassettes. CDs are fewer in number and less bulky. To be posted out to users the books have to be manually taken out of their cases, put into the pouches and the empty cases

stored until items are returned. Once the items are returned the reverse manual process has to be undertaken.

- The available talking books formats have reduced as since 31 March 2014 talking books on cassette are no longer being produced. Current stock is still available for loan but no new stock can be purchased and replacement cassettes cannot be obtained. Some recipients of the TBS have only cassette players on which to listen to their talking books.
- Frequently talking books are returned with some parts missing (a cassette or a CD). This is not unexpected if people have poor or no vision and it occurs frequently. These have to be chased up by the library staff (often by means of a phone call) and the whole book remains on the office shelf and unavailable to anyone else until the missing part is returned. Very often missing parts are never returned rendering the item useless until and unless a replacement part can be obtained.
- A postal talking book service is also available for those registered blind from National Library for the Blind. Annual fee of £50 charged to person receiving the service. Some library TBS members also subscribe to the NLB service. RNIB have just announced that this service will now be free to visually impaired users who can access the extensive library via CD, USB or digital download.
- A Visual Impairment Reading Group exists based at Crompton Library. This is mostly a self-sufficient group.
- Some TBS users could transfer to the HLS if the eligibility criteria was altered to include them. However not all TBS users are housebound so the usual day time delivery of reading materials to HLS users may not be appropriate for TBS users if they were to be included in the delivery service.
- Talking books are available as downloads. The choice is limited due to restrictions imposed by publishers (a situation outside the control of library services and acknowledged nationally as a concern). Within Oldham Council Libraries, talking books cannot be downloaded onto library computers or onto personal laptops, tablets or phones using the library Wi-Fi therefore TBS users (or any library users) could not use library computers to listen to talking books.
- If some TBS service users transfer to the HLS, they could have more items delivered at any one time but the changeover of books would be every four weeks. If someone runs out of audio reading material, these could not be changed more often than the regular delivery times.

Costs

- Staffing costs for both services are 1x senior library assistant FTE on Grade 4 SCP 24 - £27,210 (including on-costs) and 1x library assistant FTE on Grade 2 SCP 17 - £21,780 (including on-costs).

- A van is hired on a daily basis for taking HLS books to users on pre-designated routes. The routes are designed to make the most efficient use of the van and fuel. The cost of the van hire for 2014/2015 was £4,156.57 per annum, the insurance cost is £1,295.01 per year and the cost of fuel for 2014/2015 was £105.08.

Miscellaneous

- Book stock (including audio books) can be allocated to branch libraries to accommodate the HLS/TBS move to local provision. If avid readers of either service exhaust the stock of a local library, the volunteers could be requested to choose items from a different local library. Items returned by volunteers from their service user could be returned to the volunteer's most convenient library.
- Individual reading choices for users of both services are kept on a card file by the HLS/TBS staff. Reading materials are chosen on behalf of every individual by a library staff member based on that member's own personal preferences and what they have previously read.

What don't you know?

Home Library Service

- The eligibility of customers to use the service – not clear how this has been implemented in the past and / or whether it should be reviewed.
- How many volunteers we will be able to recruit to service the revised HLS offer.
- How reliable volunteers will be in maintaining regular deliveries (although experience from other authorities using volunteers for this type of activity is positive in terms of the commitment of volunteers).
- How many volunteers will be prepared to use their own vehicles (in return for claiming mileage expenses).
- How we would be able to cover and provide a service should a volunteer fail to make a delivery.
- Whether volunteers would be able to spend a longer time with users than library staff are able to do.

Talking Book Service

- How many TBS users would need / be able to switch to the HLS delivery programme (if we were to make that offer) – usually day time delivery and have an increased number of talking books per person and less frequent delivery.
- If TBS service users are available only at evenings or weekends we don't know if we could recruit volunteer deliverers for those times should we offer TBS users the option of switching to the HLS delivery programme.
- Whether the Post Office will start to charge for the postal service in the future.
- How much IT knowledge individual TBS users have to be able to cope with the move to an alternative technology e.g. CDs or MP3 from cassette, downloads from CDs or MP3s.
- Whether TBS users have the technology to be able to access reading

material as downloads.

- Whether TBS users not having the relevant technology to be able to access reading material as downloads have the desire or the funds to be able to acquire the necessary equipment.
- How much extra burden could be placed on carers by the need to use new/different technology to acquire reading materials. This could take the form of IT knowledge and support, provision and where necessary the repair of equipment.
- Whether and how formats of reading materials will change in the future.
- Whether library Wi-Fi will be able to be used to download reading materials at any time in the future.

Further data collection

- Some of the gaps in our knowledge, in particular the potential impact of these changes on current users will be ascertained through further consultation.

Summary (to be completed following analysis of the evidence above)

Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				
Carers may suffer disproportionately if they have to visit libraries to obtain reading materials which had previously been delivered by library staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Stage 3: What do we think the potential impact might be?

Consultation information

3a. Who have you consulted with?	So far consultation has been undertaken with Kay Wrench, Officer with the Education Team for Children with Visual Impairment and trustee of Sight Support Oldham. Further consultation is planned with users of the TBS through written communication and the opportunity to take part in focus groups to inform the design of a new library offer for visually impaired people of all ages. Consultation with users of the HLS is yet to begin but in the first instance will be via written communication. Elected members and further consultation planned with ward councillors.
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	<ul style="list-style-type: none"> • Meeting with Kay Wrench 8 October 2015. Follow up meeting planned late November. • Conversation with Mark Freeman (Society of Chief Librarians and lead for Share the Vision 6 Steps) 30 October 2015. Follow up meeting to be arranged. • Letter sent to Home Library Service customers week beginning 9 November 2015

3c. What do you know?

TBS:

Although at an early stage in our consultation process, the feedback to date has been that the developments will offer opportunities for many more customers of the TBS to take advantage of the library service through a range of new services.

3d. What don't you know?

N/A

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)	N/A
Disabled people	A proportion of visually impaired people may lose access to a regular delivery of Talking Books if they are unable to progress from using audio-tape to other available formats.
Particular ethnic groups	N/A
Men or women (include impacts due to pregnancy / maternity)	N/A

People of particular sexual orientation/s	N/A
People in a Marriage or Civil Partnership	N/A
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	N/A
People on low incomes	N/A
People in particular age groups	Older people who are not able to visit the local library themselves may lose out on a regular delivery of books.
Groups with particular faiths and beliefs	N/A
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>)	N/A

Stage 4: Reducing / mitigating the impact

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

The free delivery of Talking Books will no longer be available to customers	<ul style="list-style-type: none"> • Ensure robust communications with customers and partners to ensure that everyone is aware of the proposed changes to the service and consult with them about an alternative offer. • Consider whether or not those customers still wishing to receive Talking Books via delivery will be eligible to receive a service from the HLS, which can include Talking Books. • Ensure that TBS customers are aware that RNIB talking book library is now available free of charge and assist with registration.
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	<ul style="list-style-type: none"> • A new cradle to grave service for visually impaired people will be developed and existing customers will be supported to take up the new service. • The new service will involve social gatherings and the opportunity for customers to attend drop-in sessions to upskill them in terms of digital technology. • We will continue to work with relevant officers and partners to introduce and support customers through the changes through, for example, initiatives such as VIP buddies and champions.
Library staff will no longer deliver books to those unable to visit a library themselves	<ul style="list-style-type: none"> • Volunteers will be recruited to deliver not only books for those customers of the HLS but also a befriending service. • Events will be arranged in local libraries to provide an opportunity for those who are isolated to socialise and have an opportunity to choose resources themselves.
Insufficient volunteers are recruited	<ul style="list-style-type: none"> • We will look to recruit volunteers locally through individual libraries rather than as a centralised exercise therefore providing opportunities for people to work in their local area. • We will provide face to face meetings with volunteers to support them and introduce them to other volunteers who do a similar role within the service.
The possible introduction of a new eligibility criteria could mean that some customers are no longer entitled to access the service	<ul style="list-style-type: none"> • Customers would be supported to use their nearest local library and access services digitally.

4b. Have you done, or will you do, anything differently as a result of the EIA?

- Revisit eligibility criteria for the HLS and TBS with input from social services colleagues
- Further develop the consultation process in partnership with stakeholders

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

The developments will be monitored through feedback from customers and relevant officers and partners.

Conclusion

This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact

Home Library Service: The overall impact would be that the library service will no longer deliver a HLS directly with officer / transport resources. This will impact on all current customers of the HLS who are generally older people. If the eligibility criteria is revisited, some customers may not be entitled to access the service.

This would be mitigated by:

- Signposting customers no longer eligible for the service to their nearest local library
- The recruitment of volunteers who will not only take over the delivery of books resources to customers but who will also develop a befriending role.
- The development of a programme of social events and activities in local libraries to provide a chance for people to get together

Talking Books Service: The overall impact would be that the free delivery of Talking Book resources will no longer be available via Oldham Library Service but is available via RNIB

This would be mitigated by:

- Sign-posting and assisting customers to register with RNIB free library
- The development of a new range of services for visually impaired people across the age range, including developing digital skills to enable them to access eBooks in a wider range of formats. This service will be developed according to best practice and in consultation with customers, partners and stakeholders.

c Stage 5: Signature

Lead Officer: Sheena Macfarlane

Date: 07.12.15

Approver signature: Jill Beaumont

Date: 07.12.15

EIA review date: December 2016

APPENDIX 1: Action Plan and Risk Table

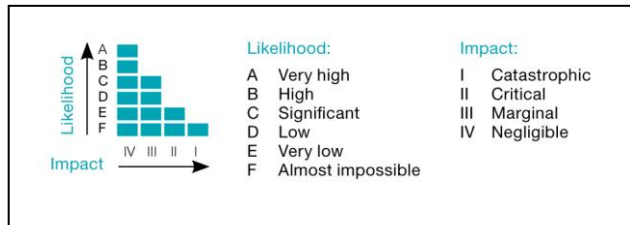
Once you have decided on the course of action to be taken in order to reduce or mitigate the impact, please complete the action plan below (An example is provided in order to help you)

Number	Action	Required outcomes	By who?	By when?	Review date
General					
1.	Evaluate current eligibility criteria for the HLS and TBS	<ul style="list-style-type: none"> Ensure those most in need are able to access the services 	Gillian Pearson / Andrea Ellison	End Oct	
Home Library Service					
1	Finalise mapping exercise of current HLS customers against individual libraries	<ul style="list-style-type: none"> Customers aligned to and informed of contact library 	Gillian Pearson	End Oct	Early Nov
2	Communicate (written) with current customers of the HLS about proposed changes and seek feedback (in 3 pilot areas)	<ul style="list-style-type: none"> Service users and families feel reassured about what is going to happen next A list of potential risks associated with the transition to be drawn up following briefings and these risks managed 	Gillian Pearson	Early Nov	Late Nov
3	Identify required number of volunteers for each community library; initiate recruitment in 3 pilot areas	<ul style="list-style-type: none"> Volunteers introduced to customers as soon as possible 	Gillian Pearson	End Oct / Early Nov	
4.	Begin to match volunteers with customers and introduce to customers	<ul style="list-style-type: none"> Customers are comfortable with new delivery arrangements 	Gillian Pearson	January 2016 / ongoing	
5	Further develop proposals for new model of VIP service and consultation process with TBS customers	<ul style="list-style-type: none"> Clear offer available for consultation; all customers involved in the consultation process 	Gillian Pearson	November 2015	

Risk table

Record any risks to the implementation of the project, policy or proposal and record any actions that you have put in place to reduce the likelihood of this happening.

Ref.	Risk	Impact	Actions in Place to mitigate the risk	Current Risk Score	Further Actions to be developed
R1.1	Insufficient volunteers recruited	Significant	Local recruitment via community libraries. Work with VAO and other partners.	Critical	



Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	D010
Portfolio	Economy and Skills
Directorate:	Education and Early Years
Division:	Early Years
Responsible Officer and role:	Caroline Sutton – Director, Education and Early Years
Cabinet Member and Cluster :	Cllr S Akhtar - Education and Skills

Title:	Contract Award – Oldham’s Early Years Offer (including Children’s Centres and Health visiting)
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Section 2

2015/16 Budget for the section: (By Cost Centre):	Expenditure	£2,896k
	Income	-
	Net Expenditure	£2,896k
Total posts numbers in section:By Cost Centre	FTE	N/A

	2016/17 £k	2017/18 £k
Proposed Financial saving:	1,200	N/A
Proposed reduction in FTE’s	N/A	N/A

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>This is part of a budget reduction of £3m, reference B035, first put forward last year to deliver savings over 2 years from 2015/16. This proposal was to reduce the spend in Early Years to closely match income received following a redesign process and recommissioning of an integrated early years delivery model.</p> <p>The original project also included proposals to reduce the infrastructure costs associated with administering the Government’s child care funding arrangements but this element has already been completed for 2015/16.</p> <p>Significant work has been carried out to redesign the service and</p>
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	the new service has been put out to tender following Cabinet approval on the model. The bids received were assessed and the procurement process concludes in October 2015. The new service will continue to provide the service currently provided in the Borough's children's centres and also incorporates health visiting services which transfer to Local Authorities from October this year. This is a key part of delivering these services in a more integrated manner.
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	This proposal incorporates a saving of £1.2m. The majority of this saving is built into the funding envelope, within which bidders submitted prices.
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	No other direct financial implications have been identified. However one off funding may be required to support the transition to the new model.
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Economic Impact Summary	
<p>Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i></p>	It is anticipated that the Council through the redesign of the service will see a reduction in staffing levels.
<p>Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i></p>	The current children's centre contracts delivered by the voluntary sector are currently funded by c. £2.8m base budget. Whilst these savings give a reduced financial envelope for the delivery of this function, the saving has been achieved through commissioning an integrated delivery model and co-funded with public health monies.
<p>Type of impact on partners</p>	Not Known

Section 4

Key Milestones	
Milestone	Timescale
Mandatory – Completion of EIA & Consultation within PVFM timeline	<p>This is part of saving B035 put forward for 2015/16 and therefore an EIA and any necessary consultation was completed in 2014 in relation to the saving already achieved from this template.</p> <p>D010 relates specifically to the front facing commissioned services. A stage one EIA has been completed for the contract award and it is expected that following formal contract award a full EIA will be completed with the new provider.</p>

Key Risks and Mitigations	
Risk	Mitigating Factor
Tenders submitted are not within given financial envelope	Ongoing dialogue during the tender process to identify issues early

Section 5

What impact might the proposal have on the following?

Property Implications <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
The responsibility for the Children’s Centre Asset will transfer to the Corporate Landlord from 1 st April 2016, with the provider being given a ‘contracted out lease’ for the occupation of the sites.

Service Delivery and future expected outcomes:
<ul style="list-style-type: none"> • The roll out of an integrated early years delivery model has been facilitated by the Council assuming responsibility for the commissioning of Health Visiting services from October 2015. • The main aims of this commission is to reduce the total spend on 0-4 services (cost benefit achieved by the integration of a number of individual commissions) whilst retaining a high quality integrated service which will ensure ‘children are developing well and ready for school’. • The new integrated service focuses on prevention and early intervention. Early identification of need and a coordinated response will ensure that children and families access the right intervention at the right time, delivered by the right person. • As a result we are able to align contribution and accountability for key

performance indicators within a single performance framework.

- In addition we have aligned commissioning and procurement arrangements for 5-19 public health functions (School Nursing Lot 2) to enable a streamlined approach across 0-19 services as part of the same procurement exercise.
- In addition to delivery of the core specification, the model will ensure better integration between children's centres, schools and the private, voluntary and independent sectors.

Organisation (other services)

The public should see an enhanced integrated service, continuing to be delivered on a district basis both in the community and from key delivery hubs. The benefits of the transformed service are introduction of a clear assessment framework (Current GM 8 stage assessment model) with evidenced based intervention delivered through locally agreed intervention pathways, supported by specialists, the use of technology to increase face time with children, young people and families.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

As set out above.

Through the ITT process we have to identify the staff that are in scope and therefore likely to TUPE transfer to the new provider. Once the contract is awarded the detailed work will take place through due diligence.

Communities

The objectives of the Children's Centre programme reflect and reinforce Oldham's co-operative agenda and aim to strengthen relationships at local level between people from different backgrounds within neighbourhoods. The 8 stage assessment model is an empowerment model which sets out to support all parents in Oldham give their child the best possible start in life. It achieves this through the implementation of specific screening tools i.e. Ages and Stages 3 which are parent led. This empowerment model recognises parents as experts in their child and supports parents understand and take responsibility for their child's development.

The benefit for communities is that it supports the identification of potential development delays amongst cohorts of children within programmes, communities and populations. Information collected can be used to guide the use of resources.

The long term objective is to ensure that more children achieve expected levels of development a key stages within their education and ultimately equip more people in Oldham with the skills they need to access further education, training and the labour market.

Service Users

As above

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

As set out in the workforce section above, there may be reductions in staffing compared to current contracts and potential TUPE transfers of staff.

Section 6**Supplementary Information**

None

Section 7**Consultation Information –***This should include as a minimum the following:*

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	We commenced consultation in October for a 45 day period on the redesign of the service this has included both group and individual meetings.
Staff Consultation	We commenced consultation in October for a 45 day period on the redesign of the service this has included both group and individual meetings.
Public Consultation	Current providers have piloted and co-constructed the 8 stage assessment and agreed intervention pathways throughout 2013/14. Full roll out will begin during 2015/16. Therefore providers have a good understanding of the expectations of future delivery for Early Years services in Oldham.
Service User Consultation	As above
Any other consultation	Consultation on the various stages of the redesign has included multi agency partners, represented via the Early Years Programme Board and project group. NHS England were included in the redesign process and cost modelling. We also sought 'critical friend' views from other local authorities on the model. A market event proceeded the main

	procurement cycle which facilitated discussions with potential providers on the Oldham's vision for the 0-19 offer and provided opportunity for questions and feedback from aforementioned providers. Information from this session was considered prior to the Service Specifications being finalised.
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Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	Yes (mothers of young children)
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Tracey Harrison
By:	updated version by 11 November 2015

Section 9

Responsible Officer:	Carrie Sutton
Support Officer Contact:	Beckie Wylie
Support Officer Ext:	4089


Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	Updated 5 November 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr S Akhtar
Signed:	
Date:	18 November 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

D010 – Retendering Reduced Support for Council Operated Day-care Centres of Oldham Early Years Offer (including Children’s Centres and Health Visiting)

Lead Officer:	Tracey Harrison
People involved in completing EIA:	Tracey Harrison/Ed Francis
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	No Date of original EIA: November 2014

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>This EIA is an update on the previous EIA submitted in November 2014 outlining the proposed model and potential savings.</p> <p>This EIA outlines the information available at this point in time of the project and will be updated again as the implementation plan takes shape following formal contract award.</p> <p>This project relates to B035: 0-19 offer for Children, Young People and their Families (this template laid out savings for the 15/16 and 16/17 period) and specifically relates to Project 3: 0-4 services for children and families redesign</p> <p>The redesign of the 0-4 year old offer focuses on two parts:</p> <ul style="list-style-type: none"> i. the infrastructure support services and ii. the integrated delivery model at a District level. <p>This proposal relates to part (ii) the integrated delivery model at a District level.</p> <p>The saving (B035 template) was approved by Council February 2015, and on 23rd February 2015 Cabinet approved the operational delivery model to be procured and the subsequent saving that would be generated as</p>
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		<p>a result of the redesign.</p> <p>The model recommended for procurement has been set at £6,189,424. This is predominantly Public Health monies and enables the release of mainstream Council funding whilst securing an enhanced service for the public with a significant financial investment.</p> <p>The saving is £1,200,000 which equates to a 16% reduction on previous spend against the services in lot 1 outlined in section 1b.</p>
1b	What is the project, policy or proposal?	<p>This EIA relates to the implementation of the procured new delivery model.</p> <p>The transformational element of this project comes in the integration of a number of key functions to create a single service to achieve agreed and improved information sharing within the integrated model thus reducing duplication of services. They are:</p> <p>Lot 1 – Early Years Offer (0-5)</p> <ul style="list-style-type: none"> • Health Visiting (HCP) • Children’s Centres • Family Nurse Partnership (FNP) • Oral Health <p>As a result we are able to align contribution and accountability for key performance indicators within a single performance framework.</p> <p>In addition we have aligned commissioning and procurement arrangements for 5-19 public health functions (School Nursing Lot 2) to enable a streamlined approach across 0-19 services, as outlined and approved in the Cabinet paper ‘Request for Waiver-School Nursing Contract’ January 2015</p>
1c	What are the main aims of the project, policy or proposal?	<p>As Oldham went to market to procure the integrated Early Years Offer, Greater Manchester (GM), Public Health England and NHS England signed the Memorandum of Understanding to secure a unified public health leadership system for GM. A major programme of work to embody the public health leadership system was a focus on early years. This is in essence what Oldham aspires to achieve by</p>

		<p>commissioning an integrated model.</p> <p>The main aims of this commission is to reduce the total spend on 0-4 services (cost benefit achieved by the integration of a number of individual commissions) whilst retaining a high quality service which will ensure 'children are developing well and ready to learn'.</p> <p>What would be different:</p> <ol style="list-style-type: none"> 1. Improved information sharing 2. Rationalised management structures across disciplines 3. Improved assessment pathway, more responsive to meeting need at the earliest stage 4. Focus on evidence based interventions 5. Optimum use of buildings and facilities <p>The service entitles families with young children from conception to 5 years to a set of universal and additional evidence based services, through the 8 stage integrated assessment model and corresponding pathway of intervention.</p> <p>A successful bidder has been identified, pending Cabinet approval.</p> <p>The bidder has experience of leading/being the accountable body for Sure Start Children's Centres over a number of years. They evidenced a good knowledge of the expectations of Care Quality Commission, Ofsted and the Children's Centre Statutory Guidance at interview.</p> <p>The organisation will be the sole provider bringing together all functions as required in a 'single service' and securing a unified public health leadership system within the model.</p> <p>As the bidder will be the sole employer, information can be shared freely between the functions, where parent and young people have consented removing previously perceived barriers.</p> <p>The integrated model starts at pregnancy and continues through the early years, childhood and the teenage years (0-19). The Service will be led by senior</p>
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		<p>managers aligned to Oldham district model. The staff delivering all functions will form the 0-19 integrated team and be co-located wherever feasible in Oldham's Children's Centres.</p> <p>The improved use of ICT has been a particular focus in the transformation of the service, the aim being to reduce the burden of paper recording and gathering intelligence. The provider has committed to implementing their electronic Integrated Digital Care Record (IDCR) within the first year of the contract. This will enable staff to use the mobile application giving them online and offline access to user records, no matter their location, including in service user homes or when in transit.</p> <p>It is intended staff will use electronic 'Think Pads' in the course of their assessments and interventions with service users, gathering intelligence that will fed directly back to the client/child record. This will free up more time for practitioners to spend with children, young people and families in a face to face capacity and bring efficiency to the service.</p>
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>This is a universal service for families with children under 5 and will secure an 'entitlement' to regular assessment/contact points along with a range of corresponding support/interventions. These services currently exist as individual services. They are described in section 1b.</p> <p>The public should see an enhanced integrated service, continuing to be delivered on a district basis both in the community and from key delivery hubs. The benefits of the transformed service are introduction of a clear assessment framework (8 stage assessment) with specified intervention pathways, supported by specialists, the use of technology to increase face time with children, young people and families.</p> <p>There will be a direct link with the Early Help Offer (The purpose of which is to improve household's physical social and emotional wellbeing so that they do not need ongoing support from crisis and specialist services). This will ensure early identification of need and</p>

		appropriate preventative work, which in the longer term should reduce the demand for high cost services.
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1e. Does the project, policy or proposal have the potential to disproportionately impact on any of the following groups? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
<i>Parents/Carers</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1h	How have you come to this decision?	<p>The model ensures the essential maintenance of statutory duties for early years, health and children’s centres along with provisions in the Health and Social Care Act 2012, such as transfer of public health to local authorities, providing for a closer link with social care and children’s services.</p> <p>The new model brings together a number of individual commissions into a single service which aims to bring economies of scale and reducing duplication.</p> <p>The level of front line service delivered to children and families is expected to be enhanced and not reduced therefore none or minimal negative impact.</p>

c Stage 2: What do you know?

What do you know already?

Background information

Early Years Population

From the 2011 Census 2 Oldham had an estimated 16,500 residents aged 0-4 years, of whom 3,200 were aged less than one year. The wards with the highest new-born populations and populations aged 0-4 years were:

- St. Mary’s (with 290 children aged under one year and 1,490 aged 0-4 years);
- Coldhurst (with 270 children aged under one year and 1,420 aged 0-4 years);
- Werneth (with 255 children aged under one year and 1,300 aged 0-4 years); and
- Alexandra (with 240 children aged under one year and 1,170 aged 0-4 years).

Oldham’s population aged 0-4 is projected to rise over the next decade, reaching nearly 18,400 by 2016 and then decreasing slightly to 17,700 in 2021.

The ethnic group composition of Oldham’s population aged 0-4 is considerably more diverse than that of Oldham’s population overall. The 2011 Census estimates for Oldham indicate that around three in ten (59.1%) children aged 0-4 are from white backgrounds, considerably below the

comparable all-age proportion (77.5%). Around one in seven children aged 0-4 years are from Bangladeshi backgrounds (13.8%) and around one in five (18.1%) are from Pakistani backgrounds, whilst close to one in eleven (9%) are from other BME backgrounds. Just over half of those aged 0-4 from other BME backgrounds are from mixed ethnic backgrounds.

There are no new population projections with an ethnic group component currently available.

Oldham's general fertility rate (live births per 1,000 women aged 15-44 years) having increased slightly from 71.3 in 2004 to 77.2 in 2010 dipped to 73.1 in 2012, in line with regional and national trends. Overall, Oldham's general fertility rate (2012) was higher than that for the North West (63.5) and England (64.2).

In 2012, around one in twenty (5.4% or 179 live births) were to mothers aged under twenty. Most of these births (3.9%) were to mothers aged 18 or 19; mothers aged under 18 accounted for 1.6% of live births in Oldham. Oldham's birth-rates among women aged under 20 (24.1 per 1,000) were above both the North West rate (22.5) and the England rate (19.7).

If the trend in Oldham's general fertility rate continues to be higher than regionally and nationally, there may be increased demand for maternity and early years' services.

Child Health

In Year 6, 21.8% (630) of children are classified as obese, worse than the average for England. The rate of alcohol specific hospital stays among those under 18 was 62.8*, worse than the average for England. This represents 35 stays per year. Levels of teenage pregnancy, GCSE attainment, breastfeeding and smoking at time of delivery are worse than the England average.

						25th percentile	England average	75th percentile	
		Local no.	Local value	Eng. ave.	Eng. Worst				Eng. Best
Premature mortality	1 Infant mortality	17	5.3	4.1	7.5				1.7
	2 Child mortality rate (1-17 years)	7	13.1	11.9	22.8				3.0
Health protection	3 MMR vaccination for one dose (2 years)	3,139	96.1	92.7	78.3				98.3
	4 Dtap / IPV / Hib vaccination (2 years)	3,166	96.9	96.1	81.6				99.1
	5 Children in care immunisations	240	96.0	87.1	27.3				100.0
	6 New sexually transmitted infections (including chlamydia)	1,137	3,846.2	3,432.7	8,098.4				1,899.8
Wider determinants of ill health	7 Children achieving a good level of development at the end of reception	1,769	51.6	60.4	41.2				75.3
	8 GCSEs achieved (5 A*-C inc. English and maths)	1,562	52.4	56.8	35.4				73.8
	9 GCSEs achieved (5 A*-C inc. English and maths) for children in care	-	-	12.0	8.0				42.9
	10 16-18 year olds not in education, employment or training	420	4.7	5.3	9.8				1.8
	11 First time entrants to the youth justice system	119	486.5	440.9	846.5				171.0
	12 Children in poverty (under 16 years)	12,690	25.3	19.2	37.9				6.6
	13 Family homelessness	35	0.4	1.7	10.8				0.1
Health improvement	14 Children in care	395	69	60	153				20
	15 Children killed or seriously injured in road traffic accidents	10	19.8	19.1	48.3				8.2
	16 Low birthweight of all babies	246	7.7	7.4	10.4				4.6
	17 Obese children (4-5 years)	362	11.4	9.5	14.2				5.5
	18 Obese children (10-11 years)	617	21.8	19.1	26.8				10.5
	19 Children with one or more decayed, missing or filled teeth	-	47.7	27.9	53.2				12.5
	20 Under 18 conceptions	141	30.6	24.3	43.9				9.2
	21 Teenage mothers	27	0.9	1.1	2.5				0.2
	22 Hospital admissions due to alcohol specific conditions	35	62.8	40.1	100.0				13.7
	23 Hospital admissions due to substance misuse (15-24 years)	23	78.1	81.3	264.1				22.8
Prevention of ill health	24 Smoking status at time of delivery	516	16.0	12.0	27.5				1.9
	25 Breastfeeding initiation	2,092	66.4	73.9	36.6				93.0
	26 Breastfeeding prevalence at 6-8 weeks after birth	1,260	38.8	-	19.4				77.4
	27 A&E attendances (0-4 years)	8,672	524.2	525.6	1,684.5				252.7
	28 Hospital admissions caused by injuries in children (0-14 years)	882	184.3	112.2	214.1				64.4
	29 Hospital admissions caused by injuries in young people (15-24 years)	518	177.1	136.7	291.8				69.6
	30 Hospital admissions for asthma (under 19 years)	252	418.7	197.1	509.1				54.6
	31 Hospital admissions for mental health conditions	61	106.7	87.2	391.6				25.6
	32 Hospital admissions as a result of self-harm (10-24 years)	230	520.3	412.1	1,246.6				119.1

Notes and definitions - Where data is not available or figures have been suppressed, this is indicated by a dash in the appropriate box.

Oldham Priority Public Health indicators (where performance significantly worse than national)
Those highlighted in red are key priorities for this year.

- Children achieving a good level of development at the end of reception
- GCSEs achieved (5 A* to C grades including English and Maths)
- Children in poverty (under 16 years)
- Children in care
- **Obese children (4-5 years)**
- **Obese children (10-11)**
- **Children with one or more decayed, missing or filled teeth.**
- **Under 18s conceptions**
- Hospital Admissions due to alcohol specific conditions
- **Smoking at time of delivery**
- **Breastfeeding initiation**
- **Hospital admissions caused by injuries in children (0-14 years)**
- **Hospital admissions caused by injuries in young people (15 – 24 years)**
- Hospital admissions for asthma (under 19 years)

- Hospital admissions as a result of self-harm (10 – 24 years)

Priorities in Oldham include supporting people to take more control over their lives, increasing levels of community engagement and so reduce levels of behaviour that are a risk to good health.

Oldham's Early Years Education Outcomes

- Overall EYFSP performance, using the national 'good level of development'^[1] (GLD) measure, has risen by 5.4 ppts to 57%.
- Since 2013, the gap between the Oldham and the national GLD measure has narrowed by 2ppts, from 11ppts in 2013 to 9ppts in 2015
- The gap between the Oldham and the North West GLD measure remains the same as in 2014 at 6%
- More girls achieved the GLD than boys, 64.8 % for girls compared to 49.6% for boys
- Attainment for all vulnerable groups has risen between 2014 and 2015
- the achievement gap between the mean average of the lowest 20% of children and the median average for all children has remained at 45 % in 2015

Oldham's Early Years Offer – Right Start Core Service

1 National Context

- 1.1 Giving every child the best start in life is crucial to reducing health inequalities across the life course. The foundations for virtually every aspect of human development – physical, intellectual and emotional – are set in place during pregnancy and in early childhood. What happens during these early years has lifelong effects on many aspects of health and wellbeing, educational achievement and economic status.
- 1.2 Key National reports¹ over recent years have reinforced the significance of early intervention and the provision of more targeted support to children and their families. They have also recommended that the most effective way to overcome barriers to information sharing is to jointly commission services.²
- 1.3 The Local Authority must make arrangements to ensure that Early Childhood Services are provided in an integrated manner. This is to be achieved whilst ensuring sufficient children's centres³ accessible to all families with young children, and targeted evidence-based interventions for those families in greatest need of support⁴.
- 1.4 Since April 2013 Local Authorities have been responsible for commissioning public health

^[1] Children are deemed to have reached a good level of development (GLD) if they achieve at least the expected level in every ELG within the three prime areas of learning, (personal, social and emotional development; physical development; and communication and language) and in the specific areas of mathematics and literacy. These are 12 of the 17 ELGs.

¹ Graham Allen (2011); Frank Field (2010); Michael Marmot (2011); Munroe (2010); Tickell (2011); Wave Trust (2013); 1001 Critical Days (2014)

² http://www.foundationyears.org.uk/files/2013/11/Information_Sharing_in_the_Foundation_Years_Report.pdf

³

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/273768/childrens_centre_stat_guidance_april_2013.pdf

⁴ Childcare Act 2006 as amended by the Apprenticeships, Skills, Children and Learning Act 2009

services for school-age children and young people. From 2015, responsibility for commissioning services for 0 to 5 year olds and health visitors will also move from NHS England to Local Authorities.

- 1.5 This has presented the opportunity for bringing together a robust approach for improving outcomes and reducing health inequalities for young people across both Health and Local Authority led services for these children across the life course.

2 Local Context

- 2.1 Oldham's current delivery model is one of **Co-ordination** whereby services work together in a planned and systematic manner towards shared and agreed goals, to achieve the multi-agency delivery as described above.

- 2.2 The purpose of this commission is to take an **integrated commissioning and delivery approach** to the services within the Councils scope of control i.e. 'integrating' the core purpose and accountability for Children's Centres, children's Public Health services 0-5 and associated functions to create *a single service with a single set of performance outcomes* and to **align commissioning** arrangements for 5-19 public health functions to enable a streamlined approach across 0-19.

- 2.3 The new integrated delivery model for Oldham has been developed and aligned to the Greater Manchester New Delivery Model for Early Years, an approach that Oldham was already testing and was instrumental in shaping from the start. The model will ensure the delivery of the 8 stage assessment process, the associated intervention pathways and the direct link to the Early Help Offer.

- 2.4 Oldham Council has worked collaboratively with NHS England GM Area Team and Greater Manchester Combined Authority (GMCA) in constructing the final model to be commissioned.

- 2.5 The Specification builds on the work of children's centres in Oldham since 2006, whilst focusing on new and innovative ways of working that will embed their role as the conduit for all services for children under five years and their families. In particular it focuses on the many contributory factors that enable children's readiness to learn by the time they reach formal school age – something that recent policy research has reaffirmed is a critically important factor in children being able to progress and succeed in later life. Crucially it will ensure targeted support to the most disadvantaged and make the greatest inroads into reducing child poverty.

3 Outcomes for the Right Start Core Service

- 3.1 The service will provide universal access to a range of health and developmental assessments complemented by evidence based interventions delivered to fidelity for families with children under 5. The **Public Health Outcomes Framework (PHOF)⁵, 6 High Impact Areas for Early**

⁵ <https://www.gov.uk/government/publications/healthy-lives-healthy-people-improving-outcomes-and-supporting-transparency>

Years⁶ and **Children's Centre Inspection Framework and Handbook⁷** clearly identify a range of outcomes that are significant for the 0-5 age range. They are:

3.1.1 Public Health Outcomes – those indicators identified in bold are of particular importance in Oldham as key priorities. Refer to PH NICE for good practice guidance⁸.

- i. Improved family health and well being
- ii. **Increasing breastfeeding initiation/prevalence**
% of mothers breastfeeding following birth

% mothers breastfeeding at 6-8 weeks

% mothers partially breastfeeding
- iii. Reduce Infant mortality rate
- iv. **Decayed, missing and filled teeth in children aged 5 – reduction from baseline & reduction in prevalence following intervention**
- v. **Reducing excess weight in 4-5 and 10-11 year olds – reduction from baseline**
% obese children in reception / 10-11 – reduction from baseline
- vi. Reduce % of low birth weight of term babies
- vii. **% mothers smoking at delivery**
- viii. % hospital admissions caused by unintentional and deliberate injuries in children and young people aged 0-4 – impact of parent classes and support
- ix. Increasing population vaccination coverage (at 2 years of age)
- x. Under 18 conception rate – rate of conception per 1000 15-17 year olds
- xi. Disease prevention (screening & immunisation)

3.1.2 Improved Economic Wellbeing

- a) % of families with children 0-4 in employment, education or training (more parents taking volunteering or training opportunities)
- b) More children accessing high quality early years provision (number of settings / places with a graduate lead – rated outstanding by Ofsted)
- c) % children living in poverty – (parents supported to access employment, median household income)

3.1.3 Improved school readiness

- a) % children reaching a 'good level of development' at the end of Reception
- b) % gap between the bottom 20% and the rest at the end of the EYFSP
- c) Improved child development at 2-2½ years.

⁶ <https://www.gov.uk/government/publications/commissioning-of-public-health-services-for-children>

⁷ <https://www.gov.uk/government/publications/childrens-centre-inspection-handbook-for-inspections-from-april-2013>

⁸ <https://www.nice.org.uk/about/what-we-do/our-programmes/nice-guidance/nice-guidelines/nice-public-health-guidelines>

3.1.4 Improved parenting skills and attachment

- a) More parents with improved mental well-being - % of mothers referred for maternal mood evidence based assessment tool (90% of those referred assessed as having improved mental wellbeing)
- b) % of families with a strong home learning environment – (Home Learning Environment Index) – improvement from baseline
- c) Reduce pre-birth and 0-4 children in need
- d) Reduced level of concern based on Early Help Assessment tool (% reduced by 3 points on the scale)
- e) Secure attachment between parent and children.

4 Requirements of Oldham’s Early Years Offer (Right Start Core Service)

The service will provide universal access to a range of health and developmental assessments complemented by evidence based interventions delivered to fidelity for families with children under 5. The public health outcomes framework and children’s centre inspection framework clearly identify a range of outcomes that are significant for the 0-5 age range.

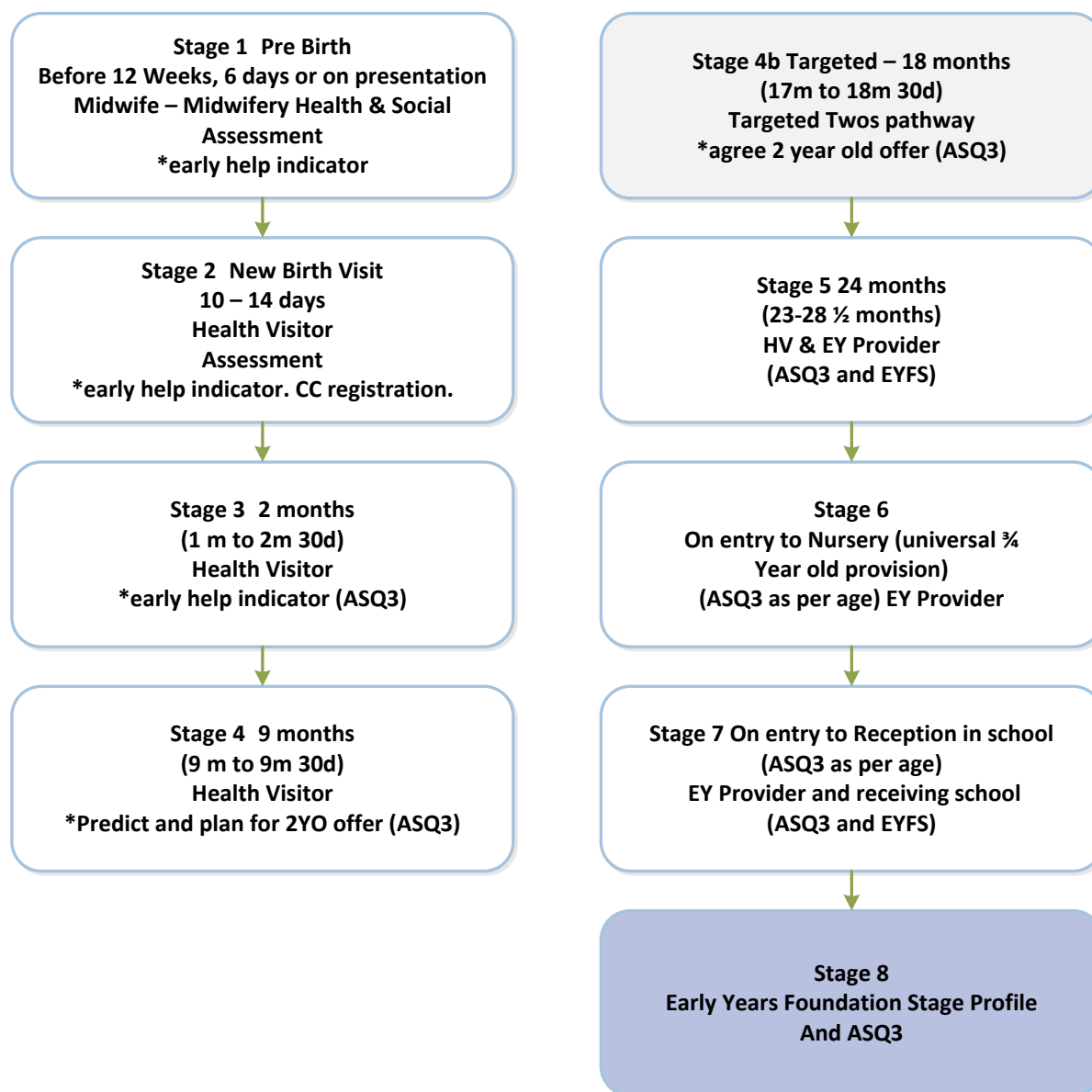
The overarching aim of this commission is to create the ‘**Right Start Core Service**’; a single service with a single set of performance outcomes whereby the ultimate aim is that ‘**children are developing well and ready for school**’. The service will deliver the following functions:

- Function One:** Delivery and co-ordination of a range of Early Childhood Services on a district/locality basis with designated children’s centres providing the ‘shop front’ for the service.
- Function Two:** Delivery of the Healthy Child Programme (0-5).
- Function Three:** Delivery of the Children’s Centre Core Purpose.
- Function Four:** Delivery of Oldham’s Right Start assessment model and associated interventions.
- Function Five:** Delivery of the Family Nurse Partnership targeted intervention, for vulnerable teenage parents.
- Function Six:** Co-ordination and delivery of Council’s Oral Health Plan for under 5s.

5 Right Start Assessment Pathway and Tools

- 5.1 The Right Start model is underpinned by a **common assessment pathway** - eight common assessment points for an integrated (whole child and whole family) assessment at crucial child developmental milestones from pre-birth through to the child’s fifth birthday.

8 Stage Assessment model



- 5.2 At all stages a family strengths based approach to assessment should be taken. Professional judgement needs to be applied in the use of tools, the interpretation of results and in communication with the family about the findings and next steps.
- 5.3 At key assessment points within the model, practitioners will assess the child's development using the agreed evidence based assessment tools. Where an assessment identifies developmental delay or risk of developmental delay, needs would be addressed through the use of a range of evidence-based targeted interventions and services.
- 5.4 This approach should ensure that need is identified and addressed earlier thereby preventing issues becoming more acute and having a longer-term impact on the child

and family especially in relation to school readiness.

- 5.5 A series of screening and assessment tools used at each stage of the 8 Stage Assessment Model identify children who may need additional support and act as a trigger to accessing appropriate interventions depending on levels of need.
- 5.6 Oldham's standardised assessment tools are identified in [Appendix 6]. Assessments should be delivered universally. Where additional support needs are identified one of the targeted assessments should be used.

6 Right Start Interventions

- 6.1 The provider(s) will ensure high quality delivery of evidence based interventions supported by robust supervision and support from a Clinical Psychologist to achieve sustained behaviour change.
- 6.2 A suite of evidence-based and timely interventions have been developed which are sequenced as a package of transformational support to families, with appropriate step-down support rather than 'free fall', with a strong focus on parenting programmes because of the clear link between parenting and children's behaviour and mental health.
- 6.3 The diagram below identifies the required interventions which should be delivered to support identified need. The impact of these interventions will be monitored via the single performance framework.



Key Points/assumptions

- The services currently delivering these functions are commissioned individually and share many of the same outcomes. The difficulties of sharing information between these services often leads to duplication of services and time wasted in getting the right service to the right people as swiftly as possible.
- The current children's centre and health visiting services both have high take up of services and have both engaged in the piloting of the 8 stage assessment model (operational element of this service) for the last two years; stages 2-5 are the responsibility of the Right Start Core Service; with stage 6-8 the responsibility of schools and early years settings. This is a parent led assessment approach.
- By adopting an integrated model with a single operational delivery model we aim to improve outcomes by reducing duplication and sustaining behaviour change. This model is about working differently.
- The integration of a number of individual services/commissions to a single service should translate to a cost benefit to the Council and public purse. *NB: The specification requires a minimum number of front line staff to be retained.*
- By aligning the commissioning of the School Nursing with that of the Early Years Offer we aim to achieve a streamlined service 0-19.
- In addition to delivery of the core specification, the 8 model will ensure better integration between children's centres, schools and the private, voluntary and independent sectors.
- There has been significant investment in workforce development across the Early Years Sector to adopt a whole system approach to improving outcomes in the Early Years with the aim being that assessment and intervention approaches are standardised across the sector ensuring families and children receive consistent messages and support leading to improved outcomes.

NB: it should be noted that the roll out of the 8 stage assessment model and interventions is currently being lead and manged by the Councils Early Years and Childcare service and overseen by the Early Years and Childcare Board. The commissioning on this integrated service is to enable the delivery of the piloted model.

What don't you know?
<ul style="list-style-type: none"> Key data from the evaluation of the 8 stage assessment points is currently being analysed and will be utilised to inform the roll out of all assessment points – to be completed by March 2016. Whilst we provided a detailed specification for the commission of the Right Start Core Service (Oldham's Early Years Offer), the final detail of the proposed single service will only be known once implementation begins following formal contract award. Specific staffing by district will be identified as part of the transition to the new model; it is anticipated that a further EIA will be completed once the detail from the winning bidder is known.
Further data collection

Summary (to be completed following analysis of the evidence above)				
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				
<i>Parents/Carers</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

c Stage 3: What do we think the potential impact might be?

Consultation information

This section should record the consultation activity undertaken in relation to this project, policy or proposal.

3a. Who have you consulted with?

The operational elements of the model

Current providers have piloted and co-constructed the 8 stage assessment and agreed intervention pathways throughout 2013/14. Full roll out will begin during 2015/16. Therefore providers have a good understanding of the expectations of future delivery for Early Years services in Oldham.

This operational model is built on a parent led approach. Parents have engaged in the pilot of this model and contributed to the evaluation via focus groups facilitated by Oldham's BIU team.

The redesign of the service to deliver the operational model

Consultation on the various stages of the redesign has included multi agency partners, represented via the Early Years Programme Board and project group. NHS England were included in the redesign process and cost modelling. We also sought 'critical friend' views from other local authorities on the model.

A market event preceded the main procurement cycle which facilitated discussions with potential providers on the Oldham's vision for the 0-19 offer and provided opportunity for questions and feedback from aforementioned providers. Information from this session was considered prior to the Service Specifications being finalised.

Public Consultation via OMBC website on the budget challenge.

3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)

Consultation is ongoing during the roll out of the operational model as identified above and will continue to report to the Early Years and Childcare Board as well as the redesign project group.

Once implementation of the commissioned model begins (Autumn 2015) consultation will begin with staff and public on the various elements of implementation in readiness for a contract start date of 1 April 2016.

3c. What do you know?

The implementation of the new commission will be complex and may lead to a dip in service performance during this time.

The transfer of staff to new organisations can create anxiety; not only for them but also for the families they work with should there be direct staff changes on the front line.

Key functions required in the specification are secured in statute to ensure families receive a minimum offer.

The transfer of responsibility for Health visiting to the Council happened on 1 October 2015 following detailed handovers between the current provider, NHS England and the Council. The performance monitoring of this service now lies with the Council and is reportable to Public Health England.

3d. What don't you know?

Full details of the implementation plan will be agreed once a formal contract award has been achieved. The current position allows for 18 weeks from November 2015 to 1st April 2016 to enable a safe transition into a new model and transfer of staff where applicable.

Stage 4 of the EIA will be updated once this detail is known. However the progress of the transition will be reported to and monitored by the Councils Children's Assurance Group; LSCB; Best Start in Life Partnership and Early Years and Childcare Board.

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)

The objectives of the children's centre programme reflect and reinforce Oldham's co-operative agenda and aim to strengthen relationships at local level between people from different backgrounds within neighbourhoods.

The 8 stage assessment model is an empowerment model which sets out to support all parents in Oldham give their child the best possible start in life. It achieves this through the implementation of specific screening tools i.e. Ages and Stages 3 which are parent led.

This empowerment model recognises parents as experts in their child and supports parents understand and take responsibility for their child's development.

The benefit for communities is that it supports the identification of potential development delays amongst cohorts of children within

	<p>programmes, communities and populations. Information collected can be used to guide the use of resources.</p> <p>The long term objective is to ensure that more children achieve expected levels of development a key stages within their education and ultimately equip more people in Oldham with the skills they need to access further education, training and the labour market.</p>
Disabled people	N/A
Particular ethnic groups	N/A
Men or women (include impacts due to pregnancy / maternity)	N/A
People of particular sexual orientation/s	N/A
People in a Marriage or Civil Partnership	N/A
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	N/A
People on low incomes	N/A
People in particular age groups	The aim of the operational model is to improve assessment and intervention pathways to clearly identify support required and access to that support. At the time of writing this EIA these pathways are still under development both locally and across GM.
Groups with particular faiths and beliefs	N/A
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>)	See generic groups

c Stage 4: Reducing / mitigating the impact

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Impact 1: Children and Young People	<p>The use of national and GM specifications for this service ensure the maintenance of statutory duties and functions.</p> <p>Ensure a key worksteam during implementation to ensure the safe transfer for all vulnerable groups, particularly those subject to multi-agency plans.</p>
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4b. Have you done, or will you do, anything differently as a result of the EIA?

TBC following the contract award

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

TBC following the contract award

Conclusion *This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact*

TBC following the contract award

Stage 5: Signature

Lead Officer: Tracey Harrison **Date: 07.12.15**

Approver signature: Alan Higgins **Date: 07.12.15**

EIA review date: December 2016

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	D014
Portfolio	Economy and Skills
Directorate:	Economy and Skills
Division:	Enterprise and Skills
Responsible Officer and role:	Jon Bloor Head of Service, Economy and Skills
Cabinet Member and Cluster :	Cllr J McMahon - Economy and Enterprise

Title:	Oldham Business Leadership Group (OBLG) Grant
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Section 2

2015/16 Budget for the section: <i>(By Division):</i>	Expenditure	£35k per annum
	Income	0
	Net Expenditure	£35k per annum
Total posts numbers in section: <i>(By Division):</i>	FTE	FTE headcount

	2016/17 £k	2017/18 £k
Proposed Financial saving:	35	0
Proposed reduction in FTE's	1	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>The Council agreed in 2011 to restructure the Economy and Skills team and delete a Principal Officer Post. This post provided support to Oldham Business Leadership Group. It was agreed that part of the transition would be to provide a four year annual grant of £35k to fund a secretariat post.</p> <p>The idea was that the four year allocation would allow OBLG to develop it's Community Interest Company and develop income generating activity. The agreement will end in March 2016.</p> <p>The budget saving proposal is to cease to offer this grant as part of the Economy and Skills savings target.</p>
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Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	£35k in 2016/17 Through not extending the initial agreement with OBLG.
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	1
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	Loss of funding for OBLG secretariat post
Type of impact on partners	Negative

Section 4

Key Milestones	
Milestone	Timescale
Confirm Budget Option	September 2015
Support OBLG to identify alternative income streams	Complete by November 2015
Report to Executive Director/Cabinet Member	Late November 2015
Completion of EIA Equality impact screening completed and an EIA is not required	
Consultation within PVFM timeline Consultation is required	Consultation with OBLG and OBLG Secretary is required.

Key Risks and Mitigations

Risk	Mitigating Factor
Lack of income generation	Work with Manchester Growth Company to identify opportunities via ESF

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None.

Service Delivery and future expected outcomes:

The post provides support to Oldham Business Leadership Group and the Enterprise Trust Board. The deletion of the post will have a detrimental impact upon this activity

Organisation (other services)

The funding element has been enhanced by an additional provision of funding to support the Enterprise Trust fund. This has enabled a broader staffing base to be appointed by OBLG. OBLG might wish to review this activity and aim to secure alternative funding streams or re-allocate activity.

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

There will be reduction of 1 FTE in 2016/2017 and 2017/2018. However, the activity is inextricably engaged with Enterprise Trust fund activity which includes 2 other posts (part-time) which could be within scope.

Communities

This will have a detrimental impact upon OBLG. The business community is integral to the promotion of Oldham as a place to invest and develop. The post is integral to the engagement of businesses and provider of support. The aim is to secure ESF funding that recognises the value of activity and engagement. The proposed ESF programme has been delayed and won't be secured until December or January 2016.

Service Users

This will reduce business engagement

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

OBLG have not secured alternative funding streams. Further work will now be done to identify alternative models.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	N/A
Staff Consultation	The staff member will be consulted with.
Partner Consultation	Consultation will be undertaken with OBLG and Manchester Growth Company.
Public Consultation	None required.
Service User Consultation	None required.
Any other consultation	No formal consultation is required.

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No

People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Jon Bloor
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Support Officer Contact:	Jon.bloor@oldham.gov.uk
Support Officer Ext:	0161 770 4188


Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	26 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr J McMahon
Signed:	Signed  Cllr J McMahon (Cabinet Member for Regeneration & City Region)
Date:	26 August 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	A003
Portfolio	Policy and Governance
Directorate:	Policy and Governance
Division:	Business Intelligence
Responsible Officer and role:	Dami Awobajo, Head of Business Intelligence
Cabinet Member and Cluster :	Cllr A. Shah - Performance and Corporate Governance

Title:	Business Intelligence Service - Income Generation, Vacancy Management, Restructure
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£1,555k
	Income	(£1,555k)
	Net Expenditure	£0k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	30

	2016/17 £k	2017/18 £k
Proposed Financial saving:	139	N/A
Proposed reduction in FTE's	2	N/A

Budget Analysis

Item			£k
Salaries	Includes Business Support, and fully charged out staff	Controllable	1205
Transport	Car Allowances and Travel expenses	Semi Controllable	3
Supplies & Services	Software systems plus costs associated with electronic information necessary to run the service	Semi Controllable	94

Recharges	ICT, Accountancy, Legal, HR, Directorate Management Support	Non Controllable	206
Capital Financing	Annual charges re capitalisation of the Corvu system	Non Controllable	47
Income - External	Oldham Care and Support	Semi Controllable	(46)
Income – Recharges & Fees	Contributions from DEFRA and public health, Internal fees plus CSS Recharges	Semi Controllable	(1509)
Proposed BIS financial saving As Percentage of BIS controllable budget		11.5%	
Policy and Governance Budget		3,339	
Policy and Governance Savings Target		290.5	
Proposed financial saving as Percentage of Policy and Governance Budget Target		47.8%	

Proposed financial saving as Percentage of Salary Budget

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>The Business Intelligence Service provides and develops insight that informs strategic decisions which demonstrates impact. It is responsible for producing the Corporate Performance reports which enables the Council to judge how well it is meeting the objectives in its Corporate Plan.</p> <p>The service works closely with the ONS to understand and analyse demographic information to understand the profile of Oldham and what that may mean for the services the Council provides to its residents.</p> <p>Periodically Business Intelligence carries out in depth research into a variety of areas that may affect lives Oldham’s residents such as changes to social security, social care and health in order to inform the response of the Council and its partners. Furthermore, it researches and assesses new ways of delivering services to enable the Council to continue to deliver services that benefits Oldham’s residents.</p> <p>The service ensures that planning and regeneration decisions can be made on sound geographical information by ensuring that</p>
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the mapping data is accurate and timely.
 The proposal is a combination of three elements

- Income Generation
- Vacancy Management
- Restructure of the Service

These are designed to continue the commercial aspects of the BIS service, reflect BIS turnover trends while minimising job losses, equalising terms and conditions and putting in place a more agile service. However it must be noted that capacity will be reduced in line with the FTE reduction. This means that the BIS Service Offer will need to be streamlined and levels of support to services will need to reduce.

It is anticipated that the above proposal can be delivered by 2016/17

<p>Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Income Generation – BIS has generated income of circa £40K in 2014/15. There is some competition in the market however BIS have agreements in place with a number of customers for 3 years. The proposal is to generate £51.2k</p> <p>Vacancy Management – BIS has a slightly higher staff turnover because of the BIS approach to developing analytical talent. The approach is to ensure that staff have access to substantial training opportunities and have a wide range of responsibilities. The nature of the analytical market means there a number of opportunities readily available. As a result a vacancy management target of 3% can be built into the budget. This amounts to £35.5k</p> <p>Restructure of Service – Since BIS was brought together as a single service there have been some overly specialised legacy job roles and terms and conditions that should be addressed. To become an even more agile service, roles now need to be multi-disciplinary even if individuals have very useful specialised skills. Further terms and conditions of colleagues working side by side need to be equal, a restructure will address that. Following that there will be a reduction of 2FTEs, capacity and the BIS service offer will be reduced as a result. There would be some mitigation as the resulting job roles would be more multidisciplinary and therefore could be more flexibly deployed. This would generate £52.6k</p> <table border="1"> <thead> <tr> <th>Proposal</th> <th>Saving (£)</th> </tr> </thead> <tbody> <tr> <td>Income Generation</td> <td>51,250</td> </tr> <tr> <td>Vacancy Management</td> <td>35,500</td> </tr> <tr> <td>Restructure of Service</td> <td>52,610</td> </tr> <tr> <td>Total</td> <td>139,360</td> </tr> </tbody> </table>	Proposal	Saving (£)	Income Generation	51,250	Vacancy Management	35,500	Restructure of Service	52,610	Total	139,360
Proposal	Saving (£)										
Income Generation	51,250										
Vacancy Management	35,500										
Restructure of Service	52,610										
Total	139,360										

Further Financial Implications & Considerations	<p>Although some mitigation can be put in place as detailed in section 5, it should be clearly noted that the proposed saving will affect delivery. Consequently savings above those proposed will further negatively impact the ability to provide data, intelligence and analysis in such statutory areas as Education, Public Health and Social Care (Children’s and Adults). Further other areas such as</p> <ul style="list-style-type: none"> - geographic information to support planning, regeneration and waste services - demographic and population research to support service planning and development - business analysis to support organisational transformation - ability to generate income - ability to run surveys and consultations - and support to enable the organisation to meet inspection frameworks will be compromised.
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ie Capital implications or invest to save, pump priming etc , variations to budget

Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	2
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

Key Milestones	
Milestone	Timescale
End of Restructure consultation Period	Oct 2015 Est.
Implementation of New Structure	Jan 2016 Est.

