

CABINET Agenda

Date Monday 25 March 2019

Time 6.00 pm

Venue Crompton Suite, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

Notes 1. DECLARATIONS OF INTEREST- If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Sian Walter-Browne in advance of the meeting.

2. CONTACT OFFICER for this Agenda is Sian Walter-Browne Tel. 0161 770 5151 or email sian.walter-browne@oldham.gov.uk

3. PUBLIC QUESTIONS – Any member of the public wishing to ask a question at the above meeting can do so only if a written copy of the question is submitted to the Contact officer by 12 Noon on Wednesday, 20 March 2019.

4. FILMING – This meeting will be recorded for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be recorded, except where there are confidential or exempt items and the footage will be on our website. This activity promotes democratic engagement in accordance with section 100A(9) of the Local Government Act 1972. The cameras will focus on the proceedings of the meeting. As far as possible, this will avoid areas specifically designated for members of the public who prefer not to be filmed. Disruptive and anti social behaviour will always be filmed.

Any member of the public who attends a meeting and objects to being filmed for the Council's broadcast should advise the Constitutional Services Officer who will instruct that they are not included in the filming.

Members of the public and the press may also record / film / photograph or broadcast this meeting when the public and the press are not lawfully excluded. Please note that anyone using recording equipment both audio and visual will not be permitted to leave the equipment in the room where a private meeting is held.

Recording and reporting the Council's meetings is subject to the law including the law of defamation, the Human Rights Act, the Data Protection Act and the law on public order offences.

MEMBERSHIP OF THE CABINET IS AS FOLLOWS:

Councillors Chadderton, Chauhan, Fielding (Chair), Jabbar, Jacques, Mushtaq, Roberts, Shah and Ur-Rehman

Item No

- 1 Apologies For Absence
- 2 Urgent Business
Urgent business, if any, introduced by the Chair
- 3 Declarations of Interest
To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.
- 4 Public Question Time
To receive Questions from the Public, in accordance with the Council's Constitution.
- 5 Minutes of Previous Meeting (Pages 1 - 8)
The Minutes of the meeting of the Cabinet held on 25th February 2019 are attached for approval.
- 6 Greater Manchester's Clean Air Plan - Tackling Nitrogen Dioxide Exceedances at the Roadside - Outline Business Case (Pages 9 - 36)
- 7 Proposed Revisions to the Co-operative Approach to the Use of Council Assets Policy (Pages 37 - 68)
- 8 3-Year Highways Improvement Programme (2019/20 - 2021/22) (Pages 69 - 86)
- 9 Revenue Monitor and Capital Investment Programme 2018/19 Month 9 - December 2018 (Pages 87 - 120)
- 10 Local Taxation and Benefits Discretionary Policies 2019/20 (Pages 121 - 190)
- 11 Human Resource Payroll Business System (Pages 191 - 196)
- 12 Non-Domestic Rates 2019-20 (Pages 197 - 200)
- 13 Exclusion of the Press and Public
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 Human Resource Payroll Business System (Pages 201 - 224)
- 15 Non-Domestic Rates 2019-20 (Pages 225 - 234)

Present: Councillor Fielding (Chair)
Councillors Chadderton, Chauhan, Jabbar, Jacques, Mushtaq,
Roberts, Shah and Ur-Rehman

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**

Councillors Jacques and Roberts declared a personal interest in
Items 10, 11, 15 and 16 by virtue of their being Trustees of
Positive Steps, Oldham.

4 **PUBLIC QUESTION TIME**

There were no public questions received.

5 **MINUTES OF PREVIOUS MEETINGS**

RESOLVED that the minutes of the meetings held on 29th
January and 11th February be approved as a correct record.

6 **SOCIAL HOUSING ALLOCATIONS SCHEME**

Consideration was given to a report of the Team Leader,
Housing Strategy which sought approval to implement a new
allocations scheme following a comprehensive review of the way
social housing is allocated in the borough and consultation with
partners, elected members and residents.

Cabinet was informed that Oldham Council's Housing Strategy
was in its final stages of development. The new Strategy had a
clear focus on providing a good quality Oldham housing offer
that met the needs of different sections of the population at
different times of their lives. The registered social landlord
partners shared in this ambition, and wanted to help achieve
and sustain the greatest and fastest possible improvement in the
health and wellbeing of Oldham's residents.

The aim was to achieve this by assisting residents to secure the
right type of housing at the right time. This approach would see
a positive outcome for some of the most vulnerable residents.

To assist with the aspirations of the new Housing Strategy, the
current Allocations Scheme had been reviewed. The Allocations
Scheme set out how Council-owned properties and nominations
to housing association properties within the Borough were let to
applicants on the Housing Needs Register.

The Cabinet was informed that the new proposals for the Allocations Scheme would support the Council and its partners in delivering these aspirations by:



- Enabling the Council and its housing association partners to make more efficient use of existing and new resources.
- Providing a clearer and stronger focus on meeting the needs of those households in the greatest housing need.
- Better managing customer expectation.
- Reducing pressure on the homelessness service.

Since the last review, the Council and its housing association partners had seen an unprecedented demand for social housing in the borough. The latest proposals aimed to tackle this issue as well as enable the Council to better manage the expectation of households on its Housing Needs Register.

The Cabinet was informed that there were currently over 24,000 households on the Council's Housing Register, but only around 5,000 of these were in recognised housing need who had been awarded 'reasonable preference' by the Council; in other words, they had been given priority in line with the principles set out in Section 167 of the Housing Act 1996.

The Cabinet noted the new proposals for the Allocations Scheme had a clearer focus on supporting households who had been identified as having a recognised housing need and who fell within the reasonable preference categories as defined. This focus aligned with the new housing strategy by delivering a more sustainable approach to effectively managing resources which in turn could be used to support the more vulnerable residents. The new proposals would also support the Council's co-operative principles in encouraging households to take greater responsibility on the choices they made of where they wanted to live.

Options/Alternatives considered:

Option 1 - Amend the Allocations Scheme as detailed in Appendix 1 to ensure it meets all legislative requirements and responds to the current operating environment.

Option 2 - Do nothing. Do not update the Council's Allocations Scheme.

RESOLVED – That:

1. The contents of the new scheme be noted.
2. The new Allocations Scheme for implementation and distribution be approved.

7

FLEET REPLACEMENT PROGRAMME

Consideration was given to a report of the Fleet and Workshop Manager which sought approval for the purchase of new vehicles in financial years 2019/20, 2020/21, 2021/22, 2022/23, 2023/24 as part of the Council's existing Fleet Replacement

Programme. The vehicles were required to replace existing vehicles as they came to the end of their economic life.

The Cabinet was informed that the Council introduced the Fleet Replacement Programme (FRP) in 2012/13 in accordance with the strategy approved by Cabinet on 6th February 2012. The objective was to replace leased and hired vehicles gradually with purchased vehicles that would have a useful economical life ranging from 3 to 7 years. Since then Fleet Management had carried out this policy whenever a vehicle was due to be replaced.

The programme was now in its seventh year of operation and the purpose of acquiring vehicles by purchasing rather than leasing had been fully realised. A requirement for hired vehicles still existed but this was restricted to shorter term vehicle needs i.e. normally of six months duration or less. This gave flexibility to the programme of vehicle usage and allowed the service to meet business needs in a dynamic, supportive manner.

The point had now been reached where a significant number of Fleet vehicles needed to be replaced because they had reached the end of their economic useful lives. Replacement was due to begin in 2019/20 and a 5-year vehicle programme and associated funding requirement was proposed. The need for increased capital investment from 2019/20 onwards was highlighted.

Options/Alternatives considered:

Option1 - approval be given to commence procurement of vehicles in 2019/20, 2020/21, 2021/22, 2022/23, 2023/24 in line with the vehicle replacement programme.

Option 2 - Do not approve the report and delay the procurement of vehicles, which would mean no other option than to continue with the current Fleet and to hire in vehicles to cover breakdowns/ downtime at a premium cost to the Council.

RESOLVED – That the proposals be approved and new vehicles be purchased from 2019/20 onwards.

8

WASTE MANAGEMENT REPLACEMENT VEHICLE FLEET

The Cabinet gave consideration to a report of the Operations Manager which sought approval to purchase 18 waste collection vehicles. A quote had been obtained from Dennis Eagle Ltd, via a Mini Competition run by St Helens Council under the YPO framework for Specialist Vehicles (00652) (FC0526). This quote best met the specification issued by the Council via the Chest, which had been assessed by Waste Management, Fleet Management and Commercial Services.

The Cabinet was informed that Waste Management Service had been running a fleet of Dennis Eagle (narrow track) vehicles for the last 6 years. This fleet of vehicles would reach their planned 'end of life' in 2019 and a vehicle fleet replacement procurement

process has been undertaken. The Service had been using a narrow track Dennis Eagle vehicle due to access issues when collecting from terrace property and rural village areas. Standard fleet vehicles would significantly increase the amount of 'none access' missed collections experienced. The Service had, during the life-span of the fleet trialled a number of vehicles and lifting machinery (different manufacturers) to challenge their current Dennis Eagle (vehicle) and Terberg (lifting machinery) option. However after considering a number of factors and considerations (cost, vehicle reliability, fleet/repair experience, driver experience and maintaining efficient collections) the Service wished to renew its current vehicle model/option.

A fleet of 18 new vehicles was required to maintain efficient and effective waste collections across the Borough.

Options/Alternatives considered:

Option1 - Delay replacing the vehicle fleet.

Option 2 - Purchase other vehicles options (vehicles & lifting machinery).

RESOLVED - That the proposal to purchase 18 new waste collection vehicles via a Mini Competition run by St Helens Council under the YPO framework for Specialist Vehicles (00652) (FC0526), be approved.

9

REQUEST FOR AN EXTENSION TO THE SEXUAL HEALTH INTEGRATED SERVICE CONTRACT PROVIDED BY VIRGIN CARE LTD

The Cabinet gave consideration to a report of the Interim Director of Public Health which sought an extension to the sexual health integrated service contract provided by Virgin Care Ltd.

The Cabinet were informed that the Council was mandated to commission comprehensive open access sexual health services. Virgin Care Ltd held the contract for the delivery of integrated sexual health services across Oldham. The contract was awarded on 19th August 2015 following a collaborative procurement with Rochdale and Bury Councils and the service went live in Oldham on 1st January 2016. Rochdale Council were the lead commissioner of this cluster arrangement and held the contract with Virgin Care Ltd, under a tripartite legal agreement. Oldham and Bury Councils were associates to the contract.

Cabinet noted that the contract was awarded for 3 years and 3 months and would end on 31st March 2019 with an option to activate + 1 years + 1 years extension. The report outlined the proposal to activate a two-year extension once the contract ended, with the intention to re-tender a cluster integrated sexual health service for April 2021. This collaborative approach to the procurement enabled maximum efficiencies and therefore significant savings.

Options/Alternatives considered:

Option1 - Request that Rochdale Council enact a +1 year extension to the contract

Option 2 - Request that Rochdale Council enact a +2 year extension to the contract. This was the recommended option

RESOLVED - That the Cabinet would consider the commercially sensitive information contained at Item 14 of the agenda.

10

SUPPORT TO VULNERABLE PEOPLE - COMMISSIONED EARLY HELP SERVICES

The Cabinet gave consideration to a report of the Assistant Director Safeguarding and Partnerships which sought an extension to the Early Help Service contract with Positive Steps contract for one year, to March 2020.

The Early Help Service was established in April 2015. Some of the Early Help delivery was in-house, however a significant element of it was delivered through a contract with Positive Steps. The contract was let for three years (to March 2018), with an option to extend for up to a further additional year. This option was exercised and the contract ends on 31st March 2019.

The Council was close to completing a strategic review of the Council and key partners approach to early intervention and prevention. This review would make recommendations about investment in, commissioning and design of preventative services for both adults and children on a place-based footing that may have direct relevance to this contract(s) and how, going forward, the service provided integrated with other preventative activity taking place in communities. An extension of twelve months to the current contract with Positive Steps would allow the implications of these recommendations to be worked through and implemented.

Options/Alternatives considered:

Option1 - Extend the existing Positive Steps contract.

Option 2 - Allow the contract to end on March 31st 2019.

RESOLVED - That the Cabinet would consider the commercially sensitive information contained at Item 15 of the agenda.

11

APPROVAL TO EXTEND THE CONTRACT FOR THE DELIVERY OF OLDHAM'S INTEGRATED SUPPORT SERVICES FOR YOUNG PEOPLE PROVISION OF TARGETED YOUTH SERVICES

Consideration was given to a report of the Assistant Director Safeguarding and Partnerships which sought approval to extend the contract for the delivery of Oldham's Integrated Support Services for Young People with the current provider Positive Steps for the period 1st April 2019 to 31st March 2020.

The Cabinet was informed that the Council currently commissioned Positive Steps to deliver a range of services to support Oldham's young people under the overarching banner of Targeted Youth Services. Whilst Positive Steps had been the provider of some of these services for some considerable time, the current contractual arrangement commenced in April 2015. The service offer consisted of

- support to young people around sexual health and substance misuse;
- services for young carers;
- delivery of missing from home return interviews;
- careers information advice and guidance to vulnerable groups and
- Youth Justice Service.

The Cabinet noted that many of these services had their basis in statutory requirements of the local authority and stakeholders within the Council ranged across public health, education and children's social care.

Contract monitoring and performance data showed overall good performance against the contract, particularly when considered against budget reductions over the four years it had been in place. Both the SEND review in October 2017 and the independently-led review into children's social care in January 2018 highlighted positive aspects of delivery.

An example of the success of the integrated model across Positive Steps was the education, employment and training (EET) outcomes for young people involved in the criminal justice system. The addition of a resettlement and education co-ordinator to the team had continued to evidence a positive impact on outcomes.

The Council was close to completing a strategic review of the approach to early intervention and prevention. This review would make recommendations about investment in, commissioning and design of preventative services for both adults and children on a place-based footing that may have direct relevance to this contract(s) and how, going forward, the range of services currently provided would integrate with preventative activity taking place in communities.

An extension of twelve months to the current contract with Positive Steps would allow the implications of these recommendations to be worked through and implemented.

Options/Alternatives considered:

Option 1 - exercise the option to extend the current contract for twelve months.

Option 2 - cease commissioning arrangements with Positive Steps.

RESOLVED - That the Cabinet would consider the commercially sensitive information contained at Item 16 of the agenda.

12 **CORPORATE PERFORMANCE REPORT - DECEMBER 2018**

The Cabinet gave consideration to a report of the Head of Business Intelligence which provided a review of Council performance to December 2018.

The report provided the Cabinet with an overview of the Council's performance against priorities outlined within the Corporate Plan, which had been monitored in the period October to December 2018.

Options/Alternatives considered
To note the Council performance October to December 2018.

RESOLVED – That the Council Performance Report December 2018 be noted.

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 **REQUEST FOR AN EXTENSION TO THE SEXUAL HEALTH INTEGRATED SERVICE CONTRACT PROVIDED BY VIRGIN CARE LTD**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 9 – Request for an Extension to the Sexual Health Integrated Service Contract Provided by Virgin Care Ltd

RESOLVED - That the recommendation as set out in the report be approved.

15 **SUPPORT TO VULNERABLE PEOPLE - COMMISSIONED EARLY HELP SERVICES**

The Cabinet gave consideration to the commercially sensitive information in relation to Item 10 – Support to Vulnerable People - Commissioned Early Help Services.

RESOLVED - That the recommendation as set out in the report be approved.

16 **APPROVAL TO EXTEND THE CONTRACT FOR THE DELIVERY OF OLDHAM'S INTEGRATED SUPPORT SERVICES FOR YOUNG PEOPLE PROVISION OF TARGETED YOUTH SERVICES**

The Cabinet gave consideration to the commercially sensitive

information in relation to Item 11 – Approval to Extend the Contract for the Delivery of Oldham's Integrated Support Services for Young People provision of Targeted Youth Services.



RESOLVED - That the recommendation as set out in the report be approved.

17

AUTO AND CONTRACTUAL ENROLMENT (PENSIONS)

The Cabinet gave consideration to the commercially sensitive information contained in the report.

Options/Alternatives considered:

Option1 – Agree the recommendations.

Option 2 – Do not agree the recommendations.

RESOLVED - That the recommendations as set out in the report be approved.

The meeting started at 6.00 pm and ended at 6.20 pm

Report to CABINET

Greater Manchester's Clean Air Plan - Tackling Nitrogen Dioxide Exceedances at the Roadside - Outline Business Case

Portfolio Holder:

Councillor Arooj Shah, Cabinet Member for Neighbourhoods

Officer Contact: Carol Brown, Director of Environmental Management

Report Author: Carol Brown, Director of Environmental Management

Ext. 4452

25 March 2019

Reason for decision

Previous reports as well as briefings to members have set out the health challenge presented by poor air quality, the legal context and the tightly specified approach that Government has directed local authorities to follow within very tight timescales in order to address predicted nitrogen dioxide (NO₂) exceedances in the shortest possible time.

These are summarised below, followed by a description of the feasibility study and the resulting Outline Business case (OBC) that has been developed by the GM Steering Group, following government guidance.

The OBC document itself is attached as an Annex to this report.

Executive Summary

To summarise the key features of Greater Manchester's feasibility study and its Outline Business Case (OBC) to reduce nitrogen dioxide exceedances in Oldham and across Greater Manchester in the shortest possible time. This OBC has been developed by Oldham Council collectively with all Greater Manchester local authorities and the Greater Manchester Combined Authority (GMCA), and co-ordinated by Transport for Greater Manchester (TfGM) in line with Government direction and guidance.

Recommendations

Cabinet is asked to:

1. Adopt the feasibility study undertaken to date;
2. Note that further stakeholder engagement and public consultation is an essential part of the process to help inform and refine ongoing work to produce a Full Business Case by the end of the calendar year;
3. Approve the OBC (for submission to the government's Joint Air Quality Unit);
4. Approve the commencement of the public conversation and engagement activity from 15 May 2019;
5. Note that further reports will be submitted to Cabinet on:
 - a. the proposals for statutory consultation, informed by the outcome of the public conversation and engagement.
 - b. formal approval of the Full Business Case.
6. Agree that TfGM continue with the activity to produce the Full Business Case on their behalf under the direction of the Greater Manchester Clean Air Steering Group; and
7. Delegate to Deputy Chief Executive (People and Place) and the Portfolio holder (Neighbourhoods) the approval of submission of supplementary information.

Greater Manchester's Clean Air Plan - Tackling Nitrogen Dioxide Exceedances at the Roadside - Outline Business Case

1. PURPOSE OF REPORT

To summarise the key features of Greater Manchester's feasibility study and its Outline Business Case (OBC) to reduce nitrogen dioxide exceedances in Oldham and across Greater Manchester in the shortest possible time. This OBC has been developed by Oldham Council collectively with all Greater Manchester local authorities and the GMCA, and co-ordinated by TfGM in line with Government direction and guidance.

2. CONTEXT AND BACKGROUND

- 2.1 Taking action on air quality is not optional. The severe and long-lasting health implications of poor air quality as well as the legal obligations placed on Greater Manchester local authorities means that authorities need to act decisively and swiftly to reduce harmful air pollutants, and nitrogen oxides in particular.
- 2.2 Greater Manchester authorities in deciding to work together to respond to this vital issue are demonstrating collective leadership, which is essential to help clean the air for our combined population of nearly three million residents. Analysis reveals that locations of damaging roadside nitrogen dioxide concentrations can be found in every district.
- 2.3 Given that air pollution does not respect boundaries, this coordinated approach is also the most effective way to deal with a problem that affects all parts of Greater Manchester and cannot be remedied on a site by site or district by district basis.
- 2.4 The ten authorities, supported by Transport for Greater Manchester, have now developed a draft package of co-ordinated and robust measures in a very short period of time that complies with the highly prescriptive Government guidance for tackling NOx emissions.
- 2.5 However, much more work is required to flesh out some of the measures to ensure that they achieve their intended purpose, and to ensure that the measures proposed to support affected businesses and individuals are fair and effective, and that the socio-economic impacts of measures are understood and can be mitigated.
- 2.6 This is why further engagement with stakeholders and affected parties to refine the measures, in addition to full public consultation, are vital next steps in the process toward developing the Full Business Case by the end of the year.
- 2.7 The Greater Manchester approach, set out below, will require significant government funding. Without full financial support, the package of measures which was devised in the context of guidance that identified Implementation Funding and Clean Air Plan funding is unlikely to deliver the intended results. In a scenario of inadequate government support, the most obvious outcomes are a failure to reduce exceedances as quickly as required, and economic damage, for example to local businesses who are left unsupported but required to upgrade their vehicle fleet.
- 2.8 By taking a combined approach, Greater Manchester's bid for the substantial funding required to deal with this key public health priority can only be strengthened.

3. AIR QUALITY AND HEALTH

- 3.1 Poor air quality is the largest environmental risk to the public's health. Taking action to improve air quality is crucial to improve population health.
- 3.2 Whilst air quality has been generally improving over time, particular pollutants remain a serious concern in many urban areas. These are oxides of nitrogen (NO_x) and its harmful form nitrogen dioxide (NO₂), and particulate matter (PM).
- 3.2 In Greater Manchester road transport is responsible for approximately 80% of NO₂ concentrations at roadside, of which diesel vehicles are the largest source.
- 3.3 Long-term exposure to elevated levels of particulate matter (PM_{2.5}, PM₁₀) and NO₂ may contribute to the development of cardiovascular or respiratory disease and may reduce life expectancy¹. The youngest, the oldest, those living in areas of deprivation, and those with existing respiratory or cardiovascular disease are most likely to develop symptoms due to exposure to air pollution^{2,3}.
- 3.4 Public Health England estimate the health and social care costs across England due to exposure to air pollution will be £5.3 billion by 2035 for diseases where there is a strong association with air pollution, or £18.6 billion for all diseases with evidence of an association with air pollution⁴.

4. LEGAL BACKGROUND

- 4.1 Because of their harm to human health, legal Limit Values⁵ for concentrations of certain pollutants in ambient air have been established. The European Ambient Air Quality Directive (2008/50/EC) incorporates many of the World Health Organisation (WHO) air quality standards into European Law, which was transposed into English law by the 2010 Air Quality Standards Regulations (SI. 2010 No. 1001).
- 4.2 The 2010 regulations set legally binding limits for concentrations of major air pollutants that affect human health, including NO₂ and particulates. Regulation 26 of the 2010 Regulations requires the Secretary of State to draw up and implement a national air quality plan so as to achieve the relevant limit or target value within the "shortest possible time".
- 4.3 Since 2010, the UK has been in breach of legal Limit Values for NO₂ concentrations in major urban areas.
- 4.4 The Greater Manchester Urban Area Zone is one of 37 reporting zones across the UK where the Department for the Environment, Food and Rural Affairs (Defra) modelling of annual mean NO₂ concentrations predicts levels that exceed statutory Limit Values.

¹ Air Quality – A Briefing for Directors of Public Health (2017), <https://www.local.gov.uk/air-quality-briefing-directors-public-health>

² Air Quality – A Briefing for Directors of Public Health (2017), <https://www.local.gov.uk/air-quality-briefing-directors-public-health>

³ RCP and RCPCH London, Every breath we take lifelong impact of air pollution (2016), <https://www.rcplondon.ac.uk/projects/outputs/every-breath-we-take-lifelong-impact-air-pollution>

⁴ <https://www.gov.uk/government/news/new-tool-calculates-nhs-and-social-care-costs-of-air-pollution>

⁵ European Union Limit Value regarding levels of NO₂ in major urban areas (40 micrograms per cubic metre (µg/m³)) set by the European Ambient Air Quality Directive (2008/50/EC) as implemented into UK law by the 2010 Air Quality Standards Regulations (SI. 2010 No. 1001)

4.5 Whilst Greater Manchester currently meets Limit Values for other pollutants, the 2016 Greater Manchester Low Emission Strategy and Air Quality Action Plan set out a co-ordinated approach for reducing all air pollutants, including particulates, as well as carbon dioxide.

5. GOVERNMENT'S UK AIR QUALITY PLANS

5.1 Since 2010, Government has produced three successive Air Quality Plans to reduce NO₂ emissions in line with Limit Values. Environmental campaigning law organisation ClientEarth successfully challenged these Air Quality Plans in the High and Supreme Courts for failing to include actions necessary to achieve NO₂ Limit Values “in the shortest possible time”.⁶

5.2 Each successful legal challenge increased the number of local authorities directed by Government to take action. Over 60 local authorities are now under Direction:

- 2015: Birmingham Derby, Leeds, Nottingham and Southampton.
- 2017: 23 local authorities – including Bolton, Bury, Manchester, Salford, Stockport, Tameside and Trafford.
- 2018: 33 further local authorities, including Oldham.

5.3 In July 2017 Government served a Direction⁷ on seven Greater Manchester local authorities requiring them to produce a feasibility study, in accordance with the HM Treasury's Green Book, in which they must identify the option which will deliver compliance with legal limits for nitrogen dioxide in the area for which the authority is responsible in the “shortest possible time”.

5.4 This Direction was supplemented by guidance issued by the Department for Transport (DfT), including the ‘Clean Air Zone Framework’⁸ and the ‘UK plan for tackling roadside nitrogen dioxide concentrations’⁹.

5.5 Government also established the Joint Air Quality Unit (JAQU) to help deliver the National Plan by closely guiding local authorities.

5.6 Government has allocated £255 million for Implementation Funding and £220 million for a Clean Air Fund. Local authorities will be allocated Implementation Funding based on their Final Business Case. Local authorities will bid to the Clean Air Fund for support to help local people, businesses and other groups to switch to cleaner vehicles or make alternative travel choices.

5.7 The proposals put forward will therefore be conditional upon sufficient funding being provided by Government.

5.8 Oldham Council are under a separate Direction¹⁰ which they complied with by the production of their feasibility study submitted to JAQU in July 2018. No further Direction was issued to Oldham as Government acknowledged in its supplemental plan that the exceedance identified in Oldham was being considered as part of the Greater Manchester plan.

⁶ *R (on the application of ClientEarth) (Appellant) v. Secretary of State for Environment, Food and Rural Affairs* [2015] UKSC 28.

⁷ Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2017

⁸ <https://www.gov.uk/government/publications/air-quality-clean-air-zone-framework-for-england>.

⁹ <https://www.gov.uk/government/publications/air-quality-plan-for-nitrogen-dioxide-no2-in-uk-2017>.

¹⁰ Environment Act 1995 (Feasibility Study for Nitrogen Dioxide Compliance) Air Quality Direction 2018)

-
- 5.9 Whilst Rochdale and Wigan Councils were not compelled to act through a ministerial Direction, they are participating in the Greater Manchester-wide approach as they are required to address the exceedances that have been identified within their boundaries during the Target Determination exercise (see further detail in Section 7). This revealed 250 points of exceedance across 152 road links and all ten districts in 2021.
- 5.10 On this basis, Greater Manchester's collective approach to develop a city-region wide Clean Air Plan has been accepted by government, and consequently no further ministerial Directions have been issued. A letter from the Minister in January 2019 requires GM's OBC to be submitted by end of March 2019.
- 5.11 Government officials have subsequently confirmed the following
- “we are content with the baseline modelling. In line with our guidance, as your local model has identified NO₂ exceedances on roads within the PCM network beyond those modelled nationally, these should be addressed in your air quality plan. This means your plan should address the exceedances identified in all 10 authorities, in line with the approach you are already taking.
- Following submission of your Outline Business Case by 31 March we anticipate, subject to a review of the plan you submit, that Ministers will direct local authorities to proceed to continue to develop an FBC and to start implementing plans, together with appropriate funding. It is likely this stage this would entail directing all 10 Greater Manchester authorities.”
- 5.12 If a local authority chose to not approve the OBC for submission to the government's Joint Air Quality Unit, this could, without an alternative plan to reduce NO₂ emissions in the shortest possible time, lead to a potential legal challenge against the said local authority.
- 5.13 The government Directives referred to above relate only to the roads that local authorities are responsible for, and does not direct local authorities to assess or act to reduce NO₂ concentrations on the Strategic Road Network (SRN, typically motorways) managed by Highways England (a government owned company).
- 5.14 This is a significant issue in the context of the 120 km of SRN that stretches across the conurbation, often through urban areas. Motorway traffic, where the carriageway runs close to a local road can contribute up to 50% more pollution than local roads. Between 30 - 40% of east-west HGV traffic does not exit the SRN in Greater Manchester, but travels through it.
- 5.15 In addition, there are locations where high levels of pollution measured close to residential properties are the result of the flows of tens of thousands of vehicles per day, including approximately 13,000 HGV's, on the SRN and not as a result of traffic on the local highway network.
- 5.16 Greater Manchester is working with Highways England to ensure that they play a much more active role in developing measures which will effectively complement those set out below, and these will need to be clearly identified in the Full Business Case.

6. **GREATER MANCHESTER FEASIBILITY STUDY**

- 6.1 A Greater Manchester Senior Leadership Steering Group (Steering Group) is responsible for guiding the feasibility study. Members include Directors or Assistant

Directors from each local authority and senior representatives from Highways England, Public Health England, AGMA, Local Partnerships and Transport for Greater Manchester (TfGM) and JAQU.

- 6.2 The purpose of taking a Greater Manchester-wide approach is to avoid introducing measures in one part of the conurbation that simply displace pollution to other locations, and to ensure that (as far as possible) the eventual agreed package of measures complements other Greater Manchester strategies.
- 6.3 TfGM has been coordinating the GM feasibility study on behalf of the ten Greater Manchester local authorities, who remain legally responsible for reducing NO₂ to legal Limit Values.
- 6.4 The feasibility study process comprises a series of steps and processes, namely: Strategic Outline Case, Initial Evidence and Target Determination, Outline Business Case and Full Business Case. These are outlined below.

7. INITIAL EVIDENCE AND TARGET DETERMINATION

- 7.1 In their National Plan, Government identified eleven areas of road, within seven Greater Manchester local authorities, where the national Pollution Climate Mapping (PCM) model predicted NO₂ concentrations are likely to exceed the statutory NO₂ annual mean EU Limit Value beyond 2020. Oldham was added in a later supplement to the National Plan (March 2018).
- 7.2 The predictions in the national model were based on national scale assumptions and datasets and were required to be verified against local evidence.
- 7.3 More informed local analysis revealed a bigger problem than that identified by Government. It predicts a greater spatial distribution of NO₂ exceedances across roads in all Greater Manchester districts and typically higher concentrations of NO₂ in specific locations.
- 7.4 Local modelling identified 152 stretches of road (road links) where concentrations of NO₂ are forecast to exceed the legal Limit Value (40 µg/m³) beyond 2020. 112 of these road links are on the national PCM model, which have the highest car use and heavy freight flows. 40 of these are shorter stretches of local roads, often around town centres across Greater Manchester where there is greater bus, taxi and van usage.
- 7.5 Local modelling also predicts higher concentrations of NO₂ in locations across Greater Manchester. This means the concentration of NO₂ in the air at roadside is worse than originally predicted by Government.¹¹
- 7.6 Some of the reasons for this are that vehicles using Greater Manchester's roads are typically older than the national average (especially buses and taxis); that local traffic data showed that in some areas vehicles are moving more slowly than the

¹¹ Modelling of air quality can be presented in two different ways: a point along a road which has a certain concentration of NO₂ or the stretch of road which has a certain concentration of NO₂. Presenting point data provides more specific and detailed information on the air quality problem, as it allows an understanding of how concentrations of NO₂ vary at different locations on the road. The OBC modelling presents emissions information on the basis of point data.

national modelling anticipated; and because local modelling also showed higher background concentrations of NO₂ than the national modelling.

7.7 The outcome of the local modelling is an agreement, referred to as Target Determination, of the NO₂ exceedances that Greater Manchester must resolve when developing possible solutions. The Greater Manchester modelling has now been agreed by Government, meaning that all the illegal exceedances in all ten GM local authority areas need to be addressed.

8. STRATEGIC OUTLINE CASE

8.1 The Strategic Outline Case (SOC) was submitted to Government in March 2018. This document identified a long-list of 96 measures, which was then sifted to a shortlist of 14, based on Government's Primary Success Criteria (defined as reduction of NO₂ concentrations in the "shortest possible time").

8.2 The SOC recognised that as locations of exceedances identified by Government covered areas across Greater Manchester, no single measure was likely to deliver legal compliance on its own.

8.3 Table 1. Shortlisted Measures in the Strategic Outline Case

Shortlisted measure	Details
Retrofit/upgrade public transport fleet	Retrofit or upgrade vehicles to a higher Euro standard.
Retrofit/upgrade local authority fleets	Retrofit or upgrade to a higher Euro standard (procurement).
Increase public transport capacity	Identify specific routes where most impact will be made, with a particular focus on the role that an attractive bus system would need to play in achieving significant additional modal shift in the near term.
Switch Bus/HGV/LGV/GM fleet to GtL	Using cleaner alternative fuels, e.g. Gas-to-Liquid (GtL).
Electric vehicle (EV) incentivisation	Increase EV uptake through expanding the charging network or financial incentives.
Differential parking charges	E.g. different charges for times of day, vehicle type, car-sharers and could include a workplace parking levy.
Congestion Deal – increase capacity	Review existing junction improvement plans – assess impact and identify opportunities to accelerate.
Congestion Deal – encouraging alternatives	Encouraging alternative travel choices through road space reallocation.
Congestion Deal – network management	Changing traffic signal timing to optimise flows, reducing congestion.
Private hire and taxi alternative fuels	Incentivise change to EV/Ultra-Low-Emission vehicles, increase EV infrastructure for taxis, retrofitting and increasing LPG refuelling infrastructure for taxis.
Communications campaigns	Increase awareness of health and cost benefits for public and of different modes of transport or around particular communities/schools.
Sustainable travel engagement	Work with employers and individuals to encourage sustainable travel choices.
Active travel programme – infrastructure	Expand and improve cycling and walking infrastructure.

Shortlisted measure	Details
Clean Air Zones – Class B, C or D	Different classifications/time restriction and geographical areas to be modelled for their impact on NO ₂ and timescale of any impact.

8.4 Government guidance sets out charging Clean Air Zones (CAZ) as the measure most likely to achieve legal Limit Values for NO₂ in the shortest possible time. A charging CAZ places a penalty on the most polluting vehicles moving within a designated area. Government guidance specifies that local authorities must consider charging CAZ as their benchmark measure.

8.5 Government specifies four classes of charging CAZ that apply penalties to different types of vehicle that are classified as non-compliant because they fall below particular European Commission emission standards. Cleaner, compliant vehicles are not charged.

- Class A: Buses, coaches, taxis and private hire vehicles.
- Class B: Buses, coaches, heavy goods vehicles (HGVs) taxis and private hire vehicles.
- Class C: Buses, coaches, HGVs, large vans, minibuses, small vans/ light commercials, taxis and private hire vehicles.
- Class D: Buses, coaches, HGVs, large vans, minibuses, small vans/ light commercials, taxis and private hire, cars, motorcycles/mopeds.

8.6 The associated emissions standards are as follows:

- Euro 3 for motorcycles, mopeds, motorised tricycles and quadricycles.
- Euro 4 for petrol cars, vans, minibuses and other specialist vehicles.
- Euro 6 for diesel cars, vans and minibuses and other specialist vehicles.
- Euro VI for lorries, buses and coaches and other specialist heavy vehicles.

8.7 It is important to recognise the clear differences between Clean Air Zones and Congestion Charging systems, not least in terms of their very different objectives and time-spans. The objective of any penalty in a CAZ is for all vehicles which drive within the area in a Clean Air Zone to have engines which comply with emissions standards. Unlike Congestion Charging, a CAZ does not seek to reduce the number of vehicles on roads. This means that over time and as vehicles are upgraded, the number of penalties levied reduces. CAZs are therefore relatively short-term, only apply to non-compliant vehicles and will operate at a loss once vehicles become cleaner. Under a Congestion Charge however, the requirement to pay applies to all vehicles, is enduring, and creates a long-term revenue stream. In contrast a CAZ in its later years should not generate surpluses as vehicles become cleaner.

8.8 GMCA has ruled out congestion charging.

9. ASSESSING THE OPTIONS FOR GREATER MANCHESTER

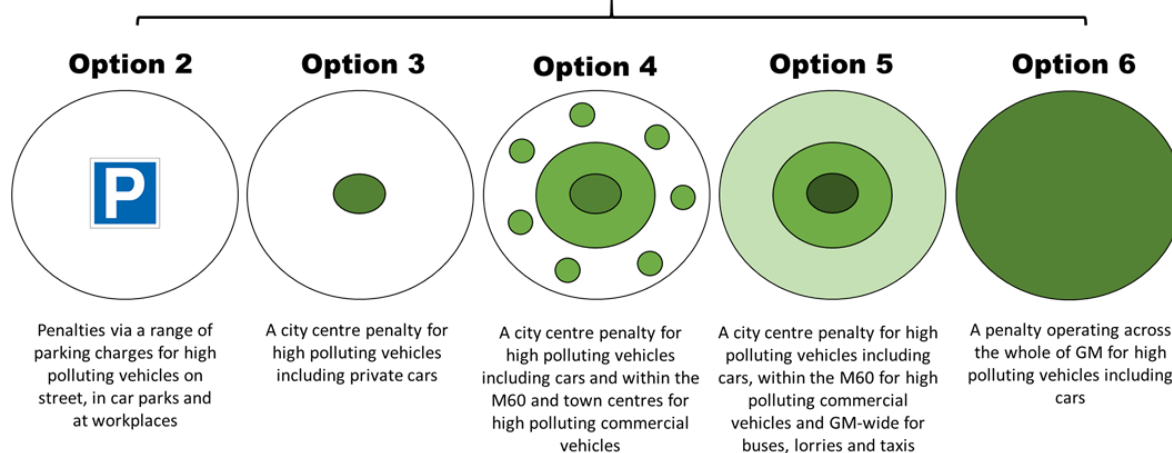
9.1 Following the issue of the SOC in March 2018, a process of refining the shortlisted measures and developing a range of options that combine the measures in different ways has been undertaken. This was overseen by the GM Steering Group, to understand the type and scale of intervention needed to reduce NO₂ to within legal Limit Values in the “shortest possible time” across Greater Manchester.

-
- 9.2 A best performing option is recommended within the OBC for further consideration and discussion with stakeholders and the public to aid the development of the Full Business Case.
- 9.3 The core goal of the GM Clean Air Plan is to address the legal requirement to remove ALL exceedances of concentrations of NO₂ that have been forecasted to exceed the legal Limit Value (40 µg/m³) identified through the target determination process in the “shortest possible time” in line with with Government guidance and legal rulings.
- 9.4 Options have been assessed against the UK Government’s Primary Critical Success Factors:
- **Reduction in NO₂ emissions:** likelihood that the measure/option will contribute significantly to a reduction in NO₂ concentrations to achieve compliance with the EU Limit Values
 - **Feasibility:** likelihood of measure being implemented in time to deliver desired NO₂ reduction and achieve compliance.
- 9.5 Where modelled options deliver compliance in the same year they have been further assessed against Government’s Secondary Critical Success Factors, as set out in the SOC:
- **Strategic fit with local strategies and plans:** ensuring the alignment of the option with longer term economic, social and environmental goals and that the risk of unintended consequences is minimised.
 - **Value for money:** a high-level indication of the costs and benefits of each option.
 - **Distributional impact:** in order to understand the potential impacts, both positive and negative on different groups within society, with a particular focus on the most vulnerable. It is of vital importance that the plan does not result in disproportionately negative economic or social impacts for the region or those living, working or doing business within it.
 - **Deliverability** of the options, in terms of the affordability of the cost of implementation, the supply-side capacity and capability to deliver the measures outlined in the options, and the achievability of delivering the option.
- 9.6 The SOC identified that the fundamental causes of the exceedances were variable in terms of the source of emissions and that these sites were interconnected in complex ways. Therefore, any effective proposals would need to comprise of a package of measures, able to tackle the overall problem holistically.
- 9.7 A series of six options comprising of different packages of measures was developed initially in response to the problem as revealed by local modelling. These measures have been assessed and refined further from the shortlist in Table 1.
- 9.8 The assessment process involved further modelling and analysis of the effectiveness of measures, both individually and as a package; this included engagement with stakeholders and professional experts, and the use of a Multi-Criteria Analysis (MCA) tool to assess the performance of each option against the success factors and relative to each other. In this way, the measures and packages of options have been assessed and refined into a preferred option that best secures the required objectives.
- 9.9 **Figure 1. Summary of six options for initial appraisal**

Option 1

Measures to encourage the shift to cleaner vehicles or more sustainable modes, helping people, businesses and buses to upgrade.

Forms the base of all further Options, so Options 2 to 6 include these measures alongside various forms of penalties



9.10 Following the initial appraisal of the six options, three were discounted (see section 9) and three developed as the 'best performing' options to be subject to a more detailed appraisal process.

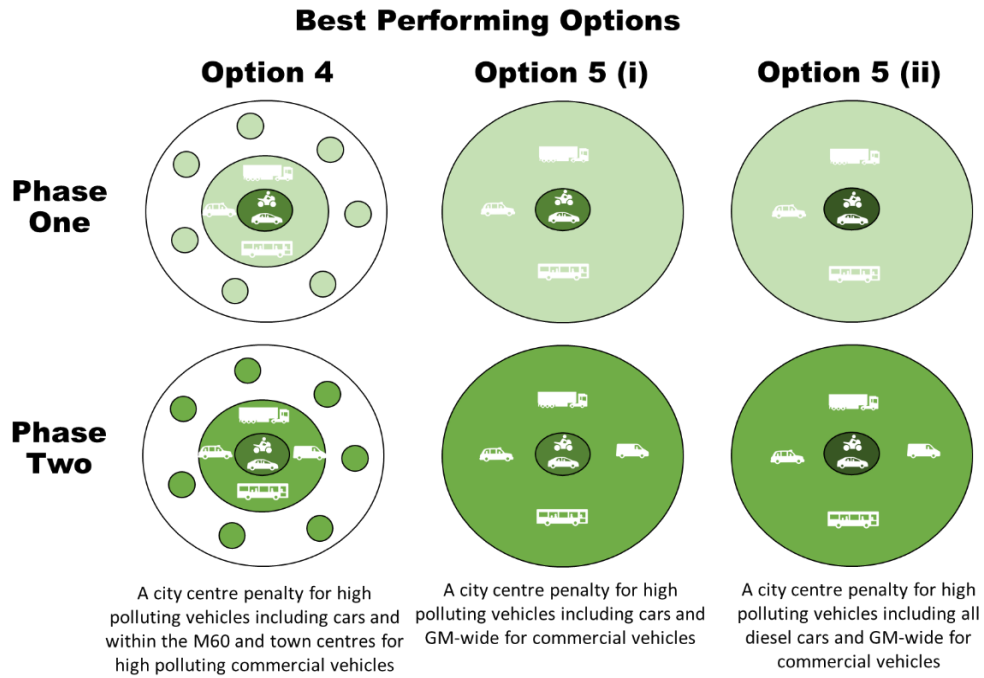
9.11 These three options were derived from options 4 and 5 above and have been adapted to reflect a deeper level of understanding of the issues that emerged throughout the options appraisal process. As such, they are considered more likely to deliver effective reductions in NO_x emissions and greater compliance than the options initially specified.

9.12 In particular, the following changes have been made:

- Various incentives measures were judged to be ineffective for the specific requirements set by Government for a NO_x plan (e.g.: public transport improvements beyond the existing programme and GTL conversion for HGVs) or undeliverable in the timescale/ with existing powers and have been excluded.
- Vehicle Renewal Schemes to help businesses and residents upgrade their vehicle have been included.
- The initial assessment suggested that the second-hand van market would not be sufficiently mature by 2021 to support a large-scale CAZ for vans – a lack of available, affordable and compliant vehicles could result in a higher than predicted proportion of vehicles 'staying and paying' rather than upgrading and create substantial risk of economic damage. Therefore, implementation of the city region scheme has been divided into two phases: Phase 1 would involve a CAZ B encompassing buses, hackney cabs and PHVs, HGVs and coaches; and Phase 2 would extend to a CAZ C including vans and minibuses at a later date.
- Finally, and related to the point above, the M60 boundary in Option 5 has been dropped, with the schemes only reviewed for possible application within the Inner Relief Route or at GM-wide instead. Applying an additional boundary adds cost and complexity to the scheme, and risks customer confusion. Further analysis showed that the M60 boundary does not reflect where the outstanding locations of non-compliance remain post-2021, many of which are outside this zone. Therefore, it does not make sense in terms of delivering compliance in the shortest possible time to implement a second phase solely in this zone.

- Two variants of option 5 were explored, one including a CAZ D within the IRR (Option 5(i)) and one where the CAZ D was enhanced so that all diesel cars and PHVs were considered non-compliant (Option 5(ii)).

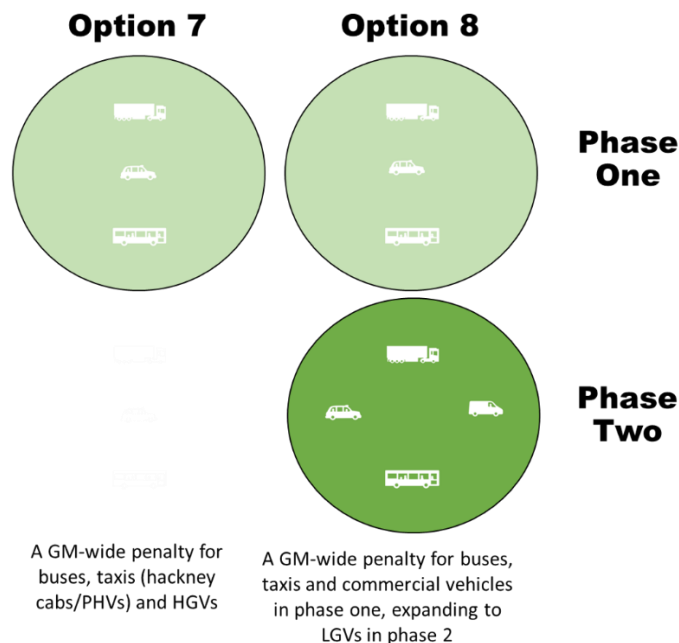
9.13 **Figure 2 – Summary of three best performing options for detailed appraisal**



9.14 Discussions with the local authorities raised two significant concerns: that the risk of unintended socio-economic consequences is not sufficiently understood; and that other options had not been explored in sufficient depth to be ruled out.

