

CABINET

AGENDA PACK ONE

MAYOR

Mayor John Biggs

CABINET MEMBERS

Councillor Sirajul Islam	(Statutory Deputy Mayor and Cabinet Member for Housing Management & Performance)
Councillor Shiria Khatun	(Deputy Mayor and Cabinet Member for Community Safety)
Councillor Rachael Saunders	Deputy Mayor and Cabinet Member for Education & Children's Services
Councillor Rachel Blake	(Cabinet Member for Strategic Development)
Councillor Asma Begum	(Cabinet Member for Culture)
Councillor David Edgar	(Cabinet Member for Resources)
Councillor Ayas Miah	(Cabinet Member for Environment)
Councillor Joshua Peck	(Cabinet Member for Work & Economic Growth)
Councillor Amy Whitelock Gibbs	Cabinet Member for Health & Adult Services

[The quorum for Cabinet is 3 Members]

MEETING DETAILS

Tuesday, 10 January 2017 at 5.30 p.m.
C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

The meeting is open to the public to attend.

Further Information

The public are welcome to attend meetings of the Cabinet. Procedures relating to Public Engagement are set out in the 'Guide to Cabinet' attached to this agenda.

Contact for further enquiries:

Matthew Mannion, Democratic Services,
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Tel: 020 7364 4651

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Public Information

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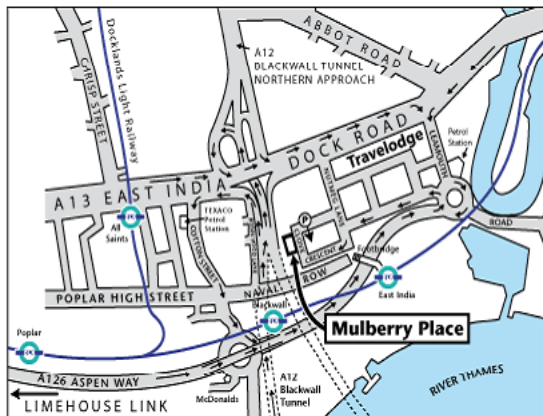
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A Guide to CABINET

Decision Making at Tower Hamlets

As Tower Hamlets operates the Directly Elected Mayor system, **Mayor John Biggs** holds Executive powers and takes decisions at Cabinet or through Individual Mayoral Decisions. The Mayor has appointed nine Councillors to advise and support him and they, with him, form the Cabinet. Their details are set out on the front of the agenda.

Which decisions are taken by Cabinet?

Executive decisions are all decisions that aren't specifically reserved for other bodies (such as Development or Licensing Committees). In particular, Executive Key Decisions are taken by the Mayor either at Cabinet or as Individual Mayoral Decisions.

The constitution describes Key Decisions as an executive decision which is likely

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the borough.

Upcoming Key Decisions are published on the website on the 'Forthcoming Decisions' page through www.towerhamlets.gov.uk/committee

Published Decisions and Call-Ins

Once the meeting decisions have been published, any 5 Councillors may submit a Call-In to the Service Head, Democratic Services requesting that a decision be reviewed. This halts the decision until it has been reconsidered.

- The decisions will be published on: **Thursday, 12 January 2017**
- The deadline for call-ins is: **Tuesday, 17 January 2017**

Any Call-Ins will be considered at the next meeting of the Overview and Scrutiny Committee. The Committee can reject the call-in or they can agree it and refer the decision back to the Mayor, with their recommendations, for his final consideration.

Public Engagement at Cabinet

The main focus of Cabinet is as a decision-making body. However there is an opportunity for the public to contribute through making submissions that specifically relate to the reports set out on the agenda.

Members of the public may make written submissions in any form (for example; Petitions, letters, written questions) to the Clerk to Cabinet (details on the front page) by 5 pm the day before the meeting.

LONDON BOROUGH OF TOWER HAMLETS

CABINET

TUESDAY, 10 JANUARY 2017

5.30 p.m.

NOTE: This is Agenda Pack One. The second half of the agenda is listed in Agenda Pack Two.

- | | Pages |
|--|---------------|
| 1. APOLOGIES FOR ABSENCE | |
| To receive any apologies for absence. | |
| 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS | 1 - 4 |
| To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Monitoring Officer. | |
| 3. UNRESTRICTED MINUTES | 5 - 16 |
| The unrestricted minutes of the Cabinet meeting held on Tuesday 6 December 2016 are presented for approval. | |
| 4. OVERVIEW & SCRUTINY COMMITTEE | |
| 4 .1 Chair's Advice of Key Issues or Questions | |
| Chair of Overview and Scrutiny Committee (OSC) to report on any issues raised by the OSC in relation to unrestricted business to be considered. | |
| 4 .2 Any Unrestricted Decisions "Called in" by the Overview & Scrutiny Committee | |
| (Under provisions of Article 6 Para 6.02 V of the Constitution). | |

5. UNRESTRICTED REPORTS FOR CONSIDERATION

5.1 Mayor's Foreword to the Council's Budget Report

Report Summary:

The Mayor's Foreword to the Council's Budget Report. For noting by Cabinet.

NOTE – this item is contained in the separate Budget Pack.

5.2 General Fund Revenue and Capital Budget and Medium Term Financial Plan 2017/18 to 2019/20

Report Summary:

To set out the issues bearing on financial planning for the authority over the next three years and to agree an approach to delivering a medium term sustainable financial position over that period, bearing in mind the risks and unknowns.

And to agree a draft budget for 2017/18 to be put forward for Full Council consideration.

NOTE – this item is contained in the separate Budget Pack.

Wards: All Wards
Lead Member: Cabinet Member for Resources
Corporate Priority: A transformed council, making best use of resources and with an outward looking culture

5.3 Council Tax Base 2017/18

17 - 22

Report Summary:

To approve, in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, the amount calculated by the London Borough of Tower Hamlets as its Council Tax Base for the year 2017/18.

Wards: All Wards
Lead Member: Cabinet Member for Resources
Corporate Priority: A transformed council, making best use of resources and with an outward looking culture

5.4 Local Council Tax Reduction Scheme 2017/18**Report Summary:**

To consider options for the Council's Local Council Tax Reduction Scheme (LCTRS) for 2017/18. And to agree the Local Council Tax Reduction Scheme for 2017/18.

Note – this report is contained in a separate pack.

Wards: All Wards
Lead Member: Cabinet Member for Resources
Corporate Priority: Creating opportunity by supporting aspiration and tackling poverty

5.5 Fees and Charges 2017/18**23 - 88****Report Summary:**

Fees and charges are reviewed annually as part of the financial and business planning process. This ensures that they are set at the appropriate level for the prevailing economic circumstances and represents good practice in terms of the Council's aim to provide value for money.

Wards: All Wards
Lead Member: Cabinet Member for Resources
Corporate Priority: A transformed council, making best use of resources and with an outward looking culture

5.6 Housing Revenue Account First Budget and Rent Setting Report - 2017/18 - Lettings Plan Band 3 Quota**89 - 160****Report Summary:**

To:

- Note the level of the average rent for 2017/18;
- Agree tenants' service charges increase for 2017/18; and
- Agree to amend the quota for Band 3 lets.

Wards: All Wards

5.7 Six Month Strategic Performance Monitoring report**161 - 234****Report Summary:**

To note the performance update for quarter 2.

Wards: All Wards
Lead Member: Mayor

Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Graham White, Acting Director, Law, Probity and Governance. Tel 020 7364 4800

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE CABINET

HELD AT 5.40 P.M. ON TUESDAY, 6 DECEMBER 2016

**C1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT,
LONDON, E14 2BG**

Members Present:

Mayor John Biggs
Councillor Shiria Khatun (Deputy Mayor and Cabinet Member for Community Safety)
Councillor Rachael Saunders Deputy Mayor and Cabinet Member for Education & Children's Services
Councillor Asma Begum (Cabinet Member for Culture)
Councillor David Edgar (Cabinet Member for Resources)
Councillor Ayas Miah (Cabinet Member for Environment)
Councillor Joshua Peck (Cabinet Member for Work & Economic Growth)

Other Councillors Present:

Councillor Peter Golds (Leader of the Conservative Group)
Councillor John Pierce

Apologies:

Councillor Sirajul Islam (Statutory Deputy Mayor and Cabinet Member for Housing Management & Performance)
Councillor Rachel Blake (Cabinet Member for Strategic Development)
Councillor Amy Whitelock Cabinet Member for Health & Adult Services
Gibbs

Officers Present:

Melanie Aust (Business, Enterprise, High streets & Town Centres Manager)
Mark Baigent (Interim Head of Strategy, Regeneration, Sustainability and Housing Options)
Zena Cooke (Corporate Director, Resources)
Lorraine Douglas Service Manager Housing Options & Procurement
Shalina Hussain (Communications Officer, Communications, Chief Executive's)
Shazia Hussain Service Head Culture, Learning and Leisure, Communities Localities & Culture
Debbie Jones (Corporate Director, Children's Services)
Adele Maher (Strategic Planning Manager, Development and Renewal)
Mark Norman (Legal Advisor & Deputy Monitoring Officer)
Nasima Patel (Service Head Children's Social Care, Children's

Matthew Pullen	Services)
Denise Radley	Infrastructure Planning Team Leader
Peter Robbins	(Director of Adults' Services)
Sripriya Sudhakar	Head of Mayor's office
	(Development Design & Conservation Officer, Development and Renewal)
Ann Sutcliffe	(Service Head Corporate Property and Capital Delivery, Development and Renewal)
Will Tuckley	(Chief Executive)
Matthew Mannion	(Committee Services Manager, Democratic Services, Law, Probity and Governance)

AGENDA ORDER

During the meeting the **Mayor** agreed to alter the order of business. For clarity the minutes are set out in the order the items appear on the agenda.

The agenda was considered in the following order at the meeting:

- Agenda items 1-4 in order
- Item 5.8 (Revised Character Appraisals and Management Guidelines for Driffield Road and Medway Conservation Areas)
- Item 5.4 (Implementation of Charging Policy for Community Services in Adult Social Care)
- Item 5.9 (Area Profiles and Choice of Pilot Town Centre)
- Item 5.10 (The Infrastructure Delivery Framework: Projects for Approval)
- The remaining items in order starting with 5.1 (Medium Term Financial Strategy (MTFS) Planning 2016-17 to 2019-20) onwards.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of:

- Councillor Rachel Blake (Cabinet Member for Strategic Development)
- Councillor Sirajul Islam (Statutory Deputy Mayor and Cabinet Member for Housing Management and Performance)
- Councillor Amy Whitelock Gibbs (Cabinet Member for Health and Adult Services)
- Aman Dalvi (Corporate Director, Development and Renewal) – Ann Sutcliffe (Service Head, Corporate Property and Capital Delivery) was deputising.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

Councillor Joshua Peck declared an interest in Agenda Item 5.8 (Revised Character Appraisals and Management Guidelines for Driffield Road and Medway Conservation Areas) due to owning a property in the area. Whilst, technically he did not consider it a Disclosable Pecuniary Interest he

considered that for good governance he should withdraw from the meeting during consideration of the item in the same way as he had been doing in previous internal discussions on the issue.

3. UNRESTRICTED MINUTES

RESOLVED

1. That the unrestricted minutes of the Cabinet meeting held on Tuesday 1 November 2016 be approved and signed by the Chair as a correct record of proceedings.

4. OVERVIEW & SCRUTINY COMMITTEE

4.1 Chair's Advice of Key Issues or Questions

Councillor John Pierce, Chair of the Overview and Scrutiny Committee explained that, as the Overview and Scrutiny Committee was not due to meet until this coming Thursday 8 December he was unable to provide his usual update on their meeting. However, he did remind Cabinet that two scrutiny review reports were on the Cabinet agenda. These were:

- The Children & Young People's Mental Health Services Scrutiny Challenge Session Report and Action Plan
- Homelessness Scrutiny Challenge Session Action Plan

4.2 Any Unrestricted Decisions "Called in" by the Overview & Scrutiny Committee

Nil items.

5. UNRESTRICTED REPORTS FOR CONSIDERATION

5.1 Medium Term Financial Strategy (MTFS) Planning 2017-18 to 2019-20 - Update

Councillor David Edgar, Cabinet Member for Resources, introduced the report. He explained that the report included information on how the Government's Autumn Statement had impacted on the Council.

This report was a lead in to the draft Council budget which would be presented to the January Cabinet meeting.

The **Mayor** in particular noted the consultation responses received and **agreed** the recommendations as set out.

RESOLVED

1. To note the confirmation that the Council is formally on the multi-year settlement and that therefore the level of Revenue Support Grant announced in the 2016 Final Local Government Settlement is 'guaranteed' for 2016 – 2020 (Section 3.3 of the report);
2. To note the outcomes from the Autumn Statement and the implications on the Council's MTFS planning assumptions (Section 3.4 of the report);
3. To note the outcomes from the Business Rate revaluation exercise for 2017 and the implications for the Council's MTFS planning assumptions (Section 3.5 of the report); and
4. To note the analysis and outcomes from the Your Borough Your Future budget consultation and have due regard to the issues raised in developing its detailed budget proposals (Section 3.6).

5.2 Corporate Budget Monitoring - Month 6 (Q2 2016/17)

Councillor David Edgar, Cabinet Member for Resources, introduced the report. In particular he highlighted the information on budget pressures, particularly related to changing demographics and inflation. He also drew attention to the new section of the report that set out whether agreed savings had been achieved and what mitigation measures were in place where those were necessary.

The **Mayor agreed** the recommendations as set out in the report.

RESOLVED

1. To note the Council's revenue and capital forecast outturn position as detailed in Sections 3 to 7 of the report.
2. To note the balance sheet information in section 8 of the report.
3. To approve the proposed approach (as set out in the report) to addressing the shortfall against savings previously approved in relation to children's services totalling £966K which cannot now be achieved

5.3 The Development of a London Regional Adoption Agency

Councillor Rachael Saunders, Deputy Mayor and Cabinet Member for Children's Services, introduced the report. She explained that this proposal followed on from a Department for Education paper in 2015 regionalising adoption services. The report was requesting agreement in principle to join the London Regional Adoption Agency. Further discussions would be held on the detailed arrangements before a final decision was taken.

The **Mayor agreed** the recommendations as set out in the report.

RESOLVED

1. To agree, in principle, to join a London Regional Adoption Agency, subject to detailed financial analysis and business case;
2. To authorise the Director of Children's Services (or equivalent), after consultation with the lead Member Children's Services, to progress arrangements relating to the development and implementation of the London Regional Adoption Agency model.
3. To support a local detailed stakeholder engagement to ensure that the strengths of the current service (culturally sensitive matching, focus on sibling group matching, recruitment of BME and other minority adopters) are not dissipated by the borough entering the new proposed arrangement.

5.4 Implementation of Charging Policy for Community Services in Adult Social Care

Councillor David Edgar, Cabinet Member for Resources, introduced the report. He explained that the report set out detailed proposals to allow for charging for adult social care. In particular he highlighted the results of the public consultation exercise and how it had impacted on the final recommendations. It was important to note that people would only be asked to pay if they could afford it and that their home would not be at risk.

Mike Smith from REAL addressed the meeting. He stated that his organisation was against charging in principle but that if it had to be done he considered that more time should be taken to ensure the proposals were right so that they would raise the correct amount of money without causing undue hardship. This could include a pilot project.

The report was then discussed by Members. It was noted that the financial modelling was considered sound and consistent with what other Councils had used but that the final figures for income would only become clear once all the personal assessments had been carried out. Concerns were also expressed that a pilot scheme could cause confusion with some residents under the new scheme and others not. It was also noted that the scheme set higher thresholds for charging than schemes run by other authorities.

The **Mayor** thanked everyone for their contributions and officers for their work on the report. He **agreed** the recommendations as set out subject to an additional recommendation requesting that officers provide him with regular updates to ensure that the charging regime was developing as expected so that remedial action could be taken quickly if needed.

RESOLVED

1. To agree a standard allowance of £15 per week for all utilities (e.g. heating, water and electricity) which will be disregarded from the income used for charging for community-based services.
2. To agree to use a higher standard weekly minimum income guarantee (MIG) for adults under pension age of £151.45 when determining how much service users will be asked to contribute to their care costs for community-based services.
3. To agree a cap on care charges of £250 a week to limit the maximum amount that could be charged to an individual user.
4. To agree that the local authority will not charge interest rates on deferred payments for residential and nursing care whilst the client remains in residential/nursing care.
5. To agree that the local authority will charge administration fees (set out in Appendix IV) in relation to deferred payments for residential or nursing care that reflect the actual costs incurred by the local authority.
6. To agree that the local authority will disregard 10 per cent of any rental income when calculating how much a person with a Deferred Payments Agreement needs to pay towards the cost of residential or nursing care.
7. To note that officers will provide the Mayor with regular monitoring information to enable issues to be highlighted as the implementation progresses.

5.5 Children & Young People's Mental Health Services, Scrutiny Challenge Session Report and Action Plan

Councillor Rachael Saunders, Deputy Mayor and Cabinet Member for Children's Services introduced the report which presented the action plan from the recent Children & Young People's Mental Health Services Scrutiny Challenge Session. Good work was being undertaken in a number of areas to continually update services for example around supporting vulnerable children and on shifting focus from specialist services to emotional wellbeing.

The **Mayor agreed** the recommendation as set out in the report.

RESOLVED

1. To note the scrutiny challenge session report as agreed by the Health Scrutiny Panel on 20th April 2016 (Appendix 1 to the report) and agree the 'Action Plan' in response to the review recommendations. (Appendix 2 to the report).

5.6 Homelessness Scrutiny Challenge Session Action Plan

The **Mayor** introduced the report of the Scrutiny Challenge Session on Homelessness. Whilst reviewing the report he noted the action plan and the resulting recommendations that were being taken forward. However, he also noted three recommendations that were not being accepted on unannounced visits, making offers in the private sector and on monitoring.

The **Mayor agreed** the recommendations as set out in the cover report.

RESOLVED

1. To note the report of the Scrutiny Challenge Session on homelessness as set out in Appendix 1 to the report.
2. To approve the action plan which sets out the Council's response to the recommendations of the Scrutiny Challenge Session in Appendix 2 to the report

5.7 Tower Hamlets Homes Agreement

The **Mayor** moved the report and **agreed** the recommendation as set out. He noted that by 2020 he expected Tower Hamlets Homes to have reformed itself to the extent that it could be brought back in-house by the Council should the Mayor at that time wish to do so.

RESOLVED

1. To extend the Council's Management Agreement with Tower Hamlets Homes (THH) for two years to 7th July 2020.

5.8 Revised Character Appraisals and Management Guidelines for Driffield Road and Medway Conservation Areas

The **Mayor** introduced the report on proposed revised character appraisals for conservation areas.

Officers explained that the report followed an Overview and Scrutiny Committee review. In relation to Mansard roofs the recommendation was not to allow these in conservation areas for the reasons set out in the report as there would be a negative impact on the local environment. However, alternative options were also listed if required.

Tom Gill, resident, addressed the meeting. He highlighted that there had been a strong political commitment to allowing Mansard roofs and that this would meet strong local demand for the change.

Adam Cichocki, resident addressed the meeting, he expressed concern at any proposed changes to allow Mansard roofs. He considered there was minimal public demand for the change and that it would have a detrimental impact on the area. He also questioned whether Councillors were proposing

these changes whilst living in the areas affected and so standing to gain from the changes.

The **Mayor** considered all the issues presented at the meeting. He recognised the anxiety of residents to ensure their areas were not negatively impacted by changes but at the same time he considered that providing homeowners with options to expand their properties at a time of housing shortage was sensible.

He proposed to amend the recommendations to instead select alternative Option 1 'packaged approach' (as set out in the report) to look to allow mansard roofs but with mitigation measures developed. Within Option 1 he proposed to adopt Option 1a 'integrated approach' to approve further work to develop a mechanism to secure a package of contributions and to adopt a public consultation on the matter with a final decision to be taken in June 2017 on whether to adopt the changes. Having set that out the **Mayor agreed** the recommendations as amended.

RESOLVED

1. To note that:

- The Assessment Report highlights significant harm arising out of the proposals in respect of mansard roofs in the short and medium term and potentially in the long term.
- Officers' recommendation is to not proceed with these proposals based on the findings from the Assessment Report.

2. To agree 'Option 1' of the Alternative Options listed in part 2 of the report. Namely the 'Packaged Approach' to increase the level of quantifiable public benefit to help mitigate harm. Within Option 1, agree Option 1a 'Integrated Approach' as set out in paragraph 2.12 of the report.

3. To consider the revised Character Appraisals and Management Plans for Driffield Road and Medway Conservation Areas alongside relevant measures for mitigating harm as one single 'package' in Summer 2017

5.9 Area Profiles and choice of Pilot Town Centre

Councillor Joshua Peck, Cabinet Member for Work and Economic Growth, introduced the report. He explained that there had been a significant amount of work undertaken looking into support for town centres and on how best to co-ordinate the support available from different directorates. He noted the benchmarking work to help monitor performance in the future.

The **Mayor** welcomed the report and **agreed** the recommendations as set out.

RESOLVED

1. To note the contents of the draft Area Profiles and key findings (see Appendix 1 to the report) and that the performance matrix for all town centres is made available for consideration when available.
2. To delegate authority to the Corporate Director Development and Renewal to oversee the completion of these Area Profiles, including the development of the performance matrix and the delivery of digital maps for all Town centres as part of the #Shoptowerhamlets retail promotion project being delivered in November/December 2016.
3. To agree to the establishment of local partnerships in identified town centres: – building on the Business Forum in Bethnal Green, the regeneration activity in Whitechapel and developing new partnerships in Roman Road West and Watney Market. These partnerships will take ownership of developing the vision and offer in town centres and of monitoring performance in achieving this vision and the objectives.
4. To agree that the pilot proposals identified in paragraph 4.2 of the report in respect of revenue funding and 4.3 in respect of capital funding are agreed in principle for the identified town centres.
5. To request officers to identify and align complementary projects such as improving Wi-Fi access in town centres, developing cultural trails and potential match funding to maximise the impact of the pilot programme.
6. To agree that specific elements of revenue and capital work identified commence – including any procurement activity and/or commissioning activity required, working in partnership with other Council departments and external stakeholders.

5.10 The Infrastructure Delivery Framework: Projects for Approval

The **Mayor** introduced the report noting that there were three schemes for consideration. Along with Cabinet Members and officers he went through each scheme in turn looking at the proposals, what was to be provided and who was in charge of each scheme. In relation to the Brick Lane proposal it was reported that Councillor Joshua Peck (Cabinet Member for Work and Economic Growth) was to chair an officer working group to lead the project.

The **Mayor agreed** the recommendations as set out in the report.

RESOLVED

1. To approve the allocation of £2,380,080 of S106 funding to the projects set out in Table 1 of the report and profiled in the Project Initiation Documents attached at Appendices A to C to the report and as set out below:
 - a) Hackney Wick Station Improvements: £1,000,000
 - b) Regenerating Brick Lane: £985,280
 - c) TfL Commercial Road A13 and Watney Market Urban Realm and Safety Improvements: £394,800
2. To approve the adoption of capital budgets in respect of the projects set out in the three PIDs and incorporate them into the Council's capital programme. The capital budgets equate to:
 - a) Hackney Wick Station Improvements: £1,000,000
 - b) Regenerating Brick Lane: £589,000
 - c) TfL Commercial Road A13 and Watney Market Urban Realm and Safety Improvements: £394,800
3. To approve entering into a funding agreement within the London Legacy Development Corporation (LLDC) for the Hackney Wick Station improvements project.

5.11 The Infrastructure Delivery Framework: Neighbourhood Portion of CIL

The **Mayor** introduced the report on the neighbourhood portion of the Community Infrastructure Levy (CIL). He explained that it was important to balance the needs of the areas supporting the most regeneration as well as the wider impacts on the Borough as a whole. He **agreed** the recommendations as set out in the report.

RESOLVED

1. To approve the adoption and implementation of the LIF process as proposed in Figures 1 & 2 of the report.
2. To approve the apportionment of 25% of LBTH CIL receipts resulting from development to the LIF across the whole borough.
3. To approve the adoption of the boundaries as proposed in Section 6 of this document and displayed in Appendix A to the report.

5.12 Boishakhi Mela

Councillor Asma Begum, Cabinet Member for Culture, introduced the report. She explained that the Mela had been delivered in-house this last year and that this was proposed for the next two years whilst other options were explored. Officers would be looking to generate income where possible but that a general fund cost was also set out.

During discussion it was noted that the Mela had been a big success and that increased community engagement could help it develop further.

The **Mayor** noted that the Mela had been taken on by the Council at short notice due to issues with the Trust.

The **Mayor agreed** the recommendations as set out in the report.

RESOLVED

1. To review the options for the future delivery of the Mela.
2. To approve the recommendation that the 2017 and 2018 Mela is delivered in house whilst we market test other options outlined in this report.
3. To agree to provide funding up to £170k for the in-house management of the Mela.

5.13 Mayor's Individual Executive Decisions – List of Recently Published Decisions

The **Mayor** introduced the report and noted the recent individual mayoral decisions. He **agreed** the recommendation as set out.

RESOLVED

1. To note the Individual Mayoral Decisions set out in the Appendices to the report.

6. CORPORATE DIRECTORS' DECISIONS

The **Mayor** introduced the report. He noted the recent director decisions and **agreed** the recommendation as set out.

RESOLVED

1. To note the Corporate Directors' decision set out in Appendix 1 to the report.

7. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

Nil items.

8. EXCLUSION OF THE PRESS AND PUBLIC

Nil items.

9. EXEMPT / CONFIDENTIAL MINUTES

Nil items.

10. OVERVIEW & SCRUTINY COMMITTEE

10.1 Chair's Advice of Key Issues or Questions in Relation to Exempt / Confidential Business

Nil items.

10.2 Any Exempt / Confidential Decisions "Called in" by the Overview & Scrutiny Committee

Nil items.

11. ANY OTHER EXEMPT/ CONFIDENTIAL BUSINESS CONSIDERED TO BE URGENT

Nil items.

The meeting ended at 7.38 p.m.

MAYOR JOHN BIGGS

<p>Cabinet</p> <p>10 January 2017</p>	
<p>Report of: Zena Cooke; Corporate Director of Resources</p>	<p>Classification: Unrestricted</p>
<p>Calculation of Council Tax Base 2017/18</p>	

Lead Member	Councillor David Edgar, Cabinet Member for Resources
Originating Officer(s)	Zena Cooke; Corporate Director of Resources
Wards affected	All Wards
Key Decision?	Yes
Community Plan Theme	One Tower Hamlets

Executive Summary

This report sets out the calculation of the Council Tax Base for 2017/18 as required by statute.

Recommendations:

The Mayor in Cabinet is recommended to:

1. Approve, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, that the amount calculated by the London Borough of Tower Hamlets as its Council Tax Base for the year 2017/18 shall be 88,784.

1. REASONS FOR THE DECISIONS

- 1.1 The scheme for calculation of council tax established under the Local Government Finance Act 1992 requires local authorities to agree their Council Tax Base and to notify it to the preceptors (GLA) by 31st January 2017.
- 1.2 If the tax base is not agreed and notified to the Preceptor by 31st January 2017, this may prejudice the calculation of Council Tax for 2017/18.

2. ALTERNATIVE OPTIONS

- 2.1 The recommendations contained within this report are made in line with the statutory requirements outlined in sections 1.1 and 1.2 of this report; therefore the Council is not presented with alternative options is setting it's Council Tax Base.

3. DETAILS OF REPORT

- 3.1 The Council Tax legislation requires local authorities to agree their Council Tax Base and to notify it to the preceptors by 31st January 2017.
- 3.2 The tax base is central to the Council Tax system because it is the means by which the budget is translated into tax levels. For the next financial year, the estimated tax base has been estimated at 88,784
- 3.3 A simple way of looking at this is, broadly, if 1.0% is added to the band D tax, this would raise £817,567 to the General Fund Budget.
- 3.4 The 2016/17 Council Tax Base was 83,493. The estimated 2017/18 figure represents an increase of 5,291 properties (6.3%).
- 3.5 The government's Core Spending Power calculation assumes that Council Tax will be increased by the Adults Social care (ASC) precept up to 2% in every year to 2019/20 and by an inflationary amount equal to less than 2% in order to avoid a referendum for an 'excessive' Council tax increase.
- 3.6 The Council's 2016/17 Council tax rate was set at £920.85 reflecting an increase of 2% (for the ASC precept) and a further 1.99% general increase.
- 3.7 This report summarises the principles of the tax base calculation and sets out the calculation for 2017/18.

CALCULATION OF THE TAX BASE

- 3.8 The tax base calculation must take account of:
 - 3.5.1 the number of properties in each band, including estimated changes during the year (for Tower Hamlets this includes an estimated increase in property numbers due to the continuing regeneration of the borough);

3.5.2 the number of discounts, taking account of estimated changes during the year; and

3.5.3 the estimated collection rate; the 2017/18 tax base has been calculated on the basis of a collection rate of 97.0%.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

4.1 This report incorporates the comments of the Chief Financial Officer.

5. LEGAL COMMENTS

5.1 The Council is required by section 31A of the Local Government Finance Act 1992 (“the Act”) to calculate for each financial year the basic amount of its council tax. The basic amount of council tax must be calculated according to a prescribed formula that uses the amount which is calculated by the Council as its council tax base. The council tax base is in turn calculated by reference to a formula prescribed in the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (“the Tax Base Regulations”).

5.2 The Council is required to submit its council tax base to the major precepting authority, namely the Greater London Authority (‘GLA’) between 1 December and 31 January in the financial year preceding the financial year for which the calculation of council tax base is made. If the Council does not submit its council tax base to the GLA, then the GLA is required to determine the calculation for itself, in the manner prescribed in the Tax Base Regulations.

5.3 Whilst the making of a calculation in accordance with section 31A of the Act is for Full Council, the preparation of estimates of the amounts to be aggregated in making the calculation or of other amounts to be used for the purposes of the calculation and estimates of the calculation for consideration is the function of the Executive as per regulations 4(9) – 4(11) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).

6. ONE TOWER HAMLETS CONSIDERATIONS

6.1 Calculation of the Council’s tax base is an important step towards calculation of the basic amount of council tax. The calculation of council tax is a key element of the Council’s budget, which will enable it to deliver on its Strategic Plan and, in turn, the Community Plan.

6.2 The Council’s Strategic Plan is focused upon meeting the needs of the diverse communities living in Tower Hamlets. The Key Themes reflect diversity issues and there are key equality milestones in relation to delivering One Tower Hamlets.

7. BEST VALUE (BV) IMPLICATIONS

7.1 This is a statutory calculation and therefore there are no best value implications.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

8.1 There are no SAGE implications.

9. RISK MANAGEMENT IMPLICATIONS

9.1 If the tax base is not agreed, the Council will not be able to set a legal budget for 2017/18 and notify the preceptor by 31st January 2017. Consequently the Council may be open to legal challenge and also affect the budget setting arrangements for the GLA.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 There are no Crime and Disorder Reduction Implications.

11. SAFEGUARDING IMPLICATIONS

11.1 There are no implications arising from the recommendations of this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix A – Calculation of Council Tax Base 2017/18

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- Local Government Act, 1972 Section 100D (As amended).

Officer contact details for documents:

Ruth Ebaretonbofa-Morah (Deputy Financial Planning Manager) - ext. 1698

Appendix A - Calculation of Council Tax Base 2017/18

2017/2018		Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
1	Total Dwellings	3,941	25,793	38,002	26,499	19,869	9,127	3,608	567	127,405
2	Exempt Dwellings	2,707	1,193	955	719	835	408	124	9	6,949
3	Disabled Reduction	-	21	37	38	39	20	9	6	170
4	Account for Disabled Reduction	21	37	38	39	20	9	6	-	170
5	Total Chargeable Dwellings	1,255	24,617	37,048	25,782	19,015	8,707	3,481	552	120,456
6	25% Discounts	786	11,166	10,811	6,874	3,827	1,491	561	83	35,599
7	50% Discounts	-	5	24	15	17	2	12	9	84
9	Total equivalent number of discounts	197	2,794	2,715	1,726	965	374	146	25	8,942
10	Net Chargeable Dwellings	1,059	21,823	34,334	24,056	18,049	8,334	3,335	526	111,514
11	Band Proportion	2/3	7/9	8/9	1	1 2/9	1 4/9	1 2/3	2	-
12	Number of band D equivalent properties	706	16,973	30,519	24,056	22,060	12,037	5,558	1,053	112,961
13	Council Tax Support Estimate									(21,431)
14	Revised Band D Equivalents									91,530
15	Estimated collection rate									97.00%
16	LBTH Taxbase 2017/2018									88,784

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<p>Cabinet</p> <p>10 January 2017</p>	
<p>Report of: Zena Cooke, Corporate Director of Resources</p>	<p>Classification: Unrestricted</p>
<p>Fees and Charges 2017/18</p>	

Lead Member	Councillor David Edgar, Cabinet Member for Resources
Originating Officer(s)	Neville Murton - Service Head, Finance and Procurement
Wards affected	All wards
Key Decision?	Yes
Community Plan Theme	One Tower Hamlets

Executive Summary

This report details the proposed changes to fees and charges across all directorates for the financial year 2017/18.

Fees and charges detailed in this report generally fall into two broad categories:

Statutory – those set by central government, for example notice of marriage, and household planning applications for alterations/extensions;

Discretionary – those set at the discretion of local authorities, for example library charges, and commercial waste collection.

Whilst the recommendations in this report relate to discretionary charges, details on the key statutory charges have also been included in the appendices (see Appendix 7) to provide the overall picture for the Council.

The level of inflation (CPI = 1.0%, RPI = 2.0% as at the end of September 2016) has been a key factor in determining the recommended changes. However, as the report points out, directorates have also taken into account several other factors such as service demand, the projected cost of providing the different services, benchmarking with other local authorities, and the impact of the general economic situation on the Council’s residents.

Recommendations:

The Mayor in Cabinet is recommended to:

1. Approve the revised fees and charges for **Adults' Services** as set out in **Appendix 1** with effect from 1st April 2017.
2. Approve the revised fees and charges for **Children's Services** as set out in **Appendix 2** with effect from 1st April 2017.
3. Approve the revised fees and charges for **Communities, Localities and Culture** as set out in **Appendix 3** with effect from 1st April 2017.
4. Approve the revised fees and charges for **Development & Renewal** as set out in **Appendix 4** with effect from 1st April 2017.
5. Approve the revised Nationality Checking Service fees for **Law, Probity and Governance** as set out in **Appendix 5** with effect from 10th January 2017.
6. Approve the revised fees and charges for **Law, Probity and Governance** as set out in **Appendix 5** with effect from 1st April 2017.
7. Approve the revised fees and charges for **Resources** as set out in **Appendix 6** with effect from 1st April 2017.
8. Note the revised **Statutory** fees and charges as set out in **Appendix 7** with effect from 1st April 2017.

1. REASONS FOR THE DECISIONS

- 1.1 Fees and charges are reviewed annually as part of the Council's financial and business planning process. This ensures that they are set at the appropriate level for the prevailing economic conditions and represents good practice in terms of the Council's aim to provide value for money.

2. ALTERNATIVE OPTIONS

- 2.1 Whilst the changes to fees and charges recommended in the report follow a review of existing charges by each directorate, other alternatives can be adopted by Members if they so wish. The financial impact of any alternatives will need to be reflected in the Council's Medium Term Financial Plan (MTFP).

3. DETAILS OF REPORT

3.1 BACKGROUND

- 3.1.1 The application of fees and charges plays an important role in supporting the Council achieve its strategic objectives, for example, by:

- Providing a source of funding for re-investment in services;
- Influencing resident behaviour i.e. controlling service demand whilst, through appropriate discounts/concessions, ensuring that only those who can afford to pay are required to pay;
- Working as a driver to reduce unit costs.

- 3.1.2 The Council is committed to optimising its income in a fair and proportionate way.

- 3.1.3 The authority currently generates in the region of £36m through fees and charges, in the main through school meals £13.6m, parking £12.4m, planning and building control fees £3.8m, and commercial waste £3.5m. The income generated through fees and charges is reinvested in the associated services.

- 3.1.4 The fees and charges fall into two broad categories: (1) statutory charges which are set by statute (this includes most planning fees) and (2) discretionary charges which can be determined by the Council (this includes commercial waste and leisure services). A few charges do not fall clearly into either of these two categories in that they are not under the direct control of the Council: this includes Penalty Charge Notices which are set by local authorities through London Councils, with the approval of the Mayor of London and Secretary of State for Communities and Local Government.

- 3.1.5 Whilst the on-street parking charges are driven by traffic management considerations, a key factor in determining the level of charge for the other main sources of income is the cost of service provision. However, Council policy has largely dictated that the ability of people to pay is a prime consideration.

3.1.6 The table below sets out the key principles guiding the Council's approach to charging for services.

Fairness	Rationale & Prioritisation	Stability & Predictability
Subsidy should be a conscious choice i.e. a presumption to full cost recovery	Fees and charges should reflect key priorities	The impact of pricing changes should be managed over time where the impact is high
Concessions for services should be logical	There should be a logic for charges for different levels of the same service	Charges should be affordable to both users and the taxpayer
Charges should not provide subsidy to businesses from the taxpayer	Charges should be transparent, clear and simple	Charges should generate income to help delivery capacity, efficiency, and support continuous improvement
A tough stance to be taken on payment avoidance	Charges should take account of the wider market for similar or alternative services	Charges should be communicated to users as soon as practical

3.1.7 All directorates have undertaken a review of their fees and charges as part of the financial and business planning process having regard to these principles. Additional income generated from increases to fees and charges will be used to support the savings requirement in the current MTFP for 2017/18.

3.1.8 The general rule is that fees and charges may not be set at such a level as to generate a surplus. However, there are some exceptions to this rule.

3.1.9 Set out below is a more detailed narrative on the outcome of the review process within each directorate. The report sets out where any special circumstances apply.

3.2 ADULTS' SERVICES

Meals Service for Social Service Clients (Contract Services) (Appendix 1, section 1.1)

3.2.1 The meals service is provided by Contract Services and provides the meals on wheels service, meals to lunch clubs and day services. The service provides meals to elderly and vulnerable adults and currently charges £2.40 per meal for both hot and frozen meals which generates around £186k per annum, depending on fluctuating levels of uptake.

- 3.2.2 The meals service for Adults Service clients remains a heavily subsidised service with the actual cost of meals being on average approximately £7. The majority of other London Boroughs charge in excess of £3 per meal for the service with some being as high as £6; there is therefore the potential to increase the charge further and thus reduce the level of subsidy in the future.
- 3.2.3 A review of Contract Services is currently underway, an outcome of which may be to increase prices during 2017/18. In the interim an increase in line with RPI (2%) rounded up to the next 10p is proposed. As the increase is in line with inflation there is no need to engage in service user consultation.

Community Based Services (Appendix 1, section 1.2)

- 3.2.4 Community based services include home care, day care, transport, care and support delivered in Extra Care sheltered housing on a temporary or permanent basis, and services purchased by a service user using a personal budget or direct payment. The details are contained within the Adult Social Care Charging Policy. This policy is available on the Council's website and is currently being implemented, therefore no further review is proposed at this time. The policy will be reviewed at least annually to ensure that there is a good balance between income generated, and a fair approach which prevents people in need of support from falling into poverty. The client contribution towards the cost of community based services is means tested as per the Care Act 2014 requirements.
- 3.2.5 Further charges are levied on clients attending LBTH day care centres where the placement is made by another local authority.
- 3.2.6 Current charges range from £44.20 to £64.29 per day, depending on which centre clients attend, and this generates approximately £34k per annum.
- 3.2.7 It is proposed to increase these charges by RPI (2%), rounded up to the nearest 5p in 2017/18, whereby the charges will range from £45.10 to £65.60 per day.

Extra Care for Sheltered Housing and Supported Living Clients (Appendix 1, section 1.3)

- 3.2.8 Client contributions towards the cost of extra care in sheltered housing settings are subject to a means tested income assessment under the Adult Social Care Charging Policy. The commissioned service is based on a block rate for 4 core hours at £14.48 per hour at Coopers Court, Duncan Court, Donnybrook Court, and Sonali Gardens. The commissioned rate for Sue Starkey & Shipton House is based on a block rate for 4 core hours at £15.58 per hour and £14.79 per hour spot rate for any additional hours. The client makes a contribution towards the cost up to 100% based on the means tested assessment.
- 3.2.9 Client contributions towards the cost of extra care in Supported Living settings are also subject to a means tested income assessment.

3.2.10 There are no proposals to change these arrangements. The contributions are driven by the number of hours of support required and the commissioned contracts in place. Fees and charges will be frozen during 2017/18, thus current income levels of £184k per annum are not expected to change much during the year.

Social Care Services (Appendix 1, section 1.4)

3.2.11 With the implementation of the Care Act 2014, all charges for social care services are at the discretion of the local authority. An increase in line with RPI (2%) rounded up to the nearest 5p is proposed.

3.3 CHILDREN'S SERVICES

School Meals (Contract Services) (Appendix 2, section 2.1) [Trading Account]

3.3.1 The School Meals Service operated by Contract Services continues to provide healthy and nutritious meals to pupils on a daily basis. The menus change each April and November and are designed to meet or exceed the Government's tough nutritional and food based guidelines. For instance, primary menus served in schools have recently been awarded the Food For Life Catering Mark. However, it should be noted that Contract Services is operating at a loss and a review is currently underway to enable the service to break even in the future. This may involve cost reductions and/or price increases in order to secure a viable future for the service.

3.3.2 The contract price charged to schools is £2.30 per child's meal. The price charged to pupils is currently £1.90 and £2.00 per meal (primary and secondary respectively). Pending the outcome of the review, in the interim it is proposed to increase the prices in line with RPI (2%) rounded up to the next 5p. Therefore the price charged to pupils would be £1.95 and £2.05 per meal (primary and secondary respectively).

Arts and Music (Appendix 2, section 2.2)

3.3.3 This service is free of charge for those parents classified as being on low incomes.

3.3.4 The service continues to operate on a balanced budget. No funds are used from the Council to subsidise this work and it is fully grant funded by the Department for Education (DfE). THAMES offers the lowest charge of all Music Services in London by a considerable margin. Most services charge around £10 to £18 a week.

3.3.5 It is proposed to increase fees in line with RPI (2%) rounded up to the next 10p.

Parental Engagement & Support (Appendix 2, section 2.3)

- 3.3.6 The Council runs childcare schemes during school holidays for both working and non-working parents. The current charges are £4 per day for non-working parents, £10 per day for working parents between 9am and 5pm, or £14 for an extended 8am-6pm day.
- 3.3.7 The service is means tested and to qualify for the subsidised rate, those on benefits must provide recent proof of benefits such as income support, Employment & Support Allowance (ESA) or Disability Living Allowance (DLA). These charges generate approximately £45k per annum.
- 3.3.8 Affordable childcare plays an important role in helping parents to work, or engage in education or training that can lead to work, and therefore contributes significantly to Community Plan priorities in relation to child and adult poverty and employment. This provision is particularly important in school holidays. Affordable childcare is also important for services making referrals for vulnerable children during the school holidays. For example the Children with Disabilities Team, Social Care.
- 3.3.9 The service currently costs £217k; £73k is funded through SLA income and Fees & charges and the balance of approximately £144k is subsidised by the council.
- 3.3.10 It is proposed to increase fees in line with RPI (2%) rounded up to the next 10p.

Local Authority Day Nurseries (Appendix 2, section 2.4)

- 3.3.11 The Day Nurseries currently cost the council £2.1m and provide a front-line service offering high quality childcare. The majority of children accessing this service are vulnerable and have been referred by Social Care or other professionals; these children are not charged for their place.
- 3.3.12 Members have previously set the maximum charge for nursery provision at £180 per week, in practice, for the few cases for which a fee is applicable the prevailing charge has been £148 per week.
- 3.3.13 The majority of children who attend the Nurseries are funded through central government funding. There are two funding programmes; Early Learning for two year olds and Nursery Education Funding for three and four year olds.
- 3.3.14 The two year old funding provides 15 free hours per week for 38 weeks of the year (570 hours) and is targeted at families on low income (household income of less than £16,190). It is also available to children in care, adopted children, children who receive Disability Living Allowance, and children who have an Education, Health and Care Plan.

- 3.3.15 The three and four year old funding is for the same number of hours but is a universal entitlement. Since September 2017, there is an increased entitlement of a further 15 hours per week where both parents are working and are earning at least the equivalent of 16 hours' worth of the minimum wage per week and less than £100,000 per annum each.
- 3.3.16 A number of working parents access hours in addition to the free hours. Very few parents pay for up to 35 additional hours a week.
- 3.3.17 It is proposed that the fee structure is changed to £5 per hour.
- 3.3.18 Therefore, in a typical scenario of a child attending 30 hours, 15 of which are funded through government funding, the parents would pay for 15 hours at a cost of £75 per week. For parents not eligible for funding (e.g. for a two year old child and the parents do not have a low income), and also attending for 30 hours, they would be charged £150 per week.
- 3.3.19 In the few cases where a child attends for 50 hours a week, the maximum charge would be £250 per week; however, in practice it is likely that they would be eligible for 15 free hours, so would be charged £175 per week.
- 3.3.20 These parents may also be eligible for childcare tax credit. The childcare tax credit is up to 70% of childcare fees paid up to a maximum of £175 per week. The amount of credit paid depends on family income.
- 3.3.21 It is standard practice in the childcare sector to charge for late pick up of a child. A minimum of two members of staff are required by law at all times. Consequently there is a high cost to a childcare provider when parents arrive late to pick up their child. At the Day Nurseries an additional fee is applied for the late collection of children at the rate of £10 for every 15 minutes.

Integrated Early Years Service (Appendix 2, section 2.5)

- 3.3.22 The Early Years Service offers a large range of training to Private, Voluntary and Independent (PVI) childcare providers, childminders, schools and children's centres. For daily rates these are currently charged at £35 for PVIs, £25 for childminders, and £75 for schools and children's centres. These charges do not cover the costs of facilitating the courses.
- 3.3.23 The DfE is currently consulting on the Early Years National Funding Formula for nursery education funding for 3 and 4 year olds. It is proposed that a much larger proportion of the funding is paid directly to providers, thus reducing the amount retained by the Local Authority, part of which enables it to provide the subsidised training.
- 3.3.24 If the national funding formula proposal goes ahead (it will come into force from April 2017), the Integrated Early Years Service will have to consider whether it can continue to offer the training with its current subsidy.

- 3.3.25 The service is therefore seeking approval to enable it to increase fees should it be necessary up to the following daily rates: £120 for PVIs, £85 for childminders, and £250 for schools and children's centres.
- 3.3.26 The service would also like flexibility in pricing to enable it to offer discounts, e.g. for multiple bookings, to be able to maximise take up of training places.

Support Services to Academies and Free Schools (Appendix 2, section 2.6)

- 3.3.27 The Council provides a range of support services for its schools on a traded basis, which are set out in detail in our online catalogue at www.lbthservicesforschools.co.uk. These services are charged on a full cost recovery basis.
- 3.3.28 Where appropriate, these services are offered to academies and free schools. In order to cover the additional administrative costs of providing these services to organisations outside local authority control, a pricing policy that adds a 10% administrative charge to the full cost recovery rate was adopted last year. It is proposed to continue with this policy. Academies and Free Schools will also be charged VAT.

3.4 COMMUNITIES, LOCALITIES & CULTURE

Parking (Appendix 3, section 3.1) [Ring fenced Account]

- 3.4.1 In setting Parking fees and charges, consideration has been taken of the need to ensure that:
- Value for money is provided
 - Demand can be controlled and managed effectively
 - Where appropriate, the cost of providing the services are recovered
 - The Council's transport and environment strategies are supported
- 3.4.2 It is unlawful to set parking charges for the purpose of raising revenue.
- 3.4.3 The purposes behind setting parking charges are:
- a) To control and manage parking demand.
 - b) To ensure road safety in the borough.
 - c) To regulate traffic flow and reduce congestion.
 - d) To cover the cost of providing the service, as the Government strongly recommends that any shortfall in operations should not be funded through the General Fund.
- 3.4.4 Income from fees and charges generate a total of £12.4m excluding Parking Control Notices (PCN). The income is credited to the Parking Control Account and any surplus which accrues within the account at year end is used to fund environmental, transport and highways expenditure within the Council. There has been a substantial increase in bay suspension in the borough due to

major development works being undertaken. This is expected to continue. Therefore it is proposed that the impact of the additional activity is reflected in the 2017/18 Budget, contributing £500k towards highways expenditure. This will be incorporated into the Medium Term Financial Strategy.

3.4.5 In order to comply with best practice as suggested by London Councils, the Parking & Mobility Service has identified a requirement to reduce parking demand. It is assumed that increasing charges in line with RPI will keep parking demand at its current level (or continue to cover the cost of providing a service). It is assumed that increasing charges above RPI will reduce parking demand. Therefore, where it is appropriate, some charges have been increased in line with RPI, and others have been increased above RPI. Where charges have been increased above RPI, consideration has been given to limit the impact of these increases in light of the continuing economic difficulties faced by businesses and residents.

3.4.6 Increases include the following:

Fee/charge	Change	Range of Charges	Rationale
Resident permit (Band A)	£0.20 increase	Current £6.00 Proposed £6.20	Increase in line with RPI, rounded up to the nearest £0.10.
Resident permit (Bands B – G1)	£1.00-£2.00 increase for 6 months, and £1.00-£3.00 increase for 12 months	Current £29.00 - £81.00 (6 months) £46.50 - £142.00 (12 months) Proposed £30.00 - £83.00 (6 months) £47.50 - £145.00 (12 months)	Increase in line with RPI, rounded up to the nearest £0.50.
Resident permit (Band G2 and multi-vehicle)	£2.00 increase for 6 months, and £3.50 increase 12 months	Current £92.00 (6 months) £172.00 (12 months) Proposed £94.00 (6 months) £175.50 (12 months)	Increase in line with RPI, rounded up to the nearest £0.50.
Resident permit (Electric Vehicle)	£0.20 increase	Current £6.00 Proposed £6.20	Increase in line with RPI, rounded up to the nearest £0.10.
Resident permit (foreign vehicle Band G2)	£2.00 increase for 6 months	Current £92.00 (6 months) Proposed £94.00 (6 months)	Increase in line with RPI, rounded up to the nearest £0.50.

Fee/charge	Change	Range of Charges	Rationale
Resident permit (motorcycle)	£0.50 increase for 12 months	Current £16.00 (12 months) Proposed £16.50 (12 months)	Increase in line with RPI, rounded up to the nearest £0.50.
Resident permit (Temporary permit)	£0.20 increase per day	Current £6.00 (per day) Proposed £6.20 (per day)	Increase in line with RPI, rounded up to the nearest £0.10.
Resident permit (2nd and 3rd permit surcharge)	£1.00 increase for 2 nd permit, and £3.00 increase for 3 rd permit	Current £50.00 (2 nd permit) £150.00 (3 rd permit) Proposed £51.00 (2 nd permit) £153.00 (3 rd permit)	Increase in line with RPI, rounded up to the nearest £0.50.
Business / Public Service / Contractor / Doctor's permits (band A-G1)	£5.00-£7.00 increase for 3 months, £7.00-£10.50 increase for 6 months, and £11.50-£16.00 for 12 months	Current £231.00 - £330.00 (3 months) £343.00 - £489.00 (6 months) £554.00 - £792.00 (12 months) Proposed £236.00 - £337.00 (3 months) £350.00 - £499.00 (6 months) £565.50 - £808.00 (12 months)	Increase in line with RPI, rounded up to the nearest £0.50.
Business / Public Service / Contractor / Doctor's permits (band G2)	£17.00 increase (12 months)	Current £825.00 (12 months) Proposed £842.00 (12 months)	Increase in line with RPI, rounded up to the nearest £0.50.
Business / Public Service / Contractor / Doctor's permits (Electric vehicles)	£0.20 increase	Current £7.00 Proposed £7.20	Increase in line with RPI, rounded up to the nearest £0.10.
Pay & display for zones A1, A2, A5, A6, C1 & C2	£0.20 increase per hour	Current £4.40 (per hour) Proposed £4.60 (per hour)	Increase in line with RPI, rounded up to the nearest £0.20.

Fee/charge	Change	Range of Charges	Rationale
Pay & display for zones A3, A4, C3, C4	£0.20 increase per hour	Current £3.80 (per hour) Proposed £4.00 (per hour)	Increase in line with RPI, rounded up to the nearest £0.20.
Pay & display for zones B1, B2, B3, D1, D2 and Roman Road car park	£0.20 increase per hour	Current £3.40 (per hour) Proposed £3.60 (per hour)	Increase in line with RPI, rounded up to the nearest £0.20.
Pay & display for zones B1, B2, B3, D1, D2 and Roman Road car park	£0.20 increase per hour	Current £3.40 (per hour) Proposed £3.60 (per hour)	Increase in line with RPI, rounded up to the nearest £0.20.
Pay & Display Short stay parking off-street (Victoria Park, St Mark's Gate, Haverfield Road, Lawton Road, John Orwell car parks)	£0.20 increase per hour	Current £2.00 - £7.00 (per hour) Proposed £2.20 - £7.20 (per hour)	Increase in line with RPI, rounded up to the nearest £0.20.
Contractor daily permit	£0.50 increase per day	Current £25.00 Proposed £25.50	Increase in line with RPI, rounded up to the nearest £0.50.
Market Trader permit	£3.50 increase for 3 months, £6.00 increase for 6 months, and £10.00 increase for 12 months	Current £175.00 (3 months) £295.00 (6 months) £480.00 (12 months) Proposed £178.50 (3 months) £301.00 (6 months) £490.00 (12 months)	Increase in line with RPI, rounded up to the nearest £0.50.
Market Trader Scratchcards	£1.00 increase per book of 5	Current £26.00 Proposed £27.00	Increase in line with RPI, rounded up to the nearest £0.50.
Car Club Permit (single bay model)	£4.50 increase for 12 months	Current £208.00 Proposed £212.50	Increase in line with RPI, rounded up to the nearest £0.50.

Fee/charge	Change	Range of Charges	Rationale
Car Club Permit (point to point model)	£26 increase for 12 months	Current £1,300.00 Proposed £1,326.00	Increase in line with RPI, rounded up to the nearest £0.50.
Traffic Management Order (per item)	£70.00 increase for making / amending orders including preparation, advertising & implementation	Current £3,435.00 Proposed £3,505.00	Increase in line with RPI, rounded up to the nearest £0.50.
Traffic Management Order (per item)	£1.50 increase for car free developments	Current £106.00 Proposed £108.50	Increase in line with RPI, rounded up to the nearest £0.50.
Bay suspension administration charge (one off)	£2.00 administration charge increase for businesses and companies, residents, the NHS, police the fire brigade and registered charities	Current £83.00 Proposed £85.00	Increase in line with RPI, rounded up to the nearest £0.50.
Bay suspension charges for businesses and companies (per bay per day)	£1.00 increase	Current £40.00 Proposed £41.00	Increase in line with RPI, rounded up to the nearest £0.50.
Dispensation administration charge for residents, the NHS, police the fire brigade and registered charities	£0.50 increase	Current £18.00 Proposed £18.50	Increase in line with RPI, rounded up to the nearest £0.50.
Dispensation administration charges for businesses and companies	£1.50 increase	Current £58.00 Proposed £59.50	Increase in line with RPI, rounded up to the nearest £0.50.
Dispensation charges for businesses and companies (per bay per day)	£1.00 increase	Current £40.00 Proposed £41.00	Increase in line with RPI, rounded up to the nearest £0.50.

Fee/charge	Change	Range of Charges	Rationale
Permit administration (amendments or replacements)	£0.10 increase	Current £5.00 Proposed £5.10	Increase in line with RPI, rounded up to the nearest £0.10.
Permit administration (refund for returned permits – per item)	£0.50 increase	Current £25.00 Proposed £25.50	Increase in line with RPI, rounded up to the nearest £0.50.
Visitor Scratch cards (Resident)	£0.50 increase per book of 10	Current £15.00 Proposed £15.50	Increase in line with RPI, rounded up to the nearest £0.50.
Visitor Scratch cards (Public service)	£1.00 increase per book of 10	Current £37.00 Proposed £38.00	Increase in line with RPI, rounded up to the nearest £0.50.
Visitor Scratch cards (Business)	£1.00 increase per book of 10	Current £22.00 Proposed £23.00	Increase in line with RPI, rounded up to the nearest £0.50.
Skip Licence	£1.00 increase per day	Current £40.00 Proposed £41.00	Increase in line with RPI, rounded up to the nearest £0.50.
Disposal of abandoned vehicles removed from private land	£1.00 increase per disposal	Current £50.00 Proposed £51.00	Increase in line with RPI, rounded up to the nearest £0.50.

Clean and Green (Appendix 3, section 3.2)

3.4.7 There is a proposed 13% increase in Temporary Structures (pre inspection application fee). The current fee of £30 does not reflect officer time spent on the pre - inspection. Benchmarking around neighbouring boroughs also suggests the 13% is justified, for example Royal Borough of Greenwich charge £36. The proposed increase to £34 is also inclusive of 2% RPI.

3.4.8 There is a proposed 28% increase in Temporary Structures occupancy fee (less than 50m²) from £225 to £288. This again is a result of benchmarking against other boroughs, City of London charge £350 per week whilst Newham charge £330 per week. It is also worth noting that existing fees for Temporary structures have seen no change in the last four years in which time borough population has increased as well as the number of new developments. The proposed 28% increase is inclusive of 2% RPI.

- 3.4.9 The Council has a duty to collect commercial waste when requested to do so and must make a charge for that collection. By law the Council is not allowed to provide a subsidy and must recover the cost of the service without distorting the commercial market. For these reasons an annual review of charges in line with the authority's fees and charges policies is undertaken to ensure recovery of cost of service.
- 3.4.10 Uplifts need to be applied to the fees and charges for commercial waste in 2017/18. These cost elements are covered under the two main contracts for collection and disposal. The annual uplift for the collection of waste for the year 2017/18 is anticipated to be 2% and this reflects an increase in fees driven by the need to recover those costs. Disposal costs have also increased by 2% and drives a fee uplift to ensure all costs related to the disposal of commercial waste is recouped. The average increase in related fees is therefore approximately 4%, rounded up to the nearest 5p.
- 3.4.11 There are some collection only costs which are only increased in line with collection contract increases at 2%, rounded up to the nearest 5p. All other charges will remain the same.
- 3.4.12 All other proposed fees and charges for 2017/18 related to Clean & Green and are inclusive of 2% RPI rounded up to the nearest £1.

Transportation and Highways (Appendix 3, section 3.3)

- 3.4.13 It is proposed that existing single fee charge for street works is changed to a range so that it is consistent and in line with the fee range for Traffic Management orders. The fee range will give the authority the option to benchmark our fees against other boroughs.
- 3.4.14 The proposed fees are based on a benchmarking exercise of highway search charges at other Local Authorities across London and the UK. This work revealed that conditions relating to the charging structure have changed since the last similar review in 2012. Then, most councils charged a flat fee for a highways search (comprising a plan and questions related to adopted Highway). Since then, the highway search fee trend has started to move away from the fee model and to a model, where a separate fee is now charged for the plan and fee for each question asked.
- 3.4.15 Another vital consideration is the volume of highway searches forecasted in the short/medium term. Highway searches are dependent on the number of transactions in the housing market. If the housing market is thriving, highway search numbers reflect that and vice versa.
- 3.4.16 The number of highway search requests has slowed in recent months. This may be due to the current economic climate. The proposed charges reflect the officer resource used to produce search results. Therefore it is proposed that the current fee of £75 per search is replaced with a separate charge of £50 per map and £20 charge per question relating to adopted highway.

3.4.17 It is proposed to increase the range of fees for Traffic Management Orders in line with RPI (2%) rounded up to the nearest pound.

Street Trading (Appendix 3, section 3.4) [Markets Trading Account]

3.4.18 There are proposals to change some fees and charges and introduce new charges to the Trading Account for the financial year 2017/18.

3.4.19 The street trading account operates in accordance with the London Local Authorities Act 1990 (as amended), which stipulates what charges can be made to the account. These charges are kept under regular review to ensure that all relevant expenditure is recovered via fees and charges. If income exceeds expenditure, the surplus should be reinvested in the operation of street markets. Any deficit on the account should be recovered as soon as practicable.

3.4.20 Whilst some markets are thriving such as Columbia Road, Brick Lane and Goulston Street food court, some markets are declining, due to primarily changing retail trends.

3.4.21 The Market Service has a number of plans to develop markets and make our markets more attractive, raising public awareness and increasing cultural diversity in terms of traders, goods and foods. Such initiatives will improve visitor numbers and increase sales to traders.

3.4.22 The majority of permanent / temporary trading charges will be increased in accordance with RPI (2%) rounded up to the next 5p. Other proposed increases are:

- Isolated pitch charge proposed increase from £22.00 to £30.00 per day Monday to Friday;
- from £42.00 to £50.00 Saturday and;
- from £52.00 to £60.00 Sunday.

It is apparent that supervision should be more frequent, additional visits are required to ensure regulation of street trading licence conditions.

3.4.23 Permanent Licence Application/Renewal fee – Proposed increase to £77. The increase will be identical to a temporary licence application fee. The increase was overlooked from the fees and charges report 2016/17.

3.4.24 Public Footway Licence Application/Renewal fee – Proposals to increase to £30.00 (six monthly). At present the charge is divided by the three year application fee of £77.00, this equates to £12.85 six monthly. The process of licensing a public space involves a number of activities such as a Council site visit to survey the premises, consultation with internal/external parties, setting up trading accounts, this forms the basis for the increase to reflect administration costs.

- 3.4.25 Public Footway Licence (isolated pitch Application fee – This is currently £77 for up to three years. It is proposed to charge £30.00 for six months. The process of licensing a public space involves a number of activities such as a Council site visit to survey the premises, consultation with internal/external parties, setting up trading accounts, interviewing potential applicant/s, this forms the basis for the increase to cover administration costs.
- 3.4.26 Registered Assistant Application/Renewal Fee – Proposed increase from £12.00 to £30.00. The increase reflects administration time to process applications and issue licence.
- 3.4.27 Variation of Licence – Application fee – Proposed increase from £52.00 to £60.00. Permanent traders can request quarterly a change to a permanent licence such as change of commodity, transfer of pitch, additional days etc. The increase reflects the administration time to process applications.
- 3.4.28 Chrisp Street Market has electricity points for the use of traders. Traders currently do not pay an electricity fee, there is a recharge to the street trading account annually from Poplar Harca to cover usage of trader electricity. Over the last few years traders have abused the system and constantly overloaded the system resulting in continual repairs. It is necessary to introduce a daily charge of £1.50 per day to each trader to cover costs of usage/repairs/maintenance.
- 3.4.29 Portable Appliance Testing (PAT) – The annual fee of £30.00 is introduced following previous investigations by electrical contractors which established traders using electrical equipment not fit for purpose and a Health and Safety Risk. PAT testing will be carried out by approved electrical contractors to ensure markets are a safe environment and traders charged accordingly.
- 3.4.30 Permanent trading fee – Hot food vendor Monday to Friday proposed increase to £20.00, Saturday increase to £30.00. The increase reflects regular officer visits to ensure Street Trading Licence Conditions are not breached. The sale of hot food creates additional waste/food spillages resulting in regular market deep cleans. The Council is competing with a number of successful food operators and the increase is minimal to those in comparison.
- 3.4.31 Toilet Provision Columbia Road – proposals to charge £5 per trader per Sunday. Public Realm previously supplied toilets at Columbia Road, following the transfer of responsibility, the toilets will now be provided by the market. There is a necessity to provide toilets to traders/public following numerous complaints. The street trading account cannot sustain the additional costs and it is recommended that traders contribute to the cost of toilet provision.
- 3.4.32 Private Land Trading fee – Proposals to introduce a charge of £5.00 per day. As part of the London Local Authorities Act (LLAA) 1990 (as amended), street trading identifies trading from a street which includes, (a) any road or footway, (b) any part of such road, footway or area, (c) any part of any housing development provided or maintained by a local authority under Part II of the Housing Act 1985. There is an increase of private land being utilised for pop

up markets/food events. The charge is introduced to reflect the LLAA and where the Council can licence.