Key Risks and Mitigations	
Risk	Mitigating Factor
Income levels not reached	Tie in with customers for 3 years and further development of product
Vacancy management not met target	Continue to ensure that Training and development opportunities of high quality for BIS staff

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

N/A

Service Delivery and future expected outcomes:

As discussed above, BIS service delivery and service offer will reduce in line with reduction in FTEs. For example

- Support Levels for Inspection
- Scope of research
- Business Analysis and Service improvement

Given the proposals to change roles to become more generic (while valuing individual specialism) there will be some mitigation in the form of a more flexibly deployed resource

Organisation (other services)

There will be less capacity to support other services of the Council to:

- Deliver savings
- Facilitated service improvement
- Provide challenge and performance information

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

- Reduction in headcount by 2 FTE
- Change to job roles to become more generic (while retaining individual specialism)
- Overall number of posts affected 20

Communities

N/A

Service Users

Non directly however the capacity to performance and quality affecting service users will reduce in capacity

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

N/A

Section 6

Supplementary Information

N/A

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Sept 2015 Est.
Staff Consultation	Oct 2015 Est.
Public Consultation	N/A
Service User Consultation	N/A
Any other consultation	P&G Consultation – June/July 2015

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Dami Awobajo Head of Business Intelligence Ext 1559
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Support Officer Contact:	N/A
Support Officer Ext:	N/A


Cabinet Member Comments and/or approval	
Approved	

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	26 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Ajooj Shah
Signed:	
Date:	26 August 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	A004
Portfolio	Policy and Governance
Directorate:	Policy and Governance
Division:	Executive Support
Responsible Officer and role:	Heather Moore, Head of Executive Support
Cabinet Member and Cluster :	Cllr. A Shah - Performance and Corporate Governance

Title:	Savings proposal – Vacant Post within the Executive Support service
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£448k
	Income	(£448k)
	Net Expenditure	£0
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	21

	2016/17 £k	2017/18 £k
Proposed Financial saving:	21	0
Proposed reduction in FTE's	1	0

Section 3

Background: <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	<p>The proposal is to not recruit to the vacant post Executive Support currently holds. The post has been vacant for the past six months following the restructure of the Senior Leadership Team. Therefore due to the structure of the service, effective Executive Support can continue without this post being required.</p> <p>As the post is vacant, there will be no impact on staff within the service.</p>
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Proposed Savings £k:	£21k
<i>Through efficiency, income generation, transformation, decommissioning, etc</i>	

Further Financial Implications & Considerations	None
<i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	

Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	1
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Negative

Section 4

Key Milestones	
Milestone	Timescale
None	

Key Risks and Mitigations	
Risk	Mitigating Factor
No risk identified with this proposal	

Section 5

What impact might the proposal have on the following?

Property Implications <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

Service Delivery and future expected outcomes:

None

Organisation (other services)

None

Workforce*Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

None

Communities

None

Service Users

None

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6**Supplementary Information**

None

Section 7**Consultation Information –***This should include as a minimum the following:*

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	As per agreed timescales for the 2016/17 budget.
Staff Consultation	N/A
Public Consultation	N/A
Service User Consultation	N/A

Any other consultation	N/A
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Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Heather Moore, Head of Executive Support
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Support Officer Contact:	As above
Support Officer Ext:	1975


Cabinet Member Comments and/or approval	
Approval received from Councillor Arooj Shah, Cabinet Member for Performance and Governance.	

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	09 September 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Councillor Arooj Shah Portfolio Holder Performance and Corporate Governance
Signed:	
Date:	09 September 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	C014
Portfolio	Corporate and Commercial Services
Directorate:	People Services
Division:	People Services
Responsible Officer and role:	Dianne Frost - Director of People
Cabinet Member and Cluster :	Cllr A Jabbar - Finance and HR

Title:	Non staffing budget savings within People Services
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£3,967k
	Income	(£3,741k)
	Net Expenditure	£226k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	38.44

	2016/17 £k	2017/18 £k
Proposed Financial saving:	50	0
Proposed reduction in FTE's	0	0

Section 3

<u>Background:</u> <i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i>	Reduced revenue budget in above areas achievable by 1 April 2016 through: <ul style="list-style-type: none"> • Corporate investment in desktop machines means reduction in demand for computer repair and maintenance • Use of electronic communications in preference to hard copy printing • A lesser call on employee expenses as a result of reduced staffing • Increased reliance on internal staff services
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<u>Proposed Savings £k:</u> <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	Reduction of non – pay related budgets as specified by total of £50k
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<u>Further Financial Implications & Considerations</u> <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	None
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	None
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Mandatory – Completion of EIA & Consultation within PVFM timeline	

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
None	

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

None

Service Delivery and future expected outcomes:

Work requested by the business will be 'commissioned' only within available budget or as an agreed cost to the business as appropriate

Organisation (other services)

None

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

None

Communities

None

Service Users

None anticipated

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

None

Section 6

Supplementary Information

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	None required
Staff Consultation	None required
Public Consultation	None required
Service User Consultation	None required
Any other consultation	None required

Section 8

Equality Impact Screening

Is there **potential** for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Dianne Frost
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Support Officer Contact:	Lewis Greenwood
Support Officer Ext:	X 3542


Cabinet Member Comments and/or approval	
Approved	

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	26 th August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr A Jabbar
Signed:	
Date:	26/8/15

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	B003a
Portfolio	Co-operatives and Neighbourhoods
Directorate:	Co-operatives and Neighbourhoods
Division:	Environmental Services
Responsible Officer and role:	Carol Brown - Director of Environmental Services
Cabinet Member and Cluster :	Cllr B Brownridge – Neighbourhoods and Co-operatives

Title:	Public Protection- The proposal relates to the Commercial Protection team within the Environmental Health section of Public Protection.
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Section 2

2015/16 Budget for the section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	Expenditure	£1,322k
	Income	(£400k)
	Net Expenditure	£922k (controllable and semi controllable)
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	36

	2016/17 £k	2017/18 £k
Proposed Financial saving:	70	0
Proposed reduction in FTE's	2	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>It is proposed to remove from the structure 2 Environmental Health Officers posts.</p> <p>The 2 Environmental Health Officer posts are currently vacant.</p> <p><u>Commercial Protection</u> – vacant post. Work is ongoing to re assign some of the Contaminated Land workload to Building Control with a corresponding contribution to Building control's income target. This together with resetting priorities for the remaining workforce should ensure that all tasks are dealt with but expectations will need to be managed and revised service standards will require communication to both</p>
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	<p>service users and politicians. Where bespoke specialist assistance is required the current arrangement with Manchester Council will be utilised.</p> <p><u>Neighbourhood Enforcement</u> – an Environmental Health Officer post in this section is currently vacant and it is proposed to remove this from the structure from 1st April 2016.</p> <p>The service currently operates with 5.8 FTE officers and the one vacancy. Removing this vacancy from the structure will reduce the capacity within the Environmental Health Officer pool within the team by 17%. Consequently work priorities and the agreed service standards will have to be recalculated.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p><u>Commercial Protection</u></p> <p>EHO £41,030 (inc. on costs)</p> <p>Allow £5,000 for bespoke work on specialist contaminated land assessments from Manchester Council</p> <p>Allow £7,200 for work carried out by Building Control on contaminated land planning application referrals</p> <p>Saving £28,830 (inc. on costs)</p> <p><u>Neighbourhood Enforcement</u></p> <p>EHO £41,030 (inc. on costs)</p> <p>Saving £41,030 (inc. on costs)</p> <p>Total proposed saving from the 2016/17 budget = £69,860</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	None
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	0
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	0
Type of impact on partners	Neutral or marginal

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
None agreed at this time pending project approval	

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Unable to meet timescales for response as currently	Need to agree revised service standards in some service areas.

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

<u>Service Delivery and future expected outcomes:</u>
<p>In relation to contaminated land enquiries coming into the service, developers, residents and colleagues across the Council will not always have access to contaminated land expertise. Delays will be experienced due to the reduction in capacity and this will have to be communicated to all parties. Technical advice will be obtained from Manchester Council using a 'call off' arrangement.</p> <p>The service would still need to procure experts for investigatory work where needed as Manchester Council officers would only be able to provide technical advice.</p> <p>In relation to the Environmental Health Officer workloads in the Neighbourhood Enforcement team, the service will have to realign work priorities and service standards and some existing functions will be examined with a view to not providing them going forward. Outcomes within the team are very 'service request generated' and therefore a reduction in the service standards will impact mainly on the speed of resolution and potentially customer satisfaction.</p>

<u>Organisation (other services)</u>
<p>There will be limited impact on other areas of the Council however we would require:</p> <ul style="list-style-type: none">• A fully considered communications plan will be essential• Full support from partners• Full political support for any moves to new agreed priorities for the service.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

Employees have not to date been involved in the development of the proposal but their engagement will be essential moving forward to detail the proposals and the implementation.

Communities

An increase in the targeted response times to some service requests and a realigning of work priorities to the resources available will inevitably impact on communities and the resolution of cases in a timely manner. More detailed work is required to analyse the variety of cases and how to react, however it is proposed that a graded response is adopted reacting to the resources available and the quantity of requests for service. It may be suggested that web based advice is only given in some instances rather than attending.

Service Users

As above

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

Partner organisations will be engaged with to reduce the impact and gain understanding regarding service standards.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Undertaken
Staff Consultation	N/A
Public Consultation	N/A
Service User Consultation	N/A
Any other consultation	N/A

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	No
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	No
EIA to be completed by:	N/A
By:	N/A

Section 9

Responsible Officer:	Carol Brown
Support Officer Contact:	Beckie Wylie Rothwell
Support Officer Ext:	0161 770 5690


Cabinet Member Comments and/or approval
Approved

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	7 July 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Barbara Brownridge
Signed:	
Date:	5 November 2015

Appendix 7
2016/17 & 2017/18 - Schedule of Budget Proposals

Budget Reduction Proposals to Note- Tranche 2

Reference	Brief Detail	Responsible Officer	Cabinet Member	2016/17 (£'000)	FTE 2016/17	2017/18 (£'000)	EIA Required?	Appendix 8 Page No.
E010	Adult Services - Income Maximisation	Mark Warren	Cllr J Harrison	192	3.0	0	Yes	2
E012	Local Area Coordination - A different approach to Adult Social Care	Mark Warren	Cllr J Harrison	674	27.0	0	Yes	54
	Total - Health and Wellbeing			866	30.0	0		
D006	Home School Transport	Caroline Sutton	Cllr S Akhtar	148	3.0	0	Yes	69
D007	Reduced Support for Council Operated Day-care Centres	Caroline Sutton	Cllr S Akhtar	80	31.5	0	Yes	80
	Total - Economy and Skills			228	34.5	0		
	Total Budget Reduction Proposals - Tranche 2 - For Noting			1,094	64.5	0		

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Appendix 8

Tranche 2 Budget Reduction Proposals- For Noting

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E010
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing
Division:	Adult Social Care
Responsible Officer and role:	Mark Warren, Director Adult Social care
Cabinet Member and Cluster :	Cllr Jenny Harrison, Social Care and Safeguarding

Title:	Adult Services – Income Maximisation
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Section 2

2015/16 Budget for the section:	Expenditure	£810k
	Income	(£210k)
	Net Expenditure	£600k
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	28 FTE

	2016/17 £k	2017/18 £k
Proposed Financial saving:	192	0
Proposed reduction in FTEs	£60k of the total (3 FTE – vacant posts)	0

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for</i></p>	<p>This document sets out proposals for maximising income for Adult Social Care in 2016/17.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>a) Block contracts for brokerage services</td> <td style="text-align: right;">£60,000</td> </tr> <tr> <td>b) Cease backdating of residential payments</td> <td style="text-align: right;">£10,000</td> </tr> <tr> <td>c) Income generated from deferred payments</td> <td style="text-align: right;">£10,000</td> </tr> <tr> <td>d) Review of Helpline charges</td> <td style="text-align: right;">£50,000</td> </tr> <tr> <td>e) Charging carers who are service users</td> <td style="text-align: right;">£52,000</td> </tr> <tr> <td>f) Billing from the start of a package</td> <td style="text-align: right;">£10,000</td> </tr> </table>	a) Block contracts for brokerage services	£60,000	b) Cease backdating of residential payments	£10,000	c) Income generated from deferred payments	£10,000	d) Review of Helpline charges	£50,000	e) Charging carers who are service users	£52,000	f) Billing from the start of a package	£10,000
a) Block contracts for brokerage services	£60,000												
b) Cease backdating of residential payments	£10,000												
c) Income generated from deferred payments	£10,000												
d) Review of Helpline charges	£50,000												
e) Charging carers who are service users	£52,000												
f) Billing from the start of a package	£10,000												

implementation

Together these proposals total **£192,000**

Proposed Savings £k:

Through efficiency, income generation, transformation, decommissioning, etc

a) Block contracts for brokerage services

Explore options for developing block contracts or framework arrangements for brokerage providers. Currently there are a range of brokers within the local social care market who do not have robust contractual arrangements in place. It had been proposed to develop an internal model of Brokerage which would be the benchmark for external providers. However, opportunities have arisen which provide an opportunity to develop a best practice framework in the external market which will realise savings through decommissioning of the internal model.

b) Cease backdating of residential payments

Residential providers do not always inform adult social care of changes to the client placements within their homes. Whilst stringent checks have been put in place providers do not always respond to requests for contracts or inform the service when changes occur. To encourage a more robust response it is proposed to cease the backdating of residential payments where the provider does not provide the information required.

c) Income generated from deferred payments

Whilst the deferred payments scheme cannot generate additional income under the Care Act 2014, these costs are associated with the general overheads of maintaining the scheme. Any additional costs generated above this target will offset the costs incurred for additional staffing resources to manage the scheme locally.

d) Review of Helpline charges

There are currently 3 levels of charges for helpline and it is proposed to move to one band, which is currently gold level. As part of these proposals it is also suggested that we move away from subsidising housing establishments.

e) Charging carers who are service users

Carers Allowance is currently disregarded within our charging policy when the carer is also a service user. This was previously seen as a way to incentivise carers to retain their caring role. However, the Care Act 2014 included this within the types of benefits which should be taken fully into account when considering what a person can afford to pay towards their care from their income.

	<p>f) Billing from the start of a package</p> <p>Whilst the majority of our financial assessments are completed in advance of a person's care and support package commencing, there are some instances where this is not possible. In these cases it is proposed to start the billing from the date of the care package, as opposed to the date of the completion of the financial assessment. People are informed as part of the social care needs assessment that they may have to contribute towards their care and support services so people are prepared at the beginning of their social care journey.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	None
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<p><u>Property Implications</u></p> <p><i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i></p>	None
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Section 4

<u>Key Milestones</u>	
Milestone	Timescale
a) Block contracts for brokerage services	Implemented April 2016
b) Cease backdating of residential payments	Implemented April 2016
c) Income generated from deferred payments	Implemented April 2016
d) Review of Helpline charges	Implemented post April 2016
e) Charging carers who are service users	Implemented April 2016

f) Billing from the start of a care package	Implemented April 2016
---------------------------------------------	------------------------

Key Risks and Mitigations	
Risk	Mitigating Factor
Revision of our brokerage arrangements may lead to a gap in the local social care market and a potential risk to clients and continuity of providers	Ensuring effective, timely engagement and consultation with relevant partners will be essential
Cease backdating of residential payments could lead to an increase in complaints from residential providers	Ensuring effective, timely engagement and consultation with relevant partners via our provider forums will be essential
Risk of not generating sufficient income from deferred payments	The potential income has been modelled on previous years take up of deferred payments with an allowance for fewer cases than in previous years. This should mean that the target is achievable during year 1.
Review of Helpline charges could lead to concerns by partners, stakeholders and vulnerable adults	Ensuring effective, timely engagement and consultation with relevant partners will be essential
Charging carers who are service users may lead to a withdrawal of support from carers who are also in receipt of care and support services	Clear and timely consultation will be essential in managing the impact of any charging reforms for carers.
Billing from the start of a care package may lead to an increase in complaints	Development and provision of information about paying for a person's care and support services should be shared with them or their family at the point of their social care needs assessment.

Section 5

What impact might the proposal have on the following?

Service Delivery and future expected outcomes:

The overall vision for adult care in Oldham is to ensure as many people as possible are enabled to stay healthy and actively involved in their communities for longer and delay or avoid the need for targeted services. In order to achieve this and manage the expected future demands, there is a need to move away from traditional “social” and “health” care, and focus on prevention, integration and a more person centred model of holistic care. The proposals contained within this paper will help to deliver this vision.

The approach to manage the expected demand within reduced resources will be one that:

- Intends to lessen demand;
- Is focussed on outcomes;
- Promotes delivery models that can deliver savings;
- Supports people to avoid using residential care services, but where they do reduces the length of stay and delays the point of admission; and
- Invests in preventative services.

Organisation (other services)

The success of the transformation programme depends on the engagement of all parts of the organisation and our key partners to establish a joined up approach. To support this progress will be reported into Transforming Adult Services group, which aims to engage with key elements of the business in our transformation programme.

Workforce

We will need to ensure the workforce is fully skilled up and knowledgeable on changes to the adult social care charging and income generation, including the changes to working practices and processes arising from these proposals.

Communities

Communities will benefit from a joined up health and social care system, with simpler processes and will find it easier to understand their care and support funding.

Service Users

Service users will experience a more joined up system, and would benefit from an aligned approach to the funding of their care and support.

The charging elements of this proposal will impact on the amount of disposable income Adult Social Care service users will retain, as a result of their contribution towards their care and support needs increasing. However, all individuals will be left with a Minimum Income Guarantee (MIG) level, as laid out in the statutory framework, so no-one will pay more towards their care than they can afford to do so.

Partner Organisations (Public & Private) inc Third Sctr (Voluntary, Faith & Third Party Organisations)

Partners will also benefit from a more joined up health and social care system, with effective aligned processes and systems. However, partners might also feel additional financial pressures from revised working arrangements.

There may be additional pressure on voluntary and community organisations as demand rises and attempt to fill gaps in provision.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	All relevant consultation with staff, trade unions, providers and partners will be undertaken for specific projects.
Staff Consultation	All relevant, consultation with service users, carers, providers and partners, will be undertaken for specific
Public Consultation	

Service User Consultation	projects.
Any other consultation	All consultation completed by November 2015.

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	Yes
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	Yes
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

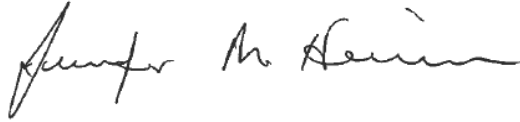
EIA required:	Yes
EIA to be completed by:	Helen Ramsden
By:	1 September 2015

Section 9

Responsible Officer:	Maggie Kufeldt, Executive Director, Health and Wellbeing
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Support Officer Contact:	Claire Hill
Support Officer Ext:	3125

Cabinet Member Comments and/or approval

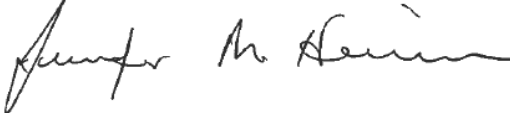


Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	17 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr Jenny Harrison,
Signed:	
Date:	17.8.15

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Cabinet Member:	
Signed:	
Date:	

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment

E010 A - Adult Services - Income Maximisation (Brokerage)

Lead Officer:	Kirsty Littlewood, Head of Client Support, Adults
People involved in completing EIA:	Hayley Summers, Planning & Commissioning Manager Julie Hawkins, Short Breaks & Transformation Manager
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>The proposal relates to vulnerable adults with eligible social care and support needs who wish their needs to be met through the provision of a direct payment.</p> <p>It also encapsulates children with Special Educational Needs and Disabilities aged 0 – 25 years (and their families) who wish to access brokerage services to manage their direct payment.</p>
1b	What is the project, policy or proposal?	<p>Oldham Council is seeking interest from organisations who would be interested in providing a brokerage provision to service users who are in receipt of a Direct Payment (DP).</p> <p>As part of Oldham’s person-centred approach to care and support and, in line with the Care Act 2014, all those who are eligible for care and support from the council will be allocated a personal budget and encouraged to take up a direct (cash) payment rather than having a package of care and support services arranged for them.</p> <p>Direct Payments enable people with adult social care needs and children/young people's families to have more choice and control over the support they receive. Many choose to employ Personal Assistants to give them maximum control and flexibility to meet their desired outcomes, some are</p>

		<p>unable to confidently manage these or other service arrangements and look to a Broker to assist them.</p> <p>Brokers work in partnership with the Council to ensure that people who utilise a direct payment are fully enabled to manage, administer and meet their care and support needs. Brokers help clients manage their personal budget in order to make the process a lot easier, ensuring clients have access to relevant information on providers and services available. Oldham's local support brokers offer one-to-one support, additional continuous support for those who need it, or support by phone and or online.</p> <p>Brokers have an in depth understanding of disability, needs and culture, along with the latest local knowledge in order to make use of the best resources currently available to match an individual's personal and financial circumstances.</p> <p>The key elements of a brokerage service are:</p> <ul style="list-style-type: none"> • Ensuring an outcome focused approach to support plans • Identifying indicative costs of implementing the support plan • Managing the client's personal budget • Planning and managing the right support for clients • Writing a contingency plan reflects individuals personal preferences • Exploring solutions to emergency events • Providing and ensuring there is a more personalised service • Liaising and negotiating with the service providers • Arranging care and support services • Clarifying the client's needs and goals • Identifying and accessing community resources • Inducting, interviewing and recruiting staff / PA's • Drafting contracts of employment for PA's • Ensuring that direct payments funding is being used on items approved in the support plan • Regularly updating clients and supporting them to keep records of how the budget is being used and spent • Opening a separate bank account where necessary for clients to access funding • Filling in payroll forms and PA's timesheets • Liaising with insurance companies and keeping a record of insurance certificates • Managing payroll/accountants' services • Resolving problems that may arise with the management of a client's personal budget
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		<p>The project proposal is to tender for a new approved list of brokers.</p> <p>The proposal incorporates the cessation of the Council's in-house support brokerage function, which was intended to provide an alternative option for those people wishing to access a broker. However, it was identified that whilst funding was allocated towards this initiative, it was never launched and felt more beneficial to develop a robust, flexible brokerage model within the external social care market.</p> <p>This approach acknowledges the diverse skill sets required to deliver bespoke brokerage functions and ensures ongoing investment and growth within our local economy.</p>
1c	What are the main aims of the project, policy or proposal?	<p>To establish a robust, flexible brokerage model within Oldham which safeguards individuals, protects public funds and ensures positive outcomes for the client.</p> <p>Through the tender process we will ensure that personalised, quality driven services are provided within the brokerage framework. Ensuring that clients accessing the provision from across the spectrum of children and adult services are afforded flexible high quality provision.</p>
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>The use of brokerage providers for the management of direct payments in Oldham is nothing new. Since the inception and implementation of personal budgets, around 2008, there has been close liaison between the Council and brokerage providers.</p> <p>However, there is an acknowledgement that service provision has steadily increased in this area, with some 350 plus clients in adult social care alone receiving some form of brokerage support.</p> <p>In context, this equates to over half of the 600 direct payments currently in operation, which has an annual spend in the region of £7m.</p> <p>The fees for brokerage providers, whilst set as a standard by the Council, fluctuate significantly and the service 'offer' for the client can vary dramatically from one provider to another. The current approximate spend within this sector of the market on an annual basis, is in the region of £210,000.</p>

		<p>By tendering for an approved provider list we can ensure that positive outcomes for clients with eligible care and support need are delivered. Providers will be monitored against the following key outcomes:</p> <ul style="list-style-type: none"> • Physical, mental and emotional wellbeing • Control by the individual over day-to-day life • Social and economic wellbeing • Suitability of living accommodation • Individual's contribution to society • Participation in work, education, training or recreation • Protection from abuse and neglect • Personal dignity (including respect) • Domestic, family and personal wellbeing <p>It is important to note, that whilst the project is focused on delivering positive outcomes for our service users and the provision of high quality services, other drivers include:</p> <ul style="list-style-type: none"> • Ensuring brokerage providers are compliant and support the Council in meeting its legal duties under the Children and Families Act and the Care Act 2014. • Compliance with other regulatory reforms including real time data to HMRC and pension reforms • Developing a brokerage modal which is flexible and can meet the demands of future integration models • Ensuring value for money and embedding performance management measures and accountability. <p>As the approved list is a joint initiative across Children and Adult Services, it ensures equality in service provision, co-operative working and the potential for a more seamless transition into adult services through the continuity of service provision.</p>
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(include impacts due to pregnancy / maternity)				
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Those adults or children (and families) with special educational needs who have had an assessment of need and therefore require the services of a broker.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1h	How have you come to this decision?	The development of an approved provider list will have a positive impact on clients who require brokerage services as it will ensure equality of service provision, embed quality assurance approaches and ensure the delivery of high quality services, through a robust contractual framework agreement. Through contractual performance management

		requirements, the Council will ensure that the approved providers meet the clients expectations, deliver positive outcomes and ensure adherence with Council policies and procedures.
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Stage 5: Signature	
Lead Officer: Kirsty Louise Littlewood	Date: 7 December 2015
Approver signature: Mark Warren	Date: 7 December 2015
EIA review date: October 2016	

Equality Impact Assessment

E010 B - Adult Services - Income Maximisation (Backdating charges)

Stage 1: Initial screening

Lead Officer:	Kirsty Littlewood, Head of Client Support Services
People involved in completing EIA:	Karen Maders Team Leader Income and Assessments
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes x No Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>Adult Social Care Non Residential Charging Policy The Care Act 2014 introduced changes to the rules relating to the financial assessment process for calculating service user's contributions towards their non-residential care services which include personal budgets, day-care, extra care housing and supported living along with the date that these services can be charged for.</p> <p>The charging policy was revised in April 2015 to make it compliant with the Care Act but further revisions are proposed.</p>
1b	What is the project, policy or proposal?	<p>What is a financial assessment? A financial assessment is completed to calculate the amount that a person can afford to contribute towards their non-residential or residential care services. It is a means test assessment calculated based on the guidance set in The Care Act 2014.</p> <p>When are financial assessments completed? Referrals are sent on FWi from the Care Manager to the Income and Assessment to complete a financial assessment when a person is going to receive services. Usually the financial assessment is completed before services start but sometimes this does not happen and</p>

		<p>there is a delay in completing the assessment.</p> <p>When is the financial assessment effective from?</p> <p>Under the current charging policy the assessment for residential care services is backdated to the date that services started but the assessment for non-residential services is only effective from the Sunday following the date of the assessment. This means that if services have started prior to the assessment being completed then they are received free for a period of time.</p> <p>Previously, under the Fairer Charging Guidance charges for non-residential care services could not be backdated, however this has been changed with the introduction of The Care Act 2014.</p>
1c	What are the main aims of the project, policy or proposal?	<p>The main aim of the proposal is to be fully compliant with the charging guidance as set out in the Care Act 2014 therefore ensuring the fair and equitable treatment of all service users.</p> <p>The proposal seeks to ensure that:-</p> <ul style="list-style-type: none"> • All service users are treated in the same way and charged from the start date of their services • The income collected by the Council is maximised.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>This proposed change in policy may have a detrimental effect on those whose financial assessment is not completed before they start to receive services as they will not be aware of their contribution prior to services commencing. However, by completing a financial assessment we will ensure that service users will still be left with the Minimum Income Guarantee amount set by the Department of Health and will not be charged more than they can afford to pay.</p>

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

People in a marriage or civil partnership	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
People in particular age groups	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input type="checkbox"/>	X

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes X No <input type="checkbox"/>
1h	How have you come to this decision?	<p>The change proposed may have a negative impact on some service user's finances.</p> <p>Where service users are going to see an adverse change in their financial position, we will need to ensure that we have processes in place to help them cope.</p> <p>Due to this likely impact it is recommended we do a full impact assessment.</p>

Stage 2: What do you know?

What do you know already?

We currently have open financial assessments and support plans for approximately 2,200 service users and we receive about 55 referrals a week for financial assessments to be completed.

Financial Impact for Service Users

We have looked at the assessments that we have completed over a third of a year to look at the number of people that would be affected if we backdated charges to the start date of the service. From looking at this information the following has been identified:-

- On average 14% of those people assessed over a month would have their charges backdated
- The average number of days that charges would be backdated for was 8, although there were 8 cases over the period looked at that would have charges backdated for more than 100 days

Financial Impact for the Council

- Over the period studied an additional £12,000 in income would have been generated
- If these finding were replicated over the course of the year an additional £36,000 may be generated in income

Financial assessment

All those who are in receipt of services will have a financial assessment to calculate the amount they can afford to contribute towards their care.

Invoices for contributions are raised in arrears therefore as the average number of days charges are backdated for is 8, service users would have had a financial assessment before the first invoice for their contribution was raised.

What don't you know?

We do not know whether this level of additional income would be maintained as a lot of data quality checking has been being undertaken which may have impacted on the findings.

Further data collection

Summary (to be completed following analysis of the evidence above)	None	Positive	Negative	Not sure
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

undergoing or have undergone a process or part of a process of gender reassignment				
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				

Stage 3: What do we think the potential impact might be?

Consultation information

This section should record the consultation activity undertaken in relation to this project, policy or proposal.

3a. Who have you consulted with?	1,800 questionnaires were sent out to a selection of service users including people who received helpline services or fully funded their own care. These questionnaires were sent out at the end of September and the consultation ran until early December 2015.
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	Postal questionnaires were sent out to the cohort of service users identified above.

3c. What do you know?

Financial Impact for Service Users

- 14% of those assessed would have their charges backdated for about 8 days from the date of the financial assessment
- A small proportion of services users will have their charges backdated for a lengthy period of time

Consultation outcomes

The consultation queried whether charges for a person's care and support should be backdated to the time at which the package commenced, rather than the point at which a person's financial assessment is completed. In a handful of cases these services are received free for a period of time, even when the person can afford to pay.

We asked service users whether the charges for care and support should commence from the start of their services and 40% agree that this should be from the start of the care package, 35% agreed with backdating charges and 25% did not know.

3d. What don't you know?

n/a

3e. What might the potential impact on individuals or groups be? <i>(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)</i>	
Generic (impact across all groups)	For those assessed after their services have commenced their contribution would be backdated to the start date of their services.
Men or women (include impacts due to pregnancy / maternity)	Whilst our approach does not positively or negatively impact either of these groups disproportionately it should be noted that in general, across health and social care, there are significantly higher levels of women receiving care and support than men. This is linked to demographics reflecting that generally women live longer than men and in turn need a high level of social care support. In turn this may mean that a greater number of women are affected.
People in a marriage or civil partnership	No impact.
People of particular sexual orientation/s	No impact.
Disabled people	People can be in receipt of services due to an illness or disability therefore the proposed changes would impact on this group. However, it would not impact on one particular group of disabled people more than another.
Particular ethnic groups	No impact.
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No impact.
People on low incomes	There will be an impact on people with a low income as they may have to pay charges from an earlier date.
People in particular age groups	No impact.
Groups with particular faiths and beliefs	No impact.
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at</i>	No impact.

<i>risk of loneliness, carers or serving and ex-serving members of the armed forces)</i>	
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Stage 4: Reducing / mitigating the impact
As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?	
Impact 1: Not being aware of their financial contribution prior to the start of their services	Service users are advised at the initial contact stage that they will require a financial assessment and that the maximum amount that they will have to pay is the full cost of the service. Therefore although service users will not know what their actual contribution will be they will be aware that they will have to pay for their services
Impact 2: Charges being backdated for a long period	Consideration would have to be given in these circumstances as to the reason for the backdated charge. If the delay in the financial assessment was due to the person not being available to complete the assessment or not providing the required information then the charge would be backdated. If the delay was due to our error then consideration may need to be given to waiving part of the charge but cases would need to be looked at on an individual basis.

4b. Have you done, or will you do, anything differently as a result of the EIA?

Financial assessments
 We have discussed the Framework I process for referrals being sent through to the Income and Assessment team to request that these are sent before services are agreed at panel. In doing this the opportunity for completing the assessment prior to services commencing is maximised.

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

The number of cases where charges are backdated will be monitored along with the length of time the charges have been backdated for.

Conclusion

This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact

Whilst there could potentially be negative impacts on a range of protected characteristic groups – disability and people on a low income– appropriate mitigating actions have been identified to reduce the potential impact.

Stage 5: Signature

Lead Officer: Kirsty-Louise Littlewood

Date: 7 December 2015

Approver signature: Mark Warren

Date: 7 December 2015

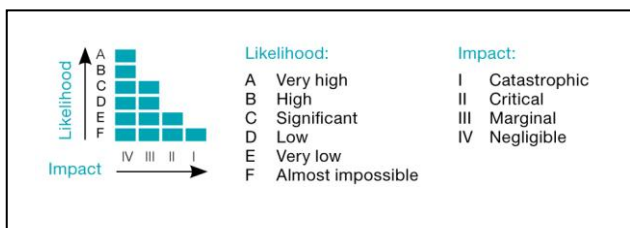
EIA review date: 12 months (October)

APPENDIX 1: Action Plan and Risk Table

Action Plan

Once you have decided on the course of action to be taken in order to reduce or mitigate the impact, please complete the action plan below
(An example is provided in order to help you)

Number	Action	Required outcomes	By who?	By when?	Review date
1 Service Users are aware of charges for services prior to them commencing	Communication needs to be reviewed/drafted to ensure that service users are aware of charges	<ul style="list-style-type: none"> Information and record sheet is completed with service users and uploaded onto FWi Information is available via the internet or leaflet to explain briefly the charges for care services 	Care Management Income and Assessment Team		
2 Charges are backdated for a long period	Reports will be run to identify invoices that include a substantial backdate and discussions will be held on a case by case basis. Accompanying letters will be sent to explain the invoice where required	<ul style="list-style-type: none"> Clear records are kept as to the reasons for the backdated invoice Service users understand their invoice and what it is for The number of complaints received is reduced 	Income and Assessment Team		



Equality Impact Assessment

E010 D – Adult services – Maximising income (Helpline element)

Stage 1: Initial screening

Lead Officer:	Kirsty Littlewood, Head of Client Support Services
People involved in completing EIA:	Karen Maders Team Leader Income and Assessments
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	<p>Yes x No</p> <p>Date of original EIA:</p>

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>This EIA relates to proposal (ref: E010) and is in respect of the Helpline element outlined in D.</p> <p>Helpline Service (Oldham Care and Support) In 2012 the helpline service transferred to Oldham Council from First Choice Homes. The service is currently provided by Oldham Care and Support and charges are collected by the Income and Assessment Team within the Council's Client Support Service.</p>
1b	What is the project, policy or proposal?	<p>Background</p> <p>What is helpline? Helpline is a service provided to help people retain their independence in their home by providing them with the knowledge that help, advice or reassurance can be provided quickly in an emergency situation.</p> <p>Who is helpline for? Anyone can access the helpline service. For those assessed as having eligible needs it can form part of their support plan or it can be purchased privately.</p> <p>Some housing providers including Housing 21 and FCHO offer helpline as part of their tenancy agreements.</p> <p>Currently all clients who access reablement services have helpline installed at the beginning of their reablement period and at the end of this period they can choose to</p>

keep this service or have it removed. This forms part of the service commissioned from Oldham Care and Support from the Council.

What are the different levels of helpline service available?

There are 3 different levels of service available

Gold Weekly cost £6.50 - includes a weekly check-up telephone call. Response staff will attend to assist in an emergency if necessary.

Silver weekly cost £5.00 - response staff will attend in an emergency if necessary.

Bronze weekly cost £2.00 – response staff will contact relatives or emergency services where needed.

When helpline transferred to the Council from FCHO everyone was transferred on a silver level of service unless otherwise specified by the service user.

How is helpline income collected?

For those with eligible needs the charge for helpline is included in the assessed contribution that they pay towards the cost of their services. A means test assessment is completed to calculate the contribution.

For private helpline clients an annual invoice is raised, in a similar way to Council Tax, which includes a monthly breakdown of payments required.

Housing 21

- For group schemes and extra care housing all charges are collected in rent by Housing 21.
- For those in bungalows £2.00 for the Bronze level of service is collected in rent and additional charges for Silver or Gold Service is invoiced for by the Income and Assessment Team.

Villages

- Villages will pay £2.00 for the Bronze level of service additional charges for Silver or Gold Service is invoiced for.

Payments are received from the Housing Revenue Account totalling approximately £186,000 a year to subsidise the Housing Association services.

		<p>What is the proposed change?</p> <p>It is proposed to increase the income target from OCS by £50,000. In order to incentivise them to do this it is proposed to cease installing helpline as part of the re-ablement package that no additional increases will be made for a 3 year period meaning that they will benefit from any growth in their business.</p>
1c	What are the main aims of the project, policy or proposal?	The main aim of the proposal is to increase the income generated from helpline and incentivise OCS to grow this part of their business.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	This proposal would affect those that currently have helpline installed as part of the re-ablement package. From information we currently hold 68 instalments have been completed this year as part of a re-ablement package.

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input type="checkbox"/>	X

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes X No <input type="checkbox"/>
1h	How have you come to this decision?	<p>The change proposed is likely to have a negative impact on some service user's finances as currently if helpline is installed as part of a helpline package it is not chargeable until the end of this period.</p> <p>Where service users are going to see an adverse change in their financial position, we will need to ensure that we have processes in place to help them cope.</p> <p>Due to this likely impact it is recommended we do a full impact assessment.</p>

Stage 2: What do you know?	
What do you know already?	
<p>From the records that we currently hold on helpline services we are currently aware of the following information</p> <p>As of 1 October 2015 we have 2635 helpline users broken down as follows:-</p> <ul style="list-style-type: none"> • 385 who have helpline as part of their support plan • 1500 private payers • 750 have helpline provided through their housing provider <p>Of these users the breakdown of service levels provided is as follows:-</p> <ul style="list-style-type: none"> • Bronze 240 • Silver 1593 • Gold 52 • 750 who have Bronze level care subsidised by the Housing Provider <p>The age breakdown of these users is as follows</p>	

Level of Service	Under 65	65-75	Over 75
Bronze	17%	16%	67%
Silver	11%	12%	77%
Gold	14%	9%	77%

From our records we have identified that this year 68 instalments have been completed as part of a re-ablement package. Of the 17 instalments completed over the period August to October 2015 10 of these have been removed following the end of the re-ablement period.

Financial Impact for Service Users

If helpline is not included as part of a re-ablement package it would be chargeable from when it is installed this could mean that a service user has to pay up to an additional £39.00 for the helpline service.

Service Use

Over a 4 month period the following helpline information was logged:

- 7,132 calls were received from service users
- 66 calls resulted in an ambulance attendance
- 2,523 resulted in attendance from Helpline response

Financial Impact for the Council

More income would be collected as charges would be payable from the start of the service. Administration costs would also be reduced as currently at the end of the re-ablement package we raise an invoice for the instalment and annual cost for the helpline service if the decision is then made to not retain the service then a credit note has to be raised adding additional costs.

What don't you know?

We do not know how many service users who currently have helpline installed as part of re-ablement would choose to have this installed if it wasn't included as part of the package.

We do not know whether the concessions proposed would incentivise OCS to grow this part of the business.

Further data collection

Summary (to be completed following analysis of the evidence above)	None	Positive	Negative	Not sure
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Particular ethnic groups	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
People in a marriage or civil partnership	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Groups with particular faiths and beliefs	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				

Stage 3: What do we think the potential impact might be?

Consultation information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal.</i>	
3a. Who have you consulted with?	Informal communications have commenced with Oldham Care and Support to increase the income target for helpline in 2016/2017. Formal commissioning intentions meeting took place with them on 30 November 2015 and was positively welcomed.
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	Email communications during November and a commissioning intentions meeting with OCS and its Managing Director on 30 November 2015, where the increase to the helpline income target was discussed including potential options to incentivise the proposal over the longer term.

3c. What do you know?

Financial Impact for Service Users

Service users may have to pay more for the helpline service as it will not be included as part of re-ablement.

3d. What don't you know?

We do not know how many people will choose to have helpline installed on top of their re-ablement package.

3e. What might the potential impact on individuals or groups be?	
Generic (impact across all groups)	Over this year 68 users have helpline installed as part re-ablement.
Men or women (include impacts due to pregnancy / maternity)	Whilst our approach does not positively or negatively impact either of these groups disproportionately it should be noted that in general, across health and social care, there are significantly higher levels of women receiving care and support than men. This is linked to demographics reflecting that generally women live longer than men and in turn need a high level of social care support. In turn this may mean that a greater number of women are affected.
People in a marriage or civil partnership	No impact.
People of particular sexual orientation/s	No impact.
Disabled people	Users of the helpline service and those accessing re-ablement are likely to have an illness or disability as such the changes will directly impact this protected characteristic group most significantly. However, there will not be a disproportionate effect on a particular group of disabled people.
Particular ethnic groups	No impact.
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No impact.
People on low incomes	There may be an impact on people on a low income as helpline would be chargeable from the start of the service, however financial assessments would still be completed ensuring that people are not charged more that they can afford to pay.
People in particular age groups	From the analysis that we have completed we know that the majority of helpline service users are over 75 therefore these changes would have a higher impact on people in this category.
Groups with particular faiths and beliefs	No impact.
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>)	No impact.

Stage 4: Reducing / mitigating the impact

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Impact 1: Helpline would not be installed as part of re-ablement and users may be at risk

Users would still be able to have helpline installed as they started re-ablement but it would be chargeable from the start rather than free for up to 6 weeks.

4b. Have you done, or will you do, anything differently as a result of the EIA?

N/A

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

The number of user choosing to have helpline installed as they start re-ablement would need to be monitored. Growth in this part of the service offered by OCS would need to be monitored.

Conclusion

Whilst there could potentially be a negative impact on a range of protected characteristic groups – disability and people on a low income– appropriate mitigating actions have been identified to reduce the potential impact.

Stage 5: Signature

Lead Officer: Kirsty Littlewood **Date:** 07.12.15

Approver signature: Maggie Kufeldt **Date:** 07.12.15

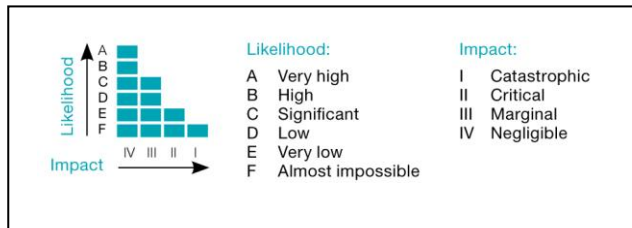
EIA review date: December 2016

APPENDIX 1: Action Plan and Risk Table

Risk table

Record any risks to the implementation of the project, policy or proposal and record any actions that you have put in place to reduce the likelihood of this happening.

Ref.	Risk	Impact	Actions in Place to mitigate the risk	Current Risk Score	Further Actions to be developed
R1.1	Increase in complaints and appeals received due to the increase in service user's contributions		Transitional protection to be applied and financial re-assessments to be completed	CIII	Effective communication plan to be completed.



Equality Impact Assessment

E010 E - Adult Services - Income Maximisation (Carers Allowance)

Stage 1: Initial screening

Lead Officer:	Kirsty Littlewood, Head of Client Support Services
People involved in completing EIA:	Karen Maders Team Leader Income and Assessments
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes x No Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>Adult Social Care Non Residential Charging Policy</p> <p>The Care Act 2014 introduced changes to the rules relating to the financial assessment process for calculating service user's contributions towards their non-residential care services which include personal budgets, day-care, extra care housing and supported living.</p> <p>The charging policy was revised in April 2015 to make it compliant with the Care Act but further revisions are needed in relation to the treatment Carers Allowance that is in payment to service users.</p>
1b	What is the project, policy or proposal?	<p>What is Carers Allowance?</p> <p>Carer's Allowance is paid to people who provide 35 hours or more of care to a person who is in receipt Attendance Allowance, Personal Independence Payment (Daily Living Component) or Disability Living Allowance Care at the middle or higher rate.</p> <p>Fairer Charging Guidance</p> <p>Prior to the implementation of the Care Act 2014 the non-residential charging policy was set based on the Fairer Charging Guidance issued by the Department of Health.</p>

		<p>Under this Guidance the Council used its discretion to be more generous in its Charging Policy for non-residential care and disregarded Carers Allowance in the financial assessment for non-residential care.</p> <p>Care Act 2014</p> <p>Within the Care Act Guidance (Annex C Treatment of Income para 16) it clearly states that Carers Allowance should be taken fully into account when considering what a person can afford to pay towards their care.</p> <p>In relation to this we need to review our charging policy to take Carers Allowance into account in the financial assessment.</p> <p>To clarify this point, we are not proposing to charge for carers services, we are proposing to include Carer's Allowance in the financial assessment for service users who receive services in their own right.</p>
1c	What are the main aims of the project, policy or proposal?	<p>The main aim of the proposal is to be fully compliant with the treatment of income as set out in the Care Act 2014 therefore ensuring the fair and equitable treatment of all service users.</p> <p>The present charging policy needs to be altered as currently Carers Allowance is disregarded.</p> <p>The proposal seeks to ensure that</p> <ul style="list-style-type: none"> • Income is treated as set out in the Care Act • That all service users are treated fairly and equitably. Currently if a service user defers claiming their Retirement Pension to continue claiming Carers Allowance they would pay less than a service user who had claimed their Retirement Pension.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>This proposed change in policy may have a detrimental effect on those who currently receive Carers Allowance and have this disregarded in their financial assessment.</p> <p>By no longer making this allowance the maximum</p>

		weekly contribution that a service user has to make towards their care may increase. However, service users will still be left with the Minimum Income Guarantee amount set by the Department of Health.
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Carers who are also service users			<input checked="" type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1h	How have you come to this decision?	The change proposed is likely to have a negative impact on some service user's finances.

		<p>Where service users are going to see an adverse change in their financial position, we will need to ensure that we have processes in place to help them cope.</p> <p>Due to this likely impact it is recommended we do a full impact assessment.</p>
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Stage 2: What do you know?	
What do you know already?	
<p>We currently have open financial assessments and support plans for approximately 2,200 service, users of these 38 are in receipt of Carers Allowance and have this disregarded in their financial assessment.</p> <p>Financial Impact for Service Users A scoping exercise has been completed to identify the likely financial impact on service users who are currently receiving Carers Allowance and the findings are as follows:-</p> <ul style="list-style-type: none"> • 76% will have an increase in their contribution • 24% will have no increase in their contribution • 58% will begin to pay towards their services having previously been assessed as not able to contribute towards the cost of their services • 61% will have an increase in their contribution of more than £20 a week • 34% will have an increase in their contribution of more than £50 a week <p>Financial Impact for the Council Taking Carers Allowance into account in the financial assessment for non-residential care will increase the income collected by the Council. The scoping exercise that has been completed suggests the following:-</p> <ul style="list-style-type: none"> • Weekly income invoiced will increase by £1,309 • Annual income invoiced will increase by £68,000 <p>Financial reassessment The service users who are currently in receipt of Carers Allowance will need a financial re-assessment in order to explain the change in assessment rules and understand how this will effect what they need to pay.</p> <p>Service users will be required to provide all details of their income, capital and expenditure so that an assessment of what they can afford to pay towards their care services can be calculated.</p> <p>The charging framework provides a consistent approach for fairly and consistently assessing all service users' contributions towards the cost of the services that they</p>	

receive, based on their individual circumstances and is based on the principles set out in the Care Act 2014:

- ensuring that people are not charged more than it is reasonably practicable for them to pay;
- is comprehensive, to reduce variation in the way people are assessed and charged;
- clear and transparent, so people know what they will be charged;
- promotes wellbeing, social inclusion, and supports the vision of personalisation, independence, choice and control;
- supports carers to look after their own health and wellbeing and to care effectively and safely;
- is person-focused, reflecting the variety of care and caring journeys and the variety of options available to meet need;
- applies the charging rules equally so those with similar needs or services are treated the same and minimises anomalies between different care settings;
- encourages and enables those who wish to stay in or take up employment, education or training or plan for the future costs of meeting their needs to do so; and
- is sustainable for local authorities in the long-term.

The attached Charging Framework for Non-Residential Services provides a detailed breakdown of how a financial assessment will be completed for each service user.

What don't you know?

We do not currently know the full details of the changes that are going to be introduced in 2020 with the second phase of the Care Act and how this will impact on the non-residential charging policy and income collected.

Further data collection

Summary (to be completed following analysis of the evidence above)	None	Positive	Negative	Not sure
Does the project, policy or proposal have the potential to have a <u>disproportionate</u> impact on any of the following groups? If so, is the impact positive or negative?				
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

undergoing or have undergone a process or part of a process of gender reassignment				
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				

Stage 3: What do we think the potential impact might be?

Consultation information <i>This section should record the consultation activity undertaken in relation to this project, policy or proposal.</i>	
3a. Who have you consulted with?	1,800 questionnaires were sent out to a selection of service users including people who received helpline services or fully funded their own care. These questionnaires were sent out at the end of September and the consultation ran until early December 2015. In addition, the proposals were presented to the Carers for Positive Change group for consideration and comment.
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	Postal questionnaires were sent out to the cohort of service users identified above.

3c. What do you know?

Financial Impact for Service Users

We currently have open financial assessments and support plans for approximately 2,200 service users of these 38 are in receipt of Carers Allowance and have this disregarded in their financial assessment.

A scoping exercise has been completed to identify the likely financial impact on service users who are currently receiving Carers Allowance and the findings are as follows:-

- 76% will have an increase in their contribution
- 24% will have no increase in their contribution
- 58% will begin to pay towards their services having previously been assessed as

not able to contribute towards the cost of their services

- 61% will have an increase in their contribution of more than £20 a week
- 34% will have an increase in their contribution of more than £50 a week

Consultation outcomes

Of the consultation responses received to date the following is known:-

- 15% agree that Carer's Allowance should be taken into account
- 48% disagree with taking Carer's Allowance into account
- 37% Do not know

When the proposals were presented to the Carers for Positive Change Group there was an acknowledgement that this was outside the control of the Council, as it is a requirement under the Care Act, and as such, the authority has little option but to adopt the change. However, it was acknowledged that other incentivisation should be explored via the Carers Strategy.

3d. What don't you know?

We do not know if these service users will claim Disability Related Expenditure as part of the financial assessment process which may reduce any increase in their contribution.

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)	There are 38 service users who currently receive carer's allowance and have this disregarded in their financial assessment. These will need to be financially re-assessed. There will be an impact on people with a low income as the allowances that are currently applied when completing a financial assessment will be reduced meaning that people may have to pay more towards the cost of their care.
Men or women (include impacts due to pregnancy / maternity)	Whilst our approach does not positively or negatively impact either of these groups disproportionately it should be noted that in general, across health and social care, there are significantly higher levels of women receiving care and support than men. This is linked to demographics reflecting that generally women live longer than men and in turn need a high level of social care support. In turn this may mean that a greater number of women are affected.
People in a marriage or civil partnership	No impact.
People of particular sexual orientation/s	No impact.
Disabled people	As the people that are affected are in receipt of services it is

	likely that the changes will impact this group of people.
Particular ethnic groups	No impact.
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No impact.
People on low incomes	There will be an impact on people with a low income as the allowances that are currently applied when completing a financial assessment will be reduced meaning that people may have to pay more towards the cost of their care. However, our framework for charging does not create inequalities and it does recognise, in line with the Care Act principles for charging for care and support services, that people only pay towards their care and support needs what is affordable. These changes will ensure that our approach to charging is applied fairly and consistently to all service user groups in compliance with Care Act legislation.
People in particular age groups	No impact.
Groups with particular faiths and beliefs	No impact.
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>)	This change will impact on carer's who are also service users as we will be taking carer's allowance into account in the financial assessment when it has been previously disregarded. This will mean that these people may need to pay more towards the cost of their services.

Stage 4: Reducing / mitigating the impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4a. Where you have identified an impact, what can be done to reduce or mitigate the impact?

Impact 1: Increase in A period of transitional protection relief will be considered for

<p>financial contribution for service users in receipt of night care allowance</p>	<p>those people who are significantly impacted by the adoption of this statutory requirement. Any application of transitional protection will be informed by practice of neighbouring local authorities and previous applications of this approach in adult social care.</p> <p>This provides protection to those who are going to be significantly impacted by the change in contribution whilst minimising the impact on the collection of income.</p> <p>As part of the financial re-assessments that will be required due to this change benefit checks will be completed to ensure that service users are receiving the correct benefit entitlement. Service users will be advised to claim for any additional amounts we feel they may be entitled to, for example Pension Savings Credit or Carers Premium, in order to ensure that their income is maximised.</p>
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4b. Have you done, or will you do, anything differently as a result of the EIA?

Financial assessments

Financial assessments will be completed and notification of the change in contribution will be sent to service users prior to any increase in charge being implemented giving service users the opportunity to ask questions and have the charges fully explained to them. The period of transitional protection will minimise the financial impact on service users in the first instance giving them time to make adjustments to their expenditure as required.

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?

Financial assessments

The outcomes of financial assessments will be recorded, including the previous charges and the new contribution due to the change in the non-residential charging policy. This will then be monitored and reviewed, including the mitigating actions taken, to ensure that the measures taken are effective.

Conclusion

This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact

Whilst there could potentially be negative impacts on a range of protected characteristic groups – disability service users who are also carers and people on a low income – appropriate mitigating actions have been identified to reduce the potential impact.

Stage 5: Signature**Lead Officer:** Kirsty-Louise Littlewood**Date:** 7 December 2015**Approver signature:** Mark Warren**Date:** 7 December 2015**EIA review date:** 12 months (December 2016)

APPENDIX 1: Action Plan and Risk Table

Action Plan

Once you have decided on the course of action to be taken in order to reduce or mitigate the impact, please complete the action plan below (An example is provided in order to help you)

Number	Action	Required outcomes	By who?	By when?	Review date
1 Financial Re-assessments	Financial re-assessments will be undertaken for all service users who will be affected by this change. As part of this the changes will be fully explained and details of any disability related expenditure will be collected, ensuring that appropriate allowances are made in the financial assessment.	<ul style="list-style-type: none"> ➤ Service users will fully understand the charging policy and changes that are being made. ➤ Information will be collected on disability related expenditure ensuring that financial assessments are accurate 	Angela Pemberton	31/03/2016	
2 Welfare Benefit Checks	As part of the financial reassessment a benefit check will be completed ensuring that service users are in receipt of their full benefit entitlement and	<ul style="list-style-type: none"> ➤ Referrals are made to Welfare Rights and DWP where appropriate to assist with benefit claims. ➤ Income levels are reviewed for those service users where additional benefits are 	Angela Pemberton/Sophie Harland	31/03/2016	

	their income is maximised.	claimed to ensure that records are updated if income levels change.			
3 Transitional Protection	A period of transitional protection relief will be considered for those people who are significantly impacted by the adoption of this statutory requirement. Any application of transitional protection will be informed by practice of neighbouring local authorities and previous applications of this approach in adult social care.	➤ The financial impact on those affected by the change is limited initially.	Income & Assessment Team		
4 Monitor the impact of the change	Monitor the impact on service user's contributions and levels of income along with the income collected by the Council.	➤ Reports can be produced to monitor the effects of the change.	Sophie Harland/Karen Maders	31/03/2016	
6 Consider other options	Consider other options, under our carers strategy approach, to incentivise carers services.	➤ Carers strategy is further developed with a focus on additional support measures for carers	Angela Barnes	16/17	

Risk table

Record any risks to the implementation of the project, policy or proposal and record any actions that you have put in place to reduce the likelihood of this happening.

Ref.	Risk	Impact	Actions in Place to mitigate the risk	Current Risk Score	Further Actions to be developed
R1.1	Increase in complaints and appeals received due to the increase in service user's contributions		Transitional protection to be considered and financial re-assessments to be completed	CIII	Effective communication plan to be completed.



Equality Impact Assessment

E010 F – Adult Services – Maximising income (Residential fees)

Stage 1: Initial screening

Lead Officer:	Kirsty Littlewood, Head of Client Support Services
People involved in completing EIA:	Karen Maders Team Leader Income and Assessments
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes x No Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	Adult Social Care – Residential Care Providers The proposal relates to the payment of residential care fees to providers as outlined in element F of the budget proposal referenced E010.
1b	What is the project, policy or proposal?	Residential Care Fee Payments Residential care fees are paid to care homes in and out of the borough of Oldham. Payments are made on a 4 weekly basis and are paid from the date of admission into care. On average the 4 weekly payments made are for £1,700,000 and relate to approximately 950 service users. The proposal is to limit the period that we will backdate the payment of fees for when the home have caused the delay in payment by not returning the appropriate paperwork or notifying us that a service user has been admitted.
1c	What are the main aims of the project, policy or proposal?	The main aims of the proposal are:- <ul style="list-style-type: none"> • to ensure that homes notify us of changes and return paperwork in a timely manner • to allow us to manage budgets more accurately • to maximise income collection as invoices will be sent in a timely manner, difficulty can occur in collecting income if invoices are backdated for a lengthy period

1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	This proposal may have a detrimental effect on residential care providers as they may not be paid for the full amount of care provided.
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	X		<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	X	<input type="checkbox"/>		<input type="checkbox"/>
Groups with particular faiths and beliefs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
Residential Care Providers			X	
Resident's of residential care homes			X	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	X	

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes X No <input type="checkbox"/>
1h	How have you come to this decision?	The change proposed may have an impact on the payments received by residential care providers and may have an impact on the sustainability of their business. This in turn may have an impact on residents as if the care home they were residing in was to close down they would

		have to move to another home.
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Stage 2: What do you know?

What do you know already?

We currently make payments on a 4 weekly basis to residential care providers, the payments are 2 weeks in arrears and 2 weeks in advance. The payments relate to approximately 950 residents each period for a mixture of permanent and short term residential placements. The payments for each 4 week period are for approximately £1,700,000.

Financial Impact for residential providers

We have looked at the payments that have been made to residential providers from the start of this financial year to date the findings are as follows:-

- Payments in relation to 48 service users have been backdated for more than 56 days
- The sum of the backdated payments is £46,645

What don't you know?

We do not know whether the delay in the payments identified above was due to delays in our administration process or the homes returning the appropriate paperwork.

We do not know how this would impact on the sustainability of providers in this area.

Further data collection

Summary (to be completed following analysis of the evidence above)

Does the project, policy or proposal have the potential to have a disproportionate impact on any of the following groups? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Disabled people	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a marriage or civil partnership	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think that this proposal may affect negatively or positively?				
Residential Providers			X	
Resident's of residential care homes			X	

Stage 3: What do we think the potential impact might be?

Consultation information

3a. Who have you consulted with?	Consultation questionnaires were sent to all the current residential providers to obtain their views on the options being explored regarding the backdating of fees.
3b. How did you consult? (inc meeting dates, activity undertaken & groups consulted)	Consultation questionnaires were emailed to all residential providers.

3c. What do you know?

Only 3 providers responded to the consultation and whilst they did not fully support the proposal to cease back payments, they acknowledged that there should be an element of reduction where the responsibility for non-response lay with the care home provider.

We asked respondents whether non-return of the appropriate contract paperwork for the placement in the home should result in the payment only being backdated to the date the paperwork is returned. All 3 said that this approach should not be adopted.

Where respondents answered that they did not think it was appropriate, we queried over what timeframe this should apply to – 1 month, 2 months or 3 months plus. 1 respondent felt it should apply from month 1 and 2 respondents stated post 2 months.

We also asked providers to consider a reduced fee rather than ceasing back payments, 2 providers felt that there should not be a reduction and 1 provider felt that this should be set at 10% less.

All 3 providers stated that the cessation of back payments should not apply in the following circumstances:-

- When the paperwork hasn't been sent by the Council
- Where there is a query about the contract and this has already been raised
- Where we have been informed of IT issues which is affecting the return

We also queried whether we should pay the fee to the home, less any contribution the client has to make when 3 months or more has passed, in acknowledgement that we would be unlikely to be able to collect the fee where more than 3 months has passed. Only 1 respondent was in favour of this approach.

3d. What don't you know?

Whilst the questionnaire was sent out directly, via email, to residential and nursing care homes in mid-October, the limited number of responses does not provide an holistic view.

3e. What might the potential impact on individuals or groups be?

(think about disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups)

Generic (impact across all groups)	No impact.
Men or women (include impacts due to pregnancy / maternity)	No impact.
People in a marriage or civil partnership	No impact.
People of particular sexual orientation/s	No impact.
Disabled people	No impact.
Particular ethnic groups	No impact.
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No impact.
People on low incomes	No impact.
People in particular age groups	No impact.
Groups with particular faiths and beliefs	No impact.
Other excluded individuals and groups (e.g. <i>vulnerable residents, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>)	Residential providers may have a reduction in the payments that they receive. Resident's of residential care homes may be affected if businesses become unsustainable and close down as they would have to move to another care home.

Stage 4: Reducing / mitigating the impact

4a. Where you have identified an impact, what can be done to reduce or

mitigate the impact?	
Impact 1 Residential providers not being paid the full amount for services that they have provided	A number of options regarding the backdating of payments are being considered; if the ceasing of backdating of fees only applies when the provider has not sent the appropriate documentation back in the specified period then providers could put processes in place to minimise the risk of this happening and we could also build into our processes communication to chase up any outstanding documents. Full communication will be entered into with providers to ensure that they are aware of any changes being made.

