



STROUD DISTRICT COUNCIL

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To all Members of Stroud District Council

9 July 2019

You are hereby summoned to attend the Meeting of the **STROUD DISTRICT COUNCIL** in the Council Chamber, Ebley Mill on **THURSDAY 18 JULY 2019 at 7.00 pm.**

Kathy O'Leary
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 for absence.
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest.
- 3 MINUTES**
To approve the Minutes of the Council's Annual General Meeting held on 16 May 2019.
- 4 ANNOUNCEMENTS**
To receive announcements from the Chair of Council.
- 5 PUBLIC QUESTION TIME**
The Chairs of Committees will answer questions from members of the public submitted in accordance with the Council's procedures.

DEADLINE FOR RECEIPT OF QUESTIONS

Noon on Monday, 15 July 2019

Questions must be submitted to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and sent by post or email (democratic.services@stroud.gov.uk)

6 COMMUNITY GOVERNANCE REVIEW

To make final recommendations to parish arrangements in the district in relation to the Community Governance Review.

7 MINCHINHAMPTON NEIGHBOURHOOD DEVELOPMENT PLAN

To decide whether the Minchinhampton Neighbourhood Development Plan should be made part of the Development Plan for Stroud District following the positive outcome of the referendum held on Thursday, 23rd May 2019.

8 RECOMMENDATIONS FROM OTHER COMMITTEES

The relevant Committee reports are available on the website page for this Council meeting.

8a Housing Committee – 11 June 2019

8ai Annual Report to Council (Agenda Item 11)

The Chair of Housing Committee will present this item.

“That the Annual report is approved.”

8b Strategy and Resources Committee – 13 June 2019

The Chair of Strategy and Resources Committee will present these items.

8bi Adoption of the Revised Procurement Strategy (Agenda Item 7)

“That the revised Procurement Strategy is adopted.

8bii Community Services Vehicle Replacement (Agenda Item 9)

“That a Capital Budget of £257k is approved, funded from the Business Rates Reserve, to purchase a new low carbon fleet.”

8biii Military Covenant – Member Champion (Agenda Item 10)

“To appoint a Member champion to support the Military Covenant.”

8c Strategy and Resources Committee – 11 July 2019

8ci Unite Construction Charter - (Agenda Item 8)

“(1) Adopts the Unite Construction Charter and
(2) Requests the Leader to sign the Charter on behalf of the Council.”

9 MEMBERS' QUESTIONS

See Agenda Item 5 for deadline for submission.

**COUNCIL MEETING**

16 May 2019

7.00 pm – 8.00 pm

3**Council Chamber, Ebley Mill, Stroud****Minutes**

Martin Baxendale	P	Trevor Hall	P	Nigel Prenter	A
Dorcas Binns	P	Nick Hurst	P	Skeena Rathor	P
Catherine Braun	P	Julie Job	P	Sue Reed	P
Chris Brine	P	Haydn Jones	P	Mark Reeves	P
George Butcher	P	John Jones	P	Steve Robinson*	P
Miranda Clifton	P	Norman Kay	P	Mattie Ross	P
Nigel Cooper	P	Darren Loftus	A	Tom Skinner	P
Doina Cornell	P	Stephen Lydon	P	Nigel Studdert-Kennedy	P
Gordon Craig	P	John Marjoram	P	Haydn Sutton	P
Rachel Curley	P	Phil McAsey	A	Brian Tipper	P
Stephen Davies	P	Karen McKeown	P	Chas Townley	P
Paul Denney	A	Jenny Miles	P	Jessica Tomblin	P
Jim Dewey	P	Dave Mossman	P	Ken Tucker	P
Jonathan Edmunds	P	Gill Oxley	P	Martin Whiteside	P
Chas Fellows	P	Keith Pearson	P	Tim Williams	P
Colin Fryer	P	Simon Pickering	P	Tom Williams	P
Lindsey Green	P	Gary Powell**	P	Debbie Young	P

Membership:

**Chair *Vice-Chair P = Present A = Absent

Officers Present:

Chief Executive
 Interim Head of Legal Services & Monitoring
 Officer

Democratic Services & Elections Manager
 Democratic Services Officers

CL.001 CHAIR OF COUNCIL

Councillor Gary Powell was nominated for the position of Chair of Council.

RESOLVED That Councillor Gary Powell be elected Chair of Council for the Civic Year 2019-20.

CL.002 VICE-CHAIR OF COUNCIL

Councillor Steve Robinson was nominated for the position of Vice-Chair of Council.

RESOLVED That Councillor Steve Robinson be elected Vice-Chair of Council for the Civic Year 2019-20.

CL.003 APOLOGIES

Apologies for absence were received from Councillors Denney, Loftus, McAsey and Prenter.

CL.004 DECLARATIONS OF INTEREST

There were none.

CL.005 MINUTES

RESOLVED That the minutes of the meeting held on 25 April 2019 are confirmed and signed as a correct record.

CL.006 ANNOUNCEMENTS

The Chair thanked Councillor Jenny Miles, the outgoing Vice-Chair of Council, for her support and hard work over the past year.

European Elections and the Minchinhampton Neighbourhood Planning Referendum will be held on 23 May 2019. The count for the referendum will take place that evening. The verification for the European Elections will take place at 10.00 pm on Thursday, 23 May 2019 at Stratford Park Leisure Centre and the count at 6.00 pm on Sunday, 26 May 2019. Please let Democratic Services know if you are attending.

The Leader confirmed that Highways England had awarded £4m to the Cotswold Canals Trust to route the canal under the M5 and the A38. Railtrack were surveying the railway track at The Ocean.

The Council had been shortlisted for 2 awards for waste and recycling and would find out the results next month. Councillors and officers were thanked for their work over the last civic year and looking forward to more cross-party working this year.

The Chief Executive thanked the Group Leaders for supporting the recommendations that had been made from the Peer Review and the need to appointment a senior management team. Andrew Cummings has been appointed Interim Director of Resources for up to 12 months.

CL.007 APPOINTMENT TO COMMITTEES 2019-20

The appointment to committees list was agreed, with the inclusion of Councillor Hall to sit on the Audit and Standards Committee.

RESOLVED That Councillors be appointed to the Council's committees as set out in these minutes.

Audit and Standards Committee (9 Members)

Councillor Dorcas Binns	Councillor Keith Pearson
Councillor Rachel Curley	Councillor Mark Reeves
Councillor Stephen Davies	Councillor Nigel Studdert-Kennedy
Councillor Trevor Hall	Councillor Tom Williams
Councillor Karen McKeown	

Community Services and Licensing Committee (12 Members)

Councillor Gordon Craig	Councillor Nigel Prenter
Councillor Jonathan Edmunds	Councillor Sue Reed
Councillor John Jones	Councillor Steve Robinson
Councillor Norman Kay	Councillor Mattie Ross
Councillor Gill Oxley	Councillor Brian Tipper
Councillor Darren Loftus	Councillor Ken Tucker

Development Control Committee (12 Members)

Councillor Martin Baxendale	Councillor John Marjoram
Councillor Dorcas Binns	Councillor Jenny Miles
Councillor Miranda Clifton	Councillor Sue Reed
Councillor Nigel Cooper	Councillor Mark Reeves
Councillor Haydn Jones	Councillor Jessica Tomblin
Councillor Steve Lydon	Councillor Tom Williams

Environment Committee (12 Members)

Councillor Chris Brine	Councillor Dave Mossman
Councillor George Butcher	Councillor Simon Pickering
Councillor Paul Denney	Councillor Skeena Rathor
Councillor Jim Dewey	Councillor Haydn Sutton
Councillor Trevor Hall	Councillor Jessica Tomblin
Councillor Haydn Jones	Councillor Tim Williams

Housing Committee (12 Members)

Councillor Catherine Braun	Councillor Norman Kay
Councillor Jim Dewey	Councillor Phil McAsey
Councillor Chas Fellows	Councillor Jenny Miles
Councillor Colin Fryer	Councillor Gary Powell
Councillor Lindsey Green	Councillor Chas Townley
Councillor Julie Job	Councillor Debbie Young

Strategy and Resources Committee (13 Members)

Councillor Nigel Cooper	Councillor Mattie Ross
Councillor Doina Cornell	Councillor Tom Skinner
Councillor Stephen Davies	Councillor Chas Townley
Councillor Nick Hurst	Councillor Ken Tucker
Councillor Keith Pearson	Councillor Martin Whiteside
Councillor Simon Pickering	Councillor Debbie Young
Councillor Steve Robinson	

CL.008 APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS

The following Councillors were nominated and voted into the positions of Chairs and Vice-Chairs on the Council's committees in 2019-20.

RESOLVED That Councillors be appointed as Chair and Vice-Chair to the Council's committees as set out in these minutes.

Audit and Standards Committee

Chair: Councillor Nigel Studdert-Kennedy Vice-Chair: Councillor Tom Williams

Community Services and Licensing Committee

Chair: Councillor Mattie Ross Vice-Chair: Councillor Jonathan Edmunds

Development Control Committee

Chair: Councillor Martin Baxendale Vice-Chair: Councillor Miranda Clifton

Environment Committee

Chair: Councillor Simon Pickering Vice-Chair: Councillor George Butcher

Housing Committee

Chair: Councillor Chas Townley Vice-Chair: Councillor Jenny Miles

Strategy and Resources Committee

Chair: Councillor Doina Cornell Vice-Chair: Councillor Martin Whiteside

CL.009 APPOINTMENT TO OTHER BODIES

Councillors were nominated as lead and substitute on other bodies in 2019/20.

Health and Care Overview and Scrutiny Committee (Gloucestershire)

Councillor Steve Lydon (Lead) Councillor Steve Robinson (Substitute)

Police and Crime Panel (Gloucestershire)

Councillor Mattie Ross (Lead) Councillor Chas Townley (Substitute)

Gloucestershire Economic Growth Scrutiny Committee

Councillor Jim Dewey (Lead) Councillor Martin Whiteside (Substitute)

Appointment of three Mental Health Champions

Councillors Jim Dewey, Tom Skinner and Tom Williams

RESOLVED That Councillors be appointed to other bodies as set out above.

CL.010 RECOMMENDATION FROM AUDIT AND STANDARDS COMMITTEE ON 7 MAY 2019

Audit and Standards Committee Annual Report 2018/19

Councillor Studdert-Kennedy, the Chair of the Committee presented the Committee's annual report, highlighting various paragraphs to pages 14, 15, 16, 18 and 19.

RESOLVED That the Annual Report is approved.

CL.011 CIVIC TIMETABLE 2019/20

RESOLVED To note the revised timetable for the civic year 2019/20.

CL.012 CORPORATE DELIVERY PLAN (CDP) AND KEY ACTIONS FOR 2019/20

Councillor Cornell outlined the above CDP which defined the work of the Council for the coming year. It also highlighted achievements and the good cross-party working on projects such as Brimscombe Port.

Councillor Davies confirmed that he was the new Conservative Group Leader and thanked Councillor Cooper for all of his hard work over the last 3 years in this role. He stated that we need to look at what we want to achieve and then find a vehicle to achieve this. For the Council to be carbon neutral we need to understand where we can make the most impact.

A debate ensued. Councillor Pickering confirmed that parish councils were involved in helping to become carbon neutral. Seven groups had been set up so far and he had given several talks on how to make the most impact. The GFirst LEP were playing a crucial role in this. Councillor Edmunds requested other Members encourage people in their parishes to also form a carbon neutral group.

Councillor Townley endorsed all of the above comments and suggested that the Council be ambitious and try to build 300 new dwellings per year.

Councillor Rathor spoke passionately about being in a climate emergency and urged the Council to work faster.

In summing up Councillor Cornell acknowledged that Members had made useful comments. At a recent meeting of Strategy and Resources Committee, the Vice-Chair of GFirst LEP had given a presentation and had subsequently spoken to the Director of Development Services regarding projects in the pipeline. Communication would be the key.

RESOLVED To adopt the updated Corporate Delivery Plan setting out the Key Actions for 2019/20, as set out in Appendix 1.

CL.013 LGA CORPORATE PEER CHALLENGE REPORT

Councillor Cornell confirmed that the above report recognised the good work that the Council had carried out and also gave a clear steer to what improvements could be completed quickly and in the long term. She thanked all of the participants for their input.

Councillor Davies confirmed that there is a lot we could do better, the devil was in the detail, and gave his support.

RESOLVED To note the LGA Corporate Peer Challenge feedback report. An action plan based on the recommendations will be considered by a future Strategy and Resources Committee.

The meeting closed at 8.00 pm.

Chair

STROUD DISTRICT COUNCIL

**AGENDA
ITEM NO**

COUNCIL

18 JULY 2019

6

Report Title	COMMUNITY GOVERNANCE REVIEW – FINAL RECOMMENDATIONS
Purpose of Report	To make final recommendations to parish arrangements in the district in relation to the Community Governance Review.
Decision(s)	<p>Council RESOLVES to:</p> <ol style="list-style-type: none"> 1. approve the final recommendations in relation to each Parish/Town Council within the Stroud District; 2. authorise the Democratic Services and Elections Manager to request the Local Government Boundary Commission for England to make related alteration orders to change district wards and county divisions to reflect the changes made to parish boundaries; and 3. authorise the Interim Head of Legal Services to make a reorganisation of community governance order to implement the changes agreed by Council, subject to receiving the necessary consents from the Local Government Boundary Commission for England.
Consultation and Feedback	The Community governance review process was undertaken in accordance with the published guidance and included two periods of consultation with stakeholders and other interested parties. Links to the responses received during the consultation period can be found in the appendices below.
Financial Implications and Risk Assessment	<p>There are no financial implications directly from this report.</p> <p>The creation of a new Parish does create obligations for the Council to support the new organisation but this is expected to be achieved through existing officer time.</p> <p>Andrew Cummings, Interim Director of Resources and Section 151 Officer Tel: 01453 754115 Email: andrew.cummings@stroud.gov.uk</p>
Legal Implications	<p>All legal implications are set out within the body of the report.</p> <p>Patrick Arran, Interim Head of Legal & Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk</p>

Report Author	Hannah Emery Democratic Services and Elections Manager Tel: 001453 754383 Email: hannah.emery@stroud.gov.uk
Options	There is no statutory duty placed on the council to undertake community governance reviews so it has the option at any time to cease work. However, given the stage now reached there is a legitimate expectation the review will be taken to its natural conclusion. Therefore, there is not feasible alternative option.
Background Papers/ Appendices	Report to Council on 19 July 2018 Terms of Reference First stage consultation responses Community Governance Review of the Stroud District – Draft Recommendations Second stage consultation responses Guidance on Community Governance Reviews Communities & Local Government, and The Local Government Boundary Commission for England Appendices CGR Final Recommendations Maps 1 -10

1. BACKGROUND

- 1.1 The Council at its meeting on the 19 July 2018 resolved to undertake a Community Governance Review (CGR) for the whole of the Stroud District. After the first consultation period closed, a CGR Working Group was established to oversee the review and to make draft and then final recommendations. The Councillors on the Working Group were Councillors Brine, Davies, McKeown, Miles, Mossman, Oxley, Ross and Townley.
- 1.2 The process for carrying out a Review is set out in the Local Government and Public Involvement in Health Act 2007 and associated guidance. Appropriate consultation has been carried out, the views of electors and others in the area have been sought and this report represents the final element of the Review that the Council commenced in 2018.
- 1.3 If the Council agrees the recommendations, work will commence immediately to make the necessary Reorganisation Order to bring the changes into effect in time for the May 2020 district and parish council elections. Members will note that, for some of the proposals, the final position is dependent on the agreement of the Local Government Boundary Commission for England.