- 3.4.33 Use of Markets Equipment – (gazebos etc) proposals to introduce a charge of £10.00 per day. Some organisations have promotions within market areas and require equipment to set up and display literature. The Service can provide gazebos that can be hired to such companies.
- 3.4.34 Event Fee/Promotions – Proposals to introduce an event fee of £50.00 per day. The Service is approached by various organisations regarding events/promotions within market areas. The charge reflects the planning of market pitches/officer time for these events which are one offs.
- 3.4.35 Administration fee – sourcing traders for events – It is proposed to introduce a fee of £50.00. The Service is approached by a number of organisations requesting assistance to provide traders. The fee reflects the administration time.
- 3.4.36 Electricity Charge – hot food vendors – Hot food vendors require additional electrical wattage for cooking equipment, the Council's electrician has confirmed the cost of £10.00 per day will cover electrical usage. As part of markets development, there are proposals to install/increase electrical bollards within market areas.
- 3.4.37 Deep Clean of market locations – invoiced equally amongst traders per market. It is identified that food courts require constant deep cleaning to maintain high standards. The cost has previously been met by the Street Trading account which cannot continue to be sustained. The street trading licence conditions stipulate that any additional cleaning required relating to cooking may be re-charged to all food sellers in that market.
- 3.4.38 Private Land application fee – Proposal to introduce a fee of £30.00. The cost covers administration time to process applications and issue licence.

Environmental Commercial Services (Appendix 3, section 3.5)

- 3.4.39 It is proposed to increase fees in line with RPI (2%) rounded up to eliminate any odd charges, with the exception of Selective Licensing and HMO Licence fees.

Idea Store and Idea Store Learning (Appendix 3, section 3.7)

- 3.4.40 It is proposed to increase some Idea Store fees broadly in line with RPI (2%) rounded up to eliminate any odd charges.
- 3.4.41 It is proposed that a new library charge be introduced to recoup the cost of postage costs for notifications of overdue items and for reserved item available notices. This is an elective service and customers wishing to avoid this cost can choose to be notified instead by email or telephone at no charge.

3.4.42 Postal notices for overdue items and reservations are administered on our behalf by our Library Management System Supplier, Axiell and the cost of postage, currently £8,500 p.a. is passed on to Idea Store. There is no charge for email notices.

3.4.43 From 2017/18 it is proposed that a charge of £1.00 be passed to those people who choose to receive overdue notices or reserved item available notices by post. This charge will be payable for each notice and will be paid either on returning an overdue item or on collecting a reserved item. People who select email or telephone (either text or recorded message) as their means of contact will continue to receive this service free.

3.4.44 Fines and charges will be amended as follows:

Books, CDs and CD-Roms

- Loan of Books, CDs and CD-Roms – Free
- Fines, payable by adults aged 16 to 64 - £0.20 per day per item to a maximum of £10.00. Free to adults aged 65 and over. An additional charge of £1.05 to all adults, including those aged 65 and over will be made to customers who choose to receive notification by post.

DVDs

- Loan of DVDs held within Tower Hamlets – Free
- Fines, payable by adults aged 16 to 64 - £1.05 per day per item to a maximum of £10.50. Free to adults aged 65 and over. An additional charge of £1.05 to all adults, including those ages 65 and over will be made to customers who choose to receive notification by post.

Book Reservations/Requests

- Reservations/Requests for stock held within the London Libraries Consortium (LLC) – Free, but customers requesting postal notification will be charged £1.05
- Premium reservation Service, payable by adults aged 16 to 64 – £5.10 per items for requests outside the LLC. Free to adults aged 65 and over. An additional charge of £1.05 to all adults, including those ages 65 and over will be made to customers who choose to receive notification by post.

Audio Requests

- Requests for stock held within Tower Hamlets – Free, but customers requesting postal notification will be charged £1.05.
- Premium Reservation Service – £5.10 per item for requests outside Tower Hamlets. An additional charge of £1.05 will be made to customers requesting postal notification.

Charges for postal notification will only be applied to customers who have requested to receive notices by post. The default settings for notification will be by email or by telephone and there will be no charge for notices sent this way.

Late return charges can be avoided by:

1. Returning items on or before the date due back
2. Renewing items by these methods:
 - in person
 - using the Idea Store app
 - online via the Idea Store website
 - by telephone to a dedicated renewals number

All new customers are registered to choose either email or telephone notifications. Customers who have previously supplied only a postal address notification will be prompted to re-register and to give an email address or telephone number before the new charges are implemented.

3.4.45 Idea Store Learning is funded through a £2.5 million contract with the Skills Funding Agency (SFA) to deliver both accredited and non-accredited adult and community learning. The Skills Funding Agency contract requires the Local Authority to introduce charges for English for Speakers of Other Languages (ESOL) courses, in line with charges for other types of courses.

3.4.46 The SFA funding principle is that a financial contribution to provision of community learning is made by the provider, and that the provider must:

- Maximise access to community learning for adults, bringing new opportunities and improving their lives, whatever people's circumstances, and,
- Collect fees from people who can afford to pay and use where possible to extend provision to those who cannot.

3.4.47 A new fees and charges model is proposed in order to maximise the fee income from those learners who can afford to pay a realistic fee level whilst adhering to SFA funding requirements. This will have no impact on learners who cannot afford to pay and who meet the SFA's definition of being eligible for fee waivers. All courses will be free or subsidised for learners who meet the eligibility criteria as follows:

- 1) **For those in employment:** earning less than the gross London Living wage (£9.40 per hour).
- 2) **For those in receipt of Job Seeker's Allowance (JSA) or Universal Credit:** in receipt of JSA or Universal Credit.
- 3) **For those of pensionable age:** in receipt of Pension Credit (guaranteed only).
- 4) For Adult and Community Learning (non- qualification) courses, the above fee waivers will only apply to **LBTH residents only**.

Learners must provide proof of eligibility, such as:

- Pay slips (last 3 months)
- Bank statements (last 3 months)
- P60 (for the latest tax year)
- Tax returns (for the latest tax year)
- Benefit documentation to ascertain level of individual income

3.4.48 The proposed fees are:

- £1.30 per hour for non-accredited ESOL courses for those in receipt of Universal Credit
- £2.55 per hour for non-accredited ESOL courses for full fee payers
- £4.10 per hour for accredited ESOL courses for full fee payers. These accredited ESOL courses are free for those in receipt of specified benefits
- £0.00 - £2.55 per hour for non-accredited courses (except ESOL courses) for those in receipt of specified benefits
- £2.25 - £5.00 per hour for non-accredited courses (except ESOL courses) for full fee payers

3.4.49 The changes proposed above are expected to generate approximately £85,000 which will increase in the following years and will offset the SFA grant reduction. The SFA Funding allocation for the next academic year is normally published in March and thus the full extent of grant reductions for 2017/18 will not be known until March 2017.

3.4.50 A significant number of programmes that are provided for those seeking work or need to develop English and Maths skills will remain free to the learner. Examples of these are:

- All Family Literacy and Numeracy Programmes.
- Accredited English Maths and IT programmes for those who have not achieved a full level two qualification previously.
- Accredited ESOL programmes for those who are on benefits linked to employment or are on other benefits but actively seeking work.
- Speaking English with Confidence Clubs for ESOL learners, which are new initiatives being delivered within Tower Hamlets.
- Volunteers are offered free programmes to support their confidence.
- Partnerships will also provide free employability training for residents ready to move into employment.

Sports & Physical Activities (Appendix 3, section 3.8)

3.4.51 Outdoor sports pitches are managed by the Arts Parks and Event Service. It is proposed to increase all pitch fees by 5% across the board. The resultant charge for Astro turf pitch hire is rounded up to the nearest £1. All other charges are rounded up to the nearest 5p.

3.4.52 Pitch fees have not been increased for a number of years and are currently well below those in other London Boroughs. For example, full size astro turf pitch for borough based adults has a proposed charge £45.99 per hour. This compares to a benchmarked charge of a neighbouring borough of £199.50 (Mabley Green).

3.4.53 The proposed increase is above RPI of 2%, but takes into consideration that the fees have not been increased for many years.

3.5 DEVELOPMENT & RENEWAL

3.5.1 The Council generates £3.8m a year through charges for various planning and building control services. This includes a range of statutory and discretionary charges introduced in July 2012 for discretionary work associated with Street Naming and Numbering (SN&N) applications.

3.5.2 For 2017/18 the fees and charges include an inflationary increase as well as other increases consistent with the cost recovery principle, and a benchmarking exercise with comparative boroughs.

Strategic Planning and Development Management (Appendix 4, section 4.1)

3.5.3 Pre-application advice meetings have increased significantly over the years and the feedback from customers (e.g. large developers, and local residents) show there is a demand for the service offer to broaden, to better meet the needs and expectations of service users. Developers, in the past, have indicated how useful this service is, in that it provides greater certainty and clarity to them by identifying planning issues and requirements before the application is submitted. It also ensures that more applications are valid and complete when they are received by the Local Planning Authority. This is particularly so for the more complex applications where the submission of more technical documents is required. Similarly, there has been a demand for the higher rate service which developers are willing to pay for. All pre-application fees are inclusive of VAT.

3.5.4 After reviewing how the pre-application fees are currently performing it is proposed to increase a number of the follow up meeting fees to ensure that they accurately cover the costs of these meetings. While it is proposed to retain the standard fee for "Advice on conditions and material/non-material amendments", it was considered a generic fee level was not proportionate to the amount of work required at stage B – Small scale proposals, so a separate fee has been set at this level.

3.5.5 Upon review and consideration of the types of queries and activities that are undertaken by the service, two new fees have been identified to ensure that the fee regime accurately covers the day to day work of the service. These are:

- A new fee to recognise that with major development proposals there are often a number of “pre-pre-application” scoping meetings requested by applicants as they look to assemble their initial proposals (£285 per meeting);
- The council also operates a Conservation Area Design Advisory Panel (CADAP). Applicants for initiatives impacting on conservation areas take proposals to CADAP for their views and advice. This is a cost to the council which the fee will cover (£200 per meeting).

3.5.6 The fees for informal Environmental Impact Assessment (EIA) scoping and screening opinions introduced in 2016/17 have been reviewed, and further work has been undertaken to stream line the number of EIA fees down to only two. This has also resulted in increasing those fees, and therefore reducing the impact on the general fund. The proposed increases are as follows:

- Informal EIA scoping opinion: current charge £865 per opinion, proposed charge £885.
- Informal EIA screening opinion: current charge £575 per opinion, proposed charge £590

Building Control (Appendix 4, section 4.2)

3.5.7 Building Control trading account activity must break even year on year, hence, fees and charges relating to the Building Control Trading Account must reflect the cost of the service.

3.5.8 Street Naming and Numbering fees and charges were introduced during the 2012/13 financial year. This service needs to grow considerably to resolve a wide range of outstanding queries and in the longer term to deal with an increased workload arising from the Boroughs consistent growth.

3.5.9 The charges were set to test the impact on service demand. These charges have been reviewed and increased to better reflect the cost of providing the service and slowly moving towards a cost recovery principle. These charges are for an inclusive extra service which is delivered by officers over and above what is available free of charge.

3.5.10 As a result, the following price changes are proposed:

- Naming/renaming a premises/street: current charge £405, proposed charge £810
- Address creation of new developments: current charge between £180 and £1,000, proposed charge between £360 and £2,000

3.5.11 Across the rest of the Building Control service, it is proposed to increase charges principally in line with inflation, rounded up to the nearest £5.

Technical Support – Local Land Charges (Appendix 4, section 4.3)

3.5.12 Although the Council has the power to set its own fees for Local Land Charges searches, fees charged must reflect the cost of the service.

3.5.13 The Local Authority searches are formed in two parts as set out in section 4.3 of Appendix 2; it is proposed to increase the search fees in accordance with RPI (2%) rounded up to the next £1.

3.5.14 It is also proposed to increase the private registration fees (Rights of Light Notices) as there has been an increase in demand for this and as a result the cost of providing this service has increased.

3.6 LAW, PROBITY & GOVERNANCE

Electoral Services (Appendix 5, section 5.1)

3.6.1 Electoral Services generate approximately £6,500 per annum through the following fees and charges:

- Sale of revised registers
- Sale of Monthly alterations lists
- Sale of Marked polling station registers; and
- Confirmation of residency letters

3.6.2 The proposed increases would bring the fees in line with those charged by neighbouring boroughs.

Registration of Births, Deaths & Marriages (Appendix 5, section 5.2)

3.6.3 The Registration & Citizenship Service currently generates approximately £750k per annum from a combination of fees from statutory services such as the registration of births, deaths, marriages and civil partnerships and other services such as citizenship ceremonies, approved premises' licences etc.

3.6.4 This is a competitive market and a recent benchmarking exercise has demonstrated that current fees are broadly in line with neighbouring Register Offices. There are some proposed increases for 2017/18 to maintain this position:

- Marriage & Civil Partnership Ceremony – Vestry (Monday or Tuesday): current charge £136, proposed charge £156
- Nationality Checking Service – Child fee (if child only appointment): current charge £30, proposed charge £60
- Nationality Checking Service – Child fee (if accompanying an adult appointment): current charge £30, proposed charge £40

3.6.5 For the remaining fees it is proposed to increase them in line with RPI (2%) rounded up to the next £1.

3.7 RESOURCES

Council Tax and Business Rates (Appendix 6, section 6.1)

- 3.7.1 Court Costs are charged to both Council Tax payers and Ratepayers when they default on their payment schemes and it becomes necessary to take enforcement action to secure the Council's position, and obtain a liability order to recover any outstanding sums.
- 3.7.2 There have been a number of high profile legal challenges to court costs charged by local authorities. The current charges already place the authority at the higher end when compared with other London Boroughs. For these reasons increased charges could be challenged and would be difficult to justify, therefore it is proposed they remain at the current levels.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 All directorates have undertaken a review of their fees and charges as part of the financial and business planning process, having regard to the guiding principles detailed in paragraph 3.1.6.
- 4.2 In general fees and charges recover some or all of the costs of services from users. This generates income which reduces the costs of services to Council tax payers and can also be used to achieve other strategic objectives, such as encouraging the use of services. A decision to charge for or to subsidise services needs to be based on rational considerations.
- 4.3 In general it is proposed that all discretionary fees and charges are increased by a minimum of RPI (2% as at September 2016), unless there is a compelling reason for not increasing at all or increasing by a higher amount.
- 4.4 It is estimated that additional general fund income of around £419k may be generated in 2017/18 through the changes proposed in this report. The Medium Term Financial Plan assumes that any additional general fund income will contribute towards meeting the overall budget gap. Additional income that may be generated through areas such as street trading and parking charges will need to be earmarked for those specific purposes and do not represent additional income to the general fund.
- 4.1 If it is decided not to increase charges in line with inflation, this will generally have the impact of increasing the level of subsidy provided by the Council to service users and alternative savings will need to be found to cover the General Fund budget gap. Once a decision is made to freeze charges, it is difficult to recover the lost income without increasing costs by more than inflation in a future period. The financial implications of freezing charges can therefore be regarded as permanent.

5. LEGAL COMMENTS

- 5.1 The Council has in place a range of fees and charges relating to services it provides. In respect of certain fees and charges, the amount of the fee etc. is prescribed in statute and in those cases there is no discretion as to the level of charge.
- 5.2 In respect of other fees and charges that are specifically allowed by statute but do not prescribe the actual amount of fee, then the Council can set its own charges (e.g. parking). Others fall to be set by the Council pursuant to a variety of statutory powers. These discretionary fees and charges are reviewed annually. As a general rule, those charges service should not exceed the cost of providing the service; i.e. the income from these charges should not be used to generate a profit.
- 5.3 The Council also has a general power under section 93 of the Local Government Act 2003 ('the 2003 Act') to charge a person for discretionary services; i.e. the provision of a service where there is no specific statutory power for the Council to provide the service, but the Council can chose to do so and the person has agreed to its provision (e.g. pest control). Again, the income from charges for such services should not exceed the cost of providing the service.
- 5.4 Further the Council has power under section 1 of the Localism Act 2011 ('the 2011 Act') to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. The general power of competence extends to charging for services, but limits on charging are imposed by section 3 of the 2011 Act. The Council may only charge for a service under the general power of competence if: (a) it is a discretionary service; (b) the person agrees to the service being provided; and (c) there is no other power to charge for the service, including in section 93 of the 2003 Act. Taking one financial year with another, the income from charges must not exceed the costs of providing the service
- 5.5 Generally with regard to fees and charges, where the Council can set its own charges it may also be able to set such charges so that different charges can be applied subject to location, class of user etc. (e.g. parking charges can be charged at a higher level for business use as opposed to residential).
- 5.6 Certain fees may not be set by the Cabinet. Regulation 2(6) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provides that decision on certain approvals, consents permits and licences (for example premises licenses; licenses for street trading) cannot be made by the Executive. Likewise, charges for such approvals, consents permits and licences may not be made by the Cabinet. These fees will therefore need to be set by the Council.
- 5.7 In carrying out its functions, the Council must comply with the public sector equality duty set out in section 149 Equality Act 2010, namely it must have due regard to the need to eliminate unlawful conduct under the Equality Act

2010, the need to advance equality of opportunity and to foster good relations between persons who share a protected characteristic and those who do not. This includes where the Council's sets fees and charges. How this duty is met is addressed in the paragraph below headed 'One Tower Hamlets Considerations'.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Council has a statutory duty under the Equality Act 2010, the effect of which is summarised in paragraph 5.7 **Error! Reference source not found.** of the report.
- 6.2 Equality analyses have been undertaken and reviewed for all services where fees and charge increases are proposed.
- 6.3 Where appropriate, concessions will be available to groups or individuals in the community where the increase may result in them being excluded from particular activities or subject to any other particular hardship.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 Fees and charges are reviewed annually as part of the Council's financial and business planning process. This ensures that they are set at the appropriate level for the prevailing economic conditions and represents good practice in terms of the Council's aim to provide value for money.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 There are no implications arising from the recommendations of this report.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 The proposals for increases to fees and charges detailed in this report support the Council's Medium Term Financial Strategy and are necessary to deliver approved savings and achieve a balanced budget.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 There are no implications arising from the recommendations of this report.

11. SAFEGUARDING IMPLICATIONS

- 11.1 The recommendations do not give rise to any relevant implications.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Discretionary Fees and Charges within Adults' Services
- Appendix 2 – Discretionary Fees and Charges within Children's Services
- Appendix 3 – Discretionary Fees and Charges within Communities, Localities & Culture
- Appendix 4 – Discretionary Fees and Charges within Development & Renewal
- Appendix 5 – Discretionary Fees and Charges within Law, Probity & Governance
- Appendix 6 – Discretionary Fees and Charges within Resources
- Appendix 7 – Statutory Fees and Charges (All Directorates)

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- Individual Equality Impact screening pro-forma.

Officer contact details for documents:

N/A

Appendix 1

Discretionary Fees and Charges within Adults' Services

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
1.1 Meals Service for Social Service Clients (Contract Services)									
1	ADU	Meals on Wheels	Contribution towards the cost of meal	Meal Contribution	N	2.40	2.50	4.2%	Per Meal
2	ADU	Meals on Wheels	Contribution towards the cost of meal	Meal Contribution	N	2.40	2.50	4.2%	Per Meal
1.2 Community Based Services									
3	ADU	Community Based	Contribution towards Home Care services	Client Contribution	N	Means Tested	Means Tested	N/A	Per Week
4	ADU	Community Based	Contribution towards other community based services	Client Contribution	N	Means Tested	Means Tested	N/A	Per Week
5	ADU	Community Based	Contribution towards the cost of refreshments	Refreshments	N	0.50	0.55	10.0%	Per Unit (Half Day)
6	ADU	Community Based Services	Attendance of day care centres for other local authority placements, excluding transport	Pritchards Road - Mental Health	N	47.68	48.65	2.0%	Per Day
7	ADU	Community Based Services	Attendance of day care centres for other local authority placements, excluding transport	Coburn Centre - Learning Disabilities	N	47.11	48.05	2.0%	Per Day
8	ADU	Community Based Services	Attendance of day care centres for other local authority placements, excluding transport	Mayfield House - Elders	N	44.20	45.10	2.0%	Per Day
9	ADU	Community Based Services	Attendance of day care centres for other local authority placements, excluding transport	Riverside Day Centre - Elders	N	46.80	47.75	2.0%	Per Day
10	ADU	Community Based Services	Attendance of day care centres for other local authority placements, excluding transport	Russia Lane - Elders	N	58.24	59.40	2.0%	Per Day
11	ADU	Community Based Services	Attendance of day care centres for other local authority placements, excluding transport	Physical Disability Day Opportunities	N	64.29	65.60	2.0%	Per Day
1.3 Extra Care for Sheltered Housing and Supported Living Clients									
12	ADU	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Coopers Court	N	Means Tested	Means Tested	N/A	Per Week
13	ADU	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Duncan Court	N	Means Tested	Means Tested	N/A	Per Week
14	ADU	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Donnybrook Court	N	Means Tested	Means Tested	N/A	Per Week
15	ADU	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Sonali Gardens	N	Means Tested	Means Tested	N/A	Per Week
16	ADU	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Sue Starkey	N	Means Tested	Means Tested	N/A	Per Week
17	ADU	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Shipton House	N	Means Tested	Means Tested	N/A	Per Week
18	ADU	Extra Care Supported Living	Housing Support	Receiving Extra Care	N	Means Tested	Means Tested	N/A	Per Week
19	ADU	Extra Care Supported Living	Housing Support	Non-Extra Care	N	Means Tested	Means Tested	N/A	Per Week
1.4 Social Care Services									
20	ADU	Social Care Services	Weekly contribution to residential respite	Under 60s	N	Means Tested	Means Tested	N/A	Per Week
21	ADU	Social Care Services	Weekly contribution to residential respite	Over 60s	N	Means Tested	Means Tested	N/A	Per Week
22	ADU	Social Care Services	Contribution towards residential/nursing care (means tested)	Dementia	N	Means tested under Charging for Residential and Accommodation Charges	Means tested under Charging for Residential and Accommodation Charges	N/A	Per Week

Appendix 1

Discretionary Fees and Charges within Adults' Services

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
23	ADU	Social Care Services	Contribution towards residential/nursing care (means tested)	Residential	N	Means tested under Charging for Residential and Accommodation Charges	Means tested under Charging for Residential and Accommodation Charges	N/A	Per Week
24	ADU	Social Care Services	Contribution towards residential/nursing care (means tested)	Nursing Care	N	Means tested under Charging for Residential and Accommodation Charges	Means tested under Charging for Residential and Accommodation Charges	N/A	Per Week

Appendix 2

Discretionary Fees and Charges within Children's Services

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
2.1 School Meals (Contract Services)									
1	CHI	School Meals	School Lunch	Primary	N	1.90	1.95	2.6%	Per Meal
2	CHI	School Meals	School Lunch	Secondary	N	2.00	2.05	2.5%	Per Meal
2.2 Arts and Music									
3	CHI	Arts and Music	THAMES Saturday Music Centre	Primary and Secondary Pupils	N	7.00	7.20	2.9%	Per child per week/10 weeks a term/3 times a year
2.3 Parental Engagement & Support									
4	CHI	Parental Engagement & Support	Holiday child care	Non working parents	N	4.00	4.10	2.5%	Per Child, Per Day
5	CHI	Parental Engagement & Support	Holiday child care	Working parents - 9am to 5pm	N	10.00	10.20	2.0%	Per Child, Per Day
6	CHI	Parental Engagement & Support	Holiday child care	Working parents - 8am to 6pm	N	14.00	14.30	2.1%	Per Child, Per Day
2.4 Local Authority Day Nurseries									
7	CHI	Local Authority Day	Nursery fees	Children aged 2-4	N	148.00-180.00 per week	5.00	N/A	Per Child, Per Hour
8	CHI	Local Authority Day	Nursery fees	Late pick up fee	N	10.00	10.00	0.0%	Per 15 mins
2.5 Integrated Early Years Service									
9	CHI	Integrated Early Years Service	Training course charges	For providers offering early years services; Private, voluntary, and independent childcare providers, childminders, schools and children's centres	N	25-75	Up to 85-250	Up to 240%	Per day
2.6 Support Services to Academies and Free Schools									
10	CHI	School support services	Services to Academies	N/A	N	Cost of service plus 10% administration charge plus VAT. Services outlined in brochure at	Cost of service plus 10% administration charge plus VAT. Services outlined in brochure at	N/A	Varies

Appendix 3

Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge

3.1 Parking									
1	CLC	Parking	Residents permits	Band A - 6 months, subject to	N	6.00	6.20	3.3%	6 Months
2	CLC	Parking	Residents permits	Band A - 12 months, subject to	N	6.00	6.20	3.3%	12 Months
3	CLC	Parking	Residents permits	Band B - 6 months	N	29.00	30.00	3.4%	6 Months
4	CLC	Parking	Residents permits	Band B - 12 months	N	46.50	47.50	2.2%	12 Months
5	CLC	Parking	Residents permits	Band C - 6 months	N	35.00	36.00	2.9%	6 Months
6	CLC	Parking	Residents permits	Band C - 12 months	N	57.50	59.00	2.6%	12 Months
7	CLC	Parking	Residents permits	Band D - 6 months	N	46.50	47.50	2.2%	6 Months
8	CLC	Parking	Residents permits	Band D - 12 months	N	81.00	83.00	2.5%	12 Months
9	CLC	Parking	Residents permits	Band E - 6 months	N	58.00	59.50	2.6%	6 Months
10	CLC	Parking	Residents permits	Band E - 12 months	N	103.00	105.50	2.4%	12 Months
11	CLC	Parking	Residents permits	Band F - 6 months	N	70.00	71.50	2.1%	6 Months
12	CLC	Parking	Residents permits	Band F - 12 months	N	126.00	129.00	2.4%	12 Months
13	CLC	Parking	Residents permits	Band G1 - 6 months	N	81.00	83.00	2.5%	6 Months
14	CLC	Parking	Residents permits	Band G1 - 12 months	N	142.00	145.00	2.1%	12 Months
15	CLC	Parking	Residents permits	Band G2 and multi-vehicle - 6 months	N	92.00	94.00	2.2%	6 Months
16	CLC	Parking	Residents permits	Band G2 and multi-vehicle - 12 months	N	172.00	175.50	2.0%	12 Months
17	CLC	Parking	Residents permits	Electric - 6 Months, subject to	N	6.00	6.20	3.3%	6 Months
18	CLC	Parking	Residents permits	Electric - 12 Months, subject to	N	6.00	6.20	3.3%	12 Months
19	CLC	Parking	Residents permits	Foreign vehicle band G2	N	92.00	94.00	2.2%	6 Months
20	CLC	Parking	Residents permits	Motorcycle - 12 months	N	16.00	16.50	3.1%	12 Months
21	CLC	Parking	Residents permits	2nd permit surcharge	N	50.00	50.00	0.0%	Per second permit per household
22	CLC	Parking	Residents permits	3rd permit surcharge	N	150.00	150.00	0.0%	Per third permit per household
23	CLC	Parking	Residents permits	Temporary permit	N	6.00	6.20	3.3%	Per day
24	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band A - 3 Months	N	231.00	236.00	2.2%	3 Months
25	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band A - 6 Months	N	343.00	350.00	2.0%	6 Months
26	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band A - 12 Months	N	554.00	565.50	2.1%	12 Months
27	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band B - 3 Months	N	244.00	249.00	2.0%	3 Months
28	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band B - 6 Months	N	364.00	371.50	2.1%	6 Months
29	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band B - 12 Months	N	588.00	600.00	2.0%	12 Months
30	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band C - 3 Months	N	265.00	270.50	2.1%	3 Months
31	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band C - 6 Months	N	391.00	399.00	2.0%	6 Months
32	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band C - 12 Months	N	627.00	640.00	2.1%	12 Months
33	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band D - 3 Months	N	291.00	297.00	2.1%	3 Months
34	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band D - 6 Months	N	430.00	439.00	2.1%	6 Months
35	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band D - 12 Months	N	694.00	708.00	2.0%	12 Months
36	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band E - 3 Months	N	303.00	309.50	2.1%	3 Months
37	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band E - 6 Months	N	448.00	457.00	2.0%	6 Months
38	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band E - 12 Months	N	726.00	741.00	2.1%	12 Months
39	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band F - 3 Months	N	316.00	322.50	2.1%	3 Months

Appendix 3

Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
40	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band F - 6 Months	N	469.00	478.50	2.0%	6 Months
41	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band F - 12 Months	N	759.00	774.50	2.0%	12 Months
42	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G1 - 3 Months	N	330.00	337.00	2.1%	3 Months
43	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G1 - 6 Months	N	489.00	499.00	2.0%	6 Months
44	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G1 - 12 Months	N	792.00	808.00	2.0%	12 Months
45	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G2 and multi-vehicle - 3 Months	N	343.00	350.00	2.0%	3 Months
46	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G2 and multi-vehicle - 6 Months	N	504.00	514.50	2.1%	6 Months
47	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G2 and multi-vehicle - 12 Months	N	825.00	842.00	2.1%	12 Months
48	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Electric - 3 Months, subject to	N	7.00	7.20	2.9%	3 Months
49	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Electric - 6 Months, subject to	N	7.00	7.20	2.9%	6 Months
50	CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Electric - 12 Months, subject to	N	7.00	7.20	2.9%	12 Months
51	CLC	Parking	Personalised Disabled Permit	Permit associated with Personalised Disabled Bay	N	0.00	0.00	0.0%	12 Months
52	CLC	Parking	Funeral Waivers	Temporary permit	N	0.00	0.00	0.0%	Per Day
53	CLC	Parking	Pay & Display Short stay parking	A1, A2, A5, A6, C1 and	N	4.40	4.60	4.5%	Per Hour
54	CLC	Parking	Pay & Display Short stay parking	A3, A4, C3 and C4	N	3.80	4.00	5.3%	Per Hour
55	CLC	Parking	Pay & Display Short stay parking	Zones B1, B2, B3, D1 and D2 (Mon-Fri 08:30-	N	3.40	3.60	5.9%	Per Hour
56	CLC	Parking	Pay & Display Short stay parking	Roman Road car park	N	3.40	3.60	5.9%	Per Hour
57	CLC	Parking	Pay & Display Short stay parking off-street	Victoria Park, St Mark's Gate, Haverfield Road, Lawton Road, John Orwell car parks	N	2.00	2.20	10.0%	Monday to Sunday, up to 1 hour
58	CLC	Parking	Pay & Display Short stay parking off-street	Victoria Park, St Mark's Gate, Haverfield Road, Lawton Road, John Orwell car parks	N	5.00	5.20	4.0%	Monday to Friday, 1 - 4 hours
59	CLC	Parking	Pay & Display Short stay parking off-street	Victoria Park, St Mark's Gate, Haverfield Road, Lawton Road, John Orwell car parks	N	7.00	7.20	2.9%	Monday to Friday, >4 hours
60	CLC	Parking	Pay & Display Short stay parking off-street	Victoria Park, St Mark's Gate, Haverfield Road, Lawton Road, John Orwell car parks	N	3.00	3.20	6.7%	Saturday and Sunday, 1 - 4 hours
61	CLC	Parking	Pay & Display Short stay parking off-street	Victoria Park, St Mark's Gate, Haverfield Road, Lawton Road, John Orwell car parks	N	5.00	5.20	4.0%	Saturday and Sunday, >4 hours
62	CLC	Parking	Contractor Permit	Contractor Permits	N	25.00	25.50	2.0%	Per Day
63	CLC	Parking	Market trader permit	3 Months	N	175.00	178.50	2.0%	3 Months
64	CLC	Parking	Market trader permit	6 Months	N	295.00	301.00	2.0%	6 Months
65	CLC	Parking	Market trader permit	12 Months	N	480.00	490.00	2.1%	12 Months
66	CLC	Parking	Market trader scratch card	Daily permit / scratch card (per book of 5)	N	26.00	27.00	3.8%	Book of 5
67	CLC	Parking	Car Club Permit	Car Club Permit (single bay model)	N	208.00	212.50	2.2%	12 Months
68	CLC	Parking	Car Club Permit	Car club permit (point-to-point model)	N	1,300.00	1,326.00	2.0%	12 Months
69	CLC	Parking	Traffic Management Order	Making / amending orders inc preparation, advertising & implementation	N	3,435.00	3,505.00	2.0%	Per Item
70	CLC	Parking	Traffic Management Order	Permanent for car free developments	N	106.00	108.50	2.4%	Per Item

Appendix 3

Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
71	CLC	Parking	Bay suspension administration charge	Administration charge for businesses and companies	N	83.00	85.00	2.4%	One-off
72	CLC	Parking	Bay suspensions administration charge	Administration charge for residents, the NHS, police the fire brigade and registered charities	N	83.00	85.00	2.4%	One-off
73	CLC	Parking	Bay suspension charges for businesses and companies	Zones A1, A2, A5, A6, C1 and C2 (paid)	N	40.00	41.00	2.5%	Bay / Day
74	CLC	Parking	Bay suspension charges for businesses and companies	Zones A3, A4, C3 and C4 (paid)	N	40.00	41.00	2.5%	Bay / Day
75	CLC	Parking	Bay suspension charges for businesses and companies	Zones B1, B2, B3, D1 and D2 (paid)	N	40.00	41.00	2.5%	Bay / Day
76	CLC	Parking	Dispensation administration charge for residents, the NHS, police the fire brigade and registered charities	Administration charge for residents, the NHS, police the fire brigade and registered charities	N	18.00	18.50	2.8%	One-off
77	CLC	Parking	Dispensation administration charges for businesses and companies	Administration for businesses and companies	N	58.00	59.50	2.6%	One-off
78	CLC	Parking	Dispensation charges for businesses and companies	Zones A1, A2, A5, A6, C1 and C2 (paid)	N	40.00	41.00	2.5%	Bay / Day
79	CLC	Parking	Dispensation charges for businesses and companies	Zones A3, A4, C3 and C4 (paid)	N	40.00	41.00	2.5%	Bay / Day
80	CLC	Parking	Dispensation charges for businesses and companies	Zones B1, B2, B3, D1 and D2 (paid)	N	40.00	41.00	2.5%	Bay / Day
81	CLC	Parking	Permit Administration	Amendments or replacements	N	5.00	5.10	2.0%	Per Item
82	CLC	Parking	Permit Administration	Refund for returned permits	N	25.00	25.50	2.0%	Per Item
83	CLC	Parking	Visitors scratch card permit	Residents (6 hours - book of 10)	N	15.00	15.50	3.3%	Book of 10
84	CLC	Parking	Visitors scratch card permit	Public Service (3 hours per card - book of 10)	N	37.00	38.00	2.7%	Book of 10
85	CLC	Parking	Visitors scratch card permit	Business (20 mins per card - book of 15)	N	22.00	23.00	4.5%	Book of 15
86	CLC	Parking	Skip Licence	Administration Charge for residents and contractors. All areas of the borough	N	18.00	18.50	2.8%	Per Licence
87	CLC	Parking	Skip Licence	Zones A1, A2, A5, A6, C1 and C2	N	40.00	41.00	2.5%	Per Licence
88	CLC	Parking	Skip Licence	Zones A3, A4, C3 and C4	N	40.00	41.00	2.5%	Per Licence
89	CLC	Parking	Skip Licence	Zones B1, B2, B3, D1 and D2	N	40.00	41.00	2.5%	Per Licence
90	CLC	Parking	Abandoned Vehicle Disposal	Disposal of abandoned vehicles removed from private land	N	50.00	51.00	2.0%	Per Item
3.2 Clean & Green									
91	CLC	Clean & Green	Temporary Structures Occupancy fee	Pre-application inspection fee	N	30.00	34.00	13.3%	Per Notice
92	CLC	Clean & Green	Temporary Structures Occupancy fee (less than 50m2)	Road occupancy charge (less than 1 month)	N	225.00	288.00	28.0%	Per Square Metre Per Week
93	CLC	Clean & Green	Temporary Structures Occupancy fee (50m2 - 200m2)	Road occupancy charge (less than 1 month)	N	350.00	357.00	2.0%	Per Square Metre Per Week
94	CLC	Clean & Green	Temporary Structures Occupancy fee (more than 200m2)	Road occupancy charge (less than 1 month)	N	350.00 + 50.00 per extra 50m2	360.00 + 51.00 per extra 50m2	2.9%	Per Square Metre Per Week
95	CLC	Clean & Green	Temporary Structures Occupancy fee (less than 50m2)	Road occupancy charge (1-3 months)	N	400.00	408.00	2.0%	Per Square Metre Per Week
96	CLC	Clean & Green	Temporary Structures Occupancy fee (50m2 - 200m2)	Road occupancy charge (1-3 months)	N	525.00	536.00	2.1%	Per Square Metre Per Week
97	CLC	Clean & Green	Temporary Structures Occupancy fee (more than 200m2)	Road occupancy charge (1-3 months)	N	525.00 + 50.00 per extra 50m2	536.00 + 51.00 per extra 50m2	2.0%	Per Square Metre Per Week
98	CLC	Clean & Green	Temporary Structures Occupancy fee (less than 50m2)	Road occupancy charge (more than 3 months)	N	800.00	816.00	2.0%	Per Square Metre Per Week
99	CLC	Clean & Green	Temporary Structures Occupancy fee (50m2 - 200m2)	Road occupancy charge (more than 3 months)	N	1,050.00	1,071.00	2.0%	Per Square Metre Per Week
100	CLC	Clean & Green	Temporary Structures Occupancy fee (more than 200m2)	Road occupancy charge (more than 3 months)	N	1,050.00 + 50.00 per extra	1,071.00	2.0%	Per Square Metre Per Week

Appendix 3

Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
101	CLC	Clean & Green	Temporary Structures Occupancy fee	Post-inspection and deposit handling fee	N	40.00	41.00	2.5%	Per Notice
102	CLC	Clean & Green	Temporary Structures Occupancy fee	Complaint investigation and compliance fee for upheld complaint	N	45.00	46.00	2.2%	Per Notice
103	CLC	Clean &	Temporary Structures Occupancy	Licence renewal fee	N	100.00	102.00	2.0%	One Off
104	CLC	Clean & Green	Temporary Structures Occupancy fee	Overstay charge	N	150.00 + occupancy fee backdated to licence expiry date	153.00 + occupancy fee backdated to licence expiry date	3.3%	Per Overstay
105	CLC	Clean & Green	Containers/Site Huts/Portaloos	On carriageways	N	275.00	281.00	2.2%	Per Item/Per Month
106	CLC	Clean & Green	Containers/Site Huts/Portaloos	On carriageways (renewal fee)	N	150.00	153.00	2.0%	Per Item/Per Month
107	CLC	Clean & Green	Containers/Site Huts/Portaloos	On footways	N	200.00	204.00	2.0%	Per Item/Per Month
108	CLC	Clean & Green	Containers/Site Huts/Portaloos	On footways (renewal fee)	N	125.00	128.00	2.4%	Per Item/Per Month
109	CLC	Clean & Green	Deposit	York Stone or stone setts paving	N	208.08	213.00	2.4%	Per Square Metre
110	CLC	Clean & Green	Deposit	Other paving materials	N	73.80	76.00	3.0%	Per Square Metre
111	CLC	Clean &	Commercial Waste - Residual	Sacks	N	1.27	1.35	6.3%	Per Item
112	CLC	Clean &	Commercial Waste - Residual	240 litre wheeled bin	N	10.93	11.40	4.3%	Per Item
113	CLC	Clean &	Commercial Waste - Residual	360 litre wheeled bin	N	12.48	13.00	4.2%	Per Item
114	CLC	Clean &	Commercial Waste - Residual	Eurobin 1100 litre	N	17.26	17.95	4.0%	Per Item
115	CLC	Clean &	Commercial Waste - Residual	Eurobin 660 litre	N	13.29	13.85	4.2%	Per Item
116	CLC	Clean & Green	Commercial Waste - Residual	Rental only 240 litre wheeled bin	N	0.53	0.55	4.0%	Per Item
117	CLC	Clean & Green	Commercial Waste - Residual	Rental only 360 litre wheeled bin	N	0.53	0.55	4.0%	Per Item
118	CLC	Clean &	Commercial Waste - Residual	Rental only bulk bin	N	1.70	1.80	5.9%	Per Item
119	CLC	Clean & Green	Commercial Waste - Residual	Collection only 360 litre wheeled bin	N	7.14	7.45	4.3%	Per Item
120	CLC	Clean &	Commercial Waste - Residual	Collection only Eurobin	N	11.50	12.00	4.3%	Per Item
121	CLC	Clean &	Commercial Waste - Residual	Rolonoff	N	157.49	163.80	4.0%	Per Item
122	CLC	Clean &	Commercial Waste - Residual	Rolonoff hire	N	10.33	10.75	4.1%	Per Item
123	CLC	Clean & Green	Commercial Waste - Recycling	Sacks or bundle of cardboard	N	1.16	1.25	7.8%	Per Item
124	CLC	Clean &	Commercial Waste - Recycling	240 litre wheeled bin	N	3.58	3.75	4.7%	Per Item
125	CLC	Clean &	Commercial Waste - Recycling	360 litre wheeled bin	N	5.00	5.20	4.0%	Per Item
126	CLC	Clean &	Commercial Waste - Recycling	Eurobin 600 litre	N	7.60	7.90	4.0%	Per Item
127	CLC	Clean &	Commercial Waste - Recycling	Eurobin 1280 litre	N	10.86	11.30	4.1%	Per Item
128	CLC	Clean &	Commercial Waste - Schedule 2	Sacks	N	0.79	0.85	7.6%	Per Item
129	CLC	Clean &	Commercial Waste - Schedule 2	240 litre wheeled bin	N	1.71	1.80	5.3%	Per Item
130	CLC	Clean &	Commercial Waste - Schedule 2	360 litre wheeled bin	N	1.80	1.90	5.6%	Per Item
131	CLC	Clean &	Commercial Waste - Schedule 2	Eurobin 1100 litre	N	5.85	6.10	4.3%	Per Item
132	CLC	Clean &	Commercial Waste - Schedule 2	Eurobin 660 litre	N	5.53	5.75	4.0%	Per Item
133	CLC	Clean & Green	Commercial Waste - Schedule 2	Rental only 240 litre wheeled bin	N	0.50	0.55	10.0%	Per Item
134	CLC	Clean & Green	Commercial Waste - Schedule 2	Rental only 360 litre wheeled bin	N	1.54	1.60	3.9%	Per Item
3.3 Transportation & Highways									
135	CLC	Transportation & Highways	Development	Highways enquiries - copy map	N	75.00 Per Highways enquiry	50.00	N/A	Per Map
136	CLC	Transportation & Highways	Development	Highways enquiries - questions	N		20.00	N/A	Per Question
137	CLC	Transportation & Highways	Development	Highways enquiries - (resident groups)	N	35.00	36.00	2.9%	Per Enquiry
138	CLC	Transportation & Highways	Street works	Crane Licence - not closing a road	N	360.00	360-500	0-38.9%	Per Licence
139	CLC	Transportation & Highways	Street works	Weekend Day rate for supervising for crane works etc.	N	246.00	246-356	0-44.7%	Per Day

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Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
140	CLC	Transportation & Highways	Street works	Section 50 licences	N	812.83	813-1,200	0-47.6%	Per Licence
141	CLC	Transportation & Highways	Street works	list of statutory undertakers	N	41.00	41-100	0-143.9%	Per List
142	CLC	Transportation & Highways	Street works	Defective statutory undertakers equipment - recharge cost plus fees	N	27% fees	27% - 30%	0-3%	Per Incident
143	CLC	Transportation & Highways	Traffic Management Order	Section 14.2 - Notice to close roads or restrict traffic movement 1 to 5 days	N	960.00 - 2,240.00	980.00 - 2,285.00	2.0%	Per Notice
144	CLC	Transportation & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 1 to 14 days	N	1,789.00 - 3,289.00	1,825.00 - 3,355.00	2.0%	Per Notice
145	CLC	Transportation & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement 15 to 28 days	N	1,921.00 - 3,521.00	1,960.00 - 3,592.00	2.0%	Per Notice
146	CLC	Transportation & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 1 Month	N	2,240.00 - 3,840.00	2,285.00 - 3,917.00	2.0%	Per Notice
147	CLC	Transportation & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 2 Months	N	2,560.00 - 4,160.00	2,612.00 - 4,244.00	2.0%	Per Notice
148	CLC	Transportation & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 3 Months	N	2,880.00 - 4,480.00	2,938.00 - 4,570.00	2.0%	Per Notice
149	CLC	Transportation & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 6 Months	N	7,680.00 - 12,482.00	7,834.00 - 12,732.00	2.0%	Per Notice
3.4 Street Trading									
150	CLC	Street Trading	Permanent Trader - General	Mon-Fri	N	7.00	7.15	2.1%	Per Day
151	CLC	Street Trading	Permanent Trader - General	Sat	N	25.00	25.50	2.0%	Per Day
152	CLC	Street Trading	Permanent Trader - General	Sun	N	36.00	36.75	2.1%	Per Day
153	CLC	Street Trading	Permanent Trader - Specific Market (Chrip Street - Normal Pitch)	Mon-Fri	N	7.00	7.15	2.1%	Per Day
154	CLC	Street Trading	Permanent Trader - Specific Market (Chrip Street - Normal Pitch)	Sat	N	27.00	27.55	2.0%	Per Day
155	CLC	Street Trading	Permanent Trader - Market Specific (Chrip Street - Large Pitch)	Mon-Fri	N	8.00	8.20	2.5%	Per Day
156	CLC	Street Trading	Permanent Trader - Market Specific (Chrip Street - Large Pitch)	Sat	N	47.00	47.95	2.0%	Per Day
157	CLC	Street Trading	Permanent Trader - Market Specific (Columbia Road)	Sun	N	47.00	47.95	2.0%	Per Day
158	CLC	Street Trading	Permanent Trader - Market Specific (Petticoat Lane)	Mon-Fri	N	7.00	7.15	2.1%	Per Day
159	CLC	Street Trading	Permanent Trader - Market Specific (Petticoat Lane)	Sun	N	34.00	34.70	2.1%	Per Day
160	CLC	Street Trading	Permanent Trader - Market Specific (Whitechapel)	Mon-Fri	N	7.00	7.15	2.1%	Per Day
161	CLC	Street Trading	Permanent Trader - Market Specific (Whitechapel)	Sat	N	30.00	30.60	2.0%	Per Day
162	CLC	Street Trading	Temporary Trader - General (Daily Issue)	Mon-Fri	N	22.60	23.05	2.0%	Per Day
163	CLC	Street Trading	Temporary Trader - General (Daily Issue)	Sat	N	33.00	33.70	2.1%	Per Day
164	CLC	Street Trading	Temporary Trader - General (Daily Issue)	Sun	N	38.00	38.80	2.1%	Per Day
165	CLC	Street Trading	Temporary Trader - Regeneration (Daily Issue)	Mon-Fri	N	12.00	12.25	2.1%	Per Day
166	CLC	Street Trading	Temporary Trader - Regeneration (Daily Issue)	Sat	N	17.00	17.35	2.1%	Per Day
167	CLC	Street Trading	Temporary Trader - Regeneration (Daily Issue)	Sun	N	22.00	22.45	2.0%	Per Day

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Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
168	CLC	Street Trading	Extra Pitch - General (Daily Issue)	Mon-Fri	N	7.00	7.15	2.1%	Per Day
169	CLC	Street Trading	Extra Pitch - General (Daily Issue)	Sat	N	12.00	12.25	2.1%	Per Day
170	CLC	Street Trading	Extra Pitch - General (Daily Issue)	Sun	N	17.00	17.35	2.1%	Per Day
171	CLC	Street Trading	Isolated Pitch - General	Mon-Fri	N	22.00	30.00	36.4%	Per Day
172	CLC	Street Trading	Isolated Pitch - General	Sat	N	42.00	50.00	19.0%	Per Day
173	CLC	Street Trading	Isolated Pitch - General	Sun	N	52.00	60.00	15.4%	Per Day
174	CLC	Street Trading	Display of goods and other use of public footway space (per square metre)	Mon-Sun	N	1.00	1.05	5.0%	Per Day
175	CLC	Street Trading	Additional Cleansing Charge per day (Fresh Produce/ Flower Refuse)	Mon-Sun (above expected level already included within street trading charge)	N	Invoiced equally amongst traders per market	Invoiced equally amongst traders per market	N/A	Per Day
176	CLC	Street Trading	Additional Cleansing Charge per day (Food Courts)	Mon-Sun (above expected level already included within street trading charge)	N	Invoiced equally amongst traders per market	Invoiced equally amongst traders per market	N/A	Per Day
177	CLC	Street Trading	Forecourt Trading	Mon-Sun	N	27.00	27.55	2.0%	Per Week
178	CLC	Street Trading	Permanent Licence Application / Renewal Fee (up to 3 years)	Mon-Sun	N	75.00	77.00	2.7%	Up to 3 years
179	CLC	Street Trading	Temporary Licence Application / Renewal Fee (up to 3 years)	Mon-Sun	N	77.00	77.00	0.0%	Up to 3 years
180	CLC	Street Trading	Public Footway Licence Application Fee - shop display / Aboard / Specified Service etc (6 months)	Mon-Sun	N	77.00 3 years (12.85 6 months)	30.00	133.5%	6 Months
181	CLC	Street Trading	Public Footway Licence - Tables & Chairs	Mon-Sun	N	122.00	124.50	2.0%	6 Months
182	CLC	Street Trading	Public Footway Licence - Application Fee Isolated Pitch (6 months)	Mon-Sun	N	77.00 3 years(12.85 6 months)	30.00	133.5%	6 Months
183	CLC	Street Trading	Registered Assistant Application / Renewal Fee	Mon-Sun	N	12.00	30.00	150.0%	Up to 3 years
184	CLC	Street Trading	Fees for a Licence - General Administration (e.g. refunds etc)	Mon-Sun	N	27.00	27.55	2.0%	Per Item
185	CLC	Street Trading	Fees for a Licence - Arrears Letter	Mon-Sun	N	22.00	22.45	2.0%	Per Item
186	CLC	Street Trading	Fees for a Licence - Final Reminder	Mon-Sun	N	22.00	22.45	2.0%	Per Item
187	CLC	Street Trading	Fees for a Licence - Licence Variation (Quarterly)	Mon-Sun	N	52.00	60.00	15.4%	Per Item
188	CLC	Street Trading	Fees for a Licence - Replacement Pitch Card	Mon-Sun	N	17.00	17.35	2.1%	Per Item
189	CLC	Street Trading	Fees for a Licence - New Pitch Designation	Mon-Sun (per pitch)	N	1,002.00	1,022.00	2.0%	Per Item
190	CLC	Street Trading	Fees for a Licence - Electricity	Mon-Sun (fee for electricity token)	N	3.00	3.10	3.3%	Per Item
191	CLC	Street Trading	Electricity charge - Chrisp Street Market (per day) (New)	Mon-Sat	N	N/A	1.50	New	Per Item
192	CLC	Street Trading	Pat Testing Fee (per annum) (New)	-	N	N/A	30.00	New	Per Item
193	CLC	Street Trading	Permanent Trader - hot food vendor (per day)	Mon - Fri	N	7.00	20.00	185.7%	Per Day
194	CLC	Street Trading	Permanent Trader - hot food vendor (per day) (New)	Sat	N	N/A	30.00	New	Per Day
195	CLC	Street Trading	Trader Toilet provision - Columbia Road (New)	Sun	N	N/A	5.00	New	Per Day
196	CLC	Street Trading	Private land trading fee each trader per day (New)	Mon-Sun	N	N/A	5.00	New	Per Day
197	CLC	Street Trading	Use of Council equipment (gazebos etc) per day (New)	Mon-Sun	N	N/A	10.00	New	Per Day
198	CLC	Street Trading	Event fee promotion (per day)	Mon-Sun	N	N/A	50.00	New	Per Day
199	CLC	Street Trading	Administration fee - sourcing traders for events (New)	-	N	N/A	50.00	New	Per Item
200	CLC	Street Trading	Electricity charge - hot food vendors (per day) (New)	Mon-Sun	M	N/A	10.00	New	Per Day

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Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
201	CLC	Street Trading	Deep clean of market locations	-	N	Invoiced equally amongst traders per market	Invoiced equally amongst traders per market	N/A	Per Item
202	CLC	Street Trading	Private Land Application Fee (New)	Mon-Sun	N	N/A	30.00	New	Per Item
3.5 Environmental Commercial Services									
203	CLC	Environmental Commercial Services	Contaminated land searches	Standard search	N	175.00	179.00	2.3%	Per Item
204	CLC	Environmental Commercial Services	Contaminated land searches	Contaminated land search requiring the use of Environmental databases other than the search	N	209.00	213.50	2.2%	Per Item
205	CLC	Environmental Commercial Services	Contaminated land searches	Non standard search	N	467.00	476.50	2.0%	Per Item
206	CLC	Environmental Commercial Services	HMO Licensing	Basic fee per property	N	525.00	525.00	0.0%	Per Item
207	CLC	Environmental Commercial Services	HMO Licensing	Additional fee per habitable room	N	35.00	35.00	0.0%	Per Item
208	CLC	Environmental Commercial Services	HMO Licensing (New)	Re-Licence fee for a mandatory HMO	N	N/A	525.00	N/A	Per Item
209	CLC	Environmental Commercial Services	HMO Licensing	Amend details on an existing Licence	N	152.00	152.00	0.0%	Per Item
210	CLC	Environmental Commercial Services	HMO Licensing	Re-Licence fee / habitable room	N	35.00	35.00	0.0%	Per Item
211	CLC	Environmental Commercial Services	Selective Licensing	Licence online application	N	520.00	520.00	0.0%	Per Item
212	CLC	Environmental Commercial Services	Selective Licensing	Licence partial online application	N	580.00	580.00	0.0%	Per Item
213	CLC	Environmental Commercial Services	Selective Licensing	Licence partial postal application	N	660.00	660.00	0.0%	Per Item
214	CLC	Environmental Commercial Services	Selective Licensing	Licence postal application	N	610.00	610.00	0.0%	Per Item
211	CLC	Environmental Commercial Services	Travellers site weekly rent (pitch)		N	79.00	81.00	2.5%	Weekly
212	CLC	Environmental Commercial Services	Animal warden service fees	Retrieve dog from pound	N	50.00	51.00	2.0%	Per Dog
213	CLC	Environmental Commercial Services	Animal warden service fees	Daily charge and additional for ancillary vet costs	N	12.00	12.30	2.5%	Daily/Per Dog
214	CLC	Environmental Commercial Services	Animal warden service fees	Micro chipping a dog	N	13.31	13.60	2.2%	Per Item
215	CLC	Environmental Commercial Services	Parish funeral admin charge plus the Parish Funeral charge		N	173.00	176.50	2.0%	Per Item
216	CLC	Environmental Commercial Services	Post Mortem (2nd)		N	468.00	477.50	2.0%	Per Item
217	CLC	Environmental Commercial Services	Housing act notice served fee		N	474.00	483.50	2.0%	Per Item
218	CLC	Environmental Commercial Services	Photocopy fees	1st 10 pages A4	N	9.22	9.40	2.0%	10 Pages

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Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
219	CLC	Environmental Commercial Services	Photocopy fees	each further sheet A4	N	1.02	1.05	2.5%	Per Page
220	CLC	Environmental Commercial Services	Photocopy fees	1st 10 pages A3	N	17.60	18.00	2.3%	10 Pages
221	CLC	Environmental Commercial Services	Photocopy fees	each further sheet A3	N	1.02	1.05	2.5%	Per Page
222	CLC	Environmental Commercial Services	Pest Control - Pest Control - Pest Control - Mice		N	97.22	99.20	2.0%	Per 3 visits
223	CLC	Environmental Commercial Services	Pest Control - Pest Control - Cockroaches		N	97.22	99.20	2.0%	Per 3 visits
224	CLC	Environmental Commercial Services	Pest Control - Pest Control - Fleas		N	53.78	54.85	2.0%	Per visit
225	CLC	Environmental Commercial Services	Pest Control - Pest Control - Bedbugs		N	142.41	145.25	2.0%	Per treatment
226	CLC	Environmental Commercial Services	Pest Control - Pest Control - Wasps		N	53.78	54.85	2.0%	Per visit
227	CLC	Environmental Commercial Services	Pest Control - Pest Control - Pharaohs Ants		N	97.21	99.15	2.0%	Per 3 visits
228	CLC	Environmental Commercial Services	Pest Control - Pest Control - Garden Ants		N	53.78	54.85	2.0%	Per visit
229	CLC	Environmental Commercial Services	Food Health - Health Certificates		N	64.43	65.75	2.0%	Per Item
230	CLC	Environmental Commercial Services	Food Health - Additional Copies		N	15.00	15.30	2.0%	Per Item
231	CLC	Environmental Commercial Services	Food Health - Collection of product cost		N	111.70	113.90	2.0%	Per Collection
232	CLC	Environmental Commercial Services	Food Health - Disposal of product cost		N	0.62	0.65	4.7%	Per Disposal
233	CLC	Environmental Commercial Services	Food Health - Certificate of destruction cost		N	29.58	30.20	2.1%	Per Item
234	CLC	Environmental Commercial Services	Food Health - Basic food hygiene & health and safety course		N	63.30	64.60	2.1%	Per Item
235	CLC	Environmental Commercial Services	Food Health - Food premises- full register		N	902.89	921.00	2.0%	Per Item
236	CLC	Environmental Commercial Services	Food Health - Food premises- per category		N	361.78	369.00	2.0%	Per Category
237	CLC	Environmental Commercial Services	Food Health - Food premises - Per Entry		N	7.55	7.70	2.0%	Per Entry
238	CLC	Environmental Commercial Services	Animal Welfare and safety - Dangerous wild animal licence		N	472.34	481.70	2.0%	Per Licence
239	CLC	Environmental Commercial Services	Animal Welfare and safety - Pet shop Licence		N	220.82	225.20	2.0%	Per Item
240	CLC	Environmental Commercial Services	Animal Welfare and safety - Riding establishments		N	235.31	240.00	2.0%	Per Licence
241	CLC	Environmental Commercial Services	Animal Welfare and safety - Performing Animals registration		N	364.00	371.30	2.0%	Per Licence

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Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
242	CLC	Environmental Commercial Services	Animal Welfare and safety - Animal Boarding Establishments		N	363.00	370.30	2.0%	Per Licence
243	CLC	Environmental Commercial Services	Animal Welfare and safety - Variation of Performing Animals registration		N	272.00	277.50	2.0%	Per Variation
244	CLC	Environmental Commercial Services	Health and safety reports - Production of factual reports		N	114.80	117.10	2.0%	Per Report
245	CLC	Environmental Commercial Services	Health and safety reports - Photocopy of report		N	0.34	0.35	2.5%	Per Photocopy
246	CLC	Environmental Commercial Services	Health and safety reports - Change per photograph		N	25.24	26.00	3.0%	Per Change
247	CLC	Environmental Commercial Services	Verification Fees - If required in the presence of another staff		N	86.31	88.00	2.0%	Per hour or part thereof
248	CLC	Environmental Commercial Services	Mail forwarding registration - Mail forwarding registration		N	104.15	106.20	2.0%	Per Registration
249	CLC	Environmental Commercial Services	Scrap Metal: Site Licence	New application	N	620.54	632.95	2.0%	Per Application
250	CLC	Environmental Commercial Services	Scrap Metal: Site Licence	Renewal	N	465.41	474.75	2.0%	Per Renewal
251	CLC	Environmental Commercial Services	Scrap Metal: Site Licence	Variation	N	206.85	211.00	2.0%	Per Variation
252	CLC	Environmental Commercial Services	Scrap Metal: Site Licence	Duplicate	N	20.68	21.30	3.0%	Per Duplicate
253	CLC	Environmental Commercial Services	Scrap Metal: Mobile Collector	New application	N	361.98	369.20	2.0%	Per Application
254	CLC	Environmental Commercial Services	Scrap Metal: Mobile Collector	Renewal	N	206.85	210.90	2.0%	Per Renewal
255	CLC	Environmental Commercial Services	Scrap Metal: Mobile Collector	Variation	N	129.28	131.90	2.0%	Per Variation
256	CLC	Environmental Commercial Services	Scrap Metal: Mobile Collector	Duplicate	N	20.68	21.10	2.0%	Per Duplicate
257	CLC	Environmental Commercial Services	Poisons Act	New Application	N	28.50	29.50	3.5%	Per Application
258	CLC	Environmental Commercial Services	Poisons Act	Renewal	N	15.03	15.50	3.1%	Per Renewal
259	CLC	Environmental Commercial Services	Poisons Act	Variation Detail	N	7.64	8.00	4.7%	Per Variation
260	CLC	Environmental Commercial Services	Film Classification	Per hour or part thereof	N	30.00	30.60	2.0%	Per hour or part thereof
3.6 Arts, Parks & Events									
261	CLC	Arts, Parks & Events	Kobi Nazrul Centre rental charges	Space occupied by 11 organisations	N	9.00 - 12.00	9.20-12.25	2.0%	Per Square Foot
262	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Main Hall (13m x 8.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	50.00	51.00	2.0%	Per Hour
263	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Side Hall (13m x 7.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	32.00	33.00	3.1%	Per Hour
264	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Main & Side Hall (13m x 16m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	64.00	65.50	2.3%	Per Hour

Appendix 3

Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
265	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Studio (18m x 10.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	42.00	43.00	2.4%	Per Hour
266	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Meeting Room (4.5m x 2.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	15.00	15.30	2.0%	Per Hour
267	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Main Hall (13m x 8.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	39.00	39.80	2.1%	Per Hour
268	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Side Hall (13m x 7.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	20.00	20.50	2.5%	Per Hour
269	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Main & Side Hall (13m x 16m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	45.00	46.00	2.2%	Per Hour
270	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Studio (18m x 10.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	30.00	30.60	2.0%	Per Hour
271	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Meeting Room (4.5m x 2.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	10.00	10.20	2.0%	Per Hour
272	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Main Hall (13m x 8.5m) From 5pm	N	90.00	92.00	2.2%	Per Hour
273	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Side Hall (13m x 7.5m) from 5pm	N	65.00	66.30	2.0%	Per Hour
274	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Main & Side Hall (13m x 16m) from 5pm	N	110.00	112.20	2.0%	Per Hour
275	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Studio (18m x 10.5m) from 5pm	N	88.00	90.00	2.3%	Per Hour
276	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Meeting Room (4.5m x 2.5m) from 5pm	N	21.00	21.50	2.4%	Per Hour
277	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Main Hall (13m x 8.5m) From 5pm	N	68.00	70.00	2.9%	Per Hour
278	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Side Hall (13m x 7.5m) from 5pm	N	52.00	53.25	2.4%	Per Hour
279	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Main & Side Hall (13m x 16m) from 5pm	N	82.00	83.75	2.1%	Per Hour
280	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Studio (18m x 10.5m) from 5pm	N	66.00	67.50	2.3%	Per Hour
281	CLC	Arts, Parks & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Meeting Room (4.5m x 2.5m) from 5pm	N	15.00	15.30	2.0%	Per Hour
282	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (private hire)	Main Hall Theatre (12 x 6m)	N	30.00	30.60	2.0%	Per Hour
283	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (private hire)	Meeting Room (7.8 x 5m)	N	22.00	22.50	2.3%	Per Hour
284	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (private hire)	Committee Room (7 x 6.3 m)	N	15.00	15.30	2.0%	Per Hour
285	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (community group hire)	Main Hall Theatre (12 x 6m)	N	25.00	25.50	2.0%	Per Hour
286	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (community group hire)	Meeting Room (7.8 x 5m)	N	18.00	18.50	2.8%	Per Hour
287	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (community group hire)	Committee Room (7 x 6.3 m)	N	12.00	12.25	2.1%	Per Hour
288	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (all groups) per day	Main Hall Theatre (12 x 6m)	N	100.00	102.00	2.0%	Per Day
289	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (all groups) per day	Meeting Room (7.8 x 5m)	N	60.00	61.20	2.0%	Per Day
290	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekday hire charges (all groups) per day	Committee Room (7 x 6.3 m)	N	50.00	51.00	2.0%	Per Day
291	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (private hire)	Main Hall Theatre (12 x 6m) from 5pm	N	47.00	48.00	2.1%	Per Hour
292	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (private hire)	Meeting Room (7.8 x 5m) from 5pm	N	32.00	32.75	2.3%	Per Hour
293	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (private hire)	Committee Room (7 x 6.3 m) from 5pm	N	25.00	25.50	2.0%	Per Hour