4b. Have you done, or will you do, anything differently as a result of the EIA?
N/A

4c. How will the impact of the project, policy or proposal and any changes made to reduce the impact be monitored?
N/A

Conclusion <i>This section should record the overall impact, who will be impacted upon and the steps being taken to reduce / mitigate the impact</i>
N/A

Stage 5: Signature		
Lead Officer:	Kirsty-Louise Littlewood	Date: 07.12.2015
Approver signature:	Maggie Kufeldt	Date: 07.12.2015
EIA review date:	12 months (December 2016)	

APPENDIX 1: Action Plan and Risk Table

Action Plan

Once you have decided on the course of action to be taken in order to reduce or mitigate the impact, please complete the action plan below
(An example is provided in order to help you)

Number	Action	Required outcomes	By who?	By when?	Review date
1. Communication will be sent to all homes advising of any changes	Letters and emails will be sent to all providers and head offices to advise them of any changes in payment terms Contract terms will need to be changed/reviewed	<ul style="list-style-type: none"> Providers are fully aware of the payment terms Contract terms are agreed 	Client Support Service Procurement	31/01/2016	
2. Fee payments not being backdated	Processes will be put in place to ensure documentation is chased up at appropriate intervals within	<ul style="list-style-type: none"> Documentation is chased up in a timely manner Staff are aware of their responsibilities in the process A clear audit trail is kept 	Client Support Service		



Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	E012
Portfolio	Health and Wellbeing
Directorate:	Health and Wellbeing
Division:	Adult Social Care
Responsible Officer and role:	Mark Warren, Director Adult Social Care
Cabinet Member and Cluster :	Cllr Jenny Harrison Social Care and Safeguarding

Title:	Local Area Coordination – An Asset-Based Approach to Adult Social Care
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Section 2

2015/16 Budget for the section: <i>(Directorate):</i>	Expenditure	£73.812m
	Income	(£27.069m)
	Net Expenditure	£46.743m
Total posts numbers in section: <i>(By Portfolio/Directorate/Division delete as appropriate):</i>	FTE	N/A

	2016/17 £k	2017/18 £k
Proposed Financial saving:	674	0
Proposed reduction in FTEs	Approximately 27.0 FTE/£300k of total financial saving.	0

Section 3

Background: <i>Brief description of the proposal ie: what will be different, how will</i>	This is a proposal to transform the way Adult Social Care is delivered in Oldham, in order to improve outcomes for all citizens, through the development of a Local Area Coordination (LAC) model which takes an asset-based approach to prevention and early intervention.
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changes be implemented, timescale for implementation

LAC provides the opportunity to shift the focus from people as passive recipients of social care to people as valued citizens (irrespective of service labels) who have talents, assets and contributions, and to view communities as inclusive and welcoming places to live that have abundant resources for mutual support and practical solutions.

LAC is a long term, integrated, evidence based approach to supporting people to:

- Build and pursue their personal vision for a good life
- Stay strong, safe and connected as contributing citizens
- Find practical, non-service, solutions to problems wherever possible
- Build more welcoming, inclusive and supportive communities

It should therefore:

- a) prevent, delay or reduce demand for costly services
- b) build community capacity and resilience
- c) support service reform and integration
- d) enable valuable formal Adult Social Care services to be retained as a back-up to local solutions

LAC Vision

Local Area Coordination is underpinned by positive values, principles and assumptions about local people and local communities. LAC's vision is that "all people live in welcoming communities that provide friendship, mutual support...and opportunities for everyone, including people vulnerable due to age, disability or mental health needs, and their families".

LAC Charter

The Charter aims to "develop partnerships with individuals and families as they build and pursue their goals and dreams for a good life, and with local communities to strengthen their capacity to include people vulnerable due to disability, age, mental health needs, or sensory impairments as valued citizens".

LAC Principles

1. Citizenship – with all its responsibilities and opportunities
2. Relationships – the importance of personal networks and

families

3. Information – supporting decision-making

4. Gifts – all that individuals, families and communities bring

5. Expertise – the knowledge held by people and their families

6. Leadership – the right to plan, choose and control your own life and support

7. Services – as a back-up to natural support

The LAC model is now at the core of care and support in Australia and has been implemented in parts of the UK (Middlesbrough, Derby, Thurrock), with evaluation surpassing expectations both in terms of outcomes for citizens and social care savings generated.

An ‘asset based approach’ is a broad term which refers to the potential, not just for social care, but more broadly for the Council and its partners, to work with residents in a way which supports people’s independence and quality of life by identifying and building upon the talents, strengths and assets of individuals and their community.

It demands a policy shift away from paternalistic services and dependency on care and support, to enabling people and communities to do more for themselves, and each other.

The Care Act has prompted questions about asset or strength-based assessments rather than the traditional deficit model, but a successful asset-based approach needs to deliver a broader and more fundamental shift in behaviour and practice.

How does LAC work?

Local Area Coordinators work with 50-65 individuals and their families in a defined geographical area. They provide a local, accessible and single point of contact for people of all ages who may be vulnerable due to age, disability or mental illness. They are the front end of the service system. They work by helping people to identify their own vision for a good life and the ways to achieve it.

Local Area Coordinators nurture local solutions to help keep people strong. They help people to access social care services where needed, but see services as the last thing to consider, not

the first.

LAC drives positive cultural change across the whole system, and is a fundamental change in both organisation and values. It is based on carefully developed models and practices. LAC is not therefore an initiative to drop into the existing system but is a way to transform the whole system, starting by moving the front end of the service system from assessment, funding and services to diverting people away from the service system.

LAC Operating Framework

The LAC principles are supported and underpinned by the LAC Operating Framework. The framework supports not only the effective design, development and implementation of LAC, but also maintains programme clarity, integrity, accountability and quality. The framework includes:

- Vision
- Charter or mission
- Principles and values
- Objectives
- Outcomes
- Programme strategies
- Target groups and geographical areas
- Performance indicators
- Quality framework including key risks

Implementation

Oldham's ambition to deliver a co-operative future where everyone does their bit to create a confident and ambitious borough has already laid down the strategic foundation for the delivery of an effective Local Area Coordination model.

Oldham has a major network of community assets at its disposal and significant investment has been made to support other preventative services.

Detailed analysis of all preventative roles will be required to ensure delivery of and alignment with the LAC model, in order to confirm the extent of financial savings that might be made, which roles savings may be applicable to, and the timeframe within which these can be delivered.

	<p>Using the public health-funded initiative to develop and deliver asset-based community development (ABCD) training over the next 12 months could help to harness resources in order to focus on developing individual and community capacities which support enhanced health and wellbeing and increased levels of independence, in order to prevent, reduce or delay the need for more formal, and costly, adult social care services.</p> <p>This approach would enable us to more effectively articulate and develop a cross-sector, co-produced, asset-based prevention strategy which would give clarity of focus and purpose to all the Borough's prevention and early intervention activity.</p>
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<p><u>Proposed Savings £k:</u></p> <p><i>Through efficiency, income generation, transformation, decommissioning, etc</i></p>	<p>Savings will be delivered through:</p> <ul style="list-style-type: none"> a) a reduction in spend in the community care budget b) a review of job roles <p>Demand for formal adult social care interventions will be reduced as people are diverted from crisis and the consequential need for more costly services.</p>
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<p><u>Further Financial Implications & Considerations</u></p> <p><i>ie Capital implications or invest to save, pump priming etc , variations to budget</i></p>	<p>This is not a quick-fix solution and will require some investment to pull in expertise to support development of a programme of work to design, develop and deliver this approach, to test it out, and to evaluate it locally.</p> <p>Investment to employ early-lead Local Area Coordinators may be required to test out the model whilst maintaining sufficient capacity in the business to ensure continuity of care and support.</p> <p>This solution will also help to ensure that the resource already invested in developing and supporting community assets in Oldham can be effectively exploited/adapted so as not to duplicate effort and/or investment.</p>
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Property Implications <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>	To support this initiative it will be necessary to consider the potential for the Link Centre to support a community hub approach.
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Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Engagement of expert help to communicate the benefits of the model and support its development and implementation.	End of August 2015
Engagement of programme team, development of programme plan, identification of other resource requirements (e.g. independent evaluation)	Early September 2015
Engagement with key stakeholders to ensure genuine and effective co-production of approach/model.	End of October 2015
Mandatory – Completion of EIA & Consultation within PVFM timeline	November 2015
Cross-sector, cross-borough model/approach agreed and pilot area(s) identified	February 2016
Implementation of model in agreed pilot area(s)	April 2016
Evaluation of pilot	January 2017
Revise model if required prior to potential roll-out to other areas in phased/managed way	April 2017

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
The timeframe is too short, allowing insufficient time for genuine co-production, which would negatively impact on the success of the pilot	Early conversations to be held with key stakeholders to ensure buy-in across the Council and the Health & Wellbeing Board. Approach already made to UK expert to support identification of the benefits and development of a local plan.
Taking a “pick and mix” approach to implementing the model, recruiting the wrong type of workers, or insufficient training of	The integrity of the LAC model is fully adhered to; existing staff are not simply moved into LAC job roles but are

staff, drives an increased demand on service provision rather than diversion away from services.	recruited against clearly defined set of competences and attributes; learning and development forms an integral part of the programme communication and induction process.
Without the development of a comprehensive information resource, there will be disparate and different levels of knowledge about the community resources, assets, and facilities available	Workshop to identify and agree options for a design solution and delivery model is underway in Adult Social Care (including a review of Open Objects service directory)
We don't yet fully understand the starting point of other local authorities when they introduced this model in the UK. Middlesbrough started in 2009 and Derby in 2012. Oldham might be further on in terms of the resources at its disposal and the impact those resources are already having in supporting people to stay strong and to build capacity in communities. The benefits of LAC in Oldham may therefore not be as significant as it has been in other places.	Approach already made to UK expert to support identification of the benefits and development of a local plan. The project lead attended a meeting on 7 September 2015 where a presentation was delivered by the ASC Director for Derby. He presented findings about the impact of rolling out the LAC model in his local authority, which should inform further consideration of this risk.

Section 5

What impact might the proposal have on the following?

Service Delivery and future expected outcomes:

This proposal will transform Adult Social Care delivery and deliver improved outcomes for citizens. It offers a fundamental shift in organisation and practice which views people as citizens rather than service users.

Local Area Coordinators will provide a single, local, accessible point of contact in each area, becoming the new “front door” for people who are vulnerable as a result of age, disability or mental illness. They will identify and develop non-service solutions, helping people identify their strengths and networks of support, providing connections, information, and guidance. They will assist in building inclusive, resourced local communities, support people to develop practical ways of meeting their goals and needs and enable them to access facilities, services, resources and other opportunities.

Organisation (other services)

The success of this transformative model depends on the effective engagement, agreement, and participation of all parts of the Council and its partners, through the Health and Wellbeing Board, the Integrated Commissioning Partnership and other key strategic bodies.

Workforce

LAC is an innovative approach that integrates a range of existing roles (usually provided by a range of different people) and delivers them locally in partnership with local people and communities.

Local Area Coordination thus requires new professional roles whose remit is to nurture local solutions and keep people strong. Coordinators are embedded in the local community so they live in the local area, have a “can do” attitude, have local knowledge and a commitment to local people and communities, are good at building relationships with people, and have the functional skills necessary to carry out the job. It is not a re-badging of an existing professional role but a new role which has been implemented, tested and refined over a considerable period of time.

This proposal would therefore require a review of all roles across the Council and beyond to clarify their contribution to prevention and early intervention and, consequently, the development and delivery of the LAC model.

It's a model which supports integration and, as such, should provide the drive for workforce redesign across the whole health and social care sector.

The impact of any staffing reductions (where identified), including the impact on the remaining workforce, must be assessed as the proposals are further developed.

There are therefore significant workforce implications and learning and development impacts in order to design and deliver new roles and disestablish others to deliver new ways of working to support the implementation of the LAC model.

Communities

Evaluation from other local authorities found that outcomes included making communities more inclusive, increasing community acceptance of all people with disabilities, enabling people to stay in their own homes and local communities rather than moving into residential accommodation, enabling the set-up of community organisations and the development of employment opportunities, attracting additional funding from a range of other sources, making better use of community resources and being more cost-efficient.

Service Users

We will no longer refer to people as “service users” but as citizens who contribute to, as well as receive support from, their local communities.

Evaluation from other local authorities demonstrates that people supported through this approach have increased their social networks, feel more in control of their lives, feel better informed to make decisions, feel better connected to and involved in their local community, feel better able to share their talents and skills with others, feel more confident about the future, and feel less isolated.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

As stated above, this is an integrated model of delivery, requiring the effective engagement and participation of partner organisations and the public. They will be involved in co-designing, co-developing, co-commissioning and co-delivering the approach and model.

Once pilot sites have been evaluated, the overall design, delivery and commissioning arrangements for roll-out can be clarified, which will impact on some partners and/or providers.

Section 6

Supplementary Information

Inclusive Neighbourhoods Ltd and the Local Area Coordination Network are leading and coordinating the design and development of LAC in England and Wales. They can act as a central reference point, provide support to help design the programme, share learning and maintain programme integrity, provide clarity about what LAC is and what it is not, and provide support to understand and embed the framework.

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Consultation is ongoing
Staff Consultation	Consultation is ongoing
Public Consultation	Consultation is ongoing
Service User Consultation	Consultation is ongoing
Any other consultation	Consultation is ongoing – including with partners in health, housing, leisure, voluntary sector

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:

	State Yes / No against each line
Disabled people	Yes
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact

Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Barbara Guest
By:	November 2015

Section 9

Responsible Officer:	Paul Grubic
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Support Officer Contact:	Julie Heywood
Support Officer Ext:	4317

Cabinet Member Comments and/or approval

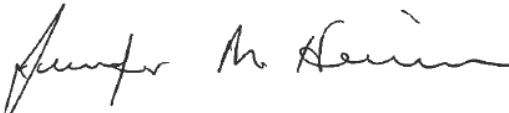
Approved

Please return completed form to financialplanning@oldham.gov.uk

Submitted to Finance:	17 August 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr J Harrison,
Signed:	
Date:	17 August 2015

Equality Impact Assessment Tool

E012 – Local Area Co-ordination

Stage 1: Initial screening

Lead Officer:	Barbara Guest
People involved in completing EIA:	Barbara Guest
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes <input checked="" type="checkbox"/> No Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	Local Area Coordination – an asset-based approach to health and social care (Budget Reference: E012)
1b	What is the project, policy or proposal?	This is a proposal to transform the way health and social care for adults is delivered in Oldham, in order to improve outcomes for all citizens, through the development of a Local Area Coordination (LAC) model of working, which takes an asset-based approach to prevention and early intervention.
1c	What are the main aims of the project, policy or proposal?	The proposal is to test out the LAC model through the development of two 'learning sites' initially (these geographical areas are yet to be selected). The aim is to reduce demand for costly health and/or social care interventions through intentionally working alongside individuals, families and communities to help them to build on their strengths, assets and talents in order to stay strong and in control – diverting people from formal services wherever possible by supporting them to identify, find or develop local, flexible and sustainable individual and community solutions – thereby improving outcomes for individuals

		<p>and for communities.</p> <p>We believe this model will enable us to more effectively articulate and develop a cross-sector, co-produced, asset-based prevention strategy which will provide coherence and clarity of purpose for all the Borough's prevention and early intervention activities. It will also help us to build on the prevention framework we have adopted, as set out in the Care and Support statutory guidance, to prevent, reduce or delay needs from developing or escalating.</p> <p>LAC is not a 'quick-fix' or 'fly-in, fix, fly-out' approach but a long term, integrated, evidence based approach to supporting people to:</p> <ul style="list-style-type: none"> • Build and pursue their personal vision for a good life • Stay strong, safe and connected as contributing citizens • Find practical, non-service, solutions to problems wherever possible • Build more welcoming, inclusive and supportive communities
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	Any resident who may be vulnerable due to age, frailty, loneliness, illness, mental ill-health, physical, sensory or learning disability.

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
<i>Residents who may be vulnerable due to age, frailty, loneliness, illness, mental ill-health, physical, sensory or learning disability</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1h	How have you come to this decision?	The evidence from Australia (where this approach was developed) and from the early-adopter local authorities across England & Wales is overwhelmingly positive – for individuals, for communities and for health and social care budgets. Evaluation has evidenced reductions in A&E and GP visits, referrals to mental health teams, safeguarding concerns - with people reporting that they have increased their social networks, feel more in control of their lives, feel better

		<p>connected to and involved in their local communities, feel more confident about the future and feel less lonely. Evidence has also demonstrated that communities have become more inclusive, accepting and welcoming places, that better use has been made of community resources and facilities, and that there have been increased employment opportunities through the set-up or growth of community associations, which have in turn brought in alternative sources of funding.</p>
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Stage 5: Signature	
Lead Officer: Barbara Guest	Date: 19.10.2015
Approver signature: Maggie Kufeldt	Date: 20.10.2015
EIA review date: October 2016	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	D006
Portfolio	Economy and Skills
Directorate:	Education and Early Years
Division:	School Places Planning – Access Teams
Responsible Officer and role:	Caroline Sutton – Director Education and Early Years
Cabinet Member and Cluster :	Cllr S Akhtar - Education & Skills

Title:	Home School Transport
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Section 2

2015/16 Budget for the section: <i>(By Division):</i>	Expenditure	£2,899k
	Income	(£822k includes £712k of DSG Income)
	Net Expenditure	£2,077k
Total posts numbers in section: <i>(By Division)</i>	FTE	33 including 20FTE pupil escorts

	2016/17 £k	2017/18 £k
Proposed Financial saving:	148	N/A
Proposed reduction in FTE's	3	N/A

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>In September 2014, Leadership Star Chamber considered a report which set out a five year programme (2015-2020) aimed at redesigning the Council's approach to the provision of Home to School and College Transport. This included a number of options for change including:</p> <ul style="list-style-type: none"> • The offer of personal budgets as an alternative • Independent travel training • Designated pick-up and drop-off points • Including travel costs in the overall costs of Out of Borough Placements • Reviewing the procurement strategy and current pricing structure
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	<ul style="list-style-type: none"> • Reviewing the current transport policy and its eligibility criteria • Exploring the provision of passenger assistants by contractors <p>Work is also under way with Bury and Rochdale Councils to explore how joint working might also provide more effective services at reduced cost.</p> <p>The report set out year-on-year savings based on the phased implementation of the redesign of the service, and the saving proposed for 2016/17 is in line with this schedule.</p>
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Proposed Savings £k: <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	£148k
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Further Financial Implications & Considerations <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	<p>Pump priming funding is required to ensure there is sufficient capacity within the team to carry out the work required to implement the service re-design.</p> <p>Pump priming would also support the implementation of independent travel training for an initial cohort of young people, allowing evaluation of the impact and its longer term sustainability.</p>
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	There would be a reduction of 3 full time equivalent posts within the team of part-time pupil escorts
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	There would be a financial loss to the private transport contractors which currently provide home to school and college transport
Type of impact on partners	Negative

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
EIA	July 2015 – August 2015
Consultation within PVFM timeline	Any consultation required for initial savings to be complete by 27 th November 2015
Consultation with POINT (parent partnership group)	Any consultation required for initial savings to be complete by 27 November 2015.
Consultation with schools and colleges	Any consultation required for initial savings to be complete by 26 October 2015
	Any consultation required for initial savings to be complete by 27 November 2015.

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
Parents of children affected by the changes object to the proposals	Consultation through POINT (parent partnership)
Savings are sufficient to meet current budget pressures but do not deliver further savings	Ongoing monitoring and financial evaluation of specific proposals
Increased demand for transport, driven by growing pupil population and increases in EHCs (previously SEN statements), offsets savings	Ongoing monitoring of demand for transport and pupil trends to identify issues early and facilitate optimisation of the transport network

Section 5

What impact might the proposal have on the following?

<u>Property Implications</u> <i>ie closures, maintenance costs, transfer of Assets, property savings, etc</i>
None

<u>Service Delivery and future expected outcomes:</u>
It is anticipated that the proposals will change the way that home to school transport services are delivered, but that outcomes will not be adversely affected.

Organisation (other services)

Schools and colleges will be consulted and some schools/colleges may have to modify some of their arrangements for students' arrival and departure.

Workforce

Note: Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models

It is possible that some minor modifications to working patterns may be necessary.

Communities

None

Service Users

In optimizing the transport network there may be a requirement for more shared transport, rationalization of pupil escorts and changes to transport routes, but adverse impacts will be minimized as far as possible and service users consulted. Eligibility for free transport may change as a result of a review of the transport policy. Where appropriate for older service users there will be support and training available to facilitate independent travelling, improving outcomes for these young people in readiness for work.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

The Council's partnership with POINT (parent partnership) will be critical in ensuring that the proposals are supported by parents of children and young people with special educational needs and disabilities.

Section 6

Supplementary Information

The implementation of the proposals will be closely monitored to ensure that service users are safe and not significantly disadvantaged in any way.

Section 7

Consultation Information –

Consultation has not yet commenced. The groups and individuals previously identified to be included in the consultation remain unchanged. The timeline for consultation and consequent decision making will be adjusted to accommodate the revised timetable for consultation meetings and events.

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation	Consultation to commence 28 July 2015 and complete by 27 November 2015
Staff Consultation	Consultation with staff will be necessary and will start 30 July 2015 and complete by 27 November 2015.
Public Consultation	Commenced 3rd August 2015 and complete by 27 November 2015.
Service User Consultation	Consultation will be undertaken with service users through POINT, beginning in September 2015 in the new school term and complete by 27 November 2015, although public will be aware from 3rd August 2015.
Any other consultation	No other consultation identified as required

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	Yes
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	No
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	No
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Gill Hoar
By:	31 August 2015

Section 9

Responsible Officer:	Gill Hoar
Support Officer Contact:	Sharon Davies
Support Officer Ext:	1138


Cabinet Member Comments and/or approval
None

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	18 November 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr S. Akhtar
Signed:	
Date:	18 November 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

D006 - Home to School Transport

Stage 1: Initial screening

Lead Officer:	Gill Hoar
People involved in completing EIA:	Matthew Prenton
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	Yes Date of original EIA:

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>The Access Team provides the delivery of the current Home to School Transport service. This service provides support for over 500 children and young people with Special Educational Needs and Disabilities.</p> <p>Transport is provided via contracted Private Hire and Mini bus operators to schools within and outside of the borough. The funding for Home to school transport is provided centrally for this cohort of children and young people, this is an area of support which can't be funded via the DSG.</p> <p>Transport is also provided for a smaller number of families via a financial reimbursement of mileage costs for parents transporting their own children to and from school.</p>
1b	What is the project, policy or proposal?	<p>The team are currently working closely with Rochdale and Bury Council, to identify where further efficiencies can be made in the delivery of the current service in addition to those brought about by the integration of services in 2009.</p> <p>The areas currently for consideration are :</p>

- Home to School Travel Assistance Policy
- Independent Travel Training
- Joint Procurement Strategy

Home to School Travel Assistance Policy

The current strategy is to produce a policy framework which will be co-produced via collaboration across the 3 authorities and feedback from consultation with stakeholders.

Initial work done aims to address the changes brought about via the SEND reforms 2014, and places a greater importance on the preparation for adulthood and development where appropriate of independence, and offer a range of different provisions as an alternative to door to door transport, such as financial reimbursement for mileage or a personal budget for a family to arrange support themselves.

Independent Travel Training

As outlined above the development of skills for young people to be able to support themselves when travelling aligns with a key area of the SEND reforms around preparation for adulthood, and developing children and young people's ability to fulfil aspirations of gaining qualification and moving into further education, training and employment.

Joint Procurement Strategy

A shared procurement framework is being considered currently between Rochdale and Oldham. Once this has been delivered by Rochdale we will consider the potential options for the next tender due Spring 2016.

The group is also looking at other areas which will improve service delivery and efficiency with minimal impact to service users, these include:

- IT working group to develop current software used across all 3 authorities.
- Passengers Assistant –policy for provision, and potential use of other resources to provide staff.

1c	What are the main aims of the project, policy or proposal?	<p>The Authority is seeing a rising demand on the current transport service. Coupled with the 0-25 agenda brought about by the 2014 SEND Reforms, support will need to be provided to more children and young people for a longer period of time.</p> <p>Across all the areas for development, the project aims to reduce this increasing level of demand on the service, and where it is possible, will support the development of independence skills, give families the ability to support themselves and assist in allowing children and young people to reach their full potential and achieve their aspirations, through the ability to attend education and training.</p>
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>Where a child or young person has the ability to travel independently, or where a family have the ability to support a child or young person to and from education or training, a potential new policy may change the level of provision on offer.</p> <p>In some cases where a development of independence skills is offered this would be beneficial to an individual.</p> <p>Where there is an offer to a family of a personal budget rather than door to door transport, this may not be seen a benefit.</p> <p>It is intended that in all cases where support is being offered the level of support will be dictated by a risk assessment of the child or young person and the family circumstances.</p> <p>It is not yet known the level of change to any new policy; however, historically existing levels of support have not changed to service users following the implementation of a new policy, until such time as there would naturally be a need to reassess support, such as a transition between phases of education or a change of school/college.</p>

1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Particular ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men or women (include impacts due to pregnancy / maternity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People of particular sexual orientation/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in particular age groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groups with particular faiths and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
<i>E.g. vulnerable residents, homeless people, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>		<input type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be?	None / Minimal	Significant
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	At this stage no changes are being made to current provision. The project is at the point of requesting permission to consult on the content of a new policy.	

1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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1h	How have you come to this decision?	At this point the project is at the stage of requesting consultation. No decisions have been taken regarding changes to the current policy. A full EIA may need to be completed when a new policy is being drafted following a review of consultation responses.
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c Stage 5: Signature	
Lead Officer: Gill Hoar	Date: 22.10.15
Approver signature: Caroline Sutton	Date: 22.10.15
EIA review date: October 2016	

Budget Saving Pro-forma 2016/17 and 2017/18

Section 1

Reference:	D007
Portfolio	Economy and Skills
Directorate:	Education and Early Years
Division:	Early Years
Responsible Officer and role:	Caroline Sutton– Director Education and Early Years
Cabinet Member and Cluster :	Cllr S Akhtar - Education and Skills

Title:	Reduced Support for Council Operated Daycare Centres
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Section 2

2015/16 Budget for the section: <i>(By Division):</i>	Expenditure	£898k
	Income	(£614k)
	Net Expenditure	£284k
Total posts numbers in section: (By Division)	FTE	31.5

	2016/17 £k	2017/18 £k
Proposed Financial saving:	80	N/A
Proposed reduction in FTE's	31.5	N/A

Section 3

<p><u>Background:</u></p> <p><i>Brief description of the proposal ie: what will be different, how will changes be implemented, timescale for implementation</i></p>	<p>£80k saving relating to reduction in support for the Council operated day care centres. There are 3 fully operated by the Council and 1 still run by a school but receiving a subsidy.</p>
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<u>Proposed Savings £k:</u> <i>Through efficiency, income generation, transformation, decommissioning, etc</i>	£80k from a reduction in revenue budgets by reducing the support for Council funded day care centres. Although the total budget is £284k, only £80-100k is controllable with the balance covering central recharges.
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<u>Further Financial Implications & Considerations</u> <i>ie Capital implications or invest to save, pump priming etc , variations to budget</i>	Options may include outsourcing to the PVI sector, a school-led delivery model or full withdrawal of Council funding support. One-off funding may be required to bridge any timing gap in the delivery of recurring savings, recognising that it may take time to implement final arrangements, particularly if tendering processes are required or children need to be moved to alternative provision where timing will best correspond with the end of a school year.
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Economic Impact Summary	
Total net FTE job losses (gains): <i>(including Council, Unity partnership, 3rd sector, other partners, private sector)</i>	Ranging from none to all staff depending on the option taken forward
Total financial loss to partners (£k) <i>(including Unity partnership, 3rd sector, other partners, private sector)</i>	Loss of the sustainability funding to the school-run day care centre
Type of impact on partners	Not Known

Section 4

<u>Key Milestones</u>	
Milestone	Timescale
Mandatory – Completion of EIA & Consultation within PVFM timeline	Scheduled to complete as soon as possible and to ensure that any deliverable savings can be included in the 2016/17 budget.

<u>Key Risks and Mitigations</u>	
Risk	Mitigating Factor
That sufficient day care cannot be provided without Council financial support (particularly in light of extra provision required to deliver the Government’s 30 hour offer)	Thorough examination of potential options and appropriate consultation to ensure selected option is deliverable

Delays to selection and implementation of savings option whilst awaiting Government announcements on 30 hour childcare offer

Options to be developed taking in all potential considerations around the 30 hour childcare offer

Section 5

What impact might the proposal have on the following?

Property Implications *ie closures, maintenance costs, transfer of Assets, property savings, etc*

Potential property implications and reduction in property related budgets depending on the proposals developed, notably if the daycare centres are outsourced to an external provider whereby they take responsibility for the sites or full closure is selected. It should be noted that the daycare centres are attached to children's centres on school sites.

Service Delivery and future expected outcomes:

Several options are under development which may see the daycare centres outsourced to an external provider, outsourced to schools or closed.

Options will be developed to ensure that sufficiency of childcare places is retained to continue to deliver current outcomes for families, although that sufficiency may be met by other providers and/or on alternative sites.

Organisation (other services)

These proposals are not expected to impact on other Council services as they will be developed to take into account the Government's 30 hour childcare offer, but should also result in reduced management time required from the Schools and Early Years team. Any management savings would form part of the service area management restructure proposals.

Workforce

Note: *Please detail here any direct or indirect impact on the employees beyond reduction in numbers, for example, changes working methods, job roles or delivery models*

Any changes required to the Council's management structure will be picked up by the separate proposals relating to the Schools and Early Years management team. Other workforce implications will depend on the preferred option developed and taken forward. It is possible that Council staff will TUPE transfer to an alternative provider or redundancies may result if the current centres close.

Communities

Communities may lose access to current facilities and need to seek alternative provision if the existing centres are closed.

Service Users

By maintaining the current provision there will be no immediate impact on services, although if the centres are closed families may need to find alternative provision. If the day care centres are outsourced, long term prices would be set independently of the Council and may impact on the cost of childcare for Oldham residents.

Partner Organisations (Public & Private) inc Third Sector (Voluntary, Faith & Third Party Organisations)

As set out in the workforce section above, there may be reductions in staffing compared to current contracts and/or potential TUPE transfers of staff.

Section 6

Supplementary Information

None

Section 7

Consultation Information –

This should include as a minimum the following:

- *What has been consulted on so far? With whom and when?*
- *Further consultation required?*
- *Date consultation to be started and concluded*

NB – All public consultations must be completed prior to approval by Cabinet/Council.

Trade Union Consultation

- Meeting held with GMB, Unison and Unite unions to brief on proposal and seek feedback.
- Representatives of the above unions attended the staff consultation meeting held on 13 October 2015.
- To complete in time for inclusion in 2016/17 budget and complete by 27 November 2015.

Staff Consultation

- Consultation meeting held with all daycare staff on 13 October 2015.

	<ul style="list-style-type: none"> • All staff given opportunity for a 1:1 meeting with Service Manager at each daycare site. • To complete in time for inclusion in 2016/17 budget and complete by 27 November 2015.
Public Consultation	<ul style="list-style-type: none"> • Proposal posted on the Council's 'Let's talk budget' website.
Service User Consultation	Consultation with parents of children who use daycare to be arranged.
Any other consultation	<p>Proposals have been reported to the following groups for information/comment:</p> <ul style="list-style-type: none"> • Planning School and Setting Places Group; • Early Years and Childcare Core Group (This is the practitioner forum that reports to the Early Years and Childcare Board).

Section 8

Equality Impact Screening

Is there potential for the proposed saving to have a disproportionate adverse impact on any of the following groups:	
	State Yes / No against each line
Disabled people	No
Particular ethnic groups	No
Men or Women (include impacts due to pregnancy/maternity)	Yes (Mothers of young children)
People who are married or in a civil partnership	No
People of particular sexual orientation/s	No
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	No
People on low incomes	Yes
People in particular age groups	Yes
Groups with particular faiths/beliefs	No

If by answering yes to any of the question the screening has identified a potential disproportionate adverse impact, you will need to complete an Equality Impact Assessment. This assessment form and the guidance for its completion can be found at:

http://intranet.oldham.gov.uk/downloads/file/124/equality_impact_assessment_toolkit

EIA required:	Yes
EIA to be completed by:	Gill Hoar
By:	August 2015

Section 9

Responsible Officer:	Gill Hoar
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Support Officer Contact:	Sharon Davies
Support Officer Ext:	x1138


Cabinet Member Comments and/or approval
None

Please return completed form to: financialplanning@oldham.gov.uk

Submitted to Finance:	18 November 2015
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Section 10

Approval by Lead Cabinet Member

Cabinet Member:	Cllr S Akhtar
Signed:	
Date:	18 November 2015

Approval by Supporting Cabinet Members

Cabinet Member:	
Signed:	
Date:	

Equality Impact Assessment Tool

D007 - Reduced Support for Council Operated Day-care Centres

Stage 1: Initial screening

Lead Officer:	Gill Hoar
People involved in completing EIA:	Gerri Barry
Is this the first time that this project, policy or proposal has had an EIA carried out on it? If no, please state date of original and append to this document for information.	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Part of this project has had an EIA: Beaver & Spring Meadow Daycare report ref: 1071</p> <p>Date of original EIA: April 2012</p>

General Information

1a	Which service does this project, policy, or proposal relate to?	<p>Early Years and Childcare Services</p> <p>The service currently manages 3 daycare settings:</p> <ul style="list-style-type: none"> • Beaver Daycare • Spring Meadow Daycare • First Steps @ Richmond Daycare <p>Stanley Road School Daycare which is under the management of the school governing body.</p>
1b	What is the project, policy or proposal?	<p>Leadership Star Chamber ref D007 has been approved to look into and consider options to save £80,000 – Reduced Support for Councils Operated Daycare centres</p> <p>The options will focus on reducing or totally withdrawing year on year sustainability funding to 4 daycare settings. The daycare businesses are self financing with income generated from fees and grants for children accessing their free early</p>

		<p>education (2, 3 & 4 year old grant funding) This budget has historically been used to meet the end of year business losses.</p> <p>3 of these settings are currently under the leadership and management of Oldham Council following a transfer from school governing bodies in 2012 and 2013 (Beever, Spring Meadow and First Steps @ Richmond Daycare). This accounts for £60,000.00 of the proposed saving.</p> <p>There is no budget provision for the daycare businesses. The daycare businesses are modelled to be self-funding relying on income from grants and fee paying parents. The businesses are required to break even with losses not to be underwritten by the council at year end.</p>
1c	<p>What are the main aims of the project, policy or proposal?</p>	<p>To remove the sustainability funding for Oldham Council daycare settings. For the 3 managed by Oldham Council the following options will be considered:</p> <ul style="list-style-type: none"> • Option 1 - Oldham Council continue delivery but with a reduced cost base or increased income to achieve a 'break even position'. • Option 2 - To integrate services for 2, 3 & 4 year olds that are currently delivered by the Council into the schools foundation stage. • Option 3 - Oldham Council agrees to alternative providers taking over the businesses • Option 4 - If none of the above prove feasible, a closure of each setting may need to be considered <p>A different decision may be made for each daycare dependant on circumstances and the outcome of the option review</p> <p>At this stage no decision has been made and we are in discussions with providers.</p> <p>The 3 Oldham Council businesses above have been recently remodelled to reduce costs and now offer a sessional delivery model two sessions a day, term time only for 2, 3 & 4 year olds. The expectation of the remodelled businesses was to become increasingly more self-sufficient and reduce reliance on Oldham Council for subsidies in the future. Notwithstanding the successful aspects of the businesses, regrettably the council daycares are still in a position where subsidy funding will be required due to the volatile and unpredictable nature of the childcare market. This is a</p>

		<p>complicated area and makes it difficult to predict and achieve a balanced budget.</p> <p>Occupancy levels</p> <p>Occupancy levels have fluctuated at all 3 daycare businesses across the terms throughout the time they have been under Council management. At times it has been difficult to attract new children particularly in the higher age range. Sustainability funding has still been required to support all 3 daycare businesses at the end of each financial year. We are currently forecasting year end losses for 2015/16. In September 2015 child vacancy levels have been higher than expected particularly for 3 & 4 year olds at Beever and Spring Meadow daycare. This has been in some part due to families moving to take up a place in the school nurseries. First Steps @ Richmond Daycare child vacancy levels have been higher than expected particularly for 2 year olds. This is an on-going risk that could further impact on the end of year losses.</p> <p>Ofsted</p> <p>All 3 daycare businesses are currently rated by Ofsted as 'good' and 'outstanding' and two are overdue re-inspection and one due inspection in June 2016 under the new Ofsted inspection framework.</p> <p>Government funding for 2, 3 & 4 year olds can only be paid to settings that are of an appropriate standard. Any downgrading by Ofsted would impact on reduced income from places. Therefore, if the Ofsted grade were less than 'good' at next inspection then this would mean that the setting is no longer eligible to access grant funding for 2 year old children, and if a setting receives an 'inadequate' Ofsted judgement then the setting would no longer be eligible to access any grant funding for 2, 3 or 4 year olds.</p>
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	<p>If no other provider comes forward to take over the daycare businesses and option 4 is the chosen option then:</p> <p>Staff at the daycare settings could be made redundant. S188 consultation finished on 26 November 2015.</p> <p>Families accessing the daycare may have to find alternative childcare arrangements.</p> <p>However, we are not at this stage yet we are still exploring</p>

		options and no decision has been made.
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1e. Does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?				
	None	Positive	Negative	Not sure
Disabled people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Particular ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Men or women (include impacts due to pregnancy / maternity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
People of particular sexual orientation/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in a Marriage or Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People on low incomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
People in particular age groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Groups with particular faiths and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				
<i>E.g. vulnerable residents, homeless people, individuals at risk of loneliness, carers or serving and ex-serving members of the armed forces</i>		<input type="checkbox"/>	<input type="checkbox"/>	

1f. What do you think that the overall NEGATIVE impact on groups and communities will be? <u>Please note that an example of none / minimal impact would be where there is no negative impact identified, or there will be no change to the service for any groups.</u> Wherever a negative impact has been identified you should consider completing the	None / Minimal	Significant
		<input type="checkbox"/>
At this point the D007 savings no decision has been made.		

rest of the form.	
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1g	Using the screening and information in questions 1e and 1f, should a full assessment be carried out on the project, policy or proposal?	Yes <input type="checkbox"/> No <input type="checkbox"/> A full EIA may need to be completed for each individual daycare settings depending on the outcome of the options review and feedback from the consultations currently taking place
1h	How have you come to this decision?	At this stage no decision has been made, Consultation with staff closed on 26 November 2015. As this is a very complex and volatile area and requires an extensive allocation of time to explore, develop and debate the options for each daycare, a request to extend any decision is being made. This will enable the Council to achieve some budget savings whilst having the minimum impact on the families and childcare market. A full EIA would need completing if Option 4 was to be progressed in the future for each site, the removal of sustainability funding could result in closure and invoke redundancies if no other provider came forward

Stage 5: Signature	
Lead Officer: Gill Hoar	Date: 07.12.15
Approver signature: Caroline Sutton	Date: 07.12.15
EIA review date: March 2016	



Present: Councillor McMahon (Chair)
Councillors Akhtar, Brownridge, Harrison, Hibbert, Jabbar, Shah
and Stretton

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

2 **URGENT BUSINESS**

There were no items of urgent business received.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

4 **PUBLIC QUESTION TIME**

There were no public questions received.

5 **MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the Cabinet meeting held on
21st September 2015 be approved as a correct record.

6 **BUDGET PROPOSALS 2016/17 AND 2017/18 TRANCHE 1**

The Cabinet gave consideration to a report of the Director of Finance, which sought approval of the Administration's detailed Tranche 1 savings proposals for the financial year 2016/17 prior to the receipt of the Local Government Finance settlement and other information which would impact on the budget decision.

The Cabinet were also asked to note the revisions from the original estimates used in calculating the Council's budget gap presented to Cabinet and Council in February 2015. There had been a number of developments both locally and nationally which had impacted on the estimates used in calculating the original budget gap of £29.489m. The report set out a new savings target for 2016/17 of £18.194m which was a reduction of £11.295m.

The initial and revised budget gaps for 2017/18, 29.032m and £25.200m respectively were also included within the report.

It was reported that the first set of detailed proposals totalled £9.503m and further Administration proposals to balance the budget would be presented to future meetings.

The items presented as Tranche 1 savings were subject to potential amendments arising from the conclusion of the public consultation period and it was possible that the financial position of the Council may change. If this was the case, there would be a requirement for unanticipated budget proposals to be presented to the Performance and Value for Money Select Committee in January 2016 and the Budget Cabinet and Council meetings in February 2016.

It was further reported that the budget settings had to operate in the context of ongoing economic, demographic and policy changes at both local and national level including the reductions



by the Government in public sector funding, particularly that for Local Government for a minimum of the next four financial years.

The report provided details of the budget savings along with the Equality Impact Assessment undertaken for each proposal at appendix 2.

On the 24th September the Performance and Value for Money Select Committee reviewed and examined in detail the Tranche 1 2016/17 budget proposals, as a consequence, the Select Committee was content to commend all except one proposal for consideration by Cabinet. The Committee requested that Cabinet defer proposal B003- Public Protection Environmental Health Section of Public Health, at a value of £150k to Tranche 2 for further consideration and not commended to Council at this time.

Options/Alternatives considered

Option 1 – To approve all budget proposals included in the report to a value of £9.503m and commend the proposal to Council for approval on the 4th November 2015 (subject to the conclusion of the public and staff consultation process).

Option 2 – Having regard to the comments of the Performance and Value for Money Select Committee, the Cabinet to commend £9.353m of savings to Council for approval of the 4th November 2015 (subject to the conclusion of the public and staff consultation process) and agree the request that approval of B003 Public Protection – Environmental Health Section of Public Health (150k) is considered at the 3rd November Performance and Value for Money Select Committee.

Option 3 – Cabinet can request that further work is undertaken on some or all of the budget proposals and a decision on proposals be deferred.

RESOLVED – That:

1. The revised savings targets for 2016/17 of £18.194m and 2017/18 of £25.200m be approved.
2. At the request of the Performance and Value for Money Overview and Scrutiny Select Committee the savings proposal, B003 Public Protection – Environmental Health Section of Public Health (£150k) be referred for further consideration at the PVFM Select Committee meeting on 3 November when it will scrutinise Tranche 2 savings proposals.
3. It was acknowledged that the savings target could be revised and this was dependant on the Government funding and policy announcements, including the Provisional and Final Local Government Finance Settlements for 2016/17.
4. It be recommended that Council approves £9.353m of the Tranche 1 savings proposals (presented in summary at Appendix 2 and in detail at Appendix 3) as recommended by the Performance and Value For Money Select Committee after detailed scrutiny at its meeting on 24 September 2015 (subject to the outcomes arising from the public and staff consultations).

7

YOUTH JUSTICE SERVICE STRATEGIC PLAN

Consideration was given to a report of the Executive Director, Cooperatives and Neighbourhoods which sought approval of the Youth Justice Strategic Plan 2015/16.

It was reported that the plan set out the strategy for the Youth Justice Service in 2015/16 with an outline actions plan setting out how the primary functions and key objectives would be achieved.

Options/Alternatives considered

The plan was a statutory requirement and therefore no further options were considered.

RESOLVED – That the Youth Justice Strategic Plan 2015/16 be approved.

8

AGREEMENT TO COMPLETE THE PURCHASE OF METROPOLITAN HOUSE, HOBSON STREET, OLDHAM

The Cabinet gave consideration to a report of the Director of Economic Development which sought approval for the Council to complete the purchase of Metropolitan House, Hobson Street, Oldham.

It was reported that following the acquisition it would be important to ensure the accommodation was correctly marketed and priced quoting rental levels that would attract occupiers to the building. It was noted that with enhanced promotion and realistic quoting, rental occupation levels at the building could be improved.

Increasing occupational levels at the building would aid the Council's objectives of improving Town Centre employment levels and assist the local economy.

Options/Alternatives considered

Option 1 – Do not complete the purchase.

Option 2 – Complete the purchase contract.

RESOLVED – That the Cabinet would consider the commercially sensitive information at Item 14 of the agenda before making a decision.

9

OLDHAM'S EARLY YEARS OFFER AND SCHOOL NURSING SERVICE - CONTRACT AWARD

Consideration was given to a report of the Executive Director, Health and Wellbeing which sought approval of an award of contract for the delivery of Oldham's Early Years Offer and School Nursing Service from 1st April 2016 to 31st March 2019. It was reported that the Council that currently commissioned 16 children's centres that were delivered on a district basis across Oldham.

The transfer of public health responsibilities and associated commissioning duties to the Council had provided the opportunity to fully integrate the health visiting and children's centre service to create a single service for under 5's, within the current construct of a district delivery model.

An open tender exercise commenced on 1st June 2015 for Oldham's Early Years Offer Lot 1 and school nursing service Lot

2. There were two submissions for tender, both bidders for both lots.

Options/Alternatives considered

Option 1 – Award the contract for the delivery of the Early Years Offer and School Nursing Service to the preferred bidder.

Option 2 - Decide not to award the delivery of the Early Years Offer and School Nursing Service to the winning bidder, leaving the Council without a delivery organisation for April 2016, most of the services being statutory and the Council would be in breach of statutory requirements.

RESOLVED – That the Cabinet would consider the commercially sensitive information contained at Item 15 of the agenda before making a decision.

10

REGENERATION OF PRIMROSE BANK

The Cabinet gave consideration to a report of the Executive Director for Co-operatives and Neighbourhoods which sought approval for the Council to conclude a Development Agreement to build new homes for private sale at Primrose Bank.

The Council, as part of the Gateways Private Finance Initiative scheme had entered into a development agreement with Inspiral Development (Oldham) Ltd to build out homes for private sale on the Primrose Bank estate. Due to the poor performance of the initial phase of this development Inspiral Development Oldham had not exercised its option to build out subsequent stages.

It was further reported that Inspiral Developments Oldham had relinquished its rights in respect of a plot of land to the rear of the new community centre at Primrose bank (detailed at appendix 1 to the report) and in order to allow the Council to build out the units and further test the market for sales.

Through the procurement process, a single tender was returned from Keepmoat Homes.

Options/Alternatives considered

Option 1 – Do not build out the site.

Option 2 – Re-tender the scheme for a traditional tender.

Option 3 – Market the site for an alternative development

Option 4 – Accept the Keepmoat Proposal

RESOLVED – That Cabinet would consider the commercially sensitive information at Item 16 of the agenda before making a decision.

11

PROPOSED DEVELOPMENT OF REPLACEMENT SADDLEWORTH SCHOOL - ALLOCATION OF RESOURCES [SADDLEWORTH NORTH]

Consideration was given to a report of the Executive Director, Economy and Skills which sought approval of a financial contribution to enable further improvements to the proposed replacement Saddleworth School in line with the requests made by the school and the School Technical Group and to approve

the funding of an archaeological survey of the W H Pallets site prior to demolition.

It was reported that further improvements to the school included:

- Retractable seating to the main hall. This would allow the leisure space to be more intensively used, particularly around lunch time. The estimated cost of this work is £70,000.
- Semi-automated folding acoustic partition. This would similarly allow spaces in the building to be more intensively used. The estimated cost of this work is £16,575.
- Floor upgrade to the main hall and dance/drama area. The installation of a wooden floor, as opposed to vinyl on concrete, would reduce future maintenance costs and, as this type of construction would have a longer usable life, it would reduce future capital costs for the School / Education Authority. The cost of this work is £19,399.
- Resource walls. In order to support the 'home base' idea, where teachers travel around the site as opposed to pupils, resource walls are seen as an essential tool to support this process. The cost of this work is £92,000.
- There are a series of lower level flat roofs which are non-lead bearing. The School would however, like to see these areas strengthened, so that they could support outside teaching, better maintenance and potential, future expansion space. The cost of this work is £55,250

In order to provide an instruction to Interserve Construction, the Education Funding Authority would need the Council to provide assurances that if developed; the Council would be in a position to fund the works.

The Council had also undertaken to pay the cost of demolition works at the W H Pallet site and through the planning process, the need to carry out an archaeological survey of some of the industrial buildings had arisen which would cost an estimated £12,375, prior to any approved demolition.

Options/Alternatives considered

Option 1 – The Council could chose not to contribute any further financial resources to the school not carry out the archaeological survey.

Option 2 – Fund the additional works and the archaeological survey

RESOLVED – That:

1. The provision of £253,224 to fund additional works to the new Saddleworth School be approved
2. The funding of an archaeological survey of the W H Pallets site costing £12,375 be approved.

12

HOTEL PROJECT UPDATE

The Cabinet gave consideration to a report of the Director of Development which provided an update of the Hotel Future project and provided a series of recommendations for the Cabinet to consider on how to progress the project to a conclusion.

It was reported that since December 2014, the project team had been working with Hotel Future (HF) team to progress the project. Work had progressed and continued to confirm the viability of the project including value engineering works, funding and project structure and work on the skills training proposal.

Options/Alternatives considered

Cabinet on the 15th December 2014 determined that the Hotel Future option was the preferred options and the report was entirely concerned with the delivery of that option.

RESOLVED – That the Cabinet would consider the commercially sensitive information contained at Item 17 of the agenda before making a decision.

13 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraph 3 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

14 **AGREEMENT TO COMPLETE THE PURCHASE OF METROPOLITAN HOUSE, HOBSON STREET, OLDHAM**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 8 – Agreement to complete the purchase of Metropolitan House, Hobson Street, Oldham.

RESOLVED – That:

1. The Council completes an agreement for the acquisition of Metropolitan House at a total consideration as detailed within the commercially sensitive report.
2. A repairs and maintenance budget be allocated to the property as detailed within the commercially sensitive report.

15 **OLDHAM'S EARLY YEARS OFFER AND SCHOOL NURSING SERVICE - CONTRACT AWARD**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 9 Oldham's early Years Offer and School Nursing Service- Contract Award.

RESOLVED – That approval be given to award the contract for delivery of the Oldham's Early Years Offer and School Nursing Service to the preferred bidder for the period 1st April 2016 to 31st March 2019 with an option to extend for a maximum period of two years.

16 **REGENERATION OF PRIMROSE BANK**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 10 – Regeneration of Primrose Bank.

RESOLVED – That Subject to satisfactory resolution of the Department for Communities and Local Government (DCLG) funding issue and receipt of appropriate financial information:

1. The Executive Director for Neighbourhoods and Co-operatives, the Director of Finance and the Director of Legal Services (acting separately or together), or their respective nominated representatives, be authorised to conclude a Development Agreement to build new homes for private sale at Primrose Bank.
2. The award of a contract to be subject to satisfactory conclusion of the contract documentation based upon the tender submitted by Keepmoat.
3. The Director of Legal Services, or his nominated representative, be authorised to affix the Common Seal of the Council to the Development Agreement together with any other documents or agreements necessary for the purpose of executing the Development Agreement and to sign the same on behalf of the Council in accordance with Paragraph 13 of the Council's Contract Procedure Rules.
4. The Director of Finance, or her nominated representative, be authorised to sign and/or issue the necessary certificates under section 3 of the Local Government (Contracts) Act 1997 in respect of the Development Agreement and any other certificate(s) which may be required.
5. In respect of certification and finalisation of the above contracts, the Executive Director for Neighbourhoods and Co-operatives, the Director of Finance and the Director of Legal Services and/or their nominated representatives be provided with all the appropriate personal indemnities.
6. The progress of the development including overall financial implications for the Council is reported to the Capital Investment Programme Board.
7. A red book valuation is undertaken prior to the disposal.

17

HOTEL PROJECT UPDATE

The Cabinet gave consideration to the commercially sensitive information in relation to Item 17, Hotel Project Update.

RESOLVED – That the commercially sensitive recommendations as detailed within the report be agreed.

The meeting started at 18:00 and finished at 18:45

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Present: Councillor Stretton (Chair)
Councillors Akhtar, Harrison, Hibbert and Jabbar

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brownridge, McMahon and Shah.

2 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brownridge, McMahon and Shah.

3 **URGENT BUSINESS**

The Chair advised the meeting that one item of Urgent Business had been received – Working Well Inter Agency Agreement. The reason for urgency was due to the timeline of the decision, which could not reasonably be deferred due to the need for negotiations to be concluded by the 27th November 2015.

The report was considered under Rule 17 of the Council's Constitution whereby an agreement had been obtained from the Chair of the Overview and Scrutiny Board. Where Rule 17 applies the decision is exempt from call-in.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

5 **PUBLIC QUESTION TIME**

There were no public questions received.

6 **MINUTES OF PREVIOUS MEETING**

RESOLVED – That the minutes of the Cabinet meeting held on the 19th October 2015 be approved.

7 **CREATION OF DIGITAL ENTERPRISE HUB IN OLDHAM TOWN CENTRE**

The Cabinet gave consideration to a report of the Executive Director Economy & Skills which sought an in principle allocation of up to £200k from the Revenue Priorities budget to contribute towards the creation and running costs of a Digital Enterprise Hub within the town centre.

It was reported that as part of the Independent Quarter programme, the Council had acquired the former Wahoo nightclub on Yorkshire Street. The Council had been approached by Hack Oldham and Wayra Open Future to jointly occupy the building, creating a multi-functional resource aimed at developing new enterprise and business growth in the digital, technology and creative sectors.

The commitment of this funding would enable:

- Officers to undertake detailed negotiations with both parties to establish the contractual relationship with the Council.
- Officers to allocate the funding appropriately to the relevant component parts of the overall project.
- A contribution towards the revenue/operational costs of running the facility for a three year period.
- Both parties to lever in additional external funding from public and private sector sources.

Options/Alternatives

Option 1 - Do nothing – without intervention the building was likely to remain vacant and its condition would deteriorate further. The building had a large frontage at a key location and would detract from the overall investment currently being made in the wider town centre.

Option 2 – Let premises for commercial purposes – the property had been marketed since acquisition and it was apparent that there was currently limited commercial demand for the premises for a use which was in line with the Council’s aspirations for the area.

Option 3 - Create incubator space/enterprise hub – this presented a meanwhile use which was in line with the Council’s wider regeneration aspirations.

RESOLVED – That:

1. The an allocation up to £200k from the Revenue Priorities budget to contribute towards the creation and running costs of an Enterprise Hub within the town centre, be approved in principle.
2. A further report be submitted to Cabinet with a more detailed business case.
3. The negotiation of terms with the potential tenants and allocation of the funding to the various component parts of the project be delegated to the Executive Director for Economy & Skills.

8

WORKING WELL INTER AGENCY AGREEMENT

The Cabinet gave consideration to the report which advised that the Greater Manchester Combined Authority (GMCA) had agreed that Trafford Council would be the accountable body for the Working Well Expansion. Trafford was requesting that all 10 Greater Manchester Councils sign up to an Inter-Agency Agreement and Information Sharing Agreement.

Options/Alternatives

Option - 1 Sign the Inter-Agency Agreement and Information Sharing Agreement: This would enable Oldham to play its part in the GMCA and the co-commissioning of the Working Well Expansion as a key element of the devolution agreement.

Option 2 - Don’t sign the Agreement – Following discussions with GMCA staff the risks would be carefully managed so not as to have a detriment to the 10 local authorities. The Pre-Qualification Questionnaire and Invitation to Tender procedure had been thorough and conformed to DWP Project Merlin standards which were deemed to be robust in managing risk.

RESOLVED – That the Inter-Agency Agreement and Information Sharing Agreement be signed off.



The meeting started at 6.00 pm and ended at 6.03 pm

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MINUTES OF THE PROCEEDINGS OF THE TRANSPORT FOR GREATER MANCHESTER COMMITTEE, HELD ON 11 SEPTEMBER 2015 AT MANCHESTER TOWN HALL

PRESENT

Councillor Guy Harkin	Bolton
Councillor Stuart Haslam	Bolton
Councillor Noel Bayley	Bury
Councillor Joan Grimshaw	Bury
Councillor Andrew Fender	Manchester (in the Chair)
Councillor Naeem Hassan	Manchester
Councillor Dzidra Noor	Manchester
Councillor Chris Paul	Manchester
Councillor Norman Briggs	Oldham
Councillor David Hibbert	Oldham
Councillor Howard Sykes	Oldham
Councillor Shakil Ahmed	Rochdale
Councillor Phil Burke	Rochdale
Councillor Ian Duckworth	Rochdale
Councillor Robin Garrido	Salford
Councillor Roger Jones	Salford
Councillor Barry Warner	Salford
Councillor Geoff Abell	Stockport
Councillor Dean Fitzpatrick	Stockport
Councillor Syd Lloyd	Stockport
Councillor Iain Roberts	Stockport
Councillor Warren Bray	Tameside
Councillor Doreen Dickinson	Tameside
Councillor Peter Robinson	Tameside
Councillor Rob Chilton	Trafford
Councillor Michael Cordingley	Trafford
Councillor Mark Aldred	Wigan
Councillor Eunice Smethurst	Wigan

OFFICERS IN ATTENDANCE

Jon Lamonte	Chief Executive, TfGM
Steve Warrener	Finance and Corporate Services Director, TfGM
Peter Cushing	Metrolink Director, TfGM

Amanda White
Rodney Lund
Paul Harris

Head of Rail, TfGM
Monitoring Officer
GMIST

TfGMC15/33 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillors Chadwick (Bolton), Grundy (Wigan), Holland (Wigan), Reilly (Trafford), Teubler (Manchester) and Jim McMahon (GMCA).

TFGMC15/34 CHAIR'S ANNOUNCEMENTS

a. Bus Market

The Chair reminded Members that a briefing session on the current bus market and the future of bus services was to be presented at the rise of the meeting.

TFGMC15/35 DECLARATIONS OF INTEREST

Councillor Phil Burke declared a personal and prejudicial interest in Item 8, Metrolink Update.

TfGMC15/36 MINUTES

The Minutes of the TfGMC meeting, held on 17 July 2015 were submitted.

Resolved/-

To approve the Minutes of the TfGMC meeting 17 July 2015 as a correct record.

TfGMC15/37 FORWARD LOOK

Members considered a report which presented them with a forward look of key work streams requiring decisions from the Transport for Greater Manchester Committee over the next four months. The report also set out those significant elements of the Committee's work programme, where further updates on progress and activity were anticipated over a longer time period.

A Member suggested that the Forward Look should include information on when Bus Franchising matters and HS2 updates would be considered by the Committee.

In response to an enquiry from a Member it was noted that a report on the Metrolink Park and Ride car parking policy was to be presented to the Capital Projects and Policy Sub Committee on 2 October 2015.

Resolved/-

1. To note the forward look.
2. To include in future forward Look reports details of Bus Franchising and HS2 Updates.

Section 2

TfGMC Recommendations for Further Approval by GMCA

There were no items requiring further approval by GMCA.

Section 3

Item for Resolution by TfGMC

TfGMC15/38 2015 - 2018 GM CASUALTY REDUCTION PARTNERSHIP UPDATE

A report was presented which provided Members with a budget update on the Casualty Reduction Partnership for 2015-16 and the work themes for 2015-2018. Members also considered a request for the release of £760,000 additional funding for the 2015-2018 Road Safety Action Plan.

In response to an enquiry from a Member, it was noted that district representation at the Casualty Reduction Partnership was made by the relevant highways officers.

Following a request from a Member as to whether the existing, currently unallocated, reserves could be released for the delivery of the Road Safety Action Plan, officers undertook to discuss the arrangements for the pipeline of schemes with the Member concerned away from the meeting.

A Member suggested that future updates should include the savings the work of the Casualty Reduction Partnership has made to Health and Emergency Services.

A Member noted the importance of the provision of clear highway signage to ensure that pedestrians can use pedestrian crossings safely, particularly where the highway layout had been reconfigured or where road works were taking place. A Member highlighted that particular attention was required on the A580 East Lancashire Road, close to Walkden High School.

A Member suggested that motorcyclists and cyclists should be encouraged to wear high visibility clothing.

Resolved/-

1. To note the report.
2. That the request for approval to release £760,000 of additional funding for the 2015-18 Road Safety Action Plan, as set out in the report, be granted.