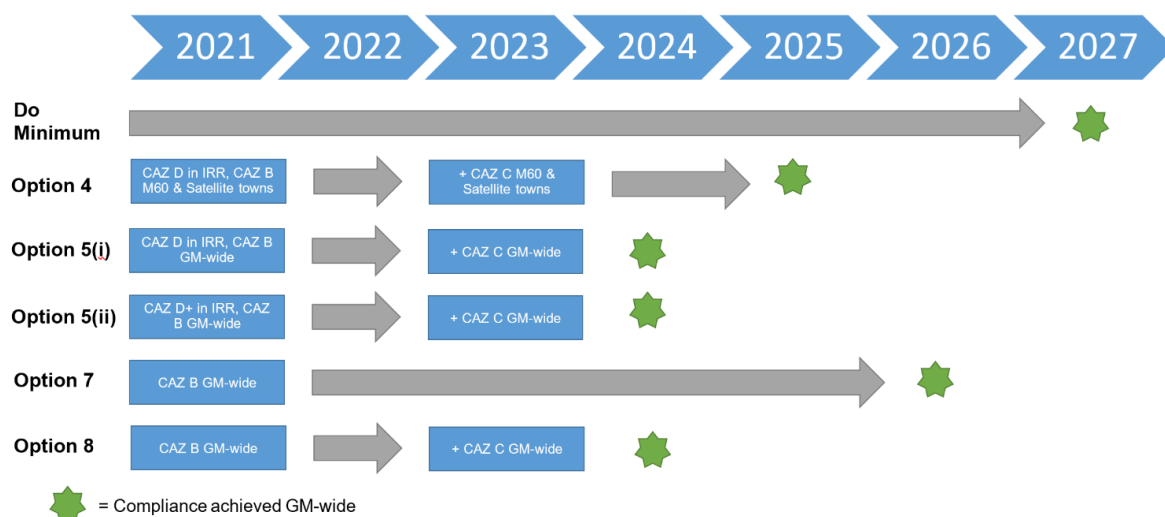
9.15 As a result, further work was undertaken to address these concerns. This involved additional analysis of the socio-economic impacts, and assessment of two new options, following the same process as utilised to date.

Figure 3 – Further options assessed



-
- 9.16 Modelling has indicated that:
- Option 4 is predicted to deliver compliance (so that all sites have concentrations below the Limit Value) by 2025,
 - Options; 5(i), 5(ii) and 8 are all predicted to deliver compliance one year earlier, in 2024.
 - Option 7 was not likely to be sufficient, delivering lower emissions benefits in each year, than Option 8 and reaching compliance two years later, in 2026
- 9.17 Options 4 and 7 were therefore ruled out of further consideration, because options 5(i), 5(ii) and 8 deliver compliance earliest.
- 9.18 Further information on how each option performs in terms of the compliance date is set out in Annex 1.

9.19 **Figure 4 – Assessment of compliance of options**



9.20 Options 5(i), 5(ii) and 8, as the most promising options, have been considered in terms of their performance against the Primary and Secondary Success Factors. A table summarising this assessment are included in Annex 2.

10. **WHY OPTIONS 2, 3 AND 6 WERE DISCOUNTED**

10.1 Options 2, 3 and 6 were ruled out as they did not deliver compliance in the shortest possible time:

10.2 Option 2 – Parking measures have a limited effect on the heaviest and dirtiest vehicles, such as HGVs and buses. They only affect those cars or vans that need to park in an area and not those passing through, or those with uncontrolled or off-street parking available. A Workplace Parking Levy has been shown to be effective in deterring car travel and supporting investment in more sustainable modes in the only UK example (in Nottingham), but the implementation timeframe is slow and the measure is poorly targeted in terms of its effect on the dirtiest vehicles. There are very few controlled parking zones or residents’ parking permit schemes in place across the city-region and thus it would be difficult and expensive to deliver differential parking on-street. Off street public parking is managed through contracts owned by the ten districts, running to different timescales and with limited flexibility in the short term. In summary, using parking as the constraint measure was deemed challenging to implement, poorly targeted and not likely to deliver compliance in the shortest possible time.

10.3 Option 3 – A city centre penalty for high polluting vehicles would have effect in the city centre and on the key radial routes into to the city centre. However, air quality modelling has shown that a city centre CAZ D, with no further CAZ measures across the remainder of GM, would leave around 200 sites non-compliant within the wider region in 2021, including some sites of non-compliance within the city centre itself. It has therefore been demonstrated that the option does not deliver compliance in the shortest possible time and has been rejected.

10.4 Option 6 – A GM-wide CAZ D was developed to understand whether compliance could be achieved under any scenario by 2021. The ‘all or nothing’ nature of this proposal presented a risk that no real improvements to air quality would be achieved for quite some time, and the time to compliance would be highly uncertain.

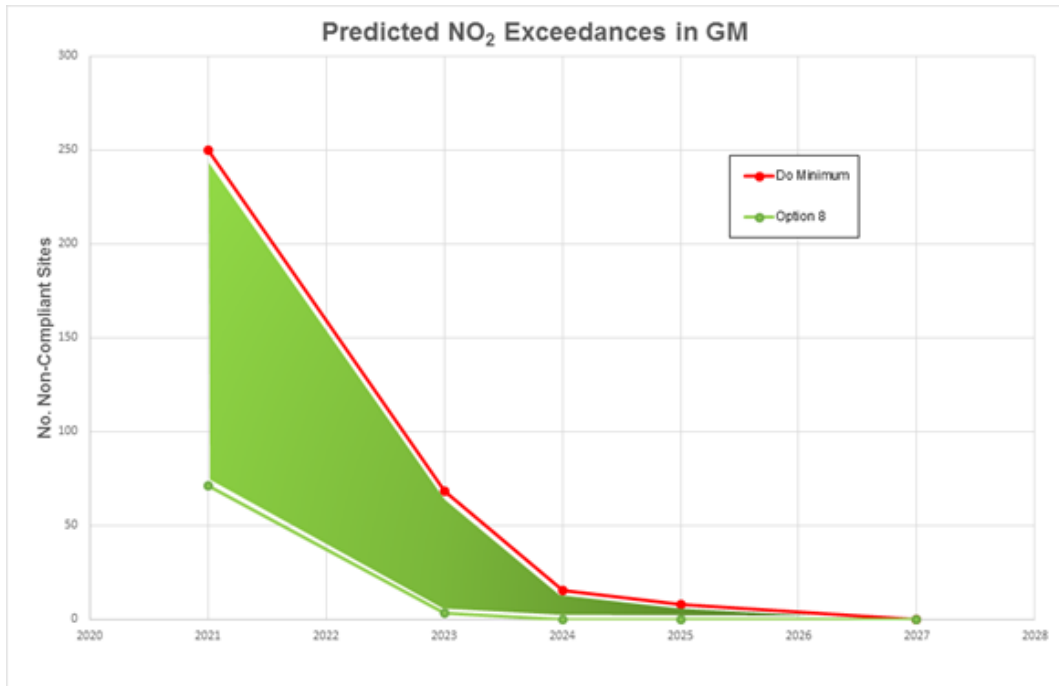
-
- 10.5 Specifically, with regard to option 6;
- The assessment assumed that all of the options can be delivered by 2021. It is very unlikely that all aspects of the scheme, from the technical work required to design the scheme, to the scale of the infrastructure provision and customer service offer required to deliver it, could be delivered in that timescale.
 - The scale of the intervention across the whole of GM is considered to be potentially undeliverable in physical terms.
 - The modelling also forecasts substantial mode shift from car to public transport, but for many of the diverse trips across the wider city-region there is simply not a viable public transport alternative available (at this time) and this mode shift is not likely to materialise and it would not be possible in the required timescales to deliver transformative public transport improvements to facilitate this mode shift. This would therefore significantly delay compliance.
 - A scheme on this scale would raise very significant issues in terms of the economic and social impact on the region, and widespread mitigation measures would be required that are not likely to be feasible.
- 10.6 In summary, Option 6 would not deliver compliance in the shortest possible time, and would not perform effectively in terms of reducing human exposure due to long periods where non-compliant vehicles continue to be used.

11. DETERMINING THE PREFERRED OPTION

- 11.1 Options 5(i), 5(ii) and 8, include a package of Measures, designed to ensure local people and businesses are fully informed about clean air and know how they can reduce their contribution to poor air quality; to encourage the uptake of the cleanest vehicles; and most significantly, to support local businesses to upgrade their fleets as quickly as possible.
- 11.2 In addition, all three options propose a region-wide CAZ, starting at Category B from 2021 and expanding to a Category C in a later phase, assumed to be 2023. This large scale scheme is challenging to implement, in terms of: the need for substantial funding and support from Government; as well as the need for considerable collaboration between the ten districts; and the demand generated for compliant vehicles from a range of suppliers. Nevertheless, it is clear from the analysis carried out to date that a smaller scale scheme would not be sufficient to deliver compliance in the shortest possible time.
- 11.3 The full implementation of a CAZ C is proposed for 2023 rather than 2021 due to the assessment which suggested that the second-hand compliant van market would not be sufficiently mature by 2021 to provide compliant upgrade options and support the implementation of large-scale CAZ for vans. Crucially, this does not delay the year of achieving compliance and reduces the risk of socio-economic damage. Modelling indicates that a GM-wide CAZ C cannot deliver compliance in 2021 or earlier than 2024 regardless of when it is implemented.
- 11.4 It is however vital to support local businesses, residents and operators to upgrade their vehicles, not least as Greater Manchester has an older than average fleet and an economy dominated by small businesses. There is a risk that without these supporting Measures, the CAZ will be ineffective because businesses cannot afford to upgrade or the effect of the scheme will cause unacceptable economic damage.
- 11.5 Furthermore, there is a risk that a CAZ implemented without financial support could damage the public and accessible transport offer in the region. At present, most buses and nearly all hackney cabs and many private hire vehicles in the region are

non-compliant, with the oldest vehicles typically owned by small local businesses or sole traders. There is a risk that without support, bus operators may choose to reduce bus services rather than upgrade their fleets, that hackney cab drivers switch to driving compliant but less accessible private hire vehicles, and that the private hire trade is potentially impacted by the financial cost of upgrading a non-compliant vehicles.

- 11.6 Therefore, the Clean Vehicle Funds to be demanded of Government, are an essential and common component to achieve compliance. They add to the cost and complexity of delivery, and there is concern over the ability to supply sufficient compliant vehicles to meet demand.
- 11.7 Options 5(i) and 5(ii) would require further and additional financial support to help private car drivers upgrade their vehicle. Such an approach could be considered high risk, as a viable and value-for-money private car scrappage-type model has not been identified that would satisfy HM Treasury, and none have been developed and tested in the UK to date. Further, the analysis indicates that a city centre penalty for private cars, a feature shared by options 5(i) and 5(ii), does not bring forward compliance any earlier when compared to option 8, primarily as the city centre zone is relatively compact and therefore its effects are modest in terms of stimulating compliance.
- 11.8 Option 8 carries less risk in this regard, can be delivered at a lower cost (to Government), and is thus more affordable.
- 11.9 As the option that delivers compliance in the shortest possible time, and at the lowest cost, option 8 is also considered the 'benchmark CAZ' for the purposes of comparison.
- 11.10 Whilst option 8 presents many delivery challenges, it is more feasible and achievable than options 5(i) and 5(ii) and thus offers greater confidence that compliance can be achieved in the shortest possible time.
- 11.11 Further, it is considered that options 5(i) and 5(ii) may cause unacceptable and significant unintended consequences to distributional impacts, particularly in terms of the impact on the affordability for residents, the impact on the local economy, and the impact on health and the quality of life of local residents. There are particular concerns in terms of the potential impacts on low income car-dependent workers, small businesses, and city centre retail. Option 8 delivers compliance in the same year without the same potential risk of damaging economic impacts.
- 11.12 On balance, therefore, it is considered that option 8, whilst remaining a substantial and complex undertaking, is the surest way of delivering compliance in the shortest possible time; providing considerable health benefits at the lowest cost to society and the economy of the three options.
- 11.13 Option 8 delivers considerable health benefits between 2021 and 2023, as the chart below indicates.
- Significant reductions in NO₂ concentrations in early years bring real health benefits
 - Compliance achieved 3 years earlier than Do Minimum



11.14 Option 8 is recommended as the option that delivers compliance in the shortest possible time, at the lowest cost, least risk and with the least negative impacts.

11.15 Modelling shows that with the collective action outlined above GM's authorities gradually achieve compliance between 2021 and 2024.

- *Wigan and Trafford in 2021*
- *Bolton, Bury, Oldham, Rochdale, Salford, Stockport and Tameside by 2023*
- *Manchester in 2024*

Modelled sites of non-compliance by authority, 2021, 2023, 2025

	2021		2023		2025	
	<i>Do min</i>	<i>Option 8</i>	<i>Do min</i>	<i>Option 8</i>	<i>Do min</i>	<i>Option 8</i>
<i>Bolton</i>	19	6	3	0	0	0
<i>Bury</i>	23	9	12	0	4	0
<i>Manchester</i>	88	28	29	3	2	0
<i>Oldham</i>	15	4	3	0	1	0
<i>Rochdale</i>	10	2	2	0	0	0
<i>Salford</i>	36	11	10	0	1	0
<i>Stockport</i>	30	5	5	0	0	0
<i>Tameside</i>	16	6	4	0	0	0
<i>Trafford</i>	10	0	0	0	0	0
<i>Wigan</i>	3	0	0	0	0	0
<i>GM Total</i>	250	71	68	3	8	0

- 11.16 However, concerns remain about the socio-economic impacts, therefore more work is required for the Full Business Case to ensure that proposed mitigations are effective.
- 11.17 An indicative Equality Impact Assessment (EQIA) has also been completed and will form part of the OBC. However it is noted that further and fuller assessment of economic and equalities impacts will be required at FBC stage.
- 11.18 There remains much we do not know about the possible impacts of the proposals, for example on low income workers, key business sectors such as retail and leisure, transport and distribution and on small local businesses. A programme of research, analysis, public and stakeholder engagement and a thorough integrated impact assessment has commenced and will be continued throughout 2019.

12. MODELLING ASSUMPTIONS AND UNCERTAINTIES

- 12.1 The analysis underpinning the GM Clean Air Plan has been produced in line with JAQU guidance using the best data and tools available and localised to Greater Manchester where possible.
- 12.2 However, the nature of the air quality challenge means that there are many sources of uncertainty in the modelling, and further sensitivity testing is underway.
- 12.3 In addition, it is important to acknowledge that there are some key assumptions that will need testing at the Full Business Case stage. This will include bus/taxi/PHV compliance, the behavioural responses of drivers, and the impact of measures such as vehicle renewal funds.
- 12.4 Assumptions made in the context of advice from JAQU includes that by 2021 that the majority of vehicles in scope will be compliant or upgrade to a compliant vehicle (for example buses and taxis) and the remaining non-compliant:
- HGV's are assumed to stay and pay, upgrade or cancel their trip;
 - PHV's are assumed to stay and pay or upgrade;
 - LGVs are assumed to stay and pay, change mode or cancel their trip.
- 12.5 The regional scale of the options also means that assumptions should continue to be tested.

12.6 Engagement to date, for example with bus operators, the local taxi and private hire trade and the freight industry has been invaluable in helping develop the measures, and further engagement at local level will be undertaken as part of the process to develop a Full Business Case.

13. **COMMERCIAL, FINANCIAL AND MANAGEMENT ASSUMPTIONS**

Commercial assumptions

13.1 The procurement of all goods and services will use TfGM's established procurement processes.

Financial assumptions

13.2 In developing the OBC, it has been assumed that JAQU Implementation and Clean Air Funds will provide funding for all costs relating to scheme's implementation, and that DEFRA/JAQU will underwrite any net operational deficit, as may be necessary, over the life of the scheme until compliance is achieved.

13.3 If scheme operations generate any net surplus, this would be re-invested back into achieving Local Transport Plan (2040 Greater Manchester Transport Strategy) objectives, as required by the Transport Act 2000.

13.4 There is a considerable amount of uncertainty in the assumptions around revenue generation, since there is no CAZ currently in operation in the UK. Therefore, the forecasts included in the financial model are indicative at this stage.

13.5 Greater Manchester will be submitting the OBC as an application to the Implementation Fund on the assumption that all the measures outlined in the case are required to bring forward compliance in the shortest possible time frame.

13.6 In the financial business case, it is assumed that:

- the CAZ penalties are a daily charge and set at different levels for different vehicle types, to reflect their emissions. The aim is that non-compliant vehicles with the highest emissions are incentivised to respond to comply with the standard.
- the CAZ daily charges remain constant in nominal prices, and therefore they reduce in real terms.
- any GM CAZ will operate on a daily basis and, therefore, non-compliant vehicles that enter or move within the area of the CAZ will only pay once each day.

13.7 **Table 2 – CAZ Penalties as assumed for modelling purposes**

Vehicle Type	CAZ Penalty
Taxi / PHV	£7.50
LGV	£7.50
HGV	£100
Bus/Coach	£100

Management Assumptions

- 13.8 TfGM will continue to co-ordinate delivery from OBC to FBC. Decisions about which organisation will operate any CAZ will be developed between OBC and FBC.

14. **CLEAN VEHICLE FUNDS**

- 14.1 An essential component of the OBC is a package of support for businesses affected by the best performing option. This comprises a number of schemes that will be further refined through ongoing engagement with businesses and stakeholders and inform the FBC. Current proposals include the following:

Clean Freight Fund - covering LGVs, Minibuses, HGVs, Coaches (£59 million)

- 14.2 Support for local small businesses, sole traders and the voluntary sector, registered in GM in the form of a discount on the purchase of a compliant commercial vehicle when scrapping a non-compliant vehicle or retrofitting to make compliant.
- 14.3 Priority for funding will be based primarily on air quality impact such that the most polluting vehicles can be targeted.

Clean Taxi Fund – covering Taxis and Private Hire Vehicles (£28 million)

- 14.4 Support to upgrade non-compliant taxi and private hire vehicles by offering a contribution towards the purchase of a compliant vehicle from an approved supplier when trading in a non-compliant vehicle.
- 14.5 It will also provide part funding for the retrofitting of taxis.
- 14.6 This funding opportunity also recognises the work currently being undertaken to develop some common minimum licensing standards for Taxis and Private Hire across Greater Manchester. This work will ensure that there is clarity for the trade and drivers about vehicle standards that meet both proposed CAZ requirements and any Greater Manchester minimum standards, that will be consulted on later in the year.

Clean Bus Fund (£29 million)

- 14.7 Provide support to retrofit the majority of existing Euro IV and V buses with flexibility for the move to an EV bus network, via financial assistance towards charging infrastructure, prioritised on Air Quality benefits and commercial contribution.
- 14.8 Across all the Clean Vehicle Funds, further work is required between OBC and FBC to develop the assumption on the value per vehicle, criteria for access to the funding by vehicle owners, and the impact on specific groups of businesses affected by the introduction of the CAZ.
- 14.9 Through the 2040 Transport Strategy and the 2014 Devolution Agreement, the Combined Authority is progressing its reform programme utilising the provisions

within the Bus Services Act, and as with other modes care is being taken to ensure complementarity in policy development.

Loan Finance (£TBC)

- 14.10 Work is also underway to explore the possibility of defining and providing a supporting measure to provide loans at preferential rates for those who are taking advantage of the Clean Vehicle Funding. The exact design and criteria would have to be determined at FBC stage following further engagement and consultation.
- 14.11 So far there have been three key groups for engagement – taxis & PHVs, bus operators and freight/ local business – to understand their concerns, obtain information about their fleets and seek their early feedback on proposals
- 14.12 The taxi and PHV trade highlighted that subsidies and low interest rate loans would be beneficial as would other incentives through licensing and traffic flow. EV charging infrastructure was key to take up of electric vehicles, but they noted a limited choice for electric taxis, and that timescales for implementation were tight.
- 14.13 Business groups and freight representative bodies provided information about their fleets, to inform the development of the Clean Vehicle Fund measure. They have also advised that certainty around compliant vehicles and timescales for implementing the plan are essential to business planning.
- 14.14 Bus operators raised concerns around the capacity to retrofit vehicles and timescales for implementation.
- 14.15 Stakeholder dialogue will continue throughout development of the GM CAP to support the detailed design of the packages of measures.

15. CONSISTENCY WITH OTHER GM POLICIES, PLANS AND STRATEGIES

- 15.1 Greater Manchester has a longstanding track record in taking a balanced approach to policy development to promote sustainability, inclusion and growth.
- 15.2 The GM approach is unique insofar as it utilises existing governance and administrative arrangements to bring together ten local authorities and their highway networks, permitting the development and the implementation of a co-ordinated plan to reduce roadside NO₂ concentrations that will benefit nearly three million people. Such a joined-up approach provides the potential for the most effective and swift reduction in emissions in areas across the whole of the city region.
- 15.3 Improving air quality is a key policy priority for Greater Manchester. The Greater Manchester Strategy¹² states that Greater Manchester should be ‘a place at the forefront of action on climate change with clean air and a flourishing natural environment’ including by ‘reducing congestion and improving air quality’.
- 15.4 Air Quality is also a key focus of the Greater Manchester Transport Strategy 2040 (“2040 Strategy”), which is Greater Manchester’s current statutory Local Transport Plan, prepared by TfGM on behalf of the GMCA and the Greater Manchester Local Enterprise Partnership (GMLEP).
- 15.5 The 2040 Strategy is accompanied by 5-year delivery plans, which set out the city-region’s short-term delivery priorities. A draft updated 5-year Delivery Plan for 2020

¹² <https://www.greatermanchester-ca.gov.uk/ourpeopleourplace> 2017

to 2025¹³ was published in January 2019 and includes a range of recommendations for delivering Greater Manchester's clean air and carbon reduction ambitions, building on from the Air Quality Action Plan 2016-2021 and Low Emission Strategy (GMCA, 2016). These include investment in the Greater Manchester Electric Vehicle (EV) charging network; ambitions to deliver a zero-emission bus fleet by 2040; transformation of cycling and walking infrastructure (including £160m investment in the next few years); and measures to reduce freight emissions.

- 15.6 In common with longstanding policy, further work continues on improving the public transport network and in particular its closer integration across modes. Greater Manchester has consistently used its available transport funding to improve public transport and enhance active travel options, thereby encouraging people to leave their car at home or at park and rides and travel more sustainably. Greater Manchester works to maximise all opportunities to access funding for the region to make it easier to travel by public transport, bike or on foot.
- 15.7 This Plan will ensure that Greater Manchester can address the nearer term issue of NO₂ exceedances in existing urban areas. Members will recognise that this is a crucial component on safeguarding our urban areas as the strategic focus for future development, as set out in the revised draft Greater Manchester Spatial Framework. Without this continued focus, Greater Manchester would risk excessive dispersed development that would undermine both the existing air pollution challenge and longer-term carbon reduction objectives.

16. **NEXT STEPS**

- 16.1 Subject to the governance approval of each of the ten GM local authorities, the OBC will be submitted to Government within the required deadline of 31 March 2019. Government's response is expected 6 – 8 weeks after submission.
- 16.2 A public 'conversation' is proposed to run between early May and mid-June (for six weeks) to help further inform the work, and this will supplement the more targeted stakeholder engagement that is ongoing with affected businesses. In addition, further deliberative research is proposed to take place during March and April. These forms of engagement and dialogue will all inform the further development and detailed design of the measures identified in the OBC, to refine the proposals that will comprise the Full Business Case.
- 16.3 As required by Transport Act 2000, a statutory consultation relating to the proposed introduction of a charging Clean Air Zone is proposed to run between August and October 2019.
- 16.4 Further work to refine the assumptions and look in detail at 2023 exceedances, including further socio-economic work will be undertaken.
- 16.5 This will enable the development of a Full Business Case for further consideration by GMCA and constituent local authorities prior to submission to Government by the end of 2019.

17 **Legal Implications**

- 17.1 Legal issues are set out in the body of the report. (Colin Brittain)

18 **Oldham assumptions re: financial implications**

- 18.1 As mentioned in para 14.2 above, all implementation costs will be underwritten by the government's Joint Air Quality Unit (JAQU) and operational deficits will be

¹³ Greater Manchester Transport Strategy 2040 Draft Delivery Plan (2020-2025) (2019), TfGM

covered by DEFRA/JAQU jointly. This assumption implies no additional cost will be incurred to the local authority. (Sadrul Alam)

19 **Co-operative Agenda**

19.1 The approach has involved all ten Combined Authority members to ensure cleaner air across the region.

20 **Human Resources Comments**

20.1 None.

21 **Risk Assessments**

21.1 A full risk assessment is provided in the OBC.

22 **IT Implications**

22.1 None.

23 **Property Implications**

23.1 None

24 **Procurement Implications**

24.1 Procurement of all services has been undertaken jointly by TfGM

25 **Environmental and Health & Safety Implications**

25.1 Poor air quality has significant health and safety implications and this OBC addresses these issues in detail.

26 **Equality, community cohesion and crime implications**

26.1 A full Equality Impact Analysis is included in the OBC.

27 **Equality Impact Assessment Completed?**

27.1 Yes

28 **Key Decision**

28.1 Yes

29 **Key Decision Reference**

29.1 NEI- 10-18

30 **Background Papers**

30.1 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:

- 11 January 2019, report to GMCA/AGMA: Clean Air Update
- 14 December 2018, report to GMCA: Clean Air Update

-
- 30 November 2018, report to GMCA: Clean Air Plan Update
 - 26 October 2018, report to GMCA: GM Clean Air Plan Update on Local Air Quality Monitoring
 - 15 November 2018, report to HPEOS Committee: Clean Air Update
 - 16 August 2018, report to HPEOS Committee: GM Clean Air Plan Update
 - UK plan for tackling roadside nitrogen dioxide concentrations, Defra and DfT, July 2017

Annex 1 – More detailed assessment of options by compliance date

Road Classification	Compliant sites		Non-compliant sites			
	Very compliant (below 35 $\mu\text{g}/\text{m}^3$)	Compliant but close (35 to 40 $\mu\text{g}/\text{m}^3$)	Non-compliant (40 to 45 $\mu\text{g}/\text{m}^3$)	Very non-compliant (45 to 50 $\mu\text{g}/\text{m}^3$)	Extremely non-compliant (> 50 $\mu\text{g}/\text{m}^3$)	Total non-compliant (> 40 $\mu\text{g}/\text{m}^3$)
2021						
Do minimum	16,281	603	175	62	13	250
Option 4	16,820	250	56	8	0	34
Option 5(i)	16,879	200	50	5	0	55
Option 5(ii)	16,892	193	44	5	0	49
Option 7	16,830	233	61	10	0	71
Option 8	16,836	227	62	9	0	71
2023						
Do minimum	16,856	210	58	10	0	68
Option 4	17,056	69	9	0	0	9
Option 5(i)	17,081	51	2	0	0	2
Option 5(ii)	17,087	46	1	0	0	1
Option 7	17,037	85	12	0	0	12
Option 8	17,072	59	3	0	0	3
2025						
Do minimum	17,068	58	8	0	0	8
Do Something 8	Options 5(i), 5(ii) and 8 are fully compliant by 2024, Option 4 by 2025 and Option 7 by 2026.					

Annex 2 – Assessment of options by success criteria



Success Factor	Option 5(i) 2021: CAZ B GM-wide, CAZ D in IRR 2023: CAZ C GM-wide	Option 5(ii) 2021: CAZ B GM-wide, CAZ D & all diesel cars charged in IRR 2023: CAZ C GM-wide	Option 8 2021: CAZ B GM-wide, 2023: CAZ C GM-wide	Summary
Compliance in the shortest possible time Which option reduces to zero the number of locations predicted to be in exceedance of the legal limits of NO ₂ concentrations in the shortest time?	Yes	Yes	Yes	All Options deliver compliance in 2024, considered to be the shortest possible time for achieving compliance in GM.
Reduction in NO ₂ emissions Which option delivers... The greatest reduction in the number of locations in exceedance (presumed to represent human exposure) in each year?				All Options deliver significant reductions in the number of locations in exceedance of 70-80% in 2021, with Option 5(ii) predicted to marginally deliver the greatest reductions in each year prior to compliance being achieved.
The greatest reduction in NO ₂ concentrations at the roadside in each year prior to compliance being achieved?				All Options deliver reductions in mass emissions across GM of between 20-30% in 2021, with the greatest reductions forecast to be delivered by Option 5(ii).
Compliance without putting other sites closer to exceedance (defined as concentrations of 38-40µg/m ³) than without action?				All Options are forecast to deliver compliance without putting other sites closer to exceedance, risk that Option 5(ii) leads to more re-routing than forecast.
Feasibility Are the measures proposed within the legal powers of the Greater Manchester Local Authorities?				The measures proposed in all Options are within the legal powers of the authorities.
Can a governance route be developed to enable timely local government joint working as required for delivery?				GM has proposed a governance route that facilitates the local government co-operation required for delivery. The complex vehicle change requirements nature of Option 5(ii) is likely to make approvals more difficult.
What is the likelihood of the measures being effective?				Clean Air Zones are presumed to be effective, but there is considerable uncertainty about how drivers will respond within the local context and to a scheme on a region-wide scale.

Is delivery of the option subject to significant risks that make achieving compliance in the shortest possible time less likely?				Option 5(ii) is more complex and thus more uncertain. If the full CAP cannot be delivered or funded, compliance may be delayed e.g. if there is not sufficient time or funds to achieve a clean hackney cab or bus fleet. The Plan is subject to risks in terms of the need for multiple approvals from different bodies; the political sensitivity of the proposals; and the need to run activities in parallel. Option 8 involves one rather than two CAZ schemes so is subject to less risk.
Strategic fit with local strategies and plans Air quality and climate change Transport				All Options deliver improvements in NO ₂ concentrations, and also reduce PM and greenhouse gas emissions. All options act to promote sustainable travel and will deliver a cleaner, newer bus and taxi fleet for GM passengers.
Growth				Risk that the city centre CAZ schemes deter housing and employment development; which could impact on the delivery of the Greater Manchester Spatial Framework. Option 8 delivers clean air without this risk.
Economy				Risk that the city centre CAZ schemes affect economic performance. Option 8 delivers clean air without this risk In all Options, CAZs will impose costs on local businesses.
Value for money Estimated value for money of the option compared to the risk of inaction				It would be more cost effective to deliver the changes more slowly; however this is a public health emergency so action is vital. Option 8 delivers compliance at the lowest imposed cost.
Distributional impact Health benefits				All groups will experience health benefits. Those living in areas with the worst air quality and those most vulnerable to the effects of poor air quality will benefit the most.
Accessibility (in terms of journey time and connectivity to opportunities and services)				The scheme brings improved accessibility in terms of small reductions in journey times for road traffic. Option 8 does not impose costs on private cars.
Affordability (for users)				Options 5(i/ii) impose costs affecting low income car drivers, with more vehicles in scope for charges in Option 5(ii). Option 8 delivers clean air without this risk but still imposes costs on small businesses and sole traders.
Impact on the local economy – considering low income workers, small businesses, town centres and key sectors				All Options impose costs on small businesses and low income professional drivers; proposals to support fleet upgrade mitigate this somewhat. Options 5(i/ii) risk impacts on the city centre economy avoided in Option 8.
Impact on the quality of life of local residents and on equalities				Options 5(i/ii) may affect the quality of life of low income car drivers. Option 8 delivers clean air without this risk. Low income

				professional drivers may be affected by all Options.
<p>Deliverability</p> <p>The Affordability of the cost of implementation (for the public sector)</p>				Option 8 is the lowest cost option and is thus the most affordable for the public sector.
<p>The Supply-side capacity and capability to deliver the measures outlined in the option</p>				There are concerns about supply side capacity e.g. the availability of specialist compliant vehicles such as hackney cabs, and retrofitting capacity and risks of delays.
<p>The Achievability of delivering the option, considering issues such as difficulty with scale or obtaining resources to implement and operate a measure/option</p>				The scale of the region-wide CAZ, supporting programme and associated cost, and the need for cross-district collaboration, creates delivery risk. This risk is even greater for a city centre CAZ D scheme.



Report to Cabinet

Proposed Revisions to the Co-operative Approach to the Use of Council Assets Policy

Portfolio Holder:

Cllr S Fielding - Cabinet Member for Economy and Enterprise

Officer Contact:

Helen Lockwood - Deputy Chief Executive (People and Place)

Report Author:

Mark Elton - Principal Strategic Asset Management Surveyor
Ext. 1443

25th March 2019

Reason for the Report

To consider proposed revisions to the existing Co-operative Approach to the Use of Council Assets (CAUCA) Policy with a view to promoting an alternative approach to the Community Asset Transfer (CAT) procedure. The proposed changes are aimed at improving and streamlining the process, adopting a more consistent approach and also seek to address a number of current issues.

Executive Summary

The Medium Term Property Strategy was approved in August 2018 and one of the property workstreams within this relates to increasing the number of assets to be transferred under Community Asset Transfer in order to reduce the Council's current "holding costs" associated with this portfolio of assets. This report outlines issues / difficulties arising from the current CAT process and proposes a revision of the Council's CAUCA Policy to address these and improve / streamline the procedure.

Recommendations

It is recommended that the proposed amendments to the Council's current CAUCA Policy are approved as these should further clarify the process of Community Asset Transfer from both the Council's and applicant's perspectives thereby making it more streamlined and user friendly.

The recommendations include approval to:-

1. The proposed revised Co-operative Approach to the Use of Council Assets policy.
2. Use of an application form and assessment matrix as appended with effect from the 1 April 2019.
3. Limiting applicants to a period of 12 months in which to complete a lease or other form of occupational agreement otherwise the group has to either re-apply or the Council may withdraw and seek to dispose of the asset if substantive / meaningful progress towards a CAT is not made by the applicant / group.
4. Request CAT applicants where the Council has yet to receive a full business case to complete the application form and to also be advised of the assessment matrix / the revised process / time limits in order to progress matters.
5. Note that groups occupying Council assets and where no formal lease is currently in place that the Council will no longer be in a position to cover the running costs and repairs & maintenance. Notice periods and engagement with groups will follow if this is approved.

Proposed Revisions to the Co-operative Use of Council Assets Policy

1 Background

1.1 Oldham Council is a Co-operative Council and consequently it wants to encourage and support local community groups / residents to become more confident and self-sufficient to allow them to successfully engage with the Council and its' partner organisations to help bring about a co-operative vision for the benefit of all within the Borough.

1.2 The Council views community asset transfer positively for the following reasons:

(i) The potential benefits of asset transfer for Voluntary and Community Sector (VCS) organisations include:

- It can strengthen the organisation's confidence.
- It can strengthen the organisation's community ties.
- It can provide opportunities for income generation.
- It can strengthen the organisation's ability to raise money.
- It can provide the opportunity for the organisation to develop the asset to meet the needs and aspirations of a community.

(ii) The potential benefits of asset transfer for the Council include:

- It creates the opportunity for investment in the asset that may not be possible within Council ownership and can provide a catalyst for inward investment through local purchasing and employment.
- It can contribute to the Council's objective to rationalise its' estate and facilitate more effective and efficient use of its asset base where the focus is on better services and community outcomes through a neighbourhood approach.
- It can deliver social, economic and environmental benefits.
- It can be a stimulus for partnership working between VCS organisations, the Council and other partners, providing opportunities for long-term working between sectors, improving provision and accountability of services within communities, which in turn helps the Council to achieve its' corporate priorities and outcomes.

1.3 Oldham Council's current approach to CAT is outlined within its' CAUCA Policy, which was approved at Cabinet on the 18 November 2013 (Minute No. D1544 refers) and subsequently Full Council on the 18 December 2013.

2 Current Position

2.1 Community Asset Transfer Issues

Since the introduction of the CAUCA Policy, there continue to be issues with the CAT process and these can be summarised as follows:-

2.1.1 Requests

- CAT requests are often speculative and there is currently no proper screening via a controlled and consistent assessment process.
- A general willingness to consider all requests regardless of whether the asset is suitable for CAT and / or the applicant is ready and able to assume control.

2.1.2 Resources

- Limited resource within Unity Partnership - currently one part-time member of staff working 10 hours per week.
- Lack of resource / competing work-streams within Legal Services / Finance.
- Lack of resource / funding for Action Together ie the Council's partner in assisting groups with the CAT process.

2.1.3 Process

- The current process is seen as being slow and cumbersome due in part to the lack of resource as highlighted above, but also by virtue of the applicant not always being in a position to proceed with a CAT. It is therefore time consuming and often results in frustration manifesting itself.
- The Council's requirement for a robust business plan, which often can take some time to develop and very much depends on the capabilities / skill set of the CAT applicant.
- The length of time for internal consideration / review of business plans.
- Applicants are not always a legal entity capable of taking a CAT.
- The applicant's governance structure / constitution is not always in place.
- Some applicants seek charitable status via the Charity Commission and this process can take some time to achieve.
- Interest in a CAT can be dependent on securing external grant funding.

2.1.4 Conflicts for the Council

- The need to drive savings via the Medium Term Property Strategy (MTPS) versus the Co-operative Agenda ie a commercial approach versus social benefit / value.
- CAT is often deemed to be a high priority but the assets are generally of low value – current resource mis-match and contrary to accepted Asset Management practice.
- Whether to lease on a full repairing basis or for the Council to continue to have responsibility for repair and maintenance with its' attendant cost implications.
- Assets with significant backlog maintenance liabilities often means it is difficult for the applicant to produce a robust / viable business case.

2.1.5 Others

- Pressures to allow groups into early occupation under licence or an interim management agreement, which is not always completed beforehand. This

can result in less incentive for an applicant / group to progress with a business plan / complete a CAT thereafter.

- The Council often continues to pick up all running costs including business rates, statutory servicing and utilities.
- A lack of awareness with regard to the need for statutory compliance. There is a continued risk to the Council if the group does not undertake such matters to the required standard. Such services can however be bought in from Unity Partnership.
- Difficulties in arranging and payment of recharges where assets are shared for example utility costs and possible need for sub-metering.
- Lack of resource to manage / regularly monitor any social value outcomes that may be sought by the Council.
- Some CAT requests are considered to be more of a commercial arrangement and should be progressed as such.

2.2 Medium Term Property Strategy

2.2.1 On the 20 August 2018, Cabinet approved its Medium Term Property Strategy (MTPS), which essentially divides the Council's corporate property portfolio into six property estate categories. The table below shows a narrative of the description and outcome characteristics of the Co-operative Estate.

	Description	Outcome Characteristics
Co-operative Estate	<p>Property held by the Council and occupied by a 'community organisation' to deliver community based services.</p> <p>This includes all Community Asset Transfers.</p>	<p>The Council's ambition for Oldham is to deliver a co-operative future where everyone does their bit to create a confident and ambitious borough.</p> <p>Co-operative assets are those that empower residents to take greater control of their own lives. Community use of assets is the transfer (or temporary use) of land and or buildings from the Council's ownership into the stewardship and / or ownership of third sector organisations.</p> <p>Transfer brings responsibility. Accordingly, the management of risks including those relating to health and safety, finance, reputation, repair and maintenance, insurance need to be identified whilst also complying with the Council's statutory duties and responsibilities.</p>

2.2.2 With the Council faced with unprecedented financial challenges as its funding arrangements change, the development of the MTPS is focused on realigning the Corporate Estate to meeting the Council's Corporate Objectives and Medium Term Financial Plans.

In terms of the Co-operative Estate the following performance target as approved by Cabinet is:-

- A 20% increase in the number of assets transferred to community groups.

2.2.3 The number of assets within the Co-operative Estate as of the 1 July 2018 was 30, so the target to increase by 20% ie 6 in number over the life of the strategy (2018-2022) should be achievable, particularly if the proposed changes to the CAUCA Policy are implemented.

However since reporting to Cabinet, further work has been undertaken and not all proposed CATs had been included. Via the Community Horizons and Asset Transfer Steering Group, which meets on a quarterly basis, the number of CATs have been reduced and some cases have been re-designated as purely Estates matters.

Consequently, the current extent of the Co-operative Estate (including CAT cases) is now established at 40 assets (See Appendix 1) which sets a revised target to increase the number of CATs to a further 8 over the life of the MTPS. However, as highlighted within the schedule there are a number of assets that could potentially move to other Estates such as Surplus or Income Generation (Existing) so this may change again in the future.

2.2.4 It is clear from the MTPS (Section 6.6) that:-

“To support a community asset transfer, applicants will need to prepare a business case with a robust financial plan that demonstrates a clear community and social demand for the proposed use. The business plan will also address the organisational capacity of the group that wishes to take over the asset and an appreciation of the on-going property management responsibilities; as when an asset is transferred these responsibilities will pass from the Council to the organisation applying for the asset.”

2.2.5 The Co-operative Estate is not significant in terms of the overall savings target identified within the MTPS because of the small number and size of the assets in question. It does however consume significant resource and also continues to be a draw on the Council financially especially if it continues to retain responsibility for buildings, their backlog maintenance, future repairs and maintenance, statutory compliance and running costs, which is contrary to the aims of the MTPS as highlighted above in paragraph 2.2.4.

2.2.6 With regard to the current position in terms of 18 live CAT cases, Appendix 2 provides further detailed information.

2.2.7 As referred to above, one of the specific targets within the MTPS is to increase the number of CATs in line with the Thriving Communities strategy, which in turn will provide added social benefit / value to local communities.

For clarification this is not related to the Assets of Community Value procedure where both privately or publically owned assets such as public houses, parks, open spaces, community centres etc may be nominated and if the asset is subsequently offered for sale then the community / nominee has the right to bid within a period of six months.

3 Proposed Amendments

3.1 In light of the issues / difficulties as discussed above, it is proposed that the CAUCA Policy is amended to make the CAT process more robust. Use of a standard application form and assessment matrix (as modelled on the approach adopted by Wigan Council) is expected to make the process simpler to understand and more user friendly.

3.2 Firstly it should be recognised that CAT is not suitable for all properties or for all organisations. The Council will **Page 42** work with local organisations to ensure

that a range of tools, programmes and initiatives are in place to support the development of a strong and sustainable voluntary and community sector within the Borough.

3.3 Assets will only be deemed surplus and possibly available for a CAT if the answer to the following 4 key questions is **NO**:

- (i) Has a capital receipt for this asset already been ring-fenced to support a corporate project?
- (ii) Is the estimated capital receipt needed as a contribution to the Council's Capital Programme?
- (iii) Does the Council require the asset to support its own requirements / objectives or does it need a specific organisation to manage the asset to help deliver the Council's objectives and is there already an established working relationship between the parties.
- (iv) Is there any other reason why the asset should not to be made available for CAT, for example due to its' physical condition, backlog maintenance.

It is crucial that an objective view is taken as the Council does not wish to potentially set up a CAT to fail with the asset potentially returning to the Council sooner than anticipated.

If the answer to any of the above questions is "YES" then the asset will be declared surplus for sale on the open market or used to achieve another corporate objective.

3.4 If an asset becomes available with potential for CAT, the Council is recommended to advertise as such via a number of sources including:

- Local press
- Council website
- Community Networks / partners
- Potentially other websites

Where applicable, criteria specific to the asset will be outlined within the advertisement.

3.5 Alternatively and is often more the case, a speculative request is received from a group or body interested in taking on a particular asset for CAT.

In both of the above scenarios, it is now proposed that the group or body completes an Application Form (See Appendix 3), which will then be measured against criteria within the Assessment Matrix (See Appendix 4).

A recommendation will then be reported to the Community Horizons and Asset Transfer Steering Group for an initial view prior to a more formal decision being made in accordance with the Land & Property Protocols ie whether to proceed with / accept a CAT or not.

3.6 Should the new approach be formally adopted then it is further proposed that that all future applications for CAT be considered via the application form and assessment matrix process and where existing cases have not yet submitted a business plan that they are also required to complete an application form.

Furthermore, the Council's acceptance of a CAT request shall be on the basis that it expects the applicant group to complete a lease or some other form of occupation agreement (thereby taking on responsibility for the asset and its running costs, statutory compliance, repair and maintenance etc) within a maximum period of 12 months.

If this does not occur, then the applicant will either be requested to re-apply or alternatively the Council may withdraw and re-categorise to the Surplus Estate with a view to disposing of the asset.

4 Potential Outcomes

4.1 For the Council, these are as follows:-

- A more robust, consistent and controlled method of dealing with CAT.
- A more definitive timescale for delivery of CAT.
- The ability to limit continued Council expenditure whilst a CAT is progressing ie to a maximum period of 12 months.
- Any extension to a proposed CAT via any re-application will be dependent on the applicant's progress.
- The new process is aimed at providing focus and the need to proceed in a timely manner.
- The new process is expected to reduce the number of speculative requests thereby allowing the Council to concentrate on CATs that are more achievable. In this way the Council would be using its' existing limited resource in a more targeted way ie to achieve higher revenue savings and at the same time delivering on its' co-operative vision.

4.2 For the Voluntary & Community Sector, these are as follows:-

- It provides a clear and consistent approach for potential CAT applicants to follow.
- The rate of progress / completion of CATs should improve if the Council's resource is more effectively targeted ie fewer cases to progress.
- The opportunity to engage in partnership with the Council and contribute to the running costs of an asset whilst the CAT process is progressing.
- Improved confidence in the new approach.

5 Options/Alternatives

5.1 Option 1

To retain the current Co-operative Approach to the Use of Council Assets Policy and the Council's approach to Community Asset Transfer.

If approved, the current issues as highlighted within paragraphs 2.1.1 – 2.1.5 will remain and given the Council's current financial circumstances it is unlikely to be able to resource its' implementation on this basis via a possible internal restructure.

5.2 Option 2

In order to improve / streamline the CAT process and as a means of objectively filtering expressions of interest from community groups etc to agree to:-

-
- The proposed revisions to the Co-operative Approach to the Use of Council Assets Policy.
 - Use of the application form and assessment matrix with effect from the 1 April 2019.
 - The Council limiting applicants to a period of 12 months in which to complete a lease otherwise the group has to either re-apply or the Council may opt to withdraw and re-categorise the asset to the Surplus Estate for subsequent disposal if substantive / meaningful progress towards a CAT is not made by the applicant / group.
 - Where the Council has yet to receive a full business case from existing CAT applicants (ie as indicated in Appendix 2), then they are to be requested to complete the application form and also advised of the assessment matrix / the revised process / time limits to progress matters as outlined above.
 - Note that groups occupying Council assets and where no formal lease is currently in place that the Council will no longer be in a position to cover the running costs and repairs & maintenance. Notice periods and engagement with groups will follow if this is approved.