2. COMMUNITY GOVERNANCE REVIEW CRITERIA

- 2.1 A Community Governance Review offers the opportunity to put in place stronger community engagement, more cohesive communities, better local democracy and more effective and convenient delivery of local services. It can consider one or more of the following:

- a) Creating, merging, altering, or abolishing parishes;
- b) The name of parishes and the style of new parishes;
- c) The electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding); and
- d) Grouping parishes under a common parish council or de-grouping parishes.

2.2 The Council is required to ensure that community governance within the area under review will be reflective of the identities and interests of the community in that area, and is effective and convenient.

2.3 In doing so, the Review is required to take into account:

- a) The impact of community governance arrangements on community cohesion; and
- b) The size, population and boundaries of a local community or parish.

2.4 The Council may not alter the external boundary of the Stroud District or any other principal council. However, the review may make consequential electoral arrangement recommendations to the Local Government Boundary Commission for England (LGBCE) regarding the Electoral Wards of the District and the Electoral Divisions of Gloucestershire County Council where there is sufficient evidence that this would be desirable and result in more convenient electoral arrangements.

3. DRAFT RECOMMENDATIONS

3.1 During the first stage consultation period held between the 3 September 2018 and the 26 November 2018, we invited town and parish councillors, parish meetings, residents and any other interested parties to make proposals for changes to parish boundaries or other issues relating to parish arrangements, such as the number of councillors, parish warding or grouping of parishes.

3.2 120 submissions were received in relation to 31 parish/town councils out of 52 and the majority of submissions were largely supportive of the current electoral arrangements. The submissions were reviewed and considered by the CGR Working Group and the draft recommendations were then formulated on the basis of the evidence submitted whilst having regard to the extent to which the submissions received met the statutory criteria.

3.3 The draft recommendations were published on the 18 February 2019 commencing the second stage consultation period which closed on the 6 May 2019. As part of the second stage consultation, letters were sent to all town/parish councils and parish meetings and households that were directly affected by the draft recommendations, giving the recipients the opportunity to comment.

4. FINAL RECOMMENDATIONS

- 4.1 The Working Group has carefully considered all of the 171 responses to the second stage consultation. In the majority of cases the Working Group proposes that Council confirms its draft recommendation. This reflects the fact that in relation to a lot of the proposals there was no response to the consultation or the only responses received were supportive. In a few cases, the Working Group proposes moving away from the draft recommendation in light of the consultation responses. In such cases it proposes an amendment that takes on board the views expressed.
- 4.2 The following sections of this report detail the first stage consultation responses, draft recommendations (which were subject to consultation), a summary of representations received and the Working Group's conclusions and final recommendations for each parish. It is recommended that the draft recommendations are read alongside these final recommendations for a fuller picture of the decision making of the Working Group.
- 4.3 Except as set out below, the Working Group recommends that no new parishes or parish councils should be constituted, no existing parishes or parish councils should be abolished, no other areas of existing parishes should be altered, no parishes should be renamed and no other changes to existing parish arrangements should be made as part of this Review.

5. BISLEY-WITH-LYPIATT AND CHALFORD PARISH BOUNDARY AMENDMENT

5.1 First stage consultation

- 5.1.1 Chalford Parish Council made a submission recommending a boundary change to the northern boundary of Bussage Ward to address three anomalies; the current boundary passes through the buildings of Aberlink, Thomas Keble playing field and separates parts of Stonecote Ridge and Manor Farm.

5.2 Draft recommendations

- 5.2.1 It was recommended that the boundary between Chalford (Bussage Ward) Parish Council and Bisley-with-Lypiatt (Eastcombe Ward) Parish Council be realigned so that some properties in Stonecote Ridge, The Ridge and New Homestead are transferred into Chalford Parish Council and some properties at Manor Farm are transferred into Bisley-with-Lypiatt Parish Council.

5.3 Second stage consultation

- 5.3.1 Chalford parish supported the draft recommendations.
- 5.3.2 Bisley-with-Lypiatt parish supported the amendment to Stonecote Ridge and Manor Farm but proposed that the three properties on The Ridge are retained in Bisley-with-Lypiatt including the building of Aberlink. It was also proposed that the boundary amendment around the playing field is extended to the road to transfer four properties into Bisley-with-Lypiatt.
- 5.3.3 Out of the 41 properties sent a survey, 14 responses were received; 12 in support and 2 against. Those in support commented that the proposal is a logical change and would take away the current confusion, those against were concerned about the increase in council tax.

5.4 Final recommendations

- 5.4.1 The Working Group considered Bisley-with-Lypiatt's amendments to the boundary change and thought the proposal to extend the boundary from the playing field to the road to transfer four properties to Bisley-with-Lypiatt was a sensible and logical extension of the boundary. The proposed amendments to the boundary next to Aberlink and The Ridge were rejected because Aberlink and a property in The Ridge had responded to the consultation stating they were supportive of the proposed change to Chalford Parish Council.
- 5.4.2 The consultation responses demonstrated that the proposed boundary change is more logical and reflective of the identities and interests of the community and would make community governance more effective and convenient.

- 5.4.3 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-**
- a) the boundary of the parish of Bisley-with-Lypiatt is redrawn to transfer 36 properties in Stonecote Ridge and 3 properties on The Ridge to Chalford parish, and the transfer of 4 properties on Middle Hill to Bisley-with-Lypiatt as shown on Map 1.**
 - b) a request to the LGBCE is made to amend the boundaries of:**
 - i. Bisley and Chalford District Wards; and**
 - ii. Bisley and Painswick and Minchinhampton County Divisions.**

6. BRIMSCOMBE & THRUPP PARISH AND STROUD TOWN BOUNDARY AMENDMENT

6.1 First stage consultation

- 6.1.1 Brimscombe and Thrupp Parish Council made a submission to propose the amendment of the boundary with Stroud Town Council to transfer the properties of Gunhouse Lane into Brimscombe and Thrupp Parish because the residents feel more affiliated with Brimscombe and Thrupp than Stroud Town.
- 6.1.2 Brimscombe and Thrupp also proposed an amendment to the boundary with Minchinhampton Parish.

6.2 Draft recommendations

- 6.2.1 The Working Group were satisfied that the boundary amendment with Stroud Town better reflects the identities and interests of the community and proposed that the boundary of Brimscombe and Thrupp is redrawn where it adjoins Stroud Town.
- 6.2.2 The Working Group recommended no change to the boundary between Brimscombe and Thrupp and Minchinhampton as there was insufficient evidence to support the amendment and Minchinhampton Parish were strongly opposed.

6.3 Second stage consultation

- 6.3.1 No response was received from Brimscombe and Thrupp Parish or Stroud Town Council.
- 6.3.2 Out of the 47 properties in Gunhouse Lane sent a survey, 26 responses were received; 24 were in support of the amended boundary and 2 were against. Those in support commented that they have always felt part of Thrupp and that

the rural community will benefit from the proposal. Those against felt there was no rationale for the change and they actively support Stroud Town and the facilities it provides.

6.3.3 Minchinhampton Parish were in support of no change to the Minchinhampton and Brimscombe and Thrupp Parish Boundary.

6.4 Final recommendations

6.4.1 The consultation responses demonstrated that the proposed boundary change was reflective of the identities and interests of the community.

6.4.2 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a. the boundary of the Parish of Brimscombe and Thrupp is redrawn where it adjoins the Town of Stroud (Trinity Ward) to transfer the properties in Gunhouse Lane to the Parish of Brimscombe and Thrupp as shown on Map 2;**
- b. no change be made to the boundary between Brimscombe and Thrupp and Minchinhampton parish; and**
- c. a request to the LGBCE is made to amend the boundaries of**
 - i. Stroud Trinity and Thrupp District Wards; and**
 - ii. Stroud Central and Minchinhampton County Divisions.**

7. CAINSCROSS PARISH AND STONEHOUSE TOWN BOUNDARY AMENDMENT AND STONEHOUSE TOWN WARD NAME AMENDMENT

7.1 First stage consultation

7.1.1 Cainscross Parish Council requested a name change of the parish council to reflect the four wards that make up the parish.

7.2 Draft recommendations

7.2.1 The review was seen as an opportune time to address a boundary anomaly made during the LGBCE review of the district ward boundaries in 2015 which resulted in the parish and district ward boundaries no longer being coterminous.

7.2.2 In relation to the suggested boundary amendment, Cainscross parish indicated that the residents of Renards Rise are more affiliated with Cainscross but Stonehouse Town Council would prefer to retain Ryeford within its boundary.

7.2.3 The Working Group considered the responses from the parishes but felt that it may divide a community if Stonehouse (Ebley Ward) is split at this stage.

7.2.4 It was therefore recommended that the whole of Stonehouse (Ebley Ward) is transferred to Cainscross parish and merged with Cainscross (Ebley Ward).

7.2.5 When reviewing the parish councillor allocations against the National Association of Local Council's (NALC) guidelines it was recommended that the number of parish councillors for Cainscross is increased to 13 and that there would be no change to the name of Cainscross parish council as the parish council were currently undertaking their own consultation of this.

7.3 Second stage consultation

7.3.1 Cainscross Parish Council supported the transfer of Stonehouse (Ebley Ward) and no suggestions were made for the name of the Parish Council.

- 7.3.2 Stonehouse Town Council objected to the loss of Stonehouse (Ebley Ward) due to the historic connections between Ryeford and Stonehouse.
- 7.3.3 Out of the 166 properties in Stonehouse (Ebley Ward) sent a survey, 38 responses were received. 15 were in support of the transfer and 22 were against. Those in support felt that they were more affiliated with Cainscross and that where they lived was currently in 'no man's land' between Stonehouse and Cainscross. Those against felt strongly connected to Stonehouse and use the Town's facilities frequently.

7.4 Final recommendations

- 7.4.1 The Working Group has considered the proposed boundary changes in the light of the comments made by Stonehouse Town Council and the residents affected. The survey results when plotted on a map showed that those who were in support of the change were closer to the Cainscross parish boundary and those that were against were close to the Stonehouse town boundary.
- 7.4.2 The aim of a CGR is to ensure that community governance is reflective of the identities and interests of the community and given the divide shown in the responses the Working Group recommended revising the draft proposals and splitting Stonehouse (Ebley Ward) between Stonehouse and Cainscross as shown on Map 3. Members of the Working Group met with Cainscross Parish Council and Stonehouse Town Council and both were in support of this proposal because it reflects the views of the majority of residents.
- 7.4.3 Stonehouse Town Council suggested that the name of the ward that would remain in Stonehouse should be changed to Stonehouse (Ryeford Ward) to reflect the location of the ward.
- 7.4.4 In making this proposal for change we must, if agreed at Council, request that the LGBCCE changes the district ward boundary between Cainscross and Stonehouse and the county division of Stonehouse and Rodborough in order for the properties to be transferred and absorbed into Cainscross (Ebley Ward).
- 7.4.5 If the LGBCCE does not agree to make those changes, those electors in Stonehouse (Ryeford Ward) would remain in Stonehouse Town Council and Cainscross District Ward. However, as shown in the table below, when looking at the changes to the electorate, this transfer would actually have little effect on electoral equality at the district and county level and so we are hopeful that the LGBCCE will recognise this and make the related alterations.
- 7.4.6 Electoral equality based on current boundaries and proposed amendments

Ward or division	No. of electors and % variance from avg no. of electors per cllr based on current boundaries	No. of electors and % variance from avg no. of electors per cllr based on proposed boundaries
Cainscross district ward	5951 7.9%	5836 5.8%
Stonehouse district ward	5779 4.8%	5894 6.9%
Stonehouse county division	9370 -0.9%	9125 -3.5%
Rodborough county division	8538 -9.7%	8783 -7.1%

7.4.7 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) The boundary between the Parish of Cainscross and the Town of Stonehouse is redrawn as shown on Map 3;**
- b) The number of Parish Councillors for Cainscross (Ebley Ward) is increased to FIVE. This will increase the number of Parish Councillors for Cainscross to THIRTEEN;**
- c) Stonehouse (Ebley Ward) is to be renamed Stonehouse (Ryeford Ward) and would return ONE Councillor**
- d) A request to the LGBCE is made to amend the boundaries of;**
 - i. Cainscross and Stonehouse District Wards to be coterminous with the new parish boundaries; and**
 - ii. Stonehouse and Rodborough County Divisions**

8. CRANHAM & UPTON ST LEONARDS PARISH BOUNDARY MINOR AMENDMENT

8.1 First stage consultation

8.1.1 A submission from a resident requested that the boundary with Cranham and Upton-St-Leonards Parish Council is amended to transfer one property into Cranham Parish. The submission outlined that the property is very close to the boundary and the access to the property is actually within Cranham parish. The resident stated that they felt much more affiliated with Cranham parish than with Upton-St-Leonards Parish.

8.2 Draft recommendations

8.2.1 The Working Group could see no reason not to make this amendment as it meets the CGR criteria and it was recommended that the boundary is amended.

8.3 Second stage consultation

8.3.1 No responses to the consultation were received.

8.4 Final recommendations

8.4.1 The Working Group agreed that the proposed boundary change is reflective of the identities and interests of the community.

8.4.2 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) The boundary between the Parishes of Cranham and Upton-St-Leonards is redrawn to transfer one property into Cranham parish as shown on Map 4.**
- b) The boundary change does not impact the district wards or county divisions.**

9. EASTINGTON PARISH COUNCIL INCREASE IN COUNCILLORS AND FUTURE COMMUNITY GOVERNANCE REVIEW

9.1 First stage consultation

9.1.1 The consultation produced some strong responses and lengthy submissions from members of the community as well as Eastington Parish and Stonehouse Town Council and Keep Eastington Rural Residents Association. The submissions varied in their proposals and the following options were put forward to the CGR Working Group:

- a) The boundary between the parishes of Eastington and Stonehouse is amended so that the development area of Great Oldbury is transferred to Stonehouse;
- b) The development of Great Oldbury becomes a new parish;
- c) The boundary between the parishes of Eastington and Stonehouse is amended so that the development of Great Oldbury is split between Eastington and Stonehouse; and
- d) No change to the boundary and let the residents of Great Oldbury decide in the future

9.2 Draft recommendations

9.2.1 The option to leave the Parish boundaries as they are was the preferred option of the Working Group as it was concluded that the development of Great Oldbury has only recently begun and the number of properties completed is not large enough for a community to have established.

9.2.2 It was recommended that the number of Parish Councillors for Eastington is increased to 10.

9.3 Second stage consultation

9.3.1 During the second consultation stage, Eastington Parish Council requested that the number of parish councillors is increased to 11 and for another Community Governance Review to be conducted in Eastington in 2022. Keep Eastington Rural Residents Association submitted a similar response to Eastington with a further request that the development of Great Oldbury is warded now.