Item 4
Items for Information

TfGMC15/39 TfGM RAIL UPDATE

Members received a report which provided an update on key rail issues affecting rail in Greater Manchester including the delay to Network Rail's North Transpennine electrification programme, station devolution, the cascade of rolling stock, including the loss Class 323 units from the Greater Manchester network and the status of the Farnworth Tunnel project and contingency measures.

In response to an enquiry from a Member, officers confirmed that as a result of the delay in the North Transpennine electrification works, Network Rail had now programmed accessibility improvement works at Greenfield railway station, to take place as part of the bridge works in Control Period 5.

A Member noted that with regard to the cascade to rail rolling stock, Oldham Council had passed a resolution opposing the decision to remove Class 323 from the North to benefit the South East. Officers noted that Rail North was continuing to lobby the Department for Transport for services to be returned as quickly as possible. In addition, it was also noted that TfGM would work with the successful franchisee with regard to rolling stock arrangements for Greater Manchester.

In response to an enquiry by a Member, officers explained that the type and amount rolling stock could not be stipulated in franchise documents. Members noted the franchise bidding process and the arrangements for the Train Operating Companies to lease rolling stock.

A Member expressed disappointment that the Farnworth Tunnel works had encountered delay, particularly in light of the pending rail timetable changes. A Member suggested that Network Rail be encouraged to provide better communication around this matter.

Resolved/-

To note the update on key rail issues.

TfGMC15/40 METROLINK UPDATE

A report was presented which provided Members with an update in relation to the Metrolink Second City Crossing (2CC) and presented them with the new Greater Manchester tram network map.

The Chair welcomed that the 2CC works were progressing and were on schedule to be delivered on time. It was noted that the section that will link

Shaw and Crompton to Exchange Square Exchange Square is forecast to be completed by December 2015 and TfGM officers were thanked for their efforts.

In response to an enquiry by a Member, officers confirmed that the new lift at Deansgate Castlefield Metrolink Stop would be completed on time.

Following a comment from a Member, officers confirmed that discussions were taking place with officers at Oldham Council regarding future Metrolink service patterns.

Resolved/-

To note the report and to welcome the new Greater Manchester tram network map.

TfGMC15/41 SMART TICKETING UPDATE

Members considered a report which provided an update on the Smart Ticketing Programme in Greater Manchester, including a summary of the Atos and the Transitional Service arrangements, following the mutual termination of the contract with Atos.

Members noted that the details of the Settlement Agreement remain confidential between the parties. It was also noted that the Settlement Agreement provides substantial compensation to TfGM in respect of the costs incurred which will enable TfGM to develop a smart ticketing system with alternative providers and establish alternative arrangements for the existing English National Concessionary Travel scheme smart ticketing on Metrolink.

The Chair explained that the introduction of multi modal smart ticketing across Greater Manchester remained a key policy priority and the way in which this was to be undertaken was being explored.

A Member highlighted changes to the technological landscape, including the increasing use of contactless bank cards.

A Member suggested that a report should be presented to a future meeting of the Committee, in Part B, to provide Members with details of the Settlement Agreement with Atos. A Member also asked which elected politician has reviewed the terms of the Settlement Agreement.

In response, officers noted the confidentiality terms within the Settlement Agreement and explained that these terms were approved by the TfGM Board, which has delegated authority to take decisions of this nature in accordance with the GMCA constitution. The decision to terminate the contract was made following receipt of specialist legal and IT advice and followed established process and governance within TfGM and GMCA.

With regard to a recent press article which highlighted the comments of a Councillor asserting that Smart Ticketing in Greater Manchester would be possible by Christmas 2015, a motion was moved and seconded that the Clerk be instructed to write to the Member concerned to explain in detail how this assertion would be possible.

Resolved/-

1. To note the report and the current position of the Smart Ticketing Programme.
2. To note that a commercial Settlement had been agreed with Atos.
3. To agree that consideration be given to a Part B report in relation to the settlement with Atos, subject to the confidentiality terms of the agreements, being presented to an upcoming meeting of the Committee.
4. To note the progress made in the next steps including, in particular, in relation to the Metrolink Transition Plan and the shorter term roll out plan, as set out in the report.
5. To note the status of the multi-operator "Smart on Bus" solution.
6. To note the inclusion of smart ticketing within the requirements for the new rail franchises.
7. To note the intention of a refresh of the smart ticketing strategy and a plan for Greater Manchester in the context of devolved transport powers and Transport for the North.
8. To note that Smart Ticketing updates will be presented to TfGMC on a regular basis.
9. To agree that the Clerk be instructed to write to a Member to seek a detailed explanation of his recent assertion that a London style Oyster card with multi modal and multi operator coverage could be implemented in Greater Manchester by Christmas 2015.

**NOTICE OF THE DECISIONS AGREED AT THE GREATER MANCHESTER
COMBINED AUTHORITY MEETING HELD ON FRIDAY
25 SEPTEMBER AT STOCKPORT TOWN HALL**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Sue Murphy
OLDHAM COUNCIL	Councillor Dave Hibbert
SALFORD CC	Ian Stewart
STOCKPORT MBC	Councillor Sue Derbyshire
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Michael Young
WIGAN COUNCIL	Councillor Peter Smith

JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE

TIGMC	Councillor Andrew Fender
GMWDA	Councillor Nigel Murphy

OFFICERS IN ATTENDANCE

Liz Treacy	GMCA Monitoring Officer
Richard Paver	GMCA Treasurer
Andrew Lightfoot	GM Public Service Reform
Paul Najsarek	Bolton Council
Mike Owen	Bury Council
Carolyn Wilkins	Oldham Council
Howard Bernstein	Manchester CC
Steve Rumbelow	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Donna Hall	Wigan Council
Ian Hopkins	GMP
Mark Hughes	GM Growth Company
Simon Nokes	New Economy
Peter O'Reilly	GM Fire & Rescue
Andrew Taylor	GM Waste Disposal Authority

Adam Allen Jim Battle	Office of the Police & Crime Commissioner Deputy Police & Crime Commissioner
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Clare Regan Jon Lamonte	GM Interim Mayor's Office TfGM
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Julie Connor Sylvia Welsh Steve Annette) Greater Manchester) Integrated Support Team)
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121/15 APOLOGIES

Apologies for absence were received on behalf of Sean Anstee (Trafford), Richard Farnell (Rochdale), Richard Leese (Manchester) and Jim McMahon (Oldham). It was noted that Dave Hibbert (Oldham), Sue Murphy (Manchester) and Michael Young (Trafford) and were attending as their substitutes.

122/15 CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS

The Chair reminded Leaders that the signing of the Project Phoenix Charter had been arranged to take place at the rise of the Police and Crime Panel meeting later in the day.

123/15 DECLARATIONS OF INTERESTS

There were no declarations of interests made in respect of any item on the agenda.

124/15 MINUTES OF THE GMCA MEETING HELD ON 28 AUGUST 2015

The minutes of the GMCA meeting held on 28 August were submitted for consideration.

RESOLVED/-

To approve the minutes of the GMCA meeting held on 28 August 2015.

125/15 MINUTES OF THE TRANSPORT FOR GREATER MANCHESTER COMMITTEE HELD ON 11 SEPTEMBER 2015

The meeting was made aware that Tameside were experiencing particular issues with school transport, pending the outcome of discussions with the Chief Executive and Chair of Transport for Greater Manchester, the issue may be raised formerly at the GMCA meeting in October.

RESOLVED/-

To note the minutes of the Transport for Greater Manchester Committee held on 11 September 2015.

126/15 MINUTES OF THE GREATER MANCHESTER LOCAL ENTERPRISE PARTNERSHIP (LEP) BOARD HELD ON 7 SEPTEMBER 2015**RESOLVED/-**

To note the minutes of the Greater Manchester Local Enterprise Partnership Board held on 7 September 2015.

127/15 FORWARD PLAN OF STRATEGIC DECISIONS OF GMCA

Consideration was given to a report of Julie Connor, Head of the Greater Manchester Integrated Support Team which set out a Forward Plan of those strategic decisions to be considered by GMCA over the next four months.

RESOLVED/-

To note the Forward Plan of Strategic Decisions as set out in the report.

128/15 GREATER MANCHESTER PORTFOLIO LEADS 2015/16

Consideration was given to a report of Sir Howard Bernstein detailing suggested Portfolio holder responsibilities for Leaders and Chief Executives for 2015/16, in line with the governance arrangements included in the Greater Manchester Strategy agreed in September 2013.

RESOLVED/-

To approve the Portfolio holder responsibilities for Leaders and Chief Executives for 2015 until June 2016, as outlined in the report.

129/15 GREATER MANCHESTER CLIMATE CHANGE AND LOW EMISSION IMPLEMENTATION PLAN 2016-2020

Steve Rumbelow introduced a report updating members on the development and timetable for production of the Implementation Plan for the GM Climate Change Strategy and Low Emission Strategies and introduced the current version of a draft Consultation Report for comment and agreement. He added that both strategies do reflect Greater Manchester's Comprehensive Spending Review submission.

The meeting was advised that the Interim GM Mayor has signed the Subnational Global Climate Leadership Memorandum of Understanding, known as the Under 2 MOU. The goal is to limit global warming to below 2°C, which Intergovernmental Panel on Climate Change (IPCC) scientists say is needed to avoid dangerous

climate change. The MOU is a shared goal of limiting greenhouse gas emissions to 2 tons per capita, or 80-95% below 1990 level by 2050.

The Chair thanked Councillor Sue Derbyshire and Steve Rumbelow for the speedy turnaround of the commentary required in relation to the Under 2 signing.

RESOLVED/-

1. To agree the attached version (Annex 1) of the Implementation Plan for consultation purposes.
2. To agree the timetable and pathway for the consultation and final approval of the Implementation Plan (see Section 5 of the report).
3. To note that the funding for the delivery of our low carbon investment ambitions are the subject of a Comprehensive Spending Review bid to Government.

130/15 GREATER MANCHESTER COMBINED AUTHORITY REVENUE BUDGET MONITORING 2015/16

Richard Paver introduced a report informing members of the 2015/16 forecast revenue outturn position as at the end of August 2015.

RESOLVED/-

1. To note the transport revenue outturn position for 2015/16 this is in line with budget after contributions to earmarked reserves of £0.959 million.
2. To approve the contribution of £0.959m to earmarked reserves as detailed in paragraph 2.4.
3. To note the Economic Development and Regeneration revenue outturn position for 2015/16 which shows a favourable position of £0.187 million after transfers to earmarked reserves.
4. To approve the contribution of £0.015m to earmarked reserves as detailed in paragraph 3.3.
5. To note and approve the budget adjustments referred to in paragraphs 2.2 – 2.4 for Transport budgets and paragraphs 3.2 – 3.5 for Economic Development and Regeneration budgets.
6. To note the Transport for Greater Manchester revenue outturn position for 2015/16, which is in line with budget.

135/15 GREATER MANCHESTER INVESTMENT FRAMEWORK AND CONDITIONAL PROJECT APPROVAL

Eamonn Boylan introduced a report seeking approval for the Ashton Old Baths Phase 2 project. Further details of the project are included as a more detailed report, considered in the confidential part of the agenda due to the information relating to the business affairs of Ashton(Old) Baths Limited.

RESOLVED/-

1. To agree that the project funding application by Ashton Old Baths (loan of £250,000) be given conditional approval and progress to due diligence.
2. To delegate authority to Richard Paver as GMCA Treasurer and Liz Treacy as GMCA Monitoring Officer, to review the due diligence information and, subject to their satisfactory review and agreement of the due diligence information and the overall detailed commercial terms of the transaction, to sign off any outstanding conditions, issue final approvals and complete any necessary related documentation in respect of the loan at 1) above.

136/15 EXCLUSION OF PRESS AND PUBLIC**RESOLVED/-**

That, under section 100 (A)(4) of the Local Government Act 1972 the press and public should be excluded from the meeting for the following item of business on the grounds that this involves the likely disclosure of exempt information, as set out in paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

137/15 GREATER MANCHESTER INVESTMENT FRAMEWORK AND CONDITIONAL PROJECT APPROVAL

Consideration was given to a report providing further detail on the funding application from Ashton Old Baths for £250,000.

RESOLVED/-

To note the contents of the report.

**MINUTES OF THE GREATER MANCHESTER COMBINED AUTHORITY
MEETING HELD ON FRIDAY 30 OCTOBER 2015 AT BURY TOWN HALL**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jean Stretton
ROCHDALE MBC	Councillor Peter Williams
SALFORD CC	Councillor David Lancaster
STOCKPORT MBC	Councillor Sue Derbyshire
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Sean Anstee
WIGAN COUNCIL	Councillor Peter Smith

JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE

GMFRA	Councillor Tommy Judge
GMWDA	Councillor Nigel Murphy
TfGMC	Councillor Andrew Fender

OFFICERS IN ATTENDANCE

Margaret Asquith	Bolton Council
Mike Owen	Bury Council
Carolyn Wilkins	Oldham Council
Howard Bernstein	Manchester CC
Steve Rumbelow	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Alison McKenzie Folan	Wigan Council
Peter O'Reilly	GM Fire & Rescue
Ian Hopkins	GMP
John Bland	GM Waste Disposal Authority
Simon Nokes	New Economy
Adam Allen	Office of the Police & Crime Commissioner

Jon Lamonte

TfGM

Liz Treacy
Richard Paver
Andrew Lightfoot
Julie Connor
Sylvia Welsh
Kerry Bond

GMCA Monitoring Officer
GMCA Treasurer
GM Public Service Reform
) Greater Manchester
) Integrated Support Team
)

138/15 APOLOGIES

Apologies for absence were received on behalf of David Acton (GMFRA), Richard Farnell (Rochdale), Donna Hall (Wigan), Paul Najsarek (Bolton), Cath Piddington (GMWDA) and Ian Stewart (Salford).

139/15 CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS

There were no Chair's announcements.

140/15 DECLARATIONS OF INTERESTS

Councillor Leese declared a prejudicial interest in item 9, Greater Manchester Investment Framework and Conditional Project Approval, as a Director of Manchester Ship Canal Company and left the room during discussion of this item.

141/15 MINUTES OF THE GMCA MEETING HELD ON 25 SEPTEMBER 2015

The minutes of the GMCA meeting held on 25 September were submitted for consideration.

RESOLVED/-

To approve the minutes of the GMCA meeting held on 25 September 2015.

142/15 FORWARD PLAN OF STRATEGIC DECISIONS OF GMCA

Consideration was given to a report of Julie Connor, Head of the Greater Manchester Integrated Support Team, which set out a Forward Plan of those strategic decisions to be considered by GMCA over the next four months.

RESOLVED/-

To note the Forward Plan of Strategic Decisions as set out in the report.

143/15 CITIES AND LOCAL GOVERNMENT DEVOLUTION BILL UPDATE

Liz Treacy, GMCA Monitoring Officer, updated members on the progress of the Cities and Devolution Bill and outlined subsequent stages. The second day of committee would now be on 17 November 2015.

Members reaffirmed the GMCA's position that adoption of an elected mayor was always contingent on Greater Manchester receiving devolved powers in relation to transport powers as outlined in the Devolution Agreement.

RESOLVED/-

1. To note the progress on the Bill and that a further report will be provided when the Bill has completed its passage through Parliament.
2. That officers be requested to seek assurances from Government in relation to the devolution of transport powers in line with the signed Devolution Agreement.

144/15 CAPITAL EXPENDITURE UPDATE 2015/16

Richard Paver, GMCA Treasurer, presented an update report in relation to the Greater Manchester Combined Authority 2015/16 capital expenditure programme.

RESOLVED/-

1. To approve the revisions to the capital budget as set out in appendix A and detailed within the report.
2. To note the actual expenditure as at August 2015 and the current 2015/16 forecast compared to the revised 2015/16 capital budget.
3. To approve the addition of the Cycle City Ambition Grant (CCAG) 2 into the capital programme; and
4. To approve the virement of £1.2 million of Growth Deal funding for the Great Ancoats Street scheme to the Hyde Road scheme as detailed in paragraph 5.2

145/15 GREATER MANCHESTER ROAD ACTIVITY PERMIT SCHEME (GMRAPS): YEAR 2 FURTHER PROGRESS

Jon Lamonte, Chief Executive, TfGM, provided an update of the operation and financial performance of GMRAPS performance halfway through its third year.

RESOLVED/-

1. To note the operational update.
2. To approve the introduction of the proposed Key Performance Indicators (KPIs), as contained in the statutory permit guidance document, when the scheme is next varied.

3. To approve the change in the rate of set-up cost amortisation from the current rate of five years to the originally agreed basis of over the first three years of scheme operation.
4. To approve the implementation of a Key Route Network (KRN) Local Authority Allowable Cost Reimbursement rate, from April 2016, the basis of which has been agreed with Local Authority representatives.
5. To approve the implementation of updated non-KRN Local Authority Allowable Cost Reimbursement rates, from April 2016.

**146/15 GREATER MANCHESTER INVESTMENT FRAMEWORK AND
CONDITIONAL PROJECT APPROVAL**

Eamonn Boylan, Chief Executive, Stockport MBC, introduced a report seeking approval for a Growing Places loan to fund infrastructure works at Port Salford, and recycled Regional Growth Fund loans to B&H Precision Tools and RealityMine. Further details of the projects are included as a more detailed report, considered in the confidential part of the agenda due to the information relating to the business affairs of the applicants.

RESOLVED/-

1. To agree that the project funding applications by Port Salford Holdings Limited, a subsidiary of the Peel Group, (loan of £4,600,000), B&H Precision Tools (loan of £550k) and RealityMine Phase 2 (loan of £1,250,000) be given conditional approval and progress to due diligence.
2. To delegate authority to the Combined Authority Treasurer and Combined Authority Monitoring Officer to review the due diligence information and, subject to their satisfactory review and agreement of the due diligence information and the overall detailed commercial terms of the transactions, to sign off any outstanding conditions, issue final approvals and complete any necessary related documentation in respect of the loans at 1) above.

147/15 EXCLUSION OF PRESS AND PUBLIC

RESOLVED/-

That, under section 100 (A)(4) of the Local Government Act 1972 the press and public should be excluded from the meeting for the following item of business on the grounds that this involves the likely disclosure of exempt information, as set out in paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**148/15 GREATER MANCHESTER INVESTMENT FRAMEWORK AND
CONDITIONAL PROJECT APPROVAL**

Consideration was given to a report providing further detail on the funding application from Port Salford Holdings Limited for £4,600,000, B&H Precision Tooling for £550,000 and RealityMine Phase 2 for £1,250,000.

RESOLVED/-

To note the contents of the report.

**MINUTES OF THE JOINT MEETING OF THE GREATER MANCHESTER COMBINED
AUTHORITY AND AGMA EXECUTIVE BOARD HELD ON FRIDAY
25 SEPTEMBER AT STOCKPORT TOWN HALL**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Sue Murphy
OLDHAM COUNCIL	Councillor Dave Hibbert
SALFORD CC	Ian Stewart
STOCKPORT MBC	Councillor Sue Derbyshire
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Michael Young
WIGAN COUNCIL	Councillor Peter Smith

JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE

TfGMC	Councillor Andrew Fender
GMWDA	Councillor Nigel Murphy

OFFICERS IN ATTENDANCE

Liz Treacy	GMCA Monitoring Officer
Richard Paver	GMCA Treasurer
Andrew Lightfoot	GM Public Service Reform
Paul Najsarek	Bolton Council
Mike Owen	Bury Council
Howard Bernstein	Manchester CC
Carolyn Wilkins	Oldham Council
Steve Rumbelow	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Donna Hall	Wigan Council
Ian Hopkins	GMP
Mark Hughes	GM Growth Company
Simon Nokes	New Economy
Pete O'Reilly	GM Fire & Rescue
Andrew Taylor	GM Waste Disposal Authority
Adam Allen	Office of the Police & Crime Commissioner

Jim Battle
Clare Regan
Jon Lamonte

Deputy Police & Crime Commissioner
GM Interim Mayor's Office
TfGM

Julie Connor
Sylvia Welsh
Steve Annette

) Greater Manchester
) Integrated Support Team
)

99/15 APOLOGIES

Apologies for absence were received on behalf of Sean Anstee (Trafford), Richard Farnell (Rochdale), Richard Leese (Manchester) and Jim McMahon (Oldham). It was noted that Dave Hibbert (Oldham), Sue Murphy (Manchester) and Michael Young (Trafford) and were attending as their substitutes.

100/15 DECLARATIONS OF INTERESTS

None received.

101/15 MINUTES OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD MEETING HELD ON 31 JULY -

The minutes of the Joint GMCA and AGMA Executive Board meeting held on 31 July 2015 were submitted for consideration.

RESOLVED/-

To approve the minutes of the Joint GMCA and AGMA Executive Board held on 31 July 2015.

102/15 FORWARD PLAN OF STRATEGIC DECISIONS OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD AND AGMA EXECUTIVE BOARD

Consideration was given to a report of Julie Connor, Head of the Greater Manchester Integrated Support Team, which set out the Forward Plan of those strategic decisions to be considered over the next four months.

RESOLVED/-

To note the Forward Plan of Strategic Decisions as set out in the report.

103/15 MINUTES OF THE GMCA AND AGMA AUDIT COMMITTEE MEETING HELD ON 18 SEPTEMBER 2015

RESOLVED/-

To note the minutes of the GMCA and AGMA Audit Committee held on 18 September 2015.

**104/15 GREATER MANCHESTER HEALTH AND SOCIAL CARE DEVOLUTION
GOVERNANCE PROPOSALS**

The Chair had agreed, under Part 5A, paragraph 7.3 of the GMCA Constitution, for this report to be considered as a late item.

Liz Treacy introduced a report setting out the proposals relating to governance for the first stage of a devolved health and social care system in Greater Manchester from October 2015 (in shadow form) and April 2016 (in final form), recognising that arrangements set out may change as the system becomes more self assured and is able to demonstrate sustainability and maturity.

The Head of Paid Service advised that initially the Strategic Partnership Board may need to meet monthly up to January 2016, suggesting that a monthly meeting be programmed into the schedule of meetings taking place on the GMCA and AGMA Executive day.

RESOLVED/-

1. To support the in principle shadow governance arrangements set out in the report.
2. To note that the shadow structure will be in place from October 2015 and that the arrangements will be subject to review and development during the shadow period to ensure that they are fit for purpose for devolution in April 2016.
3. To note that the in principle shadow governance arrangements are also agreed by the GM AGG and the Greater Manchester Provider Trust Chief Executive Officer Group

**MINUTES OF THE JOINT GREATER MANCHESTER COMBINED AUTHORITY
AND AGMA EXECUTIVE BOARD HELD ON
FRIDAY 30 OCTOBER 2015 AT BURY TOWN HALL**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jean Stretton
ROCHDALE MBC	Councillor Peter Williams
SALFORD CC	Councillor David Lancaster
STOCKPORT MBC	Councillor Sue Derbyshire
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Sean Anstee
WIGAN COUNCIL	Councillor Peter Smith

JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE

GMFRA	Councillor Tommy Judge
GMWDA	Councillor Nigel Murphy
TfGMC	Councillor Andrew Fender

OFFICERS IN ATTENDANCE

Margaret Asquith	Bolton Council
Mike Owen	Bury Council
Carolyn Wilkins	Oldham Council
Howard Bernstein	Manchester CC
Steve Rumbelow	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Alison McKenzie Folan	Wigan Council
Peter O'Reilly	GM Fire & Rescue
Ian Hopkins	GMP
John Bland	GM Waste Disposal Authority
Simon Nokes	New Economy
Adam Allen	Office of the Police & Crime Commissioner
Jon Lamonte	TfGM

Liz Treacy
 Richard Paver
 Andrew Lightfoot
 Julie Connor
 Sylvia Welsh
 Kerry Bond

GMCA Monitoring Officer
 GMCA Treasurer
 GM Public Service Reform
) Greater Manchester
) Integrated Support Team
)

105/15 APOLOGIES

Apologies for absence were received on behalf of David Acton (GMFRA), Richard Farnell (Rochdale), Donna Hall (Wigan), Paul Najsarek (Bolton), Cath Piddington (GMWDA) and Ian Stewart (Salford).

106/15 DECLARATIONS OF INTERESTS

None received.

107/15 MINUTES OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD MEETING HELD ON 25 SEPTEMBER 2015

The minutes of the Joint GMCA and AGMA Executive Board meeting held on 25 September 2015 were submitted for consideration.

RESOLVED/-

To approve the minutes of the Joint GMCA and AGMA Executive Board held on 25 September 2015.

108/15 FORWARD PLAN OF STRATEGIC DECISIONS OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD AND AGMA EXECUTIVE BOARD

Consideration was given to a report of Julie Connor, Head of the Greater Manchester Integrated Support Team, which set out the Forward Plan of those strategic decisions to be considered over the next four months.

RESOLVED/-

To note the Forward Plan of Strategic Decisions as set out in the report.

109/15 MINUTES OF THE JOINT GMCA AND AGMA SCRUTINY POOL MEETING HELD ON 9 OCTOBER 2015

RESOLVED/-

To note the minutes of the Joint GMCA and AGMA Scrutiny Pool meeting held on 9 October 2015.

110/15 GREATER MANCHESTER SPATIAL FRAMEWORK – CONSULTATION ON STRATEGIC GROWTH OPTIONS

Eamonn Boylan, Chief Executive, Stockport MBC, introduced a report updating members on the next stage of the Greater Manchester Spatial Framework, seeking approval to a formal consultation process following discussions with Leaders on the final content.

The report also advised that it was proposed the consultation will begin on 9 November 2015 for at least 6 weeks and will be carried out in line with the Statement of Communities Involvement of the 10 local planning authorities.

RESOLVED/-

1. To note the report and agree the approach.
2. To delegate responsibility to make any final amendments to the consultation documents and agree their publication to Eamonn Boylan, Chief Executive, Stockport MBC, in consultation with Councillor Sue Derbyshire, Portfolio Lead member for Planning & Housing.
3. To agree that Greater Manchester continue discussions with Department for Communities and Local Government as outlined in Section 3 of the report.

111/15 HOUSING AND PLANNING BILL

Eamonn Boylan, Chief Executive, Stockport MBC presented a report detailing the key provisions of the Government's Housing and Planning Bill, published on 13 October 2015.

A member expressed concern that this legislation would not help to address the growing demand in Greater Manchester for affordable rented housing for those on low incomes given the current economic climate.

It was noted that a further paper presenting options under development to identify how these issues might be addressed as they affect Greater Manchester would be considered at an informal meeting of leaders later in the day. It was also suggested that the further paper could be made publicly available once discussed so that there is a general understanding and awareness of the context, constraints of work currently being undertaken to address the needs of Greater Manchester residents more specifically.

RESOLVED/-

To note the key elements of the Housing and Planning Bill.

112/15 AGMA REVENUE BUDGET MONITORING UPDATE 2015/16

Richard Paver, GMCA and AGMA Treasurer, presented a report informing members of the 2015/16 forecast revenue outturn position as at end September 2015.

In response to a question it was confirmed that conversations were being undertaken across the relevant agencies to ensure Operation Challenger would be as sustainable going forward and that the funding request from the Police and Crime Panel support costs was for

2015/16

only.

RESOLVED/-

1. To note the report and the current revenue outturn forecast for 2015/16 which is projecting an underspend of £268,000.
2. To note and approve the funding requirements for Operation Challenger as detailed in the report and approve the virement of £121,000 from the Police and Crime Panel support costs budget to the project budget as detailed in paragraphs 2.1 to 2.3 of the report, noting that the funding is for 2015/16 only and that longer term funding requirements will need to be addressed.
3. To approve the remaining revisions to the revenue budget plan 2015/16 as identified in the report and described in paragraph 2.4 of the report.
4. To note the position on reserves as highlighted in paragraph 3 of the report.

ITEM 3A

MINUTES OF THE POLICE AND CRIME PANEL MEETING HELD ON FRIDAY 26 JUNE 2015 AT OLDHAM CIVIC CENTRE

MEMBERS PRESENT-

BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jim McMahon
ROCHDALE MBC	Councillor Richard Farnell
SALFORD CC	Mayor Ian Stewart
STOCKPORT MBC	Councillor Iain Roberts
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD	Councillor Sean Anstee
WIGAN COUNCIL	Councillor Peter Smith

OTHER MEMBERS IN ATTENDANCE

Assistant Chief Constable	Ian Hopkins
Tony Lloyd	Interim GM Mayor
Jim Battle	Deputy Police and Crime Commissioner

OFFICERS IN ATTENDANCE

Sir Howard Bernstein	GMCA Head of Paid Services
Richard Paver	GMCA Treasurer
Liz Treacy	Manchester CC
Paul Najsarek	Bolton Council
Mike Owen	Bury Council
Andrew Lightfoot	Manchester CC
Carolyn Wilkins	Oldham Council
Steve Rumbelow	Rochdale MBC
Ben Dolan	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Donna Hall	Wigan Council

Julie Connor)
Sylvia Welsh) Greater Manchester
Steve Annette) Integrated Support Team
Kerry Bond)

1. APOLOGIES

Apologies were received from, Councillor Sue Derbyshire, (Stockport Council), Jim Taylor (Salford Council), Adam Allen, (OPCC) and Maqsood Ahmad, Co-opted member.

2. DECLARATIONS OF INTEREST

Diane Curry, co-opted member, declared a non-pecuniary interest in relation to Item No. 7 - Appointment of Co-opted Members

3. APPOINTMENT OF CHAIR OF THE POLICE AND CRIME PANEL - 2015/16

RESOLVED/-

That Councillor Mike Connolly be appointed Chair of the Police and Crime Panel for 2015/16.

4. MEMBERSHIP OF THE POLICE AND CRIME PANEL

RESOLVED/-

To note the membership of the Police and Crime Panel for 2015-16 as follows:

DISTRICT	MEMBER
Bolton	Cliff Morris
Bury	Michael Connolly
Manchester	Richard Leese
Oldham	Jim McMahon
Rochdale	Richard Farnell
Salford	Ian Stewart
Stockport	Sue Derbyshire
Tameside	Kieran Quinn
Trafford	Sean Anstee
Wigan	Peter Smith
Co-opted member	Diane Curry
Co-opted member	Maqsood Ahmad

5. MINUTES OF POLICE AND CRIME PANEL MEETING - 30 JANUARY 2015

RESOLVED/-

To approve as a correct record the Minutes of the meeting of the Police and Crime Panel held on 30 January 2015.

6. POLICE AND CRIME FORWARD PLAN 2014-15

A report was submitted by Donna Hall, Chief Executive, Wigan Council that set out a proposed Forward Plan for 2015-16 to inform the business of the Police and Crime Panel.

The Forward Plan supported the Panel in meeting its statutory functions and assumed that much of the detailed work to support the Police and Crime Panel and the Police and Crime Commissioner would be undertaken by the Police and Crime Steering Group.

RESOLVED/:

That the Forward Plan 2015-16 be noted.

7. APPOINTMENT OF CO-OPTED MEMBERS

The Panel received a report that sought approval to the re-appointment of the two co-opted Police and Crime Panel members.

RESOLVED/-

1. That Diane Curry, Partners of Prisoners, and Maqsood Ahmad, NHS be re-appointed as mandatory co-opted members of the Police and Crime Panel, for a further period of three years, with effect from 1 November 2015.
2. That it be agreed each co-opted member be entitled to receive an allowance of £920 per year, and travel expenses, in support of their contributions to the work of the Panel, subject to their continued attendance and engagement.
3. To note that a full review would be required before of the end of the second term.

8. GM POLICE AND CRIME PLAN 2015/16

The Panel received a joint report from Donna Hall, Chief Executive, Wigan Council, and Adam Allen, Chief Executive GM Police and Crime Commissioner Officer, detailing a suggested work plan for 2015/16 that had been shared with and endorsed by both the GM Leads and GM steering group meetings in March and May respectively.

The GM Police and Crime Panel was invited to offer any comments and, if so determined, endorse the work plan for 2015/16.

The Interim GM Mayor reported that GMP were an integral part of the Police and Crime Steering Group which was allowing for greater traction and collaboration with a broad range of partners.

RESOLVED/-

To note the work plan and endorse the approach to be carried out by Lead officers, as detailed in the report.

9. GM POLITICAL GOVERNANCE IN RELATION TO WORK AROUND DOMESTIC ABUSE, PREVENT AND CIVIL CONTINGENCIES

The Panel received a joint report from The Police and Crime Commissioner and the Lead

Leader, Police and Crime proposing strengthened governance arrangements for GM work in relation to Domestic Abuse, Prevent and Civil contingencies, which were agreed by the Police and Crime Steering Group in May 2015. The report also outlined new governance arrangements that are in place in respect of Child Sexual Exploitation.

RESOLVED/-

To note and endorse the new arrangements as detailed in the report.

10. GM POLICE AND CRIME PANEL COMPLAINTS PROCEDURE

A report was submitted by Donna Hall, Wigan Council that presented Panel members with a summary of complaints against the Police and Crime Commissioner and his office during the 2014/15 financial year.

RESOLVED/:

To note the report.

11. LOCAL GOVERNMENT ASSOCIATION - GOOD PRACTICE FOR POLICE AND CRIME PANELS

The Panel received a report and guidance document 'Good Practice for Police and Crime Panels' produced by the Local Government Association.

RESOLVED/-

1. To note the guidance document 'Good Practice for Police and Crime Panels', produced by The Local Government Association (LGA) and the recognition within the document of good practice in respect of initiatives already commissioned in GM.
2. That the report be referred to the GM Police and Crime Leads and Steering Groups to enable them to consider other areas of good practice highlighted in the LGA report which might be capable of local application.

12. LORD PETER SMITH AND DONNA HALL, WIGAN COUNCIL

Members wished to place on record their gratitude to both Lord Peter Smith, former Chair, and Donna Hall, Lead Chief Executive, for their work and commitment to the Police and Crime portfolio.

Chair

ITEM 3B

MINUTES OF AN EXTRAORDINARY MEETING OF THE POLICE AND CRIME PANEL HELD ON FRIDAY 25 SEPTEMBER 2015 AT STOCKPORT TOWN HALL

MEMBERS PRESENT-

BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
SALFORD CC	Mayor Ian Stewart
STOCKPORT MBC	Councillor Iain Roberts
TAMESIDE MBC	Councillor Kieran Quinn
WIGAN COUNCIL	Councillor Peter Smith
INDEPENDENT MEMBERS	Diane Curry
INDEPENDENT MEMBER	Maqsood Ahmad

ALSO PRESENT

Diocese of Manchester	Rt. Reverend Dr D.S Walker, Bishop of Manchester
Oldham Council	Councillor D. Hibbert
Manchester City Council	Councillor S. Murphy
Trafford Council	Councillor M. Young
Tony Lloyd	Police and Crime Commissioner
Jim Battle	Deputy Police and Crime Commissioner
Mr. Ian Hopkins	Greater Manchester Police
Adam Allen	Chief Executive Officer, OPCC
Clare Regan	OPCC

OFFICERS IN ATTENDANCE

Sir Howard Bernstein	GMCA Head of Paid Services
Richard Paver	GMCA Treasurer
Liz Treacy	GMCA Monitoring Officer
Paul Najsarek	Bolton Council

Mike Owen
Andrew Lightfoot
Carolyn Wilkins
Steve Rumbelow
Jim Taylor
Eamonn Boylan
Steven Pleasant
Theresa Grant
Donna Hall

Bury Council
Manchester CC
Oldham Council
Rochdale MBC
Salford CC
Stockport MBC
Tameside MBC
Trafford Council
Wigan Council

Julie Connor)
Sylvia Welsh) Greater Manchester
Steve Annette) Integrated Support Team

1. APOLOGIES

Apologies were received from Councillor Richard Leese, Councillor Sean Anstee, Councillor Richard Farnell and Councillor Jim McMahon

2. DECLARATIONS OF INTEREST

Councillor Mike Connolly, Chair of the Police and Crime Panel, declared a non -pecuniary interest in relation to Item 3 - Appointment of Chief Constable and vacated the chair at this point.

3. APPOINTMENT OF CHAIR OF THE MEETING

RESOLVED/-

That Councillor Kieran Quinn be appointed Chair for the meeting.

4. APPOINTMENT OF CHIEF CONSTABLE - GREATER MANCHESTER POLICE

Councillor Quinn reminded the Panel of the requirement to hold a Confirmation Hearing following receipt of formal notification by the Police and Crime Commissioner of his wish to appoint his preferred candidate, Ian Hopkins, to the post of Chief Constable for Greater Manchester. He added that documentary evidence of the process followed by the Commissioner when recruiting to the post and selecting his preferred candidate was detailed within the report circulated. The report also included details of the qualities and skills sought in a successful candidate, the analysis of Ian Hopkins's performance at various interviews and highlighting the cross-community representation which had been included in the selection panel.

The Chair then invited the Police and Crime Commissioner to introduce his report and invited questions and comments of the Panel.

The Police and Crime Commissioner informed the Panel that a very rigorous recruitment process had been undertaken which included the engagement of key stakeholders and experts to advise him on the key requirements of the role and subsequently on the suitability of candidates. The Commissioner added that assessment focussed on the candidates

policing knowledge, strategic technical capabilities and their understanding of the public service reform agenda.

The Commissioner reported that it was important for the Chief Constable to be a highly visible public figure at a GM, national and international level. The Panel noted that at both assessment and interview stages, Ian Hopkins performed admirably well during the media exercises.

The Commissioner concluded by reporting that he wanted to formally recommend the endorsement of Ian Hopkins as the new Chief Constable of Greater Manchester Police on the terms and conditions as detailed within his report.

The Chair then invited questions and/or comments from members of the Police and Crime Panel.

Maqsood Ahmad, Co-opted member of the Police and Crime Panel commented that it was important to recognise equality and diversity within the police service both locally and nationally and that there was a challenge to ensure more women and BME communities were represented in the police service. This was a national issue for the force.

The Chair then invited the Bishop of Manchester to comment on his report. The Bishop reported that the process to appoint a new Chief Constable had been very thorough and included a very extensive advertisement campaign. He added that great efforts were undertaken to ensure as wide a representation as possible on the stakeholders panels and technical panels.

The Panel noted that the role of Chief Constable required applicants to have successfully completed the Strategic Command Course which was a limiting factor on the pool of possible applicants. The Bishop suggested that this limitation was something that required addressing at a national level, however this did not impede the Panel in selecting a new Chief Constable for Greater Manchester Police.

The Chair then invited Ian Hopkins to address the Panel, and in doing so he talked about his policing philosophy and the challenges that GMP was facing with increasing budget cuts. He said that despite the challenges that lay ahead, he was totally committed and driven to provide the very best service for the citizens of Greater Manchester, adding that he would continue to build on the extensive relationships with stakeholders and partners and was committed to a 'whole place' solution to problem solving. He added that an Operating Model was being mapped out and he agreed that this would be shared with partners once it was completed. The Model would focus on community engagement and integration of the service at a neighbourhood level. Mayor Ian Stewart, reported that there were very good examples of integrated service delivery across the borough of Salford and Ian Hopkins gave his reassurance that he was totally committed to ensure this was replicated across GM.

The Chair in summary thanked everyone for their contributions and reminded the Panel of the four options available to them in reaching a decision, namely (a) to recommend that the appointment proceeds, (b) that it proceeds with recommended action, (c) that the appointment not be made or, (d) that the proposed appointment be vetoed.

RESOLVED/-

That the Panel supports the recommendation of the Police and Crime Commissioner on the proposed appointment of Ian Hopkins as Chief Constable of Greater Manchester Police, on the terms and conditions as detailed within the Police and Crime Commissioner's report.

Chair

MINUTES

Meeting:	National Park Authority
Date:	Friday 18 September 2015 at 10.00 am
Venue:	The Board Room, Aldern House, Baslow Road, Bakewell
Chair:	Cllr Mrs L C Roberts
Present:	Mr P Ancell, Mrs P Anderson, Mrs F Beatty, Cllr P Brady, Cllr C Carr, Cllr D Chapman, Cllr A R Favell, Cllr C Furness, Cllr D Greenhalgh, Mr Z Hamid, Cllr Mrs N Hawkins, Cllr Mrs G Heath, Mr R Helliwell, Cllr H Laws, Cllr Mrs C Howe, Ms S Leckie, Cllr J Macrae, Cllr S Marshall-Clarke, Cllr A McCloy, Ms S McGuire, Cllr C McLaren, Cllr Mrs K Potter and Cllr Mrs N Turner
Apologies for absence:	Cllr D Birkinshaw, Mrs E Sayer, Cllr Mrs J A Twigg, Cllr F J Walton, Cllr G Weatherall and Cllr D Williams.

102/15 CHAIR'S ANNOUNCEMENTS

Members received an update on the Moors for the Future European LIFE programme funding bid and Ash dieback in the Peak District.

103/15 URGENT BUSINESS

There was no urgent business to report.

104/15 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

105/15 DRAFT STRATEGIC FRAMEWORK: 2016-2019 (SF)

The Chief Executive, Sarah Fowler, introduced a report prepared following consultation with three nominated members and a members' financial planning day held on 24 July. The report asked members to approve the strategic framework for the three years from 2016/2017 to 2018/19 and authorise implementation.

Sarah expressed her gratitude to Authority Members and Members of the Senior Management in developing the proposals to this stage.

It was noted in implementing the proposals the Authority would be asked to consider a revised Corporate Strategy for 2016-2019 in December 2015 and a full budget report in February 2016.

During the discussion some Members expressed concerns about the areas which had been given strategic certainty and suggested alternative approaches. In response it was noted that the proposals had to be looked at in the context of the budget proposals where strategic certainty had been given to services which would deliver a sustainable income and full cost recovery.

Members also made suggestions about minor amendments to the text to provide greater clarity. The Chair assured Members that, where appropriate, these would be taken on board.

The officer recommendation was moved, seconded, put to the vote and carried.

RESOLVED:

To approve the draft strategic framework set out in Appendix 1 of the report.

The meeting was adjourned from 10.55pm to 11.00am following consideration of this item.

106/15 FINANCIAL PLANNING: 2016-2017 BUDGET PROPOSALS (RMT/RMM)

The Director of Corporate Resources, Ruth Marchington, introduced a report asking the Authority to approve the budget proposals for 2016/2017. If approved this would allow the Authority to start implementing measures to deliver savings anticipated in the 2016/17 budget before the start of the financial year commencing on 1 April 2016. It was confirmed that a full budget report responding to this steer would be prepared by the Chief Finance Officer and considered by the Authority in February 2016.

In introducing the report Ruth confirmed that comments made by Members at the recent financial planning workshop had been incorporated into the proposals. It was also noted that nationally the Chief Executives and Chairs of National Park Authorities were lobbying government to obtain the powers to open up access to additional income and therefore mitigate against the impact of reductions in the Defra grant.

The officer recommendation was moved, seconded, put to the vote and carried.

RESOLVED

- 1. To approve a programme of reductions in Defra funded activities in five review areas, as detailed in Appendix 1, amounting to £464k to be implemented by 1 April 2016.**
- 2. To approve plans to achieve an increase in net income and reductions in input costs in areas given strategic certainty, as detailed in Appendix 1, amounting to £138k to be implemented by 1 April 2016.**

Cllr Mrs N Hawkins left the meeting at 11.35am following consideration of this item.

107/15 EXEMPT INFORMATION S100 (A) LOCAL GOVERNMENT ACT 1972

RESOLVED:

To exclude the public from the meeting during consideration of Agenda Item No 9 to avoid the disclosure of Exempt Information under S100 (A)(4) Local

Government Act 1972, Schedule 12A, Paragraph 1 "Information relating to any individual" and Paragraph 4: "Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority".

PART B

SUMMARY

The Committee determined the following item, full details of which are in the exempt minutes:

108/14 Fit for Purpose Organisational Design - Outcome of Consultation on the Leadership Team Review (SF)

The meeting ended at 12.20 pm

MINUTES

- Meeting:** National Park Authority
- Date:** Friday 2 October 2015 at 10.00 am
- Venue:** The Board Room, Aldern House, Baslow Road, Bakewell
- Chair:** Cllr Mrs L C Roberts
- Present:** Mr P Ancell, Mrs P Anderson, Mrs F Beatty, Cllr D Birkinshaw, Cllr P Brady, Cllr C Carr, Cllr D Chapman, Cllr C Furness, Mr Z Hamid, Cllr Mrs N Hawkins, Cllr Mrs G Heath, Mr R Helliwell, Cllr H Laws, Cllr Mrs C Howe, Ms S Leckie, Cllr A McCloy, Ms S McGuire, Cllr C McLaren, Cllr Mrs K Potter, Cllr Mrs J A Twigg, Cllr F J Walton, Cllr G Weatherall and Cllr D Williams
- Apologies for absence:** Cllr A R Favell, Cllr D Greenhalgh, Cllr J Macrae, Cllr S Marshall-Clarke, Mrs E Sayer and Cllr Mrs N Turner.

109/15 CHAIR'S ANNOUNCEMENTS

Cllr Mrs K Potter expressed her thanks and appreciation to all Members and staff involved in raising £343 for McMillan Cancer Support.

The Chair announced that copies of the photograph of the Authority taken following the Annual Meeting were available from Cllr G Weatherall for £1.50 each. On behalf of Members the Chair thanked Cllr Weatherall for organising the photograph.

110/15 MINUTES OF PREVIOUS MEETING HELD ON 3 JULY 2015

The minutes of the Authority held on 3 July 2015 were approved as a correct record.

111/15 MEMBERS DECLARATIONS OF INTEREST

Item 8

It was noted that Cllr Mrs K Potter had circulated an email to all Members setting out her views on the proposals relating to Minerals.

Item 10

Mr R Helliwell, personal interest as a member of the Hope Valley Community Rail Partnership.

It was noted that Cllr D Chapman and Cllr C Furness had been contacted by Cllr Mrs Jean Monks regarding the Hope Valley Rail Proposals.

It was noted that Mr P Ancell had received a telephone call from Mr R Dickson regarding the Hope Valley Rail Proposals.

It was noted that Ms S McGuire as a resident of the Hope Valley had attended two public events arranged by Network Rail on earlier proposals and one on the current proposals. She had also received an email from Network Rail asking for feedback on the proposals. It was also noted that although she had received a phone call from an affected landowner who had brought her attention to the current proposals she had not expressed a view..

112/15 NOTICE OF MOTION - APPOINTMENT PRINCIPLES (JS)

At the meeting of the Authority held on 5 June 2015 Cllr P Brady moved a motion, seconded by Cllr Mrs J Twigg. As the motion included proposals to amend part 1 of the Authority's Standing Orders, consideration of the motion was adjourned to the AGM held on 3 July 2015. At that meeting the Authority made a decision on most of Part A of the motion but deferred further consideration of the elements relating to the "Democratic Principles" and established a small Member working group to look at the proposed principles and report back with proposals. The group met on 18 August 2015 to discuss the issues raised by officers and produced a modified set of principles to be brought back to a meeting of the Authority.

The Authority were asked to consider the remaining elements of the Notice of Motion by considering the revised "Appointment Principles" and the outstanding proposal to amend Part 1 of the Authority's Standing Orders to make reference to the principles.

The following amendment to the original motion was moved, seconded, put to the vote and carried:

1. In part A replace the words "Democratic Principles" with "Appointment Principles" and substitute "appropriate officer" for "Chief Executive"
2. In part B replace "appendix 2" with "appendix 1".

Following a discussion on the amended motion the substantive motion was put to the vote and lost.

113/15 AGREEING THE DRAFT DEVELOPMENT MANAGEMENT POLICIES DEVELOPMENT PLAN DOCUMENT (BJT)

The Planning Policy Manager, Brian Taylor, introduced a report asking the Authority to approve the draft Development Management Policies Development Plan Document (DPD) as the second part of the Local Development Plan for the National Park. In introducing the report Brian clarified the methodology used to carry out the review of existing policies and highlighted significant changes in the following areas:

- Definitions of Heritage Assets
- Farm Buildings
- Affordable Housing
- Sub-Division of Properties
- Rural Business Expansion
- Minerals Sites

As an update to the report Members were advised that the reference to "Bakewell: Land adjoining the Cintride Factory" was to be removed from policy DME3 but the site would remain within the development boundary for Bakewell. Recommendation 3 in the report was amended to add the words "including any minor changes to Policies" before ", appendices and policies map"

The Director of Planning, John Scott, assured Members that the officer delegation would be limited to minor changes so significant amendments would be brought back to Members for determination. During the discussion it was suggested that the Member Representative for Economy should be included in meetings of the Member working group.

A number of comments and suggestions for minor amendments were put forward by Members. The Director of Planning confirmed that all the suggested changes would be looked at following the meeting and where appropriate incorporated.

The amended officer recommendation was moved, seconded, put to the vote and carried.

RESOLVED:

1. **To approve the draft Development Management Policies (DPD);**
2. **To confirm that the document will form the basis of the formal Sustainability Appraisal and Appropriate Assessment under the Habitats regulations;**
3. **To delegate authority to the Director of Planning, in consultation with the Chair and Vice Chair of Planning Committee, to complete the editing process, including any minor changes to policies, appendices and policy maps;**
4. **To confirm that these documents will form the basis of on-going consultation with communities and partners up to and including the statutory consultation and submission stages;**
5. **To confirm that from this stage some limited weight may be attached to the emerging DPD as a material planning consideration as an agreed statement of the Authority's intended position on development management policy;**
6. **To appoint Cllr C Furness to the membership of the working group as Member Representative for Economy.**

Cllr Mrs K Potter asked that her vote against the policies relating to minerals be recorded.

The meeting was adjourned from 12.10pm to 12.20pm following consideration of this item.

114/15 REVIEW OF CHARGING FOR PRE-APPLICATION PLANNING ADVICE (JRS)

The Director of Planning, John Scott presented a report setting out performance of the scheme for charging for pre-application advice first introduced on 1 April 2014. The report updated Members on how the scheme operated, identified the additional income generated and outlined proposals to extend the approach to other areas.

Subject to minor amendments the officer recommendation was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. To continue the pre-application charging schemes for development and to delegate authority to the Director of Planning to make any future changes to the scheme and inflationary increases in charges in consultation with the Chair and Vice-Chair of Planning Committee subject to any significant changes being the subject of a report to Planning Committee.**
- 2. To extend the principle of charging for advice to other areas of the Authority's work, in accordance with Standing Orders.**
- 3. To continue to review the operation of the advice charging scheme through an annual report to a meeting of the Planning Committee.**

115/15 HOPE VALLEY CAPACITY IMPROVEMENT SCHEME PROPOSED FORMAL RESPONSE PROCESS (EF)

The Transport and Climate Change Policy Manager, Emily Fox presented a report alerting the Authority to the submission of a Transport and Works Act Order for the Hope Valley Capacity Improvement Scheme by Network Rail. As the Authority had until the 6 November to respond to the proposals the report suggested that the Director of Planning to be given delegated authority to respond on the Authority's behalf.

It was noted that since the report had been published Network Rail had provided reasons for carrying out significant development in the National Park and confirmed that Members attending the strategic finance workshop on 23 October would have a further opportunity to engage in preparing the response.

The officer recommendation was moved, seconded put to the vote and carried.

RESOLVED:

- 1. To note that the Transport and Works Act Order for the Hope Valley Capacity Improvement Scheme has been submitted to the Secretary of State, and that a formal consultation on the Orders has begun.**
- 2. To delegate authority to the Director of Planning to prepare and submit the Authority's response to the Hope Valley Capacity Improvement Scheme Transport and Works Act Order following consultation with the Chair and Deputy Chair of the Authority.**

116/15 MEMBER DEVELOPMENT ANNUAL REPORT (RC)

The officer recommendation was moved, seconded, put to the vote and carried.

RESOLVED:

- 1. To approve the Member learning and development events programme for January to December 2016 at Appendix 2.**

-
2. To continue to record Member learning and development activities in terms of hours and include personal learning and development by Members outside of events organised by the Authority, with the target of 20 hours per Member in every 12 months.

117/15 EXEMPT INFORMATION S100 (A) LOCAL GOVERNMENT ACT 1972

RESOLVED:

To exclude the public be from the meeting during consideration of the following item to avoid the disclosure of Exempt Information under S100 (A)(4) Local Government Act 1972, Schedule 12A, Paragraph 4: "Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority".

118/15 EXEMPT MINUTES OF AUTHORITY MEETING HELD ON 3 JULY 2015

The exempt minutes of the Authority held on 3 July 2015 were approved as a correct record.

The meeting ended at 1.00 pm

**MINUTES OF A MEETING OF THE
GREATER MANCHESTER FIRE AND RESCUE AUTHORITY**

HELD ON 15th OCTOBER 2015

Present:

Councillor David Acton (Chairman), Councillors John Bell (Deputy Chairman), Mohammed Ayub, Walter Brett, Sharon Briggs, Lynda Byrne, Jim Dawson, Jim Ellis, Grace Fletcher-Hackwood, Daniel Hawthorne, Derek Heffernan, June Hitchen, Barrie Holland, Bernard Judge, Afia Kamal, Iain Lindley, Alan Matthews, John O'Brien, Shaun O'Neill, Brian Rigby, Fred Walker, Paul Wild, Steve Williams, Michael Whetton and John Wright

Also in Attendance: Peter O'Reilly (County Fire Officer and Chief Executive), Paul Argyle (Deputy County Fire Officer), Tony Clarke (Strategic Finance Manager, Wigan Council), Andrea Heffernan (Head of Finance and Technical Services), Dave Keelan (Director of Emergency Response), Billy Myers (Area Manager - Head of Protection), Emma Stubbs (Youth Engagement Manager), Gwynne Williams (Deputy Clerk and Authority Solicitor), Shelley Wright (Director of Corporate Communications) and Donna Parker (Democratic Services Manager)

40. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Stephen Coen, Basil Curley, Tommy Judge (Vice-Chairman), Amna Mir and Michael Smith.

41. MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Authority held on 3rd September 2015 were approved and signed by the Chairman as a correct record.

42. DECLARATIONS OF INTEREST

Councillor Jim Ellis, John O'Brien and Fred Walker declared a Discloseable Pecuniary Interest in Minute 46 – Minutes of Meeting Thursday, 17 September 2015 of Service Delivery Committee, Minute 48 – Minutes of Meeting Thursday 1 October 2015 of Policy, Resources and Performance Committee and Minute 50 - Wigan Community Fire and Ambulance Station by virtue of receiving an allowance from Wigan Council as an elected Councillor and the minutes and report relating to the recommendation to enter into a contract with Wigan Council to purchase land. Members did not speak or vote thereon.

43. URGENT BUSINESS (IF ANY)

There were no items of urgent business submitted.

44. CHAIRMAN'S ANNOUNCEMENTS

1. The Chairman advised that the meeting of the Fire Authority was going to be 'live streamed' and would be available to the public via YouTube to watch either live or retrospectively.
2. The Chairman advised that a Member Training and Development Session on 'Major Incident Command' was taking place at the time of the meeting in the Emergency Response Hub and would be hosted by Warren Pickstone, Area Manager – Head of Resilience and Planning, and all Members were encouraged to attend.
3. The Chairman advised that GMFRS had been nominated for an 'Achievement Award for Sustainable Future 2015' at the British Quality Foundation Awards in London on 15th October 2015. Councillor June Hitchen in her capacity as Member Champion for Sustainability would be attending the event along with the Environment Manager and Head of Finance and Technical Services.
4. The Chairman invited all Members to attend a visit to the 'New Operational Training Site and Community Hub' at Wellington Street, Bury on Friday 6th November 2015 at 1.00pm. The visit had been arranged to allow Members to view the remediation work which had taken place at the site prior to the building work commencing. All Members were encouraged to attend and a minibus had been arranged to take Members from FSHQ, if they so wished.

(Note: The visit was subsequently re-arranged to Friday 20th November 2015 at 10.00am)

5. The Chairman invited all Members to attend the 'Greater Manchester Safe Drive Stay Alive 2015 VIP Performance' on Friday 13th November 2015 at 10.00am at The Middleton Arena. Safe Drive Stay Alive was funded by the Greater Manchester Casualty Reduction Partnership, and was a hard hitting, theatre based performance aiming to demonstrate to young people the dangers of risk taking on the roads and all Members are encouraged to attend.
6. The Chairman advised that the 'European Restart a Heart Day' was taking place on Friday 16th October 2015 and to support the event all Members were invited to attend a 'Basic Life Support and Automatic External Defibrillator' Training Session at the time of the Policy, Resources and Performance Committee on Thursday 19th November 2015 at 12.00noon in the Phoenix Room. The training session was requested by Councillor June Hitchen at the last meeting of the Authority held on 3rd September 2015 (Minute 28 – Chairman's Announcement 7 refers).

7. The Chairman invited all Members to attend the Passing-Out Event for the new Firefighter Recruits on Thursday 14th January 2016 at 1.00pm at the Training and Development Centre, Manchester. The Lord Lieutenant would also be in attendance (Minute 55 refers)
8. The Chairman advised of developments since the report on 'Sky 'Chinese' Lanterns' was considered at the meeting of the Authority on 3rd September 2015 (Minute 35 refers). Tameside Council at its meeting on 29th September and Bolton Council at its meeting on 14th October 2015 both unanimously passed a motion banning the sale and use of sky lanterns on any of its property or premises. The sale and use of sky lanterns on any of its property or premises had now been banned at Bolton, Stockport, Salford, Oldham and Tameside Councils.

45. QUESTIONS (IF ANY) UNDER STANDING ORDER 7

There were no questions submitted.

46. MINUTES OF MEETING THURSDAY, 17 SEPTEMBER 2015 OF SERVICE DELIVERY COMMITTEE

The Minutes of the proceedings of the Service Delivery Committee held on 17th September 2015 were submitted (Appendix 1).

Resolved: That the proceedings of the Service Delivery Committee held on 17th September 2015, be approved.

47. MINUTES OF MEETING THURSDAY, 24 SEPTEMBER 2015 OF AUDIT, SCRUTINY AND STANDARDS COMMITTEE

The Minutes of the proceedings of the Audit, Scrutiny and Standards Committee held on 24th September 2015 were submitted (Appendix 2).

Resolved: That the proceedings of the Audit, Scrutiny and Standards Committee held on 24th September 2015, be approved.

48. MINUTES OF MEETING THURSDAY, 1 OCTOBER 2015 OF POLICY, RESOURCES AND PERFORMANCE COMMITTEE

The Minutes of the proceedings of the Policy, Resources and Performance Committee held on 1st October 2015 were submitted (Appendix 3).

Resolved: That the proceedings of the Policy, Resources and Performance Committee held on 1st October 2015, be approved.

49. REVIEW OF CORPORATE LEADERSHIP TEAM

Consideration was given to a report of the County Fire Officer and Chief Executive which provided an update on the outcomes from the Review of the Corporate Leadership Team (CLT) Structure by the County Fire Officer and

Chief Executive. The current CLT Structure was detailed at Appendix 1 of the report.

The Chairman referred to the financial context and the government indication that GMFRA was required to save between £15million and £27 million (up to 40%) therefore the County Fire Officer and Chief Executive, was requested by the Chairman and Senior Members to review the structure of the Corporate Leadership Team. The report highlighted the outcomes from the review and provided information on the main recommendations which included reducing the number of CLT members from nine to seven, reviewing the People and Organisational Development Directorate and creating a new directorate, of Corporate Support; and also moving a number of departmental responsibilities. It was envisaged that when fully implemented these outcomes would provide somewhere between £850k and £1.25 million savings.

Members and Officers had a detailed discussion on the recommendation to change the name of the Prevention and Protection Directorate to 'Community Development Directorate'. The County Fire Officer and Chief Executive would reflect on the change and include the issue in the consultation process with both staff and stakeholders.