6 Preferred Option

6.1 It is recommended that Option 2 is approved.

7 Consultation

7.1 The principle of adopting the preferred option was considered and approved at Corporate Property Board on the 10 December 2018, People and Place DMT on the 29 January, SMT on the 26 February and Leadership on the 11 March 2019.

8 Financial Implications

8.1 There are no direct financial implications that arise as a result of the changes to the revision of the policy. However, the revised policy should enable the Community Asset Transfer activity to be more focused and streamlined and reduce the overall burden on officer time.

8.2 The financial impacts of Community Asset Transfers will be reported on an individual basis including any revenue saving to the Council and / or any capital receipt foregone will be reported on an individual basis as the Transfers progress. (James Postle)

9 Legal Services Comments

9.1 By virtue of Sections 87 to 108 of the Localism Act 2011, the Council has the necessary statutory powers to implement and thus update / amend the Co-operative Approach to the Use of Council Assets Policy in accordance with the Land and Property Protocols.

9.2 Any materials online or otherwise giving information about the relevant Policy will need to be updated once the formal decision to amend the Policy has been made. (Rebecca Boyle)

10 Co-operative Agenda

10.1 The Cooperative Estate is property held by the Council and occupied by community organisations to deliver community based services and hence is in accordance with the Council's Co-operative Agenda.

11 Human Resources Comments

11.1 None

12 Risk Assessments

12.1 Having completed a Community Asset Transfer to a VCS organisation, there is a risk that despite undertaking all relevant due diligence and taking appropriate precautions, it may ultimately fail in which case the asset could potentially revert back to the Council at some future date.

13 IT Implications

13.1 The transfer of building assets may result in the need for amendments to the Council's ICT network and telephony provision at those sites. The impact on fire and intruder alarms as well as TREND monitoring will also need to be considered. These will be dealt with on a case by case basis and must be agreed in advance of the transfer taking place. (Alison Heneghan)

14 Property Implications

14.1 These are fully covered within the report. (Mark Elton)

15 Procurement Implications

15.1 None.

16 Environmental and Health & Safety Implications

16.1 Property has to be managed in accordance with statutory regulations relating to health & safety and environmental matters. These are addressed as part of the delivery of the Community Asset Transfer process.

17 Equality, Community Cohesion and Crime Implications

17.1 The proposed changes to the Community Asset Transfer process should assist in enhancing community cohesion and potentially reduce instances of anti-social behaviour.

18 Equality Impact Assessment Completed?

18.1 No.

19 Key Decision

19.1 No.

20 Key Decision Reference

20.1 N/A.

21 Background Papers

- 21.1 Cabinet Report: “A Co-operative Approach to the Use of Council Assets” dated the 18 November 2013 (Minute No. D1544).
- 21.2 Cabinet Report: “Medium Term Property Strategy 2018-22” dated 20 August 2018.

22 Appendices

- 22.1 Appendix 1: Co-operative Estate (including CAT cases)
- 22.2 Appendix 2: CAT Live Cases – Current Position
- 22.3 Appendix 3: CAT Application Form
- 22.4 Appendix 4: CAT Assessment Matrix

This page is intentionally left blank

APPENDIX 1: Co-operative Estate (including CAT cases)

Site UPRN	Estate Name	Comment	Site Name	Total Expenditure 17-18	Cost	Income	Site address	Type of Site	Main function of site	Tenure	Ward	Site Area	Capital Value	Valuation Date	Valuation Type	Next Valuation Due
L01522	Service Delivery - Direct	CAT Case U/006537	CHADDERTON TOWN HALL (Annexe only but full costs for CTH shown - income appears to be incorrect)	193,567	204,567	(11,000)	CHADDERTON TOWN HALL, MIDDLETON ROAD, CHADDERTON	Land with Permanent Building	OFFICE	FREEHOLD	Chadderton North	3907	£535,000.00	09/09/15	Standard	09/09/20
L00212	Service Delivery - Direct	CAT Case U/006843	SHOLVER COMMUNITY CENTRE (No income received from SMCT)	17,135	17,135		SHOLVER COMMUNITY CENTRE, SHOLVER LANE, OLDHAM	Land with Permanent Building	COMMUNITY USE	FREEHOLD	St. James	1816	£592,468.00	25/07/18	Standard	25/07/23
L02421	Cooperative	CAT Case U/006886	LAND AT GREENBRIDGE LANE				LAND AT, GREENBRIDGE LANE, GREENFIELD	Land Only	LAND	FREEHOLD	Saddleworth South	2065	£2,100.00	23/06/15	Standard	23/06/20
L01107	Cooperative	CAT Case U/007044	ARC COMMUNITY CENTRE	(1,606)	5,644	(7,250)	398 ARC COMMUNITY CENTRE, ABBEY HILLS ROAD, OLDHAM	Land with Permanent Building	COMMUNITY USE	FREEHOLD	Alexandra	879	£72,500.00	01/04/18	Non-Annual Investment	01/04/23
L01128	Service Delivery - Direct	CAT Case U/007238	BULLCOTE PARK	2,452	2,452		BULLCOTE PARK, BULLCOTE GREEN, ROYTON	Land with Temporary Building	PARK	FREEHOLD	Royton South	12933	£18,500.00	30/05/17	Standard	30/05/22
L01178	Service Delivery - Direct	CAT Case U/007239	FOXDETON PARK	12,096	12,096		FOXDETON PARK, FOXDETON LANE, CHADDERTON	Land with Permanent Building	PARK	FREEHOLD	Chadderton South	51945	£4,500.00	05/11/14	Standard	05/11/19
L01368	Cooperative	CAT Case U/007241	LAND AT ROBINSON STREET / AGNES STREET				LAND AT, ROBINSON STREET / AGNES STREET, CHADDERTON	Land Only	LAND	FREEHOLD	Chadderton Central	718	£720.00	17/07/14	Standard	17/07/19
L00552	Cooperative	CAT Case U/007265	GREENACRES COMMUNITY CENTRE (Appears to be no income received from GCA)	3,466	3,466		GREENACRES COMMUNITY CENTRE, GALLAND STREET, GREENACRES	Land with Permanent Building	COMMUNITY USE	FREEHOLD	Waterhead	1284	£740,000.00	19/11/14	Standard	19/11/19
L01161	Service Delivery - Direct	CAT Case U/007303	LEES PARK	905	905		LEES PARK, KINGSLEY DRIVE, LEES	Land with Permanent Building	PARK	FREEHOLD	Saddleworth West and Lees	9975	£8,000.00	23/09/15	Standard	23/09/20
L00623	Cooperative	CAT Case U/007346	VARIOUS REVERSIONS AT OLD EDGE LANE (Royton Scout Group)	(690)		(690)	VARIOUS REVERSIONS AT OLD EDGE LANE, ROYTON	Land with Permanent Building	REVERSIONARY INTEREST	LEASEHOLD	Royton South	444	£26,000.00	09/05/18	Non-Annual Investment	09/05/23
L01164	Cooperative	CAT Case U/007348	STONELEIGH PARK (Friends of Stoneleigh Park - no income received)	7,329	7,329		STONELEIGH PARK, VULCAN STREET, OLDHAM	Land with Temporary Building	PARK	FREEHOLD	St. James	89044	£20,200.00	09/10/13	Standard	09/10/18
L03127	Service Delivery - Indirect	CAT Case U/007397	LAND TO THE REAR OF 10-32 LAUREL AVENUE, CHADDERTON				LAND TO THE REAR OF 10-32, LAUREL AVENUE, CHADDERTON	Land Only	LAND	LEASEHOLD	Chadderton Central	0	£5,650.00	04/11/15	Standard	04/11/20

L01169	Service Delivery - Direct	CAT Case U/007525	WATERHEAD PARK	2,308	2,308		WATERHEAD PARK, SHARPLES HALL STREET, WATERHEAD	Land with Permanent Building	PARK	FREEHOLD	Waterhead	57157	£3,750.00	02/10/15	Standard	02/10/20
L00236	Service Delivery - Direct	CAT Case U/007666	SATELLITE YOUTH CENTRE (No income received from SSYCA)	30,284	30,284		SATELLITE YOUTH CENTRE, WELLINGTON ROAD, GREENFIELD	Land with Permanent Building	COMMUNITY USE	FREEHOLD	Saddleworth South	1412	£945,000.00	16/11/16	Standard	16/11/21
L01295	Cooperative	CAT Case U/007926	Holt Street Community Centre (Lease completed 5 December 2018 - running costs now with NEON)	17,697	17,697		FORMER HOUSING OFFICE, HOLT STREET, OLDHAM	Land with Permanent Building	OFFICE	PART FREEHOLD/PART LEASEHOLD	Waterhead	555	£161,400.00	01/04/13	Non-Annual Investment	01/04/18
L01064	Service Delivery - Indirect	CAT Case U/008293	JUBILEE NATURE RESERVE				JUBILEE NATURE RESERVE, MILNROW ROAD, SHAW	Land Only	LAND	FREEHOLD	Shaw	15857	£4,000.00	07/10/16	Standard	07/10/21
L00425	Service Delivery - Indirect	CAT Case U/008475	LAND AND SKATEBOARD PARK REAR OF PARK DEAN SCHOOL (Fitton Hill Bulldogs RLFC)				LAND AND SKATEBOARD PARK REAR OF PARK DEAN SCHOOL, SAINT MARTINS ROAD, OLDHAM	Land Only	LAND	FREEHOLD	Medlock Vale	205653	£78,000.00	21/11/16	Standard	21/11/21
L00956	Cooperative	CAT Case U/008709	DAWSONS FIELD	(130)		(130)	DAWSONS FIELD, HUDDERSFIELD ROAD, SCOUTHEAD	Land Only	LAND	FREEHOLD	Saddleworth North	3560	£7,000.00	22/10/14	Standard	22/10/19
L02420	Cooperative	Check for legal completion of transfer to Diocese	HOLY TRINITY PARISH HALL				HOLY TRINITY PARISH HALL, WATERWORKS ROAD, WATERHEAD	Land with Permanent Building	COMMERCIAL OCCUPATION	FREEHOLD	Waterhead	1205	£0.00	01/04/14	Non-Annual Investment	01/04/19
L03123	Cooperative	Disposal via long lease pending - move to Surplus?	66 Yorkshire Street, Oldham	4,539	4,539		66 YORKSHIRE STREET, OLDHAM	Land Only	DEVELOPMENT SCHEME	FREEHOLD	St. Marys	0	£80,000.00	09/11/15	Standard	09/11/20
L00226	Cooperative	Move to Income Generation (Existing)?	ROYTON AFTER SCHOOL CARE ASSOCIATION, RADCLIFFE STREET (Holding Over on 5 yr lease wef 13/11/2005 to Royton After School Care Club)	(4,198)	1,002	(5,200)	ROYTON AFTER SCHOOL CARE ASSOCIATION, RADCLIFFE STREET, ROYTON	Land with Permanent Building	COMMERCIAL OCCUPATION	FREEHOLD	Royton South	2234	£85,000.00	01/04/18	Non-Annual Investment	01/04/23
L00261	Cooperative	Move to Income Generation (Existing)?	PROPERTY AT SHAW ROAD / YATES STREET (Let to Oldham Sea Cadets - 99 yr lease wef 02/12/1985 plus other leases to TfGM, Norweb & NW Gas)	(2,500)		(2,500)	PROPERTY AT, SHAW ROAD / YATES STREET, OLDHAM	Land with Permanent Building	COMMERCIAL OCCUPATION	FREEHOLD	St. Marys	1605	£25,000.00	09/05/18	Non-Annual Investment	09/05/23
L00640	Cooperative	Move to Income Generation (Existing)?	REVERSION AT WELLYHOLE STREET (Let to North West Reserve Forces & Cadets Association - 99 yr lease wef 01/01/1981)	(3,187)		(3,187)	REVERSION AT WELLYHOLE STREET, OLDHAM	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Waterhead	1599	£37,000.00	10/07/17	Standard	10/07/22

L01016	Cooperative	Move to Surplus?	REVERSIONS AT ROCHDALE LANE (Let to the Trustees of Royton Brass Band and Musical Club - 856 yr lease wef 03/10/1963)	(65)		(65)	REVERSIONS AT ROCHDALE LANE, ROYTON	Land with Permanent Building	REVERSIONARY INTEREST	PART FREEHOLD/PART LEASEHOLD	Royton North	875	£600.00	01/04/18	Non-Annual Investment	01/04/23
L02304	Cooperative	Move to Surplus?	NORTH CHADDERTON SOCIAL AND BOWLING CLUB (Let on two long leases to the Trustees of Chadderton Social & Bowling Club - 999 yr wef 01/05/1928 & 995 yr wef 25/12/1935)	(25)		(25)	NORTH CHADDERTON SOCIAL AND BOWLING CLUB, BROADWAY, CHADDERTON	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Chadderton North	4578	£375.00	01/04/14	Non-Annual Investment	01/04/19
L00213	Cooperative	Moved from Service Delivery to Cooperative	SPRINGHEAD COMMUNITY CENTRE (Let to Springhead Community Group - 30 yr lease wef 23/02/2012)	(529)	359	(887)	SPRINGHEAD COMMUNITY CENTRE, ASHES LANE, SPRINGHEAD	Land with Permanent Building	COMMUNITY USE	FREEHOLD	Saddleworth West and Lees	1081	£10,000.00	28/06/18	Standard	28/06/23
L00240	Cooperative		MILLENIUM CULTURAL CENTRE (OBA) (Let to Oldham Bangladeshi Association - 125 yr lease wef 05/09/2002 - Rent £5,000 pa)	0		0	OBA MILLENIUM CENTRE, FEATHERSTALL ROAD NORTH, OLDHAM	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Coldhurst	2395	£50,000.00	01/04/13	Non-Annual Investment	01/04/18
L00557	Cooperative		MILLGATE CENTRE (Let to Millgate Arts Centre Ltd - 30 yr lease wef 13/03/2009)	57	57		MILLGATE CENTRE, STONESWOOD ROAD, DELPH	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Saddleworth North	435	£2,770.00	11/11/14	Standard	11/11/19
L00582	Cooperative		1 ASHTON ROAD WEST, FAILSWORTH (Let to Piccadilly Plaza Ltd - 25 yr lease wef 31/07/2013)	(250)		(250)	1 ASHTON ROAD WEST, FAILSWORTH	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Failsworth West	552	£10,000.00	01/04/18	Non-Annual Investment	01/04/23
L00584	Cooperative		LAND AT BELMONT STREET (Let to the Scout Association Trust Corps - 20 yr lease wef 01/09/04)	(290)		(290)	LAND AT BELMONT STREET, LEES	Land Only	COMMERCIAL OCCUPATION	FREEHOLD	Saddleworth West and Lees	332	£4,000.00	22/10/14	Non-Annual Investment	22/10/19
L00649	Cooperative		REVERSION AT CHADDERTON FOLD (Let to Chadderton Park Football Club - 25 yr lease wef 01/10/2008)	(313)		(313)	REVERSION AT CHADDERTON FOLD, CHADDERTON	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Chadderton North	645	£3,100.00	01/04/13	Non-Annual Investment	01/04/18
L00999	Cooperative	Move to Surplus?	FORMER AREA HOUSING OFFICE (Let to the Trustees of Moorside Harvest Community Church - 250 yr lease wef 20/12/2013)				FORMER AREA HOUSING OFFICE, COLERIDGE ROAD, SHOLVER	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	St. James	238	£1.00	16/05/14	Standard	16/05/19
L01124	Cooperative	Move to Surplus?	INDIAN ASSOCIATION CENTRE (Let to the Indian Association - 99 yr lease wef 30/10/1997)				INDIAN ASSOCIATION CENTRE, SCHOFIELD STREET / MACDONALD STREET, OLDHAM	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Medlock Vale	2597	£1.00	01/04/15	Non-Annual Investment	01/04/20
L01850	Cooperative	Move to Surplus?	FOXDETON LANE BOWLING GREEN (Let to Nimble Nook Working Men's Club - 999 yr lease wef 25/12/1919)	(38)		(38)	BOWLING GREEN, FOXDETON LANE, CHADDERTON	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD	Chadderton Central	2080	£160.00	01/04/13	Non-Annual Investment	01/04/18

L01925	Cooperative		ST MARKS INSTITUTE (Holding Over on a 10 yr lease wef 01/10/2005)	(580)		(580)	ST MARKS INSTITUTE, VICTORIA STREET, CHADDERTON	Land with Permanent Building	COMMERCIAL OCCUPATION	FREEHOLD	Chadderton North	760	£6,670.00	01/04/14	Non-Annual Investment	01/04/19	
L01932	Cooperative		SITE OF SCOUT HUT (Holding Over on a 5 yr lease wef 01/02/2009 to the Scout Association Trust Corps)	(125)		(125)	SITE OF SCOUT HUT, CHAPEL STREET, ROYTON	Land with Permanent Building	COMMERCIAL OCCUPATION	LEASEHOLD	Royton North	431	£1,000.00	01/04/14	Non-Annual Investment	01/04/19	
L02706	Cooperative		DENSHAW COMMUNITY HALL (Let to the Trustees of Denshaw Community Association - 20 yr lease wef 17/06/2002)				DENSHAW COMMUNITY HALL, RIPONDEN ROAD, DENSHAW	Land with Permanent Building	COMMERCIAL OCCUPATION	FREEHOLD	Saddleworth North	4099	£1.00	01/04/14	Non-Annual Investment	01/04/19	
L02713	Cooperative		LAND AT CROMPTON CRICKET CLUB (Hopwood Trust - not Council owned. Covenant to offer asset to Council if Cricket Club disbands)	58	58		LAND AT CROMPTON CRICKET CLUB, GLEBE STREET, SHAW	Land with Permanent Building	REVERSIONARY INTEREST	FREEHOLD		36256	£20.00	01/04/14	Non-Annual Investment	01/04/19	
L02763	Cooperative		BROADWAY HALL (Holding Over on 50 yr lease wef 08/05/1960 to Trustees of the Chadderton Over Sixties Centre)				BROADWAY HALL, 298A BROADWAY, CHADDERTON	Land with Permanent Building	REVERSIONARY INTEREST	LEASEHOLD	Chadderton Central	1327	£50,000.00	01/04/18	Non-Annual Investment	01/04/23	
L03130	Cooperative	Move to Surplus?	Friezland Bowling Club (Let to the Trustees of Friezland Bowling Club - 999 yr lease wef 01/01/2000)				FRIEZLAND BOWLING CLUB, GREENBRIDGE LANE, GREENFIELD	Land Only	REVERSIONARY INTEREST	FREEHOLD	Saddleworth South	5986	£1.00	12/10/16	Standard	12/10/21	
				277,368	309,897	(32,530)											£3,590,487.00

APPENDIX 2 : CAT Live Cases - Current Position

Unity Partnership Estates Team - Live Concerto Community Asset Transfer Cases (18) - as at 13th February 2019



Site Name(s)	Estate	Ward	Title	Full Description	Ref	Latest Note	Current Occupation	Asset Type	Intended tenure	Organisation name, address and lead contact information	Date initial request made	Business Case Date Requested	Business Case Date Received	Business Case Date Approved	HoT Issued	HoT Agreed	Date of Formal Approval	Date Legal instructed	Date Transfer Complete
Sholver Community Centre	Service Delivery - Direct	St. James	Sholver Youth Centre - Interim Management Agreement	Former community / youth centre currently being run by Sholver & Moorside Community Team (SMCT). Ambition to take 25 year lease.	U/006843	23/01/19 - Draft business plan circulated at the Horizons Group. Awaiting last year's account details, should be available 12th Feb. 22/01/19 - Heads of Terms agreed for 25 year lease, awaiting business plan update. 14/01/19 - Updated business plan with impact / opportunity from adjoining Millennium Trust land to be incorporated into terms - Action Together (AT) to advise. Heads of terms previously discussed to be authorised and legal instructed. Current management agreement to also be reviewed pending lease. Business plan still awaited from group. 01/10/18 - To progress instructing legal and seek business case (with options from Millennium Trust). 01/04/18 - Heads of terms to be resubmitted to occupiers. Current management agreement to also be reviewed pending lease. 01/02/18 - Unity amendments discussed at trustee meeting. 07/01/18 - Further discussion to take place with AT. 29/11/17 - Response from AT to heads of terms issued early Nov and meeting to be arranged to discuss. 07/11/17 - Terms prepared for new 30 year lease. 01/10/17 - Unity site inspection. Disrepair to car park and roof noted to be resolved by future external grant. Idea of usage by GMP to be followed up by occupier in business plan.	Group in occupation under terms of interim management agreement but this has not been completed.	Building	Seeking 25 year lease contracted out	c/o Chair of SMCT Stephen Yorke 15 Holme View Upperthong Holmfirth HD9 3HL Tel No: n/k E-Mail: s.yorke@btinternet.com	01/02/15	BC submitted to Community Horizons 22/01/19. 01/04/17 Unity issued utility information to Action Together to inform business plan	23/01/19 Draft received. 10/18 BP expected before Jan 19 11/17 BP awaited 09/17 BP Awaited.	N/A	09/11/17	HoT issued 09/11/17 responses 28/11/17 to be corrected based on business plan just submitted 22/01/19	N/A	N/A	N/A
Satellite Youth Centre	Service Delivery - Direct	Saddleworth South	Satellite Centre - Part only as part occupied by a Children's Centre	Proposing 5 yr "contracted out" lease from 01/11/18 whilst the longer term future of the building is decided.	U/007666	09/11/18 - Mike Rooke from SSSCA replied. 06/11/18 - Discussed with Peter Wood and sent reply to Mike Rooke regarding the HOTS 01/11/18 - Mike Rooke from SSSCA replied with queries on the proposed lease terms 31/10/18 - Provided utility info. 22/10/18 - Mike Rooke asked for more utilities information. 19/10/18 - Wrote to Mike Rooke at SSSCA with Heads of Terms for the new lease. Received confirmation of receipt. 25/09/18 - Dave Jones asked for info for looking into potential structural issues. 23/08/18 - SSSCA, Peter Wood and Rosalyn Smith met with the Council Leader to discuss the future of the building. Agreed in principle to offer a 5 year contracted out lease with a rolling break option bearing in mind the position with the NHS. 22/05/18 - Lyn Brankin from the NHS confirmed that they are still looking at this building in the medium term, but a business case is not imminent.	Group in occupation under terms of a licence which has now expired - negotiations on-going re: a 5 year lease.	Building	5 year contracted out lease in negotiation	Saddleworth Sports Youth & Community Association (SSCYA)	01/12/15	Jan-16	Aug-16	Aug-16	Oct-18	N/A	N/A	N/A	
Page 53																			
Land and Skateboard Park to the rear of Park Dean School, Fitton Hill	Service Delivery - Indirect	Medlock Vale	Fitton Hill Bulldogs ARLFC	Playing field site. Club granted early access licence 01 Feb 2017. Council will retain access to and management of the skatepark on site. Cabinet has approved the grant of a 25 year lease subject to receipt of business plan and project milestones.	U/008475	22/01/19 - Terms with Legal to issue lease. Planning approved for relocating porta-cabins to site from Deanshute Road, move to be funded by NHS. Business plan detail linked to success of cabin move. 27/06/18 - Legal instructed to progress the grant of a lease to the rugby league club for which the club are already in occupation under licence for preparing the pitches. Some minor tweaks to terms approved. Council will retain access to and management of the skate park on site. Club seeking planning consent for relocating surplus NHS porta cabins from Deanshute Road to site as changing rooms / clubhouse, relocation to be funded by NHS. This will inform business plan. 01/04/18 - Positive responses from NHS to resolve the relocation of the cabin and to manage the security until relocated. 01/01/18 - Action from NHS awaited. 05/12/17 - NHS willing to contribute part only of porta-cabin relocation costs at this stage. Regen colleagues in discussion with NHS. 01/11/2017 - Regen in discussion with NHS to contribute costs of porta-cabin relocation to Rugby club site 03/10/17 - Awaiting progress from NHS to advise of cost effectiveness / willingness to relocate surplus local porta-cabin from clinic site to pitch site for Club use. This will inform business plan. May require renewal of Early Access Agreement to club to facilitate progress pending business plan. Pitch upgrade and drainage works in progress. A project development plan with milestones & an updated business plan to be agreed prior to completion of the longer term lease. 10/04/17 - Early Access Licence granted on 1 Feb 2017 for 12 month period to allow Fitton Hill Bulldogs to improve the land and establish at least one playing pitch for the forthcoming season.	Holding over on early access agreement from 01/02/17	Land	Seeking 25 year lease contracted out	Fitton Hill and Hathershaw Bulldogs ARLFC P Howarth club secretary philhowarth53@yahoo.co.uk 07583011892	01/09/15	Feb 2019 - BC can now be finalised following formal commitment from NHS received Feb 2019 to fund relocation and supply of clubhouse building	N/A	Submitted July 14	01/12/16	01/06/18	01/05/15	Jun-18	N/A
Greenacres Community Centre	Cooperative	Waterhead	Greenacres Community Association	Greenacres Community Association has been managing the community functions in this centre in former Victorian school building since 1990. Ambition of GCA to enter a 99 year lease.	U/007265	22/01/19 - KM redrafting CAT report after receiving comments. 14/01/19 - Report issued for comments on basis of a 99 yr lease / undervalue. HoT agreed 18 months ago. 01/09/18 - Undervalue documentation to be finalised to support lease extension. 01/04/18 - KWM draft report in preparation seeking extension of lease term for this site. 01/01/18 - Council policy decision on grant of longer lease to be followed up. 01/08/17 - GCA seek long lease e.g. 40 years plus given major repairs and funder criteria. Unity support this approach and possibly much longer term subject to CAT policy change to be discussed. Still subject to business plan revisions of June 2017. Boundary wall repair by neighbour being progressed. 01/03/17 - Terms reviewed at business plan meeting. Progress CAT. 01/01/17 - Draft heads of terms issued to group.	In occupation under concessionary letting since 1990. (No documentation)	Building	Seeking long leasehold interest of 99 years to reflect repairs	Greenacres Community Association (GCA) E-mail: greencoimmcentre@msn.com (Tina / Steph)	01/10/15	01/03/17	01/06/17	Submitted Feb 2017 - challenged, revised and approved 01/06/2017.	TBC	March 2017 subject to 99 year term accepted by the Council	N/A	N/A	N/A
Various Reversions At Old Edge Lane	Cooperative	Royton South	Royton Scout Hut	Small plot surrounded by housing with scout hut and yard area.	U/007346	22/01/19 Meeting still to be arranged. Business plan still awaited. 02/10/18 KM to meet group and seek business plan. 01/04/18 KM has invited group to meet to discuss their plans. 01/01/18 No recent action. To be progressed. 03/10/17 To chase business plan. The report recommending the grant of 30 year lease now approved.	Holding over from previous lease. Income currently £690 p.a.	Building	Report approved to grant a 30 yr lease at nil rent with restrictions on user and clawback, subject to an approved business plan from Royton Scout Group. This will lead to a loss of rental income (currently £690 pa and ERV £1,000 pa)	Royton Scout Group (RSG)	01/02/14	03/10/17	awaited	N/A	not yet commenced	N/A	05/09/17	N/A	N/A

Site Name(s)	Estate	Ward	Title	Full Description	Ref	Latest Note	Current Occupation	Asset Type	Intended tenure	Organisation name, address and lead contact information	Date initial request made	Business Case Date Requested	Business Case Date Received	Business Case Date Approved	HoT Issued	HoT Agreed	Date of Formal Approval	Date Legal instructed	Date Transfer Complete
Dawsons Field	Cooperative	Saddleworth North	Dawsons Field - Saddleworth Parish Council	Ambition to continue to support the local community through Saddleworth Parish Council for use of this field for community garden and kick about area plus events especially the Annual Whit weekend brass band contest. Field (0.84 acres) on junction of Huddersfield Road and Higher Turf Lane. POS complete see U/007208. The POS Notice was advertised in the Manchester Evening News on the 11/09/17 and 18/09/17 (the 28 day period ending on 09/10/17)	U/008709	23/01/19 - Cllr Judd asked if other options could be looked at to secure the site for open land - possible trust status. 22/01/19 - Report draft in circulation for correction. Cllr Knotts (Leader of Saddleworth Parish Council) seeking completed lease prior to his retirement from Council in May 2019 so he hopes for lease being issued by March. 01/10/18 - Advised Cllr Knotts that his requested amendments to draft heads of terms for 30 year lease not accepted by the Council. Redrafting report, undervalue and legal instruction on basis of Council terms. Lease should retain future redevelopment option. 01/09/18 - Terms finalised for 30 year lease. CAT Report to sign off and to instruct legal . 01/05/18 - Business case submitted. 01/04/18 - Transfer report in preparation for CAT. 01/01/18 - Site visited. Discussed with Robert Knotts for future terms. 1/11/2017 - File passed to Keith Moss to review file and respond to Saddleworth Parish Council rep. 03/10/17 - Stage 1 report signed off, POS notice issued September 2017 - no objections received. Terms for transfer to be finalised with Saddleworth Parish Council 01/06/17 - Annual licence agreed with Saddleworth Parish Council. POS Stage 1 report with Council for approval prior to finalising terms of CAT.	Informal occupation to use field for community events and sitting area. Annual licence created each year for Whit weekend band contest. New licence required for May 2019 unless lease completed prior.	Land	Requesting 30 year lease.	Saddleworth Parish Council Uppermill Civic Hall , Cllr Robert Knotts.	16/10/14	Submitted / Circulated - May 2018	Spring 2018	Spring 2018	26/07/18	01/10/18	N/A	N/A	N/A
Jubilee Nature Reserve	Service Delivery - Indirect	Shaw	Jubilee Colliery - Redundant Sub Station - Community Asset Transfer	Whole site 3.92 acres of former colliery site now a naturalised site with access routes through site to private dwellings and redevelopment site. Ambition of Friends Group to seek to preserve heritage and promote education about former use and wildlife. Group initially wish to lease frontage former sub station building as hub. Wider issue about access rights, control and health and safety through remainder of site.	U/008293	23/01/19 - Discussed at Horizons meeting and thought better to take out of CAT process and deal with as an estates case via a licence of the former substation building. Action Together due to meet the group 01/02/19. 22/01/19 - KM has chased Friends for a response. 01/11/18 - HoTs for a licence of the substation issued. 01/10/18 - Site revisited. Group in occupation without licence of nature reserve area. Group to provide evidence of health and safety regimes for licence only basis of occupation. Seek 5 year term for former substation building as heritage hub. 01/04/18 - KM Discussed health and safety issues with legal and site title / access rights. Further researches required. Met with AT on behalf of Peter Lax regarding letting of substation building on site frontage. Jan 2018 meeting proposed with occupiers to discuss lease obligations given site health and safety issues 03/10/17 - Health and safety and access rights to be reviewed further as discussed at Horizons Group. KM met with FoJC May 2017 who seek lease of elec substation on site. Group carrying out site clearance and creating paths putting up fencing around shafts etc. Concerns regarding risks on site and how to be managed. Group to provide more information and seek funding. Groundworks tenancy ended 30 Sept 2016.	Informal occupation to re-establish heritage features. Others access the whole site and it is open thorough fare.	Building	Seeking lease of sub station building on front part of site. Licence terms have been offered.	Shaun Smith / Peter Lax Friends of Jubilee Colliery Treasurer peterlax1@gmail.com Mob: 07975 580787	01/08/16	Fledgling organisation working with Action Together.	Nov 2017 - some background information supplied.	N/A	Licence terms offered Autumn 2018	N/A	N/A	N/A	
Arc Community Centre	Cooperative	Alexandra	ARC Community Centre	Council freehold single storey day centre building with play area and car park currently let on 5 year term (Jan 16-21) to Kidz Matters day nursery for weekday school term activities. Andrew Robinson of Church of the Nazarene has submitted an expression of interest in taking an intermediary head lease as CAT and utilise space when nursery not in use.	U/007044	22/01/19 - No Action, update still awaited. 01/11/18 - Potentially withdraw from CAT - let commercial lease continue to Kidz Matters. Simon reported possible move of functions to local church hall to include nursery perhaps? Could then release site for disposal? 01/10/18 - Action Together to check with Rev Robinson. Options for alternative locations to be explored. 01/01/18 - Proposals awaited from organisation. 07/11/17 - Andrew Robinson will make application for CAT when he has more time to commit to process. 03/10/17 - Unity await proposals from Group. 2016 - Andrew Robinson of Church of the Nazarene has submitted an expression of interest in taking an asset transfer of the ARC Centre.	Lease to Kidz Matters at commercial rent.	Building	CAT option proposes an overriding lease to the 5 yr lease to nursery.	Andrew Robinson of Church of the Nazarene	10/11/16	01/12/16	N/A	N/A	N/A	N/A	N/A		
Bullcote Park	Service Delivery - Direct	Royton South	Bullcote Pavilion, Bullcote Park, Higginsshaw, Royton	Porta-cabin / clubhouse building within park adjoining Council depot. Parks Service previously shared WC facilities in pavilion but still has elec power consumption for depot. Wanting 25 yr lease for community events.	U/007238	06/02/19 - Met John Corbisley on site. HNC need to resolve status of body for regularising occupation and longer lease. Previous sharing arrangements with Parks no longer apply save some consumption by Parks on elec supply. 23/01/19 - Discussed at Horizons meeting. 22/01/19 - KM finally got hold of John Corbisley the secretary last week through Google searches. Site visit proposed next week to meet Heyside Committee to agree what needs to be done to regularise the basis of occupation. 01/09/18 - Trustee officers have changed. April 2018 Further discussion to take place with group in occupation. 01/01/18 - Response received from group to be followed up. Organisation changes to be reflected in basis of occupation. 05/12/17 - Meeting to be arranged with Group.	Occupy under licence since 01/04/14. Used by local bowling club as base. Some shared elects with Council depot Depot supply serves annual park christmas lights	Building	Seeking 25 year lease	Heyside Neighbourhood Council John Corbisley Organisation to check with Action Together about best constitution / restructure of organisation for taking on longer lease	01/02/13	N/A	N/A	N/A	Jan-14	N/A	N/A	N/A	
Lees Park	Service Delivery - Direct	Saddleworth West and Lees	Growing Hub - Lees Park, Kingsley Drive, Lees, Oldham	Former bowling green and toilet block in enclosure. Lees Park, Kingsley Drive, Lees, Oldham	U/007303	23/01/19 - Discussed at Horizons meeting. Don't know the basis of KMs discussions but Cllr Judd not keen on a CAT to an individual. 22/01/19 - KM spoke with Alan Price about need for growing hub to meet all outgoings – toilets currently only open when hub is open. Other terms to be re-presented on Council principles and not as amended by Hub group. 01/12/18 - KM spoke with Glenn Dale on toilet block arrangements. KM to review licence and lease heads of terms with Alan Price and reinstate Council terms. Discussions ongoing with Alan Price to review the Unity licence agreement and lease term discussions . 01/01/18 - Viewed site and spoken with Alan price on expectations. Formalities to be progressed for formal Council approval. 01/12/17 - Group in occupation under signed but amended Council licence terms. Active group. Several reinstatements of Council clauses on heads of terms of proposed lease needed. Including transfer obligations on management of toilet block to group. Action Together to also check with group. 3 year rolling break not acceptable to group seeking longer term. June 2016 POS advertised. 25/09/17 - 12 month licence issued to prospective tenant. This has been amended and signed. Instructions required from Council as whether or not to agree licence and the terms of the proposed lease for the CAT. 01/06/17 - Terms proposed to prospective licensee and Stage 2 POS report needed. Prospective tenant wants terms that Unity cannot recommend. Shared with Council. Instructions awaited. Tenant offered licence 01/12/16, but has not signed this.	Group in occupation through Parks Service under licence as varied by occupier to see if project sustainable. HoTs not yet agreed. Stage 2 POS report required once terms accepted.	Land and building	Initially 12 year term. Discussion may move to 30 year term.	Athene Environmental Limited Alan Price	01/01/16	Submitted 01/09/2016	01/09/16	Project needs lead-in time to develop the viability. Action needed to resolve occupier obligations / costs of managing park toilets.	Initial Unity heads of terms issued for 12 year lease in Jan 2017 not accepted by occupier. To be progressed	TBC	N/A	N/A	
Stoneleigh Park	Cooperative	St. James	Stoneleigh Cabin, Stoneleigh Park, Derker	Cabin in park within enclosure supporting growing hub.	U/007348	22/01/19 - KM to action now NEON lease completed (05 Dec 2018) 02/10/18 - Action Together to talk to group. 01/04/18 - Discussed with AT. Awaiting completion of NEON (Holt Street) lease prior to progressing lease here with most of same trustees. 10/04/17 - Licence to FoSP completed 28 August 2015.	Management agreement since 28/08/15.	land and buildings	30 year term similar to NEON (Holt Street).	Friends of Stoneleigh Park (FoSP)	01/08/15	N/A	N/A	N/A	N/A	N/A	N/A		

Page 54

Site Name(s)	Estate	Ward	Title	Full Description	Ref	Latest Note	Current Occupation	Asset Type	Intended tenure	Organisation name, address and lead contact information	Date initial request made	Business Case Date Requested	Business Case Date Received	Business Case Date Approved	HoT Issued	HoT Agreed	Date of Formal Approval	Date Legal instructed	Date Transfer Complete	
Waterhead Park	Service Delivery - Direct	Waterhead	Growing Hub - Waterhead Park	Former bowling green now in use as growing hub with polytunnels plus park portacabin used as base/store and refreshment space.	U/007525	23/01/19 - Discussed at Horizons meeting. Delivery of building is imminent. The question was raised as to who is responsible for insurance / ownership of the new porta-cabin. Site area – around new porta-cabin accepted. Report and legal instruction to follow. 01/10/18 - Procurement team finalising report with neighbourhood team for funding new porta-cabin which has planning consent. Heads of terms generally agreed. Issue re: repair of cabin or indemnity insurance cover to resolve. Formal authority report and legal instruction to follow. Business plan outstanding. 01/09/18 - Porta-cabin procurement report being finalised. Update of management agreement and formal lease discussions to be progressed. 01/04/18 - Designs for replacement cabin in with planning for validation for planning application. 01/01/18 - Site visit made. New porta-cabin proposed and letting arrangements to be finalised and reports progressed. 01/11/17 - Formal signing of agreement and business plan outstanding. 26/09/17 - Terms for Management Agreement agreed with Caroline Lawson. Delegated decision report required. 01/06/17 - Draft Management Agreement discussed with Veg in the Park. Report to be prepared for Steering Group.	Veg in Park Group (VIP) occupy under management agreement. Procurement team has replaced Park porta-cabin. Stage 2 POS report required once terms accepted.	Land and portacabin	Management Agreement authority Oct 2015. Legal revisions not concluded.	Veg in Park (VIP) Caroline Lawson Chair c/o 18 Watershedding Street OL4 2PA veginpark@icloud .com 07765-250446	01/09/15	Received 01/10/2017	Concept scheme - Sept 2014	No detail	Issued Aug 2018 - revisions submitted Feb 2019 POS advertising to be completed.			Procurement team has approved funding and delivery of new portacabin	N/A	N/A
Foxdenton Park	Service Delivery - Direct	Chadderton South	Foxdenton Hall and Pavilion	Foxdenton Hall. With Chadderton Together. Granted a 2 yr licence from Feb 16. CT to be given a further licence to occupy for the purposes of researching / costing refurbishment and business plan feasibility bids for hall and pavilion. The pavilion refurbishment started Jan 2019 - cafe expected to open in April 2019 - on completion seeking a 25 year lease. The Hall will then be refurbished and a 125 year lease then offered following completion of works.	U/007239	23/01/19 - Discussed at Horizons meeting. KM to progress the grant of agreements for lease and lease. 22/01/19 - Pavilion works in progress. Licence to allow refurb of pavilion was signed Jan 2019. Licence to continue feasibility on hall also signed as draft. Heads of terms for Agreements for Lease and Lease of both pavilion and hall to be agreed with legal prior to sharing with Cllr McLaren. Group keen to have operational café in pavilion by end of March 19. Public open space advert previously withheld to be issued. Need to resolve Parks team accommodation changes in park with these lettings. 23/06/18 - MP J McMahon on site with Cllr to show progress at pavilion. 01/04/18 - Ongoing review of best format of drafting documentation to assist group. 01/01/18 - Regrant of occupation licence with legal who seek some additional detail. HLF bid due to be considered in Feb 2018. 01/08/17 - Legal instructed to provide extended rights of occupation to Feb 2020 for feasibility actions. 24/02/16 - Two year licence to CFCO completed. CFCO developing business plan including community engagement as well as seeking external funding for renovation works etc. The basis of heads of terms for the concept of an agreement for lease for the respective refurbishment periods and then the grant of a lease for 25 years for the pavilion and 125 years for the Hall.	Occupy pavilion under licence to progress into agreement for lease for building works and licence for feasibility work ongoing at hall	Buildings	CT occupy under licence to carry out contractor inspections to inform funding and repair programmes. To then move to agreement for lease during refurbishment then long leases once ready for occupation 25 years for pavilion and 125 years for hall	Now Chadderton Together . Chadderton Federation of Community Organisations (CFCO) & Chadderton Historical Society Christine Dennis 45 Amberwood ,Chadderton,OL4 9SG transaction dealings with Cllr C McLaren	01/04/14	Quarterly reports since 2016	June 2017 updates on feasibility business case and funding and repair programme provided. Initial Business Case received on 30 June 2015.	Finance generally supportive.	Licences agreed and signed.	Jan 19 draft agreements for lease draft lease being refined. POS to issue	N/A	Working with Legal Services on drafting agreements for lease and lease for each of pavilion and hall	N/A	
Holt Street Community Centre (NEON)	Cooperative	Waterhead	Former Area Housing Office, Holt Street, Oldham	Networking in East Oldham Neighbourhoods (NEON) occupy single storey former housing area office building as community resource centre. Lease completed 5th December 2018.	U/007926	23/01/19 - Discussed at the Horizons meeting. Action Together recommend that all building occupiers need a handover pack with the practical things they need to do when taking over management of the building (Weblog etc.). AT will circulate a practical checklist. 22/01/19 - Completed 5th Dec 2018. Unity Building Services to liaise re: service level agreements. NEON in discussion with Unity re: service level agreement re: testing and statutory compliance. Solar panel master lease linked to site still to complete and operations impact on occupier to be confirmed by OCP asap. 1 October schedule of condition survey undertaken. NEON confirm ready to sign lease. Advice note needed re: solar panel arrangements. Need to complete. 01/04/18 - Lease issued for consideration by Solicitor for NEON. 01/01/18 - Minor tweaks to lease re: repairing obligations given solar panel lease plus to provide EPC certificate. 29/11/17 - Lease ready to despatch subject to clarifying the link with solar panel lease. 07/11/17 - Transaction approved by Leader of the Council. Lease about to be issued with linkage to solar panel contract. Photographic schedule of condition to be undertaken and attached to lease. Sept 2017 report approval and legal instruction progressing. Legal preparing draft document. Spring 2017 terms agreed. Management Agreement in place since 1 September 2014.	First occupation under signed management agreement 01/09/14. Lease completed 05/12/18	Building	30 year lease completed with effect from 5th December 2018	c/o Chair of NEON David Wilkinson 39 Wimpole Street Higginshaw Village Oldham OL1 3JN Tel No: 07751-062219 E-mail: dave.neon@virginmedia.com	01/12/13	01/07/15	Business case submitted June 2016. Finance dept raised queries in Dec 2016. Clarified by NEON and plan approved June 2017.	Challenged and approved 01/10/2016	Nov-16	01/03/17	30/10/17	01/12/17	05/12/18	
Land At Robinson Street / Agnes Street	Cooperative	Chadderton Central	Land at Agnes Street / Robinson Street, Chadderton	Block Lane Tenants & Residents Association seek lease of common area for use as a community garden.	U/007241	23/01/19 - Cllr Judd will speak to Cllr McLaren. 22/01/19 - No Action. Proposal to grant a 25 year lease to Block Lane Tenants & Residents Association for use as a community garden. 02/10/18 - KM to contact group. 26/06/18 - Awaiting further action from Cllr McLaren prior to formalising. 23/05/18 - Cllr McLaren sent in info to support CAT 01/04/18 - Cllr McLaren submitted request for lease. 01/01/18 - No recent action. 10/04/17 - HoTs agreed (2 Feb 2017) - delegated report to be drafted seeking approval. BLTRA's ambition to develop the site as an informal play area, garden and sitting area. Awaiting scheme & planning application to be submitted / funding.	Open grassed area - formerly terraced housing.	Land	Propose to take a 25 year lease post completion of a community garden proposal.	Block Lane Tenants & Residents Association (BLTRA) Russell Clarke & Rob Green Tel Nos: n/k E-Mails: russ.dina15@gmail.com blocklane1@gmail.com & cgre53@yahoo.co.uk	22/10/13	N/A	March 18 Cllr McLaren reported not successful with bid for £10,000 funding.	N/A	N/A	N/A	N/A	N/A	N/A	

Page 55

Site Name(s)	Estate	Ward	Title	Full Description	Ref	Latest Note	Current Occupation	Asset Type	Intended tenure	Organisation name, address and lead contact information	Date initial request made	Business Case Date Requested	Business Case Date Received	Business Case Date Approved	HoT Issued	HoT Agreed	Date of Formal Approval	Date Legal instructed	Date Transfer Complete	
Chadderton Town Hall Annexe Building	Service Delivery - Direct	Chadderton North	Chadderton Town Hall Annexe, Middleton Road.	Building currently in use by Council Catering and Cleaning Service. Stand alone annexe - single storey building to flank of town hall. Ambition from Chadderton Historical Society to use as a Heritage Centre.	U/006537	23/01/19 - Discussed at Horizons meeting. When new process agreed PW to ask group to fill in an application form etc. to make a proper decision as to whether this is a CAT. 22/01/19 - Challenge put to Cllr McLaren re business case and validity of project if cafe element dropped. 02/10/18 - KM to speak further with Cllr McLaren. 01/04/18 - Ongoing discussion with legal on best drafting options for group. Funding bids to be resubmitted shortly. 01/01/18 - HLF has rejected bid because lease not in place. Will not be granted until adaptations funded and completed so needs re think with group given links to Foxdenton hall bids. 01/09/17 - draft lease terms for annex building issued. 01/08/17 - Update received from Group on refurbishment tender and funding ideas. 01/06/17 - Feasibility and action plan received from Historical Society. 01/05/17 - Heads of terms for agreement for lease and lease issued. 01/05/16 - Revised Business case referred to Finance. Issue of obtaining costs for separate utility supplies & sub-metering not fully resolved. Catering & Cleaning Service remain in occupation.	Building currently in use by Council Catering and Cleaning Service - would require relocation elsewhere.	Building	CAT proposition is to seek agreement for lease to undertake works then lease for 25 years.	Now Chadderton Together ie Chadderton Federation of Community Organisations (CFCO) & Chadderton Historical Society Christine Dennis 45 Amberwood ,Chadderton,OL4 9SG transaction dealings with Cllr C McLaren	01/02/14	Various BP versions submitted. Final proposal awaited.	Initial Business Case received on 26 March 2015. Revised business case provided on 30 June 2015.	Last updates from Cllr McLaren in Dec 2018. Scheme to change as no funds to support café - this impacts on viability. Update invited	Drafts discussed 2017 with CHS subject to success of funding bids.	N/A	N/A	N/A	N/A	N/A
Land at Greenbridge Lane, Greenfield.	Cooperative	Saddleworth South	land at Greenbridge Lane, Greenfield	Naturalised open space / treescape plot adjoining the brook and fronting a garage block, which has an access route crossing the land. Within the plot a Marley concrete double garage is let out by Unity on licence for £ 50 p.a. On the frontage is an informal lay-by for parking some 7 cars end on to the highway.	U/006886	23/01/19 - Discussed at Horizons meeting and general uncertainty as to whether this is a CAT. More discussions to follow. 22/01/19 - Owner of garage block land behind site seeking covenant change to enable prospective sale to include possibility of residential development. Nik Anderson comfortable with GGRA expertise and has made comment on trees on site if whole site to be redeveloped. If proposing sale of Council land and garage block land then further discussion needed with neighbour and then with GGRA and SPC regarding residue of naturalised frontage land if any and car parking impacts. Awaiting comment from planning team and highways. 02/10/18 - Horizon Group agree a review of whole site and KM to invite both parties to submit their business case on basis on new Horizons format. During 2018 Unity team has sought to grant a CAT disposal on 30 year lease but two competing prospective lessees. 01/08/18 Briefing Note in preparation to Leader regarding choice of selecting SPC or residents association (GGRA) as lessee. 01/04/18 - After one abortive attempt to meet an all parties meeting took place in March. KM to seek constitutional advice and then draft report for Leader consideration. 01/12/17 Unity approached Cllr Sheldon to set up meeting with all parties. 25/09/17 Originally it had been proposed to undertake a CAT to GGRA. However, following Ward Member consultation SPC wish to take on the asset. GGRA unhappy with this and have suggested a conflict of interest. Current position to be reported to Council for instructions. 01/06/17 - Initial discussion with GGRA. Prior to finalising terms SPC expressed interest in taking on the site. Report required to approve who to proceed with. This will determine the tenure. December 2014 Terms offered to GGRA for managing green space. Terms of disposal then varied. Initiated in 2013 as report contemplating possible sale to neighbour.	Unused open space save for Council letting of Marley garage on site.	Land	To be confirmed. Possibly freehold disposal if sale is included in larger site OR if retained as CAT then 30 year lease of naturalised land.	Greenfield & Grasscroft residents Association OR Saddleworth Parish Council	01/11/15	N/A	N/A	N/A	Terms if to be let as managed green space first issued in Dec 2014. Latest discussions discussed with both groups in Autumn 2017.	Initial letting as green space - terms agreed with both parties. For Unity/Council to select lessee or possible release of covenant & sale as amenity space within a possible housing development.	N/A	N/A	N/A	
Land To The Rear Of 10-32 Laurel Avenue, Chadderton	Service Delivery - Indirect	Chadderton Central	Land at Partridge Way and Laurel Avenue, Chadderton	Backland naturalised land next to Rochdale Canal under pylons beside footpath route between two streets and adjoining allotment site.	U/007397	23/01/19 - Cllr Judd will speak to Cllr McLaren. 22/01/19 - No recent action. KM to follow up. 01/01/18 - KM to check again with group already in occupation that needs formalising under licence and then a longer lease for securing funding bids. This prompts need for POS report and advert and then formalising heads of terms / grant of lease. 01/11/17 - Draft Public Open Space report prepared. 01/09/17 - Revised terms issued. 01/09/18 - Unity to re-activate this case. Jan 2108 report to be progressed. 01/11/17 - Draft Public Open Space report prepared for Ward Councillor comment. Sept 2017 revised terms issued. August 2017 response received on heads of terms and extra detail regarding group provided. 01/06/17 - KM met Janet McClaren and issued draft heads of terms and made site visit and checked with Parks team. 22/03/17 - The community group FADRA would like to take a lease / licence for the attached piece of land. The group would like to move on quickly as National Grid would grant them funding of around £16,500 to improve the space planting etc. should an agreement be in place or be in principle.	Friends group already in occupation undertaking landscaping / building walkways.	Land	Seeking 25/30 year lease as local wild gardens / amenity	Janet McLaren c/o FADRA Firwood and District Residents Association jntmclaren@yahoo.com 0161 627 4197 07720 535370	01/03/17	Proposition and Constitution submitted Summer 2017.	Awaited	Constitution provided. Volunteers work on land but will seek funding once lease signed.	29/06/17	Oct 2017 POS report required	TBC	N/A	N/A	

APPENDIX 3: CAT Application Form



Oldham Council Community Asset Transfer Application Form

Please provide the name of the asset in which you have an interest:

Building / Site Name:

Address:

Postcode:

Organisation Submitting the Application:

Organisation Name:

Is your organisation a branch or part of a larger organisation?