Appendix 3

Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
294	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (community group hire)	Main Hall Theatre (12 x 6m) from 5pm	N	35.00	35.75	2.1%	Per Hour
295	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (community group hire)	Meeting Room (7.8 x 5m) from 5pm	N	28.00	28.60	2.1%	Per Hour
296	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (community group hire)	Committee Room (7 x 6.3 m) from 5pm	N	18.00	18.40	2.2%	Per Hour
297	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (all groups) per day	Main Hall Theatre (12 x 6m) from 5pm	N	170.00	173.50	2.1%	Per Day
298	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (all groups) per day	Meeting Room (7.8 x 5m) from 5pm	N	135.00	138.00	2.2%	Per Day
299	CLC	Arts, Parks & Events	Kobi Nazrul Centre weekend hire charges (all groups) per day	Committee Room (7 x 6.3 m) from 5pm	N	90.00	92.00	2.2%	Per Day
3.7 Idea Stores and Idea Store Learning									
300	CLC	Idea Store	Membership Cards	Lost - children	N	0.50	0.50	0.0%	Per Card
301	CLC	Idea Store	Membership Cards	Lost - adult	N	1.00	1.00	0.0%	Per Card
302	CLC	Idea Store	Overdue items notification by post	Notification by post to all adults (16 and over)	N	1.00	1.05	5.0%	Per Notification
303	CLC	Idea Store	Reserved items notification by post (New)	Notification by post to all adults (16 and over)	N	N/A	1.00	New	Per Notification
304	CLC	Idea Store	Overdue return fine (Adults aged 16-64)	Books, CDs, and CD Roms	N	0.20	0.20	0.0%	Per Day
305	CLC	Idea Store	Overdue return fine (Adults aged 16-64)	DVDs	N	1.00	1.05	5.0%	Per Day
306	CLC	Idea Store	Library reservations (Adults aged 16-64)	Books - Premium services for books held outside the LLC	N	5.00	5.10	2.0%	Per Item
307	CLC	Idea Store	Library reservations (Adults aged 16-64)	AV - Premium services for AV held outside	N	5.00	5.10	2.0%	Per Item
308	CLC	Idea Store	Room hire: standard	Average Learning Lab	N	27.50	28.00	1.8%	Per Hour
309	CLC	Idea Store	Room hire: specialist	IS Canary Wharf, Dance Studio, Seminar Room, Conference Room, Local History Library and other specialist rooms	N	15.00 - 100.00	15.30 - 102.00	2.0%	Per Hour
310	CLC	Idea Store	Photocopying	Card	N	1.00	1.00	0.0%	Per Card
311	CLC	Idea Store	Photocopying	A4 B&W	N	0.10	0.10	0.0%	Per Sheet
312	CLC	Idea Store	Photocopying	A3 B&W	N	0.20	0.20	0.0%	Per Sheet
313	CLC	Idea Store	Photocopying	A4 Colour	N	1.00	1.00	0.0%	Per Sheet
314	CLC	Idea Store	Photocopying	A3 Colour	N	2.00	2.00	0.0%	Per Sheet
315	CLC	Idea Store	Fax	To UK	N	0.60	0.65	8.3%	Per Page
316	CLC	Idea Store	Fax	Receiving faxes	N	0.12	0.15	25.0%	Per Page
317	CLC	Idea Store	Printouts	A4 B&W printouts from internet	N	0.10	0.15	50.0%	Per Sheet
318	CLC	Idea Store	Printouts	A4 Colour printouts from internet	N	0.26	0.30	15.4%	Per Sheet
319	CLC	Idea Store	Printouts	A3 Colour printouts from internet	N	0.52	0.55	5.8%	Per Sheet
320	CLC	Idea Store (Local History Library & Archives)	Printouts	A3 microfilm printouts	N	0.35	0.40	14.3%	Per Sheet
321	CLC	Idea Store (Local History Library & Archives)	Printouts	A4 microfilm printouts	N	0.45	0.50	11.1%	Per Sheet
322	CLC	Idea Store (Local History Library & Archives)	Digitisation	Images less than 300dpi (whether previously scanned or not)	N	5.00	5.10	2.0%	Per Image
323	CLC	Idea Store (Local History Library & Archives)	Digitisation	Images more than 300dpi (whether previously scanned or not)	N	10.00	10.20	2.0%	Per Image
324	CLC	Idea Store (Local History Library & Archives)	Digitisation	Burning to CD	N	2.00	2.05	2.5%	Per Disc

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Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
325	CLC	Idea Store (Local History Library & Archives)	Digitisation	Use of personal digital camera	N	5.00	5.10	2.0%	Per Day
326	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Film/TV (UK)	N	100.00	102.00	2.0%	Per Image
327	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Film/TV (World)	N	200.00	204.00	2.0%	Per Image
328	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Websites (including free-to-view web-only films, and free-to-download smartphone apps)	N	25.00	25.50	2.0%	Per Image
329	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Commercial smartphone apps	N	300.00	306.00	2.0%	Per Image
330	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Exhibition / non-commercial public display	N	50.00	51.00	2.0%	Per Image
331	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Merchandise, advertising, art/design products, other commercial use	N	100.00	102.00	2.0%	Per Image
332	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Print media and e-books (UK)	N	50.00	51.00	2.0%	Per Image
333	CLC	Idea Store (Local History Library & Archives)	Image reproduction - LBTH residents and voluntary/community groups	Print media and e-books (UK)	N	15.00	15.30	2.0%	Per Image
334	CLC	Idea Store (Local History Library & Archives)	Image reproduction	Print media and e-books (World)	N	100.00	102.00	2.0%	Per Image
335	CLC	Idea Store (Local History Library & Archives)	Image reproduction - LBTH residents and voluntary/community groups	Print media and e-books (World)	N	30.00	30.60	2.0%	Per Image
336	CLC	Idea Store (including Local History Library & Archives)	Image reproduction concession - not-for-profit organisations, e.g. small presses, academic projects, community heritage projects	50% discount on reproduction fees listed above, except for use of image for Film/TV (World) distribution	N	Various	Various	N/A	Per Image
337	CLC	Idea Store Learning	Skills Funding Agency contract: non-accredited ESOL courses funded through Adult Community Learning grant (fees remitted for those in receipt of benefits)	Typical course fee on a 10 hour programme	N	1.25	1.30	4.0%	Per Hour
338	CLC	Idea Store Learning	Skills Funding Agency contract: non-accredited ESOL courses funded through Adult Community Learning grant (full fee payers)	Typical course fee on a 10 hour programme	N	2.50	2.55	2.0%	Per Hour
339	CLC	Idea Store Learning	Skills Funding Agency contract: accredited ESOL courses funded through Adult Skills grant (full fee payers)	Typical course fee on a 14 hour programme	N	4.00	4.10	2.5%	Per Hour
340	CLC	Idea Store Learning	Skills Funding Agency contract: Courses funded through Adult Community Learning grant (fees remitted for those in receipt of benefits)	Typical course fee per hour on a 20 hour programme	N	0.00-2.50	0.00-2.55	2.0%	Per Hour

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Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
341	CLC	Idea Store Learning	Skills Funding Agency contract: Courses funded through Adult Community Learning grant (full fee payers)	Typical course fee on a 20 hour programme	N	2.75-4.50	2.25-5.00	11.0%	Per Hour
3.8 Sports & Physical Activity									
342	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Borough adults hiring in peak hours	N	66.00	70.00	6.1%	Per Hour
343	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Borough adults hiring in peak hours	N	44.00	47.00	6.8%	Per Hour
344	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Borough adults hiring in non-peak hours	N	48.00	51.00	6.3%	Per Hour
345	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Borough adults hiring in non-peak hours	N	32.00	34.00	6.3%	Per Hour
346	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Non-borough adults hiring in peak hours	N	78.00	82.00	5.1%	Per Hour
347	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Non-borough adults hiring in peak hours	N	52.00	55.00	5.8%	Per Hour
348	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Non-borough adults hiring in non-peak hours	N	69.00	73.00	5.8%	Per Hour
349	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Non-borough adults hiring in non-peak hours	N	46.00	49.00	6.5%	Per Hour
350	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Borough primary schools	N	24.00	26.00	8.3%	Per Hour
351	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Borough primary schools	N	18.00	19.00	5.6%	Per Hour
352	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Borough secondary schools	N	33.00	35.00	6.1%	Per Hour
353	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Borough secondary schools	N	22.00	24.00	9.1%	Per Hour
354	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Non-borough schools	N	45.00	48.00	6.7%	Per Hour
355	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Non-borough schools	N	30.00	32.00	6.7%	Per Hour
356	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Borough under-16s hiring in peak hours	N	33.00	35.00	6.1%	Per Hour
357	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Borough under-16s hiring in peak hours	N	21.00	23.00	9.5%	Per Hour
358	CLC	Sports & Physical Activity	Astroturf hire - full pitch	Borough under-16s hiring in non-peak hours	N	27.00	29.00	7.4%	Per Hour
359	CLC	Sports & Physical Activity	Astroturf hire - half pitch (2/3rds of the pitch)	Borough under-16s hiring in non-peak hours	N	18.00	19.00	5.6%	Per Hour
360	CLC	Sports & Physical Activity	Grass pitch hire	Borough adult team (weekday/weekend)	N	44.16	46.40	5.1%	Per Hour
361	CLC	Sports & Physical Activity	Grass pitch hire	Non-borough adult team (weekday)	N	84.53	88.75	5.0%	Per Hour
362	CLC	Sports & Physical Activity	Grass pitch hire	Non-borough adult team (weekend)	N	81.03	85.10	5.0%	Per Hour

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Discretionary Fees and Charges within Communities, Localities & Culture

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
363	CLC	Sports & Physical Activity	Grass pitch hire	Borough under-16s team (weekday/weekend)	N	24.06	25.30	5.2%	Per Hour
364	CLC	Sports & Physical Activity	Grass pitch hire	Non-borough under-16s team (weekday)	N	44.16	46.40	5.1%	Per Hour
365	CLC	Sports & Physical Activity	Grass pitch hire	Non-borough under-16s team (weekend)	N	42.30	44.45	5.1%	Per Hour
366	CLC	Sports & Physical Activity	Cricket match	Borough adult team	N	41.58	43.70	5.1%	Per Match
367	CLC	Sports & Physical Activity	Cricket match	Non-borough adult team	N	96.50	101.35	5.0%	Per Match
368	CLC	Sports & Physical Activity	Cricket match	Borough under-16s team	N	24.06	25.30	5.2%	Per Match
369	CLC	Sports & Physical Activity	Cricket match	Non-borough under-16s team	N	53.53	56.20	5.0%	Per Match
370	CLC	Sports & Physical Activity	Softball/rounders match	Adults	N	40.80	42.85	5.0%	Per Hour
371	CLC	Sports & Physical Activity	Softball/rounders match	Under-16s	N	23.96	25.20	5.2%	Per Hour
372	CLC	Sports & Physical Activity	Softball/rounders match	School curriculum	N	11.98	12.60	5.2%	Per Hour
373	CLC	Sports & Physical Activity	Bowls	Adult season ticket	N	35.28	37.05	5.0%	Per Season
374	CLC	Sports & Physical Activity	Bowls	Under-16s season ticket	N	19.76	20.75	5.0%	Per Season
375	CLC	Sports & Physical Activity	Bowls	Senior citizens season ticket	N	14.80	15.55	5.1%	Per Season
376	CLC	Sports & Physical Activity	Bowls	Adults	N	2.41	2.55	6.0%	Per Hour
377	CLC	Sports & Physical Activity	Bowls	Under-16s	N	1.13	1.20	6.5%	Per Hour
378	CLC	Sports & Physical Activity	Bowls	Adult leisure pass holders	N	1.23	1.30	5.8%	Per Hour
379	CLC	Sports & Physical Activity	Athletics track - Victoria Park	Primary schools	N	11.88	12.50	5.2%	Per Hour
380	CLC	Sports & Physical Activity	Athletics track - Victoria Park	Secondary schools	N	15.72	16.50	5.0%	Per Hour
381	CLC	Sports & Physical Activity	Athletics track - Victoria Park	Adults	N	2.00	2.10	5.2%	Per Hour
382	CLC	Sports & Physical Activity	Athletics track - Victoria Park	Under-16s	N	0.92	1.00	8.5%	Per Hour
383	CLC	Sports & Physical Activity	Athletics track - Victoria Park	Season ticket (adults/under-16s)	N	61.13	64.20	5.0%	Per Hour
384	CLC	Sports & Physical Activity	Athletics track	Track marking	N	44.03	46.25	5.0%	Per Hour
385	CLC	Sports & Physical Activity	Athletics track	Events - Sports Day etc.	N	54.68	57.45	5.1%	Per Hour

Appendix 4

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
4.1 Strategic Planning and Development Management									
1	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Business Collection	N	85.00	90.00	5.9%	Per Document
2	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Business Postage	N	90.00	95.00	5.6%	Per Document
3	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Resident Collection	N	55.00	60.00	9.1%	Per Document
4	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Resident Postage	N	60.00	65.00	8.3%	Per Document
5	D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Business Collection	N	115.00	120.00	4.3%	Per Document
6	D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Business Postage	N	120.00	125.00	4.2%	Per Document
7	D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Resident Collection	N	55.00	60.00	9.1%	Per Document
8	D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Resident Postage	N	65.00	70.00	7.7%	Per Document
9	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Business Collection	N	195.00	200.00	2.6%	Per Document
10	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Business Postage	N	205.00	210.00	2.4%	Per Document
11	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Resident Collection	N	105.00	110.00	4.8%	Per Document
12	D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Resident Postage	N	115.00	120.00	4.3%	Per Document
13	D&R	Strategic Planning	Documents & Information	Section 106 and other legal documents	N	30.00	35.00	16.7%	Per Agreement
14	D&R	Strategic Planning	Planning Briefs/Masterplans Copy	Planning Brief/ Master Plan	N	35.00	40.00	14.3%	Per Document
15	D&R	Strategic Planning	Planning Site History Package	Summary of Planning applications, appeals, Conservation area and listed building status.	N	60.00	65.00	8.3%	Per Site (One Address)
16	D&R	Development Management	Pre-application	Scale B Minor Scale Development Meeting	N	785.00	805.00	2.5%	First Meeting
17	D&R	Development Management	Pre-application	Scale B Minor Scale Development Meeting	N	405.00	445.00	9.9%	Follow-Up/ Subsequent Meetings.
18	D&R	Development Management	Pre-application (New)	Scale B Advice on conditions and material / non material amendments	N	N/A	440.00	New	Per Meeting
19	D&R	Development Management	Pre-application	Scale C Medium Scale Development Meeting	N	1,405.00	1,435.00	2.1%	First Meeting

Appendix 4

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
20	D&R	Development Management	Pre-application	Scale C Medium Scale Development Meeting	N	700.00	790.00	12.9%	Follow-Up/ Subsequent Meetings.
21	D&R	Development Management	Pre-application	Scale D Major Scale Development Meeting	N	2,805.00	2,860.00	2.0%	First Meeting
22	D&R	Development Management	Pre-application	Scale D Major Scale Development Meeting	N	1,405.00	1,575.00	12.1%	Follow-Up/ Subsequent Meetings.
23	D&R	Development Management	Pre-application	Scale D Major Scale Development Meeting	N	1,060.00	1,085.00	2.4%	Community Forum Attendance
24	D&R	Development Management	Pre-application	Scale E Large Scale Development Meeting	N	4,205.00	4,290.00	2.0%	First Meeting
25	D&R	Development Management	Pre-application	Scale E Large Scale Development Meeting	N	2,460.00	2,360.00	-4.1%	Follow-Up/ Subsequent Meetings.
26	D&R	Development Management	Pre-application	Scale E Large Scale Development Meeting	N	1,060.00	1,085.00	2.4%	Community Forum Attendance
27	D&R	Development Management	Pre-application	Scale C-F Advice on Conditions and material / non material amendments	N	805.00	825.00	2.5%	Per Meeting
28	D&R	Development Management	Pre-application	Scale A Duty Planner Site Visit	N	180.00	185.00	2.8%	Follow-Up Site Visits
29	D&R	Development Management	Pre-application	Informal EIA Scoping Opinion	N	865.00	885.00	2.3%	Per Scoping Opinion
30	D&R	Development Management	Pre-application	Informal EIA Screening Opinion	N	575.00	590.00	2.6%	Per Screening Opinion
31	D&R	Development Management	Pre-application	Scale F Premium Bespoke service	N	8,320.00	8,490.00	2.0%	Specialist Consultaion
32	D&R	Development Management	Pre-application	Scale F Premium Bespoke service	N	4,160.00	4,660.00	12.0%	Follow-Up/ Subsequent Meetings.
33	D&R	Development Management	Pre-application (New)	Major Application Scoping Meeting	N	N/A	285.00	New	Per Meeting
34	D&R	Development Management	Pre-application (New)	All scales (excluding applications for Listed Building Consent) Conservation Area Design Advisory Panel (CADAP)	N	N/A	200.00	New	Per Meeting
4.2 Building Control									
33	D&R	Building Control	Demolition Survey and issue of [section 81] Demolition Notice	The standard flat rate charge covers officer time and administrative costs associated with survey, consultation and issue of the notice	N	280.00	290.00	3.6%	Per Application
34	D&R	Building Control	Out of Hours Test Witnessing at developer or owner's request	For test witnessing fire and life safety systems out of working hrs 06:00-09:00 & 17:00-21:00.	N	65.00	70.00	7.7%	£60/Hr Covers Officer 2x Pay
35	D&R	Building Control	Out of Hours Test Witnessing at developer or owner's request	For test witnessing fire and life safety systems out of working hrs 21:00-06:00hrs and weekends	N	130.00	135.00	3.8%	£120/Hr Covers Officer 2x Pay And Cover For Toil
36	D&R	Building Control	Street Naming and Numbering	House or premises addition of a name or name change	N	405.00	810.00	100.0%	
37	D&R	Building Control	Street Naming and Numbering	Naming of Street	N	405.00	810.00	100.0%	
38	D&R	Building Control	Street Naming and Numbering	Renaming a pre-existing street (including realignment and extensions of/to an existing street name area)	N	405.00	810.00	100.0%	

Appendix 4

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
39	D&R	Building Control	Street Naming and Numbering	New Developments Address creation or Regularisation of Addresses for pre-existing but unaddressed	N	180 - 1,000	360 - 2,000	100.0%	Number of plots + 5 per plot over 100
40	D&R	Building Control	Street Naming and Numbering	3 rd party obtaining of copy of a single street naming and numbering order and/or definitive street naming and addressing plan	N	25.00	50.00	100.0%	
41	D&R	Building Control	Ordnance Survey Map Extracts	A4 Scale 1:1250	N	35.00	40.00	14.3%	
42	D&R	Building Control	Ordnance Survey Map Extracts	A4 Scale 1:2500	N	70.00	75.00	7.1%	
43	D&R	Building Control	Documents & Information	List of Current Applications	N	280.00	290.00	3.6%	Per Annum
44	D&R	Building Control	Drawings	A0 Sized	N	15.00	20.00	33.3%	Per Sheet
45	D&R	Building Control	Drawings	A1 - A3 Sized	N	10.00	15.00	50.0%	Per Sheet
46	D&R	Building Control	File Retrieval	Research for file retrieval	N	40.00	45.00	12.5%	
47	D&R	Building Control	File Retrieval	Retrieval of 1 archive box from Storage.	N	25.00	30.00	20.0%	
48	D&R	Building Control	File Retrieval	Express Retrieval of 1-6 archive boxes from Storage.	N	45.00	50.00	11.1%	
49	D&R	Building Control	File Retrieval	Additional File Boxes £1 per box up to 20 boxes	N	1.00	2.00	100.0%	
50	D&R	Building Control	Copies	A4 first page	N	1.95	2.00	2.6%	
51	D&R	Building Control	Copies	A4 each page thereafter	N	0.25	0.30	20.0%	
52	D&R	Building Control	Copies	A3 first page	N	5.40	6.00	11.1%	
53	D&R	Building Control	Copies	A3 each page thereafter	N	0.50	0.55	10.0%	
54	D&R	Building Control	Professional Advice and Services	Post Search/ Conveyance Related	N	155.00	160.00	3.2%	Per Letter
55	D&R	Building Control	Professional Advice and Services	Follow-up Duty Service Correspondence	N	65.00	70.00	7.7%	Per Letter
56	D&R	Building Control	Professional Advice and Services	Enquires requiring response by letter, non-binding.	N	50.00	55.00	10.0%	Per Letter
57	D&R	Building Control	Professional Advice and Services	Confirmation of Tree Preservation Order / Listed Building Status / Conservation Area	N	25.00	30.00	20.0%	Up to 5 sites/addresses
58	D&R	Building Control	Professional Advice and Services	Other charges for administrative work	N	50.00	55.00	10.0%	Per Hour
59	D&R	Building Control	Documents & Information	Copy Decision Notice/ Completion Certificate/ Building Regulation Approval Decision/ Rights of Light Notice	N	25.00	30.00	20.0%	Per Document
4.3 Technical Support - Local Land Charges									
60	D&R	Technical Support	Local Land Charges - Documents & Information	Copy Of Local Land Charges Search	N	30.00	31.00	3.3%	
61	D&R	Technical Support	Local Land Charges - Documents & Information	Copy of LLC 1	N	15.00	16.00	6.7%	
62	D&R	Technical Support	Local Land Charges - Official Search	Register only (Regular search or NLIS)	N	40.00	41.00	2.5%	
63	D&R	Technical Support	Local Land Charges - Official Search	CON29 (Regular search or NLIS)	N	170.00	174.00	2.4%	
64	D&R	Technical Support	Local Land Charges - Official Search	Total Full Search Fee (Regular search or NLIS)	N	210.00	215.00	2.4%	

Appendix 4

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
65	D&R	Technical Support	Local Land Charges - Enhanced Search Fee	Each additional parcel of land on LLC1	N	10.00	11.00	10.0%	
66	D&R	Technical Support	Local Land Charges - Enhanced Search Fee	Each additional parcel of land on CON29	N	45.00	46.00	2.2%	
67	D&R	Technical Support	Local Land Charges - Enhanced Search Fee	Each additional parcel of land on LLC1 + CON29	N	55.00	57.00	3.6%	
68	D&R	Technical Support	Local Land Charges - Enhanced Search Fee	Part 2 enquiries	N	40.00	45.00	12.5%	
69	D&R	Technical Support	Local Land Charges - Enhanced Search Fee	Cancellation Fee	N	60.00	65.00	8.3%	
70	D&R	Technical Support	Local Land Charges - Private Registration Fee	Rights of Light Notice (Full or Temporary)	N	155.00	200.00	29.0%	
71	D&R	Technical Support	Local Land Charges - Private Registration Fee	Rights of Light Notice (Definitive Certificate following registration of temporary certificate)	N	50.00	65.00	30.0%	

Appendix 5

Discretionary Fees and Charges within Law, Probity & Governance

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge

5.1 Electoral Services

1	LPG	Electoral Services	Register of Electors confirmation letter	For a person	N	15.00	15.00	0.0%	Per Letter
2	LPG	Electoral Services	Register of Electors confirmation letter	For a company	N	25.00	30.00	20.0%	Per Letter
3	LPG	Electoral Services	Register of Electors confirmation letter	For a person - going back 5 years	N	35.00	40.00	14.3%	Per Letter
4	LPG	Electoral Services	Register of Electors confirmation letter	For a company - going back 5 years	N	80.00	80.00	0.0%	Per Letter
5	LPG	Electoral Services	Register of Electors confirmation letter	For a person - going back 6-10 years	N	55.00	60.00	9.1%	Per Letter
6	LPG	Electoral Services	Register of Electors confirmation letter	For a person - going back 10-25 years	N	80.00	100.00	25.0%	Per Letter
7	LPG	Electoral Services	Register of Electors street index	All	N	30.00	35.00	16.7%	Per Copy

5.2 Registration of Births, Deaths & Marriages

8	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Vestry	Monday - Tuesday - Thursday	N	136.00	170.00	25.0%	1 hr
9	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Vestry	Friday	N	156.00	190.00	21.8%	1 hr
10	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Vestry	Saturday AM	N	206.00	220.00	6.8%	1 hr
11	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Vestry	Saturday PM	N	306.00	320.00	4.6%	1 hr
12	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Vestry	Sunday	N	496.00	510.00	2.8%	1 hr
13	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Vestry	Bank Holidays	N	546.00	560.00	2.6%	1 hr
14	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Monday - Saturday 10am - 4.30pm	N	496.00	540.00	8.9%	2 hrs
15	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Monday - Saturday 5pm - 7.30pm	N	546.00	560.00	2.6%	2 hrs
16	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Monday - Saturday 8pm - 10pm	N	796.00	820.00	3.0%	2 hrs
17	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Sunday 10am - 4.30pm	N	596.00	610.00	2.3%	2 hrs
18	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Sunday 5pm - 7.30pm	N	846.00	870.00	2.8%	2 hrs
19	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Sunday 8pm - 10pm	N	946.00	970.00	2.5%	2 hrs
20	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Bank Holidays 10am - 10pm	N	996.00	1,020.00	2.4%	2 hrs
21	LPG	Registration of Births, Deaths &	Marriage & Civil Partnership Ceremony - Licenced Venue	Christmas/New Year's Eve 5pm -10pm	N	1,996.00	2,036.00	2.0%	2 hrs
22	LPG	Registration of Births, Deaths &	Nationality Checking Service	Adult	N	60.00	60.00	0.0%	45 mins
23	LPG	Registration of Births, Deaths &	Nationality Checking Service	Child (If child only appointment)	N	30.00	60.00	100.0%	45 mins
24	LPG	Registration of Births, Deaths &	Nationality Checking Service	Child (If accompanying an adult appointment)	N	30.00	40.00	33.3%	45 mins

Appendix 5

Discretionary Fees and Charges within Law, Probity & Governance

Nature and policy of charging					Charge				
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge
25	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - Vestry Room	Monday - Friday	N	100.00	110.00	10.0%	1 hr
26	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - Vestry Room	Saturday AM	N	206.00	220.00	6.8%	1 hr
27	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - Vestry Room	Saturday PM	N	306.00	320.00	4.6%	1 hr
28	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - Vestry Room	Sunday	N	496.00	510.00	2.8%	1 hr
29	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - other licenced venue	Monday - Friday	N	496.00	510.00	2.8%	2 hrs
30	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - other licenced venue	Saturday	N	546.00	560.00	2.6%	2 hrs
31	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - other licenced venue	Sunday	N	546.00	560.00	2.6%	2 hrs
32	LPG	Registration of Births, Deaths &	Individual Citizenship Ceremony - other licenced venue	Bank Holidays	N	546.00	560.00	2.6%	2 hrs
33	LPG	Registration of Births, Deaths &	Naming - Space 17	Pre-application meeting	N	15.00	20.00	33.3%	1 hr
34	LPG	Registration of Births, Deaths &	Ceremony Booking Fee	Provisional Bookings	N	50.00	55.00	10.0%	30 min
35	LPG	Registration of Births, Deaths &	Approved Premises Licenses	Venue with 1 Room	N	425.00	434.00	2.1%	Per Annum
36	LPG	Registration of Births, Deaths &	Approved Premises Licenses	Venue with 2 - 4 Rooms	N	625.00	638.00	2.1%	Per Annum
37	LPG	Registration of Births, Deaths &	Approved Premises Licenses	Venue with 5+ Rooms	N	945.00	964.00	2.0%	Per Annum

Appendix 6

Discretionary Fees and Charges within Resources

Nature and policy of charging						Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	% Change	Unit of charge

6.1 Council Tax and Business Rates									
1	RES	Council Tax and Business Rates	Costs for Issuing a Summons (Council Tax)	Cost charged per summons issued	N	90.00	90.00	0.0%	Per summons issued
2	RES	Council Tax and Business Rates	Costs for obtaining a Liability Order (Council Tax)	Costs charged for each liability order obtained from Thames Magistrates Court	N	20.00	20.00	0.0%	Per Liability Order granted
3	RES	Council Tax and Business Rates	Costs for Issuing a Summons (Business Rates)	Cost charged per summons issued	N	150.00	150.00	0.0%	Per summons issued
4	RES	Council Tax and Business Rates	Costs for obtaining a Liability Order (Business Rates)	Costs charged for each liability order obtained from Thames Magistrates Court	N	50.00	50.00	0.0%	Per Liability Order granted

Appendix 7

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge

Adults' Services

6.1 Financial Deputyship

1	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Application fees to Court of Protection (hmcts)	Y	£400 TBC by COP	£400 TBC by COP	One-off per Client
2	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Set up of a new client	Y	£100 TBC by OPG	£100 TBC by OPG	One-off per Client
3	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the first anniversary of the court	Y	£700 TBC by Court of Protection (COP)	£700 TBC by Court of Protection (COP)	Annual per Client
4	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	One off payments for applying and receiving court order	Y	£670 TBC by Court of Protection	£670 TBC by Court of Protection	One-off per Client
5	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Use of Court of Protection with over £16,000	Y	£585 TBC by Court of Protection	£585 TBC by Court of Protection	Annual per Client
6	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Use of Court of Protection with under £16,000	Y	3% of Savings TBC by COP	3% of Savings TBC by COP	Annual per Client
7	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Use of Court of Protection with property	Y	£270 per Property, TBC by COP	£270 per Property, TBC by COP	Annual per Client
8	ADU	Financial Deputyship	Management of clients financial affairs as directed by the Court of Protection (COP)	Court of Protection producing annual Reports	Y	£195 TBC by COP	£195 TBC by COP	Annual per Client

Communities, Localities & Culture

6.2 Transportation & Highways

1	CLC	Transportation &	Streetworks	Sample Inspections	Y	50.00	50.00	Per Inspection
2	CLC	Transportation &	Streetworks	Defect follow up	Y	48.00	48.00	Per Inspection
3	CLC	Transportation &	Streetworks	Fixed penalty notices	Y	80.00-120.00	80.00-120.00	Per Notice

6.3 Environmental Commercial Services

4	CLC	Environmental Commercial Services	Licence to store explosives - new	(a) one year's duration	Y	105.00	109.00	Per Licence
5	CLC	Environmental Commercial Services	Licence to store explosives - new	(b) two years' duration	Y	136.00	141.00	Per Licence
6	CLC	Environmental Commercial Services	Licence to store explosives - new	(c) three years' duration	Y	166.00	173.00	Per Licence
7	CLC	Environmental Commercial Services	Licence to store explosives - new	(d) four years' duration	Y	198.00	206.00	Per Licence
8	CLC	Environmental Commercial Services	Licence to store explosives - new	(e) five years' duration	Y	229.00	238.00	Per Licence
9	CLC	Environmental Commercial Services	Licence to store explosives - renewal	(a) one year's duration	Y	52.00	54.00	Per Licence
10	CLC	Environmental Commercial Services	Licence to store explosives - renewal	(b) two years' duration	Y	83.00	86.00	Per Licence
11	CLC	Environmental Commercial Services	Licence to store explosives - renewal	(c) three years' duration	Y	115.00	120.00	Per Licence

Appendix 7

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
12	CLC	Environmental Commercial Services	Licence to store explosives - renewal	(d) four years' duration	Y	146.00	152.00	Per Licence
13	CLC	Environmental Commercial Services	Licence to store explosives - renewal	(e) five years' duration	Y	178.00	185.00	Per Licence
14	CLC	Environmental Commercial Services	Explosives:	Varying licence/registration-varying name of licensee or registered person, or address of site	Y	35.00	36.00	Per Licence
15	CLC	Environmental Commercial Services	Explosives: any other kind of variation	The reasonable cost to the licensing authority of having the work carried out	Y	35.00	36.00	Per Licence
16	CLC	Environmental Commercial Services	Explosives: Transfer of licence		Y	35.00	36.00	Per Licence
17	CLC	Environmental Commercial Services	Explosives: Replacement of licence or registration referred to in this Part if lost		Y	35.00	36.00	Per Licence
18	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value - Band A	Y	100.00	100.00	Per Licence/Statement
19	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value - Band B	Y	190.00	190.00	Per Licence/Statement
20	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value - Band C	Y	315.00	315.00	Per Licence/Statement
21	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value - Band D	Y	450.00	450.00	Per Licence/Statement
22	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value - Band E	Y	635.00	635.00	Per Licence/Statement
23	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Band D where premises exclusively for consumption on premises	Y	900.00	900.00	Per Licence/Statement
24	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Band E where premises exclusively for consumption on premises	Y	1,905.00	1,905.00	Per Licence/Statement
25	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 5,000-9,999	Y	1,000.00	1,000.00	Per Licence
26	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 10,000-14,999	Y	2,000.00	2,000.00	Per Licence
27	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 15,000-19,999	Y	4,000.00	4,000.00	Per Licence
28	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 20,000-29,999	Y	8,000.00	8,000.00	Per Licence
29	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 30,000-39,999	Y	16,000.00	16,000.00	Per Licence
30	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 40,000-49,999	Y	24,000.00	24,000.00	Per Licence

Appendix 7

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
31	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 50,000-59,999	Y	32,000.00	32,000.00	Per Licence
32	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 60,000-69,999	Y	40,000.00	40,000.00	Per Licence
33	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 70,000-79,999	Y	48,000.00	48,000.00	Per Licence
34	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 80,000-89,999	Y	56,000.00	56,000.00	Per Licence
35	CLC	Environmental Commercial Services	Licensing Act: New Premises Licence	Capacity: 90,000 and over	Y	64,000.00	64,000.00	Per Licence
36	CLC	Environmental Commercial Services	Licensing Act: Premises Licence	Theft or loss, etc. of premises licence or summary	Y	10.50	10.50	Per Licence
37	CLC	Environmental Commercial Services	Licensing Act: Premises Licence	Change of name or address	Y	10.50	10.50	Per Licence
38	CLC	Environmental Commercial Services	Licensing Act: Premises Licence	Transfer	Y	23.00	23.00	Per Licence
39	CLC	Environmental Commercial Services	Licensing Act: Provisional Statement	Application for a provisional statement where premises being built, etc.	Y	315.00	315.00	Per Statement
40	CLC	Environmental Commercial Services	Licensing Act: Premises Licence	Application to vary licence to specify individual as premises supervisor	Y	23.00	23.00	Per Licence
41	CLC	Environmental Commercial Services	Licensing Act: Premises Licence	Interim authority notice following death etc. of licence holder	Y	23.00	23.00	Per Licence
42	CLC	Environmental Commercial Services	Licensing Act: Club Premises	Theft, loss etc. of certificate or summary	Y	10.50	10.50	Per Licence
43	CLC	Environmental Commercial Services	Licensing Act: Club Premises	Notification of change of name or alteration of rules of club	Y	10.50	10.50	Per Licence
44	CLC	Environmental Commercial Services	Licensing Act: Club Premises	Change of relevant registered address of club	Y	10.50	10.50	Per Licence
45	CLC	Environmental Commercial Services	Licensing Act: Personal Licence	New application and renewals	Y	37.00	37.00	Per Licence
46	CLC	Environmental Commercial Services	Licensing Act: Personal Licence	Theft or Loss of personal licence	Y	10.50	10.50	Per Licence
47	CLC	Environmental Commercial Services	Licensing Act: Personal Licence	Notification of change of name or address	Y	10.50	10.50	Per Licence
48	CLC	Environmental Commercial Services	Licensing Act: Personal Licence	Right of freeholder etc. to be notified of licensing matters	Y	21.00	21.00	Per Licence
49	CLC	Environmental Commercial Services	Gambling Act: Gaming: New Operator	2 or less machines	Y	50.00	50.00	Per Licence
50	CLC	Environmental Commercial Services	Gambling Act: Gaming: New Operator	3 or more machines	Y	150.00	150.00	Per Licence

Appendix 7

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
51	CLC	Environmental Commercial Services	Gambling Act: Gaming: Existing Operator	3 or more machines	Y	100.00	100.00	Per Licence
52	CLC	Environmental Commercial Services	Gambling Act: Gaming:	3 or more machines - Transfer	Y	25.00	25.00	Per Licence
53	CLC	Environmental Commercial Services	Gambling Act: Gaming:	Annual Fee	Y	50.00	50.00	Per Licence
54	CLC	Environmental Commercial Services	Local Authority Industrial Pollution Prevention and Control (LAPCC) Charges	Charges to help reduce any pollution that factories/businesses may cause and, in particular, to help improve air quality. Businesses which operate these premises	Y	As set by DEFRA	As set by DEFRA	Various
55	CLC	Environmental Commercial Services	Private Water Supplies Fees	The Private Water Supplies Regulations 2009 allows the Council to charge any relevant person (i.e. owner) responsible for a private water supply a fee up to a specified maximum for undertaking their required duties	Y	As set by the maximum chargeable under the statutory instrument	As set by the maximum chargeable under the statutory instrument	Various
56	CLC	Environmental Commercial Services	Enforcement and intervention	Fixed penalty notices	Y	80.00-120.00	80.00-120.00	Per Notice
6.4 Idea Stores and Idea Store Learning								
57	CLC	Idea Store Learning	Skills Funding Agency contract: Courses funded through the Adult Skills budget. Fees fixed by SFA.	Typical fee for programmes ranging from 60 hours - 400 hours depending on the qualification = £4.50 per hour	Y	4.50 - 4.75	4.50 - 4.75	Per Hour
Development & Renewal								
6.5 Development Management								
1	D&R	Development Management	Household applications	Extension to an existing dwellinghouse or works within its garden	Y	172.00	172.00	1 dwellinghouse
2	D&R	Development Management	Household applications	Extension to an existing dwellinghouse or works within its garden	Y	339.00	339.00	2 or more dwellinghouses
3	D&R	Development Management	Creation of new dwellings	Outline apps for the erection of new dwelling houses where site does not exceed 2.5 hectares.	Y	385.00	385.00	For each 0.1 hectare of site area where site area does not exceed 2.5 hectares.
4	D&R	Development Management	Creation of new dwellings	Outline apps for the erection of new dwelling houses where site does exceed 2.5 hectares.	Y	9,527.00	9,527.00	And an additional £115 for each 0.1 hectare over 2.5 hectares. Subject to a maximum of
5	D&R	Development Management	Creation of new dwellings	Full apps for the erection of new dwelling houses	Y	385.00	385.00	For each dwelling house if the development is

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
6	D&R	Development Management	Creation of new dwellings	Full apps for the erection of new dwelling houses	Y	19,049.00	19,049.00	If development exceeds 50, £115 per dwelling extra. Maximum in total of
7	D&R	Development Management	Creation of new dwellings	Change of use of an existing dwellinghouse to use as two or more single dwelling houses	Y	385.00	385.00	For each additional dwellinghouse to be created
8	D&R	Development Management	Creation of new dwellings	Change of use of a building to use as one or more separate dwelling houses	Y	385.00	385.00	For each dwellinghouse to be created
9	D&R	Development Management	Erection of other buildings	Outline applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	385.00	385.00	For each 0.1 hectare of site area where the site area does not exceed 2.5 hectares
10	D&R	Development Management	Erection of other buildings	Outline applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	9,527.00	9,527.00	Where the site area does exceed 2.5 hectares and a additional £115 per 0.1 hectares over 2.5. Maximum total of £125,000
11	D&R	Development Management	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	195.00	195.00	Where floor space created does not exceed 40 sq metres
12	D&R	Development Management	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	385.00	385.00	Where floor space to be created falls between 40 sq metres and 75 sq metres
13	D&R	Development Management	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	385.00	385.00	Where floor space falls between 76 sq metres and 3750 sq metres. £385 for each 75 sq metres of that area.
14	D&R	Development Management	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	19,049.00	19,049.00	Where floorspace exceeds 3750 sq metres and a additional £115 for each 75 sq metres in excess of 3750 sq metres. Subject to a maximum in total of

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
15	D&R	Development Management	Erection of other buildings	Erection, alteration or replacement of plant or machinery.	Y	385.00	385.00	Where site does not exceed 5 hectares. £385 for each 0.1 hectares of site area.
16	D&R	Development Management	Erection of other buildings	Erection, alteration or replacement of plant or machinery.	Y	19,049.00	19,049.00	Where site does exceed 5 hectares and an additional £115 for each 0.1 hectares in excess of 5. Maximum total of £250,000
17	D&R	Development Management	Other operations	The construction of car parks, service roads and other means of access on land used for the purpose of a single undertaking	Y	195.00	195.00	
18	D&R	Development Management	Other operations	The carrying out of any operations not coming within any of the above categories.	Y	195.00	195.00	For each 0.1 hectare of site area, to a maximum of £1,690
19	D&R	Development Management	Other operations	Satellite Dish	Y	172.00 / 195.00	172.00 / 195.00	Dwellinghouse / All other applications
20	D&R	Development Management	Uses of land	Making a material change in the use of a building or land	Y	385.00	385.00	
21	D&R	Development Management	Applications for the approval of reserved matters on an outline planning permission	Applications for the approval of reserved matters on an outline planning permission	Y	385.00	385.00	
22	D&R	Development Management	Applications to discharge, remove or change conditions on planning permissions	Applications for approval of details required by conditions on a planning	Y	97.00 / 28.00	97.00 / 28.00	Non household development / Household development
23	D&R	Development Management	Applications to discharge, remove or change conditions on planning permissions	Removal of variation of a condition of a previous permission	Y	195.00	195.00	
24	D&R	Development Management	Applications to discharge, remove or change conditions on planning permissions	Continuance of a use of land or the retention buildings or works on land without compliance with a condition subject to which a previous planning permission has been granted.	Y	195.00	195.00	
25	D&R	Development Management	Applications for non-material amendments following the grant of planning permission	Householders All other applications.	Y	28 / 195	28 / 195	Householders / All other applications
26	D&R	Development Management	Applications for extension of time limit for implementation.	Householders Major Developments All other applications.	Y	57.00 / 575.00 / 195.00	57.00 / 575.00 / 195.00	Householders / Major development / All other applications

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
27	D&R	Development Management	Applications for lawful development certificates	Application for existing use of building or land or whether any operations carried out in, over or under land are lawful	Y	Same as the fee for a planning app for same development	Same as the fee for a planning app for same development	
28	D&R	Development Management	Applications for lawful development certificates	Application to ascertain whether failure to comply with any condition or limitation is	Y	195.00	195.00	
29	D&R	Development Management	Applications for lawful development certificates	Application to check whether any proposed use of buildings or land, or any operation to be carried out in, over or under land are lawful	Y	Half the amount of the fee for a planning application for the same proposal	Half the amount of the fee for a planning application for the same proposal	
30	D&R	Development Management	Applications for consent to display an advertisement	Advertisements displayed on business premises (including forecourts) or directing members of the public to the premises	Y	110.00	110.00	
31	D&R	Development Management	Applications for consent to display an advertisement	All other advertisements	Y	385.00	385.00	
32	D&R	Development Management	Applications for prior approval under the General Permitted Development Order.	Determination of whether prior approval is necessary for agriculture/forestry building & operations or demolition of buildings	Y	80.00	80.00	
33	D&R	Development Management	Applications for prior approval under the General Permitted Development Order.	Determinations of whether prior approval is necessary for telecommunication code system operators	Y	385.00	385.00	
34	D&R	Development Management	Concessions and exemptions	Revised or fresh application of the same character or description by the same applicant within 12 months.	Y	No fee	No fee	
35	D&R	Development Management	Concessions and exemptions	Works to improve access for the disabled to public buildings or to improve access, safety, health or comfort for a disabled person home.	Y	No fee	No fee	
36	D&R	Development Management	Concessions and exemptions	Applications required because of the removal of permitted development rights by a condition or by an Article 4 Direction, or by withdrawal of deemed advertisement consent.	Y	No fee	No fee	
37	D&R	Development Management	Concessions and exemptions	Alternative applications for one site made by the same applicant on the same day	Y	Highest of fees applicable for each alternative and a sum equal to half the rest	Highest of fees applicable for each alternative and a sum equal to half the rest	
38	D&R	Development Management	Concessions and exemptions	Development crossing planning authority boundaries requiring more than one application.	Y	Only one fee paid to the authority having the larger site.	Only one fee paid to the authority having the larger site.	

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
39	D&R	Building Control	Dangerous Structures	Survey and administration costs in processing contractors' invoices etc.	LBTH DS Fees & Charges Regs 1995	200.00 - 350.00 survey fee and 5% of contractors' invoiced costs	200.00 - 350.00 survey fee and 5% of contractors' invoiced costs	Job By Job Basis
40	D&R	Building Control	Creation of New Dwellings - standard	Plan Charge - between 1-19 dwellings	Building [Local Authority] Charges Regs 2010	260.00 - 680.00 ex VAT 312.00 - 816.00 inc VAT	260.00 - 680.00 ex VAT 312.00 - 816.00 inc VAT	Dependent On Number Of Dwellings
41	D&R	Building Control	Creation of New Dwellings - standard	Plan Charge - between 1-19 dwellings - REGULARISATION CHARGE	Building [Local Authority] Charges Regs 2010	As above plus 25%	As above plus 25%	Dependent On Number Of Dwellings
42	D&R	Building Control	Creation of New Dwellings - standard	Inspection Charge - between 1-19 dwellings	Building [Local Authority] Charges Regs 2010	350.00 - 2,464.00 ex VAT 420.00 - 2,956.80 inc	350.00 - 2,464.00 ex VAT 420.00 - 2,956.80 inc	Dependent On Number Of Dwellings
43	D&R	Building Control	Creation of New Dwellings - standard	Inspection Charge - between 1-19 dwellings - REGULARISATION CHARGE	Building [Local Authority] Charges Regs 2010	As above plus 25%	As above plus 25%	Dependent On Number Of Dwellings
44	D&R	Building Control	Creation of New Dwellings - standard	Building Notice Charge - between 1-19 dwellings	Building [Local Authority] Charges Regs 2010	610.00 - 3,144.00 ex VAT 732.00 - 3,772.80 inc	610.00 - 3,144.00 ex VAT 732.00 - 3,772.80 inc	Dependent On Number Of Dwellings
45	D&R	Building Control	Creation of New Dwellings - standard	Building Notice Charge - between 1-19 dwellings - REGULARISATION CHARGE	Building [Local Authority] Charges Regs 2010	As above plus 25%	As above plus 25%	Dependent On Number Of Dwellings
46	D&R	Building Control	Extensions to a single domestic building	Plan Charge - Single storey extensions - category 1,2,3	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
47	D&R	Building Control	Extensions to a single domestic building	Inspection Charge - Single storey extensions - category 1,2,3	Building [Local Authority] Charges Regs 2010	325.00 - 504.00 ex VAT 390.00 - 604.80 inc VAT	325.00 - 504.00 ex VAT 390.00 - 604.80 inc VAT	Per Inspection & Depending On Floor Area
48	D&R	Building Control	Extensions to a single domestic building	Building Notice Charge - Single storey extensions - category 1,2,3	Building [Local Authority] Charges Regs 2010	575.00 - 754.00 ex VAT 690.00 - 904.80 inc VAT	575.00 - 754.00 ex VAT 690.00 - 904.80 inc VAT	Per Notice & Depending On Floor Area
49	D&R	Building Control	Extensions to a Two Storey domestic building	Plan Charge - Two storey extensions - category 4, 5	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
50	D&R	Building Control	Extensions to a Two Storey domestic building	Inspection Charge - Two storey extensions - category 4,5	Building [Local Authority] Charges Regs 2010	504.00 - 575.00 ex VAT 604.80 - 690.00 INC VAT	504.00 - 575.00 ex VAT 604.80 - 690.00 INC VAT	Per Inspection & Depending On Floor Area
51	D&R	Building Control	Extensions to a Two Storey domestic building	Building Notice Charge - Two storey extensions - category 4,5	Building [Local Authority] Charges Regs 2010	754.00 - 825.00 ex VAT 904.80 - 990.00 inc VAT	754.00 - 825.00 ex VAT 904.80 - 990.00 inc VAT	Per Notice & Depending On Floor Area
52	D&R	Building Control	Loft Conversion	Plan Charge - Loft Conversion - category 6,7	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
53	D&R	Building Control	Loft Conversion	Inspection Charge - Loft Conversion - category 6,7	Building [Local Authority] Charges Regs 2010	325.00 - 575.00 ex VAT - no dormer / dormer 390.00 - 690.00 inc VAT	325.00 - 575.00 ex VAT - no dormer / dormer 390.00 - 690.00 inc VAT	Per Inspection

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
54	D&R	Building Control	Loft Conversion	Building Notice Charge - Loft Conversion - category 6,7	Building [Local Authority] Charges Regs 2010	575.00 - 825.00 ex VAT - no dormer / dormer 690.00 - 990.00 inc VAT	575.00 - 825.00 ex VAT - no dormer / dormer 690.00 - 990.00 inc VAT	Per Notice
55	D&R	Building Control	Garages & Carports	Plan Charge - Garages & Carports - Category 8	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per Plan
56	D&R	Building Control	Garages & Carports	Inspection Charge - Garages & Carports - Category 8	Building [Local Authority] Charges Regs 2010	255.00 ex VAT 306.00 inc VAT	255.00 ex VAT 306.00 inc VAT	Per Inspection
57	D&R	Building Control	Garages & Carports	Buildings Notice Charge - Garages & Carports - Category 8	Building [Local Authority] Charges Regs 2010	430.00 ex VAT 516.00 inc VAT	430.00 ex VAT 516.00 inc VAT	Per Notice
58	D&R	Building Control	Garages & Carports	Plan Charge - Garages & Carports - Category 9	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per Plan
59	D&R	Building Control	Garages & Carports	Inspection Charge - Garages & Carports - Category 9	Building [Local Authority] Charges Regs 2010	325.00 ex VAT 390.00 inc VAT	325.00 ex VAT 390.00 inc VAT	Per Inspection
60	D&R	Building Control	Garages & Carports	Buildings Notice Charge - Garages & Carports - Category 9	Building [Local Authority] Charges Regs 2010	500.00 ex VAT 600.00 inc VAT	500.00 ex VAT 600.00 inc VAT	Per Notice
61	D&R	Building Control	Other	Plan Charge - Conversion of a garage to a dwelling to a habitable room(s) -	Building [Local Authority] Charges Regs 2010	215.00 ex VAT 258.00 inc VAT	215.00 ex VAT 258.00 inc VAT	Per Plan
62	D&R	Building Control	Other	Inspection Charge - Conversion of a garage to a dwelling to a habitable room(s) - Category 10	Building [Local Authority] Charges Regs 2010	380.00 ex VAT 456.00 inc VAT	380.00 ex VAT 456.00 inc VAT	Per Inspection
63	D&R	Building Control	Other	Buildings Notice Charge - Conversion of a garage to a dwelling to a habitable room(s) - Category 10	Building [Local Authority] Charges Regs 2010	595.00 ex VAT 714.00 inc VAT	595.00 ex VAT 714.00 inc VAT	Per Notice
64	D&R	Building Control	Other	Plan Charge - Alterations to extend or create a basement up to 100m ² - Category 11	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
65	D&R	Building Control	Other	Inspection Charge - Alterations to extend or create a basement up to 100m ² - Category 11	Building [Local Authority] Charges Regs 2010	505.00 ex VAT 606.00 inc VAT	505.00 ex VAT 606.00 inc VAT	Per Inspection
66	D&R	Building Control	Other	Buildings Notice Charge - Alterations to extend or create a basement up to 100m ² - Category 11	Building [Local Authority] Charges Regs 2010	755.00 ex VAT 906.00 inc VAT	755.00 ex VAT 906.00 inc VAT	Per Notice
67	D&R	Building Control	Extensions	Regularisation Charge	Building [Local Authority] Charges Regs 2010	1.25% x Building Notice Charge	1.25% x Building Notice Charge	Per Application
68	D&R	Building Control	Extensions	Not using a Part P Registered Electrician	Building [Local Authority] Charges Regs 2010	200.00 ex VAT 240.00 inc Vat	200.00 ex VAT 240.00 inc Vat	Per Application

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
69	D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per Application
70	D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 ex VAT 240.00 inc VAT	200.00 ex VAT 240.00 inc VAT	Per Application
71	D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Building Notice Charge	Building [Local Authority] Charges Regs 2010	375.00 ex VAT 450.00 inc VAT	375.00 ex VAT 450.00 inc VAT	Per Application
72	D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Inspection Charge - each additional 5m or part thereof	Building [Local Authority] Charges Regs 2010	85.00 ex VAT 102.00 inc VAT	85.00 ex VAT 102.00 inc VAT	Per Application
73	D&R	Building Control	Alterations to Single Domestic Building	Internal alterations, installation of fittings (not electrical) and/or structural alterations - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 250.00 ex VAT 210.00 - 300.00 inc VAT	175.00 - 250.00 ex VAT 210.00 - 300.00 inc VAT	Depending on estimated cost of works
74	D&R	Building Control	Alterations to Single Domestic Building	Internal alterations, installation of fittings (not electrical) and/or structural alterations - Inspection Charge	Building [Local Authority] Charges Regs 2010	175.00 - 760.00 ex VAT 210.00 - 912.00 inc VAT	175.00 - 760.00 ex VAT 210.00 - 912.00 inc VAT	Depending on estimated cost of works
75	D&R	Building Control	Alterations to Single Domestic Building	Internal alterations, installation of fittings (not electrical) and/or structural alterations - Building Notice Charge	Building [Local Authority] Charges Regs 2010	175.00 - 1,010.00 ex VAT 210.00 - 1,212.00 inc VAT	175.00 - 1,010.00 ex VAT 210.00 - 1,212.00 inc VAT	Depending on estimated cost of works
76	D&R	Building Control	Alterations to Single Domestic Building	Window replacement (not competent persons scheme) - Plan Charge	Building [Local Authority] Charges Regs 2010	85.00 ex VAT 102.00 inc VAT	85.00 ex VAT 102.00 inc VAT	Up to 20 windows / over 20 windows
77	D&R	Building Control	Alterations to Single Domestic Building	Window replacement (not competent persons scheme) - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 / 400.00 ex VAT 240.00 / 480.00 inc VAT	200.00 / 400.00 ex VAT 240.00 / 480.00 inc VAT	Up to 20 windows / over 20 windows
78	D&R	Building Control	Alterations to Single Domestic Building	Window replacement (not competent persons scheme) - Building Notice Charge	Building [Local Authority] Charges Regs 2010	285.00 / 485.00 ex VAT 342.00 / 582.00 inc VAT	285.00 / 485.00 ex VAT 342.00 / 582.00 inc VAT	Up to 20 windows / over 20 windows
79	D&R	Building Control	Alterations to Single Domestic Building	Electrical wiring - Plan Charge	Building [Local Authority] Charges Regs 2010	230.00 ex VAT 276.00 inc Vat	230.00 ex VAT 276.00 inc Vat	
80	D&R	Building Control	Alterations to Single Domestic Building	Electrical wiring - Inspection Charge	Building [Local Authority] Charges Regs 2010	230.00 ex VAT 276.00 inc Vat	230.00 ex VAT 276.00 inc Vat	
81	D&R	Building Control	Alterations to Single Domestic Building	Electrical wiring - Building Notice Charge	Building [Local Authority] Charges Regs 2010	230.00 ex VAT 276.00 inc Vat	230.00 ex VAT 276.00 inc Vat	
82	D&R	Building Control	Alterations to Single Domestic Building	Conversion to create new dwellings - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 340.00 ex VAT 210.00 - 408.00 inc VAT	175.00 - 340.00 ex VAT 210.00 - 408.00 inc VAT	Per application - 7 pricing bands - depending on estimated costs
83	D&R	Building Control	Alterations to Single Domestic Building	Conversion to create new dwellings - Inspection Charge	Building [Local Authority] Charges Regs 2010	175.00 - 1,850.00 ex VAT 210.00 - 2,220.00 inc	175.00 - 1,850.00 ex VAT 210.00 - 2,220.00 inc	Per application - 7 pricing bands - depending on estimated costs

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Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
84	D&R	Building Control	Alterations to Single Domestic Building	Conversion to create new dwellings - Building Notice Charge	Building [Local Authority] Charges Regs 2010	175.00 - 2,190.00 ex VAT 210.00 - 2,628.00 inc	175.00 - 2,190.00 ex VAT 210.00 - 2,628.00 inc	Per application - 7 pricing bands - depending on estimated costs
85	D&R	Building Control	Alterations to Single Non Domestic Building	Underpinning - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per application.
86	D&R	Building Control	Alterations to Single Non Domestic Building	Underpinning - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 ex VAT 240.00 inc VAT	200.00 ex VAT 240.00 inc VAT	Per application. For every 5m length or part thereof
87	D&R	Building Control	Alterations to Single Non Domestic Building	Underpinning - Inspection Charge	Building [Local Authority] Charges Regs 2010	84.00 ex VAT 100.80 inc VAT	84.00 ex VAT 100.80 inc VAT	Per application, for each additional 5m or part thereof
88	D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - office and retail - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	Per application. 7 price bands depending on estimated cost
89	D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - office and retail - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 - 900.00 ex VAT 240.00 - 1,080.00 inc	200.00 - 900.00 ex VAT 240.00 - 1,080.00 inc	Per application. 7 price bands depending on estimated cost
90	D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - other than office or retail use - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	Per application. 7 price bands depending on estimated cost
91	D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - other than office or retail use - Inspection Charge	Building [Local Authority] Charges Regs 2010	340.00 - 1,265.00 ex VAT 408.00 - 1,518.00 inc	340.00 - 1,265.00 ex VAT 408.00 - 1,518.00 inc	Per application. 7 price bands depending on estimated cost
92	D&R	Building Control	Section 30 - Temporary Structures Charge	Application for erection of a special buildings or structures intended to be kept permanently or temporarily.	Y	TBC Please contact for a quote	TBC Please contact for a quote	
93	D&R	Building Control	Section 30 - Temporary Structures Charge	Grandstand	Y	300.00-600.00	300.00-600.00	No of seats 10 to 1000 No of seats over 1000 to be agreed based on details of structure & complexity
94	D&R	Building Control	Section 30 - Temporary Structures Charge	Stage	Y	300.00	300.00	Less than 60m ² Over 60m ² to be agreed based on details of structure & complexity
95	D&R	Building Control	Section 30 - Temporary Structures Charge	Framed Tower for loud speakers, lighting, video screens etc	Y	180.00	180.00	+50% for each additional tower of a similar type
96	D&R	Building Control	Section 30 - Temporary Structures Charge	Other structure pf a complex nature	Y	To be agreed based on details of structure & complexity	To be agreed based on details of structure & complexity	

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
97	D&R	Building Control	Section 30 - Temporary Structures Charge	Renewals of previous consents (regardless of the regulatory of the re-inspection) - Building or Structure	Y	85.00 - 125.00	85.00 - 125.00	
98	D&R	Building Control	Section 30 - Temporary Structures Charge	Renewals of previous consents (regardless of the regulatory of the re-inspection) - Chimney Shaft, Smoke Duct, Tower or similar sized structure (whether vertical, horizontal or	Y	85.00 / 10.00	85.00 / 10.00	For first 6 metres/ for every additional 6 metres
99	D&R	Building Control	Section 30 - Temporary Structures Charge	Renewals of previous consents (regardless of the regulatory of the re-inspection) - Advertisement Hoarding or other sign supporting structure	Y	85.00	85.00	Per independent panel

Law, Probity & Governance

6.7 Electoral Registration

1	LPG	Electoral Services	Electoral Register	Full - data format	Y	£20 fee plus £1.50 per 1,000 electors	£20 fee plus £1.50 per 1,000 electors	Per 1,000 Electors
2	LPG	Electoral Services	Electoral Register	Full - paper format	Y	£10 fee plus £5.00 per 1,000 electors	£10 fee plus £5.00 per 1,000 electors	Per 1,000 Electors
3	LPG	Electoral Services	Electoral Register	Edited - data format (now called Open Register)	Y	£20 fee plus £1.50 per 1,000 electors	£20 fee plus £1.50 per 1,000 electors	Per 1,000 Electors
4	LPG	Electoral Services	Electoral Register	Edited - paper format (now known as Open Register)	Y	£10 fee plus £5.00 per 1,000 electors	£10 fee plus £5.00 per 1,000 electors	Per 1,000 Electors
5	LPG	Electoral Services	Electoral Register	Overseas electors register - data format	Y	£20 fee plus £1.50 per 100 electors	£20 fee plus £1.50 per 100 electors	Per 1,000 Electors
6	LPG	Electoral Services	Electoral Register	Overseas electors register - paper copy	Y	£10 fee plus £5.00 per 100 electors	£10 fee plus £5.00 per 100 electors	Per 1,000 Electors

6.8 Registration of Births, Deaths & Marriages

7	LPG	Registration of Births, Deaths &	Searches	Family History	Y	18.00	18.00	Per 6 Verifications
8	LPG	Registration of Births, Deaths &	Searches	Retrieval - in current register AT TIME OF REGISTRATION	Y	4.00	4.00	Per Item
9	LPG	Registration of Births, Deaths &	Searches	retrieval - in current register AFTER REGISTRATION	Y	7.00	7.00	Per Item
10	LPG	Registration of Births, Deaths &	Searches	retrieval - in vaults	Y	10.00	10.00	Per Item
11	LPG	Registration of Births, Deaths &	Copy of birth, marriage & death certificate	Priority same day service & phone	Y	15.00 (incl 10.00 statutory fee)	20.00 (incl 10.00 statutory fee)	Per Search
12	LPG	Registration of Births, Deaths &	Copy of birth, marriage & death certificate	Posted next working day / postal applications	Y	11.00 (incl 10.00 statutory fee)	12.00 (incl 10.00 statutory fee)	Per Search
13	LPG	Registration of Births, Deaths &	Copy of birth, marriage & death certificate	Collect next working day	Y	10.00	10.00	Per Search

Appendix 7

Statutory Fees and Charges (All Directorates)

Nature and policy of charging						Charge		
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
14	LPG	Registration of Births, Deaths &	Copy of Marriage Certificate	At time of marriage	Y	4.00	4.00	
15	LPG	Registration of Births, Deaths &	Copy of Marriage Certificate	After time of marriage	Y	7.00	7.00	
16	LPG	Registration of Births, Deaths &	Copy of Civil Partnership Certificate	At time of Civil Partnership Registration	Y	4.00	4.00	
17	LPG	Registration of Births, Deaths &	Copy of Civil Partnership Certificate	After Registration	Y	7.00	7.00	
18	LPG	Registration of Births, Deaths &	Wedding Ceremony - Register Office Room	Standard marriage charge	Y	46.00	46.00	0 Hr
19	LPG	Registration of Births, Deaths &	Wedding Ceremony - Register Office	Certificate fee - day of ceremony	Y	4.00	4.00	Per Item
20	LPG	Registration of Births, Deaths &	Wedding Ceremony - Register Office	Certificate fee - after the ceremony	Y	7.00	7.00	Per Item
21	LPG	Registration of Births, Deaths &	Notice Fee		Y	35.00	35.00	Per Person
22	LPG	Registration of Births, Deaths &	Certificate of birth, death or marriage	(a) from a registrar when application is made at the time of registration	Y	4.00	4.00	30 Mins
23	LPG	Registration of Births, Deaths & Marriages	Certificate of birth, death or marriage	(b) from a registrar when application is made after the time of registration	Y	4.00 collect next working day 5.00 post next working day 9.00 same day service	4.00 collect next working day 5.00 post next working day 10.00 same day service	30 Mins
24	LPG	Registration of Births, Deaths &	Marriage Act 1949 section 27(6)	Notice of Marriage	Y	35.00	35.00	30 Mins
25	LPG	Registration of Births, Deaths &	Notice of Civil Partnership Statutory Fee	Notice of Civil Partnership	Y	35.00	35.00	30 Mins
26	LPG	Registration of Births, Deaths &	Marriage Act 1949 section 31(5F)	Application to reduce the 15 day period	Y	3.00	3.00	2 Hours
27	LPG	Registration of Births, Deaths & Marriages	Marriage Act 1949 section 27(7)	Attendance of superintendent registrar other than at his office for purpose of being given notice of marriage of house-bound or detained person	Y	84.00	84.00	2 Hours
28	LPG	Registration of Births, Deaths &	Marriage Act 1949 section 41(6)	Registration of buildings for Religious worship	Y	29.00	29.00	30 Mins
29	LPG	Registration of Births, Deaths &	Marriage Act 1949 section 41(6)	Registration of buildings for solemnization of marriages	Y	123.00	123.00	30 Mins
30	LPG	Registration of Births, Deaths & Marriages	Marriage Act 1949 section 51(2)	Fee of superintendent registrar attending marriage at the place where a house-bound or detained person usually resides	Y	84.00	84.00	2 Hours
31	LPG	Registration of Births, Deaths &	Marriage Act 1949 section 51(1)	Fee of registrar for attending marriage--(a) at register office	Y	46.00	46.00	30 Mins

Appendix 7

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge			
#	Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 2016-17 (£)	Proposed charge 2017-18 (£)	Unit of charge
32	LPG	Registration of Births, Deaths &	Marriage Act 1949 section 51(1)	Registered building, house-bound or detained	Y	94.00	94.00	2 Hours
33	LPG	Registration of Births, Deaths &	Births and Deaths Registration Act 1953	General search of indexes kept by superintendent	Y	18.00	18.00	2 Hours

<p>Cabinet</p> <p>10 January 2017</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Aman Dalvi, Corporate Director - Development & Renewal Zena Cooke, Corporate Director - Resources</p>	<p>Classification:</p>
<p>Housing Revenue Account Rent Setting report 2017/18 Lettings Plan Band 3 Quota</p>	

Lead Member	<p>Councillor David Edgar, Cabinet Member, Resources Councillor Sirajul Islam, Cabinet Member, Housing Management and Performance</p>
Originating Officers	<p>Paul Leeson, Finance Manager, Development & Renewal Katherine Ball, Senior Accountant, Development & Renewal Mark Baigent, Interim Service Head Strategy, Regeneration, Sustainability & Housing Options</p>
Wards affected	All
Community Plan Theme	One Tower Hamlets
Key Decision?	Yes

Executive Summary

HRA

The Welfare Reform and Work Act 2016 includes the requirement that rents on social housing properties must be reduced by 1% a year for four years from 2016/17. In line with this legislation, this report sets out the rent reduction that will apply to the Authority's rents in 2017/18. This report also seeks Cabinet approval of the level of the 2017/18 service charge increase for the year ahead in order for the Council to comply with its statutory duty to notify tenants.