Resolved: That:

1. The contents of this report and comments raised, be noted.
2. Recommendations 1-17, as detailed in the report and below, proposed by the County Fire Officer and Chief Executive, be approved:-
 1. The Authority establish a Policy that clearly outlines a method for providing Principal Officer resilience for operational cover;
 2. The Authority consults with staff and stakeholders on the proposed amendment of the title of the Prevention and Protection Directorate to rename it the Directorate of Community Development;
 3. The Authority make Public Sector Reform a substantive area of work, and secure the capacity to do that work by creating a Public Sector Reform section within the Prevention and Protection Directorate. As much of this work has been about supporting other public sector organisations, and is related to communities, Estates and Buildings be moved under the PSR umbrella with the Director of Prevention and Protection providing the Corporate Leadership Team oversight for this area (Recommendation 4 refers);
 4. The Deputy County Fire Officer, the Director of Emergency Response and the Director of Prevention and Protection as a matter of urgency, review the current references of Area Managers, complete an effective realignment of those references, and consider moving those Area Managers that have limited cross department experience into roles that will provide opportunities for further development;

5. The Authority create the new role of Director of Corporate Support, deleting the Director of Finance and Technical Services role and merging its remaining responsibilities into this new role;
6. The Director of Corporate Support, when appointed, will support the Deputy County Fire Officer and the Treasurer to implement the most effective and efficient option for providing a Finance function to GMFRA/GMFRS;
7. In order to improve the relationship with frontline service delivery, and to provide better transparency with the Authority and Strategic Leaders, Leigh Technical Services, including Workshops, Vehicle Maintenance and Supplies, will move under the direction of the Director of Emergency Response;
8. Considering the retirement of the Director on ICT the Authority delete the role and merge its responsibilities into the new role of Director of Corporate Support. The Director of Corporate Support, when appointed, will review the structure of the current ICT Directorate;
9. The Authority delete the role of Director of People and Organisational Development, moving the strategic responsibilities to the Deputy County Fire Officer. The Deputy County Fire Officer, via a consultancy agreement, will work with Wigan Council and engage with North West Employers (NWEs) to implement the preferred option for providing Human Resources and Organisation Development Services within GMFRS. The first part of this will entail securing the appointment of a new Head of Human Resource and Organisation Development Services. The Deputy County Fire Officer will also engage NWEs to review current Job Descriptions of the Corporate Leadership Team, and evaluate the new role of Director of Corporate Support. This will require a Job Specification, Job Description and an evaluation of the size of the job;
10. Corporate Planning and Intelligence Directorate become the Planning and Knowledge Management Department and become the custodian of all related systems, and will come within the responsibilities of the new role Director of Corporate Support;
11. Consultation and Engagement, and the role of Policy Officer, to move from the Corporate Planning and Intelligence Directorate to the Corporate Communications Directorate;
12. The Director of Emergency Response, supported by Group Manager Training, review the existing training provision across the Service and make recommendations as to how further synergies can be created;
13. The County Fire Officer and Chief Executive become the direct line manager for the Deputy County Fire Officer and the Deputy Clerk and Authority Solicitor (Monitoring Officer);
14. The Deputy County Fire Officer become the direct line manager for the Director of Corporate Support, the Director of Emergency Response, the Director of Community Development, the Director of Corporate Communications and the Head of Human Resource and Organisation Development Services;

15. All Corporate Leadership Team members review the structures of their newly designed Directorates including the numbers and responsibilities of Leadership Team roles;
 16. North West Employers be engaged immediately on a consultancy basis to assist in applying the Authority's Managing Change Policy;
 17. The Director of Corporate Communications support the Deputy County Fire Officer in preparing a Communications Strategy and Plan to ensure that all staff are kept fully informed of the progress of the change management process
3. The contracting of North West Employers to assist in the implementation of the Recommendations of the report, be approved.
 4. The County Fire Officer and Chief Executive be given authority to determine and implement departmental structures as a consequence of the Review of the Corporate Leadership Team and the recommendations, as detailed above, subject to consultation with staff and relevant representative bodies.

50. WIGAN COMMUNITY FIRE AND AMBULANCE STATION

Consideration was given to a report of the County Fire Officer and Chief Executive which sought approval to enter into an agreement with North West Ambulance Service (NWAS) once they had gained the appropriate approvals for the scheme. The report also sought delegated authority be given to the County Fire Officer and Chief Executive in consultation with the Chairman of the Authority to proceed with a limited amount of work, for design and planning permission, on a shared risk basis with NWAS to allow progress to be made.

Resolved: That:

1. Approval be given to enter into an agreement with North West Ambulance Service (NWAS) once they have gained the appropriate approvals for the scheme.
2. Delegated authority be given to the County Fire Officer and Chief Executive in consultation with the Chairman of the Authority to proceed with a limited amount of work, for design and planning permission, on a shared risk basis with NWAS to allow progress to be made.

51. NON SHIFT DUTY SYSTEM (SDS) STATION UPDATE

Consideration was given to a report of the County Fire Officer and Chief Executive which provided an update on the agreed changes to Ramsbottom, Marple and Mossley fire stations and to propose an alternative solution for all non-shift duty system stations in light of the difficulties encountered in trying to introduce Nucleus crewing as the preferred option. The work was undertaken as part of Development Goal (DV11) to introduce a new duty system across six non-shift duty system stations.

It was reported that GMFRS currently had six stations that do not operate the Shift Duty System. At these locations there was a range of different duty systems in place which at the time met the requirements of the Integrated Risk Management Plan (IRMP) within the approved budget. Whilst these stations had served the community well over the years it was agreed to commence a review of the stations to ensure that they remained efficient and effective and where necessary to introduce changes to the duty systems to reflect the prevailing demands on the Service.

Members were advised that the preferred solution was to provide a new revised duty system based on self rostering at Marple, Ramsbottom and Mossley with the intention to extend the self rostering system to Irlam, Horwich and Littleborough as part of the wider review of duty systems. The transition at Marple, Ramsbottom and Mossley was due to be completed and fully implemented at all the stations by the end of 2015.

Members had a detailed discussion and raised a number of queries on the different rota systems and the options available that were answered accordingly by the Director of Emergency Response.

Resolved: That the content of the report and comments raised, be noted.

52. 2015 TREACLE CAMPAIGN

Consideration was given to a report of the County Fire Officer and Chief Executive which provided an outline summary of the annual Treacle Campaign which aimed to prevent, protect and tackle anti-social behaviour (ASB), criminal damage and other harm during the Halloween and Bonfire period 2015.

It was reported that the campaign was led by GMFRS and brought together key agencies throughout Greater Manchester to reduce the negative impact of fire related incidents under the shared multi-agency Treacle Partnership. A copy of the Treacle Campaign Terms of Reference, Minimum Standards and Action Plan was detailed at Appendix A of the report. The 2015 campaign would be assessed against a series of performance measures produced by the GMFRS's Corporate Planning and Intelligence Directorate and Greater Manchester Police. The evaluation would be submitted to a future meeting of the Authority.

Members were advised that the Fire Authority had set aside a budget of £40,000 to enable financial assistance to the delivery of organised bonfires and fireworks events on the condition that the events meet safety and prevention criteria as determined by the Internal GMFRS Treacle Planning Group and the Partnership and Innovation Board. The budget could be accessed via a bidding process and all events would be limited to a maximum of £10,000 per bid. Councillor Grace-Fletcher-Hackwood welcomed GMFRS supporting the continuation of organised bonfires and firework events in Greater Manchester as a key approach to promoting public safety and the

introduction of the financial assistance, as requested by Members at the Service Delivery Committee on 23rd July 2015 (Minute 10 refers).

Resolved: That:

1. The content of the report and comments raised, be noted.
2. The Authority support the continuation of a partnership based approached to the '2015 Treacle Campaign'.
3. The performance measure outcomes from the 2015 Treacle campaign be submitted to a future meeting of the Authority.

53. GOVERNMENT CONSULTATION PAPER 'ENABLING CLOSER WORKING BETWEEN THE EMERGENCY SERVICES'

Consideration was given to a report of the County Fire Officer and Chief Executive which advised on the recently published consultation document by HM Government entitled 'Enabling Closer Working between the Emergency Services'. The document was also considered at the meeting of the Policy, Resources and Performance Committee held on 1st October 2015 (Minute 29 refers) it was resolved at the meeting that an update on the draft response would be submitted to the next meeting of the Authority on 15th October 2015.

Members were advised that HM Government had published the consultation document on 11th September 2015 which sought views from stakeholders on proposals to increase joint working between blue-light services. It was the Authority's intention to respond to the consultation given the significance of the proposals for the Fire and Rescue Service nationally and Members were invited to feed their own views and comments to officers to assist in compiling the response. The closing date for all responses was 23rd October 2015.

The consultation document was available to view on the Department for Communities and Local Government website and a synopsis of the document prepared by GMFRS Officers was detailed at Appendix 1 and a copy of the full consultation document was detailed at Appendix 2 of the report, for Members' reference.

GMFRA would be combining its response with other partner agencies such as the Police and Crime Commissioner, Greater Manchester Police and the ten Greater Manchester Local Authorities, through the Combined Authority. In addition, GMFRA would be contributing to the response from the Chief Fire Officers Association.

Resolved: That:

1. The content of the report and comments raised, be noted.
2. Member feed their views and comments on the consultation document to Officers to assist in the drafting of the response.

3. A response to the consultation document be submitted by the closing date, 23rd October 2015.

54. SALFORD INTEGRATED PREVENTION HUB

Consideration was given to a report of the County Fire Officer and Chief Executive which provided an update on the progress of the Salford Integrated Prevention Hub (SIPH) project that was part funded through the successful bid to the Fire Transformation Fund in 2015/16 with specific reference to demonstrable outcomes and the potential to replicate the model in other boroughs.

It was reported that from June 2015 the teams had been fully operational and had embedded locally with SIPH presence at local meetings and links with other local community, voluntary, public and private organisations being established. Referrals were being made by schools, health care professionals including other agencies or individuals via the existing triage and demand management system within 'The Bridge' in Salford. A reporting and evaluation framework was being followed which provided a detailed breakdown of achievements and case-studies.

In conclusion, Members were advised that given the anticipated success of the project GMFRS would begin to scope the potential for similar projects in other boroughs, taking into account any current provision for the target group, existing relationships and partnerships between services.

Members welcomed the informative report and requested a future report on the roll out of the project in other boroughs in Greater Manchester. In response, the County Fire Officer and Chief Executive advised that he was liaising with the Combined Authority with regards to extending the project and would be submitting a 'Governance Structure' to the relevant meetings of the Combined Authority in due course.

Resolved: That:

1. The content of the report and comments raised, be noted.
2. The Authority support the ongoing development and operation of the Salford Integration Prevention Hub and the possible roll out of the model to other Greater Manchester boroughs.
3. The County Fire Officer and Chief Executive work with the Combined Authority with regard to rolling-out the project across Greater Manchester and report progress to a future meeting of the Authority.

55. WHOLE TIME FIREFIGHTER RECRUITMENT

Consideration was given to a report of the County Fire Officer and Chief Executive which detailed the outcome of the recent whole time Firefighter

recruitment and subsequent implementation of the phase 1 training programme.

It was reported that 331 expressions were received and following the selection process 24 applicants were successful and began training on 25th September 2015, Phase 1 of training would be completed on 15th January 2016 and the Passing Out Parade would take place on 14th January 2016 at Training and Development Centre in Manchester which all Members would be invited to attend. Phase 2 of the training would commence in January 2016 once attached to a watch on station and it was envisaged that it would take each delegate approximately 2 years to complete.

Members were advised that the entire cohort of recruits were people who had already worked for or engaged with GMFRS through various engagement routes. Councillor Steve Williams requested information on the statistical breakdown regarding applicants from different staff groups. In response, the Director of Emergency Response advised that he would gather the information and feedback direct to Councillor Steve Williams outside the meeting.

Resolved: That:

1. The content of the report and comments raised, be noted.
2. All Members of the Authority be invited to attend the Passing Out Parade on 14th January 2016 at 1.00pm at the Training and Development Centre, Manchester.
3. The Director of Emergency Response respond to Councillor Steve Williams' query accordingly.

56. 2015 CONSERVATIVE PARTY CONFERENCE

Consideration was given to a report of the County Fire Officer and Chief Executive which provided an update on GMFRS's attendance at the Annual Conservative Conference that was held at Manchester Central Convention Centre in Manchester from Sunday 4th to Wednesday 7th October 2015.

It was reported that GMFRS had secured a premium internal stand within the main conference hall which presented an opportunity to focus on specific areas of prevention and protection and promote GMFRS's campaign to influence national legislation on the use of sprinklers and other types of suppression systems in the homes of people most at risk from fire, as well as encouraging business, builders of domestic homes, landlords and homeowners to install them as standard in the homes of those who were vulnerable. In addition, information was provided to promote fire as a health asset and how GMFRS were supporting public sector reform with specific reference being made to the Community Risk Intervention Teams (CRIT), Safe and Well visits and the Survival Academy Project. The stand also

promoted future fighting through the use of technology, personal protective equipment and firefighting strategies that were shaping the future.

Councillor John Bell, Deputy Chairman advised that Greg Clark MP and Secretary of State for Communities and Local Government had visited the stand. He also took the opportunity to thank Louise Atkinson, Campaigns Co-ordinator and her team for all their hard work and organisation in making the GMFRS stand a success.

Resolved: That:

1. The content of the report and comments raised, be noted.
2. The Authority support GMFRS attendance at future political and major conferences held in Greater Manchester.

CHAIRMAN



Minutes

UNITY PARTNERSHIP BOARD

2 September 2015

Crompton Suite, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

5.30 pm

Present: Councillors Dean, Jabbar and McCann

Emma Alexander
Fabiola Fuschi
Helen Gerling

Janet Horton
John Sillitoe
Alan Winstanley

Unity Partnership Managing Director
Constitutional Services Officer
Interim Director of Commercial and
Transformational Services, Oldham
Metropolitan Borough Council
Local Public Services Director, Kier
Operations Director, Kier
Interim Unity Partnership
Development Director

1 Welcome and Apologies

Apologies were received from Councillors Stretton and Sykes, Craig Apsey and Simon Miller.

2 Minutes and Matters Arising

The minutes of the Unity Partnership Board meeting held on 23rd June 2015 were agreed as a correct record.

With regards to the report on the Kier acquisition and its implications, it was noted that the report would be submitted at the next meeting of the Board.

The Board noted that the report on the Kier acquisition and its implications be submitted at the next meeting.

3 Managing Director's Report and KPI Report (Standing Item)

Consideration was given to a report of the Unity Partnership Managing Director which provided a review of the services across the partnership.

Board Members welcome the new format of the report which also contained an executive summary of key areas.

Get Oldham Working

It was reported that 22 apprentices had been employed by Unity in different service areas. The organisation was working positively towards the target of 500 volunteering hours in 2015/16.

Annual Report

A final draft of the report was being reviewed by Council and it will be brought to this Board at the next meeting.

ICT

Some positive changes had been achieved since the service had been delivered by Unity, such as email migration and the possibility to access wider resources and skills within Kier.

Highways

An independent Greater Manchester area value for money review had been carried out. This had confirmed that Oldham Highways Service provided the best value for money within Greater Manchester. Furthermore, the Highways Service customer journey had been analysed and ideas to improve the process would now be implemented. A strategic review of how services were delivered by Unity and Oldham Council would commence soon.

Board Members noted that these positive achievements would need to translate in creating new business for Unity.

Property

The Work Plan for 2015/16 had been completed. Work had already commenced for 2016/17 Work Plan. The system for environmental management had been audited and positive feedback had been received from the auditors, particularly on the part of the system that managed compliance, contractors and the associated Health and Safety / environmental related matters.

Board Members commended the positive results achieved by the service and they thanked the team for their commitment.

Payroll

Some payment issues with Agresso had been resolved in July. The schools self-service portal would be implemented in October. Furthermore, work had started to improve audit assurance regarding delivery of services across Unity.

Revenues and Benefits

Work was in place to deliver an action plan to improve Council Tax collection rate during the next three years. It was explained that performance results were also affected by reporting mechanisms and change in legislation. Improved performance on new benefit claims was noted; however, this indicator was still being closely monitored.

Board Members noted that, in light of the welfare reforms, claimants needed to know their benefit entitlements as soon as possible.



An update on EB1 indicator (time taken to process housing/Council Tax benefit) would be provided as a separate agenda item at the next meeting.

Business Support Services – Business Case Preparation

Further to the update at the last meeting, it was reported that Unity were processing the preparation of a detailed business case for the transfer of the Council Business Support Services (BSS) to Unity. Unity had been working closely with council staff, including Departmental Management Teams, to ensure there was a detailed understanding of the current service.

It was noted that there were some challenges linked to the timelines for approval of the business case which needed to be considered by Unity Partnership Board in advance of approval by Cabinet. The Business Case was scheduled to be considered by the Cabinet on 16th November. The next meeting of the Board was scheduled for 10th November which was too late for the Board to consider the Business Case prior to the agenda being issued for Cabinet. To ensure that Unity Partnership Board could consider the Business Case before the Cabinet agenda was issued, the Board agreed to bring forward the November meeting to allow the business case to follow the internal governance process.

The Board:

- 1. Noted the Managing Director's Report and KPI report.**
- 2. Noted that the Unity Partnership annual report 2014/15 be presented at the next meeting of the Board.**
- 3. Noted that an update on EB1 indicator (time taken to process housing/Council Tax benefit) would be provided as a separate agenda item at the next meeting of the Board.**
- 4. Requested to bring forward the date of the November Board meeting.**

4 Unity Change Programme (Standing Item)

Consideration was given to a report of the Interim Director Commercial and Transformational Services which provided a summary on the progress made, following the restructure of the Unity Partnership, on four key areas that constituted part of the Diamond Change Programme: Efficient Services, Accelerated Transformation, Get Oldham Working and Realignment of the Commercial Terms for the Partnership.

Members were informed that the savings target for 2015/16 was £4.22M and the year to date budget variance was £738,000. However, it was necessary to attend the completion of service reviews to determine whether this difference could be addressed.

The Board noted the Unity Partnership Change Programme Update.

5 Operations Board (Standing Item)

There were no items required this time.

6 AOB

There were no items of any other business.

7 Date and Time of Next Meeting

The date and the time of the next meeting of the Unity Partnership Board would be confirmed as soon as a new date in November is identified.

The meeting started at 5.40 pm and ended at 6.35 pm

HEALTH AND WELL BEING BOARD
15/09/2015 at 2.00 pm



Present: Councillor Stretton (Chair)
Councillors Ahmad and Harrison

Independent Members: Dr Zuber Ahmed (CCG), Denis Gizzi (CCG), Cath Green (First Choice Homes Oldham), Majid Hussain (CCG), Maggie Kufeldt (Executive Director Health & Wellbeing), Judy Robinson (Health Watch) and Dr Ian Wilkinson (CCG)

Also in Attendance:

Jill Beaumont	Director of Community Services
Oliver Collins	Principal Policy Officer
Councillor Peter Dean (Item 10)	Oldham District Executive
Siobhan Ebdon	Pennine Care
Abigail Hitchen (Item 12)	Principal Housing Strategy Officer
Stuart Lockwood	Oldham Community Leisure
Rachel Reid (Items 13 & 15)	Public Health Specialist
John Rooney (Item 12)	Head of Housing, Response Services and Districts
Simon Shuttleworth (Item 10)	District Co-ordinator
Caroline Walmsley	Constitutional Services
John Wilkes	Pennine Acute
Lisa Wilkins (Item 17)	Public Health
Liz Windsor-Welsh	Voluntary Action Oldham
Superintendent Denise Worth	Greater Manchester Police

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr Keith Jeffrey (Clinical Director for Mental Health), Caroline Drysdale (Pennine Care), Sandra Good (Pennine Acute), Councillor Wrigglesworth, Alan Higgins (Director of Public Health), Chief Superintendent Caroline Ball and Dr Gillian Fairfield (Pennine Acute).

2 URGENT BUSINESS

There were no items of urgent business received.

3 DECLARATIONS OF INTEREST

There were no declarations of interest received.

4 PUBLIC QUESTION TIME

There were no public questions received.

5 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the meeting held on 16th June 2015 be approved as a correct record.



Oldham
Council

6 **ACTION LOG - JUNE**

RESOLVED that the Resolution and Action Log be noted.

7 **HEALTH AND WELLBEING BOARD MEETING OVERVIEW**

RESOLVED that the Meeting Overview be noted.

8 **APPOINTMENT OF VICE CHAIR OF THE HEALTH AND WELLBEING BOARD**

RESOLVED that Dr Ian Wilkinson be elected Vice Chair of the Health and Wellbeing Board for the remainder of the 2015/2016 Municipal Year.

9 **APPOINTMENT OF THE CHIEF EXECUTIVE OF OLDHAM COMMUNITY LEISURE TO THE HEALTH AND WELLBEING BOARD**

RESOLVED that the appointment of the Chief Executive of Oldham Community Leisure as a voting member of the Health and Wellbeing Board be recommended to Council for approval.

10 **OLDHAM DISTRICT UPDATE**

The Board considered a report which provided an update from the Oldham District Executive Health and Wellbeing Sub Group. Members were informed of the health and wellbeing priorities for the area and what progress had been made so far. The priorities included:

- Improved access to physical exercise opportunities
- Improved oral health in the 0-5's
- Supporting people to grow and eat more fresh produce
- Improved awareness of key health issues

Issues discussed included the reduction in resources and funding, ways of getting practitioner buy in and engagement at district level, and how districts could feed into the Locality Plan. It was suggested that asset based community development should be encourage and this could be discussed with the Cabinet Member for Neighbourhoods and Co-operatives.

It was further suggested that District Co-ordinators could provide community and 'roadshow' information.

RESOLVED that the update from the Oldham District Executive Health and Wellbeing Sub-Group be noted.

11 **DEVOLUTION MANCHESTER**

The Board gave consideration to a report and presentation which provided an update on the development and production of

Oldham's Locality Plan. It was reported that the second draft was currently being developed and would be significantly different than the first version. The second version would be framed around an adaptation of the King's Fund population health system model. Transformation of health & social care was centred on the Accountable Health Management Organisation model. It was envisaged that the second draft would be complete by 13th October.

An overview was given on local priorities and there was a need to conduct a substantial amount of engagement with a range of partners as to the content, aims and impact of the plans outlined in the Locality Plan. The report outlined some of the key milestone dates for the next three months, including a stakeholder event due to take place on 21st October.

In addition to the work ongoing in Oldham, an update was given on the key activity streams ongoing at Greater Manchester level, namely the submission to the Government's Comprehensive Spending Review and the development of a Greater Manchester Strategic Sustainability Plan. It was further reported that, in terms of the Greater Manchester Transformation Prospectus, expressions of interest had been requested from localities to lead in development, testing and delivery of 4 transformation initiatives. The meaning of this and the opportunities for Oldham needed to be established.

RESOLVED that the report and presentation be noted and the support to the development of the Locality Plan be continued.

12

OLDHAM HOUSING BOARD - PRIVATE SECTOR HOUSING STOCK

The Board considered a report regarding the private sector stock condition survey.

It was reported that all Councils were required to undertake regular surveys of private sector stock condition in their areas in order to inform and update local housing strategies and policies affecting private sector housing conditions. The last private sector stock condition survey for Oldham was carried out in 2010 and a further updated sample survey had now been completed. The findings from this survey would be used to inform future policy around private housing and private sector neighbourhoods.

Due to the small sample size the findings had been broken down into District Areas and selective licensing areas.

Four emerging key themes most of note from the survey for the Health and Wellbeing Board were identified as:

- The growth of the private rented sector, which had almost doubled in 5 years
- Health, age and wellbeing (including household illness and disability)

- Home conditions (including properties in disrepair)
- Neighbourhood Perceptions



Oldham
Council

The Board discussed the survey findings and expressed views on how the survey would inform future plans and commissioning.

Concerns were raised over private rented properties and the need for a multifaceted approach as enforcement was costly and resource intensive. Links were in place with the fire and rescue service in terms of flagging unfit properties but it was felt that there were further opportunities to develop a more collaborative approach to address issues and inform residents that unfit properties could be reported.

Steps were being taken to address issues around long-term illness and disability through the introduction of the care and repair programme. This programme looked at preventing people from being admitted to hospital through unnecessary falls and injuries and speedier discharge by solving issues such as property access, minor adaptations or downstairs living. The findings from the survey provided a good evidence base for the care and repair work taking place and a good indication of the priorities.

RESOLVED that the report and subsequent discussion be noted.

13

HEALTH OLDHAM - OLDHAM'S JSNA

The Board considered a report which advised that the JSNA webpage was now live and the current work programme for the JSNA was nearing completion and the next round of priority setting was about to begin. The Board was asked for its input as to what the priorities should be for the forthcoming year. Agreement was also required for the priorities following the priority setting process and support for the outcomes of the needs assessments and work that would be completed in response to the priorities.

A stakeholder session was to be held on 17th September 2015 for stakeholders to feed into the prioritisation setting process. The JSNA Priority submission template was provided. Priorities would be assessed against a range of set criteria, culminating in a list of key topics to address.

The timeline of activity was outlined, which included the new identified areas being reported back to the November Board. An overview of progress for 2014/15 was also provided.

RESOLVED that:

1. Input into the JSNA priority setting process be provided, identifying priorities via the template and feeding in priorities ahead of 30th September 2015.
2. The process for setting the JSNA priorities for the forthcoming year be approved, and the outcomes of the

needs assessments and work that will be completed in response to the priorities be supported.



Oldham
Council

14

NATIONAL NHS DIABETES PREVENTION PROGRAMME

The Board considered a report on diabetes which was an increasingly common health condition for which there was no cure.

It was reported that type 2 Diabetes made up 90% of cases of diabetes and was potentially preventable as it was caused by lifestyle factors such as diet and obesity. Latest figures had revealed that 7.1% of the population in Oldham were known to have diabetes, this was higher than the rate for England.

In March 2015 the National NHS Diabetes Prevention Programme was launched. The programme was a joint initiative between NHS England, Public Health England and Diabetes UK and aimed to significantly reduce the 4 million people in England expected to have diabetes by 2025, in an attempt to address the health and financial burdens of diabetes. The national programme had called for expressions of interest from CCG and Local Authority partnerships to be first wave implementers of the national programme.

It was felt that peer support should be worked into the bid and include work on community insight. It was reported that if the bid was unsuccessful the issue would still be pursued as a priority.

It was highlighted that a number of Greater Manchester CCGs had expressed an interest in making bids and it was suggested that there could be one Greater Manchester bid and a coherent approach would be discussed with the Director of Public Health.

RESOLVED that:

1. The report and the extent of diabetes in Oldham, actual and predicted, be noted.
2. The joint work up between Oldham Council and CCG, of the expression of interest for Oldham to become a first wave implementer of the national programme, be supported.
3. The further development of work relating to diabetes prevention in Oldham for which further briefings will be made, be supported.

15

MOTION OF COUNCIL BUSINESS – CARDIAC ARREST & FIRST AID

It was reported that at the Council meeting on the 4th February 2015, a motion of opposition business was tabled in respect of sudden cardiac arrest within young people.

The motion was referred to Overview and Scrutiny Board, who had tasked the Health & Wellbeing Board with looking into taking the following actions:

- The relevant Cabinet Member be asked to establish a plan to ensure that First Aid teaching is introduced into every Oldham school in the interim, and to report back to full Council
- The Director of Public Health be asked to fund the phased introduction of Automated External Defibrillators, supported by appropriate training, into every school across the borough, and to report back to full Council
- Mark World First Aid Day 12th September 2015 with a public awareness campaign outlining the importance of acquiring emergency First Aid knowledge.

An update was provided on activity which had been undertaken. It was reported that there was support to introduce First Aid teaching into every school in Oldham but there were some substantial barriers to delivering it. First Aid was not currently part of the National Curriculum so there was no imperative for schools to include it in their curriculum offer. Schools had a great deal of autonomy and it was not within the local authority's powers to instruct them to deliver something that was not part of the national curriculum.

It was possible that if some teaching resources were made available to schools, and if these were underpinned by some training, it could be possible to encourage schools to make use of them as part of the Personal, Social, Health and Economic curriculum.

The Director of Public Health provided a response on the phased introduction of Automated External Defibrillators (AEDs). Over recent years AEDs placed within communities provided early defibrillation in order to help resuscitate lives of those having sudden cardiac arrest. There was evidence to suggest that AED had been used successfully in many cases, with the ability to save lives. However, most out of hospital cardiac arrest occurred at home, where the community placed AED would be of no benefit. There had been some benefit to placements of AED in places where large numbers of people gathered, such as football grounds and airports. The evidence suggested the effectiveness of public access defibrillators to increase sudden cardiac arrest survival in some settings, however fewer cardiac arrests occurred in public places than at home. Alternatively basic skill in relation to Cardio Pulmonary Resuscitation had proven to be effective in all settings, and investment in a wider programme of skills building amongst all community members regarding resuscitation skills was likely to benefit many more individuals at substantially less cost.

It was reported that a substantial number of machines were already in place across Oldham. This was supported by investment in CPR and first aid training. Given the evidence of effectiveness about community AEDs Oldham was reaching saturation in terms of cost benefit. Faced with the financial

pressures there was a need to further prioritise areas of investment to those where there was stronger evidence of effectiveness. Oldham Council and its partners would continue to assess need and review a range of approaches to tackle the causes of premature mortality.

It was further reported that Oldham's Health partners have been made aware of the World First Aid Day date and had all agreed to promote this through their own websites and social media channels with relevant links and information.

It was highlighted that St Johns Ambulance provided first aid training to community groups, and that the Heartstart UK Schools Programme, coordinated by the British Heart Foundation, delivered emergency life support training to pupils so they learn when and how to act in a life-threatening emergency. Take up of these opportunities was questioned and it was suggested that the issue be discussed with District Co-ordinators.

RESOLVED that:

1. The report be noted.
2. Training opportunities be discussed with District Co-ordinators.

16 **INTEGRATED COMMISSIONING PARTNERSHIP UPDATE**

The Board gave consideration to a report which provided an update on the Integrated Commissioning Partnership (ICP).

RESOLVED that the report be noted.

17 **HEALTH INEQUALITIES REPORT**

The Board considered a report on health inequality indicators. It was reported that the Five Year Forward View required Clinical Commissioning Groups (CCGs) to work with local government partners to set and share in 2015/16 quantifiable levels of ambition to reduce local health and healthcare inequalities and improve outcomes for health and wellbeing.

Oldham Clinical Commissioning Group developed a health inequality plan in March, with Public Health support, that included a draft set of health inequality indicators and trajectories. The Health and Wellbeing Board had previously considered the Health Inequality Plan and indicators as part of the CCGs Operating Plan prior to its submission to NHSE. The indicators had subsequently been discussed with the CCG's Clinical Directors and Cluster chairs in a workshop held in May and were supported in full, and had also been agreed with the Director of Public Health and the Council's Executive Director for Health and Wellbeing.

The CCG's Health Inequality plan and indicator set had been credited by Public Health England as an example of good practice. Seventeen indicators, some with sub indicators, had

been included. A summary of key points in the CCG's health inequality plan and the CCG's legal duties regarding health inequalities was appended to the report.



Ways of strengthening links and closing gaps was discussed in terms of improving joined up working and it was felt that the devolution locality plan would address this.

It was suggested that the report be circulated to all Elected Members.

RESOLVED that:

1. The CCG's and Local Authority's agreed set of quantifiable levels of ambition to reduce local health and healthcare inequalities and improve outcomes for health and wellbeing in Oldham be noted.
2. The credit given by Public Health England be noted.
3. The identified areas be considered as priorities for the developing devolution locality plan.
4. The indicators be considered for inclusion in the revision of the Health & Wellbeing Strategy.
5. Member organisations consider how their organisation can help support the achievement of the health inequality ambitions.
6. The report be circulated to all Elected Members.

18

DATE AND TIME OF NEXT MEETING

RESOLVED that:

1. The date and time of the Development Session to be held on 13th October 2015 at 2.00 p.m. be noted.
2. The date and time of the Health and Wellbeing Board to be held on 10th November 2015 at 2.00 p.m. be noted.

The meeting started at 2.00 pm and ended at 3.59 pm



Oldham Trading Group
[Oldham Care Services Ltd: Oldham Care and Support Ltd: Oldham Care and Support at Home Ltd]
Minutes of the Board of Directors' Meeting
5th October 2015

Present:	Board members Cllr Zahid Chauhan (Chair)(ZC) Cllr Jenny Harrison (JH) Cllr John F McCann (JMc) Cllr Ginny Alexander (GA) Karl Dean – Managing Director (KD)	In attendance Maggie Kufeldt – OMBC Exec Director acting as shareholder’s advisor to the Board (MK) Paul Whitehead - Finance Director (PW) Diane Taylor – AD LD &MH (DT) Adele Major Service Manager OCS (AM) Chris Brophy – Capsticks (CB) Mark Stenson – Head of Corporate Governance OMBC (MS)
-----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Apologies: June Rainford- AD OPS and COoH (JR)

No	Agenda Item	Action
1	Welcome, Introduction, attendees and apologies The Chair welcomed everyone to the meeting, Introductions were made and apologies recorded for June Rainford	
2	Declaration of Interest JMc is a member of the Unity Partnership – JVCo Board and Unity Partnership Ltd - Partnership Board	
3	Oldham Trading Group – Company Structure CB from Capsticks updated the board about the conversion of the parent company to a Community Interest Company (CIC). CB explained that CICs were introduced in 2005 under the Companies (Audit, Investigations and Community Enterprise) Act 2004, designed for social enterprises that want to use their profits and assets for the public good. CICs are intended to be easy to set up, with all the flexibility and certainty of the company form, but with some special features to ensure they are working for the benefit of the community. They	

	<p>have proved popular and some 10,000 registered in the status's first 10 years.</p> <p>The Office of the Regulator of CICs decides whether an organisation is eligible to become, or continue to be, a CIC. It is responsible for investigating complaints, taking action if necessary and it provides guidance and assistance to help people set up CICs. Key characteristics of a CIC are that they must define who they seek to serve and how their assets will be locked for the benefit of the community.</p> <p>KD advised this move was part of the original vision in that the trading arm would become a CIC. Both the Council and the Board had previously agreed to this direction of travel and that it would help shape the identity of the organisation going forward. MK advised this will give OTG the flexibility to tie up corporate and community objectives.</p> <p>KD offered that this was also a good opportunity to revisit the name of the parent company. It was decided that when the group converts to a CIC the name would be "Oldham Trading Group Community Interest Company.</p> <p>Action KD – To progress the actions required and bring back to December Board for sign off.</p>	<p>KD</p>
<p>4</p>	<p>Home Care – Presentation and Discussion</p> <p>AM gave an overview of the Home Care Service. OCSH provides domiciliary care to 56 service users clients in the Oldham area. Over the past 18 months, OCSH has grown and developed into a successful domiciliary care provider that delivers quality support to the people of Oldham and it has an excellent reputation.</p> <p>Home Care faces major challenges in recruitment and the geographical area of the patch. OCSH is looking to review the payment structure and develop the staff we have to provide specialist teams e.g. Dementia/ EOL and Long Term conditions. Home Care has lost £50k for the first eight months of 2015 including £11k in August 2015. One of the main factors for this is the nature of the contracts OCSH has. For example if a client goes into hospital / respite, OCSH has to keep that place open for 7 days.</p> <p>MK offered that the whole market is very challenging and the Council is reviewing its current commissioning arrangements which will hopefully improve the situation for providers, particularly OCSH, given the geography involved.</p> <p>Actions ZC - to visit Home Care with AM KD - organise next Service Presentation</p>	<p>AM KD KD</p>
<p>5</p>	<p>Minutes of Last Meeting JMc advised that previous Declaration of Interest was incorrect, correction to</p>	

	<p>be made. The minutes of the last Board Meeting held on 24 July 2015 we agreed as a true record.</p>	
6	<p>Matters Arising and Previous Actions</p> <p>KD gave an update against the Action Log with all but one action completed or on track. The action outstanding requires further discussion</p>	KD
7	<p>Update of NED Recruitment</p> <p>ZC said that 3 of the 5 shortlisted applicants had been interviewed and that on the whole he was disappointed with the quality and potential fit of those interviewed. Two further candidates are to be interviewed and ZC stated that he will reserve the right not to appoint anyone during this round and perhaps we will need another round of recruitment.</p>	
8	<p>MD Update</p> <p>Oldham Trading Group (OTG) We have recently received the Council's commissioning intentions for 2016/17. Whilst this is as expected, the £1.3m reduction in management fee presents a huge challenge for the Board and the Senior Leadership Team. KD offered that he has also been informed that a further request for £200k will be forthcoming in the coming weeks for 2016/17 totalling £1.5m.</p> <p>KD stated that OTG are working closely with commissioners to do a piece of work to map out all OTG's products and services with a view to informing what the Council wants to purchase from OTG, what does OTG want to deliver and what are the areas for growth.</p> <p>KD flagged that there was still a small group of staff that haven't signed the new terms and conditions. Whilst it was felt that staff are likely to sign at the 11th hour, if staff are forced to be dismissed and then reengaged it does pose a reputation risk.</p> <p>Valerie Perrins will be joining us as the Associate Director of Quality, Performance and Compliance on Monday 16th November 2015. Valerie will be joining us from Oldham Council. Sarah Southern will also be joining from Oldham Council and will start on Monday 19th October 2015 in the role of Business Administration Manager. She will provide support to both the SLT and the Board.</p> <p>Given the forthcoming additions to the Board and change in leadership it is timely to review the governance structure, associated sub-committees and the role of Board Members. Members accepted KD's proposal to bring a paper to December's meeting with the aim of ensuring our arrangements are fit for future.</p> <p>KD gave an update to a paper that went to July's meeting regarding plans for Boston House and Ena Hughes. This is now part of a wider buildings project which if it progresses successfully is unlikely to be delivered until 2017. MK advised that the current tenants of Boston House are likely to depart in 3/4</p>	

	<p>months.</p> <p>KD gave members an update on the challenges of delivering the service at Limecroft for the past year.</p> <p>Preparations for the new CQC inspection regime continue and KD is arranging for independent audits to be carried out in the coming months.</p> <p>KD told members about a potential opportunity that had recently emerged in relation to taking on the care at four Extra Care schemes. After a full discussion it was agreed that KD would produce a brief outline business case to be forwarded to members and dealt with offline.</p> <p>KD summarised his initial observations three months since starting and felt that it would be timely for the Board and selected stakeholders to attend an away day to review the original vision for OTG and re-establish what the objectives should be for OTG going forward. MK and members agreed this was a good idea.</p> <p>Actions: KD - prepare brief business case about Extra Care opportunity within 2 days KD to organise ½ away day Board Members, SLT, Council Exec and Leadership could discuss objectives and agree future direction.</p>	<p>KD</p> <p>KD</p>
9	<p>Management Accounts</p> <p>Results across the Group have been satisfactory in the 8 months to the end of August with a surplus generated of £24k compared to a budgeted loss of £60k. The performance of the 2 trading companies however was varied, with OCS generating a surplus of £79k and OCSH a loss of £50k.</p> <p>Year-end projections for OCS are slightly better than budget but challenges remain in delivering the efficiencies for the remainder of the year that are included in the budget.</p> <p>The financial performance of Homecare in OCSH is of concern as this accounts for the entirety of the loss in the business this year. It was agreed to revisit this area in detail after further analysis has been undertaken which will inform the short term business plan for Home Care.</p>	
10	<p>Risk Register</p> <p>Two new Risks have been included:-</p> <ul style="list-style-type: none"> • Homecare service loss making position threatens viability • Failure to recruit / retain key members of staff <p>Two removed</p> <ul style="list-style-type: none"> • Inadequate leadership – New MD in place • Price deflation – Contained 	

11	<p>Internal Audit Plan</p> <p>MS presented the OTG audit plan for 2015-19 which was accepted by members. PW gave an update on the actions required and presented an Internal Audit tracker.</p>	
12	<p>AOB and close</p> <p>Chair advised that he has nominated OTG for a TOP award in the Team of the Year category for the work done as “Service of Last Resort”. Chair and the Board confirmed all points being covered, thanked everyone for their attendance and concluded until the next Board Meeting.</p>	
13	<p>Date and Time of next meeting : 7th December 2015 9.30 – 11.30</p>	

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Report to COUNCIL

Outcome of the Standards Hearing Sub-Committee regarding a complaint against Councillor Bates

Report of the Director of Legal Services

Officer Contact: Paul Entwistle

16 December 2015

1. BACKGROUND

- 1.1 The purpose of this report is to request that Council note the outcome of the hearing undertaken by the Standards Hearing sub-committee in respect of a complaint against Councillor Bates.
- 1.2 The Standards Hearing sub-committee resolved to report its findings to Council.
- 1.3 The Standards Hearing sub-committee also recommended to Council that Councillor Bates be censured.
- 1.4 The Notice of Decision is attached as Appendix 1. The report of the Investigating Officer is attached as Appendix 2.

2. RECOMMENDATIONS

- 2.1 Members are requested to note the findings of the Standards Hearing sub-committee.
- 2.2 Members are requested to consider whether to censure Councillor Bates.

The background papers to this report contain exempt information under Schedule 12A of the Local Government Act 1972.

File: Standards complaint

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Appendix 1

STANDARDS HEARING SUB-COMMITTEE

Notice of Decision

Case Reference: SC2

Subject Member: Councillor Bates
Subject Member Representative: Mr. Joe Fitzpatrick
Sub-Committee Members: Councillor Chadderton
Councillor Williamson

Independent Person: Mr. Peter Bamber
Investigating Officer: Mr. Simon Goacher
Witnesses: Mr. John Crompton
Monitoring Officer: Paul Entwistle
Constitutional Services
Representative: Sian Walter-Browne

Date of Hearing: Friday, 30th October 2015

1. A Standards Hearing Sub-Committee was convened to consider whether Councillor Bates had failed to comply with the Council's Code of Conduct as an Investigating Officer report had concluded that there had been a breach of the Code.
2. The Sub-Committee was convened under the Council's "Arrangements for Dealing with Complaints about the Code of Conduct for Members" in accordance with the Localism Act 2011 for the determination of complaints that a Member may have breached the Council's Code of Conduct.
3. The complaint concerned allegations from Mr. Crompton of a breach of the Members Code of Conduct against Councillor Bates stating that he did not treat Mr. Crompton with respect and bullied him.
4. The Sub-Committee heard oral and written representations from the Investigating Officer and witness evidence from Mr. Crompton.
5. Councillor Bates declined to make representation to the Sub-Committee as he considered he had no case to answer. Councillor Bates was represented by Mr. Fitzpatrick.

6. The Standards Sub-Committee considered the Investigating Officer's report containing the record of interviews with Councillor Bates and Mr. Crompton as supplemented by oral evidence given by Mr. Crompton. The Sub-Committee noted that the Investigating Officer found a breach of the Code with regard to one of the allegations and not a breach with regard to two of the allegations. Consequently, the Sub-Committee focused on this allegation. This allegation was that in May 2015 when Mr. Crompton was walking home in Failsworth he was approached by Councillor Bates. Councillor Bates had been walking in the same direction as Mr. Crompton but on the other side of the road. Councillor Bates then walked ahead of Mr. Crompton and "double backed " glaring at Mr Crompton as he walked past him very closely.
7. The Sub-Committee came to the conclusion that the version of events given by Mr. Crompton was accurate. The Sub-Committee noted that Councillor Bates' behaviour towards Mr. Crompton occurred shortly after the reporting to Council of a previous complaint and was intended to intimidate Mr. Crompton.
8. In approaching Mr. Crompton in the manner he did, the Sub-Committee found that Councillor Bates had breached the Code of Conduct in that he failed to treat Mr. Crompton with respect (paragraph 3.1 of the Code), bullied him (paragraph 3.2.(b) of the Code) and sought to intimidate him as previously involved as a witness in proceedings that there has been a breach of the Code (paragraph 3.2 (c) of the Code.)
9. The Sub-Committee imposed the following sanctions:-
 - 9.1 These findings and the Investigating Officer's report to be published by the Council.
 - 9.2 These findings (and the Investigating Officer's report) to be reported to full Council for information.
 - 9.3 A recommendation to Council that Councillor Bates be censured (Councillor Williamson dissenting on this sanction).
 - 9.4 The Monitoring Officer to arrange training for Councillor Bates on the requirements and responsibilities under the Code of Conduct.

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Appendix 2

Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the conduct of Councillor Warren
Bates of Oldham Council**



Simon Goacher, Partner
Weightmans LLP
100 Old Hall Street
Liverpool L3 9QJ

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Contents

Summary	Page	1
Relevant legislation	Pages	2-4
Councillor details	Page	5
Background	Page	5
The evidence obtained	Page	5
Evidence of John Crompton	Pages	5-7
Evidence of Councillor Bates	Pages	7-8
Evidence of Penny Kenworthy	Pages	8-9
Evidence of Leslie Garner	Page	9
Findings of Fact	Page	9
Reasoning as to whether there is a breach of the Code of Conduct	Pages	10-12
Finding	Page	12
Comments on the draft report	Page	12
Schedule of evidence	Page	13

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2

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Summary

1. A complaint was made by John Crompton, alleging that Councillor Warren Bates, an elected member of Oldham Council ("the Council"), failed to comply with the Council's Code of Conduct ("the Code") by trying to obtain his personal email address and approaching him in a public place on two separate occasions.
2. I have investigated whether Councillor Bates engaged in the behaviour alleged, whether in so doing he was acting in an official capacity and whether he failed to comply with the Code, specifically paragraphs 3.1, 3.2 and 5.
3. As a result of the investigation, I conclude that Councillor Bates was acting in an official capacity.
4. My finding is that there has been a failure to comply with the Code in respect of one of the allegations only and that there was no failure in respect of two of the allegations.

Relevant Legislation

5. The Localism Act 2011 repealed and replaced the old legislation governing standards of conduct for elected members with effect from July 2012. Under the 2011 Act, the Council:
 - a. is under a duty to promote and maintain high standards of conduct;
 - b. must adopt a Code of Conduct which is consistent with the statutory principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
 - c. must have in place arrangements for investigating allegations of failure to comply with the Code, and taking decisions about them, including appointing one or more Independent Persons, one of whose views must be sought before a decision is made, and one of whose views may be sought by the member against whom an allegation is made.
6. On the 3 July 2012 the Council's Standards Committee adopted a new Code of Conduct ("the Code") and Guidance, and Arrangements for Dealing with Complaints ("the Arrangements") (SG1).
7. The Arrangements provide for the Council's Monitoring Officer to decide whether a complaint should be accepted for investigation, dealt with informally or rejected. If the former, the Monitoring Officer will appoint an investigating officer. The investigating officer will follow any guidance issued by the Monitoring Officer, which will follow the principles of proportionality and the cost effective use of Council resources, and be interpreted in line with those principles. The investigating officer will normally ensure that the member who is the subject of the complaint receives a copy of the complaint, send copies of his or her draft report to the complainant and the subject member for comment, take those comments into account and send a final

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report to the Monitoring Officer.

8. If the investigating officer finds that there is no failure to comply with the Code, the Monitoring Officer will consult the Independent Person, review the report and if satisfied, confirm the finding. He or she will then notify the complainant and the subject member. If the Monitoring Officer is not satisfied that the investigation has been conducted thoroughly, he or she may ask the investigating officer to reconsider the report and the conclusions.
9. If the investigating officer finds that there has been a failure to comply with the Code, the Monitoring Officer will review the report, consult the Independent Person, and either send the matter for a local hearing before the Council's hearing panel or seek local resolution. Such resolution may include the subject member accepting that their conduct was unacceptable and offering an apology and/or other remedial action. If the suggested resolution is accepted, the Monitoring Officer will report the matter to the Standards Committee but will take no further action. If the complainant or the subject member refuses local resolution or to engage with the agreed outcome the matter will be referred for a local hearing.
10. So far as material, the Code provides as follows

1.1. This Code applies to you as a member of the Council.

1.2. It is your responsibility to comply with this Code. Failure to do so may result in a sanction being applied by the Council.

....

2. Scope

2.1. Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you:

- a) conduct the business of the Council (which, in this Code, includes the business of the office to which you are elected or appointed) or;
- b) act, claim to act or give the impression you are acting as a representative of the Council;
- c) and references to your official capacity are construed accordingly.

2.2. This Code does not have effect in relation to your conduct other than where it is in your official capacity.

...

3.1. You must treat others with respect

3.2. You must not...

(b) bully any person

(c) intimidate any person who is or is likely to be:

(i) A complainant...

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

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4

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Councillor details

11. Councillor Bates has been a member of the Council since May 2014.
12. Councillor Bates stated that he received training in relation to the Code in 2014 and 2015. The Council's member training attendance records show that Councillor Bates attended training on the Code on 1 July 2014 and 17 June 2015.

Background

13. Mr Crompton submitted a complaint to the Council's Monitoring Officer on 15 June 2015. The complaint set out three specific allegations which are set out below.
14. The incidents which give rise to the complaint occurred in April–May 2015. This followed shortly after the Council considered a previous complaint relating to Councillor Bates' behaviour towards Mr Crompton. It is not necessary to consider the details of that complaint but it is relevant to note that on 1 April 2015 the Council censured Councillor Bates following a finding by the Standards Hearing Sub-committee that Councillor Bates had failed to comply with the Code in his behaviour towards Mr Crompton.
15. The complaint sets out three allegations:-
 - a. In April 2015, Councillor Bates sought to obtain Mr Crompton's personal email address from Penny Kenworthy, Acting District Co-ordinator and Leslie Garner.
 - b. On 16 April 2015 Councillor Bates approached Mr Crompton in Manchester City Centre and began plying him with questions.
 - c. In early May 2015 when Mr Crompton was walking home in Failsworth he was approached by Councillor Bates. Councillor Bates had been walking in the same direction as Mr Crompton but on the other side of the road. Councillor Bates then walked ahead of Mr Crompton and "doubled backed" glaring at Mr Crompton as he walked past him.

The evidence obtained

16. The following witnesses were interviewed during the investigation.
 - John Crompton (SG2)
 - Councillor Bates (SG3)
 - Penny Kenworthy (telephone) (SG4)
 - Lesley Garner (telephone) (SG5)

All agreed the written records.

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Evidence of John Crompton

17. Mr Crompton explained that he has been the Chair of the Failsworth Historical Society ("FHS") since January 2003.
18. He explained that he had had a lot of contact with Councillor Bates on the streets near his home. He explained that Councillor Bates lives fairly close to him in Failsworth. He stated that it has all been verbal harassment that he has received from Councillor Bates, there has been nothing violent except his attitude. He stated that he did not do anything about this when Councillor Bates was a member of the public but now that he had become a councillor, he felt that it was unacceptable.
19. Mr Crompton stated that in the past, Councillor Bates had collected him from his home on a number of occasions so he did not know why Councillor Bates had asked for his contact details. Mr Crompton had explained that he had not been told why Councillor Bates wanted his email address. He explained that after Penny Kenworthy had refused to provide Councillor Bates with his email address, Councillor Bates had contacted his deputy at the FHS, Leslie Garner, and left a message on his voicemail asking for the email address. He stated that this would have been early in April 2015.
20. Mr Crompton stated that on 16 April 2015, he was in Manchester on his own. He stated that he saw Councillor Bates who was talking to two or three other men. He stated that, as he was walking along, Councillor Bates approached him. Mr Crompton stated that he ignores Councillor Bates when he is "ranting" at him so he carried on and did not pay any attention to what he was saying. He told me that Councillor Bates' manner was very aggressive. He said that Councillor Bates was "chunners" in his ear immediately behind him and followed him for 30 to 40 yards until he gave up. Mr Crompton stated that he simply carried on walking and did not respond at all to Councillor Bates.
21. Mr Crompton explained that he subsequently found out that Councillor Bates was concerned about an issue involving a Bangladeshi restaurant in Failsworth which had taken some railings down to make a disabled access. Mr Crompton stated that he understood that Councillor Bates had been asking about this and that was the reason he said he wanted Mr Crompton's email address. Mr Crompton stated that he did not understand why Councillor Bates would need his email address in relation to this as he could simply ask the council officers what was happening.
22. Mr Crompton stated that the third issue which he had raised in his complaint arose on the week before the general election took place in May 2015. He stated that he had been travelling to collect his pension, as he did every Monday morning. He stated that on his return, he left the Failsworth Metrolink Station to walk along Hardman Street towards his home when he saw Councillor Bates. He stated that he assumed that Councillor Bates would be delivering leaflets for UKIP as it was so close to the general election. He stated that Councillor Bates' partner was also standing for UKIP in the local election. Mr Crompton explained that he got off the tram and had a shopping bag in each hand. He stated that as he was walking towards his home, he was conscious of someone behind him on the other side of the street. He stated that

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as the person drew level with him, he became aware that it was Councillor Bates. Mr Crompton stated that at this point, he had to walk past three blocks of terrace houses to get to the turning into the street where he lived. He stated that Councillor Bates passed him on the other side of the street and then crossed over and double backed, so that he was walking towards Mr Crompton. He stated that Councillor Bates was glaring at him all of the time that he did this. He stated that Councillor Bates then passed by him with his shoulder very close to Mr Crompton's shoulder. Mr Crompton stated that when he reached the turning into his street, he looked back and as he suspected, Councillor Bates was still glaring at him. Mr Crompton stated that he just shook his head and began to walk up his street. He stated that Councillor Bates shouted something at him but he was about 20 yards away and he could not make out what Councillor Bates had said.

23. Mr Crompton stated that he reported these incidents to the police and they advised him that they had spoken to Councillor Bates.

Evidence of Councillor Bates

24. Councillor Bates was accompanied by Mr Joseph Fitzpatrick. Councillor Bates told me that he was elected as a councillor in May 2014. He is a member of the Licensing Panel. He has been a community activist for 20 years. He stated that he has been to training provided by the council on the code of conduct for councillors. He stated that he has attended two such training sessions. He confirmed that he understands that he is obliged to comply with the code of conduct for members when he is acting as a councillor.
25. Councillor Bates stated that he did contact Penny Kenworthy, Acting District Coordinator for Failsworth and Hollinwood District. He stated that he contacted her to ask for the address of the FHS. He stated that he was asking for the address of the society and not for the personal address of John Crompton. Councillor Bates explained that he was asking the council for the email address of the FHS because some residents had complained to him about an alteration to a building in the area. He stated that the alteration related to the railings outside a restaurant which had caused some concern. He stated that he had raised the concern with planning officers of the Council who had advised him that the decision to approve the alterations had been made under delegated powers. He wanted to know whether there had been consultation with the FHS and that was why he was trying to obtain contact details.
26. Councillor Bates explained that when Ms Kenworthy advised him that she did not have an address for the FHS he contacted Leslie Garner as he had his contact details. He stated that he was not seeking Mr Crompton's personal details but merely wanted to contact the FHS to find out what involvement it had in the planning issue which he was looking into.
27. Councillor Bates stated that in relation to the second part of the complaint, Mr Crompton was lying again. He stated that it had not happened in the way set out in the complaint. He explained that Mr Crompton came towards him. He stated that he was with one other person, not two or three as Mr Crompton said in the complaint. He explained that he was in Market Street, Manchester which was packed. He

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explained that he spotted Mr Crompton when he came within 10 yards of him. He told the person he was speaking to that Mr Crompton was someone that he was trying to contact, so he approached Mr Crompton and explained that he was trying to contact him. He stated that he told Mr Crompton that he wanted to talk to him about FHS. He stated that Mr Crompton completely ignored him and, after a short time, he gave up and Mr Crompton carried on walking.

28. Councillor Bates explained that on the third occasion set out in the complaint, he had cause to do work on behalf of the council as councillor for the ward and was out on duty on that day. He stated that the way that Mr Crompton described his behaviour was a lie. Councillor Bates stated that he had no need to glare at Mr Crompton. He stated that he was carrying out his role as a ward councillor at the time. I asked Councillor Bates if it was correct that he had walked in the same direction as Mr Crompton but on the opposite side of the road, had then gone in front of Mr Crompton and effectively double backed to walk past him. Councillor Bates stated that if that had happened, it was because he was observing something and had to go back to look at it, he made reference to pigeons making a mess. He stated that if he did do it, it was nothing to do with Mr Crompton and the way that Mr Crompton had described the incident was lying. He stated that he had not stood and glared at Mr Crompton or shouted anything at him.
29. I asked Councillor Bates whether, in the light of the fact that this occurred very shortly after he had been censured by the Council for another complaint relating to Mr Crompton, it was sensible to approach Mr Crompton in the way that he had done. Councillor Bates explained that he was so passionate about getting details of FHS on behalf of the residents that he did not think about the previous standards complaint; all he wanted was the contact details so that he could take issues up on behalf of the residents. He explained that he thought that Mr Crompton would have simply said, "right Warren, I'll send you some details". He stated that if that amounted to breaking the code or the law, then he certainly did not know that. Councillor Bates stated that he admitted he had walked alongside Mr Crompton but that he had always acted in a reasonable way and was simply asking for contact details.
30. Councillor Bates stated that following these incidents he had been visited by the police. He stated that the police had told him that no further action would be taken by them.
31. Mr Crompton stated that Councillor Bates' behaviour towards him makes him feel unsafe and anxious. He explained that he has issues with his health and the level of concern is such that council officers have made arrangements for him to be taken home after meetings that Councillor Bates may also be attending to avoid any confrontation and to protect him. He stated he just wants to achieve an area of his life without anxiety or conflict.

Evidence of Penny Kenworthy

32. Ms Kenworthy is employed by the Council as a District Co-ordinator. She explained that Councillor Bates had contacted her asking for the email address of the Failsworth Historical Society (FHS). She stated that she had advised Councillor Bates that the

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Council does not have an email address for the FHS because it does not have one. She stated that she was also contacted by the Council's Monitoring Officer, Paul Entwistle requesting that she provide Councillor Bates with the FHS's email address. She stated that she advised Mr Entwistle that the FHS does not have an email address.

33. After the interview Ms Kenworthy forwarded to me copies of emails which she had exchanged with Councillor Bates and Mr Entwistle on the issue (SG6).

Leslie Garner

34. Mr Garner explained that Councillor Bates had left a message on his voicemail. He stated that he no longer had the voicemail message as it automatically deleted after 28 days. He stated that as far as he could recall Councillor Bates had said that he was trying to contact John Crompton and asked if he (Mr Garner) could provide Mr Crompton's contact details. Mr Garner stated that as far as he could recall it was Mr Crompton's contact details and not those of the FHS that Councillor Bates was asking for.
35. Mr Garner stated that he found it strange that Councillor Bates was asking for Mr Crompton's details because he was sure that they would be on FHS's letter heading or could be obtained from the library. Mr Garner stated that he did not respond to Councillor Bates' message.

Findings of fact

36. Although most of the relevant facts are agreed, there are some conflicts of evidence. As far as possible, I have come to a conclusion on them. I do not consider that further enquiries would be proportionate or cost effective.
37. Firstly, I find that Councillor Bates, in contacting Penny Kenworthy and Lesley Garner, was attempting to contact the FHS because he wished to find out what involvement if any the FHS had in a planning application in the area.
38. Secondly, I find that Councillor Bates approached Mr Crompton in Market Street in Manchester and, in doing so he, was attempting to engage him in a conversation about the planning application referred to above.
39. Thirdly, in relation to the third occasion referred to in the complaint, I find that Councillor Bates did deliberately cross the road in order to confront and intimidate Mr Crompton. I find that he did glare at Mr Crompton. His explanation for why he crossed the road, that he must have been crossing to look at some pigeon mess, was utterly unconvincing and implausible. In respect of this issue, I found Mr Crompton a much more reliable witness and believe that his version of events is what truly happened.
40. Fourthly, I find that Councillor Bates' behaviour towards Mr Crompton has had a negative effect and contributes towards Mr Crompton's anxiety.

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Reasoning as to whether there is a breach of the Code.