Yes

No

If Yes, please provide details:

Organisation Name:

Address:

Postcode:

Who is the main contact for this application?

Title:

Name:

Surname:

Position in organisation:

Contact Details

Postal Address:

Postcode:

Email Address:

1

Telephone & Mobile Phone Nos:

Type of Organisation (Please tick relevant box)	
A voluntary or community body	
A body of persons or a trust which is established for charitable purposes only	
A parish council	

If voluntary/community body, please tick to indicate structure of organisation and provide details:			
Limited Company (by guarantee or shares)		Company Number:	
Community Interest Company		Company Number:	
Charitable Incorporated Organisation		Company Number: Charity Number:	
Community Benefit Society		Number:	
Co-operative Society		Number:	
Another type of legally constituted not for profit organisation (please explain and provide evidence)			
If you are currently unincorporated, is it your intention to become incorporated and if so when?	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes – the proposed date:</p>		

The transfer of an asset into community management and / or ownership can be a complex process. The processes of the Council and responsibilities of your Organisation’s Managing Group are outlined within the document Oldham Council’s Community Asset Transfer Policy & Process Guidance.

If you require further advice regarding Oldham Council’s Community Asset Transfer Policy please visit [\[insert hyperlink to Council website\]](#)

I confirm that I and the Organisation’s Managing Group have read the Community Asset Transfer Policy & Process Guidance document and understand the responsibilities and duties for our organisation as outlined within it:

Yes No

Does your organisation have a governing document (Constitution, Articles of Association and Memorandum of Understanding etc.)?

Yes (please attach a copy with your application) No

Does your organisation hold an Annual General Meeting (AGM) or similar governance meeting?

Yes No

If Yes, please provide the date of the last meeting:

Date	Month	Year

Does your organisation produce annual reports or returns for Companies House, The Charity Commission or other governing body?

Yes (please attach a copy with your application) No

Please give details of your organisation's management structure; how it is managed – please provide names, roles and responsibilities (if you have an organisation structure diagram please attach a copy with your application).

Does your organisation employ staff or is it run by volunteers?

Employs staff Run by volunteers

Please confirm the overall numbers of people involved with running your organisation/delivering its activities:

(Please attach your staffing structure to the application)

Please confirm how many people currently use your organisation's services/activities (this should be clients/users and not the number of visits):

Has your organisation got an audited or independently checked set accounts for its' last financial year?

No Yes (Please provide a copy)

Does your organisation have a bank account in its own name for which it receives bank statements?

No Yes (Please provide a copy of the latest statement)

Does your organisation currently own or hold a lease on an asset; or has it previously owned or taken a lease of an asset?

Yes (please provide details below) No

As part of the Oldham Council's Community Asset Transfer application process your organisation needs to submit a business plan along with its' application. This needs to be a concise but robust document and as a minimum requirement it needs to cover / contain the following key areas:

- A statement of the Aims and Objectives of your organisation
- A description of who the organisation's clients/users are, its target group
- An executive summary of why your organisation requires the proposed asset; what difference it will make to your organisation
- Details of what activities, services, events and uses the asset will be required for, and how your organisation intend to deliver these. Please identify any new/additional activities/services will be delivered as a result of managing the asset
- Which of the Council's corporate aims and objectives your organisation will deliver against and what outcomes will be delivered as a result of your organisation managing the asset
- A Statement of Community Need outlining the community need/benefits that would result from your organisation managing the asset - the how, who, how many and how you will measure this. Please include details of stakeholders and evidence of community involvement/consultation
- What improvements, both physical and cosmetic your organisation intends to make to the asset – including indicative costs and how your organisation intends to pay for these
- A cash flow forecast and budget detailing the financial viability and sustainability of your organisation. This should demonstrate your organisation's ability to manage the asset and any resulting costs
- The capacity for your organisation to manage the asset:
 - Expertise and skills of the Board/Managing Group of the organisation

- Experience/history of the organisation in managing assets and delivering activities, services, managing health and safety requirements and projects
- Arrangements for on-going business planning
- Arrangements to be put in place to ensure effective management of the asset and compliance with relevant statutory regulation
- Succession Planning – how your organisation will replace people on its Board/Managing Group and ensure the right skills and knowledge is maintained

Does your organisation have suitable written procedures in place to cover the following areas:			
Area	Yes	No	Any Comment
Recruitment & Induction			
Training & Development			
Health & Safety			
Equality & Diversity			
Safeguarding			
Disclosure Barring Service Checks			
Grievances/complaints			

One of the responsibilities attached to managing an asset is ensuring you have appropriate insurance policies in place. Does your organisation currently have any insurance policies in place?

Yes (Please provide details)

No

Has your organisation ever been refused insurance cover?

No

Yes (Please provide details of when and why below)

Undertaking

I certify that the information supplied in this Application Form is accurate to

the best of my knowledge and that I am authorised by the governing body of the organisation to submit this Application Form on its behalf (Please supply a copy of the minute or minutes from the managing body meeting where this authority was granted or a letter confirming this).

I understand it is a criminal offence to knowingly make a false statement, to give or offer any gift or consideration whatsoever as an inducement or reward to any Council Officer, partner or representative and that any such action will empower the Council to cancel this application for the transfer of the asset.

Signed:

Print Name:

Position within organisation:

Date:

Application Attachment Check list:			
Item	Yes	No	Any comment
Copy of Governing document(s)			
Copy of Annual report and/or returns			
Organisational Structure Diagram			
Staffing diagram / structure			
Copy of audited/independently checked accounts for the organisation's last financial year			
Copy of the latest bank statement			
Business Plan			
Copy of minutes or letter confirming authority to signatory to submit Application Form on behalf of the organisation			

On completion this Application Form needs to be returned to... (tbc)

APPENDIX 4: CAT Assessment Matrix



Community Asset Transfer Application Assessment Matrix – For internal use only

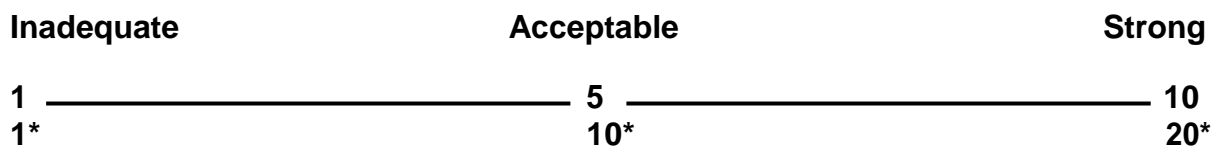
Date Application Received	
Names of Applicant Names of Applicant Organisation	
Details of Asset	

Eligibility Check

Answering 'No' to the following questions may result in the Application being declared ineligible and the Application rejected. Green = Yes; Red = No

A	Have the following documents been attached to the Application	Yes/No	Any comment
1	Copy of Governing document(s)		
2	Business Plan		
3	Copy of audited/independently checked accounts for the organisation's last financial year		
4	Copy of the latest bank statement		
5	Copy of minutes or letter confirming authority to signatory to submit Application Form on behalf of the organisation		

A score of 1 to 10 will be awarded by the assessors on responses/information provided by the Applicant to each criterion, where the criteria number is marked with an asterisk, e.g. 1* the scoring will be out of a total of 20 as this is a weighted criterion:



Applicant Organisation

B	Criterion	Score	Any Comments
1	Has the legal standing of the organisation been clearly defined and established?		
2	Does the organisation hold an AGM or similar governance meeting?		
3	Has the organisational management and staffing structure been clearly defined?		
4	Has the organisation demonstrated it is financially sustainable/viable?		
5	Does the organisation have written procedures covering: <ul style="list-style-type: none"> • Recruitment & Induction • Training & Development • Health & Safety • Equality & Diversity • Safeguarding • Disclosure Barring Service Checks • Grievances/complaints? 		
6	Has the organisation any current insurance policies in place or been refused insurance cover?		

The Business Case for Awarding Asset Transfer:

The Proposal

C	Criterion	Score	Any Comments
1	Are the Aims and Objectives of the organisation clearly defined and in accordance with the applicant's proposal?		
2	Are the organisation's clients / users a priority group for the Council?		
3	Does the executive summary clearly define why the organisation requires the asset and what difference it will make to the organisation?		
4*	Does the proposal assist with the delivery of the Council's Corporate Strategy?		
5*	Does the proposal assist the Council with other aims and objectives?		
6	Does the proposal meet the specific criteria relating to this particular asset – as detailed in any advertising of the asset? (This may not always be applicable)		

Community and Partnership Impact (involvement/consultation/working)

D	Criterion	Score	Any Comments
1	Has the organisation fully demonstrated a demand for their proposal?		
2*	Has the organisation demonstrated how their proposal will provide added community benefit by them acquiring the asset and how they will measure and evidence this?		

3	Has the organisation undertaken consultation with the community and partners about their proposal?		
4	Is there evidence that the organisation works in partnership with other organisations and community groups in the area?		
5*	Is there evidence that the organisation has an inclusive approach to the needs of different groups of people within the wider community?		

The Asset

D	Criterion	Score	Any Comments
1	Is the asset suitable to use for the organisation's proposal?		
2	Has the organisation given comprehensive details of all proposed works they intend to carry out to the asset, including indicative costs and the means of funding these and are these realistic?		
4	<p>Has the organisation demonstrated a full understanding of the issues affecting the asset</p> <ul style="list-style-type: none"> • Condition • Suitability • Accessibility • Health & Safety • Planning restrictions • Environmental • Specific criteria relating to this particular asset – as detailed in the advert for the asset? (This may not always be applicable) 		

Financial

E	Criterion	Score	Any Comments
1*	Has the organisation submitted a detailed cash flow forecast and budget which demonstrates their project is financially viable and sustainable – are the projected revenue and income sources reasonable?		
2	Have the capital costs of any improvement works been accounted for and sources of funding these identified – are these reasonable?		

Capacity to Manage the Asset

F	Criterion	Score	Any Comments
1*	Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?		
2	<p>Does the organisation demonstrate a clear understanding of the responsibilities and issues involved with managing the asset and delivering their proposal in areas such as:</p> <ul style="list-style-type: none"> • Health & Safety • Day to day maintenance • Risks and management/control • Business continuity • Training and development • Specific criteria relating to this particular asset – as detailed in the advert for the asset? (This may not always be applicable) 		

Summary

Area	Score	Any Comments
B - Applicant Organisation		
C - The Proposal		
D - Community and Partnership Impact		
E - Financial		
F- Capacity to Manage the Asset		
TOTAL SCORE		
Assessment Groups Recommendation:		
Members of Assessment Group:		
Date of Assessment:		



Report to CABINET

3-Year Highways Improvement Programme (2019/20 – 2021/22)

Portfolio Holder:

Councillor Shah, Cabinet Member for Neighbourhood Services

Officer Contact: Helen Lockwood, Deputy Chief Executive – People and Place

Report Author: Eleanor Sykes, Transport Policy Officer
Ext. x1668

25th March 2019

Reason for Decision

To seek approval of the 3-Year Highways Improvement Programme, as discussed and agreed with Members during January 2019, based on good practice and ensuring best value for future investment.

To seek approval for all tender award decisions, including those with a value of over £400,000, in the 3-Year Highways Improvement Programme to be delegated to the Cabinet Member for Neighbourhood Services and the Deputy Chief Executive – People and Place in order to meet delivery timescales.

To seek approval for any underspend generated as the programme progresses to be used to deliver schemes on the approved list in priority order (although lower priority schemes may be selected depending on available budget, value for money and type of treatment) until the budget is fully expended in any particular year. This approach means we do not need to gain further approvals to deliver additional schemes, ensuring they can be delivered as soon as practically possible.

Recommendations

It is recommended that Members agree:

- That the 3-Year Highways Improvement Programme, as appended to this report, be approved.

-
- That all tender award decisions, including those with a value of over £400,000, in the Highways Improvement Programme be delegated to the Cabinet Member for Neighbourhood Services and the Deputy Chief Executive – People and Place.
 - That any underspend generated across the programme be used to deliver further schemes on the approved list in priority order (although lower priority schemes may be selected depending on available budget, value for money and type of treatment) until the budget is fully expended in any particular year without gaining further approvals. Any additional schemes to be delivered would be taken to the briefing with the Cabinet Member for Neighbourhood Services;
 - That local Members be advised on completed schemes in their area as part of communication around delivery of the programme.

3-Year Highways Improvement Programme (2019/20 – 2021/22)**1 Background**

- 1.1 In October 2018 Cabinet agreed to a programme of highway works to be delivered over 3 years (2019/20 - 2021/22) with a capital investment of £12m in total.
- 1.2 The annual budget of £4m would be allocated to schemes, enabling a programme informed by both condition survey results and local Member knowledge, following analysis of the Annual Engineering Inspection (AEI) survey and discussion with districts around the best approach.
- 1.3 The AEI survey was carried out in autumn 2018 and this has been analysed by Unity officers to ensure that the available funding over the next 3 years be utilised in the best way. The findings of the AEI have been presented to Members at the District Highways Workshops during January 2019 to aid discussions around priorities of Members in each district.
- 1.4 In brief the condition of the network is as follows:
- 6% Red (these are the worst areas of highway which have gone beyond using any preventative treatment and are in need of full resurfacing / reconstruction);
 - 58% Amber (these areas will need some form of preventative treatment i.e. maintenance patching, micro asphalt, surface dressing. The type of treatment will be decided upon by highway engineers to best fit the street type and usage);
 - 36% Green (these areas do not currently require any action).
- 1.5 The results reflect the investment over recent years on, particularly, the main road network in Oldham. A large amount of work has been carried out on highways in 2018 using the initial £6m investment which means the 'red' percentage has been significantly lowered.

2 Current Position

- 2.1 The full AEI survey was evaluated by highways engineers and a £4m programme put together for each year based on the condition survey with a mixture of 'red' and 'amber' schemes being proposed.
- 2.2 This approach will deal with the worst of the 'red' category that have already failed and contain significant defects (reactive maintenance). As these roads have already failed and require full resurfacing they will already incur significant costs regardless of whether they are delayed in the programme or not. Dealing with these locations removes a high volume of requests for service and reduces the burden on the revenue budget.
- 2.3 The 'amber' schemes will benefit from preventative maintenance taking place on roads that are showing signs of failure. This is generally a road that requires surface replacement or surface treatment to extend the residual life of the carriageway. This approach provides best value for money long term, with high opportunity for cost saving as it delays surface failure of the carriageway. By treating these roads now we can repair them for a fraction of the cost of full resurfacing and this will prevent more roads from deteriorating further and therefore becoming a further burden on the revenue budget.

2.4 Good asset management techniques provide an appropriate balance between the two types of maintenance outlined above to ensure all priorities are best met. Furthermore, when allocating funds the Department for Transport (DfT) favour local highway authorities that adopt a preventative approach.

3 **District Highways Workshops**

3.1 During January 2019 Unity and Council officers attended meetings with all districts where Members had the opportunity to:

- Discuss an overview of the highway survey and the context for future spend;
- View recommendations of what could be delivered per district using a condition-led approach to maximize benefits/value for money;
- View information on other highway programmes with funding (~£1.5m per year) to give the context of the full programme;
- Input to the programme with schemes/locations from their local knowledge and where they are receiving a high number of complaints.

3.2 Following these workshops Unity Highways engineers have priced up suggested schemes and made recommendations around how the programme would look in their district. This has subsequently been agreed with the relevant Members in each district.

3.3 The 3-year Highways Improvement Programme is appended to this report (Appendix 1), along with the full programme of all highway works (including the above) over the next 3 years (Appendix 2).

4 **Delivery**

4.1 Unity Partnership has developed a delivery programme for the schemes listed in the appendices to this report which will begin in April 2019. The schemes in the interim period will be procured through a combination of means primarily via the Councils Low Value Construction & Highways Services Framework (LVCHSF) as follows:

- Direct Award: where schemes have an estimated value of under £25,000 (this value will increase to £49,999 in August 2019) the route to market will be via LVCHSF (Lot 7 – Highways Minor Works) which will be direct awarded to J Hopkins (Contractors) Limited who has pre-agreed tendered rates with the Council for minor work items;
- Highways Operations: our internal Highways Operations team can lay certain types of materials (mainly Bitmac). Schemes of this type in the programme will be delivered by Highways Operations (subject to their capacity);
- Mini Competition: packaged schemes falling outside of the above routes will be procured via the LVCHSF (Lot 13 Highways Carriageway Surfacing) via a mini competition exercise with the five suppliers on this Lot. Tender packaged as individual schemes with values in line with Framework value thresholds over £50,000 and under £500,000 total (or smaller schemes grouped to meet this value) all will be sourced via this route. Where possible these will be grouped by localised areas to achieve value for money through economies of scale. These tender awards are the ones proposed to be delegated to save time in programme delivery;
- Invitation to Tender: schemes with combined values over £500,000 will be procured via an Open Tender.

-
- A longer term strategy will be developed to meet the requirements of the Highways Improvement Programme once meetings with Procurement and Key Stakeholders have taken place.

5 Options/Alternatives

5.1 Option 1 - Members agree:

- The 3-Year Highways Improvement Programme, as appended to this report;
- That all tender award decisions, including those with a value of over £400,000, in the Highways Improvement Programme be delegated to the Cabinet Member for Neighbourhood Services and the Deputy Chief Executive – People and Place;
- That any underspend generated across the programme be used to deliver further schemes on the approved list in priority order (although lower priority schemes may be selected depending on available budget, value for money and type of treatment) without having to gain further approval.

5.2 Option 2 – Members don't agree:

- The 3-Year Highways Improvement Programme, as appended to this report;
- That all tender award decisions, including those with a value of over £400,000, in the Highways Improvement Programme be delegated to the Cabinet Member for Neighbourhood Services and the Deputy Chief Executive – People and Place;
- That any underspend generated across the programme be used to deliver further schemes on the approved list in priority order (although lower priority schemes may be selected depending on available budget, value for money and type of treatment) without having to gain further approval.

6 Preferred Option

6.1 Option 1 is the preferred option.

7 Consultation

7.1 Cabinet agreed in October 2018 that resources of £12m be set aside across 2019/20 – 2020/21 for delivery of a further 3 years of the highway improvement programme.

7.2 The Cabinet Member for Neighbourhood Services has been regularly updated on the development of the Highways Improvement Programme.

7.3 All other Members have been engaged through the District Highways Workshops as described in section 3.

8 Financial Implications

Capital

8.1 This report proposes a capital investment of £12m for Highways over the next 3 financial years at £4m per year – from 2019/20 to 2021/22.

8.2 There is Prudential Borrowing budget of £12m in the transport capital programme which is to be allocated over a 3 year period as follows: -

2019/20 £4m
2020/21 £4m

8.3 The full 3-year programme is appended to this report (Appendix 1) with the preferred route being option 1 as per paragraph 5.1.

8.4 Budgets will be held within the Transport Capital Programme on the following capital cost centres: -

- M0941 – REP Secondary Corridor Schemes
- M0942 – REP Unclassified Network Schemes
- M0943 – REP Accident Reduction Schemes
- M0944 – REP Gateway Corridor Schemes

Revenue

8.5 Improvements in the condition of the transport infrastructure should have a positive impact in terms of minor road and footpath repairs. This should have an impact of reducing the amount for smaller repairs which are charged to the revenue maintenance budget.

8.6 Prudential borrowing costs will be over a 3 year period based on borrowing of £4m per year and have been included within the current Medium Term Financial Strategy (MTFS). (Sadrul Alam)

9 Legal Services Comments

9.1 The body of the report explains how the Council will follow Rule 4.1 of its Contract Procedure Rules in using the Low Value Construction and Highways Framework Agreement to make direct awards for the low value works contracts and conducting a mini competition for the higher value works contracts. Where this framework cannot be used the Council will follow the requirements set out in the table in Rule 4.3 its own Contract Procedure Rules to offer the opportunity to the market. (Elizabeth Cunningham-Doyle)

10 Co-operative Agenda

10.1 The Council is obligated as the Highways Authority to maintain the highway network. Residents are requested to use the network with consideration and report defects to enable quick repair. This will provide the Borough with the best opportunity to maintain the roads which serve the local economy.

11 Human Resources Comments

11.1 None

12 Risk Assessments

12.1 None

13 IT Implications

13.1 None

14 Property Implications

14.1 None

15 Procurement Implications

- 15.1 Procurement will ensure that all contracting activity for this intended spend is in line with Oldham Council Contract Procedure Rules (CPR) item 4.1 which states where an existing Contract or Framework Agreement is available to meet the Procurement requirements it should be used.
- 15.2 Discussions are planned with key stakeholders to establish a Procurement Strategy that will maximise the Highways Improvement Programme budget whilst also giving consideration to the social benefits of Oldham. (Steve Boyd)

16 Environmental and Health & Safety Implications

16.1 Environmental

The procurement process must ensure that the contractors appointed to deliver the works are competent and comply with all environmental legislation. (Justine Addy)

16.2 Health and Safety

It must be ensured that any contractors appointed are suitably competent and have suitable arrangements in place for the management of health and safety.

Health and Safety critical documentation such as risk assessments, safe working methods etc. must be assessed by the by the relevant project manager. Relevant supervisory checks of any contractors/works must also be undertaken. (Laura Smith)

17 Equality, community cohesion and crime implications

- 17.1 The schemes will have a positive impact on equality, community cohesion and crime. The proposed works will improve the highway network for the benefit of all highway users, including pedestrians, cyclists and other vulnerable road users. The schemes will facilitate movement between communities by vehicle thus assisting cohesion.

18 Equality Impact Assessment Completed?

- 18.1 No. The schemes will be designed in accordance with accessible design principles and will become part of the approved transport capital programme.

19 Key Decision

- 19.1 Yes

20 Key Decision Reference

- 20.1 NEI-11-18

21 Background Papers

- 21.1 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:

Records held in Oldham Council, Civic Centre, West Street, Oldham, OL1 1UH

Officer Name: Eleanor Sykes
Contact No: 0161 770 1668

- Highways Investment Programme – Key Principles: Cabinet Report 22nd October 2018

22 **Appendices**

22.1 Appendix 1 – Highways Improvement Programme 2019/20 – 2021/22

22.2 Appendix 2 – Full Highways Programme 2019/20 – 2021/22 (including LTP funding, Incentive Fund, Pothole Fund)

APPENDIX 1

HIGHWAY INVESTMENT PROGRAMME 2019/20					
RED					
3	Greenacres Road	Top St to Dunham St	Waterhead	£217,528	Reconstruction & Resurface
4	Higginshaw Lane	Higginshaw Rd to Rudding St	Royton South	£156,240	Resurface
5	Dowry Street	Full Length	Medlock Vale	£134,995	Resurface
6	Mill Gate / Colenso St	Full Length	Hollinwood	£97,720	Resurface
7	Stannybrook Road	Lumb Lane to Garden Centre	Failsworth East	£71,151	Resurface
8	Quebec Street	Full Length	Coldhurst	£50,768	Resurface
9	Falcon Street	Full Length	Alexandra	£49,595	Resurface
10	Leefields Close	Full Length	Saddleworth South	£46,604	Reconstruction
11	Wharmton Rise	Full Length	Saddleworth South	£45,325	Resurface
12	Beresford St	Full Length	Failsworth West	£43,855	Resurface
13	Hollins Avenue	Full Length	Saddleworth W & Lees	£39,824	Resurface
14	Fitton Hill Road	Full Length	Alexandra	£39,270	Resurface
15	Coniston Avenue	Full Length	Werneth	£38,570	Resurface
16	Aden St / Mecca St	Full Length	St. Mary's	£36,680	Resurface
17	Levington Drive	Full Length	Medlock Vale	£34,440	Resurface
18	Longfield Park	Full Length	Crompton	£31,535	Resurface
19	Yewbarrow Road	Full Length	St. Mary's	£30,660	Resurface
20	Blakelock Street	Full Length	Crompton	£30,485	Resurface
21	Houson Street	Full Length	Alexandra	£29,960	Resurface
22	Higher Arthurs	Full Length	Saddleworth South	£28,560	Resurface
23	Chapel St / Person Gr	Full Length	Saddleworth W & Lees	£28,140	Resurface
24	Broadstone Avenue	Full Length	St. James'	£26,740	Resurface
25	Back Lane	Junction with Thorpe Lane	Saddleworth North	£26,134	Resurface
26	Sunfield Lane	Dorset Avenue to End	Saddleworth North	£26,131	Reconstruction
27	Whitehead Street	Full Length	Crompton	£23,415	Resurface
28	Ashmond Road	Full Length	Saddleworth W & Lees	£23,030	Resurface
29	Glen Grove	Full Length	Royton North	£21,385	Resurface
30	Royle Close	Full Length	Alexandra	£17,850	Resurface
31	Filbert Street	Full Length	St. James'	£15,365	Resurface
32	Chapel Lane	Full Length	Royton North	£13,790	Resurface
33	Lewis Street	Full Length	Crompton	£12,810	Resurface
34	Woodlands	Full Length	Failsworth West	£11,445	Resurface
AMBER					
35	Holmfirth Road	Full Length (Half) Honeywell Ln, Copster Hill Rd,	Saddleworth South	£375,544	Resurface & Pre Patching
36	Ashton Road	Hathershaw Ln, Fir Tree Ave Junctions	Medlock Vale	£141,222	Resurface
37	Denton Lane	Arne St to Walsh St	Chadderton Central	£126,332	Resurface & Micro >10% Patching
38	Ronald Street	Full Length	Waterhead	£116,733	Resurface & Micro >10% Patching
39	Waverley Street	Full Length	St. James'	£110,085	Resurface & Micro >10% Patching
40	Charter St / Wimpole St	Full Length	St. Mary's	£104,041	Resurface & Micro >10% Patching
41	Villa Road	Full Length	Alexandra	£76,800	Resurface & Micro >10% Patching
42	Eustace Street	Broadway to Mill	Chadderton North	£76,320	Micro >15% Patching
43	Furness Avenue	Full Length	Alexandra	£74,025	Micro >10% Patching
44	Bartlemore Street	Full Length	St. James'	£57,190	Resurface
45	Age Croft	Full Length	Alexandra	£53,576	Micro >10% Patching
46	Newport Street	Full Length	Werneth	£53,480	Micro >15% Patching
47	Scholes Drive	Full Length	Chadderton South	£51,442	Resurface & Micro >10% Patching
48	Nugget Street	No. 62 to Glodwick Road	St. Mary's	£49,437	Resurface
49	Lydgate Dr / Kestrel Ave	Full Length	St. Mary's	£49,231	Resurface & Micro >10% Patching
50	Birch Avenue	Full Length	Failsworth West	£47,548	Micro >10% Patching
51	Werneth Hall Road	Lee St to No.38	Werneth	£46,510	Resurface & Pre Patching
52	Gibraltar Street	Full Length	St. Mary's	£43,061	Resurface & Micro >10% Patching
53	Morley St / Heather Cl	Full Length	Waterhead	£42,910	Resurface
54	Bradshaw St / Old Church St	Full Length	St. Mary's	£41,895	Resurface

APPENDIX 1

55	Whitby Road	Full Length	Alexandra	£38,575	Micro >10% Patching
56	Bardsley Vale Avenue	Full Length	Medlock Vale	£37,835	Resurface
57	Dove Street	Full Length	St. Mary's	£37,554	Resurface
58	Lawn Closes	Full Length	Alexandra	£37,352	Micro >10% Patching
59	Breeze Hill Road	Full Length	St. Mary's	£36,138	Micro >10% Patching
60	Falmouth Street	Full Length	Alexandra	£35,140	Resurface
61	Whitehall Street	Full Length	St. Mary's	£32,235	Resurface
62	Wrigley Street	Full Length	St. Mary's	£30,545	Micro >10% Patching
63	Saint Hildas Drive	Full Length	Coldhurst	£29,715	Resurface
64	Near Birches Parade	Full Length	Alexandra	£28,275	Resurface & Micro >10% Patching
65	Boston Street	Full Length	Alexandra	£27,426	Resurface & Micro >10% Patching
66	Helmshore Way / Pemberton Way	Full Length	Shaw	£27,025	Resurface
67	Edge Lane Road	Full Length	St. Mary's	£26,695	Micro >10% Patching
68	Quail St / Rook St	Full Length	St. Mary's	£25,160	Resurface & Micro >10% Patching
69	Cemetery Road	Full Length	Failsworth East	£24,701	Resurface
70	Lacrosse Avenue	Full Length	Werneth	£24,253	Micro >10% Patching
71	Wolverton Avenue	Full Length	Werneth/Hollinwood	£23,275	Resurface
72	Napier Street	Full Length	Shaw	£22,998	Micro >10% Patching
73	Flora Street	Full Length	Coldhurst	£21,832	Resurface & Micro >10% Patching
74	Werneth Crescent	Full Length	Werneth	£21,821	Micro >10% Patching
75	Cornwall Crescent	Full Length	Saddleworth North	£18,574	Micro >10% Patching
76	Vine Close	Full Length	Shaw	£14,685	Micro >10% Patching
77	Salem Grove	Full Length	St. Mary's	£14,097	Micro >10% Patching
78	Charnwood Close	Full Length	Crompton	£13,240	Micro >10% Patching
79	Kent St / Port St	Full Length	Medlock Vale	£13,007	Micro >10% Patching
80	Mulmount Close	Full Length	Hollinwood	£12,943	Micro >10% Patching
81	Wagh Avenue	Full Length	Failsworth East	£12,671	Micro >10% Patching
82	Penrith Avenue	Full Length	Werneth	£12,415	Micro >10% Patching
83	Berkshire Close	Full Length	Werneth	£12,108	Resurface
84	Vulcan Street	Junction Stoneleigh Primary	St. James'	£11,795	Resurface
85	Bridson Street	Full Length	Waterhead	£11,003	Micro >10% Patching
86	Whitland Drive	Full Length	Hollinwood	£10,489	Micro >10% Patching
87	Ceylon Street	Full Length	St. Mary's	£8,685	Micro >15% Patching
88	Osborne Street	Full Length	Shaw	£8,356	Micro >10% Patching

HIGHWAY INVESTMENT PROGRAMME 2020/21

RED

4	Thornham Road	Full Length	Crompton	£266,938	Resurface
5	Garforth Street	Full Length	Chadderton North	£155,919	Micro Brook St to Burnley Ln. Resurface Remaining
6	Acre Lane	Full Length	St. James'	£120,645	Resurface
7	Raven Avenue	Full Length	Chadderton Central	£97,792	Resurface
8	Pitt St E / Lowside Dr	Full Length	Saddleworth North	£93,065	Resurface
9	Ferneyfield Road	Full Length	Chadderton Central	£92,435	Resurface
10	Horsedge Street	Egerton St to Yorkshire St	St. Mary's	£86,835	Resurface
11	Thompson Lane	Full Length	Chadderton South	£84,120	Resurface
12	Grimshaw Lane	Canal Bridge to Railway	Chadderton Central	£81,700	Resurface
13	Woodend Street	Full Length	Saddleworth W & Lees	£69,888	Reconstruction
14	Buckstones Road	Black Lad for 250m East	Shaw	£68,250	Resurface
15	Rush Hill Road / The Meadows	Full Length	Saddleworth South	£63,245	Micro Carr Lane to Greave Park. Resurface Remaining
16	Gartside Street	Full Length	Saddleworth North	£51,450	Resurface
17	Melling Road	Full Length	St. Mary's	£51,090	Resurface
18	Thornecliffe Park	Full Length	Royton North	£37,856	Reconstruction
19	Westminster Street	Full Length	St. James'	£35,633	Resurface
20	Grains Road	Woodhouse Knowl to Delph	Saddleworth North	£30,784	Resurface
21	Wainright Street	Full Length	Werneth	£12,355	Resurface

AMBER

22	Holmfirth Road	Remaining Half	Saddleworth South	£347,622	Surface Dressing
23	Hollinwood Avenue	Remaining Half	Chadderton South	£237,315	Surface Dressing >10% Patching

APPENDIX 1

24	Frederick Street	A62 to Chamber Rd	Werneth	£205,520	Resurface
25	Dogford Rd / Fir Lane	Full Length	Crompton	£164,520	Micro >10% Patching
26	Stamford Road	Willow Bank to Belmont Ave	Saddleworth W & Lees	£123,760	Resurface
27	B6194 Oldham Road	Birshaw Cl to Big Lamp	Crompton	£102,254	Resurface
28	Mortimer Street	Full Length	St. Mary's	£93,775	Resurface & Micro >10% Patching
29	Church Street	Full Length	Royton North	£92,400	Resurface
30	Frederick Street	Chamber Rd to Hollins Rd	Werneth	£84,130	Micro >10% Patching
31	Kirby Avenue	Full Length	Chadderton South	£59,990	Resurface
32	Werneth Hall Road	No.38 to Frederick St	Werneth	£55,854	Micro Asphalt
33	Thomas Street	Wild St to Spring Ln	Saddleworth W & Lees	£52,196	Micro >10% Patching
34	Neville Street	Full Length	Coldhurst	£48,949	Resurface
35	Chapel Road	A670 Oldham Rd Jctn	Saddleworth South	£48,825	Resurface
36	Red Hall Street	Full Length	St. Mary's	£47,501	Resurface
37	Stag Pastures Road	Full Length	Hollinwood	£44,682	Resurface & Micro >10% Patching
38	Cow Lane	Lees Rd to Bankhill St	Waterhead	£43,820	Resurface
39	Keble Avenue	Full Length	Medlock Vale	£43,330	Resurface
40	Timperley St / Kirkham St / Grange St	Full Length	Coldhurst	£41,570	Micro >10% Patching
41	St Mary's Drive	Full Length	Saddleworth South	£40,682	Micro >10% Patching
42	Samuel St / Springfield Cl	Old Rd to Ind Estate	Failsworth West	£33,400	Resurface
43	Brunswick Street	Full Length	Shaw	£32,042	Micro >10% Patching
44	Staley St / Springhead Ave	Full Length	Saddleworth W & Lees	£27,269	Micro >10% Patching
45	Longfield Road	Full Length	Crompton	£24,420	Micro >10% Patching
46	Princess Street	Full Length	Failsworth West	£23,139	Resurface
47	Ruth Street	Full Length	St. Mary's	£20,905	Micro >10% Patching
48	Estate Street	Villa Rd to Crete St	Alexandra	£20,685	Resurface
49	Lucerne Close	Full Length	Chadderton Central	£19,635	Resurface
50	Shawcroft Close	Full Length	Crompton	£19,530	Resurface
51	Rife Street	Full Length	St. Mary's	£19,075	Resurface
52	Grantham Street	Full Length	St. Mary's	£18,907	Resurface
53	Church Street East	Full Length	Waterhead	£18,870	Micro >10% Patching
54	Chestnut Close	Full Length	Waterhead	£17,445	Micro >10% Patching
55	Carlisle Street	Rutland St to Derby St	Werneth	£17,427	Micro >10% Patching
56	Moordale Avenue	Full Length	Waterhead	£16,940	Resurface
57	Stansfield Street	Full Length	Coldhurst	£16,724	Micro >10% Patching
58	Upland Road	Full Length	Medlock Vale	£16,412	Micro >10% Patching
59	Overens Street	Full Length	St. Mary's	£16,338	Micro >10% Patching
60	Arran Avenue	Full Length	Alexandra	£16,243	Micro >10% Patching
61	Franklin Street	Full Length	Coldhurst	£16,102	Micro >10% Patching
62	Windsor Avenue	Full Length	Chadderton South	£15,781	Micro >10% Patching
63	Slater Street	Full Length	Failsworth East	£15,398	Resurface
64	Vigo Street	Full Length	St. Mary's	£14,849	Micro >10% Patching
65	Spring Close	Full Length	Saddleworth W & Lees	£13,653	Micro >10% Patching
66	Cartmel Close	Full Length	Werneth	£11,620	Resurface
67	Drake Close	Full Length	Coldhurst	£10,878	Micro >10% Patching
68	Treetops Close	Full Length	Saddleworth North	£10,079	Micro >10% Patching
69	Clough Park Avenue	Full Length	Saddleworth South	£9,472	Micro >10% Patching
70	Martin Avenue	Full Length	St. Mary's	£8,067	Micro >10% Patching

HIGHWAY INVESTMENT PROGRAMME 2021/22

RED

2	Tweedale Way	Hudson St to Morrissons	Chadderton South	£242,320	Resurface
3	Whitebank Road	Full Length	Hollinwood	£211,448	Resurface
4	Sherwood Way	Full Length	Crompton	£148,120	Resurface
5	Under Lane	Boundary to Thornley Ln	Saddleworth W & Lees	£102,931	Resurface
6	Stag Pasture Road	Full Length	Hollinwood	£92,610	Resurface
7	Stock Lane	Full Length	Chadderton Central	£86,100	Resurface

APPENDIX 1

8	Hull Mill Lane	Full Length	Saddleworth North	£83,840	Resurface
9	Tamworth Street	Full Length	Werneth	£62,720	Resurface
10	Crowley Lane	Full Length	Waterhead	£59,850	Resurface
11	Scholes Street	Full Length	Chadderton South	£57,330	Resurface
12	Quebec Street	Full Length	Coldhurst	£50,768	Resurface
13	Tunstall Road	Full Length	St. Mary's	£43,050	Resurface
14	Webster Street	Full Length	Alexandra	£35,875	Resurface
15	The Link	Full Length	Crompton	£29,854	Resurface
16	Hedges Street	Full Length	Failsworth East	£26,274	Resurface
17	Court Street	Full Length	Saddleworth South	£25,956	Resurface
18	Fife Avenue	Full Length	Chadderton South	£24,430	Resurface
19	Perth Avenue	Full Length	Chadderton South	£23,765	Resurface
20	Whitehouse Avenue	Full Length	St. Mary's	£21,720	Resurface
21	Tottington Avenue	Full Length	Saddleworth North	£21,094	Resurface
22	Piercy Street	Full Length	Failsworth West	£20,825	Resurface
23	Chancery Lane	Full Length	Saddleworth North	£16,625	Resurface
24	Nordens Street	Full Length	Chadderton Central	£12,495	Resurface
AMBER					
25	A62 Manchester Road	M60 Hollinwood Jctn	Failsworth East	£616,774	Resurface
26	Platting Road	Full Length	Saddleworth North	£264,500	Resurface & Micro >10% Patching
27	Chamber Road	A62 to Heron St	Hollinwood	£149,992	Resurface
28	Springmeadow Lane	Full Length	Saddleworth South	£129,773	Resurface & Micro >10% Patching
29	Fields New Road	Full Length	Chadderton South	£118,483	Resurface & Micro >10% Patching
30	Vulcan Street	Abbotsford St to Whetstone Hill	St. James'	£103,405	Resurface
31	Milnrow Road	Edmund St to Beal Lane	Shaw	£92,960	Resurface
32	Chadderton Hall Road	Chadderton Park Rd to Mill Br	Chadderton North	£92,480	Micro >10% Patching
33	Sandbed Lane	Full Length	Saddleworth North	£68,020	Resurface
34	Coldhurst Street	Full Length	Coldhurst	£63,102	Micro >10% Patching
35	Radcliffe Street	Sandy Lane to A671 A671 to Milton Street	Royton South	£61,046	Resurface Micro >10% Patching
36	Shaw Street	Oldham Rd to Hartington Crt	Royton South	£57,513	Micro >15% Patching
37	Brown St / Bland Cl	Full Length	Failsworth West	£49,343	Micro >10% Patching
38	Bellfield Avenue	Full Length	Medlock Vale	£42,591	Resurface
39	Balmoral Avenue	Full Length	Royton South	£42,584	Resurface
40	Lees New Road	Abbeyhills Rd 260m South	Alexandra	£42,457	Micro >10% Patching
41	Malham Cl / Leyburn Ave	Full Length	Royton North	£42,223	Micro >10% Patching
42	Urmson Street	Full Length	Alexandra	£39,302	Micro >10% Patching
43	Hawthorn Crescent	Full Length	Shaw	£36,680	Resurface
44	Glen Grove	Full Length	Royton North	£34,771	Resurface
45	Cheltenham Street	Full Length	St. James'	£33,775	Resurface
46	Wordsworth Rd / Shelley Rd	Full Length	St. James'	£33,615	Micro >10% Patching
47	Waveney Road	Full Length	Crompton	£33,358	Resurface
48	St Chads Crescent	Full Length	Saddleworth South	£32,175	Resurface & Micro >10% Patching
49	Windermere Road	Full Length	Royton North	£28,749	Micro >10% Patching
50	Radcliffe Street	Full Length	Saddleworth W & Lees	£26,752	Resurface
51	Brookfield Avenue	Full Length	Royton North	£24,634	Resurface
52	Wastwater Street	Full Length	St. Mary's	£21,458	Resurface & Micro >10% Patching
53	Medlock Drive	Full Length	Medlock Vale	£19,684	Micro >10% Patching
54	Hall Stret	Full Length	Royton North	£14,831	Micro >10% Patching
55	Park Street	Full Length	Royton South	£13,964	Micro >10% Patching
56	Corn Street	Full Length	Failsworth West	£13,448	Resurface
57	Brookfield Street	Full Length	Alexandra	£13,026	Resurface & Micro >10% Patching
58	Sunfield Drive	Full Length	Royton South	£12,984	Resurface & Micro >10% Patching
59	Manor Drive	Full Length	Royton South	£11,781	Micro >10% Patching
60	Briton Street	Full Length	Royton South	£9,014	Micro >10% Patching
61	Scafell Close	Full Length	St. Mary's	£8,753	Micro >10% Patching