The Housing and Planning Act 2016 includes the requirement for high income local authority households to be charged an increased level of rent (up to market rent). However, the government has since confirmed that this policy will be voluntary for local authorities.

The Council must prepare proposals in January and February each year relating to income from rents and other charges, and expenditure in relation to management and maintenance of its housing stock. A decision is required with regard to rents and service charges in January in order that statutory notice can be given to tenants prior to 1st April implementation.

Lettings

The Mayor in Cabinet agreed changes to the Allocation Scheme and the Lettings Plan for 2016/17 and 2017/18 when the Amendments to the Allocations Scheme and Lettings Plan report was presented to Cabinet on 1st November 2016. However, Members deferred the recommendation made to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of one bed & studios per annum for consideration at the January Cabinet meeting.

Recommendations

In relation to the Housing Revenue Account, the Mayor in Cabinet is recommended to:-

1. Note that, under section 23 of the Welfare Reform and Work Act the Authority must implement a rent reduction of 1% for four years starting in 2016/17, and consequently to agree an average weekly rent reduction of 1% to take effect from the first rent week of April 2017.
2. Agree that the average weekly tenanted service charge will increase by 2% from the first rent week in April 2017.
3. Note that section 80 of the Housing and Planning Act 2016 requires local authorities to charge high income social tenants an increased level of rent, (up to market rent levels). However the government has now confirmed that this scheme (Pay to Stay) will now be voluntary for local authorities.
4. Note the risks to the HRA as set out in section 6, and note that the HRA budget will be presented to Cabinet in February 2017 along with updated medium-term financial projections.

In relation to Lettings, the Mayor in Cabinet is recommended to:-

5. Agree to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of one bed / studios and two beds per annum.

1. REASONS FOR THE DECISIONS

- 1.1 The Council must prepare proposals in January and February each year relating to income from rents and other charges, and expenditure in relation to management and maintenance of its housing stock. A decision is required with regard to rents and service charges in January in order that statutory notice can be given to tenants prior to implementation from the first rent week of 2017/18.

2. ALTERNATIVE OPTIONS

- 2.1 In relation to the HRA, section 23 of the Welfare Reform and Work Act 2016 requires that, from April 2016, social rents must be cut by 1% for four years. As this requirement is enshrined in legislation, if the Authority did not comply it would risk legal challenge.
- 2.2 In relation to Lettings, alternative options are to maintain the existing quota of 10% of lettings up to three bedroom size properties or reduce it to 5% of lettings up to three bedroom size.

3. BACKGROUND

- 3.1 The HRA relates to the activities of the Council as landlord of its dwelling stock. Since 1st April 1990 the Housing Revenue Account has been “ring-fenced”. This means that deficits on the Housing Revenue Account cannot be met from the General Fund. The HRA must remain in balance.
- 3.2 From April 2012, HRA Subsidy was abolished and replaced by self-financing, under which local authorities retain their rental income, but are responsible for meeting all costs relating to council housing.
- 3.3 Under HRA Self-Financing, local authorities were able to decide on the level of rent increase that they implemented each year, and although they were expected to have regard to government guidance on the matter, this was not compulsory. Previously government guidance had suggested increases of 1% above the Consumer Price Index measure of inflation. However, with the publication of the Welfare Reform and Work Act, the discretion that local authorities previously had in this matter was removed for four years, starting in 2016/17.

4. RENT REDUCTION

1% Rent Reduction for Four Years

- 4.1 Section 23 of the Welfare Reform and Work Act 2016 provides that social rents will be subject to a 1% reduction for four years, starting in April 2016. A very limited number of exemptions to this requirement are available, but within

the Council's HRA tenanted stock these potentially only affect certain new units of housing supply. In these cases the Council will be seeking exemption from the DGLG where possible.

Impact on the HRA

- 4.2 Modelling of the HRA financial position prior to the announcement of the four year 1% rent cut indicated that the Authority had sufficient resources to fund the anticipated capital work investment needed over the 30 year period, as well as its agreed programme of new builds. In addition, projections showed that the level of HRA reserves would increase over the period.
- 4.3 The impact of the 1% rent reduction over the four years was modelled and indicated a loss of rental income over four years of £24 million, and a real terms loss in excess of £400 million over 30 years (i.e. including the impact of inflation).
- 4.4 The four years of rent cuts have been factored into the HRA latest financial modelling and the medium-term financial projections.

5. PAY TO STAY

- 5.1 As previously reported to Cabinet, section 80 of the Housing and Planning Act 2016 sets out that local authorities must charge a high income local authority tenant a higher level of rent, and make payments to the Secretary of State in respect of any estimated increases in income.
- 5.2 However, on November 21st 2016 the Housing Minister confirmed that the Pay to Stay scheme will now be voluntary for local authorities and housing associations. Details of how the scheme will operate are still to be published and it is not yet clear whether, if local authorities choose to implement Pay to Stay, they will be able to retain additional rental income that they collect, or whether the intention remains that additional income must be paid over to the government.
- 5.3 At this point officers are recommending that the Council does not implement a voluntary pay to stay scheme until further details are published and a full evaluation of such a scheme can be made.

6. HRA RISKS

Sale of Higher Value vacant stock

- 6.1 As detailed in the '*Housing Revenue Account: Outline Business Plan and Medium Term Financial Outlook*' report considered by the Mayor in Cabinet on July 26th 2016, Chapter 2 of the Housing & Planning Act 2016 sets out that local authorities will be required to make a payment to the government based on the market value of the authority's higher value housing stock that is likely to become vacant during that year.

- 6.2 On November 24th 2016 the Housing Minister confirmed that he had written to councils informing them that the government will not be requesting any high-value asset payments during 2017/18.

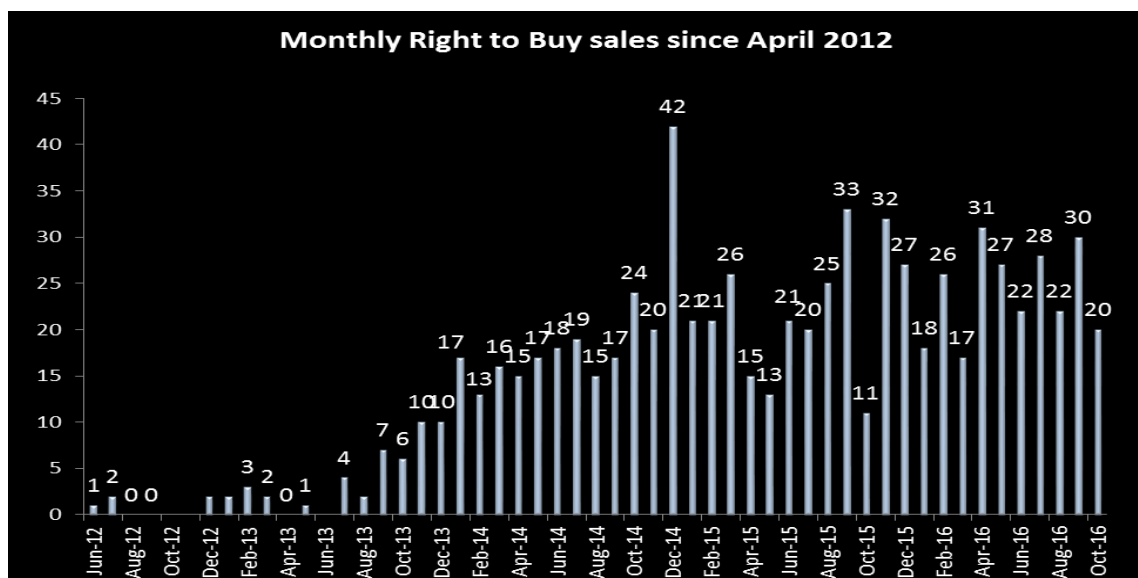
Possible Impact on the HRA

- 6.3 As outlined in the July 2016 Cabinet report, for budget planning purposes the assumption has been made that, beginning in 2016/17, an annual amount of £8.4 million would need to be paid to the government. As a result of the government's latest announcement that no levy will be payable in 2017/18, the HRA medium-term financial projections have been updated to assume that payment of the levy will be delayed for two years, and will now start in 2018/19. These assumptions will need to be re-visited once further details are published.
- 6.4 Section 74 of the Housing and Planning Act allows London boroughs to reduce the levy paid to the government if they build two new 'affordable homes' for each higher value one deemed to be sold. There is no detail about how this would operate in practice, but if such an agreement were to be set out in a similar way to the Right to Buy Agreement then it could prove restrictive in terms of the deadlines imposed. If there were similar conditions relating to funding the new-build, given current build cost assumptions it is difficult to see how the Authority could replace stock on a two for one basis unless it were able to retain all the capital receipts from sales of housing stock, and possibly not even in that case if the receipt from each sale is less than £600,000.
- 6.5 The size of the annual levy is not yet known, but it is prudent to assume that the HRA will be unable to sustain a substantial annual levy payment unless a programme of stock disposals is carried out, and/ or alternative income is identified. Implementing a policy of targeted disposals could partially or completely offset the cost of the levy and provide additional resources to the HRA. At its meeting on July 26th 2016, the Mayor in Cabinet agreed a disposal programme of up to five HRA properties a year as an initial response to the levy; this may need to be reviewed once the size of the levy is known.
- 6.6 Section 76 of the Housing and Planning Act 2016 imposes a duty on a local housing authority to consider selling its interest in any higher value housing that has become vacant. Information from the last three years shows that each year, in the region of 500 - 600 HRA tenanted properties become void for a variety of reasons. Therefore, the Authority will need a policy on how it wants to treat the sale of vacant properties. Certain HRA properties are expensive to maintain and may also require significant ongoing investment, therefore, voids falling into this category could possibly be targeted for disposal.
- 6.7 There are currently a number of restrictions on local authorities disposing of HRA dwellings, in that Secretary of State consent must be sought in some instances. It seems likely that the rules governing the disposal of HRA

properties will need to be relaxed in future to enable local authorities to carry out a high number of sales.

Right to Buy

- 6.8 Between April 2012 and the end of October 2016 there were 791 RTB sales; as shown in Graph 1 below.



Graph 1 – Right to Buy sales since April 2012

Right to Buy Receipts

- 6.9 The Authority has an agreement with the Secretary of State allowing it to retain a proportion of Right to Buy receipts, which must then be spent on replacement social housing within three years. As at the end of Q2 (September 2016), the Authority has retained just over £69 million of Right to Buy receipts, as shown in Table 4 below.

RTB Sales	Quarter Received	Spend Deadline	Retained one for one Receipts (30%) £	Spend needed on social housing £	Council resources needed (70%) £	Cumulative spend needed on social housing £
CURRENT ONE FOR ONE RECEIPTS HELD						
771		31/09/19	69,180,971	230,603,236	161,422,265	230,603,236
PLUS PROJECTED SALES FOR 2016/17						
70	Q3	31/12/19	6,000,000	20,000,000	14,000,000	250,603,236
70	Q4	31/03/20	6,000,000	20,000,000	14,000,000	270,603,236
PLUS PROJECTED SALES FOR 2017/18						
70	2017/18 – Q1	30/06/20	6,000,000	20,000,000	14,000,000	290,603,236
70	Q2	30/09/20	6,000,000	20,000,000	14,000,000	310,603,236
70	Q3	31/12/20	6,000,000	20,000,000	14,000,000	330,603,236

RTB Sales	Quarter Received	Spend Deadline	Retained one for one Receipts (30%) £	Spend needed on social housing £	Council resources needed (70%) £	Cumulative spend needed on social housing £
70	Q4	31/03/21	6,000,000	20,000,000	14,000,000	350,603,236
			105,180,971	350,603,236	245,422,265	

Table 4 – Summary of current and projected retained one for one RTB Receipts

- 6.10 As discussed in the ‘*Housing Revenue Account: Outline Business Plan and Medium Term Financial Outlook*’ report considered by the Mayor in Cabinet on July 26th 2016, the financial modelling undertaken in May 2016 assumed that the £49.7 million of one for one receipts that had been accrued as at the end of Q4 in 2015/16 would be spent. The HRA modelling also took account of the 70% contribution that the HRA would need to make towards the replacement social housing that would be built/ acquired in order to use the £49.7 million of one for one receipts.
- 6.11 In the light of a continuing need to identify matched funding for a 70% contribution, and the relatively limited resources available to the HRA it is proposed that the Authority should consider one or more of the following options:
- a) alternative delivery models that can utilise the receipts, possibly in conjunction with General Fund resources
 - b) to pass the one for one receipts to a third party
 - c) to return any one for one receipts that are not likely to be utilised immediately (to avoid the additional interest charges prescribed in regulations which are punitive)

Further details on these options will be brought back to the Cabinet for consideration.

7. HRA BUDGET 2016/17 & 2017/18

- 7.1 The latest HRA budget monitoring position for 2016/17 is elsewhere on this agenda; current projections are for a forecast year-end underspend of over £10 million. This is mainly due to the fact that, as referred to in paragraph 6.2, it is not now forecast that the higher value void levy will come into effect in 2016/17 resulting in £8.4m of the projected underspend.
- 7.2 Given the uncertainty arising from the recent Housing and Planning Act, as well as the four year rent cut, the ‘*Housing Revenue Account: Outline Business Plan and Medium Term Financial Outlook*’ report considered by the Mayor in Cabinet on July 26th 2016 agreed that the Authority should make £2 million of savings in the 2017/18 budget, as well as an additional £4 million over the medium-term financial period. Further details will be contained in the

'Housing Revenue Account – Budget Report 2017/18' report that will be considered by the Mayor in Cabinet in February 2017.

8. LETTINGS: PROPOSED REDUCTION IN BAND 3 QUOTA

- 8.1 A report proposing amendments to the Housing Allocations Scheme was considered by Cabinet on 1st November 2016 – the report is attached as Appendix 3. All recommendations in the report were agreed other than Recommendation iv. *'Agree to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of 1 bed and studios per annum'* which was deferred for further discussion.
- 8.2 Applicants not in housing need are placed in Band 3 of the Allocation Scheme. From 2010 a quota of 5% of lettings was earmarked for these applicants. This was to provide an opportunity for rehousing for private sector tenants who wanted to move to more secure accommodation and to offer some 'like-for-like' transfers for tenants of Common Housing Register partner landlords.
- 8.3 Members decided to increase the quota from 5% to 10% for 2014/15 in order to make up for the previous year's underperformance. This resulted in 163 lettings for Band 3 applicants compared with 277 homeless households in 2014/15.
- 8.4 In the March 2015 Cabinet report, Members were asked to agree a return to a 5% quota for Band 3 applicants for 2015/16. However members decided to retain the 10% quota. This resulted in 194 lettings to Band 3 applicants in 2015/16 consisting of 38 two and three bed properties and 156 one bed & studios.
- 8.5 This relatively high number of lettings to applicants not in housing need took place during a period when the number of homeless acceptances had risen significantly. The costs to the Council of accommodating homeless households have risen exponentially because temporary accommodation housing benefit subsidy has been frozen since 2011. Housing Benefit subsidy shortfall and discretionary housing payments to benefit-capped households in temporary accommodation has cost the Council between £5.5 million and £7.5 million per annum in the last three years. Given the pressures of higher levels of homeless demand and difficulties in securing suitable temporary accommodation Members are asked to agree to reduce the quota to 5% of one bed & studio properties per annum only.
- 8.6 In 2015/16 a total of 2,207 homes were let, which would equate to 110 homes being let to Band 3 applicants if a target of 5% is set. Table 5 below provides a breakdown of the number of lets that would be achieved by each bedroom size on a 5% or 10% lets target for Band 3 applicants.

Bed size	% target for each bed size	Total lets 15/16	if 5% target set	If 10% target set
Bedsit /1 bed	68%	821	75	150
2 bed	21%	814	23	46
3 bed	11%	432	12	24

Table 5 – Breakdown of the number of lets that would be achieved by each bedroom size on a 5% or 10% lets target for Band 3 applicants

- 8.7 If the current 10% target is retained then potentially 220 homes would be allocated to Band 3 applicants with no housing need. This will significantly impact upon the Council's ability to rehouse high priority need households. The original recommendation has therefore been slightly revised following further discussions with Members and now includes two beds. Members are therefore asked to agree to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of one bed / studios and beds per annum. This should free up resources for overcrowded, homeless households, priority decants, management and medical cases.

9. COMMENTS OF THE CHIEF FINANCE OFFICER

- 9.1 The report asks the Mayor in Cabinet to note that, under section 23 of the Welfare Reform and Work Act 2016, the Authority must implement a rent reduction of 1% in 2017/18. This equates to an average rent reduction of £1.09 for 2017/18.
- 9.2 The cumulative impact on the HRA over the longer term has been estimated to be in the region of £24 million over the four years (2016 -2020) compared to the financial modelling that was undertaken as part of the 2015/16 budget process. This is because after four years of 1% rent cuts the rental base will be substantially lower than it would have been if the previous rent policy of CPI + 1% were still in place.
- 9.3 The report asks the Mayor in Cabinet to note that although section 80 of the Housing and Planning Act 2016 includes the requirement for local authorities to increase rents for high income social tenants, the government has recently confirmed that the policy will now be voluntary for local authorities. However, given the uncertainty about how such a voluntary scheme might operate, and in particular whether such a scheme would allow the Council to retain any additional resource, this approach is not taken forward until more information is available to take an informed view.
- 9.4 The report requests that tenanted service charges be increased by 2%; this is consistent with the September 2016 Retail Price Index. This will lead to an average weekly increase in tenanted service charges of approximately £0.24.
- 9.5 The HRA Budget report for the 2017/18 financial year will be considered by Cabinet in February. The report will also seek approval for the management

fee that will be payable to Tower Hamlets Homes for managing the housing stock on the Council's behalf.

- 9.6 This report also seeks approval for an amendment to be made to the Council's Housing Allocations Scheme in respect of Band 3 lettings in order to reflect recent changes in legislation and also to address particular issues that have arisen in relation to homeless applicants.
- 9.7 As a result of the combination of the increasing numbers of applications to the homelessness section, the scarcity of available temporary accommodation and the high levels of rent charged to the Council, significant budgetary pressures are being faced. This particularly affects the Housing Benefits budget where pressures arise from both the impact of welfare reform and the effect that high rents have on the Benefits Subsidy received by the Council.
- 9.8 Although the Council has a statutory duty to pay benefits, the level of subsidy that is recouped from the DWP is capped. The proposal to reduce the lettings targets for allocation to Band 3 applicants should mean that more properties will be made available to be let as non-secure tenancies, helping to mitigate costs by reducing the number of homeless applicants that need to be placed in more expensive externally procured accommodation.
- 9.9 Any costs involved in the implementation of the amended policy will be met from within existing resources.

10. LEGAL COMMENTS

- 10.1 The report seeks agreement to rent increases in amounts specified in Recommendation 1. The Council has power under section 24 of the Housing Act 1985 to make reasonable charges for the tenancy or occupation of its houses. The Council is required to review from time to time the rents that it charges for the tenancy or occupation of its dwellings.
- 10.2 The Council may increase the rent for its tenants by giving four weeks' notice. The notice period is set out in section 103(4) of the Housing Act 1985, but also from the terms of the Council's standard tenancy agreement.
- 10.3 The Council is subject to an obligation under Part VI of the Local Government and Housing Act 1989 to maintain a housing revenue account (HRA). The Council is required to prepare proposals in January and February each year relating to the income of the authority from rents and other charges, expenditure in respect of repair, maintenance, supervision and management of HRA property and other prescribed matters. The proposals should be based on the best assumptions and estimates available and should be designed to secure that the housing revenue account for the coming year does not show a debit balance. From April 2012, HRA subsidy was abolished and replaced by self-financing, under which local authorities retain their rental income but are responsible for meeting all costs relating to council housing. This enabled local authorities to decide on the level of rent increase each

year. From 1st April 2016, section 23 of the Welfare Reform and Work Act imposes a requirement on social housing providers to reduce the total rent payable by a tenant by 1% each year over a four year period. For social rent properties, the reduction applies to the rent element and not service charges. For most affordable rent properties, the reduction is inclusive of service charges. If a tenancy starts or ends during the year, the reduction would be on a pro-rata basis. Section 23 of the Act sets out exceptions to the rent reduction scheme, notably temporary social housing and short life leasing schemes for the homeless.

- 10.4 When determining the rent it will charge, it is reasonable for the Council to have regard to the matters set out in the report, relevant to self-financing and other matters relevant to the likely income to the HRA.
- 10.5 Also relevant to the Council's considerations regarding rent setting is the duty under section 80 of the Housing and Planning Act 2016. Under section 80, the secretary of state was empowered to make Regulations the effect of which would have been to make it mandatory for local authorities to charge tenants earning high income a higher level of rent. The Housing and Planning Act 2016 (Commencement No.3) Regulations 2016 brought sections 80 to 91 into force on the 1st October 2016. However the government has now confirmed that this will no longer be mandatory but will, instead, be voluntary for local authorities. To date, no Regulations under this section have been introduced by the Secretary of State.
- 10.6 As to recommendation 5, the Council is required to comply with the requirements of Part VI of the Housing Act 1996 when allocating housing accommodation and section 166A requires the Council to have a scheme for determining priorities and the procedures to be followed in allocating housing accommodation. The Council is required to allocate housing in accordance with this allocation scheme.
- 10.7 It is consistent with the Council's statutory housing functions and its own allocations scheme for the Council to consider and adopt a Lettings Plan. The proposed Letting Plan has been prepared having regard to the housing demand in the borough and the lettings made in 2014/2015 and 2015/2016. It provides a means of ensuring that the Council effectively gives reasonable preference and additional preference to prescribed persons under the Allocation Scheme and in accordance with the Housing Act 1996.
- 10.8 On 1st November 2016, the Mayor in Cabinet approved the Allocation Scheme and Lettings Plan save that it deferred the recommendation to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of one bed & studios per annum for consideration at the January Cabinet meeting.
- 10.9 As a result of further consideration, this recommendation has been amended and the Mayor in Cabinet is now being asked to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of one bed / studios and 2 beds per annum. The reason cited is that this should free up resources for overcrowded, homeless households, priority decants, management and

medical cases (see paragraph 8.7 of the Report). If the Mayor in Cabinet is satisfied with the reasons proposed then the recommendation can be agreed and the Lettings Plan amended accordingly.

- 10.10 Before setting rents as proposed in the report or amending the Band 3 quota, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. Information relevant to these considerations is contained in the One Tower Hamlets section of the report and in Appendix 1.

11. ONE TOWER HAMLETS CONSIDERATIONS

- 11.1 In relation to the HRA, a detailed equality impact assessment is attached at Appendix 1. This identifies that the rent decrease, which will apply equally to all tenants, will in practice have some differential impacts by reference to the protected characteristics under the Equality Act 2010. For example, a greater proportion of men occupy bedsits than women, when compared to the general population. Any such differential impact is considered to be a proportionate means of maintaining the Housing Revenue Account and continuing to provide housing services in a fair way, for reasons given in the equality analysis in Appendix 1.
- 11.2 In relation to Lettings the proposed reduction in the quota set for Band 3 lets should allow for housing resources to better directed at housing applicants and homeless households in greatest need in the borough.

12. BEST VALUE (BV) IMPLICATIONS

- 12.1 In relation to the HRA, draft estimates for the 2017/18 HRA budget will incorporate any savings agreed by Cabinet, and those necessary to ensure that the HRA remains in balance in 2017/18. The draft estimates will be presented to Cabinet in February.
- 12.2 In relation to Lettings, the proposals in this report contain recommendations to re-direct some housing resources from applicants in a lower priority band (3) towards applicants in higher priority Bands (1) and (2). These proposals are aimed at making best use of these resources in line with the priorities set out in the Allocations Scheme, to support meeting the Council's statutory duties towards homeless households and reducing costs of temporary accommodation where possible.

13. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 13.1 There are no specific implications arising directly from this report, however the Housing Revenue Account does finance initiatives to promote and maintain a greener environment. These are managed by Tower Hamlets Homes.

14. RISK MANAGEMENT IMPLICATIONS

- 14.1 In relation to the HRA, with the introduction of Self-Financing, Tower Hamlets is responsible for running its HRA as a viable business, using HRA income in order to fund all HRA expenditure, including the capital works necessary to maintain and improve the housing stock, and the Decent Homes programme.
- 14.2 Various areas of risk and uncertainty are highlighted in section 6. Over the next few months, it will be essential that the HRA medium-term financial strategy be reviewed, and updated to reflect the numerous policy changes and economic conditions.
- 14.3 In relation to Lettings, the Council has statutory duties towards homeless households that include provision of temporary accommodation at considerable cost to the Council. These proposals will help to maintain control over demand from the homeless and provide some additional temporary accommodation at lower cost in the borough.

15. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 15.1 There are no specific crime and disorder reduction implications arising directly from this report, however the Housing Revenue Account does finance various crime prevention and safety initiatives which are managed by Tower Hamlets Homes.

16. SAFEGUARDING STATEMENT

- 16.1 There are no specific safeguarding implications arising directly from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 - Equalities Impact Assessment – HRA Rent
- Appendix 2 - Equality Analysis Quality Assurance Checklist – Lettings
- Appendix 3 – ‘Amendments to Housing Allocations Scheme’ Cabinet Report of 1st November 2016 - Lettings

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None

Officer contact details for documents:

- n/a

Originating Officers and Contact Details

Name	Title	Contact for information
Katherine Ball	Senior Accountant (HRA)	020 7364 0997
Rafiqal Hoque	Lettings Service Manager	020 7364 0235

Equality Analysis (EA)

Section 1 – General Information

Name of the proposal including aims, objectives and purpose:

2017/18 Rent Review

As part of the Welfare Reform and Work Act, Social Housing providers are obliged to reduce rents payable by tenants by 1% compared to the rent payable in the preceding year. The Welfare Reform and Work Act requires a 1% rent cut for four years, starting in April 2016, therefore the 2017/18 rent report notes that for all Council Social Housing stock, average weekly rents will decrease by 1% from 1st April 2017.

In the current economic environment any rent decrease may be considered to have a beneficial effect on social tenants with no one protected characteristic being disproportionately advantaged over those with non-protected characteristics.

Under HRA Self-Financing, the Council is responsible for financing all council housing expenditure from its HRA income streams. The proposed rent decrease will reduce the level of resources available to fund the expenditure necessary to manage, maintain and improve the Council's housing stock, including the capital investment programme that will bring the Council's stock up to the Decent Homes standard and maintain that standard over a 30-year period.

It has been estimated that four years of rent cuts will reduce the level of HRA resources by over £20 million over four years, and by over £90 million over 10 years. The Council will need to re-consider its HRA Medium Term Financial Strategy and will need to identify savings in order to ensure that the HRA remains in balance, as legally it must do. This could mean reductions to the provision of HRA services and/or to the capital investment programme.

The Housing and Planning Act 2016 includes the 'Pay to Stay' policy whereby social housing households with a combined income of £40,000 and above in London will be classified as "high income tenants" and will be subject to mandatory rent increases, up to market rent levels. The government has since confirmed that this policy will be voluntary for local authorities.

Notes:

Under **HRA Self Financing**, there has been a substantial change in the way in which Tower Hamlets' HRA is financed. The annual HRA subsidy system has been abolished, and the Council now retains all HRA income but is responsible for financing all HRA expenditure. The requirement to implement a rent cut for four years is not consistent with the assumptions in the Self-Financing Settlement, which assumed above inflation rent increases throughout the 30 year period (see below).

Rent Convergence Under the original proposals announced in 2000, similar properties would be charged similar rents by 2012 (the date was subsequently moved to 2015), regardless of whether the property was owned by the local authority or a social housing provider; this is known as rent convergence. The HRA Self-Financing Final Settlement assumed that Authorities would continue with rent restructuring, and then implement rent increases of RPI (retail price index) + 0.5% each year after that for the remainder of the 30 year period.

The formula for calculating rent increases in order to follow rent restructuring for local authorities was RPI + 0.5% plus £2 per week. The reference point for RPI was the September in the year preceding the start of the financial year to 31 March.

The government ended rent convergence one year earlier than previously anticipated - in 2014/15 rather than in 2015/16 – and last year introduced a 10 year rent policy which linked future rent increases to CPI (consumer price index) + 1%.

The 10 year rent policy has now been superseded by the Welfare Reform & Work Act.

Who is expected to benefit from the proposal?

The rent decrease will directly benefit all tenants in properties to which the rent decrease is applied. (i.e. council tenants).

That said, rent deductions have an impact on local authority housing finances, as all rental income is used to fund housing management services and the Housing Capital Programme. The Housing Capital Programme is the means by which the housing stock is bought up to, and maintained at a Decent Homes standard. If the shortfall in income (resulting from a reduction in rent) is not met, there could be adverse consequences on the scale and speed regarding planned works in housing capital programme and for those tenants who are in non-decent homes.

Is this a policy or function? Policy Function

Is this a new or existing policy or function? New Existing

Is the policy or function strategic, developmental or operational/functional?

Strategic Developmental Operational/Functional

Date when the original policy/function was initiated: Council housing, for which tenants paid a lower market rent, was developed as early as 1919 when council homes were built to meet general needs.

Date on which the policy/function is to be reviewed: Rent levels are reviewed on an annual basis. The last rent review was approved by Cabinet in February 2016.

Names and roles of the people carrying out the Equality Analysis:

Andy Simpson – Directorate Equalities Lead
 Katherine Ball – Senior Accountant (HRA)
 Aman Berhanu – Resources and Business Support Analyst, Tower Hamlets Homes
 Beverley Greenidge – Head of Rents, Tower Hamlets Homes
 James Caspell – Customer Insight Officer, Diversity, Tower Hamlets Homes

Section 2 – Evidence**Key Findings**

From the perspective of the tenant, the rent decrease will be viewed as having a positive impact. The Equalities Assessment is undertaken from this perspective and has been assessed as not having a disproportional adverse effect on any specific group, although since the reduction is a flat 1% reduction across all stock, those residents in larger properties, with higher rents will see the largest weekly reduction in rent paid

A rent decrease of 1% in Council rents will be in place from 1st April 2017.

Decreases for 2016/17 have been calculated in accordance with the Welfare Reform and Work Act's proposal to reduce rents by 1%

The actual amount of decrease as a proportion on current rent will vary across property sizes. Smaller properties tend to have a smaller rent decrease than larger units e.g. (studio and one bed units). (See Annex A: Table 10 – Average Increase per dwelling - by bedside).

The rent decrease is applied to all Council dwellings and has no bearing on the profile of the tenants, age, race gender etc. The rent increase does not target or disproportionately affect any group of people based any of the protected characteristics. Despite this, the distribution of various characteristics amongst larger properties is not even, thus meaning that while the variation will be minimal, the impact of this policy in real terms will not be equal.

As at the end of March 2016 there were 11,844 LBTH dwellings, managed by Tower Hamlets Homes (ALMO), housing 14,142 residents. Profile of Council tenants is set out in Annex A: to this document.

In 2013 the median gross income of Tower Hamlets residents was £30,850. (Source: Median household income CACI Paycheck data 2013).

Tenants in rent arrears, would previously have been negatively impacted upon by rent increases, potentially causing those in rent arrears, to potentially fall further behind. Appendix D outlines the breakdown of these residents which the policy may be seen as positively impacting upon. Since a rent deduction is being proposed, this policy will particularly alleviate any residents in arrears

While a rent reduction will impact positively on all tenants, they will also impact on local authority housing finances, since all rental income is used to fund housing management services and the Housing Capital Programme. The Housing Capital Programme is the means by which the housing stock is bought up to, and maintained at a Decent Homes standard. If the shortfall in income (produced by a reduction in rent) is not met, there could be adverse consequences on the scale and speed regarding planned works in housing capital programme and for those tenants who are in non-decent homes.

Evidence Base

The following evidence was considered to help us to think about the impacts or likely impacts on service users.

Tenant Profiles

Tenant profile by Ethnicity
 Tenant profile by Gender
 Tenant profile by Age
 Tenant profile by Disability
 Tenant profile by Religion & Belief
 Tenant profile by Sexual Orientation
 Tenant profile by Gender Re-assignment
 Tenant profile by Marriage/Civil Partnership
 Pregnancy & Maternity

Rent Analysis

Average Increase per dwelling - by bedsize (2016/17)
 Social Rent Cap Levels (Registered Social Landlords)
 Comparison of Average Rent & Social Rent Cap Levels

Rent Charge Comparison (2016/17)
 Average actual rent /average rent charge (2016/17)

Housing Benefit Analysis

Nos. & % Tenants claiming Housing Benefit
 Housing Benefit by Ethnicity
 Housing Benefit by Gender
 Housing Benefit by Age
 Housing Benefit by Disability
 Housing Benefit by Religion & Belief
 Housing Benefit by Sexual Orientation
 Housing Benefit by Gender Re-assignment
 Housing Benefit by Marriage/Civil Partnership
 Housing Benefit by Pregnancy & Maternity

Property & Tenant Profile Analysis

Stock Profile by bedsize
 Property Bedsize by Ethnicity
 Property Bedsize by Ethnicity
 Property Bedsize by Gender
 Property Bedsize by Age
 Property Bedsize by Disability
 Property Bedsize by Religion & Belief
 Property Bedsize by Sexual Orientation
 Property Bedsize by Marriage/Civil Partnership
 Property Bedsize by Pregnancy & Maternity

Community and Population Data (Tower Hamlets, 2011 Census)

Borough Population by Ethic group
 Borough Population by Religion
 Borough Population by Disability
 Borough Population by Gender
 Borough Population by Age

**Section 3 – Consideration of data and research
Identifying Differential / Adverse Impacts**

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Race	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of race.</p> <p>People of Bangladeshi origin make up the largest percentage of tenants at 44.42%, people of white ethnicity making up the second largest group at 19.64%. Consequently, the impact of a rent reduction will have a higher impact upon residents of this background. This is generally reflective of the general make-up of the wider Tower Hamlets population, of which those of Bangladeshi origin are the largest group at 32% and White British as the second largest ethnic group at 31%.</p> <p>Whilst all households are affected. Those in larger r properties (5 bed +) are likely to see larger decreases in the total amount of rent paid rent than those in smaller properties. Families of Bangladeshi descent tend to occupy larger family sized accommodation where the actual amount reduced is larger even though the % reduction is 1%, the same as across all properties.</p> <p>Just over 1.72% of all tenants of Bangladeshi origin are housed with 5 bedrooms or more, higher than the TH tenant average of 0.96%, which is a likely to be due to variations in family size.</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of race, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the grounds of race</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Disability	P	<p>The rent increase does not have a disproportionately adverse/positive effect on the grounds of disability.</p> <p>Records indicate that approximately 18.97% of tenants have a disability and will benefit from the 1% rent reduction. This is a little higher than the general population reflected in the 2011 census data which illustrates that 13.58% of residents have conditions which impact upon day to day activities either 'a little' or 'a lot'. This differential is likely to be a result of those with disability being increasingly likely to be within social housing due to being in priority need when making an application.</p> <p>Whilst all households are affected. Those in larger properties (5 bed +) are likely to see larger decreases in the total amount of rent paid rent than those in smaller properties. 0.96% of disabled tenants live in a property with 5 bedrooms or more, similar to the TH Tenant average of 1.01%, outlining there are no disproportionately favourable outcomes for this characteristic</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of disability, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the grounds of disability</p>
Gender	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of gender.</p> <p>Females make up 54.96% of tenancy holders. Gender is not a consideration in the way the rent increase is applied. Whilst women comprise the greater proportion of those impacted by the rent increase this is because women make up more than half of the tenancy holders,</p> <p>It is noted that the rent decrease is proportionately larger for occupants in larger properties. These tend to be</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Page 109		<p>occupied by females. 0.98% of all females occupy flats with 5 bedrooms or more, in comparison with 0.93% men, with this trend being carried across properties with more than 5 bedrooms.</p> <p>It is noted that the male/female ratio of tenancy holders is the reverse of the wider population, in that the population of Tower Hamlets is 51.5 % men and 48.5 % women (Census 2011). This anomaly is likely to be due to housing acceptance policy favouring applicants in priority need with children or who are pregnant, who are more likely to be women than men.</p> <p>0.84% of all females occupy a 5 bedroom property in comparison to 0.78% of men. The rates for males and females were similar for properties with 6 bedrooms +.showing these is no real favourable outcome</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of gender, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the grounds of gender.</p>
Gender Reassignment	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of gender re-assignment.</p> <p>The collection of data is continually improving in this area, however a large percentage of tenants still prefer not to provide this information. Of the data collected 0.13% have declared a re-assignment of gender.</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of gender; the decrease is not considered to have a disproportionate advantage/disadvantage effect on the grounds of gender re-assignment.</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Page 110 Sexual Orientation	P	<p>The rent increase does not have a disproportionately adverse effect on tenants of a specific sexual orientation.</p> <p>58.55% of tenants indicate a sexual orientation of heterosexual; with a large percentage (24.22%) preferring not to say, however, sexual orientation has no bearing of the application of the rent increase.</p> <p>It is noted that the rent decrease is proportionately larger for occupants in larger properties. These tend to be occupied by heterosexuals. 0% of all gay/lesbian tenants occupy a 5 bedroom property or above, it is expected this is to do with gay men/lesbian women being within smaller family units.</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of sexuality, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the ground of sexuality.</p>
Religion or Belief	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of their Religion or Belief.</p> <p>The 2011 Census revealed that 35% of LBTH citizens are of the Muslim faith, with the second largest faith in LBTH as Christian (27%). The tenant profile information confirms this trend is similar although the percentages differ, with 47.23% of tenants of a Muslim faith and 15.67% of Christian faith. The faith of approx. 29.65% of tenants is unknown as a number chose not to disclose this information.</p> <p>Whilst all households are affected. Those in larger r properties (5 bed +) are likely to see larger decreases in</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Page 11 Age	P	<p>the total amount of rent paid rent than those in smaller properties. Just over 1.72% of all tenants of Muslim religion are housed with properties of 5 bedrooms or more, higher than the TH tenant average of 0.96%. These variations are similar, and tied to variation set out under the 'race' section of this analysis, with families of Muslim religion tend to occupy larger family sized accommodation.</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of religion, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the ground of religion.</p>
Age	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of age.</p> <p>The tenant profile data shows that the largest proportion as being those who are over 60 years old, who constitute 30.06% of all tenants. This is significantly higher than the distribution of this group across the borough population, with census data illustrating only 8.4% of all residents as being over 60 years old. Looking at the wider population the rent decrease while favouring those who are over 60, does not do so disproportionately as the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of age, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the ground of age.</p>
Socio-economic	P	<p>There is currently no collection of data from tenant on their socio economic status.</p> <p>Social Housing is generally the preferred option for people on lower incomes. This is reflected in the fact that approx. 64.8% of tenants are in receipt of some Housing Benefit.</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Page 112		<p>The Benefits Cap has been reduced from £26,000 to £23,000 as part of the Welfare Reform and Work Bill. This would suggest that for a number of residents, those in larger more expensive accommodation, while rent will be reduced by 1% the potential level of benefit received to pay for accommodation is likely to decrease also.</p> <p>39.36% of all tenants are currently in some form of rent arrears of which a 1% decrease in rent will positively impact upon.</p>
Marriage and Civil Partnerships.	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of marriage or civil partnership.</p> <p>The marital & civil partnership status of approx. 78..18% of tenants is unknown as a number chose not to disclose this information</p> <p>On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of marital/civil partnership status, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the ground of marital/civil partnership status.</p>
Pregnancy and Maternity	P	<p>The rent decrease does not have a disproportionately positive effect on tenants on the grounds of pregnancy or maternity status.</p> <p>The application of the rent increase cannot be affected by the tenant's situation regarding pregnancy or maternity responsibilities.</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
		On the basis that the decreased rent charge is applied to the property, not the occupant, i.e. it applies to the tenant regardless of pregnancy/maternity status, the decrease is not considered to have a disproportionate advantage/disadvantage effect on the ground of this characteristic

Section 4 – Conclusions and Recommendations

From the analysis and interpretation of evidence in Section 2 and 3 – Is there any evidence of or view that suggests that different equality or other target groups have a disproportionately high/low take up of the service/function?

Yes? No?

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Inform all tenants of Rent change in February.	Mandatory notice February		THH Rent Teams	
Inform tenants in March what they need to pay taking into account their new housing benefit entitlement from April	<p>Work with Housing Benefit to identify new awards.</p> <p>Have all letters checked and ready to be posted prior to the change to ensure tenants know what to pay from April.</p>		THH Rent Teams	
Provide tenants with explanation of the rent change with the offer of support.	Design and prepare insert to be sent out with the mandatory notice in February and with the notice in March. Leaflet to offer support where tenants feel they will struggle with the change.		THH Rent Teams	
Provide adequate staffing levels when notices are sent out in order to deal with increased contact generated.	Create customized rota and reduce annual leave for the selected period to ensure adequate staffing levels.		THH Rent Teams	
Inform front line staff from other departments of the changes in order to manage enquiries.	Provide front line Staff with FAQ's in order to respond to queries and sign post tenants to the relevant department.		THH Rent Teams	
Identify new impacted cases early as possible to provide advice to tenants on benefits on potential on entitlements	<p>Work with Housing Benefit to identify cases as and when they are impacted and not when they fall into arrears.</p> <p>Hold 'Welfare Reform surgeries' 3 times a week.</p> <p>Book appointments with tenants</p>		THH Rent Teams	

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Revisit and monitor all cases affected by BC and BT, provide help, support and advice	<ul style="list-style-type: none"> - Assess if any exemption apply. - Help tenants register to downsize. - Help tenants to apply for DHP where. Applicable. - Make referrals to partner advice agencies for budgeting, income maximisation and debt advice. 		THH Rent Teams	

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Have monitoring systems been put in place to check the implementation of the policy/function and recommendations?

Yes? No?

How will the monitoring systems further assess the impact on the equality target groups?

The above activities will be reviewed alongside measures that are in place to monitor the effectiveness of the rents pilot and impact on target groups.

Name: (signed off by)	
Position:	

Date signed off: (approved)	

Section 7 Appendix – FOR OFFICE USE ONLY

Policy Hyperlink :

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Equality Strand	Evidence
Race	
Disability	
Gender	
Sexual Orientation	
Religion and Belief	
Age	
Socio-Economic	
Other	

Link to original EQIA	Link to original EQIA
EQIAID (Team/Service/Year)	

Annex A - Tenant Profile by Protected Characteristics

Table 1 - Tenant profile by Ethnicity

Ethnicity	No. of tenants	% of tenants
Asian Or Asian British:Bangladeshi	6356	44.42%
White:British	2810	19.64%
White:Other White	1021	7.14%
Asian Or Asian British:Other Asian	518	3.62%
Black Or Black British:Somali	435	3.04%
Black Or Black British:Caribbean	372	2.60%
Black Or Black British:African	328	2.29%
Black Or Black British:Other Black	275	1.92%
White:Irish	197	1.38%
Asian Or Asian British:Indian	96	0.67%
Any Other Ethnic Group	94	0.66%
Asian Or Asian British:Vietnamese	89	0.62%
Asian Or Asian British:Chinese	88	0.61%
Asian Or Asian British:Pakistani	75	0.52%
Dual:Black African & White	68	0.48%
Dual:Other	50	0.35%
Dual:Black Caribbean & White	45	0.31%
Dual:Asian & White	20	0.14%
Dual:Asian And Black	1	0.01%
Prefer not to say	1077	7.53%
Unknown	294	2.05%
Total	14309	100.00%

Table 2 - Tenant profile by Gender

Gender	No. of tenants	% of tenants
Female	7864	54.96%
Male	6431	44.94%
Unknown	14	0.10%
Total	14309	100.00%

Table 3 - Tenant profile by Age

Age Group	No. of tenants	% of tenants
Under 16	34	0.24%
16 -19	17	0.12%
20 - 24	187	1.31%
25 - 29	760	5.31%
30 - 39	3070	21.46%
40 - 49	3210	22.43%
50 - 59	2583	18.05%
60 - 64	1080	7.55%
65+	3222	22.52%
Prefer not to say	76	0.53%
Unknown	70	0.49%

Table 4 - Tenant profile by Disability

Disability	No. of tenants	% of tenants
No disability	10626	74.26%
One or more disability	2714	18.97%
Unknown	969	6.77%
Total	14309	100.00%

Table 5 - Tenant profile by Religion & Belief

Religion & Belief	No. of tenants	% of tenants
Muslim	6907	48.27%
Christian	2265	15.83%
No religion	822	5.74%
Jewish	63	0.44%
Other	70	0.49%
Buddhist	59	0.41%
Hindu	24	0.17%
Sikh	18	0.13%

Religion & Belief	No. of tenants	% of tenants
Prefer not to say	2343	16.37%
Unknown	1738	12.15%
Total	14309	100.00%

Table 6 - Tenant profile by Sexual Orientation

Sexual Orientation	No. of tenants	% of tenants
Heterosexual	8378	58.55%
Gay	52	0.36%
Bisexual	40	0.28%
Lesbian	14	0.10%
Other	4	0.03%
Prefer not to say	3465	24.22%
Unknown	2356	16.47%
Total	14309	100.00%

Table 7 - Tenant profile by Gender Re-assignment

Gender Reassignment	No. of tenants	% of tenants
Gender same as at birth	4037	28.21%
Gender reassigned	18	0.13%
Prefer not to say	1500	10.48%
Unknown	8754	61.18%
Total	14309	100.00%

Table 8 - Tenant profile by Marriage /Civil Partnership

Marriage/Civil Partnership	% of tenants
----------------------------	--------------

*Insufficient data

Table 9 – Maternity & Pregnancy

Pregnancy & Maternity	% of tenants
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*Insufficient data

Annex B - Rent Analysis

Table 10 - Average change per dwelling – by bedroom size 2017/18

Bedsize	Average RENT CHARGE 16/17	Average of % Decrease 17/18	Average RENT CHARGE 17/18	Average of £ Decrease 17/18
0	83.60	-1%	82.76	0.84
1	97.30	-1%	96.33	0.97
2	110.0	-1%	108.90	1.10
3	123.7	-1%	122.46	1.24
4	138.7	-1%	137.31	1.39
5	154.4	-1%	152.86	1.54
6	157.7	-1%	156.12	1.58
7	164.1	-1%	162.46	1.64
8	176.5	-1%	174.74	1.77

Table 11 - Social Rent Cap Levels (Registered Social Landlords)

Bedroom size	Rent Cap in 2017-18	Rent Cap in 2016-17	Rent Cap in 2015-16	Rent Cap in 2014-15	Rent Cap in 2013-14	Rent Cap in 2012-13
Bedsit & one bedroom	£138.62	£140.02	£141.43	£137.71	£132.16	£127.57
Two bedrooms	£146.76	£148.24	£149.74	£145.80	£139.92	£135.06
Three bedrooms	£154.92	£156.48	£158.06	£153.90	£147.70	£142.57
Four bedrooms	£163.06	£164.71	£166.37	£162.00	£155.47	£150.07
Five bedrooms	£171.21	£172.94	£174.69	£170.10	£163.24	£157.57
Six or more bedrooms	£179.36	£181.17	£183.00	£178.19	£171.01	£165.07

Annex C – Analysis of Tenant Profile & Property Bedsize

Table 13 - GENDER & PROPERTY BED SIZE

Gender by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
Female	29.74%	42.09%	62.34%	60.29%	57.41%	56.90%	53.85%	50.00%	50.00%	54.96%
Male	70.13%	57.76%	37.61%	39.57%	42.59%	43.10%	46.15%	50.00%	50.00%	44.94%
Unknown	0.13%	0.15%	0.05%	0.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.10%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 14 - AGE & PROPERTY BED SIZE

Age Group by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
Under 16	0.00%	0.18%	0.35%	0.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.24%
16 - 19	0.00%	0.18%	0.14%	0.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%
20 - 29	5.92%	2.54%	0.83%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%	1.31%
30 - 39	15.79%	8.33%	5.31%	1.15%	0.82%	1.72%	0.00%	0.00%	0.00%	5.31%
40 - 49	26.84%	17.66%	29.61%	13.92%	8.03%	6.03%	0.00%	0.00%	0.00%	21.46%
50 - 59	18.03%	15.87%	24.16%	26.97%	24.22%	15.52%	0.00%	0.00%	0.00%	22.43%
60 - 69	13.16%	18.30%	15.59%	21.04%	25.85%	23.28%	46.15%	16.67%	50.00%	18.05%
70+	5.79%	8.30%	5.39%	9.19%	12.38%	19.83%	30.77%	50.00%	0.00%	7.55%
Prefer not to say	14.08%	27.92%	17.63%	25.82%	27.35%	31.90%	23.08%	33.33%	50.00%	22.52%
Unknown	0.26%	0.41%	0.59%	0.61%	0.54%	0.86%	0.00%	0.00%	0.00%	0.53%
Total	0.13%	0.32%	0.41%	0.78%	0.82%	0.86%	0.00%	0.00%	0.00%	0.49%

Table 15 - SEXUAL ORIENTATION & PROPERTY BED SIZE

Sexual Orientation by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
Unknown	51.58%	55.69%	61.53%	58.10%	57.96%	56.90%	53.85%	66.67%	100.00%	58.55%
Bisexual	0.79%	0.99%	0.19%	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.36%
Gay	0.26%	0.56%	0.21%	0.17%	0.14%	0.00%	0.00%	0.00%	0.00%	0.28%
Heterosexual	0.26%	0.23%	0.05%	0.00%	0.14%	0.00%	0.00%	0.00%	0.00%	0.10%
Lesbian	0.00%	0.06%	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.03%
Other	25.00%	22.89%	21.90%	27.44%	30.88%	33.62%	46.15%	16.67%	0.00%	24.22%
Prefer not to say	22.11%	19.58%	16.09%	14.27%	10.88%	9.48%	0.00%	16.67%	0.00%	16.47%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 16 - ETHNICITY & PROPERTY BED SIZE

Ethnicity by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
Asian Or Asian British:Bangladeshi	41.18%	25.87%	46.28%	54.18%	66.80%	82.76%	84.62%	33.33%	0.00%	44.42%
White:British	16.45%	27.04%	18.94%	16.83%	10.75%	0.00%	0.00%	16.67%	0.00%	19.64%
White:Other White	10.39%	10.67%	7.10%	4.15%	2.86%	0.86%	0.00%	0.00%	0.00%	7.14%
Asian Or Asian British:Other Asian	2.24%	3.04%	3.47%	4.47%	4.08%	6.90%	15.38%	16.67%	0.00%	3.62%
Black Or Black British:Somali	2.89%	4.88%	2.63%	2.05%	2.45%	2.59%	0.00%	0.00%	100.00%	3.04%
Black Or Black British:Caribbean	3.95%	4.21%	2.13%	1.87%	1.22%	0.86%	0.00%	0.00%	0.00%	2.60%
Black Or Black British:African	5.00%	3.65%	2.06%	1.21%	0.54%	0.00%	0.00%	0.00%	0.00%	2.29%
Black Or Black British:Other Black	1.97%	2.98%	1.83%	1.30%	0.82%	0.86%	0.00%	0.00%	0.00%	1.92%
White:Irish	2.24%	2.19%	1.11%	0.98%	0.95%	0.00%	0.00%	0.00%	0.00%	1.38%
Asian Or Asian British:Indian	0.53%	0.76%	0.88%	0.40%	0.14%	0.00%	0.00%	0.00%	0.00%	0.67%
Any Other Ethnic Group	1.05%	0.85%	0.66%	0.52%	0.14%	0.00%	0.00%	0.00%	0.00%	0.66%
Asian Or Asian British:Vietnamese	0.26%	0.50%	0.80%	0.66%	0.14%	0.00%	0.00%	0.00%	0.00%	0.62%
Asian Or Asian British:Chinese	0.79%	0.56%	0.45%	1.01%	0.27%	0.00%	0.00%	0.00%	0.00%	0.61%
Asian Or Asian British:Pakistani	0.39%	0.88%	0.45%	0.32%	0.68%	0.00%	0.00%	0.00%	0.00%	0.52%
Dual:Black African & White	0.66%	0.64%	0.57%	0.20%	0.14%	0.00%	0.00%	0.00%	0.00%	0.48%
Dual:Other	0.79%	0.35%	0.43%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.35%

Table 19 - DISABILITY & PROPERTY BED SIZE

Gender Reassignment by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
Gender same as at birth	32.11%	31.69%	28.31%	24.67%	24.63%	22.41%	30.77%	50.00%	50.00%	28.21%
Gender reassigned	0.13%	0.23%	0.07%	0.12%	0.00%	0.86%	0.00%	0.00%	0.00%	0.13%
Prefer not to say	7.89%	8.68%	10.42%	12.13%	12.79%	19.83%	7.69%	0.00%	50.00%	10.48%
Unknown	59.87%	59.40%	61.20%	63.08%	62.59%	56.90%	61.54%	50.00%	0.00%	61.18%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 20 – MARRIAGE & CIVIL PARTNERSHIP & PROPERTY BED SIZE

Marriage & Civil Partnership by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
Married	3.29%	5.06%	23.45%	27.41%	29.80%	24.14%	30.77%	33.33%	100.00%	19.30%
Single	2.89%	3.22%	1.49%	0.26%	0.00%	0.86%	0.00%	0.00%	0.00%	1.59%
Separated marriage/civil partnership	0.39%	0.23%	0.50%	0.09%	0.14%	0.00%	0.00%	0.00%	0.00%	0.31%
Widowed	0.13%	0.15%	0.19%	0.32%	0.14%	0.00%	0.00%	0.00%	0.00%	0.20%
Divorced	0.00%	0.12%	0.22%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.15%
Co-habiting	0.00%	0.15%	0.14%	0.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.11%
Same-sex registered civil partnership	0.00%	0.00%	0.02%	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.01%
Prefer not to say	0.00%	0.29%	0.09%	0.14%	0.14%	0.00%	0.00%	0.00%	0.00%	0.15%
Unknown	93.29%	90.79%	73.90%	71.56%	69.80%	75.00%	69.23%	66.67%	0.00%	78.18%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 21 – PREGNANCY & MATERNITY & PROPERTY BED SIZE

Pregnancy & Maternity by Bedsize	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	8 bed	Total
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*Insufficient data

Table 22 - Stock Profile by Bedsize

Bed Size	Social Housing	Council
0	769	6.4
1	3,295	27.6
2	4,709	39.4
3	2,566	21.5
4	518	4.3
5	76	0.6
6	8	0.1
7	4	0.0
8	2	0.0
Total	11,947	100.0

Annex D – Analysis of Tenant Profile & HB Status

HB Status Overview	Full HB	Partial HB	Not in receipt of HB	Total
Number of Council Tenants	4,908	4,368	5,033	14,309
% of council Tenants	34.3%	30.5%	35.2%	100%

Age Group By HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Under 16	0.22%	0.27%	0.22%	0.24%
16 -19	0.14%	0.09%	0.12%	0.12%
20 - 24	0.96%	0.64%	2.23%	1.31%
25 - 29	3.46%	3.66%	8.54%	5.31%
30 - 39	17.11%	21.89%	25.31%	21.46%
40 - 49	19.32%	26.90%	21.60%	22.43%
50 - 59	16.18%	18.43%	19.55%	18.05%
60 - 64	8.19%	7.49%	6.97%	7.55%
65+	33.82%	19.76%	13.89%	22.52%
Prefer not to say	0.14%	0.30%	1.11%	0.53%
Unknown	0.45%	0.57%	0.46%	0.49%

Gender by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Female	55.79%	57.62%	51.84%	54.96%
Male	44.17%	42.35%	47.94%	44.94%
Unknown	0.04%	0.02%	0.22%	0.10%
Total	100.00%	100.00%	100.00%	100.00%

Sexual Orientation by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Heterosexual	60.35%	59.82%	55.69%	58.55%
Gay	0.45%	0.14%	0.48%	0.36%
Bisexual	0.31%	0.16%	0.36%	0.28%
Lesbian	0.08%	0.02%	0.18%	0.10%
Other	0.06%	0.02%	0.00%	0.03%
Prefer not to say	24.88%	26.44%	21.64%	24.22%
Unknown	13.88%	13.39%	21.66%	16.47%
Total	100.00%	100.00%	100.00%	100.00%

Ethnicity by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Asian Or Asian British:Bangladeshi	41.26%	54.72%	38.57%	44.42%
White:British	21.84%	16.44%	20.27%	19.64%
White:Other White	9.41%	5.04%	6.74%	7.14%
Asian Or Asian British:Other Asian	3.61%	4.37%	2.98%	3.62%
Black Or Black British:Somali	3.99%	2.15%	2.88%	3.04%
Black Or Black British:Caribbean	2.65%	1.63%	3.40%	2.60%
Black Or Black British:African	1.85%	1.76%	3.18%	2.29%
Black Or Black British:Other Black	1.51%	1.35%	2.82%	1.92%
White:Irish	2.26%	0.94%	0.89%	1.38%
Asian Or Asian British:Indian	0.94%	0.27%	0.76%	0.67%
Any Other Ethnic Group	0.73%	0.66%	0.58%	0.66%
Asian Or Asian British:Vietnamese	0.57%	0.89%	0.44%	0.62%
Asian Or Asian British:Chinese	0.49%	0.73%	0.64%	0.61%
Asian Or Asian British:Pakistani	0.59%	0.53%	0.46%	0.52%
Dual:Black African & White	0.45%	0.25%	0.70%	0.48%
Dual:Other	0.41%	0.25%	0.38%	0.35%
Dual:Black Caribbean & White	0.35%	0.27%	0.32%	0.31%
Dual:Asian & White	0.14%	0.09%	0.18%	0.14%
Dual:Asian And Black	0.00%	0.02%	0.00%	0.01%
Prefer not to say	5.60%	5.82%	10.89%	7.53%
Unknown	1.34%	1.81%	2.96%	2.05%
Total	100.00%	100.00%	100.00%	100.00%

Religion & Belief by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Muslim	47.21%	57.81%	41.03%	48.27%
Christian	17.36%	12.50%	17.23%	15.83%
No religion	6.21%	4.62%	6.26%	5.74%
Other	0.47%	0.48%	0.52%	0.49%
Jewish	0.69%	0.21%	0.40%	0.44%
Buddhist	0.35%	0.50%	0.40%	0.41%
Hindu	0.20%	0.11%	0.18%	0.17%
Sikh	0.20%	0.09%	0.08%	0.13%
Prefer not to say	16.32%	13.87%	18.60%	16.37%
Unknown	10.98%	9.80%	15.32%	12.15%
Total	100.00%	100.00%	100.00%	100.00%

Disability by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
No disability	65.36%	77.75%	79.91%	74.26%
One or more disability	30.40%	16.83%	9.68%	18.97%

Unknown	4.24%	5.43%	10.41%	6.77%
Total	100.00%	100.00%	100.00%	100.00%

Gender Reassignment by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Gender same as at birth	28.83%	27.91%	27.88%	28.21%
Gender reassigned	0.16%	0.09%	0.12%	0.13%
Prefer not to say	10.11%	11.54%	9.93%	10.48%
Unknown	60.90%	60.46%	62.07%	61.18%
Total	100.00%	100.00%	100.00%	100.00%

Marriage & Civil Partnership by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
Married	16.85%	25.48%	16.31%	19.30%
Single	2.14%	0.82%	1.73%	1.59%
Separated marriage/civil partnership	0.26%	0.25%	0.40%	0.31%
Widowed	0.33%	0.25%	0.04%	0.20%
Divorced	0.20%	0.14%	0.10%	0.15%
Co-habiting	0.08%	0.02%	0.22%	0.11%
Same-sex registered civil partnership	0.00%	0.00%	0.04%	0.01%
Prefer not to say	0.02%	0.09%	0.32%	0.15%
Unknown	80.11%	72.94%	80.85%	78.18%
Total	100.00%	100.00%	100.00%	100.00%

Pregnancy & Maternity by HB Status	Full HB	Partial HB	Not in receipt of HB	Total
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*Insufficient data

Annex E – Analysis of Tenant Profile & Rent Arrears

Rent Arrears	In Arrears	Not in Arrears	Total
Numbers of Tenants	5,632	8,677	14,309
% of Tenants	39.36%	60.64%	100%

Age Group by Rent Arrears	In Arrears	Not in Arrears	Total
Under 16	0.23%	0.24%	0.24%
16 -19	0.14%	0.10%	0.12%
20 - 24	1.69%	1.06%	1.31%
25 - 29	6.78%	4.36%	5.31%
30 - 39	23.63%	20.04%	21.46%
40 - 49	27.10%	19.41%	22.43%
50 - 59	19.90%	16.85%	18.05%
60 - 64	6.87%	7.99%	7.55%
65+	12.68%	28.90%	22.52%
Prefer not to say	0.48%	0.56%	0.53%
Unknown	0.50%	0.48%	0.49%
Total	100.00%	100.00%	100.00%

Gender by Rent Arrears	In Arrears	Not in Arrears	Total
Female	55.74%	54.45%	54.96%
Male	44.21%	45.42%	44.94%
Unknown	0.05%	0.13%	0.10%
Total	100.00%	100.00%	100.00%

Sexual Orientation by Rent Arrears	In Arrears	Not in Arrears	Total
Heterosexual	57.42%	59.28%	58.55%
Gay	0.18%	0.48%	0.36%
Bisexual	0.34%	0.24%	0.28%
Lesbian	0.11%	0.09%	0.10%
Other	0.05%	0.01%	0.03%
Prefer not to say	24.91%	23.76%	24.22%
Unknown	16.99%	16.12%	16.47%
Total	100.00%	100.00%	100.00%

Ethnicity by Rent Arrears	In Arrears	Not in Arrears	Total
Asian Or Asian British:Bangladeshi	49.02%	41.43%	44.42%
White:British	15.38%	22.40%	19.64%
White:Other White	5.98%	7.88%	7.14%
Asian Or Asian British:Other Asian	3.96%	3.40%	3.62%
Black Or Black British:Somali	4.33%	2.20%	3.04%
Black Or Black British:Caribbean	3.00%	2.34%	2.60%
Black Or Black British:African	2.93%	1.88%	2.29%
Black Or Black British:Other Black	2.41%	1.60%	1.92%
White:Irish	0.83%	1.73%	1.38%
Asian Or Asian British:Indian	0.75%	0.62%	0.67%
Any Other Ethnic Group	0.62%	0.68%	0.66%
Asian Or Asian British:Vietnamese	0.46%	0.73%	0.62%
Asian Or Asian British:Chinese	0.27%	0.84%	0.61%
Asian Or Asian British:Pakistani	0.41%	0.60%	0.52%
Dual:Black African & White	0.51%	0.45%	0.48%
Dual:Other	0.30%	0.38%	0.35%
Dual:Black Caribbean & White	0.46%	0.22%	0.31%
Dual:Asian & White	0.09%	0.17%	0.14%
Dual:Asian And Black	0.00%	0.01%	0.01%
Prefer not to say	6.09%	8.46%	7.53%
Unknown	2.18%	1.97%	2.05%
Total	100.00%	100.00%	100.00%

Religion & Belief by Rent Arrears	In Arrears	Not in Arrears	Total
Muslim	54.21%	44.42%	48.27%
Christian	11.90%	18.38%	15.83%
No religion	5.68%	5.79%	5.74%
Other	0.46%	0.51%	0.49%
Jewish	0.28%	0.54%	0.44%
Buddhist	0.28%	0.50%	0.41%
Hindu	0.12%	0.20%	0.17%
Sikh	0.20%	0.08%	0.13%
Prefer not to say	14.26%	17.75%	16.37%
Unknown	12.61%	11.85%	12.15%
Total	100.00%	100.00%	100.00%

Disability by Rent Arrears	In Arrears	Not in Arrears	Total
No disability	78.21%	71.70%	74.26%
One or more disability	16.12%	20.81%	18.97%
Unknown	5.66%	7.49%	6.77%
Total	100.00%	100.00%	100.00%

Gender Reassignment by Rent Arrears	In Arrears	Not in Arrears	Total
Gender same as at birth	28.39%	28.10%	28.21%
Gender reassigned	0.09%	0.15%	0.13%
Prefer not to say	10.67%	10.36%	10.48%
Unknown	60.85%	61.39%	61.18%
Total	100.00%	100.00%	100.00%

Marriage & Civil Partnership by Rent Arrears	In Arrears	Not in Arrears	Total
Married	21.64%	17.77%	19.30%
Single	1.94%	1.37%	1.59%
Separated marriage/civil partnership	0.34%	0.29%	0.31%
Widowed	0.20%	0.21%	0.20%
Divorced	0.25%	0.08%	0.15%
Co-habiting	0.18%	0.07%	0.11%
Same-sex registered civil partnership	0.02%	0.01%	0.01%
Prefer not to say	0.21%	0.10%	0.15%
Unknown	75.23%	80.10%	78.18%
Total	100.00%	100.00%	100.00%

Pregnancy & Maternity by Rent Arrears	In Arrears	Not in Arrears	Total
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*Insufficient data

Annex F - Community & Population Data

Figure 2 Population by ethnic group, Tower Hamlets, 2011 Census

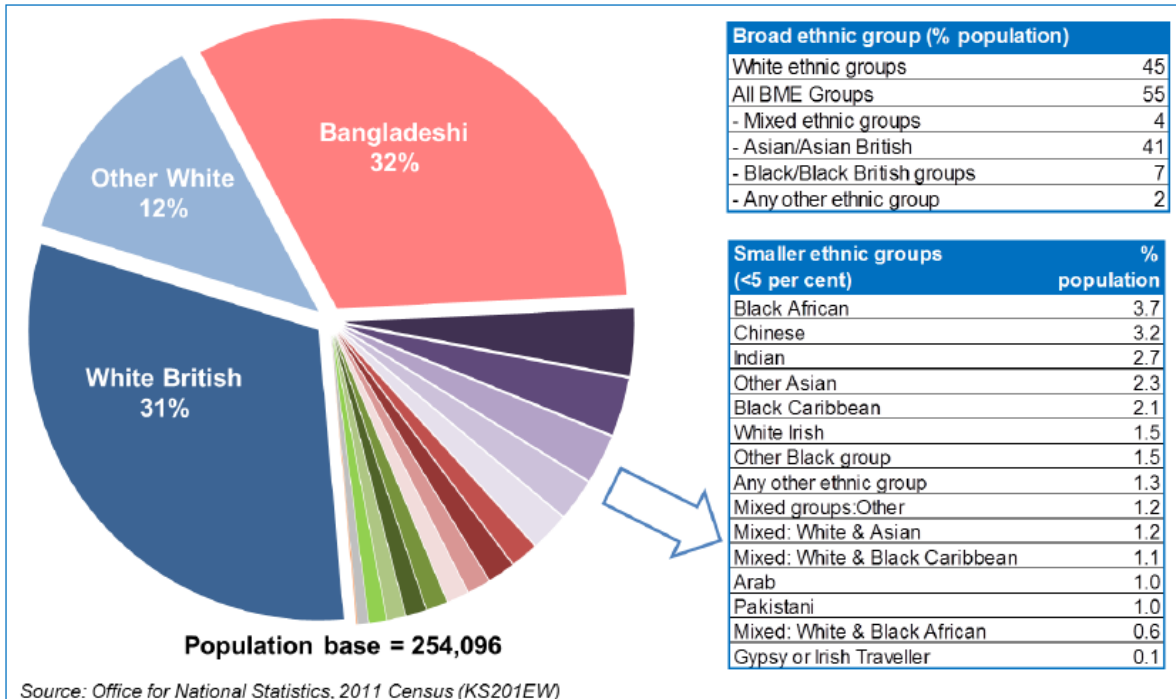


Figure 1 Population by religion, Tower Hamlets, 2011

What is your religion?