41. The relevant paragraphs of the Code which I have considered during my investigation are paragraphs 3.1, 3.2 and 5.
42. The test in deciding whether or not there has been a breach of the Code is objective: would a reasonable person aware of all the material facts and ignoring all immaterial factors consider that there has been a breach of the Code?
43. Paragraph 2.1 provides that, subject to paragraphs 2.2 and 2.3 the code of conduct only applies to the conduct of a member acting in an official capacity and not at any other time. This means when a member is:
 - a. conducting the business of their authority (which includes the business of the office to which they are elected or appointed); or
 - b. acting, claiming to act or giving the impression that they are acting as a representative of their authority.
44. I have considered whether Councillor Bates was acting in an official capacity. I consider that Councillor Bates was acting in an official capacity at all times in relation to the matters under investigation. This is because he told me that he was acting in his role as a ward councillor in relation to the first two parts of the complaint because he was seeking to obtain information about a planning application in the ward because he had concerns about it as a councillor. In relation to the third allegation, he told me that he was engaged in Council business at the time.
45. In relation to the first two incidents set out in the complaint I do not believe that there has been any failure to comply with the Code. Councillor Bates' explanation is reasonable and consistent with what I was told by Ms Kenworthy. The FHS plays an active role in his ward and a desire to contact the FHS to ascertain what role, if any, it had in a planning application in a conservation area is a reasonable thing for a councillor to do. It is understandable, given that this happened so soon after Councillor Bates was censured by the Council, that Mr Crompton might feel that Councillor Bates had an ulterior motive, particularly in the light of the incidents which occurred shortly afterwards. However, considering the incident on its facts I do not believe that in acting as he did there was any failure by Councillor Bates to comply with the Code.
46. In respect of the second incident I also believe that there was no failure to comply with the Code. The evidence of Councillor Bates is consistent with Mr Crompton's version of events. This was a chance encounter. Councillor Bates had been trying to contact the FHS about the planning issue. He happened to see Mr Crompton and knew that he was the Chair of the FHS so he approached him to ask him about it. Although Mr Crompton described Councillor Bates' manner was very aggressive there is limited evidence to suggest that Councillor Bates was threatening or intimidating. In the complaint Mr Crompton referred to Councillor Bates, "plying him with questions" and "protesting" that he could not contact him. In my view on balance there is not sufficient evidence to find that Councillor Bates' behaviour on this occasion was

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excessive or unreasonable. He simply told Mr Crompton that he wanted to contact him. Mr Crompton ignored him and Councillor Bates moved away after a relatively short period.

47. This second incident occurred relatively shortly after the censure of Councillor Bates as a result of the previous complaint. It may not have been very sensible of him to approach Mr Crompton in those circumstances. It clearly annoyed Mr Crompton. Councillor Bates would no doubt have been better advised in pursuing his enquiries with the council officers who made the planning decision he was concerned about. However, there is no evidence to suggest that in approaching Mr Crompton as he did Councillor Bates failed to show him respect, was seeking to bully or intimidate him or brought the Council or his office in to disrepute.
48. The incident contained in the third part of the complaint is very different from the first two. Councillor Bates deliberately crossed the road to confront Mr Crompton. This was again a relatively short time after the censure of Councillor Bates. Mr Crompton had made it clear to Councillor Bates on 16 April 2015, if it was not clear well before that, that he did not wish to talk to Councillor Bates. Any sensible person would have sought to avoid confrontation with Mr Crompton in these circumstances but Councillor Bates went out of his way to provoke it.
49. The justification which Councillor Bates gave as to why he crossed the road to walk past Mr Crompton was not in any way believable or credible. I found Mr Crompton to be a credible witness and a sincere person. I have no doubt that the incident occurred as Mr Crompton described it and that Councillor Bates did glare at him and walk past him very close. I have no doubt that Mr Crompton found this intimidating and it was Councillor Bates intention that it should have this effect.
50. In acting in this way, particularly so soon after the previous complaint was concluded, Councillor Bates failed to show respect to Mr Crompton thus failing to comply with paragraph 3(1) of the Code.
51. In acting in this way in my view any reasonable person would, Councillor Bates was bullying Mr Crompton by acting in this way and thus has failed to comply with paragraph 3 (2) (b).
52. I have also considered whether the actions of Councillor Bates amount to a failure to comply with paragraph 3 (2) (c) of the Code. In my view Councillor Bates was seeking to intimidate Mr Crompton in acting as he did. Mr Crompton was a witness in the earlier complaint. In my view even though that complaint had concluded, the protection afforded by paragraph 3 (2) (c) of the Code to witnesses and complainants endures for a period after the complaint has concluded. It would be absurd if a member could intimidate complainants with impunity the moment a complaint concluded. The behaviour of Councillor Bates seems calculated to intimidate Mr Crompton and, therefore, in my view constitutes a failure to comply with this paragraph of the Code.

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53. In acting in such a way towards a respected member of the community this also amounted to a failure to comply with paragraph 5 of the Code and it brings the Council and the office of councillor into disrepute.

Comments on the draft report

54. I sent copies of my draft report to Councillor Bates and Mr Crompton on 5 August 2015. Mr Crompton responded stating that he had no comments on the draft. Councillor Bates responded with the following comments:

I am disappointed but not surprised at your final conclusion regarding my alleged breaking of the Council code of conduct.

You say page 11 paragraph 47, 48, 49, that after my previous Complaint by 83 year old Mr Crompton against me, that part of the discipline procedure was that "I don't speak to him".

Then you say Mr Crompton said that I cut across his path whilst he was out walking" nothing was said, " yet you say that provoked him, cutting across his path , so therefore the code was broken?.

Mr Goacher if you listen to the recorded version of your interview with me you will here that the 83 year old said "I Glared at him from a distance" he found "that provoked him " in his opinion that was the issue and by doing so broke the code of conduct.

I have stated from the start after reading your interview with the resident he was "telling lies" also when the police came to my home they accepted my explanation and no action to be taken.

I suggest that before you send your report in to the Monitoring Officer further discussions must take place to clear his lies against me during my role on the street as a elected Cllr for the ward.

55. I do not consider that the comments made by Councillor Bates give rise to any reasons to amend the report or reconsider my findings.

Finding

56. My finding is that there has been a failure to comply with Oldham Council's Code of Conduct.

57. I am sending a copy of this report to Councillor Bates and referring my report to Mr Entwistle, the Council's Monitoring Officer.

Simon Goacher, Partner
Weightmans LLP

13 August 2015

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12

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Schedule of evidence

SG1	Oldham Council Code of Conduct for Members and Guidance and Arrangements for dealing with complaints about the Code of Conduct for Members
SG 2	Record of interview of John Crompton
SG3	Record of interview of Councillor Bates
SG4	Record of interview of Penny Kenworthy
SG5	Record of Interview of Leslie Garner
SG6	Email correspondence supplied by Penny Kenworthy

Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the
conduct of Councillor Warren Bates of Oldham Council**

SG 1

a) MEMBERS CODE OF CONDUCT

Code of Conduct for Members and Guidance

1. Introduction

The Council is determined to provide excellent local government for the people of the Borough. It promotes and maintains high standards of conduct by Members and Co-opted Members and has adopted a Code of Conduct for Members, in line with its obligations under section 27(2) of the Localism Act 2011.

2. General Principles of Conduct for Members and Co-opted Members

The Code and the Guidance are based on the following General Principles.

2.1 General Principles

Members and co-opted Members must behave according to the highest standards of personal conduct in everything they do as a Member. In particular they must observe the following principles of conduct, some of which are set out in law.

2.2 Selflessness

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

2.3 Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

2.4 Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

2.5 Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

2.6 Openness

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

2.7 Personal Judgement

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

2.8 Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

2.9 Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

2.10 Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

2.11 Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

3. Training

3.1 Each Member must attend annual training on the Code of Conduct / ethical standards, in addition to any current requirements to receive other training.

3.2 Records of attendance will be maintained by the Constitutional Services team and any apparent failure to attend annual training will be notified in the first place to the Member concerned and if not rectified at the next

available session, will be referred to the Standards Committee for further action.

THE CODE OF CONDUCT

Part 1 General provisions

1. Introduction and interpretation

1.1 This Code applies to you as a member of the Council.

1.2 It is your responsibility to comply with this Code. Failure to do so may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and /or disqualification from office for a period of up to 5 years. In this Code - "meeting" means any meeting of:

- a. the Council
- b. any of the Council's committees or sub-committees, joint committees or joint sub-committees; "member" includes a co-opted member and an appointed member
- c. the Executive or any Committee of the Executive

2. Scope

2.1 Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you:

- a. conduct the business of the Council (which, in this Code, includes the business of the office to which you are elected or appointed); or
- b. act, claim to act or give the impression you are acting as a representative of the Council,
- c. and references to your official capacity are construed accordingly.

2.2 This Code does not have effect in relation to your conduct other than where it is in your official capacity.

2.3 Where you act as a representative of the Council -

- a. on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- b. on any other body, you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

3.1 You must treat others with respect.

3.2 You must not:

- a. do anything which may cause your authority to breach the Equality Act 2010;
- b. bully any person;
- c. intimidate or attempt to intimidate any person who is or is likely to be:
 - i. a complainant,
 - ii. a witness, or
 - iii. involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- d. do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

4. You must not:

- a. disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - i. you have the consent of a person authorised to give it;
 - ii. you are required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - a) reasonable and in the public interest; and
 - b) made in good faith and in compliance with the reasonable requirements of the Council; or
- b. prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

6. You:
- a. must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - b. must, when using or authorising the use by others of the resources of your authority:
 - i. act in accordance with the Council's reasonable requirements; and
 - ii. ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - c. must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. Decisions

- 7.1 When reaching decisions on any matter you must have regard to any relevant advice provided to you by
- a. The Council's chief finance officer; or
 - b. The Council's monitoring officer,
- where that officer is acting pursuant to his or her personal statutory duties.
- 7.2 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 - Disclosable pecuniary interests

8. Notification of disclosable pecuniary interests

- 8.1 Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

[Note: Existing members and co-opted members of the Council to notify the Monitoring Officer of disclosable pecuniary interests within 28 days of the adoption of the Code]

- 8.2 A 'disclosable pecuniary interest' is an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

- 8.3 "Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the 12 month period prior to notification of the interest in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation Act) 1992 (a).
Contracts	Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest) and the Council -
Land	(a) under which goods or services are to be provided or works are to be executed: and
Licences	(b) which has not been fully discharged.
Corporate Tenancies	Any beneficial interest in land which is within the area of Oldham MBC.
Securities	Any licence (alone or jointly with others) to occupy land in the area of Oldham MBC for a month or longer.
	Any tenancy where (to your

	<p>knowledge) -</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body in which you or your partner has a beneficial interest.</p> <p>Any beneficial interest in securities of a body where -</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of Oldham MBC and</p> <p>(b) either -</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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8.3 For the purposes of the above

- a. "a body in which you or your partner has a beneficial interest" means a firm in which you or your partner is a partner or a body corporate of which you or your partner is a director, or in the securities of which you or your partner has a beneficial interest.
- b. "director" includes a member of the committee of management of an industrial and provident society.
- c. "land" excludes an easement, interest or right in or over land which does not carry with it a right for you or your partner (alone or jointly) to occupy the land or receive income, and
- d. "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

9 Non participation in case of disclosable pecuniary interest

- 9.1 If you are present at a meeting [of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, or the executive or committee of the executive] and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:
- a. You must not participate in any discussion of the matter at the meeting.
 - b. You must not participate in any vote taken on the matter at the meeting.
 - c. If the interest is not registered, you must disclose the interest to the meeting.
 - d. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

10 Offences

- 10.1 It is a criminal offence to:
- a. Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election.
 - b. Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register.
 - c. Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting.
 - d. Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest.
 - e. As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
 - f. As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in a matter, taking any steps in relation to such a matter.
 - g. Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

- 10.2 The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

Part 3 - Other interests

11 Notification of personal interests

- 11.1 In addition to the disclosable pecuniary interests notifiable under the Localism Act 2011, you must, within 28 days of:

- a. this Code being adopted by or applied to your authority; or
- b. your election or appointment to office (where that is later), notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the categories set out in paragraph 11.2 below for inclusion in the register of interests.

- 11.2 You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a. any body of which you are in a position of general control or management and to which you are appointed or nominated by your authority;
- b. any body -
 - i. exercising functions of a public nature;
 - ii. directed to charitable purposes; or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are in a position of general control or management;
- c. the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25, or

12 Disclosure of interests

- 12.1 Subject to paragraphs 12.4 to 12.7, where you have a personal interest described in paragraph 11.2 above or in paragraph 12.2 below in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

- 12.2 You also have a personal interest in any business of your authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a *relevant person* to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward, affected by the decision;

- 12.3** In paragraph 12.2, a *relevant person* is -
- a. a member of your family or any person with whom you have a close association; or
 - b. any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - c. any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - d. any body of a type described in paragraph 11.2(a) or (b).
- 12.4** Where you have a personal interest in any business of the Council which relates to or is likely to affect a body described in paragraph 11.2(a) or 11.2(b)(i), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 12.5** Where you have a personal interest in any business of the Council of the type mentioned in paragraph 11.2(c), (gifts and hospitality) you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- 12.6** Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- 12.7** Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- 13** **Non participation in case of prejudicial interest**
- 13.1** Where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business -
- a. affects your financial position or the financial position of a person or body described in paragraph 12.3 ;or
 - b. relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 12.3.

- 13.2 Subject to paragraphs 13.3 and 13.4, where you have a prejudicial interest in any business of your authority:**
- a. You must not participate in any discussion of the matter at the meeting.
 - b. You must not participate in any vote taken on the matter at the meeting.
 - c. If the interest is not registered, you must disclose the interest to the meeting.
 - d. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.
- 13.3 Where you have a prejudicial interest in any business of the Council, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.**
- 13.4 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your authority in respect of -**
- a. school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - b. statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay; and
 - c. any ceremonial honour given to members.
- 13.5 Where, as an executive member, you may discharge a function alone, and you become aware of a prejudicial interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.**
- 14 Interests arising in relation to overview and scrutiny committees**
- In any business before an overview and scrutiny committee of the Council (or of a sub-committee of such a committee) where:**
- a. that business relates to a decision made (whether implemented or not) or action taken by the executive or another of the authority's committees, sub-committees, joint committees or joint sub-committees; and

- b. at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken, you may attend the meeting of the overview and scrutiny committee for the purpose of explaining the reasons for the decision, or answering questions or giving evidence relating to the business, but you cannot participate otherwise in the discussion or in any vote on the matter.

Part 4 - General Matters relating to Parts 2 and 3

15. Register of Interests

Subject to paragraph 16 any disclosable pecuniary interests or personal interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

16. Sensitive Interests

This paragraph applies where you consider that disclosure of the details of a disclosable pecuniary interest or a personal interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees. In these circumstances, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

17. Dispensations

The Council may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest or a prejudicial interest.

OLDHAM BOROUGH COUNCIL

Arrangements for dealing with complaints about the Code of Conduct for Members

1. Introduction

- 1.1 This procedure applies when a complaint is received that a Member, Co-opted Member or Parish Council Member has or may have failed to comply with the Code of Conduct for Members.
- 1.2 The person making the complaint will be referred to as "the complainant" and the person against whom the complaint is made will be referred to as the "Subject Member".
- 1.3 No member or officer will participate in any stage of the arrangements if he or she has, or may have, any personal conflict of interest in the matter.
- 1.4 A flow chart of the process is detailed at Appendix 3.

2. Making a complaint

- 2.1 A complaint must be made in writing either by post or e-mail to; Borough Solicitor, Oldham Council, Civic Centre, West Street, Oldham, OL1 1UL or paul.entwistle@oldham.gov.uk
- 2.2 The Monitoring Officer will acknowledge receipt of the complaint within five working days of receiving it and, at the same time, write to the subject Member (and in the case of a complaint about a Parish Councillor to the Clerk of the Parish Council also) with details of the allegations (subject to any representations from the complainant on confidentiality, which are accepted as valid by the Monitoring Officer). The subject member may, within five working days of receipt, make written representations to the Monitoring Officer which must be taken into account when deciding how the complaint should be dealt with. Representations received after this time may be taken into account, at the discretion of the Monitoring Officer, but will in any event not be considered after the Monitoring Officer has issued the initial assessment of the complaint.

3. Initial Assessment of Complaint

- 3.1 The Monitoring Officer will review the complaint and following consultation with the Independent Person, take a decision (initial assessment) as to whether it merits investigation, or another course of action. This decision will normally be taken within 20 working days of receipt of a complaint.

3.2 If appropriate, the Monitoring Officer will then go on to apply the following criteria in deciding whether a complaint should be accepted for investigation, dealt with informally, or rejected;

- Whether a substantially similar allegation has previously been made by the complainant to Standards for England, or the Standards Committee, or the complaint has been the subject of an investigation by another regulatory authority;
- Whether the complaint is about something that happened so long ago that those involved are unlikely to remember it clearly enough to provide credible evidence, or where the lapse of time means there would be little benefit or point in taking action now;
- Whether the allegation is anonymous;
- Whether the allegation discloses a potential breach of the Code of Conduct, but the complaint is not serious enough to merit any action and
 - i. The resources needed to investigate and determine the complaint are wholly disproportionate to the allegations and
 - ii. Whether in all the circumstances there is no overriding public benefit in carrying out an investigation.
- Whether the complaint appears to be malicious, vexatious, politically motivated or fit for fit;
- Whether the complaint suggests that there is a wider problem throughout the Authority;
- Whether it is apparent that the subject of the allegation is relatively inexperienced as a Member or has admitted making an error and the matter would not warrant a more serious sanction;
- Whether training or conciliation would be the appropriate response.

The Monitoring Officer will consult with the Independent Person and then give a decision on how the complaint will be dealt with. The Monitoring Officer may in exceptional circumstances refer the question of how to proceed to a sub-committee of the Standards Committee.

4. Additional Information

4.1 The Monitoring Officer may require additional information to come to a decision and may request information from the subject Member. Where the complaint relates to a Parish Councillor, the Monitoring Officer may also inform the Clerk of the Parish Council of the complaint and seek the views of the Clerk of the Parish Council before

deciding whether the complaint merits formal investigation or other action. In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for an investigation. Such informal resolution may involve the subject member accepting that his/her conduct was unacceptable and offering an apology, or taking other steps. Where the subject Member or the Authority (in appropriate cases) makes a reasonable offer of local resolution, but it is rejected by the complainant, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

- 4.2 If the complaint identifies criminal conduct or breach of other regulations by any person, the Monitoring Officer is authorised to report this to the Police or other prosecuting or regulatory authority in addition, to any action taken pursuant to the Code of Conduct.

5. Confidentiality

- 5.1 If a complainant has asked for their identity to be withheld, this request will be considered by the Monitoring Officer at the initial assessment stage.
- 5.2 As a matter of fairness and natural justice the subject Member should usually be told who has complained about them and receive details of the complaint. However, in exceptional circumstances, the Monitoring Officer may withhold the complainant's identity if on request from the complainant, or otherwise, they are satisfied that the complainant has reasonable grounds for believing that they or any witness relevant to the complaint may be at risk of physical harm, or his or her employment may be jeopardised if their identity is disclosed, or where there are medical risks (supported by medical evidence) associated with the complainant's identity being disclosed.
- 5.3 If the Monitoring Officer decides to refuse a request by a complainant for confidentiality, they will offer the complainant the option to withdraw the complaint, rather than proceed with his or her identity being disclosed. The Monitoring Officer will balance whether the public interest in taking action on a complaint will outweigh the complainant's wish to have his or her identity withheld from the subject Member.

6. Investigation

- 6.1 The Monitoring Officer will appoint an investigating officer where a complaint merits formal investigation. The investigating officer may be a Council officer, an officer from another Council, or an external investigator.
- 6.2 The investigating officer will follow guidance issued by the Monitoring Officer on the investigation of complaints. The guidance will follow the principles of proportionality and the cost effective use of Council resources and shall be interpreted in line with these principles.

6.3 The investigating officer will ensure that the subject Member receives a copy of the complaint – subject to the Monitoring Officer decision on confidentiality.

6.4 At the end of their investigation, the investigating officer will produce a draft report and will send copies of that draft report to the complainant and to the subject Member, for comments. The investigating officer will take such comments into account before issuing their final report to the Monitoring Officer.

7. Investigating Officer finding of no failure to comply with the Code of Conduct

7.1 Where the Investigating Officer's report finds that the Subject Member has not failed to comply with the Code of Conduct, the Monitoring Officer, in consultation with the Independent Person, will review the Investigating Officer's report and if satisfied, will confirm the finding of no failure to comply with the Code of Conduct.

7.2 The Monitoring Officer will write to the Complainant and the Subject Member (and to the Clerk of the Parish Council, where the complaint relates to a Parish Member), with a copy of the decision and the Investigating Officer's report).

7.3 If the Monitoring Officer is not satisfied that the investigation has been conducted thoroughly, the Investigating Officer may be asked to reconsider the report and the conclusions.

8. Investigating Officer finding of sufficient evidence of failure to comply with the Code of Conduct

Where the Investigating Officer's report finds that the Subject Member has failed to comply with the Code of Conduct, the Monitoring Officer will review the Investigating Officer's report and will then having consulted the Independent Person either send the matter for local hearing before the hearing panel or seek local resolution.

8.1 Local Resolution

If the Monitoring Officer considers that the matter can reasonably be resolved without the need for a hearing, they will consult with the Independent Person and the Complainant and seek to agree a fair resolution. Such resolution may include the Subject Member accepting that their conduct was unacceptable and offering an apology, and/or other remedial action. If the Subject Member accepts the suggested resolution, the Monitoring Officer will report the outcome to the Standards Committee and the Clerk to the Parish Council (if appropriate) for information, but will take no further action. If the Complainant or the Subject Member refuses local resolution in principle or to engage with the agreed outcome, the Monitoring Officer will refer the matter for a local hearing without further reference to the Complainant or the Subject Member.

8.2 Local Hearing

Where, in the opinion of the Monitoring Officer, local resolution is not appropriate or the Complainant and/or Subject Member refuses to accept local resolution, then the Monitoring Officer will report the Investigating Officer's findings to the Hearing Panel which will conduct a local hearing before deciding whether the Member has failed to comply with a Code of Conduct and, if so, what action (if any) to take in respect of the Member.

9 Constitution of the Hearing's Panel

The Hearing's Panel is a sub-committee of the Council's Standards Committee. The Council have decided that it will comprise of at least one of the independent Members co-opted to the Standards Committee and two members of the Council drawn from at least two different political parties. Where the complaint is about a Parish Council Member, the hearings panel will include at least one of the Parish Council Members co-opted to the Standards Committee.

The independent person is invited to attend all meetings of the hearings panel and their views must be sought and taken into consideration before the hearings panel takes any decision on whether the Member's conduct constitutes a failure to comply with the code of conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

10. The Independent Person

The independent person must be a person who has applied for the post following advertisements of a vacancy for the post, and appointed by a positive vote from a majority of all the Members of the Council at a meeting of the full Council.

A person is not eligible for appointment if they:

- are, or have been within the past five years a Member, co-opted Member or officer of the Council;
- are, or have been within the past five years a Member, co-opted Member or officer of a Parish Council within the Borough; or
- are a relative or close friend of a person within bullet points 1 or 2 above.

For this purpose, "relative" means that:

- Spouse or civil partner;
- Living with the other person as husband and wife or as if they were civil partners;
- Grandparents of the other person;
- A lineal descendant of a grandparent of the other person;

- A parent, sibling or child of the person within the above bullet points;
- A spouse or civil partner of a person within the above bullet points; or
- Living with a person within the above bullet points or as husband and wife or as if they were civil partners.

12. Action

Where a hearings panel find that a Member has failed to comply with the code of conduct, the Council has delegated to the hearings panel such of its powers to take action in respect of individual Members as may be necessary to promote and maintain high standards of conduct. Accordingly, the hearings panel may –

- Publish its findings in respect of the Member's conduct;
- Report its finding to Council (or to the Parish Council) for information;
- Recommend to Council that the Member be censured;
- Recommend to the Members group leader (or in the case of ungrouped members) recommend to Council) that he/she be removed from any or all committees or sub committees of the Council;
- Recommend to the leader of the Council that the Member be removed from the Executive, or removed from their portfolio responsibilities;
- Instruct the Monitoring Officer to (or recommend that the Parish Council) arrange training for the Member;
- Recommend to Council (or recommend to the Parish Council that the Member be removed) from all outside bodies, appointments to which they have been appointed or nominated by the Council (or by the Parish Council);
- Withdraw (or recommend to the Parish Council that it withdraws (facilities provided to the Member by the Council such as a computer, website and/or e-mail and internet access); or
- Exclude (or recommend that the Parish Council exclude) the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and sub-Committee meetings or place such restrictions on access to staff as may be reasonable in the circumstances.

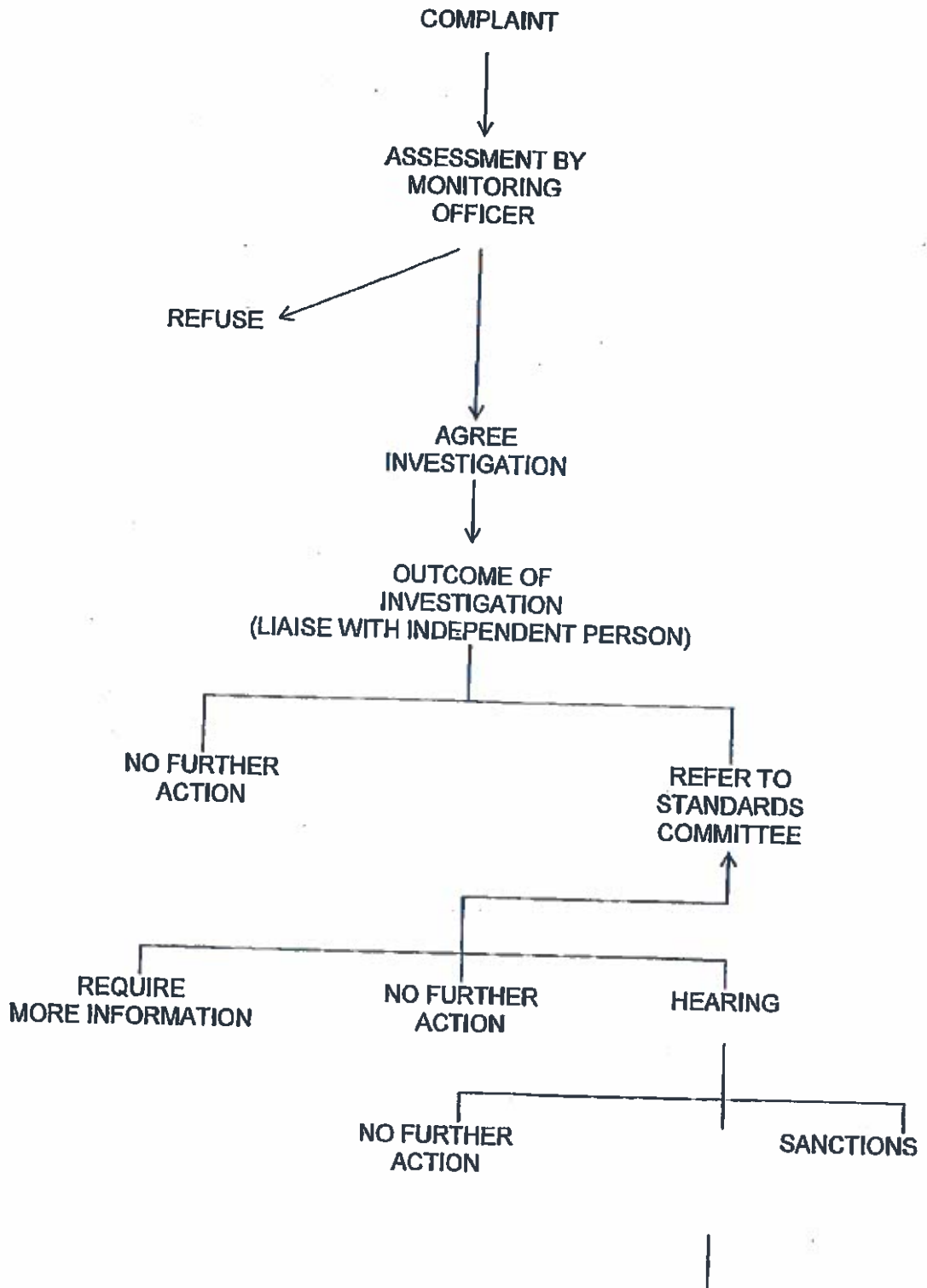
13. Revision of these Arrangements

The Council may by resolution or delegation to the Monitoring Officer agree to amend these arrangements and has delegated to the Chair of the hearings panel the right to depart from these arrangements where they consider that it is expedient to do so in order to secure the effective threat and fair consideration of any matters.

14. Appeals

Subject to judicial review or a decision of a local ombudsman, there is no right of appeal against the decision of a Monitoring Officer or of the hearing panel.

FLOW CHART COMPLAINTS



Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the
conduct of Councillor Warren Bates of Oldham Council**

SG 2

Complaint about Councillor Warren Bates, Oldham Council.

Note of interview with John Crompton, 15 July 2015.

1. The interview was conducted by Simon Goacher, Weightmans LLP (SG).
2. SG outlined the process that would follow and explained that, although ultimately if the matter reached the standards committee, it could decide to hear the evidence in public, the investigation should be treated as confidential.
3. John Crompton (JC) confirmed that he had submitted the complaint to the Oldham Council (the Council) and the content of the complaint was accurate. JC explained that he had made a previous complaint about Councillor Bates (WB) which related to an incident which had occurred at one of the district executive meetings. He explained that, as a result of the complaint, WB was censured by the council in April 2015.
4. JC explained that he had had a lot of contact with WB on the streets. He explained that WB lives fairly close to him in Failsworth. He stated that it was all verbal harassment that he received from WB, there was nothing violent except his attitude. He stated that he did not do anything about this when WB was a member of the public but now that he had become a councillor, he felt that it was unacceptable.
5. In the past, WB had collected JC from his home on a number of occasions. JC explained that he had not been told why WB wanted his email address. JC explained that after Penny Kenworthy (PK) had refused to provide WB with his email address, WB contacted JC's deputy at the Failsworth Historical Society (FHS), Leslie Garner, and left a message on his voicemail asking for the email address. He stated that this would have been early in April 2015.
6. JC stated that on 16 April 2015, he was in Manchester on his own. He stated that he saw WB who was talking to two or three other men. He stated that, as he was walking along, WB approached him. JC stated that he ignores WB when he is ranting at him so he carried on and did not pay any attention to what he was saying. He told me that WB's manner was very aggressive. He said that WB was "chunnering" in his ear immediately behind him and followed him for 30 to 40 yards until he gave up. JC stated that he simply carried on walking and did not respond at all to WB.
7. JC explained that he subsequently found out that WB was concerned about an issue involving a Bangladeshi restaurant in Failsworth which had taken some railings down to make a disabled access. JC stated that he understood that WB had been asking about this and that was the reason he said he wanted JC's email address. JC stated that he did not understand why WB would need his email address in relation to this as he could simply ask the council officers what was happening.
8. JC stated that the third issue which he had raised in his complaint arose on the week before the general election took place in May 2015. He stated that he had been travelling to Oldham or Manchester to collect his pension, as he did every Monday morning. He

stated that on his return, he left the Failsworth Metrolink Station to walk along Hardman Street towards his home when he saw WB. He stated that he assumed that WB would be delivering leaflets for UKIP as it was so close to the general election. He stated that WB's partner was also standing for UKIP in the local election. JC explained that he got off the tram and had a shopping bag in each hand. He stated that as he was walking towards his home, he was conscious of someone behind him on the other side of the street. He stated that as the person drew level with him, he became aware that it was WB. JC stated that at this point, he had to walk past three blocks of terrace houses to get to the turning into the street where he lived. JC stated that WB passed him on the other side of the street and then crossed over and double backed, so that he was walking towards JC. He stated that WB was glaring at him all of the time that he did this. He stated that WB then passed by him very close with his shoulder very close to JC's shoulder. JC stated that when he reached the turning into his street, he looked back and as he suspected, WB was still glaring at him. JC stated that he just shook his head and began to walk up his street. He stated that WB shouted something at him but he was about 20 yards away and JC could not make out what he had said.

9. JC stated that he reported these incidents to the police. He stated that a detective constable came and took details from him of the incidents which had occurred. He stated that he and the police officer discussed a policy of action and the police gave him three options. JC stated that he told the police that he did not want serious action taken against WB or him being "put away". He stated that he just wanted this behaviour to cease. JC explained that if people are around when he sees WB, then WB does not do anything but, if JC is on his own, WB will rant and rave at him. JC stated that it was agreed with the police officer that WB would be given a verbal warning and told that he had to stop this behaviour and that, if he didn't, another warning would be issued and that, if he still persisted, he would be taken into custody. JC stated that he agreed to a warning being given informally and that he didn't want any animosity to continue. JC stated that a PC Ian Lloyd went to see WB. He stated that PC Lloyd told him that he had left WB in no uncertainty as to how he should behave. JC stated that the police told him to keep a diary of what was happening so he has done.

10. JC explained that he has been the chairman of the Failsworth Historical Society since January 2003. He explained to SG the good work that the society has done since it was formed in 2003. JC stated that WB's behaviour makes him feel unsafe and anxious. He explained that he has issues with his health and the level of concern is such that council officers have made arrangements for him to be taken home after meetings that WB may also be attending to avoid any confrontation and to protect him. He stated he just wants to achieve an area of his life without anxiety or conflict.

Simon Goacher, Weightmans LLP
24 July 2015

I agree that this is a true and accurate record of the interview.

Signed.....*John Crompton*..... Date 28th July 2015.

John Crompton

Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the
conduct of Councillor Warren Bates of Oldham Council**

SG 3

Complaint about Councillor Warren Bates, Oldham Council.

Note of interview with Councillor Bates, also present Joseph Fitzpatrick.
16 July 2015

1. The interview was conducted by Simon Goacher, Weightmans LLP (SG).
2. SG outlined the process that would follow and explained that, although ultimately if the matter reached the standards committee, it could decide to hear the evidence in public, the investigation should be treated as confidential.
3. Councillor Bates (WB) is an elected member of Oldham Council ("the Council"). He has been a councillor since May 2014. He is a member of the Licensing Panel. He has been a community activist for 20 years. WB stated that he has been to training provided by the council on the code of conduct for councillors. He stated that he has attended two training sessions. He confirmed that he understands that he is obliged to comply with the code of conduct for members when he is acting as a councillor.
4. WB stated that he did contact Penny Kenworthy (PK), Acting District Coordinator for Failsworth and Hollinwood District. He stated that he contacted PK to ask for the address of the Failsworth Historical Society (FHS). He stated that he was asking for the address of the society and not for the personal address of John Crompton (JC). WB explained that he was asking the council for the email address of the FHS because some residents had complained to him about an alteration to a building in the area. He stated that the alteration related to the railings outside a restaurant which had caused some concern. He stated that he had raised the concern with planning officers of the Council who had advised him that the decision to approve the alterations had been made under delegated powers. He wanted to know whether there had been consultation with the FHS and that was why he was trying to obtain contact details.
5. WB explained that PK had told him that she did not have contact details for FHS. WB stated that he believed that the council must have contact details and told PK this because the council had given thousands of pounds of public money to FHS in grants. He stated that PK responded stating that the only contact details they had were the FHS bank details.
6. Joseph Fitzpatrick (JF) explained that he is the researcher for UKIP. He stated that he advises colleagues on issues and when concerns were raised about the approval for these alterations, he spoke to WB and stated that if delegated powers had been used, they probably would have asked FHS and neighbours for their views on the proposal. He stated that he would write to them to find out what had happened. JF explained that the issue related to permission to make a fresh opening in railings by the Aman Indian restaurant. He stated that the railings were in part of a preservation area. He stated that they wanted to find out what the FHS had said about this application.
7. WB stated that he had written to the planning department. JF explained that this is an ongoing issue and that WB has had to adjust to the fact that everything that the Council to do takes weeks and weeks to obtain a response from him as a UKIP councillor. He stated that concerns had been raised by residents about the alteration, for example, another neighbour had been told to take tiles down because of the fact that it was a preservation area and another person had stated that they did not know how the restaurant had got away with this because he had asked for disabled access which had been refused because it was in a preservation area.
8. WB stated that subsequently Paul Entwistle, the monitoring officer for the Council had asked PK to send him details of the address for the FHS.
9. WB stated that because PK had failed to provide him with contact details, he contacted Mr Les Garner. WB explained that he had contact details for members of the committee from past dealings with them. He stated that he had known Mr Garner for 12 years so he phoned him and said that he was trying to get the contact details for FHS because he wanted to write a letter to them about certain matters in Failsworth. WB stated that he did not ask for personal contact details of JC, he was asking for contact details of the society.
10. WB stated that in relation to the second part of the complaint, JC was lying again. He stated that it had not happened in the way set out in the complaint. He explained that JC came towards him. WB stated that he was with one other person, not two or three as JC said in the complaint. He explained that he was

in Market Street, Manchester which was packed. WB explained that he spotted JC when he came within 10 yards of him. He told the person he was speaking to that JC was someone that he was trying to contact, so he approached JC and explained that he was trying to contact him. He stated that he told JC that he wanted to talk to him about FHS. He stated that JC completely ignored him and, after a short time, he gave up and JC carried on walking.

11. WB explained that on the third occasion set out in the complaint, he had cause to do work on behalf of the council as councillor for the ward and was out on duty on that day. He stated that the way that JC described his behaviour was a lie. WB stated that he had no need to glare at JC, he was carrying out his role as a ward councillor at the time. SG asked WB if it was correct that he had walked in the same direction as JC but on the opposite side of the road, had then gone in front of JC and effectively double backed to walk past him. WB stated that if that had happened, it was because he was observing something and had to go back to look at it, he made reference to pigeons making a mess. He stated that if he did do it, it was nothing to do with JC and the way that JC had described the incident was lying. He stated that he had not stood and glared at JC or shouted anything at him.
12. WB explained that the police had sent two detectives to his house one Sunday afternoon after this incident. He stated that he had invited them into his house. He explained that he had told the police that what JC had told them was not true. He stated that they had listened to him. He stated that the police had told him that they did not intend to take any action. WB stated that he had not received anything in writing from the police after their visit.
13. SG asked WB whether, in the light of the fact that this occurred very shortly after he had been censured by the council for another complaint relating to JC, it was sensible to approach JC in the way that he had done. WB explained that he was so passionate about getting details of FHS on behalf of the residents that he did not think about the previous standards complaint; all he wanted was the contact details so that he could take issues up on behalf of the residents. He explained that he thought that JC would have simply said, "right Warren, I'll send you some details". He stated that if that amounted to breaking the code or the law, then he certainly did not know that. WB stated that he admitted he had walked alongside JC but that he had always acted in a reasonable way and was simply asking for contact details.
14. JF explained that as a UKIP councillor, WB was trying to get to the bottom of how the council gives out money to all councillors. He explained that the council gives each councillor £3000 to give out to local organisations. He stated that FHS had received thousands of pounds over the years and there is no audit trail. He stated that WB was going to complain about the process to the district auditor. He stated that WB believes that this amount is to be increased to £5000 per councillor which would mean the Council would be giving away £300,000 a year with no audit trail.
15. JF stated that WB had asked a council officer for the contact details of the district auditor to raise this with them and it had taken them a long time to provide those contact details. JF stated that the officer had apologised to WB at the last council meeting for the delay in providing those details because they said that they had forgotten about the request.
16. JF explained that there is a particular concern about why planning permission was given to this Indian restaurant and he wanted to know if the FHS had given an opinion. He stated that this may have annoyed JC and that could be a motivation behind the complaint.
17. JF stated that the local Labour party do not seem to be able to adjust to the fact that WB was elected and it could be that Labour councillors have suggested to JC that he should put in a complaint.

Simon Goucher, Weightmans LLP
24 July 2015

I agree that this is a true and accurate record of the interview.

Signed Councillor W Bates Date 27th July 15

Councillor Warren Bates

Signed J Fitzpatrick Date 27th July 2015

Joseph Fitzpatrick

Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the
conduct of Councillor Warren Bates of Oldham Council**

SG 4

Ref 433873/9

Complaint about Councillor Warren Bates, Oldham Council.

Note of telephone interview with Penny Kenworthy, 29 July 2015.

1. The interview was conducted by Simon Goacher, Weightmans LLP (SG).
2. SG outlined the process that would follow and explained that, although ultimately if the matter reached the Oldham Council (the Council) standards committee, it could decide to hear the evidence in public, the investigation should be treated as confidential.
3. SG explained that he had contacted Penny Kenworthy (PK) because the complaint against Councillor Bates (WB) referred to an attempt to contact her in her capacity as Acting District Co-ordinator for Failsworth and Hollinwood District asking for John Crompton's (JC) email address.
4. PK explained that WB had contacted her asking for the email address of the Failsworth Historical Society (FHS). She stated that she had advised WB that the Council does not have an email address for the FHS because it does not have one. She stated that she was also contacted by the Council's Monitoring Officer Paul Entwistle requesting that she provide WB with the FHS's email address. She stated that she advised PE that the FHS does not have an email address.
5. After the interview PK forwarded to SG copies of emails which she had exchanged with WB and PE on the issue.

Simon Goacher, Weightmans LLP
29 July 2015

I agree that this is a true and accurate record of the telephone interview.

Signed Date

Penny Kenworthy

Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the
conduct of Councillor Warren Bates of Oldham Council**

SG 5

Ref 433873/9

Complaint about Councillor Warren Bates, Oldham Council.

Note of telephone interview with Leslie Garner, 28 July 2015.

1. The interview was conducted by Simon Goacher, Weightmans LLP (SG).
2. SG outlined the process that would follow and explained that, although ultimately if the matter reached the standards committee, it could decide to hear the evidence in public, the investigation should be treated as confidential.
3. SG explained that he had contacted Leslie Garner (LG) because the complaint against Councillor Bates (WB) referred to a message which had been left on LG's voicemail. SG asked LG whether he still had a recording of the message. LG stated that he did not. He explained that the message was left on the Talk Talk voicemail service which automatically deletes messages after 28 days.
4. LG stated that as far as he could recall WB had said that he was trying to contact John Crompton (JC) and asking if he (LG) could provide JC's contact details. LG stated that as far as he could recall it was JC's contact details and not those of the Failsworth Historical Society (FHS) that WB was asking for.
5. LG stated that he found it strange that WB was asking for JC's details because he was sure that they would be on FHS's letter heading or could be obtained from the library. LG stated that he did not respond to WB's message.

Simon Goacher, Weightmans LLP
28 July 2015

I agree that this is a true and accurate record of the telephone interview.

Signed Date

Lesley Garner

Oldham Council

Weightmans reference: SG/433873/5

**Report of an investigation into an allegation concerning the
conduct of Councillor Warren Bates of Oldham Council**

SG 6

09.07.15 - PE.txt

From: Penny Kenworthy
Sent: 09 July 2015 09:23
To: Paul Entwistle
Cc: Helen Lockwood
Subject: RE: Details for Councillor Bates

Good morning Paul

To clarify Failsworth Historical Society do not have an email address, the only email address I hold is for Mr Crompton's personal email. Cllr Bates is aware of this.

Kind regards

Penny

Penny Kenworthy
Acting District Coordinator - Failsworth & Hollinwood Oldham Council Failsworth
Town Hall Failsworth
M35 0FJ
Tel: 0161 770 4289
Email: penny.kenworthy@oldham.gov.uk

Failsworth & Hollinwood Google Calendar
<http://tinyurl.com/Failsworth-Hollinwood-Calendar>

Visiting Failsworth Town Hall by MetroLink? The nearest stop is Failsworth, Hardman Lane (5 mins walk)

-----Original Message-----

From: Paul Entwistle
Sent: 09 July 2015 09:18
To: Penny Kenworthy
Subject: Details for Councillor Bates

Hi Penny,

Councillor Bates has requested the contact e-mail details for the Failsworth Historical Society and Mr. Crompton in his official capacity. If you have this information, Councillor Bates has requested the information to be provided to him.

Regards, Paul

Paul Entwistle
Director of Legal Services
Oldham MBC
Tel no 0161 770 4822

From: Paul McCann
Sent: 19 May 2015 14:38
To: Penny Kenworthy
Subject: FW: e-mail .
Pen,

FYI.

Paul.

From: Paul McCann
Sent: 12 May 2015 13:35
To: Cllr W Bates
Cc: Penny Kenworthy
Subject: RE: e-mail .

Councillor Bates.

Good Afternoon Warren,

My enquiries reveal that the Failsworth Historical Society do not appear to have an email contact address.

I hope that this assists you.

Kind Regards,

Paul.

Paul McCann
Caseworker
Failsworth & Hollinwood
Failsworth Town Hall
Oldham Road
Failsworth.
M35 0FJ.

Tel: 0161 770 1679
Mob: 07702 373645
email: paul.mccann@oldham.gov.uk

<http://tinyurl.com/Failsworth-Hollinwood-Calendar>

Visiting Failsworth Town Hall by Metrolink? The nearest stop is Failsworth, Hardman Lane (5 mins walk)

From: Cllr W Bates
Sent: 12 May 2015 10:56
To: Paul McCann
Subject: e-mail .

Hi Paul.

Has the Failsworth Historical Society a e-mail contact?

With them having such a powerful influence in our area it seems "in my opinion " and the Hon Sec resident.

Mr John Crompton was supported by a standing ovation and tremendous applause at the last Council meeting.

For complaining about my code of conduct when I asked him at a executive meeting "Who Are You and Who Do You Represent."?

Warren

Warren.

From: Penny Kenworthy
Sent: 19 May 2015 15:14
To: Helen Lockwood
Subject: RE: john crompton

I had a conversation with Cllr Bates after that email was sent regarding a planning matter within the conservation area at the pole, where I advised him to contact the appropriate officer and he said the Historical Society do not have an email address and I confirmed to him no they don't.

He didn't ask for any personal information of Mr Crompton.

Penny

Penny Kenworthy
Acting District Coordinator - Failsworth & Hollinwood
Oldham Council
Failsworth Town Hall
Failsworth
M35 0FJ
Tel: 0161 770 4289
Email: penny.kenworthy@oldham.gov.uk

Failsworth & Hollinwood Google Calendar <http://tinyurl.com/Failsworth-Hollinwood-Calendar>

Visiting Failsworth Town Hall by Metrolink? The nearest stop is Failsworth, Hardman Lane (5 mins-walk)

From: Helen Lockwood
Sent: 19 May 2015 14:57
To: Penny Kenworthy
Subject: RE: john crompton

That's fine – so correspondence was via email and not verbally. He wasn't asking for his home address or tel number?

Helen Lockwood
Executive Director Co-operatives and Neighbourhoods
Level 3, Civic Centre
West Street
Oldham
OL1 1UG*

Tel 0161770 1848
Mobile 07964940700
Email: helen.lockwood@oldham.gov.uk

*Please note for satellite navigation purposes the postcode is OL1 1NL
Visiting the Civic Centre by Metrolink? The nearest stop is Oldham King Street (2-3 mins walk)

From: Penny Kenworthy

Sent: 19 May 2015 14:43
To: Helen Lockwood
Subject: RE: john crompton

Hi Helen

Clr Bates made an enquiry asking if Failsworth Historical Society had an email address, see attached.

Apologies Helen I didn't report this sooner.

Kind regards

Penny

Penny Kenworthy
Acting District Coordinator - Failsworth & Hollinwood
Oldham Council
Failsworth Town Hall
Failsworth
M35 0FJ
Tel: 0161 770 4289
Email: penny.kenworthy@oldham.gov.uk

Failsworth & Hollinwood Google Calendar <http://tinyurl.com/Failsworth-Hollinwood-Calendar>

Visiting Failsworth Town Hall by Metrolink? The nearest stop is Failsworth, Hardman Lane (5 mins walk)

From: Helen Lockwood
Sent: 19 May 2015 14:35
To: Penny Kenworthy
Subject: john crompton

Penny

Hi penny – I received a call from John Crompton seeking help regarding Clr Bates.

He said you had been contacted by Clr Bates asking for his home email.

Could you confirm back to me exactly when Clr bates contacted you, what he requested, and how you responded.

Also given there is an existing standards complaint regarding clr bates in relation to Mr Crompton did you inform anyone of the contact.

Just sorting out the facts in case there is a further complaint.

thanks

Helen Lockwood
Executive Director Co-operatives and Neighbourhoods
Level 3, Civic Centre

West Street
Oldham
OL1 1UG*

Tel 0161770 1848

Mobile 07964940700

Email: helen.lockwood@oldham.gov.uk

*Please note for satellite navigation purposes the postcode is OL1 1NL
Visiting the Civic Centre by Metrolink? The nearest stop is Oldham King Street (2-3 mins walk)



Report to COUNCIL

Civic Appreciation Nomination 2016

Report of the Director of Legal Services

Officer Contact: Paul Entwistle

Report Author: Nicola Windle, Mayoralty Manager
Ext. 4012

16th December 2015

Reason for Decision

The purpose of the report is to seek approval to a nomination for Freda Millet to receive the Civic Appreciation Award, in recognition of service and dedication to the local community.

The nomination has been put forward by Mr John Battye DL, on behalf of the Oldham Deputy Lieutenants Committee.

Executive Summary

Freda Millet is being proposed for this award in recognition of her outstanding services and dedication to the Borough of Oldham.

The citation in the nomination states 'Mrs Millet has chronicled the social history of Oldham in 13 books and a series of exhibitions at the Local Studies & Archives Centre. She retired in 1994 as Assistant Curator and Keeper of local history, but continues to research and write.

Mrs Millet is a regular speaker at events across the borough and beyond, and has been single-handedly responsible for recording the social history of Oldham of over 200 years.

In 1995, she was the recipient of the Woman of Oldham Award.

Mrs Millet has been an active member of Oldham Children's Holiday Homes Project since Ellen Brierley, first Mayor of Oldham Metropolitan Borough launched the project in 1974. She was a founder member of the charity and 41 years later still serves on the committee which has provided over 2000 children from Oldham with a holiday in North Wales.'

Recommendations

It is recommended that Mrs Freda Millet be considered for the nomination for the Civic Appreciation Award 2016. If the Award is made, the Ceremony will take place prior to the Council meeting on 23 March 2016.

The nomination has been considered and agreed at a Group Leaders meeting.



Report to COUNCIL

Adoption of Statement of Community Involvement

Portfolio Holder:

Councillor Hibbert, Cabinet Member for Housing, Planning and Transport

Officer Contact: Helen Lockwood, Executive Director, Cooperatives and Neighbourhoods

Report Author: Clare Davison, Planning Officer
Ext. 4139

16th December 2015

Reason for Decision

To adopt the Statement of Community Involvement (SCI) as council policy. The SCI sets out how the council will involve the community in the preparation and the revision of Local Plan documents and the consideration of planning applications.

Executive Summary

The Planning and Compulsory Purchase Act 2004 requires local planning authorities prepare a SCI. The SCI forms a key part of the Local Plan. It sets out how the council will involve the community in the preparation and revision of the Local Plan documents and the consideration of planning applications.

Oldham Council first adopted its SCI in April 2007. It was then reviewed in 2010 to take account of changes to national planning guidance published in Planning Policy Statement 12 in 2008. Since then there have been further changes to planning guidance so it was appropriate to review the SCI again to reflect these changes. In addition the ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework Development Plan Document (GMSF). This SCI also sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF.

Recommendations

It is recommended that the Statement of Community Involvement (SCI) be adopted as council policy.

Adoption of the Statement of Community Involvement

1 Background

- 1.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities to prepare a Statement of Community Involvement (SCI). The SCI forms a key part of the Local Plan. It sets out how the council will involve the community in the preparation and revision of the Local Plan documents and the consideration of planning applications.
- 1.2 Oldham Council first adopted its SCI in April 2007. It was then reviewed in 2010 to take account of changes to national planning guidance published in Planning Policy Statement 12 in 2008. Since then there have been further changes to planning guidance so it is appropriate to review the SCI again to reflect these changes. In addition, the ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework Development Plan Document (GMSF). This SCI sets out how the community and other stakeholders will be involved in the preparation of the GMSF.
- 1.3 The SCI outlines the techniques that may be used to engage the community at the various stages of preparation of Development Plan Documents, Supplementary Planning Documents and Sustainability Appraisal/Strategic Environmental Assessment. It also outlines how the community will be consulted on planning applications.
- 1.4 The SCI links to all three Corporate Objectives. It sets out how people can comment on planning documents which will help businesses thrive; it involves residents and partners in consultations to help create confident communities and will contribute towards a co-operative council by ensuring we listen to and take on board any comments we receive.

2 Current Position

- 2.1 Consultation took place on the draft SCI from August 2015 to September 2015. We now have to adopt the SCI as council policy.

3 Options/Alternatives

- 3.1 Options 1: To not adopt the SCI as council policy. There are no advantages to this option. The disadvantages will be that planning consultations will not be carried out in accordance with the most up to date legislation and guidance and there will be no details of the consultation opportunities regarding the preparation of the GMSF.
- 3.2 Options 2: To adopt the SCI as council policy. The advantages of this are that it will provide certainty to residents, developers and other key stakeholders as to the

consultation methods the council will use. In addition it will also ensure that planning consultations are carried out in accordance with the most up to date legislation and guidance and include details on how the community and other stakeholders will be involved in the preparation of the joint GMSF. There are no disadvantages to this option.

4 Preferred Option

4.1 The preferred option is Option 2. This will provide certainty to residents, developers and other key stakeholders as to the consultation methods the council will use. In addition it will also ensure that planning consultations are carried out in accordance with the most up to date legislation and guidance and include details on how the community and other stakeholders will be involved in the preparation of the joint GMSF.

5 Consultation

5.1 Consultation took place on the draft SCI from August 2015 to September 2015. We received comments from 9 respondents and have taken on board the comments received and made changes to the SCI where appropriate. The SCI has also been taken to the following meetings prior to Full Council:

- Executive Management Team – 13 October 2015
- Leadership – 2nd November 2015

6 Financial Implications

6.1 Adopting the Statement of Community Involvement as Council policy will present no major financial implications. The service will incur small costs for publication and a cost for copies to be made available in libraries but is not expected to be more than £500. This will be funded from the Development Control & Planning cost centre 23700.

(Danny Jackson / Sadrul Alam)

7 Legal Services Comments

7.1 The SCI is a local development document. Section 23 of the Planning and Compulsory Purchase Act 2004 deals with the adoption of local development documents and it states at section 23(5) that a document is adopted for the purposes of the section if it is adopted by resolution of the authority i.e. by full Council. Under the Council's scheme of delegation relating to the local development framework, other decisions relating to the SCI may be made by the Portfolio Member in consultation with the Executive Director. (A Evans)

8. Co-operative Agenda

8.1 Having an up to date SCI will ensure residents and partners clearly understand when and how they will be consulted on planning matters it should also provide them with confidence that their views and comments are listened to and considered.

-
- 9 **Human Resources Comments**
- 9.1 N/A
- 10 **Risk Assessments**
- 10.1 N/A
- 11 **IT Implications**
- 11.1 None
- 12 **Property Implications**
- 12.1 The proposals do not directly impact on the Council’s corporate property portfolio (Cath Conroy)
- 13 **Procurement Implications**
- 13.1 N/A
- 14 **Environmental and Health & Safety Implications**
- 14.1 The Local Plan is the new land use plan and will have beneficial environmental impacts, but the SCI, as the document which will set out how the council will involve the community in planning, has no implications.
- 15 **Equality, community cohesion and crime implications**
- 15.1 The SCI vision is that “through a co-operative approach we will enable, empower and encourage all residents and stakeholders of the borough to actively participate in the planning process to help achieve our corporate outcome of safe, strong and sustainable communities”. This can only have a positive effect on all residents and stakeholders.
- 16 **Equality Impact Assessment Completed?**
- 16.1 Yes
- 17 **Key Decision**
- 17.1 No
- 18 **Key Decision Reference**
- 18.1 N/A
- 19 **Background Papers**

19.1 The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act :

Name of File : Draft Review Statement of Community Involvement August 2015
Records held in Strategic Planning Room 310, Level 3, Civic Centre, Oldham
Officer Name : Clare Davison
Contact No : 0161 770 4139

20 **Appendices**

- 20.1 Appendix 1: Statement of Community Involvement December 2015
- 20.2 Appendix 2: Public Schedule of Representations and Responses for the Statement of Community Involvement

DELETE THE SIGNATURE BOX IF THE REPORT IS A CABINET DECISION

Signed _____ Cabinet Member (specify whom)	Dated _____
Signed _____ Executive Director	Dated _____

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Oldham

Local

Plan

Appendix 1: Statement of Community Involvement

December 2015



Oldham
Council

OLDHAM METROPOLITAN BOROUGH LOCAL DEVELOPMENT FRAMEWORK

Through the enactment of the Planning Act 2008, the Government has made a number of reforms to the Planning and Compulsory Purchase Act 2004. Further to this, national guidance in PPS12 was updated and published in September 2008. This Review Statement of Community Involvement (SCI) has been produced as a result of these changes and represents a review of the 2007 SCI.

The Government has reformed the system of development planning in England. Development Plans are used to control and guide the development and use of land. As part of the reformed system, Oldham Metropolitan Borough Council must prepare a 'Local Development Framework'.

The Local Development Framework will be a folder of different documents, one of which will be the 'Review SCI'. The Review SCI will set out how the council will involve the community in the preparation and revision of the Local Development Framework and the consideration of planning applications.

The council's Vision for the Review SCI is to "enable, empower and encourage all residents and other stakeholders of Oldham Metropolitan Borough to actively participate in the planning to improve their borough".

If you would like further help in interpreting the Review SCI please contact the Strategic Planning and Information section on the following telephone numbers: 0161 770 4151/4163

You can also email the team on spi@oldham.gov.uk.

All documents connected with the Local Development Framework and the SCI are available on the council's web site at www.oldham.gov.uk.

To obtain a copy of this document in an alternative format please call 0161 770 4061

1	Introduction	3
2	The Planning System and Community Involvement	6
3	The Council and Community Involvement	8
4	Community Involvement and the Local Development Framework	13
5	Reporting Back	27
6	Community Involvement and Development Management	28
7	Minerals and Waste Management	34
8	Resources and Management of Community Involvement in Planning	35
9	Review and Monitoring	36
	Appendix 1 Tests of "Soundness" for Development Plan Document	37
	Appendix 2 Consultees on Local Development Framework and Development Management	38
	Appendix 3 Glossary of Terms	43
	Appendix 4 Contact Details	44
	Appendix 5 Useful Contacts and Websites	46

1 Introduction

- 1.1** In September 2004, the Planning and Compulsory Purchase Act 2004 came into effect. This legislation reforms the system of development planning in England. Development Plans are used to control and guide the development and use of land in the area they cover.
- 1.2** As a consequence of the new legislation, Oldham Metropolitan Borough Council, in its role as Local Planning Authority, must prepare a '**Local Development Framework**'.

LOCAL DEVELOPMENT FRAMEWORK

- 1.3** The Local Development Framework (LDF) is a folder of different documents as follows:
- a. '**Local Development Scheme**' – This is a project plan which sets out how and when the council will prepare the various documents making up the LDF. The latest Oldham Metropolitan Borough Local Development Scheme can be viewed on the council's website at www.oldham.gov.uk.
 - b. '**Statement of Community Involvement**' – This sets out how the council will engage the community in the preparation and revision of LDF documents and in determining planning applications.
 - c. '**Development Plan Documents**' – A series of spatial planning documents which set out the council's approach to future development of the borough.
 - d. '**Supplementary Planning Documents**' – These may expand on policy outlined in a Development Plan Document or provide more detail on it to help in its implementation. These are not formally part of the statutory Development Plan, but are material considerations in determining planning applications.
 - e. '**Annual Monitoring Report**' – This will be produced each December and which will review progress towards achieving the targets and milestones set out in the Local Development Scheme. It will also assess the impact and effectiveness of planning policies.
- 1.4** All constituent parts of the LDF are called '**Local Development Documents**'. Although the documents share this generic name, they have differing legal status.

THE DEVELOPMENT PLAN

- 1.5** Planning decisions are made in accordance with the Development Plan unless there are other material considerations (Section 38(6) of the Planning and Compulsory Purchase Act 2004).
- 1.6** The LDF Development Plan Documents will include:
- a. '**Core Strategy**' – which sets out a spatial vision and strategic objectives for the borough, incorporating a preferred way forward for the LDF, core policies and a monitoring and implementation framework with clear objectives for achieving delivery.
 - b. '**Site-specific allocations of land**' – a document that identifies where land is allocated for a specific use such as residential or business or retail or open space.