APPENDIX 2

Ref	Scheme Name	Extents	Ward	2019/20 Allocation	Description of Scheme	Comments
LTP 2019/20						
Gateway Corridor						
1	A672 Ripponden Road	Dumfries Ave to Boundary	Saddleworth North	£263,375	Resurface and Pre Patching	
Secondary Corridor						
2	C19454 Stannybrook Road	Daisy Nook Farm to Boundary	Failsworth East	£91,257	Resurface	
HIGHWAY INVESTMENT PROGRAMME 2019/20						
RED						
3	Greenacres Road	Top St to Dunham St	Waterhead	£217,528	Reconstruction & Resurface	
4	Higginshaw Lane	Higginshaw Rd to Rudding St	Royton South	£156,240	Resurface	
5	Dowry Street	Full Length	Medlock Vale	£134,995	Resurface	
6	Mill Gate / Colenso St	Full Length	Hollinwood	£97,720	Resurface	
7	Roundthorn Road	Cranberry Rd to Brewerton Rd	St. Mary's	£67,340	Resurface	
8	Ellen Street	Full Length	Coldhurst	£50,768	Resurface	
9	Falcon Street	Full Length	Alexandra	£49,595	Resurface	
10	Leefields Close	Full Length	Saddleworth South	£46,604	Reconstruction	
11	Wharmton Rise	Full Length	Saddleworth South	£45,325	Resurface	
12	Beresford St	Full Length	Failsworth West	£43,855	Resurface	
13	Hollins Avenue	Full Length	Saddleworth W & Lees	£39,824	Resurface	
14	Fitton Hill Road	Full Length	Alexandra	£39,270	Resurface	
15	Coniston Avenue	Full Length	Werneth	£38,570	Resurface	
16	Levington Drive	Full Length	Medlock Vale	£34,440	Resurface	
17	Longfield Park	Full Length	Crompton	£31,535	Resurface	
18	Blakelock Street	Full Length	Crompton	£30,485	Resurface	
19	Houson Street	Full Length	Alexandra	£29,960	Resurface	
20	Higher Arthurs	Full Length	Saddleworth South	£28,560	Resurface	
21	Chapel St / Person Gr	Full Length	Saddleworth W & Lees	£28,140	Resurface	
22	Orchard Road	Full Length	Failsworth East	£26,753	Resurface	
23	Goldsmith Avenue	Full Length	St. James'	£26,740	Resurface	
24	Back Lane	Junction with Thorpe Lane	Saddleworth North	£26,134	Resurface	
25	Sunfield Lane	Dorset Avenue to End	Saddleworth North	£26,131	Reconstruction	
26	Whitehead Street	Full Length	Crompton	£23,415	Resurface	
27	Ashmond Road	Full Length	Saddleworth W & Lees	£23,030	Resurface	
28	Cosgrove Road	Full Length	Failsworth West	£22,526	Resurface	
29	Beech Street	Full Length	Failsworth West	£21,872	Resurface	
30	Glen Grove	Full Length	Royton North	£21,385	Resurface	
31	Alexandra Street	Full Length	Alexandra	£17,850	Resurface	
32	Filbert Street	Full Length	St. James'	£15,365	Resurface	
33	Chapel Lane	Full Length	Royton North	£13,790	Resurface	
34	Lewis Street	Full Length	Crompton	£12,810	Resurface	
35	Woodlands	Full Length	Failsworth West	£11,445	Resurface	
AMBER						
36	Holmfirth Road	Full Length (Half) Honeywell Ln, Copster Hill Rd,	Saddleworth South	£375,544	Resurface & Pre Patching	
37	Ashton Road	Hathershaw Ln, Fir Tree Ave Junctions	Medlock Vale	£141,222	Resurface	
38	Denton Lane	Arne St to Walsh St	Chadderton Central	£126,332	Resurface & Micro >10% Patching	
39	Ronald Street	Full Length	Waterhead	£116,733	Resurface & Micro >10% Patching	
40	Queens Road	Full Length	Alexandra	£111,377	Resurface & Micro >10% Patching	
41	Waverley Street	Full Length	St. James'	£110,085	Resurface & Micro >10% Patching	
42	Balfour Street	Full Length	Waterhead	£85,971	Resurface & Micro >10% Patching	
43	Villa Road	Full Length	Alexandra	£76,800	Resurface & Micro >10% Patching	
44	Eustace Street	Broadway to Mill	Chadderton North	£76,320	Micro >15% Patching	
45	Cranbrook Street	Full Length	St. Mary's	£70,182	Micro >10% Patching	
46	Bartlemore Street	Full Length	St. James'	£57,190	Resurface	
47	Age Croft	Full Length	Alexandra	£53,576	Micro >10% Patching	
48	Newport Street	Full Length	Werneth	£53,480	Micro >15% Patching	
49	Wellington Road	Windsor Rd to Lee St	Werneth	£51,988	Micro >15% Patching	
50	Scholes Drive	Full Length	Chadderton South	£51,442	Resurface & Micro >10% Patching	
51	Nugget Street	No. 62 to Glodwick Road	St. Mary's	£49,437	Resurface	
52	Lydgate Dr / Kestrel Ave	Full Length	St. Mary's	£49,231	Resurface & Micro >10% Patching	
53	Birch Avenue	Full Length	Failsworth West	£47,548	Micro >10% Patching	
54	Werneth Hall Road	Lee St to No.38	Werneth	£46,510	Resurface & Pre Patching	
55	Bradshaw St / Old Church St	Full Length	St. Mary's	£41,895	Resurface	
56	Cowie Street	Full Length	Shaw	£41,710	Resurface & Micro >10% Patching	
57	Brompton Street	Hardy St to Redford St	St. Mary's	£39,446	Micro >10% Patching	
58	Whitby Road	Full Length	Alexandra	£38,575	Micro >10% Patching	
59	Bardsley Vale Avenue	Full Length	Medlock Vale	£37,835	Resurface	
60	Dove Street	Full Length	St. Mary's	£37,554	Resurface	
61	Breeze Hill Road	Full Length	St. Mary's	£36,138	Micro >10% Patching	
62	Falmouth Street	Full Length	Alexandra	£35,140	Resurface	
63	Whitehall Street	Full Length	St. Mary's	£32,235	Resurface	
64	Wrigley Street	Full Length	St. Mary's	£30,545	Micro >10% Patching	
65	Chelmsford Street	Full Length	Werneth	£29,612	Micro >10% Patching	
66	Saint Hildas Drive	Full Length	Coldhurst	£29,715	Resurface	

APPENDIX 2

67	Near Birches Parade	Full Length	Alexandra	£28,275	Resurface & Micro >10% Patching
68	Boston Street	Full Length	Alexandra	£27,426	Resurface & Micro >10% Patching
69	Hardy Street	Park Rd to Waterloo St	St. Mary's	£25,160	Resurface & Micro >10% Patching
70	Cemetery Road	Full Length	Failsworth East	£24,701	Resurface
71	Wolverton Avenue	Full Length	Werneth/Hollinwood	£23,275	Resurface
72	Rivington Drive	Full Length	Shaw	£22,998	Micro >10% Patching
73	Flora Street	Full Length	Coldhurst	£21,832	Resurface
74	Bismarck Street	Full Length	St. Mary's	£21,108	Micro >10% Patching
75	Cornwall Crescent	Full Length	Saddleworth North	£18,574	Micro >10% Patching
76	Salem Grove	Full Length	St. Mary's	£14,097	Micro >10% Patching
77	Charnwood Close	Full Length	Crompton	£13,240	Micro >10% Patching
78	Kent St / Port St	Full Length	Medlock Vale	£13,007	Micro >10% Patching
79	Mulmount Close	Full Length	Hollinwood	£12,943	Micro >10% Patching
80	Wagh Avenue	Full Length	Failsworth East	£12,671	Micro >10% Patching
81	Vulcan Street	Junction Stoneleigh Primary	St. James'	£11,795	Resurface
82	Whitland Drive	Full Length	Hollinwood	£10,489	Micro >10% Patching
83	Ceylon Street	Full Length	St. Mary's	£8,685	Micro >15% Patching
84	Osborne Street	Full Length	Shaw	£8,356	Micro >10% Patching
INCENTIVE FUND 2019/20					
85	Middleton Road	Cinder Hill Ln to Highlands	Royton North	£186,978	Resurface & Micro >10% Patching
86	Chadderton Way	Burnley Lane to Featherstall Ro	Coldhurst	£159,988	Micro >10% Patching
87	Cemetery Road	Full Length	Royton North	£64,034	Resurface
UNCLASSIFIED NETWORK (LTP) 2019/20					
88	Gorse Avenue	Full Length	Alexandra	£30,212	Micro >10% Patching
89	Phillimore St / Livingstone St	Full Length	Saddleworth W & Lees	£29,187	Micro >10% Patching
90	The Avenue	Full Length	Crompton	£24,258	Micro >10% Patching
91	Peels Avenue	Full Length	Saddleworth W & Lees	£16,343	Micro >10% Patching
POT HOLE FUND 2019/20					
92	Various	Various	Boroughwide	£400,000	Machine Patching

APPENDIX 2

Ref	Scheme Name	Extents	Ward	2020/21 Allocation	Description of Scheme	Comments
LTP 2020/21						
Gateway Corridor						
1	A627 Chadderton Way	R'bout / Featherstall Rd N	Coldhurst	£205,972	Resurface	
2	A672 Ripponden Road	Dumfries Ave to Boundary	Saddleworth North	£124,199	Surface Dressing	
Secondary Corridor						
3	C03048 Castleton Road	Full Length	Royton North	£93,276	Micro-asphalt	
HIGHWAY INVESTMENT PROGRAMME 2020/21						
RED						
4	Thornham Road	Full Length	Crompton	£266,938	Resurface	
5	Garforth Street	Full Length	Chadderton North	£155,919	Micro Brook St to Burnley Ln. Resurface Remaining	
6	Acre Lane	Full Length	St. James'	£120,645	Resurface	
7	Baytree Avenue	Full Length	Chadderton Central	£97,792	Resurface	
8	Buckley Drive	Full Length	Saddleworth North	£93,065	Resurface	
9	Ferneyfield Road	Full Length	Chadderton Central	£92,435	Resurface	
10	Horsedge Street	Egerton St to Yorkshire St	St. Mary's	£86,835	Resurface	
11	Thompson Lane	Full Length	Chadderton South	£84,120	Resurface	
12	Grimshaw Lane	Canal Bridge to Railway	Chadderton Central	£81,700	Resurface	
13	Woodend Street	Full Length	Saddleworth W & Lees	£69,888	Reconstruction	
14	Buckstones Road	Black Lad for 250m East	Shaw	£68,250	Resurface	
15	Rush Hill Road / The Meadows	Full Length	Saddleworth South	£63,245	Micro Carr Lane to Greave Park. Resurface Remaining	
16	Gartside Street	Full Length	Saddleworth North	£51,450	Resurface	
17	Melling Road	Full Length	St. Mary's	£51,090	Resurface	
18	Thornecliffe Park	Full Length	Royton North	£37,856	Reconstruction	
19	Westminster Street	Full Length	St. James'	£35,633	Resurface	
20	Grains Road	Woodhouse Knowl to Delph	Saddleworth North	£30,784	Resurface	
21	Wainright Street	Full Length	Werneth	£12,355	Resurface	
AMBER						
22	Holmfirth Road	Remaining Half	Saddleworth South	£347,622	Surface Dressing	
23	Hollinwood Avenue	Remaining Half	Chadderton South	£237,315	Surface Dressing >10% Patching	
24	Frederick Street	A62 to Chamber Rd	Werneth	£205,520	Resurface	
25	Dogford Rd / Fir Lane	Full Length	Crompton	£164,520	Micro >10% Patching	
26	Stamford Road	Willow Bank to Belmont Ave	Saddleworth W & Lees	£123,760	Resurface	
27	B6194 Oldham Road	Birshaw Cl to Big Lamp	Crompton	£102,254	Resurface	
28	Mortimer Street	Full Length	St. Mary's	£93,775	Resurface & Micro >10% Patching	
29	Church Street	Full Length	Royton North	£92,400	Resurface	
30	Frederick Street	Chamber Rd to Hollins Rd	Werneth	£84,130	Micro >10% Patching	
31	Kirby Avenue	Full Length	Chadderton South	£59,990	Resurface	
32	Werneth Hall Road	No.38 to Frederick St	Werneth	£55,854	Micro Asphalt	
33	Thomas Street	Wild St to Spring Ln	Saddleworth W & Lees	£52,196	Micro >10% Patching	
34	Neville Street	Full Length	Coldhurst	£48,949	Resurface	
35	Chapel Road	A670 Oldham Rd Jctn	Saddleworth South	£48,825	Resurface	
36	Red Hall Street	Full Length	St. Mary's	£47,501	Resurface	
37	Gibraltar Street	Full Length	St. Mary's	£43,820	Resurface & Micro >10% Patching	
38	Keble Avenue	Full Length	Medlock Vale	£43,330	Resurface	
39	Timperley St / Kirkham St / Grange St	Full Length	Coldhurst	£41,570	Micro >10% Patching	
40	Bamford Street	Full Length	Royton South	£40,682	Micro >15% Patching	
41	Samuel St / Springfield Cl	Old Rd to Ind Estate	Failsforth West	£33,400	Resurface	
42	Brunswick Street	Full Length	Shaw	£32,042	Micro >10% Patching	
43	Corona Avenue	Full Length	Hollinwood	£28,476	Micro >10% Patching	
44	Staley St / Springhead Ave	Full Length	Saddleworth W & Lees	£27,269	Micro >10% Patching	
46	Princess Street	Full Length	Failsforth West	£23,139	Resurface	
47	Ruth Street	Full Length	St. Mary's	£20,905	Micro >10% Patching	
48	Estate Street	Villa Rd to Crete St	Alexandra	£20,685	Resurface	
49	Lucerne Close	Full Length	Chadderton Central	£19,635	Resurface	
50	Howard St / Albert St	Full Length	Crompton	£19,530	Resurface	
51	Rife Street	Full Length	St. Mary's	£19,075	Resurface	
52	Grantham Street	Full Length	St. Mary's	£18,907	Resurface	
53	Church Street East	Full Length	Waterhead	£18,870	Micro >10% Patching	
54	Chestnut Close	Full Length	Waterhead	£17,445	Micro >10% Patching	
55	Carlisle Street	Rutland St to Derby St	Werneth	£17,427	Micro >10% Patching	
56	Moordale Avenue	Full Length	Waterhead	£16,940	Resurface	
57	Stansfield Street	Full Length	Coldhurst	£16,724	Micro >10% Patching	
58	Upland Road	Full Length	Medlock Vale	£16,412	Micro >10% Patching	
59	Overens Street	Full Length	St. Mary's	£16,338	Micro >10% Patching	
60	Eastbourne Street	Full Length	Alexandra	£16,243	Micro >10% Patching	
61	Thorn Avenue	Full Length	Failsforth West	£16,206	Micro >10% Patching	
62	Franklin Street	Full Length	Coldhurst	£16,102	Micro >10% Patching	
63	Windsor Avenue	Full Length	Chadderton South	£15,781	Micro >10% Patching	

APPENDIX 2

	Netherhouse Road	Kenton Rd to Edward Rd	Crompton	£15,860	Micro >10% Patching
64	Slater Street	Full Length	Failsworth East	£15,398	Resurface
65	Vigo Street	Full Length	St. Mary's	£14,849	Micro >10% Patching
66	Spring Close	Full Length	Saddleworth W & Lees	£13,653	Micro >10% Patching
67	Bridson Street	Full Length	Waterhead	£11,620	Resurface
68	Drake Close	Full Length	Coldhurst	£10,878	Micro >10% Patching
69	Treetops Close	Full Length	Saddleworth North	£10,079	Micro >10% Patching
70	Briton Street	Full Length	Royton South	£9,472	Micro >10% Patching
	Bowland Close	Full Length	Crompton	£8,560	Micro >10% Patching
71	Martin Avenue	Full Length	St. Mary's	£8,067	Micro >10% Patching

INCENTIVE FUND 2020/21

72	Hollinwood Avenue	Half	Chadderton South	£237,200	Surface Dressing >10% Patching
73	Tandle Hill Road	Full Length	Royton North	£112,480	Micro >10% Patching
74	Lorne Street	Full Length	Medlock Vale	£29,575	Resurface
75	Ladhill Lane / Oakview Road Bridge	Bridge Length	Saddleworth South	£15,900	Resurface
76	Central Avenue	Chew Valley Rd to Annisfield A	Saddleworth South	£15,845	Resurface

UNCLASSIFIED NETWORK 2020/21

77	Mayfield Avenue	Full Length	Saddleworth W & Lees	£54,934	Micro >10% Patching
78	Chatsworth Street	Full Length	St. Mary's	£18,354	Resurface
79	Mirfield Avenue	Full Length	Medlock Vale	£17,260	Micro >10% Patching
80	Rudding Street	Full Length	Royton South	£9,452	Micro >10% Patching

POT HOLE FUND 2020/21

81	Various	Various	Boroughwide	£400,000	Machine Patching
----	----------------	---------	-------------	----------	------------------

APPENDIX 2

Ref	Scheme Name	Extents	Ward	2021/22 Allocation	Description of Scheme	Comments
LTP 2021/22						
Secondary Corridor						
1	Greengate	Full Length	Chadderton Central	£400,000	Surface Dress >10% Patching	
HIGHWAY INVESTMENT PROGRAMME 2021/22						
RED						
2	Tweedale Way	Hudson St to Morrissons	Chadderton South	£242,320	Resurface	
3	Whitebank Road	Full Length	Hollinwood	£211,448	Resurface	
4	Sherwood Way	Full Length	Crompton	£148,120	Resurface	
5	Under Lane	Boundary to Thornley Ln	Saddleworth W & Lees	£102,931	Resurface	
6	Stag Pasture Road	Full Length	Hollinwood	£92,610	Resurface	
7	Stock Lane	Full Length	Chadderton Central	£86,100	Resurface	
8	Hull Mill Lane	Full Length	Saddleworth North	£83,840	Resurface	
9	Lincoln Street	Full Length	Werneth	£62,720	Resurface	
10	Crowley Lane	Full Length	Waterhead	£59,850	Resurface	
11	Scholes Street	Full Length	Chadderton South	£57,330	Resurface	
12	Quebec Street	Full Length	Coldhurst	£50,768	Resurface	
13	Tunstall Road	Full Length	St. Mary's	£43,050	Resurface	
14	Webster Street	Full Length	Alexandra	£35,875	Resurface	
15	The Link	Full Length	Crompton	£29,854	Resurface	
16	Hedges Street	Full Length	Failsforth East	£26,274	Resurface	
17	Court Street	Full Length	Saddleworth South	£25,956	Resurface	
18	Fife Avenue	Full Length	Chadderton South	£24,430	Resurface	
19	Perth Avenue	Full Length	Chadderton South	£23,765	Resurface	
20	Whitehouse Avenue	Full Length	St. Mary's	£21,720	Resurface	
21	Tottington Avenue	Full Length	Saddleworth North	£21,094	Resurface	
22	Piercy Street	Full Length	Failsforth West	£20,825	Resurface	
23	Chancery Lane	Full Length	Saddleworth North	£16,625	Resurface	
24	Nordens Street	Full Length	Chadderton Central	£12,495	Resurface	
AMBER						
25	A62 Manchester Road	M60 Hollinwood Jctn	Failsforth East	£616,774	Resurface	
26	Platting Road	Full Length	Saddleworth North	£264,500	Resurface & Micro >10% Patching	
27	Chamber Road	A62 to Heron St	Hollinwood	£149,992	Resurface	
28	Springmeadow Lane	Full Length	Saddleworth South	£129,773	Resurface & Micro >10% Patching	
29	Fields New Road	Full Length	Chadderton South	£118,483	Resurface & Micro >10% Patching	
30	Vulcan Street	Abbotsford St to Whetstone Hil	St. James'	£103,405	Resurface	
31	Milnrow Road	Edmund St to Beal Lane	Shaw	£92,960	Resurface	
32	Chadderton Hall Road	Chadderton Park Rd to Mill Bro	Chadderton North	£92,480	Micro >10% Patching	
33	Sandbed Lane	Full Length	Saddleworth North	£68,020	Resurface	
34	Coldhurst Street	Full Length	Coldhurst	£63,102	Micro >10% Patching	
35	Radcliffe Street	Sandy Lane to A671A671 to Mil	Royton South	£61,046	ResurfaceMicro >10% Patching	
36	Shaw Street	Oldham Rd to Hartington Crt	Royton South	£57,513	Micro >15% Patching	
37	Brown St / Bland Cl	Full Length	Failsforth West	£49,343	Micro >10% Patching	
38	Bellfield Avenue	Full Length	Medlock Vale	£42,591	Resurface	
39	Balmoral Avenue	Full Length	Royton South	£42,584	Resurface	
40	Lees New Road	Abbeyhills Rd 260m South	Alexandra	£42,457	Micro >10% Patching	
41	Richmond Ave / Malham Cl / Leyburn Ave	Full Length	Royton North	£42,223	Micro >10% Patching	
42	Urmson Street	Full Length	Alexandra	£39,302	Micro >10% Patching	
43	Mark Lane	Full Length	Shaw	£36,680	Resurface	
44	Westminster Avenue	Full Length	Royton North	£34,771	Resurface	
45	Cheltenham Street	Full Length	St. James'	£33,775	Resurface	
46	Wordsworth Rd / Shelley Rd	Full Length	St. James'	£33,615	Micro >10% Patching	
47	Waveney Road	Full Length	Crompton	£33,358	Resurface	
48	St Chads Crescent	Full Length	Saddleworth South	£32,175	Resurface & Micro >10% Patching	
49	Windermere Road	Full Length	Royton North	£28,749	Micro >10% Patching	
50	Radcliffe Street	Full Length	Saddleworth W & Lees	£26,752	Resurface	
51	Brookfield Avenue	Full Length	Royton North	£24,634	Resurface	
52	Wastwater Street	Full Length	St. Mary's	£21,458	Resurface & Micro >10% Patching	
53	Lee Street	Temple to Copster Hill Rd	Medlock Vale	£19,684	Micro >10% Patching	
54	Hall Stret	Full Length	Royton North	£14,831	Micro >10% Patching	
55	Park Street	Full Length	Royton South	£13,964	Micro >10% Patching	
56	Corn Street	Full Length	Failsforth West	£13,448	Resurface	
57	Brookfield Street	Full Length	Alexandra	£13,026	Resurface & Micro >10% Patching	
58	Sunfield Drive	Full Length	Royton South	£12,984	Resurface & Micro >10% Patching	
59	Manor Drive	Full Length	Royton South	£11,781	Micro >10% Patching	
60	Clough Park Avenue	Full Length	Saddleworth South	£9,014	Micro >10% Patching	
61	Scafell Close	Full Length	St. Mary's	£8,753	Micro >10% Patching	
INCENTIVE FUND 2021/22						
62	Bottom O' Th' Moor	Cross St Shaw Rd Jctn	St. Mary's	£201,104	Resurface	
63	Eldon Street	Full Length	Alexandra	£65,900	Resurface & Micro >10% Patching	
64	Rochdale Road	New Barn St to Thornham Rd	Crompton	£89,984	Micro >10% Patching	
65	Meadow Fold	Full Length	Saddleworth South	£29,753	Resurface & Micro >10% Patching	

APPENDIX 2

66 **Plymouth Street** Full Length Alexandra £24,259 Micro >15% Patching

UNCLASSIFIED NETWORK 2021/22

67 **St Mary's Drive** Full Length Saddleworth South £39,168 Micro >10% Patching

68 **Station Road** Full Length Saddleworth W & Lees £40,520 Resurface & Micro >10% Patching

69 **Brook Street** Full Length Royton North £20,312 Micro >10% Patching

POT HOLE FUND 2021/22

70 **Various** Various Boroughwide £400,000 Machine Patching



Report to Cabinet

Revenue Monitor and Capital Investment Programme 2018/19 Month 9 – December 2018

Portfolio Holder: Councillor Abdul Jabbar MBE, Deputy Leader and Cabinet Member for Finance & Corporate Resources

Officer Contact: Anne Ryans, Director of Finance

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

25 March 2019

Reason for Decision

The report provides Cabinet with an update on the Council's 2018/19 forecast revenue budget position at Annex 1 and the financial position of the capital programme as at 31 December 2018 (Quarter 3) (inclusive of subsequent developments) together with the revised capital programme 2018/23, as outlined in section two of the report at Annex 2.

Executive Summary

Revenue Position

The current forecast outturn position for 2018/19 is a projected favourable variance of £0.255m after allowing for approved and pending transfers to and from reserves.

The most significant area of concern is the People and Place Portfolio. An update on the major issues driving the projections within this Portfolio are detailed within Annex 1, paragraphs 2.8.11 to 2.8.19.

The overall corporate position is being managed by offsetting favourable variances, most noticeably from Capital, Treasury and Corporate Accounting budgets, in part caused by the anticipated cost of borrowing and capital financing being lower than budgeted and the availability of additional Treasury Management income and unringfenced grants not allocated to service budgets.

Information on the Quarter 3 position of the Dedicated Schools Grant (DSG), Housing Revenue Account (HRA) and Collection Fund is also outlined in the report. There are no significant issues of concern in relation to the HRA and Collection Fund, however, the DSG

continues to be an area which is facing a financial challenge with a significant projected year end deficit. Action is being taken with the aim of reducing the cumulative deficit and bringing the DSG towards a balanced position.

Capital Position

The report outlines the most up to date capital spending position for 2018/23 for approved schemes. The 2018/19 capital programme budget has been revised to £48.267m at the close of Month 9, a net decrease of £41.391m from the original budget of £89.658 and a decrease of £0.685m from the £48.952m reported at Month 8. Due to the timing of this report it has been possible to report the position at the end of Quarter 3 and also the current position, based on most up to date information. Actual expenditure to 31 December 2018 was £36.507m (75.64% of forecast outturn) compared to actual expenditure of £41.610m as at 28 February 2019; equating to 86.21% of the forecast outturn.

Recommendations

That Cabinet approves the:

1. Forecast revenue outturn for 2018/19 at Quarter 3 being a £0.255m under spend
2. Forecast positions for the HRA, Collection Fund and the DSG
3. Contributions to, from and use of ear marked reserves as detailed in Appendix 1 to Annex 1
4. Revised capital programme for 2018/19 to the extended period of 2022/23, as at Quarter 3.

Revenue Monitor and Capital Investment Programme 2018/19 Quarter 3 – December 2018**1 Background**

- 1.1 The Authority's 2018/19 revenue budget and capital programme was approved by Council on 28 February 2018. Under established budget procedures, all services are required to monitor and review their approved revenue and capital budgets during the financial year. This is reported to Cabinet on a quarterly basis with an additional report at month 8 which was approved at Cabinet on 11 February 2019 and was used to inform the budget setting process for 2019/20.
- 1.2 As part of the budget monitoring process, the forecast year-end position for revenue and capital has been prepared by all services. The forecast is based on a comparison of profiled budgets to the actual position as at 31 December 2018 together with commitments and known issues. As the year progresses the outturn projections reflect the evolving position of management actions put in place to mitigate in-year pressures, new developments and changes in the profile of planned expenditure.

2. Current position

- 2.1 The forecast revenue outturn for 2018/19 is a favourable variance of £0.255m. Further details of the current revenue budget position and a full description of this forecast can be found in Annex 1.
- 2.2 The original approved capital programme for 2018/19 totalled £89.658m. The revised capital programme as at Quarter 3, taking account of approved carry forwards, approved new schemes and variations and proposed variations/ re-phasing gives projected revised expenditure of £48.267m. Actual expenditure at the end of Quarter 3 was £36.507m (75.64% of the forecast outturn), this has increased to £41.610m as at 28 February 2019 (86.21% of the forecast outturn) . Further details of expenditure and schemes within the capital programme can be found in Annex 2.

3 Options/Alternatives

- 3.1 The options that Cabinet might consider in relation to the contents of this report are;
- a) to approve the forecast revenue and capital positions presented in the report including proposed changes
 - b) to approve some of the forecasts and changes included in the report
 - c) not to approve any of the forecasts and changes included in the report

4 Preferred Option

- 4.1 The preferred option is that Cabinet approves all forecasts and changes within this report; option (a) at 3.1.

5 Consultation

- 5.1 Consultation with the services within the Council and the Director of Finance.

6 Financial Implications

6.1 The full financial implications are detailed in the report.

7 Legal Services Comments

7.1 There are no legal issues at this time.

8 Co-operative Agenda

8.1 Improving the quality and timeliness of the financial information available to citizens of Oldham supports the co-operative ethos of the Council.

8.2 The revenue budget and capital strategy/ programme have been prepared so that they embrace the Council's co-operative agenda with resources being directed towards projects that enhance the aims, objectives and co-operative ethos of the Council. Ongoing budget monitoring is key to ensuring this objective is met.

9 Human Resources Comments

9.1 There are no Human Resource implications.

10 Risk Assessments

10.1 The risk is that the proposed management actions are not achieved in full. Should this be the case then alternatives will be sought.

11 IT Implications

11.1 There are no IT implications.

12 Property Implications

12.1 There are no Property implications.

13 Procurement Implications

13.1 There are no Procurement implications.

14 Environmental and Health & Safety Implications

14.1 There are no Environmental and Health and Safety implications.

15 Equality, Community Cohesion and Crime Implications

15.1 There are no Equality, Community Cohesion and Crime implications.

16 Equality Impact Assessment Completed

16.1 Not Applicable.

17 Key Decision

17.1 Yes

18 Key Decision Reference

18.1 FCR - 10 - 18

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:

File Ref: Revenue Background Papers are contained in Annex 1 including Appendices 1 and 2

Officer Name: Andy Cooper

Contact No: 0161 770 4925

File Ref: Capital Background Papers are contained in Annex 2 including Appendices A - G

Officer Name: Lee Walsh

Contact No: 0161 770 6608

20 Appendices

Annex 1 Revenue Budget Monitoring Report 2018/19 Quarter 3 - December 2018

Appendix 1 Quarter 3 - Planned Transfers from and to Ear Marked Reserves (Month 8 to Quarter 3)

Appendix 2 Financing of the 2018/19 Revenue Budget at Quarter 3

Annex 2 Capital Investment Programme Report 2018/19 Quarter 3 - December 2018

Appendix A - Summary – Corporate and Commercial Services – Quarter 3

Appendix B - Summary – People and Place – Quarter 3

Appendix C - Summary – Health & Adult Social Care Community Services – Quarter 3

Appendix D - Summary – Reform – Quarter 3

Appendix E - Summary – Housing Revenue Account (HRA) – Quarter 3

Appendix F - Summary – Funds Yet To Be Allocated – Quarter 3

This page is intentionally left blank

REVENUE BUDGET MONITORING REPORT 2018/19

Quarter 3 - December 2018

1 Background

1.1 The Authority's 2018/19 revenue budget was approved by Council on 28 February 2018 at a sum of £216.921m after £6.686m of budget reductions and a £7.264m use of reserves (subsequently increased by £0.928m as a result of a reduction in Government grant funding). Under established budget procedures all services are required to monitor and review their approved budgets during the financial year.

1.2 As part of the budget monitoring process, a forecast of the year-end position has been prepared by all services. The forecast is based on a comparison of profiled budgets to the actual position as at the end of Quarter 3 together with known commitments, issues and planned management actions.

2 Current Position

2.1 The current budget of £221.962m represents a £5.041m increase in funding from the originally agreed budget and a £0.509m increase in funding since that reported at Month 8, being; receipt of £0.105m of Brexit Preparation Grant plus the utilisation of capital grants (£0.404m) reflecting the reporting arrangements required when preparing the Statement of Accounts.

2.2 The budget and forecast outturn is shown at Table 1, as previously reported, it is presented in a format that reflects the new reporting governance arrangements; including, for the first time at Quarter 3 the transfer of the Business Intelligence and the Project Management Office (PMO) service areas out of the Corporate and Commercial Services portfolio into the Reform portfolio. As such individual portfolio performance is not directly comparable to previous years or months.

Table 1 - Summary Forecast Revenue Outturn

Portfolio	Budget	Forecast	In Year Use of Reserves	Variance Quarter 3	Variance Month 8
	£000	£000	£000	£000	£000
Chief Executive	2,322	2,372	(65)	(15)	(15)
Corporate and Commercial Services	5,548	6,334	(1,317)	(531)	(501)
People and Place	142,223	150,154	(2,633)	5,298	5,243
Health and Adult Social Care Community Services	60,006	61,192	(1,185)	2	1
Reform	30,640	31,349	(688)	21	84
Capital, Treasury and Corporate Accounting	(18,776)	(23,806)	-	(5,030)	(4,957)
NET EXPENDITURE	221,962	227,595	(5,888)	(255)	(145)
FINANCED BY:	(221,962)	(221,034)	(928)	-	-
NET FORECAST VARIANCE	-	6,561	(6,816)	(255)	(145)

- 2.3 After the in-year use to date of ear marked reserves totalling £6.816m there is an under spend of £0.255m, a favourable movement of £0.110m since Month 8. A detailed list of the approved and planned use of reserves between Month 8 and Quarter 3 can be found at Appendix 1. The funding of the total net revenue expenditure is shown at Appendix 2. Whilst corporately, there is a small projected underspend at the end of the financial year there are significant variances contained within the forecast net position.
- 2.4 The People and Place Portfolio has a reported pressure of £5.298m, largely attributable to Children's Social Care (£4.060m), in the main due to the continued rise in the numbers of looked after children and out of borough placements; this being a continuation of the pressures consistently reported in prior years and despite significant investment for 2018/19.
- 2.5 Also, within People and Place there is an estimated overspend of £1.199m within Economic Development, mainly due to pressures within the Catering and Cleaning Service as a result of the implementation of the Oldham Living Wage and the Education and Early Years' service, linked to the provision of Home to School Transport. Once again this is a continuation of the position reported in 2017/18.
- 2.6 Overspending is being offset by favourable variances in Corporate and Commercial Services (£0.531m), Chief Executive (£0.015m) and most significantly Capital Treasury and Corporate Accounting (£5.030m). Lower than anticipated costs for borrowing and capital financing, increased treasury management income and a number of un-ring-fenced grants which have not been allocated to services underpin this underspend. A more detailed analysis of financial performance and the major variances can be found by Portfolio in the following sections.
- 2.7 The 2018/19 approved budget reductions total £6.686m plus there is a further £0.176m brought forward from 2017/18. The majority are forecast to be fully achieved or mitigated elsewhere and are currently rated green within the Budget Reduction Monitoring process. An option requiring a £0.050m reduction in the Public Health contribution to Business Intelligence (now forming part of the Reform portfolio) is currently not expected to be achieved in the current financial year but will be addressed in 2019/20.

2.8 Portfolio Summaries

Chief Executive

- 2.8.1 The table below shows the forecast position after the approved and planned use of ear marked reserves.

Table 2 - Chief Executive - Forecast Outturn

	Revised Budget £000	Forecast £000	Use of Reserves £000	Variance £000
Chief Executive	2,322	2,372	(65)	(15)
Total Forecast Net Expenditure	2,322	2,372	(65)	(15)

Summary

- 2.8.2 The forecast outturn for the portfolio at Quarter 3 is showing an under spend of £0.015m.

Delivery of the 2018/19 Budget Reductions

- 2.8.3 The 2018/19 budget reductions for the Chief Executives portfolio of £0.290m are forecast to be fully achieved.

Corporate and Commercial Services

- 2.8.4 The table below shows the forecast position after the approved and planned use of ear marked reserves.

Table 3 – Corporate and Commercial Services - Forecast Outturn

	Revised Budget £000	Forecast £000	Use of Reserves £000	Variance £000
People	59	49	-	(10)
Finance	4,640	4,503	(127)	(265)
Legal Services	364	284	(55)	(135)
Commercial and Transformation Services	485	1,498	(1,135)	(122)
Total Forecast Net Expenditure	5,548	6,334	(1,317)	(531)

Summary

- 2.8.5 The forecast outturn at Quarter 3 is showing an under spend of £0.531m. The sections below provide greater detail on the departmental position.

People Services

- 2.8.6 The Directorate, now excluding Business Intelligence is showing an under spend of £0.010m at Quarter 3.

Finance

- 2.8.7 The Directorate is showing an under spend of £0.265m at Quarter 3. This is due to vacant posts within Audit and Finance and income generation within the Information Governance team.

Legal Services

- 2.8.8 The Directorate is showing an under spend of £0.135m at Quarter 3. This is due to underspends on vacant posts in the areas of Civic and Political Support and Constitutional Services and income generation from schools in Legal Services.

Commercial and Transformational Services

2.8.9 The Directorate, now excluding the PMO is showing an under spend of £0.122m at Quarter 3. There are some additional agency costs offset by vacant posts within the ICT Client Team.

Delivery of the 2018/19 Budget Reductions

2.8.10 The Budget Reductions for the Corporate and Commercial Services Portfolio in 2018/19 are £5.185m and will be fully achieved.

People and Place

2.8.11 The following table shows the forecast position after the approved and planned use of ear marked reserves for the People and Place Directorate.

Table 4 – People and Place - Forecast Outturn

	Revised Budget £000	Forecast £000	Use of Reserves £000	Variance £000
Children's Social Care	34,259	39,026	(707)	4,060
Community Services	4,959	4,850	(15)	(124)
Economic Development	13,499	15,054	(356)	1,199
Education and Early Years	21,101	21,596	(250)	244
Enterprise and Skills	3,023	3,809	(726)	60
Environmental Services	65,381	65,819	(579)	(141)
Total Forecast Net Expenditure	142,223	150,154	(2,633)	5,298

Summary

2.8.12 The forecast outturn at Quarter 3 is an adverse variance of £5.298m compared to £5.243m at Month 8, an adverse movement of £0.055m. The main areas of focus are explained in the following paragraphs.

Children's Social Care

2.8.13 The Directorate has a projected overspend of £4.060m after the application of £0.707m of ear-marked reserves, in addition to which there is a further utilisation of revenue grant reserves of £0.545m; a total of £1.252m from both sources is therefore applied to Children's Social Care. The adverse variance has decreased by £0.156m from the £4.216m overspend reported at Month 8.

The principal factors are detailed below;

- Children in Care is reporting an adverse variance of £3.055m which is largely due to the continuing high level of numbers of Looked After Children and Out of Borough Placements particularly in the early part of the year. There are also reported over spends relating to the increase in the number of children with disabilities requesting personal budgets and the number of care leavers living in supported accommodation. The Children's Residential Units are also reporting an adverse staffing variance. The over spend has

reduced by £0.279m compared to that reported at Month 8. A projected decrease in the net cost of Out of Borough placements and a decrease in the forecast expenditure for aftercare and purchased semi-independence placements is offset by increased adoption costs; in relation to both the number of inter-agency placements outside the Regional Adoption Agency and also the continued increase in the number of Children with disabilities receiving direct payments.

- Fieldwork & Family Support is reporting an adverse variance of £0.871m, mainly due to the use of agency staff, No Recourse to Public Fund families and financial assistance payments to families. There is also an adverse variance on legal costs. The increase of £0.124m on the £0.747m reported at Month 8 is attributable to a continued increase in agency staffing costs which as previously reported is a cause for concern. If there is no reduction in the number of agency workers, the over spend could increase further, however their use is linked to the work to strengthen the social work teams.
- Children's Safeguarding is reporting an adverse variance of £0.134m; unchanged from Month 8. The over spend is primarily arising as a result of travel and subsistence payments to staff.

2.8.14 To address the ongoing spending pressures and to further facilitate the implementation of the new operating model significant investment within Children's Social Care was approved on 27 February 2019 within the 2019/20 Budget.

Community Services

2.8.15 The Service area includes a range of community-based services, including Early Help which is forecasting an underspend of £0.124m primarily related to salary costs, the remainder of the services are reporting a net balanced outturn, with no significant variances either way across the range of services

Economic Development

2.8.16 The Directorate has a projected over spend at Quarter 3 of £1.199m an adverse movement of £0.256m to the £0.943m pressure reported at Month 8; the principal factors are detailed below.

- There is a reported pressure of £0.115m for the Property Workplan based on historic levels of activity, however, this will be kept under review as the new relationship with the strategic partner develops. Increased activity on repairs and maintenance and costs associated with asset disposals bring the overall Corporate Landlord overspend to £0.251m.
- An overall balanced position is being projected for Regeneration. However, there are pressures in relation to an underachievement of staff capitalisation costs, and recoupment of professional fees (£0.293m). Costs can only be capitalised if officers are undertaking project management duties on a capital scheme that has progressed beyond the initial investment decision and none have progressed to this stage in 2018/19. This is offset by vacancies and additional income from strategic acquisitions within the town centre and rent rebates which are one off for this financial year.

- The Catering and Cleaning services continue to forecast an adverse variance of £0.732m. The over spend is due to staffing, mainly as a result of the implementation of the Oldham Living Wage which has increased by more than the corresponding increases in charges. The Catering service is looking to make efficiencies and take management action to control the over spending. It is anticipated that as initiatives will take time to implement, this will impact on the financial position during 2019/20 rather than 2018/19.
- Planning is forecasting an adverse variance of £0.216m due to additional agency fees to cover vacancies within the Service. The temporary employees are on track to be replaced by permanent staff by the year end. It should be noted that Building Control is now reported under Environmental Services.

Education and Early Years

- 2.8.17 The Directorate has a projected over spend of £0.244m due to continuing demand pressures within the Home to School transportation service. The current routes will be re-procured during the 2018/19 academic year and the position will be kept under review in order to minimise any adverse variance. Additionally, the Home to School transport policy and Home to School transport are being considered as part of a wider external review of Special Educational Needs spending, which is currently underway.

Environmental Services

- 2.8.18 The Directorate has a projected underspend of £0.141m, an increase of £0.065m from the £0.076m underspend reported at Month 8. Building control is facing a pressure on income of £0.200m, offset by a range of underspends as follows:
- Waste Disposal due to the favourable diversion of residual waste to landfill (£0.181m),
 - Environmental Management as a result of vacancies (£0.020m),
 - Public Protection (£0.069m); an increase in recharges for the recovery of pollution control offset by additional costs relating to the Response Services digital radio contract,
 - Highways Operations and Unity (£0.011m),
 - Street lighting (£0.060m) as a result of higher than anticipated running costs being recovered from Rochdale Council.

Delivery of the 2018/19 Budget Reductions

- 2.8.19 The 2018/19 budget reductions for the People and Place portfolio of £0.296m are forecast to be fully achieved.

Health and Adult Social Care Community Services

- 2.8.20 The portfolio provides social care support to adults and carers across Oldham with a key aim of integrating and aligning the work with health partners to achieve greater efficiency in service delivery and better outcomes for the resident or patient. This covers both the commissioning and the provision of services.

2.8.21 The table below shows the forecast Directorate position with a planned use of earmarked reserves totalling £1.185m.

Table 5 – Health and Adult Social Care Community Services- Forecast Outturn

	Revised Budget £000	Forecast £000	Use of Reserves £000	Variance £000
Adult Social Care Support	90	90	-	-
Client Support Services	2,076	2,040	-	(36)
Commissioning	21,426	21,351	-	(75)
Director Adult Social Care	(8,856)	(7,578)	(1,185)	93
Learning Disability and Mental Health	18,370	18,384	-	14
Older People and Safeguarding Services	26,899	26,905	-	6
Total Forecast Net Expenditure	60,006	61,192	(1,185)	2

Summary

2.8.22 The forecast outturn at Quarter 3, a very minor overspend of £0.002m across the portfolio, a minor change compared to the £0.001m overspend reported at Month 8.

Client Support Services

2.8.23 Client Support Services is projecting to underspend by £0.036m (£0.032m at Month 8) as a result of additional income generated from Corporate Appointeeship and Court of Protection charges.

Commissioning

2.8.24 The service is reporting an increased underspend of £0.075m compared to £0.023m at Month 8, mainly due to an increase in the projected income from the Helpline Service.

Director of Adult Social Care

2.8.25 The Service is reporting an over spend of £0.093m, compared to a balanced position at Month 8. Contractual savings of £0.107m are offsetting a £0.200m retrospective payment to the Oldham Clinical Commissioning Group (CCG) relating to 2017/18.

Learning Disability and Mental Health

2.8.26 The services are forecasting a combined overspend for the year of £0.014m, an increase of £0.013m on the position reported at Month 8. An increase in the complexity of care has resulted in an over spend of £0.449m for care provided in Supported Living over and above the core fee. Costs have also increased for Mental Health clients in both residential care (£0.176m) and nursing care (£0.154m). The community care overspend is offset by underspends on staff costs (£0.368m) and sensory equipment (£0.030m). In addition, an upturn in the number of clients eligible for Continuing Health Care has resulted in additional income from the CCG of £0.159m and likewise income recovery from non-residential clients within Learning Disabilities is set to overachieve by £0.208m.

Older People and Safeguarding

- 2.8.27 The Service is projecting to overspend by £0.006m an improvement of £0.049m on the overspend of £0.055m reported at Month 8. Physical Support care management is now expected to overspend by £1.152m an increase of £0.046m compared to the £1.006m reported at Month 8 as a result of continued increases in both demand and the complexity of care packages for people receiving care at home. Sensory Support Care Management remains projected to underspend by £0.317m due to a reduction in people in residential care and supported living. Income is expected to exceed the target by £0.460m as a result of increases in client and provider contributions. Several senior posts and a number of social worker posts were vacant during the first half of the year. Consequently, there is a projected under spend on salaries of £0.369m (£0.373m at Month 8).
- 2.8.28 In relation to the application of the National Minimum Wage to sleep-in payments, legal proceedings continue. The Department of Health and Social Care advises that a definitive resolution is not expected until the latter part of 2019 or more likely mid- 2020 unless matters are expedited.