9.3.2 Stonehouse Town Council repeated their request that Great Oldbury becomes part of Stonehouse Parish, the justification for this being that Stroud District Council's Local Plan states that "Land west of Stonehouse is identified as a sustainable urban extension to Storehouse" (para. 3.20, p.58).

9.4 Final recommendations

9.4.1 The Working Group maintains that time should be allowed for a community to develop so future residents can decide on the future electoral arrangements of their parish. Any decision made now would be premature and may not reflect the identity of a community which is yet to have established. Due to this, the Working Group agrees that it is not appropriate to ward the parish at this time but that a time period for a further Community Governance is set within the final recommendations.

9.4.2 The Working Group agreed that due to the significant development taking place within the parish that the number of parish councillors should be increased.

9.4.3 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) The number of parish councillors for Eastington is increased to ELEVEN;**
- b) A Community Governance Review for the parishes which contain the Great Oldbury development (Eastington, Standish and Stonehouse) is held between 2022 and 2023.**

10. CREATION OF HUNTS GROVE PARISH COUNCIL AND AMENDMENTS TO HARDWICKE AND HARESFIELD PARISH BOUNDARY

10.1 First stage consultation

10.1.1 Hardwicke Parish Council submitted a proposal to modify the parish boundary between Hardwicke and Haresfield so that the development of Hunts Grove is within a single parish. The parish could then be warded to give each area representation and financial separation. It was also proposed that the parish is renamed Hardwicke and Hunts Grove Parish.

10.1.2 Hunts Grove Residents Association proposed that a separate parish is created for the Hunts Grove community. The area of Hunts Grove has its own identity and by the end of 2019 will have a population of over 1,900.

10.1.3 A large number of submissions from residents in favour of a separate parish for Hunts Grove were also received.

10.2 Draft recommendations

10.2.1 It was agreed by all members of the Working Group that the submission from Hardwicke did provide a suitable option for Hunts Grove to remain within Hardwicke Parish by allowing the residents to retain community identity and address some of the financial concerns.

10.2.2 However, the submissions received from residents and Hunts Grove Residents Association demonstrated that the Hunts Grove community were strongly in support of establishing a new parish. This would give the electorate an independent voice and a structure for taking community action for its environment and facilities and independence in its own tax raising powers.

10.2.3 Section 93 of the Local Government and Public Involvement in Health Act 2007 identified three 'tests' which would need to apply when considering the creation of a new parish council.

- a) Community Identity – this was demonstrated in the large number of submissions received in support of a new parish as well as support from all three district ward councillors.
- b) Effective and convenient local government – the current boundary results in Hunts Grove being split between two parishes, the creation of a new parish would establish more effective and convenient local government and does not alter the district ward or county division boundary. There are also parish councillors from the Hunts Grove area on Hardwicke Parish Council indicating a level of democratic engagement.
- c) Adequate infrastructure or meeting points – A school is due to be built by September 2019 but there will be no other meeting venues built by 1

April 2020 although a community centre is due to be built within the next 18 months. On balance, this element is satisfied.

10.3 Second stage consultation

- 10.3.1 Hardwicke Parish Council, Haresfield Parish Council and Hunts Grove Residents Association are supportive of the proposal of a new parish council for Hunts Grove. Whilst Hardwicke Parish Council had proposed a different option initially they made it clear that they wish to support the majority opinion and recognised the strong views expressed by residents in the first stage consultation.
- 10.3.2 69 submissions were received from residents of Hardwicke and Hunts Grove, 65 were in support of the creation of a new parish and 4 were against. Those in support felt that it was in the residents interests for Hunts Grove to have its own identity as a parish council and those against felt that the parish should not be divided as the split would reduce Hardwicke's size and ability to thrive and develop.

10.4 Final recommendations

- 10.4.1 The creation of Hunts Grove Parish has received support from both parish councils and a large number of residents. The proposal has passed the three 'tests' and the balance of evidence indicates that the community has sufficient grounds to progress Hunts Grove to formally becoming a parish council.
- 10.4.2 The creation of the parish council is the best way of recognising and developing community cohesion and identity within the area. It will offer strong and accountable local government and community leadership, with the opportunity to take the lead locally on specific issues and represent the local community.

10.4.3 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) A new parish of Hunts Grove will be created and the parish should be called Hunts Grove Parish Council;**
- b) The effective date for the new parish council will be the 1 April 2020, with elections for the parish council to take place in May 2020;**
- c) Hunts Grove Parish Council should return FIVE parish councillors;**
- d) The parish should not be divided into wards;**
- e) Changes are made to boundaries of the existing parishes of Hardwicke and Haresfield as shown on Map 5; and**
- f) No changes are made to the councillor allocations for Hardwicke and Haresfield Parish Council.**

11. KINGSWOOD PARISH & WOTTON-UNDER-EDGE TOWN BOUNDARY AMENDMENT

11.1 First stage consultation

- 11.1.1 Kingswood Parish Council proposed an amendment to the boundary shared with Wotton-under-Edge Town Council to make the parish and district ward boundaries coterminous. Currently, electors in Wotton-under-Edge South Ward are part of Wotton-under-Edge Town Council but Kingswood District Ward. The Parish Council commented that the current boundary splits a

community and there have been occasions where residents have not known which parish meeting to attend. The boundary is very close to the settlement of Kingswood and although they are directly affected by planning applications close to the boundary they are not consulted on.

- 11.1.2 Kingswood Parish Council also requested an increase in councillors to 9 due to issues with remaining quorate with the number of interests held by councillors.
- 11.1.3 Wotton-under-Edge Town Council proposed that the warding arrangements were abolished and that there was no desire to merge boundaries with adjacent parishes.

11.2 Draft recommendations

- 11.2.1 The Working Group agreed that the CGR is an suitable time to adjust the anomaly so that the area becomes coterminous with the district ward arrangements. However, Wotton-under-Edge Town Council raised objection to the move of the South Ward into Kingswood Parish as it would split the hamlet of Wortley and the Town Council leases a Community Sports Facility within the South Ward.
- 11.2.2 After much consideration, the Working Group concluded that it was not the aim of the Review to split communities and accepted that leasing a property within another parish could cause the Town Council some difficulties.
- 11.2.3 It was recommended that the South Ward is transferred to Kingswood with the exception of the hamlet of Wortley, the Community Sports Facility and Katherine Lady Berkeley School.
- 11.2.4 When reviewing the parish councillor allocations against the NALC guidelines, it was recommended that the number of parish councillors for Kingswood is increased to 8.

11.3 Second stage consultation

- 11.3.1 Kingswood Parish Council objected to the draft recommendation and requested that the whole of South Ward is transferred to Kingswood Parish Council for the reasons laid out in their first stage consultation response. The increase of parish councillors to 8 was accepted.
- 11.3.2 Wotton-under-Edge supported the draft recommendations in part and commented that whilst it had been taken into account that the Wotton Community Sports Foundation would remain in Wotton-under-Edge Town Council, they were concerned that the hamlet of Wortley would be split. The preference was to adjust the boundary and return the whole of the South Ward into Wotton-under-Edge.
- 11.3.3 The County Councillor and also Town Councillor commented that all of the South Ward should remain in Wotton-under-Edge with the exception of a small number of properties close to the Kingswood boundary.
- 11.3.4 A survey was sent to the 11 properties that were proposed to move to Kingswood Parish Council, one response was received against the proposal. The response outlined that there was no need to make the boundary coterminous as it has not been causing any issues.

11.4 Final recommendations

- 11.4.1 The Working Group spent a considerable amount of time reviewing all of the information provided by both councils relating to the potential boundary

change. Considering the potential impact on both parishes made this a very difficult decision. For this reason a meeting was held with both councils in an attempt to fully understand the issues and to see if a solution could be reached that was supported by both councils. Unfortunately, although the parishes attempted to work together to find a solution, one could not be found.

11.4.2 The area of dispute is the area that includes Penn Wood Lodge, Kathryn Lady Berkeley School and Wotton Community Sports Foundation. Wotton-under-Edge Town Council have maintained that the School is predominantly for pupils from Wotton-under-Edge and the Town Council has also provided a considerable amount of funding to the Wotton Community Sports Foundation. The Town Council strongly object to the transfer of these facilities to Kingswood Parish Council.

11.4.3 Kingswood Parish Council maintain the School includes pupils from many of the surrounding villages not just Wotton-under-Edge and the location of the School so close to the Kingswood parish boundary has a direct impact on the parish of Kingswood in a way that it does not have on Wotton-under-Edge. With regard to the Community Sports Foundation, Kingswood Parish argue that there is no legal reason as to why the Town Council could not still own and lease this property. At present, Kingswood Parish Council have no automatic right to be notified or consulted on any planning applications in the South Ward even though the impact of the applications are felt directly by Kingswood parish community and Kingswood district ward.

11.4.4 Given that the parish councils could not reach a suitable solution for both parishes, the Working Group has made a recommendation based on the evidence put forward and the main criteria of the review. An important aim of a community governance review is to ensure that community governance will be reflective of the identities and interests of the community in that area and is effective and convenient. The information provided by both parish councils demonstrated that leaving the boundary as it is or transferring the South Ward to Kingswood Parish would both be reflective of the identities and interests of the community for different reasons. However, leaving the boundary as it is does not provide effective and convenient governance for the electors currently living in the South Ward as they would still belong to Wotton-under-Edge Town Council and Kingswood District Ward.

11.4.5 It was also supported by both parishes that the hamlet of Wortley should be within in a single parish if this is possible and both parishes agreed that it is more affiliated with Wotton-under-Edge than with Kingswood.

11.4.6 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) An amendment is made to the boundary of Kingswood Parish Council and Wotton-under-Edge Town Council to transfer Wotton-under-Edge South Ward into Kingswood Parish with the exception of the hamlet of Wortley as shown on Map 6;**
- b) Wotton-under-Edge South Ward is absorbed in to Kingswood Parish and the parish would not be warded;**
- c) The number of Parish Councillors for Kingswood Parish is increased to EIGHT;**

- d) **Wotton-under-Edge Town Council retains THIRTEEN Councillors and there are no longer any warding arrangements in place for the Town Council; and**
- e) **The Council will make a consequential recommendation to the LGBCE for related alterations to the district ward boundary between Kingswood and Wotton-under-Edge so that the hamlet of Wortley is transferred to Wotton-under-Edge district ward.**

12. MINCHINHAMPTON PARISH AND NAILSWORTH TOWN BOUNDARY MINOR AMENDMENT

12.1 First stage consultation

12.1.1 Minchinhampton Parish Council made a submission to state they were very happy with the boundary and current electoral arrangements. Subsequent discussions resulted in an additional amendment being proposed to Minchinhampton (Box Ward) and Nailsworth Town boundary to transfer one property on the basis that it is more affiliated with the Box Ward of Minchinhampton.

12.2 Draft recommendations

12.2.1 The Working Group supported this boundary change as it met the CGR criteria.

12.2.2 It was recommended that the boundary between Minchinhampton and Nailsworth be realigned to transfer the property of 'Limecroft' into Minchinhampton (Box Ward).

12.3 Second stage consultation

12.3.1 No responses were received in relation to this draft recommendation

12.4 Final recommendations

12.4.1 The Working Group agreed that the proposed boundary change is reflective of the identities and interests of the community

12.4.1 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) **The boundary between the Parish of Minchinhampton and the Town of Nailsworth is redrawn as shown on Map 7; and**
- b) **A request to the LGBCE is made to amend the boundaries of;**
 - i. **Minchinhampton and Nailsworth District Wards to be coterminous with the new parish boundaries; and**
 - ii. **Minchinhampton and Nailsworth County Divisions**

13. MINCHINHAMPTON PARISH AND RODBOROUGH PARISH BOUNDARY AMENDMENT

13.1 First stage consultation

13.1.1 Whilst no submission proposing an amendment to this boundary was received, it was brought to the Working Group's attention by a Ward Councillor that there are a small number of properties next to the Bear of Rodborough which may be more affiliated with Minchinhampton (Amberley Ward) than with Rodborough as the parish boundary crosses through a group of properties.

13.2 Draft recommendations

13.2.1 The Working Group considered that the current boundary did appear to separate a community and recommended that the boundary be amended. However, it was important that the Bear of Rodborough remains in Rodborough Parish.

13.3 Second stage consultation

13.3.1 Minchinhampton Parish Council supported the proposed boundary amendment.

13.3.2 The 16 properties were sent a survey and out of the 10 responses received, 7 were in support and 3 were against. Those that were in support commented that they identify strongly with Amberley and that the current boundary had always appeared to be an anomaly. Those that were against were members of Rodborough community groups and therefore felt less affiliated with Minchinhampton.

13.3.3 No response was received from Rodborough Parish Council.

13.4 Final recommendations

13.4.1 Whilst there were objections to the proposed boundary amendment, the Working Group agreed that the proposal would increase community cohesion and identity.

13.4.2 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

a) The boundary between the Parish of Rodborough (South Ward) and the Parish of Minchinhampton (Amberley Ward) is amended to transfer 16 properties into Minchinhampton (Amberley Ward) as shown on Map 8; and

b) A request to the LGBCE is made to amend the boundaries of;

- i. Amberley and Woodchester district ward and Rodborough district ward**
- ii. Nailsworth and Rodborough County division**

14. RANDWICK & WESTRIP PARISH WARDING ARRANGEMENTS

14.1 First stage consultation

14.1.1 A submission received from Randwick and Westrip Parish Council referred to an error made by the LGBCE when undertaking the electoral review of the district ward boundaries in 2015. The error was made to the warding arrangements which proposed there should be three parish wards but the councillor allocations for each ward were calculated incorrectly and were not proportionate to the electorate for each ward.

14.2 Draft recommendations

14.2.1 The Working Group agreed that the warding arrangements needed to be corrected and proposed new warding arrangements for the parish council.

14.3 Second stage consultation

14.3.1 No responses were received in relation to this draft recommendation

14.4 Final recommendations

14.4.1 The proposed warding arrangements are necessary for the effective and convenient local governance in the area.

14.4.2 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

a) The warding arrangements of Randwick and Westrip Parish Councils to be as follows and as shown on Map 9

<u>Parish Wards</u>	<u>No. of Cllrs</u>
Randwick Ward	4
Randwick South East Ward	2
Randwick South West Ward	3

15. STONEHOUSE TOWN, EASTINGTON & STANDISH PARISH BOUNDARY MINOR AMENDMENT

15.1 First stage consultation

15.1.1 During the initial consultation, Stonehouse Town Council requested that their boundary be amended between Eastington and Standish to include land to the north of Oldends Lane Recreation Ground and land to the West of the Oldends Lane industrial site. Neither boundary amendment affects any residential properties or residents.

15.1.2 Eastington Parish Council supported the minor boundary change.

15.1.3 Standish Parish Council supported the extension to the recreation ground (the portion of land that lies between the two railway lines) but opposed the section of land to the west of the railway line.

15.2 Draft recommendations

15.2.1 The Working Group approved the boundary change between Eastington and Stonehouse as this corrects the boundary anomaly at present. Due to Standish Parish Council's objection to part of the amendment, the Working

Group did not support the boundary change for the section to the west of the railway line.