- c. **'Area Action Plans'** – these provide the planning framework for areas where significant change or conservation is needed.
- d. **'Development Management policies'** – these are policies setting out criteria against which planning applications for development and use of land or buildings will be assessed.

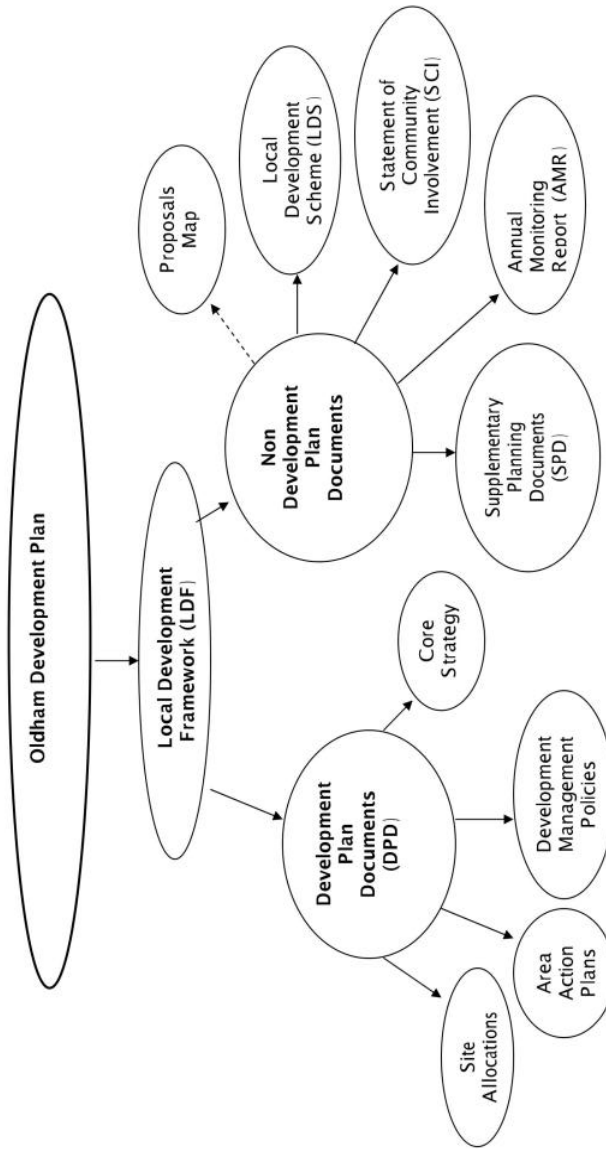
1.7 The Core Strategy and Development Management Policies are being prepared jointly as a single document here in Oldham Metropolitan Borough.

1.8 In May 2010 the coalition Government announced its intention to abolish the regional planning tier. Until the Regional Spatial Strategy (RSS) is revoked by legislation, it is still technically part of the borough's development plan. Upon its formal abolition the RSS will no longer be a material planning consideration. RSS was formally revoked in July 2010.

ASSESSMENT OF PLANS AND PROGRAMMES

1.9 A key part of the reformed planning system is the requirement for an assessment of plans and programmes that are likely to have significant effects on the environment. Development Plan Documents will therefore be subject to a **'Sustainability Appraisal / Strategic Environmental Assessment'**. This is explained in Section 4.

Figure 1 Development Planning System

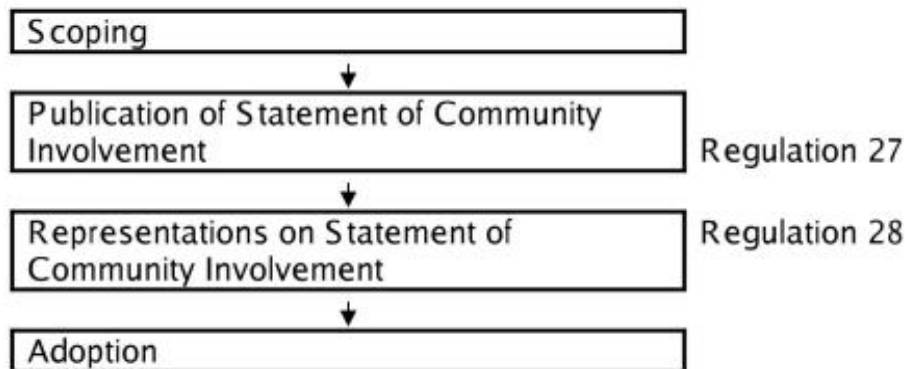


2 The Planning System and Community Involvement

STATEMENT OF COMMUNITY INVOLVEMENT

- 2.1** The reformed planning system places a particular emphasis on Community Involvement in the plan-making process and development management. A key part of the Local Development Framework will be the '**Statement of Community Involvement**' (SCI), which sets out how the council will involve the community in the preparation and revision of the Local Development Documents and the consideration of planning applications.
- 2.2** This Review SCI defines 'community' as all stakeholders with an interest in the future development of the borough, which includes the general public, community and interest groups, organisations, businesses, land owners, developers, consultants and statutory consultees.
- 2.3** Engaging the community will allow stakeholders the opportunity to participate in the planning processes that will produce a range of benefits including that the fullest range of views are taken into consideration when forming land-use development proposals, strengthening the evidence base, fostering commitment and ownership and strengthening delivery.
- 2.4** The Review SCI outlines the techniques that may be used to engage the community at the various stages of preparation of Development Plan Documents, Supplementary Planning Documents and Sustainability Appraisal/Strategic Environmental Assessment, as well as the Review SCI itself. (See Section 4.)
- 2.5** Opportunities for Community Involvement on planning applications are outlined in the Review SCI. (See Section 6.)
- 2.6** A Draft SCI (the 'Pre-Submission' document) was published for consultation for six-weeks during April-June 2006. The SCI was submitted to the Secretary of State for independent examination (the 'Submission' document), which was followed by a six-week consultation period during September-November 2006. Following independent examination, the Inspector produced a report that included binding recommendations. The SCI was amended to incorporate the Inspector's recommendations. The SCI was adopted as council policy in April 2007. This document is the Review SCI as is required in light of revised Regulations and Guidance that was published in 2008. Under The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 the Review SCI was not subject to an independent examination. This Review SCI was adopted as council policy in July 2010 and supersedes the 2007 SCI.

Figure 2 Statement of Community Involvement Process



- 2.7** All Development Plan Documents and Supplementary Planning Documents that are prepared will have to take account of the procedures for Community Involvement.
- 2.8** A '**Statement**' will have to be issued for each Development Plan Document, showing how it meets the requirements outlined in the Review SCI, when it is submitted to the Secretary of State.
- 2.9** All planning applications that are determined by the council will also have to meet the requirements outlined in the Review SCI.
- 2.10** This Review SCI has taken account of the following Government legislation and guidance:
- a. Planning and Compulsory Purchase Act 2004
 - b. Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008)
 - c. Planning Policy Statement 1: Delivering Sustainable Development
 - d. Planning Policy Statement 12: Local Spatial Planning
 - e. Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM, 2004)
 - f. Diversity and Equality in Planning: A Good Practice Guide (ODPM, 2005)
 - g. Development Plans Examination – a Guide to the Process of Assessing the Soundness of Statements of Community Involvement (The Planning Inspectorate, 2005)
 - h. Plan Making Manual on the Planning Advisory Service (PAS) website.
- 2.11** The Review SCI covers the whole borough except that part which falls within the Peak District National Park.

3 The Council and Community Involvement

3.1 Oldham Council's four corporate objectives are:

- a. A confident place - with safe neighbourhoods and clean, green spaces for all to enjoy.
- b. A university town – with good education, learning and training to improve the skills and choices of our citizens.
- c. An address of choice – a healthy and active place, with suitable housing for all.
- d. Services of choice – quality services that provide value for citizens.

(source: *Oldham Corporate Plan 2009 – 2013*)

3.2 The vision for 2020 in Oldham's Sustainable Community Strategy⁽¹⁾ is to make:

“Oldham a place where everybody is proud to belong by increasing life opportunities for all”.

(source: *Oldham Sustainable Community Strategy for 2008–2020 and Local Area Agreement for 2008-2011*)

3.3 The council's vision for the Review SCI is to:

“enable, empower and encourage all residents and other stakeholders of Oldham Metropolitan Borough to actively participate in the planning to improve their borough”.

OLDHAM COUNCIL'S APPROACH TO CONSULTATION

3.4 It is proposed to establish an Oldham Partnership⁽²⁾ Consultation Network that will develop a partnership approach to coordinating consultation, reducing duplication and sharing information about consultation activity, results and methods across the borough. The Oldham Partnership Consultation Network aims to:

- a. coordinate consultation, including cross-cutting consultation where relevant, across the Oldham Partnership;
- b. develop a cross-cutting consultation strategy and action plan (with appropriate links to other strategies) as appropriate for the Oldham Partnership, to ensure that consultation needs are met effectively and consultation gaps addressed;
- c. develop mechanisms and resources, including guidance, to support consultation activity across the partnership;
- d. help identify and advise on the consultation needs of the Oldham Partnership generally and the Local Area Agreement in particular;
- e. promote effective consultation through sharing best practice about consultation methods, and evaluation and dissemination of consultations, and sign-posting to existing governance structures where appropriate;
- f. promote the effective use of consultation to inform decision-making and service improvement;
- g. support the dissemination of consultation findings to decision-makers, those involved in service improvement and delivery and the public.

1 Oldham Sustainable Community Strategy for 2008-2020 and Local Area Agreement for 2008-2011
2 the name of the borough's Local Strategic Partnership

- 3.5** It is envisaged that the network will be a subgroup of, and report to, the Oldham Partnership Strategic Research Working Group (OPSRWG). The network will report to other bodies such as the Oldham Partnership's Steering Group and the Executive Group on an 'as and when needed' basis. Membership of the network will include officers across the Partnership with responsibilities for consultation.

RELATIONSHIP BETWEEN THE LOCAL DEVELOPMENT FRAMEWORK AND OTHER COMMUNITY INVOLVEMENT INITIATIVES

LINKS TO THE COMMUNITY STRATEGY

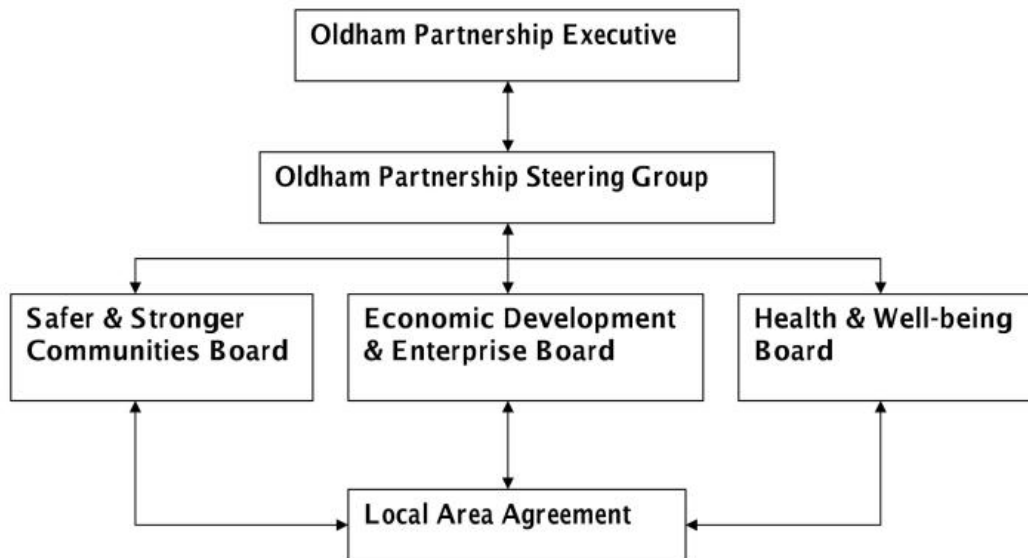
- 3.6** The Oldham Partnership (through the OPSRWG and the Oldham Partnership Consultation Network) are currently commissioning a research and consultation database and management system in order to:
- a. enable research and consultation to be targeted effectively with relevant groups of residents;
 - b. promote and support coordinated consultation;
 - c. help reduce consultation fatigue by enabling better communication with residents.
- 3.7** The research and consultation database and management system will enable local management and administration of the content contained within the system and will provide a secure environment for data storage.
- 3.8** Oldham Partnership is currently developing a Citizen Engagement Strategy that will shape how partners engage with local people. The scope of the strategy would deliver the statutory elements of the duty to involve, which are:
- a. informing
 - i. information should be provided which supports people to have their say and get involved;
 - ii. information should be accessible, easy to understand and tailored to different audiences.
 - b. consulting
 - i. representatives of local persons should have appropriate and genuine opportunities to have their say and get involved;
 - ii. authorities should ensure there is clarity of purpose and scope for every consultation i.e. it should be clear what the potential influence is;
 - iii. the outcomes of consultation should be fed back.
 - c. involving in other ways
 - i. involvement should give representatives greater influence over decisions and/or delivery of services.
- 3.9** In addition the strategy will include other work that partners choose to undertake which can be considered 'engagement' in the broader sense.

-
- 3.10** Oldham's Sustainable Community Strategy for 2008-2020 and Local Area Agreement for 2008-2011 represent the vision and blueprint for significantly improving the borough for all its residents.
 - 3.11** The LDF is the key mechanism for delivering the land-use elements of Oldham's Sustainable Community Strategy. Oldham's Sustainable Community Strategy identifies a number of key outcomes, which the Oldham Partnership commits itself to deliver over the coming years.
 - 3.12** The Sustainable Community Strategy and the LDF must be closely aligned. Spatial planning must help to deliver the borough's priorities. This may be through finding the right locations for facilities from which quality services can be delivered, or enabling the well planned, sustainable, physical regeneration of the borough. Equally the actions set out in the Sustainable Community Strategy need to be based, for instance, upon a good appreciation of land availability and the competing demands upon land and buildings.
 - 3.13** The Oldham Partnership is committed to sustainable development and has indeed won national recognition for its work on this issue. It undertook a sustainability appraisal exercise of the Sustainable Community Strategy to ensure that its commitment to sustainable development ran right through the strategy and was deliverable.

OLDHAM PARTNERSHIP

- 3.14** The Oldham Partnership includes representatives of public sector organisations, private sector businesses, and voluntary, community and faith groups, who are committed to working together to deliver the aims of the Sustainable Community Strategy and Local Area Agreement.
- 3.15** Within the Oldham Partnership there is an Executive and a Steering Group.
- 3.16** The Steering Group is responsible for the policy and performance management of the Partnership. There are three partnership boards beneath the Steering Group and Executive, each focusing on one of the themes of the Sustainable Community Strategy: economic prosperity, safer and stronger communities and health and wellbeing.
- 3.17** Figure 3 below shows the structure of the Oldham Partnership. The strategic decision making core of the Partnership is represented by the Executive and the Steering Group.

Figure 3 Oldham Partnership Structure



- 3.18** The Oldham Partnership will be used as a mechanism to engage with key stakeholders as part of the consultation process for Local Development Documents.
- 3.19** The thematic boards within the Partnership may in some instances provide an appropriate means of securing multi agency engagement about specific aspects of the LDF.
- 3.20** In developing the Development Plan Documents and Supplementary Planning Documents, the council will endeavour to undertake joint working with organisations represented on the Oldham Partnership, so as to maximise resources and reduce consultation fatigue. The Oldham Partnership has a proven track record in engaging stakeholders and members of the community on a range of social, economic and environmental issues facing local communities.
- 3.21** See Appendix 4 for details of how to contact the Oldham Partnership.

DISTRICT PARTNERSHIPS AND PARTNER AND COMMUNITIES TOGETHER MEETINGS

- 3.22** The borough has six District Partnerships and an Oldham Town Centre Partnership.
- 3.23** District Partnerships are made up of ward councillors and senior representatives of the council and key organisations in the area. Each District Partnership area is supported by a Councillor Champion and Neighbourhood Manager. Their primary role is in setting priorities, allocating resources and reviewing progress.
- 3.24** The District Partnerships will act as champions for their area in discussions about the boroughwide priorities, and develop a District Plan for the district reflecting both particular local concerns and how the boroughwide priorities will be delivered within the district. Resources will be allocated in support of these District Plans. District Partnerships will listen to the views of local people and feedback to them through the Partner and Communities Together (PACT) meetings.

-
- 3.25** Members of the public are able to observe proceedings at the District Partnership meetings and may comment on topics of discussion when appropriate.
 - 3.26** The primary role of the PACT meetings is community engagement. They will provide a regular mechanism for residents and businesses to meet representatives of the council and its partners. This provides a way for the council to both listen to the views of residents, and feed back to them what is happening in the borough. PACT meetings are effectively the communication and influencing arm of the District Partnerships.
 - 3.27** PACT meetings will be used as a mechanism for sharing information and consulting on matters relating to the LDF with communities, ward councillors, co-opted members and business representatives.

4 Community Involvement and the Local Development Framework

WHAT TO CONSULT ON

- 4.1** Community Involvement will take place on the preparation and revision of all Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement (SCI). The reformed planning system specifies various stages for public participation in the preparation of Development Plan Documents and Supplementary Planning Documents.

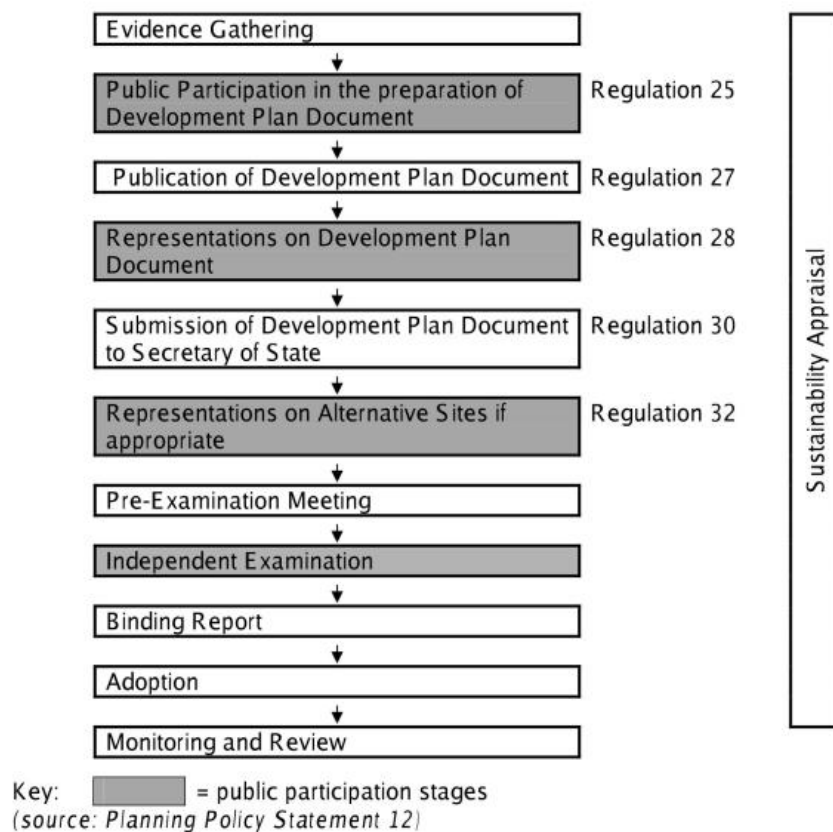
DEVELOPMENT PLAN DOCUMENTS – THE PROCESS

- 4.2** There will be four stages in the preparation of Development Plan Documents - Pre-Production, Production, Examination and Adoption. Figure 4 outlines the stages involved in the preparation of the Development Plan Document, including the public participation stages.
- 4.3** Pre-Production – This stage involves gathering of baseline information to assist preparation of the Development Plan Document. For example, information about the characteristics of the borough's population.
- 4.4** Production – The evidence gathering stage will inform the production of the Draft Development Plan Document. There will be public participation during this stage of the process as appropriate. Frontloading, whereby the potential participants are encouraged to engage early in the preparation process, will assist with these stages.
- 4.5** The council will then prepare a Publication/Submission Development Plan Document and Final Sustainability Appraisal Report (see paragraphs 4.13-4.21 for explanation). Comments will be invited before it is submitted to the Secretary of State.
- 4.6** Additional consultation will be undertaken if alternative sites are proposed after the consultation referred to in paragraph 4.5 above for any Site-specific Allocations of Land Development Plan Document, as required by Regulation 32 of the Town and Country Planning (Local Development) (England) Regulations 2004 and as amended 2008. This additional consultation will involve the following:
- a. details of the alternative site representations will be made available for inspection;
 - b. representations will be invited on these alternative sites;
 - c. a notice will be prepared detailing the period in which representations can be made and to whom they should be sent;
 - d. a statement will be prepared indicating the venues and times where the alternative site allocation representations can be viewed;
 - e. details of all the above will be made available on the council's website, at the Civic Centre and public libraries, and any other venues where the original consultation documents were also made available;
 - f. details of the alternative site representations, and the notice and statement will be sent to the 'specific', 'general' and 'other' consultees;
 - g. individuals and organisations on the LDF mailing list will be notified about the additional consultation period;
 - h. an advertisement will be placed in a local newspaper with details of the period in which representations on the alternative sites can be made, to whom any

representations should be sent, and where and when the alternative site representations can be viewed.

- 4.7 **Examination** – The Publication/Submission Development Plan Document will be subject to Independent Examination by a Planning Inspector who will test its “soundness”. (Appendix 1 sets out the tests for assessing “soundness”).
- 4.8 **Adoption** – The Inspector will produce a report that will be binding upon the council. The Inspector’s report will be published. Any recommended changes would have to be incorporated into the Development Plan Document before the council formally adopts and publishes it.

Figure 4 Development Plan Document Process

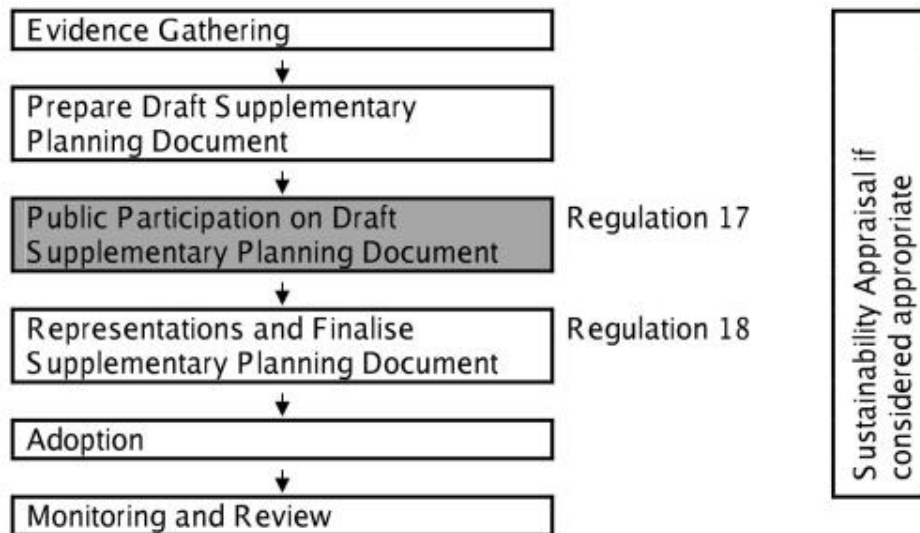


Please note that additional consultation will be undertaken if alternative sites are proposed as part of the public consultation stage for any Site-specific Allocations of Land Development Plan Document. This is required under Regulation 32 of the Town and Country Planning (Local Development) (England) Regulations 2004 and is explained more fully in paragraphs 4.24-4.25.)

SUPPLEMENTARY PLANNING DOCUMENTS – THE PROCESS

4.9 There will be three stages in the preparation of Supplementary Planning Documents - Pre-Production, Production and Adoption. They are not subject to Independent Examination. Figure 5 outlines the various stages involved in preparing each Supplementary Planning Document, including the public participation stages.

Figure 5 Supplementary Planning Document Process



Key: = public participation stage
 (source: Planning Policy Statement 12)

4.10 Pre-Production – This stage involves gathering of baseline information to assist preparation of the Supplementary Planning Document. For example, information about the number of listed buildings in the borough.

4.11 Production – The council will prepare a Draft Supplementary Planning Document, taking account of the evidence gathering. A Sustainability Appraisal Report testing its environmental, social and economic effects will be prepared when considered appropriate. Frontloading, whereby the potential participants are encouraged to engage early in the preparation process, will assist with these stages. Comments will then be invited.

4.12 Adoption – The council will have regard to any comments received on the Draft Supplementary Planning Document and may make revisions, where appropriate, before it proceeds to adopt the Supplementary Planning Document.

SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT

4.13 Under the Planning and Compulsory Purchase Act 2004, a sustainability appraisal is mandatory for a Development Plan Document. The council may also choose to prepare a sustainability appraisal for a Supplementary Planning Document when appropriate. In essence, sustainability appraisal ensures the council fulfils the objective of contributing to the achievement of sustainable development.

- 4.14** The Brundtland Report created a widely used and accepted definition of sustainable development in 1987. That definition is:

“development which meets the needs of the present without compromising the ability of future generations to meet their own needs” (‘The Brundtland Report’, United Nations World Commission on Environment and Development (WCED), 1987: 43)

- 4.15** When preparing Development Plan Documents, the council must also conduct an environmental assessment in accordance with the European Directive 2001/42/EC on the ‘assessment of the effects of certain plans and programmes on the environment’. The aim of the Directive is to provide for a high level of protection of the environment and to integrate environmental considerations into the preparation and adoption of plans and programmes, with a view to promoting sustainable development. This requirement for an environmental assessment is met through ‘Strategic Environmental Assessment’.
- 4.16** It is envisaged that the requirements for the sustainability appraisal and strategic environmental assessment can be met through the same process.
- 4.17** There are several opportunities for community involvement during the stages of the Sustainability Appraisal of Development Plan Documents. These are explained below.

Pre-production

- 4.18** The council will carry out evidence gathering at this stage and in some instances, where data gaps exist, the community may be an appropriate source of this information.

Consulting on the Scope of the Sustainability Appraisal

- 4.19** This consultation stage may also give an opportunity for community involvement, however these documents will tend to be targeted at key stakeholders relative to their appropriateness of the subject being covered by the Development Plan Document or Supplementary Planning Document. This stage involves consulting on the scope of the Sustainability Appraisal for five weeks with Natural England, the Environment Agency and English Heritage (or any successor bodies).

Production

- 4.20** During the production of the Development Plan Document, an opportunity for community involvement will also be available. This will be during the development of the Development Plan Document options. The options are essentially the approaches that the Development Plan Document could take. In order to ensure that the widest possible options available are considered at this stage, community involvement is essential. The methods that may be applied during this informal consultation are outlined in Table 1 (See page 19).

Formal Consultation

- 4.21** The final opportunity for community involvement in Sustainability Appraisal is the formal consultation period. For Development Plan Documents this is during the public participation in its preparation.

REPRESENTATIONS ON LOCAL DEVELOPMENT DOCUMENTS

- 4.22 Any representations made about the Local Development Documents should relate to the “soundness” of the document. Appendix 1 sets out the tests for assessing “soundness”. Representations made will be considered in the Inspector’s examination of the document. If representations seek changes to the Local Development Document, they should specify the changes being sought to inform the Inspector.
- 4.23 Any representations made may be considered by the Inspector by way of written representations, although individuals may exercise their right to attend the examination and be heard.
- 4.24 Where representations seek to offer alternative site allocations or to change a boundary of a site allocation identified in a submitted Development Plan Document, the council will have to advertise these separately after the period for making representations has expired, in accordance with Regulation 32 of the Town and Country Planning (Local Development) (England) Regulations 2004 and as amended 2008.
- 4.25 Those promoting alternative sites should indicate how it complies with the tests of soundness and how the sustainability appraisal process has been or is to be carried out prior to consideration at the examination. It is the responsibility of those promoting alternative sites, not the council’s, to make clear what the effects of the alternative site would be on sustainable development objectives and to show that proper procedures have been undertaken.

WHO TO CONSULT

- 4.26 The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004 and as amended 2008, outline the types of ‘**specific**’, ‘**general**’ and ‘**other**’ consultation bodies and Government Departments that should be consulted on the LDF.
- 4.27 In line with Government advice, this Review SCI does not identify all the separate agencies, organisations or individuals that the council will consult during the plan-making process. It does, however, provide guidance on the type of stakeholder that the council will consult. Appendix 2 lists the types of specific, general and other consultation bodies and Government Departments that will be consulted, where appropriate. The specific consultation bodies include the borough’s two parish councils – Saddleworth and Shaw & Crompton - that will be consulted at all formal consultation stages during the preparation of the LDF.

TALKING TO PEOPLE

- 4.28 The diverse population of the borough have differing needs that need to be considered when engaging in any consultation exercise. It is recognised that many people and groups that are known about in the borough are hard to engage in the planning processes. The council’s aspiration, as set out in the Review SCI vision, is to “enable, empower and encourage all residents and other stakeholders of the borough to actively participate in the planning to improve their borough”. The reformed planning system also places emphasis on Community Involvement that will work to engage with all groups and individuals including those that may not have traditionally been engaged within the planning processes.
- 4.29 This Review SCI defines these groups as:

- a. A range of communities experiencing social and economic exclusion
- b. Black and Minority Ethnic communities
- c. Gypsy and Travellers
- d. People with physical disabilities
- e. People with learning disabilities
- f. Young People (under 21)
- g. Older People
- h. Lesbian, Gay, Bisexual and Transgender (LGBT)
- i. Faith Groups
- j. Gender Groups

4.30 Engaging with all communities including those sections of the community that have not traditionally participated in the planning process will ensure that the widest range of views are taken into consideration when forming land use development proposals. The council will arrange for the Local Development Documents to be made available in alternative formats (such as large print, electronically, minority ethnic community languages etc), where appropriate, in order to facilitate understanding of the Local Development Documents, if requested and resources permitting.

4.31 The council will also comply with appropriate equality legislation when preparing the LDF. An Equality Impact Assessment, which is a thorough and systematic analysis to determine the extent of impact of a new policy upon the equalities strands (gender, disability, sexual orientation, age, religious belief and transgendered and transsexual people), was undertaken in preparing the 2007 SCI. The Equality Impact Assessment sought to establish whether all communities and the consultation methods identified are appropriate.

4.32 As the proposed consultation methods and identified equality groups have not altered between the 2007 SCI and this Review SCI, then the findings of the original Equality Impact Assessment are still appropriate and relevant.

4.33 Equalities Impact Assessments will be undertaken for the Development Plan Documents and Supplementary Planning Documents.

LOCAL DEVELOPMENT FRAMEWORK MAILING LIST

4.34 The council has established a mailing list containing details of the specific, general and other consultation bodies and Government Departments specified in the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004 and as amended 2008 that will be consulted on the LDF. (See Appendix 2 for details of the consultation bodies.)

4.35 The mailing list also contains details of individuals and organisations that have specifically requested to be kept informed about preparation of the LDF.

4.36 Anyone can be added to, or removed from, the LDF mailing list at any time by contacting the council's Strategic Planning and Information section. (See Appendix 4 for contact details.)

HOW TO CONSULT

CONSULTATION METHODS AND THE LOCAL DEVELOPMENT FRAMEWORK

4.37 There are a range of consultation methods that the council could use to engage the community in the preparation of the Local Development Documents. However, it has to be recognised that different consultation methods may be better suited to engaging different sections of the community. The consultation methods used may also depend on the type of Local Development Document in preparation.

4.38 As a minimum, however, all draft Local Development Documents, at the relevant formal stages for public consultation with the community, will benefit from the following approaches to engaging the community:

- a. a Public Notice outlining details of the Local Development Document will be published
- b. a press release with details of the Local Development Document will be issued.
- c. the Local Development Document will be published on the council’s website.
- d. the Local Development Document will be made available at public libraries.
- e. the Local Development Document will be made available at the council’s principal offices, i.e. Civic Centre Access Oldham and Planning Reception.
- f. the Local Development Document will be sent to all relevant Statutory Consultees.
- g. all Oldham Metropolitan Borough Council Councillors will be sent a copy of the Local Development Document.
- h. the Oldham Partnership will be sent a copy of the Local Development Document.
- i. a letter or email will be sent to those relevant parties on the LDF mailing list, or those that have expressed a particular interest, explaining that the Local Development Document is available for consultation.

4.39 Table 1 details the main consultation methods that the council will use as a minimum standard as listed above in paragraph 4.38. These methods may be informing, involving or consulting the relevant people. It also details the consultation techniques that the council may make use of over and above this minimum, if appropriate and resources permitting. The table provides a summary of the benefits of each consultation method available to the council and also gives an indication of which section of the community the consultation method could be most appropriate at targeting.

Table 1 Types of Consultation Methods - Benefits and Groups Most likely to Benefit

How we get in touch with people	Benefits	Groups most likely to benefit from consultation method
Consultation Document	Publication of Draft and Submission Documents to allow public participation.	All
Statutory Notice / Letter to Statutory Consultees	Legal requirement to notify about document preparation and consultation dates.	Statutory Consultees
Council Website / Limehouse Consultation Portal	Legal requirement. Document made available on the council’s website can be accessed 24 hours a day.	General Public. Interested Individuals and Organisations. Agents. Developers. Landowners.

How we get in touch with people	Benefits	Groups most likely to benefit from consultation method
Council Offices	Legal requirement. Document made available at principal council offices during opening hours.	General Public. Interested Individuals and Organisations.
Councillors	Community representatives' input and endorsement for the Document.	Councillors
Letter / Email to Parties on LDF Mailing List	Individuals and organisations that expressed interest in being informed can easily be notified about document preparation and consultation dates.	Interested Individuals and Organisations. Agents. Developers. Landowners.
Press Release	Notification of document preparation and consultation dates can achieve wide coverage.	General Public. Interested Individuals and Organisations.
Public Libraries	Copies of Document can be displayed in local libraries to inform the community.	General Public. Interested Individuals and Organisations.
Council Magazine	"One Magazine" produced every two/three months. Opportunity for articles about Local Development Framework preparation and consultation dates.	General Public
District Partnerships/PACT Meetings	Exhibition about Document can be displayed in venues across the borough to generate publicity. Also an opportunity to present to the meeting and respond to queries, if appropriate.	General Public. Interested Individuals and Organisations.
Focus Groups	Meetings of specific stakeholders with relevant interest in area/topic invited to provide input into Document.	Statutory Consultees. Agents. Developers. Oldham Partnership. Landowners.
Public Meetings	Meetings with community to provide input into Document.	General Public. Interested Individuals and Organisations.
Meetings of Interested Parties	Meetings of stakeholders with relevant interest in area/topic invited to provide input into Document.	Statutory Consultees. Interested Individuals and Organisations. Agents. Developers. Landowners.

How we get in touch with people	Benefits	Groups most likely to benefit from consultation method
Survey / Questionnaire	Surveys/questionnaires of general public and stakeholders with relevant interest in area/topic invited to provide input into Document.	General Public. Interested Individuals and Organisations.
Exhibition	Exhibition about Document can be displayed in venues across the borough to generate publicity.	General Public. Interested Individuals and Organisations.
Leaflets	Leaflets about Document can be prepared and circulated around the community to generate publicity.	General Public
LDF Helpline	Telephone numbers of council officers available for people wanting details about Document.	General Public. Interested Individuals and Organisations.
Oldham Partnership	Local Development Framework is spatial expression of the Community Strategy. Partnership structure allows relevant stakeholders to be involved in Local Development Framework preparation.	Business, Black and Minority Ethnic, Voluntary, Faith, Community groups

4.40 Table 2 provides an overview of when the different consultation methods could be used for the different types of Local Development Documents, if appropriate and resources permitting.

Table 2 Consultation Methods and the Local Development Framework

How we get in touch with people	Type of Local Development Document					
	Statement of Community Involvement	Core Strategy	Site Specific Allocations	Area Action Plans	Development Management Policies	Supplementary Planning Documents
Consultation Document	yes	yes	yes	yes	yes	yes
Statutory Notice	yes	yes	yes	yes	yes	yes
Council Website	yes	yes	yes	yes	yes	yes
Council Offices	yes	yes	yes	yes	yes	yes

Type of Local Development Document						
Councillors	yes	yes	yes	yes	yes	yes
Letters Email	yes	yes	yes	yes	yes	yes
Press Release	yes	yes	yes	yes	yes	yes
Libraries	yes	yes	yes	yes	yes	yes
Council Newspaper	possibly	possibly	possibly	possibly	possibly	possibly
District Partnership/ PACT Meetings	possibly	possibly	possibly	possibly	possibly	possibly
Focus Groups	possibly	possibly	possibly	yes	possibly	possibly
Public Meeting	possibly	possibly	possibly	possibly	possibly	possibly
Meetings of Interested Parties	possibly	possibly	possibly	possibly	possibly	possibly
Survey/ Questionnaire	possibly	possibly	possibly	possibly	possibly	possibly
Exhibition	possibly	possibly	possibly	possibly	possibly	possibly
Leaflets	possibly	possibly	possibly	possibly	possibly	possibly
LDF Helpline	yes	yes	yes	yes	yes	yes
Oldham Partnership	yes	yes	yes	yes	yes	yes

WHEN TO CONSULT

4.41 There will be different stages for Community Involvement in the preparation of the Local Development Documents. Each Development Plan Document will have formal opportunities for consultation and public participation during the preparation of the draft Development Plan Document and the Submission Development Plan Document stage, whilst each Supplementary Planning Document will have formal opportunities for public participation at the Draft stage. The council will also encourage 'frontloading' consultation, which means that potential participants are to be encouraged to engage as early as possible in the preparation process. (See Table 3)

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- 4.42** As referred to previously (see paragraph 4.6) there will also be additional consultation if alternative sites are proposed as part of the public consultation stage on a Site-specific Allocations of Land Development Plan Document.
- 4.43** Different consultation methods may be better suited to the different stages of preparation of the Local Development Documents as shown in Table 3.

Table 3 Consultation Methods for Different Stages of Local Development Document Preparation

Local Development Documents									
How we get in touch with people	Development Plan Documents (DPD)							Supplementary Planning Documents (SPD)	
	Pre-Production - Evidence Gathering	Production - Draft Document	Production - Submission DPD / 6 week public participation	Alternative Sites Consultation	Independent Examination	Adoption of DPD	Pre-Production - Evidence Gathering	Production - public participation on Draft SPD	Adoption of SPD
Consultation Document		yes	yes					yes	
Statutory Notice		possibly	yes	yes	yes	yes		yes	yes
Council Website/ Limehouse Consultation Portal		yes	yes	yes	yes	yes		yes	yes
Councillors	possibly	yes	yes	yes	yes	yes	possibly	yes	yes
Letter/ Email		yes	yes	yes	yes	yes		yes	yes
Press Release		possibly	yes	yes	yes	yes		yes	yes
Public Libraries		yes	yes	yes	yes	yes		yes	yes

Local Development Documents										
Council Newspaper		possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	yes
District Partnership/ PACT Meetings	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Focus Groups	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Public Meeting	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Meetings of Interested Parties	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Survey/ Questionnaire	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Exhibition	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Leaflets	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly	possibly
Helpline		yes	yes	yes	yes	yes	yes	yes	yes	yes
Oldham Partnership	possibly	yes	yes	yes	yes	yes	yes	possibly	yes	yes

HOW TO COMMENT

4.44 All formal LDF consultation documents can now be viewed and comments submitted interactively online during the consultation period via Limehouse Consultation Portal which respondents will be encouraged to use. To access Limehouse, please register online at <http://oldham-consult.limehouse.co.uk/portal>. The council will also prepare official comments forms for the public participation stages of Local Development Documents. The comments forms will be available in both paper format at all formal deposit points and on the council's website. However, comments will also be accepted by email, letter and fax (see Appendix 4).

5 Reporting Back

- 5.1 The council will acknowledge all comments submitted at public participation stages about Local Development Documents. Any comments submitted cannot be treated as confidential.
- 5.2 All comments will be summarised in a '**Public Schedule of Representations Report**'. Where changes are being sought to the Local Development Document, a '**Responses Report**' will indicate whether or not the council agrees that the Local Development Document should be changed along the lines being suggested before the document is submitted for examination. These two reports may be combined into a single document.
- 5.3 The Reports will be made available on the council's website as well as in hard copy at Access Oldham, the Civic Centre Planning Reception and public libraries.
- 5.4 Organisations and individuals that have made comments on the Local Development Document will be informed that the Reports are available.
- 5.5 All Local Development Documents will be subject to the approval processes outlined in the Local Development Framework Scheme of Delegation that has been approved by the full council.

6 Community Involvement and Development Management

- 6.1 The council is responsible for the processing of all planning applications within the borough. To ensure that people within the borough are aware of proposals and that they have the chance to be involved in decision-making, notification and engagement is vital.
- 6.2 As well as setting out the ways in which the council will involve the community in the preparation of the LDF, the Review Statement of Community Involvement (SCI) will also set out the ways in which the council will involve the community in the decision making process for determining planning applications.
- 6.3 The purpose of this section is to set out what the council's decision-making process involves in relation to planning applications and to explain the council's approach to community involvement.

PRE-APPLICATION DISCUSSIONS

- 6.4 Developers are encouraged to contact the council prior to the submission of a major planning application, to discuss a development proposal and any issues that may arise from it. Developers are also encouraged to discuss their proposal with ward councillors and other specific consultation bodies, where appropriate, before submitting a planning application. This has the benefits of allowing relevant issues to be raised and resolved early, providing more time to consider and develop better quality solutions, and removing delay to the formal planning process.
- 6.5 Entering into pre-application discussions with potential developers does not indicate endorsement by the council for a particular application. It simply enables effective communication between the developer, the council and interested parties.
- 6.6 Where the council considers a proposal to be of a scale and/or nature that it is likely to generate significant levels of public interest, the prospective developer will be encouraged to engage with ward councillors, the local community and undertake wide consultation.
- 6.7 The developer will be expected to submit a statement outlining the extent of the consultation completed with the planning application, and explain how the feedback from the consultation process has influenced the submitted scheme.

HOW LONG DOES IT TAKE TO PROCESS PLANNING APPLICATIONS?

- 6.8 The council aims to process planning applications within the Government's target periods. For example, at least 60% of major planning applications determined within 13 weeks, 65% of minor planning applications within 8 weeks and 80% of other planning applications within 8 weeks.

METHODS OF PUBLICITY

- 6.9 Consultation and publicity on planning applications does not just involve the public. The council must also consult the appropriate statutory bodies. In deciding which statutory body is consulted, the council must take into account the nature and location of the proposal and the relevant legislative context. Statutory consultees have 21 days in which to respond, however they will be allowed a longer period of time to comment

on applications where this is prescribed by legislation. There are also a number of non-statutory bodies, which the council will consult, in appropriate circumstances. Consultation periods on planning applications will be time-limited because the council is under a duty to meet the targets outlined in paragraph 6.8.

- 6.10** The statutory requirements for publicity for all planning applications are laid out in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995, (as amended), the GDPO.
- 6.11** There are several stages following the receipt of, and during the processing of a planning application, where the council will instigate community publicity and involvement and these are described below.
- 6.12** Planning applications and the accompanying plans are available for inspection at the Planning Services reception in the Civic Centre.
- 6.13** Copies of new planning applications, including forms and plans, have been available on Oldham Council's website since December 2005.
- 6.14** A weekly list of all planning applications received by the council is made available and publicised in the following ways:
 - a. copy emailed to all councillors and groups and individuals who request to be on the mailing list
 - b. the council's website (which will seek to continually improve its functionality for users and develop in line with best practice to ensure that it is more user friendly, up to date and accurate and simple to navigate, funding for the required improvements is in place), and
 - c. printed copies can be made available for those who do not have access to the Internet.
- 6.15** The list will categorise applications by Ward and contain an initial assessment of the level at which the decision will be taken.
- 6.16** Site Notices are posted on, or near to, the application site in all circumstances and are displayed for not less than 21 days, during which time representations may be made.
- 6.17** Press advertisements are undertaken in the following circumstances and normally request that any representations are made within 14 days of their publication:
 - a. applications with an Environmental Statement
 - b. departures from the Development Plan
 - c. applications that affect a right of way as defined by the Wildlife and Countryside Act
 - d. development affecting the character or appearance of a Conservation Area
 - e. development affecting the setting of a Listed Building
 - f. applications for Listed Building Consent or Conservation Area Consent
 - g. Major Development

Major applications are defined as follows:

- a. Residential Development

- i. ten or more dwellings; or
- ii. on a site of 0.5 hectares or more
- b. Other development
 - i. with a floor space of 1000 square metres or above; or
 - ii. on a site of 1 hectare or more
- c. Mineral applications
- d. Waste applications

6.18 The local press is used for such notices.

NEIGHBOUR NOTIFICATION LETTERS

6.19 Letters are sent to all 'adjoining' occupiers in respect of every planning application. 'Adjoining' in this sense means, as a minimum:

- a. any properties which share a boundary with the application site
- b. in the case of developments or extensions adjoining a highway, properties that are directly across the road from the proposed development
- c. in the case of proposals that may have a significant impact on neighbours, the notification will be extended to include other properties close by. The Development Management case officer will make a judgement as to who will be notified.

6.20 If you comment online about a planning application, either via the council website or by email directly to the case officer, you will receive an electronic acknowledgement.

6.21 Site notices are also displayed where the address details of adjoining properties or land are not known or are unclear.

6.22 Individual occupiers are invited to inspect the application and make written observations within 21 days.

WHEN IS WIDER CONSULTATION NECESSARY?

6.23 In the case of major planning applications, additional methods of publicity may be used to involve the community in the decision making process in addition to the statutory requirements detailed above.

6.24 Government guidance has categorised significant/major developments into three tiers, each of which will require a different level of consultation.

6.25 The categorisation will depend upon the characteristics of the application and its conformity with national and local planning policy.

6.26 The identification of the nature of the planning application allows the council to determine the type and extent of consultation that needs to be undertaken to ensure the residents of the borough are adequately informed and are able to provide comments that inform the decision making process.

6.27 The preparation of the Review SCI has allowed consideration of the council's current practice for notification and consultation on planning applications. The current practice for many applications is appropriate and will continue.

6.28 The council appreciates that it is very often major planning applications that can, in certain instances, be of concern to the residents in the borough. The Review SCI seeks to widen its consultation and engagement practices in these instances. However, this needs to be balanced with available resources and be within financial budgets.

6.29 The council will adopt a three-tiered approach, in line with Government advice, which will set out the framework for those applications that will be subject to wider community involvement. Table 4 intends to set out the approaches to community involvement that may be appropriate in each instance.

Table 4 Approaches to Significant / Major Planning Applications

Approach	TIER 1 - Applications where there are issues of scale and controversy, or are contrary to / out of line with LDF policy	TIER 2 - Applications broadly in accordance with the LDF but raising controversial issue or detail	TIER 3- Applications of a scale or on a site for which the authority requires local community involvement
Public Meetings	yes	yes	
Public Exhibition	yes	yes	
Development Briefs	yes		
Design Exercises	yes		
Website	yes	yes	yes
Media / Leaflets	yes	yes	yes

6.30 The tiered approach allows the council to set out which of the planning applications that it receives need wider consultation, and what degree of wider consultation is appropriate. This will be determined on a case-by-case basis.

Tier Level 1

6.31 Planning applications will be subject to the widest level of community consultation. Appropriate levels of consultation for this tier may include such techniques as public meetings, design type exercises and more wide scale media.

Tier Level 2

6.32 Planning applications in this level will be given ‘medium’ level wider consultation. Appropriate levels of consultation at this tier may be such methods as general public meetings or exhibitions. The involvement of the community in the area of the proposal will be more appropriate.

Tier Level 3

- 6.33** These are major developments, which will only have implications at a local level on a site-by-site basis, and therefore only the local community, near the proposal site need to be involved through consultation.

PROCESS OF INVOLVEMENT

- 6.34** Where neighbour notification has taken place, the council will not determine planning applications within 21 days of the date of the notification letter. The results of any such notification will be reported and taken into account in decisions made by, and on behalf of, the council.
- 6.35** Consideration will be given to all representations received later than 21 days provided the planning application has not been determined.
- 6.36** All representations need to be made in writing, or by email, giving the name and address of the respondent. Anonymous or verbal representations cannot be considered in the determination of a planning application.
- 6.37** Planning applications will often generate much public interest and lead to a large number of objections. The negotiation stage will often result in the submission of amendments to overcome some of these objections. Re-notification of neighbours on minor amendments, which can significantly delay consideration of an application, is left to the discretion of the Executive Director and/or Head of Service. Minor amendments are often made to overcome a particular objection or concern so there may be no need to re-notify in such circumstances.
- 6.38** More significant alterations will require neighbour re-notification and those persons re-notified will be given a further minimum seven working days to make representations.
- 6.39** Once a decision has been made on a planning application, legislation allows for applications to be made to the Local Planning Authority for both material and non-material changes. Where material changes are proposed full consultation and notification procedures will be applied.

DECISION PROCESS

- 6.40** More than 90% of all planning applications are determined under delegated powers by the Executive Director and/or Head of Service. However, the Planning Committee determines most of the larger, more complex planning applications.
- 6.41** When ward councillors require a planning application to be determined by the Planning Committee they must submit their request in writing, either by letter or email, to the Executive Director and/or Head of Service, stating the reasons for referral within 21 days of the date of the relevant list of planning applications registered.
- 6.42** The Planning Committee meets approximately every four weeks in the Civic Centre at 6.00pm. Members of the public can attend if they so wish.
- 6.43** If a planning application is going to be considered by the Planning Committee, the council inform the applicant/agent, individuals who were notified and anyone else who submitted comments on the proposal.

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- 6.44** The letter will inform them of the date of the meeting and that they can attend and have a right to speak. The council allows one objector and one supporter to speak on each planning application, each for a maximum of three minutes.
 - 6.45** An elected ward councillor can also address the Planning Committee, but there is no time restriction placed on how long they can speak for.
 - 6.46** Those wishing to speak at Planning Committee must inform the council's Committee Services Section in advance and by no later than noon on the date of the meeting.
 - 6.47** Planning Committee reports are made available on the council's website five working days before the Planning Committee meeting. Copies of the Planning Committee agenda can also be obtained from the Council's Committee Services Section.
 - 6.48** At the Planning Committee meeting, the Chair will introduce each item and will invite those wishing to speak to do so.
 - 6.49** The Planning Officer in attendance will then bring any necessary information, in addition to that contained in the report, to the Planning Committee's attention.
 - 6.50** A further discussion by Planning Committee Members will follow but members of the public cannot take part in the debate. A decision will then be made.

POST APPLICATION

- 6.51** All decisions relating to planning applications are published on the council's website at www.oldham.gov.uk then click on 'View Planning Applications'.

PLANNING APPEALS

- 6.52** Only applicants have a right to appeal against a refusal of planning permission, against conditions imposed on a planning approval or after certain time periods against the non-determination of a planning application. There are no third party rights of appeal.
- 6.53** All individuals and organisations that were notified at the time the planning application was originally submitted and all those who subsequently made comments in relation to the planning application, will be notified in writing of any appeal and how to make their views known. All letters received by the council will be copied and sent to the Planning Inspectorate.
- 6.54** Where an appeal is to be heard at a public inquiry the council will also erect a site notice and publicise the details in the press.

7 Minerals and Waste Management

- 7.1** The ten authorities in Greater Manchester have decided to produce a Joint Waste Development Plan Document for Greater Manchester, the JWDPD. At the end of 2009 the local authorities also agreed on the preparation of a Joint Minerals Plan, the JMDDP. The Greater Manchester local authorities consider that this arrangement offers the most potential for effective joint working in the production of the JWDPD and the JMDDP.
- 7.2** The JWDPD will include detailed development management policies and the identification of sites and preferred areas for a range of waste management facilities. The JMDDP will also identify mineral extraction and processing sites in addition to development management policies and safeguarding areas. Each will form an integral part of each of the ten Greater Manchester local authorities' LDFs.
- 7.3** A planning team located within the Greater Manchester Geological Unit is responsible for the production of the Plan including consultation with assistance from the ten authorities as and when required. A consultation strategy has been prepared detailing methods for engagement with stakeholder and the community on the JWDPD. The consultation methods being used in preparing the JWDPD will be consistent across the Greater Manchester area, and in conformity with the ten Statements of Community Involvement (SCI) of Greater Manchester. For further information please visit the JWDPD website at www.gmwastedpd.co.uk or the JMDDP website at www.gmineralsplan.co.uk.

MINERALS AND WASTE MANAGEMENT PLANNING APPLICATIONS

- 7.4** Details of how the council will determine minerals and waste management planning applications are addressed in Section 6.

8 Resources and Management of Community Involvement in Planning

- 8.1** There will be resource implications, both financial and staff time, for the council depending on the type of consultation method used for each Local Development Document. The council's planning policy team will lead on the consultation for Local Development Documents, with input from other sections of the council and the Oldham Partnership as appropriate.
- 8.2** The planning policy team currently comprises six planners. However, it has to be recognised that its workload also encompasses other planning and corporate work in addition to the LDF. Therefore, the staff resources that will be available for public consultation may vary during the preparation of the different Local Development Documents.
- 8.3** The planning policy team's budget will include an element for consultations on Local Development Documents.
- 8.4** The council's Development Management section is responsible for managing the public consultation processes on planning applications, as outlined in Section 6.
- 8.5** The work on the LDF may be subject to call-in by the relevant Overview and Scrutiny Commission.

9 Review and Monitoring

- 9.1** Planning Policy Statement 12: Local Spatial Planning emphasises that review and monitoring are important elements of the reformed planning system and, as such, monitoring will be required to check that the targets and milestones set out in the Local Development Scheme are being met in order to implement the spatial vision and objectives of the LDF.
- 9.2** The council will monitor, through the LDF Annual Monitoring Report (AMR), the Review Statement of Community Involvement (SCI) to see how it is performing in terms of involving the community. As part of this the council will evaluate the consultations undertaken in terms of resources used and response rates. The council will also review the success and effectiveness of the various community involvement techniques used and will use the findings to review the appropriateness of the methods and procedures used. If we need to make significant changes to our consultation techniques and methods, we will prepare a new SCI.
- 9.3** The AMR has to be prepared for each December and covers the previous financial year period.

Appendix 1 Tests of "Soundness" for Development Plan Document

A.1.1 Planning Policy Statement 12: Local Spatial Planning sets out the tests against which an independent Planning Inspector will assess the "soundness" of Development Plan Documents. The assumption will be that the Development Plan Document is "sound", unless it is shown to be otherwise as a result of evidence considered at the Examination. To be "sound" a Development Plan Document must be "justified", "effective" and "consistent with national policy".

A.1.2 "Justified" means that the document must be:

- a. founded on a robust and credible evidence base
- b. the most appropriate strategy when considered against the reasonable alternatives

A.1.3 "Effective" means that the document must be:

- a. deliverable
- b. flexible
- c. able to be monitored

Appendix 2 Consultees on Local Development Framework and Development Management

A.2.1 Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

LOCAL DEVELOPMENT FRAMEWORK

Specific Consultation Bodies

A.2.2 The following bodies are specific consultation bodies and will be consulted by the council in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development)(England) Regulations 2004 and as amended 2008:

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- Natural England
- The Highways Agency
- The Secretary of State for Transport
- Local Planning Authorities, County Councils or Parish Councils, any part of whose area is in or adjoins the borough
- A Regional Development Agency whose area is in or adjoins the borough
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the borough
- Primary Care Trust
- A person to whom a licence has been granted under the Section 6(1)(b) or (c) of the Electricity Act 1989
- A person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
- A sewage undertaker
- A water undertaker
- Coal Authority

Government Departments

A.2.3 The **Government Office for the North West** will be consulted by the council and will be the first point of contact for consultation with the following Government Departments:

- Department for Communities and Local Government (DCLG)
- Department for Culture, Media and Sport (DCMS)
- Department for Education
- Department for Environment, Food and Rural Affairs (Defra)
- Department for Business, Innovation and Skills (BIS)
- Department for Transport (DfT)
- Home Office

A.2.4 In addition, the council will also consult the following Government Departments, where appropriate:

- Department of Health (through Regional Public Health Group)
- Ministry of Defence
- Department of Work and Pensions
- Ministry of Justice
- Office of Government Commerce (Property Advisers to the Civil Estate)

General Consultation Bodies

A.2.5 The following bodies are general consultation bodies and will be consulted by the council, where appropriate, in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004 and as amended 2008:

- Voluntary bodies some or all of whose activities benefit any part of the borough
- Bodies which represent the interests of different racial, ethnic or national groups in the borough
- Bodies which represent the interests of different religious groups in the borough
- Bodies which represent the interests of disabled persons in the borough
- Bodies which represent the interests of persons carrying out business in the borough

Other Consultees

A.2.6 The council will also consult the following agencies and organisations, where appropriate:

- Age UK
- Airport Operators
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, local Confederation of British Industry and local branches of Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Crown Estate Office
- Diocesan Board of Finance
- Disabled Persons Transport Advisory Committee (now part of the Inclusive Environment Group)
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- Environmental groups at national, regional and local level, including:
 - i. Campaign to Protect Rural England (Lancashire branch only)
 - ii. Friends of the Earth
 - iii. Royal Society for the Protection of Birds
 - iv. Wildlife Trusts

- Equality and Human Rights Commission
- Fields In Trust
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Home Builders Federation
- Homes and Communities Agency
- Learning and Skills Councils
- Local Agenda 21 including:
 - i. Civic Societies
 - ii. Community Groups
 - iii. Local Transport Authorities
 - iv. Local Transport Operators
 - v. Local Race Equality Councils and other local equality groups
- National Trust
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers / Crime Prevention Design Advisors
- Port Operators
- Rail Companies and the Rail Freight Group
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Royal Mail Group plc
- Sport England
- Traveller Law Reform Coalition
- Water Companies
- Women's National Commission

DEVELOPMENT MANAGEMENT

- Ancient Monuments Society
- British Rail Property
- British Telecommunications plc
- British Waterways
- CABE
- Campaign to Protect Rural England
- Chadderton Historical Society
- Civil Aviation Authority
- Council for National Parks
- Greater Manchester Fire and Rescue Service
- EGS Design
- English Heritage
- Natural England
- English Sports Council (North West)

- Environment Agency
- First Choice Homes Oldham
- Forestry Commission
- FRCA (Farming and Rural Conservation Agency)
- Greater Manchester Police
- Greater Manchester Passenger Transport Executive
- Greater Manchester Ambulance Service
- Greater Manchester Archaeology Unit
- Greater Manchester Ecology Unit
- Greater Manchester Geological Unit
- Health and Safety Executive
- Highways Agency
- Huddersfield Canal Society
- Lancashire Wildlife Trust
- Manchester Methodist Housing Association
- Medlock and Tame Valley Conservation Association
- National Grid
- National Power plc
- Network Rail
- New Deal for Communities
- North West Civic Trust
- Northwest Regional Development Agency
- North West Tourist Board
- OMBCTOA (Taxi Operators Association)
- Oldham Area Civic Society
- Oldham Disability Alliance
- Oldham Health Authority
- Oldham NHS Trust
- Oldham Playing Fields Association
- Oldham Primary Care Trust
- Oldham / Rochdale Housing Market Renewal Initiative Executive
- Oldham Sports Council
- Oldham Town Centre Manager
- Oldham Town Centre Partnership
- Peak and Northern Footpaths Society
- Planning Inspectorate
- Ramblers Association
- Royal Mail plc (Post Office Property Holdings)
- Rochdale Canal Society
- Sport England
- Tameside Community Nursing
- The Coal Authority
- The Council for British Archaeology
- The Garden Historical Society
- The Georgian Group
- The Society for the Protection of Ancient Buildings
- The Spindles Town Square Shopping Centre Manager
- The Theatres Trust

-
- The Victorian Society
 - United Utilities
 - West Pennine Bridleways Association
 - West Pennine Health Authority

Appendix 3 Glossary of Terms

Core Strategy - A Development Plan Document that sets out a long-term spatial vision and strategic objectives for the borough. It also contains a spatial strategy, core policies and a monitoring and implementation framework.

Development Management Policies – These are criteria based policies that are required to ensure that all development taking place within the borough meets the spatial vision and objectives set out in the core strategy.