This question is voluntary

No religion

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Buddhist

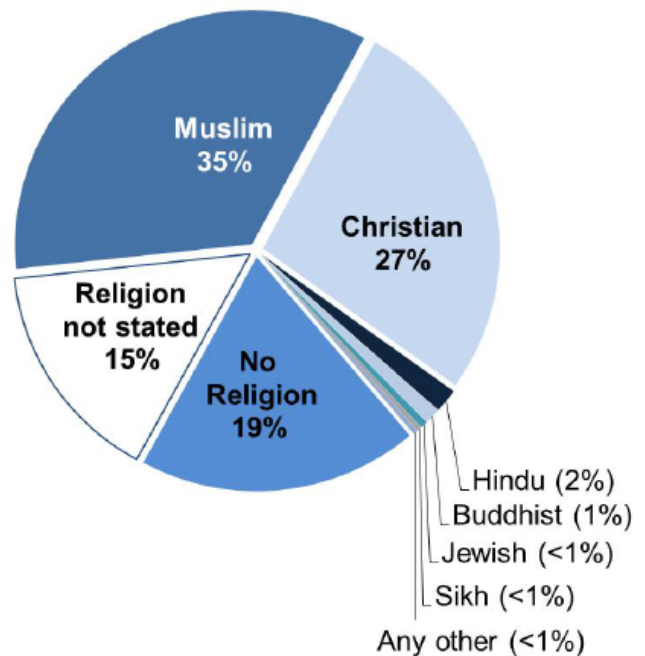
Hindu

Jewish

Muslim

Sikh

Any other religion, write in



Borough Population by Sex (Census 2011)

Sex	2011 Number	2011 Percentage
All persons	254,096	100
Males	130,906	51.52
Females	123,190	48.48

Borough Population by Disability (Census 2011)

Disability	2011 Number	2011 Percentage
All categories: Long-term health problem or disability	254,096	100
Day-to-day activities limited a lot	17,258	6.79
Day-to-day activities limited a little	17,045	6.71
Day-to-day activities not limited	219,793	86.50


Borough Population by Age (Census 2011)

Age	2011	
	number	%
All usual residents	254,096	100.0
Age 0 to 4	18,750	7.4
Age 5 to 7	9,697	3.8
Age 8 to 9	5,834	2.3
Age 10 to 14	13,202	5.2
Age 15	2,660	1.0
Age 16 to 17	4,953	1.9
Age 18 to 19	7,010	2.8
Age 20 to 24	30,818	12.1
Age 25 to 29	40,157	15.8
Age 30 to 44	70,245	27.6
Age 45 to 59	29,337	11.5
Age 60 to 64	5,863	2.3
Age 65 to 74	8,169	3.2
Age 75 to 84	5,611	2.2
Age 85 to 89	1,256	0.5
Age 90 and over	534	0.2

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST – ALLOCATIONS SCHEME

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<p>Name of ‘proposal’ and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)</p>	<p>Proposals to amend the Allocation Scheme as follows: -</p> <ol style="list-style-type: none"> 1. Introduce National Right to Move scheme as required by new government regulations 2. Amendments to the Allocations scheme to respond to the risk of legal challenges to the 3 year residential criteria to be eligible to go onto the Housing Register. 3. Amendment to the Allocations Scheme to place an age restriction for children sharing when bidding for smaller properties than assessed need 4. Reduction to the quota of lettings to applicants in Band 3 who are not in housing need, in order to increase resources available for higher priority applicants in Bands 1 & 2. 5. To seek authority to use a limited amount of lettings each year to provide cost effective and suitable temporary accommodation for homeless households in the borough 6. Agree the annual Lettings Plan and to expand criteria to qualify for key worker status
<p>Directorate / Service</p>	<p>Development and Renewal</p>
<p>Lead Officer</p>	<p>Rafiqul Hoque Service Manager – Lettings</p>
<p>Signed Off By (inc date)</p>	<p>Jackie Odunoye</p>
<p>Summary –</p>	<p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who</p>

	<p>share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>Proceed with implementation</p> 
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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	The proposals are: - to introduce changes required by new government regulation; to give access to the scheme to some applicants hitherto excluded by the residential qualification; to introduce some limitation on bidding for smaller property than assessed need which will reduce the risk of overcrowding; to seek authority for alternative use of a limited amount of housing supply for temporary accommodation to meet the need for such provision in the borough; to set out annual targets for special needs groups; to expand the criteria for professions eligible for key worker status to include social workers ; a reduction in the quota for the lowest priority band to divert resources to higher bands on the Housing Register.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	The equality profile of service users have been examined from existing data where appropriate for example in relation to a proposal to make changes to existing use of resources.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Data required is available from existing data collection sources and housing applicant records
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	Local data as above
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have	Yes	Data has been gathered and shared with specialist housing and managerial staff.


	been involved in the analysis?		
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The proposals have been discussed between service areas and there has been consultation with service users.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	Care has been taken to evaluate the impact of these changes on the many applicants on the Housing Register competing for scarce housing resources. It is believed that there will not be any disproportionate impact on any particular group.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	<p>Work has been undertaken to assess and evaluate any potential disproportionate impact where appropriate. As properties are let through choice based lettings, which is a competitive bidding process with preference given by date order of registration, it is difficult to predict the outcome of the pattern of lettings throughout the year. However the composition of any of the three bands on the Housing Register could affect the balance of lettings outcomes if the band contained a disproportionate number of any particular group.</p> <p>The proposal to reduce the annual quota of lettings to the lowest priority band (Band 3) in the Allocations Scheme in order to increase the housing resources available to the higher priority bands (Bands 1 & 2) was examined to ascertain whether any disproportionate effect might occur by this transfer of resources.</p> <p>Analysis of the applicants in Band 3 by ethnicity compared with the composition of the whole Housing Register by ethnicity shows that the proportions in Band 3 are broadly in line with the proportions on the register as a whole.</p> <p>Closer analysis of the 3 bands by ethnicity and separated out by bedsize need shows more variation between the groups. This is to be expected as this will reflect local population characteristics and some difference in housing need profile in the borough.</p> <p>For example, an analysis of 3 bed need by ethnicity shows that the</p>


			<p>proportion of each ethnic group is broadly the same in each of the 3 bands. However in relation to 1 bed need Asian households are over represented in Band 2 compared with their overall proportion on the Housing Register. This reflects a higher level of overcrowding amongst Asian households in the borough than other groups. By contrast in relation to one bed need White households are over represented in Band 1 compared with their proportion on the Housing Register. This is largely due to a higher proportion of older white applicants in larger property that have applied for an under occupation transfer. This category is given high priority in the Allocations Scheme in Band 1 as it frees up family sized property which is in high demand. This benefits all applicants by making better use of the available supply of housing.</p> <p>Analysis of the impact of the proposal to move a modest amount of annual housing resources away from Band 3 to higher priority applicants in Band 1 & 2 indicates it is unlikely for there to be any disproportionate impact on any particular group.</p> <p>There are no indications that any of the other proposals will have a disproportionate impact on any particular group.</p>
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	No	But the outcome of these changes if implemented will along with other significant factors relating to housing supply and demand, be routinely monitored and reported upon in annual Lettings Plan report.
b	Have alternative options been explored	Yes	Regarding the new government regulations on the Right to Move, the Council is obliged to implement these changes. In relation to ameliorating the risk of legal challenge to the 3 year residential requirement to apply to go on the Housing Register, the proposed solution in the report was chosen following legal advice on the options and assessment of the implications of those options.

			The remaining proposals in the report were developed to make the best use of limited resources in response to pressures of demand for housing in the borough following consideration of alternatives and consultation with partners.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	All the above proposals will be monitored and analysed to ensure the right outcomes are achieved as part of the routine monitoring and management of supply and demand for housing in the borough and the reporting on performance against annual targets in the Lettings Plan.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The data is available to monitor the impact and is reported on regularly and shared with Common Housing Register Partners.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	


Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended	Suspend – Further Work Required	Red 

<p>that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template</p>		
<p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>Proceed with implementation</p>	<p>Green: </p>

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<p>Cabinet</p> <p>1 November 2016</p>	
<p>Report of: Aman Dalvi, Corporate Director of Development and Renewal</p>	<p>Classification: Unrestricted</p>
<p>Amendments to Housing Allocations Scheme</p>	

Lead Member	Councillor Sirajul Islam Cabinet Member for Housing Management & Performance
Originating Officer(s)	Jackie Odunoye, Service Head Strategy, Regeneration, Sustainability & Housing Options
Wards affected	All
Key Decision?	Yes
Community Plan Theme	A Great Place to Live

Executive Summary

This report for Cabinet recommends that the Allocations Scheme is amended in relation to the new Right to Move for employment reasons, introduced by government regulation. Members are asked to agree to the introduction of a new sub band to the Allocations Scheme following legal advice in relation to the 3 year residence requirement to be eligible to go on the Housing Register. Members are also asked to agree to amend the Allocations Scheme to place a restriction on applicants bidding for property smaller than their assessed need based upon the age/gender of children in order to avoid overcrowding.

The report further recommends a reduction in the quota for applicants not in housing need in Band 3 in order to direct more resources to higher priority applicants in housing need in Bands 1 & 2. Members are also asked to agree to give delegated authority to Director of Development and Renewal to set a target each year for a limited number of general needs properties to be used for temporary accommodation in the borough due to the procurement problems being experienced.

Members are asked to agree the Lettings Plan for 2016/17 and 2017/18 and to amend the criteria for key workers in the Allocations Scheme to include social workers.

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Recommendations:

The Mayor in Cabinet is recommended to:

- i. Note the changes to the Allocations Scheme regarding the new Right to Move for employment reasons as required by changes in government regulations.
- ii. Agree to a new sub band in Band 2 of the Allocations Scheme to avoid the risk of legal challenge to present policy on applicants in housing need who do not meet the 3 year residence requirement.
- iii. Agree to restrict existing policy that allows applicants to bid for 1 bed smaller than their assessed bedroom need and allow room sharing only where children of opposite sexes are both under 10 years old.
- iv. Agree to amend the quota for Band 3 lets from 10% of one, two and three bed properties to 5% of 1 bed & studios per annum.
- v. Authorise the use of some social housing general needs stock as non – secure tenancies for temporary accommodation up to a maximum of 100 units per annum.
- vi. Agree the Lettings Plan for 2016/17 and extend it to 2017/18.
- vii. Agree to add social worker to the professions that qualify for key workers status set out in the Allocations scheme.
- viii. Re-instate power to discharge the housing duty by making a Private Rental Sector Offer

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1. REASONS FOR THE DECISIONS

- 1.1 Members are asked to agree to amendments in the Allocations Scheme in response to changes in government regulations requiring the local authority to comply and in relation to legal advice on the 3 year residence requirement to qualify to go onto the Housing Register.
- 1.2 Members are asked to agree to further amendments to the Allocations Scheme to respond to increasing homeless demand and the need for more affordable temporary accommodation in the borough.
- 1.3 The Lettings Plan has been updated for 2016/17 and 2017/18 and is set out in paragraph 3.80 of this report for decision by Cabinet. Members are also asked to amend the criteria for key workers in the Scheme to include social workers.

2. ALTERNATIVE OPTIONS

- 2.1 The Council is required to implement the new Right to Move in accordance with government regulation and no alternative has been identified.
- 2.2 The alternative to introducing a new sub band would be to assess each case on its individual merits. This would require administrative resources to carry out detailed casework on what could be a substantial number of new applicants.
- 2.3 The alternative is to continue with the existing policy that does not allow sharing a bedroom for children of different sex, regardless of age.
- 2.4 Alternative options are to maintain the existing quota of 10% of lettings up to 3 bedroom size property or reduce it to 5% of lettings up to 3 bedroom size.
- 2.5 Alternative options are to not agree to the proposal, or agree to a different annual target of properties for the purpose of temporary accommodation.
- 2.6 Members may wish to amend the targets in the Lettings Plan for any of the Priority Target Groups.
- 2.7 Members may decide not to include social workers in the professions that qualify for key worker status in the Allocations Scheme.

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3. DETAILS OF REPORT

Right to Move

- 3.1 A new regulation came into effect on 20th April 2015 requiring local authorities to set aside 1% of lets to rehouse 'social tenants' who want to move for employment reasons where the employment is more than one year and over 16 hours per week. Local authorities must give reasonable preference to those who qualify and publish lets against the 1% target.
- 3.2 The Council will have to comply with the new regulation and this can be done by creating a new Priority Target Group in Band 1B in the Allocation scheme. Feedback from the Residents Focus Group supported this new regulation. However, demand from 'existing social tenants' outside the borough seeking to move to Tower Hamlets for employment reasons is likely to be low.
- 3.3 The Housing Moves scheme operated by the London Mayor allows for moves for tenants in London. Any lets through the existing Housing Moves scheme can be included in the 1% target which would reduce the impact of the numbers rehoused under the new right to move regulation.

3 Year Residence Requirement

- 3.4 In 2013 following the Localism Act, the allocations scheme was amended to require 3 years continuous residence in the borough to be eligible to go onto the housing register unless exceptional reasons applied.
- 3.5 There is recent case law involving Ealing Council where their policy included a similar residential requirement that was challenged by a homeless applicant fleeing domestic violence who did not meet the criteria. The court found Ealing Council's policy to be unlawful because it failed to give reasonable preference to the applicant who was entitled to it under statute.
- 3.6 The Tower Hamlets allocations scheme is similarly vulnerable to legal challenge as it does not give reasonable preference to applicants in housing need in the borough if they do not meet the 3 year residence requirement. So far this issue has been managed by considering cases that have arisen on an exceptions basis where a request for a review by the applicant has been made.
- 3.7 However legal advice is that placing the onus on the applicant to raise the issue is potentially unlawful and the Council should assess each case for possible exceptional circumstances. This would require investigation and verification of the circumstances of each case. This would be a substantial administrative burden.
- 3.8 Removing the residency requirement would be unpopular amongst borough residents. An alternative would be to create a sub band in Band 2 (Band 2B) for applicants who are in housing need but do not meet the 3 year residence requirement.

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- 3.9 This would give them reasonable preference by being given greater priority than applicants in Band 3 and would therefore be legally compliant. However they would have lower priority than other Band 2 applicants who meet the residence requirement.
- 3.10 Members are asked to agree to the introduction of a sub band in Band 2 designated Band 2B. This would resolve the risk of legal challenge to the present scheme whilst retaining the 3 year residential qualification period.
- 3.11 Should applicants placed in Band 2B subsequently meet the 3 year residential requirement they would qualify for Band 2 and be given a new preference date from when their circumstances changed in line with existing rules of the Allocations Scheme. This rule is to ensure that when an applicant moves to a higher priority band because of change of circumstances they would not have a higher preference date than applicants in the higher priority band before them.
- 3.12 The results of public consultation on this proposal are mixed. 60% of respondents consider the 3 year residence requirement is about the right length. However support for the proposed new sub band is relatively low with 32% supporting it, 44.5% not supporting it. This may be due to the limitations of the question asked which did not explain that the proposal is intended to reduce the risk of legal challenges to the policy and that the more costly alternative would be to commit staff resources to assessing the individual circumstances of each case that might arise.

Residential qualification and temporary moves out of borough

- 3.13 Members have raised concerns about individual cases where an applicant may move out of the borough for a limited period for good reason but in doing so may be considered to no longer meet the 3 year residence qualification or lose time in the borough towards meeting it. There are different scenarios where this issue may arise.
- 3.14 Members are asked to agree that where an applicant has been accepted onto the housing register but moves out of the borough for a short period for exceptional reasons, for example domestic violence, the time spent out of borough should not automatically count against them. Each case will be considered on its own merits.
- 3.15 Where an applicant applies as homeless and the Council accepted it had a statutory duty to assist them, then the local connection rules in Part VII of the 1996 Housing Act would apply. In relation to residence, a local connection is defined as 6 out of the last 12 months or 3 years out of the last 5.
- 3.16 Where a housing applicant does not meet the 3 year residential criteria but is in housing need they would be placed in the proposed new sub band in Band 2 should Members agree to this proposal.

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Bidding for smaller property than assessed need

- 3.17 In 2013 in response to welfare reforms, the allocations scheme was amended to allow applicants to bid for 1 bed smaller (1 bed space only) than their household requirement. In 2015 /16, 216 applicants were rehoused on this basis.
- 3.18 Common Housing Register partners have raised concerns that some families not affected by the welfare reform changes were rehoused in this way causing unacceptable overcrowding, e.g. a single mother and teenage daughter rehoused in a 1 bed property.
- 3.19 The partner's reluctance to overcrowd conflicts with a demand from applicants to be able to choose a smaller size property than their household need in order to resolve their housing problem. Continuing this policy will assist managing homeless demand and help maintain control over temporary accommodation numbers and costs. The numbers rehoused in 2015/16 demonstrate that there is a demand from applicants to be able to exercise this choice.
- 3.20 CHR partners have been consulted and in response to their concerns Members are asked to agree that the provision to be able to bid for 1 bed less than assessed need is retained but subject to an age restriction that room sharing would only be accepted where there are children of the opposite sex if they are under 10 years old.
- 3.21 The majority of responses from the public consultation supported this proposal. 49.1% agreed with it, 34.8% did not.

Homeless Demand and the Allocations Scheme

- 3.22 The pre 2010 Allocations Scheme contained an incentive to apply as homeless because homeless households were placed in a higher priority band than overcrowded housing register and transfer cases. As a consequence homeless applications and demand for temporary accommodation was high.
- 3.23 When the Scheme was reviewed in 2010, a core objective was to try and reduce homeless applications. The revised Allocations Scheme implemented in 2010, placed homeless, housing register and transfer cases in the same band (Band 2) where preference was given in date order of registration. This produced a simple date order queue that was transparent, easy to understand and administer.
- 3.24 Under the new scheme, if an existing overcrowded Housing Register applicant made a homeless application they were given a new preference date (the date they applied as homeless). This meant they lost their previous waiting time on the register as a housing applicant.
- 3.25 The objective was to reduce homeless demand by giving an incentive to housing register applicants living in insecure accommodation to remain with friends or family if possible. Prior to 2010 by far the largest group of homeless applications came from such applicants.

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- 3.26 A reduction in homeless demand meant that more housing supply would be available for housing register applicants and demand for and cost of temporary accommodation could be reduced. The objective was to create a genuine alternative to making a homeless application for those who could remain with friends or family, by providing a better route to rehousing than if they applied as homeless. However, those that chose to do so would remain overcrowded while they were waiting on the list.
- 3.27 Changing the preference date from the original housing application to the date of registering a homeless application meant loss of any previous waiting time in the date order queue. On the other hand any disadvantage was offset by the fact they would be given suitable temporary accommodation pending permanent rehousing.
- 3.28 In 2010/11 the new Allocations Scheme exceeded expectations. The incentive not to apply as homeless clearly influenced the choices made by many housing applicants. In the first year of implementation, homeless acceptances fell by 36% from 838 to 537 and fell again to just over 400 in the following two years.

Table 1 – Showing reduction in homeless acceptances from 2010.

Year	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Homeless acceptances	838	537	404	406	557	558	522

- 3.29 In 2010 the number of lettings to the homeless (943) were approximately the same as housing register applicants (994). After the introduction of the new Allocations Scheme, there was a substantial fall in lettings to the homeless and lettings to housing register applicants increased accordingly. (Table 2)

Table 2 All lets by category since 09/10

Year	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Homeless	943	606	358	408	336	277	466
Hsg Reg	994	1,025	1,408	1,194	882	922	1,025
Transfers	746	621	937	833	689	674	690

- 3.30 **Rise in Homeless demand** – However, homeless acceptances rose from 406 in 2012/13 to 557 in 2013/14, a 37% rise. Acceptances remained at this higher level in 2014/15 (558) and 2015/16 (522). (Table 1)
- 3.31 The reason for the increase in homeless acceptances from 2013/14 is mainly due to private rented sector changes such as rising rent levels, increased competition and a rise in homeless applications due to loss of a private sector tenancy. It has

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also become more difficult for the Housing Service to procure private rented sector options to prevent homelessness.

- 3.32 However, the number of homeless applications from households living in insecure accommodation with friends or family remains relatively low. This indicates that the original objectives of the Allocations Scheme implemented in 2010 are being maintained.
- 3.33 Any loss of confidence in their rehousing chances on the part of this large group of applicants could generate an increase in homeless applications from them. This combined with increased homeless demand because of the deteriorating position in the private rented sector could push the level of homeless acceptances well above the present trend of over 500 a year.
- 3.34 **Temporary Accommodation** – Over the last four years there has been increasing difficulty in sourcing suitable temporary accommodation due to rising rents in the private sector and greater competition for resources. One consequence was a substantial rise in B & B usage with a large number exceeding the six-week legal limit during 2015/16.
- 3.35 At present 90% of private rented sector procurement for temporary accommodation is out of Borough. There has also been an increase in use of expensive B & B (costing the Council an average of £11,000 per placement pa) and nightly paid private sector accommodation (£6,500 pa) due to reduced supply of lower cost private leased accommodation.
- 3.36 Nightly paid accommodation currently comprises 31% of all self-contained private rented sector temporary accommodation used, compared with 24% in May 2015.

Tackling increased homeless demand and limited supply of temporary accommodation

- 3.37 New Homeless lettings quota - in March 2015 Members agreed to give delegated authority to the Corporate Director (D & R) to set a quota for homeless lettings to increase the number being rehoused in order to release units of temporary accommodation and bring the length of stay in B & B back within legal limits.
- 3.38 A quota was applied in 2015/16 resulting in 466 lettings to the homeless, a 68% increase on the 277 lettings in 2014/15. This helped bring the B & B numbers back under control and towards legal compliance.
- 3.39 Although the increased number of homeless lettings in 2015/16 made an impact on the problem, the higher level of homeless acceptances and difficulties in procuring suitable temporary accommodation are likely to continue. In these circumstances it will be necessary to maintain the same homeless quota during 2016/17.
- 3.40 With a finite supply of property each year the increase in lettings to homeless households through use of the quota reduces the lettings available to overcrowded

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Housing Register applicants in Band 2 although at present they remain significantly higher than the proportion of lets to the homeless even with use of the quota.

- 3.41 However, it will be important to monitor the situation carefully to avoid any loss of confidence in their rehousing prospects on the part of overcrowded housing register applicants living with friends or family. The Allocations scheme has successfully held down homeless applications from this group since 2010. Giving a new preference date (thus losing previously accrued waiting time) to homeless applicants previously is a main factor in achieving this. The other important factor is that by doing so, rehousing prospects are much better for overcrowded households than should they apply as homeless. Maintaining the high level of lettings to this group is of course dependent upon maintaining a relatively lower number of homeless acceptances.

Proposed reduction in Band 3 Quota

- 3.42 Applicants not in housing need are placed in Band 3 of the Allocation Scheme. From 2010 a quota of 5% of lettings was earmarked for these applicants. This was to provide an opportunity for rehousing for private sector tenants who wanted to move to more secure accommodation and to offer some 'like-for-like' transfers for tenants of Common Housing Register partner landlords.
- 3.43 Members decided to increase the quota from 5% to 10% for 2014/15 in order to make up for the previous year's underperformance. This resulted in 163 lettings for Band 3 applicants compared with 277 homeless households in 2014/15.
- 3.44 In the March 2015 Cabinet report, members were asked to agree a return to a 5% quota for Band 3 applicants for 2015/16. However members decided to retain the 10% quota. This resulted in 194 lettings to Band 3 applicants in 2015/16 consisting of 38 two and three bed properties and 156 one bed & studios.
- 3.45 This relatively high number of lettings to applicants not in housing need took place during a period when the number of homeless acceptances had risen significantly. The costs to the Council of accommodating homeless households have risen exponentially because temporary accommodation housing benefit subsidy has been frozen since 2011. Housing Benefit subsidy shortfall and discretionary housing payments to benefit-capped households in temporary accommodation has cost the Council between £5.5million and £7.5million PA in the last three years. Given the pressures of higher levels of homeless demand and difficulties in securing suitable temporary accommodation Members are asked to agree to reduce the quota to 5% of 1 bed & studio properties per annum only.
- 3.46 In the public consultation, 84% of respondents agreed it was either very important or important to give priority for housing to those in housing need. However in relation to the proposal to reduce the Band 3 quota to 5% of 1 beds/studios only 30.6 % of respondents agreed and 48% disagreed.

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Alternative use of housing stock

- 3.47 As outlined above there is a pressing need for affordable temporary accommodation for homeless households in the borough. At present 50% of new placements and 90% of new supply consisting mainly of expensive nightly paid annexes (£6,500 pa) are outside the borough.
- 3.48 Empty properties from regeneration schemes are an important source of temporary accommodation as non secure tenancies (NST's). In June 2016 there were 252 NST's (158 Council and 94 RP). This is 11 fewer than June 2015.
- 3.49 All the Council NST's and 50% of RP NST's are due for return over the next 2 or 3 years. Some of these will be replaced by existing and new regeneration schemes but it is unlikely there will be sufficient to produce any overall increase in supply of these properties for temporary accommodation.
- 3.50 In response to the pressing need for affordable temporary accommodation in the borough Members are asked to give delegated authority to set targets each year for a number of general needs properties to be used for NST's in addition to the regeneration scheme properties already in use. A target of 100 units per annum including 50% of Right to Buy buy backs is proposed, the target to be reviewed annually.
- 3.51 Utilising social housing properties would enable affordable rents to be charged would reduce the Council's management costs and the costs of general fund subsidy for homeless households. This proposal would also reduce reliance on expensive B & B (£11,000 pa per household) and nightly paid annexes (£6,500 pa per household). In addition NST's are exempt from the Right to Buy and the annual 1% rent reduction.
- 3.52 It is proposed that suitable properties for NST's would be the least popular, for example, higher floors in blocks or where a property is not let on the first bidding cycle.
- 3.53 Reducing the Band 3 quota to 5% of 1 beds & studios if applied to lettings in 2015/16 would have released 38 two and three bed properties and 100 one beds or studios for alternative uses.
- 3.54 Given the high proportion of 1 beds/studios released from reduction in the Band 3 quota, and the high demand for temporary accommodation from small families, it is likely that the majority of properties used as NST's would be 1 bed/studios.

Discharge of homelessness duty into Private Rented Sector AST

- 3.55 From 2012 the Council had the power to discharge duty to a homeless household by offering a minimum 12 months suitable and affordable assured shorthold tenancy (AST) in the private rented sector, known as a Private Rented Sector Offer (PRSO). The Council exercised this power up until November 2014 and by doing so ceased a duty to over 70 households.

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- 3.56 Following concerns expressed by Overview & Scrutiny and the former Mayor it was agreed to suspend the use of this power unless the applicant agreed to accept an AST. Since then ending the homeless duty by a private rented sector offer has happened on only two occasions.
- 3.57 On present trends it is unlikely that the private rented sector is likely to provide many options to discharge the homeless duty in this way. But there are occasions when the housing service might be able to discharge duty to a homeless case by making a suitable private rented sector offer. Members are asked to agree to re-instate this power which would be an additional tool in the armoury needed to respond to the challenges of meeting its statutory duty to homeless households.
- 3.58 The Council can only discharge its homelessness duty where the offer of accommodation is suitable and it would be reasonable for the household to occupy the property. This means all PRSOs (as with all final offers of accommodation to homeless households) must be affordable, the right size, in a suitable location with due regards to the employment, health care, education and social needs of the household. The Housing Options service determined that a PRSO would only be made where an Assured Short-hold Tenancy of at least 2 years was offered with the rent set at or below Local Housing Allowance. In almost all cases the properties offered were within the Borough and included properties which had received Empty Homes Grant from the Council, a condition of which is to offer the property for a minimum of five years to the Housing Options Service at or below Local Housing Allowance.

Lettings Plan 2016/17

- 3.59 Targets are set annually for Band 1B Priority Target Groups. Last year's targets, demand and performance against targets for 2015/16 are set out below.

Priority Target Group	Target	Demand @ 1 st April 16	Lets 14/15	Lets 15/16
Intensive Community Care and Support Scheme	35	9	32	25
Key Workers	15	6	9	16
Supported Housing Move ON Scheme/HOST referrals	75	13	55	38
Applicants Leaving Care	No Target	6	21	14
Sons & Daughters of CHR partner landlords	No Target	12	10	16
Armed Forces Personnel	No Target	0	0	0
Foster Carers	No Target	0	0	1
Retiring from tied Housing	No Target	0	3	0
Waiting List Decant	No Target	7	17	17
Totals			147	127
Band 3 Lets	10%		163	190
3 bed size			8	6

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Priority Target Group	Target	Demand @ 1 st April 16	Lets 14/15	Lets 15/16
2 bed size			31	32
Bedsit/1 bed size			124	152

- 3.60 Cabinet is asked to consider and agree targets for the Priority Target Groups for 2016/17 and for these targets to be continued for 2017/18. This is because this report will be decided upon 5 months before the start of 2017/18. It is unlikely amendments to the targets will be required for 2017/18 and it would be efficient to agree to extend the targets now rather than return to Cabinet early in 2017/18.

Priority Target Group	Current Target	Proposed Target
Intensive Community Care and Support Scheme Referrals	35	35
Key Workers	15	15
Supported Housing Move On Scheme/HOST Referrals	75	75
Applicants Leaving Care	No Target	
Sons & Daughters of CHR partner landlords	No Target	
Armed Forces Personnel	No Target	
Foster Carers	No Target	
Retiring from tied Housing	No Target	
Waiting List Decant	No Target	
Totals	125	125
Band 3 Lets	Current Target	Proposed Target
	10% of 1 bed/studio, 2 and 3 beds	5% of 1 bed/studio only

Comments on the target groups

- 3.61 **Intensive Community Care and Support Scheme** – In 2015/16 24 applicants were rehoused against a target set of 35. Last year's report referred to keeping the target number above known demand figures to accommodate the likelihood of increase in applications from applicants with learning disability. It is proposed that the higher target is retained for 2016/17 for the same reason. Meeting this demand as it arises will create opportunities for applicants in supported accommodation to live independently and will create vacancies for new applicants in need of support.
- 3.62 **Key Workers** - In 2015/16 16 key workers were rehoused against a target of 15. Last year Cabinet decided this category should be restricted to applicants living in Tower Hamlets that met the residential criteria in the Allocations Scheme. It is proposed that the target of 15 is retained for 2016/17.

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- 3.63 The professions that qualify for assistance in the Allocations Scheme are: fire fighters & police officers stationed in the borough; NHS nurses working in the borough; paramedics and teachers working in the borough's LEA maintained schools.
- 3.64 Members are asked to agree that social workers should be added to the qualifying professions in the Allocations Scheme. This is due to a request from Social Services because they are unable to attract experienced social workers from outside London due to the high cost of accommodation in London. Therefore, the 3 years residency rule to join the housing list should be relaxed for this priority target group to allow experienced workers to be recruited and retained.
- 3.65 **HOST Team Referrals (Supported Housing Move on Scheme)** - In 2015/16 38 applicants were rehoused and there were 23 waiting rehousing. Last year it was reported that greater use is being made of private sector accommodation which has led to a reduction in demand for lettings for this group. The need for social housing for some applicants will remain in order to create vacancies for new residents in need of support. As in recent years, the target has not been met but it is not proposed to reduce the target because demand is likely to increase due to Welfare Reform changes and the Council's difficulties in securing suitable private accommodation. If sufficient cases are not identified available properties will be offered as general lets
- 3.66 **Applicants Leaving Care** - In 2015/16 14 applicants were rehoused and 6 are awaiting rehousing. No target is proposed, as these applicants will be rehoused as required.
- 3.67 **Sons & Daughters of CHR tenants** - In 2015/16 16 applicants were rehoused under the severe overcrowding provisions in the Allocations Scheme where medical priority was awarded to a household member. There are 12 cases awaiting rehousing. It is not proposed to set a target as rehousing these cases on demand is in line with the Council's strategy to reduce overcrowding.
- 3.68 **Foster Carers** – In 2015/16 one applicant was rehoused. There are none waiting rehousing. No target is proposed as those who qualify are accepted as being in urgent need of rehousing.
- 3.69 **Retiring from Tied Housing** - There were no cases rehoused in 2015/16 and none are awaiting rehousing. No target is proposed as in these cases there is usually a contractual obligation to offer a rehousing from tied accommodation on retirement.
- 3.70 **Waiting List Decant** - In 2015/16 17 households were rehoused and 8 are waiting rehousing. Applicants qualify when they are living with a tenant in accommodation due to be decanted. No target is proposed as qualifying applicants are offered rehousing as required.

APPENDIX 3

- 3.71 **Band 3 Quota** - It is proposed to amend the quota to 5% of 1 bed / studios properties in order to free up resources for overcrowded and homeless households.

Implementation of proposals

- 3.72 Subject to member agreeing the recommendations, proposals that are not IT dependent can be implemented immediately. However some changes will be IT dependent and development work will be required to configure the system accordingly, for example the proposal to create a new sub – band (2B) in Band 2. It is anticipated that those changes that require IT development can be implemented within 3 to 6 months.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 This report seeks approval for various amendments to be made to the Council's Housing Allocations Scheme in order to reflect recent changes in legislation and also to address particular issues that have arisen in relation to homeless applicants.
- 4.2 The main financial implications of the report concern the costs of temporary accommodation. As a result of the combination of the increasing numbers of applications to the homelessness section, the scarcity of available temporary accommodation and the high levels of rent charged to the Council, significant budgetary pressures are being faced. This particularly affects the Housing Benefits budget where pressures arise from both the impact of welfare reform and the effect that high rents have on the Benefits Subsidy received by the Council.
- 4.3 Although the Council has a statutory duty to pay benefits, the level of subsidy that is recouped from the DWP is capped. The proposals in this report, in particular the recommendation that targets are set for a specific number of properties to be made available to be let as non-secure tenancies, should help to mitigate some of these costs by reducing the number of homeless applicants that need to be placed in the more expensive bed and breakfast accommodation (paragraphs 3.50 to 3.54).
- 4.4 Any costs involved in the implementation of the amended policy will be met from within existing resources. This will include any changes that may be necessary to the lettings IT systems (paragraph 3.72).
- 4.5 The cost pressures arising in the Housing Benefits budget will be closely monitored and addressed as part of the budget process for 2017/18.

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5. LEGAL COMMENTS

Recommendations 1 & 2

- 5.1 The Council is required to comply with the requirements of Part VI of the Housing Act 1996 when allocating housing accommodation. Section 166A of the Housing Act requires the Council to have a scheme for determining priorities and the procedures to be followed in allocating housing accommodation. The Council is required to allocate housing in accordance with the allocation scheme.
- 5.2 Section 166A of the Housing Act 1996 specifies a number of matters that the allocation scheme must contain. In particular, the scheme must secure that a reasonable preference is given to the following categories people with urgent housing needs –
- People who are homeless
 - People to whom the Council owes a homelessness duty under the Housing Act 1996
 - People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
 - People who need to move on medical or welfare grounds
 - People who would suffer hardship if they were prevented from moving to a particular locality in Tower Hamlets.
- 5.3 Section 160ZA(7) of the Housing Act 1996, provides that local authorities may decide who does or does not qualify for an allocation of social housing. This is subject to regulations made by the Secretary of State. The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 came into effect on the 20 April 2015 and provide that local authorities must not disqualify certain persons from social housing on the basis that they do not have a local connection with the authority's area.
- 5.4 The Regulations prevent an authority from applying a local connection test to existing social tenants seeking to transfer from another local authority area if they :
- have reasonable preference under section 166(3)(e) Housing Act 1996 because of a need to move to the local authority's area to avoid hardship, and
 - need to move because the tenant works in the district, or
 - need to move to take up an offer of work and if they were unable to do so, it would cause them hardship and that the tenant needs rather than wishes to move for work related reasons.
- 5.5 There is a significant risk of legal challenge to the Council's current scheme if it is not amended to include a sub band for applicants who meet the reasonable preference criteria but do not meet the 3 year residence requirement. It should be noted that the current exceptional circumstances exemption will not prevent a legal challenge against the Council. As set out in this report, the authority has a duty to comply with the regulations and minimise the risk of a legal challenge. In the cases

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of *Jakimaviciute v LB Hammersmith & Fulham* [2014] and *R (HA) v L B Ealing* [2015] the local authorities were unsuccessful in legal challenges relating to policies that either excluded certain categories of person or for reduced the defined 'reasonable preference' classes

- 5.6 When considering whether to adopt the proposed amendments to the scheme, the authority should consider the impacts of those criteria or requirements. This is to ensure that the persons in urgent housing need continue to receive 'reasonable preference' and that any policies adopted do not result in harsh and unexpected impacts. In making these amendments, the Council must consider the public sector equality duty to have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not. An equality impact screening has been carried out and the Service Head Strategy, Regeneration & Sustainability has confirmed that the nature of the proposals and the limited impact on any of the protected characteristics as defined by the Equality Act 2010 means that a full impact assessment is not required. A copy of the equality impact screening is set out at Appendix 1.
- 5.7 Section 166A of the Housing Act 1996 requires the Council to consult registered providers of social housing and registered social landlords before making an alteration to the allocations scheme reflecting a major change in policy. The proposed change is considered to be a refinement of the existing policy, rather than a major change.

Recommendation 3

- 5.8 The report proposes to restrict the policy that allows applicants to bid for smaller properties than their assessed bedroom need and allow room sharing where children of the opposite sex are under 10 years of age. This is permissible having regard to the bedroom standard and is specifically contemplated in the *Allocation of accommodation: guidance for local housing authorities in England*. It does mean, however that the household may become overcrowded when the children reach the age of 10.

Recommendation 4

- 5.9 The report proposes to amend the quota for Band 3 lets from 10% of one, two and three bedroom properties to 5% of 1 bed & studios per annum this is in accordance with the Lettings Plan. See recommendation 6 for further details.

Recommendation 5

- 5.10 The Council has a duty under the Housing Act 1996 to secure that accommodation is available for eligible homeless applicants. When the Council receives an application for housing assistance under Part VII of the Housing Act 1996, it has a duty to assess the applicant's circumstances to decide what help, if any they are entitled to.

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- 5.11 The Council is required, as far as is reasonably practicable, to secure accommodation in its own borough (Housing Act 1996, section 208(1)). The clear intention is that local authorities should not simply decant homeless persons into areas for which other authorities are responsible for. However, the High Court has made clear that in areas of acute affordable housing shortage a local authority may decide that it is not reasonably practicable to accommodate people in its area. The Council can use its own housing stock to secure temporary accommodation under Part 7 in performance of its homeless duties. Such offers of accommodation will not create a secure or introductory tenancy (Housing Act 1985, Sch1, para4). How the housing stock is let is possibly a matter of housing management. However the small number of properties that it are to be let means that the proposal is unlikely to substantially affect 'secure tenants' so as to trigger the consultation requirements of S105 Housing Act 1985.
- 5.12 In line with its homelessness statement and tenancy strategy, the Council must take steps to deal with the increased demand for housing by homeless persons and to provide more affordable temporary accommodation. The proposed changes to the Allocations Scheme detailed in the body of the report should enable the Council to achieve this and comply with its statutory duties to homeless persons under Part 6 of the Housing Act 1996. Further the Council has a duty to ensure continuous improvement in the way its functions are exercised having regard to a combination of economy, efficiency and effectiveness. The measures proposed within this report will assist the Council in meeting this duty.

Recommendation 6

- 5.13 It is consistent with the Council's statutory housing functions and its own allocations scheme for the Council to consider and adopt a Lettings Plan. The proposed Letting Plan has been prepared having regard to the housing demand in the borough and the lettings made in 2014/2015 and 2015/2016. It provides a means of ensuring that the Council effectively gives reasonable preference and additional preference to prescribed persons under the Allocation Scheme and in accordance with the Housing Act 1996. Consistent with the public sector equality duty the Lettings Plan needs to be subjected to a proportionate level of equality analysis.

Recommendation 7

- 5.14 The report proposes to add social worker to the professions that qualify for key worker status. The Scheme allows a local authority to define the classes of qualifying individuals as a result this is permissible.

Recommendation 8

- 5.15 Further, the report proposes that the authority discharges its homeless duty by offering private rented sector accommodation. Section 193 of the Housing Act 1996 sets out the duties to those housing applicants that the local housing authority are satisfied are eligible, homeless, in priority need and not intentionally homeless.

APPENDIX 3

- 5.16 Once a housing duty has been accepted, the housing authority is obliged to provide housing assistance. Sections 148 and 149 of the Localism Act 2011 amended section 193 of the Housing Act 1996 by introducing a power that allows the Council to make Private Rented Sector (PRS) offers to end the main homelessness duty. The Homelessness (Suitability of Accommodation) (England) Order 2012 requires the Council to consider a number of factors to ensure that the PRS offer of accommodation is suitable.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The policy changes should allow for housing resources to better directed at housing applicants and homeless households in greatest need in the borough. It will also assist in providing suitable temporary accommodation in the borough for up to 100 households which will reduce costs to the Council.
- 6.2 The proposals have been subject to equality analysis as outlined in the attached checklist in Appendix 1. It is not considered that there will be any adverse impacts, or that further analysis will be required.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 The proposals in this report contain recommendations to re-direct some housing resources from applicants in a lower priority band (3) towards applicants in higher priority Bands (1) and (2). The proposals also include a recommendation to use a limited amount of permanent housing supply each year for temporary accommodation for the homeless. These proposals are aimed at making best use of these resources in line with the priorities set out in the Allocations Scheme, to support meeting the Council's statutory duties towards homeless households and reducing costs of temporary accommodation where possible.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 No environmental implications or impacts have been identified.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 The Council has statutory duties towards homeless households that includes provision of temporary accommodation at considerable cost to the Council. These proposals will help to maintain control over demand from the homeless and provide some additional temporary accommodation at lower cost in the borough.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 No contribution identified.

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11. SAFEGUARDING IMPLICATIONS

11.1 No safeguarding risks or benefits from the proposals have been identified.

Linked Reports, Appendices and Background Documents

Appendices

- Appendix 1 - Equality Analysis Quality Assurance Checklist
- Appendix 2 – Tower Hamlets Common Housing Register Allocations Scheme


Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None

Officer contact details for documents:

Or state N/A

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<p>Cabinet</p> <p>10 January 2017</p>	
<p>Report of: Graham White, Acting Director of Law, Probity and Governance</p>	<p>Classification: Unrestricted</p>
<p>Six Month Strategic Performance Monitoring report</p>	

Lead Member	Mayor John Biggs
Originating Officer(s)	Sharon Godman, Service Head Corporate Strategy & Equality
Wards affected	All Wards
Key Decision?	No
Community Plan Theme	One Tower Hamlets

Executive Summary

This paper provides a summary of the Council's mid-year progress implementing the Strategic Plan and update on performance of strategic measures at the six month stage.

Recommendations:

The Mayor is recommended to:

1. Review progress in delivering the Strategic Plan at the 6 month stage, including those activities that are flagged as delayed and overdue (appendix 1); and
2. Review the performance of the Strategic Measures at the 6 month stage, including those measures where the minimum expectation has been missed (appendix 2);
3. Note those activities and measures require improvement and will be referred to the Council's Performance Review Group (PRG) and scrutiny where appropriate.

1. REASONS FOR THE DECISIONS

The Council's Performance Management and Accountability Framework sets out the process for monitoring the Strategic Plan and performance measures which are reported regularly to the corporate management team and Cabinet.

This report promotes openness, transparency and accountability by enabling Tower Hamlets' residents to track progress of activities that matter most to them and their communities.

2. ALTERNATIVE OPTIONS

2.1 There are no alternative options.

3. INTRODUCTION

3.1 Tower Hamlets is an open and transparent Council working hard to achieve better outcomes for its residents by providing good quality services that are value for money. The Council's performance management and accountability framework requires Members to consider progress relating to the implementation of its strategic activities and performance measures.

3.2 To deliver our priority outcomes, the Council has a set of strategic objectives. Appendix one sets out our how we are delivering our objectives through activities in our Strategic Plan. Appendix two sets out how we measure our progress via a basket of key strategic performance measures.

3.3 Seven of the Strategic Plan objectives are on target to be achieved by the end of the financial year. There are two objectives where outcomes are at risk of not being fully achieved by the end of the financial year: young people realising their potential; and engaged, resilient and cohesive communities. Information relating to activities and performance measures which are off track is presented in section 5.

THE STRATEGIC PLAN

3.2 Cabinet agreed the Strategic Plan in April 2016 which is aligned to the community plan setting out its contribution to improving outcomes for local people. The Strategic Plan is on track to be delivered with evidence of improving performance. Table 1 shows performance by priority outcome area. Section four of this report highlights areas of high performance and section

five details areas for improvement, where performance has not met expectation.

Priority Outcome 1: Creating opportunity by supporting aspiration and tackling poverty				
Activities	Completed 0	On Target 23	Delayed 1	Overdue 0
Measures	Green 12	Amber 2	Red 10	Target not set 2

Priority Outcome 2: Creating and maintaining a vibrant, successful place				
Activities	Completed 1	On Target 14	Delayed 1	Overdue 2
Measures	Green 5	Amber 0	Red 5	Target not set 4

Enabling Objective: A transformed Council, making best use of resources with an outward looking culture				
Activities	Completed 1	On Target 4	Delayed 0	Overdue 0
Measures	Green 2	Amber 1	Red 2	Target not set 0

Table 1: Performance by priority outcome area

4. AREAS OF HIGH PERFORMANCE

- 4.1 The six month Strategic Plan progress update shows significant progress in delivering the activities to achieve the two priority outcomes and enabling objective. A summary of key achievements are detailed below:

Creating opportunity by supporting aspiration and tackling poverty

4.2 Number of residents supported into sustainable jobs through the employment and skills programme

454 residents have been supported into sustainable jobs through the Council's employment and skills programme, up from 430 in the same period last year. This success has been supported by the development of an Integrated Employment Service (Strategic Activity 1.2b), strengthening partnership working and cross referrals with the Troubled Families team, Job Centre Plus,

Poplar Harca, Housing Options, the Careers Service, and Ideas Stores to identify those residents who would benefit most from support. This includes formal data sharing leading to more effective targeting of clients. It is worth noting however that target group for the employment service has since the last financial year moved to the more economically inactive and hard to reach group of residents; those that require extensive support over a longer period of time to get them job ready and into employment.

4.3 Percentage of 16-19 year olds who are not in education, employment or training (NEET)

3.5 percent of 16 to 18 year olds in the Borough are not in education, employment and training, exceeding the Council's target of 4.5%, and improving on last year's performance when 4.9% of 16-18 year olds were not in education, employment and training.

This improvement has been supported by the Council's work to improve educational and vocational provision at post-16 (Strategic Activity 1.3e). The Council has worked to ensure that information about aspirational progression routes for young people leaving school, college or university including vocational routes is provided to parents through a variety of routes, and has also established a 1:1 academic English tuition programme in local schools. Work is also underway to provide support to vulnerable young people to move into education, training and work so that they can reach their full potential.

4.4 Percentage of children achieving the national standard at Key Stage 2

60% of Tower Hamlets children achieved the national curriculum national standard at Key Stage 2, eight percentage point above the national average of 52%

This achievement has been supported by the work to improve educational aspiration and attainment (Strategic Activity 1.3c). The Council's Primary Education and Partnership team support staff in schools through central training sessions and one to one work with leaders, and the Council also started work on an action plan to improve white British pupil attainment in schools.

4.5 Key Stage 4 (GCSE) Attainment 8 and Progress 8

Local GCSE students have exceeded expectations in their GCSE results, achieving an average points score of 50 out of 80 across a basket of 8 core GCSE subjects including English and Maths, exceeding the target of 48.4. Their progress since Key Stage 2 also exceeded expectations, with students

achieving on average 0.15 of a grade better across the 8 subjects than other students with a similar prior attainment at Key Stage 2.

This success has been supported by the work to improve educational aspiration and attainment (Strategic Activity 1.3c). Using end of key stage attainment data, the Council identifies underperforming schools and pupil groups, and prioritises them for school improvement work. The Council has started work on an action plan in September to improve white British pupil attainment in schools.

4.6 Number of adoptions and special guardianship orders for looked after children

25 looked after children in Borough have been adopted or received a special guardianship order. This significantly exceeds the target of 11 looked after children and the performance last year of 14. This outcome has been supported by the Council's work to ensure better outcomes for looked after children and young people (Strategic Activity 1.3d).

Tower Hamlets is part of the East London Adoption Consortium for adoption, which works collaboratively to ensure effective timely adoption processes are in place. We use this forum to buy and sell adopters to ensure quicker matching and run shared introduction and activity days. We are involved in the development of a London regional adoption agency as part of the DFE reform programme.

4.7 Proportion of people over 65 receiving long term support, per 10,000 population

2,409 local residents over 65 received a long term support service, down from 2626 for the 2015/16 financial year. Lower rates of long term support for over 65s indicate that the approach taken to prevention and early intervention is having a positive impact on both residents and the service. This figure also reduced by more than the Council's target reduction.

This outcome has been supported by the work to improve care and support for vulnerable adults and their carers, integrating with health and promoting independence and keeping people safe from all forms of abuse (Strategic Activity 1.4b).

The Council has worked to strengthen and promote practice which enables greater independence and choice for service users. By applying the right tools and providing staff with training, this has enabled more person-centred and strength based assessments.

4.8 Healthy life expectancy – Male Self-reported happiness

The healthy life expectancy of men in Tower Hamlets is now 55.4 years old, an improvement of 1.8 years on previous figures. Self-reported happiness is also up in the Borough. Latest figures for the period 2015/16 indicate that 78.5 percent of residents surveyed reported a high/very high rate of happiness, above the Council's target of 71.25%.

The Council is working to build on this improvement through its work to promote healthy lifestyles and address the wider causes of ill health, through a refreshed Health and Wellbeing Strategy, which commits all sections of the council to actively promote the health and wellbeing of all our communities (Strategic Activity 1.4a)

Following a presentation to the Health and Wellbeing Board in October the refreshed Health and Wellbeing Strategy is currently out for consultation and will be launched in early 2017.

4.9 Non-elective admission rate

The non-elective admission rate (NEA) for all adult residents has been reduced to 92.3 per 1000 population, exceeding the targeted reduction to a rate 94.3.

Work to reduce NEA rates has been led by Tower Hamlets Together and directed by utilizing the Better Care Fund. This outcome has been supported by the Council's work to improve care and support for vulnerable adults and their carers, such as through the Ethical Care Charter and ASC practice framework, integrating with health and promoting independence, through work of community health teams, and keeping people safe from all forms of abuse (Strategic Activity 1.4b).

4.10 Employment gap for women

62.5 percent of working aged women in Tower Hamlets are employed meaning that the gap between the percentage of women in the borough who are employed compared to the London average has reduced to 4.1 percentage points. The Council's target of 6.8 percent points has been exceeded and improving on last year's performance when the gap was 5.5 percentage points.

This achievement has been supported by the work to support more women residents into employment (Strategic Activity 1.5a). The Council has

undertaken targeted work which has seen an increase in the number of women registering for employment support, and in particular through the Women into Health and Childcare, and Raising Aspirations programmes. This also includes working with Children's Centre's and parents with children under 5, providing employability training and referrals to the employment service.

4.11 Tower Hamlets position in London for employing top 5 percent of earners that are from an ethnic minority and who have a disability

The Council is the second highest employer with senior earners who are from an ethnic minority and the third highest employer of senior earners who have a disability in London.

Creating and maintaining a vibrant, successful place

4.12 Reduce the prevalence of illegal activity in relation to the sex industry –

A Police Task Force has been set up and is now targeting key areas in the borough blighted by street prostitution. Regular intelligence updates feed into the work of the borough's multi-agency Prostitution Panel which includes safeguarding issues and supporting vulnerable adults. The Council, in partnership with the Police has commissioned work through the Drugs Intervention Programme service which focusses on referring women to health services and other support services. This work is undertaken alongside enforcement and notices to perpetrators. A 'Multiple Disadvantages Violence against Women and Girls' (VAWG) Pilot project has been developed to support victims of VAWG including sex workers in providing holistic wrap around support and bed spaces for those with no recourse to public funds. Pilot runs for 6 months and is due to finish in April 2017. Finally, training around prostitution is delivered as part of a Multi-Agency Professional training programme by VAWG Training and Awareness Officer. Monitoring is returned to VAWG Steering Group on a quarterly basis. (Strategic Action 2.4a)

4.13 Level of street and environmental cleanliness (litter, graffiti and fly-posting)

Results from the recent Council visual survey of the borough's street cleanliness found that levels of litter, graffiti and fly-posting were low. 98.1 percent of surveyed land was litter free. For graffiti, 94.8 percent was graffiti-free, and just 0.9 percent of land had an unacceptable level of fly-posting. The Council's cleanliness targets were exceeded, and results were an improvement compared to last year's survey.

This achievement has been supported by the efforts to ensure that the borough is clean to the highest possible standards (Strategic Activity 2.1a). The Council recently introduced 19 additional street sweepers and two waste

vehicles to assist the sweeping and fly-tipping issues across the borough. Supporting this is a targeted litter campaign 'Your Place, Your Space'.

4.14 Number of affordable units provided as wheelchair accessible / adaptable

So far this year, the Council has delivered 300 affordable homes of which 10 percent (30) are wheelchair accessible. The target of 10 percent of all affordable homes delivered has been met.

This achievement is supported by the activity to increase the availability of good quality housing, including family sized homes (Strategic Activity 2.2a). The Council is working to reduce the number of residents on the accessible housing register by matching them with new bespoke adapted, affordable homes for disabled people on the project 120 scheme.

A transformed Council, making best use of resources with an outward facing culture

4.15 Develop an effective workforce strategy, with appropriate skills and representative of the community

The Council has produced a five year Workforce Strategy and Action Plan and regular update on performance is reported to the Council's Senior Management Team. A programme of learning and development which takes account of organisational needs has been developed and will be delivered through the Council's Transformation Programme. (Strategic Activity EOd)

4.16 Percentage of council tax collected and percentage of non-domestic rates collected

At the mid-year point, the collection of expected income from Council Tax was 50.69 percent. For business rates a total of 56.88 percent has been collected. Both measures have exceeded the Council's target of 50 percent.

This achievement has been supported by the work to review empty homes in the borough to enable the Council to maximise its Council Tax base (Strategic Activity EOa). The Council has been reviewing the Single Person Discount claims and Students Exemptions resulting in an increase of revenue. In addition, council tax claims have reduced. This work has resulted in the Taxbase (the number of band D equivalent properties that produce a yield) rising from 81,807 in April to 86,182 in October. In addition, arrears collection has increased and council tax relief claims have reduced. The overall Council Tax received by the Council has risen by £6,695,979 in the last 12 months, from £142,365,964 to £149,061,943. Business Rates – The council has grown the Ratebase, despite significant losses due to buildings being

demolished and consequently losses in rateable value. So far this year the net charge has increased from £401,597,255 to £415,568,359 at the end of October. At the same time work continues on the review of reliefs awarded and costs in this area have reduced by over £1m at the current time.

5. AREAS FOR IMPROVEMENT

5.1 As part of the monitoring of our performance each quarter, analysis is undertaken to identify those activities and measures at risk of not achieving their annual target.

- **Activities:** Two activities (4%) have been flagged as being overdue, three are delayed (6%) and four others are flagged as On Target but have a number of delayed milestones (Orange). Further information is provided below.
- **Measures:** Seven measures are **below the minimum expectation and have deteriorated** since the corresponding quarter for the previous year.

Creating opportunity by supporting aspiration and tackling poverty

5.2 Average time between a child entering care and move in with its adoptive family

The average number of days for the three year rolling period to end of September 2016 was 651 days. The Council did not reduce the number of days to the 630 day target, and compared to the same period last year, the number of days taken has increased by 135 days.

This indicator is measured over a three year period. However during Q1 & Q2 of 2016/17, 8 adoptions were made, with an average of 539 days elapsing. 5 of the 8 adoptions took approximately one year (between 268 and 368 days) which is within acceptable good practice timescales. The remaining 3 however took a more significant amount of time due to their complex circumstances. It is anticipated that a further 4 children may be adopted in this year. In terms of the impact on the figures for 2016-17 these adoptions could improve our position slightly, though at this juncture it is impossible to quantify accurately. Currently the Permanency and Adoption Support Team managers are looking to place children with adopters as quickly as possible from the date of the placement order. We are also working with adopters to consider the fostering to adopt option now available. The national average on this measure for the three year period 2012/15 is 593 and for London the average is 635.

Adoption service carries out monthly monitoring of adoptions data to review progress of all children on a care plan for adoption, and hold regular permanency planning meeting for these children.

- 5.3 **Develop and deliver a High Streets and Town Centres Strategy** (Strategic Activity 1.1e). This activity is on target to be achieved by the end of the financial year; however four out of the eight milestones in this activity are marked as delayed. The development of the 5 year Markets Strategy has been delayed to incorporate into the Strategy the changes taking place in the service. This delay has subsequently affected the market business improvement and investment plans.

The pilot Town Centre project was delayed by the GLA signing the contract. However this has now been signed and the proposed pilot choices will be considered at Cabinet in December. Work on preparing a case for the Article 4 Direction was delayed because of a reallocation of resources support delivery of the Statement of Viability (Local Plan Regulation 18). This work is now anticipated to start in January.

- 5.4 **Stopping smoking rate (per 100,000 adult population)**

Between April and June this year (latest available data), 224 Borough residents quit smoking for four or more weeks. The quit rate per 100,000 of the Borough's adult population was 93.9 which was significantly lower than the minimum expectation of 165.3 per 100,000, and 26.35 percentage points lower than this time last year.

Q1 data recorded 224 actual smoking quits, which is below the level needed to reach minimum 1,500 actual quits for full year. Performance is under target due to widespread and national changes in how smokers are quitting by using E cigarettes and also due to the implementation of local changes in the smoking cessation system. The Council have ensured that all of the smoking cessation services are now able to give advice about how to best use E cigs as a quitting aid and can also register people as quitters if they have successfully stopped smoking using E cigs. A small pilot is underway to assess whether E cigs may also increase successful quits if included as part of the local treatment protocol. To improve identification and successful quits changes were made to the GP smoking enhanced service so that all smokers are now referred to the Specialist Stop Smoking Service where quit rates are higher. This change has taken some time to be fully implemented by Primary Care and the PH team are continuing to support practices in implementing the new model. The smoking CQUIN at Barts and improvements in identifying and referring pregnant smokers has also had a lead in time and quality

improvements have been needed in how the services were operating. The implementation of local changes will lead to an improvement in both the identification of local smokers and also improve the number who successfully quit.

- 5.5 **Promote healthy lifestyles and address the wider causes of ill health, through a refreshed Health and Wellbeing Strategy, which commits all sections of the Council to actively promote the health and wellbeing of our communities** (Strategic Activity 1.4e). This activity is on target, but two out of four milestones marked as delayed. There has been a delay in the delivery of a revised Health and Wellbeing Strategy; the strategy is now out for consultation and will be ready for launch early 2017. The engagement strategy for all formal partners and the wider public is now being developed.
- 5.6 **Tackle obesity amongst primary school aged children with a particular focus on black and Asian children in order to reduce inequalities** (Strategic Activity 1.5c). This activity is marked as on target to be delivered by the end of the financial year; however two out of four milestones are marked as delayed. An analysis of trends in overweight and obesity by ethnicity and gender has now been completed and incorporated into a JSNA factsheet on 'Healthy Weight in Children'; the next step is to use the findings to better target services to improve uptake and outcomes for black and Asian children. Initial work with two primary schools has now started to identify local assets and barriers relevant to maintaining a healthy weight; however work has been put on pause due to staffing capacity. This work has been re-prioritised for the new-year when the findings will be fed into an action plan to improve opportunities, accessibility and uptake for children and families in the Phase 2 primary schools and neighbourhood projects.
- 5.7 **Develop a sustainable offer of support to children with special educational needs (SEN)** (Strategic Activity 1.3b). This activity was due to be completed by July but is delayed with 50 percent of activity completed so far. A review of SEN provision has been undertaken to ensure that the offer is sustainable and high quality in the context of raising demand. The interim report has been produced and will be reported to Cabinet by the end of the financial year. The report will include an outline medium term strategy which will include the work of the CCG.

Creating and maintaining a vibrant, successful place

5.8 Level of street and environmental cleanliness – detritus

Results from the recent Council visual survey of the borough's streets found that 98.5 percent of surveyed land had an acceptable level of detritus; the target of 98.9 percent was narrowly missed. There was a higher level of detritus compared to the same period last year. This survey covered areas of high footfall and near food establishments were surveyed such as Mile End Road. Results have been passed onto our contractors, Veolia, and performance will be monitored on failed streets to ensure scores are better for the second survey.

Actions that the Council has in place to ensure that the borough is clean to the highest possible standards (Strategic Activity 2.1a) is highlighted in paragraph 4.13 above.

5.9 Number of affordable homes delivered

Since the beginning of the financial year, 300 affordable homes have been delivered, 250 fewer than the Council's minimum expectation, and almost 350 fewer than this time last year.