15.3 Second stage consultation

15.3.1 Standish Parish Council commented that they were happy that their objection had been considered and supported the proposed boundary change.

15.4 Final recommendations

15.4.1 Whilst the boundary changes do not directly affect any residential properties or electors, the amendment address two boundary anomalies and contribute to a more effective and convenient delivery of local services.

15.4.2 It is RECOMMENDED that the following community governance and electoral arrangements be approved;-

- a) The boundary between Eastington Parish and Stonehouse (Stonehouse Ward) Town Council is amended to transfer the area of Oldends Industrial Estate into Stonehouse as shown on Map 10;**
- b) The boundary between Stonehouse and Standish parish is amended to incorporate the extension to the recreation ground (the portion of land that lies between the two railway lines) as shown on Map 10; and**
- c) A request to the LGBCE is made to amend the boundaries of;**
 - i. Stonehouse and Severn District Wards to be coterminous with the new parish boundaries; and**
 - ii. Stonehouse and Hardwicke and Severn County Divisions**

16. PROPOSALS NOT RECOMMENDED

16.1 During the second stage consultation, Nailsworth Town Council made a submission that proposed multiple changes to the Town Council boundary. There was no evidence of consultation with any residents or neighbouring parishes and no other justification of the boundary changes. The Working Group agreed that the proposed amendments would not be considered as there were no further consultation periods and there was lack of evidence to support the amendments.

17. CONCLUSION AND NEXT STEPS

17.1 This has proved to be a major exercise but a very worthwhile one addressing a number of parish matters that have been under discussion for many years. By formally considering the issues and reaching decisions in line with the Guidance, the council has met the expectations of it laid down in the Local Government and Public Involvement in Health Act 2007.

17.2 Once the final recommendations have been approved, there are a number of steps that the Council must take in order to implement the recommendations. These include depositing copies of the reorganisation order which we need to draw up to give effect to the decisions. We must also publish maps and set out the reasons for the decisions taken as part of the review.

We must also inform the following organisations that the order has been made:

- a) The Secretary of State for Communities and Local Government

- b) The Local Government Boundary Commission for England (LGBCE)
- c) The Office for National Statistics
- d) The Director General of Ordnance Survey
- e) Any other principal council whose area the order relates to (in this case, Gloucestershire County Council)
- f) The Audit Commission

17.3 All residents whose property has been affected by a parish boundary change will be notified in writing.

17.4 If the consequential alterations are agreed by the LGBCE, the new parish boundaries will come into force at the May 2020 district and parish council elections and will apply to the electoral register published on the 1 December 2019.

STROUD DISTRICT COUNCIL

AGENDA
ITEM NO

COUNCIL

18 JULY 2019

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Report Title	MINCHINHAMPTON NEIGHBOURHOOD DEVELOPMENT PLAN
Purpose of Report	To decide whether the Minchinhampton Neighbourhood Development Plan should be made part of the Development Plan for Stroud District following the positive outcome of the referendum held on Thursday, 23rd May 2019.
Decision(s)	<p>Council RESOLVES:</p> <ol style="list-style-type: none"> 1. That the Minchinhampton Neighbourhood Development Plan is made part of the Development Plan for Stroud District. 2. To delegate to the Director of Development Services, in agreement with the Qualifying Body, the correction of any further minor spelling, grammatical or typographical errors together with any improvements from a presentational perspective.
Consultation and Feedback	<p>A Referendum relating to the adoption of the Minchinhampton Neighbourhood Development Plan was held on Thursday 23rd May 2019.</p> <p>The question which was asked in the Referendum was: "Do you want Stroud District Council to use the Neighbourhood Plan for Minchinhampton to help it decide planning applications in the neighbourhood area?"</p> <p>The result was as follows:</p> <ul style="list-style-type: none"> • Yes = 1943 votes (85%) • No = 344 votes (15%) • Turnout = 55.64% <p>All neighbourhood development plans are required to gain a majority of 50% plus one in favour at a local referendum in order to become part of the Development Plan. They are then required to be 'made'/ adopted by the local planning authority. If the plan received a positive result the local planning authority has a legal duty to bring the plan into force.</p>
Financial Implications and Risk Assessment	<p>No direct financial implications arising from this development plan. It is a legal requirement to bring the plan into force, not adopting it would lead to costs associated with legal challenge.</p> <p>Adele Rudkin, Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk</p>

Legal Implications	All legal implications are set out in the body of the report Patrick Arran, Interim Head of Legal Services & Monitoring Officer Tel: 01453 754367 Email: patrick.arran@stroud.gov.uk
Report Author	Simon Maher, Neighbourhood Planning Officer Tel: 01453 754339 Email: simon.maher@stroud.gov.uk
Options	There are no other options, the Council has a legal duty to bring the plan into force following a positive result at the local referendum.
Performance Management Follow Up	The Neighbourhood Plan, when 'made', will continue to form part of the Development Plan for the District and will be used to determine planning applications. The implementation of the Plan will be monitored by the Town Council. A key measure of success will be the extent to which planning permissions granted in the Parish reflect the policies in the Plan. It is hoped that by monitoring the Plan, the Town Council will be able to ascertain where changes may need to be made when the Plan is updated.
Background Papers/ Appendices	Appendix A – Minchinhampton Neighbourhood Development Plan

BACKGROUND

1. The Minchinhampton Neighbourhood Area was designated by resolution of the Council's Environment Committee on 16th June 2015.
2. The preparation of the Minchinhampton Neighbourhood Development Plan (MNDP) was led by a steering group subordinate to Minchinhampton Parish Council ('the qualifying body').
3. A submission version of the MNDP was accepted by the Council on 7th January 2019, under regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended) ('the regulations'). As prescribed by 'the regulations', the Council consulted on the plan for six weeks and arranged for the plan to be examined.
4. The Council appointed Andrew Ashcroft MRTPI as independent examiner of the MNDP.
5. The examination concluded on 8th March 2019 with the submission of the Examiner's Report, which recommended that the MNDP, once modified, should proceed to a referendum.
6. The Council's Environment Committee decided on 28th March 2019:
 1. To accept all recommended modifications of the Examiner's Report.
 2. That 'the plan', as modified, meets the basic conditions, is compatible with the Convention rights, complies with the definition of a neighbourhood development plan (NDP) and the provisions that can be made by a NDP; and

3. To take all appropriate actions to progress the plan to referendum on the 23rd of May 2019.
7. Following the positive result at referendum, the MNDP became part of the Development Plan for the Stroud District.

CONSIDERATION

8. Neighbourhood planning is not a legal requirement but a right which communities in England can choose to use. Under section 38A (4) of the Planning and Compulsory Purchase Act 2004 (as amended), local planning authorities have a legal duty to make a neighbourhood development plan following a positive referendum result. This is subject to the limited exception, in sub section (6), whereby the council need not adopt the plan if it considers that it would be incompatible with any European Union obligations or Human Rights conventions. In this regard, Environment Committee on 28th March 2019 determined that such requirements had been considered and satisfied. Therefore to not make/adopt the Minchinhampton Neighbourhood Development Plan would be in breach of these statutory provisions.

NEXT STEPS

9. The Council must publish a statement setting out its decision and the reason for making it.
10. Once made, the Plan continues to form part of the statutory Development Plan for the District. The NPPF (paragraph 198) states: "Where a planning application conflicts with a neighbourhood plan that has been brought into force, planning permission should not normally be granted."
11. As soon as possible the Council should publish the plan, details of when and where it can be inspected and notify any person who has asked to be notified that it has been made and where and when it may be inspected.

STROUD DISTRICT COUNCIL**AGENDA
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Housing Committee, 11 June 2019 – Agenda Item 11

Report Title	ANNUAL REPORT TO COUNCIL
Purpose of Report	The Annual Report summarises the activities of the Housing Committee during 2018/19 and sets out its plans for the next twelve months.
Decisions	<p>That the Housing Committee:</p> <p>a) RESOLVE to agree the Housing Committee Annual Report 2018/19; and</p> <p>b) RECOMMEND to Council the Annual report is approved.</p>
Consultation and Feedback	Members of Housing Committee Housing Services Managers
Financial Implications and Risk Assessment	There are no financial implications arising from this report. Lucy Clothier, Principal Accountant Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk
Legal Implications	There are no specific legal implications arising from this report. Patrick Arran, Interim Head of Legal Services and Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk
Report Author	Councillor Chas Townley Tel: 07969 275231 Email: cllr.chas.townley@stroud.gov.uk
Options	Consideration has been given to not producing an Annual Report however this has been discounted because the Constitution expects the Chair of Committee to present the Committee's Annual Report to Council.
Performance Management Follow Up	Committee Agenda Planning and Performance Monitoring Meetings during the year.
Background Papers / Appendices	Reports, Agenda and Minutes of Housing Committee during the 2018/2019 Civic Year Corporate Delivery Report to Council 16 May 2019

1. Chairs Introduction

- 1.1 Welcome to the first new style annual report of the Housing Committee to be submitted to the full District Council.
- 1.2 The Council's housing authority role is about facilitating access to housing for all, promoting healthy, safe and energy efficient homes in all tenures,

supporting the delivery of affordable housing by registered providers as well as having responsibility for promoting community led housing opportunities.

- 1.3 The Committee also oversees the Council's work to tackle homelessness. For some years, a key focus of this work has been on homeless prevention and from 1 April 2018, this approach was placed on a statutory basis with new duties to prevent and relieve homelessness.
- 1.4 The Council are now the only council in Gloucestershire to own and manage its own housing stock. As well as delivering a large programme of repairs and maintenance to resident's homes, the Council has continued the building of new homes and with the Government 'lifting the cap'; we will be exploring options to deliver additional homes.
- 1.5 It has been an enormous privilege to lead the Housing Committee over the last year and in presenting this report to the Council, I wish to pay tribute to the work of staff at all levels who deliver on a day-to-day basis.

2. Housing Committee Responsibilities and Operational Arrangements

- 2.1 The terms of reference of the Housing Committee set out in the Constitution are:-

"Since the 1st December 2016, the broad portfolio of the committee covers the following functions with the exception of those matters delegated to officers:

- Public and private housing issues affecting the Council's housing authority roles; and
- Housing Policy."

- 2.2 More generally the Constitution provides that:

"The terms of reference of committees need to be balanced with the delegations to officers. The expectation is that officers will be able to take decisions to further the objectives, policies and strategies set by committees.

With the exception of those matters delegated to officers and the Development Control Committee, which has a quasi-judicial role, all committees will have responsibility for the following as relevant to their functions:

All strategies and policies associated with their functions that are not reserved for Council;

- Over-viewing and scrutinising the outcomes of projects with reference to the effective delivery of the Council's Corporate Delivery Plan, including its Jobs and Growth Strategy (and / or other key corporate policies / strategies as may be adopted from time to time);
- Setting of fees and charges, monitoring budget and performance management;
- Engagement with the business, statutory, voluntary and community sectors; Establish ad hoc task and finish groups to consider matters and report to committee; Appointments to outside bodies pertinent to their other terms of reference"

- 2.3 In line with the current agreed programme of meetings there are five meetings of the committee in the civic year. Additionally, a Housing Review Panel was established in 2017 and presents reports of its meetings to the Housing Committee.
- 2.4 The Committee appoints two members to review performance on a quarterly basis; they also provide written reports to the Committee.
- 2.5 The Chair and Vice-Chair meet with senior managers on a regular basis during the year to assist in the management of the Committee's agenda and to keep abreast of developments within the service.

3. Corporate Delivery Plan

3.1 To help the Council deliver its vision, "Leading a community that is making Stroud District a better place to live, work and visit for everyone", the Council produces a 4-year rolling Corporate Delivery Plan (CDP), which is reviewed annually. The Corporate Delivery Plan Achievements of the Housing Service reported to Council on 16 May include:-

- We delivered 228 new homes in our first 5-year Council house building programme and are on track to deliver a further 16 homes at Southbank Woodchester and Tanners Piece in Nailsworth.
- In our ongoing endeavour to tackle fuel poverty we have invested £6.8m in new heating systems and boiler upgrades in 181 Council homes, with a further 35 receiving new external wall insulation.
- Our continued efforts to lobby government have resulted in the lifting of the debt cap on our Housing Revenue Account, allowing us to invest further in our housing stock.
- Through our ongoing Warm & Well partnership with other Gloucestershire Council's and South Gloucestershire Council delivered by Severn Wye Energy Agency to support households in fuel poverty, 111 properties in the District were improved by the installation of energy efficient measures; 21 properties have had first time central heating installed through the Warm Homes Fund and a further 29 have been approved. Energy efficiency advice was given to 510 households and 54 home visits made – 73% were to people with health conditions making them vulnerable to cold.

3.2 Key actions for 2019/20 agreed by Council are:-

- Contribute to our identified local housing need, by building new Council homes through:
 - a) submitting planning applications for 56 units on 6 sites
 - b) agreeing an approach to purchase more land
- Adopt the Housing Revenue Account 5-year delivery plan.
- Commence improvements to the sheltered housing schemes in Nailsworth (Concord) and Minchinhampton (George Pearce House).
- Provide high quality, safe temporary accommodation for homeless single people and families within the District.

- Work to bring the reactive maintenance service in-house by 1 April 2020, providing better customer service and efficiencies.
- Adopt the housing strategy incorporating the delivery of community-led housing.
- Implement the first year's action plan of the Council's Older People's Housing Strategy.

4. Council Housing

4.1 The Council remains the largest landlord in the District and details of average rents and numbers of the 4975 tenanted homes at 31 March 2019 is shown in table 1.