Development Plan – The Development Plan for the borough consists of saved policies in the Oldham Unitary Development Plan, and/or Development Plan Documents that replace the saved policies.

Development Plan Document - A spatial planning document that is subject to Independent Examination and forms part of the Development Plan. They can include Core Strategy, Site Specific Allocations of Land and Area Action Plans.

Local Area Agreement - A Local Area Agreement is a three year agreement that sets out the priorities for a local area agreed between Central Government, represented by the Government Office, and a local area, represented by the local authority and Local Strategic Partnership (LSP) and other key partners at a local level.

Local Development Document (LDD) – The generic term given to all constituent documents of the Local Development Framework.

Local Development Framework (LDF) – A folder of Local Development Documents, some of which form part of the Development Plan for the borough.

Local Development Scheme (LDS) – A project plan for the preparation of the Local Development Framework. It is a rolling three year programme which the council should review and update each year.

Proposals Map – A map with an Ordnance Survey base that illustrates the policies and proposals of a Development Plan Document.

Saved policies or plans – Existing adopted plans that are saved for three years or until replaced by a more up-to-date replacement plan.

Statement of Community Involvement (SCI) – This sets out the standards that the council will achieve in terms of engaging communities in the preparation of the Local Development Framework and development management decisions.

Supplementary Planning Document (SPD) – A Supplementary Planning Document provides additional information in respect of policies contained in the Development Plan Documents. It is not subject to Independent Examination and does not form part of the Development Plan, although it can be a material consideration when determining planning applications.

Sustainable Community Strategy – This sets out a vision, strategic objectives and targets for the long-term future of the borough.

Appendix 4 Contact Details

LOCAL DEVELOPMENT FRAMEWORK

If you require further information about the Local Development Framework, including the Statement of Community Involvement, please:

- a. Visit the council's website at <http://www.oldham.gov.uk/living/planbuildmatters/planning-lds.htm> or
- b. Visit the limehouse consultation portal at <http://oldham-consult.limehouse.co.uk/portal>
- c. Contact the council's planning policy section at:

Address:

- Oldham Metropolitan Borough Council
- Economy, Place and Skills Directorate
- PO Box 452
- Oldham Business Centre
- Cromwell Street
- OLDHAM
- OL1 1WR

Please note, after September 2010 the council's planning policy section will be relocated to the Civic Centre and the new postal address will be:

- Oldham Metropolitan Borough Council
- Economy, Place and Skills Directorate
- Level 3
- Civic Centre
- West Street
- Oldham
- OL1 1UH

Telephone: 0161 770 4151/4163

Fax: 0161 770 5172

Email: spi@oldham.gov.uk

DEVELOPMENT MANAGEMENT

If you have any queries relating to planning applications, please contact the Development Management section at:

Address:

- Oldham Metropolitan Borough Council
- Economy, Place and Skills Directorate
- Civic Centre
- PO Box 30
- West Street
- OLDHAM
- OL1 1UQ

Telephone: 0161 770 4105

Email: planning@oldham.gov.uk

OLDHAM SUSTAINABLE COMMUNITY STRATEGY

If you have any queries about Oldham's Sustainable Community Strategy, please contact the Oldham Partnership at:

Address:

- Oldham Partnership Support Team
- Room 441
- Civic Centre
- West Street
- Oldham
- OL1 1UL

Telephone 0161 770 5256

Email info@oldhampartnership.org.uk

Further details about the work of the Oldham Partnership can be viewed on its website at www.oldhampartnership.org.uk.

Appendix 5 Useful Contacts and Websites

Table 5 Useful contacts and websites

Contacts	Websites
Department for Communities and Local Government	www.communities.gov.uk
Northwest Regional Development Agency	www.nwda.co.uk
Planning Inspectorate	www.planning-inspectorate.gov.uk
Planning Portal	www.planningportal.gov.uk
Planning Aid North West	http://northwest.rtpi.org.uk/
Royal Town Planning Institute	www.rtpi.org.uk
Joint Waste Development Plan Document for Greater Manchester (JWDPD).	www.gmwastedpd.co.uk
Joint Minerals Plan for Greater Manchester (JMDPD).	www.gmineralsplan.co.uk .

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Oldham

Local

Plan

**Appendix 2: Public Schedule of
Representations and Responses
for the Statement of Community
Involvement**

December 2015



Oldham
Council

1	Introduction	2
2	Consultation on the Statement of Community Involvement	3
3	Public Schedule of Comments and Responses	4

1 Introduction

- 1.1 During August and September 2015 the council consulted on the draft Statement of Community Involvement (SCI). The SCI sets out how the council will involve the community in the preparation and the revision of Local Plan documents and the consideration of planning applications.
- 1.2 This document summarises the comments received as part of the consultation along with the council's response.
- 1.3 If you would like further help in interpreting this document please contact the Planning Team on the following telephone numbers: 0161 770 4061.
- 1.4 You can also email the team on spi@oldham.gov.uk.
- 1.5 All documents connected with the Local Plan are available on the Council's web site at www.oldham.gov.uk.

2 Consultation on the Statement of Community Involvement

- 2.1 The SCI was subject to a period of formal consultation from 10th August to 21st September 2015.
- 2.2 A public notice was published in the Oldham Evening Chronicle.
- 2.3 A press release was prepared.
- 2.4 The draft SCI was available on the council's website.
- 2.5 The draft SCI and comments forms were available at public libraries and the council's Planning Reception.
- 2.6 A letter or email was sent to those individuals and organisations on the mailing list explaining that the draft SCI was out to consultation.
- 2.7 The draft SCI was available to view and download online at <http://oldham-consult.limehouse.co.uk/portal/oc/planning/spi/>. Comments were also invited to be submitted online at this web address.
- 2.8 The consultation was publicised on Oldham Council's twitter account.

3 Public Schedule of Comments and Responses

3.1 The table below sets out a summary of the main issues raised in representations received to the consultation on the draft SCI and how these have been addressed.

Table 1

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mrs Natalie Blackston	Minerals and Waste Planning Unit	<p>Include reference to the Greater Manchester Joint Waste and Minerals plans within Section 4 'What Planning Documents Are There'.</p> <p>Suggest that the Minerals and Waste Planning Unit be identified as 'Other Consultation Bodies' for GMSF, Local Plans, Neighbourhood Plans, Supplementary and Other Planning Documents and planning applications.</p>	<p>Reference to the Greater Manchester Joint Waste and Minerals plans will be added to paragraph 4.2 which discusses Development Plan Documents. The Minerals and Waste Planning Unit are an 'Other' consultation body on Oldham Council's mailing list however the SCI does not list the 'other' consultees as stated in paragraph 4.27.</p>
Mrs Jean Kay		Comment stating that the SCI complies with the Localism Act and that the vision is commendable.	Comment noted.
Mrs Jean Kay		Comment stating that while processing planning applications within the Governments timescales the council needs to ensure that it does not reduce the amount of local involvement and public participation.	Comment noted.
Historic England	Historic England	No comments to make on the content.	Comment noted.

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mr Alan Hubbard	Land Use Planning Adviser (E Midlands and NW) National Trust	The Local Plan consultation process works well as the National Trust are consistently notified and regularly review and respond to consultation documents accordingly. It is vital that this 'front-loading' opportunity for consultation continues.	Comment noted.
Mr Alan Hubbard	Land Use Planning Adviser (E Midlands and NW) National Trust	National Trust has an interest in the notification of planning applications that potentially affect land that it owns and manages. At present this is land at Daisy Nook and within the Peak District, as this is land rather than buildings it is less certain we will be notified of applications. It would be possible to provide (under licence) details of the Trusts ownership as a GIS layer if this would assist in ensuring notifications were sent out to the Trust.	Comment noted.
Natural England	Consultation Service	Supportive of the principle of meaningful and early engagement but have no specific comments to make.	Comment noted.
Mr A Wilde		Unhappy with level of consultation in the past, feel like residents are steam-rolled into accepting proposals. Would like to be consulted more on future developments.	Comment noted.
Mr & Mrs J Hanson		Concerns regarding planning applications and the amount of input local residents have. Planning and Highways officers should be able to object to applications where it meets government regulations but clearly is not suitable for an area.	Comment noted.
Mr & Mrs J Hanson		Only adjoining properties get notified of planning applications, new developments have a wider effect on areas therefore a wider area should be informed.	Comment noted.

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mr & Mrs J Hanson		Local residents only have 21 days to respond to an application but developers have months to apply with years of experience behind them. Local residents have no experience in objecting so input from planning and highways officers would help.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 3 Note the content of this section and are pleased to note that local opinion will be highly valued.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 3.8 to 3.11 Welcome the intention to adopt a residents' focus and that their views, even if different, will be treated with dignity and respect.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 3.18 Would like to add that the Council also recognises that, in Saddleworth, there is a Parish Council which will be working jointly with the District Executive in the local decision making process.	Reference to the Parish Council will be added to section 3.18.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 4.5 The Parish Council and District Executive would like to be kept informed on developments surrounding the Community Infrastructure Levy (CIL).	The Parish Council are on the Local Plan mailing list and will be kept informed of any developments surrounding CIL.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 4.5 We feel that allocations should be done on a more finely grained targeted basis rather than being based on the District Executive areas which are too broad brush and contain a range of different house types and housing needs.	Comment noted.

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 4.12 - 4.14 We note the 5 principles as laid out in NPPF and feel the present definition within the DPD is too limited. More emphasis needs to be given to the provision of "a high level of protection of the environment and to integrate environmental considerations into the preparation and adoption of plans and programmes, with a view to promoting sustainable development".	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 4.18 The Parish Council and District Executive would very much like to be involved in the development of future definitions of "sustainability".	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 4.21 The Parish Council is looking forward to working with the Council to develop the Saddleworth Neighbourhood Plan.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 4.37 We would ask that the Council ensure the Parish Council is sent a copy of all the draft Local Plans and enquiries received.	As a Specific Consultee on our Local Plan mailing list the Parish Council will be sent a copy of Local Plan consultations. All comments received on consultations will be published in a 'Public Schedule of Representations Report' which will be made available.

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 5.3 Please add the Parish Council offices to the list of places where the hard copies of the reports will be made available.	Hard copies of reports are only put on public display at our formal deposit locations which are council offices and public libraries.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 6.1 In identifying the housing numbers and employment floorspace, given the limited amount of developable land in the borough, particularly in Saddleworth, and the need to protect the environment, we would like to be involved in these discussions from an early stage.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 6.4 We would ask that Saddleworth Parish Council and District Executive be consulted at every stage of developing these documents.	The Parish Council are on the Local Plan mailing list and will be kept informed of any developments surrounding the GMSF.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 6.6 This should include public libraries and Parish Council offices.	The Parish Council are on the Local Plan mailing list and will be kept informed of any developments surrounding the GMSF.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 7.3 We welcome the invitation for the Parish Council and District Executive to co-operate in developing the proposals on a constructive, active and on-going basis.	Comment noted.

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 8.4 This proposal will be very helpful and we hope that the Council will take the opportunity to consult widely with elected members of both Oldham and Saddleworth Councils, local stakeholders and the public before their planning applications are submitted.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 8.6 Please amend "ward councillors" to "ward and parish councillors".	Reference to the Parish Council will be added to section 8.6.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 8.14 - 8.18 The formalisation of the planning procedure is welcomed and has the full support of the Parish Council. We also welcome the clarification of policy in respect of site notices and neighbour notification letters.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Sections 8.29 to 8.32 The approach to have public meetings and/or exhibitions, where appropriate, is welcomed.	Comment noted.
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 8.34 The proposals to determine planning applications within 21 days presents a potential problem for the Parish Council in having the opportunity to comment on all applications if there is a delay at the centre. It would be helpful to have clarification that the 21 days will be extended to allow the Parish Council time to submit their views and for those views to be considered by the Council.	The 21 days is a statutory minimum.

Full Name	Organisation Details	Summary of Comments Received	Council's Response
Mrs Pam Bailey	Clerk of the Council Saddleworth Parish Council	Section 8.38 The Parish Council would welcome notification of all material changes and minor amendments where possible.	Comment noted.
Cllr John McCann	OMBC	Support the Joint DPD as the base for current development. Bear in mind there has been a decrease in funding for subsidised public transport which may affect the accessibility of some areas and that Primary Schools are basically full in Oldham. Would like Greenbelt to be maintained and a commitment to quality.	Comment noted.

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Report to COUNCIL

Gambling Policy Review

Portfolio Holder:

Councillor Hibbert, Cabinet Member for Housing, Transport & Planning

Officer Contact: Executive Director – Cooperatives & Neighbourhoods

Report Author: John Garforth – Trading Standards & Licensing Manager

Ext. 5026

16 December 2015

Purpose of the Report

The purpose of this report is to update members of the recent review of the Council's Gambling Policy and ask for it to be approved.

Recommendations

That Council adopts the attached as its Policy from January 2016.

Gambling Policy Review

1 Background

1.1 The Gambling Act 2005 created a new system of licensing and regulation for commercial gambling in this Country. Amongst other changes it gave local authorities new and extended responsibilities for licensing premises for gambling and associated permissions.

1.2 In setting its local policy the Council must show how we will seek to promote the licensing objectives under the Act which are:

- Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime;
- Ensuring gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable people from being harmed or exploited by gambling.

1.3 The role of the licensing authority covers:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- Issue Provisional Statements
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue Club Machine Permits to Commercial Clubs
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for the consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
- Register small society lotteries below prescribed thresholds
- Issue Prize Gaming Permits
- Receive and Endorse Temporary Use Notices
- Receive Occasional Use Notices
- Provide information to the Gambling Commission regarding details of licences issued
- Maintain registers of the permits and licences

2 Current Position

2.1 The current policy was adopted in January 2012 and has to be reviewed every 3 years. Therefore, the attached proposed policy, proposes amendments since it was last approved. Changes are indicated in red to enable Members to discuss the proposals. Most gambling policies issued by Councils will use the same template issued by the Local Government Association based on best practice and to ensure a consistent approach nationally. A number of changes have been made to the Operator's Licence Conditions and Codes of Practice by the Gambling Commission and these have been reflected in this review and are proposed subject to Members views of course.

The main changes are:

- To add reference to the use of test purchases and to seek guidance from the Primary Authority before taking enforcement action at paragraph 7.8 and 7.9.
- To add reference to the consideration of the risk assessments under the Licence Conditions & Codes of Practice (LCCP) when determining applications at paragraph 9.4.
- To add reference to the considerations that operators must make in order to protect children and young people from accessing gambling premises and to have policies and procedures in place under the (LCCP) at paragraphs 9.17 to 9.19.
- To add reference that gambling areas are to be clearly defined when entering a premises whereby gambling is a supplementary activity on those premises at paragraph 10.2.
- To add reference to the LCCP which have been introduced and explains operator's requirements at paragraph 26.
- To add reference to what this Council expect Operators to take into account when conducting their risk assessments. These risk assessments will form part of the inspection regime at paragraphs 27 to 27.5.
- To add reference to the local are profile for this authority which will be covered under the risk assessments required under the LCCP at paragraph 28.

3 Overview and Scrutiny Consideration

3.1 The proposed policy was placed before the Overview and Scrutiny Board on the 13th October who did not make any recommended changes to the policy.

4 Options

4.1 Members have the option to either:

- a) Approve the proposed policy; or
- b) Not approve the policy and ask Officers to revise it

5 Preferred Option

5.1 The preferred option is to approve the policy as it represents the Council's intention to support the objectives set out by Parliament under the Gambling Act 2005.

6 Consultation

6.1 The proposed Gambling Policy Statement was drafted for purposes of consulting in June 2015 with some amendments suggested from the current policy.

The Consultation lasted for a thirteen week period in compliance with Cabinet Office code of practice. Copies of the consultation were circulated widely amongst licence holders and interested parties within the trade. A total of 3 responses were received.

The responses all relate to the new Risk Assessments and Local Area Profiles which are required under the Operator's Licence Conditions and Codes of Practice issued by the Gambling Commission. The general theme within the responses were that Operators are required to create their own risk assessments which promote the licensing objectives and that Council's should be mindful of creating excessive criteria in their requested risk assessments for all new and variation applications for Premises Licences.

When drafting our revised policy Officers have therefore amended the policy to ensure the risk assessments are clear and concise without being excessive but cover the potential issues when promoting the licensing objectives.

7 Financial Implications

7.1 None

8 Legal Services Comments

8.1 The Gambling Policy Statement sets out the principles the Council proposes to apply in exercising its functions under the Gambling Act during the three year period covered by the Statement. Under section 153 of the Gambling Act, the Council should aim to permit the use of premises for gambling in so far as the Council think it in accordance with the Gambling Policy Statement, any relevant code of practice or guidance issued by the Gambling Commission and it is reasonably consistent with the licensing objectives. (A Evans)

9 Co-operative Agenda

9.1 The proposed policy sets out the statutory functions of the Council and how it will support operators to comply with the licensing objectives and ensure they are fair, open and honest in the activities.

10 Human Resource Comments

10.1 None

11 Risk Assessments

11.1 Not applicable

12 IT Implications

12.1 None

13 Property Implications

13.1 None

14 Procurement Implications

14.1 None

15 Environmental and Health & Safety Implications

15.1 None

16 **Equality, community cohesion and crime implications**

16.1 There are no implications and crime features as an objective under the Gambling Act and is one of the cornerstones within the Act.

17 **Equality Impact Assessment Completed?**

17.1 No as there are no issues identified.

18 **Key Decision**

18.1 No

19 **Key Decision Reference**

19.1 Not applicable

20 **Background Papers**

20.1 The following is a list of the papers held by the contact officer:

- Working copies of the proposed policy
- Current version of the policy
- Copy of the Gambling Commission guidance
- Responses to the consultation

Contact Officer: John Garforth
Ext: 5026

21 **Appendices**

21.1 Appendix 1 – Proposed Gambling Policy 2016

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Appendix 1

Proposed Gambling Policy Statement

January 2016

POLICY STATEMENT

Under Section 349 of the Gambling Act 2005

Contents

Item	Page
Introduction	3
Policy Statement - Part 1	
The licensing objectives	4
Introduction	4
Declaration	5
Responsible Authorities	5
Interested parties	5
Exchange of information	7
Enforcement	7
Licensing authority functions	8
Part 2 - Premises licences	
General Principles	9
Definition of premises	9
Premises – ready for gambling	12
Location	11
Planning	13
Duplication with other regimes	13
Consideration of the licensing objectives	13
Adult Gaming Centres	16
(Licensed) Family Entertainment Centres	17
Casinos	18
Bingo	18
Betting premises	18
Tracks	19
Travelling fairs	21
Provisional Statements	21
Reviews	22
Part 3 - Permits / Temporary and Occasional Use Notices	
Unlicensed Family Entertainment Centre gaming machine permits	22
(Alcohol) Licensed premises gaming machine permits	23
Prize Gaming Permits	24
Club Gaming and Club Machines Permits	25
Temporary Use Notices	26
Occasional Use Notices	27
Small Society Lotteries	27
Part 4 – Licence Conditions & Codes of Practice (LCCP)	
Risk Assessments	28
Local area profile	29
Appendix A- Responsible Authorities	30

Introduction

This statement of Policy in relation to the Gambling functions that this Authority regulates sets out the approach that will be taken when dealing with permissions it grants and enforces thereafter.

It also identifies how the Authority will seek to promote the licensing objectives under the Act, namely:-

- **Preventing gambling from being a source of crime or disorder, being associated with crime and disorder or being used to support crime.**
- **Ensuring gambling is conducted in a fair and open way.**
- **Protecting children and other vulnerable people from being harmed or exploited by gambling.**

Partnerships are important to us and with this in mind we will be working closely with the Gambling Commission, the Police and the other responsible authorities named within the Act. We will also provide guidance and support, where possible, to the trade, residents and businesses.

All decisions that are made in relation to gambling will be made having taken into account the three objectives and each application will be dealt with on its merits.

This policy will come into effect on the 4th January 2016 and will be reviewed no later than the 31st January 2019.

In carrying out its gambling functions this Authority will have regard to its Policy and the Guidance issued by the Gambling Commission.

An equalities impact assessment has been conducted in relation to this Policy and is available upon request.

PART 1

1.0 The Licensing Objectives

1.1 In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

1.2 It should be noted that the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.

1.3 This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives; and
- in accordance with the authority’s statement of licensing policy

2 Introduction

2.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they proposed to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.

2.2 The Authority consulted upon this Policy before finalising at a full Council meeting held on the 16th December 2015.

2.3 The Gambling Act requires that the following parties are consulted by Licensing Authorities:

- The Chief Officer of Police;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area;

- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.
- 2.4 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 2.5 The authority is one of the 10 Metropolitan Districts of Greater Manchester. The Borough of Oldham occupies an area of 56 square miles to the North East of Manchester. About one third of the Borough consists of the area occupied by the majority of the towns 224,900 residents (2011 census). Another third of the Borough consists of moorland, which is largely uninhabited. The final third consists of small rural towns and villages.
- 2.6 Oldham currently offers a range of premises that offer gambling facilities, which include 1 Bingo Hall, 31 Betting Offices and 5 Adult Gaming Centres. In addition to this there are various permits and permissions granted to alcohol licensed premises and private members clubs.

3.0 Declaration

- 3.1 In producing the final statement, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the statement.

4.0 Responsible Authorities

- 4.1 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
 - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 4.2 In accordance with the suggestion in the Gambling Commission's Guidance for local authorities, this authority designates the Local Safeguarding Children Board for this purpose.
- 4.3 The details of all the Responsible Authorities under the Gambling Act 2005 are available at Appendix A.

5.0 Interested parties

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:
 "For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the

licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”

5.2 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party.

5.3 Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission’s Guidance for local authorities at 8.9 and 8.17. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices. If in the particular circumstances of the application the licensing authority departs from the guidance it will explain its reasons for doing so.

5.4 The Gambling Commission recommended in its guidance that the licensing authority states that interested parties include trade associations and trade unions, and residents’ and tenants’ associations although it is noted that the Commission have now stated this was a mistake which will be rectified in future guidance. However, this authority emphasises that it will not generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Gambling Act 2005 i.e. lives sufficiently close to the premises to be likely to be affected by the activities being applied for.

5.5 Interested parties can be persons who are democratically elected such as councillors and MP’s. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, parish councils likely to be affected, will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) ‘represents’ someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

5.6 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the Licensing Section.

6.0 Exchange of Information

- 6.1 Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 6.2 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any Guidance issued by the Gambling Commission to local authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 6.3 Should any protocols be established as regards information exchange with other bodies then they will be made available.

7.0 Enforcement

- 7.1 Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.
- 7.2 This licensing authority's principles are that:
It will be guided by the Gambling Commission's Guidance for local authorities and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;
 - Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem, and minimise side effects.
- 7.3 As per the Gambling Commission's Guidance for local authorities this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or

repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

- 7.5 This licensing authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 7.6 Bearing in mind the principle of transparency, this licensing authority's enforcement/compliance protocols/written agreements will be available upon request to the Licensing Section. Our risk methodology will also be available upon request.
- 7.7 Reference should also be made to Oldham Metropolitan Borough's Enforcement Policy when considering enforcement action. The Council will take into account any published Enforcement Concordat issued by the Gambling Commission.
- 7.8 The Council will take account of the Gambling Commissions guidance document issued in February 2015 (or any subsequent amendments) 'Approach to Test Purchasing' when considering making test purchases at gambling premises. The Council will also follow its own policies and procedures regarding the use of underage test purchasers.
- 7.9 Where there is a Primary Authority scheme in place, the Council will seek guidance from the Primary Authority before taking any enforcement action. Further information, including an index of all Primary Authority arrangements can be found at:

<https://primaryauthorityregister.info/par/index.php/home>

8.0 Licensing Authority functions

8.1 Licensing Authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing Premises Licences
- Issue Provisional Statements
- Regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue Club Machine Permits to Commercial Clubs
- Grant permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
- Register small society lotteries below prescribed thresholds
- Issue Prize Gaming Permits
- Receive and Endorse Temporary Use Notices

- Receive Occasional Use Notices
 - Provide information to the Gambling Commission regarding details of licences issued (see section above on ‘information exchange’)
 - Maintain registers of the permits and licences that are issued under these functions
- 8.2 These functions will be carried out in accordance with the Scheme of Delegation.
- 8.3 It should be noted that local licensing authorities will not be involved in licensing remote gambling, or the determination of applications for operators’ or personal licences, at all. This will fall to the Gambling Commission.

PART 2 PREMISES LICENCES

9.0 General Principles

- 9.1 Premises licences will be subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 9.2 This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:
- in accordance with any relevant code of practice issued by the Gambling Commission;
 - in accordance with any relevant guidance issued by the Gambling Commission ;
 - reasonably consistent with the licensing objectives; and
 - in accordance with the authority’s statement of licensing policy.
- 9.3 It is appreciated that as per the Gambling Commission's Guidance for local authorities "moral objections to gambling are not a valid reason to reject applications for premises licences” and also that unmet demand is not a criterion for a licensing authority.
- 9.4 The Licence Conditions and Code of Practice (LCCP) issued by the Gambling Commission places further onus on premises to complete a risk assessment based on code 8, the social responsibility code which will come into force on 6 April 2016.
The council will have regard to this code when considering applications. This is covered in detail in Part 4 of this statement.
- 9.5 Definition of “premises” - Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to

more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances. However, the Gambling Commission does not consider that areas of a building that are artificially or temporarily separated, for example, by ropes or moveable partitions, can be properly regarded as different premises.

This licensing authority will consider the primary use of premises and refer to the Gambling Commission's guidance when assessing applications and will take a view as to whether it should lodge a representation. It will thereafter consider submissions from relevant parties to the application and will refer to relevant guidance when determining the application where representations have been made.

9.6 This licensing authority takes particular note of the Gambling Commission's Guidance to licensing authorities which states that: licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity names on the premises licence.

The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

The Gambling Commission's relevant access provisions for each premises type are reproduced below:

Casinos

- The principal access entrance to the premises must be from a street (as defined at 7.23 of the Guidance)
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street (as per para 7.23 Guidance to Licensing Authorities) or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track
 -

Family Entertainment Centre

- No customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Part 7 of the Gambling Commission's Guidance to licensing authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

9.7 **Premises “ready for gambling”**

The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.58-7.65 of the Guidance.

9.8 It should also be noted that an applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that reference to "the premises" are to the premises in which gambling may now take place. Thus a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling. This authority agrees with the Gambling Commission that it is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. The Gambling Commission emphasises that requiring the building to be complete ensure that the authority can, if necessary, inspect it fully, as can other responsible authorities with inspection rights.

9.9 **Location** - This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. As per the Gambling Commission's Guidance for local authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will

be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

9.10 **Planning**

The Gambling Commission Guidance to Licensing Authorities states:

7.58 – In determining applications the licensing authority should not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

This authority will not take into account irrelevant matters as per the above guidance. In addition this authority notes the following excerpt from the Guidance:

7.65 - When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

- 9.11 Duplication with other regulatory regimes - This licensing authority seeks to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or building consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, building and other regulations and must not form part of the consideration for the premises licence.

The licensing authority will, however, maintain close links with all regulatory bodies to ensure clear and open communication relating to licensed premises.

- 9.12 **Licensing objectives** - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to local authorities and some comments are made below.

- 9.13 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** - This licensing authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction. Issues of nuisance cannot be addressed via the Gambling Act provisions.
- 9.14 **Ensuring that gambling is conducted in a fair and open way** - This licensing authority has noted that the Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to tracks which is explained in more detail in the 'tracks' section.
- 9.15 **Protecting children and other vulnerable persons from being harmed or exploited by gambling** - This licensing authority has noted the Gambling Commission's Guidance for local authorities states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.
- 9.16 This licensing authority will also make itself aware of the Codes of Practice which the Gambling Commission issues as regards this licensing objective, in relation to specific premises.
- 9.17 Section 7 of the Gambling Commission Guidance to Local Authorities sets out considerations that an operator must make in order to protect children and young people from accessing gambling premises.
The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed.

In particular operators must ensure that;

- all staff are trained,
- that all customers are supervised when on gambling premises

- must have procedures for identifying customers who are at risk of gambling related harm.
- 9.18 The Council will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records.
- 9.19 Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The council will take all conditions and codes into account when considering applications or performing enforcement activities.
See Part 4 of this policy statement for further details and on the council's requirements in relation to the LCCP.
- 9.20 As regards the term “vulnerable persons” it is noted that the Gambling Commission is not seeking to offer a definition but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.” This licensing authority will consider this licensing objective on a case by case basis. Should a practical definition prove possible in future then this policy statement will be updated with it, by way of a revision.
- 9.21 **Conditions** - Any conditions attached to licences will be proportionate and will be:
- relevant to the need to make the proposed building suitable as a gambling facility;
 - directly related to the premises and the type of licence applied for;
 - fairly and reasonably related to the scale and type of premises; and
 - reasonable in all other respects.
- 9.22 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.
- 9.23 This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

- 9.24 This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:
- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
 - only adults are admitted to the area where these machines are located;
 - access to the area where the machines are located is supervised;
 - the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
 - at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
 - physical barriers to segregate areas should not impede the escape routes from that or other areas.
- 9.25 These considerations will apply to premises including buildings where multiple premises licences are applicable.
- 9.26 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 9.27 It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:
- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
 - conditions relating to gaming machine categories, numbers, or method of operation;
 - conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
 - conditions in relation to stakes, fees, winning or prizes.
- 9.28 Door Supervisors - The Gambling Commission advises in its Guidance for local authorities that licensing authorities may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. It is noted though that the door supervisors at casinos or bingo premises need not be licensed by the Security Industry Authority (SIA) if directly employed by the premises. In all other circumstances the staff must be SIA registered.

10.0 Adult Gaming Centres

- 10.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling

and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

10.2 Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls. The council will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises and that the premises is adequately supervised at all times.

10.3 This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

11.0 (Licensed) Family Entertainment Centres:

11.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

11.2 This licensing authority may consider measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 11.3 This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

12.0 Casinos

- 12.1 *No Casinos resolution* - This licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be made by the Full Council.

13.0 Bingo premises

- 13.1 This licensing authority notes that the Gambling Commission's Guidance states:

[18.5] Licensing authorities need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. An operator may choose to vary their licence to exclude a previously licensed area of that premises, and then apply for a new premises licence, or multiple new premises licences, with the aim of creating separate premises in that area. Essentially providing multiple licensed premises within a single building or site. Before issuing additional bingo premises licences, licensing authorities need to consider whether bingo can be played at each of those new premises.

[18.7] Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed. Social Responsibility (SR) code 3.2.5(3) states that 'licensees must ensure that their policies and procedures take account of the structure and layout of their gambling premises' in order to prevent underage gambling.

Details of the Code of Practice for Equal Chance Gaming in Pubs and Clubs can be found on the Gambling Commission website. This details maximum stakes and prizes without the need for a commercial Bingo Operators Licence.

14.0 Betting premises

- 14.1 Betting machines - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young

persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer. It is noted that that children are not able to go into premises with the benefit of a Betting Premises Licence.

14.2 The authority has discretion as to the number, nature and circumstances of use of betting machines, there is no evidence that such machines give rise to regulatory concerns. This authority will consider limiting the number of machines only where there is clear evidence that such machines have been or are likely to be used in breach of the licensing objectives. Where there is such evidence, this authority may consider, when reviewing the licence, the ability of staff to monitor the use of such machines from the counter

14.3 There is no evidence that the operation of betting offices has required door supervisors for the protection of the public. The authority will make a door supervision requirement only if there is clear evidence from the history of trading at the premises that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and proportionate.

14.4 This authority recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact, who should be a senior individual, and whom the authority will contact first should any compliance queries or issues arise.”

15.0 Tracks

15.1 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

15.2 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

15.3 This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas

- Physical separation of areas
 - Location of entry
 - Notices / signage
 - Specific opening hours
 - Self-exclusion schemes
 - Provision of information leaflets / helpline numbers for organisations such as GamCare
 - This list is not mandatory, nor exhaustive, and is shown as an example.
- 15.4 Gaming machines - □ Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.
- 15.5 Betting machines - This licensing authority will, as per Part 6 of the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.
- 15.6 Applications and plans
The Gambling Act (s151) requires applicants to submit plans of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity. (See Guidance to licensing authorities, Para 20.43).
- 15.7 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations. (See Guidance to licensing authorities, para 20.44).
- 15.8 It is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Licensing authorities should satisfy themselves that the plan provides sufficient information to enable them to assess an application. (See Guidance to licensing authorities, para 20.46).
- 15.9 In the majority of cases, such as greyhound tracks, racecourses, football stadia and cricket grounds, defining the extent of boundaries may be assisted by reference to existing plans already submitted to obtain other permissions. These could include:
- the obtaining of a safety certificate under 'Safety at Sports Ground' legislation (this applies in respect of sports grounds with capacity to accommodate more than 10,000 spectators)
 - the historic boundaries under previous legislation such as, the approval of tracks under Schedule 3 of the Betting, Gaming and Lotteries Act 1963. (See Guidance to licensing authorities, para 20.45)

16.0 Travelling Fairs

It will fall to this licensing authority to decide whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

16.1 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

16.2 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded. In any event neighbouring authorities will be consulted to ensure best practice and consistency is applied.

17.0 Provisional Statements

17.1 This licensing authority notes the Guidance for the Gambling Commission which states that “It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence” and that “Requiring the building to be complete ensures that the authority could, if necessary, inspect it fully”.

17.2 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant’s circumstances. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- (a) which could not have been raised by objectors at the provisional licence stage; or
- (b) which in the authority’s opinion reflect a change in the operator’s circumstances.

17.3 This authority has noted the Gambling Commission’s Guidance that “A licensing authority should not take into account irrelevant matters.... One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.”

18.0 Reviews:

18.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities, however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below, as well as consideration as to whether the request is frivolous, vexatious, will certainly not cause this authority to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

18.2 The licensing authority can also initiate a review of a licence on the basis of any reason which it thinks is appropriate.

PART 3

Permits / Temporary & Occasional Use Notice

19.0 Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)

19.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

19.2 The Gambling Act 2005 states that a licensing authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Gambling Commission's Guidance for local authorities also states: "In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits, licensing authorities will want to give weight to matters relating to protection of children from being harmed or exploited by gambling and to ensure that staff supervision adequately reflects the level of risk to this group. Licensing authorities are also encouraged to also specify in their statement of policy that a plan for the uFEC must be submitted." (24.8)

19.3 **Statement of Principles** This licensing authority will expect the applicant to show that there are policies and procedures in place to ensure that children and vulnerable adults are not harmed or exploited by gambling. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will

each be considered on their merits, however, they may include appropriate measures such as training for staff as regards knowledge of organisation such as GamCare who can help problem gamblers, training on suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. This licensing authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

- 19.4 Guidance also states: "...An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application....Licensing authorities might wish to consider asking applicants to demonstrate:
- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
 - that staff are trained to have a full understanding of the maximum stakes and prizes. (24.9)

It should be noted that a licensing authority cannot attach conditions to this type of permit.

20.0 (Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1))

- 20.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.

It is important that Operators are aware of the rules concerning exempt gaming on their premises. A clear understanding of limits on stakes and prizes and

record keeping together with age verification and supervision can be found via the Gambling Commissions Code of Practice for Equal Chance Gaming.

- 20.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be a help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare. Where premises are applying for additional machines these would normally be granted where the premises comply with the Gambling Commission’s Code of Practice. An application for a permit for up to four machines would normally be considered by Officers without the need for a hearing.
- 20.3 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.
- 20.4 It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 20.5 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.
- 21.0 Prize Gaming Permits - (Statement of Principles on Permits - Schedule 14 paragraph 8 (3))**
- 21.1 The Gambling Act 2005 states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant for a permit”.
- 21.2 This licensing authority has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- and that the gaming offered is within the law.

21.3 In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

21.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

22.0 Club Gaming and Club Machines Permits

22.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). Guidance will be referred to when considering all permit applications.

22.2 This licensing authority notes that the Gambling Commission's Guidance states at paragraph 25.44:

The licensing authority has to satisfy itself that the club meets the requirements of the Act to obtain a club gaming permit. In doing so it will take into account a number of matters as outlined in paragraphs 25.45 – 25.47 of the Gambling Commissions Guidance. These include the constitution of the club, the frequency of gaming, and ensuring that there are more than 25 members.

The club must be conducted 'wholly or mainly' for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs.

- 22.3 The Commission Guidance also notes that "licensing authorities may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - (d) a permit held by the applicant has been cancelled in the previous ten years;
 - or
 - (e) an objection has been lodged by the Commission or the police.
- 22.4 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). Commercial clubs cannot hold club premises certificates under the Licensing Act 2003 and so cannot use the fast track procedure. As the Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming, other than gaming prescribed under section 266 of the Act;
 - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."
- 22.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

23.0 Temporary Use Notices

- 23.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 23.2 The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

- 23.3 The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 23.4 There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to licensing authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 23.5 This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to licensing authorities.

24.0 Occasional Use Notices

- 24.1 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

25.0 Small Society Lotteries

- 25.1 This licensing authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:
- Submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held).
 - Submission of incomplete or incorrect returns
 - Breaches of the limits for small society lotteries
- 25.2 Non commercial gaming is permitted if it takes place at a non-commercial event as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds are for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- By or on behalf of a charity or for charitable purposes;
- To enable participation in or support of, sporting, athletic or cultural activities

PART 4

Licence Conditions & Codes of Practice (LCCP)

26.0 The Gambling Commission released an LCCP in February 2015 with a commencement date of May 2015. The code strengthened the social responsibility code (SR) requirements. Details regarding the LCCP and SR code can be accessed via the Gambling Commission website at www.gamblingcommission.gov.uk

The code requires operators;

- To supervise customers effectively on gambling premises and identify customers who are at risk of gambling related harm.
- With effect from April 2016 to have in place schemes to allow customers to self-exclude themselves from all operators of a similar type in the area where they live and work.
- To have a range of measures with regard to marketing to ensure social responsibility that are transparent and not misleading.
- With effect from April 2016 to produce a risk assessment on individual premises, and have policies and procedures and control measures in place to mitigate local risks to the licensing objectives.

27.0 Risk Assessments

27.1 Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence and are to be presented to the licensing authority upon application. The code requires all operators of; Casino's, AGC's, Bingo Premises, FEC's, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks. (as per para 6.42 of the Guidance to local authorities)

27.2 Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the council's inspection regime and may be requested when officers are investigating complaints. (as per para 6.44 of the Guidance to local authorities)

27.3 The code requires the Council to set out matters they expect the operator to take account of in the risk assessment in its statement of policy and this

council expects the following matters to be considered by operators when making their risk assessment.

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall,
-

27.4 The council expects the following matters to be considered by operators when making their risk assessment.

Matters relating to children and young persons, including;

- Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.
- Recorded incidents of attempted underage gambling

Matters relating to vulnerable adults, including;

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.

28.0 Local Area Profile

The Council has considered the local area profile and feels the main issues will be covered by the risk assessments required under the LCCP.

APPENDIX A

RESPONSIBLE AUTHORITIES

Any application **must** be sent to :-

Licensing Unit Manager
 Oldham Council
 Sir Robert Peacock House
 Vulcan Street,
 Oldham, OL1 4LA

Copies of the application **must** also be sent to the following Responsible Authorities:

The Fire Safety Team Greater Manchester Fire & Rescue Oldham Command Headquarters, Broadway Chadderton Oldham, OL9 0JX	HM Revenue & Customs National Registration Unit 21 India Street Glasgow, G2 4PZ
Safeguarding Children Board Oldham Council Rock Street Centre Rock Street Oldham, OL1 3UJ	Planning Section Oldham Council Level 5 Civic Centre West Street, Oldham, OL1 1UQ
Greater Manchester Police Police Licensing Officer Sir Robert Peacock House Vulcan Street Oldham, OL1 4LA	Environmental Health Oldham Council Chadderton Town Hall Middleton Road, Chadderton Oldham, OL9 6PP
Gambling Commission Victoria Square House Victoria Square Birmingham, B2 4BP	



Report to COUNCIL

Oldham's Fairness Commission: A response from the Council

Portfolio Holder:

Cllr Jean Stretton, Cabinet Member for Health and Wellbeing

Officer Contact: Carolyn Wilkins, Chief Executive

Report Author: Jenni Barker, Strategy, Partnerships and Policy Manager

Ext. 1373

16 Dec 2015

Reason for Decision

This is the formal response to the report of the Oldham Fairness Commission which was published in March 2015.

Recommendations

That Council approves this as its formal response to the report of the Oldham Fairness Commission.

Oldham's Fairness Commission: A response from the Council

1 Background

1.1 The Oldham Fairness Commission was set up in July 2013 by Debbie Abrahams MP to identify and address what may be contributing to local inequalities in education, employment and income, and to define action to address these issues through local partners and beyond.

1.2 The Commission brought together a range of evidence and expert witnesses, including Council officers and elected members to investigate inequalities under four themes:

- 1) Inequalities in education
- 2) Inequalities in employment
- 3) Inequalities in income
- 4) Inequalities between different population groups

2 Council response

2.1 Fairness is one of the core values of co-operation. Oldham Council therefore welcomes the focus on fairness and is supportive of activity which seeks to raise awareness of inequalities that exist across the borough and set out to tackle these head on.

2.2 As a leading co-operative council, Oldham champions fairness across a number of important areas such as health, housing and access to services. It has also tackled a number of fairness issues through its co-operative campaigns such as energy bills, transport fares and fair finance.

2.3 In respect of the Commission's recommendations, the Council is pleased that current activity underway to tackle issues of fairness is recognised within the report and remains committed to ensuring that it is focused on getting a fair deal for Oldham residents. The recent refresh of the Council's Corporate Plan, which was approved in May 2015, restates its commitment to a number of the areas outlined by the Commission.

- In terms of inequalities in employment one of the Council's corporate objectives is aimed at Oldham being *a productive place to invest where business and enterprise thrive*. There are a number of high-level programmes under this objective which seek similar outcomes to the Fairness Commission such as Get Oldham Working and Invest in Oldham which seek to secure inward investment to sustain regeneration activity across the borough and strengthen the local economy, including the creation of local jobs.
- Similarly, in respect of inequalities in income, the Council's second corporate objective is underpinned by three outcomes, one of which is *Confident and involved communities*. Part of this outcome is about understanding the issues affecting residents and campaigning to get a fairer deal for residents. The high level activity here includes developing the Fair Employment Charter which includes a commitment to paying the Living Wage and offering fair contracts and terms and conditions of employment. This is something we are already encouraging other employers in the borough to sign up to and a number of large employers including First Choice Homes Oldham and Oldham College have already done so.
- There are also a number of work programmes aimed at enabling access to fair finance and maximizing household income. For example, we continue to work closely with the Oldham Credit Union in fighting loan sharks and providing a range of financial products aimed at enabling people to better manage their money, access fair credit and save for the future. Additionally, our Welfare

Advice Service has been instrumental in enabling residents to maximise their household income through ensuring they are aware of and are accessing the benefits they are entitled to. The Team is also instrumental in helping the borough's most vulnerable residents to navigate the welfare reforms that have taken place over the past eighteen months.

- In terms of inequalities in education, the Commission's report already references the Oldham Education and Skills Commission, whose work ran in parallel with that of the Fairness Commission for a period of time. The report of the OESC recommendations are highly complementary to those of the Fairness Commission and include focus areas such as vocational and non-vocational curricula, addressing inequalities in education for at risk groups (which was a primary objective of the OESC), and developing leadership and teaching quality.

2.4 As part of this response the Council wants to highlight the importance of partnership working in reducing inequalities. Local government often doesn't have the resource, accountability or remit to undertake some of the work outlined - we need to work with and through others to make a co-operative difference. Since the start of the Fairness Commission in 2013, the Partnership structure has changed completely with the introduction of the commissioning clusters in June 2014 and the re-launched Oldham Plan (January 2015). The work of the Commission could benefit from the real opportunity that this presents for some of the issues to be taken forward in a partnership space, particularly within the Economy and Skills cluster, which could result in whole-place, whole-system approaches being developed.

To this end the Council would like to recognise the current work being done through Oldham's Leadership Board and the partnership clusters that are made up of representatives from the private, public and voluntary sector. These clusters, guided by the Oldham Plan, are instrumental in taking forward work aimed at achieving the shared priorities:

- **Economy and skills:** Investment, skills and good quality jobs
- **Co-operatives and neighbourhoods:** Resilient and co-operative people and communities who flourish and cope well with change
- **Health and Wellbeing:** Healthy, happy and confident people and communities

2.5 It would be remiss of the Council's response not to mention the importance of working together with residents themselves in order to help reduce inequalities between individuals, groups and communities. The co-operative approach is centred around enabling everyone to do their bit and everyone being able to benefit. It is about fundamentally changing the relationship with residents to enable them to become more independent and resilient – reducing dependency on a dwindling public sector and unlocking resources within our own communities is key to securing sustainable change at a local level.

2.6 Whilst the Fairness Commission report does refer to Greater Manchester in part, the Council would like through this response to stress the significance of the economic interdependency between Oldham and the rest of GM. The recommendations around inequalities in employment need to recognise the challenges and opportunities that this link brings. For example, there is currently an area review taking stock of skills need and provision taking place at GM level which will need to conclude before we can progress with a Lifelong Learning Strategy for Oldham. The devolution of powers and resources to GM from Whitehall only makes Oldham's role in GM an even greater consideration in taking this work forward.

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- 2.7 Another key point that the Council is keen to highlight in its response is the impact that national policy and systems have on our ability to tackle some of these issues. For example, the Council is working locally and at GM level to improve performance across key benefit types and to support all residents, however the DWP and JCP are the accountable organisations and as such are the key strategic influencers; the Council is limited in what it can do. The critical issue here however is how programmes are commissioned and how the DWP publish data on both performance of programmes and unemployment generally. The majority of programmes have no local level performance mechanisms built in, which means that underperformance in areas of need such as Oldham go unchallenged if the programme delivers elsewhere, particularly if it meets the targets set for the whole programme.
- 2.8 The Comprehensive Spending Review which took place on Wednesday 25 November provided some clarity on the Government's direction for some key areas including adult skills and education.

Education:

- The Government announced its intention to end local authorities' role in running schools, with all schools becoming an academy. The impact of this is significant and reinforces the point at 2.4 about the reducing level of control and accountability that Councils have in education, employment and skills.
- Sixth form colleges can now become academies, allowing them to recover their non-business VAT costs. Again, the impact of this is significant and impacts on the area review of skills which is currently taking place.

Skills

- Apprenticeships continue to form an important part of this Government's skills system with a commitment that 3 million apprenticeships will have started by 2020. This is welcome news for young people entering the labour market for the first time, but the picture is not as clear-cut for those of older working age.
- The Government will protect funding for the core adult skills participation budgets in cash terms, at £1.5 billion. However public funding will continue to decrease as the protection is not in real terms. Public funding of adult skills activity has reduced significantly in previous years. There has been a corresponding increase in the learning loans facility. Oldham will need to grapple with influencing both the supply of and demand for training against this changing backdrop, given the dynamics of our low skill, low pay economy.

- 2.9 There are a number of national policy and system issues which the Council would ask the Chair of the Fairness Commission, Debbie Abrahams, to take up with Government in her role as Member of Parliament for Oldham East and Saddleworth. They are as follows:
1. The Council is working collaboratively through GM Combined Authority to support the GM Strategy to support economic growth. The ambition of the Council is significant and it is backing economic growth and reform but we feel there is more that the Government could do to support this. **The Council asks the Government to ensure Welfare to Work programmes do more to close the gap in areas of high deprivation.**
 2. The impacts of continuing funding reductions on FE, English for Speakers of Other Languages (ESOL) and Adult Skills Budgets increase pressures on the development of skills for current and future labour market needs. The Oldham population is dynamic with a large amount of inward migration, low skill levels in Oldham, contributing to a low skill, low wage economy. The Council recognises the recent announcement around protection of adult skills funding nationally (albeit in cash terms), and the area review of colleges which provide a challenging backdrop

to skills improvement in the borough. **The Council asks the Government to review skills funding and consider the impact that the current funding arrangements are having in deprived areas.**

3. Availability and quality of data from central government departments is a real barrier to the Council being able to do more to help those most vulnerable and in need. In particular, data from the DWP regarding Universal Credit and benefit sanctioning is sometimes only provided partially and doesn't have an equality breakdown enabling us to see how those most vulnerable residents are being affected. **This Council would ask Government to review the data it collects and work with local authorities to construct a dataset which will enable councils to develop targeted help to those most in need.**
4. There are currently regulatory changes being proposed by the Prudential Regulatory Authority (PRA) which could negatively impact on the continued development of Oldham Credit Union:
 - a. An increase in the capital requirement for larger credit unions to 10%. Whilst currently not at this level this does present an obstacle to OCU's drive for growth. They currently have 4000 members and have a 3% capital requirement. Continued expansion would present us with a challenge in meeting the increased requirement.
 - b. The proposals also include increased regulation for credit unions providing "additional activities" including payment services such as pre-paid visa cards and budget account. This could have an impact on credit unions such as OCU who provide these services at a relatively low volume. Increased regulatory requirements could lead to the withdrawal of these services.
 - c. The proposals also include new outsourcing requirements that could be difficult for credit union IT providers to meet and push them out of the market, leaving credit unions with significant costs.

The Council asks Debbie Abrahams to write to the PRA to highlight the difficulties that some of these changes will present and the threat that they may pose to the availability of finance to those most in need.

3 Options/Alternatives

- 3.1 Option one – That Council approves this as the Council's formal response to the report of the Oldham Fairness Commission.
- 3.2 Option two – That Council does not approve this as the Council's formal response to the report of the Oldham Fairness Commission.

4 Preferred Option

- 4.1 Option one – That Council approves this as the Council's formal response to the report of the Oldham Fairness Commission.

5 Appendices

- 5.1 None.

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COUNCIL

Update on Actions from Council

Portfolio Holder: Various

Officer Contact: Executive Director, Corporate and Commercial Services

Report Author: Elizabeth Drogan, Head of the Constitutional Services
Ext. 4705

16th December 2015

Reason for Decision

The decision is for Elected Members to note the updates to the actions from previous Council meetings.

Executive Summary

1. This report provides feedback to the Council on actions taken at the Council meeting on 4th November 2015.
2. This report also provides feedback on other issues raised at that meeting and previous meetings.

Recommendations

Council are asked to note the actions and correspondence received regarding motions agreed at previous Council meetings.

Update on Actions from Council

1 Background

1.1 The report sets out the actions officers have taken on motions of outstanding business and notice of motions approved at the Council meeting on 4th November 2015.

2 Current Position

2.1 The current position from actions as a result of motions is set out in the table at Appendix One. Letters are attached at Appendix Two in response to the actions approved at Council.

3 Options/Alternatives

3.1 N/A

4 Preferred Option

4.1 N/A

5 Consultation

5.1 N/A

6 Financial Implications

6.1 N/A

7 Legal Services Comments

7.1 N/A

8. Co-operative Agenda

8.1 N/A

9 Human Resources Comments

9.1 N/A

10 Risk Assessments

10.1 N/A

11 IT Implications

11.1	N/A
12	Property Implications
12.1	N/A
13	Procurement Implications
13.1	N/A
14	Environmental and Health & Safety Implications
14.1	N/A
15	Equality, community cohesion and crime implications
15.1	None
16	Equality Impact Assessment Completed?
16.1	No
17	Key Decision
17.1	No
18	Key Decision Reference
18.1	N/A
19	Background Papers
19.1	<p>The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act:</p> <ul style="list-style-type: none">• Agenda and minutes of the Council meeting held on the 4th November 2015 are available online at: http://committees.oldham.gov.uk/mgCommitteeDetails
20	Appendices
20.1	Appendix 1 – actions taken following the Council meeting held on 4 th November 2015

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Actions from Council 4 November 2015

ACTION	RESPONSE	WHO RESPONSIBLE	DATE COMPLETED
Ward Member Question – Failsworth District Centre Car Park - Meeting to be organised with Ward Councillors and businesses	A meeting to be arranged.	Councillor Moores	In progress.
Ward Member Question – Waterloo Street - Further investigations to be undertaken.	<p>Following an inspection of Waterloo Street it was identified that the block paved speed cushions were beyond repair and the existing blocks could not be reset. Following this inspection the loose / missing blocks have been replaced with a bitmac patches to ensure that the area is safe. A maintenance scheme has been created in conjunction with Casualty Reduction which replaces the block paved humps with a standard asphalt material. This scheme was put forward for the 3 year LTP funding but did not make the final programme. The cost of the scheme was £219k. The cost of replacing this hump in isolation would be approximately £12k, again no funding is currently identified to cover this cost, but should appropriate funding be made available for either scheme works will be completed.</p>	Councillor Hibbert	Response sent 7 th December 2015

Ward Member Question – Crompton Ambulance Station - Meeting to be organised with North West Ambulance Services and representatives from Shaw and from Crompton	A meeting has been scheduled with NWAS and representatives from Shaw and Crompton	Councillor Stretton	Meeting scheduled on 14th December 2015
Outstanding Administration Business – Welfare Reform	Letter to be sent to the appropriate government minister expressing the Council's concern Letter to be sent to the MPs to campaign against the Bill	Chief Executive Chief Executive	Letter sent 11 th November 2015 Letters sent 11 th November 2015
Budget Proposals 2016/17 2017/18 Tranche 1	Full Council: 1. Approved the revised budget reduction targets for 2016/17 of £18.194m and 2017/18 of £25.200m 2. Approved £5.974m of the Tranche 1 budget reduction proposals (presented in summary at Appendix 3 and in detail at Appendix 4) 3. Noted eight budget proposals which totalled £3.379m for 2016/17 for which the conclusion of consultation exercises was still required as set out in Appendices 5 and 6. 4. Noted that the budget reduction target may need to be revised depending on the Government funding and	Director of Finance	The report was approved on 4 th November 2015.

	policy announcements, which included the Provisional and Final Local Government Finance Settlements for 2016/17.		
Leader and Cabinet Question Time – Cllr Sykes to Cllr McMahon – Encryption of Details	Detailed Briefing Note to be sent to Councillor Sykes	Councillor McMahon	Briefing note sent to Councillor Sykes on 8 th December 2015.
Leader and Cabinet Member Question Time – Cllr Sykes to Cllr McMahon – Generation Oldham	Briefing note to be sent to all councillors with an update on the Generation Scheme	Councillor McMahon / Councillor Jabbar	Briefing note emailed to all councillors on 11 th November 2015
Cabinet Member Question - Closure of A670 Oldham Road at Greenfield	Briefing Note to be sent to Councillor Sheldon.	Councillor McMahon / Councillor Hibbert	Briefing note emailed to Councillor Sheldon on 4 December 2015.
Cabinet Minutes, 21 September – Oldham Coliseum Theatre and Heritage Centre	Access to confidential reports to the Liberal Democrat Councillors	Constitutional Services	Notification provided on 5 th November 2015.
Administration Business 1 – Shaw Market	Email sent to relevant officers to work with businesses located on Market Street, Market Traders and local community.	Constitutional Services	Email sent 11 th November 2015
Administration Business 2 – Trade Union Bill	To be rolled to the next Full Council meeting to be held on 16 December 2015.	Constitutional Services	16 December 2015
Administration Business 3 – Refugee Crisis	To be rolled to the next Full Council meeting to be held on 16 December 2015.	Constitutional Services	16 December 2015

Opposition Business 1 – National School Meals Week	Letter to be sent to Secretary of State for Education Letters to be sent to the Borough's MPs Letters to be sent to the Group Leaders	Chief Executive Chief Executive Chief Executive	Letters sent 11 th November 2015 Letters sent 11 th November 2015 Letters sent 11 th November 2015
Opposition Business 2 – Affordable Homes	Email sent to relevant officers on 9 th November 2015	Neighbourhoods and Cooperatives	See response below.
Opposition Business 3 – UNESCO Anniversary	Email sent to relevant officers on 9 th November 2015	Economy and Skills	In progress.
Council Tax Reduction Scheme 2016/17	Full Council agreed that the existing Council Tax Reduction Scheme for 2016/17 be continued with no revision or changes to the existing scheme.	Director of Finance	The report was agreed on 4 th November 2015.
Overview and Scrutiny Annual Report 2014/15	Full Council approved the Annual Report for 2014/15	Director of Policy & Governance	The report was agreed on 4 th November 2015.
Calendar of Meetings 2016/17	Full Council: 1. Approved the version of the Council's calendar of meetings for 2016/17 as set out at Appendix 1. 2. approval of any outstanding dates or changes to dates be delegated to the Chief Executive in consultation with Group Leaders.	Constitutional Services	The report was agreed on 4 th November 2015.

Welfare Reform – Cost of the Cuts 2015	<p>Full Council:</p> <ol style="list-style-type: none"> 1. Gave consideration to the impact on residents and the services provided by the Council that supported those affected by welfare reform. 2. Approve the indicative future timetable for quarterly topical reform reports. 	Director of Policy and Governance	The report was agreed on 4 th November 2015.
Changes to Committee Membership	<p>Full Council agreed to increase the members of the Health and Wellbeing Board to include the Chief Executive (or nominated representative) of Oldham Community Leisure and be given voting rights.</p> <p>Constitutional Services informed relevant officers on 9th November 2015.</p>	Constitutional Services	The report was agreed on 4 th November 2015.
Update on Actions from Council	Council noted the actions and correspondence received regarding motions agreed at previous Council meetings.	Council	The report was noted on 4 th November 2015.

Previous to 4 November 2015 Council:

<p>Leader & Cabinet Question Time – Cllr Sykes to Cllr McMahon – Community Shop (4 February 2015)</p>	<p>Referred to Overview and Scrutiny Board</p>	<p>Overview and Scrutiny Board</p>	<p><u>Community Shop</u> – a report was presented to O&S Board in July 2015. A workshop was organised for elected members on 28 September 2015. A visit also took place to the Community Shop in Barnsley and Fare Share in Ashton.</p> <p>The Board endorsed that a risk assessment and cost benefit analysis be carried out on a “combined model” which brought together the opportunity for the delivery of both the Community Shop and Fare Share models for the redistribution of surplus food, opportunities for joint investment from partners and other sources be explored; and findings be reported back to the Overview and Scrutiny Board in January 2016.</p> <p><u>Community Bank</u> – a report was presented to O&S Board on 14th July 2015. The Board requested that other AGMA authorities be contacted to ascertain if there was any interest in the Community Bank.</p>
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			A further report was received at O&S Board on 24 th November 2015. The Board were informed of other organisations who provided similar services and the amount of funding required. It was agreed that a watching brief would be kept on future developments within AGMA.
Youth Council Motion (9 Sep 2015) – “Mosquito Device”	Referred to Overview and Scrutiny Board	Overview and Scrutiny	The Chair of Overview and Scrutiny met with the Youth Council on 12 Oct 2015. A meeting was arranged with the Shaw and Crompton Ward Councillors. A workshop is scheduled on 10 December 2015.

Opposition Business 2 (4th November 2015) – Affordable Homes

The Oldham Strategic Housing Board on 27th November was aware of the wide range of actions which the Council and its partners are undertaking to use land and resources to support a choice of new homes across the Borough. In view of this, it was not deemed appropriate to support pursual of a Local Housing Company approach as outlined in the resolution.

This matter and existing activity through the Council's Residential Development Framework were discussed by the portfolio holder for Neighbourhoods and Co-operatives, the portfolio holder for Housing, Planning and Transport and the Chair of Overview and Scrutiny on 1st December. Members recognised that

- (i) For some years the Council has been dedicating its land into investment models similar to local housing companies. This has seen substantial development taking place across the Borough, including in Hathershaw, Derker and Werneth
- (ii) There is a clear plan in place already to support housing growth and the Council is committing most of its suitable housing land to work with partners on development agreements to build new homes across the Borough
- (iii) There are already strong partnership arrangements in place with Registered Providers to support a choice of homes for sale and affordable housing across the Borough.
- (iv) The potential for confirming suitability of further housing land will only be in place when the Greater Manchester Spatial Framework and Local Plan processes are concluded in 2018.

In view of the above existing activity and issues, it was deemed that the resolution was not appropriate for further review by Overview and Scrutiny.