Delivery of the 2018/19 Budget Reductions

- 2.8.29 The Budget Reductions for the Health and Adult Social Care Community Services Portfolio in 2018/19 are £0.150m plus £0.176m approved in 2017/18 carried forward into the current financial year; all of which are forecast to be fully achieved.

Progress against Locality Plans

- 2.8.30 A key element of the Health and Social Care devolution agenda is the submission of a Locality Plan setting out the joint Council and Oldham CCG vision for the greatest and fastest possible improvement in the health and wellbeing of our residents by 2021. This improvement will be achieved by supporting people to be more in control of their lives by having a health and social care system that is geared towards wellbeing and the prevention of ill health; access to health services at home and in the community; and social care that works with health and voluntary services to support people to look after themselves and each other.
- 2.8.31 The financial performance against the latest version of the 2018/19 Locality Plan is highlighted below in the table below;

Table 6 – Locality Plan

	Revised Budget	Forecast	Variance
	£000	£000	£000
Health and Adult Social Care Community Services	59,524	59,529	5
Public Health	11,410	11,407	(3)
Children's Social Care	34,259	38,319	4,060
Total	105,193	109,255	4,062

- 2.8.32 The range of services included within the Locality Plan does not completely align with the Council's Directorate reporting arrangements. The reported variances do therefore on occasion differ slightly from the position reported by the Council. That said, the reasons for the variances are consistent with those reported within Children's Social

Care (section 2.8.13), Health and Adult Social Care Community Services (sections 2.8.20 to 2.8.29) and Public Health (section 2.8.42).

Oldham Cares; Section 75 Reporting for Oldham Council

2.8.33 Section 75 agreements exist between Local Authorities and the NHS nationally for the pooling of budgets to facilitate closer working. Historically Oldham has entered into such an agreement with the CCG. The scope of services contained within the Section 75 agreement has increased considerably for 2018/19. The Councils contribution and relevant forecast outturn are illustrated in the table below.

Table 7- Section 75 Reporting for Oldham Council

	Revised Budget Expenditure £000	Forecast Expenditure £000	Variance £000
Carers Services	342	342	0
Extra Care Housing	263	263	0
Hospital and Urgent Care Social Work Team	676	676	0
Housing Related Commissioning	478	478	0
Learning Disability Support	12,277	12,705	426
Mental Health and LD Contracts	4,023	4,023	0
Mental Health Support	6,429	6,746	317
Mio-Care Contract	11,137	11,137	0
Older people contracts	718	718	0
Physical Support	29,888	31,039	1151
Sensory Support	1,346	1,029	(317)
Strategic Commissioning Staffing	235	235	0
Support with memory & cognition	2,886	2,924	38
Community Cluster Teams	2,018	2,018	0
Community Equipment	1,400	1,400	0
Disabled Facilities Grant - Capital	1,914	1,914	0
Total	76,032	77,647	1,615

2.8.34 The initial Section 75 agreement for 2018/19 encompassed pooled budgets totalling £74.899m. This has increased with the application of additional resources and virements between budgets in and outside of the pool to £76.032m (£75.484m at Month 8). Against the revised budget there is a forecast adverse variance of £1.615m compared to £1.355m at the end of Month 8. The increase in the pressure is in line with the elements of overspend relating to community care linked to Learning Disability and Mental Health and also Older People and Safeguarding reported at sections 2.8.26 and 2.8.27 within Health and Adult Social Care Community Services. The over spend is offset by favourable variances (income generation and salaries underspends) elsewhere within the services, outside of the pool to deliver a virtually balanced outturn for the portfolio as a whole.

2.8.35 Cabinet agreed at its meeting of 19 November 2018 that Oldham Council's contribution to the pooled budget would increase by £5.900m in 2018/19 (funded by reserves) to allow the system to access funds in 2019/20 to benefit the coordinated approach to Health and Social Care. Subsequently alternative resources have been identified by

Oldham CCG that will enable the local system to achieve the same objectives without the additional contribution from the Council. The Council will not therefore be required to use £5.9m of reserves and this revised position has been reflected in the tables and narrative in this report.

Reform

- 2.8.36 The following table shows the forecast position for the Reform portfolio after the approved and planned use of ear marked reserves.

Table 8 – Reform – Forecast Outturn

	Revised Budget £000	Forecast £000	Use of Reserves £000	Variance £000
Executive Support	16	(58)	-	(74)
Heritage, Libraries and Arts	7,203	7,209	(80)	(74)
Leisure and Youth Services Client	5,494	5,753	(85)	174
Policy	50	(19)	(28)	(97)
Public Health (Client and Delivery)	17,850	18,151	(301)	0
Marketing and Communications	2	122	(100)	21
Programme Management Office	5	99	(94)	0
Business Intelligence	20	92	-	72
Total Forecast Net Expenditure	30,640	31,349	(688)	21

- 2.8.37 The forecast outturn at Quarter 3 is an over spend of £0.021m a favourable movement of £0.063m compared to the £0.084m pressure reported at Month 8. This would have been a positive variance £0.051m without the inclusion of Business Intelligence and the PMO for the first time at Quarter 3. The paragraphs below outline the main movements within the portfolio.
- 2.8.38 Executive Support is showing an under spend of £0.074m relating to staffing vacancies, an improvement of £0.038m from the position reported at Month 8.
- 2.8.39 Heritage, Libraries and Arts is predicting an under spend of £0.074m, a favourable movement of £0.055m when compared to the £0.019m pressure reported at Month 8. The majority of services are predicting a balanced outturn, the general trend being salary underspends supporting overspends in other areas, this includes Libraries where £0.080m is projected as being drawn down from ear marked reserves to fund refurbishment work. The music service is forecasting an adverse variance of £0.082m mainly due to a shortfall against the income target. The PFI contract is currently forecast to underspend by £0.156m following the transfer of ICT delivery services to the Unity partnership.
- 2.8.40 Leisure and Youth is forecasting a pressure of £0.174m, an adverse movement of £0.055m on the £0.119m reported at Month 8. There is a forecast over spend of £0.049m within Leisure, the majority of which relates to the balance of the various payments the Council is contractually obliged to make to Oldham Community Leisure, after the application of £0.047m of reserves. Outdoor Education is forecasting a pressure of £0.048m, a combination of a shortfall in predicted income, additional coach hire and overspends on salaries. There is a predicted adverse variance of £0.057m

within Sports Development, the main factor being a shortfall against targeted income. There is a further pressure of £0.042m within the Swimming Service. A range of over and underspends all individually less than £0.020m account for the balancing net underspend of £0.022m

- 2.8.41 Policy is forecasting to underspend by £0.097m, mainly as a result of lower than anticipated staffing costs.
- 2.8.42 Public Health continues to forecast a balanced outturn, this is after a combined £0.301m drawdown against the Public Health and Thriving Communities reserves. There are potential future financial liabilities arising firstly from the Council vacating NHS premises and relocating Health Visitors and School Nurses in health centres across Oldham for the 0-5 Right Start Model and secondly as a result of occupation and the payment of premises costs for the delivery of sexual health service at the Integrated Care Centre. Discussions are on-going as both these issues impact on the local health economy across the Council and the CCG. Additional costs have not been included within the current forecasts for either of these factors, but it is anticipated that they will be addressed by the use of reserves at the year end. The on-going costs have been factored into the 2019/20 budget. In addition, there is a potential further pressure arising from the proposed extension of the Right Start contract with Bridgewater, with the provider seeking additional funding for cost pressures. Negotiations are ongoing.
- 2.8.43 Marketing and Communications is showing a minor overspend of £0.021m, this is after the use of reserves totalling £0.100m.
- 2.8.44 The Business Intelligence Service, having transferred from Corporate and Commercial Services is showing an overspend of £0.072m relating to additional software costs of £0.077m and an income pressure of £0.031m, offset in part by vacant posts in the sum of £0.36m.

Delivery of the 2018/19 Budget Reductions

- 2.8.45 The Budget Reductions for the Reform Portfolio in 2018/19 are £0.765m, increased by the inclusion of two options totalling £0.085m relating to the Business Intelligence function. The budget reduction proposal requiring a £0.050m reduction in Public Health funding for Business Intelligence has been reviewed and indications are that this will not be delivered in full in 2018/19 but will be addressed for 2019/20

Capital, Treasury and Corporate Accounting

- 2.8.46 The forecast outturn at Quarter 3 is an under spend of £5.030m. This budget includes the income and expenditure from the Council's investments and borrowing as well as capital financing costs.

Table 9 – Capital, Treasury and Corporate Accounting – Forecast Outturn

	Revised Budget £000	Forecast £000	Use of Reserves £000	Variance £000
Capital, Treasury and Corporate Accounting	(18,776)	(23,806)	-	(5,030)
Total Forecast Net Expenditure	(18,776)	(23,806)	-	(5,030)

-
- 2.8.47 The underspend reported is largely due to the anticipated costs for borrowing and capital financing being lower than the prudent amount that was originally budgeted for, increased income from treasury management activities and a number of un-ring-fenced grants which have been held centrally and so underpin the budget.
- 2.8.48 Sign up for the voluntary annual leave purchase scheme is currently not sufficient to achieve the target included within the 2018/19 budget which is held within this portfolio. At Quarter 3, the forecast adverse variance with regard to this scheme is £0.495m. The position will be closely monitored for 2019/20.

Schools

- 2.8.49 The Council's expenditure on schools is funded primarily by grant monies provided by the Department for Education, the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools' Budget, as defined in the School Finance (England) Regulations 2017. The Schools' Budget includes elements for a range of educational services provided on an authority wide basis and for the Individual Schools Budget which is divided into a budget share for each maintained school.
- 2.8.50 Members will recall the DSG is made up of 4 blocks
- Schools
 - High Needs
 - Early Years
 - Central Schools Services
- 2.8.51 Despite the support from the Schools block in 2018/19, as reported at Month 8, the High Needs Block in Oldham is still expected to have an in-year deficit of £0.932m; reduced due to additional Government funding of £0.622m for High Needs and other small savings for Business Rates and Early Years. It is therefore anticipated that there will be cumulative High Needs Block deficit of £8.907m at 31 March 2019. This is then offset by cumulative virements and savings from the Schools and Early Years blocks to leave a net deficit of £2.987m. The High Needs Block therefore represents a significant element (75%) of the overall deficit on the DSG.

Table 11 – DSG- High Needs Block

	£000
Original Budget Allocation	30,925
Budget Changes	(118)
Schools Block Contribution (Schools Forum/Secretary of State approval)	1,878
New Resources- announced December 2018	622
2018/19 Total Budget Available	33,307
Estimated Expenditure	(34,239)
Projected in Year Deficit	(932)
Deficit Brought Forward 01/04/2018	(7,975)
Cumulative Deficit	(8,907)
Offset by;	
Virement from Schools Block- 2016/17 & 2017/18	2,768
Savings in Schools and Early Years Block- 2015/16, 16/17 & 17/18	3,152
Projected Deficit 31/03/2019	(2,987)

Overall DSG Position

2.8.52 The cumulative deficit on the DSG is presented in Table 12 below. At the start of 2018/19 it was £3.031m of which £2.055m was attributable to the High Needs block. The initial year-end forecast position for the DSG for 2018/19, prior to the receipt of new funding for High Needs was a cumulative deficit of £4.587m, the increase being mostly attributable to further pressures in High Needs as outlined in Table 11. The projected deficit includes an increase in the growth fund of £0.751m. It is important to note that if this extra funding is not needed during 2018/19 it will be used to offset the deficit. As reported at Month 8, Oldham is due to receive £0.662m in each of 2018/19 and 2019/20; being the Councils share of £250m of new funding, payable over 2 years to support the High Needs Block to address the national pressure on High Needs spending. The 2018/19 funds will be used to partially offset the projected deficit to give a revised projected deficit of £3.965m

Table 12- Overall DSG Position

Reason for the Deficit	£000
Deficit High Needs Block 2015-16 to 2017-18	(2,055)
Deficit Early Years Block 2015-16 to 2017-18	(976)
Cumulative Deficit 2017/18 as above	(3,031)
Other Changes including pressures in High Needs Funding	(1,556)
Initial Projected Cumulative Deficit 2018/19	(4,587)
New Resources- announced December 2018	622
Projected Cumulative Deficit 2018/19	(3,965)

2.8.53 There is a requirement that the DSG is brought back into balance as soon as possible and Authority officers are currently working on a DSG financial recovery plan which has been outlined to the Schools Forum. This was discussed at the Schools Forum meeting on 17 January 2019 and a further Schools Forum meeting, with an externally facilitated workshop, was held on 13 March 2019.

Housing Revenue Account (HRA)

- 2.8.54 Table 13 compares the initially approved position to the current estimated outturn. The actual closing balance for 2017/18 at £20.162m was £0.575m better than the estimate of £19.587m. The original HRA forecast was for an in-year decrease in balances of £0.727m, the revised forecast is for an increase of £1.204m, a favourable movement of £1.931m. The overall, significant favourable variance (£2.506m) is attributable to the rephasing of a major capital project to which the HRA is contributing along with the £0.575m variance from last year. The schemes are now scheduled to require resources in 2019/20 rather than 2018/19.

Table 12 - Housing Revenue Account Forecast Position

Housing Revenue Account	Original Budget £000	Revised Budget £000	Variance £000
Balance Brought Forward	(19,587)	(20,162)	(575)
In Year Deficit/ Surplus	727	(1,204)	(1,931)
Balance Carried Forward	(18,860)	(21,366)	(2,506)

Collection Fund

- 2.8.55 The tables below show the forecast outturn position for the Collection Fund and the share of balances of the forecast position.

Table 13 - Collection Fund Forecast Position

Collection Fund Balance	Council Tax £000	Business Rates £000	Total £000
Balance Brought Forward	(1,976)	1,342	(634)
Receipt from CG – Deficit 2016/17	-	(1,323)	(1,323)
(Surplus)/ Deficit for the Year	(905)	(80)	(985)
Balance Carried Forward	(2,881)	(61)	(2,942)

Table 14 - Collection Fund – Share of Forecast Position

Collection Fund Share	Council Tax £000	Business Rates £000	Total £000
Share - Oldham Council	(2,495)	(60)	(2,555)
Share - Greater Manchester Combined Authority (Police and Crime Commissioner)	(277)	-	(277)
Share - Greater Manchester Combined Authority (Fire and Rescue Services)	(109)	(1)	(110)
Total (Surplus) / Deficit	(2,881)	(61)	(2,942)

- 2.8.56 The increasing prominence of Council Tax and Business Rates in helping fund Council services means that the Collection Fund financial position is subject to constant review. A forecast in-year surplus of £0.985m means that the projected year-end Collection Fund position (incorporating both Council Tax and Business Rates) is a projected surplus of £2.942m of which the share for the Council is a favourable £2.555m.

2.8.57 The forecast year-end position is different than that estimated at Month 8, at which point a surplus position of £2.612m was forecast (with a Council share of £2.269m). The reason for this favourable movement in the forecast is an increase in the Council Tax/Business Rates gross debit, a reduction in reliefs and a decrease in the provision for bad and doubtful debt as a result of improved collection. As the Collection Fund surplus for 2019/20 has already been formally agreed at £2.612m, the additional resources identified in this report will be available to support the 2020/21 budget.

2.8.58 The Greater Manchester Combined Authority Area continues to pilot 100% Business Rates Retention. The pilot was first implemented on 1 April 2017. The purpose of the pilot is to develop and trial approaches to manage risk and reward in a Local Government finance system that includes the full devolution of Business Rates revenues. Whilst the pilot is in place, a no detriment policy is in operation under which the Government guarantees that the level of business rates income/ grant that a Council receives can be no less than it would have been if it was not in the pilot area.

3 Use of Earmarked Reserves

3.1 The total planned use of ear marked reserves at Quarter 3 is £6.816m. Members are reminded that this is in addition to the utilisation of £7.264m of reserves that were applied in setting the initial 2018/19 budget, £14.080m in total. Appendix 1 shows the transfers from ear marked reserves between Month 8 and Quarter 3 at £0.373m. As the Council is no longer required to use £5.9m of reserves in 2018/19 as a contribution to the S75 pooled budget, reserves at the year end will be higher than previously anticipated and the financial resilience of the Council will be improved.

3.2 In line with the Council's reserves policy, the recommended use of reserves to fund spend during the year have been initially approved by the appropriate officers prior to consideration by Cabinet. The reserve is then drawn down against the initial approval as expenditure is incurred. It is currently forecast that total use of reserves in year may increase to £15.964m but be offset at the year-end leaving a net movement of £11.265m. It is however anticipated that the net use of reserves will continue to change up to the year end

4 Conclusion

4.1 Whilst the current projected position, after adjustment for reserves, is an overall corporate under spend, the forecast over spending within People and Place has been a cause for concern throughout 2018/19. Action has however been taken where possible to manage expenditure in all areas, particularly those that are not subject to demand changes, in order to offset expenditure over which the Council has little control.

4.2 In relation to demand led pressures; work, in the form of mitigations and alternative delivery solutions has also taken place. As reported to Members this has been particularly focussed within Children's Social Care. There is, however, an inevitable lead in time for these benefits to be realised. The implications arising from the 2018/19 in year position have been factored into the approved budget for 2019/20 and future year's estimates as appropriate.

Month 8 to Quarter 3 - Planned Transfers from Earmarked Reserves

Reserve Name	Opening Balance 1 December 2018 £000	Use of Contribution from/to Earmarked Reserves month 8 to Quarter 3 £000	Expected Closing Balance 31 March 2019 £000	Reason for Use of Reserve
Green Dividend	(67)	38	(29)	To fund additional staff to support the Green Dividend scheme.
People and Place	(67)	38	(29)	
Social Care Budget Reserve	(797)	23	(774)	To support Sports Development
Thriving Communities	(251)	180	(71)	To support Thriving Communities and Place Based Integration
Reform	(251)	180	(71)	
Social Care Budget Reserve	(774)	155	(619)	To fund the development of the Mosaic system
Health and Adult Social Care Community Services	(774)	155	(619)	
Total New Use of Reserves		373		

Month 8 to Quarter 3 - Planned Transfers to Earmarked Reserves

Reserve Name	Opening Balance 1 December 2018 £000	Use of Contribution from/to Earmarked Reserves month 8 to Quarter 3 £000	Expected Closing Balance 31 March 2019 £000	Reason for Contribution to Reserve
Fiscal Mitigation Reserve	(6,825)	(5,900)	(12,725)	Reduction back to originally agreed levels of the Councils contribution to the S75 Agreement
Total Contribution to Reserves	(6,825)	(5,900)	(12,725)	

Financing of the Budget at Quarter 3

	£'000	£'000
Net Expenditure Budget		(221,857)
Financed by:		
Business Rates Top-up Grant	(47,975)	
Grants in Lieu of Business Rates	(7,549)	
Improved Better Care Fund Grant – Tranche 1	(4,687)	
Improved Better Care Fund Grant – Tranche 2	(3,201)	
Independent Living Fund Grant	(2,661)	
Adult Social Care Support Grant	(701)	
Adult Personal Social Services Grant	(208)	
Winter Resilience Grant	(1,122)	
Opportunity Area Grant	(2,237)	
Housing Benefit & Council Tax Administration Grant	(1,220)	
New Homes Bonus Grant	(1,601)	
School Improvement Monitoring & Brokerage Grant	(261)	
DWP - Implementation of Universal Credit Grant	(262)	
DWP New Burdens Grant	(92)	
Brexit Preparation Grant	(105)	
Homelessness Support Grant	(116)	
Homelessness Reduction - New Burdens Grant	(48)	
Lead Local Flood Authority Grant	(11)	
Extended Rights to Free Travel Grant	(32)	
Personal Advisor Support for Care Leavers Grant	(11)	
SEND Regional Co-ordinator Grant	(24)	
Property Searches New Burdens Grant	(24)	
Transition to Universal Credit Housing Grant	(23)	
Self-employed Review Grant	(20)	
Staying Put Grant	(62)	
KS2 Moderation & KS1 Phonics Grant	(13)	
Capital Grants	(935)	
Total Government Grant Funding		(75,201)
Council Tax Income - General	(82,386)	
Council Tax Income - Adult Social Care Precept	(4,831)	
Retained Business Rates	(51,352)	
Total Locally Generated Income		(138,569)
Total Grant and Income		(213,770)
Balance to be addressed by Use of Reserves		(8,192)
Total Financing		(221,962)

This page is intentionally left blank

CAPITAL INVESTMENT PROGRAMME REPORT 2018/19

Quarter 3 - December 2018

1 Background

- 1.1 The original capital programme for 2018/19 reflects the priorities outlined in the capital strategy as approved at Council on 28 February 2018.
- 1.2 The position reflects the actual position as at 31 December 2018 together with a latest projection of the outturn position for the financial year 2018/19.

2 Current Position

- 2.1 The approved capital programme summary position for the four years 2018 to 2022, approved by Council on 28 February 2018 is summarised in Table 1 and shows capital programme expenditure of £89.658m in 2018/19.

Table 1 : Capital Programme 2018/19 to 2021/22

	2018/19	2019/20	2020/21	2021/22	TOTAL
	£000	£000	£000	£000	£000
Original Budget	89,658	105,681	37,605	11,234	244,178

- 2.2 Table 2 shows the revised capital programme for 2018/19, with expenditure of £48.267m based on the most up to date information including known commitments. It also has regard to the approval of the Capital Strategy, approved at Council 27 February 2019. The overall position is a net decrease of £0.685m compared to £48.952m reported at Month 8.
- 2.3 Due to the timing of this report it has been possible to report the position at quarter 3 and also the current position, based on the latest information. Actual expenditure to 31 December 2018 was £36.507m (75.64% of forecast outturn), and the actual expenditure to 28 February 2019 was £41.610m (86.21% of forecast outturn).

Table 2 – 2018/19 Capital Programme

Directorate	Revised Budget (M08) £000	Budget Changes/ Virements (to M11) £000	Proposed Virement /Rephasing £000	Revised Budget (M11) £000	Forecast £000	Variance £000
Corporate and Commercial Services	14,174	320	(17)	14,477	14,477	0
People and Place	31,265	636	(1,859)	30,042	30,042	0
Health & Adult Social Care Community Services	1,894	1	234	2,129	2,129	0
Reform	216	0	0	216	216	0
Housing Revenue Account	1,097	0	0	1,097	1,097	0
Funds Yet to be Allocated	306	0	0	306	306	0
Grand Total	48,952	957	(1,642)	48,267	48,267	0

(subject to rounding – tolerance +/- £1k)

- 2.4 At this time there is no forecast variance projected. A further breakdown of Table 2 on a scheme by scheme basis is shown at Appendices A to F.
- 2.5 The budget changes to month 9 of £0.957m represent changes agreed since the approval of the month 8 report at Cabinet on 11 February 2019, as summarised in the table below:

Table 3 Approved Budget Changes

Corporate and Commercial Services	£000
Library & Lifelong Learning Service; IT Update (funded by prudential borrowing)	250
Planning Service; new system (funded by revenue contribution)	70
Sub Total	320
People and Place	
Laurel Bank (Pupil Referral Unit) adaptations (funded by acceleration of Basic Need grant from 2019/20)	240
Highways Grant; additional funding	1087
Flood grant; additional funding	30
Congestion Fund; new grant	15
Schools and transport schemes; approved re-phasing of various schemes	(638)
Oldham Museum and Arts (OMA) project; re-phasing	(98)
Sub Total	636
Health & Adult Social Care Community Services	
Disabled Fund Grant (DFG) scheme; additional private contributions	1
Sub Total	1
Total Approved Budget Changes	957

- 2.6 In addition there is a further proposed decrease of £1.642m in the budget due to virements and the re-phasing of a number of schemes, for which approval is sought, as summarised in the table below.

Table 4 Proposed Virements/ Re-phasing

Corporate and Commercial Services	£000
IT Refresh schemes; revenue contributions	175
Resident First Phase 1 & 2 schemes; re-phasing	(192)
Sub Total	(17)
People and Place	
Replacement pitch scheme; Academy contribution	60
Town Centre Grant scheme; private contribution	2
Devolved Formula Capital grant; additional funding	642
Mayor's Challenge Fund; new grant	754
School/corporate property schemes; re-phasing of various schemes	(3,317)
Sub Total	(1,859)
Health & Adult Social Care Community Services	
Disabled Facilities Grant; additional grant funding	220
Disabled Facilities Grant; client contributions	14
Sub Total	234
Total Proposed Virements/ Re-phasing	(1,642)

Re-profiling of the Capital Programme

2.7 The revised (and extended) capital programme for 2018/19 to 2023/24 taking into account all the above in-year amendments, updated to include the approved Capital Strategy and Capital Programme 2019/20 to 2023/24, at Council on 27 February 2019, is shown in Table 5 together with the projected financing profile.

Table 5 – 2018/2023 Capital Programme

Directorate Budget	Revised Budget 2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	TOTAL £000
Corporate and Commercial Services	14,477	10,104	3,493	1,719	1,614	249	31,655
People and Place	30,042	66,791	68,080	75,544	8,897	3,615	252,969
Health & Adult Social Care Community Services	2,129	2,235	1,400	400	400	400	6,964
Reform	216	100	100	700	200	200	1,516
Housing Revenue Account	1,097	4,235	1,633	922	800	0	8,687
Funds Yet to Be Allocated	306	5,000	3,000	1,500	1,500	1,500	12,806
Grand Total	48,267	88,465	77,706	80,785	13,411	5,964	314,597
Funding							
Grant & Other Contributions	(16,615)	(36,909)	(25,376)	(17,776)	(6,973)	(1,973)	(105,621)
Prudential Borrowing	(26,244)	(27,755)	(43,919)	(48,558)	(3,064)	(42)	(149,582)
Revenue	(299)	(3,916)	(4,033)	(5,822)	(800)	0	(14,870)
Capital Receipts	(5,109)	(19,885)	(4,378)	(8,629)	(2,574)	(3,949)	(44,524)
Grand Total	(48,267)	(88,465)	(77,706)	(80,785)	(13,411)	(5,964)	(314,597)

(subject to rounding – tolerance +/- £1k)

Capital Receipts

- 2.8 The revised capital programme requires the availability of £5.109m of capital receipts in 2018/19 for financing purposes. The total net usable capital receipts currently received in year, inclusive of £8.747m carried forward from 2017/18, is £12.970m.
- 2.9 The capital receipts position as at 31 December 2018 is as follows:

Table 6 – Capital Receipts Supporting the Approved Capital Programme 2018/19

	£000	£000
Capital Receipts Financing Requirement		5,109
Usable Capital Receipt b/fwd	(8,747)	
Actual received to date	(4,223)	(12,970)
Further Required/ (Surplus) in 2018/19		(7,861)

- 2.10 As can be seen, there is currently an anticipated surplus of £7.861m of capital receipts in year. Given the significant amount of receipts needed to finance the capital programme in future years it is imperative that the capital receipts/disposal schedule is adhered to. This is monitored at the monthly Capital Receipts meeting and will be subject to ongoing review throughout the year.
- 2.11 The Capital Strategy and Capital Programme 2018/22 introduced an expectation of the level of receipts that is anticipated in each of the respective years and therefore an estimate as to the resultant level of over or under programming in order to present a balanced budget.
- 2.12 As a result of the approval of the Capital Strategy 2019 to 2024 the capital receipt profile has been amended to reflect the latest approved position, therefore the current position is illustrated in the table below:

Table 7 – Capital Receipts 2018/2023

Capital Receipts	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Capital Receipts Carried Forward	(8,747)	(8,207)	(3,403)	(9,735)	(4,268)	(3,699)
Estimated Capital Receipts in year	(346)	(15,081)	(10,710)	(3,162)	(2,005)	(250)
Received in year	(4,223)					
Total Receipts	(13,316)	(23,288)	(14,113)	(12,897)	(6,273)	(3,949)
Capital Receipts Financing Requirement	5,109	19,885	4,378	8,629	2,574	3,949
Over/(Under) programming	(8,207)	(3,403)	(9,735)	(4,268)	(3,699)	0

(subject to rounding – tolerance +/- £1k)

- 2.13 The capital receipts position is monitored on a monthly basis. The most recent projections are for receipts to exceed current planned requirements consistently throughout the course of the programme. However, until there is more confidence as to the timing of planned asset disposals, a prudent approach has been adopted and these are excluded from current forecast.

3 Conclusion

- 3.1 Whilst the current estimated forecast outturn position is £48.276m, it is possible that the at the year end, further reprofiling will be required. This will be addressed during the preparation of the final accounts.
- 3.2 The capital programme has been continually monitored and has been reported to Members on a regular basis.

4 Appendices

4.1 Appendix

- A Summary – Corporate and Commercial Services – Month 9
- B Summary – People and Place – Month 9
- C Summary – Health & Adult Social Care Community Services – Month 9
- D Summary – Reform – Month 9
- E Summary – Housing Revenue Account – Month 9
- F Summary – Funds Yet To Be Allocated – Month 9

SUMMARY – Corporate and Commercial Services – Month 9

Service area	Revised Budget (M08) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M09) £000	Forecast £000	Year End Variance £000
Corporate	11,300	0	0	11,300	11,300	0
IT	2,874	320	(17)	3,177	3,177	0
	14,174	320	(17)	14,477	14,477	0

Major Variances Commentary

No variances to report

SUMMARY – People and Place – Month 9

Service area	Revised Budget (M08) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M09) £000	Forecast £000	Year End Variance £000
Asset Management - Asset Management	3,838	155	(1187)	2,806	2,806	0
Asset Management - Education Premises	1,894	(4)	(476)	1,414	1,414	0
Boroughwide Developments	4,430	0	0	4,430	4,430	0
Children, Young People & Families	57	0	0	57	57	0
Development	662	0	0	662	662	0
District Partnership - Boroughwide	100	0	0	100	100	0
Environment – Countryside	303	0	0	303	303	0
Environment – Parks	212	0	0	212	212	0
Environment - Playing Fields & Facilities	17	0	0	17	17	0
Parks & Playing Fields	31	0	0	31	31	0
Private Housing	230	0	0	230	230	0
Public Realm	350	0	2	352	352	0
Schools - General Provision	1,295	0	(45)	1,250	1,250	0
Schools – Primary	1,138	0	(176)	962	962	0
Schools – Secondary	1,950	(60)	24	1,914	1,914	0
Schools – Special	490	240	(1)	729	729	0
Strategic Acquisitions	204	0	0	204	204	0
Town Centre Developments	1,534	(98)	0	1,436	1,436	0
Transport - Accident Reduction	290	(122)	0	168	168	0
Transport - Bridges & Structures	2,797	57	0	2,854	2,854	0
Transport - Fleet Management	294	0	0	294	294	0
Transport - Highway Major Works/Drainage schemes	6,594	(241)	0	6,353	6,353	0
Transport – Metrolink	172	(166)	0	6	6	0

Service area	Revised Budget (M06) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M08) £000	Forecast £000	Year End Variance £000
Transport - Minor Works	1,058	1091	0	2,149	2,149	0
Transport – Miscellaneous	1,309	(215)	0	1,094	1,094	0
Transport - Street Lighting	15	0	0	15	15	0
People and Place Total	31,265	636	(1,859)	30,042	30,042	0

(subject to rounding – tolerance +/- £1k)

Major Variances Commentary

No variances to report

SUMMARY –Health & Adult Social Care Community Services – Month 9

Service area	Revised Budget (M06) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M08) £000	Forecast £000	Year End Variance £000
Adult Services	1,894	1	234	2,129	2,129	0
	1,894	1	234	2,129	2,129	0

Major Variances Commentary

No variances to report

SUMMARY – Reform – Month 9

Service area	Revised Budget (M06) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M08) £000	Forecast £000	Year End Variance £000
Capital – District Investment Fund	185	0	0	185	185	0
Capital – District Partnership – Chadderton	1	0	0	1	1	0
Capital – Heritage Libraries and Arts	30	0	0	30	30	0
Reform Total	216	0	0	216	216	0

Major Variances Commentary

No variances to report

SUMMARY – Housing Revenue Account (HRA) – Month 9

Service area	Revised Budget (M06) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M08) £000	Forecast £000	Year End Variance £000
Housing Revenue Account	1,097	0	0	1,097	1,097	0
	1,097	0	0	1,097	1,097	0

Major Variances Commentary

No variances to report

SUMMARY – Funds Yet To Be Allocated – Month 9

Service area	Revised Budget (M06) £000	Approved Changes /Virements £000	Proposed Virement £000	Revised Budget (M08) £000	Forecast £000	Year End Variance £000
Funds Yet to be allocated	306	0	0	306	306	0
	306	0	0	306	306	0

Major Variances Commentary

No variances to report



Report to CABINET

Local Taxation and Benefits Discretionary Policies 2019/20

Portfolio Holder: Councillor Jabbar MBE, Deputy Leader and Cabinet Member for Finance and Corporate Resources

Officer Contact: Anne Ryans, Director of Finance

Report Author: Adam Parsey, Exchequer Client Manager (Revenues) and Caroline Lee, Head of Revenues, Benefits and Business Support

Ext. 1656

25 March 2019

Reason for Decision

The purpose of the report is to seek approval for Local Taxation and Benefits Discretionary Policies for 2019/20 covering discretionary Council Tax discounts, discretionary Business Rate relief, Local Welfare Provision and Discretionary Housing Payments.

Executive Summary

This report provides the full detail of proposed updates to the discretionary policies used to support Local Taxation and Benefits administration i.e. Council Tax, Business Rates, Housing Benefits and Council Tax Reduction administration. The policies and proposed changes are:

- **The Discretionary Council Tax Discounts Policy**
 - To widen the Council Tax discount for care leavers to support care leavers up to the age of 25
 - To introduce criteria to set out the circumstances in which the Council will support those experiencing exceptional financial hardship in paying their Council Tax
 - To incorporate these two areas of discretionary support into one overarching Discretionary Council Tax Discounts Policy

-
- **The Discretionary Rate Relief Policy**
 - To incorporate details of the new Retail Discount Policy
 - Revision of the policy to reflect the removal of Central Government funded Pub Relief and the extension of the Local Newspaper Relief scheme
 - An adjustment to the Discretionary Revaluation Relief policy to re-introduce the requirement for businesses to apply for this relief and to reflect reduced Government funding in the third year of the scheme.

 - **The Local Welfare Provision Policy**
 - To include reference to supporting care leavers up to the age of 25 via this scheme

 - **The Discretionary Housing Payment Policy**
 - To include reference to supporting care leavers up to the age of 25
 - To adjust the criteria setting out the period of time for which an award will be granted to support those needing help in meeting their housing costs. This will normally be 26 weeks.

Recommendations

It is recommended that the Local Taxation and Benefits' Discretionary Policies for the 2019/20 financial year (as presented at Appendices 1 to 4) are approved, including revisions to address legislative and local issues.

Local Taxation and Benefits Discretionary Policies

1 Background

1.1 The Council has a number of local taxation and benefits discretionary policies and practices. These are subject to periodic review and updating in response to legislative changes and/or revisions to local policy. This paper covers proposals to amend four discretionary policies as follows:

- a) Discretionary Council Tax Discounts Policy
- b) Discretionary Rate Relief Policy
- c) Local Welfare Provision Policy
- d) Discretionary Housing Payments Policy

1.2 The legislative framework, current arrangements in Oldham and proposed amendments to these policies for 2019/20 are set out in this report. The updated policies for 2019/20, having regard to the proposed amendments, are presented at Appendices 1 to 4 with Equality Impact Assessments at Appendices 5 to 9.

2 Current Position

2.1 Discretionary Council Tax Discounts Policy

2.1.1 Local Authorities can reduce the amount of Council Tax payable by granting locally defined discounts under provisions contained in Section 13A of the Local Government Finance Act 1992. The Local Government Act 2012 inserted a new section 13A in the Local Government Finance Act 1992, and this created two discounts, one of which is the statutory requirement to operate a Local Council Tax Reduction Scheme (CTRS). The implications under 13A (1)(a) and (b) are considered and agreed on an annual basis when deciding the CTRS. The CTRS for 2019/20 was approved at Council on 27 February 2019.

2.1.2 The other discount, under Section 13A (1)(c) allows for a discretionary reduction which can be used in relation to any individual on a case by case basis or by determining a class of case for which the charge should be reduced. The intention behind this legislation is to allow billing authorities the discretion to create local discounts or exemptions to cater for local circumstances, for example, flooding. This discount must be funded from the Council's own Revenue Budget (General Fund) and can amount to anything up to 100% of the Council Tax charged.

2.1.3 The Council currently makes use of Section 13A (1)(c) of the Local Government Finance Act 1992 to define care leavers aged 18, 19 and 20 as a class of case under the Council Tax Discount for Care Leavers policy approved by Cabinet on 24 April 2017. As such the approved policy is to provide a 100% Council Tax Discount for Care Leavers aged 18, 19 and 20.

2.1.4 However, in 2018, the Government extended the Council's corporate parenting responsibility to the age of 25 so an extension to the support given by the Council

to care leavers to this age would be appropriate. It is therefore proposed to revise the current policy to provide a 100% Council Tax discount to care leavers (as defined in the policy at Appendix 1) up to the age of 25. It is important to note that other Greater Manchester Authorities have indicated that they will extend their Council Tax care leavers discount up to the age of 25.

2.1.5 An application for support under Section 13A (1) (c) (other than for care leavers) is considered on a case by case basis. An assessment is made to consider whether a resident is experiencing exceptional financial hardship in paying their Council Tax and a discretionary reduction is appropriate. However, the Council does not currently have a published policy to cover such discretionary awards. The policy at Appendix 1 therefore sets out a formal protocol for the consideration of Exceptional Hardship Payments (EHP) and presents:

- The criteria for an application
- What an EHP does not cover
- How to make an application
- How an award is made including the right of appeal

2.1.6 The proposed policy document at Appendix 1 will provide a clear framework around which applications for discretionary Council Tax discounts can be assessed and approved.

2.2 Discretionary Rate Relief Policy

2.2.1 The Local Government Finance Act 1988 (LGFA 1988) and the Localism Act 2011 require the Council to maintain a Discretionary Rate Relief Scheme to award Non-Domestic Rate Relief (more commonly known as Business Rates Relief) of up to 100% to certain organisations who operate within specified criteria. These criteria cover:

- Charitable bodies already in receipt of Mandatory Rate Relief of 80% – the Council has further discretion to ‘top up’ this relief to 100% of the rates due;
- Registered community amateur sports clubs (CASCs) already in receipt of Mandatory Relief of 80% – the Council has further discretion to ‘top up’ this relief to 100% of the rates due;
- Non-profit making organisations – the Council has discretion to grant Discretionary Rate Relief of between 0% -100% of the Business Rates due.

2.2.2 The Government has in recent years, introduced a number of temporary Business Rate Relief schemes. Any support provided under these schemes is awarded under Section 47 of the LGFA 1988 i.e. under the provision enabling Councils to make discretionary payments. However, the Council is fully reimbursed by Central Government by way of grants provided under the powers of Section 31 of the Local Government Act 2003. These temporary reliefs include:

-
- The permanent doubling of Small Business Rate Relief (SBRR) with a rise in the threshold to rateable values of up to £12,000, tapering to £15,000.
 - Full business rate relief for rural businesses serving populations of under 3,000 in cases where the business is the only:
 - village shop or post office with a rateable value of up to £8,500
 - public house or petrol station with a rateable value of up to £12,500
 - Supporting Small Business relief scheme for ratepayers who are losing some or all of their small business rate relief as a result of a large rateable value increase following the 2017 revaluation. The scheme is available for 5 years from April 2017.
 - Revaluation Relief. This is a discretionary rate relief scheme to support those businesses that have experienced a large increase in rateable value following the 2017 revaluation.

2.2.3 The Council also has the power to reduce or remit the Business Rates charged in certain circumstances where the business is enduring temporary financial difficulties. This is known as Hardship Relief (HR) and may be awarded where the Council is satisfied that:

- The ratepayer would sustain financial hardship if the Council did not do so and;
- It is reasonable for the Council to grant relief with regard to the interests of its Council Tax payers.

2.2.4 The Council also receives requests from ratepayers asking that the rateable value of premises subject to Business Rates is split between the occupied and unoccupied portions. This means that the Council would only apply and charge Business Rates on the occupied portion of the property. The Council has discretion to accept or refuse a request that the rateable value is split between the occupied and unoccupied portions under Section 44a of the Local Government Finance Act 1988. If the request is accepted, then the Valuation Office Agency is asked to supply a certificate indicating the relevant values for the occupied and unoccupied portions and this certificate is binding upon the Council.

2.2.5 The Council's existing Discretionary Rate Relief Policy was approved by Cabinet at its meeting of 26 March 2018. It outlines the areas of local discretion and the Council's approach to the various discretionary awards. This approach takes into account the impact:

- of granting Discretionary Rate Relief on the Council's wider financial position and Council Tax payers;
- on the organisations and businesses that currently receive or may apply for relief in the future;
- for Oldham residents if relief is awarded and also the regeneration benefits to the borough.

2.2.6 It is important to note that when deciding whether to award any Discretionary Rate Relief, the principal consideration is that in making the award there should be a resultant positive impact for residents and Council Tax payers of Oldham. This consideration also includes long term benefits to both the community and the Council Tax payer, such as increasing employment or improving amenities available to the local community.

2.2.7 The document (attached as Appendix 2) sets out the proposed policy for 2019/20 which incorporates amendments to the 2018/19 Discretionary Rate Relief policy. These amendments are:

- The introduction of guidelines to support the administration of the new Retail Discount scheme from April 2019. This is a new 2 year scheme introduced by the Government supporting businesses with a rateable value of up to £51,000. The value of the discount offered to qualifying businesses will be one third of the bill after mandatory reliefs and other discretionary reliefs have been applied. The Council will be re-imbursed by the Government for the cost of the scheme through grants under Section 31 of the Local Government Finance Act 2003.
- A revision to the policy to reflect the removal of the Central Government funded Pub Relief and the one year extension of the Local Newspaper Relief scheme for 2019/20. These two schemes are time limited schemes introduced by the Government.
- An adjustment to the policy to reintroduce a requirement for potentially eligible ratepayers to submit an application for Discretionary Revaluation Relief in 2019/20. Revaluation Relief, which is also a Government scheme, will enter its third year of operation in 2019/20 and funding allocations to support the scheme will reduce to £60k in 2019/20 (from £301k in 2017/8 and £146k in 2018/19). An application process will ensure that the limited funds available to support affected businesses are assessed on a first come, first served basis.

2.2.8 Other than in respect of the issues outlined above, the policy is unchanged from 2018/19.

2.3 Local Welfare Provision Policy

2.3.1 The Welfare Reform Act 2012 ended the provision of Community Care Grants and Crisis Loans for living expenses under the Discretionary Social Fund administered by the Department for Work and Pensions (DWP).

2.3.2 There was no statutory duty requiring Local Authorities' to deliver a scheme but Oldham Council considered it to be in the best interests of the residents of the Borough to do so.

2.3.4 Oldham's Local Welfare Provision (LWP) scheme has been operating since 1 April 2013, providing vulnerable residents, who meet the criteria of the policy, with furniture, beds, white goods and more in order to establish or maintain a home in the community. Each application is treated strictly on its merits and all applicants are treated equally and fairly.

-
- 2.3.5 Oldham's residents access the LWP scheme by making a claim online or by telephone. In most circumstances a decision is made within 24 hours. The assessor will then notify the applicant of the outcome and order any items awarded from the relevant suppliers.
- 2.3.6 All applicants are signposted to other external agencies or internal avenues of support such as the Department for Work and Pensions (DWP) or Welfare Rights Service as appropriate. This approach supports residents to address the longer-term issues which might have contributed to their crisis situation in the first place, helping to ensure that they have the tools they need (e.g. such as budgeting skills) to be able to manage an unexpected crisis in the future.
- 2.3.7 The policy has been subject to regular reviews to ensure it is fit for purpose, but has been largely unchanged since its introduction. It is proposed to that the scheme is amended to include care leavers under 25 in the categories of residents the policy is designed to support. The revised policy, including the amendment for care leavers, is set out at Appendix 3.
- 2.4 Discretionary Housing Payment Policy
- 2.4.1 The Discretionary Housing Payment (DHP) scheme gives Local Authorities power to make Discretionary Housing Payments (DHPs) to residents who are most in need, to top up Housing Benefit or the housing element of Universal Credit.
- 2.4.2 Central Government provides funding for the scheme. The Department for Work and Pensions (DWP) allocation for DHPs in 2018/19 was £654,359. In 2019/20, the Council will receive £638,046. The Council can add additional resources of its own to support the DHP budget up to a ceiling of 1.5 times the DWP allocation, should it wish to do so. The Council has not allocated any top-up resources to the DHP scheme for 2019/20.
- 2.4.3 Awards of Discretionary Housing Payments are focused on enabling people to secure, retain and pay for appropriate and sustainable accommodation to support them through temporary difficulties (i.e. where Housing Benefit or the housing element of Universal Credit doesn't cover all the rent payable). This is in order to reduce the risk of homelessness and support the stability of families and communities.
- 2.4.4 All applicants are signposted to other external agencies or internal avenues of support such as the Department for Work and Pensions (DWP) or Welfare Rights Service as appropriate. This approach supports residents to address the longer-term issues which might have contributed to their crisis situation in the first place, helping to ensure that they have the tools they need (e.g. such as budgeting skills) to be able to manage an unexpected crisis in the future.
- 2.4.5 The current policy specifies how the Council operates the Discretionary Housing Payment scheme and details some of the factors that are taken into account when considering if a DHP can be made. Each case is treated strictly on its merits and all applicants are treated equally and fairly.

2.4.6 It is proposed to amend the DHP policy for 2019/20 to address two issues:

- To include care leavers under 25 in the categories of residents the policy is designed to support.
- To more clearly define that the normal period of a DHP award to support residents is 26 weeks in line with the intention that DHPs were established to support residents to meet their housing costs on a temporary basis.

Although there will clearly be cases where longer awards are appropriate, and the policy accommodates some latitude around award periods where necessary, setting the normal award period of 26 weeks will enable the Council to better work with residents and landlords to support residents to become less reliant on DHPs over the long term.