Property Size	Bedsit/ 1 Bed		2 Beds		3 beds		4 or more beds	
	Weekly rent	Number	Weekly rent	Number	Weekly rent	Number	Weekly rent	Number
Social Rents	£70.92	1633	£82.06	1582	£89.97	1587	£101.69	75
Affordable Rents	£88.67	36	£119.86	44	£139.78	16	£169.05	2
Total	£71.30	1669	83.08	1626	£90.47	1603	£103.44	77

Table 1: Housing Revenue Account Rents and Tenanted Dwelling Numbers

4.2 During the year the Committee received budget monitoring reports at their June, September, December and April meetings and recommended the Budget, fees, and charges at their December meeting. This budget report whilst maintaining high levels of investment in the Council's stock also made provision for the future repayment of the HRA debt. Summary information on revenue and capital expenditure is provided in tables 2 and 3 below:-

HRA Capital Summary	2018/19 Revised Budget £k	2018/19 Outturn £k	19/20 Base Budget £k
Major Works	8,124	7,114	8,549
New Homes and Regeneration	1,710	1,182	5,590
Sheltered Housing Modernisation	319	298	614
Total Capital Expenditure	10,153	8,594	14,753

Table 2: HRA Capital Summary

HRA Revenue Summary	2018/19 Revised Budget £k	2018/19 Outturn £k	19/20 Base Budget £k
Total Income	(22,689)	(22,788)	(22,326)
Supervision and Management	3,892	3,863	4,203
Repairs and Maintenance	3,652	3,906	3,733
Sheltered Housing Service	1,015	902	1,083
Other Expenditure	459	529	459
Sheltered Housing Modernisation	401	401	470
Total Operational Expenditure	9,419	9,601	9,948
Total Other Costs and Income (Interest costs, Capital Funding, Repaying Debt etc.)	11,233	11,286	12,501
Total Housing Revenue Account (Net transfers to reserves)	(2,037)	(1,901)	123

Table 3: HRA Revenue Summary

- 4.5 For the last two years the Housing Committee has benefited from having two tenant representatives sitting on the Housing Committee. A recruitment process was undertaken to appoint two new tenants with Leticia Gardiner and Juliette Smith being appointed by Council at its meeting on 28 March 2019. The Committee wishes to place on record its thanks and appreciation to Ian Allen and Sadie Tazwell for their work over the last two years.
- 4.6 During the year, the Committee undertook a review of resident involvement and at the December meeting adopted a new tenant involvement and empowerment strategy. A key feature of this has been the development of a refreshed approach with the Council seeking to recruit tenants to act as Neighbourhood Ambassadors, Voids and Repairs Inspectors and to provide challenge and scrutiny to the services we provide. We know that tenant involvement is most successful when it is planned around the lives and interests of tenants and we will keep this area of work under review.
- 4.7 Over the last few years, the Council has undertaken a major review of the accommodation offered for older tenants. During the year, improvement work at Sherborne House was completed resulting in a significant improvement in this scheme. Work is now planned to take place at Concord in Nailsworth and George Pearce House in Minchinhampton. An Older Persons Strategy task and finish group was appointed at the September meeting and its final report was agreed at the April meeting with the overarching vision "To provide good quality older people's housing which meets a variety of current and future needs – where people want to live". This builds on the modernisation programme and adopts a new model, which enables the development of three levels of

independent living.

- 4.8 The Decant Policy has also been reviewed during the year to make it more flexible and person centred in the housing options available when the Council needs to sensitively move a resident to other accommodation to support redevelopment proposals. The Committee also received an update report on the Service Charge Review and further work with a report to a future Committee has been agreed.
- 4.9 Given the need to increase the supply of affordable homes in the District the Council bid for £6.3 million additional HRA borrowing to finance 8 housing developments. Subsequently the Prime Minister announced the removal of the HRA “Cap” at the Conservative Party Conference and future investment decisions will be for individual Councils to make. This has been a major campaign by local government and the housing sector. In practical terms, the ability for Stroud District to build a new generation of Council housing at scale is limited by the availability of development sites and the viability of schemes within the agreed debt repayment period of 30 years for new developments. Budget provision has been made for acquisition of sites and decisions will be made later in the year how sites will be identified.
- 4.10 Table 4 below provides statistical information on the rent collection, arrears and work on tenancy fraud, Anti-Social Behaviour and the number of evictions which have been carried out during the year.

Performance Area	Target (Annual)	Outcome
Current Income Collection	98.80%, target achieved	£22.267 Million
Universal Credit	No target given, roll out is still continuing	540 tenants in receipt of this benefit
Current Rent Arrears Collection	No target given but a reduction of £17,176	£299,353
Tenancy Fraud	No target given, 20 cases investigated	No legal prosecution but there has been a termination of two Right to Buy Applications
ASB	No target given, 128 cases	14 ongoing cases and 9 new cases to date.
Evictions	No target given, 19 cases	18 due to non payment of rent and 1 due to ASB

Table 4: Statistical Information relating to Council Housing

- 4.11 The Right to Buy (RTB) scheme allows eligible council tenants to buy their home with a discount. In 18/19 the Council received 89 enquiries, 47 applications were made and 26 sales completed. 9 of these sales were flats (compared to only 3 flats in 17/18) and the remainder were 2 and 3 bedroom houses. The maximum discount increases each year in April in line with the consumer price index and is currently £82,500.
- 4.12 A number of fraudulent cases have been uncovered this year, mainly by tenants who were living elsewhere and subletting their property. After detailed investigations which involved interviews under caution the applications were withdrawn and the properties returned to the Council resulting in 2 Council

dwellings being retained on our register for social tenants. All RTB applications are thoroughly checked to ensure tenants are eligible, using the resources of the Counter Fraud Unit where necessary.

5. Homeseeker Plus

- 5.1 In partnership with the other five Gloucestershire Districts, West Oxfordshire District Council and many social landlords in the area, the Councils provide a housing register for affordable housing applicants in the area. This is a choice based lettings service so that interested households can express an interest in properties when they are advertised with preference being given to the person in the highest banded need for the longest period. Depending on the level of demand for a particular property there can be as many as over a hundred applicants or in the case of specialist housing as few as one applicant.
- 5.2 Consultation on the Homeseeker Plus Policy is due to take place during the summer with a report to the September Housing Committee to agree the policy to be applied across the seven housing authority areas.

6. Homelessness Prevention and Support for Homeless Households

- 6.1 The Council's Housing Advice Team provides advice and practical support to households whether or not the Council has a full homelessness duty to them to help prevent homelessness and in 2017/18 was one of the best performing Councils in the South West.
- 6.2 Whilst the Council in comparison with other authorities makes limited use of temporary accommodation for homeless households, most of this is outside of the District. As a consequence, the Committee considered the need for the provision of temporary accommodation in the District and this was approved at the Council meeting in April.
- 6.3 The Housing Review Panel reviewed the work of P3 who provide an assertive outreach project for rough sleepers in the County in addition to a county wide commissioned service. ActionGlos. This service is aimed at those who have 'fallen between the gaps' previously or may have a history of using homelessness services without having their needs fully met. An identified problem within Stroud has been the availability of private rented accommodation within the Stroud District. Housing Committee subsequently agreed to support the use of two one bedroom properties within the Council's housing stock.

7. Support for Affordable Housing

- 7.1 The Council's Housing Strategy is the overarching document, which draws together the wide spectrum of housing interventions that the Council takes part in. This ranges from the Council's role as a landlord of housing. To housing advice and homelessness services, through Housing Benefit assessment and payment, improving conditions in private sector properties, supporting health and wellbeing, to the Council's role in enabling new affordable homes through the development and implementation of policies to deliver new affordable homes through the planning system.

- 7.2 A new Housing Strategy for 2019 to 2024 is currently in the post-consultation phase, with adoption anticipated later this year.
- 7.3 The Council has a strong record of accomplishment of working in partnership with our Housing Association and community partners and together we have brought forward an average of 120 new affordable homes each year over the last five years. There are 168 affordable homes currently under construction and an estimated 260 affordable homes with planning permission that should come forward over the next 3 years.
- 7.4 The current Local Plan review gives us an opportunity to retain affordable housing policies that are working well, and examine options to deliver more affordable homes through the planning system. For example, we will assess whether a 'single plot exceptions policy' to allow single, affordable self-build plots on the edge of rural settlements would be feasible. We will also look at the opportunities to maximise affordable housing delivery through the Government's new 'entry-level exception site' policy which is aimed at first time buyers.
- 7.5 The Gloucestershire Rural Housing Partnership is a consortium of the rural District Councils of Gloucestershire, Gloucestershire Rural Community Council and Registered Providers (housing associations). Together we fund a Rural Housing Enabler to work with Parish Councils on examining local housing need and bringing forward rural exception sites to meet that need.
- 7.6 In 2017 we were awarded funds from DCLG's 'Community Housing Fund', which we have used to support the employment of a Community Housing Enabler by Gloucestershire Rural Community Council. The Community Housing Enabler provides dedicated support to community groups looking to explore options to deliver community-led housing in their local area.
- 7.7 A presentation was made to the Housing Review Panel by Eastington CLT and by the Housing Enabler. Nailsworth CLT also completed their scheme on a former garage site at Lawnside and are now looking for new opportunities in Nailsworth.

8. Private Sector Housing

- 8.1 During the year, the Committee agreed an updated Private Sector Housing Strategy to cover the period up to 2023. This covers the Council's approach to not only the regulation of the private rented sector but also the support that the Council provides to other households living in the private sector.
- 8.2 The Council will continue to assist vulnerable occupiers where the condition of their property is affecting their health with a range of grants and loans:
- Disabled Facilities Grants to enable adaptations to be made to a disabled persons home to enable them to continue living there independently such as; installing stair lifts and replacing baths with wet floor showers.
 - Healthy Homes Loans are interest free and offered to owner-occupiers on low incomes to enable them to carry out essential repairs to remove

Category 1 hazards, which pose a risk to their health, such as penetrating damp, defective electrical wiring and risk of falls.

- Empty Homes Loans are interest free and offered to owners of empty properties to bring them back into use for private renting at affordable rent levels.

9. Extension of Mandatory HMO Licensing

9.1 Houses in Multiple Occupation represent the biggest risk to the occupants and are often occupied by the most vulnerable. Until 1 October 2018, mandatory licensing only applied to properties that consisted of three storeys or more. Under the old scheme, only 19 properties met the licensing criteria, it is estimated based on local knowledge that up to 200 may need to be licensed under the new criteria. However, the biggest challenge will be in actually identifying where these properties are. With the resources available to the Council and the significant increase in the number requiring licensing the license period has been increased to the maximum of 5 years and the fee charged reviewed so as to adequately reflect the Councils costs at £830.

9.2 The policy was revised to reflect changes introduced by Central Government in the 5 years since the previous policy was adopted such as;

Retaliatory Eviction

The landlord cannot use the “no fault” possession procedure for 6 months after a genuine complaint about the condition of the dwelling has been made.

Civil Penalties

An alternative to prosecution where a landlord has failed to meet their legal obligations with regard to housing conditions whereby the LA can apply a fixed penalty fine of up to £30,000.

Agents Redress Scheme

A requirement for letting agents to join a government sanctioned redress scheme to ensure tenants and prospective tenants are dealt with fairly and to give them a clear means of seeking assistance if they are unhappy.

Smoke and Carbon Monoxide

A requirement for adequate detection to be in place.

Minimum Energy Efficiency

From 1 October 2018, landlords must ensure that their property has an Energy Performance Certificate Rating of F or G before it is let to a new tenant. From the 1 October 2020, it will apply to all rented property.

Indicator	2017/18	2018/19
Enquiries received and investigated	104	111
Category 1 HHSRS Hazards removed in the private rented sector	7	11
Healthy Homes Loans approved	1	3
Empty Homes brought back into use	0	22
Licensed HMO's	19	20

Table 5: Private Sector Housing Activity Statistics

9.3 Summary table of activity including number of HMOs and inspection and other enforcement activity is shown in Table 5 above.

10. Performance Monitoring

10.1 During the year Cllr Catherine Braun and Cllr Miranda Clifton met with officers on four occasions to review performance and provide a report to Committee. The quality of the reports to Committee have been of an extremely high standard and have provided a comprehensive and focused assessment of progress.

10.2 They also reviewed information on complaints made to the department. Generally, these are resolved at an early stage, however, during the year six complaints were referred to the Housing Ombudsman, at the end of the year 3 had not been upheld, 2 were still under consideration and in 1 case the Council's decision had not been upheld.

10.3 A Council wide review of complaints processes is expected to be undertaken during 2019/20.

11. Committee Members

11.1 The Committee has twelve Councillors and two non voting tenant representatives. Members of the Committee are appointed by Council in line with the preferences of the political groups represented on the Council with the Chair and Vice Chair being appointed by Council for the Civic Year.

Councillor	Councillors Party
Chas Townley Chair	Labour & Cooperative
Jenny Miles Vice Chair	Labour
Colin Fryer	Labour
Gary Powell Served for part of the year and has now re-joined at AGM	Labour & Cooperative
Catherine Braun	Green
Norman Kay	Green
Jim Dewey	Green
Chas Fellows	Conservative
Deborah Jane Young	Conservative
Julie Job	Conservative
Lindsey Green	Conservative
Phil McAsey	Conservative
Miranda Clifton served on the Committee during 2018/19 but left the Committee at the Annual Meeting	Labour
Non Voting Members from 28 March 2019	
Leticia Gardiner	Tenant Representative
Juliette Smith	Tenant Representative

STROUD DISTRICT COUNCIL

AGENDA
ITEM NO

COUNCIL

18 JULY 2019

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Strategy and Resources Committee, 13 June 2019 – Agenda Item 7

Report Title	ADOPTION OF THE REVISED PROCUREMENT STRATEGY
Purpose of Report	To inform members of the revised Procurement Strategy and to seek approval of the revised strategy.
Decision(s)	The Committee RECOMMENDS to Council that the revised Procurement Strategy is adopted:
Consultation and Feedback	Procurement Priorities – Member’s information evening held on 7 March 2019.
Financial Implications and Risk Assessment	<p>There are no financial implications arising directly from the report.</p> <p>The revised Procurement Strategy is a key tool in ensuring the Council delivers value for money and its policy objectives when purchasing goods and services.</p> <p>Andrew Cummings – Interim Director of Resources Tel: 01453 754115 Email: andrew.cummings@stroud.gov.uk</p> <p>It is important that the Procurement Strategy is periodically reviewed to take account of legislative changes and best practice.</p>
Legal Implications	<p>The relevant legal implications are set out in the body of the report and the draft Procurement Strategy (in particular at Appendix 2).</p> <p>Mike Wallbank, Solicitor Tel: 01453 754362 Email: mike.wallbank@stroud.gov.uk</p>
Report Author	<p>Sarah Turner, Principal Procurement Officer Tel: 01453 754346 Email: sarah.turner@stroud.gov.uk</p>
Options	None
Performance Management Follow Up	The Procurement Strategy will be reviewed regularly to ensure that it is up to date and meets best practice.

Background Papers/ Appendices	National Procurement Strategy 2018. Motions to Council relating to Single Use Plastic, Community Wealth Building, Carbon Neutral 2030 and Charter against Modern Slavery. Appendix A – Procurement Strategy - 2019 – 2023.
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BACKGROUND

1. The National Procurement Strategy for Local Government was published in 2018 and sets out recommendations for district councils, as detailed below.
2. The new national strategy builds on the actions from the previous national procurement strategy of 2014 whose key themes were: making savings; supporting local economies; leadership and modernising procurement.
3. A revised Procurement Strategy has been produced to align with the Council’s strategic objectives and to build upon the new National Procurement Strategy, and also incorporating new legislation and best practice.
4. We have defined our vision for procurement as: ‘Our vision for procurement is to demonstrate value for money through the effective procurement of goods, services and works on a whole life basis in terms of generating benefits to the community and the organisation, whilst minimising impacts to the environment’.
5. The purpose of the strategy, see Appendix A, is to ensure that the Council’s procurement activities are undertaken to a high standard, efficiently and effectively to achieve best value, and to support social, economic and environmental benefits. The strategy has 3 procurement aims as follows:
 - **Showing Leadership** - With local government third party expenditure totalling around £60 billion a year in revenue alone, procurement clearly has a major contribution to make. A more strategic approach to procurement should be at the heart of thinking for our councillors and decisions makers because procurement is not merely about ensuring compliance. There is an ever-growing need to engage with service heads and procurement teams on high value, high risk procurements to drive innovation, generate savings and identify opportunities for income generation.
 - **Behaving Commercially** - We need to improve public sector commissioning and procurement to increase the effectiveness and efficiency of government. This means improving the skills of our leaders, both members and officers so their teams can design service provision, influence external parties, and shape and manage markets to get the best outcomes. This can be done by creating commercial opportunities, managing contracts and supplier relationships and risk management.

- **Achieving Community Benefits** - We can use procurement to achieve wider financial and non-financial outcomes, including improving wellbeing of individuals and communities, social value and improved environment.
6. The importance of procurement in the public sector continues to grow and there is increasing pressure to improve procurement performance; this strategy sets out actions to facilitate the progress of each of the procurement aims.



Procurement Strategy

2019 – 2023

DRAFT

Contacting us:

Please contact us if you have any questions or comments about this strategy.

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DRAFT

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1.0 Introduction

- 1.1 The importance of effective procurement has never been greater for local government. The demand for public services is increasing, while resources are drastically reducing. The pressure to find greater efficiencies and improve productivity is driving councils to look for different ways to deliver better outcomes for local people.
- 1.2 This strategy sets out our vision for procurement and our priorities for the next 5 years to 2023 incorporating the latest government procurement legislation and initiatives; and recent motions agreed by the Council. It is a statement of the procurement commitments of the Council.
- 1.3 We aim to provide quality services that are responsive to the needs of our community and deliver optimum value for money. It is also important that the strategy reflects both our compliance obligations and our procurement aspirations.
- 1.4 In 2018/19 we spent £28million on goods, works and services, we clearly have a responsibility to make sure this spending represents best value for money.
- 1.5 A strategy by itself will not lead to effective procurement; it is the commitment of our members, senior managers and staff carrying out procurement activity which is key to its success.

2.0 What is Procurement?

- 2.1 Procurement is the process of acquiring, goods, works and services, covering both acquisition from third parties and in-house providers. The process spans the whole cycle from identification of needs through to the end of a contract or the end of the useful life of an asset. It involves options appraisal and the critical 'make or buy' decision which may result in the provision of services in-house in appropriate circumstances.

3.0 Why is procurement important?

- 3.1 The impact of procurement is far greater than just the definition of a 'process' and our vision, aims and objectives set out in this strategy detail the contribution that effective procurement arrangements can make to a range of socio-economic agendas. These include a successful local economy, a thriving voluntary sector, community empowerment, environmental issues and value for money.
- 3.2 Good procurement is essential to ensure good public services, from buying works, goods and services that work as they are supposed to, to achieving savings that can be ploughed back into front-line services.
- 3.3 Local Government spends over £60billion a year procuring a wide range of works, goods and services, from everyday items such as pens and paper, to major construction projects such as schools and hospitals. All those who, as taxpayers, use and fund public services have the right to expect government to meet the highest professional standards when it procures on their behalf.

4.0 Our Vision for Procurement

4.1 Our vision for procurement over the term of this strategy is to demonstrate value for money through the effective procurement of goods, services and works on a whole life basis in terms of generating benefits to the community and the organisation, whilst minimising impacts to the environment.

5.0 Strategic Procurement Aims

5.1 Our strategic procurement aims are shown below, Appendix 1 provides more details:

- **Showing Leadership**

With local government third party expenditure totalling around £60 billion a year in revenue alone, procurement clearly has a major contribution to make. A more strategic approach to procurement should be at the heart of thinking for our councillors and decisions makers because procurement is not merely about ensuring compliance. There is an ever-growing need to engage with service heads and procurement teams on high value, high risk procurements to drive innovation, generate savings and identify opportunities for income generation.

- **Behaving Commercially**

We need to improve public sector commissioning and procurement to increase the effectiveness and efficiency of government. This means improving the skills of our leaders, both members and officers so their teams can design service provision, influence external parties, and shape and manage markets to get the best outcomes. This can be done by creating commercial opportunities, managing contracts and supplier relationships and risk management.

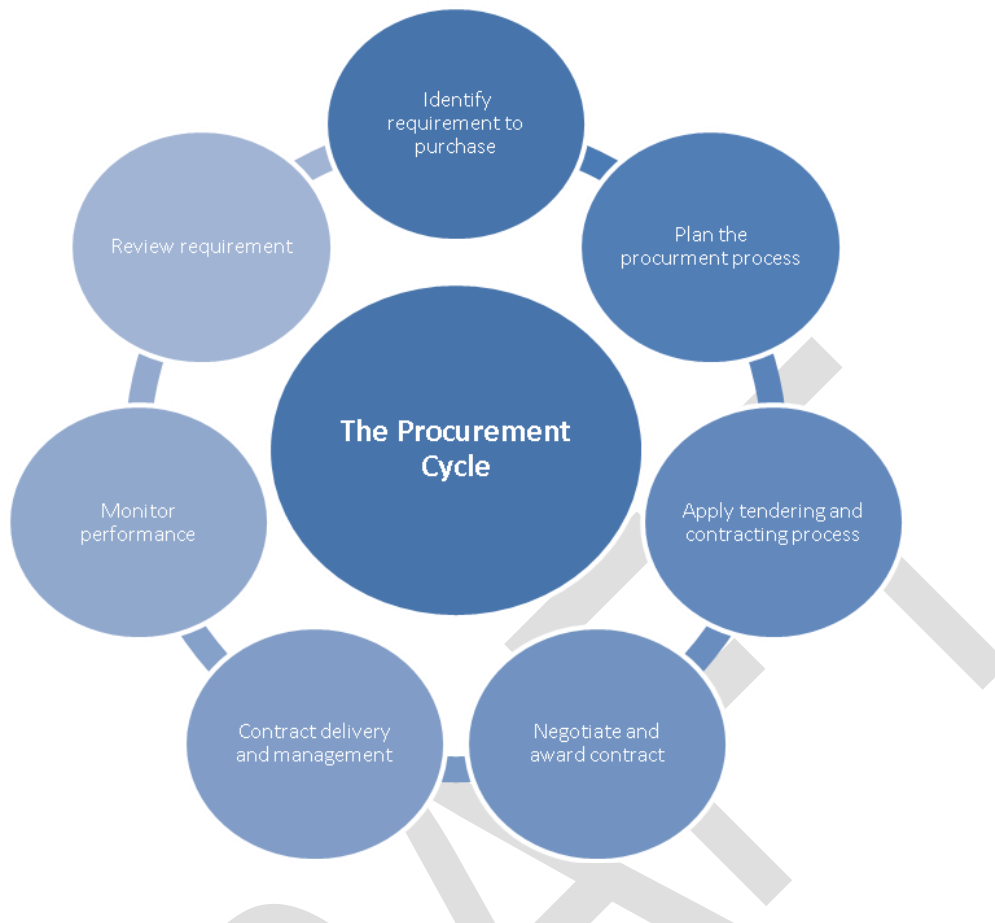
- **Achieving Community Benefits**

We can use procurement to achieve wider financial and non-financial outcomes, including improving wellbeing of individuals and communities, social value and improved environment.

5.2 Success of this strategy will depend on the implementation and effectiveness of the following key principles and actions:

- Political and management endorsement and support.
- Council-wide recognition of the importance of the role of procurement in delivering improvement and efficiency;
- Improved forward planning by service areas;
- Adequate resourcing and prioritisation of projects;
- Adequate support from key internal functions throughout the procurement cycle;
- Continued development of procurement capacity and capability within services, encouragement of continuous improvement;
- Identification, allocation and continuous management of risk;
- Management of performance shortfalls and adequate tools to tackle poor performance;
- Continuity of knowledge throughout the procurement phases and the delivery of regular and effective training.

6.0 The Procurement Cycle



- 6.1 Effective procurement forms a continuous cycle of action and improvement, from identification of needs through to review of delivery and achievement of outcomes and includes procurement and contract management activity. The stages are interdependent – each stage builds on the previous ones. The outcome for the procurement exercise may not be known at the outset and this may result in a grant being awarded, provision remaining in-house or a fully tendered procurement.
- 6.2 This strategy is aimed at promoting effective procurement across all services and should be read in conjunction with our Contract and Procurement Procedure Rules, Financial Regulations and the [procurement toolkit](#) on the Hub.

7.0 Legislation

- 7.1 Public procurement operates in a highly regulated environment that is governed by legislation and policies set by the European Union (EU), nationally through statute and case law and locally by the Council's Constitution. Please see Appendix 2 for details of the relevant legislation and procedure rules.

8.0 Governance, structure and responsibilities

- 8.1 The National Procurement Strategy recommends that local authorities demonstrate political and senior officer leadership of procurement.

8.2 Members role in procurement

Members are responsible for:

- Strategy and Resources Committee are responsible for authorising this Procurement Strategy and reviewing progress on the strategic aims.
- Audit and Standards Committee are responsible for ensuring compliance with the Contract and Procurement Procedure Rules.
- Each committee's performance monitors are responsible for reviewing service specific procurement activity at the performance monitoring meetings with directors.
- Procurement activity requiring more detailed member involvement includes:
 - Making key decisions in the procurement process for major projects.
 - Where a new service or a substantially varied service is being considered.
 - High public interest.
 - Significant reputational or financial risk.
 - Significant risk of failing to meet legislative requirements.

8.3 Senior Leadership Team (SLT)

SLT are responsible for:

- Management of the strategy and to review progress against the implementation of the actions.
- Strategic leadership and governance of procurement.
- Ensuring the Procurement Strategy aligns with corporate objectives.
- Overseeing the arrangements for procurement and to ensure they are operating effectively.
- Ensuring value for money and risk management are considered as part of any procurement activity.
- Ensuring equality and sustainability are considered at each stage of the procurement process.

8.3 Operational Managers and Relevant Staff

- Each relevant operational manager is responsible for ensuring that the staff in their areas have the right level of skills to deliver effective procurement and will also monitor all procurement activity in their services.
- For specific, high value (£250,000) or high risk contracts, project teams are formed to ensure that technical, legal and commercial issues are considered, using the project management framework.
- Staff involved directly with the purchase of goods, services and works must ensure they comply with this strategy, and the Contract and Procurement Procedure Rules, with reference to the guidance on the Hub; and conduct relationships with suppliers and the Council in an ethical and appropriate manner to ensure they promote their employer in a positive way.

8.4 Procurement Team

The duties of the procurement team are to maintain procurement guidance in line with best practice, and to monitor procurement activity across the Council, including:

- Coordinating this procurement strategy on behalf of the Council, and leading on the implementation of the procurement aims.

- Providing assistance to contract owners in the control and management of contracts.
- Development and maintenance of procurement documentation and web pages to publicise procurement plans, information and advice to potential suppliers and staff; to comply with transparency requirements.
- Continue the development of e-procurement to deliver savings in transactional processes.
- Providing assistance to contract owners in the planning and co-ordination of improvement of current contracts, business continuity, exit strategies and post contract appraisals and reviews.
- Ensuring the procurement process eliminates the potential for fraud and favouritism towards any supplier.
- Supplier analysis to identify supplier base, spend per supplier, spend per category.
- Coordinate and monitor the Council Contracts Register to allow improved advanced planning for procurement and contract management activity.
- Organising training for staff, to include specific procurement training, induction and Contract & Procurement Procedure Rules, and use of the procurement portal.

9.0 Value for Money (VFM)

- 9.1 Value for money does not mean the lowest cost. There are many aspects to achieving VFM through the procurement process; mainly to select a procurement model that is proportionate to the value and risk of individual contracts.
- 9.2 It also requires a proportionate approach to the evaluation of cost and quality; where the costs can be broadly predetermined there will be a higher weighting towards quality.
- 9.3 VFM is not just about price, there are a wide range of other considerations that may be taken into account when assessing VFM, including for example, quality relevant and appropriate to the specifics of the contract; social value in terms of community experience and outcomes and whole life value.

10.0 Social Value

- 10.1 The Public Services (Social Value) Act 2012 requires us to consider how the services we procure might improve the economic, social and environmental well-being of the area. It is defined as improving economic, social and environmental wellbeing from public sector contracts over and above the delivery of the services directly required at no extra cost. Used properly, additional social value can be beneficial to both suppliers and councils and represent a joint effort to exploit maximum value from procurement.
- 10.2 Our Social Value Policy is attached at Appendix 3 and sets out our approach to ensure that all resources are used wisely and that we protect and enhance the environment whilst ensuring the efficient use of resources and delivery of value for money.

11.0 Sustainable Procurement

- 11.1 Sustainability is an important consideration when making procurement decisions. It ensures that we consider the environmental impact of procurement decisions.

11.2 We are committed to making our spending decisions in a way that delivers both value for money on a whole life cycle basis, and achieving wider economic, social and environmental benefits.

11.3 We are committed to achieving the aims of the Council's Environmental Policy and Strategy, and we will:

- Work with and require our suppliers and contractors to reduce the impact of goods, works and services by considering whole life costs; ending our use of single use plastics; and the carbon impacts associated with goods works and services.
- Requesting information from potential suppliers on how they will help us to progress our environmental objectives as part of the delivery of a contract.

12.0 Supporting the Local Economy

12.1 We recognise that there are significant advantages of engaging with small local businesses, for both the Council and the local economy. We are committed to using procurement processes that encourage such businesses to compete for opportunities.

12.2 We are precluded from any explicit local buying policies by the Treaty of Rome, however we will procure in a manner that benefits the local economy.

13.0 Ethical Procurement

13.1 Ethical procurement considers the impact of environmental, economic and social factors along with price and quality. We must be aware and look out for signs of unacceptable practices in the supply chain such as modern slavery, fraud and corruption.

13.2 We are committed to the Co-operative Party's Charter against Modern Slavery and we will:

- Train all staff using the Chartered Institute of Purchasing and Supply's online course on Ethical Procurement and Supply.
- Require contractors to comply fully with the Modern Slavery Charter 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
- Challenge any abnormally low-cost tenders to ensure they do not rely upon any potential contractor practising modern slavery.
- Highlight to our suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
- Publicise our whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
- Require our contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
- Regularly review our contracted spending to identify any potential issues with modern slavery.
- Highlight to our suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.

- Refer for investigation via the National Crime Agency's national referral mechanism any of our contractors identified as a cause for concern regarding modern slavery.
- Annually report on the implementation of this policy and publish on our website.

14.0 Management of Risk

14.1 Risk management is an integral part of a procurement process and must be considered at the planning stage of any procurement process. We will identify the risks associated with all major procurement activity and the contingencies for service disruption in each project and how these are to be mitigated and managed.

14.2 For any high financial value, high risk or high profile procurement and which also involves significant risk including staff transfer; or significant potential for reputational or financial risks we will utilise the project management methodology throughout a projects life to ensure it delivers the project objectives and outcomes. Risks and issues register(s) relating to the procurement will be set up and regularly monitored by the project team.

15.0 Managing Contracts and Supplier Relationships

15.1 Contract and relationship management refers to the effective management and control of all contracts from their planning inception until their completion by the appointed contractor(s). It covers the supported policies, procedures and systems needed to undertake it, together with broader issues from the identification and minimisation of risk, successful and timely delivery of outcomes and performance, effective control of cost and variations, and the maintenance of clear communications and operational relationships with contractors.

15.2 Buyers and contract managers will be proactive in relation to managing contracts and performance in order to ensure that positive output and outcomes are maximised, cost variations are minimised and any issues in relation to the delivery of the contract are appropriately addressed at the earliest opportunity.

16.0 Business Continuity

16.1 Business continuity is the process of preparing for and responding to a disaster, event or situation that could have a serious impact on the delivery of services. For high risk procurements the suppliers will be required to submit a business continuity plan as part of the tender submission. All key suppliers will be required as part of contract management to provide an annual update of their business continuity plans.

Procurement Strategy – Strategic Aims

Vision for procurement	Our vision for procurement over the term of this strategy is to demonstrate value for money through the effective procurement of goods, services and works on a whole life basis in terms of generating benefits to the community and the organisation, whilst minimising impacts to the environment.
Procurement Aim 1 - Showing Leadership	With local government third party expenditure totalling around £60 billion a year in revenue alone, procurement clearly has a major contribution to make. A more strategic approach to procurement should be at the heart of thinking for our councillors and decisions makers because procurement is not merely about ensuring compliance. There is an ever-growing need to engage with service heads and procurement teams on high value-high risk procurements to drive innovation, generate savings and identify opportunities for income generation.
Engaging Councillors	<p>What it is: Councillors set the council vision and strategic priorities and must be satisfied that the procurement and commercial arrangements for their delivery are robust. Councillors make key decisions, particularly in major projects, and maintain oversight of the performance of key contracts, agreeing corrective action where necessary. Councillors need to be fully engaged in these roles. Councillor engagement needs to be supported through training, good procurement and commercial advice and reporting arrangements.</p> <p>Why it is important: When councillors are fully engaged with procurement and commercial matters, the quality of decision-making is better and oversight and accountability are improved. Among other things, councillor engagement leads to better project delivery and better outcomes for the local community.</p>
Engaging Senior Managers	<p>What it is: Key decision-makers value and benefit from procurement and commercial advice, including advice at the early stages of major projects. This is a two-way process requiring action by senior managers on the one hand and by procurement and commercial advisors on the other.</p> <p>Why it is important: Good procurement and commercial (wherever possible, provided in-house or shared between councils) can have a decisive impact on the outcome of a project, particularly one involving innovation. It is important that senior managers engage with the procurement and commercial issues from the earliest stages of the project.</p>
Working with Partners	What it is: The council works as a single team to design and implement solutions for public services and commissioners / budget holders, and commercial and procurement advisors work together as part of that team.

	<p>Why it is important: A team approach is the best use of limited resources and can lead to innovative solutions and better results. The team approach should characterise how council departments work together and how the council works with other councils, health, fire, police, housing, VCSEs and other partners.</p>
Engaging Strategic Suppliers	<p>What it is: The council takes a strategic approach to the management of relationships with the most important suppliers (otherwise known as Strategic Supplier Relationship Management). This activity should be carried out cross-department and is most effective when done cross-organisation.</p> <p>Why it is important: Effective management of strategic supplier relationships can deliver a range of benefits including improved outcomes for the public, added social value, reduced cost, reduced risk and innovation.</p>
Procurement Aim 2 - Behaving Commercially	<p>We need to improve public service commissioning and procurement to increase the effectiveness and efficiency of government. This means improving the skills of public sector leaders so their teams can design service provision, influence external parties, and shape and manage markets to get the best outcomes.</p>
Creating Commercial Opportunities	<p>What it is: There are many ways in which commercial opportunities can be created through the strategic management of the commercial cycle and the services and assets delivered through the contracts it creates. Commercialisation is a broad and important subject to the sector. This key area is confined to how procurement teams should contribute to helping identify and create commercial opportunities.</p> <p>Why it is important: As grants from central government are reduced, organisations are required to look at other means of reducing funding deficits. Commercial opportunities can be created in many different ways, from conventional means such as increasing returns on assets to the way it engages with its development partners and third party contractors.</p>
Managing Contracts and Relationships	<p>What it is: Contract and relationship management is the process by which all contracts and variations are managed effectively to control costs, secure the quality and timeliness of agreed outcomes and performance levels and minimise the occurrence of risks.</p> <p>Why it is important: Research by the International Association for Contract and Commercial Management (IACCM) shows that contracts exceed their expected costs by 9.4 per cent on average over their lifetime. Poor contractor performance or commercial failure can seriously damage a council's reputation and its ability to deliver effective services and support to local communities.</p>
Managing Strategic Risk	<p>What it is: A series of actions and policies designed to reduce or even eliminate the probability of a perceived risk occurring and minimising the detrimental effects that may occur should it materialise.</p> <p>Why it is important: The occurrence of any risk, particularly when it could be foreseen, can have a devastating impact on the organisation's reputation and the lives of the people it serves, the quality of the services that it provides, and even its financial viability.</p>

Procurement Aim 3 - Achieving Community Benefits	<p>We can use procurement to achieve wider financial and non-financial outcomes, including improving wellbeing of individuals and communities, social value and improved environment.</p>
Obtaining Social Value	<p>What it is: Social value is about improving economic, social and environmental wellbeing from public sector contracts over and above the delivery of the services directly required at no extra cost.</p> <p>Why it is important: Experience from procurements let by Councils that have fully included social value requirements has shown that a minimum +20 per cent social value 'additionality' can be obtained on contract value by way of direct community benefits.</p>
Local small medium enterprises (SMEs) and micro-business engagement	<p>What it is: SMEs are non-subsidary, independent firms.</p> <p>Why it is important: SMEs play a major role in creating jobs and generating income for those on low incomes; they help foster economic growth, social stability, are a source of innovation and contribute to the development of a dynamic private sector. With the potential localisation of business rates, it will be even more important for local authorities to encourage the establishment and growth of SMEs in their areas.</p>
Enabling voluntary, community and social enterprise (VCSE) engagement	<p>What it is: The VCSE sector is diverse in size, scope, staffing and funding of organisations. It provides a broad range of services to many different client groups. However, VCSE sector organisations share common characteristics in the social, environmental or cultural objectives they pursue, their independence from government, and the reinvestment of surpluses for those objectives.</p> <p>Why it is important: VCSE organisations can play a critical and integral role in health and social care including as providers of services; advocates; and representing the voice of service users, patients and carers.</p>

Legislation, Council policy and procedure rules relating to Procurement

Public procurement operates in a highly regulated environment that is governed by legislation and policies set by the European Union (EU), nationally through statute and case law and locally by our Constitution and Contract and Procurement Procedure Rules, and other relevant Council policies. These are listed below:

EU Directives and Public Contract Regulations (PCR) 2015

The EU procurement regime is based on the Treaty principles of transparency, non-discrimination, equal treatment and proportionality. The directives give detailed instructions on how public procurement over a certain threshold should be carried out. The detail behind the legislation and regulations is complex, and since their inception has been supplemented by a raft of case law.

In December 2009, the Remedies Directive provided additional regulations which provide suppliers with additional powers to challenge and arrange for a contract award to be set aside under certain conditions.

The Public Contracts Regulations 2015 came into force in February 2015. Failure to adhere to the provision of the EU Directive and The Public Contracts Regulations 2015 can result in the authorities becoming subject to Court action or enforcement action by the European Union.

Local Government Transparency Code 2015

The Transparency Code requires the Council to publish details of every invitation to tender for contracts with a value that exceeds £5,000. We must also publish details of any contracts, commissioned activity, purchase order, framework agreement or any other legally enforceable agreement with a value that exceeds £5,000.

The Public Services (Social Value) Act 2012

This act places a duty on local authorities, at the 'pre-procurement' phase of procuring services to consider how and what is being procured might improve the economic, social and environmental well-being in their community; and how they might secure that improvement in the procurement process itself as long as such action is relevant to what is being procured, and is considered to be proportionate. This applies to all public services contracts with only an element of goods or works. It does not apply to public works contracts or public supply (goods) contracts.

Community Right to Challenge (Localism) Act 2012

This act enables "relevant bodies", for example voluntary and community groups, employees or Parish Councils, to challenge to take over local services that they think they can run differently or better. The right enables a relevant body to submit an expression of interest (EOI) to a relevant authority to provide or assist in providing a relevant service.

Freedom of Information Act 2000

This act provides people with the right to access to information held by public bodies. This with the government's transparency agenda has consequences for those contracting with the partners where the financial details of contracts awarded may be made public.

Data Protection Legislation

The General Data Protection Regulation 2016 and the Data Protection Act 2018 sets out the basis on which we process the personal data we collect. Any contract must clearly set out the

roles and responsibilities of the council and the contractor, and require the contractor to comply with Data Protection legislation and indemnify the council against any claim.

Contract and Procurement Procedure Rules, Financial Regulations and Scheme of Delegation

As part of its corporate governance arrangements the Council must ensure that there are adequate controls, procedures and standard documentation in place to satisfy the need to meet probity, propriety and transparency tests. The Contract and Procurement Procedure Rules, Financial Regulations and Scheme of Delegation fulfil this requirement and they are part of the approved Constitution. They must be observed by both Members and Officers within the procurement process.

Other Council plans and policies

The Council's procurement framework is aligned to the commitments made in other Council plans and policies:

- Corporate Delivery Plan
- Environmental policy and strategy, including ISO14001
- Risk Management strategy

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Social Value Policy

Introduction

This policy outlines the approach that will be taken in order to ensure that all resources are used wisely, that we protect and enhance the environment whilst ensuring the efficient use of resources and delivery of value for money.

There is no 'one size fits all' model for achieving social value, it is an area where we are learning about how best to achieve and evidence it. This policy will continue to be informed by national developments and our own learning.

What is Social Value?

The Public Services (Social Value) Act 2012 requires us to consider how the services we procure might improve the economic, social and environmental well-being of the area. It is defined as improving economic, social and environmental wellbeing from public sector contracts over and above the delivery of the services directly required at no extra cost. Used properly, additional social value can be beneficial to both suppliers and councils and represent a joint effort to exploit maximum value from procurement.

Definitions of Economic, Social and Environmental Outcomes

Economic outcomes: providing contributions to the local economy and economic growth that supports social outcomes. Retaining, re-circulating and leveraging funds in local areas – a wider contribution to skills, tackling unemployment and maintaining employment.

Social outcomes: contributing to a vibrant and healthy community. Community based actions. Equality, diversity, cohesion and inclusion – local relationships, partnerships and people.

Environmental outcomes: relate to protecting, promoting and enhancing the environment. Supporting local activities to improve the environment.

Aims of the Policy

We aim to ensure that our expenditure is utilised in ways that most benefit our local communities. We will:

- **Encourage a diverse base of suppliers:** Promoting supplier diversity; including the participation of SME's and 3rd sector organisations, and local suppliers in general.
- **Promoting fair employment practices:** Ensuring workforce equality and diversity in supply chains.
- **Meeting targeted and recruitment and training needs:** Offering a range of apprenticeships, training and skills development opportunities as well as employment opportunities.
- **Community Benefits:** Maximising opportunities for local organisations to participate in our supply chains and encouraging suppliers to make a social contribution to the local area.

- **Ethical sourcing practices:** Ensuring compliance with UK, EU and international standards, promoting fair trade and fair pricing policies, tackling corruption and compliance with the Modern Slavery Act.
- **Promoting greater environmental sustainability:** Minimising waste and pollution, supporting carbon reduction initiatives, include Carbon Neutral District 2030 and Single Use Plastic, furthering energy efficiency and other sustainability programmes.
- **Improving council economic sustainability:** Engaging businesses in delivery of additional social value will have a range of direct and indirect economic benefits to the Council. This includes improving viability of SMEs in the district, providing additional support to third party providers to ensure better community benefits, and resulting in the eventual reduction in costs to the Council of providing services.
- **Encouraging participation:** Engaging and encouraging user and employee involvement in service design and delivery.

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STROUD DISTRICT COUNCIL

**AGENDA
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Strategy and Resources Committee, 13 June 2019 – Agenda Item 9

Report Title	COMMUNITY SERVICES VEHICLE REPLACEMENT
Purpose of Report	To Approve a Capital Budget for replacement of the Community Services Fleet
Decision(s)	The Committee RESOLVES to: (1) RECOMMEND to Council that a Capital Budget of £257k is approved, funded from the Business Rates Reserve, to purchase a new low carbon fleet. (2) DELEGATE to the Head of Community Services, in consultation with the Head of Finance and the Chair of Environment Committee, the authority to determine the final number of charging points required and their location.
Financial Implications and Risk Assessment	<p>This report commits £257k of Business Rates Pilot funding. The remaining balance of this funding is now £486k (this figure will be updated before S&R based upon the business rates year end across the County).</p> <p>This project meets the requirements of that funding as agreed by this Committee in March 2019.</p> <p>The Council has not previously built up a budget for fleet replacement. Without this purchase of a green fleet a budget for purchase of conventional vehicles would be considered for the Capital Programme.</p> <p>Any financial savings generated by the new fleet will be placed in reserve for future fleet purchases. The overall need for fleet replacement will be considered as part of the next budget setting process.</p> <p>The provision of charging points for public use may generate a small income stream which will be monitored and incorporated in the MTFP if appropriate.</p> <p>Andrew Cummings – Head of Finance & S151 Officer Tel: 01453 754115 Email: andrew.cummings@stroud.gov.uk</p>

Legal Implications	There are no specific legal implications arising from this report. Patrick Arran – Interim Head of Legal Services / Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk
Report Author	Mike Hammond Tel: 01453 754447 Email: mike.hammond@stroud.gov.uk
Options	The existing fleet could be retained but this is likely to lead to increasing repairs costs, increasing carbon emissions and the possibility of service reductions if vehicles are off the road. A conventional fleet of petrol and diesel vehicles could be purchased. This may lead to small initial capital savings but may not deliver whole life savings and is not in line with the Councils' Carbon Reduction commitments.
Performance Management Follow Up	Financial Monitoring Reports Fleet Carbon Emissions Monitoring
Background Papers/ Appendices	SDC Capital Strategy

1. INTRODUCTION / BACKGROUND

- 1.1 Community Services have had their own vehicles since the start of the neighbourhood warden service, these vehicles were funded via a grant from Government Office South West and the Council. These vehicles have served us well however they are starting to become costly to maintain and repair due to their age.
- 1.2 These vehicles will be used to provide frontline services, this will include Careline, Multi services team, the council's mail room service, youth delivery, emergency planning and enforcement of car parks.
- 1.3 As the initial purchase of the vehicles was by grant there has been no money set aside in the Council's revenue and capital budget for the replacement of the current fleet. Therefore a new budget must be identified in order for the vehicles to be replaced and the service to continue.
- 1.4 The Council will receive additional funding from the 100% Business Rates Retention Pilot. This gain is currently estimated at £793k. In March 2019 Strategy and Resources Committee agreed the principles for the allocation of that funding. All uses of the money must be approved by that Committee and meet at least of the following criteria.
- Supporting local businesses
 - Improving the Council's long-term financial position

- Local Wealth Building
- Supporting a carbon-neutral district
- Reducing inequality and poverty

2. ISSUES FOR CONSIDERATION

- 2.1 The current fleet achieves an average of 30 mpg (the worst performing vehicle achieves an average of 23 mpg), with 50% being diesel powered. The vehicles that are used are also looking tired and not as reliable as they should be.
- 2.2 In order to continue delivering the frontline services as detailed in paragraph 1.2 the current vehicles will need to be replaced within the next 12 months to prevent increased repair and maintenance costs which are uneconomical compared to the residual value of the vehicles. There is currently no budget identified for this expenditure.
- 2.3 Table 1 below sets out the costs incurred in keeping the existing fleet on the road (2018/19 part year figures). Fuel is a significant cost which would be reduced with a fleet of newer and more energy efficient vehicles. There will also be savings on Road Tax and initial savings on repairs and servicing, although these costs will increase as the new fleet ages over time.
- 2.4 The final savings figure is difficult to determine at this stage but is likely to be in excess of £5k per annum. Any savings against existing budgets will be placed into a reserve to partially fund the cost of fleet replacement in future years.

Table 1 – Costs of Existing Fleet

	2016/2017	2017/2018	2018/2019 (part year)
Repairs	£2,261.58	£2,013.55	£2,300.74
Servicing/MOT	£2,009.51	£1,390.01	£1,810.60
Tyres	£772.58	£718.31	£493.49
Road Tax	£2,179.00	£1,302.60	£1,451.85
Consumables	£61.27	£322.77	£168.00
Roadside Recovery	£575.00	£774.41	£646.00
Petrol	£3,394.77	£2,640.13	£1,881.10
Diesel	£3,271.79	£3,517.54	£4,170.00
Fuel costs total	£6,666.56	£6,157.67	£6,051.10

Total Costs	£14,525.50	£12,679.32	£12,921.78
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Table 2 – Estimated costs for electric/hybrid vehicles

	Electric (x6)	Hybrid (x4)	Combined fleet
Repairs			
Servicing / MOT (No MOT for 3 years)	£1,728.00	£0 included in purchase price for 3 years	£1,728.00
Tyres	£360.00	£240.00	£600.00
Road Tax	0	£120.00	£120.00
Consumables	£50.00	£50.00	£100.00
Roadside Recovery	£387.00	£259.00	£646.00
Petrol	£0	£2,064.00	£2,064.00
Diesel	£0	£0	£0
Electric	£1,927.20	£432.00	£2,359.20
Fuel costs total	£1,927.20	£2,496.00	£4,423.20

Total Costs	£4,452.20	£3,165.00	£7,617.20
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Based on 60 miles average per day

- 2.5 The table below shows the total amount of carbon emissions for current fleet within Community Services and the pool cars within Planning. There has been a reduction in emissions in the past two years. This is as a result of the reduction in the number of staff within Community Services who have been using the current fleet, the reduction can also be attributed to the withdrawal of pool cars from Planning following a review. The number of staff who will be required to use a vehicle within Community Services is due to increase as a result of a successful recruitment process, filling vacant posts.

Table 3 – Fleet Carbon Emissions

Scope 1 Emissions	Tonnes of CO_{2e} 2017/18	Tonnes of CO_{2e} 2016/17	Tonnes of CO_{2e} 2015/16	Tonnes of CO_{2e} 2014/15
Owned Transport emissions (Fleet)	24	32	36	36

- 2.6 It is recommended that the fleet is replaced with a new fleet of electric and plug-in hybrid vehicles. These vehicles will reflect the current configuration of the service and the needs of users. The proposed new fleet is set out in the table below.

Table 4 – Makeup of New Fleet and Estimated Prices

Vehicle	Engine Type	gCO2 / Km	Quantity	Estimated Price	Total Price
RX1 Outlander PHEV Juro Auto	Petrol/ Electric	171	3	£25,359	£76,079
VX1 Outlander PHEV Commercial Auto	Petrol/ Electric	171	1	£24,875	£24,875
Nissan e-NV 200	Electric	0	6	£22,000	£132,000
			10		£232,954

- 2.7 The proposal to move to electric/hybrid vehicles will contribute to the target of reducing carbon dioxide emissions from the council's direct operations (electricity, heating and transport) by a minimum of 3% per annum (taken from our Environment Strategy 2007 - 2027). On the 24 January 2019 Council passed a motion to endorse the 'Climate Emergency' announced by the administration on 16 November 2018 and pledge to do everything within the Council's power to make Stroud District carbon neutral by 2030 and the replacement of an ageing fleet entirely powered by fossil fuels with a modern fleet significantly powered by electricity would be a significant carbon reduction.
- 2.8 The Authority uses green electricity in its buildings. Therefore the charging of electric vehicles from Council properties will also be carbon neutral
- 2.9 Charging points will need to be installed across the District to facilitate the use of the vehicles. It is currently estimated that 10 charging points will be required to allow appropriate charging capacity for the services.
- 2.10 Charging points can either be standard charging points which allow for the charging of vehicles overnight or faster charging points allow for a quicker charge. The estimated price of the standard points is £1,000 each and £5,000 for the faster charge points. These costs exclude any necessary civil engineering works for installation. This is estimated at £4,000. The total estimated amount included in the budget related to charging points is £24,000.

Table 5 - Estimated costs for vehicle charging points

Charging points	Quantity	Estimated Price each	Estimated Civil works total	Total Price
Standard Single	10	£1,000	£3,000	£13,000
Fast Charge Twin	2	£5,000	£1,000	£11,000
				£24,000

- 2.11 It is envisaged that for the majority of Council usage standard charging points will be sufficient. However, in some locations the charging points will be available for public use during the day and in these locations faster charging points will be provided. This will be a chargeable service with charges to be set in line with industry averages. Income generated from charging will be used towards maintenance of the charging points and any surplus will be added to the reserve for fleet replacement. There is a government grant available that will offset some of the costs associated with the installation of charging points. However, it should be noted that at the time of writing this report no application has been submitted, if the proposal is accepted an application will be pursued.
- 2.12 The Business Rates Pilot reserve has been identified as the source of funding for this project. The expenditure meets the criteria of both improving the financial sustainability of the Council, through reducing costs of fuel and repairs, and working towards a carbon-neutral district.
- 2.13 Charging points across the district had previously been proposed to be funded from car parking receipts. The budgeted level of receipts does not allow for the provision of points across the whole district and business rate pilot funds will be limited in their use through this proposal to those which are required by this Council fleet.
- 2.14 The final proposed budget is therefore made up of the following amounts.

Table 4 – Proposed Capital budget

Purchase of vehicles	£232,954
Charging Points (including Civils)	£24,000
Total	£256,954

3. CONCLUSION / RECOMMENDATION

- 3.1 To approve the procurement of replacement fleet vehicles to be used within Community Services. This expenditure would also allow for the fitting of charging points some of which would be accessible for public use, which will create an additional income stream. As this is an emerging need the potential income generated is difficult to ascertain, however this should increase as electric/hybrid vehicles become more popular.

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ITEM NO**

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Report Title	MILITARY COVENANT – MEMBER CHAMPION
Purpose of Report	To appoint a Member champion to support the Military Covenant
Decision(s)	The Council RESOLVES to: Appoint a Councillor champion to support the military covenant in Stroud District.
Consultation and Feedback	Strategy & Resources Committee 13 June 2019
Financial Implications and Risk Assessment	There are no financial implications. Lucy Clothier, Principal Accountant Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk
Legal Implications	There are no legal implications arising from this report Patrick Arran, Head of Legal Services and Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk
Report Author	Kevin Topping, Head of Housing Services Tel: 01453 754196 Email: kevin.topping@stroud.gov.uk
Options	The Council can either choose to appoint a Member champion or decide not to appoint a Member champion
Performance Management Follow Up	Report to S&R in 2020 outlining progress.
Background Papers/ Appendices	Appendix A - Report to S&R meeting 13 June 2019 \\Filesrv2\public\Tenant Services\Armed Forces Appendix A.pdf Appendix B - Ministry of Housing, Communities & local Government letter dated 17 June 2019 to all local authorities \\Filesrv2\public\Tenant Services\Armed Forces Appendix B.pdf

1. Introduction

1.1. The report to Strategy and Resources Committee on 13 June 2019 (Appendix A) titled “supporting the military covenant in the Stroud District” was presented by Kevin Topping, Head of Housing Services. The paper outlined the background to the military covenant and contained three recommendations which were:

- a) Agree that a member of the Royal British Legion is based in reception on designated days to support veterans on a trial basis.
- b) Agree to appoint a Councillor to champion the military covenant.
- c) That the Head of Housing Services is tasked with being the Council’s officer champion for the military covenant.

- 1.2. Recommendations A and C were resolved, with the matter at point B being referred to Council for a nominee.
- 1.3. The letter attached at Appendix B is from Mrs Heather Wheeler MP (Minister for Housing and Homelessness) and the Right Honourable Tobias Ellwood MP (Parliamentary Under-Secretary of State and Minister for Defence People and Veterans) encouraging all local authorities to ensure that they have an armed forces covenant champion. The letter includes guidance information for local authority partnerships and potential funding opportunities to support projects that benefit the Armed Forces and the community in which they live.

2. Current Position

- 2.1. The Head of Housing Services, as the newly selected Officer Champion, has made contact with the regional officer of the Royal British Legion and the Gloucestershire County Council Commissioning Officer to review the current position within the county, as the information available indicates that there has been very little joined up working shared and the last annual report for the Covenant in Gloucestershire was in 2016.
- 2.2. Following meetings to be arranged, it is expected that members of the covenant (including housing, health, welfare and support) are all brought together to ensure we are all working together and doing the right things as stakeholders and not drifting into silo working or working beyond our resources and skill sets.

3. Recommendation

- 3.1. To appoint a Councillor champion who will work with and support the Head of Housing Services delivering the military covenant in the Stroud District and who will also have their details shared, where relevant for example, to members of the Armed Forces community.

STROUD DISTRICT COUNCIL

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ITEM NO

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18 JULY 2019

8ci

Report Title	UNITE CONSTRUCTION CHARTER
Purpose of Report	To report the recommendation of the Strategy & Resources Committee that the Council adopts the Charter.
Decision(s)	<p>It is RECOMMENDED that Council:</p> <p>(1) Adopts the Unite Construction Charter and (2) Requests the Leader to sign the Charter on behalf of the Council</p>
Consultation and Feedback	Not applicable.
Financial Implications and Risk Assessment	<p>It is possible that compliance with the charter may create additional costs for contractors, which in turn would be passed on the Council. This would not be possible to quantify as such costs would be included within quoted prices. This may, in turn, impact on the level of services the Council is able to provide.</p> <p>Andrew Cummings, Interim Director of Resources & S151 Officer Tel: 01453 754115 Email: andrew.cummings@stroud.gov.uk</p>
Legal Implications	<p>In order to comply with EU public procurement directives and domestic regulations the Council should ensure that the implementation of the principles in the Charter do not breach obligations to ensure non-discrimination, equal treatment and transparency when conducting procurements. Ability to comply with the Charter should not be used as a pass / fail criteria in the procurement process.</p> <p>The Charter should be considered as guidance of recommended practice only and should not be given the status of a rigid rule which could result in the Council being challenged for fettering its discretion.</p> <p>Patrick Arran, Interim Head of Legal Services & Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk</p>
Report Author	Patrick Arran, Interim Head of Legal Services & Monitoring Officer Tel: 01453 754369 Email: patrick.arran@stroud.gov.uk
Options	The Council can adopt the Charter or decide not to do so
Performance Management Follow Up	If this Charter is adopted, it will form part of the Council's Procurement Strategy and would be monitored as part of that process

Background Papers/ Appendices	Report to Strategy and Resources Committee on the 11 th July 2019 There is no appendix
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1. INTRODUCTION / BACKGROUND

On the 11th of July, the Strategy and Resources Committee considered a report in relation to the Construction Charter prepared by Unite the Union. The Committee resolved to recommend to Council that the Charter should be adopted and form part of the Procurement Strategy. The report to Strategy and Resources Committee forms part of the background papers for this report.

1.1 Council is asked to consider the recommendation from the Strategy and Resources Committee and decide whether it wishes to adopt the Charter which is set out below.

Unite the Union Construction Charter

As a Local Authority we are responsible for the procurement of a multitude of construction projects. It is therefore appropriate that we as a responsible client enter into this agreement and commit to working with the appropriate trade unions, in order to achieve the highest standards in respect of; direct employment status, health & Safety, standard of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment. The following shall be a requirement for all contractors and their supply chain engaged by this Authority: -

1. All parties recognise that the highest level of compliance with current HMRC regulations must be achieved where public funds are utilised. It is therefore a contractual requirement that all operatives are directly employed on a PAYE basis under a contract of employment. Furthermore the use of intermediary pay roll company will be prohibited on all contracts.

2. Health and Safety of workers on all of our construction projects is paramount. It is therefore a requirement that all contractors rigorously implement and adhere to our minimum standards for health and safety, as set out in our procurement documents. In addition we require all contractors to provide quality welfare facilities fit for purpose in accordance with the Construction Design and Management Regulation of 2015.

3. It is a recognised fact that the presence of trade union safety representatives significantly improves safety in the workplace. Contractors and their supply chain are required to work collaboratively with the appropriate trade unions to identify and implement reasonable real-world initiatives.

4. The Authority requires all projects to be completed to the highest standard, so as to meet the aspirations of the residents of this Authority. In order to achieve this it is recognised that it is necessary that all workers are competent and have the appropriate level of skill to carry out the work they are employed to do. To assist in the achievement of this goal the Authority's contractors and their supply chain will ensure they retain documented evidence that all workers are competent to carry out the work they have been employed to do. They will ensure that such evidence is retained in a way as to allow the Authority or its nominee's to audit the documentation. Possession of the recognised industry skills / grade card such as JIB or CSCS will be considered acceptable evidence

5. The Authority is mindful of the industry skills shortage and the need to address this through appropriate apprenticeships, including adult training in up skilling. The Authority's contractors and supply chain will in consultation with the Authority and other interested parties develop and implement a programme that addresses the skills shortage and provides training opportunities to local residents.
6. The Authority recognises the right of all construction workers to be employed under and to be protected by the appropriate national industry collective agreement. The Authority requires full compliance with all appropriate national agreements applicable to the construction industry.
7. All contractors and their supply chain will accept the right of any trade union that is a signatory to an appropriate national agreement, to appoint shop stewards, workplace health & safety representatives and Union Learning Reps. All trade union accredited representatives will be granted appropriate time and facilities to carry out their responsibilities.
8. The Authority, its contractors and their supply chain are committed to a fair and transparent recruitment policy. All contractors and their supply chain will actively ensure that the engagement of labour is based on the individual's ability to meet the needs of the project and the specific tasks for which they are recruited to undertake.
9. The Authority its contractors and their supply chain agree it's not acceptable for anyone to use or make reference to any form of blacklist.
10. The Authority recognises the benefit trade unions bring to the workplace and the rights of workers to hear from trade union representative. The Authority's contractors and their supply chain are required to allow access to nominated trade union officer from trade unions that are signatories to the appropriate national agreements. Access shall mean access to welfare facilities during working times so as to allow them to consult with their members and potential members.
11. The Authority supports the Get Britain Building campaign, which is aimed at supporting and sustaining the British construction industry. Consequently, all relevant construction contracts will be required to comply with our Authority's Sustainable Buying Standard for Highways and Construction Materials, which requires structural steel and other relevant materials to be covered by BES 6001 Responsible Sourcing of Construction Product certification, or equivalent.