However, the Council predicts that by the end of this financial year, 1,365 affordable units will have been completed, above the 1,100 minimum expectation. One particularly large scheme at City Island (104 units for rent) was expected to complete this quarter, however these are expected to be delivered in Q3. It is difficult to predict the distribution of completions over the course of the financial year, and there is nothing that the Council can do to influence the actual date of handovers, which rely on the progress of final building works and often on unpredictable timing of connections to utilities.

5.10 Number of affordable social rented housing completions for family housing

105 social rented family homes have been completed at the end of September (Strategic Activity 2.2a). This represents 69 fewer homes than the Council's minimum expectation for the reporting period and 130 fewer homes compared to this time last year.

It is difficult to predict when housing schemes will be completed. However, the Council estimates that at the end of this financial year, 1,365 affordable homes will have been delivered, which will also see large numbers of family units delivered. 50 percent of all rented units delivered at the end September

have been family sized accommodation; this is above the Council's policy target of 45 percent.

5.11 The number of overcrowded families rehoused, lets to overcrowded households

352 overcrowded families have been rehoused up to Q2, missing the minimum expectation of 469 for the reporting period. Lets overall are down by 30 percent compared to last year. It is anticipated that the number of units becoming available to let will increase towards the end of the year as handover of new build units are received and outstanding offers are resulted, therefore also seeing an increase in lets to overcrowded households. However, due to the fact that we operate a choice based lettings scheme and have no control over bidding preferences (who and how applicants bid) it is not possible to accurately predict lets outcome.

5.12 Percentage of overall Council stock that is non-decent – the percentage of non-decent Council stock was 13.11 percent for the period April 2015-March 2016; the Council's target of 11.82 percent was not met. Due to the increased level of capital investment as a result of Decent Homes Backlog funding (via central Government grant) a significant decrease in the level of non-decent homes has been achieved from 2014-15 to 2015-16. In 2014-15, a total of 3,184 homes were made decent which was achieved with a £60m spend, leaving 3,028 non-decent properties within the stock thus 25.06%. In 2015-16, a further 1,622 homes were made decent financed by a spend of £48m which reduced non-decency numbers to 1,588 of the tenanted stock (13.11 percent).

The target was not met because works were not fully completed for Brodrick House by the end of the financial year. This block was known to require extensive structural strengthening works and these took longer than anticipated. This increased the overall level of non-decent homes for 2015/16 by 1 percent due to the high number of tenanted homes in this very large block. As at November 2016, works to Brodrick House have yet to be fully completed.

The annual outturn is a snapshot of non-decency; decency in stock levels fluctuate throughout the year as properties become decent / non decent. 41 homes have been made decent in 2016/17 so far.

5.13 Improve waste management and recycling performance (Strategic Activity 2.1b). This activity is on target to be completed by the end of the financial year; however it is highlighted because two out of the four milestones supporting this outcome are delayed. The review of residual waste and

recycling provision and the procurement of the Waste Disposal contract and interim recycling contract have been delayed. A report was approved by Cabinet on 4th October to extend the contract. This will enable Officers to redesign the service and make it fit for future delivery from April 2020.

- 5.14 **Ensure that the borough is clean to the highest possible standards** The strategic activity 2.1a has not been completed within the target timeframe and is therefore marked as delayed. Street cleanliness is monitored through the Veolia contract. Officers undertake street audits and work with the contract to provide a high standard of cleaning. The targeted campaign promoting 'Your Place, Your Space' is currently underway and 19 additional street sweepers and two waste vehicles have been deployed to assist in the sweeping and fly-tipping issues across the borough. The adoption of the Anti-Defacement Policy and the re-zoning levels of cleansing in the borough to reflect population growth and increases in footfall areas have been delayed while new contracts are being arranged.

The Council has exceeded its targets for ensuring that the levels of street cleanliness relating to litter, graffiti and fly-posting are low, however detritus levels are higher than anticipated.

- 5.15 **Engage and communicate effectively with local people** (Strategic Activity 2.4a) Milestones within this activity are delayed and overdue. The development of the Community Engagement Strategy and delivery plan has been delayed, however extensive consultation and engagement with the public, partner agencies and members has taken place in the form of focus groups, online surveys, interviews and workshops. Research has taken place into a range of partnership models which established the desire for a Partnership Executive in Tower Hamlets. We have worked with services to identify and document the ways in which the Council is currently engaging the community. The draft Community Engagement Strategy sets out the future mechanisms for engagement.

- 5.16 **Establish a new collaborative relationship with the voluntary and community sector to deliver priority outcomes and build strong communities** (Strategic Activity 2.4b) The milestones in this activity are not expected to be completed by the end of the financial year. Whilst all actions within the Grants Best Value Action Plan have been completed, there are delays in two main areas: developing an outcomes-based commissioning framework, and supporting businesses to focus investment and corporate social responsibility activity.

Work with procurement and services to develop an outcomes-based commissioning framework based on Community Plan and Strategic Plan priorities has started; and the Mainstream Grant Theme 5 co-production pilot has commenced. Lessons learned will be used for future outcomes based commissioning. This action has now been incorporated in the VCS Action Plan which sets out the need to devise an outcomes based commissioning framework based on Community and Strategic Plan priorities - this is to be completed by Year 3 (2018/19) and will be reflected as such in the 2017/18 Strategic Plan.

The activity to map need and provide a needs assessment which helps businesses to focus their investment and CSR activity – is scheduled to be completed jointly with THCVS and is an agreed action in the VCS strategy Action Plan to be implemented in 2017/18 and will be reflected as such in the 2017/18 Strategic Plan.

- 5.17 **Co-produce services with local residents** (Strategic Activity 2.4c) Two milestones in this activity are not expected to be completed by the end of the financial year. The VCS Strategy was approved in May 2016; the action to co-produce services has been included in the strategy action plan to be delivered in partnership with THCVS. The work is being done on a phase basis over the 3 years of the strategy period to March 2019.

A transformed Council, making best use of resources with an outward facing culture

- 5.18 **Number of working days / shifts lost to sickness absence per employee**
In the rolling year period to August 2016, the average number of days lost to sickness absence was 9.59 days. The Council's minimum expectation of 9.25 days was not achieved, and sickness absence has deteriorated by 1.24 days compared to the same period last year. Statistics show that the sickness absence rise in Tower Hamlets is not as steep as in other inner London boroughs.

Strategic Plan activity to improve this outcome is to develop an effective workforce strategy, with appropriate skills and representative of the community (Strategic Activity EOd). A number of practical activities and interventions are being implemented to reduce sickness absence in the Council. This includes intensive support to 10 service areas where sickness is high. Training and HR support for managers is now available as well as regular monitoring and review of these areas by Directorate Management Teams. In addition a physiotherapist will be procured on a pilot basis for 6 months to support

employees with musculoskeletal issues. A mandatory online training session for all staff and managers is currently being developed, which will explain responsibilities and re-emphasise the importance of managing absence effectively. A report on the impact of these interventions will be provided to CMT at the end of the 6 month period.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This is a noting report and highlights progress to date in delivering strategic plan activities during the first 6 months of 2016/17. The cost of these activities is funded through the Council's General Fund Revenue and Capital budgets, agreed by Full Council on the 24th February 2016. There are no additional financial implications arising from the recommendations within this report.

7. LEGAL COMMENTS

- 7.1 The report provides performance information. It is consistent with good administration for the Council to consider monitoring information in relation to plans that it has adopted in order to achieve best value.
- 7.2 When considering its performance, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). The Council's targets are formulated by reference to its public sector equality duty and monitoring performance against those targets should help to ensure they are delivered.

8. ONE TOWER HAMLETS CONSIDERATIONS

- 8.1 The Council's Strategic Plan and Strategic Measures are focused upon meeting the needs of the diverse communities living in Tower Hamlets and supporting delivery of One Tower Hamlets. In particular, strategic priorities include the reduction of inequalities and the fostering of community cohesion, which are measured by a variety of strategic indicators

9. BEST VALUE (BV) IMPLICATIONS

- 9.1 Section 3 of the Local Government Act 1999 requires the Council as a best value authority to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of

economy, efficiency and effectiveness”. Monitoring of performance information is an important way in which that obligation can be fulfilled.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

An element of the monitoring report deals with environmental milestones within the Great Place to Live theme.

11. RISK MANAGEMENT IMPLICATIONS

11.1 In line with the Council’s risk management strategy, the information contained within the Strategic Indicator Monitoring will assist the Cabinet, Corporate Directors and relevant service managers in delivering the ambitious targets set out in the Strategic Plan. Regular monitoring reports will enable Members and Corporate Directors to keep progress under regular review.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 The Strategic Indicator set contain a number of crime and disorder items under the Safe and Cohesive theme, however there are no specific crime and disorder reduction implications.

13. SAFEGUARDING IMPLICATIONS

13.1 There are no specific safeguarding implications.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix 1 – provides the six month Strategic Plan monitoring
- Appendix 2 – provides a summary of the Strategic Measures

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

Sharon Godwin, Service Head, Strategy, Policy, Equalities and Partnership

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Priority Outcome 1: Creating opportunity by supporting aspiration and tackling poverty						
1.1 A dynamic local economy, with high levels of growth benefiting us						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.1a	Develop a Growth Strategy that creates the right environment for sustained economic growth whilst harnessing the benefits for local residents and businesses	Cabinet Member for Work and Economic Growth, Cabinet Member for Strategic Development	31/03/17	On Target	55%	Growth Strategy proposals have been discussed at DMT and CMT levels. Discussions with Cabinet members has changed the scope and outline of what the Growth Strategy could be. A new iteration will be developed and circulated across the joint steering group, presenting this to Executive members for next steps and formal drafting. Enterprise and growth over time have been updated and analysed to identify key growth areas. The future involvement of the business base in the borough is being driven forward in two ways (1. Businesses in geographic concentrations and 2. larger businesses who are key stakeholders or major sector specific organisations). A refresh identifying site allocations is undertaken as part of the preparation of the new Local Plan. This will be a key ingredient in helping understand the context for the emerging Growth Strategy and define the location of the main opportunities for development and accompanying infrastructure.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Update the Local Economic Assessment	Andy Scott (D&R)	30/04/16	Completed	100%	Completed and summary prepared. Updates submitted to DMT/ CMT in June/July informing development of IES and Growth Strategy.
	Develop the vision and purpose of the Growth Strategy and its alignment with the Local Plan and other strategies	Andy Scott, Mark Baigent, Ann Sutcliffe, Owen Whalley (D&R)	31/07/16	Delayed	20%	Growth Strategy proposals have been discussed at DMT and CMT levels. Discussions with Cabinet members has changed the scope and outline of what the Growth Strategy could be. The focus is moving towards a baseline of the key barriers that residents face in achieving success and progression, and how residents can share in the growth of the borough. This also includes exploring how council services and policies particularly around housing, employment. Skills, physical development and regeneration can positively affect this journey. A new iteration will be developed and circulated across the joint steering group, presenting this to Executive members for next steps and formal drafting. A clear vision and purpose of the strategy will be defined by March 17.
	Complete review of employment and enterprise elements of emerging Growth Strategy	Andy Scott (D&R)	30/09/16	Completed	100%	Review of Employment programme completed and recommendations are being embedded into the development of Integrated Employment Service Proposals. Enterprise and growth over time have been updated and analysed to identify key growth areas. The future involvement of the business base in the borough is being driven forward in two ways. Businesses in geographic concentrations are a focus of the High Streets and Town Centres Team who are delivering a range of work and projects. Larger businesses who are key stakeholders or major sector specific organisations are being introduced into an emerging new economic Growth Strategic group to better identify Business need and skills planning for the future of employment delivery services.
	Refresh identification of site allocations	Owen Whalley (D&R)	30/09/16	Completed	100%	This work is undertaken as part of the preparation of the new Local Plan. This will be a key ingredient in helping understand the context for the emerging Growth Strategy and define the location of the main opportunities for development and accompanying infrastructure.
	Update the Council's capital strategy in conjunction with the infrastructure delivery plan	Neville Murton (RES)	30/09/16	Delayed	80%	Responsibility for delivery of this milestone has recently been transferred from Development and Renewal Directorate to Resources Directorate. The Capital Strategy is being refreshed as part of the Council's approach to outcomes based budgeting. Initial outline drafts will be included as part of the MTFs reports to Cabinet in Dec 2016 and Jan 2017.
	Develop comprehensive area based mapping of housing typologies and tenures	Mark Baigent (D&R)	31/12/16	Delayed	0%	Work on borough wide mapping of housing typologies and tenures was delayed due to a recent departure in the Resources GIS team. However, this exercise is now in discussions, will begin shortly and is anticipated to complete by year end.
	Identify opportunities for estate based investment	Mark Baigent (D&R) Ann Sutcliffe (D&R)	31/12/16	On Target	50%	Estate based investment is still under discussion and opportunities are in the process of being identified.

	Publish area profiles demonstrating commercial concentrations as destinations	Andy Scott (D&R)	31/03/17	On Target	50%	Report for DMT and CMT completed updating on profile development and proposing pilot projects. DMT considered report on 3rd October 2016 which later went to CMT, MAB and Cabinet. Funding has now been approved for Pilot Projects in Roman Road East, Watney Market & Bethnal Green
	Produce consultation draft version of the Growth Strategy for Mayor in Cabinet's consideration	Andy Scott, Mark Baigent, Owen Whalley (D&R)	31/03/17	On Target	20%	In development as above. A clear vision and purpose of the strategy will be defined by March 17.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
6	Implement a programme of business support for Tower Hamlets businesses and entrepreneurs	Cabinet Member for Work and Economic Growth	31/03/17	On Target	50%	NHB funded business support programmes have been procured and implemented. Progress report will be provided at the end of the year.
Milestone		Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Ensure entitled businesses apply for reliefs and grants to manage the impact of the Government's retail rate changes	Roger Jones (RES)	30/06/16	Completed	100%	Work has been completed to identify those businesses who may be entitled to Small Business Rates Relief to minimise the impact of the ending of the Government's Retail Relief Scheme. Further work in this area will commence when the new 2017 rateable values are confirmed and the new Small Business Rate Relief provisions are introduced.
	Deliver new entrepreneurship training programme	Andy Scott (D&R)	31/03/17	On Target	50%	Delivery agencies have been appointed, subject to contract, and delivery is now underway and will continue into 2017
	Deliver new start up and growth grants for small business project	Andy Scott (D&R)	31/03/17	On Target	50%	NHB funded project has been procured and will commence delivery in Q3.
	Deliver training to small businesses on retail and marketing	Andy Scott (D&R)	31/03/17	On Target	50%	NHB funded project has been procured and will commence delivery in Q3.
	Deliver training and skills as part of geographic focused town centre projects	Andy Scott (D&R)	31/03/17	On Target	50%	This forms part of the NHB funded Thriving High Streets pilot project. It will be considered by DMT and CMT, and will be scoped out in Q3.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
19	Create the right environment for business growth, delivering the Whitechapel Vision, securing the provision of appropriate workspace (including for scale-up businesses) and meeting the advanced IT infrastructure needs for businesses	Executive Mayor, Cabinet Member for Work and Economic Growth	31/03/17	On Target	74%	'Enterprising Whitechapel' has been completed and considers demand for workspace as well as skills development, programme delivery is underway. Whitechapel will be a primary focus for the achievement of targets in the NHB projects relating to Growth Sectors, New Enterprise Support and Retail Marketing. A number of workspace providers and workspaces have been identified, workspaces are at implementation stage where these have been found feasible. A forum of workspace providers is also now under development. The Business Charter aims and objectives are being reviewed to ensure a business friendly proposal. 9 business profiles have been drafted. A Town Centre WIFI programme has also been scoped and is in progress, with reports due for Cabinet consideration in Q4.
Milestone		Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Update the Whitechapel Vision regeneration strategy towards delivering physical affordable workspace and supporting enterprise and skills training	Owen Whalley (D&R)	31/05/16	Completed	100%	'Enterprising Whitechapel' has been completed and considers demand for workspace as well as skills development. Delivery and monitoring of outputs remains a core part of the Whitechapel Vision VDT work programme.
	Approve the funding schedule for a new enterprise and business support hub in Whitechapel funded by the High Street Fund	Owen Whalley (D&R)	31/10/16	On Target	90%	The proposal for grant funding regarding this project has completed all Commissioner reporting processes, and a full phased funding schedule has been received for approval as part of a grant funding agreement.
	Initiate support for new businesses through the High Street Fund by identifying at least 5 workspace providers and users	Owen Whalley (D&R)	31/10/16	Completed	100%	A range of workspace providers (more than 5) have been identified through two calls for sites and associated bidding processes. Work is underway to implement workspaces with providers where they have been found feasible.
	Develop an approved strategy for enabling employment growth through new workspace initiatives in Whitechapel	Owen Whalley (D&R)	31/10/16	Completed	100%	Following the successful completion of an economic strategy for Whitechapel - 'Enterprising Whitechapel' - which included identification of opportunities for interim workspace, programme delivery is underway
	Develop a Tower Hamlets business charter setting the guiding principles to facilitate delivery of mutual aims and objectives	Andy Scott (D&R)	31/12/16	On Target	50%	Cllr Peck has been briefed on the proposal to amend this to a Business Friendly Tower Hamlets proposal. This will be considered by DMT in early January 2017.
	Engage with Whitechapel businesses to generate partnership and opportunity as part of the Growth Strategy	Andy Scott (D&R)	31/03/17	On Target	50%	Enterprise programmes designed for the whole borough are particularly focused on Whitechapel, and the Enterprise Team are working with the Whitechapel Vision Delivery Team to this end.

	Identify and secure small affordable workspace	Andy Scott (D&R)	31/03/17	On Target	50%	Work has completed on the Workspace Study. A forum of workspace providers is now under development.
	Generate area profiles for business areas	Andy Scott (D&R)	31/03/17	On Target	85%	Area profiles are included in the report to DMT/CMT that is currently under consideration. 9 Area Profiles have been drafted and missing information is now being collected.
	Appoint contractor for delivery of Town Centre Wifi programme	Andy Scott (D&R)	31/03/17	On Target	60%	The programme has now been scoped and is being discussed with key Council officers. It is intended that this will form the basis of a report to DMT/CMT/Cabinet in Q4.
	Develop partnerships in town centres to promote visitor consumer activity	Andy Scott (D&R)	31/03/17	On Target	50%	Partnership development will be an integral part of the Council's town centre strategic work, to build on the work of existing partnerships in the borough's town centres.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.1d	Work in partnership with skilled industries where the borough has existing or emerging clusters to understand their needs and accelerate their growth in order to boost the number of skilled jobs in the local economy	Executive Mayor, Cabinet Member for Work and Economic Growth	31/03/17	On Target	50%	The Creative Communities event commenced work in these sectors. A brief is being developed to procure suitable consultancy support to develop some small scale tech/digital sector interventions aimed at getting local people into this sector.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Identify key sectors through the Growth Strategy and convergence work	Andy Scott (D&R)	31/03/17	On Target	50%	Key sectors have been identified as part of the Growth Sectors NHB funded project.
	Target sectors identified as part of business engagement projects	Andy Scott (D&R)	31/03/17	On Target	50%	The sectors identified in the NHB funded project are now being targeted - including cultural and creative and digital and tech sectors.
	Develop communications strands of work for sectors	Andy Scott (D&R)	31/03/17	On Target	50%	Communication plans are currently under development with the aim of delivery in Q4.
	Implement a programme of round table discussions to identify growth opportunities and how these can be aligned to local skills and residents	Andy Scott (D&R)	31/03/17	On Target	50%	One event has been held and a second is being planned to take place in Q3.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.1e	Develop and deliver a High Streets and Town Centres Strategy	Cabinet Member for Work and Economic Growth, Cabinet Member for Strategic Development	31/03/17	On Target	80%	Suitable consultants have been appointed to develop a draft Town Centre Strategy. ATCM and the Retail Group have been appointed to undertake this work. This work is programmed to complete in late December 2016. This will enable presentations of the proposed Strategy to be available for consideration by DMT in early January 2017. The development of the 5 year Markets Strategy has been delayed to incorporate into the Strategy the changes taking place in the service. This delay has subsequently affected the market business improvement and investment plans. The pilot Town Centre project was delayed by the GLA signing the contract. However this has now been signed and the proposed pilot choices will be considered at Cabinet in December. Work on preparing a case for the Article 4 Direction was delayed because of a reallocation of resources support delivery of the Statement of Viability (Local Plan Regulation 18). This work is now anticipated to start in January.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Develop a new 5-year markets strategy (2016-2021)	(CLC)	31/05/16	Delayed	20%	The Markets Strategy will be part of the changes that are taking place in the service over the next six months.
	Develop the Whitechapel Town Centre Retail Vision	Owen Whalley (D&R)	31/07/16	Completed	100%	The Retail Vision has been developed and received from consultants. Additional work will seek to further develop the analysis and implementation of the vision.
	Assess retail viability as part of the Local Plan evidence base gathering	Owen Whalley (D&R)	31/07/16	Completed	100%	Carter Jonas have completed a Town Centre Study to provide evidence base support for policies in the Local Plan. The assessment included the vitality and viability of all town centres in the borough. This work has now been presented.
	Develop new market business improvement and investment plans	(CLC)	31/07/16	Delayed	0%	This will form part of the Markets Strategy.
	Develop proposals for shop front improvement model of delivery	Andy Scott (D&R)	30/09/16	Completed	100%	Proposals developed and D&R DMT have approved an approach to shop front improvements, which is now being piloted in Roman Road East. Architects have been appointed to undertake design work.
	Proposal for choice of pilot Town Centre(s) project	Andy Scott (D&R)	30/09/16	Delayed	90%	Delayed by GLA signing of contract. However, the review of 9 District Centres to provide a rationale for proposed pilot location(s) is complete. The proposed choice of pilot areas was presented in a report to CMT on 26/10 and is scheduled for MAB and Cabinet considerations on 8/11 and 6/12 respectively.
	Protect the vitality and viability of the Council's key office locations and town centres from the negative effects of Permitted Development Rights through the preparation of a case for Article 4 Direction	Owen Whalley (D&R)	31/12/16	Delayed	5%	Some early scoping work had commenced however, the available resources within the Strategic Planning section have been re-prioritised to support the delivery of the Regulation 18 version of the Local Plan. With current resource levels this work is not anticipated to commence until January 2017.

	Implement Town Centre toolkits to include: 1. Town Centre indicator list 2. Communications and profiles 3. Generation of Town Centre Partnerships	Andy Scott (D&R)	31/03/17	On Target	50%	The Area Profiles have been devised to enable a performance management framework to be established to measure their success. Communication plans are being developed as part of #shoptowerhamlets, which will develop digital maps for all District Centres. Town Centre partnership development are included as part of the pilot projects and work commenced in Brick Lane in Q3, this will continue into 2017.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.1f	Improve our ability to secure local employment through S106 agreements with developers building in our borough	Cabinet Member for Work and Economic Growth, Cabinet Member for Strategic Development	31/03/17	On Target	90%	Employment SPD for proposed financial and non financial obligations has been reviewed to ensure a robust evidence base against any future challenge. Economic Benefits Team working to ensure all obligations are maximised, delivery is supported through employment and supply chain support initiatives, and effectively monitored. Data being used to project skills vacancies and influence targeted training provision for local people.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Cabinet approval to consult on Revised Planning Obligations Supplementary Planning Document (SPD)	Owen Whalley (D&R)	30/04/16	Completed	100%	Cabinet approval to consult on the Revised Planning Obligations SPD was granted at the meeting held on 5th April 2016. Subsequently, the public consultation ran from 29th April 2016 until 5th June 2016.
	Devise and deliver a training programme to Development Management officers on negotiations in relation to securing local employment benefits in s106 agreements	Owen Whalley (D&R)	30/09/16	Completed	100%	ED team is currently working with procurement and planning to identify areas of development when looking at economic benefits from s106 agreements and council procurement contracts. Short group training sessions will be delivered to provide advice and guidance on ensuring the maximum output of employment benefits are obtained through these methods. Training sessions will begin in November 2016 and will be ongoing as and when necessary.
	Adopt Planning Obligations SPD	Owen Whalley (D&R)	30/09/16	Completed	100%	Approved by Mayor in Cabinet on 6th September 2016 and subsequently adopted.
	Review and revise as required all existing local employment clauses in s.106 agreements	Owen Whalley Andy Scott (D&R)	30/09/16	Completed	100%	Employment SPD for proposed financial and non financial obligations has been reviewed to ensure a robust evidence base against any future challenge.
	Maximise employment and enterprise contributions through planning obligations SPD	Andy Scott (D&R)	31/03/17	On Target	50%	Employment SPD for proposed financial and non financial obligations has been reviewed to ensure a robust evidence base against any future challenge. Economic Benefits Team working to ensure all obligations are maximised, delivery is supported through employment and supply chain support initiatives, and effectively monitored. Identified two agreements where recovery action is required by developers.
1.2 More residents in good-quality, well-paid jobs						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.2a	Expand the Raising Aspirations programme across the borough, to provide intensive support to get long-term unemployed and economically inactive residents into work	Cabinet Member for Work and Economic Growth, Cabinet Member for Strategic Development	31/03/17	On Target	80%	Milestone delays identified below are predicted to be back on track by the end of the financial year.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Finalise contract arrangement for funding	Andy Scott (D&R)	30/04/16	Completed	100%	ESF contract signed with lead accountable body (Hackney Council) Upscaling of Raising Aspirations delivery model and ESF programme fully implemented April 2016.
	Progress proposals for community based delivery site(s)	Andy Scott (D&R)	31/07/16	Completed	100%	ED teams Continue to provide comprehensive internal and external data sets, as well as with employers, to provide an accurate picture of local opportunities and skills requirements. Information shared across a range of partners
	Develop a financial model to evaluate the costs and potential savings of various employment interventions to mitigate spend on welfare support and the wider impacts of welfare reform	Andy Scott (D&R)	31/08/16	Delayed	75%	Research work is underway to create a revised cost benefit analysis models: Affordable Childcare system dynamics modelling currently went out to tender with a deadline of Oct 17th. Procurement was successful and work is now underway to complement internal work to merge relevant data-sets to enable horizon scanning and modelling to be done. Paper to go to DMT January 17 with initial modelling sample.
	Produce labour market information briefings on future jobs and requirements	Andy Scott (D&R)	30/09/16	Completed	100%	ED teams Continue to provide comprehensive internal and external data sets, as well as with employers, to provide an accurate picture of local opportunities and skills requirements. Information has been shared with a range of partners.

	Utilise labour market information briefings to hold sessions for young people, their parents and teachers	Christine McInnes (CS)	30/09/16	Completed	100%	Our Localised Labour Market Information (LMI) briefing is provided to young people and their parents. This briefing is also provided to schools and information simplified through delivery of PowerPoint presentations. Sessions have been delivered at the a) Parents Conference in March 2016, and at b) Careers Network and C) 14-19 Group. Materials produced include: 1. An LMI overview for young people and their parents updated in September 2015; 2. An LMI overview for teachers updated in September 2015; 3. A PowerPoint presentation pack for use by teachers and Careers advisers produced and circulated. Work is in progress to develop occupationally specific LMI (e.g. Careers in IT) and subject specific LMI (e.g. Careers using STEM subjects). Future development will focus on an employment rights pack for young people along with support materials for teachers and parents.
	Finalise shared customer relationship and tracking system specification	Andy Scott (D&R)	30/09/16	Delayed	50%	Specification completed. Needs analysis and review of system expectations being carried out. A new system will be procured and implemented in Q4. On track for delivery in March 2017.
	Progress proposals for community based delivery site(s)	Andy Scott (D&R)	30/09/16	Delayed	50%	Lead Member discussion has suggested that three 'shop front' type delivery sites would be beneficial to engagement. Potential sites will still be located in the larger concentration of worklessness in the west, central and east of the borough. Further work is underway in October/November to explore costs and locations of such a delivery mechanisms.
	Report on year end targets	Andy Scott (D&R)	31/03/17	On Target	50%	Year end targets on track to be met.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.2b	Develop an Integrated Employment Service to support higher volumes of local people into work, including graduates into higher skilled jobs	Cabinet Member for Work and Economic Growth	31/03/17	On Target	60%	Partnership working continues with Troubled Families (TF), JCP, Poplar Harca, Housing Options, Careers Service, Ideas Stores - see below. TF officers seconded to work with Information Advice and Guidance (IAG) clients. Joint registration and support events being held for Benefit Capped Clients. Formal data sharing leading to more effective targeting of clients. CRM model to be implemented March 17. The details of a Council-wide common assessment and referral process dependent upon savings decisions and impending corporate restructure. Employer Engagement Team recruitment delayed at R stage, but will include securing more skilled positions with key employers.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Incorporate learning from pilot project on supporting benefit capped households into training and employment	Andy Scott (D&R)	31/05/16	Completed	100%	Residents at risk of new revised benefit cap from October '16 (1800) identified in partnership with JCP. Filters being applied to identify those already being supported and work on-going to offer IAG, training and brokerage in coming months.
	Establish a strong working relationship with Jobcentre Plus to ensure that looked after children receive support into long-term employment	Nasima Patel (CS)	31/08/16	Delayed	50%	The Leaving Care Service and the Benefit Service have met to discuss plans to hold regular JobCentre Plus surgeries at the Leaving Care Service based at Kitcat Terrace. In principle, this work will be taken forward by the Benefit Service in collaboration with the Leaving Care Service. Although the actual activity under this milestone is delayed we are confident of achieving it by end of March. Moreover, performance for Care Leavers in education, training or employment is slowly improving - it has now reached 60.5%. Performance looks strong compared to London and national performance for previous years. (These figures are for the period up to the end of August 2016). The Benefits Service with the Corporate Parenting Board will pilot a range of support to include direct payment of rent for care leavers to guarantee rental payments and provide a dedicated resource to support care leavers.

	Develop and implement an integrated employment service to align and coordinate Council employment support functions and working with partners	Andy Scott (D&R)	31/12/16	On Target	80%	Partnership working and cross referrals continues with Troubled Families , JCP, Poplar Harca, Housing Options, Careers Service, Ideas Stores - see below also. TF officers seconded to work with IAG clients. Joint registration and support events being held for Benefit Capped Clients. Formal data sharing leading to more effective targeting of clients. CRM model to be implemented March 17. The details of a Council-wide common assessment ad referral process dependent upon savings decisions and impending corporate restructure.
	Develop delivery models with key employment partners	Andy Scott (D&R)	31/12/16	On Target	80%	Partnership working and cross referrals underway with Troubled Families (TF), JCP, Poplar Harca, Housing Options, Ideas Stores etc. - see below also. TF officers seconded to work with IAG clients. Joint registration and support events being held for Benefit Cap Clients. Formal data sharing leading to more effective targeting of clients.
	Deliver a programme of training to support residents in moving into employment	Andy Scott (D&R)	31/03/17	On Target	50%	Development of training framework underway. Implementation includes utilising existing provision both inside and outside the Council: E.g. extension of Adult Learning provision of ESOL and Basic Skills provision as key requirements for many IAG clients. Referral to TH College and Third Sector providers.
	Deliver council apprenticeships programme - 25 corporate apprenticeships	Andy Scott (D&R)	31/03/17	On Target	50%	Recruitment programme underway, 24 apprentices due to start in November 2016 and a further group of apprentices will be progressing from level 2 to levels 3. The annual target of 25 will be exceeded.
	Develop proposals for the Councils response to the new Apprenticeships public sector target	Andy Scott (D&R)	31/03/17	On Target	50%	The apprenticeship levy guidance for local government has not yet come out, once this does the council targets and response will be determined.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.2c	Improve the quality and availability of skills training and ESOL provision, and better co-ordinate the provision of both third-sector and private sector employment support, including by moving from grant giving to commissioning for employment services	Cabinet Member for Culture	31/03/17	On target	50%	
Milestone		Lead Officer	Deadline	Status	% Comp	Comments
	Increase the number of Speaking English with Confidence volunteer lead groups to 50 percent	Shazia Hussain (CLC)	31/03/17	On target	50%	8 SPEC programmes are in place for the new academic year (September 2016). Further programmes will come on-line in the following months. A total of 17 per term are planned. 36 have been delivered to date.
	Introduce Functional English as a progression route for ESOL learners with Idea Store Learning	Shazia Hussain (CLC)	31/03/17	On target	50%	The functional English courses are planned to commence in the new academic year (Sept 2016)
	Embed Employability Skills in all Maths English and ESOL programmes within Idea Store Learning	Shazia Hussain (CLC)	31/03/17	On target	50%	Embedded employability has been planned for Maths, English and ESOL. Extended curriculum is now "live" and being delivered in the new courses from September 2016 onwards.
	Develop proposals for future commissioning third and private sector employment interventions aligned to the outcomes of the employment services review	Andy Scott (D&R)	31/03/17	On Target	50%	Paper going to DMT November 16 making high level recommendations for future commissioning and devolution of budgets.
1.3. Young people realising their potential						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.3a	Ensure adequate early help for the most vulnerable children and families, with a strong focus on safeguarding	Deputy Mayor Education and Children's Services	31/03/17	On Target	55%	Most of these milestones are on track delays to others are explained below.
Milestone		Lead Officer	Deadline	Status	% Comp	Comments
	Establish local data sharing protocols, utilising birth registry data to improve attendance at children's centres	Christine McInnes (CS)	31/08/16	Delayed	50%	A draft data sharing agreement to enable live birth data to be provided to Children's Centres has been written. There has been ongoing liaison between Public Health and TH CCG regarding how to put this agreement in place. It has been decided that this needs to be agreed at 'WELC' level (the Bart's Health footprint - Waltham Forest, East London and City) and will form an appendix to an overarching data sharing agreement that should be finalised by the end of January 2016.

	Develop a coordinated programme of universal family support for families with children under the age of 5, that targets those that are identified as in priority need	Christine McInnes (CS)	31/08/16	Delayed	20%	This piece will be taken forward once the Early Years Service restructure has been implemented and recruitment has been completed. The milestone date should be revised to 31/03/2017.
	Ensure that the social care front door has a clear early help offer for those families below the statutory threshold	Nasima Patel, Christine McInnes (CS)	30/09/16	Completed	100%	The Early Help Hub has now been established with a soft launch in September 2016. The key focus of the Hub is to provide streamlined access to early help interventions to vulnerable families. The Early Help Hub signposts and provides support to cases that are below the statutory eligibility threshold. This has a direct interface with child protection and MASH. Early help services at Children Centres are fully aligned with the new model called 'The Early Help Hub'. Children Centres and the MASH Team in Children's Social Care have worked together to set up a direct referral process - this means that MASH can make referrals to Children Centres for cases that do not meet the eligibility criteria thresholds. The borough's Supporting Stronger Families (SSF) is being aligned to this service as is the Youth and Parental Engagement services, with a focus on domestic abuse.
	Ensure alignment of Signs of Safety within the CAF process at tier two, with the aim of strengthened partnership practice	Nasima Patel (CS)	31/12/16	On Target	70%	Signs of Safety is a practice framework developed to guide family focussed interventions around safeguarding, addressing needs and risk. It is not intended that Signs of Safety replaces the wider assessment of CAF, but rather supplements CAF where there are concerns. This is ongoing work and embedded as part of social work practice.
	Embed the integrated review of two year olds	Christine McInnes (CS)	31/01/17	On Target	60%	Health and Education have strengthened their partnership working relationships. A steering group was set up between the Health Visiting Team and Integrated Early Years Service to develop the integrated review. The service has implemented a model which involves a joint Two Year Old Integrated Review between parents, an Early Years practitioner and a member of the Health Visiting Team. Implementation of the Tower Hamlets model for the integrated review commenced in September 2015 and extends to all Children's Centres and providers in April 2016. Five cohorts of early years practitioners and Health Visiting Service staff were invited to a rolling programme of training.
	Complete the analysis of adolescents on the edge of care as part of the GLA sponsored multi-borough project, alongside an improved in house offer for this group	Nasima Patel (CS)	31/03/17	On Target	50%	A proposal was taken to Cabinet on September 6th to introduce the concept of a 'payment by result' contract. This project will provide an early help offer for adolescents on the edge of care. Alongside this, Children's Social Care have developed a safer lives initiative which aims to identify those children who display high risk behaviour earlier on in their lives to offer a specialist partnership and specialist services. This proposal is in development and will offer the framework for the 'payment by results' contract.
	Work with young people in trouble utilising families and communities for support to reduce harm	Nasima Patel (CS)	31/03/17	On Target	50%	a) The Youth Justice & Family Intervention Service (YJFIS) is a newly merged service since 1st September 2016. Progress updates are provided to the Tower Hamlets & City of London Youth Offending Management Board. This new service has an emphasis on intervening as early as possible by considering - the child's context including the child's family and siblings; - addressing the impact of disadvantage, and - responding to the demands of the criminal justice system. b) Further to the 'Troubled Lives, Tragic Consequences' Review in December 2015 - a risk matrix is being developed to identify young people who are a risk to themselves and others. Regular report updates are provided to the LSCB.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.3b	Develop a sustainable offer of support to children with special educational needs (SEN)	Deputy Mayor Education and Children's Services	31/07/16	Delayed	50%	A review of SEN provision has been undertaken to ensure that the offer is sustainable and high quality in the context of raising demand. The interim report has been produced and will be reported to Cabinet by the end of the financial year. The report will include an outline medium term strategy which will include the work of the CCG. One of the draft recommendations of the SEN Review is to produce a local SEN Strategy which outlines the range of provision and support for children with special educational need.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Review SEN provision to ensure the offer is sustainable and high quality in a context of raising demand	Christine McInnes (CS)	30/04/16	Delayed	60%	An interim report of findings was shared with the Children Services DMT in August. A final report will be discussed with the Lead Member and will be subsequently reported to Cabinet.
	Carry out actions and recommendations arising from the review	Christine McInnes (CS)	31/07/16	Delayed	60%	The above report will include an outline medium term strategy (to include the CCG) plus recommendations for changes to the SEN services. This milestone should be revised to March 2017.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.3c	Improve educational aspiration and attainment	Deputy Mayor Education and Children's Services	31/03/17	On Target	70%	Milestones for this activity are on track.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Monitor the progress of pupils at a school level to support early intervention where individual schools, or groups of pupils, are at risk of underachieving; supporting schools in ensuring all pupils reach their full potential	Christine McInnes (CS)	30/09/16	Completed	100%	The Primary Education and Partnership team support staff in schools to identify underperforming groups through central training sessions and one to one work with leaders in schools. Advice on interventions and specific training can then be given to support staff in accelerating progress for these pupils to help them to reach their full potential. Final pupil level data is likely to be released in January 2017.
	Avoid intervention in our schools by supporting the dissemination of good practice, producing high quality data and intervening earlier when failure is likely	Christine McInnes (CS)	30/09/16	Completed	100%	This is an ongoing piece of work which the School Improvement Team deliver through termly risk assessment of schools with the Director at Senior Management Group meetings.
	Work with schools to identify under-performing groups and identify and overcome the specific barriers to achievement	Christine McInnes (CS)	31/03/17	On Target	50%	Work has been undertaken to explore levels of achievement amongst White UK pupils. The Council held a conference to discuss Institute of Education research findings about this group last year and have had a follow up session in September 2016. This group are a key discussion topic during school autumn visits by the service. The Tower Hamlets Equalities Steering Group will also be reviewing this work in December.
	Implement an action plan to improve white British pupil attainment in schools	Christine McInnes (CS)	31/03/17	On Target	50%	The Action Plan and projects were launched and shared with schools at the 'One Year On' Conference which took place on 22.09.16. Ten schools attended along with teams from the Council. This was hosted by George Green's Secondary School. This will be implemented during the academic year.
	Work across the Council to ensure that data is captured/co-ordinated to promote understanding of how disadvantage can limit educational success	Christine McInnes (CS)	31/03/17	On Target	50%	This is an on-going piece of work. End of key stage attainment data is analysed on release by primary and secondary teams. This is to identify underperforming schools and pupil groups, which then become a priority for school improvement work.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.3d	Ensure better outcomes for looked after children and young people (LAC)	Deputy Mayor Education and Children's Services	31/03/17	On Target	70%	The milestones for this activity are largely on track.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments

	Review processes to support children's emotional wellbeing to inform individual bespoke packages and our commissioning intentions	Nasima Patel (CS)	30/09/16	Delayed	60%	We are now better able to track the number of 'Strength Difficulties' Questionnaires' (SDQ) that are being completed by foster carers, residential workers, teachers and birth parents. This is a new indicator which informs the Management Information Report request. Children Social Care is working with CAMHS Integrated Team and CCG as to how the analysis from the SDQ will inform future service planning. In the meantime the CAMHS team in social care are offering regular input into work with LAC.
	Increase CAMHS interventions and offer for foster carers and our children and young people	Nasima Patel (CS)	30/09/16	Completed	100%	CAMHS Integrated Team is on site with Children's Social Care. This has improved accessibility and access to consultation for both carers and social workers. There has been evidence of improved brokerage for out of borough high risk need and a dedicated project is looking at therapeutic needs of children placed out of borough (within 20 miles).
	Support children and young people to be fully involved in their care planning through LAC review process and participation work	Nasima Patel (CS)	31/12/16	On Target	70%	Through the LAC process all the Independent Reviewing Officers (IRO) meet and consult children and young people in private before their reviews to build good working relationships and trust with the child. Our participation rates remain high. If a young person wishes to decline attendance at their review, the IRO will make sure that they obtain their views, wishes and what next from the child. The outcomes are measured in the Framework-I recording system. In terms of participation, two 'Children in Care' Councils meet on a monthly basis. Representation include senior management and an IRO to listen to the child's experiences of their care. Twice a year 'Just for You' events are organised in May and October half terms for all Looked After Children (LAC) to allow a forum where looked after children can voice their experiences of social care. A Child's Rights Officer attends this. A survey was conducted last year and 22 responses received. An IRO report is also published annually.
	Explore the overrepresentation of some groups of young people in the LAC cohort	Nasima Patel (CS)	31/12/16	On Target	70%	The Policy, Programmes and Community Insight Team (Strategy) presented a report examining over-representation of children by ethnicity in areas including early years, GSCes, Health, Poverty, NEETs, LAC, substance misuse. The report has concluded that mixed race children, after White British children are experiencing disadvantage. This report was presented to Children's DMT on 27th September, with more follow up work to be completed. The Corporate Parenting Board has recently established a dataset of performance indicators. This will be a key indicator explored through the CPB and the delivery of the Children Looked After Strategy.
	Develop a clearer offer to support children and young people at the edge of care and develop a clear rehabilitation and enhanced contact package	Nasima Patel (CS)	31/12/16	On Target	60%	A Safer Life bid has been submitted to the Government's DFE to develop an enhanced wrap around proposal about 'on the edge of care'. Whether the bid is successful or not, the Service has committed to deliver this approach.
	Ensure that health care plans and passports are in place for all Looked After Children	Nasima Patel (CS)	31/12/16	On Target	50%	There has been an increase in Looked After Children in 2015/16, which has caused pressure on arrangements for medicals via the partnership between health and social care. At present, Health passports are given to all young people aged 17 years and 6 months at their final LAC health review. If they are younger than this at the time of the review we post it to them when they are 17 and a half years old. A log of this is kept. This age was decided with and agreed by the then designated nurse for LAC who secured the funding for the passports from the CCG. The Children Social Care Management information report for August 2016, shows that the number of Children Looked After (CLA) who had an annual health and dental checks was 73%. For the period 2015/2016, 77% of CLA's immunisations were up to date.

	Review the commissioning arrangements for children and young people in residential care out of borough	Nasima Patel (CS)	31/03/17	On Target	60%	This is a long term goal dependent on cooperation at a London level. When we commission standard and specialist residential children's placements the service work alongside the London Care Placements, which is part of the London Councils Group. London Care Placements registers providers, issues the Pan London Contract and conducts the annual fee review and settlement. For children with Special Educational Needs, and where their Education, Health and Care Plan (EHCP) identifies the need for a residential school, any proposed provision is considered by the Joint Commissioning Panel (JCP), which comprises representatives from Social Care, Education and Health, and funds any authorised placement via a two way or three way split. For children placed in Welfare Secure residential care all placements are currently commissioned via Hampshire Council which is a 'pilot' project set up by the government. The small group of 'hard to place' and 'high risk' teenagers, who attract very high costs and often poor outcomes, would benefit from a joint commissioning process across the London Boroughs if this could be agreed at ADCS level.
	Improve educational attainment of Looked After Children in partnership with the Virtual School and Careers Service	Nasima Patel (CS)	31/03/17	On Target	75%	All children have highlighted on their Personal Education Plan (PEP) forms and at the PEP meeting their entitlement to a careers interview and advice session from the service. This section is called - Post-16 transition planning. Virtual Schools staff record that this support has taken place for the young person noting its outcomes on future pathways. The VS Attendance and Welfare Advisor now links with the Careers service regarding probable Year 12 choices in year 11, KS5 transition and future path ways. This work supports students in KS5 and negates against any child becoming NEET by failing to enrol in an appropriate provision. The Virtual School is in the process of appointing a KS5 officer to take this work further linking to apprenticeships, Further Education choices, enterprise skills and careers. This will form part of a rich enterprise and enrichment programme drawing on our combined community links for older children. Small starts have been made here linking with Tower Hamlets Education Business Partnership (THEBP) on mentoring and women's enterprise.
	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.3e	Improve educational and vocational provision at post-16	Deputy Mayor Education and Children's Services	31/03/17	On Target	60%	These are mostly on track to completion.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Provide parents with information about aspirational progression routes for young people leaving school, college or university including vocational routes	Christine McInnes (CS)	30/09/16	Completed	100%	Information is provided to parents through a range of mechanisms. These include: a) school websites (where curriculum details are included), b) the Parent and Family Support Service annual conference, and c) partnership work with schools. Members of the Secondary Education and Partnership Team attend school parents evenings when requested. The team and the careers team organise higher education and careers events that parents are invited to attend.
	Work with schools to support the development of academic literacy, by providing one to one tuition for students and support teachers which schools can access	Christine McInnes (CS)	31/12/16	On Target	90%	The 1:1 academic English tuition programme has been established in schools but funding for the programme has now finished. Seven of our schools have funded the tutors to continue the programme. In addition London Schools Excellence Fund (LSEF) funding has been used for coaching teachers who then work with the academic English tuition structure in their classrooms. It is being continually delivered but varies from school to school – depending on funding available in the school.

	Disseminate floor targets for 18 year olds widely, supporting schools in ensuring our most able students have an appropriate range of options when leaving school or college	Christine McInnes (CS)	31/12/16	On Target	60%	Current floor targets are: 45% of students achieve an average point score per entry in vocational qualifications of 194 points and 45% of students achieve an average point score per entry in academic qualifications of 172 points. However the DfES is bringing in new floor standards for the 2016 results. These will be based on a value added progress measure - the exact measure will be published once the results are checked and validated. For academic subjects it is likely to be -0.5 - meaning on average half a grade below national. Once floor targets are confirmed they will be disseminated. This should be before the final results are published in January.
	Work with schools to provide support to vulnerable young people to move into education, training and work so that they can reach their full potential and become active and responsible citizens	Christine McInnes (CS)	31/03/17	On Target	70%	A post 16 alternative provision programme is being established. There are strong links with schools that have post 16 SEN provision and programmes that include progression to the College have been established. There has also been work with Tower Project developing supported work experience placements for SEN students.
	In response to the Government's 'Post-16 education and training institutions Area review', produce a local map of post-16 provision and agree an approach to address unevenness of post-16 provision by setting out the strategic approach and priorities for all local post-16 providers	Christine McInnes (CS)	31/03/17	On Target	50%	The government's post 16 review is not due to report until early next year but a local map of post -16 provision had been completed and this has been taken to the 14-19 partnership, the Head of Sixths forum and to all Headteachers. A balanced and inclusive post- 16 offer will be one of the first tasks for the Tower Hamlets Education Partnership but this will have to be informed by the outcome of the reviews.
	Develop clear alternatives, in line with Level 2 & Level 3 vocational courses that are being introduced as part of the post -Wolf review of vocational education, to help address unevenness of post-16 provision	Christine McInnes (CS)	31/03/17	On Target	50%	This will be part of the post -16 mapping exercise and therefore will link to the outcomes of the Government's post- 16 area review. The vocational reforms at KS2 and KS3 are being introduced over the next 2 years and will result in significant changes. Schools have been and will be provided with significant support. Tower Hamlets College could also be a significant partner in this, and work is being undertaken to strengthen relationships.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.3f	Support all young people to access enrichment and social activities	Deputy Mayor Education and Children's Services	31/03/17	On Target	50%	These are mostly on track to completion.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Undertaking a strategic review of the youth service, consulting with stakeholders and young people.	Debbie Jones (CS)	30/09/16	Delayed	75%	The Youth Service Review commenced in January 2016. The review has undertaken consultation to establish views of stakeholders. A second consultation will run in October for 30 days to help the Youth Service to establish its priorities in advance of implementing its budget saving proposals.
	Review options for the delivery of youth services for decision by LBTH Executive	Debbie Jones (CS)	31/12/16	On Target	50%	A report will be presented to Cabinet in January 2017 setting out options for service delivery for the Youth Service.
	Implement changes to youth services to support the desired outcomes	Debbie Jones (CS)	31/03/17	On Target	20%	From January 2017 and pending Cabinet decision, the Youth Service is likely to be restructured.
1.4 More people living healthy and independently for longer						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.4a	Promote healthy lifestyles and address the wider causes of ill health, through a refreshed Health and Wellbeing Strategy, which commits all sections of the council to actively promote the health and wellbeing of all our communities	Cabinet Member for Health and Adult Services	31/12/16	On Target	63%	There has been a delay in the delivery of a revised Health and Wellbeing Strategy; the strategy is now out for consultation and will be ready for launch early 2017. The engagement strategy for all formal partners and the wider public is now being developed. Remedial action is being taken to ensure delayed milestones are back on track for completion by the end of the financial year.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Strengthen the systems leadership and role of the board	Somen Banerjee (AS)	31/05/16	Completed	100%	An LGA Peer Review was undertaken and completed this year. Recommendations are now being implemented. The partnership arrangements have been strengthened between the Council and the CCG. The Health and Wellbeing Strategy refresh development process has led to an increase in the ownership of Board members and its priorities. Good progress is being made.

	Develop and deliver a revised Health and Wellbeing Strategy, fully endorsed and produced by all partners	Somen Banerjee (AS)	30/06/16	Delayed	75%	A draft Health and Wellbeing Strategy is scheduled was presented to the Health and Wellbeing Board in October 2016. The strategy is now out for consultation and will be ready for launch towards the end of January / February.
	Develop and deliver an engagement strategy for all formal partners and the wider public	Somen Banerjee (AS)	30/09/16	Delayed	50%	There are plans to engage with the community by making Health and Wellbeing Board meetings more accessible and visible by holding them out of the town hall and more at community venues.
	Ensure the delivery of a robust communications plan for the wider council, partner organisations and the public	Somen Banerjee (AS)	31/10/16	On Target	50%	This is work in progress and plans are set out in the draft Health and Wellbeing Strategy. The Communications Strategy will be incorporated within the Health and Wellbeing Strategy, which will be out for consultation in October.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.4b	Improve care and support for vulnerable adults and their carers, integrating with health and promoting independence and keeping people safe from all forms of abuse	Cabinet Member for Health and Adult Services	31/03/17	On Target	64%	These milestones are mostly on track.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Develop a 2016-19 Carer Strategy with carers and carry out actions for 2016-17, including actions to support carers with employment and wellbeing	Karen Sugars (AS)	30/06/16	Delayed	50%	A series of events have taken place with a range of carers. Analysis has been completed with national and local data being applied. An understanding of the funding available has been completed. A draft set of priorities are captured in the 'mission', 'values', 'vision' and 'brand' themes which have been co-produced with carers and officers. Stage 2 will be to put these into action. The plan is to present the strategy to the Mayor in Cabinet in February 2017. This will ready by the end of the financial year.
	Develop a Prevention strategy for adult social care, acting as a sub-strategy of the Health and Wellbeing Strategy	Somen Banerjee (AS)	30/06/16	Delayed	50%	One of the five priority areas of the Health and Wellbeing Strategy refresh is to develop an integrated system with joined up health and social care for all - a vision which is based on community engagement and ownership. A 'Promoting Independence Strategy' is in place. It has been agreed that the Health and Wellbeing Board develop a broader approach to prevention so that it fits in with the integration agenda.
	Strengthen and promote practice which enables greater independence and choice for service users	Cath Scholefield (AS)	30/09/16	Completed	100%	Practice has been strengthened and promoted as part of embedding the Practice Framework in all parts of adult social care. This has been applied since 2015 with the implementation of the Care Act 2014. By applying the right tools and providing staff with training, this has enabled more person centred and strength based assessments.
	Evaluate the Practice Framework and deliver improvements (how social care assessments are carried out) in adult social care	Cath Scholefield (AS)	31/12/16	On Target	50%	The Practice Framework is currently under review through a Practice Framework Working Group. This again is about providing a person centred and strengths based assessment to determine which elements the Council is able to resource and which area is the service user's responsibility. This is an ongoing piece of work. The Practice Framework is likely to be refreshed next year once learning has been reviewed.
	Carry out the adult social care Information Plan, improving early information to support service users to access universal services	Karen Sugars (AS)	31/12/16	On Target	70%	Some elements of this plan have been carried out: Online social care information and advice has been updated, and work has been carried out to shift demand for information and advice away from the Assessment and Intervention team and onto Local Link. There have been delays with some aspects – particularly the production of new adult social care leaflets – due to awaiting sign-off on key messages and policy decisions. An Information Strategy Manager post is currently being recruited to. When in place, the post-holder will review and oversee the remainder of the Information Plan.
	Implement the Ethical Care Charter through our homecare contracts	Karen Sugars (AS)	31/12/16	On Target	60%	Full implementation of the Ethical Care Charter has been incorporated into the contractual requirements for the new home care contracts. These are on schedule to be awarded and commenced by the end of November 2016. Compliance with all aspects of the Charter, other than the requirement to introduce an Occupational Sick Pay scheme, is a requirement from contract commencement. Occupational Sick pay schemes must be in place by April 2017.

	Transform older peoples day opportunities and implement the Day Service Review	Karen Sugars (AS)	31/12/16	Delayed	50%	There has been a delay due to the issue around rents and Community Buildings. A paper to Cabinet is due to be presented in November. The service has covered the work but the procurement has not started as result of pending November's decision.
	Implement the new recovery model for mental health community services	Karen Sugars (AS)	31/12/16	On Target	50%	Contracts are being mobilised.
	Implement the Learning Disability Accommodation Plan, supporting more adults with a learning disability in out-of-borough residential care to return to the borough	Karen Sugars (AS)	31/12/16	Completed	70%	A draft LD Accommodation Plan has been written up and is going through the Corporate process. This was presented to MAB in Summer 2016 and the Learning Disabilities Partnership Board in December 2016 for feedback and sign off.
	Agree and implement an integrated service model with partners to join up Health and Social Care, including 7 day working and expansion of joint teams	Luke Addams (AS)	31/03/17	On Target	70%	Extended hours in hospital has been implemented to include 7 day working. Four locality community health teams continue to be supported by adult social care and will be form the basis of the new integrated model going forward.
	Develop initiatives to tackle loneliness and isolation among older people and vulnerable adults	Karen Sugars, Cath Scholefield (AS)	31/03/17	On Target	80%	Two pilot programmes have run in the last year (2015-2016). A report of findings is due early December. The pilot's findings will inform the work around the Community Development offer from Public Health. The two pilot initiatives are a) matching volunteers with care homes and b) participatory appraisal looking at Older People's perspectives on loneliness. The draft findings report is called ' Talking about Loneliness, Summary of findings from Community perspectives on loneliness in the over 50's in Tower Hamlets.'
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.4c	Keep vulnerable adults safer, minimising harm and neglect	Cabinet Member for Health and Adult Services	31/03/17	On Target		The milestones are either on track or complete.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Adopt new partnership Substance Misuse Strategy 2016-19	(CLC)	31/07/16	Completed	100%	Strategy adopted at Council on 21st September 2016
	Integrate DAAT and DIP service areas	(CLC)	31/07/16	Delayed	60%	Staff restructure currently underway. Consultation has now ended. Outstanding concerns are being addressed with unions.
	Procure and implement new drug / alcohol treatment system	(CLC)	30/09/16	Delayed	90%	New services procured. Start date is 31st October 2016. Implementation plans in place and on track.
	Undertake research into safeguarding areas of concern including underrepresentation from some ethnic groups and low care home referrals	Kate Bingham (AS)	31/03/17	Completed	100%	Research was undertaken by Policy, Programmes and Community Insight Team. The findings were presented to Adult Services Directorate DMT in September 2016, with a follow up DMT action for additional data. Further data analysis has demonstrated that more work needs to be done and these are currently being addressed proactively.
	Deliver actions in 2016-19 Adult Safeguarding Strategy including awareness campaign on safeguarding	Kate Bingham (AS)	31/03/17	On Target	95%	This is an on going piece of work. The business plan is reviewed monthly by the Interim Strategic Manager for Adults' Safeguarding along with bi-monthly input from the Safeguarding Adults Board Executive Group. The latest version is published on the LBTH website.
	Implement the recommendations across all agencies arising from the LGA Peer Review and SAR Action Plans	Luke Addams (AS)	31/03/17	On Target	70%	Overall feedback was positive with some suggested areas for improvement. The Action Plan has been updated monthly in collaboration with Adults Services Directorate PSMT. The latest version will be presented to DMT in September.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.4d	Deliver the council commitment to the Mental Health Challenge and work with local employers to tackle mental health stigma	Cabinet Member for Health and Adult Services	31/03/17	On Target	45%	Some of the milestones are either on track or delayed.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Reduce mental health stigma by carrying out the "Time to Change" pledge and delivering a local awareness campaign on mental health	Somen Banerjee (AS)	30/06/16	Completed	100%	The 'Time to Change' pledge has been signed, an event was held in the spring, another was held for World Suicide Prevention Day in September and a further event was held to promote 'World Mental Health Day' on 10th October. HR are now working on some wellbeing initiatives.

	Work with local employers, from large corporates and small and medium-sized enterprises to statutory and voluntary sector services, to promote mental wellbeing at work, actively tackle stigma and ensure people with mental health problems can find employment	Somen Banerjee (AS)	30/09/16	Delayed	50%	An initial Employers Forum meeting had good engagement. As part of the promote World Mental Health Day, a questionnaire is ready to be sent to a Forum members and website page is being prepared. A 'next steps' meeting is planned in November and to include a discussion how this links with Healthy Workplace Charter.
	Strengthen local initiatives to develop emotional resilience and provide advocacy for people with mental health problems	Somen Banerjee (AS)	31/12/16	On Target	50%	The Flourishing Minds Project, working to improve mental resilience and address stigma in 3 groups (Somali women; NEETS; male offenders) is progressing well. The deadline for completion has been extended to 28/02/16. Ongoing action to improve emotional resilience is being considered as part of future business cases within Public Health. The Council and the CCG are undertaking a joint project to develop outcomes based commissioning. A shared outcomes framework for children and young people's mental health was agreed in May 2015 and the project is currently developing outcomes measures and systematically reviewing the scope for introducing these to existing contracts. The CAMHS Transformation Plan has been developed and will be refreshed for the end of October 2016. As part of this project, a survey of schools' views was undertaken at the end of last year. Tower Hamlets will be a pilot area for a national training programme to develop and improve the links between schools and specialist CAMHS, when this is formally announced later this year.
	Improve support to adults with mental health problems through the delivery of the Mental Health Strategy for 2016-17	Somen Banerjee (AS)	31/03/17	On Target	25%	A stocktake has been carried out mapping existing activity against best practice. LBTH is working alongside the CCG and East London Foundation Trust in order to take this forward. -
	Deliver the Mental Health Challenge and associated action plan, including activities across the full range of the council's services and "mental health impact assessments" for key policies	Somen Banerjee (AS)	31/03/17	On Target	25%	Mental Health Impact Assessments are not yet developed - the plan is that these will be done as part of a wider Health Impact Assessment which is proposed within the Health and Wellbeing Strategy.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.4e	Improve participation in sport, and other health promoting activities, at a community level	Cabinet Member for Culture	31/03/17	On target	60%	
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Develop a programme of sports participation for the most inactive residents to further integrate sports development and the public health agenda	Shazia Hussain (CLC)	30/09/16	Completed	100%	'I Am Tower Hamlets', a community engagement programme designed to target the borough's inactive community has been developed and is in the early implementation phase. A co-ordinator for the overall project has been appointed. Taster sessions and community consultation have taken place to inform programme delivery. A programme of sports participation has also been included within the borough and Poplar Baths Community Engagement Plans, with each centre having specific targeted programmes to deliver. SPA is currently in consultation with Public Health regarding greater integration of the health programmes being delivered at Poplar Baths and those delivered by Public Health Commissioning.
	Develop a Sport & Physical Activity Strategy and consult on the draft Open Space Strategy	Shazia Hussain (CLC)	30/09/16	Delayed	35%	Market researchers have been appointed and will carry out representative surveying during the autumn. The findings will inform the strategy. This will be complemented by focus groups. Sport & Physical Activity Strategy: Discussions continue with Sport England on the scope of the strategy and a range of other strategies required as part of the evidence base for the new Local Plan. Core elements of the evidence base have been prioritised in line with corporate priorities to develop a new Local Plan. Discussions with Sport England are coming to an end and work will commence on the strategy shortly. The development of the strategy is expected to be substantially complete by March 2016 with adoption following in the spring/summer.
	Support the delivery of a feasibility study for a Lido in Victoria Park	Shazia Hussain (CLC)	31/12/16	On target	60%	Specification brief for Lido development produced. GLL are currently producing an options appraisal for the development of a lido in the Victoria Park for Council Review.

	Complete the leisure related schemes including those in the 2016/17 capital programme or funded by S106/budget	Shazia Hussain (CLC)	31/03/17	On target	95%	Mile End Gym Extension and changing room refurbishments to Tiller and John Orwell Sports Centre started on 27th June and are near completion, which is estimated be in early October. Following consultation with GLL and the borough's hockey clubs, Mile End Stadium Artificial turf resurfacing has been moved to May 2017 to prevent disruption to the local hockey clubs during the playing season.
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1.5 Reducing inequality and embracing diversity						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.5a	Mitigate the impact of welfare reform on our most vulnerable residents	Statutory Deputy Mayor and Cabinet Member for Housing Management and Performance, Cabinet Member for Work and Economic Growth	31/03/17	On Target	50%	Work has been underway with JCP, Poplar Harca and internal partners, including Central Benefits, Troubled Families and Children's Centres. Several joint events have been held to specifically register and support those affected by the Benefit Cap. To-date THES has registered 72 new Benefit Cap clients and Poplar Harca @ 69. This works continues. Research in systems dynamics and systems modelling is currently underway with the aim of identifying what impacts affordable childcare has on local jobseekers and the target groups affected (single parents and women in particular). In addition, work to merge relevant data-sets to enable horizon scanning and modelling is being done.
Milestone		Lead Officer	Deadline	Status	% Comp	Comments
	Develop options for a new Council Tax Reduction Scheme	Steve Hill (RES)	30/06/16	Completed	100%	Options for a new Council Tax reduction scheme have been produced and are being consulted on for consideration by the Mayor in Cabinet with a recommendation to Full Council before 31st January 2017.
	Develop a financial model to evaluate the costs and potential savings of various employment interventions to mitigate spend on welfare support and the wider impacts of welfare reform	Andy Scott (D&R)	31/08/16	Delayed	75%	The council has commissioned three leading experts in systems dynamics and systems modelling who are undertaking research to identify what impacts a lack of affordable childcare has on local jobseekers and the target groups affected (single parents and women in particular). Initial findings include availability of external subsidy and models for commercial delivery which could support more of the target group into work. The model aims to demonstrate how supporting people into work can effect a marked improvement in their life chances as well as costing less to both national and local exchequers. The Cabinet Member for Work and Economic Growth hosted a round table discussion in November 16 with external agencies and other Cabinet colleagues to introduce the complexity of the work and discuss the options. This cost/benefit analysis will form part of the rationale for the developing Integrated Employment Service. This is an ongoing piece of research/modelling which will give its first evaluations early in the new year.
	Deliver communications and engagement programme to inform residents about forthcoming changes including the lowering of the Benefit Cap to £23k	Steve Hill (RES), Sharon Godman (LPG)	30/09/16	Completed	100%	The new lower benefit cap is due to come into effect on 7 November. A communications and engagement plan has been produced. All households affected will be contacted on an individual basis. The council is already engaged with households affected by the existing cap.
	Develop options for welfare support schemes including Discretionary Housing Payments and Crisis Loans	Steve Hill (RES)	31/10/16	On Target	80%	A draft Local Welfare Support scheme has been developed which includes the Crisis and Support scheme any links to the Discretionary Housing Payments scheme.
	Implement approved CTRS scheme	Steve Hill (RES)	31/03/17	On Target	50%	On target to deliver the approved scheme
	Implement approved welfare support schemes	Steve Hill (RES)	31/03/17	On Target	50%	On target to deliver the approved scheme
	Develop and deliver a renewed multi-agency approach through the Welfare Reform Task Group	Sharon Godman (LPG)	31/03/17	On Target	50%	A refreshed Corporate Strategy for Welfare Reform has been drafted and discussed by an officer group and due to go to CMT in January 2017.
	Explore the impact of Welfare Reform on foster carers and care leavers	Nasima Patel (CS)	30/09/16	Completed	100%	There has been minimal impact on foster carers and young people who remain living with their foster carers as care leavers under 'staying put' arrangements as a result of the 'welfare reforms'. We have not seen a major change in applications to become foster carers or resignations as foster carers because of the 'bedroom tax'. For 'care leavers' who 'stay put' this is a 'familial' arrangement as opposed to a 'commercial' arrangement and they are therefore not affected at the moment. Universal Credit is likely to have minimal impact for this group under the current staying put guidance.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.5b	Support more women and black and minority ethnic and disabled residents into employment	Cabinet Member for Work and Economic Growth	31/03/17	On Target	69%	86 percent of overall registrations for the employment service is from the BME community and 50.6 percent are from women (an increase of 3 percent compared to last year. Job Starts recorded via the employment and skills programmes for the BME community have increased by 5.6 percent to 88.8 percent and Job starts for women has increased by 5.5 percent to 41.7 percent compared to 2015-16.

Milestone	Lead Officer	Deadline	Status	% Comp	Comments	
Deliver the 'Women into Health and Childcare' programme	Andy Scott (D&R)	31/03/17	On Target	50%	This programme aims to support 100 women through training courses and placements. Programme updates by group cohorts are listed below: Cohort 1- 23 women have completed Cohort 2- DBS issues have delayed the start of this programme for 21 women, however the programme should start as soon as this issues is resolved. Hold up is at an external point. Cohort 3 - recruitment drive for 30 placements is provisionally set for 17th October with end of January 2017 as expected start date. Cohort - Start Jan 17 to recruit 26 to start April	
Implement new placement projects under 'Working Start' for disadvantaged groups	Andy Scott (D&R)	31/03/17	On Target	75%	Delivery began Sept 2015. To-date 6 cohorts have been recruited totalling 61 trainees having access to the scheme. All potential trainees are at least one year unemployed or economically inactive. Currently recruiting for the next cohort with 12 placements available and supporting apprenticeships routes for 5 young people.	
Deliver priorities on children leaving care - 10 leaving care internships	Andy Scott (D&R)	31/03/17	Completed	100%	Young people from the leaving care programme are provided with a mix of internship and traineeship placements. Internship placements are aimed at graduates and last for 10 weeks whilst traineeship placements are aimed at those not in Education, employment or Training (NEET) and last for 16 weeks. Updates by placement type are listed below. May 2016 – October 2016, 8 traineeship placements (ongoing) July 2016 – September 2016, 13 internship placements Future planned: Jan 2017 – June 2017, 10 traineeship placements July 2017 – September 2017, 10 internship placements	
Deliver opportunity for people with disabilities - 20 pre-apprenticeship placements	Andy Scott (D&R)	31/03/17	On Target	50%	This target is to deliver 20 pre-apprenticeship placements for residents with learning disabilities, providing opportunities for them to develop knowledge and skills up to level 1 (Numeracy/Literacy/Employability), whilst gaining work experience. The programmes are delivered over a longer period of time to allow participants to successfully complete the training and embed the learning. 10 pre-apprenticeship placements have started and a further 10 are planned to start by February 2017.	
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.5c	Tackle obesity amongst primary school aged children with a particular focus on black and Asian children in order to reduce inequalities	Cabinet Member for Health and Adult Services	31/03/17	On Target	50%	Although there has been some delay in achieving the milestones on time, these are on track and interdependently linked. An analysis of trends in overweight and obesity by ethnicity and gender has now been completed and incorporated into a JSNA factsheet on 'Healthy Weight in Children'; the next step is to use the findings to better target services to improve uptake and outcomes for black and Asian children. Initial work with two primary schools has now started to identify local assets and barriers relevant to maintaining a healthy weight; however work has been put on pause due to staffing capacity. This work has been re-prioritised for the new-year when the findings will be fed into an action plan to improve opportunities, accessibility and uptake for children and families in the Phase 2 primary schools and neighbourhood projects
Milestone	Lead Officer	Deadline	Status	% Comp	Comments	
Review of trends in overweight and obesity by ethnicity and gender, and use the findings to better target services to improve uptake and outcomes for black and Asian children	Esther Trenchard-Mabere (AS)	31/07/16	Delayed	90%	The analysis has been done and is being incorporated into a JSNA factsheet on 'Healthy Weight in Children' and the equity analysis will also be presented to Tower Hamlets Equalities Steering Group in November.	

	Complete review of the Phase 1 primary school neighbourhood pathfinder projects on making local services more accessible and responsive in relation to maintaining a healthy weight; with recommendations to inform Phase 2	Esther Trenchard-Mabere (AS)	31/07/16	Completed	100%	Phase 1 has been completed with Marner & Cubitt Town primary schools. This involved community asset mapping with local parents and other local stakeholders working together to identify how to support children in becoming more physically active as well as accessing healthier food. Some of the findings from Phase 1 include: 1. Identifying unused land to develop into a play area; 2. setting up a food co-op; 3. raising awareness around air quality and it's impacts on health including walking or cycling to school, as well as 4. looking at walking routes. A review meeting in was held on 13 th September with key partners across the local authority which identified positive benefits of the approach but a need to clarify roles and methodology. This (roles and methodology) has now been clarified but there is more work needed to write up the methodology.
	Identify, in partnership with parents, carers and other key stakeholders, local assets and barriers relevant to maintaining a healthy weight which will form the basis of an action plan to improve opportunities, accessibility and uptake for children and families in the Phase 2 primary school neighbourhoods projects	Esther Trenchard-Mabere (AS)	31/12/16	Delayed	20%	Some initial work has started with two new primary school neighbourhoods, Marion Richardson and Canon Barnett, but this work has been put on pause due to staffing capacity. This work has been re-prioritised and work to commence in the new year.
	Produce progress report on Phase 2 primary school neighbourhood pathfinders	Esther Trenchard-Mabere (AS)	31/03/17	On Target	0%	Progress report will be completed by 31/03/17.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
1.5d	Respect, value and celebrate our cultural history and diversity	Cabinet Member for Culture, Statutory Deputy Mayor (Lead for Faith Communities)	31/03/17	On target	60%	The Council's programme of celebratory festivals and events are on track to be delivered by the end of the financial year.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Complete a sustainability review of the Council's arrangements for the events in parks programme	Shazia Hussain (CLC)	30/09/16	Completed	100%	Report on events in parks to go to Cabinet in Nov 2016
	Deliver a series of community festivals and events which commemorate key cultural dates and activities, including St George's Day, Chinese New Year, Holocaust Memorial Day, Martyrs Day, Black History Month, Diwali, Christmas and Eid	Shazia Hussain (CLC)	31/03/17	On target	50%	Several events have been successfully delivered including Altab Ali Day, St Georges day, Boishakhi Mela, Black History Month brochure produced and distributed. Planning in place for Chinese New Year, HMD, Martyrs Day.
	Interfaith Week	Sharon Godman (LPG)	30/11/16	Completed	100%	Interfaith event on Faith & Health organised by the Tower Hamlets Council for Voluntary Services held on 16th November at the Mile End Ecology Pavilion. Event secured approximately 100 attendees with speakers from a range of faiths represented at the sessions. A pre- Interfaith week event exploring Faith & Cohesion was also held on 27th October with Cllr Shiria Khatun in attendance.
	International Day of Persons with Disability		31/12/16	On Target	90%	Three planned celebratory events have taken place attracting around 500 people with disabilities and their carers. The event to celebrate IDPD took place on 2nd December; the theme for the event was celebrating the unsung community heroes who have overcome barriers for disabled people and contributed to the arts, sports, education, work, training and travel. An evaluation of the event will be produced at the end of January 2017.
	LGBT History Month		28/02/17	On Target	30%	Contract with current provider for LGBT has been renewed for a second year. Draft programme of events building on the successes of the 2016 programme already in place.
	International Women's Week		31/03/17	On Target	30%	Contract with current provider has been renewed. Applications for organisations interested in delivering events will run from November to January with a final brochure of events publicised in February 2017 in time for the IWW events in March.
Priority Outcome 2: Creating and maintaining a vibrant, successful place						
2.1 An improved local environment						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.1a	Ensure that the borough is clean to the highest possible standards	Cabinet Member for Environment	30/09/16	Delayed	80%	Street cleanliness is monitored through the Veolia contract. Officers undertake street audits and work with the contract to provide a high standard of cleaning. The targeted campaign promoting 'Your Place, Your Space' is currently underway and 19 additional street sweepers and two waste vehicles have been deployed to assist in the sweeping and fly-tipping issues across the borough. The adoption of the Anti-Defacement Policy and the re-zoning levels of cleansing in the borough to reflect population growth and increases in footfall areas have been delayed while new contracts are being arranged. The Council has exceeded its targets for ensuring that the levels of street cleanliness relating to litter, graffiti and fly-posting are low.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Provide a statement of operational requirements of depot based services to inform the council's Asset Strategy	Roy Ormsby (CLC)	30/04/16	Completed	100%	
	Adopt and implement the Anti-Defacement Policy	Roy Ormsby (CLC)	30/09/16	Delayed	80%	The draft Policy has been written, this will form part of the wider waste and street cleansing strategy and related policies for decisions going forward to shape the new contracts.

	Develop and implement a targeted litter campaign promoting Your Place, Your Space	Roy Ormsby (CLC)	30/09/16	Completed	100%	The litter campaign is currently running.
	Re-zone levels of cleansing in the borough to reflect population growth and increases in footfall areas	Roy Ormsby (CLC)	30/09/16	Delayed	75%	This is being considered as part of the contract extension and will be regularly updated in readiness for the award of new contracts subject to members approval.
	Introduce 19 additional street sweepers and two waste vehicles to assist in the sweeping and fly-tipping issues across the borough	Roy Ormsby (CLC)	30/09/16	Completed	100%	All resources operational since June 2016.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.1b	Improve waste management and recycling performance	Cabinet Member for Environment	31/03/17	On target	50%	A report was approved by Cabinet on 4th October to extend the contract. This will enable Officers to redesign the service and make it fit for future delivery from April 2020. Officers meet regularly with Registered Providers to discuss opportunities to improve recycling, they will also be involved in a number of workshops to discuss waste minimisation, and how this can reduce cost for local residents. An education programme is in place to promote recycling, which will continue through the length of the contract.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Review residual waste and recycling provision by reviewing the Council's current policies and service standards	Roy Ormsby (CLC)	31/05/16	Delayed	50%	As above
	Procure the Waste Disposal contract and interim recycling contract	Roy Ormsby (CLC)	31/08/16	Delayed	50%	As above
	Engage residents, community leaders and RPs to raise awareness of waste management and recycling issues on estates through a targeted communications campaign, education and outreach	Roy Ormsby (CLC)	31/03/17	On Target	50%	This is an ongoing process and discussions are being held regarding the development of a new policy to meet the needs of any new contract.
	Work with Registered Providers to establish a set of principles that RPs would support and promote with an aim to improving recycling performance, reducing waste and reducing the associated costs	Roy Ormsby (CLC)	31/03/17	On Target	50%	As above
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.1c	Reduce the impacts of traffic on our residents, making our borough one of the best in London to walk or cycle in and building a sustainable approach to road use and parking policy	Cabinet Member for Environment	31/03/17	On target	70%	With the approval from Cabinet, significant development has taken place to reduce the impact of traffic on those that work and live in the Borough and all scheduled works for the remainder of the year are on target. Work will continue to review road safety and ongoing traffic calming measures in addition to raising awareness and education programmes.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Review the impact of the experimental 20 mph limit and further traffic calming to promote safer driving	Roy Ormsby (CLC)	30/11/16	Completed	100%	A report was presented to Cabinet in September 2016 summarises the key findings of the review of the experimental scheme introduced in April 2015. The Mayor agreed that the 20mph speed limit Experimental Order was made permanent and that further work continue to review road safety throughout the borough.
	Complete the development of parking policy based upon the findings of the review of current parking policies	Roy Ormsby (CLC)	31/03/17	Completed	100%	Parking, Mobility & Transport Services conducted a full review of all existing parking and mobility policies in order to ensure that services provided are open, transparent, fair and consistent, and that they support the Mayor's and the Council's transport priorities and plans. Cabinet approved a range of proposals on 26 July 2016; most have now been implemented except those where system development work and/or stakeholder engagement are involved. Implementation of the last of remaining policies is expected by September 2017.
	Implement the Borough Cycling Strategy including new and improved cycle routes and parking facilities	Roy Ormsby (CLC)	31/03/17	On target	50%	The Borough Cycling Strategy was approved by Cabinet in January 2016 and implementation of works have commenced including: <ul style="list-style-type: none"> • During 2016-17 to date, a total of 40 on-street cycle parking and 69 secure residential cycle parking spaces installed. • Consultation completed on Quietway6 Bancroft Road-Hepscott Road and underway for Greenway-Jodrell Road cycle route along Wick Lane. Construction for Quietway6 to begin during January-March 2017. • 4 on-street bike hangars installed. Further works on both cycle parking and new cycle routes remain on target for this financial year. The cycling strategy sets out our long term vision works will continue in the forthcoming years.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments

2.1d	Manage development pressure through the preparation of a new Local Plan and provide effective local infrastructure, services and facilities	Executive Mayor	31/03/17	On Target	53%	Work is underway to prepare a new Local Plan which will comprise detailed policies and site allocations to manage development and the deliver supporting infrastructure. Once consultations under Regulation 18 complete, the new Local Plan will then be subject to a final statutory consultation in accordance with Regulation 19. The Infrastructure Delivery Framework (IDF) comprises of a decision-making governance structure and a supporting evidence base regarding CIL and S106 spend, which is now an active, working Framework with decisions being taken right through the new process. The OAPF SPG timetable is currently running behind schedule, LBTH is not in control of the timetable but will input once the document is produced. This could be into 17/18 now.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Comment on the initial draft of the Greater London Authority (GLA) Isle of Dogs and South Poplar Opportunity Area Planning Framework (OAPF)	Owen Whalley (D&R)	31/05/16	Delayed	50%	GLA have reconfigured this initiative and while they have not produced a final consultation version the Borough has been actively involved in its preparation, evidence basing work. The Borough is not in control of the draft date but anticipate sometime in Q3 or Q4.
	Implement the Infrastructure Delivery Framework to ensure the effective delivery of local infrastructure	Owen Whalley (D&R)	31/07/16	Completed	100%	The Infrastructure Delivery Framework (IDF) comprises of a decision-making governance structure and supporting evidence base regarding CIL and S106 spend. This is now an active, working Framework with decisions being taken right through the new process.
	Provide representations on behalf of the Council to OAPF consultation	Owen Whalley (D&R)	31/07/16	Delayed	0%	As above. OAPF formal consultation draft not yet provided.
	Complete review of existing planning policies to ensure development delivers local priorities	Owen Whalley (D&R)	31/08/16	Completed	100%	New Local Plan drafting process now accommodating up to date evidence basing including performance of existing planning policies.
	Approve Flood Plan and commence implementation	Roy Ormsby (CLC)	30/09/16	Completed	100%	
	Develop and implement a process for engaging local people on the CIL Neighbourhood Portion	Owen Whalley (D&R)	30/09/16	Delayed	75%	The process for CIL Neighbourhood Portion will require approval by the IDF governance structure. Given the delay to the approval of the governance processes for the IDF until September 2016, approval of the CIL Neighbourhood Portion process will be delayed until December 2016.
	Complete investigation into requiring developers to publish Planning Viability Assessments in accordance with Mayoral Transparency Agenda	Owen Whalley (D&R)	30/09/16	Completed	100%	Investigation complete. The solution will be implemented through a new Development Viability Strategic Planning Document to be publicly consulted on and then adopted in 2017.
	Consult on the draft Local Plan under Regulation 18	Owen Whalley (D&R)	30/11/16	On Target	80%	The Draft Plan was considered at November Cabinet. Cabinet approved publication of the Tower Hamlets Draft Local Plan 2031: Managing Growth and Sharing Benefits for public consultation from 11 November 2016 to 2 January 2017
	Publish the Proposed Submission Draft Local Plan under Regulation 19	Owen Whalley (D&R)	31/03/17	On Target	0%	Once consultations under regulation 18 complete, the Local Plan will then be subject to a final statutory consultation in accordance with Regulation 19, after which this will submitted to the Secretary of State for independent examination. This milestone is, as far as can be assessed at this time, on track. The publication target is May 17.
	Commence review of LBTH Community Infrastructure Levy to ensure maximum benefit from development on local infrastructure delivery is secured, producing a Draft Charging Schedule	Owen Whalley (D&R)	31/03/17	On Target	25%	Consultants have been appointed to renew the supporting evidence base. This will provide the basis for setting a Draft Charging Schedule.
	Prepare Council's final input to OAPF SPG before it is finalised	Owen Whalley (D&R)	31/03/17	Delayed	0%	The OAPF SPG timetable is currently running behind schedule, LBTH is not in control of the timetable but will input once the document is produced. This could be into 17/18 now.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.1e	Improve and enhance the environmental sustainability of the borough; reduce carbon emissions, enhance biodiversity and alleviate fuel poverty	Cabinet Member for Strategic Development, Cabinet Member for Environment	31/03/17	On Target	69%	The draft Climate Change Mitigation and Adaptation Strategy is on track for Cabinet consideration in Jan 17. Two energy switching have completed with a 3rd proposed for early 2017. The last auction achieved an average saving per household of £214. 10 council buildings have been identified for energy efficiency improvement works, and a programme of works has been agreed. Q2 marks the end of the second year of the Local Biodiversity Action Plan and work on the annual report will start shortly.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments

Review and refresh all current environmental strategies and action plans and develop the boroughs Climate Change Mitigation and Adaptation Strategy	Mark Baigent (D&R)	30/09/16	Completed	100%	Draft Climate Change Mitigation and Adaptation Strategy completed. Initially scheduled for Cabinet consideration in October, although now postponed to Jan 17 Cabinet.
Progress the Carbon Reduction Plan for Council buildings and implement projects to reduce costs	Mark Baigent (D&R)	31/12/16	On Target	50%	10 council buildings have been identified for energy efficiency improvements, 2 of the larger buildings have had a detailed survey and for the remaining buildings we are relying on current condition/maintenance surveys. A programme to carry out energy efficiency improvements to these buildings have been agreed with asset management. The projects would be financed from the carbon fund.
Develop a grant funded scheme through the Carbon Fund to deliver community based energy and carbon reduction projects	Mark Baigent (D&R)	31/12/16	On Target	50%	Carbon reduction programme being finalised with process to be agreed with Commissioners anticipated for the 20th December 2016.
Continue with the fuel switching scheme and deliver home energy efficiency projects	Mark Baigent (D&R)	31/03/17	On Target	65%	Two energy switching auctions completed, the last of which achieved an average saving per household of £214. A third auction is proposed for early 2017. WARMTH home energy reduction programme being delivered and completion due March 2017.
Implement the council's biodiversity strategy and deliver year 2 of the action plan	Mark Baigent (D&R)	31/03/17	On Target	80%	Q2 marks the end of the second year of the LBAP and work on the annual report will start shortly. Projects completed during Q2 include: 1. Thames21 -installed 190 metres of reed beds in the Lea Navigation by Bow Flyover and Bow Tesco store. 2. Volunteers planted lots of nectar-rich flowers in the new courtyard at Mudchute to support bees and other pollinating insects. 3. Trees for Cities and EastendHomes planted a new wildlife-friendly community garden on the St George's Estate.

2.2 Better quality homes for all						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.2a	Increase the availability of good quality housing, including family sized homes across all tenures	Cabinet Member for Strategic Development	31/03/17	On Target	53%	An end of year delivery of 1365 units is predicted, which is at the higher end of our target range. Delivery will mostly be in Q3 and Q4, as usual. The proportion of affordable family housing delivered so far in Q1 & Q2 is 37% of the total delivered.
Milestone		Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Produce overarching Housing Strategy and action plan for all tenures	Mark Baigent (D&R)	31/10/16	Delayed	80%	Housing Strategy went to Cabinet on 1st November 2016 and for adoption by full Council on 5th December 2016.
	Improve the accommodation options available to care leavers. Commissioning an enhanced offer of support and reduce the dependency on private landlords.	Nasima Patel (CS)	31/12/16	On Target	70%	The Commissioning Manager has reviewed all the processes as well as audited and tracked cases. This has resulted in a new protocol where young people can attend the Housing Panel and have a say as to who they share their accommodation with, in both supported and semi-independent living. This is leading to improved practice with better preparation and planning through strengthened collaboration between the Housing and Social care services.
	Deliver commitment to build new Council homes	Mark Baigent (D&R)	31/03/17	On Target	40%	Watts Grove - site 148 units on schedule for PC April 17; Planning applications now made for 160 units at Locksley, Baroness, Jubilee & Arnold Rd. Planning applications being prepared for another 110 units at Tent St & Hereford for Q3. <u>We are on track to meet the Mayor's commitment of 1,000 new Council homes.</u>
	Increase the availability of affordable housing including family sized housing	Mark Baigent (D&R)	31/03/17	On Target	50%	New affordable homes in Q1 were 11% and Q2 10% of the total expected for 2016-17, but schemes never complete evenly over the year. The end of year estimate (1365 units) is at the higher end of our target range. Family units over Q1 & Q2 represent 50% of all rented units, which is over the 45% policy target.
	Work with Registered Providers and Planning to deliver 'affordable' housing that is affordable to local people	Mark Baigent (D&R)	31/03/17	On Target	50%	55% of rented units this quarter were for Social Rents, but RPs and developers continue to cooperate in using the borough's recommended levels of Affordable Rents.
	Reduce numbers on the accessible housing register matching clients with new bespoke adapted affordable homes for disabled people on P120	Mark Baigent (D&R)	31/03/17	On Target	50%	Wheelchair units in Q2 were just over 10% of the total units delivered and 15% of the rented units, exceeding the target. We aim to do an end of year reconciliation of the %age of these homes that are allocated to P120 clients. Tenancies lag behind completions, so end of quarter monitoring by Lettings team is not possible.
	Progress recommendations of the Affordability Commission	Mark Baigent (D&R)	31/03/17	On Target	80%	Recommendations adopted within Housing Strategy by Full Council on 5th December 2016.
	Lobby for stronger powers against overseas buyers leaving their properties empty	Mark Baigent (D&R)	31/03/17	Delayed	0%	GLA are leading a review and LBTH will contribute to the evidence base and policy discussion.
	Support delivery of partner RSLs regeneration programmes, where appropriate, through deployment of CPO powers to assist their land assembly	Mark Baigent (D&R)	31/03/17	On Target	25%	CPOs made for Burdett & Aberfeldy in Q1. For Aberfeldy a Public Inquiry has been called, the outcome of which will . Preparatory work in liaison with Poplar HARCA continues to for the making of Orders for Bow Bridge estates in 2016/17. Initial discussions also in progress for potential CPO for Chrisp Street Market area to be made subject to necessary approvals.
	Manage and deliver transformational regeneration of the council's own housing estates (Ocean Estate and Blackwall Reach)	Mark Baigent (D&R)	31/03/17	On Target	50%	Ocean - Work continues on Site H, foundations in phases A & B are laid and Phase A is now up to 1 storey in height. Blackwall Reach - Housing Office now operational in Phase 1a; Preparations being made for Phase 1b Start on Site; Reserved Matters planning approval in place for Phase 2.
	Review the HRA Medium Term Financial strategy and 30 year business plan following Government legislative changes	Mark Baigent (D&R)	31/03/17	Completed	100%	Report to Cabinet 26th July 2016. This is an ongoing process, and the next review is planned as part of the budget process for 17/18.
	Assess alternative housing delivery vehicles to maximise the number of affordable homes, part funded through right-to-buy receipts going forward	Mark Baigent (D&R)	31/03/17	On Target	25%	Proposals have been presented to the Mayor and new potential models of delivery are still being explored.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.2b	Maintain and improve the quality of council housing stock and housing management services	Statutory Deputy Mayor and Cabinet Member for Housing Management and Performance	31/03/17	On Target	36%	Both the Business Plan and Service Improvement Plan are being implemented by THH. LBTH oversees the delivery of both plans through the client regime. THH reports progress principally to Bi-monthly meetings, Capital Board, Major Projects Board, and Mayor's Housing meeting.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Procure Capital Delivery Framework	Mark Baigent (D&R)	31/12/16	On Target	25%	Preparatory work completed.
	Deliver the agreed 16/17 Major Works programme	Mark Baigent (D&R)	31/03/17	On Target	25%	2016/17 works scoped and surveyed. Currently, concluding remnants of works brought forward from previous years.
	Support THH to deliver its Business Plan and Service Improvement plan	Mark Baigent (D&R)	31/03/17	On Target	50%	Both the Business Plan and Service Improvement Plan are being implemented by THH. LBTH oversees the delivery of both plans through the client regime. THH reports progress principally to Bi-monthly meetings, Capital Board, Major Projects Board, and Mayor's Housing meeting.
	Develop effective responses to the Government's new housing agenda	Mark Baigent (D&R)	31/03/17	On Target	50%	Initial responses completed. Currently awaiting regulations arising from the Act which will require further consideration/action
	Develop and establish a new leasehold engagement model	Mark Baigent (D&R)	31/03/17	On Target	30%	Improving services accorded to leaseholders is a key council objective. THH through the transformation agenda aim to enhance avenues for leasehold engagement, communication, and to refocus services rendered to leaseholders generally. The council recently agreed an extended payment support options for leaseholders in respect for the major/DHs works bills. The policy has been well received.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.2c	Improve the quality of privately rented stock in the borough	Statutory Deputy Mayor and Cabinet Member for Housing Management and Performance	31/03/17	On Target	75%	Private sector policy to be recommended for adoption by Full Council and taken forward within Housing Strategy action plan on 16th November. Landlord Licensing scheme in west of Borough went live on 1st October 2016.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Develop options to establish a not for profit lettings agency to improve standards for private renters	Mark Baigent (D&R)	30/09/16	Completed	100%	Report is now complete and Members will be briefed on the recommendations of the report.
	Introduce the landlord licensing scheme in key wards and investigate the need for additional HMO licensing pending Central Government's review	(CLC)	31/10/16	Completed	100%	The scheme launched on the 13th September 2016
	Deliver an efficient Disabled Facilities Grants and Adaptation programme in line with established service standards	Mark Baigent (D&R)	31/03/17	On Target	50%	Responsive DFG service established and in place.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.2d	Improve the quality and management of RP stock in the borough	Statutory Deputy Mayor and Cabinet Member for Housing Management and Performance	31/03/17	On Target	87%	A Section 106 Design Guide that will inform developing partners of the minimum standards the borough requires on Section 106 affordable units has been drafted and is currently going through the various consultation structures. The TH Residents Scrutiny Forum now have a rep on the Housing Scrutiny Sub Committee. The Forum is exploring new ways of operating given the low numbers of residents currently involved.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Review performance and challenge underperforming Registered Providers	Mark Baigent (D&R)	31/03/17	On Target	90%	End of year performance report has been completed. Quarter 1 report also completed. The reports have been submitted to various Senior Management meetings and MAB. The information was considered as an agenda item at the Housing Scrutiny Sub Committee meeting on 10 October 2016. It was agreed by the Council and THHF Executive in November 2016 not to hold PMF reviews with several RPs re. 2015/16 to discuss engagement and performance issues. Performance matters are discussed elsewhere now at various forums and engagement will be dealt with by alternative methods going forward.

	Oversee the work of Tower Hamlets Housing Forum Executive and its subgroups, ensuring Council priorities are captured	Mark Baigent (D&R)	31/03/17	On Target	85%	Attendance at the THHF Executive forum and the 8 associated sub groups is ongoing. 3/4 of the sub Group Action plans have been completed, the implementation of which is monitored by the Partnership Officers
	Agree a charter with RPs to capture priority standards	Mark Baigent (D&R)	31/03/17	On Target	85%	The Tower Hamlets Housing Covenant has been drafted in consultation with THHF Exec reps. RPs have been formally consulted on its contents at the THHF Executive Forum. The Covenant was officially launched at the TH Housing Strategy Conference in December 2016.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.2e	Tackle homelessness, including through improved prevention and a reduction in families in temporary accommodation	Statutory Deputy Mayor and Cabinet Member for Housing Management and Performance	31/03/17	On Target	75%	Temporary accommodation numbers have slightly increased since March 16, due to a reduction in the number of permanent offers being made to homeless households, rather than an increase in the number of homeless acceptances. However the total number of placements in B&B have since March 16 reduced by 30%; with a 66% reduction in the number of families in B&B. The Council has also achieved a 100% reduction in the number of families placed in B&B >6 weeks. In July 16, the Housing Advice service received the Advice Quality Service (AQS) accreditation for its services to private sector landlords and tenants, advising on homeless prevention measures and disrepair.
	Milestone	Lead Officer	Deadline	Status	% Comp	Q2 Comments
	Ensure good quality housing advice and services are provided to tenants, leaseholders, residents and homeless households	Mark Baigent (D&R)	31/12/16	Completed	100%	The Housing Advice service received the Advice Quality Service (AQS) accreditation in July this year. This service is provided to all callers to the office as well as email and telephone correspondents and includes advice to both private sector landlords and tenants on homeless prevention measures and disrepair. Advice to homeless households is incorporated into the No Wrong Door model and includes all housing options including the private rented sector and referrals for child care and employment advice.
	Reduce the numbers of homeless families in temporary accommodation and limit the numbers of homeless families in B&B accommodation	Mark Baigent (D&R)	31/03/17	On Target	50%	Total numbers in TA have increased by 2% since 31 March 2016; with a 3% increase of homeless households to whom the Council owes a statutory duty. The reason for the increase in numbers in temporary accommodation is due to a reduction in the number of permanent offers being made to homeless households, rather than an increase in the number of homeless acceptances. However the total number of placements in B&B have, in the same period, reduced by 30%; with a 66% reduction in the number of families in B&B. Year on year there has been an 86% reduction in the number of families in B&B and a 48% reduction in the total numbers (including adult-only households) in B&B in the same period. There has been a 100% reduction in the number of families placed in B&B >6 weeks. Sustaining this improvement is dependent on the Council being able to continue to procure sufficient self-contained accommodation to meet demand. This will become ever more challenging if the number of households to whom a homeless duty is accepted continues to exceed the number of permanent offers to homeless households in temporary accommodation. The situation is expected to become more acute with an anticipated increase in homelessness demand when the overall benefit cap is reduced in November 2016 and the full roll-out of Universal Credit begins in February 2017.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.3a	Work with our partners to target resources to reduce crime	Deputy Mayor and Cabinet Member for Community Safety	31/03/17	On target	80%	The Council has several initiatives which aim to reduce crime in the borough. These include funding 5 additional PC's and 1 Police Sergeant and the Tower Hamlets Enforcement Officers (THEOs). THEOs actively patrol crime and ASB hotspots in the borough in partnership with other agencies dealing with low level disorder and ASB including environmental crime. This allows Police Officers to deal with high priority crimes in the borough. In addition, a programme or Community Safety Ward Walkabouts and Ward Surgeries is in operation, investigating ward and community priorities and allocate actions which form a partnership action plan for key partners and the ward to address. The delayed milestone in this activity relates to the ASB Strategy; the specification has been drafted and a consultant has been recruited to develop the strategy.

	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Develop a Council ASB Strategy	Andy Bamber (CLC)	31/08/16	Delayed	50%	Specification drafted and consultant has been recruited to develop the strategy.
	Commence work to assess unreported Domestic Violence within the Somali community [Somali Task Force]	Andy Bamber (CLC)	31/12/16	Completed	100%	Extensive consultation took place in development of VAWG strategy across all communities including OCSA and WHFS. FGM Conference took place which engaged with many Somali communities raising awareness.
	Complete a review of the Council policies relating to CCTV	Andy Bamber (CLC)	31/03/17	On target	80%	The audit is in progress; an initial meeting has taken place and the auditors have agreed a visit date in the new year to return to further look at processes, documents and meet some other members from the CCTV team. A full report is due by the end of the financial year.
	Deliver the Partnership Community Safety Plan with our partners	Andy Bamber (CLC)	31/03/17	On target	90%	The CSP continues to work as a partnership to deliver activity against the current CSP Plan priorities until it expires on 31.03.17. The CSP has just produced its Strategic Assessment and conducted a public consultation. The findings from both documents will be used to decide the New CSP Plan priorities and the plan will be written based on them and be ready for 1st April 2017.
	Support the Hate Crime Panel to meet Monthly and the No Place for Hate Forum quarterly with data from Police updating on Hate Crime incidences and actions	Andy Bamber (CLC)	31/03/17	Completed	100%	Panel has been meeting monthly reviewing high risk cases and the Forum has met each quarter as scheduled. Development and implementation of action plan on target.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.3b	Step up activity to tackle anti-social behaviour 24/7	Deputy Mayor and Cabinet Member for Community Safety	31/03/17	On target	80%	Tasking through ASB ops, two pilot projects in operation through ASB Police Team and THH Pilot working across Housing, SNT and THEOS.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Increase the number of THEOs and response rates to ASB	Andy Bamber (CLC)	30/06/16	Delayed	10%	A Council wide enforcement review is taking place. This will inform any future decisions on staffing structures.
	Target resources to reduce crime and tackle ASB through partnership tasking meetings	Andy Bamber (CLC)	31/10/16	Completed	100%	These take place each fortnight and also include tasking of the PTF's and new ASB Police pilot team.
	Develop further integrated working between Safer Communities ASB Team and Housing	Andy Bamber (CLC)	30/11/16	Completed	100%	There is joint patrolling with THH and working with Housing groups in targeted areas as well as the general support provided to housing estates and areas. As a targeted approach, a 10 week pilot with THH, SNT and THEOs will begin in late October to tackle 10 priority estates.
	Improve the responsiveness and visibility of local ASB services through improved response noise services	Andy Bamber (CLC)	31/03/17	On target	50%	Funding is being used to support the Noise Team on a temporary basis, with an additional Environmental Health Officer, whilst an anti-social behaviour review is undertaken.
	Consult on the introduction of a late night levy and report back to the Executive	Andy Bamber (CLC)	31/03/17	On target	90%	Consultation completed, report on the forward plan, due to be before Cabinet on 19/1/17 for consideration.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.3c	Reduce the prevalence of illegal activity in relation to the sex industry	Deputy Mayor and Cabinet Member for Community Safety	31/07/16	Completed	100%	A Police Task Force has been set up and is now targeting key areas in the borough blighted by street prostitution. Regular intelligence updates feed into the work of the borough's multi-agency Prostitution Panel which includes safeguarding issues and supporting vulnerable adults. The Council, in partnership with the Police has commissioned work through the Drugs Intervention Programme service which focusses on referring women to health services and other support services. This work is undertaken alongside enforcement and notices to perpetrators. A 'Multiple Disadvantages Violence against Women and Girls' (VAWG) Pilot project has been developed to support victims of VAWG including sex workers in providing holistic wrap around support and bed spaces for those with no recourse to public funds. Pilot runs for 6 months and is due to finish in April 2017. Finally, training around prostitution is delivered as part of a Multi-Agency Professional training programme by VAWG Training and Awareness Officer. Monitoring is returned to VAWG Steering Group on a quarterly basis.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments

	Use the Police Task Force to target areas blighted by street prostitution	Andy Bamber (CLC)	31/05/16	Completed	100%	Police Task Force has been targeting key areas 4 shifts per quarter.
	Deliver the partnership 'Violence Against Women and Girls' (VAWG) programme	Andy Bamber (CLC)	31/07/16	Completed	100%	
	Complete and sign off the VAWG Strategy and action plan for 2016-19	Andy Bamber (CLC)	31/10/16	Completed	100%	Completed and approved by Cabinet in October.
2.4 Engaged, resilient and cohesive communities						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.4a	Engage and communicate effectively with local people	Executive Mayor	31/03/17	Delayed	80%	Research has taken place into a range of partnership models and an initial meeting with the Partnership Executive has taken place which established the desire for a Partnership Executive in Tower Hamlets.
Milestone		Lead Officer	Deadline	Status	% Comp	Comments
	Develop new communication model to respond to the communications review and changes to East End Life	Andreas Christophorou (LPG)	18/05/16	Completed	100%	Campaigns model of communication agreed by CMT. Comms service currently undergoing restructure to support implementation of this new approach.
	Deliver the actions within the Best Value Communications Plan	Andreas Christophorou (LPG)	31/05/16	Completed	100%	All actions have been completed and the final action (to develop a costed business plan) was reported to Commissioners in September.
	Develop a Community Engagement Strategy and Delivery Plan	Sharon Godman (LPG)	30/06/16	Overdue	75%	A draft Community Engagement Strategy and delivery plan has been developed. Extensive consultation and engagement with the public, partner agencies and members has taken place in the form of focus groups, online surveys, interviews and workshops.
	Map and review the mechanisms for the community to engage in decision making and policy development	Sharon Godman (LPG)	30/09/16	Delayed	90%	We have worked with services to identify and document the ways in which the Council is currently engaging the community. The draft Community Engagement Strategy identifies sets out the future mechanisms for engagement
	Develop the local ward forum arrangements in line with the Partnership review	Sharon Godman (LPG)	31/10/16	Delayed	30%	Research has taken place into a range of partnership models and an initial meeting with the Partnership Executive has taken place which established the desire for a Partnership Executive in Tower Hamlets.
	Ensure the rights of children looked after are respected and their views and wishes are heard and acted upon by decision-makers	Nasima Patel (CS)	31/12/16	On Target	75%	All Looked After Children and Care Leavers have access to the newly commissioned Children's Rights Service provided by the Children's Society. Key messages from complaints is now being fed back through team meetings to further develop a client centred culture. This service provides advocacy and independent visiting service, which is run by the Children's Society Advocacy Service. It provides return interviews for children who are missing and collates findings from interviews from service management planning. Key messages are fed back through team meetings to develop a young person's centred approach. A Child Rights Officer is actively involved with young people and maintains high visibility. All looked after children are informed about their rights including how to go about making complaints.
	Deliver the Communications Strategy	Andreas Christophorou (LPG)	31/03/17	On Target	50%	The communications strategy for 16/17 has been developed and a new approach to campaigns, using the ROSIE model, is now being used. The service continues to deliver campaigns and wider communications activities in line with the plans set out in the strategy and will also be developing the communications strategy for 2017/18.
	Implement programme of Mayoral engagement and assemblies	Andreas Christophorou (LPG)	31/03/17	Completed	100%	The programme of Mayor's Assemblies is well established, with events taking place on a bi-monthly basis. These are well attended by residents. Ongoing support for wider Mayoral engagement with residents, via events, photo opportunities and media briefings, as well as wider communications channels, continues to be delivered as part of our communications strategy.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.4b	Establish a new collaborative relationship with the voluntary and community sector to deliver priority outcomes and build strong communities	Executive Mayor, Deputy Mayor Education and Children's Services	31/03/17	Overdue	45%	There have been delays in developing an outcomes based approach to commissioning. The commissioning framework will be completed by 2018/19.
Milestone		Lead Officer	Deadline	Status	% Comp	Comments
	Deliver all activities within the Grants Best Value Action Plan	Steve Hill (RES)	30/09/16	Completed	100%	All actions within the Grants Best Value Action Plan have been completed.

	Work with procurement and services to develop an outcomes based commissioning framework based on Community Plan and Strategic Plan priorities	Steve Hill (RES)	30/09/16	Overdue	50%	Theme 5 (MSG) co-production pilot has commenced. Lessons learned will be used for future outcomes based commissioning and included within the VCS strategy. This action has now been incorporated in the VCS Action Plan which sets out the need to devise an outcomes based commissioning framework based on Community and Strategic Plan priorities - this is to be completed by Year 3 (2018/19) and will be reflected as such in the 2017/18 Strategic Plan.
	Map need and provide a needs assessment which helps businesses to focus their investment and CSR activity	Steve Hill (RES)	30/09/16	Overdue	0%	This action is to be completed jointly with THCVS and is an agreed action in the VCS strategy Action Plan to be implemented in 2017/18 and will be reflected as such in the 2017/18 Strategic Plan.
	Complete year 1 actions from the Voluntary and Community Sector Strategy Delivery Plan	Steve Hill (RES)	31/03/17	On Target	20%	A Delivery Group consisting of key VCS organisations, the CVS and Council officers is meeting quarterly to deliver Year 1 Actions from the VCS Action Plan. Work is progressing well on devising a new compact and realigning and restructuring relevant Council internal resources including staff to better support delivery of the strategy.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.4c	Co-produce services with local residents	Executive Mayor	31/03/17	Overdue	25%	The VCS Strategy was approved in May 2016, the action to co-produce services has been included in the strategy action plan to be delivered in partnership with THCVS. The work is being done on a phase basis over the 3 years of the strategy period to March 2019.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Produce a detailed model and guidance for increasing co-production of local services including a transition plan	Zena Cooke (RES)	31/10/16	Overdue	0%	This action is to be completed jointly with THCVS and is an agreed action in the VCS strategy Action Plan to be implemented in 2017/18.
	Work with services to review key strategies and policies to reflect greater co-production	Sharon Godman (LPG)	31/03/17	On Target	0%	We will undertake this work as and when required by the VCS Strategy Delivery Group in accordance with their delivery timetable.
	Work with commissioners in services to ensure a co-production model of commissioning is piloted in each council department	Zena Cooke (RES)	31/03/17	Overdue	0%	Theme 5 (MSG) co-production pilot has commenced. Lessons learned will be used for future outcomes based commissioning and included within the VCS strategy. This action has now been incorporated in the VCS Action Plan which sets out the need to devise an outcomes based commissioning framework based on Community and Strategic Plan priorities - this is to be completed by Year 3 (2018/19) and will be reflected as such in the 2017/18 Strategic Plan.
	Develop 5 pocket parks with the local community and public health services	Shazia Hussain (CLC)	31/03/17	On target	70%	Sites identified and the funding has secured through S106 monies.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
2.4d	Promote community cohesion, bringing different parts of the community together, tackling divisions and encouraging positive relationships	Deputy Mayor and Cabinet Member for Community Safety	31/03/17	On Target	70%	Although there have been some initial delays in the work towards the milestones under this activity, it is anticipated that all milestones will be achieved by the end of March 2017.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Develop a project plan for s106 related pilot community cohesion projects	Sharon Godman (LPG)	30/06/16	Delayed	70%	Delays to the recruitment of a Project Manager have held back progress against this target. Work is currently being progressed to finalise a project plan and finalise a project steering group to oversee the progress of this piece of work. A final specification for commissioning this service is expected to be produced by the end of January 2017.
	Develop and deliver a programme of activities within schools which raises awareness of community cohesion and helps foster the principles of One Tower Hamlets.	Christine McInnes (CS)	30/09/16	Completed	100%	The Primary team encourage schools to apply for a 'Rights Respecting School Award' (UN Convention on the Rights of a Child). Many schools within the LA are using this to promote community cohesion both locally and nationally. Prevent Training and lessons with children and young people are also delivered by the Support for Learning Service and Social Inclusion to schools. The HEC Global Learning Centre, part of the Schools Library Service based at the PDC, work with Tower Hamlets schools and a range of agencies on community cohesion. One of their most recent successes has been to establish better links between Muslim and Jewish schools. Tower Hamlets Arts & Music Education Service also make a valuable contribution through all its work across the local community.
	Community Equalities Forums develop action plans to address issues raised and work with partners to deliver them	Sharon Godman (LPG)	30/09/16	Delayed	90%	Local Voices has an action plan. New Residents and Refugees Forum (NRRF) and Tower Hamlets LGBT Community Forum have both made recommendations, which they are working with partners to deliver. These have yet to be formalised into action plans but this will be complete by the end of March 2017. Tower Hamlets Interfaith Forum (THIFF) is an independent body and therefore is not considered to be included as part of this milestone.
	Bring together key stakeholders to develop and deliver a cohesion action plan to strengthen community cohesion in the borough	Sharon Godman (LPG)	31/03/17	On Target	30%	A Cohesion Working Group has been formed chaired by the Deputy Mayor and Cabinet Member for Community Safety. The forum which brings together partners in the statutory and voluntary sector is being used as a platform to map the range of cohesion activities being delivered and develop an action plan to ensure activities are better co-ordinated amongst partners.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.4e	Deliver our Prevent programme to tackle radicalisation	Deputy Mayor and Cabinet Member for Community Safety	31/03/17	On Target	80%	Delivery Plan in place and signed off by the Prevent Board for 2016-17
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Bid for funded projects via the Home Office	(CLC)	31/07/16	Completed	100%	Bidding complete and 5 projects funded for 2016-17
	Complete a local Prevent Delivery Action Plan based on funded projects and signed off by the Prevent Board	(CLC)	31/08/16	Completed	100%	Completed and signed off
	Complete an annual review of activity and the action plan with outcomes achieved	(CLC)	31/03/17	On target	50%	At the each of each year the action plan is updated and shared with the prevent Board as was the case for 2015-16. The annual review for this year will take place in Q1 of 2017-18 once all the projects have completed and the years activity carried out.
	Establish a cross borough forum to address radicalism	(CLC)	31/03/17	On target	50%	Initial meetings were held with Islington to date and a letter requesting other boroughs to engage also pursued. A broader round table discussion took place led through Lord Ahmed and the home office in regards to tackling Prevent. A broader London network is in place for Prevent Coordinator attended by Prevent coordinator which looks at best practice and a senior Board also meets quarterly and was attended by Head of Service.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
2.4f	Increase participation in our core cultural offer specific to Idea Stores and Leisure Centres	Cabinet Member for Culture	31/03/17	On target	70%	
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Implement the renewed Idea Stores Strategy	Shazia Hussain (CLC)	31/10/16	Completed	100%	
	Further develop Idea Stores engagement, including delivery of employment and job brokerage services	Shazia Hussain (CLC)	31/03/17	On target	50%	Idea Stores host employment and brokerage services delivered by other providers such as JCP. There are an increased number of ESOL courses which have embedded employability, enabling learners at pre-entry and entry level to gain employment skills.
	Consult on the draft Leisure Facilities Strategy	Shazia Hussain (CLC)	31/10/16	On target	50%	Market researchers have been appointed and will carry out representative surveying during the autumn. The findings will inform the strategy.
	Deliver an annual Community Engagement Plan with the leisure provider GLL	Shazia Hussain (CLC)	31/03/17	Completed	100%	Community Engagement Plans for the both the Leisure Management Contract and Poplar Baths have been produced. GLL are currently implementing the action plans associated with each of these plans across the borough, targeting under-represented inactive groups such as older people, women and girls, disabled people and young people.
	Further develop the digital access offer and enhanced archiving proposals for the borough's history archives	Shazia Hussain (CLC)	31/03/17	On target	75%	The LHLA is now fully WiFi enabled. The catalogue is also fully on-line, including an enhanced digital picture gallery. Proposals for the further development of the archives are underway, with a feasibility study due to be commissioned in October 2016.
	Develop and deliver a communications programme on the council's core cultural offer	Shazia Hussain (CLC) Andreas Christophorou (LPG)	31/03/17	On target	70%	This work is part of the Council's Gold & Silver Campaign.

Enabling Objective: a transformed council, making best use of resources and with an outward looking culture						
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
EOa	Make best use of council resources through effective procurement, exploiting the value and use of assets and maximising income from local growth	Cabinet Member for Resources	31/03/17	On Target	50%	Delivery of activity led by Resources and D&R. All D&R activities within the Best Value Action plan are complete with the Community Buildings Report due for Cabinet consideration in December 16. The high level operational property review has been delayed, and is now awaiting key service plans and strategies to assess utilisation rates and other property related matters.
Milestone		Lead Officer	Deadline	Status	Status	Q2 Comments
	Deliver all activities within the Property Best Value Action Plan	Ann Sutcliffe (D&R)	31/05/16	Completed	100%	The Community Buildings Report was considered by Cabinet at their meeting on 1 November.
	Undertake a high level operational property review	Ann Sutcliffe (D&R)	30/09/16	Delayed	50%	This has been delayed due to staffing levels and a number of other high-level priority issues (such as the community buildings review). In addition, the service have not received key strategies and service delivery plans which allow an assessment to be made of utilisation rates and other property-related matters. Permanent appointments have now been made and this work should progress, with an aim to complete by year-end.
	Undertake a detailed review of the top 20% of the poorest performing buildings (arising from the high level operational property review)	Ann Sutcliffe (D&R)	31/03/17	On Target	0%	This action relies on the completion of the high-level operational property review which has been delayed.
	Deliver all activities within the Procurement Best Value Action Plan	Neville Murton (RES)	30/04/16	Completed	100%	All actions within the Procurement Best Value Action Plan have been completed.
	Ensure a new central Procurement Service structure is in place, delivering compliance and efficient planned activity	Neville Murton (RES)	31/10/16	Overdue	50%	Recruitment to vacant posts underway and is scheduled to be completed by December 2016. A further review of the service as part of the Medium Term Financial Strategy process is also underway for delivery in 2017.
	Maximise income from local growth	Roger Jones (RES)	31/03/17	On Target	50%	Work on Council Tax has continued maximising the Council Tax Base return through empty homes reviews, SPD reviews and Student Exemption Fraud, and identifying new properties and reporting them to the Valuation Office Agency. This results in growth in the council taxbase giving both additional Council Tax income and maximising the New Homes Bonus claim for this year. Growth in business rates has plateaued in the second quarter as a number of assessments are taken out of the local list to make way for developments which will ultimately increase income when completed. Work continues on the Corporate Debt Projects to improve policies and processes in all areas.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
EOb	Ensure an organisational culture based on transparency, trust and effective relationships	Executive Mayor	31/03/17	On Target	80%	On target to be completed by the end of the year.
Milestone		Lead Officer	Deadline	Status	% Comp	Comments
	Develop the corporate parenting model to support all partners to play a greater role	Nasima Patel (CS)	30/04/16	Completed	100%	Terms of reference were reviewed in June 2016 and aligned to the new Children and Social Work Bill. This was approved by the Corporate Parenting Board. The action plan involves commitment from all areas of the Council. Delivery is monitored through the Corporate Parenting Steering Group.
	Develop an Action Plan to support improved working relationships informed by the SOLACE review	Melanie Clay (LPG)	31/05/16	Completed	100%	Working with SOLACE, an action plan has been developed. It is based around four work streams (2 primary and 2 contributory). Progress updates are provided to the Corporate Management Team Transformation Board on a quarterly basis. Each stream is being led by a member of CMT to ensure interaction between the streams, maintaining a clear and collaborative vision.
	Communicate revised approach to Whistleblowing (tbc)	Minesh Jani, Stuart Young (RES)	30/06/16	Completed	100%	Updated Whistleblowing Policy has been approved at Audit Committee and published on the Council's website.
	Implement revised scrutiny arrangements to support improved transparency	Sharon Godman (LPG)	30/09/16	Completed	100%	Revised scrutiny arrangements have been in place since the beginning of the municipal year including the establishment of a housing and grants scrutiny sub committee. All committees have developed a work programme which includes items to be considered at meetings and in depth reviews. OSC meetings have been moved week before Cabinet to enable greater pre-decision scrutiny and opportunity for executive to respond to scrutiny comments.

	Undertake a review of Health and Safety governance	(CLC)	31/10/16	Completed	100%	Review concluded and reported to CMT in November.
	Deliver all activities within the Organisational Culture Best Value Action Plan	Melanie Clay (LPG)	31/12/16	On Target	80%	38 milestones in Organisational Culture Best Value Action Plan have already been completed. There are two outstanding which are being addressed through the Governance Review Working Group: <ul style="list-style-type: none"> Rebuilding elected member relationships – develop an action plan to respond to recommendations of the review and deliver and monitor the action plan Ensuring member and officer relations are appropriately conducted and constructive – an annual independently-commissioned review and report on officer/member grievances for review by HoPS and respective Group Leaders making recommendations specific to minimising instances of officer-member grievances.
	Report progress on implementing the findings of the Overview and Scrutiny Transparency Commission and the Mayor's Transparency Protocol	Melanie Clay (LPG)	31/03/17	Completed	100%	Cabinet received an update on the progress of implementation of the Mayor's Transparency Protocol and actions to implement the recommendations of the OSC Transparency Commission at their meeting on 4th Oct 2016.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
EOc	Deliver an organisational transformation programme to ensure effective responsive front line services and efficient cost-effective support services, enabled by ICT and including a new Civic Centre	Cabinet Member for Resources	31/03/17	On Target	80%	
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Appoint an architect-led design team for the civic centre project	Ann Sutcliffe (D&R)	30/04/16	Completed	100%	Allford Hall Monaghan Morris were appointed in early April as the lead consultant and designer, as part of a wider multi-disciplinary design team.
	Develop a Resource Plan to fund transformation and the new Civic Centre	Neville Murton (RES)	30/06/16	Delayed	50%	Funding for the Corporate Programme Management Office (including Strategic Partner costs) for three years (to be reviewed annually) has been agreed. A separate reserve has been set aside to meet the cost of transformation programme over the next three years. The resource plan for the new Civic Centre is being developed and will be completed as part of the Medium Term Financial Strategy.
	Agree the business continuity plan for Mulberry Place	Ann Sutcliffe (D&R)	30/06/16	Completed	100%	Initial discussions have taken place with the landlord of Mulberry Place to secure a short-term extension of the current lease.
	Complete priority surveys for the old Royal London Hospital site	Ann Sutcliffe (D&R)	31/07/16	Completed	100%	All priority surveys have now been completed. A number of additional surveys are currently being carried out.
	Commence a corporate service Transformation Programme	Zena Cooke (RES)	31/08/16	Completed	100%	The corporate service transformation programme has commenced.
	Agree the procurement route for contractor partner (Civic Centre)	Ann Sutcliffe (D&R)	30/09/16	Completed	100%	A report will be submitted to Cabinet in January 2017, setting out the procurement route and seeking the adoption of a capital estimate. Soft market testing will take place in the interim in order to generate market interest.
	Produce the council's MTFS including the budget for 2017/18	Neville Murton (RES)	10/01/17	On Target	80%	Updates to the Medium Term Financial Strategy (MTFS) were considered by the Mayor in Cabinet in September and October 2016. On target to produce revised MTFS and Budget 2017/18 for January 2017 Cabinet. The following component activities are underway and on target; <ul style="list-style-type: none"> Business Cases supporting the savings programme are being finalised Corporate Programme Management Office being formed and strategic partner in place Fees & Charges review underway Growth and Inflation requirements being reviewed 4 year funding settlement accepted and Efficiency plan developed
	Develop the strategic ICT partnership	Sean Green (RES)	31/03/17	On target	50%	An updated contract with the strategic ICT partner Agilisys was on the 18th July 2016. The partnership governance arrangements have been reviewed and revised and were fully implemented in July. Work to identify the investment strategy for ICT is being developed and will be finalised as part of the Medium Term Financial Strategy.
	Develop and implement the council's Digital Transformation Programme	Sean Green (RES)	31/03/17	On target	30%	The Council's Digital Transformation Programme is being developed with key digital projects being implemented, such as a corporate mobile field workers solution with PSI Mobile. The Corporate Transformation Programme will also drive the requirements for digital projects that support the Council's digital strategy.

Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
EOd	Develop an effective workforce strategy, with appropriate skills and representative of the community	Cabinet Member for Resources	31/08/16	Completed	100%	The Council has produced a five year Workforce Strategy and Action Plan and regular update on performance is reported to the Council's Senior Management Team. A programme of learning and development which takes account of organisational needs has been developed and will be delivered through the Council's Transformation Programme. The Council is the second highest employer with senior earners who are from an ethnic minority and the third highest employer of senior earners who have a disability in London.
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Develop the Workforce Strategy	Stuart Young (RES)	30/04/16	Completed	100%	The Council's workforce strategy has been developed and agreed by the Corporate Management Team in March 2016.
	Identify and agree workforce performance indicators and targets for 2016/17 and future years	Stuart Young (RES)	30/06/16	Completed	100%	The workforce performance indicators and targets were agreed as part of the strategy.
	Develop a 5 year workforce plan detailing actions, timescales and resource requirements to achieve the workforce strategy	Stuart Young (RES)	30/06/16	Completed	100%	Actions, timescales and resource requirements are set out in the workforce strategy with regular updates to the Corporate Management Team.
	Commission a staff engagement programme and a learning and development programme, taking account of organisational need and aligned to workforce principles	Stuart Young (RES)	31/08/16	Completed	100%	These actions are included in the HR Transformation Programme. A learning and development report was presented to CMT in October to agree the future training offer.
Ref	Activity	Lead Member	Deadline	Status	% Comp	Comments
	Nurture an outward looking culture, by asserting our place and relationships in London	Executive Mayor	31/03/17	On Target	70%	
	Milestone	Lead Officer	Deadline	Status	% Comp	Comments
	Work alongside other Central London authorities as part of the Area Based Skills Review	Shazia Hussain (CLC), Chris Holme (D&R)	30/06/16	Completed	100%	The final paper on the ACL review will be considered by the pan London group and then forwarded to London Area Review steering group in November.
	Collaborate with other London Boroughs and the GLA to develop new Programmes that addresses local needs	Chris Holme (D&R)	31/10/16	Completed	100%	The Economic Development unit will continue to deliver employment programmes as part of the East London Growth Boroughs ESF programme. TH has also finalised its alignment with Central London Forward (CLF) as part of the Area Based Review on Colleges and skills and on the "Working Capital" Work And Health project. Ongoing work will continue with CLF partnership /GLA proposals for devolution particularly around Employment and Skills.
	Report progress on the multi-borough Integrated Care Pioneer programme involving Newham and Waltham Forest	Luke Addams (AS)	31/03/17	On Target	60%	The Council has continued to participate in the Integrated Care Pioneer programme which is now called Transforming Services Together [TST] (care close to home). TST is currently being re-focused in the light of priorities of the Sustainability and Transformation Plan (STP), and its relationship to Tower Hamlets Together (THT) needs be clarified. However, it is expected to become the delivery arm of the STP. Amongst one of the areas of activity in which the Council has been involved end of life care.
	Review the Council's approach to sub-regional devolution and joint working with other London Boroughs	Sharon Godman (LPG)	31/03/17	On Target	50%	A Devolution Update report is being prepared to coincide with new announcements expected in the Chancellor's Autumn Statement regarding a new Devolution Deal for London.

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Appendix 2

Tower Hamlets Strategic Plan 2016/17 - 2018/19

Key Performance Measures 2016/17

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Strategic Performance measure - six monthly monitoring

SUMMARY

The following criteria are used to assess strategic performance measures:

- Red indicates performance has fallen below the minimum expectation – indicated as the dotted red
- Amber indicates performance to be at or better than the minimum standard, but below the target – indicated as the solid green line.
- Green indicates performance to be at or better than the target.

Performance is also considered against the equivalent quarter for the previous year, as a 'direction of travel'. If performance has deteriorated compared to the same time last year, it is indicated as a downward arrow ↓; if there has been no change (or less than 5% change, or no statistically significant change for survey measures) it is neutral ⇔; and if performance has improved compared to the previous year, it is indicated as an upward arrow ↑. The number of strategic measures available for reporting fluctuates between periods due to the different reporting frequencies of the measures

Progress of the strategic performance measures

The strategic plan has 71 key performance measures and of these 45 reportable this quarter including the 2015/16 outturn mentioned above. Five reportable measures have no target set. Chart two shows the breakdown of these indicators along with table six highlighting the progress relating to strategic plan outcomes.

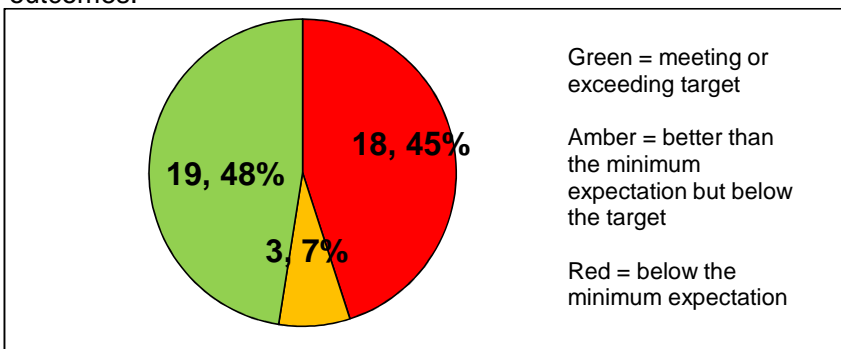


Chart 1: Strategic Performance Measure performance

For the five measures where targets have not been set, performance against target cannot be reported; one measure has improved compared to this time last year, maintained current level for one measure with deterioration for another. Deterioration and direction of travel cannot be assessed for two measures as there is no previous outturn information available.

Chart three below shows the direction of travel – comparing current outturn to this time last year. Overall 11 indicators (31%) show improved performance compared to last year (↑), 13 (36%) are stable (⇔), 12 (33%) have deteriorated (↓), and five are new measures where a direction of travel cannot be measured.

