

22 January 2016

COMMUNITY SERVICES AND LICENSING COMMITTEE

A meeting of the Community Services and Licensing Committee will be held on **THURSDAY, 04 FEBRUARY 2016** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **19:00**.



David Hagg
Chief Executive

Please Note: This meeting will be filmed for live or subsequent broadcast via the Council's internet site (www.stroud.gov.uk). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

AGENDA

- 1 **APOLOGIES**
To receive apologies of absence.
- 2 **DECLARATIONS OF INTEREST**
To receive declarations of interest.
- 3 **MINUTES - 10 DECEMBER 2015**
To approve and sign as a correct record the minutes of the meeting held on 10 December 2015.
- 4 **PUBLIC QUESTION TIME**
The Chair of the Committee will answer any questions from members of the public, submitted in accordance with the Council's procedures.

DEADLINE FOR RECEIPT OF QUESTIONS
Noon on Monday 1 February 2016.

Questions must be submitted in writing to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud, and sent by post, by fax (01453 754957), or by Email: democratic.services@stroud.gov.uk.

- 5 **WORK PROGRAMME - 4 FEBRUARY 2016**
To consider the work programme and update accordingly.
- 6 **BUDGET MONITORING REPORT 2015 16 (Q3)**
To present a forecast of the outturn position against the revenue budget and capital programme for 2015/16.
- 7 **PERFORMANCE MONITORING**
To receive an update on Performance Monitoring.
- 8 **MEMBERS' QUESTIONS**
See Agenda Item 4 for deadline for submission.

Members of Community Services and Licensing Committee

Councillor Chris Brine (Chair)	Councillor Elizabeth Peters
Councillor Jonathan Edmunds (Vice-Chair)	Councillor Gary Powell
Councillor June Cordwell	Councillor Nigel Prenter
Councillor Stephen Davies	Councillor Steve Robinson
Councillor Julie Job	Councillor Chas Townley
Councillor John Jones	Councillor Penny Wride
Councillor Russell Miles	

COMMUNITY SERVICES AND LICENSING COMMITTEE

10 December 2015

7.00 pm – 9.05 pm

Council Chamber, Ebley Mill, Stroud

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Minutes

Membership

Councillor Chris Brine (Chair)	P	Councillor Elizabeth Peters	A
Councillor Jonathan Edmunds (Vice-Chair)	P	Councillor Gary Powell	P
Councillor June Cordwell	P	Councillor Nigel Prenter	P
Councillor Stephen Davies	A	Councillor Stephen Robinson	P
Councillor Julie Job	P	Councillor Chas Townley	P
Councillor John Jones	P	Councillor Penny Wride	P
Councillor Russell Miles	A		

P = Present A = Absent

Other Councillors Present

Councillor Geoffrey Wheeler
 Councillor Doina Cornell

Officers Present

Community and Facilities Manager	General Manager (Dursley Pool)
Accountant	
Democratic Services Assistant	
Strategic Head of Customer Services	

CSLC.023

APOLOGIES

Apologies for absence were received from Councillors Stephen Davies, Russell Miles and Elizabeth Peters.

CSLC.024

DECLARATIONS OF INTEREST

There were none.

CSLC.025 **MINUTES**

RESOLVED **That the Minutes of the Meeting held on 10 December 2015 are confirmed and signed as a correct record.**

CSLC.026 **PUBLIC QUESTION TIME**

None received

CSLC.027 **UPDATE ON HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Doina Cornell gave an update on the work of the committee which had held three meetings; July, September and November. Two main issues had been identified by the committee, which were of national concern; shortage of nurses and GPs that are retiring and not being replaced. The Ambulance Trust which had also experienced staff shortages and had embarked on a programme to attract potential employees.

In respect of Social Care the following areas were highlighted;

- The programme for over 50 health checks would be rolled out to workplaces to improve take up.
- Greater emphasis on mental health and the development of a suicide prevention strategy.
- Childhood Obesity was a continuing problem.
- The Stroud based charity Turning Point, had a new contract through to 2017.

Gloucestershire Care Services had become a Trust, an initial inspection had identified areas for improvement but noted the good feedback on staff attitudes.

In response to questions from Members it was noted that consideration was being given to re-establishing a County Ambulance Service and withdrawing from South West Ambulance Service. The target of 8 minute response times was not being met.

CSLC.028 **WORK PROGRAMME 2015/16**

The Committee updated the work programme for 2015/16. The following additional items were agreed;

- Joint Meeting/information evening with Housing Committee members to consider Welfare Reform and responsibilities for Housing Strategy.
- Youth Strategy to be reported on in March 2016.