2.4.7 The revised policy incorporating the amendments as set out above is included at Appendix 4.

3 **Options/Alternatives**

3.1 The following three options are available:

3.2 **Option 1 - Do nothing**

3.2.1 Members could choose to do nothing in relation to each of the proposed revisions to discretionary policies. The key issues in relation to this option for each policy are set out below:

Discretionary Council Tax Discounts Policy:

- The Council would not have transparent guidance in place for assessing requests for support based on exceptional financial hardship;
- As individuals requesting a discretionary discount have the right to appeal to the Valuation Tribunal if they are unhappy with the Council's decision, there may be criticism that the detailed policy was not in the public domain;
- The Council would continue to award a 100% Council Tax Discount for care leavers aged 18, 19 and 20 as set out in the Council Tax Discount for Care Leavers policy 2017/18. This would be out of alignment with the Council's Corporate Parenting Responsibilities to support care leavers up to the age of 25 and the policies of the other Greater Manchester (GM) Authorities.

Discretionary Rate Relief Policy

- The Council would continue using the current policy in place which would mean that:
 - The Council would not be able to introduce amendments to the Revaluation Relief scheme which require an application to cover the more limited pot of money in 2019/20;

-
- The Council would still administer the Retail Discount as introduced by Central Government, however, the Discretionary Rate Relief Policy would not provide clear guidance to ratepayers about the operation of the scheme.
 - The policy document would make reference to Pub Relief which would no longer be available as a Government funded scheme.

Local Welfare Provision Policy

- Although the Council would continue to support Care Leavers under 25 through the LWP scheme, the policy would not explicitly include this provision.

Discretionary Housing Payment Policy

- Although the Council would continue to support Care Leavers under 25 through the LWP scheme, the policy would not explicitly include this provision;
- The policy would not reflect the intention to set the normal period of an award at 26 weeks and thus not make the normal period of the award clear to prospective applicants and landlords. As such it would be more difficult to manage expectations around future payments and re-inforce the temporary nature of the scheme.

3.3 **Option 2 – Approve the Local Taxation and Benefits Discretionary Policies**

3.3.1 Members could choose to approve all of the proposed revisions to discretionary policies. The key issues in relation to this option for each policy are set out below:

Discretionary Council Tax Discount policy

- The care leaver discount would extend to care leavers under the age of 25 in line with the Council's Corporate Parenting responsibilities and the approach being taken by other GM authorities.
- There would be clear and transparent guidelines to be used when assessing when a discretionary discount should be awarded for those residents experiencing exceptional financial hardship in paying their Council Tax.

Discretionary Rate Relief Policy

- Adopting the proposed revised policy for 2019/20 would ensure that the policy was up to date incorporating revisions and updates to Government policies.

Local Welfare Provision Policy

- The Council's discretionary policies would consistently reference the support provided to care leavers up to the age of 25 as part of the Council's corporate parenting responsibilities

Discretionary Housing Payment Policy

- As above, the Council's discretionary policies consistently reference the support provided to care leavers up to the age of 25 as part of the Council's corporate parenting responsibilities.
- There would be clarity to prospective applicants that the normal period of a DHP award will be 26 weeks.

3.4 **Option 3 – Approve some of the proposed changes to the Local Taxation and Benefits Discretionary Policies**

- 3.4.1 Members may choose to support some but not all of the proposed changes. This would require consideration of the issues set out at sections 3.2 and 3.3.

4 **Preferred Option**

- 4.1 The preferred option is Option 2 – Approval of all of the proposed changes included in the updated Local Taxation and Benefits Discretionary Policies and thereby the policies included at Appendices 1 to 4.

5 **Consultation**

- 5.1 During the review of each policy, feedback has been obtained from officers involved in the application process across the relevant services.
- 5.2 As there are no major deviations from existing procedures, it is considered that there would be no negative impact on residents or individuals and thus further or public consultation is not required.

6 **Financial Implications**

- 6.1 The proposed update to the policies outlined in this report will have the following direct financial implications:

Discretionary Council Tax Discounts Policy

The extended criteria for care leavers up to the age of 25 is estimated to increase from £30k to £60k in 2019/20 and the administering of the Exceptional Hardship Payments scheme is estimated to cost £50k. The additional cost can be met from the existing general fund budget for Revenues and Benefits.

Discretionary Rate Relief Policy

Any costs associated with the Retail Discount scheme will be reimbursed by the Government through Section 31 grants.

Discretionary Housing Payment Policy

Government resources of £638,048 are available to support DHPs. The Council has not allocated any top-up resources to the DHP scheme for 2019/20.

- 6.2 All other policy changes are required to fit within the existing budgetary provision. (Nicola Harrop – Finance Manager)

7 Legal Services Comments

- 7.1 The proposed policy is lawful and is considered to provide good practice, compliance with which will enable the Council and Stakeholders to comply with relevant statutory requirements. (Alex Bougatef)

8. Co-operative Agenda

- 8.1 Not applicable

9 Human Resources Comments

- 9.1 Not applicable

10 Risk Assessments

- 10.1 Not applicable

11 IT Implications

- 11.1 Not applicable

12 Property Implications

- 12.1 Not applicable

13 Procurement Implications

- 13.1 Not applicable

14 Environmental and Health & Safety Implications

- 14.1 Not applicable

15 Equality, community cohesion and crime implications

- 15.1 Not applicable

16 Equality Impact Assessment Completed?

- 16.1 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.

16.2 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.

16.3 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.

16.4 The Equality Act 2010 extends the public sector equality duties to cover eight protected characteristics, namely: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and belief and sexual orientation.

16.5 There is no duty to undertake an equality impact assessment (EIA) but an EIA is recognised as a useful tool in performing and recording the duty to have due regard. Given the nature of the proposed change a stage one EIA review is considered adequate. These are attached for reference at Appendices 5 - 9

17 **Key Decision**

17.1 Yes

18 **Key Decision Reference**

18.1 FCR-01-19

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:

File Ref:	Background papers are provided in Appendices 1-9
Officer Name:	Caroline Lee
Contact No:	0161 770 4905

Appendices

Appendix 1 – Discretionary Council Tax Discount Policy

Appendix 2 – Discretionary Rate Relief Policy

Appendix 3 – Local Welfare Provision Policy

Appendix 4 – Discretionary Housing Payment Policy

Appendix 5 – Equality Impact Assessment - Exceptional Hardship Payments

Appendix 6 – Equality Impact Assessment - Care Leavers Discount

Appendix 7 – Equality Impact Assessment - Discretionary Rate Relief

Appendix 8 – Equality Impact Assessment - Local Welfare Provision scheme

Appendix 9 – Equality Impact Assessment - Discretionary Housing Payments

This page is intentionally left blank

Discretionary Council Tax Discount Policy

**Guidelines for the award of Discretionary
Discounts for Council Tax**

March 2019

1 Introduction and Scope

- 1.1 This policy sets out the Council's approach to the awarding of Council Tax discretionary discounts and demonstrates that the Council is fair, consistent in its approach and sufficiently flexible to consider individual circumstances.
- 1.2 The policy has been developed to provide guidance in two areas. Section 2 sets out the guidance to support awards of Exceptional Hardship Payments (EHPs) which are available to support residents experiencing exceptional financial hardship in paying their Council Tax. Section 3 sets out guidance to support the award of discounts to care leavers.
- 1.3 Local Authorities can use discretion to reduce a part or all of the Council Tax liability where they are satisfied that the Council Tax payer would suffer hardship if it did not do so under The Local Government Finance Act 1992 (Section 13A (1) (c)) (as amended) and the Local Government Act 2003 (Section 76).
- 1.4 Section 13A(1)(c) allows for a discretionary reduction which can be used in relation to any individual on a case by case basis or by determining a class of case for which the charge should be reduced.
- 1.5 Although the decision to reduce an individual's Council Tax liability is discretionary, the actual award (or refusal of) can be challenged by way of an appeal to a Valuation Tribunal.
- 1.6 Periodically the Government may introduce a specific scheme in response to an event such as a natural disaster (e.g. flooding). Where such schemes are introduced, funding is normally fully met by Government. Any such schemes that are introduced with the intention to be awarded under Section 13A (1) (c) of The Local Government Finance Act 1992 (as amended), will be administered in accordance with instructions and guidance set out by Government.
- 1.7 The policy will be reviewed on an annual basis or as required in response to changes in legislation or the priorities of the Council. The Cabinet Member for Finance and Corporate Resources, in conjunction with the Director of Finance are authorised to vary the criteria, funding and application processes set out in this policy to ensure the policy continues to remain fit for purpose and within budget.

2 Exceptional Hardship Payments (EHPs)

2.1 Introduction and Scope

- 2.1.1 The Council is aware of its statutory duties under Section 13A(1)(c) of the Local Government Finance Act 1992 (as amended). These regulations allow billing authorities the discretion to reduce Council Tax in individual cases.
- 2.1.2 The Council has made provision to assist residents who are facing exceptional financial hardship. Payment made under this provision will be known as Exceptional Hardship Payments (EHPs).
- 2.1.3 EHPs are not the same as payments made under the Council's Council Tax Reduction Scheme (CTR). Those residents on low incomes should first explore entitlement to CTR before making an application for EHP.
- 2.1.4 The Council will ensure each application received will be treated on its own merits and all applicants will receive equal and fair treatment regarding accessibility to the fund and the decisions made.
- 2.1.5 EHPs are only intended as short term assistance and should not be considered as a way of reducing Council Tax liability indefinitely.
- 2.1.6 The Council will give particular (but not exclusive) consideration to applications where the applicant is experiencing specific, exceptional or unforeseen situations which then impacts on their ability to meet their Council Tax liability.
- 2.1.7 In considering an award the Council must be satisfied that:
- It is reasonable to expect other Council Tax payers to meet the cost of reducing the tax.
 - It would be unfair to ask the applicant to meet their Council Tax liability based solely on their own individual circumstances and not on circumstances that affect all or a significant proportion of the residents of Oldham.

2.2 Criteria for an application

- 2.2.1 The Council recognises the importance of protecting its most vulnerable residents. This policy has been created to ensure that a level of protection and support is available to those claimants most in need.
- 2.2.2 Hardship can arise in many exceptional circumstances which could include but are not limited to:-
- Multiple and complex issues facing the claimant and his/her household
 - The death of a partner or dependant
 - Sudden increases in other expenses due to a family member's illness or incapacity
 - Where other financial support mechanisms have been exhausted

The Council will consider all relevant circumstances and resources. For example, it may not be appropriate to attempt to alleviate hardship through the award of financial assistance where advice and assistance in accessing other available support may be of greater benefit.

The Council will consider the full circumstances of the applicant before deciding whether or not to award an EHP. The Council will be looking for something out of the ordinary that makes it very difficult for the claimant to pay their Council Tax.

2.2.3 When assessing a claim for EHP, the Council must be satisfied that:

- The applicant is unable to meet their full Council Tax liability or part of their liability.
- All reasonable steps have been taken to meet the full Council Tax liability prior to submitting the EHP application.
- The applicant's current circumstances are unlikely to improve during the period for which the EHP may be made which would make payment of the Council Tax unlikely.
- There is evidence of exceptional hardship or exceptional personal circumstances that justifies a reduction in Council Tax liability.
- The applicant has no assets that could be realised and used to pay Council Tax.
- Entitlement to all other reliefs, discounts, exemptions, discretionary payments and other available support have been considered.
- Non-payment of Council Tax is not due to the wilful refusal or culpable neglect of the taxpayer to pay the tax.

2.3 What an EHP does not cover

2.3.1 EHPs cannot be awarded:

- To help towards payment of rent
- Where the Council Tax liability is nil as a result of any other discount or exemption
- To cover previous years' Council Tax arrears
- For any reason other than to reduce Council Tax liability.

2.4 Making an Application

2.4.1 The applicant, or a party authorised by the applicant such as an appointee or advocate, must complete and submit an EHP application form along with any evidence requested within the application form. To support applicants the Council will encourage the use of an online application form available on the Council's website www.oldham.gov.uk. (Applications will not be considered if they are made by landlords or managing agents of properties where the claimant is liable for Council Tax).

- The application must set out the hardship or personal circumstances upon which the request is based.
- Applicants are required to include proof of their financial circumstances to enable the Council to make an informed assessment of their ability to pay. Financial evidence can include, but is not limited to, household income and expenditure details, utility bills, household bills and debt.

- Further evidence may be requested that is relevant to the application (e.g. specific details about income and expenditure details and medical evidence).
- Applicants will be expected to provide further information in support of their claim within one month of submitting their application or the application may be made ineligible.
- The Council will not meet any costs an applicant may incur in making an application or in providing requested evidence.

2.5 Making an Award

- 2.5.1 Applications will be reviewed by the Council's Exchequer Client Manager (Revenues) and a recommendation made to the Council's Head of Revenues and Benefits for a decision¹.
- 2.5.2 An EHP award will not normally exceed 26 weeks. The start date of the award will be the Monday following the date the application for EHP is received by the Council.
- 2.5.3 Any reasonable request for backdating an award of EHP will be considered but such consideration will be limited to the current financial year and will not normally be granted for a period exceeding 3 months prior to the date of application.
- 2.5.4 EHPs are intended as short term assistance and the claimant will be expected to have made clear attempts to improve their financial circumstances during the course of any award.
- 2.5.5 Claimants may make subsequent applications once their initial award has expired or if their circumstances have changed or worsened if their original award has been previously refused.
- 2.5.6 Awards will normally be paid only once. The reduction in liability will be applied to the relevant Council Tax account and a revised bill will be issued. No cash alternative to this approach is available.
- 2.5.7 An award will usually be a percentage of the net Council Tax liability (the amount payable following the award of any benefit, discount, exemption or relief) and be for a specified period. The award will not exceed 100% of Council Tax liability.
- 2.5.8 The claimant must inform the Council about any changes in their circumstances that might affect their claim for EHP.
- 2.5.9 Decisions will normally be made within one month of the application provided all supporting information has been received and will be notified to the applicant as soon as practicable thereafter. The award letter will set out:
- The amount of EHP awarded
 - The period of the award
 - When the award will be paid
 - The requirement to report changes in circumstances
 - What the claimant can do if they do not agree with the award and
 - Details of where the claimant can obtain independent debt advice

¹ These titles are correct at the time of approving this policy but may be subject to change during 2019/20.

2.5.10 If the application is not successful, the letter will include:

- The reasons for refusing the application and what the claimant can do if they do not agree with the refusal of the award
- Details of where the claimant can obtain independent debt advice

2.5.11 If it is subsequently identified that an award was made as a result of false or fraudulent information, the Council will withdraw the award and recover the resulting sum due.

2.5.12 Under Section 16 of the Local Government Finance Act 1992, there is a right of appeal if a Council Tax payer applying for a discretionary reduction under Section 13a(1)(c) is not happy with the Council's decision. The guidance detailing how to appeal is set out in Section 4.

3 Council Tax Discount for Care Leavers

3.1.1 Oldham Council wants to support care leavers in their transition to independent living by offering a 100% Council Tax discount for care leavers up to the age of 25.

3.1.2 A care leaver is defined as a person who has been in the care of a local authority (looked after) for at least 13 weeks since the age of 14 and who was in care on their 16th birthday.

3.2 Qualifying Criteria

3.2.1 Confirmation will be sought from Oldham Council's Children's Social Care or other public body or professional organisation that care leaver status applies. The majority of discount cases will be referred directly by the Council's Children's Services team. However, care leavers can also make a direct application for a discount and this will be made available on the Council's website www.oldham.gov.uk

3.2.2 The care leaver must live in the Borough and be responsible for Council Tax in Oldham to qualify for the discount.

3.2.3 The discount will not be means tested.

3.3 Discount scheme

3.3.1 The care leavers discount was introduced in April 2017, as such care leavers who become responsible for Council Tax after this date will be granted the discount from the date of occupation.

3.3.2 The level of discount applied will be 100% of Council Tax liability after any entitlement to any national reliefs, exemptions or other discounts including entitlement to Council Tax Reduction have been calculated and awarded.

3.3.3 If subsequent to an award, the care leaver's liability for Council Tax reduces during the period of the award, for example if the care leaver becomes entitled to a single person discount, the care leaver's discount will be amended to ensure the award does not exceed the care leaver's Council Tax liability.

3.3.4 Where awarded, the discount will remain in force until the care leaver reaches the age of 25 years or ceases to become responsible for Council Tax whichever date occurs first.

3.3.5 When a discount has been given, a Council Tax bill will be issued showing the detail. If a discount request is refused, a letter will be issued outlining the reasons why it has been refused.

3.3.6 Under Section 16 of the Local Government Finance Act 1992, there is a right of appeal if a customer applying for a discretionary reduction under Section 13a(1)(c) is not happy with the Council's decision. The guidance detailing how to appeal is set out in Section 4.

4 Appealing a Decision

- 4.1 If an applicant disagrees with a decision, there is a right to request that the application is reviewed by the Director of Finance.
- 4.2 Any requests for a review of the decision must be made within one calendar month of the original decision letter being issued.
- 4.3 All applications for a review of the decision must be made in writing or via email and must outline the reasons why the applicant is disputing the decision.
- 4.4 The applicant will be notified in writing of the outcome of the review and the reasons for the decision.
- 4.5 If the applicant disagrees with the outcome of the internal review undertaken by the Director of Finance, they can appeal to the Valuation Tribunal. Appeals must be made directly to the Valuation Tribunal.
- 4.6 The Valuation Tribunal can only consider whether the decision made by the Council was made reasonably by applying judicial review principles. The Valuation Tribunal cannot award discretionary reductions but may ask the Council to review its policy or decision again.

Discretionary Rate Relief Policy 2019/20

Guidelines for the Award of Business Rates Discretionary Relief

March 2019

1. INTRODUCTION AND SCOPE

- 1.1 Discretionary Rate Relief (DRR) is granted in accordance with Section 43 and Section 44a of the Local Government Finance Act 1988 (LGFA 1988) and Section 47-49 of the LGFA 1988 as amended by the Localism Act 2011.
- 1.2 Clause 69 of the Localism Act 2011 amended section 47 of the LGFA 1988 to allow billing authorities the discretion to fund their own local discounts. From April 2012, the Council has been able to grant Business Rates discounts entirely as it sees fit within the limits of the primary legislation and European rules on state aid. These powers can be used to encourage new business and investment, as well as to support local shops or community services.
- 1.3 The introduction of the Business Rates Retention scheme in 2013 meant that Local Authorities now have a financial stake in the income generated from Business Rates in their area. Since April 2017, the Council has participated in the 100% Business Rates Retention pilot scheme.
- 1.4 This means that Mandatory and Discretionary Relief is financed 99% by the Council and 1% by the Greater Manchester Combined Authority. The Government has pledged that Greater Manchester authorities will suffer no financial detriment as a result of participating in the 100% pilot scheme. This extends to the awarding of mandatory and discretionary rate reliefs.
- 1.5 In view of the direct cost of awarding Business Rates relief, the Council has determined that its DRR policy is reviewed annually to ensure that awards of DRR are appropriate and maximise benefits to Oldham residents.
- 1.6 This policy document outlines the areas of local discretion and the Council's approach to the various awards. This approach has regard to the impact:
 - Of granting DRR (including Section 44a Relief and Hardship Relief) on the Council's wider financial position and Council Tax payers;
 - On the organisations and businesses that currently receive or may apply for relief in the future;
 - For Oldham residents and any regeneration benefits to the borough.
- 1.7 The principal consideration when making an award is that any relief granted is in the best interests of the residents and taxpayers of Oldham and produces a local benefit. It will also be reflective of and complementary to the co-operative ethos of the Council.
- 1.8 The report sets out the eligibility criteria and application process for each type of DRR.
- 1.9 Annexes A to D set out the detail of temporary DRR schemes which have been introduced by Central Government.

2 CHARITABLE RELIEF (CHARITIES)

2.1 A Mandatory Rate Relief of 80% is granted to charities in the following circumstances where the:

- Ratepayer of a property is a charity or the trustees of a charity; and
- Property is wholly or mainly used for charitable purposes (including charity shops, where the goods sold are mainly donated and the proceeds are used for the purpose of the charity).

2.2 The Council does not have discretion regarding the award of Mandatory Rate Relief, however the Council must be satisfied that the statutory criteria have been met. For this purpose, the Council will use guidance provided in both the LGFA 1988, and by reference to other enactments and case law.

2.3 The Council will refer to the Charity Register for evidence of charitable status however absence from the register does not mean an organisation has not been established for charitable purposes as certain organisations are exempt from registration under the Charities Act 1993.

2.4 In cases where a charity is in receipt of mandatory rate relief of 80%, the Council has discretion to grant up to 20% additional rate relief known as a DRR top up.

2.5 The Council will consider applications for a DRR top up from charities based on their own merits, on a case by case basis. However, the principal consideration is that the relief is in the best interests of the residents and taxpayers of Oldham and produces a local benefit as the Council must contribute to the cost of each award. As such, top up will be awarded to only the following type of registered charities:

- Scouts, guides, cadets and other clubs/associations for young people;
- Community schemes encompassing organisations providing support for those over the age of retirement, community transport, those based on volunteering and residents' associations;
- Organisations providing support in the form of advice, training for employment, counselling;
- Organisations that provide services that address the consequences of ill health and disability;
- Charitable sporting clubs (also see CASCs);
- Locally based leisure and cultural organisations;
- Armed forces veterans' associations;
- Locally based charities;
- Charity shops (operated by either locally based or national charities);
- Local child care providers registered as charities

3 REGISTERED COMMUNITY AMATEUR SPORTS CLUBS (CASC) RELIEF

- 3.1 A mandatory rate relief of 80% is granted to registered community amateur sports clubs (CASCs). To qualify as a CASC, a sports club must fulfil all of the following criteria. It must be:
- Open to the whole community;
 - Run as an amateur club;
 - Non-profit making and
 - Aiming to provide facilities for, and encourage people to take part in, eligible sport.
- 3.2 In cases where a CASC is in receipt of Mandatory Rate Relief of 80%, the Council has discretion to grant up to 20% additional rate relief as a DRR top up.
- 3.3 The principal consideration is that any relief is in best interests of the residents and taxpayers of Oldham. However, in determining the application the following matters will be taken in to consideration:
- How the CASC supports and links into the Council's corporate vision and priorities;
 - A club should have an open access policy. If a club effectively discriminates by only accepting members who have reached a particular standard, rather than seeking to promote the attainment of excellence by enhancing access and the development of sporting aptitude, then it does not fulfil the requirements;
 - Although clubs should be open to all without discrimination, single sex clubs may be permitted where such restrictions are not discriminatory in intent but a genuine result of physical restraints (such as changing room facilities) or the requirements of the sport. In such cases, the organisation will be required to provide proof of such limiting factors.
- 3.4 If the organisation applying for a DRR requires membership or an entry fee, the Council will consider whether:
- Membership must be open to everyone, regardless of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age, religious affiliation or political belief;
 - The subscription or fee is set at a level which is not prohibitively high and considered to be affordable by most sections of the community;
 - Fee reductions are offered for certain groups such as, for example, under 18s or over 60s;
 - Membership is encouraged from groups who face social barriers, such as, for example, young people not in employment, education or training; people above working age; or people with disabilities;
 - Facilities are made available to people other than members.
- 3.5 It should be noted that sports clubs which run a bar are unlikely to be awarded relief if their main purpose is the sale of food or drink. However, if the sale of food or drink by the organisation aids the overall operation and development of the organisation in achieving its objectives, this would be permissible as long as the principal objectives of the organisation meet the eligibility criteria detailed at 3.1. If the bar makes a profit, this profit must be reinvested to support the organisation in achieving its principal objectives. Financial information will be required to evidence any profit and its use.

4 NON-PROFIT MAKING ORGANISATIONS INCLUDING COMMUNITY INTEREST COMPANIES (CIC)

4.1 The Council has the power to grant discretionary rate relief of up to 100% for the rates due to non-profit making organisations. The main objectives of the organisation must be related to:

- Relief of poverty
- Advancement of religion
- Advancement of education
- Social Welfare
- Science
- Literature
- Fine arts
- Recreation
- Or be otherwise beneficial to the community

An organisation must be able to demonstrate how it:

- Meets local needs and benefits local people and
- Provides a valuable service to the community and
- Is open to all sections of the community and operates in such a way that it does not discriminate against any section of the community and
- Is not conducted or established for the primary purpose of accruing profit.

4.2 The Council will consider applications for a DRR top up from non-profit making organisations based on their own merits, on a case by case basis. However the principal consideration is that the relief is in the best interests of the residents and Council taxpayers of Oldham and produces a local benefit as the Council must contribute to the cost of each award. As such, top up will only be awarded to the following type of non-profit making organisations:

- Scouts, guides, cadets and other clubs/associations for young people;
- Community schemes encompassing organisations providing support for those over the age of retirement, community transport, those based on volunteering and residents associations;
- Organisations providing support in the form of advice, training for employment or counselling;
- Organisations that provide services that address the consequences of ill health and disability;
- Locally based leisure and cultural organisations;
- Armed forces veterans associations.

4.3 If the organisation applying for DRR requires membership or an entry fee, the Council will consider whether:

- Membership must be open to everyone, regardless of race, ethnic origin, sex, marital or parental status, sexual orientation, disability, age, religious affiliation or political belief,
- The subscription or fee is set at a level which is not prohibitively high and considered to be affordable by most sections of the community;

- Fee reductions are offered for certain groups such as, for example, under 18s or over 60s;
- Membership is encouraged from groups who face social barriers, such as, for example, young people not in employment, education or training; people above working age; or people with disabilities;
- Facilities are made available to people other than members.

4.4 Where the applicant organisation requires membership, at least 50% of the members should reside within the boundaries of the Borough of Oldham (proof of this will be required).

5 LOCAL CHILD CARE PROVIDERS

5.1 The Council will consider applications for DRR from local child care providers based on their own merits on a case by case basis. The principal consideration is that any relief is in best interests of the residents and taxpayers of Oldham and produces a local benefit as the Council must bear a percentage of the cost of any relief granted. Criteria in relation to an award are:

- A local child care provider can be in receipt of Mandatory Rate Relief of 80% if it is registered as a charity, in these cases the Council has the discretion to grant up to 20% additional rate relief.
- In cases where a local child care provider is not in receipt of Mandatory Rate Relief the Council has the discretion to consider granting an award up to 100% of rate relief.
- If a local childcare provider applies for relief they must not charge fees that would be considered unaffordable by most Oldham residents. The provider must also not restrict attenders with admittance policies that are deemed unfair.
- If a nursery charges unreasonable fees or if they make significant profits that are not reinvested into the business that they are unlikely to be awarded DRR.
- In reviewing an application from a child care provider, there will be consultation with the Early Intervention and Families team to determine if providing relief would meet the aim of supporting local child care provision.

6 RURAL RATE RELIEF

6.1 Organisations or businesses which reside within a designated rural settlement (with a population of 3,000 or less) may be eligible for Discretionary Rural Rate Relief. Eligible organisations/businesses must be located in one of the settlements identified in the Council's rural settlement list, which is reviewed periodically:

- Current areas designated as rural settlements are:

Delph	Denshaw	Diggle	Dobcross
Grasscroft	Grotton	Scouthead	Woodhouses

6.2 Discretionary Rural Rate Relief is open to any type of business within a classified rural settlement that satisfies the following criteria in that it is:

- The only qualifying village shop or post office with a rateable value of up to £8,500 and already in receipt of mandatory relief of 50%.

- The only qualifying public house or petrol station with a rateable value of up to £12,500 and already in receipt of mandatory relief of 50%
 - Within the boundaries of a qualifying rural settlement.
- 6.3 The Council also has the discretion to remit all or part of rate bills on other property in a settlement on the rural settlement list if the rateable value is £16,500 or less and is used for a purpose that benefits the local community.
- 6.4 Rural rate relief was doubled to 100% in April 2017 with the intention to introduce legislation to make the award of the relief mandatory.
- 6.5 Until the necessary legislation is in place to award 100% Mandatory Rural Rate Relief, the Council will use its discretionary powers to award 50% Discretionary Relief to ensure 100% relief is awarded in total to eligible businesses. Central Government will fully reimburse the Council using a grant under Section 31 of the Local Government Act 2003. Awards will be granted for the period of one financial year at a time.

7 LOCALISM RELIEF

- 7.1 The Council is now able to grant Business Rates discounts entirely as it sees fit within the limits of the primary legislation and European rules on state aid. The Council will pay particular focus on using these powers to support the regeneration objectives of the Council, encouraging new business and investment into the Borough.
- 7.2 In reviewing an application from a business requesting DRR under these powers, there will be consultation with the Council's Business and Investment Team to determine if providing relief would support the economic objectives of the borough.
- 7.3 Applicants will also be signposted to the Council's Business and Investment team for support and for advice on other options available to the business prior to an award being considered.

8 HARDSHIP RELIEF

- 8.1 The Council has the power to reduce or remit the Business Rates charged in certain circumstances where the business is enduring temporary financial difficulties. This is known as Hardship Relief.
- 8.2 The Council may grant Hardship Relief if it is satisfied that:
- The ratepayer would sustain financial hardship if the Council did not do so; and
 - It is reasonable for the Council to grant relief, with regard to the interests of its residents and Council Tax payers.
- 8.3 Hardship Relief is a temporary measure which should not be used to artificially sustain a failing business. Hardship Relief will be awarded where the applicant organisation is facing temporary financial difficulties and where the community would be significantly disadvantaged if the business were to close due to these temporary financial constraints.

9 SECTION 44A RELIEF (PARTLY OCCUPIED PROPERTIES)

- 9.1 The Council has discretion to consider requests from ratepayers asking that the rateable value of premises that is charged Business Rates is split between the occupied and temporarily unoccupied portions and that the Council then only charges rates of the occupied portion. This is permitted under Section 44a of the LGFA 1988.
- 9.2 The Council has discretion to accept or refuse such a request. If the request is accepted, then the Valuation Office Agency is asked to supply a Certificate indicating the relevant values for the occupied and unoccupied portions and this Certificate is binding on the Council.
- 9.3 The definition of 'temporary period' is not prescribed with the law and therefore Oldham Council has the discretion to decide the period of relief that should be awarded.

- 9.4 The law provides a discretionary power, but the decision whether to exercise that power must be taken before the Valuation Officer's Certificate is requested, as the apportioned values are those upon which the charge must be levied once supplied. The discretionary power does not alter the general rule that occupation of part of a premise constitutes occupation of the whole of the premises.
- 9.5 The effect of the apportioned values applies for the **operative period**, which is defined as the period beginning with the day on which the premises became partly unoccupied and ending with the first day on which one or more of the following events occurs.
- The occupation of any of the unoccupied part of the premises;
 - The ending of the financial year in which the apportionment was required;
 - The requiring of a further apportionment;
 - The complete occupation of the premises; or
 - The complete vacation of the premises.
- 9.6 The Authority is required to terminate this relief in the event of a change in the proportions of the premises occupied and unoccupied or at the end of a financial year, and then may, if appropriate consider requesting the Valuation Officer to issue a further Certificate.
- 9.7 The amount of Rate Relief that is awarded is determined by statute and is calculated by reference to the Rateable Value attributed to the unoccupied area by the Valuation Office Agency, part of Her Majesty's Revenue and Customs (HMRC).
- 9.8 Applications will only be considered in respect of unoccupied parts of a property that can be clearly defined and are reasonably segregated from the occupied part of the property.
- 9.10 The use of Section 44a is intended to apply to those premises where there are practical difficulties in either occupying the premises or vacating the premises. Therefore it is not intended that all premises which temporarily become partly unoccupied should have their liability reduced.
- 9.11 No award shall be made where it appears to the Council that the reason that part of the property is unoccupied is wholly or mainly for the purposes of applying for Rate Relief.
- 9.12 Rate Relief under this section will not be awarded in respect of partly occupied property where the partial occupation of the property may arise due to the ordinary day to day nature of the business (for example the operation of a warehouse).
- 9.13 The period of Relief will not exceed either 3 or 6 months depending on the type of property the claim has been made for, in line with the current legislation for part-occupied properties.
- 9.14 In determining the application, favourable consideration will be given (but not limited to) where:
- There is a partial occupation of a warehouse, factory or commercial premises to facilitate relocation of the company into the borough or to extend the current

- portfolio and associated occupation levels in the borough; or
- Where fire, flood or other disaster prevents full use of the premises.

9.15 Favorable consideration would not normally be given:

- For a period that has now passed;
- For consecutive periods;
- To support a business moving its operation outside of the borough;
- Where the owner sublets part of the premises on a commercial basis;
- Where the part occupation is likely to continue for more than 3 months (6 months if industrial premises);
- Where there appears to be no effort to let, sell or occupy the empty part; or
- Where part occupation is seasonal or cyclical in nature.

(N.B. This is not an exhaustive list.)

9.16 At all times consideration will be made for the regulations contained within Section 44a of the Local Government Finance Act 1988 and any relevant case law.

10 MAKING AN APPLICATION

10.1 Applicants will be encouraged to submit applications for DRR online at www.oldham.gov.uk

10.2 All Applications for Discretionary Rate Relief top up must be supported by, and include:

- The organisation's main purposes and objectives, as set out in, for example, a written constitution, a memorandum of association, or set of membership rules
- A full set of audited accounts relating to the two years preceding the date of application. Where audited accounts are not available, projected figures should be provided instead. (It is recommended that applicant organisations submit audited accounts dating back further than two years, if such information is available.)
- Details of how the organisation meets the criteria outlined in these guidelines.

10.3 Localism Relief - Where applications seek rate relief in respect of new business set up etc., information provided should also include business plans and other information that demonstrate the regeneration or economic benefit to Oldham.

10.4 Section 44A Relief - The following information will be required to support written requests for Section 44a relief:

- A plan of the property showing the dimensions of the occupied and unoccupied area of suitable quality to enable the Valuation Office Agency to apportion the rateable value of the property between the occupied and unoccupied areas. Applications will not be considered until such time as the plan is provided;
- The period to which the application relates;
- Contact details in order to inspect the site where necessary.

10.5 If an application is received without the necessary supporting information, it will result in a delay in the processing of the application.

- 10.6 In the event that supporting information isn't provided within one month of the initial application, the application will be considered ineligible and closed.
- 10.7 The Council will inform applicants in writing of any decision. This letter will also confirm the period for which relief has been awarded and a revised bill will be issued.
- 10.8 Unsuccessful applicants will be notified by letter and provided instructions on how they can appeal the decision.
- 10.9 The granting of relief will be reviewed annually and those in receipt of Discretionary Rate Relief will be asked to supply or confirm relevant information for the purpose of the review.
- 10.10 The Council has the ability to depart from its general policy as to granting relief if it sees fit to do so, taking into account the facts of each case and the interests of residents and Council Taxpayers.

11 ASSESSMENT OF THE AWARD

- 11.1 The Council delegates the decision making power for DRR awards to the Cabinet Member for Finance and Corporate Resources and the Head of Revenues and Benefits (or equivalent post holders²).
- 11.2 Each decision will adhere to the following process:
- The initial recommendations to award or refuse a DRR top up will be made by the Exchequer Client Manager (Revenues) (or equivalent post holder).
 - Before making a recommendation the Exchequer Client Manager (Revenues) may consult with other Council departments as appropriate.
 - Final approval will be sought from the Cabinet Member for Finance and Corporate Resources and the Head of Revenues and Benefits. All recommended action will be justified by an explanation supporting the proposed decision.
- 11.3 Any officer or Member involved in the decision-making process for DRR must declare if they have an interest in or association with any organisation which is applying for the relief.
- 11.4 In making decisions about applications the Council may:
- Grant relief up to a maximum of 100% of the rates due
 - Grant relief for a sum less than 100% of the rates due or
 - Refuse any application for additional relief.
- 11.5 When considering an application for Section 44A relief, a visit may be made to the premises to confirm the accuracy of the submitted plan. Independent evidence may also be requested, and this may be in the form of surveyors' reports, dated

² These titles are correct at the time of approving this policy but may be subject to change during 2019/20

photographs, solicitors' letters and estate or letting agents' records (list not exhaustive).

- 11.6 The granting of relief will be reviewed annually and those in receipt of Discretionary Rate Relief will be asked to supply or confirm relevant information for the purpose of the review.
- 11.7 If an organisation in receipt of DRR top up ceases to meet the eligibility criteria outlined in this policy, it will cease to receive DRR. The Council will give twelve months written notice prior to the withdrawal of the DRR top up.
- 11.8 An award of Discretionary Rate Relief under powers conferred by the Localism Act will typically be awarded as a temporary measure for a limited period e.g. one financial year.
- 11.9 As a guide, for a charity, CASC or Non-Profit organisation to be eligible for DRR top up, the organisation must not have enough financial resources available in unrestricted funds to continue to operate for more than 12 months, nor should it have sufficient financial resources in unrestricted reserves to continue to operate for more than 12 months, unless a business plan exists detailing how these additional reserves are to be used to benefit the local community.
- 11.10 In exceptional cases, DRR will be granted to organisations which have enough financial resources in unrestricted funds to continue to operate for more than 12 months. This may include charities or community organisations which require large amounts of available resources to sustain the service they deliver to the community. In such cases, the organisation must be able to prove that it offers a service which the Borough's residents depend on, and which they would be unlikely to find elsewhere in the Borough.

12 APPEALS AGAINST DECISIONS

- 12.1 Any organisation requiring a review of a decision may submit a request by email to DiscretionaryRateRelief@oldham.gov.uk
- 12.2 Oldham Council can review a Discretionary Rate Relief, Hardship Relief or Section 44a decision in the event of a dispute or in light of any new information. Final decisions on appeals will be made by the Section 151 Officer (Director of Finance).
- 12.3 If the Ratepayer is further dissatisfied the only remaining route to challenge the decision would be by judicial review in line with Section 138 of the Local Government Act 1988.

13 STATE AID

- 13.1 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid.
- 13.2 However DRR will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013).
- 13.3 The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years).
- 13.4 To administer De Minimis it is necessary for the Council to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid.
- 13.5 Using the general exception from the state aid rule where the aid is below the “de minimis” level, the Council will limit awards to a maximum of €200,000 to any one business over any three year period.
- 13.6 The UK is scheduled to leave the EU on 29 March 2019. If there is an implementation Period, the State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. If the UK leaves the EU without a negotiated Withdrawal Agreement, the Government has announced its intention to transpose EU State Aid rules into UK domestic legislation. The Council is therefore required to continue to apply State Aid rules, including De Minimis.

14 POLICY REVIEW

- 14.1 The Council will review the Discretionary Rate Relief policy on an annual basis but the Council reserves the right to review and revise the policy at any time as a result of information gained through operating the policy or in response to Government initiatives.
- 14.2 The Cabinet Member for Finance and Corporate Resources in conjunction with the Director of Finance are authorised by Cabinet to agree any revisions to the policy.

ANNEX A: SUPPORTING SMALL BUSINESS RELIEF

- 1 The Supporting Small Business Relief scheme is available for ratepayers who are losing some or all of their small business rate relief as a result of a large rateable value increase following the 2017 revaluation. The scheme is available for 5 years from 1 April 2017.
- 2 The Supporting Small Business relief will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:
 - A percentage increase per annum of 5%, 7.5%, 10% and 15% in the financial years 2017/18 to 2021/22, all plus inflation. Unlike the transitional relief scheme, for the first year of the scheme the percentage increase is taken against the bill for 31 March 2017 after small business rates relief; or
 - A cash value of £600 per year (£50 per month), this cash minimum increase ensures that those ratepayers who paid nothing or very small amounts in 2016/17 after small business rate relief start to pay something in 2017/18.
- 3 In the first year of the scheme (2017/18), all ratepayers losing some or all of the small business rate relief or rural rate relief saw the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter.
- 4 The Council will identify and award relief to all qualifying hereditaments. No separate application is required.

ANNEX B – DISCRETIONARY REVALUATION RELIEF SCHEME 2019/20

1 This Local Discretionary Business Rate Relief Scheme will apply for the year 1 April 2019 to 31 March 2020 only.

2 To qualify for relief a ratepayer must be in occupation of a property with a rateable value of less than £200,000 and must meet the following criteria:

- The ratepayer must have been liable for rates and in continual occupation of the relevant property since before 1st April 2017.
- The property must be occupied.
- There has been an increase in liability before other reliefs are applied of more than 5% of the eligible occupied charge when compared to the 2016/17 Business Rates bill
- The award of relief must comply with EU law on State Aid. It is the responsibility of the Ratepayers to inform the Council if they have received State Aid that exceeds in total €200,000 over a three year period, including any other rates relief (other than exemptions, transitional or mandatory reliefs) being granted for premises other than the one to which the declaration relates, under the De Minimis Regulations EC 1407/2013.

3 The following businesses will not be eligible for the relief:

Local Authority properties and the wider public sector and businesses that fall into the following categories:

- Financial services (e.g. banks, building societies, cash points, bureau de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting office
- Betting shops
- Shisha Bars
- Non trading rating assessments (e.g. Advertising rights, parking spaces, communication masts, kiosks, car parking spaces)
- Properties which were not on the rating list at 1 April 2017. (Relief will not apply where properties are entered into the list retrospectively).

4 The Council will prioritise the following:

- Local businesses
- Ratepayers occupying lower value properties
- Ratepayers facing the most significant increases in bills
- Business facing hardship as a result of the impact of the revaluation
- Businesses with employees
- Businesses whose rateable value is not currently the subject of an outstanding appeal with the Valuation Office Agency (VOA)

5 **How the Business Rates Discretionary Business Rate Revaluation Relief will be calculated**

Discretionary business rate relief is calculated after any or all of the following have been applied:

- Exemptions and other reliefs, including pub relief and supporting small business relief.
- Transitional arrangements

6 **Amount of relief**

In the 2017/18 financial year, ratepayers the Council believed were eligible for the relief were awarded on a case by case basis up to 100% of the difference between the 2016/17 base charge (before the application of any reliefs) and the 2017/18 business rates bill after all other reliefs and exemptions had been applied.

For businesses who remained eligible in the 2018/19 financial year the relief was restricted to a maximum of 57% of the amount of relief awarded in 2017/18.

However due to the reductions in available Central Government funding from £301k in 2017/18 to £146k in 2018/19 and £60k in 2019/20 each award will be considered on a case by case basis up to a maximum of 50% of the amount received by eligible ratepayers in the 2018/19 financial year.

Where a qualifying ratepayer's 2019/20 rates bill is reduced for any of the following reasons, the amount of their relief will be reduced or removed accordingly:

- A reduction in rateable value in the 2017 rating list
- The provision of a certified value for the 2010 rating list or historical change
- The application of any additional rate relief or exemption
- Vacation and re-occupation of the property
- Any other reason

7 The Council will not make awards in excess of the relevant grant and decisions will take account of available funding. The scheme is for 2019/20 only. Future years' allocations will be reconsidered on an annual basis.

8 **How to Apply**

Businesses will be invited to apply for the relief. An application form will be made available online at www.oldham.gov.uk and businesses that may fit the eligibility criteria will also be contacted directly and asked to apply. Decisions will be made by the Council's Exchequer Client Manager (Revenues). Appeals will be considered by the Director of Finance.

9 **Hardship**

The Cabinet Member for Finance and Corporate Resources in conjunction with the Director of Finance are authorised to vary the criteria and application process of the scheme to support businesses facing hardship following the 2017 revaluation to ensure take up of the scheme and to ensure support to businesses in Oldham is maximised.

ANNEX C – RETAIL DISCOUNT 2019/20

1. Introduction

The Government announced in the Budget on 29 October 2018 that it would provide a business rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of discount will be one third of the bill, and will be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied. Where the Council applies a locally funded relief, for instance a localism relief under section 47, this must be applied after the Retail Discount.

2. Which properties will benefit from relief?

Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments.

Shops, restaurants, cafes and drinking establishments are considered to mean:

- i. Hereditaments that are being used for the sale of goods to visiting members of the public:
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/ caravan show rooms
 - Second hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)

- ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:
 - Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
 - Shoe repairs/ key cutting
 - Travel agents
 - Ticket offices e.g. for theatre
 - Dry cleaners
 - Launderettes
 - PC/ TV/ domestic appliance repair
 - Funeral directors
 - Photo processing
 - Tool hire
 - Car hire

iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

3. To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, cafe or drinking establishment. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

4. The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. The Council will determine whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.

5. **Businesses not eligible for the relief**

The list below sets out the types of uses that the Council does not consider to be retail use for the purpose of this relief. The Council will determine whether particular properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under their local scheme.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

6. Cinemas, theatres and museums are outside the scope of the scheme, as are nightclubs and music venues. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount. Where there is doubt, the Council will exercise its discretion to determine if the business fits the scope of retail discount as set out by the Government.

7. How much relief will be available?

The total amount of Government-funded relief available for each property for 2019/20 and 2020/21 under this scheme is one third of the bill, after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where the Council has used discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants. There is no relief available under this scheme for properties with a rateable value of £51,000 or more. However, where the Council applies a locally funded relief under section 47 this is must be applied after the Retail Discount.

8. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula will be used to determine the amount of relief to be granted for a chargeable day for particular hereditament in the financial year 2019/20:

$$\text{Amount of relief to be granted} \\ \frac{V}{3}$$

where V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding those where the Council has used its discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants.

- 9 This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
10. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.
11. **Splits, mergers, and changes to existing hereditaments**

The relief should be applied on a day to day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, should be considered afresh for the relief on that day.

ANNEX D – LOCAL NEWSPAPER RELIEF

1. This Annex (based on Government guidance) sets out the detailed criteria to be used to determine business rates relief for local newspapers.
2. Local Authorities may use their discretionary powers (under section 47(3) of the Local Government Finance Act 1988 to grant relief in line with the eligibility criteria set out in this guidance.
3. On 16 March 2016, the Chancellor announced at the Budget that the Government will introduce a £1,500 business rates discount for office space occupied by local newspapers, up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits, for 2 years from 1 April 2017. The Chancellor announced a one year extension to the scheme for 2019/20 in the Autumn Budget 2018.
4. This is a temporary measure to support local newspapers adapt to technological changes within the industry. The relief is intended to be specifically for local newspapers and will be delivered through Local Authority discretionary discount powers (under Section 47(3) of the Local Government Finance Act. The relief will be limited by state aid rules.
5. As this is a temporary relief for 2017/18, 2018/19 and 2019/20, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will reimburse the Council (under section 47(3) of the Local Government Finance Act 1988 to grant relief in line with the eligibility criteria set out in this guidance. Central Government will reimburse the Council for the actual cost under the rates retention scheme of granting relief that falls within the definitions in this guidance.
6. The relief will provide a £1,500 relief for office space occupied by local newspapers up to a maximum of one discount per local newspaper title and per hereditament, for three years from 1 April 2017.
7. The relief is to be specifically for local newspapers and by that would be considered to be a “traditional local newspaper.” The relief will not be available to magazines.
8. Office Space: The hereditament must be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters.
9. The amount of relief is limited to a maximum of one discount per newspaper title (e.g. per newspaper name) and per hereditament.
10. The relief available is up to state aid De Minimis levels for each business entity.