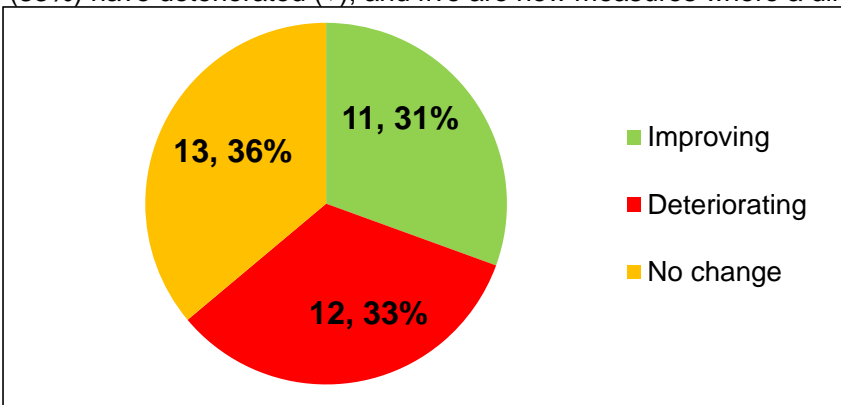

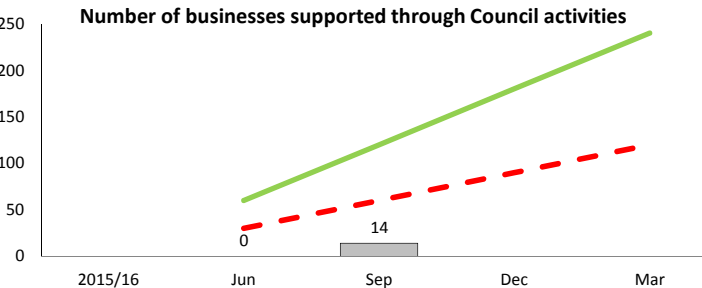
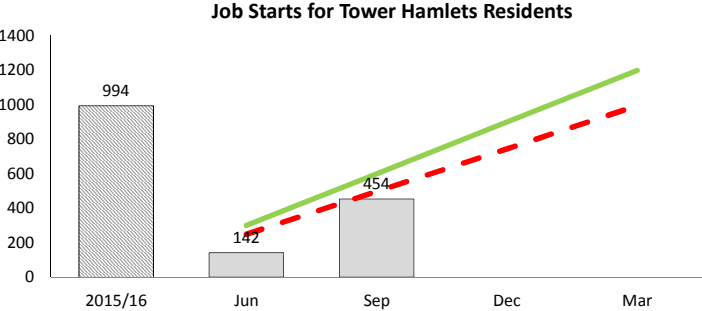

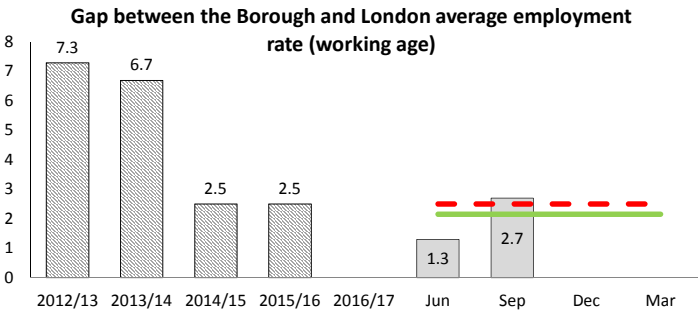
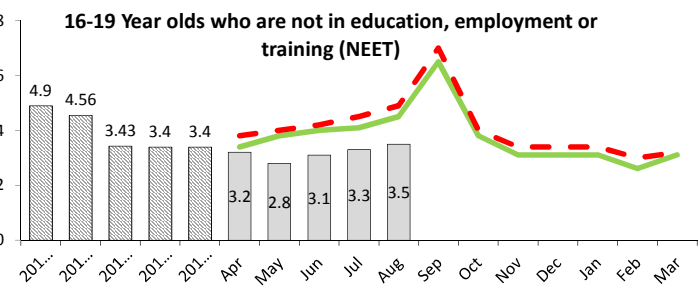

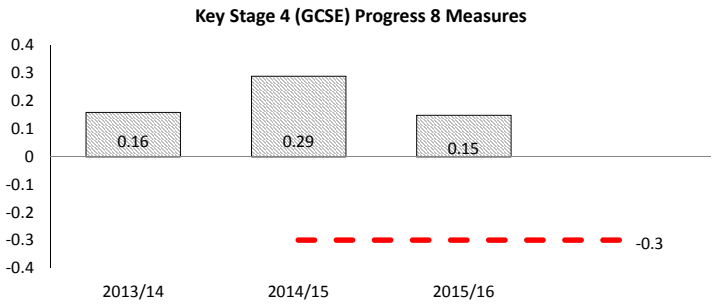
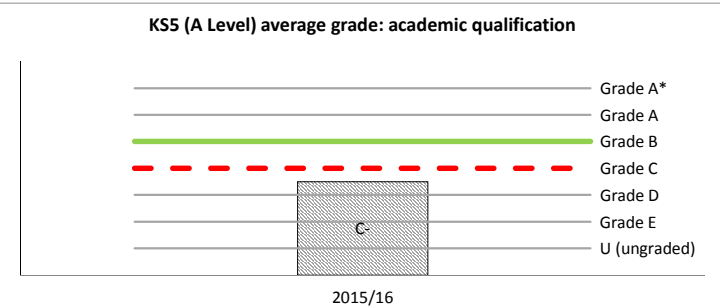
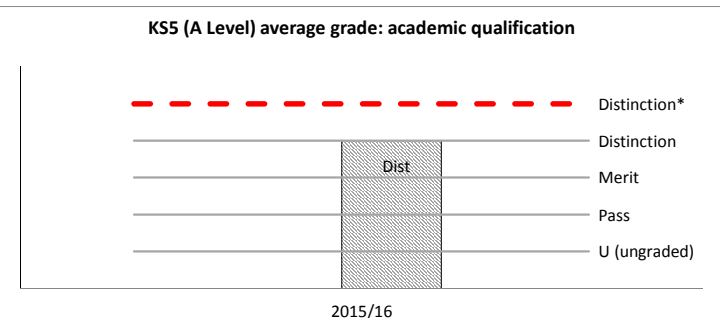


Chart 2: Strategic Performance Measures direction of travel

Description			Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
Creating opportunity by supporting aspiration and tackling poverty								
A dynamic local economy with high levels of growth benefiting us								
<p>Number of businesses supported through Council activities</p> <p>Measured in: Number Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.1b: Implement a programme of business support for Tower Hamlets businesses and entrepreneurs</p> 		N/A	60	120	14	RED	N/A
<p>Due to the delayed start of the relevant projects, there was a nil response for this indicator last quarter. Procurement processes have caused some delay in delivery, but are now moving ahead successfully. Contracts have been awarded programme delivery started mid September. There will be a much higher total next quarter, when implementation of the four Enterprise Team New Homes Bonus (NHB) projects start in earnest.</p> <p>This indicator measures outputs from the GLA NHB programme of enterprise work, new business training, High Streets and Town Centres, retail support and general support for business through the Economic Development Business Desk.</p>								
More residents in good-quality, well-paid jobs								
<p>Number of residents supported into sustainable jobs through the employment & skills programme</p> <p>Measured in: Number Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.2a Expand the Raising Aspirations programme across the borough, to provide intensive support to get long-term unemployed and economically inactive residents into work 1.2b Develop an Integrated Employment Service to support higher volumes of local people into work, including graduates into higher skilled jobs</p> 		994	497	600	454	RED	↑
<p>The Raising Aspirations delivery model and European Social Fund (ESF) programme was implemented January 2016. The Employment Service focus has therefore shifted to economically inactive and long-term unemployed (residents furthest from the Labour Market, potentially with multiple barriers to employment). In addition the service has experienced difficulties with recruitment of suitable staff into vacant posts.</p> <p>A series of targeted programmes are also being developed and profiled to take into account Integrated Employment Service (IES) development work with services and departments across the Council and key providers to maximise the engagement of women, disabled and BAME residents. The refocus takes account of targeting of identified benefit cap clients affected from October 2016. The Working Start Programme is also being rescheduled to align support for specific groups.</p>								

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
Young people realising their potential							
<p>Overall employment rate - gap between the Borough and London average rate (working age) (ppts)</p> <p>Measured in: percentage points Good Performance: Gap - Lower</p>	<p>Strategic Plan activity to support this measure: 2.1a Expand the Raising Aspirations programme across the borough, to provide intensive support to get long-term unemployed and economically inactive residents into work 2.1b Develop an Integrated Employment Service to support higher volumes of local people into work, including graduates into higher skilled jobs</p> <p>Gap between the Borough and London average employment rate (working age)</p> 	2.50	2.50	2.15	2.70	RED	↔
<p>The overall employment rate of residents in Tower Hamlets is 70.5 percent; the London average is 73.2 percent. The gap between Tower Hamlets and the London average is 2.7 percentage points.</p> <p>The Council is developing and an integrated employment service to align and coordinate Council employment support functions, working with partners. The Employment Service focus has in 16/17 also shifted to economically inactive and long-term unemployed (Residents furthest from the Labour Market, potentially with multiple barriers to employment). A series of targeted programmes are also being developed and profiled to take into account Integrated Employment Service (IES) development work with services and departments across the Council and key providers to maximise the engagement of women, disabled and BAME residents. The refocus takes account of targeting of identified benefit cap clients affected from Oct 2016. The Working Start Programme is also being rescheduled to align support for specific groups.</p>							
<p>16 to 19 year olds who are not in education, employment or training (NEET) (%)</p> <p>Measured in: % Good Performance: Lower</p>	<p>Strategic Plan activity to support this measure: 1.3e Improve educational and vocational provision at post-16</p> <p>16-19 Year olds who are not in education, employment or training (NEET)</p> 	3.40	4.90	4.50	3.50	GREEN	↑
<p>3.5 percent of 16 to 18 year olds in the Borough are not in education, employment and training, exceeding the Council's target of 4.5%, and improving on last year's performance when 4.9% of 16-18 year olds were not in education, employment and training.</p> <p>This improvement has been supported by the Council's work to improve educational and vocational provision at post-16 (Strategic Activity 1.3e). The Council has worked to ensure that information about aspirational progression routes for young people leaving school, college or university including vocational routes is provided to parents through a variety of routes, and has also established a 1:1 academic English tuition programme in local schools. Work is also underway to provide support to vulnerable young people to move into education, training and work so that they can reach their full potential.</p>							

Description	Minimum Target		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)								
	<p>Key Stage 2 Achievement: Percentage of children achieving the national standard (all children)</p> <p>Measured in: Percentage Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3c Improve educational aspiration and attainment</p>		N/A	Above national & London Ave	N/A	60.00	GREEN	N/A							
	<p>KS2 attainment - % of pupils achieving the national standard</p> <table border="1"> <caption>KS2 attainment - % of pupils achieving the national standard</caption> <thead> <tr> <th>Year</th> <th>Attainment (%)</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>60</td> </tr> <tr> <td>2017/18</td> <td>52</td> </tr> </tbody> </table>		Year	Attainment (%)	2016/17	60	2017/18	52	<p>Provisional - Summer 2016 exams Provisional achievement at local authority level is 60.4 percent, but is reported as 60 percent on the DFES statistical release (which doesn't give any decimal places).</p> <p>Provisional national average for this new measure is 52 percent meaning that Tower Hamlets' performance has exceeded this by 8 percentage points. The national floor standard for schools remain unchanged at 65 percent for this measure (based on last year's performance measure) meaning that only one Tower Hamlets school is currently above the floor standard in this measure. However, the expectation is that the DFE will be adjusting the floor standards for this new measure in light of the change in methodology and the new national average. This achievement has been supported by the work to improve educational aspiration and attainment (Strategic Activity 1.3c). The Council's Primary Education and Partnership team support staff in schools through central training sessions and one to one work with leaders, and the Council also started work on an action plan to improve white British pupil attainment in schools.</p>							
Year	Attainment (%)															
2016/17	60															
2017/18	52															
<p>Key Stage 4 (GCSE) Attainment 8 (average point score against a basket of 8 GCSE subjects)</p> <p>Measured in: average point score Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3c Improve educational aspiration and attainment</p>		50.00	48.40	48.40	50.00	GREEN	↔								
	<p>Key Stage 4 (GCSE) Attainment 8</p> <table border="1"> <caption>Key Stage 4 (GCSE) Attainment 8</caption> <thead> <tr> <th>Year</th> <th>Attainment (point score)</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>49</td> </tr> <tr> <td>2014/15</td> <td>50.6</td> </tr> <tr> <td>2015/16</td> <td>50</td> </tr> </tbody> </table>		Year	Attainment (point score)	2013/14	49	2014/15	50.6	2015/16	50	<p>Provisional - Summer 2016 exams An average point score is derived from performance against a basket of 8 core GCSE subjects including English and Maths. The maximum potential score is 80.</p> <p>The minimum expectation of 48.8 for Attainment 8 represents the national average for (state funded) early adopter schools in the 2014/15 academic year.</p> <p>The provisional published data indicates Tower Hamlets averages 50 points in this measure, above the minimum expectation and just above the 2015/16 provisional national average for state-funded schools of 49.9.</p>					
Year	Attainment (point score)															
2013/14	49															
2014/15	50.6															
2015/16	50															

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Key Stage 4 (GCSE) Progress 8 Measures (comparing actual performance in Attainment 8 with expected performance from KS2)</p> <p>Measured in: Points Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3c Improve educational aspiration and attainment</p> <p>Key Stage 4 (GCSE) Progress 8 Measures</p> 	0.15	-0.30	N/A	0.15	GREEN	↓
<p>Key Stage 5 (A Level) Average Grade: Academic Qualifications</p> <p>Measured in: Grade Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3c Improve educational aspiration and attainment 1.3e Improve educational and vocational provision at post-16</p> <p>KS5 (A Level) average grade: academic qualification</p> 	N/A	C	B	C-	RED	N/A
<p>Key Stage 5 (A Level) Average Grade: Vocational Qualifications</p> <p>Measured in: Grade Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3c Improve educational aspiration and attainment 1.3e Improve educational and vocational provision at post-16</p> <p>KS5 (A Level) average grade: academic qualification</p> 	N/A	Distinction+	Distinction+	Distinction	RED	N/A

Provisional - Summer 2016 exams
Progress is based on the comparing actual performance in Attainment 8 measures with expected performance based on pupils with similar KS2 prior attainment, and expressed as the proportion of a grade eg. +1 would indicate on average a whole grade better progress per subject than expected based on prior attainment.

The minimum expectation of -0.3 for Progress 8 measures represents the national average for the (state funded) early adopter schools in 2014/15.

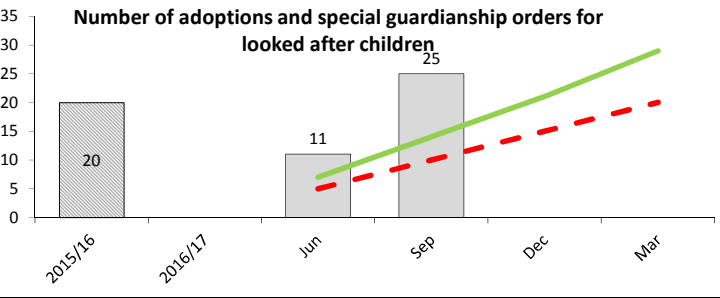
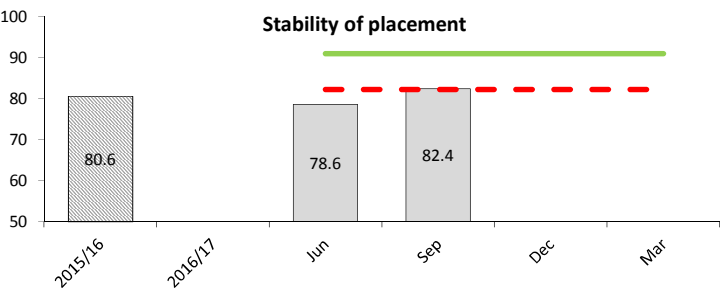
Provisional published data indicates that we have met the minimum target with an average progress score of +0.15. This is approximately in line with performance in London, of +0.16.


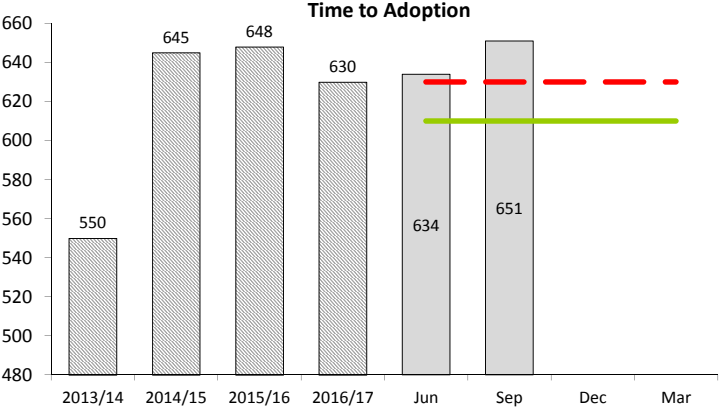
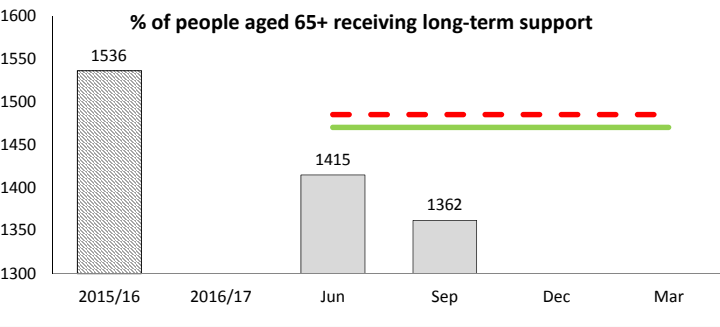
Provisional - Summer 2016 exams
Overall school performance is C for Academic qualifications, but inclusion of Tower Hamlets College for overall borough performance reduces performance to C-


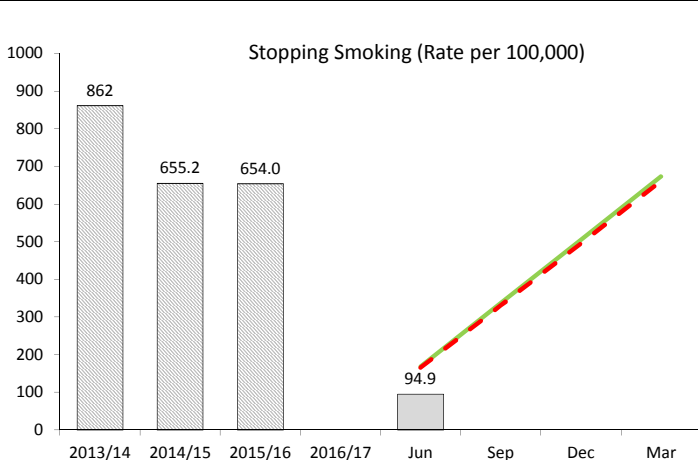
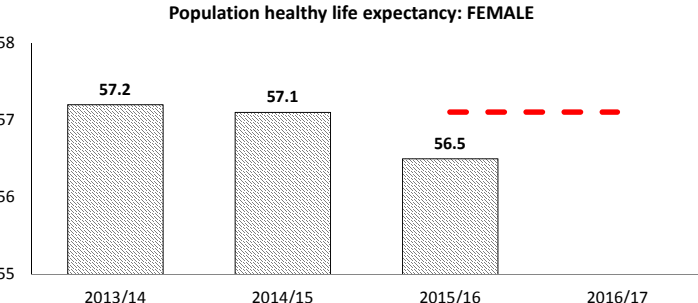
National benchmark is C.


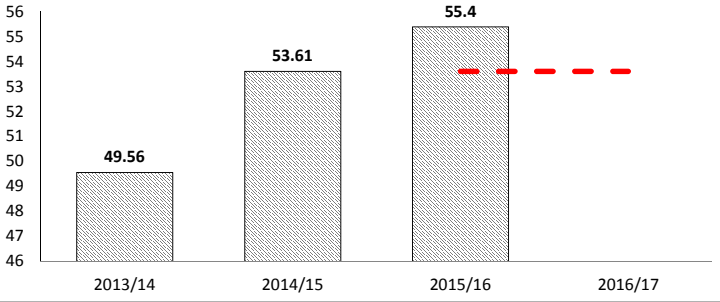
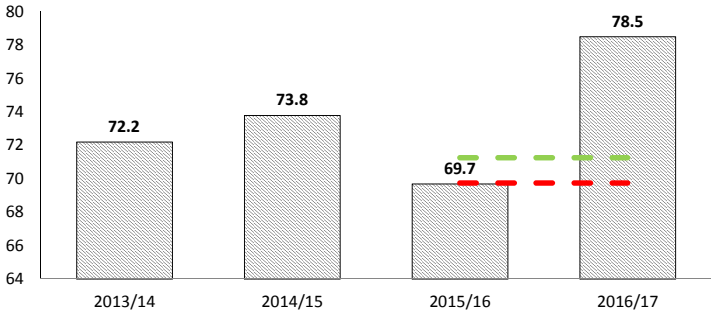
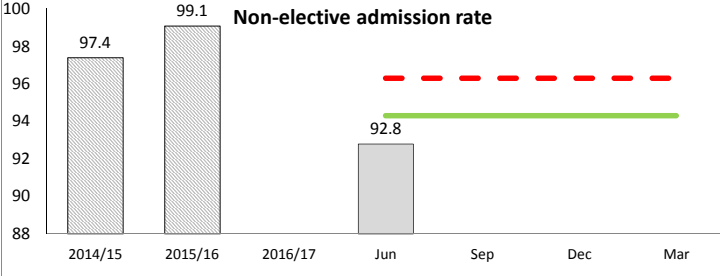
Provisional - Summer 2016 exams
Average grade for A-Level equivalent vocational "Tech Levels". This grade is a Dist+ when looking at only performance of schools and excluding Tower Hamlets College.

National benchmark is Distinction.

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Number of adoptions and special guardianship orders granted for looked after children</p> <p>Measured in: Number Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3d Ensure better outcomes for looked after children and young people</p> 	20.00	10.00	11.00	25.00	GREEN	↑
<p>Percentage of looked after children in the same placement for two years or more</p> <p>Measured in: Percentage Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.3d Ensure better outcomes for looked after children and young people</p> 	80.6 (P)	82.20	91.00	82.40	AMBER	↓

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Average time between a child entering care and moving in with adoptive family (Time to adoption)</p> <p>Measured in: Days Good Performance: Lower</p>	<p>Strategic Plan activity to support this measure: 1.3d Ensure better outcomes for looked after children and young people</p> 	630	630	610	651	RED	↓
<p>The average number of days for the three year rolling period to end of September 2016 was 651 days. The Council did not reduce the number of days to the 630 day target, and compared to the same period last year, the number of days taken has increased by 135 days. This indicator is measured over a three year period. However during Q1 & Q2 of 2016/17, 8 adoptions were made, with an average of 539 days elapsing. 5 of the 8 adoptions took approximately one year (between 268 and 368 days) which is within acceptable good practice timescales. The remaining 3 however took a more significant amount of time due to their complex circumstances. It is anticipated that a further 4 children may be adopted in this year. In terms of the impact on the figures for 2016-17 these adoptions could improve our position slightly, though at this juncture it is impossible to quantify accurately. Currently the Permanency and Adoption Support Team managers are looking to place children with adopters as quickly as possible from the date of the placement order. We are also working with adopters to consider the fostering to adopt option now available. The national average on this measure for the three year period 2012/15 is 593 and for London the average is 635.</p> <p>Adoption service carries out monthly monitoring of adoptions data to review progress of all children on a care plan for adoption, and hold regular permanency planning meeting for these children.</p>							
<p>More people living healthier for longer</p>							
<p>Proportion of people over 65 receiving long term support, per 10,000 population</p> <p>Measured in: Percentage Good Performance: Lower</p>	<p>Strategic Plan activity to support this measure: 1.4b Improve care and support for vulnerable adults and their carers, integrating with health and promoting independence and keeping people safe from all forms of abuse</p> 	1536	1485	1470	1362	GREEN	N/A
<p>Based on rolling year data to end of September 2016, 2,409 actual service users aged 65+ received a long term service, which is a reduction from the 2015/16 period from 2,626. Many of these older people will now be categorised as receiving shorter term care, of which some may require longer term support in future. Revised Office for National Statistics mid-year population figures, showing a slight increase in the 65+ age group, has had some positive impact on rate. We are on target to meet the stretch target set for this measure. This outcome has been supported by the work to improve care and support for vulnerable adults and their carers, integrating with health and promoting independence and keeping people safe from all forms of abuse (Strategic Activity 1.4b). The Council has worked to strengthen and promote practice which enables greater independence and choice for service users. By applying the right tools and providing staff with training, this has enabled more person-centred and strength based assessments. England average = 630, London average = 790</p>							

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Smoking Quitters</p> <p>Measured in: rate per 100,000 of population (aged 16+) of four-week smoking quitters who have attended NHS Stop Smoking Services . Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.4a Promote healthy lifestyles and address the wider causes of ill health, through a refreshed Health and Wellbeing Strategy, which commits all sections of the council to actively promote the health and wellbeing of all our communities</p> 	654.0	165.3	168.3	94.9	RED	↓
<p>Stopping Smoking (Rate per 100,000)</p> <p>Q1 data</p> <p>Q1 data recorded 224 actual smoking quits, which is below the level needed to reach minimum 1,500 actual quits for full year. Performance is under target due to widespread and national changes in how smokers are quitting by using E cigarettes and also due to the implementation of local changes in the smoking cessation system. We have ensured that all of the smoking cessation services are now able to give advice about how to best use E cigs as a quitting aid and can also register people as quitters if they have successfully stopped smoking using E cigs. A small pilot is underway to assess whether E cigs may also increase successful quits if included as part of the local treatment protocol. To improve identification and successful quits changes were made to the GP smoking enhanced service so that all smokers are now referred to the Specialist Stop Smoking Service where quit rates as higher. This change has taken some time to be fully implemented by Primary Care and the PH team are continuing to support practices in implementing the new model. The smoking CQUIN at Barts and improvements in identifying and referring pregnant smokers has also had a lead in time and quality improvements have been needed in how the services were operating. The implementation of local changes will lead to an improvement in both the identification of local smokers and also improve the number who successfully quit.</p>							
<p>Population healthy life expectancy: FEMALE</p> <p>Measured in: years Good Performance: Higher</p>	<p>Strategic Plan activity to support the healthy life measures: 1.4a Promote healthy lifestyles and address the wider causes of ill health, through a refreshed Health and Wellbeing Strategy, which commits all sections of the council to actively promote the health and wellbeing of all our communities</p> 	57.1	57.1	Not Set	56.5	RED	↔
<p>Population healthy life expectancy: FEMALE</p> <p>Latest data refers to 2013-14</p> <p>This is a global indicator that reflects the cumulative impact of deprivation on the period of time a person is healthy. In Tower Hamlets, for both men and women, people develop poor health ten years earlier than the UK average. This is the headline outcome indicator of the Health and Wellbeing Strategy and is strategically addressed through improvements in wider determinants of health driven by the council (income, education, housing, environment), health improvement (promoting health eg through interventions promoting increased physical activity, healthy eating, stopping smoking and early identification and treatment of health conditions) and access to high quality integrated health and care services. These are issues addressed in both the Community Plan and the new Health and Wellbeing Strategy that is going out to consultation. Although this figure is a fallen compared to 2011-13 (57.1 percent) this is not statistically significant.</p>							

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)										
<p>Population healthy life expectancy: MALE</p> <p>Measured in: years Good Performance: Higher</p>	<p>Population healthy life expectancy: MALE</p>  <table border="1"> <caption>Population healthy life expectancy: MALE</caption> <thead> <tr> <th>Year</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>49.56</td> </tr> <tr> <td>2014/15</td> <td>53.61</td> </tr> <tr> <td>2015/16</td> <td>55.4</td> </tr> <tr> <td>2016/17</td> <td>-</td> </tr> </tbody> </table>	Year	Value	2013/14	49.56	2014/15	53.61	2015/16	55.4	2016/17	-	53.6	53.6	Not Set	55.4	GREEN	↔
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<p>Self-reported happiness (sense of wellbeing survey)</p> <p>Measured in: Percent Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 1.4d Deliver the council commitment to the Mental Health Challenge and work with local employers to tackle mental health stigma</p> <p>Self-reported happiness</p>  <table border="1"> <caption>Self-reported happiness</caption> <thead> <tr> <th>Year</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>72.2</td> </tr> <tr> <td>2014/15</td> <td>73.8</td> </tr> <tr> <td>2015/16</td> <td>69.7</td> </tr> <tr> <td>2016/17</td> <td>78.5</td> </tr> </tbody> </table>	Year	Value	2013/14	72.2	2014/15	73.8	2015/16	69.7	2016/17	78.5	69.74	69.74	71.25	78.5	GREEN	↑
Year	Value																
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<p>Reported annually in arrears, data relates to survey work undertaken in 2015/16.</p> <p>ONS are currently measuring individual/subjective well-being based on four questions included on the Integrated Household Survey: 1. Overall, how satisfied are you with your life nowadays?, 2. Overall, how happy did you feel yesterday?, 3. Overall, how anxious did you feel yesterday?, 4. Overall, to what extent do you feel the things you do in your life are worthwhile?</p> <p>Responses are given on a scale of 0-10 (where 0 is "not at all satisfied/happy/anxious/worthwhile" and 10 is "completely satisfied/happy/anxious/worthwhile"). There was a large increase in the proportion of people answering the question in the sense of wellbeing survey, "overall, how happy did you feel yesterday?" with 7-10 points on a 10 point scale, categorised as high or very high.</p>																	
<p>Non-Elective Admissions (Better Care Fund)</p> <p>Measured in: Percentage Good Performance: Lower</p>	<p>Strategic Plan activity to support this measure: 1.4b Improve care and support for vulnerable adults and their carers, integrating with health and promoting independence and keeping people safe from all forms of abuse</p> <p>Non-elective admission rate</p>  <table border="1"> <caption>Non-elective admission rate</caption> <thead> <tr> <th>Year</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>2014/15</td> <td>97.4</td> </tr> <tr> <td>2015/16</td> <td>99.1</td> </tr> <tr> <td>2016/17</td> <td>92.8</td> </tr> </tbody> </table>	Year	Value	2014/15	97.4	2015/16	99.1	2016/17	92.8	99.10	96.30	94.30	92.8	GREEN	↑		
Year	Value																
2014/15	97.4																
2015/16	99.1																
2016/17	92.8																
<p>The non-elective admission rate for all adult residents has been reduced to 92.3 per 1000 population, exceeding the targeted reduction to a rate 94.3.</p> <p>Work to reduce NEA rates has been led by Tower Hamlets Together and directed by utilizing the Better Care Fund. This outcome has been supported by the Council's work to improve care and support for vulnerable adults and their carers, such as through the Ethical Care Charter and ASC practice framework, integrating with health and promoting independence, through work of community health teams, and keeping people safe from all forms of abuse (Strategic Activity 1.4b).</p>																	

Description	Minimum Target		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)	
	Reducing inequality and embracing diversity								
Key Stage 2 Achievement: Percentage of children achieving the national standard (attainment gap for White British children) Measured in: Points Good Performance: Higher	Strategic Plan activity to support these attainment gap measures: 1.3c Improve educational aspiration and attainment			N/A	Not Set	Not Set	-3.40	N/A	N/A
	Provisional - Summer 2016 exams Attainment for the whole cohort was 60.4 percent (rounded to 60 percent on the DfE statistical release), and for White British children the percentage achieving the national standard was 57.3 percent - the gap was 3.4 percentage points. For non-White British children, the outturn was 60.8 percent.								
Key Stage 4 (GCSE) Attainment & Progress 8 Achievement: (attainment gap for White British children compared to non-White British children) Measured in: Points Good Performance: Lower	Strategic Plan activity to support these attainment gap measures: 1.3c Improve educational aspiration and attainment			N/A	Not Set	Not Set	-9.1	N/A	N/A
	Provisional - Summer 2016 exams Attainment 8: Attainment 8 achievement is 41.6 points for White British children, compared to 50.8 points for non White British children. There is a -9.1 point gap between White British and non-White British pupils for the Attainment 8 measure. Progress 8: For Progress 8, the gap is -0.7 which indicates that White British pupils get on average a 0.7 of a grade less than their peers even when controlling for prior achievement. The cohort of White British pupils is 255, out of a total cohort of 2,573.								
Proportion of people with mental health problems in employment Measured in: Percentage Good Performance: Higher	Strategic Plan activity to support milestone: 1.4d Deliver the council commitment to the Mental Health Challenge and work with local employers to tackle mental health stigma			4.4	5.2	5.9	3.5	RED	N/A
	Three month average for Q1 figures. On average 912 people on Mental Health Care Pathway Approach aged 18-69 at the end of each monthly reporting period, of which on average 32 were in employment. Reporting arrangements being agreed with East London Foundation Trust to obtain more timely information. To boost the employment chances of people mental health needs, the Council in partnership with East London Foundation Trust (ELFT) is moving to a recovery based model of provision. This will build individuals' employment skills and social confidence which are key to more successful outcomes on the labour market. In addition we are trying to develop closer relationships with employers and third sector partners to open up employment options while ELFT is attempting to develop better measures of the numbers of people with mental health needs finding their ways into employment. National = 6.8%, London = 5.5%								

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Employment gap for women: reducing the gap between the Borough employment rate and employment rate for women</p> <p>Measured in: percentage points Good Performance: Gap - Lower</p>	<p>Strategic Plan activity to support these employment gap measures: 1.5b Support more women and black and minority ethnic and disabled residents into employment</p> 	6.9	6.9	6.8	4.1	GREEN	↑
<p>Employment gap for BME residents reducing the gap between the Borough employment rate and employment rate for BME residents</p> <p>Measured in: percentage points Good Performance: Gap - Lower</p>		2.60	2.60	2.35	4.40	RED	↔


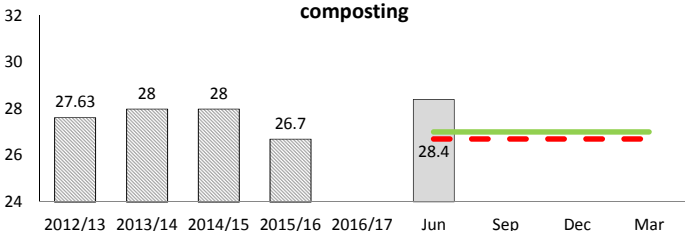
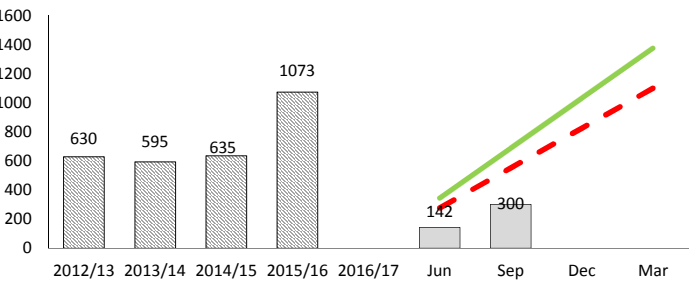
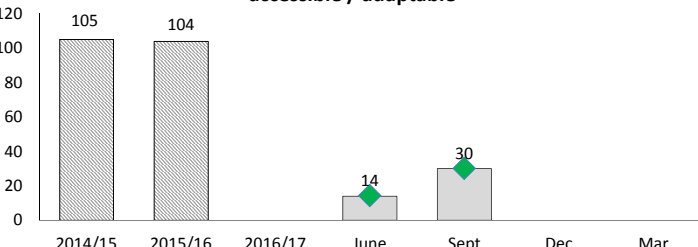
62.5 percent of working aged women in Tower Hamlets are employed meaning that the gap between the percentage of women in the borough who are employed compared to the London average has reduced to 4.1 percentage points. The Council's target of 6.8 percent points has been exceeded and improving on last year's performance when the gap was 5.5 percentage points.


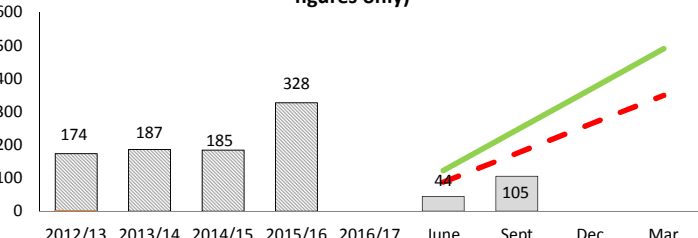
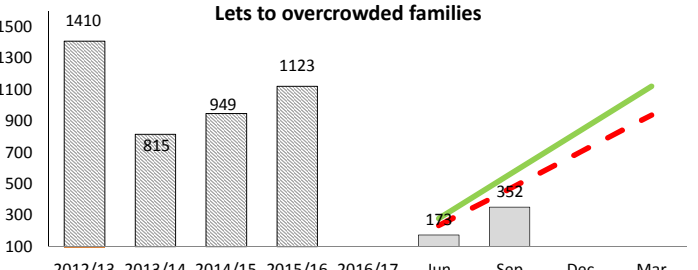
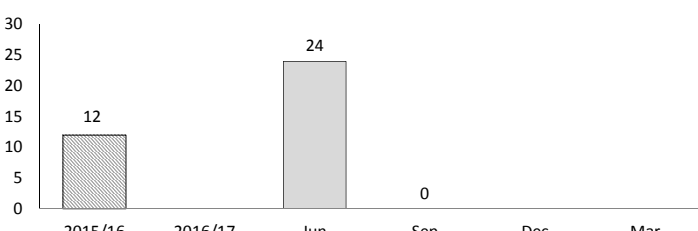
When comparing Tower Hamlets performance against the East London Growth Borough's, the borough has the 3rd highest employment rates for women, and the highest increase in rate over a 12 month period. This achievement has been supported by the work to support more women residents into employment (Strategic Activity 1.5a). The Council has undertaken targeted work which has seen an increase in the number of women registering for employment support, and in particular through the Women into Health and Childcare, and Raising Aspirations programmes. This also includes working with Children's Centre's and parents with children under 5, providing employability training and referrals to the employment service.


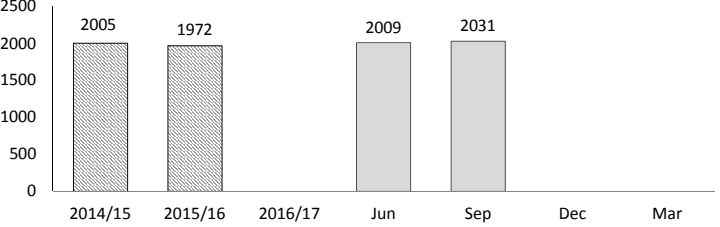
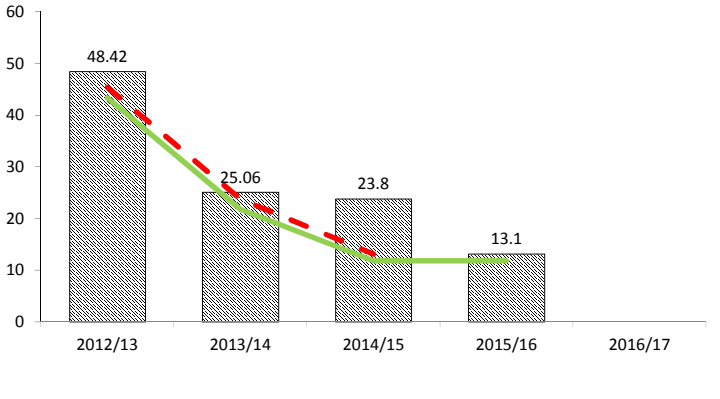
Employment rate for BME residents in Tower Hamlets is 61.5% compared to the London average rate of 65.9 percent. The gap between Tower Hamlets and the London average rate is 4.4 percentage points. The Tower Hamlets employment rate for BME residents has decreased since last quarters reporting, widening the gap with London. However the net increase in employment for BME is 11,400 higher than this time last year, with a rate increase of 3.4 percent (1 percentage points) in the same period. Again, it is worth noting that the confidence levels for Tower Hamlets (8.6 percent) is larger than the London average rate (1.8 percent), influencing significant variations and changes. The revised Local Economic Assessment suggests that BAME rates (particularly amongst Women) are still over represented in both unemployment and benefit claims statistics. There are a range of different barriers to work associated with BAME clients including English, basic skills and access to networks. Long term and economically inactive BAME residents will continue to be a focus for the employment & Skills delivery service and will form part of the focus of the new integrated service development identified above. With a top bandwidth target of 1000 residents into employment through Council activities, an 850 net increase of BAME residents into work represents a closing of the gap by 0.15 percentage points.


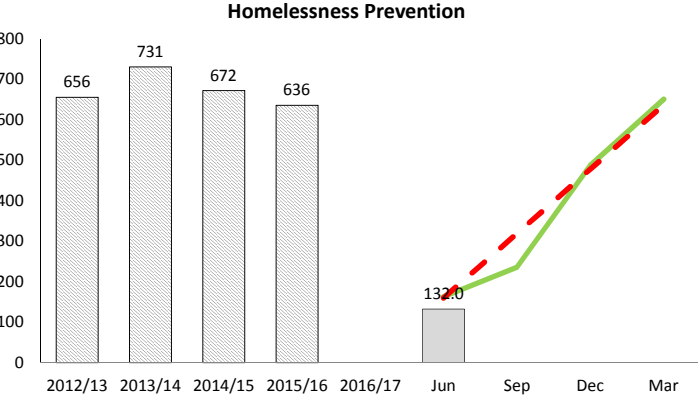
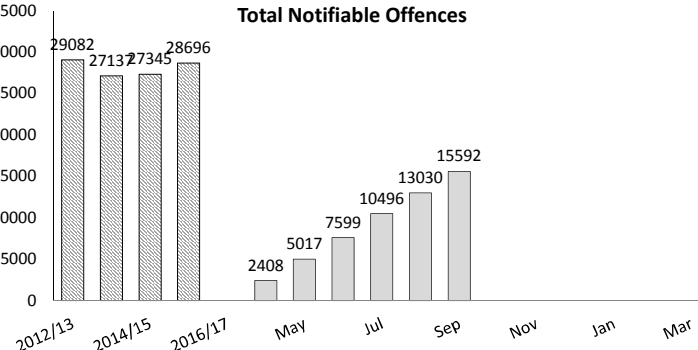
Description	Minimum Target		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
	<p>Position of LBTH in London Boroughs for top 5% of earners that are female</p> <p>Measured in: quartile position Good Performance: Higher</p>	<p>Strategic Plan activities to support these workforce diversity measures: 1.5b Support more women and black and minority ethnic and disabled residents into employment EOe Develop an effective workforce strategy, with appropriate skills and representative of the community</p>						
	<p>Workforce Diversity of senior managers - Female</p>		2nd	2nd	1st	2nd	AMBER	↔
			<p><u>Latest data relates to 2015/16 financial year.</u> Tower Hamlets Council's percentage of top 5 percent earners who are female is 52.9 percent and falls in the second quartile of all the London boroughs, and the first quartile for inner London. The percentage has risen since the last survey in 31st March 2015, when it was 49.6 percent, a rise of 6.7 percent. This compares with a median average change of +4.6percent for all London boroughs and a median average change of +1.0 percent for inner London since 31st March 2015.</p> <p>In 2014/15 LBTH were in the median range for this measure. There have been a number of recent female appointments at senior levels and this will already have had an impact on the current position. Progression to the top quartile was an ambitious target. Quartile position has been maintained.</p>					
<p>Position of LBTH in London Boroughs for top 5% of earners that are BAME</p> <p>Measured in: quartile position Good Performance: Higher</p>	<p>Workforce Diversity of senior managers - BAME</p>		1st	1st	1st	1st	GREEN	↔
			<p><u>Latest data relates to 2015/16 financial year.</u> Tower Hamlets Council's percentage of top 5 percent earners who are from black and minority ethnic groups is 27 percent and places us in the first quartile of all the London boroughs, and the first quartile for inner London. This is a rise since the last survey in 31st March 2015, when it was 25.6 percent, a rise of 5.5 percent. This compares with a median average change of -4.6 percent for all London boroughs and a median average change of +2.5 percent for inner London since 31st March 2015.</p> <p>In 2014/15 LBTH was the fourth highest employer of senior BAME staff; in 2015/16, this had risen to the second highest.</p>					
<p>Position of LBTH in London Boroughs for top 5% of earners with a disability</p> <p>Measured in: quartile position Good Performance: Higher</p>	<p>Workforce Diversity of senior managers - Disability</p>		1st	1st	1st	1st	GREEN	↔
			<p><u>Latest data relates to 2015/16 financial year.</u> Tower Hamlets Council's percentage of top 5 percent earners who are disabled is 8.7 percent and places the borough in the top quartile of all the London boroughs, and the top quartile for inner London. There has been a reduction since the last survey in 31st March 2015, when it was 8.8 percent, a fall of 1.1 percent. This compares with a median average change of -24.0 percent for all London boroughs and a median average change of -19.7 percent for inner London since 31st March 2015.</p> <p>In 2014/15 LBTH was fourth highest employer of senior staff with a declared disability; in 2015/16, the position has moved to third highest.</p>					


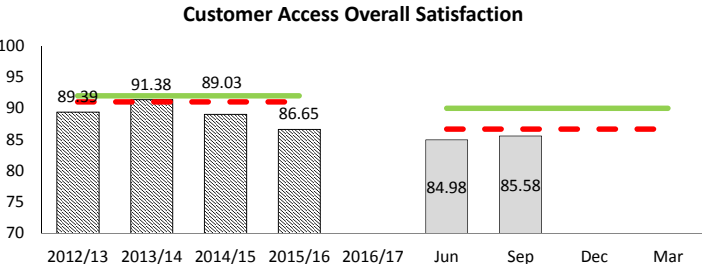
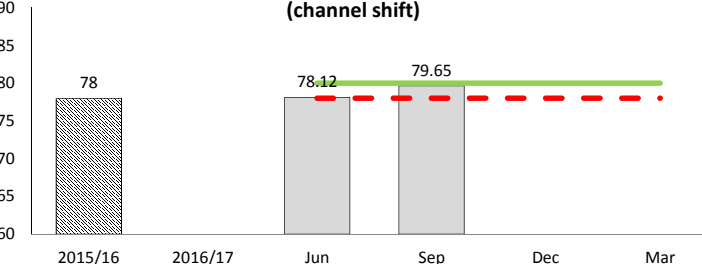
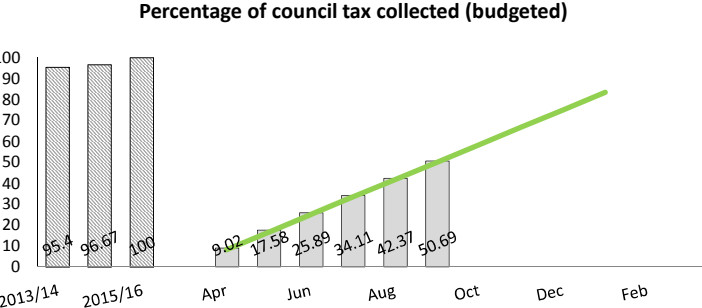
Description	Minimum Target		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
	Creating and maintaining a vibrant successful place							
An improved local environment								
Level of street and environmental cleanliness - litter (%) Measured in % Good performance: Lower	Strategic Plan activity to support these cleanliness measures: 2.1a Ensure that the borough is clean to the highest possible standards							
			2.00	1.9	2.0	1.9	GREEN	
	Target achieved. Tranche 2 survey for the four cleanliness measures will take place at the end of Quarter 3.							
Level of street and environmental cleanliness - detritus (%) Measured in % Good performance: Lower			1.30	1.3	1.2	1.5	RED	
	Results from the recent Council survey of the borough's street cleanliness found that 98.5 percent of surveyed land had an acceptable level of detritus; the target of 98.9 percent was narrowly missed. There was a higher level of detritus compared to the same period last year. This survey covered areas of high footfall and near food establishments were surveyed such as Mile End Road. Results have been passed onto our contractors, Veolia, and performance will be monitored on failed streets to ensure scores are better for the second survey. Actions that the Council has in place to ensure that the borough is clean to the highest possible standards.							
Improved street and environmental cleanliness - graffiti (%) Measured in % Good performance: Lower			5.60	5.6	5.4	5.2	GREEN	
	Target exceeded							
Improved street and environmental cleanliness - fly-posting (%) Measured in % Good performance: Lower			1.00	1.0	0.9	0.9	GREEN	
	Target achieved							


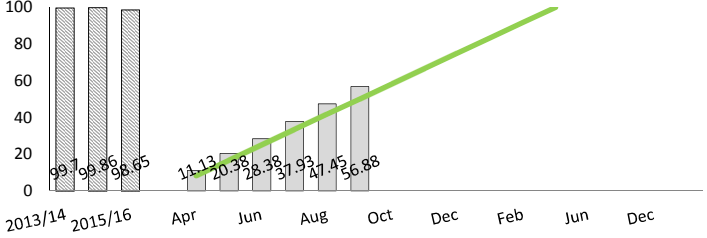
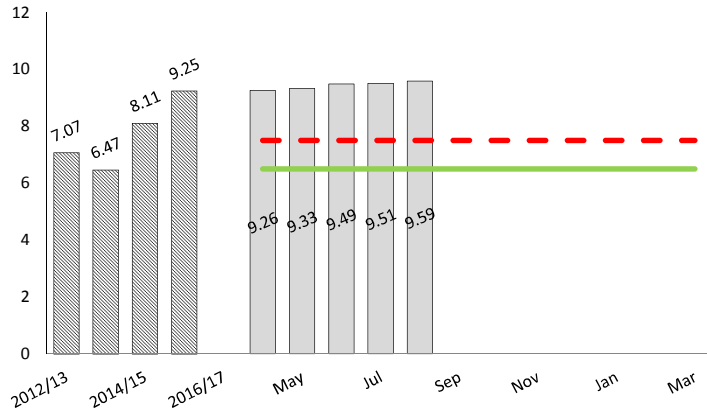
Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)														
<p>Percentage of household waste sent for reuse, recycling and composting</p> <p>Measured in % Good performance: Higher</p>	<p>Strategic Plan activity to support measure: 2.1b Improve waste management and recycling performance</p> <p>Percentage of household waste sent for reuse, recycling & composting</p>  <table border="1"> <caption>Percentage of household waste sent for reuse, recycling & composting</caption> <thead> <tr><th>Year</th><th>Percentage (%)</th></tr> </thead> <tbody> <tr><td>2012/13</td><td>27.63</td></tr> <tr><td>2013/14</td><td>28</td></tr> <tr><td>2014/15</td><td>28</td></tr> <tr><td>2015/16</td><td>26.7</td></tr> <tr><td>2016/17 (Jun)</td><td>28.4</td></tr> </tbody> </table>	Year	Percentage (%)	2012/13	27.63	2013/14	28	2014/15	28	2015/16	26.7	2016/17 (Jun)	28.4	26.70	26.70	27.00	28.40	GREEN	↔		
Year	Percentage (%)																				
2012/13	27.63																				
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2015/16	26.7																				
2016/17 (Jun)	28.4																				
Better quality homes for all																					
<p>Number of affordable homes delivered (gross)</p> <p>Measured in: Number (the sum of social rent housing and intermediate housing - low cost home ownership and intermediate rent) Good Performance: Higher</p>	<p>Strategic Plan activity to support these housing delivery measures: 2.2a Increase the availability of good quality housing, including family sized across all tenures</p> <p>Number of affordable homes delivered (gross)</p>  <table border="1"> <caption>Number of affordable homes delivered (gross)</caption> <thead> <tr><th>Year</th><th>Number</th></tr> </thead> <tbody> <tr><td>2012/13</td><td>630</td></tr> <tr><td>2013/14</td><td>595</td></tr> <tr><td>2014/15</td><td>635</td></tr> <tr><td>2015/16</td><td>1073</td></tr> <tr><td>2016/17 (Jun)</td><td>142</td></tr> <tr><td>2016/17 (Sep)</td><td>300</td></tr> </tbody> </table>	Year	Number	2012/13	630	2013/14	595	2014/15	635	2015/16	1073	2016/17 (Jun)	142	2016/17 (Sep)	300	1073	550	687	300	RED	↓
Year	Number																				
2012/13	630																				
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2016/17 (Sep)	300																				
<p>300 units have completed at the end of Q2, which represents approximately 55 percent of the lower target for September. However, it is worth noting that the end of year total will be within the target range. Our current prediction is for the completion of 1365 affordable units in this financial year, so 22 percent of that total has been achieved to date, with Q2 performance (153 units) delivering 11 percent of that total.</p> <p>One particularly large scheme at City Island (104 units for rent) was expected to complete this quarter, but now appears to have slipped into Q3. As is regularly reported, there can be no action plan to remedy quarterly underperformance, as the distribution of completions will never fall into an equal four quarter split and there is nothing that the council can do to influence the actual date of handovers, which rely on the progress of final building works and often on unpredictable timing of connections to utilities. Nevertheless, Tower Hamlets has a strong track record of housing delivery and continues to provide among the highest numbers of affordable homes in the country.</p>																					
<p>Number of affordable units provided as wheelchair accessible or adaptable (10% of affordable homes delivered)</p> <p>Measured in: Number Good Performance: Higher</p>	<p>Number of affordable homes provided as wheelchair accessible / adaptable</p>  <table border="1"> <caption>Number of affordable homes provided as wheelchair accessible / adaptable</caption> <thead> <tr><th>Year</th><th>Number</th></tr> </thead> <tbody> <tr><td>2014/15</td><td>105</td></tr> <tr><td>2015/16</td><td>104</td></tr> <tr><td>2016/17 (June)</td><td>14</td></tr> <tr><td>2016/17 (Sept)</td><td>30</td></tr> </tbody> </table>	Year	Number	2014/15	105	2015/16	104	2016/17 (June)	14	2016/17 (Sept)	30	104	N/A	30 (10% of Affordable Homes)	30	GREEN	↓				
Year	Number																				
2014/15	105																				
2015/16	104																				
2016/17 (June)	14																				
2016/17 (Sept)	30																				
<p>So far this year, the Council has delivered 300 affordable homes of which 10 percent (30) are wheelchair accessible. The target of 10 percent of all affordable homes delivered has been met.</p> <p>This achievement is supported by the activity to increase the availability of good quality housing, including family sized homes (Strategic Activity 2.2a). The Council is working to reduce the number of residents on the accessible housing register by matching them with new bespoke adapted, affordable homes for disabled people on the project 120 scheme.</p>																					

Description	 Minimum Target	Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)																
Number of affordable social rented housing completions for family housing (gross) Measured in: Number (a count of the number of affordable housing - local authority, housing associations, and co-operative tenants. Family housing is 3 bedrooms or more) Good Performance: Higher	<p>Social rented housing completions for family housing (gross figures only)</p>  <table border="1"> <caption>Social rented housing completions for family housing (gross figures only)</caption> <thead> <tr> <th>Year</th> <th>Completions</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>174</td> </tr> <tr> <td>2013/14</td> <td>187</td> </tr> <tr> <td>2014/15</td> <td>185</td> </tr> <tr> <td>2015/16</td> <td>328</td> </tr> <tr> <td>2016/17</td> <td>44</td> </tr> <tr> <td>June</td> <td>44</td> </tr> <tr> <td>Sept</td> <td>105</td> </tr> </tbody> </table>	Year	Completions	2012/13	174	2013/14	187	2014/15	185	2015/16	328	2016/17	44	June	44	Sept	105	328	174	367	105	RED	↓
Year	Completions																						
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2016/17	44																						
June	44																						
Sept	105																						
New affordable homes ending Q2 is 22 percent (300) the total expected for 2016-17 (1365). It is difficult to predict when housing schemes will be completed. However, the Council estimates that at the end of this financial year, 1,365 affordable homes will have been delivered, which will also see large numbers of family units delivered. 50 percent of all rented units delivered at the end September have been family sized accommodation; this is above the Council's policy target of 45 percent.																							
The number of overcrowded families rehoused, lets to overcrowded households Measured in: Number (count of lets to overcrowded housing applicants and tenants of CHR partner landlords lacking one or more bedrooms) Good Performance: Higher	<p>Strategic Plan activity to support these housing delivery measures: 2.2a Increase the availability of good quality housing, including family sized across all tenures</p> <p>Lets to overcrowded families</p>  <table border="1"> <caption>Lets to overcrowded families</caption> <thead> <tr> <th>Year</th> <th>Lets</th> </tr> </thead> <tbody> <tr> <td>2012/13</td> <td>1410</td> </tr> <tr> <td>2013/14</td> <td>815</td> </tr> <tr> <td>2014/15</td> <td>949</td> </tr> <tr> <td>2015/16</td> <td>1123</td> </tr> <tr> <td>2016/17</td> <td>17</td> </tr> <tr> <td>Jun</td> <td>17</td> </tr> <tr> <td>Sep</td> <td>352</td> </tr> </tbody> </table>	Year	Lets	2012/13	1410	2013/14	815	2014/15	949	2015/16	1123	2016/17	17	Jun	17	Sep	352	1123	469	561	352	RED	↓
Year	Lets																						
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2015/16	1123																						
2016/17	17																						
Jun	17																						
Sep	352																						
352 overcrowded families have been rehoused up to Q2. This is below the Q2 minimum expectation because lets are down by 30 percent compared to last year, and although expectation is for the overall lets to increase towards the end of the financial year when we receive handover of new build schemes, it is difficult to predict at this stage whether the end of year targets can be achieved. It is anticipated that the number of units becoming available to let will increase towards the end of the year due to handover of the new build units, and also with all the outstanding offers being resulted, therefore seeing an increase in lets to overcrowded households. However, the fact that we operate a choice based lettings scheme and have no control over bidding preferences - who and how applicants bid - it is not possible to accurately predict lets outcome.																							
Number of homeless families in B&B >6 weeks Measured in: Number Good Performance: Lower	<p>Number of families households in B&B >6 weeks</p>  <table border="1"> <caption>Number of families households in B&B >6 weeks</caption> <thead> <tr> <th>Year</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>12</td> </tr> <tr> <td>2016/17</td> <td>0</td> </tr> <tr> <td>Jun</td> <td>24</td> </tr> <tr> <td>Sep</td> <td>0</td> </tr> </tbody> </table>	Year	Number	2015/16	12	2016/17	0	Jun	24	Sep	0	12	N/A	N/A	0.00	N/A	↑						
Year	Number																						
2015/16	12																						
2016/17	0																						
Jun	24																						
Sep	0																						
The number of families in B&B for more than 6 weeks is 0. This is a large decrease compared to this time last year, where the figure was 106. There has been a 100 percent reduction in the number of families placed in B&B >6 weeks. Sustaining this improvement is dependent on the Council being able to continue to procure sufficient self-contained accommodation to meet demand. This will become ever more challenging if the number of households to whom a homeless duty is accepted continues to exceed the number of permanent offers to homeless households in temporary accommodation. The situation is expected to become more acute with an anticipated increase in homelessness demand when the overall benefit cap is reduced in November 2016 and the full roll-out of Universal Credit begins in February 2017																							

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Number of households living in temporary accommodation</p> <p>Measured in: Number owed a statutory duty Good Performance: Lower</p>	<p>Households in temporary accommodation</p> 	1972	Not Set	Not Set	2031	N/A	↔
<p>Percentage of overall council stock that is non-decent</p> <p>Measured in % Good performance: Lower</p>	<p>Strategic Plan activity to support this measure: 2.2b Maintain and improve the quality of council housing stock and housing management services</p> <p>Percentage of overall council housing stock that is non decent</p> 	20.06	Not Set	11.82	13.11	RED	↑
<p><u>Latest available data relates to 2015/16 financial year</u></p> <p>The percentage of non-decent Council stock was 13.11 percent for the period April 2015-March 2016; the Council's target of 11.82 percent was not met. Due to the increased level of capital investment as a result of Decent Homes Backlog funding (via central Government grant) a significant decrease in the level of non-decent homes has been achieved from 2014-15 to 2015-16. In 2014-15, a total of 3,184 homes were made decent which was achieved with a £60m spend, leaving 3,028 non-decent properties within the stock thus 25.06%. In 2015-16, a further 1,622 homes were made decent financed by a spend of £48m which reduced non-decency numbers to 1,588 of the tenanted stock (13.11 percent).</p> <p>The target was not met because works were not fully completed for Brodrick House by the end of the financial year. This block was known to require extensive structural strengthening works and these took longer than anticipated. This increased the overall level of non-decent homes for 2015/16 by 1 percent due to the high number of tenanted homes in this very large block. As at November 2016, works to Brodrick House have yet to be fully completed.</p> <p>Outturns against this measure are reported annually only and a snapshot of non-decency cannot be provided mid-year. Decency in stock levels fluctuate throughout the year as properties become decent / non decent. 41 homes have been made decent in 16/17.</p>							

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>The number of households who considered themselves as homeless, who approached the local authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation.</p> <p>Measured in: The number of cases assisted through successful casework intervention Good Performance: Higher</p>	<p>Strategic Plan activity to support this measure: 2.2e Tackle homelessness, including through improved prevention and a reduction in families in temporary accommodation</p> 	636.00	159.00	162.00	132.00	RED	↓
<p>Q2 outturn is expected in November 16, due to time lag in data collection and reporting of P1E stats. 132 households were prevented from becoming homeless at the end of quarter 1, representing 87% of the quarterly target. It is worth noting that the borough continues to face a severe shortage of affordable private sector properties available to homeless households as an alternative to pursuing a statutory homeless application and the problem continues to increase. Consequently, our ability to prevent homelessness by securing an alternative tenancy has diminished immensely. We have improved the incentive provided to landlords so they will let their admittedly small number of properties available at, or close to, Local Housing Allowance levels via the council to one of our customers rather than let them to a member of the general public. We have also seen a rise in the number of preventions through negotiations with friends and relatives, persuading families that the best option for all is for the threatened homeless client should remain in their current accommodation. Nevertheless, proportionately, this is not sufficient to temper the increase in landlords evicting their benefit-dependent tenants as they can pitch their rents at higher rents. Where possible, we continue to negotiate with Housing Benefit to resolve arrears problems, and negotiate with landlords, to ensure tenants can remain in their properties and thus prevent homelessness.</p>							
Less crime and ASB							
<p>Total Notifiable Offences (number)</p> <p>Measured in: Number Good Performance: Lower</p>	<p>Strategic Plan activity to support this measure: 2.3a Work with our partners to target resources to reduce crime</p> 	28,618	Not Set	Not Set	15,592	N/A	↓
<p>[Data taken from the met.police.uk website]. Data published identifies 15,592 total notifiable offences to September 2016/17 compared to 14,478 in the same period last year. TNO is a general marker for total crime in the borough. Whilst the responsibility to tackle and reduce crime lies with the Metropolitan Police Service, the Council has for a considerable amount of time been supplementing the local Police in the borough, by funding an additional number of Police officers to address key crime and disorder priorities for the Council and in turn residents</p> <p>At present the Council funds a team of 5 PC's and 1 Police Sergeant, known as the Partnership Task Force, to tackle key crime and ASB hotspots within the borough. These officers are tasked via the Partnership ASB Operations Group, along with other partnership resources to address the current and emerging community safety issues in the borough. It is hoped that this team will also contribute to the wider activity to reduce the fear of crime and increase public confidence.</p>							

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
A transformed council, making best use of resources with an outward facing culture							
<p>Customer Access Overall Satisfaction (telephone contact)</p> <p>Measured in: % Good Performance: Higher</p>	<p>Strategic Plan activity to support these customer access measures: EOc Deliver an organisational transformation programme to ensure effective responsive front line services and efficient cost-effective support services, enabled by ICT and including a new Civic Centre</p> 	86.65	86.65	90.00	85.58	RED	↔
<p>The Q2 figure shows improved performance from Q1 although still short of the minimum expectation. Previous key factors of wait times and service delivery and performance have continued to impact on customer satisfaction including the extremely challenging repair calls that a received to the Contact Centre. Approximately a third of calls relate to chase ups (avoidable contact) and these are the calls which are likely to be very involved and time consuming, ultimately leading to dissatisfaction. However the handover of housing repairs calls to THH from Q3 are expected to impact positively on performance.</p>							
<p>Percentage of contact transactions dealt with online (channel shift)</p> <p>Measured in: Percentage Good Performance: Higher</p>		78.00	78.00	80.00	79.65	AMBER	N/A
<p>This new indicator benchmarks performance at the start of the Council's digital and customer services transformation programmes. As increasing numbers of services are fully digitally enabled and as existing digital processes re improved, the indicator will enable tracking of progress and a measure of customers shifting to digital channels to access services.</p>							
<p>Percentage of Council Tax Collected (budgeted)</p> <p>Measured in: % Good Performance: Higher</p>	<p>Strategic Plan activity to support these financial measures: EOc Deliver an organisational transformation programme to ensure effective responsive front line services and efficient cost-effective support services, enabled by ICT and including a new Civic Centre</p> 	100.00	Not Set	50.00	50.69	GREEN	↔
<p>Target achieved. The percentage of council tax collected (budgeted) is just 0.27 percentage points lower than this time last year.</p> <p>This achievement has been supported by the work to review empty homes in the borough to enable the Council to maximise its Council Tax base (Strategic Activity EOa). The Council has been reviewing the Single Person Discount claims and Students Exemptions resulting in an in an increase of revenue. In addition, council tax claims have reduced. This work has resulted in the Taxbase (the number of band D equivalent properties that produce a yield) rising from 81,807 in April to 86,182 in October. In addition, arrears collection has increased and council tax relief claims have reduced. The overall Council Tax received by the Council has risen by £6,695,979 in the last 12 months, from £142,365,964 to £149,061,943.</p>							

Description		Annual Actual (2015/16)	Minimum Expectation	Target	Actual	Variance (performance against target)	Direction of Travel (comparing current outturn with this time last year)
<p>Percentage of Non-Domestic Rates Collected (budgeted)</p> <p>Measured in: % Good Performance: Higher</p>	<p>Percentage of non-domestic rates collected (budgeted)</p> 	98.65	Not Set	50.00	56.88	GREEN	↔
<p>Target achieved.</p> <p>Business Rates – The council has grown the Ratebase, despite significant losses due to buildings being demolished and consequently losses in rateable value. So far this year the net charge has increased from £401,597,255 to £415,568,359 at the end of October. At the same time work continues on the review of reliefs awarded and costs in this area have reduced by over £1m at the current time.</p>							
<p>Number of working days/shifts lost to sickness absence per employee</p> <p>Measured in: Number (the aggregate of working days lost due to sickness absence divided by the average number of FTE staff) Good Performance: Lower</p>	<p>Strategic Plan activity to support this measure: EOe Develop an effective workforce strategy, with appropriate skills and representative of the community</p> <p>Number of working days/shifts lost to sickness absence per employee</p> 	9.25	9.25	7.00	9.59	RED	↓
<p><u>August Outturn.</u> In the rolling year period to August 2016, the average number days lost to sickness absence was 9.59 days. The Council's minimum expectation of 9.25 days was not achieved, and sickness absence has deteriorated by 1.24 days compared to the same period last year.</p> <p>The London boroughs HR metrics survey for 2015/16 show that Tower Hamlets remains in the third quartile for performance. The median average change for inner London is +5.4% and for Tower Hamlets this was +4.9%. This indicates that sickness across inner London is rising but TH percentage rise is slightly slower than comparable boroughs.</p> <p>Strategic Plan activity to improve this outcome is to develop an effective workforce strategy, with appropriate skills and representative of the community (Strategic Activity EOd). A number of practical activities and interventions are being implemented to reduce sickness absence in the Council. This includes intensive support to 10 service areas where sickness is high. Training and HR support for managers is now available as well as regular monitoring and review of these areas by Directorate Management Teams. In addition a physiotherapist will be procured on a pilot basis for 6 months to support employees with musculoskeletal issues. A mandatory online training session for all staff and managers is currently being developed, which will explain responsibilities and re-emphasise the importance of managing absence effectively. A report on the impact of these interventions will be provided to CMT at the end of the 6 month period.</p>							