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RESOLVED **To update and add the above to the work programme.**

CSLC.029**REVENUE ESTIMATES – REVISED 2015/16 AND ORIGINAL 2016/17**

The Accountant presented the report which set out the revised estimates for 2015/16 and original estimates for 2016/17. Changes to the budget had been made following previous reports to Committee. Members noted that the budget for Community Safety had been reduced, this related to efficiency savings but with no reduction in front line services. Members discussed the costs associated with providing bed and breakfast accommodation for homeless families. They raised concern about families being given accommodation outside the Stroud Area. It was noted that there was a lack of suitable accommodation in Stroud; suggestions were made as to whether the Council's void properties or warden accommodation in sheltered homes could be used.

RECOMMENDED TO STRATEGY AND RESOURCES COMMITTEE

a) the estimates set out in the report be approved
 b) Growth and investment, as set out in paragraph 11 of the report is included in the Council's budget plans for 2016/17

CSLC.030**REVIEW OF DESIGN AND TENDERING PROCESS FOR DURSLEY POOL FITNESS EXTENSION**

The Manager of Dursley Pool gave a report on the progress of the contract and identified a number of key learning points for future procurement projects. The project would be completed on time and within the revised budget. The Manager informed Members that the external legal and professional advice provided at the beginning of the contract was to; undertake separate procurements for the design and the building. She informed Members that; if undertaking the project now her advice would be to have one contract for covering design and build. The additional cost for the project of £95,000 was mainly due to construction industry build prices.

The Manager gave an outline of some of the changes to the design that had been made during the project; including changing from a single tier to a two storey building and presented the Committee with design impressions of the finished building.

The Manager informed members that there had been full support throughout the project from the Council's Asset Management Team as members of the project board. In response to lessons learned training on procurement was being rolled out to all employees.

RESOLVED **To note the update.**

CSLC.031**PERFORMANCE MONITORING**

Councillors Julie Job and John Jones gave a verbal report on the performance monitoring meeting held in November. They had examined the first case under the new universal credit system and had noted that Gloucestershire Homeseekers had received 700 more applications than the previous year. It was noted that there had been a reduction in the number of properties available for rent.

A concern had been raised about the use of Chinese Lanterns and the potential hazards to land owners and farmers. The Council acknowledged that information and

raising awareness about the problems would be the only way forward. It was also suggested that information should be provided to licensed venues.

RESOLVED **To note the update.**

Local Housing allowance

At the end of the meeting Cllr Townley asked if the Council could revisit the Broad Market Area as the rates did not reflect the costs of the area. The Chair said that it did need to be looked at again. This issue was challenged when it was originally introduced but it can be raised again with our MP's to make representations to Government.

CSLC.032

MEMBERS' QUESTIONS

None received.

The Meeting Closed at 9.05

2015/16 Work Programme for Community Services and Licensing Committee

(NB. Additional matters will be added by the Committee)

Date of meeting	Matter to be considered (i.e. insert report / project title)	Notes (e.g. lead member and officer)
11.06.15	i. Work Programme 2015/16	Chair and Strategic Head Customer Services
	ii. Appointment of Performance Monitoring Representatives	Chair
	iii. Appointments to Outside Bodies	Chair
	iv. Task and Finish Group on Youth Strategy verbal update	Cllr S Robinson as lead on Task and Finish Group
03.09.15	i. Update on Appointments to Outside Bodies	Chair
	ii. Public Health Annual Report	Director of Public Health
	iii. Statement of Principles for Gambling	Principal Licensing Officer
	iv. Statement of Licensing Policy	
	v. Police and Crime Commissioner (PCC) verbal report	Annual event PCC and Community & Facilities Manager
	vi. Tree Maintenance Policy	Public Space Manager
	vii. Budget Monitoring Report 2015/16 (Q1)	Accountancy Manager
	viii. Performance Monitoring	Cllr J Jones and Cllr J Job
10.12.15	i Revenue Estimates revised 2015/16 and original 2016/17	Accountancy Manager
	ii Report on Review of Design and Tendering process for Dursley Pool Fitness Extension	Dursley Pool & Sports Centre Manager (update following a Members Information Sheet Nov 2015)
	iii Performance Monitoring	Cllr J Jones and Cllr J Job
	iv Update on Gloucestershire Health and Social Care Overview and Scrutiny Committee	Cllr Doina Cornell
04.02.16	i. Budget Monitoring 2015/16 (Q3)	Accountancy Manager
	ii. Performance Monitoring	Cllr J Jones and Cllr J Job

24.03.16	<ul style="list-style-type: none"> i. Performance Monitoring ii. Health and Wellbeing Plan update iii. Youth Strategy 2017- 20 update iv. Discretionary Housing Payments 12 month update 	<p>Cllr J Jones and Cllr J Job Head of Environmental Health</p> <p>Cllr S Robinson and Senior Hear by Right Officer Revenue and Benefit Manager</p>
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Information sheets

Date sent (ref no.)	Topic	Notes (e.g. responsible officer)
5/6/15	Licensing Policies	Senior Licensing Officer
5/6/15	Community Services and Licensing Information Sheet	Strategic Head of Customer Services

Forward Plan - Report, Member Information Sheet (MIS), Task and Finish (T&F), Information Evening

Date	Topic		Lead Officer/Member
Sept/Oct 2015	Facilities and Community Services staff restructure (phase 2)	MIS	Facilities and Community Services Manager
22 Oct 2015 Cancelled new date tba	Update on Welfare Reform, Universal Credit, Social Rented Sector Room Restriction, Discretionary Housing Payments	Members Information Evening for all councillors	Chair of CS&L Committee, Strategic Head Customer Services
10 Dec 2015	Review of Design and Tendering process for Dursley Pool Fitness Extension	Report	Dursley Pool & Sports Centre Manager
10 Dec 2015	Gloucestershire Health and Social Care Overview and Scrutiny Committee	MIS or verbal update	Cllr D Cornell
March 2016	Health and Wellbeing Plan annual update	MIS	Head of Environmental Health
17 March 2016	Provisional date arranged, agenda TBA	Members Information Evening	Chair of CS&L Committee, Strategic Head Customer Services

Sept 2016	Youth Strategy 2017-20	Report Progress update (March 2016)	Cllr S Robinson (lead on Task and Finish Group) and Senior Hear by Right Officer
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STROUD DISTRICT COUNCIL
COMMUNITY SERVICES AND LICENSING
COMMITTEE

AGENDA
ITEM NO

6

4 FEBRUARY 2016

Report Title	BUDGET MONITOR REPORT 2015/16 Q3
Purpose of Report	To present to the Committee a forecast of the outturn position against the revenue budget and capital programme for 2015/16.
Decision(s)	The Committee RESOLVES: To note the outturn forecast for the General Fund Revenue budget and the Capital programme for 2015/16
Consultation and Feedback	Budget holders have been consulted about the budget issues in their service areas. The feedback has been incorporated in the report to explain differences between budgets and actual income and expenditure
Financial Implications and Risk Assessment	<p>Outturn forecasts have been projected against the revised budget for the committee.</p> <p>There are a number of variances across the revenue budgets. Overall, a net variation of £268,000 (£243,000 after reserve movements and carry forwards).which will be included in the overall General Fund variation to be reported to Strategy and Resources committee in March 2016. Should the outturn position be as forecast in this report, we will review the savings identified and see if they can be removed from the budget permanently to contribute to the budget deficit forecast on the MTFP presented to Council on 28th January 2016.</p> <p>It is estimated the committee's Capital budgets will be underspent by £1.060m. Slippage is committed against the Dursley Pool capital scheme and will be carried forward to 2016/17. The underspend on the Disabled Facilities Grant scheme will be transferred to an earmarked reserve.</p> <p>David Stanley, Accountancy Manager Tel: 01453 754100 Email: david.stanley@stroud.gov.uk</p>

Legal Implications	This report is provided for information only, so no legal implications to report. Karen Trickey, Legal Services Manager Tel:01453 754369 Email: karen.trickey@stroud.gov.uk
Report Author	Adele Rudkin, Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk
Options	None
Performance Management Follow Up	Budgets will continue to be monitored on a regular basis by budget holders supported by Finance. Further finance reports will update the committee in March 2016, with the outturn position reported to Strategy and Resources committee in June 2016.
Background Papers/ Appendices	None

Background

1. This report provides the second monitoring position statement for the financial year 2015/16. The purpose of this report is to notify members of any known significant variations to budgets for the current financial year, highlight any key issues, and to inform members of any action to be taken if required.
2. **Due to the volume of information contained in the report, it would be helpful where members have questions on matters of detail if they could be referred to the report author or the appropriate service manager before the meeting**

Revenue Budget position

3. The original net General Fund Revenue budget for 2015/16 is £15.458m as approved by Council at their meeting on 26 February 2015. This has now been revised to £15.666m as approved by Strategy and Resources committee in December 2015.
4. The latest budget for Community Services and Licensing Committee as approved taking into account the carry forwards is £5.791m
5. The monitoring position for the service at 31 December 2016 shows a projected net **underspend of (£268k) - (4.63%)** against the latest budget, as summarised in Table 2. This underspend is stated net of transfers to reserves and carry forwards. The overall position on the General Fund will be considered by Strategy and Resources committee at their meeting on 03 March 2016.

Report headlines and significant variations

6. The outturn position is mainly attributable to the major items outlined below. Appendix A (pages 4 to 6) provides a more detailed breakdown on the committee's budgets with an explanation of the significant variations

that have arisen (a significant variation is defined as being +/- £20,000 on each reporting line).

- **(25k)** Underspend in Community Safety – Income shortfall on Careline and contract renewal overspend. Salary savings within Neighbourhood Wardens. Overspend on abandoned vehicles.
- **(25k)** Underspend in Youth Services – External funding received from Gloucestershire County Council – Requested as a carry forward.
- **(117k)** Underspend Housing General Fund – Salary savings within Private Housing and underspend on Homelessness.
- **(28k)** Underspend in Sport & Health Development – Salary saving and a delay in launching Cycle scheme.
- **(48K)** Underspend in Revenue and Benefits – Salary savings within the service.

Areas of Risk and Uncertainty

7. The forecast outturn variance of a net **(£268k) underspend** highlighted in paragraph 4 of this report is based on known and estimated outcomes. However, there remains a degree of uncertainty with the forecast variance, either because;
8. There are a number of different outcomes that may occur and it is difficult to predict with a degree of certainty which outcome is more likely. Seasonal factors affecting income from events and activities in specific budget areas (e.g. Subscription Rooms, Dursley Pool and Sports Centre), or the overall position of the local economy and the effect on income generation.
9. Listed below are the main areas of risk and uncertainty associated with the outturn forecast.
 - **Dursley Pool** - Scheduled construction works associated with the new extension are taking place throughout the year. This disruption was anticipated to have an adverse impact on the level of income. However after reviewing the outturn in this round of Budget Monitoring the forecast is now far more favourable and budget is expected to be met.

Carry Forwards- Provisional

10. Carry forwards of budgets may be approved if there are valid reasons why the underspend has happened and there is supporting evidence behind the request. Such requests include where we have had external funding for a particular scheme that has a revised schedule into the next financial year.
 - **Youth Services – (£25k)** – funding from Gloucestershire County Council to fund Youth Commission Projects.

Capital Programme

11. The Committee's 2015/16 Capital Programme of £1.802m was approved by Council in January 2015. This has subsequently been revised to £2.218m.
12. Table 3 below shows the capital monitoring position at the end of December 2015 and shows all Community Services Capital Schemes on target. The overall delivery of the capital programme remains on track, with significant spend for the Dursley Pool Fitness Extension now forecast for 2016/17. The underspend on the Private Sector Housing scheme will be transferred to an earmarked reserve. This scheme is financed from Disabled Facilities Grant, with any underspend either being carried over to the next year or potentially subject to a 'claw back' from Government.

Table 3 – Capital Outturn Forecast

Community Services Capital Schemes	2015/16 Original Budget (£'000)	2015/16 Latest Budget (£'000)	2015/16 Spend to date (£'000)	2015/16 Final Outturn (£'000)	2015/16 Outturn Variance (£'000)
LA Social Housing	72,000	72,000	0	72,000	0
Private Sector Housing Strategy	340,000	401,000	263,000	332,000	(69,000)
Dursley Pool Fitness Extension	1,250,000	1,551,000	259,000	560,000	(991,000)
Stratford Park Sensory Garden	0	20,000	3,375	20,000	0
Walled Garden project (MITP)	140,000	174,000	110,000	174,000	0
TOTAL Capital	1,802,000	2,218,000	635,375	1,158,000	(1,060,000)

Community Services & Licensing Committee – Projected outturn and variations Q3 2015/16

Community Services Committee	2015/16 Original Budget (£000)	2015/16 Latest Budget (£000)	2015/16 Actual to date (£000)	2015/16 Projected Outturn (£000)	2015/16 Projected Variance (£000)	Salary Variations (£000)	Expenditure Variations (£000)	Income Variations (£000)
Community Safety	428	415	224	390	(25)	(53)	25	3
Youth Services	90	118	2	93	(25)	0	35	(60)
Grants to Voluntary Organisations	337	337	313	337	0	0	0	0
Housing (General Fund)	660	655	325	538	(117)	(31)	(41)	(45)
Licensing	(66)	(67)	(97)	(78)	(12)	(19)	(6)	14
Strategic Head (Customer Services)	195	188	112	188	0	0	0	0
Customer Services	386	386	266	385	(0)	(7)	7	0
Cultural Svcs - Arts and Culture	892	897	616	882	(15)	84	37	(135)
Cultural Svcs - Sport & Health Dev.	157	187	75	160	(28)	(19)	13	(22)
Cultural Svcs - Sports Centres	1,062	1,141	720	1,127	(14)	(3)	66	(77)
Public Spaces	1,138	1,135	1,202	1,151	16	14	(1)	2
Revenues and Benefits	405	398	211	350	(48)	(48)	0	0
Community Services TOTAL	5,683	5,791	3,967	5,523	(268)	(82)	134	(319)
Funded from Reserves					0			
Carry Forwards					25			
Underlying Variation					(243)			

COMMUNITY SERVICES AND LICENSING COMMITTEE

Community Safety – (£25k)- Underspend

(Mike Hammond xtn 4447, mike.hammond@stroud.gov.uk)

An Income shortfall of **£16k** from Careline has been identified. This decrease is due to the number of users who have been moved over to the free Telecare service provided by the County Council along with **£6k** of additional costs associated with the monitoring and maintenance contract. An anticipated overspend of **£14k** in abandoned vehicles removals & storage costs; these charges are now being pursued with GCC, along with other authorities who are experiencing similar costs.

Salary savings of **(£49k)** within the Neighbourhood Wardens budget relate to two vacancies within the service. Interviews were held in December and posts to be filled in January.

A small underspend of **(£12k)** has also been identified across the Community Safety budget.

Youth Services – (£25k)- Underspend

(Mike Hammond xtn 4447, mike.hammond@stroud.gov.uk)

The Commissioning of Youth Provision outturn is subject to grant applications and successful grantee's accepting the respective offers. This is external money is devolved from the County Council. The current estimate for carry over is **(£25k)**.

Housing General Fund – (£117k) Saving/Underspend

(Jon Beckett xtn 4443, jon.beckett@stroud.gov.uk)

(Philip Bishop (Homelessness) xtn 4065, philip.bishop@stroud.gov.uk)

The overall underspend is made up of several variances as detailed below.

A **salary saving** of **(£30k)** has been identified within Private Housing; several members of staff are now working on a part time basis, these posts currently being reviewed within the structure. There is a **(£15k)** underspend that relates to the Gardening Assistance Scheme. Funding was set aside to help fund a home improvement agency to deliver this scheme; however this scheme has been discontinued as the agency could no longer fulfil this role. A further **(£12k)** saving has been identified on non-pay expenditure budgets.

An underspend of **(£20K)** has arisen on homelessness; **(10K)** of this is attributable to the recovery rate for bed and breakfast costs being at a higher level than estimated. There is a salary saving of **(£10k)** across the service.

The remaining underspend of **(£40k)** is within homelessness prevention, where deposits are paid to help households threatened with homelessness, with the payments then being recovered at a later date. The payments are made from previous Government grant, which is recycled year on year through collection of the reimbursements with any surplus being carried over

to the next financial year for reuse. The recovery process has been improved over the last year, resulting in a higher level of income being obtained. The Government funding for this activity ended in 2014/15, meaning that these reimbursements will become more important to the operation of the service going forward.

Cultural Svcs – Sport & Health Development – (£28k) Underspend

(Jane Bullows xtn 4322, jane.bullows@stroud.gov.uk)

The variance is made up of the following items:

- **(£8k)** external funding for Cycling Scheme, this may remain underspent as there has been a further delay in launching of the scheme and will be carried forward to next year.
- **(£18k)** temporary saving has been identified within the staffing budget due to Health & Wellbeing officer's post falling vacant for 6 months.
- Small savings of **(£2K)** across the service have also been identified.

Revenues and Benefits – (£48k) underspend

(Simon Killen xtn 4013, simon.killen@stroud.gov.uk)

A projected salary underspend of **(£48k)** is due a number of vacancies within the team, and the use of 'Civica on Demand' service to manage fluctuations in workload rather than employing agency staff. Funding has been awarded from the FERIS project, which has been used to cover costs associated with the use of 'Civica on Demand'.