Local Welfare Provision Policy 2019/20

**Guidelines for the operation of the Local Welfare
Provision Scheme.**

March 2019

1. Introduction

- 1.1 The Welfare Reform Act 2012 ended the provision of Community Care Grants and Crisis Loans for living expenses under the Discretionary Social Fund administered by the Department for Work and Pensions (DWP).
- 1.2 Funding was transferred from the DWP to Local Authorities (LAs) from 1 April 2013 to provide a locally administered scheme to provide assistance to vulnerable residents in the Borough.
- 1.3 There was no statutory duty requiring LAs to deliver a scheme but Oldham Council considered it to be in the best interests of the residents of the Borough to operate a scheme. As a result of the reduction in funding the Council administered a scheme in a way that ensures the funding provides support to Oldham's most vulnerable residents.
- 1.4 Oldham's scheme is known as the Local Welfare Provision (LWP) scheme.
- 1.5 As a Co-operative Council, the Council is committed to making the most of the strengths that lie in communities and neighbourhoods across the borough. This is reflected in the LWP scheme, which makes use of the expertise and local knowledge of community groups, charitable organisations, and partner agencies in working together to support residents in difficult circumstances.
- 1.6 Oldham Council is also committed to supporting local people to find sustainable, long-term solutions, so that help is provided to prevent people from facing crises and needing support in the future. As part of the process of assessing a claim for LWP, the Council seeks to identify whether applicants could benefit from other forms of support (such as benefit, debt or budgeting advice) which gives them the tools to address the root causes of any short-term problems which are causing them to turn to LWP for help.

2. Purpose of the Scheme

- 2.1 The purpose of the Local Welfare Provision Scheme is to provide support:
 - To meet short term emergency/immediate support needs of vulnerable residents.
 - To assist vulnerable residents to establish or maintain a home in the community.
- 2.2 Examples of the types of residents and the circumstances where an award may be considered are:
 - Care Leavers under the age of 25
 - People who have suffered a disaster/crisis such as fire or flood
 - Families under exceptional pressure
 - People who are homeless or rough sleepers
 - Vulnerable older people
 - People fleeing domestic violence
 - People moving out of institutional or residential care
 - People moving to supported accommodation/independent living
 - People who are leaving prison or detention centres

- People who are chronically or terminally ill
- People with alcohol or drug issues
- People with learning difficulties.
- People returning to work after a short term on benefit

This list is not exhaustive.

3. Principles of the Scheme

3.1 The LWP scheme is based around the following principles:

- The Council will treat each customer fairly and equitably with full consideration being given to their circumstances.
- The LWP scheme is a fund of last resort, this means that the Council will provide support to people who cannot access support through any other means. This will ensure that funding is retained to support those residents who are unable to access funding from other sources. The scheme is discretionary, which means an applicant does not have a statutory right to an award.
- The Council will consider making a LWP award to applicants who meet the qualifying criteria specified in this policy, providing that there is sufficient funding available.
- In each financial year the Council will spend no more on LWP awards than the DWP makes available in grant funding for the scheme.
- The Council reserves the right to vary the operation of the scheme during the year to ensure that the level of awards made does not exceed the funding available. This will be exercised through a formal review process.
- The Council will provide support to applicants by means of signposting or referrals to other partners, regardless of the outcome of their claim for LWP, to avoid a future need to claim LWP.
- The Council will consider bids for funding from groups / organisations who provide support to Oldham residents. Successful bids will be awarded monies from the fund providing there is sufficient funding.

4. Eligibility Criteria

4.1 To be eligible for an award the applicant must be:

- aged 16 or over
- be a resident of the borough or be able to demonstrate that they are about to become a resident of the borough
- in receipt of one of the following:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Employment and Support Allowance (income-related)
 - Pension Credit

- Universal Credit
- Housing Benefit
- Council Tax Reduction
- Child/Working Tax Credit
- Disability Living Allowance
- Personal Independence Payment
- Awards may be made in exceptional circumstances to applicants who are not in receipt of one of the above benefits.

4.2 An award will not be made where:

- help is likely to be available from other funds or schemes
- the applicant has access to other funds which could be used to cover the costs, such as, savings, credit cards, overdraft facilities, loans.
- the applicant owns a property other than the one in which they live.
- the need for LWP has been self-imposed by the applicant e.g. a benefit sanction enforced, loss of employment due to misconduct etc. except in exceptional circumstances e.g. unjust sanction where there is no other support available. The applicant must be supported by a trusted referrer or support worker.
- the applicant has received a LWP award in the past 6 months (in cases of significant exceptional need this criteria can be relaxed).

5. The Application Process

5.1 The application process is clear, transparent and accessible.

5.2 Applicants can request support through a number of access channels:

- On line via the Council website
- Through a dedicated telephone line
- Through a trusted referrer - these will be in a wide range of organisations across the Borough.

5.3 The application can be made by:

- the person to whom the application relates (the applicant)
- another person on behalf of the applicant (the representative)

5.4 The application process is designed to provide consistent and fair decision making by gathering appropriate data and supporting information in an accessible way.

5.5 The Council may request reasonable evidence in support of an application for a LWP award.

- The applicant will be asked to provide the evidence within 10 working days of the request although this will be extended in appropriate circumstances.
- If the applicant is unable to or does not provide the required evidence within the timeframe stipulated then the application will be treated as withdrawn by the applicant.
- The Council reserves the right to verify any information or evidence that the applicant supplies with third parties including other council departments,

Government agencies, other Local Authorities, external organisations or individuals. The Council may also use the information for the detection and prevention of fraud.

- Under new data sharing powers contained within the Welfare Reform Act 2012 those administering the scheme will have access to DWP data in relation to benefits to support decision making.

5.6 The Council will signpost or refer the applicant to other sources of funding rather than make a LWP award.

6. Decision Making

6.1 In deciding whether or not to make a LWP award the Council will take a holistic look at the applicant's needs and circumstances, as well as the amount of funding available in the LWP fund and the anticipated demand for this funding.

6.2 The Council will consider:

- the financial circumstances of the applicant, their partner, their dependants, and anyone else who lives with them
- any sources of credit, such as cash cards, store cards, credit cards, cheque cards, cheque accounts, overdraft facilities and loans
- any other help which is likely to be available from other funds or schemes
- any expenditure of the applicant, any partner, their dependants and anyone else who lives with them
- the level of debt the applicant and their family has
- any medical issues, or other exceptional needs, of the applicant, their partner, their dependants, anyone else who lives with them
- whether an LWP award could address the needs of the applicant
- whether granting an award would help prevent further or additional needs.

6.3 If the Council decides that a LWP award can be made they will determine the type of support to be awarded.

7. Types of Support

7.1 LWP is available to help with the provision of:

- Beds and Bedding
- Essential domestic appliances/cookware
- Essential domestic furniture
- Clothing
- Emergency transport costs
- Food
- Utility costs (including connection/reconnection)
- Provision of heating appliances

This list is not exhaustive.

7.2 LWP awards would not normally be given for:

- A television or satellite cost or repair
- Installation of a telephone or telephone line
- Housing costs or arrears of rent
- Costs which can be met from other sources
- Debts
- Motor vehicle expenses
- TV license
- Costs associated with care provision

This list is not exhaustive.

7.3 The Council has the discretion to determine which goods or services are essential and will consider the circumstances of each claim.

8. Methods of Support

8.1 The Council will determine the most appropriate method of support to be provided to successful applicants. The decision will be made based on the type of support required and the individual's circumstances.

8.2 The Council may make awards of support to:

- The applicant
- Their partner
- An appointee or authorised representative

8.3 The Council will make awards in the following ways:

- Vouchers for food
- Order and payment by the Council to suppliers of suitable goods or services
- Pre-payment cards for goods and utilities
- Cash payments will only be awarded in exceptional circumstances.

This list is not exhaustive.

9. Notification

9.1 The applicant and any other interested party such as representative or trusted referrer will be notified of the outcome of the application on the day the decision is made.

9.2 The Council will notify the applicant of the decision by the most appropriate method. This may be by telephone call, letter or email.

9.3 Where the application is successful, the notification will include details of:

- The amount of the award;
- The purpose for which the award should be used;
- The method of support
- Signposting to websites and contacts for other support agencies.

9.4 Where the application is unsuccessful or the award does not meet the full level of support that the applicant requested, the notification will include:

- An explanation of the reasons why the application was unsuccessful
- Details of the right to request a review
- Signposting to websites and contacts for other support agencies.

10. Rights of Review

10.1 LWP awards are not subject to a statutory appeals process.

10.2 An applicant (or their representative) who disagrees with a decision may request an explanation of why their application was refused, or why they were not granted the full level of support they applied for.

10.3 The request must be received by the Council within 14 days of the date the decision was notified.

10.4 The request can be made

- On line via e-mail
- By telephone through a dedicated telephone line
- In writing

10.5 Where possible, the Council will try to resolve the matter by explaining the reasons for the decision to the applicant or their representative either verbally or in writing.

10.6 Where the applicant remains dissatisfied with the explanation provided they may request a review of the decision.

10.7 Any request for review must be received by the Council within one calendar month of the LWP decision being notified to the applicant.

10.8 The Council will review the decision made in relation to the application. The review will be undertaken by an officer who was not involved in determining the original decision.

10.9 The Council may request additional evidence to support the review. The applicant will have one calendar month to respond to any request for further information. If no response is received within this period, the review will be undertaken based on the information already held by the Council.

10.10 The applicant (or their representative) will be notified in writing of the outcome of the review.

10.11 There is no right of appeal via the Independent Review Service (the agency which currently reviews discretionary Social Fund decisions made in Jobcentre Plus offices). However, the customer or their representative will have the right to make a complaint to the Local Government Ombudsman.

11. Fraud and recovery of awards

- 11.1 If the Council becomes aware that the information contained in an application for a LWP award was incorrect or that relevant information was not disclosed either intentionally or otherwise the matter will be investigated.
- 11.2 Any applicant who tries to fraudulently claim a LWP award may be committing a criminal offence under the Fraud Act 2006 and could lead to criminal proceedings.
- 11.3 The Council will seek to recover the value of any LWP award made as a result of a fraudulent application.

12. Monitoring

- 12.1 The scheme is subject to monthly reporting and review.
- 12.2 ICT systems have been implemented which provide detailed and robust management information to allow continuous monitoring and real time information in relation to:
- payment of awards
 - methods of payment
 - projected allocation of funds
 - awards made
 - equalities data
 - speed of awards
 - number of reviews
 - outcome of reviews
 - referrals or signposting to other agencies

13. Publicity

- 13.1 The Council will publicise the scheme and provide information to relevant agencies, stakeholders and other Council services, including a list of trusted referrers.

14. Scheme Review

- 14.1 The Council reserves the right to review and revise the scheme at any time based on information gained as a result of operating the scheme.
- 14.2 The Cabinet Member for Finance and Corporate Resources in conjunction with the Director of Finance are authorised by Cabinet to agree any revisions to the scheme.
- 14.3 The latest version of the policy is available on the Council website

Discretionary Housing Payment Policy 2019/20

**Guidelines for the operation of the Discretionary
Housing Payment Scheme.**

March 2019

1. Introduction

- 1.1 In July 2001 the Discretionary Housing Payment Scheme was introduced giving Councils' powers to make Discretionary Housing Payments (DHPs) to top up the Housing Benefit and Council Tax Benefit.
- 1.2 The DHP policy has been revised to reflect changes to the benefits system introduced by the Welfare Reform Act 2012; this includes the introduction of Universal Credit, the size criteria and the benefit cap.
- 1.3 From April 2013 Council Tax Benefit was replaced by a localised Council Tax Reduction (CTR) scheme and from that date, awards of DHP no longer covered help with paying Council Tax. From April 2019, the Council has instead made provision for the award of Exceptional Hardship Payments (EHPs) to support those facing exceptional hardship in paying their Council Tax. Information about EHPs can be found on the Council's website www.oldham.gov.uk
- 1.4 This policy has been developed based on the Discretionary Housing Payments Good Practice Guide (updated March 2018) issued by the Department for Works and Pensions.
- 1.5 All officers involved in the consideration and processing of DHP applications will adhere to this policy.
- 1.6 The purpose of this policy is to specify how Oldham Council will operate the DHP scheme and indicate some of the factors that will be taken into account when considering if a DHP can be made. Each case will be treated strictly on its merits and all customers will be treated equally and fairly.
- 1.7 The Discretionary Housing Payments Government contributions for 2019/20 is £638,046. This budget will be allocated to support those most in need including those affected by Welfare Reform.

2. Purpose of the Scheme

- 2.1 Oldham Council will consider making a DHP to customers who meet the qualifying criteria as specified in this policy. Oldham Council will seek through the operation of this policy to:
 - alleviate poverty
 - encourage and sustain people in employment
 - sustain tenancies and prevent homelessness
 - support vulnerable young people in the transition to adult life
 - encourage Oldham residents to obtain and sustain employment
 - safeguard residents in their homes
 - help those who are trying to help themselves
 - keep families together
 - support vulnerable or elderly in the local community
 - help claimants through personal crises and difficult events
 - promote good educational outcomes for children and young people
 - support those affected by welfare reform
 - support care leavers up to the age of 25

3. Principles of the scheme

3.1 The main features of the DHP scheme are that:

- DHP's are not payments of Housing Benefit (HB)
- there must be entitlement to the minimum amount of HB or Universal Credit including the housing element for rental costs (UCHE), for any period that a DHP is awarded.
- the operation of the scheme is for Oldham Council to determine
- it is a discretionary scheme
- a customer does not have a statutory right to a payment
- the amount that can be paid by Oldham Council in any financial year is cash-limited by the Secretary of State and may be reduced, or increased in subsequent years
- the support should be seen as short term. However, in some instances the award can be used to provide longer term support.

DHP's cannot be used to;

- pay ineligible service charges
- minimise the effect of DWP sanctions
- make payment when HB/UCHE is suspended or
- when a customer does not have a minimum entitlement of HB or UCHE

N.B. The housing costs to which the DHP relates does not have to be the housing costs of the property for which the benefit is awarded. For example, DHP can be used for a rent deposit or rent in advance for a property that the claimant is yet to move into, if the applicant is already entitled to HB or UCHE for their present home.

4. The Application Process

- 4.1 A request for a DHP application form is made by the completion of an online application form which is available from the council website www.oldham.gov.uk/DHP
- 4.2 The claimant will be required to submit the e-form to the Council. The Council will request further information as required and/or verify any information or evidence provided. The evidence must be provided within one month of the request, although this will be extended in appropriate circumstances. If the customer is unable to or does not provide the required evidence, the Council will still consider the application on the basis of the information it does hold such as on the HB database and/or DWP systems.
- 4.3 Oldham Council will first explore options available to the claimant and will liaise with the homelessness prevention team in order to negotiate with the landlord a more affordable rent (where it is appropriate to do so.)
- 4.4 Oldham Council will make referrals to internal services and external advice agencies that can provide advice and information on managing finances and personal budgeting, where this could assist in providing a long term financial solution.

4.5 Oldham Council will also undertake proactive exercises to determine specific categories of claimant who may be eligible for a DHP. These cases may be awarded a DHP without completing an application form.

5 Deciding whether to award a DHP

5.1 In deciding whether to award a DHP, the Council will take into account:

- the shortfall between HB/UCHE and rental and liability;
- any steps taken by the customer to reduce their rental liability, such as seeking to take on more affordable accommodation
- the financial circumstances of the customer, any partner, their dependents and other occupiers of their household
- the income and expenditure of the customer, any partner, their dependents and other occupiers of their household
- any savings or capital the customer or any partner, their dependents and other occupiers of their household may hold
- the level of indebtedness of the customer and their family;
- any medical issues, or other special needs, of the customer, partner or dependents, or other members of their household;
- the nature of the circumstances of the customer, for example where the customer has moved house in order to find more affordable accommodation and the fares to their place of work are now considerably higher;
- whether the circumstances of the customer are such that a DHP would not alleviate the problems of the customer within a reasonable period (say 12 months);
- the Local Housing Allowance rates;
- the effect of the April 2013 Size Criteria changes for Social Housing Tenants; Priority will be given to those who:
 - have had a property significantly adapted to meet disablement needs
 - need additional space because of their disability
 - are taking the necessary steps to either downsize or take on a boarder/lodger, but see circumstances when a DHP will not be awarded at 8.1 below
- the effect of the Benefit Cap changes to Housing Benefit. Priority will be given to those who can demonstrate that they are:
 - taking the necessary steps to help themselves and are working towards getting a job or additional income to meet the loss in HB/UCHE
 - taking the necessary steps to move to cheaper alternative accommodation, but see circumstances when a DHP will not be awarded in 6.1 below
- any other special circumstances the Council are aware of
- the possible impact on the Council of not making such an award, e.g. the customer becoming homeless, fuel poverty, child poverty etc., and the costs associated with this
- the amount available in the DHP budget (the Council's overall cash limit is determined by the Government);

5.2 The Council will decide how much to award based on all the circumstances. This will be any amount between the rental liability and the amount of benefit already awarded. i.e. part or all of the shortfall in the rent.

5.3 An award of DHP does not guarantee that a further award will be made at a later date even if the customer's circumstances have not changed.

6 Circumstances when a DHP will not be awarded

- 6.1 When a DHP application is received from a customer who cannot demonstrate that they are taking the necessary steps to help themselves i.e. they have not approached, or are not in continual engagement with relevant bodies that will help support them.
- 6.2 When a DHP application is received from a customer who is not considered to be a settled resident in Oldham i.e. is not living and claiming HB/UCHE in the boundary area for the borough.
- 6.3 When a DHP application is received from a customer that shows the overall income exceeds the outgoings or where the application shows there is unreasonable expenditure.

7 Period of Award

- 7.1 The Council will decide the length of time for which a DHP will be awarded on the basis of the evidence supplied and the facts known.
- 7.2 The start date of an award will normally be:
- the Monday following the date the application for DHP is received, or
 - the date on which entitlement to HB or UCHE commenced (providing the application for DHP is received within one calendar month of the claim for HB/UCHE being decided), whichever is the earlier or the most appropriate.
 - The Council will not usually award a DHP for a period exceeding 26 weeks. DHPs are intended as short term assistance and the claimant will be expected to make clear attempts to improve their financial and housing circumstances during the course of any award. In exceptional circumstances the Council will consider an indefinite award or until such time the customer's circumstances change.
 - Claimants may make subsequent applications once their initial award has expired or if their circumstances have changed or worsened if their original application has been previously refused. There is no guarantee that future applications will result in a DHP award or at the same level of award but each case will be treated on its own merits.
 - The Council will consider any reasonable request for backdating an award, but this consideration will normally be limited to the current financial year.
- 7.3 All awards will be dependent on the funding available to the Council.

8 Payment of One-Off Lump Sums

- 8.1 The Council will consider all reasonable requests for one off lump sum payments for example for; rent deposit, help with removal costs and rent in advance but usually only where benefit is not being paid direct to the landlord.
- 8.2 Any one off lump sum payment for rent in advance and rent deposit will usually be restricted to a maximum that is equal to one month contractual rent.

8.3 DHPs can be awarded for a rent deposit or rent in advance for a property that the claimant is yet to move into if they are already entitled to HB or UC at their present home.

8.4 When awarding DHPs for a rent deposit or rent in advance, it must be established that:

- the property is affordable for the tenant; and
- the tenant has a valid reason to move; and
- the deposit or rent in advance is reasonable; and
- moving within the borough.

8.5 It must be established with the claimant whether they:

- are due to have a deposit or rent in advance in respect of their existing tenancy returned to them; or
- have received assistance from another department within the Council towards a rent deposit (such as a rent deposit guarantee scheme or similar).

9. Change of Circumstances

9.1 The claimant must inform the Council if there has been a change in the claimant's circumstances.

10. Notification

10.1 Oldham Council will notify the customer the outcome of their request within fourteen days of making a decision.

Where the application is successful, Oldham Council will inform the customer of:

- the weekly amount of the award;
- the period of the award;
- the reason for the award;
- the method of payment;
- the conditionality (requirement to undertake take certain activities), where appropriate;
- the need to report changes of circumstances;

Where the request for a DHP is unsuccessful Oldham Council will explain the reasons why the decision was made and explain their rights for a review of the decision.

11. Payment of a DHP

11.1 The Council will decide the most appropriate person to pay based on the circumstances of each case. This includes:

- the customer;
- their partner;
- an appointee;
- their landlord (or an agent of the landlord);
- any third party to whom it might be appropriate to make payment.

11.2 The Council will pay an award of DHP by electronic transfer

11.3 Payment frequency will normally be made in line with the HB/UCHE award.

12. Overpayments

12.1 The Council will seek to recover any DHP found to be overpaid. Normally this will involve issuing an invoice to the customer or the person to whom the award was paid.

12.2 The Council will not normally seek recovery of any overpayment of DHP caused through our error.

12.3 A decision that a DHP is overpaid will be notified by decision letter. The claimant may request a review of the decision based upon the grounds that:

- the calculation of the overpayment is incorrect
- the overpayment should not be recoverable as it was caused by Council error.

13. Fraud

13.1 Oldham Council is committed to the fight against fraud in all its forms. Where the Benefits Service suspects that such a fraud may have occurred, the matter will be investigated as appropriate and this may lead to criminal proceedings being instigated. Any customer who tries to fraudulently claim a DHP might have committed an offence under the Theft Act (2006).

14. Review of a Decision

14.1 Oldham Council can review a DHP decision in the event of a dispute, either at the time of the initial rejection or subsequent to a cancellation or recovery.

14.2 A DHP decision cannot be appealed to a Housing Benefit Tribunal however the claimant may take any disputes to the Local Government Ombudsman, where there is an allegation of maladministration.

15. Publicity

15.1 Oldham Council will publicise the scheme internally and externally through Council's website and the use of partner organisations working with all interested parties to achieve this. A copy of this policy statement will be available on the Council's website.

16. Monitoring

Oldham Council has overall responsibility for the monitoring of DHP awards against DHP budget, to ensure the scheme is administered in accordance with Council policy and within Government and Council budget.

17. Further assistance and information

- Residents will be signposted and referred to other organisations which can provide assistance and support.
- Information will be available at http://www.oldham.gov.uk/info/100001/benefits_and_money

18. Policy Review

- 18.1 The Council reserves the right to review and revise the policy at any time based on information gained as a result of operating the scheme.
- 18.2 The Cabinet Member for Finance and Corporate Resources in conjunction with the Director of Finance are authorised by Cabinet to agree any revisions to the policy.

APPENDIX 5

Equality Impact Assessment Exceptional Hardship Payments

EIA Ref: Local Taxation and Benefits Discretionary Policies
2019/20 Exceptional Hardship Payments (EHPs)

Lead Officer:	Caroline Lee
People involved in completing EIA:	Adam Parsey
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.	This is the first EIA for the Exceptional Hardship Payment scheme (EHP) incorporated in the Council Tax Discounts Policy

General Information

1a	Which service does this project, policy, or proposal relate to?	Local Taxation and Benefits Discretionary Policies – 2019/20 – Council Tax Discounts Policy Exceptional Hardship Payments (EHP)
1b	What is the project, policy or proposal?	<p>As part of its role in the administration of Council Tax, the Council can exercise its discretion under Section 13a (1) (c) of the Local Government Finance Act 2012 to provide reductions to the amounts that are due to be paid.</p> <p>The EHP scheme, set out within the Council Tax Discount Policy at Appendix 1, outlines the approach that will be taken by the Council when determining support that could be offered when a resident is experiencing exceptional hardship in paying Council Tax. In assessing an award, the Council will take account of the impact of granting EHPs on the Council's wider financial position and Council tax payers;</p>
1c	What are the main aims of the project, policy or proposal?	To set out clear and transparent guidance covering what the Council will take into account when assessing an application for Section 13a (1) (c) for residents experiencing exceptional hardship in meeting their Council Tax liability.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	It is not expected that this policy will have a detrimental effect on others. Payments of EHP will be met from the Council's general fund and awards made should be in the interests of all Council Tax payers. Although the legislation allows the Council to award a discretionary discount of Council Tax to support residents experiencing financial hardship, the new EHP arrangements set aside a specific general fund budget to support this group and

		transparent policy to set out how these requests will be considered. This means that for those in the low income group, although the pot is cash limited, more available funding will be available to support this disadvantaged group suffering exceptional hardship than is currently the case. The fund will be cash limited which could potentially impact on residents suffering hardship if there is an increased demand for this support. However, the intention of the scheme is to support those cases where the hardship being experienced is exceptional after all other support options such as Council Tax Reduction and other discounts, exemptions and support have been exhausted. On this basis, demand is not expected to be high.
--	--	--

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 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 checked="" 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?				

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?	<ul style="list-style-type: none"> The introduction of the EHP scheme will have a positive effect for residents who are experiencing exceptional financial hardship.
1i	Review date	March 2020

APPENDIX 6

Equality Impact Assessment Care Leavers Discount

EIA Ref: Local Taxation and Benefits Discretionary Policies – 2019/20
Care Leavers Discount

Lead Officer:	Caroline Lee
People involved in completing EIA:	Adam Parsey
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.	An EIA was completed in April 2017 when the care leavers discount for those under the age of 21 was introduced.

General Information

1a	Which service does this project, policy, or proposal relate to?	Local Taxation and Benefits Discretionary Policies – 2019/20 – Corporate and Commercial Services
1b	What is the project, policy or proposal?	<p>As part of its role in the administration of Council Tax, the Council can exercise its discretion to reduce liability for individual cases or for class(es) of cases that it may determine.</p> <p>Corporate parenting is a statutory function of the Council.</p> <p>The underlying principle is that every local authority will seek the same outcomes for children and young people in care that every good parent would want for their own children.</p> <p>The proposal is that the existing policy to enable a Council Tax discount of 100% for care leavers aged 18, 19 and 20 is extended to support care leavers up to the age of 25. This will align support for care leavers with the Council’s corporate parenting responsibilities and with the intention of other authorities across Greater Manchester to provide this support.</p>
1c	What are the main aims of the project, policy or proposal?	The policy aims to ensure that there is an equitable approach to the consideration of applications for Council Tax 100% discount for Care Leavers by setting out transparent guidance.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	A child or young person may come into care as a result of temporary or permanent problems facing their parents, as a result of abuse or neglect or as a result of a range of difficulties including not having a parent to care for them. National research indicates that this group is significantly disadvantaged in a range of outcomes compared to their peers. In

		<p>accordance with the Councils equality duty, this proposal will therefore result in more favourable treatment being applied to care leavers living in Oldham in order to advance equality of opportunity and remove financial barriers. A person who is a care leaver will be entitled to up to a 100% Council Tax Discount after all other discounts and exemptions have been applied. This will help manage the transition to successful independent living for this group. Greater Manchester (GM) authorities also plan to widen support to care leavers up to the age of 25 and have agreed to have a reciprocal arrangement in place to support care leavers from other areas. This will support care leavers from Oldham living in other boroughs in GM.</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 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 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 living outside Oldham and in a local authority area where Council Tax Discounts are not offered (or not offered to age 25) However, Greater Manchester (GM) authorities also plan to widen support to care leavers up to the age of 25 and have agreed to have a reciprocal arrangement in place so the intention is that care leavers from Oldham now living in another GM borough will be supported.		<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 checked="" type="checkbox"/> / <input type="checkbox"/>
	None

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 aim of the proposal is to create a greater equality of opportunity to a small disadvantaged group of residents.
1i	Review date	March 2020

APPENDIX 7

Equality Impact Assessment Discretionary Rate Relief Policy

EIA Ref: Local Taxation and Benefits Discretionary Policies – 2019/20
Discretionary Rate Relief (DRR) Policy

Lead Officer:	Caroline Lee
People involved in completing EIA:	Adam Parsey
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.	The Discretionary Rate Relief Policy is updated each year when the policy is reviewed (the last time this was updated was March 2018)

General Information

1a	Which service does this project, policy, or proposal relate to?	Discretionary Rate Relief Policy
1b	What is the project, policy or proposal?	<p>As part of its role in the administration Non-Domestic Rates (NDR) (more commonly referred to as business rates), the Council has several areas where it can exercise its discretion to provide reductions to the amounts that are due to be paid.</p> <p>The policy documents outlines the areas of local discretion and the Council’s approach to the various awards. This approach has regard to the impact:</p> <ul style="list-style-type: none"> • of granting Discretionary Reliefs on the Council’s wider financial position and Council tax payers; • on the organisations and businesses that currently receive or may apply for discretionary Non-Domestic Rates relief in the future.
1c	What are the main aims of the project, policy or proposal?	<p>The Discretionary Rate Relief policy aims to ensure that there is an equitable approach to the consideration of applications for Discretionary Rate Relief and by setting out a transparent guidance. The amendments to the DRR policy sustains this approach by providing clarity about</p> <ul style="list-style-type: none"> • the new Retail Discount and its application (which is in line with government guidance) • the removal of pub relief and extension of local newspaper relief • the need to apply for revaluation relief in the third year of the scheme now that Central Government funding to support this relief has been reduced.

1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	It is not considered that the amendments to the DRR policy will have a detrimental impact on ratepayers. The widening of relief to support retail businesses is beneficial given the current economic climate for the high street. The Council has the power to offer discretionary discounts for any reason should it wish to do so. Creating an application process for Revaluation Relief is not out of alignment with the process for all other DRRs.
----	---	---

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 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?				
Business Ratepayers occupying a property with an RV up to £51,000 will be positively impacted.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

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?	<ul style="list-style-type: none"> Current recipients of Discretionary Rate Relief and Discretionary Hardship Relief will be unaffected by the proposed changes.
1i	Review date	January 2020

APPENDIX 8

Equality Impact Assessment Local Welfare Provision Scheme (LWP)

EIA Ref: Local Taxation and Benefits Discretionary Policies – 2019/20
Local Welfare Provision Scheme

Lead Officer:	Caroline Lee
People involved in completing EIA:	Adam Parsey
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.	The Local Welfare Provision (LWP) scheme has been in operation since 2013. An original EIA was carried out when the scheme was first established in 2013/14. A further EIA was completed in the report submitted to Cabinet on 30 March 2015 requesting approval to extend the scheme.

General Information

1a	Which service does this project, policy, or proposal relate to?	Local Welfare Provision Scheme
1b	What is the project, policy or proposal?	<p>The Welfare Reform Act 2012 ended the provision of Community Care Grants and Crisis Loans for living expenses under the Discretionary Social Fund administered by the Department for Work and Pensions (DWP).</p> <p>Funding was transferred from the DWP to Local Authorities (LA's) from 1st April 2013 to provide a locally administered scheme to provide assistance to vulnerable residents in the Borough.</p> <p>There was no statutory duty requiring LA's to deliver a scheme but Oldham Council considered it to be in the best interests of the residents of the Borough to operate a scheme and, therefore, the Local Welfare Provision scheme has been operating since 1st April 2013.</p> <p>The Local Welfare Provision Scheme is designed to:</p> <ul style="list-style-type: none"> • To meet short term emergency/immediate support needs of vulnerable residents. • To assist vulnerable residents to establish or maintain a home in the community.
1c	What are the main aims of the project, policy or proposal?	The proposal is to amend the LWP scheme to add Care Leavers as a group of residents who will be supported by the Policy. No groups have been removed from the existing policy following the review of the LWP policy.

1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	There will be no detrimental impact on current recipients including Care Leavers who have been supported by the LWP scheme to date. The amendment proposed explicitly adds reference to Care Leavers in the policy.
----	---	---

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 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?				
No , Care Leavers are already supported by the LWP scheme		<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"/>
	None

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 policy change does not change the current operation of the system and the support provided to Care Leavers
1i	Review date	March 2020

APPENDIX 9

Equality Impact Assessment Discretionary Housing Payments (DHP)

EIA Ref: Local Taxation and Benefits Discretionary Policies – 2019/20
Discretionary Housing Payments

Lead Officer:	Caroline Lee
People involved in completing EIA:	Adam Parsey
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.	The Discretionary Housing Payments (DHP) scheme has been in operation since 2001. Equalities data relating to the DHP scheme is included in the Council's annual Equality Report.

General Information

1a	Which service does this project, policy, or proposal relate to?	Discretionary Housing Payments Policy
1b	What is the project, policy or proposal?	The DHP scheme gives Local Authorities power to make top-up payments to assist those in receipt of Housing Benefit or the Housing element of Universal Credit with paying their rent. Department for Work and Pensions (DWP) funding of £638,046 will be given to the Council in 2019/20 to fund the scheme.
1c	What are the main aims of the project, policy or proposal?	The proposal is to amend the DHP scheme to add Care Leavers up to the age of 25 as a group of residents who will be supported by the Policy. No groups have been removed from the existing policy following the review of the DHP policy It is proposed that the policy explicitly states the normal period of DHP award to 26 weeks. Setting out a normal award period of 26 weeks is available to the Council under the existing policy. The proposed change sets out the original policy intention of the DHP scheme i.e. its temporary nature, more explicitly. The policy also makes it clear that the Council will consider different time frames for payment of DHP on a case by case basis if this is more appropriate.
1d	Who, potentially, could this project, policy or proposal have a detrimental effect on, or benefit, and how?	There will be no detrimental impact on current recipients including Care Leavers who were already able to access the DHP scheme to date. The amendment proposed explicitly adds reference to Care Leavers in the policy.

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 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?				
No , Care Leavers are already supported by the LWP scheme. (Setting out a normal award period of 26 weeks is available to the Council under the existing policy. The proposed change sets out the original policy intention of the scheme ie its temporary nature, more explicitly. The Council will continue to consider different time frames for payment of DHP on a case by case basis if this is more appropriate.)		<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"/>
	None

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 policy change does not change the current operation of the system and the support provided to Care Leavers.
1i	Review date	March 2020



Report to CABINET

Human Resource Payroll Business System

Portfolio Holder: Cllr Jabbar, Deputy Leader: Cabinet Member for Finance and Corporate Resources

Officer Contact: Ray Ward, Deputy Chief Executive, Corporate and Commercial Services

Report Author: Joanne Charlesworth, Transformation Director, Unity Partnership
Ext. 1863

25 March 2019

Reason for Decision

To approve the procurement and implementation of a new proprietary Human Resources Payroll System.

Executive Summary

The provision of Transactional HR and Payroll Services to Oldham Council, MioCare, Oldham schools and academies is delivered across two discrete systems.

To meet the ambition of the Council and its strategic partners we are implementing a single system predicated on next generation technology on a cloud based architecture that aligns with our IT and digital strategy, enables greater efficiency and effectiveness in the delivery of support services and creates opportunity for growth of HR and payroll as a traded service in the future.

Recommendations

It is recommended that Cabinet:

1. Approve the activity to procure, design, develop, test and implement next generation technology to facilitate the delivery of efficient and effective HR and Payroll business processes.

Human Resource Payroll Business System

This report sets out the proposal to procure and implement a line of business system, one element of the first phase of a programme of activity to redesign the transactional HR and payroll service and the transactional business processes that are administered by it.

Phase 1 of the programme will incorporate all payrolls and HR processes delivered through Unity Partnership, namely schools, MioCare, academies and Oldham Council.

1 Background

1.1 After the Council acquired Kier shares in Unity, a review of HRP Systems was carried out. Issues were identified restricting the delivery of transactional HR and Payroll services in line with the Councils ambition due to technology limitations.

2 Current Position

2.1 Following research and market evaluation, the preferred option is to replace all current software applications with one HRP application for Transactional HR and Payroll, to redesign the service based around the modern functionality.

2.2 HRP Programme initiation has commenced, design principles, objectives, a governance structure, resource profile and high level plan have been developed to scope out the initial phase of activity. The HRP Programme will be governed within a wider Programme structure to ensure it is implemented in a cohesive manner.

2.3 Phase 1 is defined as migration to a single HRP system, provided via software that is externally hosted, to replace the current systems that are currently hosted on the Councils IT infrastructure. The services that will be redesigned are core HRP, employee and managerial self-service. The business capabilities that will be enabled include subsistence and expenses, timesheets, absence and leave, variations, leavers and starters etc. We will seek to maximise the opportunities enabled by the newly installed integration layer to facilitate improved business and management information.

2.4 This will be delivered to the Council, its customers – schools, academies, and MioCare.

2.5 The target delivery date of Phase 1 is by December 2019.

2.6 Future phasing will include cultural and operational improvements and efficiencies, for example improved sickness and absence management and enhanced onboarding outcomes, through improved processes, policy deployment and integration as described at 2.3 above to other key HR systems such as Learning and Development and People management.

3 Options/Alternatives

3.1 The following options were considered during the review;

Option	Advantages	Disadvantages
1. Do nothing		<ul style="list-style-type: none"> Limited functionality of systems results in high levels of manual processing Enterprise level functionality restricts ability to realise wider ambitions of the new People Programme
2. Consolidate to one of current systems	<ul style="list-style-type: none"> Operational knowledge and experience of delivering payroll on system 	<ul style="list-style-type: none"> Enterprise level functionality restricts ability to realise wider ambitions of the new People Programme
3. Outsource to 3 rd party – Managed Service	<ul style="list-style-type: none"> Reduction in delivery costs to industry standard A referenceable, mature service may provide quicker time to value 	<ul style="list-style-type: none"> Investment outside Oldham for delivery of operational services Loss of control of service provision Contractual restrictions impact agility and responsiveness of the service respond to changing demands
4. Procure & Implement new proprietary HRP System	<ul style="list-style-type: none"> Reduction in delivery costs to industry standard Ability to build strategic capabilities/assets around the provision of HRP to trade Maintain control of provision 	<ul style="list-style-type: none"> Transformational change of service Redundancies Loss of posts & redundancy costs

3.2 As the first 2 options do not address the basic requirements of the organisation they were discounted during the evaluation stage of the review.

4 Preferred Option

4.1 Soft market testing / pre-market engagement looking at both managed service and system implementation options has been undertaken:

- o A managed service has been discounted due to high costs, low benefit return and lack of ability to keep the operation locally.
- o A new HRP system implementation allows the organisation to take advantage of efficiencies across all functions whilst retaining control in house.

Therefore, Option 4 is the preferred option.

5 Consultation

5.1 The proposed Programme has been reported into both the Strategic Design Support Group and Strategic Design Authority and has received support. The report received the support of the Councils Capital Investment Programme Board on 21st Feb 2019 and Leadership on 11th March.

5.2 The appropriate portfolio lead has been briefed.

5.3 An Assurance process has been undertaken with representatives from all key Council groups – Audit, Legal, Finance, People Services and Information Governance.

5.4 Procurement ICT and legal services all fully engaged and aware.

6 Financial Implications

The Programme to deliver a new Human Resources Payroll System is aligned with the priorities set out in the 2019-20 capital strategy. Due to the risks and issues associated with

existing payroll technology (as detailed in the report), it is proposed that replacement technology is sourced and implemented.

Following the special meeting of CIPB on 21 February 2019, provision for financing the programme can be made within the capital programme by utilising existing general provisions for ICT projects.

6.1 **Revenue Implications**

Contained within the report in the restricted part of this agenda. (Andy Moran and Nicola Harrop)

7 **Legal Services Comments**

7.1 Any procurement requires to be compliant with the Public Contracts Regulations 2015 and the Council's Contracts Procedure Rules. (Paul Entwistle)

8. **Co-operative Agenda**

8.1 The implementation of the HRP system will act as the catalyst, to improve the efficiency of Transactional HR, payroll and pensions, enabling a reduction in operational costs whilst providing an enhanced service to employees across Oldham Council, local schools and academies, MioCare and Unity Partnership.

9 **Human Resources Comments**

9.1 The current HRP Systems will not provide an efficient and effective solution going forward and a replacement system is a necessity.

9.2 The approach will also enable further future development from the adoption of Recruitment/Talent/Learning and Development modules but these are not yet in the scope of this Programme. (Martyn Bramwell)

10 **Risk Assessments**

Contained within the report in the restricted part of this agenda. (Mark Stenson)

11 **IT Implications**

11.1 It is envisioned that the system will be procured on a Software as a Service basis, which means this software will be hosted by the provider, externally to Oldham Council. The advantages of this model is that it enables cloud access to all functionality and data; that the provider undertakes all upgrades to the system – including statutory and legislative as well as improved functionality in a timely and proven manner included within the annualised licensing cost.

11.2 The technological and data requirements, in order to meet ours and statutory standards and compliance levels are specified within the High level procurement requirements.

11.3 The intention is to procure via the G Cloud Framework, which is administrated by Crown Commercial Services. This should make it easier for Information Governance and the commercial and legal assurances to be sought and agreed by the Programme. (Richard Holt)

12 **Property Implications**

12.1 None

13 **Procurement Implications**

13.1 The Crown Commercial Services RM1557 G-Cloud10 framework has been chosen as the vehicle for procuring the new HRP system. The call off contract will have an initial duration of 24 months, with 2 extensions allowed, each of up to 12 months. The contractual terms and conditions offered through GCloud10 meet our contracting requirements and offer termination by convenience clauses. It facilitates a resilient, robust and proven procurement process, and also allows a relatively fast appointment (3-4 weeks from commencement of procurement activity). (Senga Henstock)

14 **Environmental and Health & Safety Implications**

14.1 None

15 **Equality, community cohesion and crime implications**

15.1 None

16 **Equality Impact Assessment Completed?**

16.1 No

17 **Key Decision**

17.1 Yes

18 **Key Decision Reference**

18.1 FCR-02-19

19 **Background Papers**

19.1 No additional papers

20 **Appendices**

20.1 Full Business Case contained within the report in the restricted part of this agenda.

This page is intentionally left blank



Report to CABINET

Non-Domestic Rates 2019/20

Portfolio Holder:

Cllr Sean Fielding, Leader of the Council and Cabinet Member for Economy and Enterprise

Cllr Abdul Jabbar MBE, Deputy Leader and Cabinet Member for Finance and Corporate Resources

Officer Contact: Anne Ryans, Director of Finance
Emma Barton, Director of Economy

Report Author: Andrew Moran, Assistant Director of Finance

Ext. 4467

25 March 2019

Reason for Decision

To consider a request for the deferment of Non-Domestic Rates payments for part of the financial year 2019/20.

Executive Summary

The Council has been approached by a local business with a request to defer its Non-Domestic Rates payments for 2019/20 for a limited time period.

Further details are included in the report to be considered within Part B of the agenda.

Recommendations

Subject to due consideration of the report included within Part B of the agenda, it is recommended that the Council approves the request for the deferment of Non-Domestic Rates payments.

Non-Domestic Rates 2019/20**1. Background**

- 1.1. Non-Domestic rates, also known as business rates, are levied on commercial properties such as offices, shops, pubs, factories, and warehouses. Income received from Business Rates provides funding for local services provided by the Council.
- 1.2. Those liable to pay business rates (Ratepayers) are required to pay the full amount charged, in instalments, within the relevant financial year. Any ratepayers seeking a variation to their business rates obligations must obtain the agreement of Council.
- 1.3. The Council has been approached by a local business with a request for the deferment of its Non-Domestic Rates payments for 2019/20 for a limited time period.

2. Current Position

- 2.1. In order to allow informed consideration of the request to defer the payment of Business Rates for a limited period, the Council has undertaken a due diligence exercise based on information provided by the company and obtained from credit reports. Meetings with company representatives have also taken place.
- 2.2. Rating legislation enables the Council to award Discretionary Hardship Relief, whereby the Council has the power to reduce or remit the business rates charged in certain circumstances where the applicant organisation is encountering temporary financial difficulties. The relief may be granted if the Council is satisfied that:
 - The ratepayer would sustain financial hardship if the Council did not do so; and
 - It is reasonable for the Council to grant relief, with regard to the interests of its Council Tax payers.
- 2.3. It is important to note that seeking a deferment of rates payable not a reduction or removal of rates through an application for Discretionary Hardship Relief. The power to grant Discretionary Hardship Relief does give some context as to whether it is reasonable to enter into such an agreement, particularly the criteria within the Councils' policy that permits the awarding of relief where the community would be significantly disadvantaged if the organisation were to close due to temporary financial constraints.
- 2.4. In addition, the Council has to be mindful of State Aid issues in awarding any reliefs. The de minimus regulations allow an undertaking to receive up to 200,000 Euros de minimus aid over a rolling three-year period. The proposal set out within the 'Part B' report suggests there would not be a breach of EU state aid rules.
- 2.5. Having regard to the review undertaken within the due diligence exercise, the State Aid position and rating legislation, it is considered appropriate to recommend the deferment of Business Rates for the local business for a limited period as per the request.

3. Options/Alternatives

- 3.1. There are two options:
 - Option 1 – Refuse the proposed deferment of Non-Domestic Rates;
 - Option 2 – Accept the proposed deferment of Non-Domestic Rates.

4. **Preferred Option**

4.1. Option 2 is the preferred option.

5. **Consultation**

5.1. Consultation has taken place with the Leader and Deputy Leader and Cabinet Member for Finance and Corporate Resources and the Director of Finance. Officers from the Finance Service and the Council's Business and Investment Team met with company representatives as part of the due diligence process.

6. **Financial Implications**

6.1. Financial implications are disclosed in full within the Part B report.

7. **Legal Services Comments**

7.1. Legal implications are disclosed in full within the Part B report.

8. **Co-operative Agenda**

8.1. The deferral proposal provides temporary support to a local non-domestic ratepayer. The proposal also aligns with the Oldham Plan priority to deliver an inclusive economy.

9. **Human Resources Comments**

9.1. None.

10. **Risk Assessments**

10.1. Risk assessment comments are disclosed in full within the Part B report.

11. **IT Implications**

11.1. None.

12. **Property Implications**

12.1. None.

13. **Procurement Implications**

13.1. None.

14. **Environmental and Health & Safety Implications**

14.1. None.

15. **Equality, community cohesion and crime implications**

15.1. None.

16. **Equality Impact Assessment Completed?**

16.1. No

17. **Key Decision**

17.1. Yes

18. **Key Decision Reference**

18.1. FCR-03-19

19. **Background Papers**

19.1. Exempt.

20. **Appendices**

20.1. None.

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank